PeopleSoft IR-#1(Revised)

Enterprise-Wide Changing a ChartString on a Budget Checked Requisition Prior to Sourcing to a Purchase Order or Request for Quote

Scope:
This PeopleSoft Information Release (IR) applies to Enterprise-wide Business Units' Requestors, Approvers, and Purchasing personnel who work with Purchasing Requisitions

Purpose:
The purpose is to allow Requestors, Approvers, or Purchasing personnel to change a ChartString on any Requisition (Req) that has been Budget Checked and has not been sourced to a Purchase Order (PO) or Request for Quote (RFQ).

Module:
The IR affects the Purchasing Module in Financials Production.

Source:
The source of this IR is a result of a System Patch. The Revision is due to procedural modifications

Procedures

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

Database: PS Financial Production (PSFSPRD)
Req Approval Status: Approved
Req Post Status: Distributed
Req Budget Check: Valid
Purchase Order: None existing
**Navigation & Process**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click <strong>Go</strong>, <strong>Administer Procurement</strong>, <strong>Requisition Items</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Click <strong>Use</strong>, <strong>Requisitions</strong>, <strong>Header Comments</strong>, <strong>Update/Display</strong></td>
</tr>
</tbody>
</table>

![Update/Display -- Requisitions](image)

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>LSUSH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition ID:</td>
<td>06548218</td>
</tr>
<tr>
<td>Requisition Status:</td>
<td></td>
</tr>
<tr>
<td>Origin:</td>
<td></td>
</tr>
<tr>
<td>Requester Name:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>Req ID</th>
<th>Status</th>
<th>Origin</th>
<th>Requester</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSUSH</td>
<td>06548218</td>
<td>Approved</td>
<td>ONL</td>
<td>Jacobs Felicia</td>
</tr>
</tbody>
</table>

**Step**

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Enter the <strong>Business Unit</strong> and the <strong>Requisition ID</strong></td>
</tr>
<tr>
<td>Click <strong>OK</strong></td>
</tr>
</tbody>
</table>

---

**Retrieval Name:** Information Release - #1(R)  
**Issue Date:** November 7, 2003  
**Revision Date:** February 27, 2004  
**Originator:** Purchasing Functional Team  
**Rescind Date:**

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**PeopleSoft Proprietary and Confidential**
The Requisitions window with the **Header Comments** panel displays.

![Image of the Requisition window]

**PeopleSoft Note**

Check the **Post Status** of the Requisition:

- **If Post Status is None**, the requisition will have to be posted before proceeding. The Requisition Post process runs hourly from 9:00 AM to 6:00 PM. The Purchasing department can also run the process for a single requisition.

- **If Post Status is Distributed**, proceed with the following steps.
Retrieval Name: Information Release - #1(R)
Issue Date: November 7, 2003
Revision Date: February 27, 2004
Originator: Purchasing Functional Team
Rescind Date:

### Requisition Items - Use - Requisitions

**Business Unit:** LSUSP  **Requisition ID:** 06548218

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>antitum CD4 APC; 100 ug; cat# 17-0041-92</td>
<td>1.0000 each</td>
<td>250.00 US Dollar</td>
<td></td>
</tr>
</tbody>
</table>

**Sched Num** | **Ship To** | **Due Date** | **Quantity** | **Price** | **Amount** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RECEIVING</td>
<td>09/29/2003</td>
<td>1.0000</td>
<td>250.0000</td>
<td>250.00</td>
</tr>
</tbody>
</table>

4. Click [Requisition Schedule] Tab.

5. Use the vertical scroll bar to find the appropriate requisition schedule(s) to cancel

6. Click [Distribute...] button and the Schedule Details subpanel displays.

---

**PeopleSoft Note**

If the Requisition Schedule contains *more than one* distribution line, clicking the **Cancel** button will result in **cancellation of all** distribution lines for that requisition line.

An alternative to entering all distribution lines is to **Copy** the Requisition to a New Requisition and then make necessary changes to the distribution lines before Edit and Budget Checking the Requisition. The old Requisition can then be cancelled.
Step | Action
---|---
7. | Click **Cancel Schedule** button.

**PeopleSoft Note**

If an attempt is made to cancel a requisition distribution line after the requisition has been sourced, the following Information Message will display.

```
PeopleCode Manager (Update)

Cannot cancel. At least one distribution has been sourced: (10200,221)
```

Click OK. Cease these procedures as they do not apply to this requisition.

The following message will display for requisitions that have not been sourced and therefore continue with prescribed procedures.
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Click <strong>OK</strong> when the message above displays. The Requisition Schedule panel displays as shown:</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Requisition Schedule Panel" /></td>
</tr>
<tr>
<td>9.</td>
<td>Repeat Step 5 through Step 8 for any additional schedules to be cancelled <strong>before proceeding onto the next Step.</strong></td>
</tr>
<tr>
<td>10.</td>
<td>Click <strong>Requisition Form</strong> Tab.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line</th>
<th>Item ID</th>
<th>Category</th>
<th>Long Description</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Requisition Quantity</td>
<td>UOM</td>
<td>Price</td>
<td>Ship To Location</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>antinouse CD4 APC; 100 ug; cat#</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EA</td>
<td>250.0000</td>
<td>RECEIVING</td>
</tr>
</tbody>
</table>

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<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Enter <strong>Requisition Quantity</strong>. Tab out of the field.</td>
</tr>
</tbody>
</table>
12. Click **OK** when the message above displays.

13. Repeat Step 11 through Step 12 for additional Requisition lines **before proceeding onto the next Step**.

14. Click **Requisition Schedule** Tab.

15. Click **Distribute…** button for **non-cancelled** schedule and the Schedule Details subpanel displays.
<table>
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</thead>
</table>
| 16.  | Enter the new appropriate Chartfield information for the following fields:  
      Location  
      Account  
      Fund  
      DeptID (Department ID)  
      Program  
      Class  
      Bdgt Pd (Budget Period)  
      When Applicable: Click Projects button to Enter Project/Grant.  
      Click CK in the Project/Grants Information subpanel.  
      When Applicable: Click Asset Information button  
      Enter appropriate Business Unit AM Unit and Profile ID.  
      Click CK in the Asset Details subpanel.  
      Click CK on the Schedule Details subpanel when all information is entered. |
| 17.  | Repeat Step 15 through Step 16 for all requisition schedules which require a change before proceeding onto the next Step.  

**PeopleSoft Note**

If a Requisition contains multiple lines that need to have the ChartString changed, it is important to complete the changes on all the lines before saving the requisition. Omission of Step 17 for multiple lines will cause the Cancel Schedule button not to be available on subsequent Line Schedule Details subpanel until the Requisition is posted again.
Step 18. Click the Save button.

Step 19. Click OK when the message above displays.
### PeopleCode Manager (Update)

The Requisition successfully met Budget Checking requirements. Do you want the panel refreshed?

- Yes
- No
- Cancel
- Explain

### PeopleSoft Note

If your Business Unit uses **Workflow** to approve requisitions, changing the Distribution Line of a requisition results in the Status of the requisition changing to **Pending Approval**. The requisition must be **Approved** again before it can be sourced to a Purchase Order or RFQ.

If your Business Unit does not use **Workflow** to approve requisitions, the status of the requisition will remain at **Approved**.

## Questions/Comments:

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