PeopleSoft IR-# 37(R)

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 (1) Building a New Requisition or 2) Copying a Prior Year Requisition) for Requestors, Approvers or Purchasing personnel to build **Non-Contract** PeopleSoft Requisitions in the current Fiscal Year that will be charged with **next** Fiscal Year funds. Instructions are also provided for Requestors, Approvers or Purchasing personnel to build **Contract** 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 FY2007 have been added and the Accounting Period is Open.

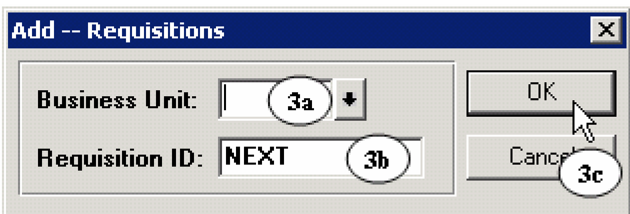
Database: PS Financial Production (PSFSPRD)
Req Approval Status: Pending Approval
Acctg Date: Start of Next Fiscal Year

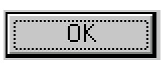
Navigation & Process Overview

Navigation & Process

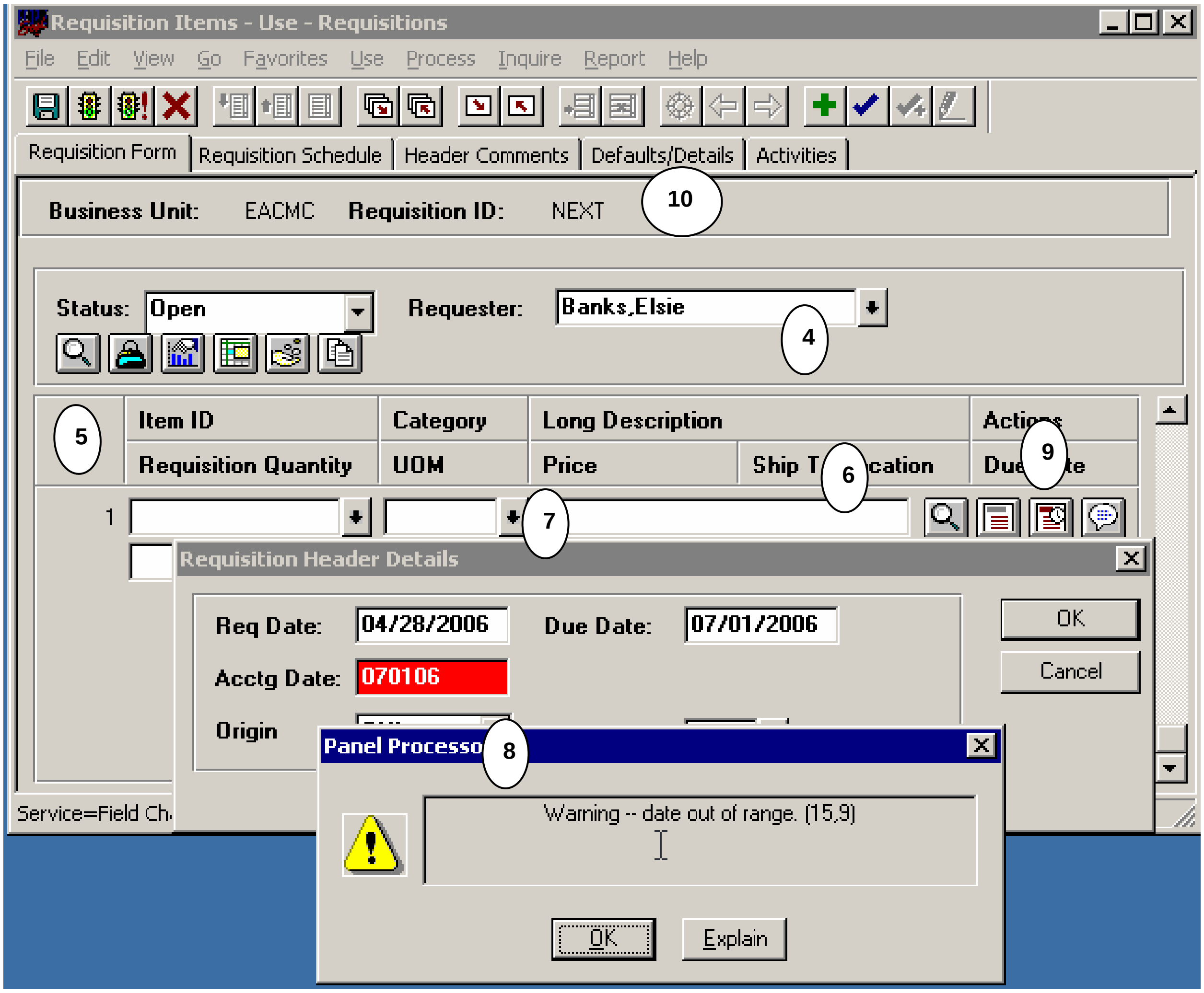
Section A: Method #1 Entering a New (Non-Contract) Requisition

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: a. Enter the **Business Unit** b. Enter the **Requisition ID (Requisition Number) or Leave as "Next"** c. Click 

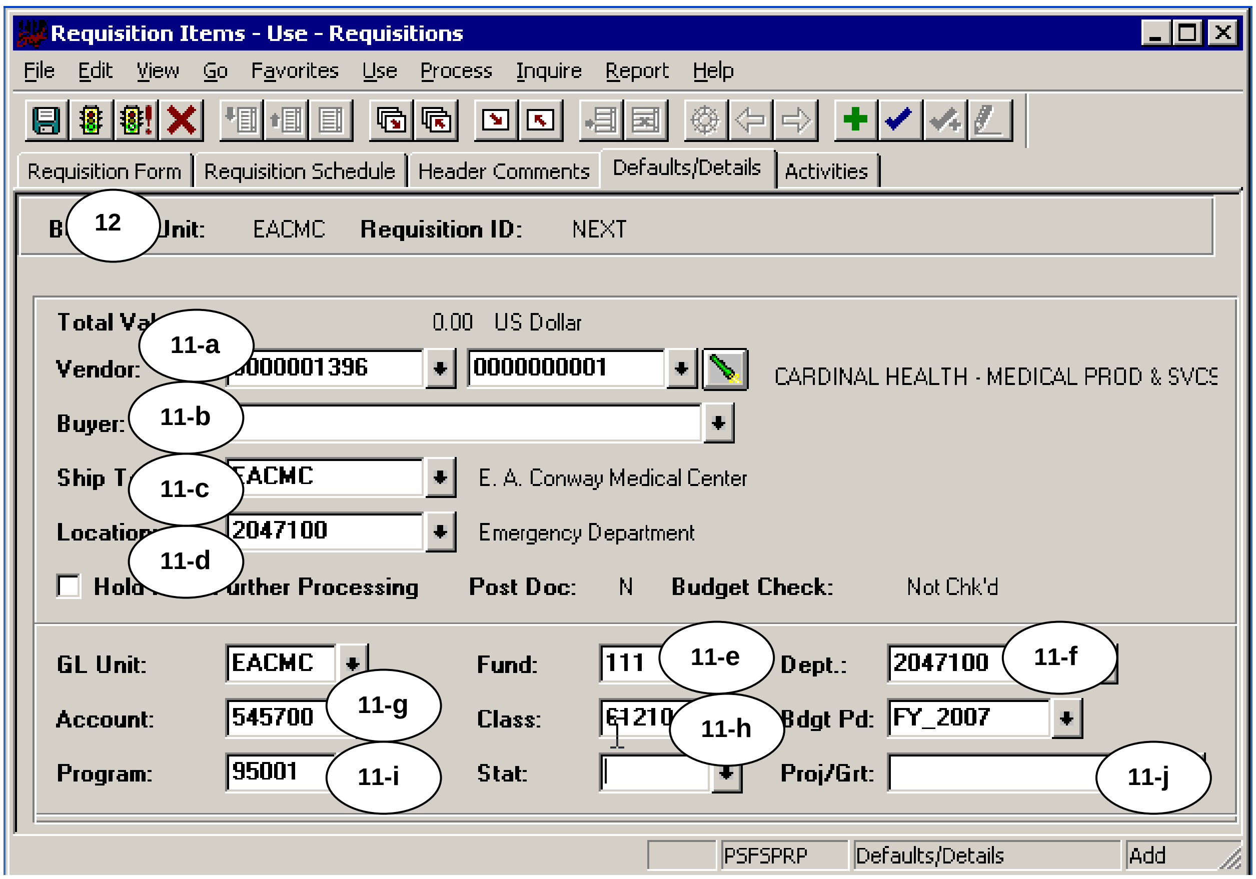
The Requisitions window with the **Requisition Form** panel displays.



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, 2006, or later)**
7.	Enter **Acctg Date** of **07/01/06. Tab out of Field.**
8.	The **Panel Processor** message box displays. Click OK to close box.

Step	Action
9.	Click OK to close the **Requisition Header Details** subpanel.
10.	Click Defaults/Details Tab.

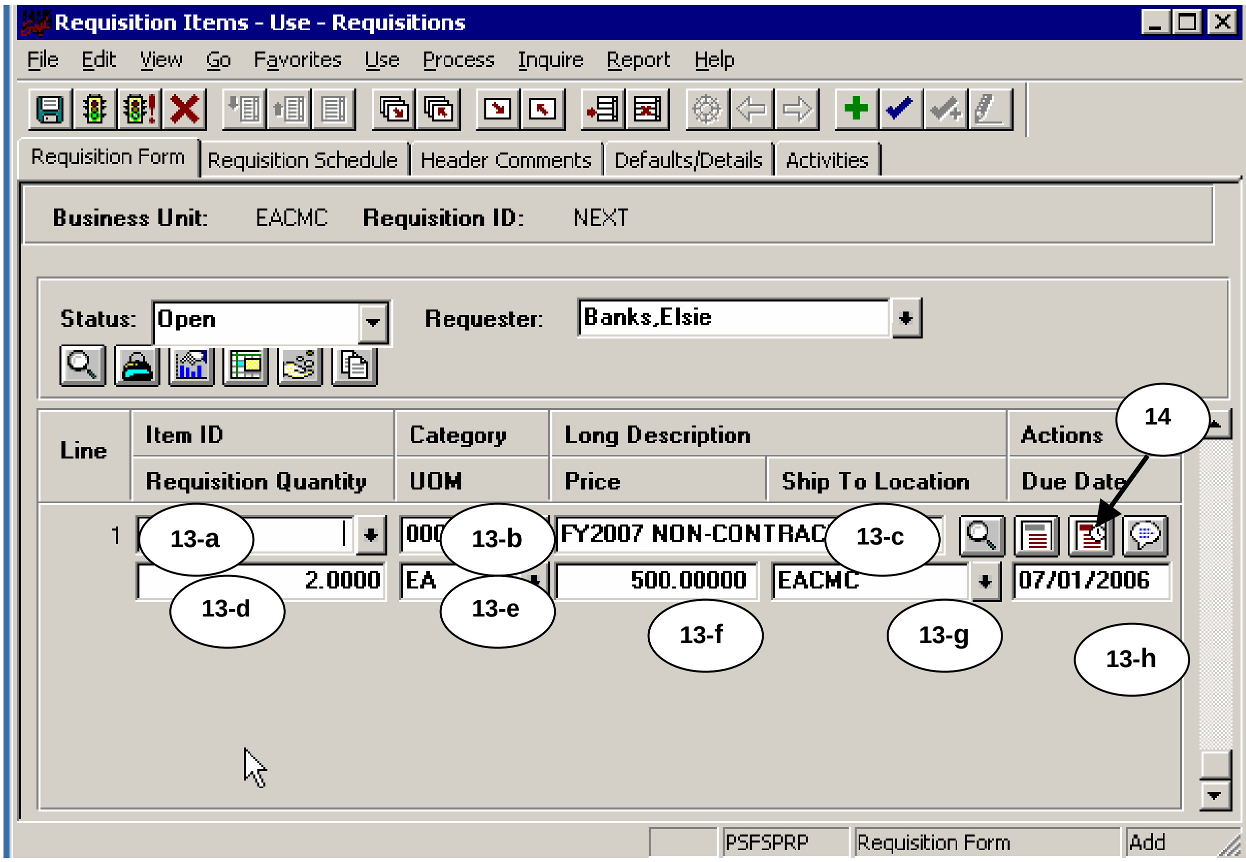
The **Defaults/Details** panel displays.



Step	Action

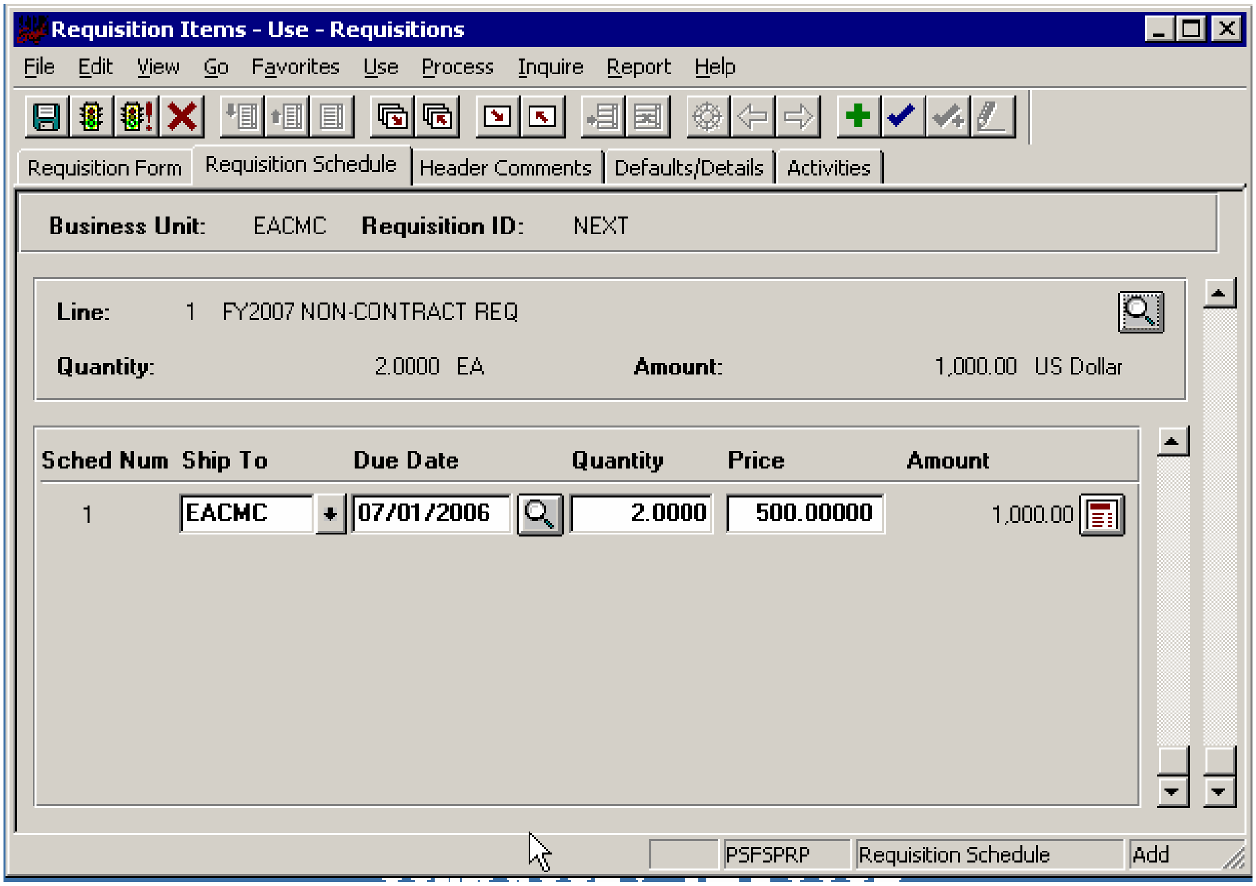
Step	Action
11.	Follow applicable Business Unit direction for entering the following Default Information: a. **Vendor (ID): 10-digit number** b. **Buyer: Appropriate Business Unit's Buyer Name** c. **Ship To: Per Business Unit Listing** d. **Location: Per Business Unit Listing** e. **Fund: 3-digit** 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 Requisition Form Tab.

The **Requisition Form** panel displays.



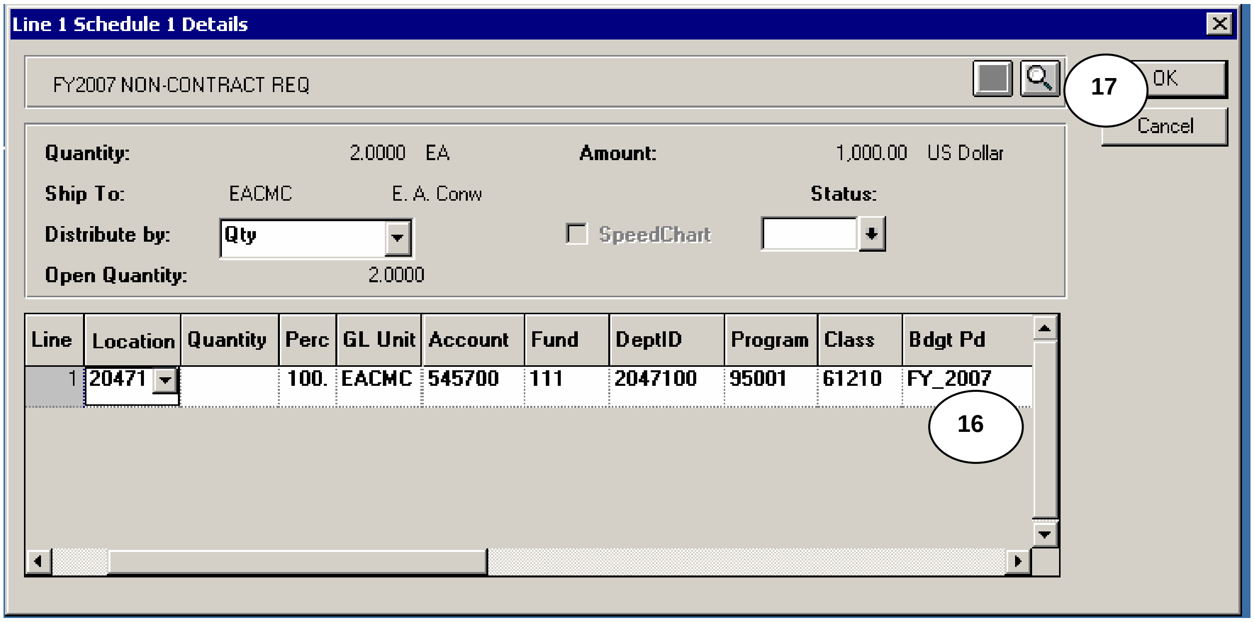
Step	Action	
13.	Follow applicable Business Unit direction for entering the following Requisition Information:	
	For Requisitions built on **Item ID** Enter:	For Requisitions built on **Long Description** Enter:
	Item ID - (13-a) **Requisition Quantity - (13-d)** **Ship to Location - (13-g)** **Due Date - (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)**
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.

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



Step	Action
16.	Review **ChartField** Information. - Verify **Bdgt Pd** is **Next Fiscal Year (FY2007).**
17.	Click OK to close the **Line 1 Schedule 1 Details** subpanel.
18.	When you have completed working the entire Requisition perform the following: **Save the Requisition, Approve it, and Edit & Budget Check** **NOTE: This process will be different for Business Units and is dependent on if Workflow is used:** ▪ **If the Business Unit uses 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 Unit does 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 FY2007 have been added and the Accounting Period is open. If a Requisition is built and determined to be incorrect, notify Purchasing and Accounting Services.**

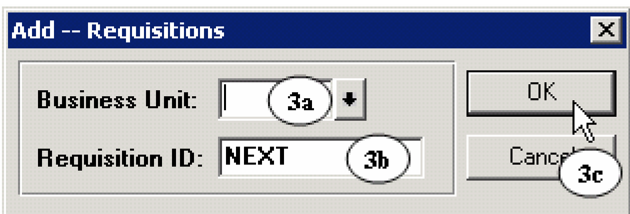
End of Procedures for ***Method #1 Entering a New (Non-Contract) Requisition in Current Fiscal Year for Next Fiscal Year funding.***

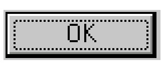
Click here to return to the Start of the IR.

Navigation & Process

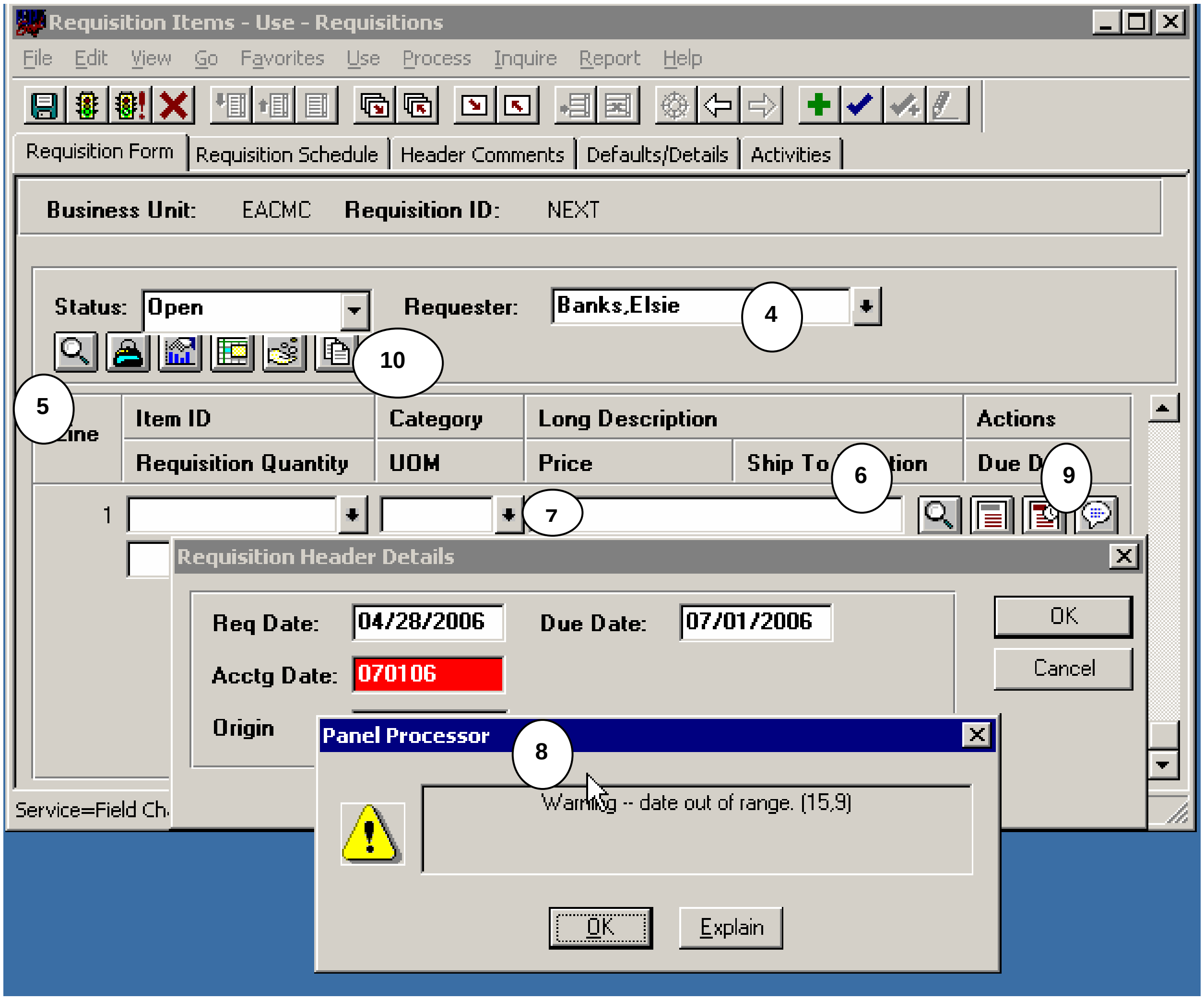
Section B: Method #2 Copying a Prior Year (Non-Contract) Requisition

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



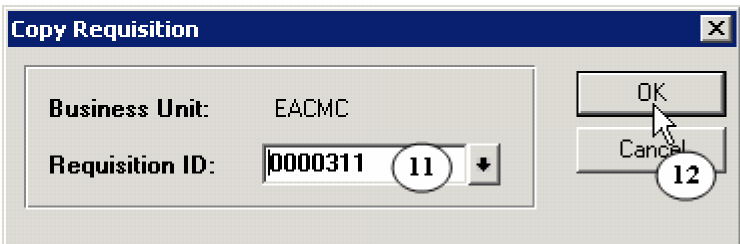
Step	Action
3.	Follow applicable Business Unit direction for entering the following: a. Enter the **Business Unit** b. Enter the **Requisition ID (Requisition Number) or Leave as "Next"** c. Click 

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



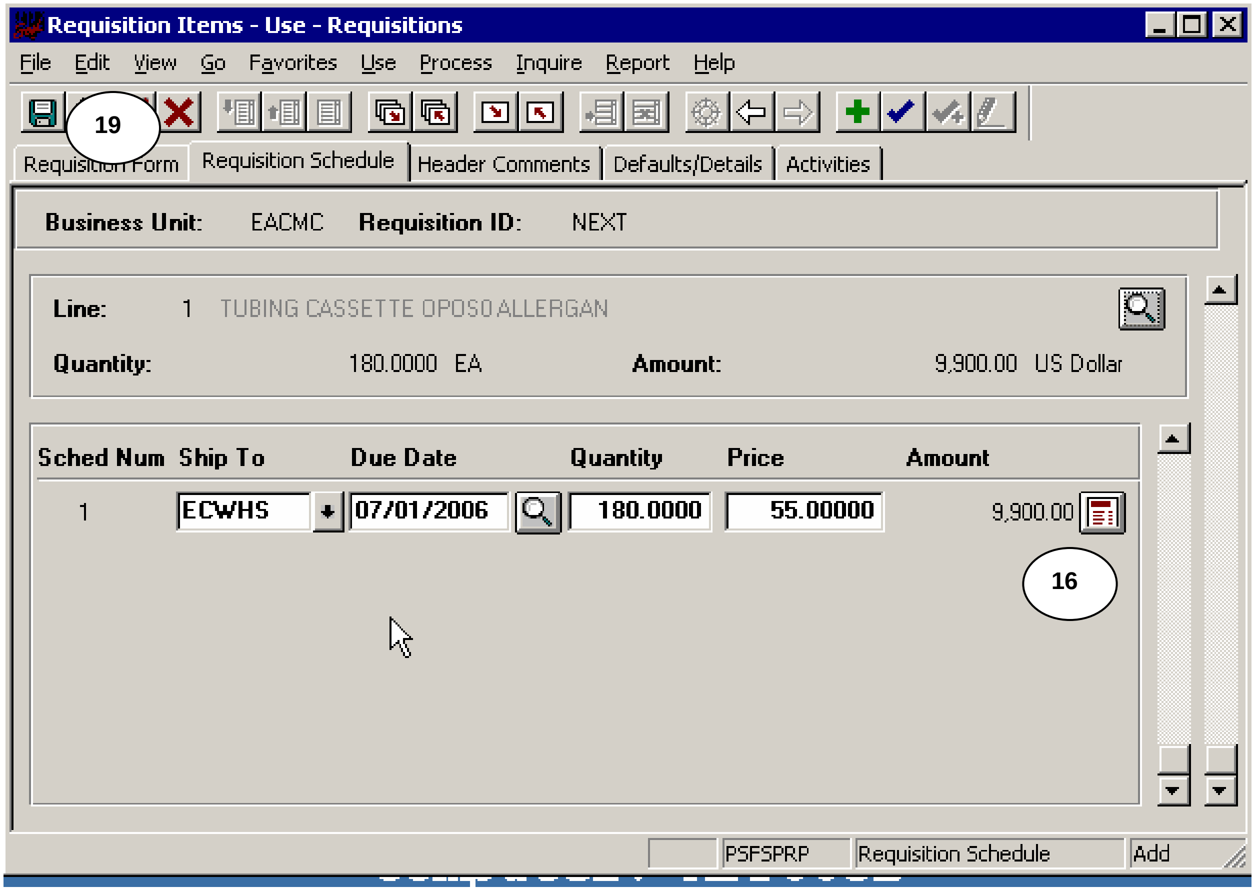
Step	Action
4.	Enter **Requestor** Name
5.	Click **Show Header Details** button
6.	The **Requisition Header Details** subpanel displays. Enter **Due Date** to indicate next **Fiscal Year (July 01, 2006, or later)**
7.	Enter **Acctg Date** of **07/01/06. Tab out of Field.**
8.	The **Panel Processor** message box displays. Click OK to close box.

Step	Action
9.	Click OK to close the **Requisition Header Details** subpanel.
10.	Click **Copy From** button to enter a Prior Year Requisition.



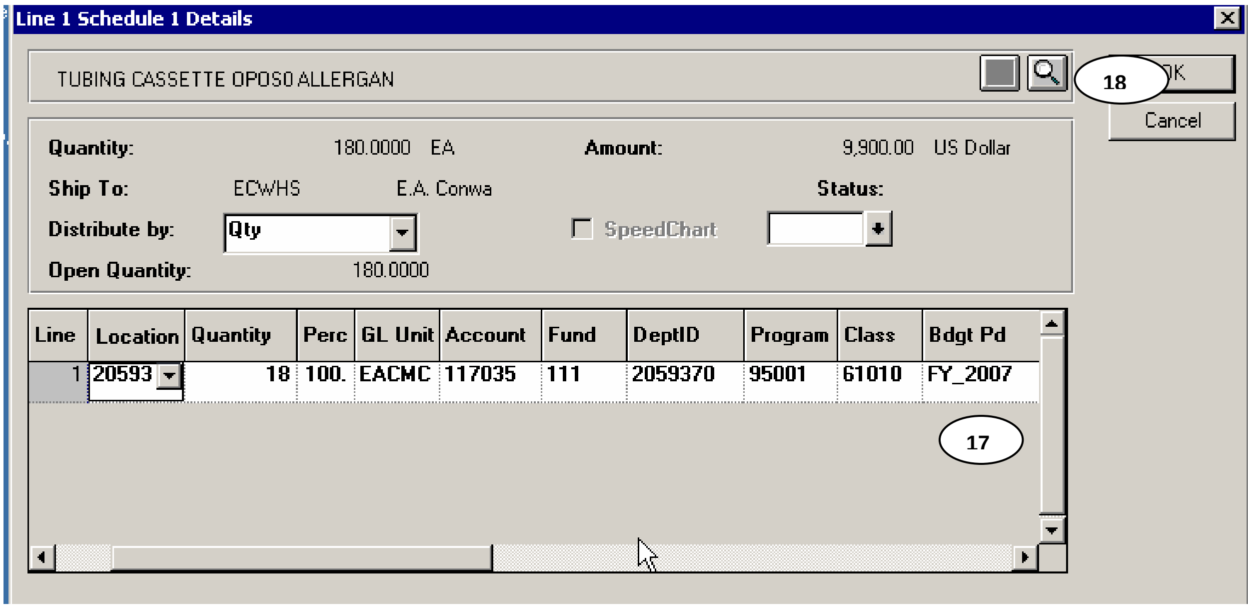
Step	Action
11.	Enter the **Requisition ID (Requisition Number)** of Requisition copying from
12.	Click OK.
13.	Revise **Requisition Quantities** if necessary
14.	Change **Due Date** if necessary.
15.	Click **Schedule…** button on the appropriate **Requisition Line** to display the **Requisition Schedule**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

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 (FY2007).**
18.	Click OK to close the **Line 1 Schedule 1 Details** subpanel.
19.	When you have completed working the entire Requisition perform the following: **Save the Requisition, Approve it, and Edit & Budget Check** **NOTE: This process will be different for Business Units and is dependent on if Workflow is used:** ▪ **If the Business Unit uses 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 Unit does 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.**

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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 FY2007 have been added and the Accounting Period is open. If a Requisition is built and determined to be incorrect, notify Purchasing and Accounting Services.**

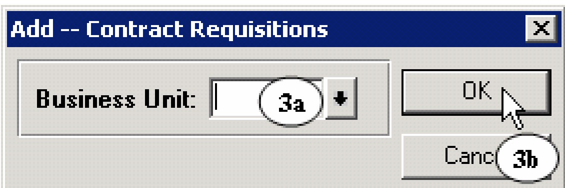
End of Procedures for ***Method #2 Copying a Prior Year (Non-Contract) Requisition in Current Fiscal Year for Next Fiscal Year funding.***

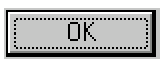
Click here to return to the Start of the IR.

Navigation & Process

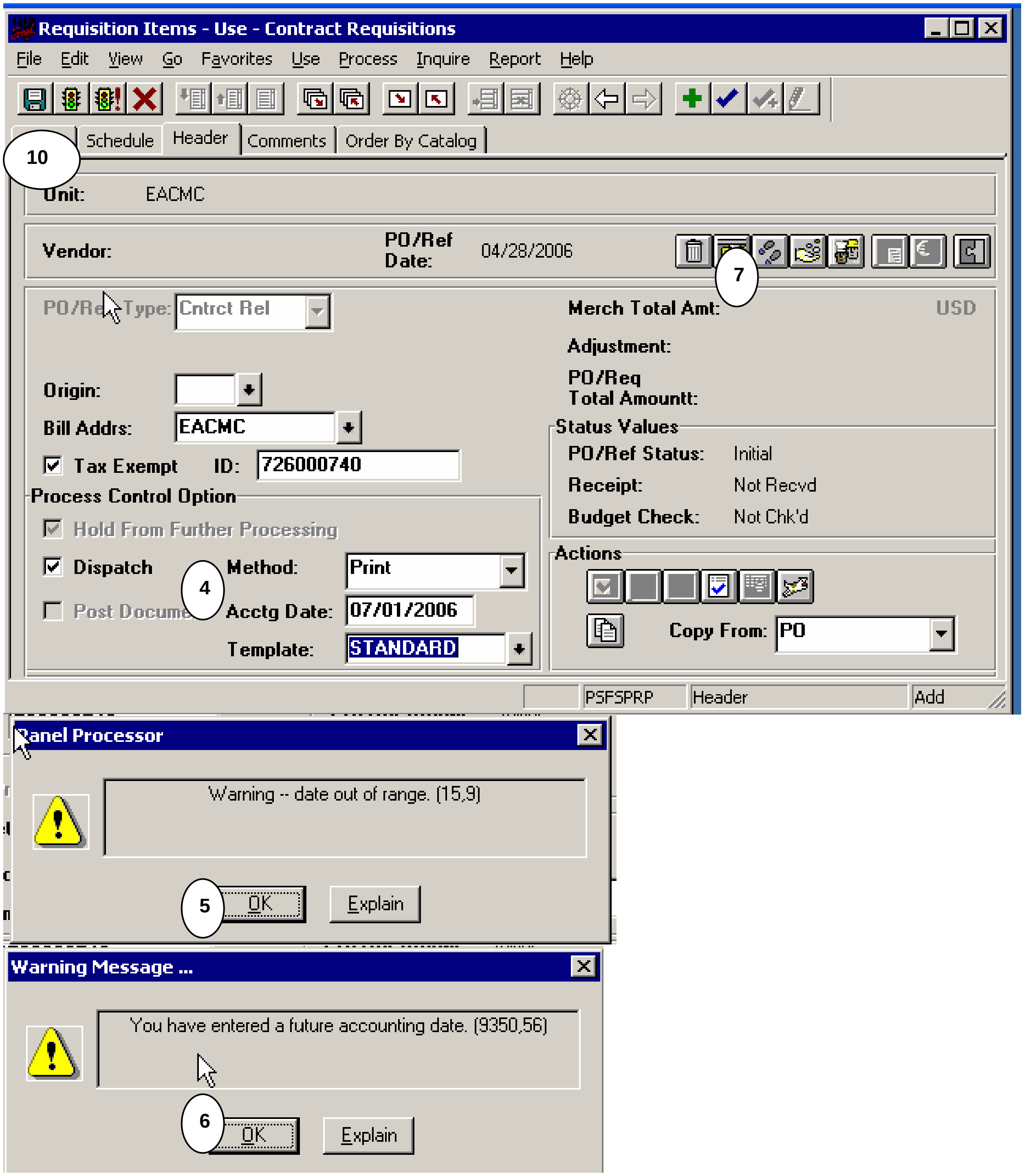
Section C: Method #3 Entering Contract Requisitions & Release Orders for Next Fiscal Year

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

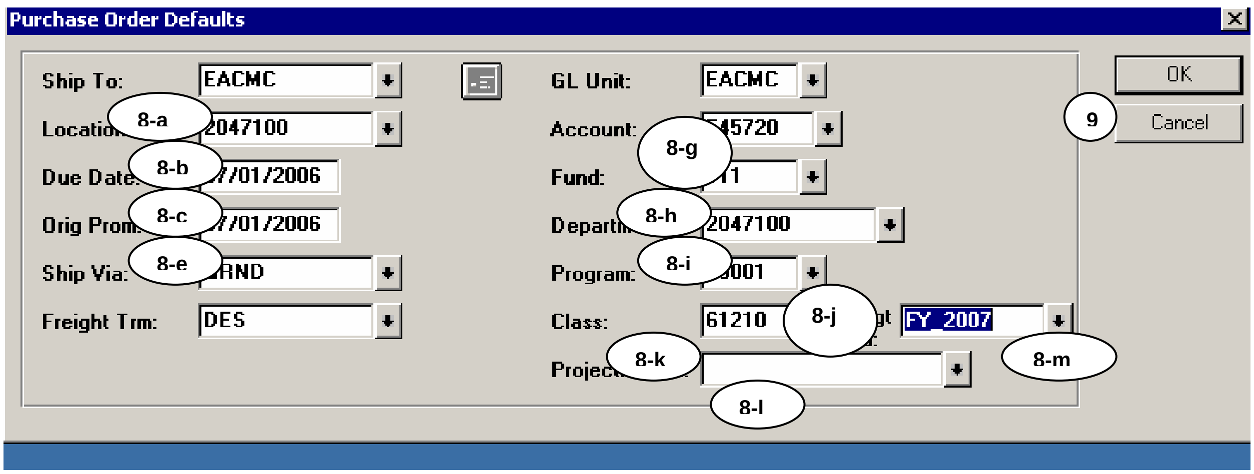


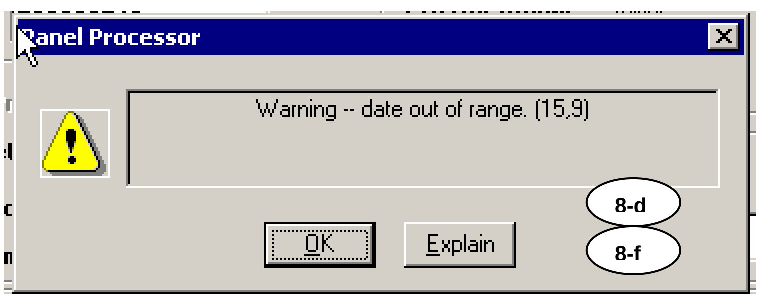
Step	Action
3.	Follow applicable Business Unit direction for entering the following: a. Enter the **Business Unit** b. Click 

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



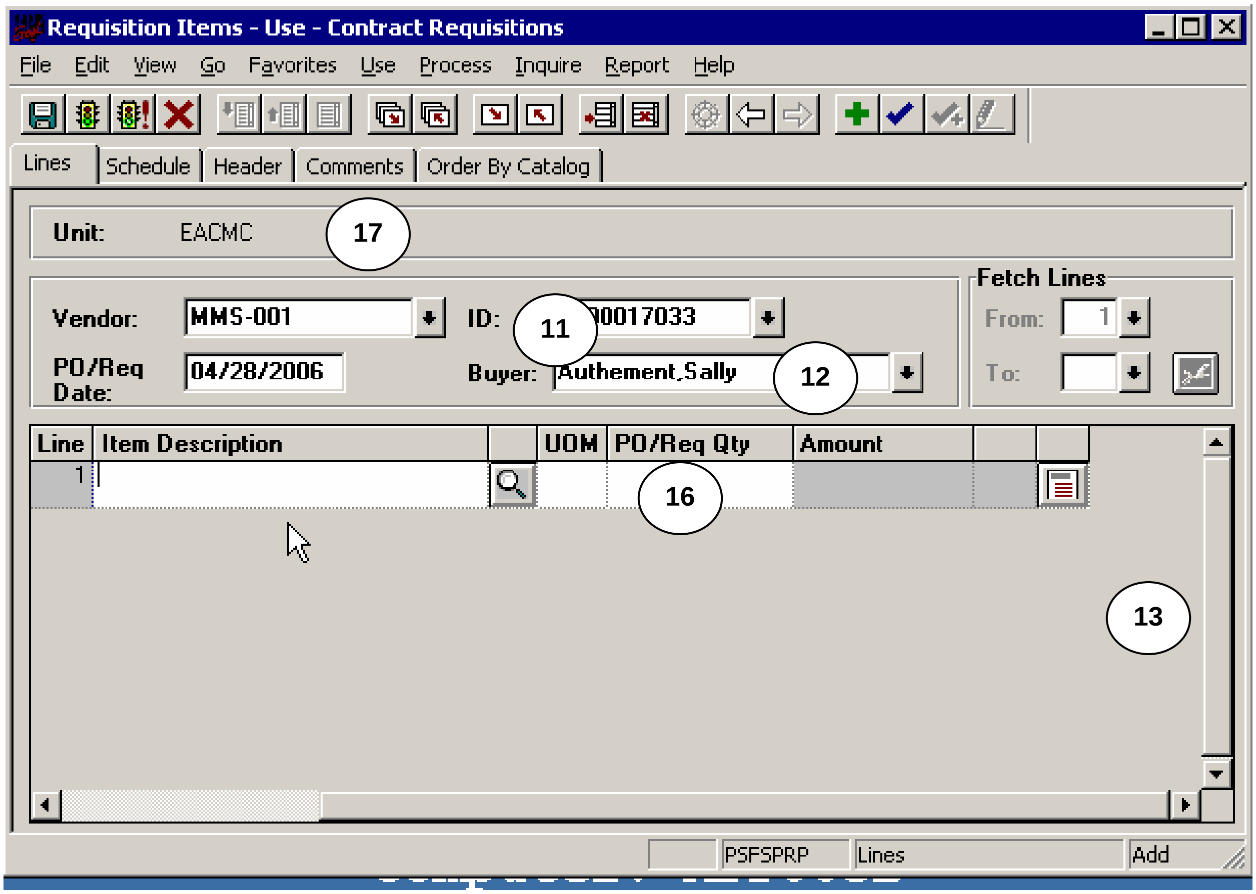
Step	Action
4.	Change **Acctg Date** to **070106** or after. **Tab out of field.**
5.	The **Panel Processor** message box displays. Click OK to close box.
6.	A **Warning Message** box displays. Click OK to close box.
7.	Click **Defaults Panel** button to display **Purchase Order Defaults** subpanel.



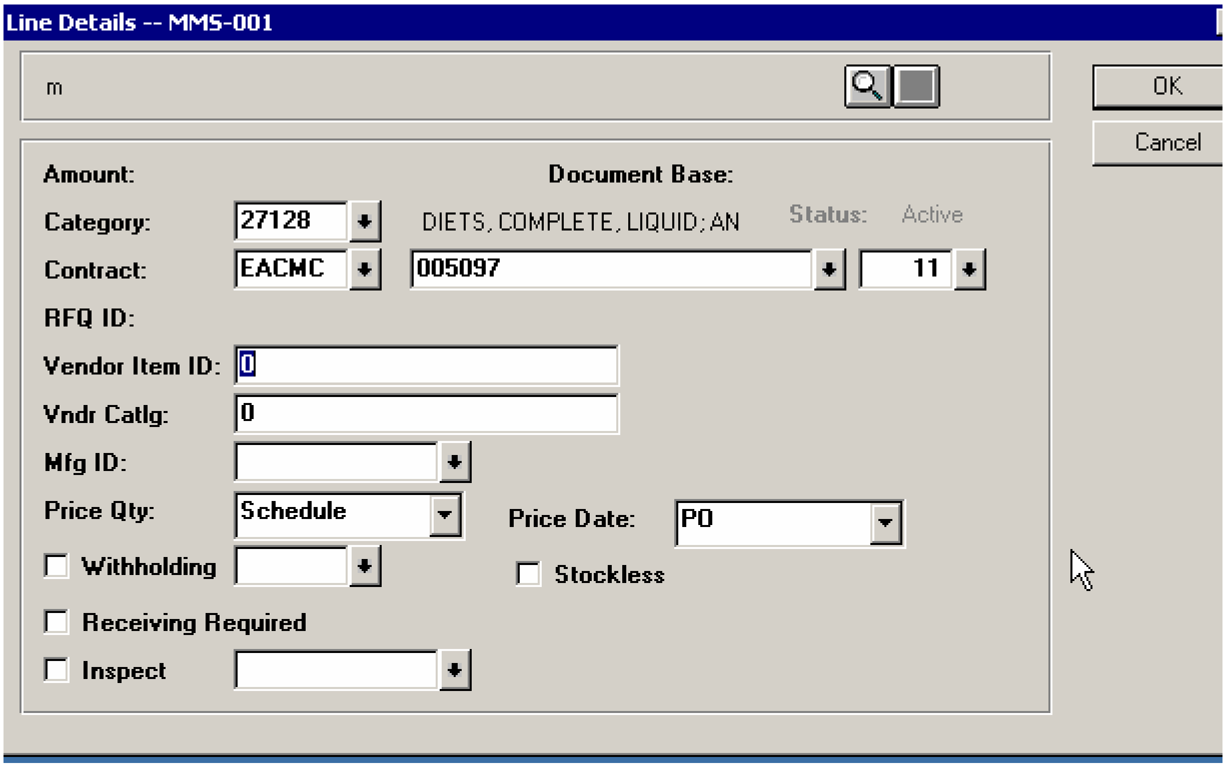


8.	Follow applicable Business Unit direction for entering the following Default Information: a. **Ship To: Per Business Unit Listing** b. **Location: Per Business Unit Listing** c. **Due Date:070106 or later** The **Panel Processor** message box displays. d. Click OK to close box e. **Orig Prom (Date): 070106 or later** The **Panel Processor** message box displays. f. Click OK 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.	Click OK to close the **Purchase Order Defaults** subpanel.
10.	Click Lines tab

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

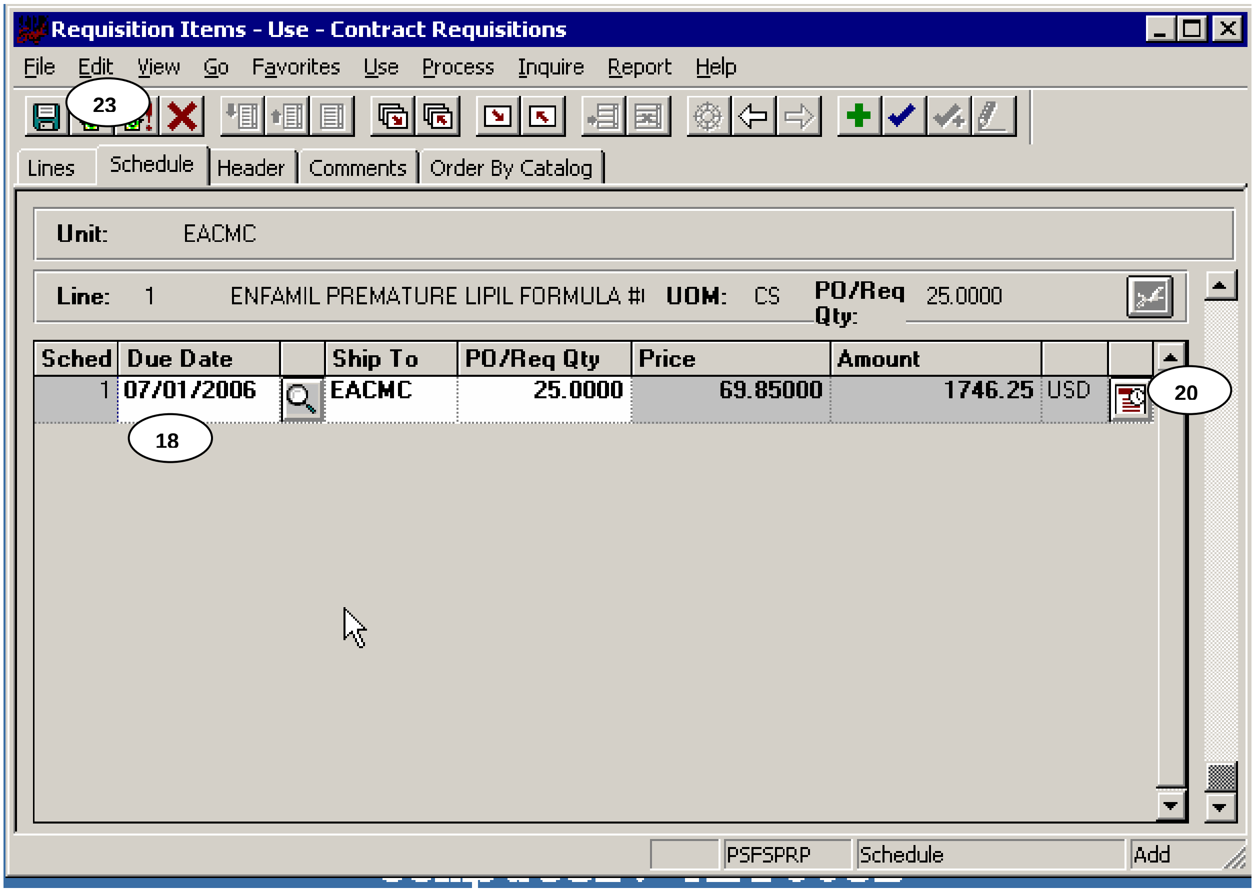


Step	Action
11.	Enter **(Vendor) ID** (search capability available vs. Vendor)
12.	Enter **Buyer** (**Appropriate Business Unit's Buyer Name**)
13.	Click  **Line Details** button to display **Line Details - Vendor** subpanel.

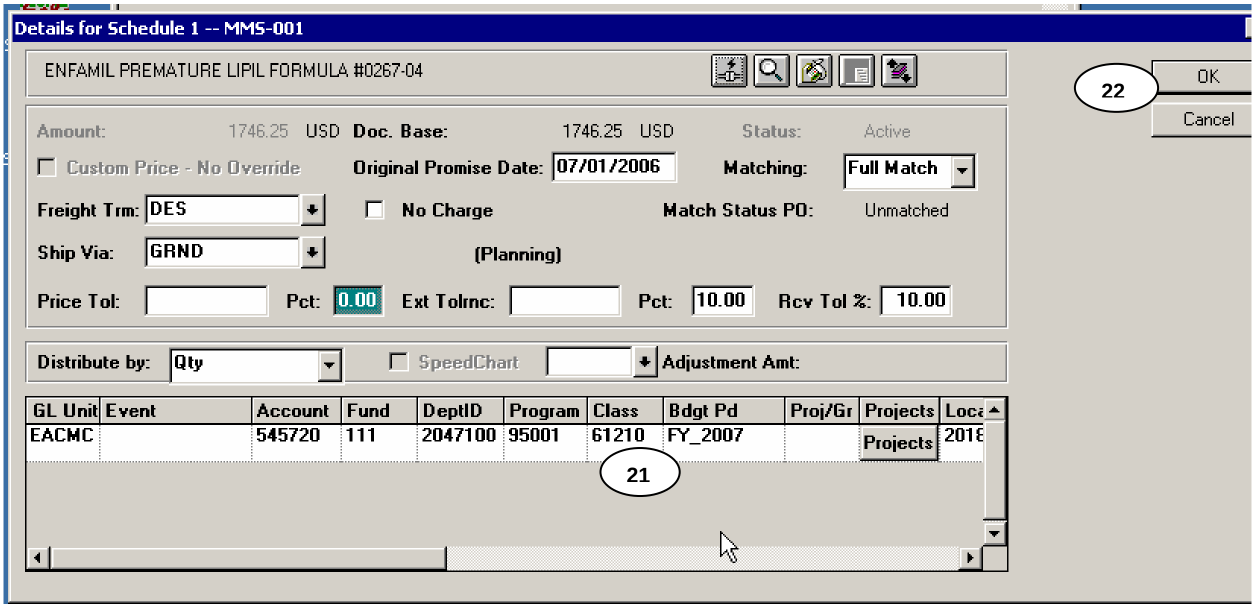


Step	Action
14.	On the **Contract** line a. Enter **Vendor Contract Number** b. Enter **Contract Line**.
15.	Click  to close **Line Details** subpanel.
16.	Change the **PO/Req Qty** (if necessary).
17.	Click  tab.

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



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



Step	Action
21.	Review **ChartField** Information. - Verify **Bdgt Pd** is **Next Fiscal Year (FY2007).**
22.	Click OK to close the **Details for Schedule 1** subpanel.
23.	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 FY2007 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 your Purchasing department.