Entering Electronic Requisitions

Requisitions are entered and approved before the Purchasing Department creates Purchase Orders on behalf of the campus. Requisitions may be entered for any amount; however, the approver must have the appropriate Delegation of Authority level for the requisition to be processed. During the last few months of each fiscal year, a Requestor has an opportunity to enter new fiscal year requisitions which require modifying the accounting date.

Navigation: Purchasing > Requisitions > Add/Update Requisitions> Add a New Value

1) Select the appropriate business unit (LBCMP or LBFDN).
2) Select "**Add**" – do not make any changes to this page.
3) In the Header section of the Maintain Requisitions page, populate fields
   a) **Requestor** defaults to the Requestor number (campus ID "40" and 9 digit ID). If your number doesn't default, type in the requestor number in the field or use the lookup.
   b) **Requisition Date** defaults to the current date.
   c) Origin is not required and not recommended (it may, in some cases, be helpful as it is a searchable field from Find an Existing Value tab of Add/Update Requisitions but may conflict with default DEPT ID).
   d) **Accounting Date** should default to the current day for new requisitions or the create date of the requisition.
      i) The accounting date must be changed when a requisition is created before the fiscal period begins. (For requisitions to be processed for the next fiscal year **Change the Accounting Date field to the upcoming fiscal year date (07/01/20XX)**. Do this prior to completing the requisition defaults.
      ii) **Adjusting** the **date** <u>MUST</u> be done **prior to Budget Checking** a requisition which occurs in overnight processing once a requisition has been approved. Failure to do this may result in issues on the accounting lines.
4) Select "**Requisition Defaults**" link in the Header section. Use the Requisition Defaults page, to automatically populate key fields on each line of the requisition without having to re-enter data. If any one of the lines on the requisition has different chartfields, add the most frequently used chartfield combination on the Requisition Defaults page and modify using the Maintain Requisition, Schedule and Distribution Pages for individual lines as necessary.
   a) In the Default Options section, "**Default**" is the desired selection.
   b) In the Line section,
      i) Do <u>not</u> populate the following fields: Buyer and Vendor Location.
      ii) Select a **Vendor** using the Vendor Lookup **magnifying glass**. If there is not a suggested vendor populated at this time, Requestors may populate the Add Comments or Edit Comments link on the Maintain Requisition page to enter all vendor information.

iii) If the vendor is not in the system, attach a Vendor 204 form to the requisition Header Comments (on the Maintain Requisition page).

iv) Enter **Category** and the **Unit of Measure** (UOM) using the magnifying glass provided next to each field.

c) In the Schedule section,

i) Do <u>not</u> populate the following field: Ultimate Use Code.

ii) The Ship To will default to Receiving and rarely needs modification.

iii) Enter a **Due Date** (not required on the requisition). The due date is not the desired date of delivery but the expected date of delivery based on the PO order date and negotiations with the vendor. Even if populated at the requisition level, it may be modified by the buyer.

iv) **Distribute by** field has two options, quantity (default) and amount. Qty is used 95% of the time. Distribute by Amount is only used if goods/services are being ordered that will be paid for by more than one chartfield AND one set of the chartfields will only pay for a static dollar amount regardless of quantity, tax, shipping, etc. For example, one set of chartfields will cover $250 and the second set of chartfields will cover the balance. (Not to be confused with amount only. See Section 4e.) To include an additional chartfield for the balance of a line click on Schedule on the line item and then Distribution.

d) In the Distributions section,

i) Do <u>not</u> enter the Account field as the Category code will automatically populate that field when the OK button is selected and a line is entered.

ii) **Required** fields include **Fund** and the 5 digit **Dept ID**. Enter the Fund, Department ID, and any other necessary chartfield.

iii) **Location –** Is used for the delivery of goods and should be populated when an item is receivable.

e) Click "**OK**" to return to the Maintain Requisitions page. If you are modifying existing defaults, a Retrofit page may appear. Use these guidelines,

i) For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.

ii) For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line. Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.

iii) Select 'Apply to All Distribs' to apply changes to all distribution lines on the requisition.

5) In the Line section of the Maintain Requisitions page,

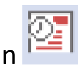
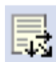
a) Enter the **Line Description**. Click on the **Line Details** icon  to view the entire description if it is more than can be seen on the Maintain Requisitions page.

b) **Category** and Unit of Measure (**UOM**) will populate once data is added to a line and the "**Refresh**" button is selected. UOM should be specific regardless of whether PO is set up as Amount Only or not.

c) Enter the Requisition **Quantity** and **Price**.

d) Add additional lines as necessary using the plus sign (+) to the right of the line. Use the minus sign (-) to remove a line.

e) If a line requires multiple payments over a period of time (for example a monthly telephone bill at different amounts each month), select the "**Amount Only**" checkbox on the Attributes tab (or customize your layout to display on the line.
Note: If Amount Only is selected, the qty will be changed to 1 and a notification window will pop up to explain the change.

f) To modify an existing distribution or add a new distribution, select the schedule icon  then select the distribution icon .

   i) Select the new fund, dept ID, program, or project ID, as desired. Refer to 3c for explanation of distribution by amount.

   ii) Select "**OK**".

g) Select "**Save**".

Information: Refer to **CFS: Customizing Requisition Settings** to streamline the requisition entry process.

6) In the Header section of the Maintain Requisitions page,

   a) Click on the "**Add Comments**" link to include information regarding the whole requisition (ie. supplier, special delivery). The Add Comments link will change to Edit Comments when comments are added.

      i) If there is a comment specific to a line, use the **Line Comments** icon . Note that the Line Comments icon will appear with dots inside when a line comment is added.

   b) Click on the "**Send to Vendor**" box for any comments that need to be printed on the requisition or the resulting PO.

   c) Add **Attachments** of any file type (one attachment per Header Comment) to the Header Comments page.

      i) Click on the "**View**" button to make sure the attachment uploaded correctly.

      ii) Ensure the file name **<u>does not</u>** include any parenthesis and/or brackets; as this may cause errors to occur.

      iii) Select "**OK**".

7) Select “**Save**”.

Information: Future dated requisitions dispatched into future dated purchase orders must be placed on hold until 7/1 to ensure no payments can be issued against the PO.

8) Select the “**Notify**” button to send the request to approve to the designated person.
   a) Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
      i) Click LOOKUP RECIPIENT to search for a name.
      ii) Click DELIVERY OPTIONS to view or change the method of the send.
   b) Use the Priority field to adjust the urgency of the message.
   c) **Modify the number** in the Subject to correspond with the number in the template text field that most accurately describes the reason for using the notify button. The default reason is to obtain approval.
   d) The Template Text field is a default field that is not editable.
   e) Message is a free form field where you can type any description. If the purpose of the notify button is a change request, explain the details of the change request in the Message box.
   f) Select “**OK**” to send the email notification and exit the page. Select “Cancel” to exit the page without sending a notification. Select “Apply” to send this notification and remain on this page.