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

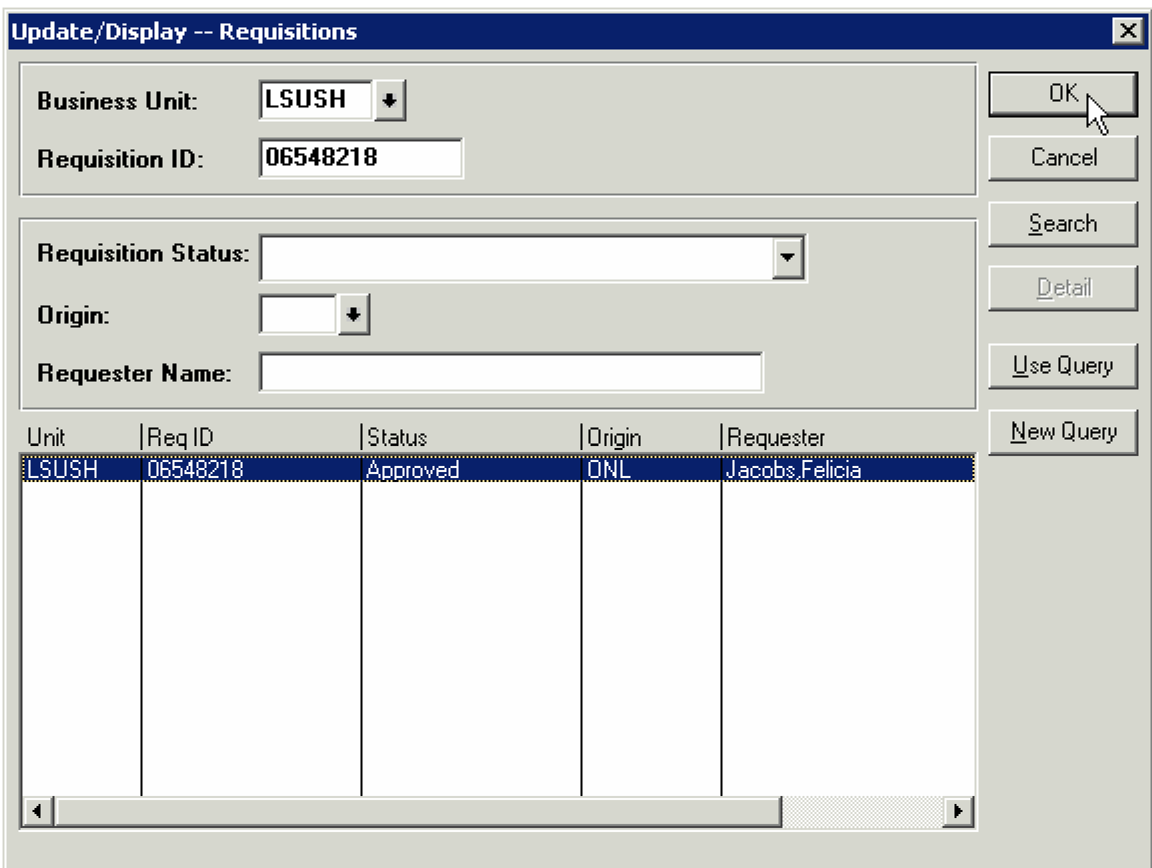
Procedures

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

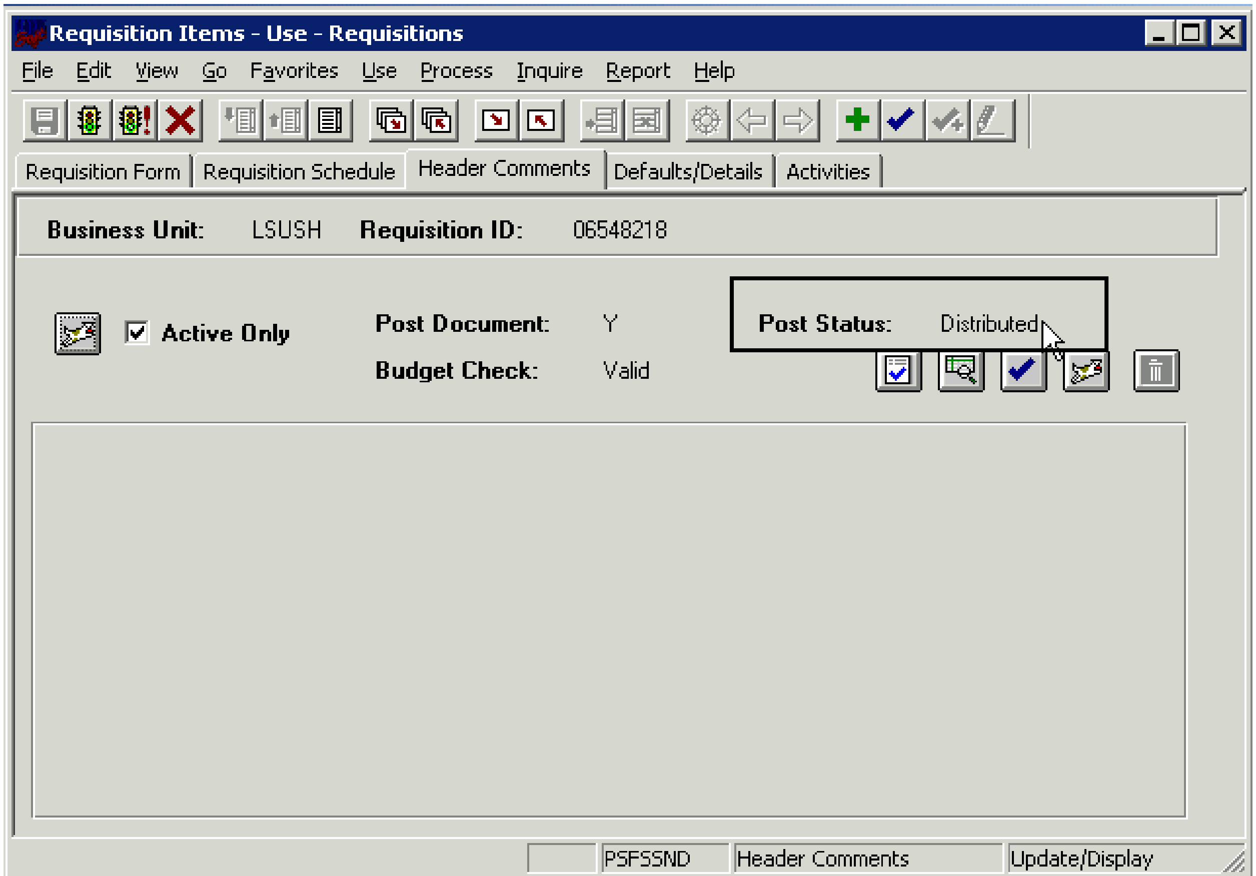
Navigation & Process

Step	Action
1.	Click **Go**, **Administer Procurement**, **Requisition Items** Go
2.	Click **Use**, **Requisitions**, **Header Comments**, **Update/Display** Use



Step	Action
3.	Enter the **Business Unit** and the **Requisition ID** Click OK

The Requisitions window with the **Header Comments** panel displays.

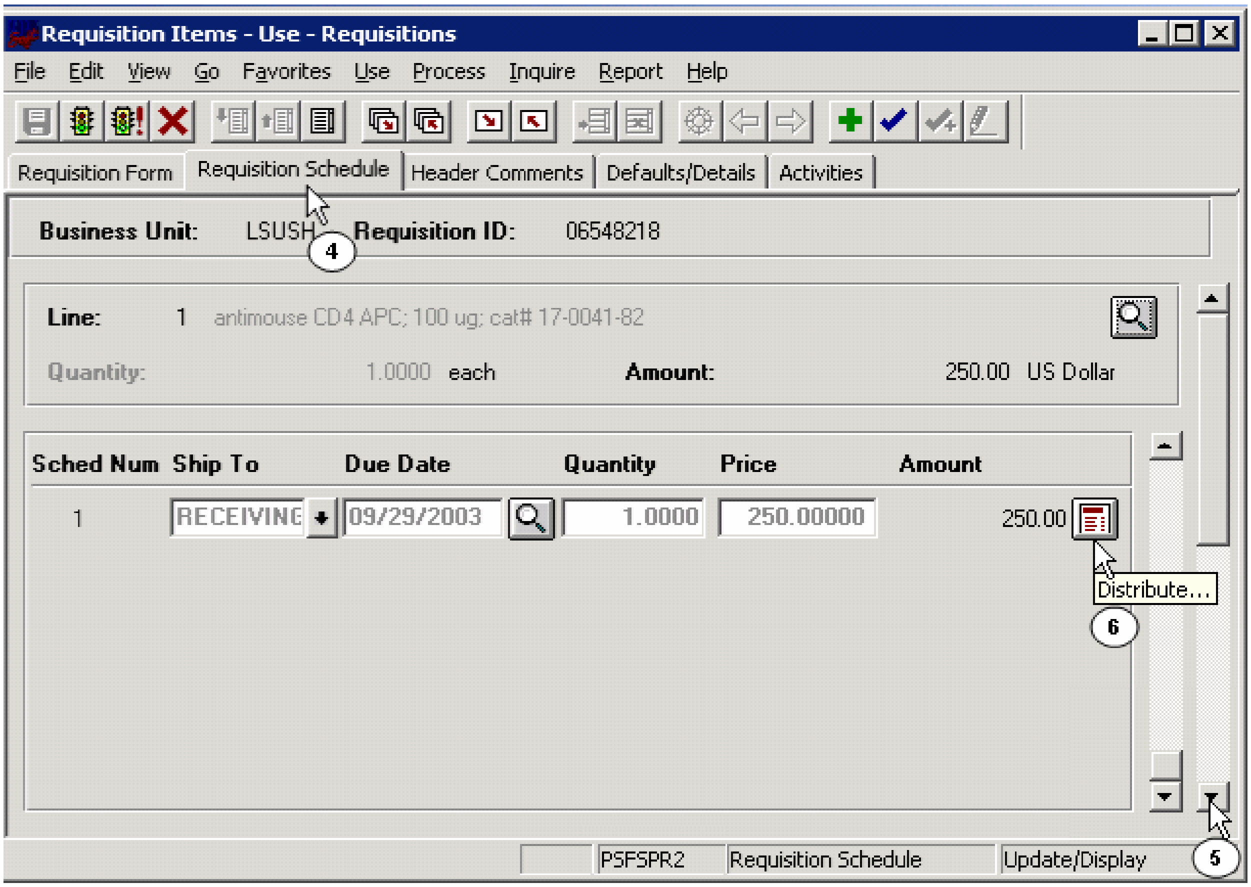


PeopleSoft Note

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.

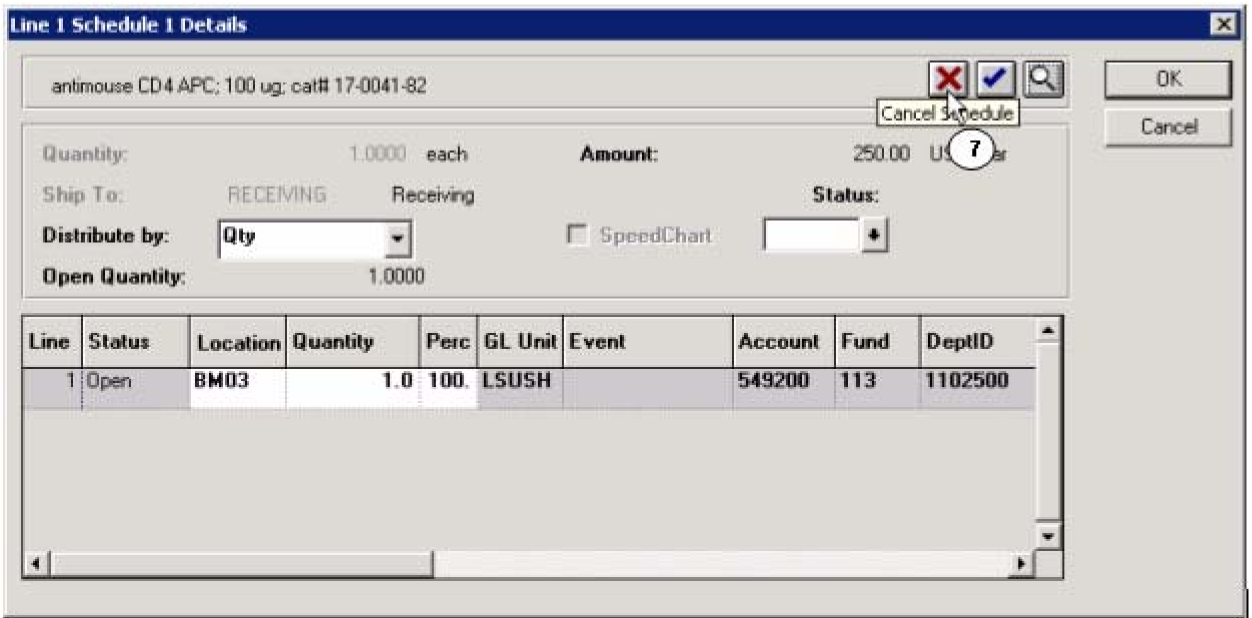


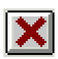
Step	Action
4.	Click Requisition Schedule Tab.
5.	Use the vertical scroll bar to find the appropriate requisition schedule(s) to cancel
6.	Click **Distribute…** button and the Schedule Details subpanel displays.

<u>PeopleSoft Note</u>

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.

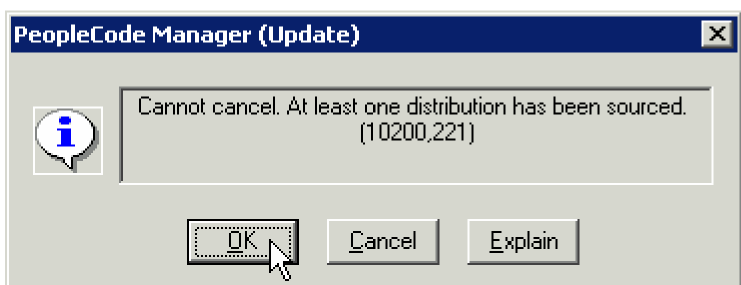
An alternative to entering all distribution lines is to **Copy** the Requisition to a New Requisition and then make necessary changes to the distribution lines before Edit and Budget Checking the Requisition. The old Requisition can then be cancelled.



Step	Action
7.	Click  **Cancel Schedule** button.

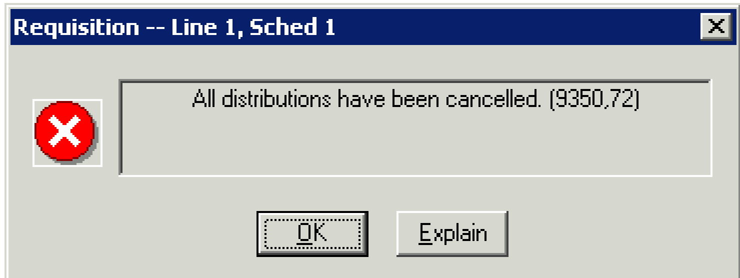
PeopleSoft Note

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

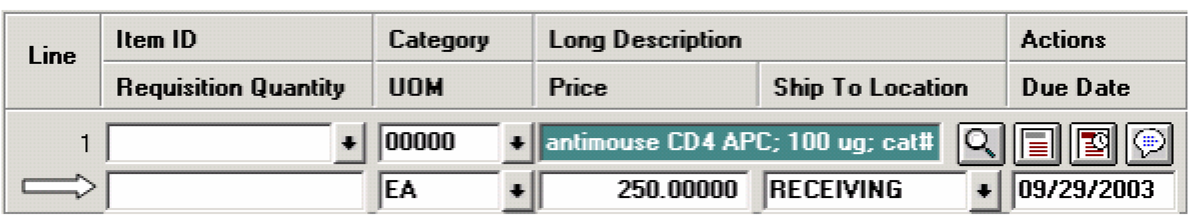


Click OK. Cease these procedures as they do not apply to this requisition.

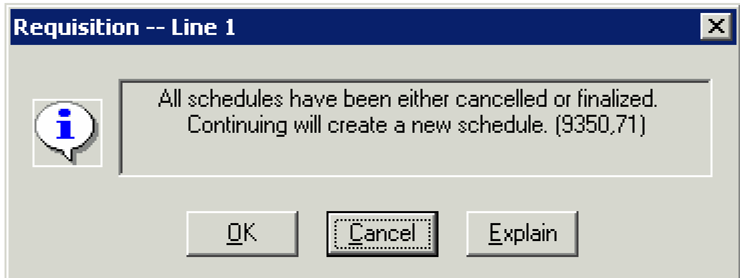
The following message will display for requisitions that have not been sourced and therefore continue with prescribed procedures



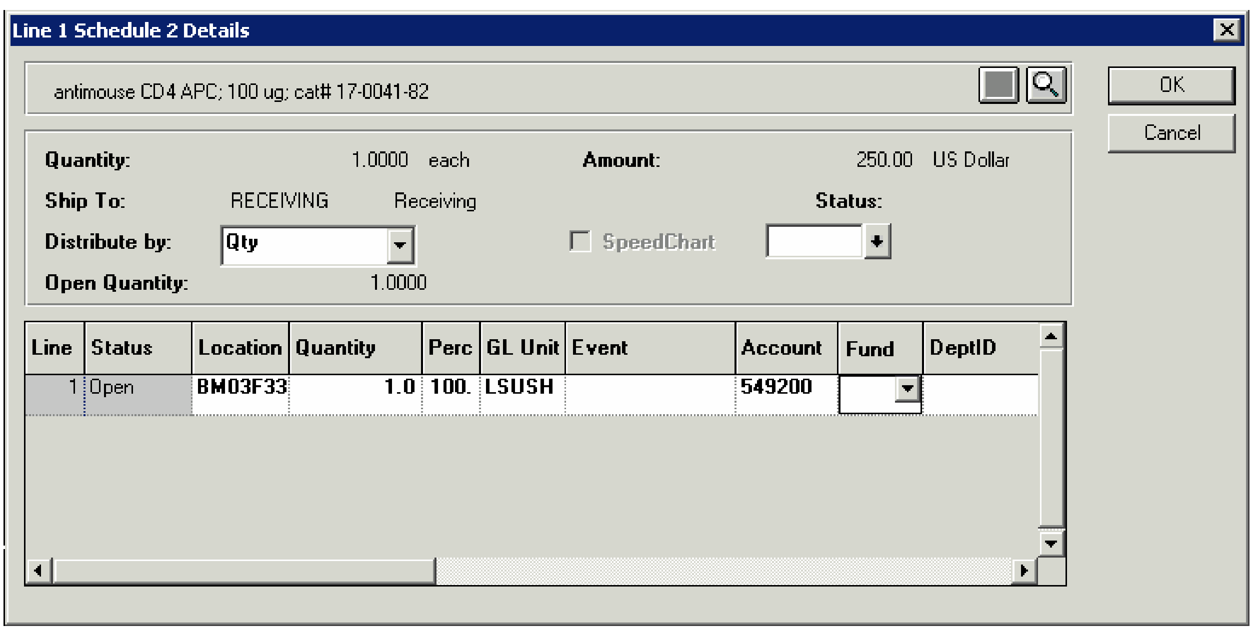
Step	Action
8.	Click **OK** when the message above displays. The Requisition Schedule panel displays as shown: 
9.	Repeat **Step 5** through **Step 8** for any additional schedules to be cancelled **before proceeding onto the next Step.**
10.	Click  Tab.



Step	Action
11.	Enter **Requisition Quantity**. Tab out of the field.



Step	Action
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.



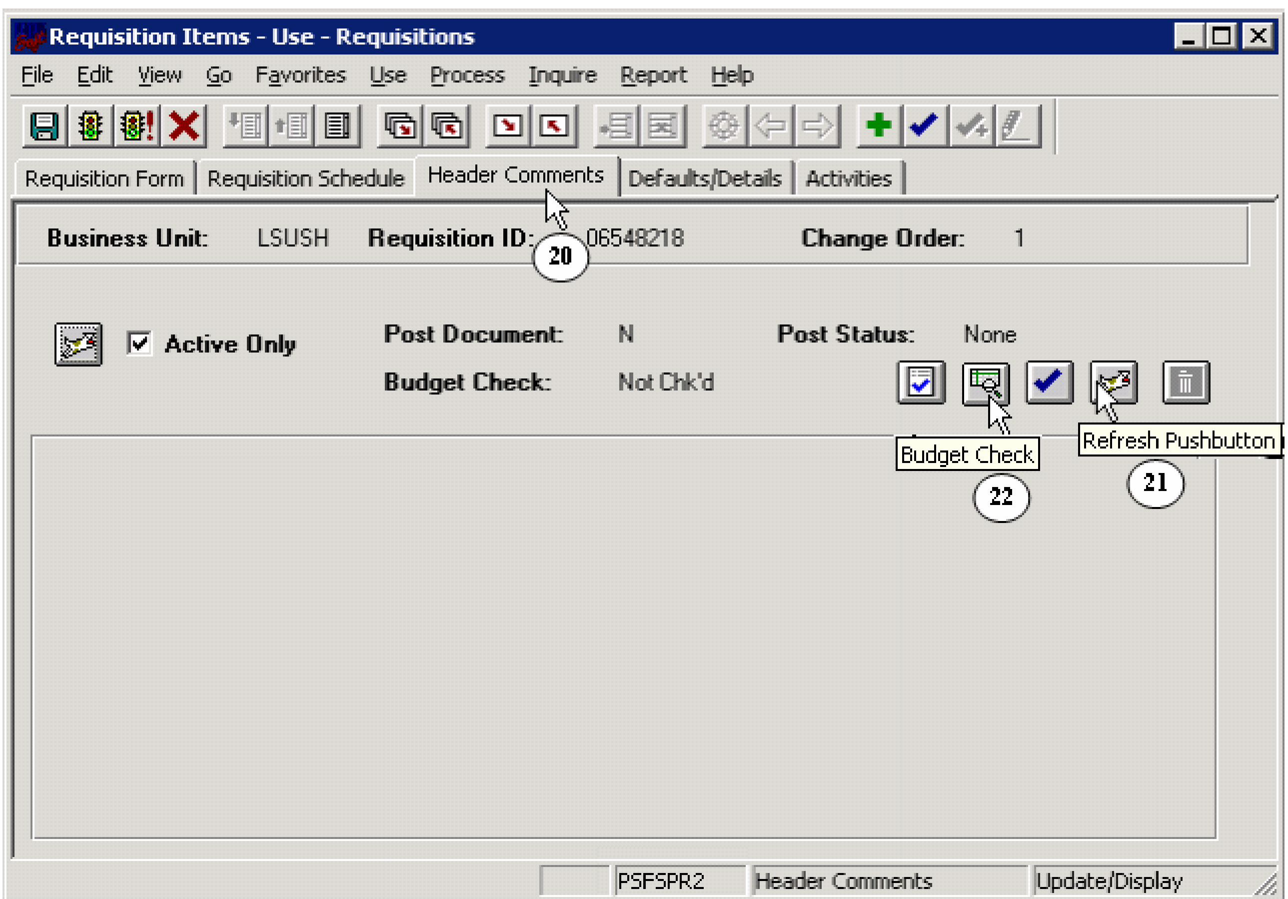
Step	Action
16.	Enter the new appropriate Chartfield information for the following fields: **Location** **Account** **Fund** **DeptID (Department ID)** **Program** **Class** **Bdgt Pd (Budget Period)** **When Applicable:** Click Projects button to Enter **Project/Grant**. Click OK in the **Project/Grants Information** subpanel. **When Applicable:** Click **Asset Information** button Enter appropriate Business Unit **AM Unit** and **Profile ID.** Click OK in the **Asset Details** subpanel. Click OK 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

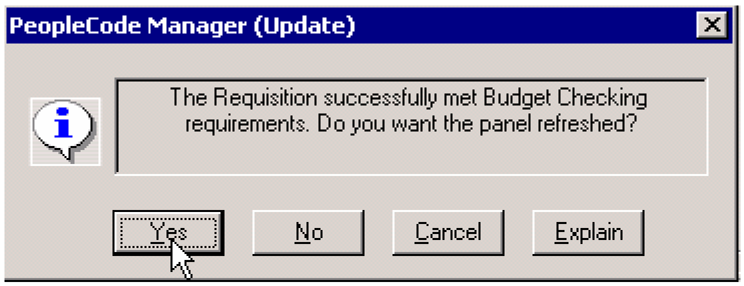
If a Requisition contains multiple lines that need to have the ChartString changed, it is important to complete the changes on all the lines before saving the requisition. Omission of **Step 17** for multiple lines will cause the **Cancel Schedule** button not to be available on subsequent **Line Schedule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

Step	Action
18.	Click **Save** button.

Step	Action
19.	Click **OK** when the message above displays.



Step	Action
20.	Click Header Comments Tab.
21.	Click **Refresh Pushbutton**.
22.	Click **Budget Check** button.



Step	Action
23.	Click **Yes** when the message above displays. The Requisition has a valid Budget Check Status

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**.