
PeopleSoft IR-#14

Enterprise-Wide Entering Non-Contract Requisitions or Contract Requisitions and Release Orders for Next Fiscal Year & Copying a Prior Year Non-Contract Requisition

Scope:

This PeopleSoft Information Release (IR) applies to Enterprise-wide Business Units' Requestors, Approvers, and Purchasing personnel who **Build and/or Approve** any Purchasing (Non-Contract or Contract) Requisitions

Purpose:

The purpose is to provide procedures for two methods (Building a New Requisition or Copying a Prior Year Requisition) for Requestors, Approvers, or Purchasing personnel to build **Non-Contract** type of PeopleSoft Requisition in the current Fiscal Year that will be charged with Next Fiscal Year funds. Also one method for Requestors, Approvers, or Purchasing personnel to build **Contract** type of PeopleSoft Requisition in the current Fiscal Year that will be charged with Next Fiscal Year funds.

Module:

The IR affects the Purchasing Module in Financials Production.

Source:

The source of this IR is a result of annual procedural modifications required on Requisitions for proper charges on next Fiscal Year funds.

Procedures

Parameters – The following must exist for this procedure to be successful:

Notice Sent: This procedure should not be followed until Official notification from the Budget Section is received notifying that Budgets for FY2005 have been added and the Accounting Period is Open.

Database: PS Financial Production (PSFSPRD)

Req Approval Status: Pending Approval

Acctg Date: Start of Next Fiscal Year

Navigation & Process Overview



Section A. [Method #1 Entering a New \(Non-Contract\) Requisition](#)

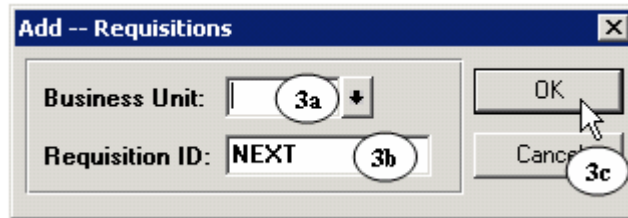
Section B. [Method #2 Copying a Prior Year \(Non-Contract\) Requisition](#)


Section C. [Method #3 Entering Contract Requisitions and Release Orders](#)

Navigation & Process

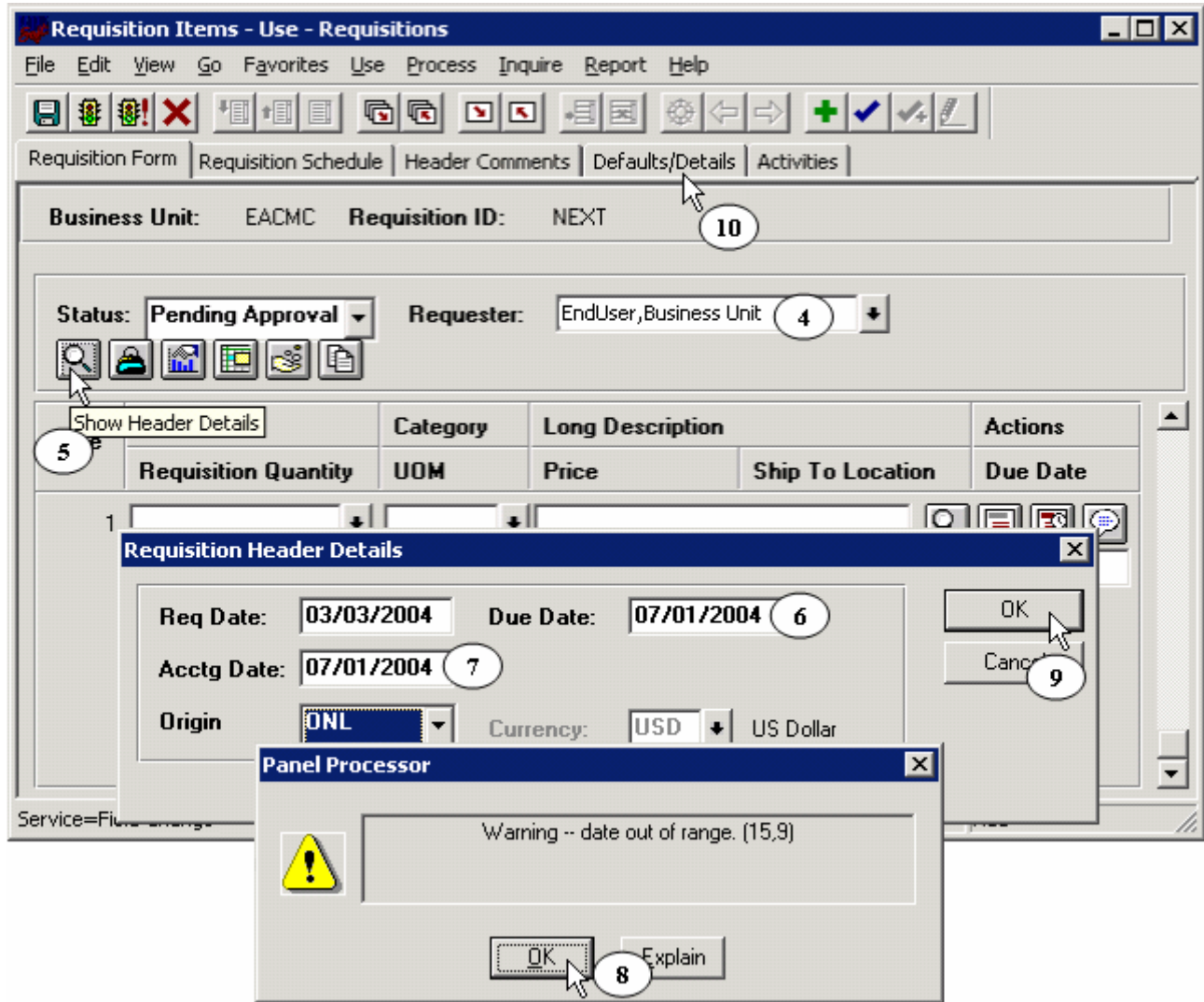
Section A: Method #1 Entering a New (Non-Contract) Requisition


Step	Action
1.	Click Go , Administer Procurement , Requisition Items 
2.	Click Use , Requisitions , Requisition Form , Add 



Step	Action
3.	Follow applicable Business Unit direction for entering the following: <ul style="list-style-type: none">a. Enter the Business Unitb. Enter the Requisition ID (Requisition Number) or Leave as "Next"c. Click 



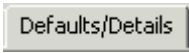
The Requisitions window with the **Requisition Form** panel displays.



Step	Action
4.	Enter Requestor Name
5.	Click  Show Header Details button
6.	The Requisition Header Details subpanel displays. Enter Due Date to indicate next Fiscal Year (July 01, 2004, or later)
7.	Enter Acctg Date of 07/01/04 . Tab out of Field .


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Originator: Purchasing Functional Team
Rescind Date:



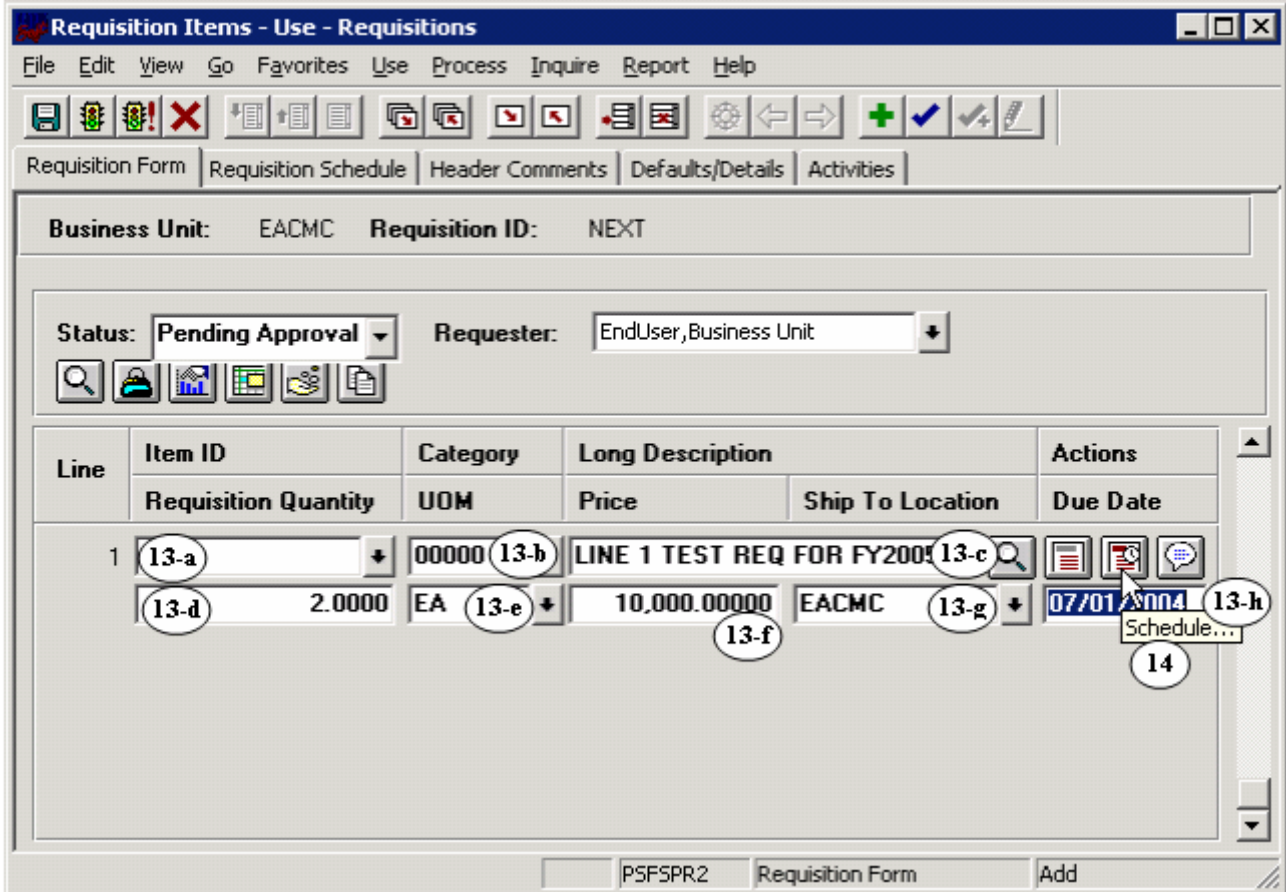
Step	Action
8.	The Panel Processor message box displays. Click  to close box
9.	Click  to close the Requisition Header Details subpanel.
10.	Click  Tab.

The **Defaults/Details** panel displays.


Requisition Items - Use - Requisitions
 File Edit View Go Favorites Use Process Inquire Report Help
 Requisition Form Requisition Schedule Header Comments **Defaults/Details** Activities
Business Unit: EACMC **Requisition ID:** NEXT
Total Value: 0.00 US Dollar
Vendor: 11-a 0000001396 0000000001 CARDINAL HEALTH - MEDICAL PROD & SVCS
Buyer: 11-b
Ship To: 11-c EACMC E. A. Conway Medical Center
Location: 11-d 2047100 Emergency Department
 Hold From Further Processing **Post Doc:** N **Budget Check:** Not Chk'd
GL Unit: EACMC **Fund:** 111 11-e **Dept.:** 2047100 11-f
Account: 545700 11-g **Class:** 61010 11-h **Bdgt Pd:** FY_2005
Program: 95001 11-i **Stat:** **Proj/Gr:** 11-j
 PSFSPR2 Defaults/Details Add

Step	Action
11.	Follow applicable Business Unit direction for entering the following Default Information: <ol style="list-style-type: none"> a. Vendor (ID): 10-digit number b. Buyer: Appropriate Business Unit's Buyer Name c. Ship To: Per Business Unit Listing d. Location: Per Business Unit Listing e. Fund: 3-digit f. Dept.: 7-digit g. Account: 6-digit h. Class: 5-digit i. Program: 5-digit j. Proj/Grt: Required for applicable Chart Of Accounts
12.	Click  Tab.

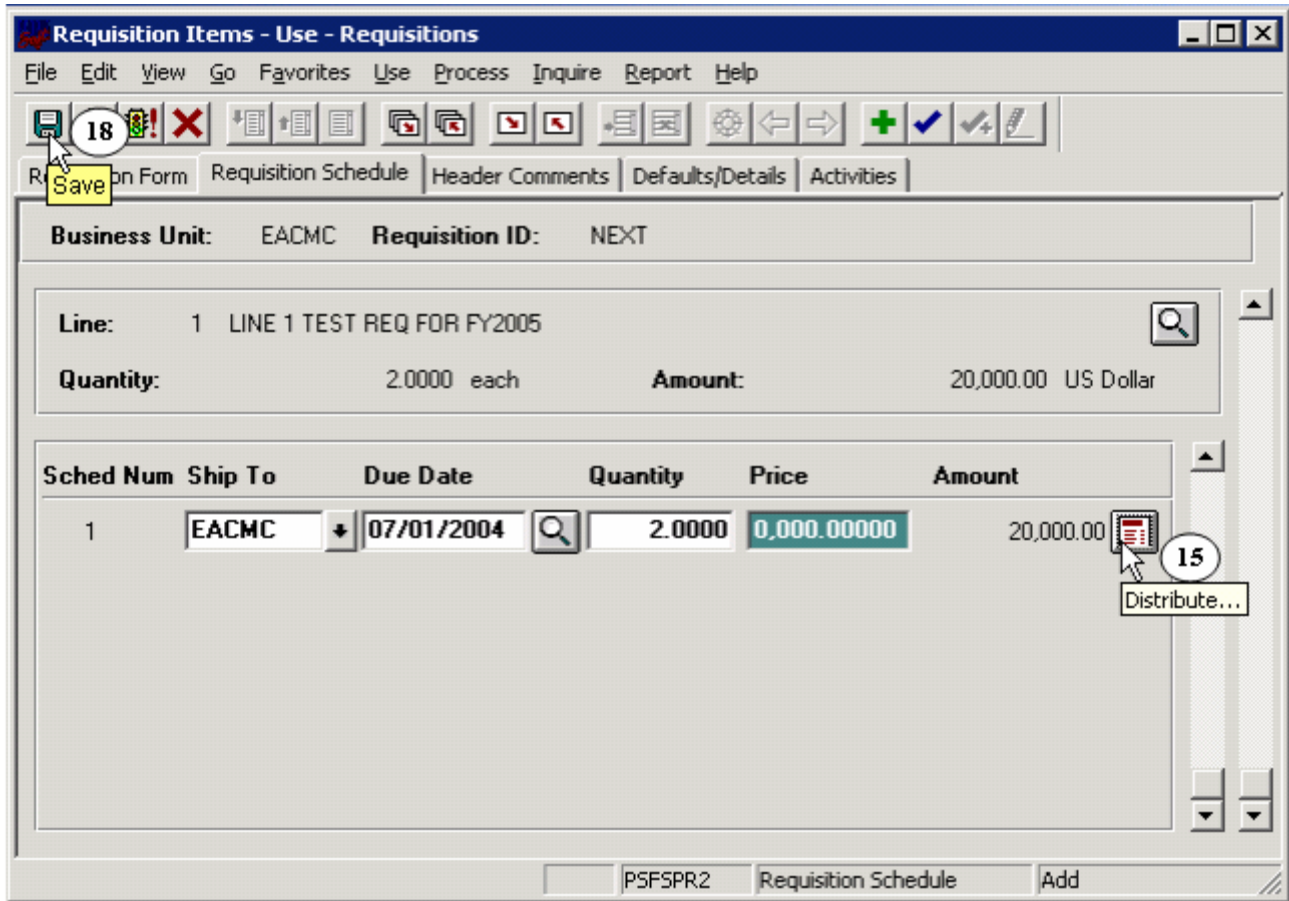
The **Requisition Form** panel displays.




Step	Action	
13.	Follow applicable Business Unit direction for entering the following Requisition Information:	
	For Requisitions built on Item ID Enter:	For Requisitions built on Long Description Enter:
	Item ID - (13-a) Requisition Quantity - (13-d) Ship to Location - (13-g) Due Date - (13-h)	Category - (13-b) Long Description - (13-c) Requisition Quantity - (13-d) UOM - (13-e) Price - (13-f) Ship To Location - (13-g) Due Date - (13-h)

Step	Action
14.	Click  Schedule... button to display the Requisition Schedule panel.

The **Requisition Schedule** panel displays.




Step	Action
15.	Click  Distribute... button to display Line 1 Schedule 1 Details subpanel.

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The **Line 1 Schedule 1 Details** subpanel displays.

Step	Action
16.	Review ChartField Information. - Verify Bdgt Pd is Next Fiscal Year (FY2005) .
17.	Click  to close the Line 1 Schedule 1 Details subpanel.
18.	<p>When complete working the entire Requisition perform the following: Save the Requisition, Approve it, and Edit & Budget Check</p> <p>NOTE: This process will be different for Business Units and is dependent on if Workflow is used:</p> <ul style="list-style-type: none"> ▪ If the Business Units use workflow, the requisition will build at a status of Pending Approval and will move to the Approver's Worklist when the application engine runs. ▪ If the Requisition is placed on hold, it will not build to the Department Approver's Worklist and will have to be taken off of HOLD so that it can be moved to the Worklist. --- Note that if the Department Approver takes the Requisition off of HOLD, the Requisition will change to a status of Approved when the database agent runs. ▪ If the Business Units do not use Workflow, the Requisition will build at a Status of OPEN and can be Approved from the Requisition Form panel if the Requestor has Security to Approve Requisitions. If the User does not have Security to Approve Requisitions, it will be Approved by Purchasing personnel ▪ The User should also follow Business Unit's policy on Edit & Budget Checking the Requisition.



PeopleSoft Note



Reminder: This procedure should not be accomplished until official notification is received from the Budget Section that budgets for FY2005 have been added and the Accounting Period is open. If a Requisition is built and determined to be incorrect, notify Purchasing and Accounting Services.

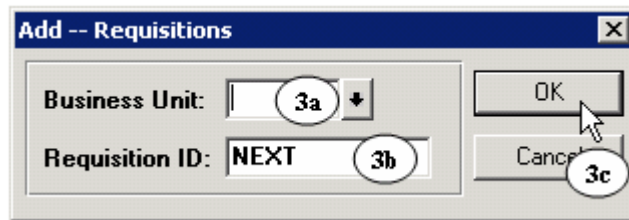
End of Procedures for ***Method #1 Entering a New (Non-Contract) Requisition in Current Fiscal Year for Next Fiscal Year funding.***


Click [here](#) to return to the Start of the IR.

Navigation & Process

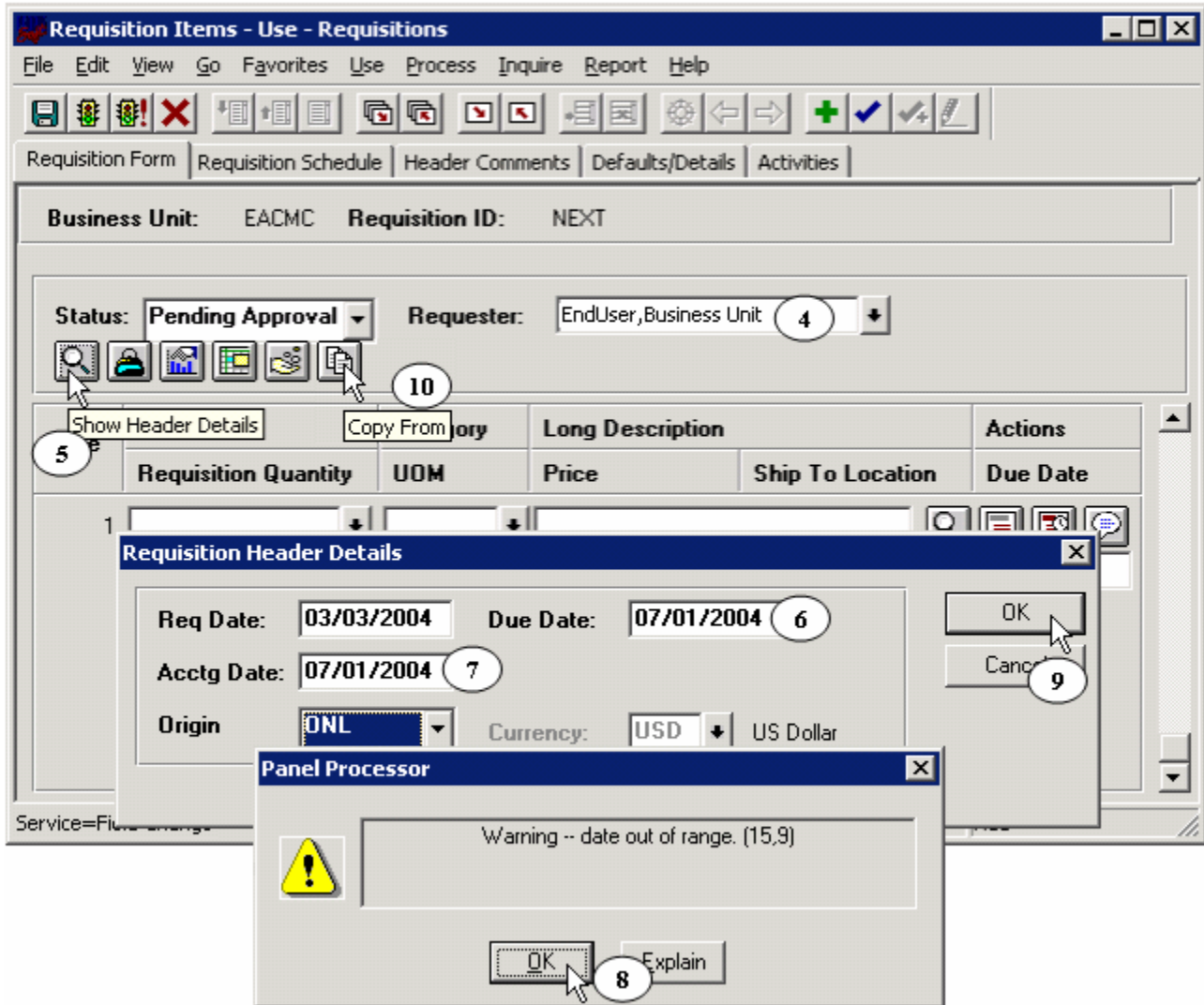
Section B: Method #2 Copying a Prior Year (Non-Contract) Requisition


Step	Action
1.	Click Go , Administer Procurement , Requisition Items 
2.	Click Use , Requisitions , Requisition Form , Add 






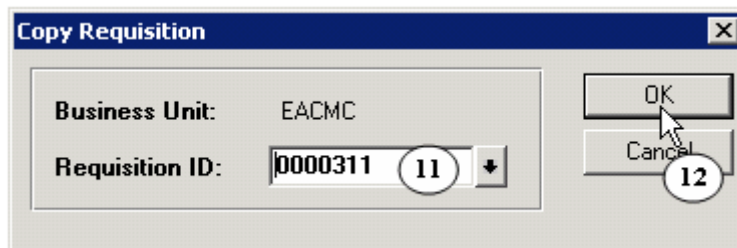
Step	Action
3.	Follow applicable Business Unit direction for entering the following: <ol style="list-style-type: none"> a. Enter the Business Unit b. Enter the Requisition ID (Requisition Number) or Leave as "Next" c. Click 



The Requisitions window with the **Requisition Form** panel displays.



Step	Action
4.	Enter Requestor Name
5.	Click  Show Header Details button
6.	The Requisition Header Details subpanel displays. Enter Due Date to indicate next Fiscal Year (July 01, 2004, or later)
7.	Enter Acctg Date of 07/01/04. Tab out of Field.

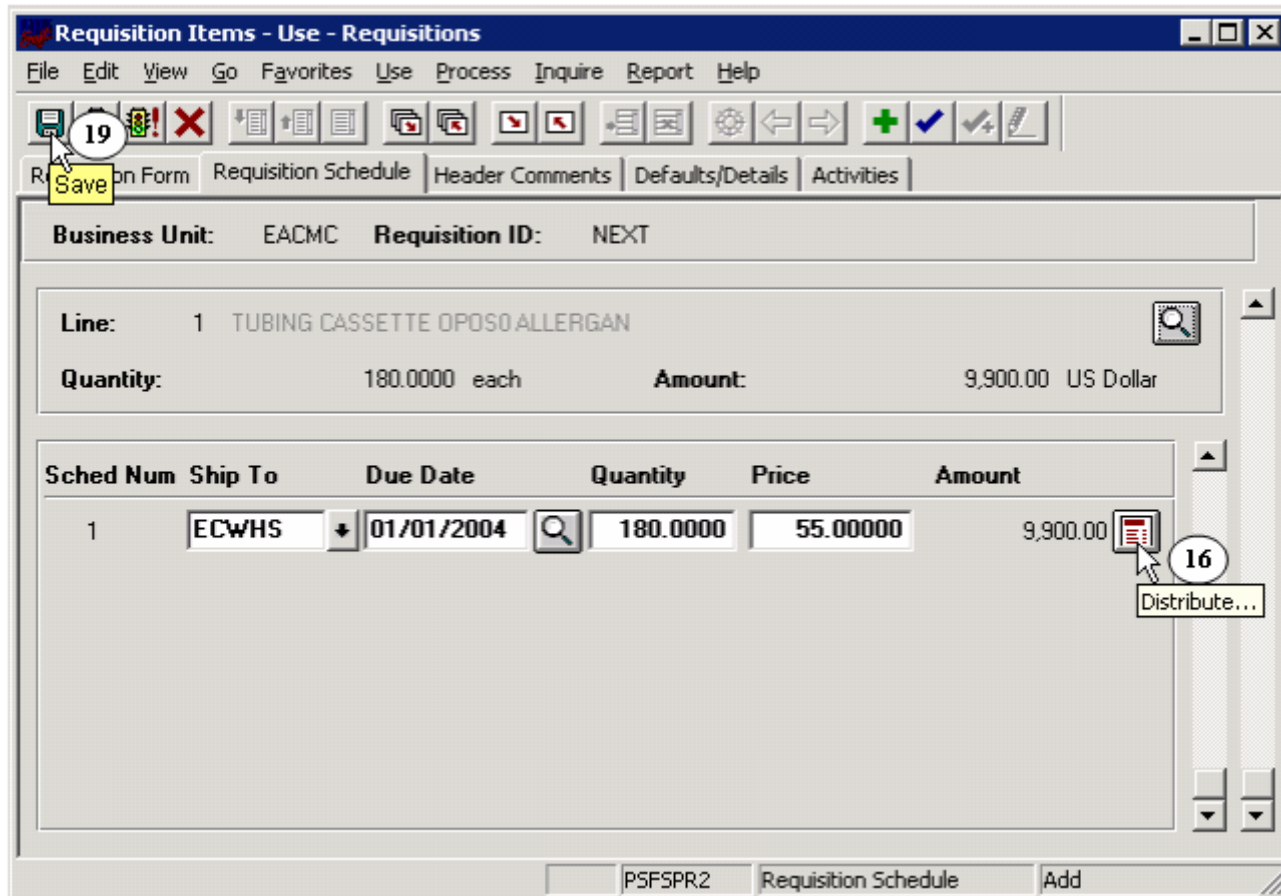
Step	Action
8.	The Panel Processor message box displays. Click  to close box
9.	Click  to close the Requisition Header Details subpanel.
10.	Click  Copy From button to enter a Prior Year Requisition.




Step	Action
11.	Enter the Requisition ID (Requisition Number) of Requisition copying from
12.	Click  .
13.	Revise Requisition Quantities if necessary
14.	Change Due Date if necessary.
15.	Click  Schedule... button on the appropriate Requisition Line to display the Requisition Schedule panel.

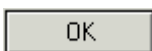
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Revision Date:
Originator: Purchasing Functional Team
Rescind Date:

The **Requisition Schedule** panel displays.




Step	Action
16.	Click  Distribute... button to display Line 1 Schedule 1 Details subpanel.

The **Line 1 Schedule 1 Details** subpanel displays.

Step	Action
17.	Review ChartField Information. - Verify Bdgt Pd is Next Fiscal Year (FY2005) .
18.	Click  to close the Line 1 Schedule 1 Details subpanel.
19.	<p>When complete working the entire Requisition perform the following: Save the Requisition, Approve it, and Edit & Budget Check</p> <p>NOTE: This process will be different for Business Units and is dependent on if Workflow is used:</p> <ul style="list-style-type: none"> ▪ If the Business Units use workflow, the requisition will build at a status of <i>Pending Approval</i> and will move to the Approver's Worklist when the application engine runs. ▪ If the Requisition is placed on hold, it will not build to the Department Approver's Worklist and will have to be taken off of HOLD so that it can be moved to the Worklist. --- Note that if the Department Approver takes the Requisition off of HOLD, the Requisition will change to a status of Approved when the database agent runs. ▪ If the Business Units do not use Workflow, the Requisition will build at a Status of <i>OPEN</i> and can be Approved from the Requisition Form panel if the Requestor has Security to Approve Requisitions. If the User does not have Security to Approve Requisitions, it will be Approved by Purchasing personnel ▪ The User should also follow Business Unit's policy on Edit & Budget Checking the Requisition.

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PeopleSoft Note



Reminder: **This procedure should not be accomplished until official notification is received from the Budget Section that budgets for FY2005 have been added and the Accounting Period is open. If a Requisition is built and determined to be incorrect, notify Purchasing and Accounting Services.**

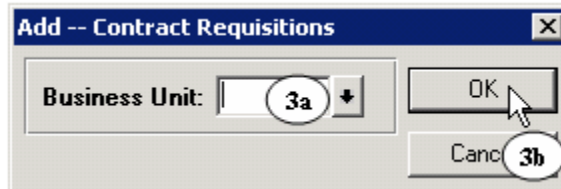
End of Procedures for ***Method #2 Copying a Prior Year (Non-Contract) Requisition in Current Fiscal Year for Next Fiscal Year funding.***


Click [here](#) to return to the Start of the IR.

Navigation & Process

Section C: Method #3 Entering Contract Requisitions & Release Orders for Next Fiscal Year

Step	Action
1.	Click Go , Administer Procurement , Requisition Items 
2.	Click Use , Contract Requisitions , Header , Add 

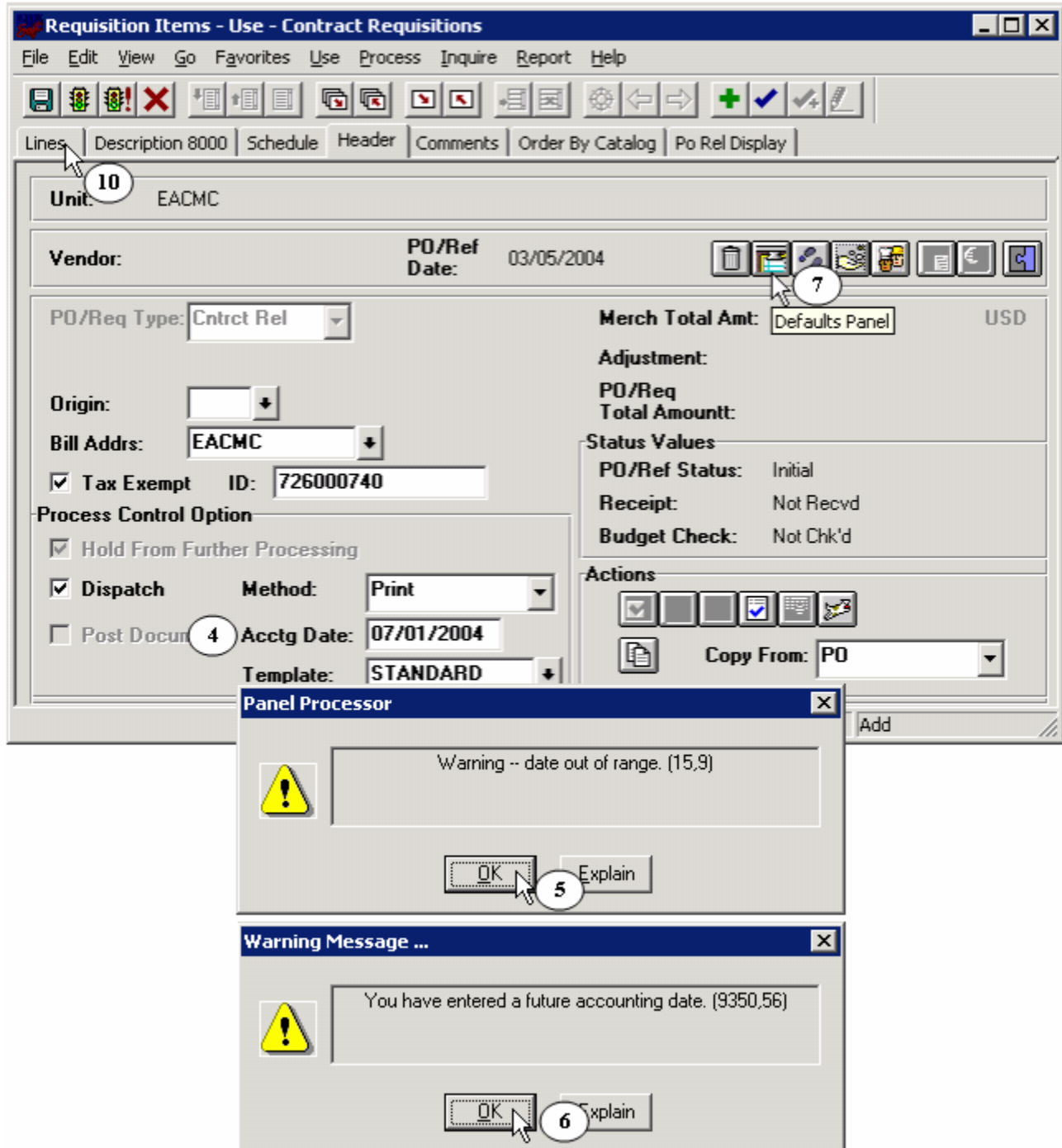


Step	Action
3.	Follow applicable Business Unit direction for entering the following: <ol style="list-style-type: none"> a. Enter the Business Unit b. Click 

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The Requisitions window with the **Contract Requisition Header** panel displays.



Purchase Order Defaults

Ship To: 8a EACMC GL Unit: EACMC

Location: 8b 2047100 Account: 8g 545700

Due Date: 8c 07/01/2004 Fund: 8h 111

Orig Prom: 8e 07/01/2004 Department: 8i 2047100

Ship Via: GRND Program: 8j 95001

Freight Trm: DES Class: 8k 61010 Bdgt Pd: FY_2005 8m


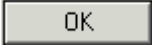

Project/Grant: 8l 81





Buttons: OK, Cancel

Panel Processor

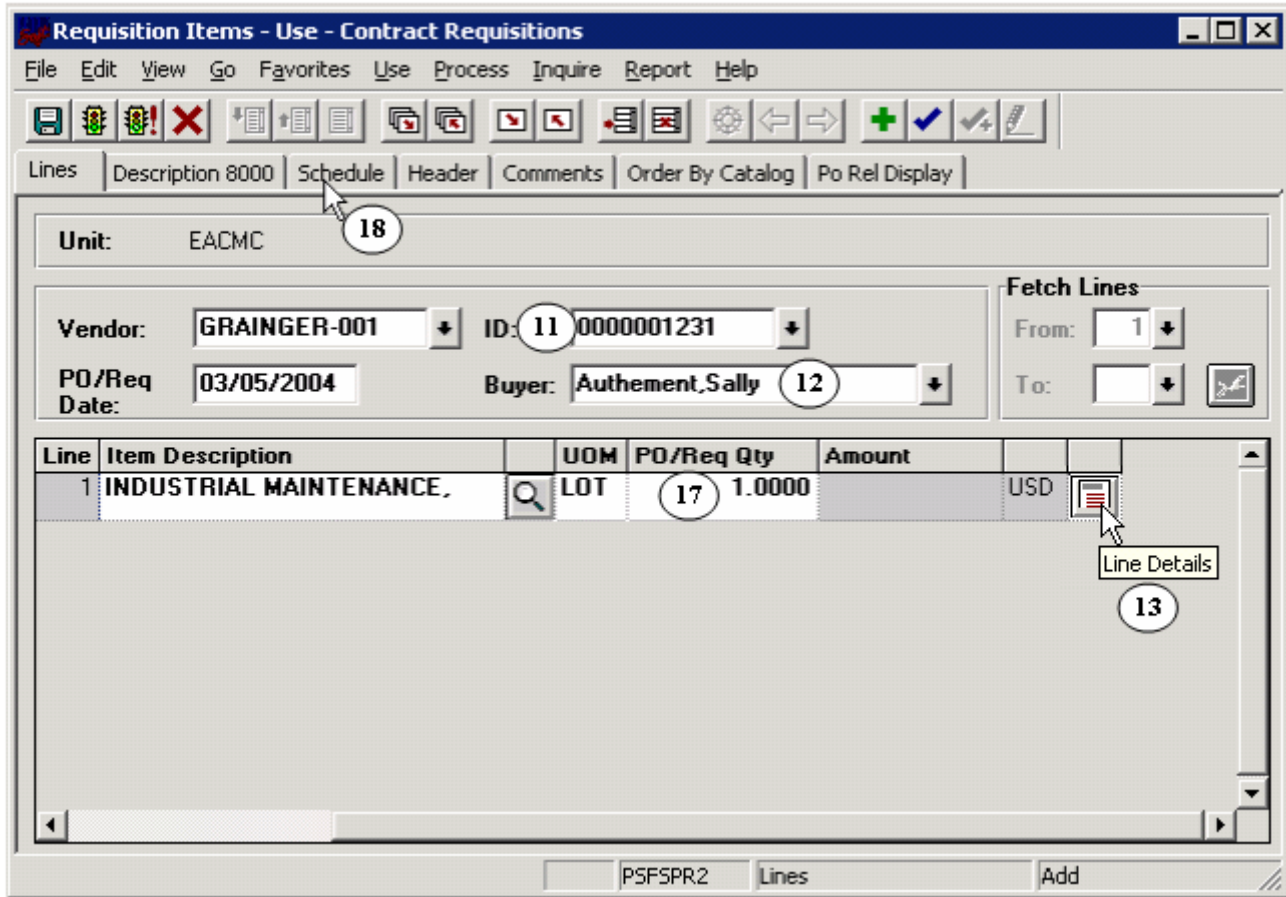
Warning -- date out of range. (15,9)


Buttons: OK (8d), Explain (8f)

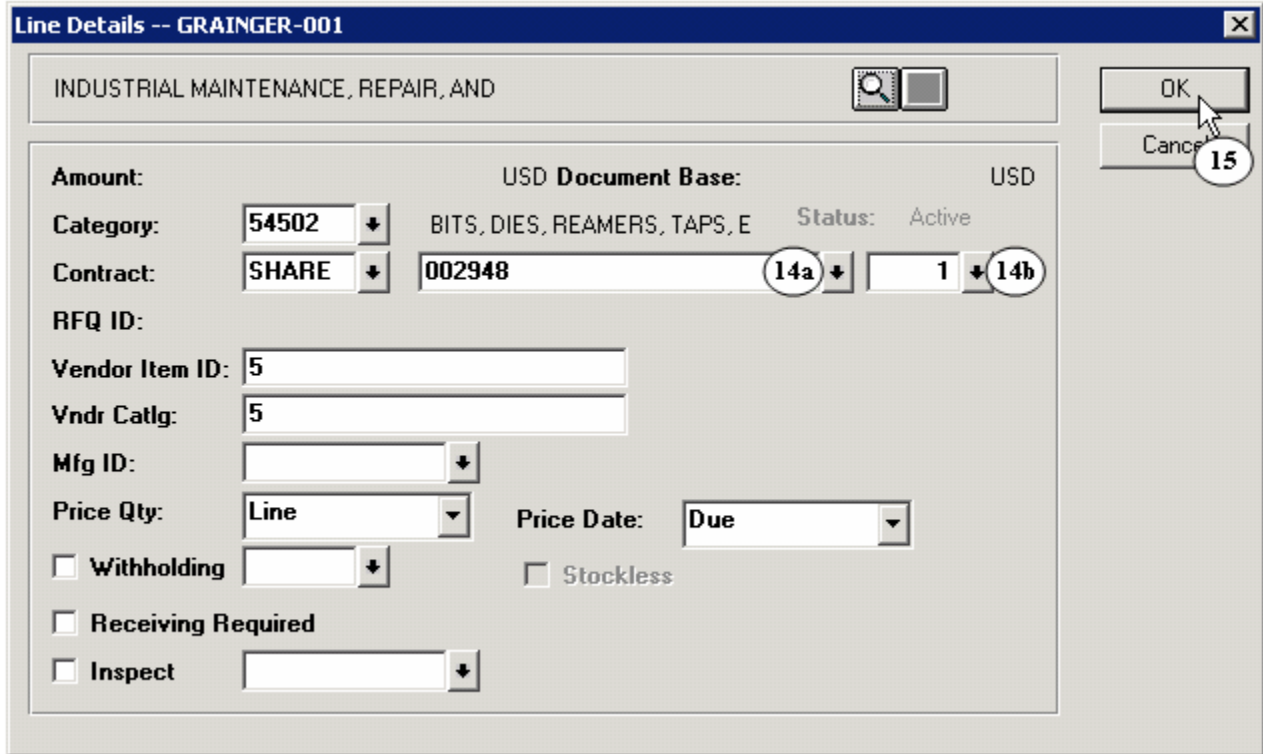
Step	Action
4.	Change Acctg Date to 070104 or after. Tab out of field.
5.	The Panel Processor message box displays. Click  to close box
6.	A Warning Message box displays. Click  to close box
7.	Click  Defaults Panel button to display Purchase Order Defaults subpanel.

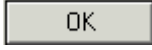
Step	Action
8.	<p>Follow applicable Business Unit direction for entering the following Default Information:</p> <ul style="list-style-type: none"> a. Ship To: Per Business Unit Listing b. Location: Per Business Unit Listing c. Due Date: 070104 <p>The Panel Processor message box displays.</p> <ul style="list-style-type: none"> d. Click  to close box e. Orig Prom (Date): 070104 <p>The Panel Processor message box displays.</p> <ul style="list-style-type: none"> f. Click  to close box g. Account: 6-digit h. Fund: 3-digit i. Department: 7-digit j. Program: 5-digit k. Class: 5-digit l. Proj/Grt: Required for applicable Chart Of Accounts m. Bdgt Pd: Is populated and grayed out
9.	<p>Click  to close the Purchase Order Defaults subpanel.</p>
10.	<p>Click  tab</p>

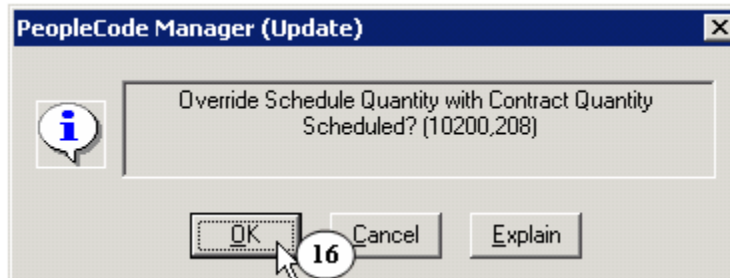
The Requisitions window with the **Contract Requisition Lines** panel displays.





Step	Action
11.	Enter (Vendor) ID (search capability available vs. Vendor)
12.	Enter Buyer (Appropriate Business Unit's Buyer Name)
13.	Click  Line Details button to display Line Details - Vendor subpanel.



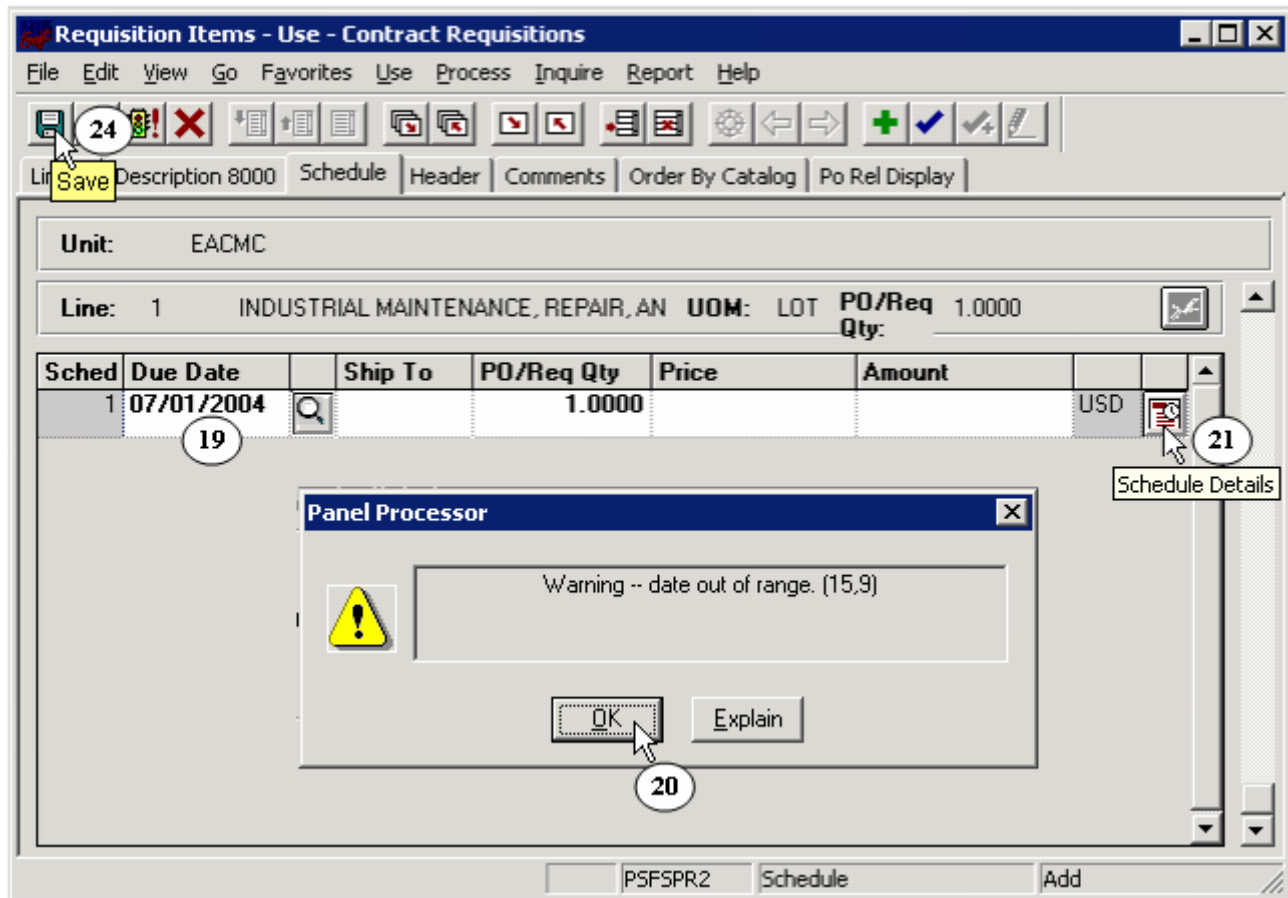
Step	Action
14.	On the Contract line <ol style="list-style-type: none"> Enter Vendor Contract Number Enter Contract Line.
15.	Click  to close Line Details subpanel.

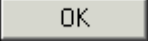



Step	Action
16.	A PeopleCode Manager (Update) message box displays. Click  to close box

Step	Action
17.	Change the PO/Req Qty (if necessary).
18.	Click  tab.

The Requisitions window with the **Contract Requisition Schedule** panel displays.



Step	Action
19.	Change the Due Date (if necessary). Tab out of the field.
20.	The Panel Processor message box displays. Click  to close box
21.	Click  Schedule Details button. The Details for Schedule 1 subpanel displays.

Details for Schedule 1 -- GRAINGER-001

INDUSTRIAL MAINTENANCE, REPAIR, AND


Amount: USD Doc. Base: 0.00 USD Status: Active
 Custom Price - No Override Original Promise Date: 03/06/2004 Matching: Full Match
 Freight Trm: DES No Charge Match Status PO: Unmatched
 Ship Via: GRND (Planning)
 Price Tol: Pct: 0.00 Ext TolInc: Pct: 10.00 Rcv Tol %: 10.00


Distribute by: Qty SpeedChart Adjustment Amt:

GL Unit	Event	Account	Fund	DeptID	Program	Class	Bdgt Pd	Proj/Gr	Projects	Loca
EACMC		545700	111	2047100	95001	61010	FY_2005		Projects	2047

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Step	Action
22.	Review ChartField Information. - Verify Bdgt Pd is Next Fiscal Year (FY2005) .
23.	Click  to close the Details for Schedule 1 subpanel.
24.	When complete working the entire Requisition Save the requisition. The requisition will be approved by Purchasing Personnel. Refer to agency policy for editing and budget checking requisitions. If your agency requires you to edit and budget check requisitions, you may do so from the Header panel of the Contract Requisition.



PeopleSoft Note

Reminder: **This procedure should not be accomplished until official notification is received from the Budget Section that budgets for FY2005 have been added and the Accounting Period is open. If a Requisition is built and determined to be incorrect, notify Purchasing and Accounting Services.**

End of Procedures for **Method #3 Entering Contract Requisitions & Release Orders for Next Fiscal Year**. Click [here](#) to return to the Start of IR.

Questions/Comments:

Refer all questions or comments via e-mail to the **PS FIN SUPPORT GROUP**.