PeopleSoft Training
Using the PeopleSoft Requisition System
V8.9

Participant Manual

September 2009
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Objectives

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

• Understand and recognize the parts of a requisition;
• Enter a requisition for goods or services for your department into PeopleSoft;
• Copy information from an existing requisition in to a new requisition;
• Print a Requisition;
• Understand the process of requesting a change to PeopleSoft;
• Approve a requisition in PeopleSoft;
• Inquire about the status of a requisition in PeopleSoft;
• Search for a requisition’s associated documents;
• 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 includes:

• Creating the requisition (and updating it as necessary);
• 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.
Module 1: Requisitions Overview

By the end of this module, you will be able to:
- Understand the PeopleSoft Requisitions process
- Identify the parts of a requisition

**Requisitions Process in PeopleSoft**

Requisitions are identified by a unique **RequisitionID** linked to a Purchasing Business Unit. An item category must be assigned to each item in the **Requisition**. The category is linked to a default account, and an asset profile ID where appropriate.

One Requester must be linked to each **Requisition**. This is the person who requested the items to be ordered. The Requestor can be anyone within a business unit who “requests” items or services. The Requisition entry person can also be the Requestor.

Requisitions must be approved before they can be sourced to a Purchase Order. By creating a **Requisition**, a pre-encumbrance is established in the budget.

Requisitions can be created without selecting a vendor. If a vendor is chosen, the **VendorID** is entered on the Requisition Defaults page.

**NOTE:** The vendor must exist on the PeopleSoft Vendor file in order for you to select it and add it to the Requisition Defaults page. If the vendor is not on the vendor file, you will use the Add Comments link on the Maintain Requisition page to indicate the vendor’s name, address and Federal Tax ID so that Procurement can add the vendor to the file when they receive your Requisition.

Requisitions can be printed, although this is not usually necessary. Users can inquire on Requisitions using a variety of pages, providing on-line access to all information contained in a Requisition.

Requisitions can be entered for specific orders of goods or services that will be received and billed in full, or for Blanket Orders of goods or services that will be received and billed in increments.

**Parts of a Requisition**

Requisitions consist of three basic elements: The Header, Lines, and Distributions. Each **Requisition** has one header, which can have multiple lines and multiple distributions.

**HEADER:** Contains identifying information about the **Requisition** that makes it unique.
- Business Unit and **RequisitionID**
- Requester
- **REQUISITION DEFAULT** values for many fields can be entered here and these values will populate each Line on the **Requisition**.
- Add Comments
Using PS Requisitions

Example of a Header

LINE / Details tab: Show the goods or services being requested.
- Item (we don’t use this field)
- Description
- Quantity desired
- Unit of measure (UOM)
- Category
- Price

Example of Lines

DISTRIBUTIONS: Show which Departments and which budgets will be charged.
- Distribute by Amounts or Quantities of items
- Distribute by percentages of amount or quantity
- Specify programs, funds, accounts, etc.

Example of a Distribution

September 2009
Privileged and Confidential – For Internal use Only
Module 2: 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
- Print a requisition

Navigating to the Requisition Form page:

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

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

   ![Maintain Requisition page](image)

   - **Business Unit:** UMBC
   - **Requisition ID:** NEXT
   - **Add**

2. Click **Add** (Do NOT delete the word “NEXT” in the Req ID field.)

   ![Maintain Requisition page](image)
3. Select a Requestor using the Search Icon.

4. Click the Requisition Defaults link.

   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.

      i) Type in the first few letters of the vendor name in the ShortName Box. Click Search. A list of results is displayed.
      ii) Select the appropriate Vendor. Note: You should select a Vendor whose Address Description is listed as ORDER.
      iii) 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.

5. Distributions:
   a. From the Requisition Defaults page scroll down to the Distributions Details line
   b. Enter the Percentage (100)
   c. Required Chartfields include: Percentage, GL Unit, Tcode, Fund, Prog. Fin, Department.
d. **NEVER ENTER AN ACCOUNT NUMBER. THE CATEGORY ID # THAT YOU ENTER IS LINKED TO THE ACCOUNT # WHICH THE SYSTEM WILL AUTOMATICALLY ENTER.**

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

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

   i) 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 your 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.
g. When ordering Sensitive or Capital equipment you will need to enter that information on the Requisition Defaults page under Asset Information. The Business Unit will always be UMBC1. Click the **Search** a list of results will be displayed. Using the Asset Profile Guide, select the Asset Profile that corresponds to the Category and Account. *Do not check the Capitalize or populate the Cost Type field.*

h. Click **OK**. You will be returned to the Maintain Requisition page.
Using PS Requisitions

Line Detail

6. 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.

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

<table>
<thead>
<tr>
<th>Description</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 Item Search icon.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>The Quantity of the item you want.</td>
</tr>
<tr>
<td>UOM</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>Category ID</td>
<td>Use the search icon for this field to see a list you can select from. Do NOT select a category that begins with the letter “P”. These are only for the use of the Procurement Department.</td>
</tr>
<tr>
<td>Price</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>

8. 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.

Click **OK** to return to the **Maintain Requisition** page.

**NOTE:** There will be times when you will need to submit backup paperwork for a requisition such as a contract, quote or a sole source. You can fax it to Procurement (51009), send or hand carry, or 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.

1. Click the **Add Comments** link on the **Maintain Requisition** page to add an attachment.
a. Click on the Attach tab

b. Click on the Browse

c. Choose the file that you want to attach.

d. Click the Upload tab

e. 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 Mark All Link. The checkboxes in the Apply column are selected.

10. Click [OK]. You will be returned to the Maintain Requisition page.

11. Click [Save] to SAVE your Requisition. The Requisition ID number field is populated.
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
Module 3: 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.
2. Enter the 10-digit requisition number in the Requisition ID field, then click the Search button. The Lookup Requisition ID box appears.

3. Click the Requisition ID link to continue. You will return to the Copy Requisition page, where you can now click the Search button to continue.

4. A link for the requisition you want to copy from will appear at the bottom of the page.

5. Click the OK button to continue.

6. 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.

7. 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 4: Getting Approval and Approving a Requisition in PeopleSoft

By the end of this module, you will be able to:
- What to do 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. See the next section for more details. Once you (the Requisitioner) have completed the online Requisition, it is recommended that you send an email to your Approver. In the subject line of the email, type “Please approve Req # _______ (insert your Requisition number). This is all you need to type in the email. Once the Approver has approved your Requisition, they can easily reply to your email message and change the subject line to “Approved Req # ________.”

Approving a Requisition

If you have been authorized to approve Requisitions in PeopleSoft, you can perform this function. Use the Access Request Form from the Procurement website to create Requisition approval authority for a user. 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

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.
Using PS Requisitions

Maintain Requisition page with Approve Button Highlighted (Green check-mark)

4. On the **Maintain Requisition** page, click ![Approve Icon](Green check-mark). (This is the Approve icon and will be located in the top-right portion of the page.)

5. Click ![Save](Save). The status of the Requisition will change from **OPEN** to **APPROVED**.

**NOTE:** 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, 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 5: Reviewing Requisition 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 and if the Purchase Order has been sourced, find your Purchase Order #.

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

   ![Requisition Inquiry Page]

   1. 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.

   3. 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.
6. To research activity on your purchase order such as how much money has been paid and how much money is left, receipts that have been entered, and if the purchase order 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.

The amount matched is the amount that Accounts Payable has sent to Annapolis for payment.
Module 6: Printing Purchase Orders

Navigation for Printing the Purchase Orders

1. Purchasing → Purchase Orders → Review PO Information → Print PO's

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.

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
9. Click on the pdf link

10. Print out a copy of the Purchase Order.

<table>
<thead>
<tr>
<th>UMBC</th>
<th>1000 N. Rolling Crk</th>
<th>Baltimore, MD 21201</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>0000000000</td>
<td>NA/CH ENVIRONMENTAL ARTNELL HANOVER 5600 LINDBERG CLEVELAND OH 44108</td>
</tr>
<tr>
<td>DB To</td>
<td>UMBC ACCOUNTS PAYABLE DEPT</td>
<td>ADMIN BLDG 300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Baltimore, MD 21201</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Mfg/ID</th>
<th>Quantity</th>
<th>Unit</th>
<th>Price/Each</th>
<th>Extended Price</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>OTF Defrost, present weather scenario, Item #70.220.005.0.0</td>
<td>2.00EA</td>
<td>1,460.40</td>
<td>1,460.40</td>
<td>3,360.00</td>
<td>09/21/2017</td>
<td></td>
</tr>
<tr>
<td>245</td>
<td>ADDO software for Defrost, Item #555.001.5.0</td>
<td>2.00EA</td>
<td>550.00</td>
<td>550.00</td>
<td>1,100.00</td>
<td>09/21/2017</td>
<td></td>
</tr>
<tr>
<td>367</td>
<td>Computer RIC, REG10 CO E3485, LIST, Item #717840</td>
<td>2.00EA</td>
<td>550.00</td>
<td>550.00</td>
<td>1,100.00</td>
<td>09/21/2017</td>
<td></td>
</tr>
<tr>
<td>489</td>
<td>Shipping Costs</td>
<td></td>
<td>1.00USD</td>
<td>60.00</td>
<td>60.00</td>
<td>60.00</td>
<td>09/21/2017</td>
</tr>
</tbody>
</table>
Module 7: 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.

   A list of shipments will be returned at the bottom of the page. An example follows.

   **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**.

   ![Select Purchase Order](image)

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

   A new page will open, as shown below.
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 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.
Using PS Requisitions

3. Enter your receipt number.

4. Click on the red X

Cancelling Receipt cannot be reversed. Do you wish to continue? (Y/N)
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 8: Getting Help

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

- Navigate the Procurement website
- Use the PeopleSoft KnowledgeBase

The Procurement website includes valuable information related to PeopleSoft as well as general Requisition questions. The procurement website is available at [www.umbc.edu/procurement](http://www.umbc.edu/procurement).
The PeopleSoft Knowledgebase provides an online user manual as well as a training plan. Requisition specific questions are answered, and can be found at www.umbc.edu/peoplesoft/kb/manual.

Click once on the Requisition menu item. A list of Requisition related questions are displayed. Click on a specific question to display the answer in the main window.
NOTES: