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
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**

<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>Requisition Form</strong>, <strong>Add</strong></td>
</tr>
</tbody>
</table>

**Add – Requisitions**

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Enter <strong>Requestor</strong> Name</td>
</tr>
<tr>
<td>5.</td>
<td>Click <strong>Show Header Details</strong> button</td>
</tr>
<tr>
<td>6.</td>
<td>The <strong>Requisition Header Details</strong> subpanel displays. Enter <strong>Due Date</strong> to indicate next Fiscal Year (July 01, 2006, or later)</td>
</tr>
<tr>
<td>7.</td>
<td>Enter <strong>Acctg Date</strong> of 07/01/06. Tab out of Field</td>
</tr>
<tr>
<td>8.</td>
<td>The <strong>Panel Processor</strong> message box displays. Click <strong>OK</strong> to close box.</td>
</tr>
</tbody>
</table>
Step | Action
---|---
9. | Click **OK** to close the **Requisition Header Details** subpanel.
10. | Click **Defaults/Details** Tab.

The **Defaults/Details** panel displays.

![Requisition Items - Use - Requisitions](image)

**Step | Action**
---|---
11-a | 
11-b | 
11-c | 
11-d | 
11-e | 
11-f | 
11-g | 
11-h | 
11-i | 
11-j | 

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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Follow applicable Business Unit direction for entering the following Default Information:</td>
</tr>
<tr>
<td></td>
<td>a. <strong>Vendor (ID):</strong> 10-digit number</td>
</tr>
<tr>
<td></td>
<td>b. <strong>Buyer:</strong> Appropriate Business Unit’s Buyer Name</td>
</tr>
<tr>
<td></td>
<td>c. <strong>Ship To:</strong> Per Business Unit Listing</td>
</tr>
<tr>
<td></td>
<td>d. <strong>Location:</strong> Per Business Unit Listing</td>
</tr>
<tr>
<td></td>
<td>e. <strong>Fund:</strong> 3-digit</td>
</tr>
<tr>
<td></td>
<td>f. <strong>Dept.:</strong> 7-digit</td>
</tr>
<tr>
<td></td>
<td>g. <strong>Account:</strong> 6-digit</td>
</tr>
<tr>
<td></td>
<td>h. <strong>Class:</strong> 5-digit</td>
</tr>
<tr>
<td></td>
<td>i. <strong>Program:</strong> 5-digit</td>
</tr>
<tr>
<td></td>
<td>j. <strong>Proj/Grt:</strong> Required for applicable Chart Of Accounts</td>
</tr>
</tbody>
</table>

12. Click **Requisition Form** Tab.

The **Requisition Form** panel displays.
Step | Action |
--- | --- |
13. | **Follow applicable Business Unit direction for entering the following Requisition Information:**

<table>
<thead>
<tr>
<th>For Requisitions built on <strong>Item ID</strong> Enter:</th>
<th>For Requisitions built on <strong>Long Description</strong> Enter:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item ID</strong> - (13-a)</td>
<td><strong>Category</strong> - (13-b)</td>
</tr>
<tr>
<td><strong>Requisition Quantity</strong> - (13-d)</td>
<td><strong>Long Description</strong> - (13-c)</td>
</tr>
<tr>
<td><strong>Ship to Location</strong> - (13-g)</td>
<td><strong>Requisition Quantity</strong> - (13-d)</td>
</tr>
<tr>
<td><strong>Due Date</strong> - (13-h)</td>
<td><strong>UOM</strong> - (13-e)</td>
</tr>
<tr>
<td></td>
<td><strong>Price</strong> - (13-f)</td>
</tr>
<tr>
<td></td>
<td><strong>Ship To Location</strong> - (13-g)</td>
</tr>
<tr>
<td></td>
<td><strong>Due Date</strong> - (13-h)</td>
</tr>
</tbody>
</table>

14. | **Click Schedule…** button to display the **Requisition Schedule** panel. |

The **Requisition Schedule** panel displays.
Step 15.
Click Distribute… button to display Line 1 Schedule 1 Details subpanel.
The **Line 1 Schedule 1 Details** subpanel displays.

![Line 1 Schedule 1 Details subpanel](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Review <strong>ChartField</strong> Information. - Verify <strong>Bdgt Pd</strong> is <strong>Next Fiscal Year (FY2007)</strong>.</td>
</tr>
<tr>
<td>17.</td>
<td>Click <strong>OK</strong> to close the <strong>Line 1 Schedule 1 Details</strong> subpanel.</td>
</tr>
</tbody>
</table>
| 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click <strong>Go, Administer Procurement, Requisition Items</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Click <strong>Use, Requisitions, Requisition Form, Add</strong></td>
</tr>
</tbody>
</table>
| 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 **OK** |
The Requisitions window with the **Requisition Form** panel displays.

![Image of Requisition Form panel]

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Enter <strong>Requestor</strong> Name</td>
</tr>
<tr>
<td>5.</td>
<td>Click [Show Header Details] button</td>
</tr>
<tr>
<td>6.</td>
<td>The <strong>Requisition Header Details</strong> subpanel displays. Enter <strong>Due Date</strong> to indicate next Fiscal Year (July 01, 2006, or later)</td>
</tr>
<tr>
<td>7.</td>
<td>Enter <strong>Acctg Date</strong> of 07/01/06. Tab out of Field.</td>
</tr>
<tr>
<td>8.</td>
<td>The <strong>Panel Processor</strong> message box displays. Click [OK] to close box.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>9.</td>
<td>Click [OK] to close the <strong>Requisition Header Details</strong> subpanel.</td>
</tr>
<tr>
<td>10.</td>
<td>Click [Copy From] button to enter a Prior Year Requisition.</td>
</tr>
</tbody>
</table>

**Copy Requisition**

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>EACMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition ID:</td>
<td>0000311</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Enter the <strong>Requisition ID (Requisition Number)</strong> of Requisition copying from</td>
</tr>
<tr>
<td>12.</td>
<td>Click [OK]</td>
</tr>
<tr>
<td>13.</td>
<td>Revise <strong>Requisition Quantities</strong> if necessary</td>
</tr>
<tr>
<td>14.</td>
<td>Change <strong>Due Date</strong> if necessary.</td>
</tr>
<tr>
<td>15.</td>
<td>Click [Schedule...] button on the appropriate <strong>Requisition Line</strong> to display the <strong>Requisition Schedule</strong> panel.</td>
</tr>
</tbody>
</table>
The **Requisition Schedule** panel displays.

![Requisition Schedule Panel](image)

**Step 16.** Click **Distribute…** button to display **Line 1 Schedule 1 Details** subpanel.
The **Line 1 Schedule 1 Details** subpanel displays.

### Step 17
Review ChartField Information. - Verify Bdgt Pd is Next Fiscal Year (FY2007).

### Step 18
Click **OK** to close the **Line 1 Schedule 1 Details** subpanel.

### Step 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.
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**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Click **Go**, **Administer Procurement**, **Requisition Items**  
      | ![Go button] |
| 2.   | Click **Use**, **Contract Requisitions**, **Header**, **Add**  
      | ![Use button] |
| 3.   | Follow applicable Business Unit direction for entering the following:  
      | a. Enter the **Business Unit**  
      | ![OK button]  
      | b. Click **OK**  
      | ![OK button] |
The Requisitions window with the **Contract Requisition Header** panel displays.

![The Requisitions window with the Contract Requisition Header panel displays.](image)

**Warning Message:** You have entered a future accounting date. (9350,56)

**Action:** OK, Explain

**Warning Message:** Warning - date out of range. (15,3)

**Action:** OK, Explain

**Vendor:** PO/Ref Type: Cntrct Ref

**PO/Ref Date:** 04/28/2006

**Unit:** EACMC

**Vendor:**

**PO/Ref Type:** Cntrct Ref

**PO/Ref Date:** 04/28/2006

**Origin:**

**Bill Addr:** EACMC

**Tax Exempt ID:** 726000740

**Process Control Option:**

- [ ] Dispatch Method: Print
- [ ] Post Document

**Acctg Date:** 07/01/2006

**Template:** STANDARD

**Merch Total Amt:** USD

**Adjustment:**

- **PO/Req Total Amount:**
- **Status Values:**
  - **PO/Req Status:** Initial
  - **Receipt:** Not Recvd
  - **Budget Check:** Not Chk'd

**Actions:**

- **Copy From:** PO

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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.

### Purchase Order Defaults

- **Ship To:** EACMC
- **Location:** 2047100
- **Due Date:** 7/31/2006
- **Ung Prom:** 7/31/2006
- **Ship Via:** FND
- **Freight Tmc:** DES
- **GL Unit:** EACMC
- **Account:** 545720
- **Fund:** 51
- **Departh:** 2047100
- **Program:** 2001
- **Class:** 51210
- **Project:** 51207

### Panel Processor

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

- **OK**
- **Explain**

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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 11
Enter *(Vendor) ID* (search capability available vs. Vendor)

### Step 12
Enter *Buyer* *(Appropriate Business Unit’s Buyer Name)*

### Step 13
Click **Line Details** button to display **Line Details - Vendor** subpanel.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>On the <strong>Contract</strong> line</td>
</tr>
<tr>
<td></td>
<td>a. Enter <strong>Vendor Contract Number</strong></td>
</tr>
<tr>
<td></td>
<td>b. Enter <strong>Contract Line</strong>.</td>
</tr>
<tr>
<td>15.</td>
<td>Click <strong>OK</strong> to close <strong>Line Details</strong> subpanel.</td>
</tr>
<tr>
<td>16.</td>
<td>Change the <strong>PO/Req Qty</strong> (if necessary).</td>
</tr>
<tr>
<td>17.</td>
<td>Click <strong>Schedule</strong> tab.</td>
</tr>
</tbody>
</table>
The Requisitions window with the **Contract Requisition Schedule** panel displays.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>Change the <strong>Due Date</strong> (if necessary). <strong>Tab out of the field.</strong></td>
</tr>
<tr>
<td>19.</td>
<td>The <strong>Panel Processor</strong> message box displays. Click <strong>OK</strong> to close box</td>
</tr>
<tr>
<td>20.</td>
<td>Click <strong>Schedule Details</strong> button. The <strong>Details for Schedule 1</strong> subpanel displays.</td>
</tr>
</tbody>
</table>
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.  

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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 #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.