PeopleSoft Requisition Manual

Using the PeopleSoft Requisition System

V8.9

September 2014
# Table of Contents

**OBJECTIVES** ........................................................................................................................................ 3

**OVERVIEW** .......................................................................................................................................... 3

**CUSTOMIZING SCREEN** ......................................................................................................................... 4

**MODULE 1: ENTERING A REQUISITION** ................................................................................................. 5  
  Navigating to the Requisition Form page: .............................................................................................. 5  
  Attaching Documents: .............................................................................................................................. 7  
  Subaward Requisitions: ............................................................................................................................ 12  
  Printing Requisitions: .............................................................................................................................. 14  
  Change Orders: .......................................................................................................................................... 17

**MODULE 2: COPYING FROM AN EXISTING REQUISITION** ............................................................... 18

**MODULE 3: GETTING APPROVAL AND APPROVING A REQUISITION IN PEOPLESOF** ............. 20

**MODULE 4: REVIEWING REQUISITION AND PO INFORMATION** ..................................................... 22  
  Reviewing Requisition Information ........................................................................................................ 22  
  Reviewing PO Information ...................................................................................................................... 23  
  Reviewing Query Information .................................................................................................................. 25

**MODULE 5: PRINTING PURCHASE ORDERS** ...................................................................................... 26

**MODULE 6: ENTERING RECEIPTS** ....................................................................................................... 30  
  Cancelling receipts .................................................................................................................................. 33

**MODULE 7: GETTING HELP** ................................................................................................................ 35
Objectives

By the end of this class, you should be able to:

- Enter a requisition for goods or services for your department into PeopleSoft;
- Attaching documents to the requisition;
- Copy information from an existing requisition into a new requisition;
- Print a Requisition;
- Understand the process of requesting a change to the Requisition/Purchase Order;
- Approve a requisition in PeopleSoft;
- Inquire about the status of a requisition / Purchase Order in PeopleSoft;
- Print Purchase Orders;
- Entering receipts for payment on a Purchase Order.

Overview

Requisitions are the record of a request for an item. They provide an additional level of control in the procurement life cycle. Requisitions are the start of the life cycle in the procurement process.

The Requisition process for campus users include:

- Creating the requisition;
- Approving the requisition (No changes may be made to your requisition online once it has been approved in PeopleSoft. Changes can be communicated to the Procurement Department by entering a requisition);
- Having the Procurement Department source the requisition to a Purchase Order, Bid or a Request for Proposal (RFP);
- Entering receipts for payment to the vendor.
Customizing Screen

Starting on or about 9/10/2014, the Resource Type Field will no longer need to be included for Project/Grant chartstrings. (Resource Type is called “Res Type” in the distribution area.) The Resource Type will no longer be needed when completing forms or entering data into PeopleSoft Finance. Since this field will not be required, it is helpful to customize screens to ignore it. See the instructions below on how to customize your screen.

1) Access Add/Update Requisition (even if you do not have a new Requisition to enter)
2) Click on Add
3) Click on Requisition Defaults
4) On the Thick Blue Bar, towards the right click on the Customize Link

5) Press the CTRL button AND click on Res Type, and all fields listed above
6) While the fields are highlighted blue, as above, press the Check Box next to Hidden.
7) Then scroll down to the bottom and click OK
8) This will Customize this specific menu option
9) Please repeat these steps for the specific Line distribution on a Line Row
   a. From the main Requisition screen, click the pink/red button →
   b. Then the button that looks like →
   c. Then repeat Step #4-8
Module 1: Entering a Requisition

By the end of this module, you will be able to:
- Navigate to the Requisitions module in PeopleSoft
- Enter a new requisition
- Attach documents to the requisition
- Print a requisition
- Enter Change Orders

Navigating to the Requisition Form page:

1. To create a Requisition, navigate to the Maintain Requisition page:

   **Purchasing** ➔ **Requisitions** ➔ **Add/Update Requisitions**

   - **Find an Existing Value** ➔ **Add a New Value**
   - **Business Unit**: UMBC
   - **Requisition ID**: NEXT

   Click **Add**

2. Click **Add** (Do NOT delete the word “NEXT” in the Req ID field. PeopleSoft automatically numbers each requisition that is entered into the system.)
3. Select a **Requestor** using the Search Icon.

4. Enter information on the **Line Detail** area.

5. If you need more than one **line** on a requisition, you will need to add additional lines. To insert additional **lines**, click the “plus sign” icon.

6. For each Line Detail, complete the Description, Quantity, UOM, Category ID, and Price.

<table>
<thead>
<tr>
<th><strong>Description</strong></th>
<th>This field holds as much data as you may need to enter. You can view the entire description in a separate window if you enter more words than the field shows. To open a window, click the <strong>Item Search</strong> icon.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantity</strong></td>
<td>If using ea in the UOM – enter the # of items in Quantity. If using USD in the UOM, enter 1 in Quantity.</td>
</tr>
<tr>
<td><strong>UOM</strong></td>
<td>The Unit of Measure used in requisitions is each (ea) if ordering a quantity and USD if you are procuring a service.</td>
</tr>
<tr>
<td><strong>Category ID</strong></td>
<td>Use the search icon for this field to see a list you can select from. <strong>Do NOT select a category that begins with the letter “P”. These are only for the use of the Procurement Department.</strong></td>
</tr>
<tr>
<td><strong>Price</strong></td>
<td>The Unit Price of the item. The cost for one UNIT as defined by the UOM. PeopleSoft calculates the extended price of the line for you when you save.</td>
</tr>
</tbody>
</table>

7. Click the **Add Comments** link on the **Maintain Requisition** page to add any necessary comments pertaining to the entire requisition; i.e., the vendor is not in the system, direct delivery location.
a. Enter text in the Comments text window.

b. Select the following boxes.

☐ Send to Vendor  ☑ Shown at Receipt  ☑ Shown at Voucher

Click ☑ OK to return to the Maintain Requisition page.

8. Attaching Documents

There will be times when you will need to submit backup paperwork for a requisition such as a contract, Terms and Conditions, quote or a sole source. It is preferred that you do an on-line attachment in the requisition module in PeopleSoft.

Before attachments can be added to the requisition, the hard copies will need to be scanned and saved to a directory.

a. Click the Add Comments link on the Maintain Requisition page to add an attachment.

b. Click on the Attach tab
c. Click on the Browse

![Browse option in the interface]

d. Choose the file that you want to attach.

![Upload option in the interface]

e. Click the Upload tab. To attach multiple documents, click the plus sign next to the word Inactivate above the comments box and follow the same above instructions for adding attachments.

![Comments section with attachment details]

f. Type in the word “Attached” and what the attachment is in the Comments Text Window. Select the three boxes – click OK to return to the Maintain Requisition page.

9. Click the Requisition Defaults link.
Using PS Requisitions

a. Click the Buyer search icon for a list of approved Buyers.

b. Enter a Vendor ID, or click the Vendor search icon for a list of Vendors. To conduct an advanced search for a Vendor, select the Vendor Lookup link.

c. Select the appropriate Vendor. **Note:** You should select a Vendor whose Address Description is listed as ORDER.

d. Click **OK**.

**Note:** In some cases the vendor is not listed in the PeopleSoft vendor file. In that case enter the vendor name, address and FID number in the ADD COMMENT link on the Maintain Requisition page.

e. Distributions:

From the Requisition Defaults page scroll down to the Distributions Details line. Enter the Percentage (100).

Required Chartfield includes: Percentage, GL Unit, Tcode, Fund, Prog Fin, Department.
NEVER ENTER AN ACCOUNT NUMBER. THE CATEGORY ID # THAT YOU ENTER IS LINKED TO THE ACCOUNT # WHICH THE SYSTEM WILL AUTOMATICALLY ENTER.

GL Unit should be UMBC1 and Tcode should always be 242.

If the distribution involves a Project, enter the project number.

If distributing to a Project, the following additional ChartFields must be completed: PC Business Unit (UMBC 1), Activity ID and Resource Type.

**Note:** There may be times when you wish to distribute the expense to more than one chartstring. When this is the case, after adding the Line Detail information, click the Schedule icon at the far right side of the Line Detail text box. This will return you to the Maintain Requisitions page. Click the Distribution icon. Then click the plus sign at the far right of the distribution line and indicate how many additional rows you want to add in the dialog box that appears at the top of the screen. The default is 1. Then click OK.

The new line is added and you can add the additional chartstring information. You must change the percent from 100 to whatever percentage you need to distribute the cost over the two chartstrings.

**Note:** There may be times when the Chartstring you entered in the Requisition Defaults page does not carry over for the entire requisition. When this is the case, in the line detail information on the Maintain Requisition page, click the Schedule icon at the far right side of the detail line. This will bring you to the Schedule page. Click the Distribution icon. Check the Distribution line to make sure that your Chartstring is correct.

10. Click **OK**. The Mark All screen will appear on the screen.
11. Click the **Mark All** Link. The checkboxes in the Apply column are selected.

12. Click **OK**. You will be returned to the Maintain Requisition page.

13. Click **Save** to SAVE your Requisition. The Requisition ID number field is populated.
14. Subaward Requisitions:
   When entering a requisition for a subaward, the instructions are the same as in a regular requisition except in two areas: (1) Maintain Requisition page and (2) Distribution page.

   a. On the Maintain Requisitions – Requisitions page, enter two lines in the Line Details section. Line 1 will be for $25,000 and Line 2 will be for anything over $25,000. Please note that in the Category box on line 1 (under $25,000), you will need to enter 049000 and on line 2 enter 050000 (over $25,000).

   b. To enter the distribution you will need to enter the chartstring for each line. Click on the red symbol at the far right of line 1.

   c. Click on the symbol with the 3 arrows to the left of the word active.
d. Enter your distribution for line 1 on this page (Distribution Page).

e. Follow the same steps for Line 2 as you did for line 1.
15. **Printing Requisitions**

To print your requisition before approval from your approver, click on the **View Printable Version** link on the Maintain Requisitions page. Note that your Requisition must be saved prior to printing it. You will be prompted to do so during the printing process. After clicking OK, you will get an error message stating that you do not have permission required to run the window option. Click OK. On the menu click People Tools and follow the breadcrumbs below:

- Process Scheduler ➔ Process Monitor ➔ Click refresh until your run status states success
- Click details (highlighted in blue) ➔ Click view Log/Trace ➔ Click on PDF Link ➔ Print requisition

To print requisitions after they have been approved follow the navigation below.

- Purchasing ➔ Requisitions ➔ Reports ➔ Print

**Requisition Print**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- Find an Existing Value ➔ Add a New Value
- Limit the number of results to (up to 300): 300
- Run Control ID: begins with ▼
- Case Sensitive
- Search ➔ Clear ➔ Basic Search ➔ Save Search Criteria

Click on the search button on the Requisition Print screen. A Run Control ID will need to be established if you don’t have one.

- Enter your 10 digit requisition ID field.
Using PS Requisitions

c. Click on the Run Link

d. Click OK

e. Click on the Process Monitor Link
Using PS Requisitions

f. Click on the Refresh button until the Run Status shows Success and the Distribution Status shows Posted. Click on the Details link (highlighted in blue).

g. Click on the View Log/Trace link.
h. Click on the PDF link.

i. Print out the requisition

**Change Orders:**

Remember that **NO CHANGES** can be made online to a Requisition once it has been approved. If any changes need to be made on the requisition or if the requisition has been sourced to a PO and changes need to be made, you will need to submit the change to Procurement by entering a requisition in PeopleSoft. When entering the description on the Maintain Requisition page, you will need to type CHANGE ORDER and what changes need to be done on the purchase order. (Reference the Purchase Order #). Click on the Add Comments link on the Maintain Requisition page and type CHANGE ORDER to PO #_______ in the comments box and check the three boxes.
Module 2: Copying from an Existing Requisition

By the end of this module, you will be able to:
- Create a new requisition by copying from an existing requisition

**Copying From an Existing Requisition**

PeopleSoft has a feature that eliminates redundant data entry by using an existing Requisition as a template. You can select and copy any Requisition, regardless of its status. If information already exists on the Requisition line to which you are copying, you are prompted to confirm that you want to clear existing data and proceed with copying the Requisition to the selected line. You may also receive other warnings if the Requester is different on the Requisition you are copying from. You can override any values that were copied over with the Requisition. Activity and original Requisition dates are **NOT** copied over.

This feature can also be useful if there is a problem P.O. and/or requisition. The Procurement Department may request that you resubmit the requisition using this process. Any values can be changed.

1. To copy from an existing Requisition navigate to the **Add/Update Requisitions** page and click the **Add** button.

   ![Add/Update Requisitions Page]

   The Copy Requisition Page appears. Select the Copy From link. The Maintain Requisitions appears.

   ![Maintain Requisitions Page]

   **Maintain Requisitions**
   **Requisition**
   Business Unit: UMBC1
   Requisition ID: NEXT
   Copy From:
2. Enter the 10-digit requisition number in the Requisition ID field.

Look Up Requisition ID

<table>
<thead>
<tr>
<th>Requisition ID:</th>
<th>begins with</th>
<th>0000003605</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Status:</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Origin:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Requester:</td>
<td>begins with</td>
<td></td>
</tr>
</tbody>
</table>

[Look Up, Clear, Cancel, Basic Lookup]

Search Results

Requisition ID Requisition Status Origin Requester
00000003605 Approved ONL GLB

[OK, Cancel, Refresh]

3. Click the OK button.

4. If the source requester is different from the original requester, you will be notified and asked whether or not to continue. Click Yes to continue.

5. You will be returned to the Maintain Requisitions page where the information has now been copied over to the new requisition for use. Continue as if creating a new requisition by clicking the Save button. This will generate a new Requisition number.
Module 3: Getting Approval and Approving a Requisition in PeopleSoft

By the end of this module, you will be able to:
- Get your requisition approved.
- Show your supervisor how to approve a requisition.

Getting Approval of a Requisition

Because Requisitions are now being completed electronically, no paper copies are needed and therefore, no actual approver signatures are necessary. Instead, the approver needs to approve the Requisition within PeopleSoft. If you have been authorized to approve Requisitions in PeopleSoft, you can perform this function.

If you have access to PeopleSoft and need to obtain approval authority for requisitions, you will need to fill out the 3 R's Form located on the Procurement website and send it to Sylvia Wickham in Procurement. If you don’t have access in PeopleSoft you will need to fill out the Specialized Access Request Form located on the Procurement website to gain access to PeopleSoft and create Requisition approval authority for a user. Send the Access Form to Sylvia Wickham in Procurement. Note that no user can have the ability to enter and approve Requisitions.

1. To approve a Requisition, you will need to first open that Requisition. Using the menu on the left side of the main PeopleSoft screen, follow the below navigation to get to the appropriate screen.

Purchasing ➔ Requisitions ➔ Add/Update Requisitions ➔ Find an Existing Value

2. Type the Requisition ID number in the appropriate field. (The requisitioner should supply you with this number.)

3. Click Search. The Maintain Requisition page will open.
4. On the **Maintain Requisition** page, click [ ]. (This is the Approve icon and will be located in the top-right portion of the page.)

5. Click **Save**. The status of the Requisition will change from **OPEN** to **APPROVED**.
Module 4: Reviewing Requisition and PO Information

By the end of this module, you will be able to:

- Navigate to Review Requisition Information
- Determine whether or not a requisition has been sourced to a Purchase Order
- Determine how much money has been spent on a Purchase Order
- Determine how much money is still available on a Purchase Order

Reviewing Requisition Information

Once you have created a requisition, you will need to be able to make inquiries regarding that requisition. From the Review Requisition Information link on the menu, you can locate the requisition status, if the Purchase Order has been sourced and find your Purchase Order #.

1. To review a Requisition, navigate to the Requisition Inquiry page:

   - Enter the Requisition number in question in the Requisition ID field and click OK. The Req Inquiry page appears.

2. Click the Status tab to see the document status. Take note of the “On PO” field. If the field is blank, the P.O. has not yet been created. If there is a “Y” in this field, click the hyperlink to continue. This will take you to the “Requisition to Purchase Order List” page.
4. Click the hyperlink under the Purchase Order column to continue to the Purchase Order Inquiry page. This page opens in a new window.

Reviewing Purchase Order Information

To research activity on your purchase order such as if the PO is in the approved status (still going through the process of establishing a PO), dispatched status (PO established, open and sent to the vendor) or complete status (PO has been closed out), how much money has been paid and how much money is left, receipts that have been entered, and if the amount that was receipted was matched by accounts payable, click on the Activity Summary link on the menu. Click on the various tabs for information on your purchase order.

1. To review activity on a Purchase Order, navigate to the Activity Summary page:
2. Enter your Purchase Order # and click search.

3. To check what the Open Quantity is on your PO, Click on the Receipt tab. If you click on the symbol on the right hand side you can see what the receipt # is for the amount you receipted.
The amount matched is the amount that Accounts Payable has begun the process for payment.

**Instructions to Access The Query for Purchase Orders**

A Query has been established to locate a list of all Purchase Orders that have been generated by a department and limit it by PO date range. It will show the Project ID if one exists.

Go to PS Finance.

On the Main Menu click on Reporting Tools---Query---Query Viewer.

In the Query Viewer page, in the box next to "begins with" type in UM_PO_PURCHASE_ORDERS_BY_DEPT.

The Query will appear.

Click on whichever way you want to run the report – HTML or EXCEL on the Query line.

When the next page opens - type in your Dept. # and the dates you want to search for the POs. Then click View Results. A listing of the POs for that Dept. will appear.

In the PO Status column - if it says Complete - it means the PO is closed. If it says dispatched it means that it is open.
Module 5: Printing Purchase Orders

Navigation for Printing the Purchase Orders

1. Purchasing Purchase Orders Review PO Information Print PO’s

Purchase Orders Print
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Run Control ID: begins with Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

2. Click on the yellow Search button on the Purchase Orders Print screen. A Run Control ID will need to be established if you don’t have one.

Purchase Orders Print

Run Control ID: WICKHAM

Language: English Specified Recipient’s

Report Request Parameters

Business Unit: UMBC  TO: [ ] Specified [ ] Recipient’s

PO ID: [ ] Select Purchase Order

Contract Sett #: [ ]
Contract ID #: [ ]
Release: [ ]
From Date: [ ]
Through Date: [ ]
Vendor ID: [ ]
Buyer: [ ]

Statuses to Include

- Approved
- Dispatched
- Cancelled
- Open
- Pending
- Completed

Miscellaneous Options

- Print Changes Only
- Print Duplicate
- Number Of Copies: [ ]
Sort By: [ ]

Run

3. Enter your PO # in the PO ID field. Click the yellow Run button.
4. Click on the yellow OK button.

5. Click on Process Monitor link that is highlighted in blue.
6. Click on the yellow Refresh button until the Run Status reads Success.

7. Click on the word Details – highlighted in Blue.

8. Click on View Log/Trace – highlighted in blue.
Using PS Requisitions

9. Click on the PDF link

10. Print out a copy of the Purchase Order.
Module 6: Entering Receipts

By the end of this module, you will be able to:
- Navigate to the Receipts page
- Enter a receipt for payment
- Cancel a receipt

1. Navigation: Purchasing ➔ Receipts ➔ Add/Update Receipts
   Receipts are auto-numbered by PeopleSoft.

   EACH SHIPMENT OR INVOICE REQUIRES A SEPARATE RECEIPT

2. Select the Business Unit UMBC1 if the value did not default in.
3. Do NOT make any changes to the other fields on this page.
4. Just click the Add button to move to the next page, shown below

   ENTER THE COMPLETE PO #

5. Enter your PO ID.
6. **Click on Search.** **DO NOT** hit the ENTER button on your keyboard.

**TROUBLE-SHOOTING:**
If no rows are returned, clear the “Ship To” Field & remove the green checkmark in the “OpenSched” field. If you do not know the PO ID, search for shipments by vendor name. Enter the first 3 letters of the vendor name in the “ShortName” field, then click the magnifying glass. Select your Vendor and then click SEARCH.

<table>
<thead>
<tr>
<th>Select Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search Criteria</strong></td>
</tr>
<tr>
<td>PO Unit:</td>
</tr>
<tr>
<td>ID:</td>
</tr>
<tr>
<td>Line/Sched Num:</td>
</tr>
<tr>
<td>Release:</td>
</tr>
<tr>
<td>Item ID:</td>
</tr>
<tr>
<td>Ship To:</td>
</tr>
<tr>
<td>Ship Via:</td>
</tr>
<tr>
<td><strong>Search</strong></td>
</tr>
</tbody>
</table>

**Receipt Qty Options**
- No Order Qty
- Ordered Qty
- PO Remaining Qty

**Opened PO Schedules**

<table>
<thead>
<tr>
<th>Retrieved Rows</th>
<th>Shipping Added</th>
<th>More Details</th>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set</td>
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<td>Release</td>
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<tr>
<td>Description</td>
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</tr>
<tr>
<td>Phagas System Licence Renewal</td>
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</tr>
</tbody>
</table>

7. **Click on the Sel (Select) check boxes for the lines that you want to receive.** **Click OK**

The Maintain Receipts page will open.
8. Enter the quantity of each item received, in the **Receipt Qty** field.

**NOTE:** If this line is being received in **dollars**, you will see a field called “**PRICE**” next to **Receipt QTY**. In this case, enter the dollar amount you wish to approve for payment, in the **Price** field. The Receipt Qty field will not be active.

9. After you enter the quantity or dollar amount that is on your invoice, click **Save** on the **Receiving** page and you will see the receipt ID on top of the page as shown below. Enter the receipt # on your invoice with the purchase order # and send the invoice to accounts payable for processing.
CANCELLING RECEIPTS

1. Navigation: Purchasing ➤ Receipts ➤ Add/Update Receipts

2. Click the Find an Existing Value tab.

3. Enter your receipt number.
4. Click on the red X

Canceling Receipt cannot be reversed. Do you wish to continue? (Y/N)

Yes  No

5. Message above will appear when you click on the red X. Click yes.

6. The receiving screen will come back with the receipt status stating that the receipt is canceled.
Module 7: Getting Help

The Procurement website includes valuable information related to PeopleSoft Requisition process. When you enter the website click on the PEOPLESOFT AND PURCHASING tab.

A video was designed to supplement Requisition training. To access the video, type in the website address https://wiki.umbc.edu/display/ps/Training+Videos at the URL address box. For more in depth information, please review the Requisition Training manual located in the Procurement website under PEOPLESOFT AND PURCHASING.