LSU Health Sciences Center

PeopleSoft End-User Training

Purchasing Training

Day 1

Participant Guide

June, 2011

Copyright & Trademarks

Table of Contents

Purchasing Day 1

Logon to PeopleSoft 9.0 via Citrix Web and the PS9 Launcher

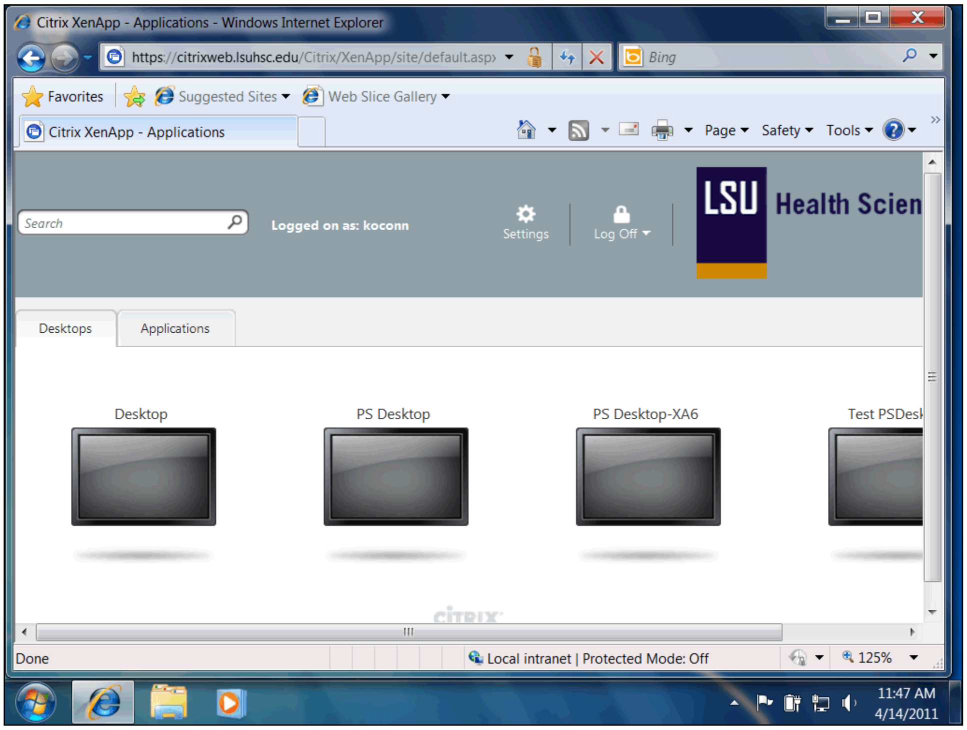
Log On to PeopleSoft 9.0 via Citrix Web

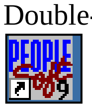
Procedure

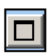
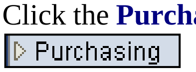
In this topic you will learn how to **Logon to PeopleSoft 9.0 via Citrix Web**.

Step	Action
1.	Double-click the **LSU Health Sciences Center - Logon** icon.

Step	Action
2.	The **User name** field is not case sensitive. Enter the desired information into the **User name:** field. Enter "**koconn**".
3.	The **Password** field is case sensitive. The Password must be entered the way the user created it. Enter your password into the **Password:** field.
4.	Click the **Log On** button. 



Step	Action
5.	Click the **PS Desktop** screen.
6.	Double-click the **PeopleSoft 9** icon. 
7.	From the LSUHSC PeopleSoft 9 Launcher, you will select the PeopleSoft **System**, **Database** and **Application** you wish to work in. The **System** will be Financials. If Financials does not default, click the drop-down arrow to the right of the System field to select it.
8.	Click the button to the right of the **Database** field. 
9.	There are several **Databases** from which to choose. The following will be the three options you will use most for day-to-day operations: • **Enter data** – PS 9 Financials Production (PS9FSPRD) • **View data and run reports** – PS 9 Financials Reports (PS9FSRPT); and • **Practice using the system** – PS 9 Financials Sandbox (PS9FSSND). ***NOTE: Nothing entered into the Reporting or Sandbox databases is transferrable to another database. Make sure you enter data into the <u>Production</u> database.***

Step	Action
10.	Click the **PS 9 Financials Training (PS9FSTRN)** option for **training purposes only**. 
11.	Click the **Start** button. 
12.	Whenever you enter the Reports, Sandbox or Training databases, a warning message will display stating you have selected a non-Production database and any transactions entered will be lost. Click the **Yes** button. 
13.	Click the **Maximize/Minimize** button to expand your workspace, if desired. 
14.	You may also press **F11** on your keyboard to expand your workspace. This will hide the browser bars (the menu bar, toolbar and address bar). Press **[F11]**.
15.	Press F11 again if you wish to display the browser bars. Press **[F11]**.
16.	The PeopleSoft **Menu** displays all database options for which you have access. Additional options associated with a specific menu item can be viewed by clicking the arrow to the left of the menu item name. Click the **Purchasing** link. 
17.	Additional Purchasing options display. If an arrow is to the left of the menu item name, additional options may be viewed. If a hyphen is to the left of a menu item name, then no other options are available for view.
18.	This completes **Log On to PeopleSoft 9.0 via Citrix Web**. **End of Procedure.**

Viewing Item Information

Overview of PeopleSoft Inventory

PeopleSoft SCM Inventory is a flexible, comprehensive inventory management system that enables you to increase your inventory accuracy and customer service levels and, at the same time, reduce your carrying costs, labor costs, and inventory write-offs. PeopleSoft SCM Inventory helps you make faster, more accurate decisions, which is critical in today's complex global inventory environments.

PeopleSoft SCM Inventory business processes include Putaway, Order Fulfillment, Replenish Stock, Returned Material Authorization, Par Inventory, Consigned Inventory, Storage and Shipping Containers, Vendor Managed Inventory, Material Usage and Reconciliation, Inventory Counts, and Adjustments and Transfers.

PeopleSoft Inventory Integrations
PeopleSoft Inventory integrates with these applications:

- Purchasing
  - You can send a requisition created in PeopleSoft Purchasing to PeopleSoft Inventory as a material stock request if stock is available.

    If stock is unavailable, you can add the requisition to a purchase order and dispatch it to a vendor using PeopleSoft Purchasing.

  - When items on a purchase order are received from the vendor in PeopleSoft Purchasing, the items can be put away in a PeopleSoft Inventory business unit using the putaway processes.

  - Using PeopleSoft Purchasing online pages, you can call the directed putaway feature in PeopleSoft Inventory.

  - PeopleSoft Inventory passes replenishment requests to PeopleSoft Purchasing, including ad-hoc replenishment requests from the Reserve Materials process, stockless or non-stock replenishment requests from the Create Par Replenishment Requests process, or reorder point replenishment requests from the Replenishment Options process.

  - To return items that have been stocked in inventory, the data on the Return to Vendor (RTV) pages is entered in PeopleSoft Purchasing and passed to PeopleSoft Inventory where the items are shipped or adjusted.

  - Using the Pegging Workbench, a material stock request can be pegged to a requisition or purchase order.

- PeopleSoft Cost Management
  - PeopleSoft Cost Management calculates the cost and creates the accounting entries to record putaways, shipments, adjustments, and other material movements in PeopleSoft Inventory.

    PeopleSoft Cost Management receives costing information from PeopleSoft Purchasing, PeopleSoft Payables, and PeopleSoft Manufacturing to record and update the cost of stock in each PeopleSoft Inventory business unit.

- The accounting entries are then passed to the general ledger to record the accounting impact of PeopleSoft Inventory transactions.

- The Landed Cost Extraction process in PeopleSoft Payables can pass cost adjustments to PeopleSoft Cost Management for the stock putaway in PeopleSoft Inventory.

- PeopleSoft General Ledger

  Accounting entries recording the activity in PeopleSoft Inventory are retrieved from PeopleSoft Cost Management and are used as input to create journal entries that are posted in the PeopleSoft General Ledger business unit tied to the PeopleSoft Inventory business unit.

- PeopleSoft Commitment Control
  - A requisition or purchase order is entered in PeopleSoft Purchasing using commitment control and a pre-encumbrance or encumbrance is established.

    If the purchase order is sourced from PeopleSoft Inventory, then the encumbrance is relieved and replaced with a expenditure against the budget when the Accounting Line Creation process in PeopleSoft Cost Management is run with the Budget Check Accounting Lines check box selected to run the Commitment Control Budget Processor.

  - An expenditure is recorded in the budget when a material stock request is created, and stock is issued from PeopleSoft Inventory using a ChartField combination set up as a budgetary account for commitment control.

    The deduction to the budget occurs when you run the Accounting Line Creation process in PeopleSoft Cost Management with the Budget Check Accounting Lines check box selected. No pre-encumbrance or encumbrance is created or relieved.

- PeopleSoft Payables
  - When a consigned item is consumed using any one of various transactions in PeopleSoft Inventory or PeopleSoft Manufacturing, ownership of the item is transferred from the vendor to the business.

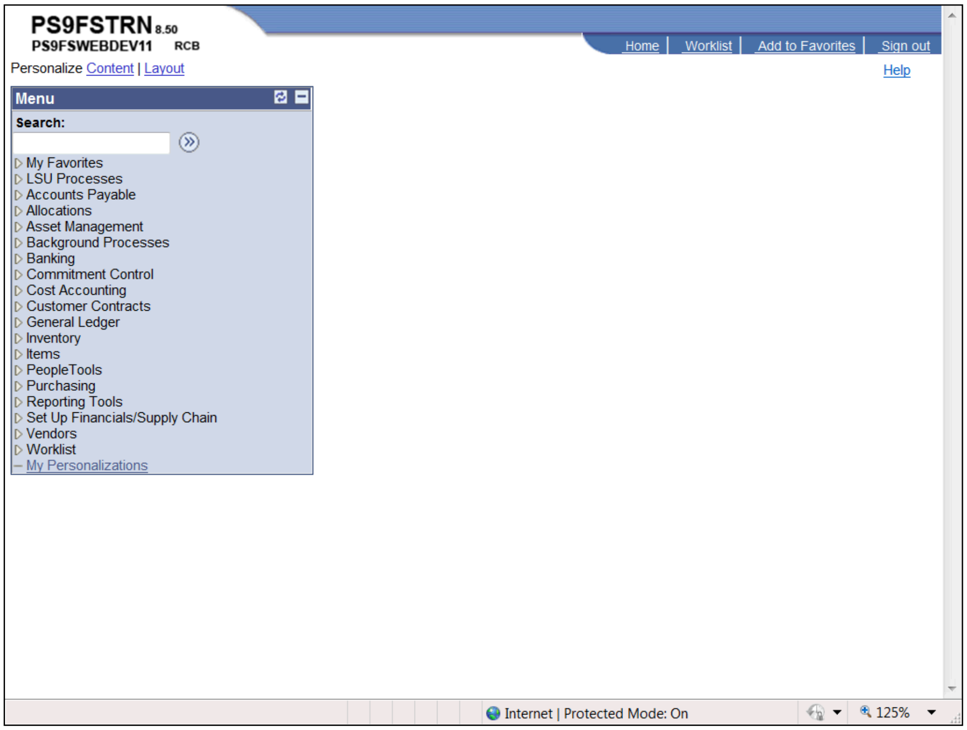
    The Transaction Costing and Accounting Line Creation processes in PeopleSoft Cost Management make consignment information available to PeopleSoft Payables for voucher creation.

  - For intercompany transfers, the destination PeopleSoft Inventory business units are defined as customers in the PeopleSoft customer tables, enabling the system to create an invoice in PeopleSoft Billing for each intercompany transfer and to load the invoice as a voucher into the PeopleSoft Payables business unit linked to the destination PeopleSoft Inventory business unit. The Landed Cost Extraction process in PeopleSoft Payables can pass cost adjustments to PeopleSoft Cost Management for the stock putaway in PeopleSoft Inventory.

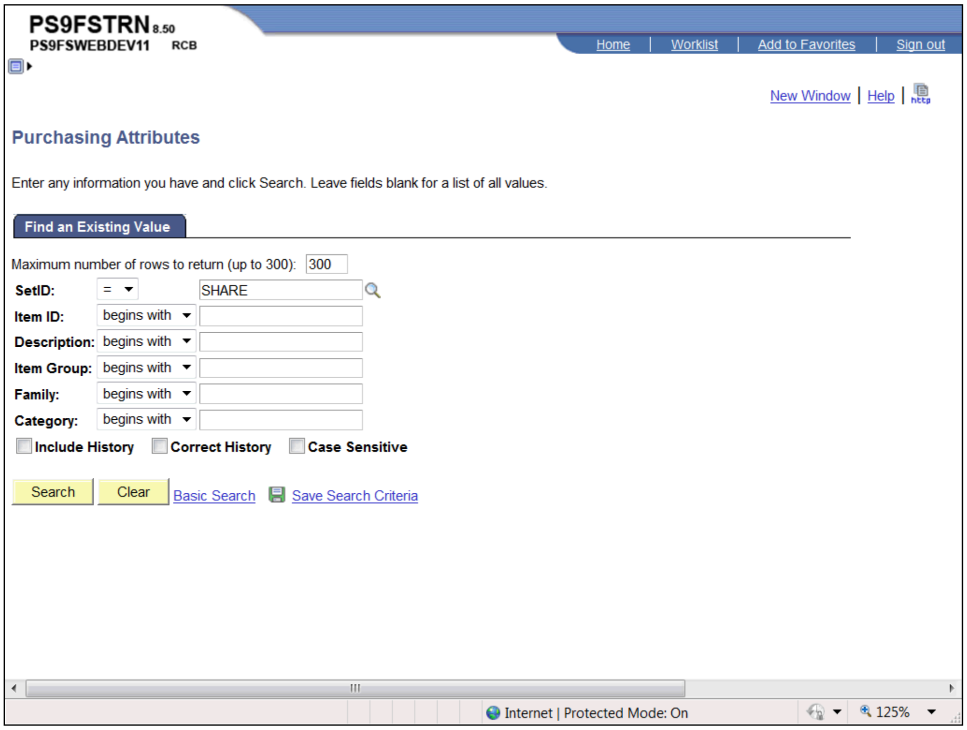
View Purchasing Attributes and Item Vendor Information

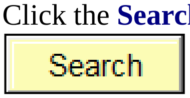
Procedure

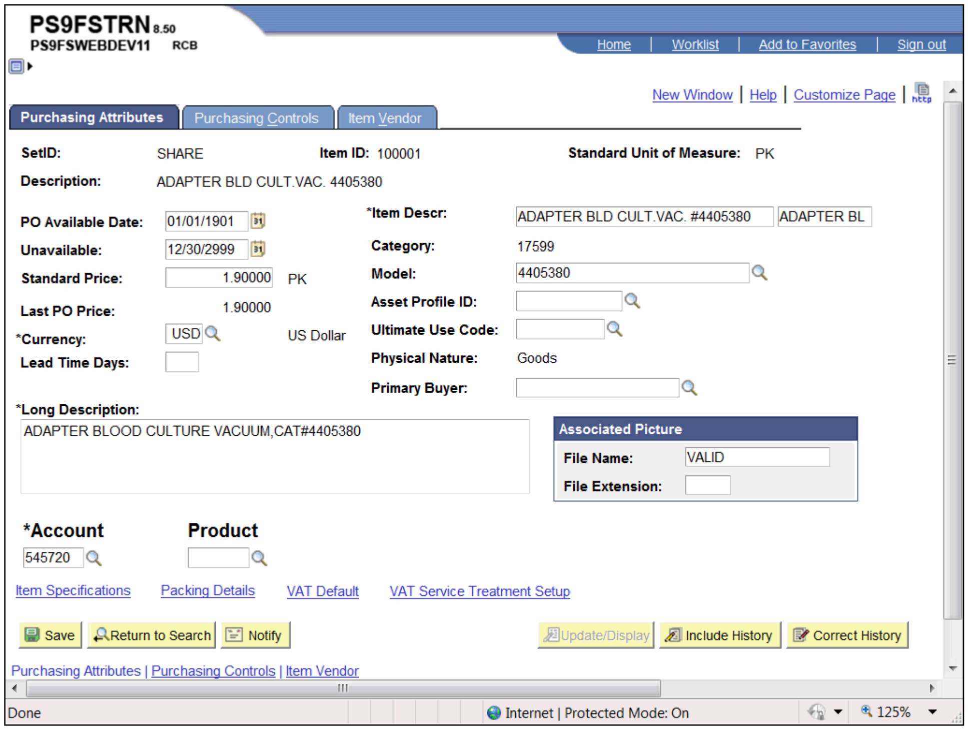
In this topic you will learn how to **View Purchasing Attributes and Item Vendor Information**.



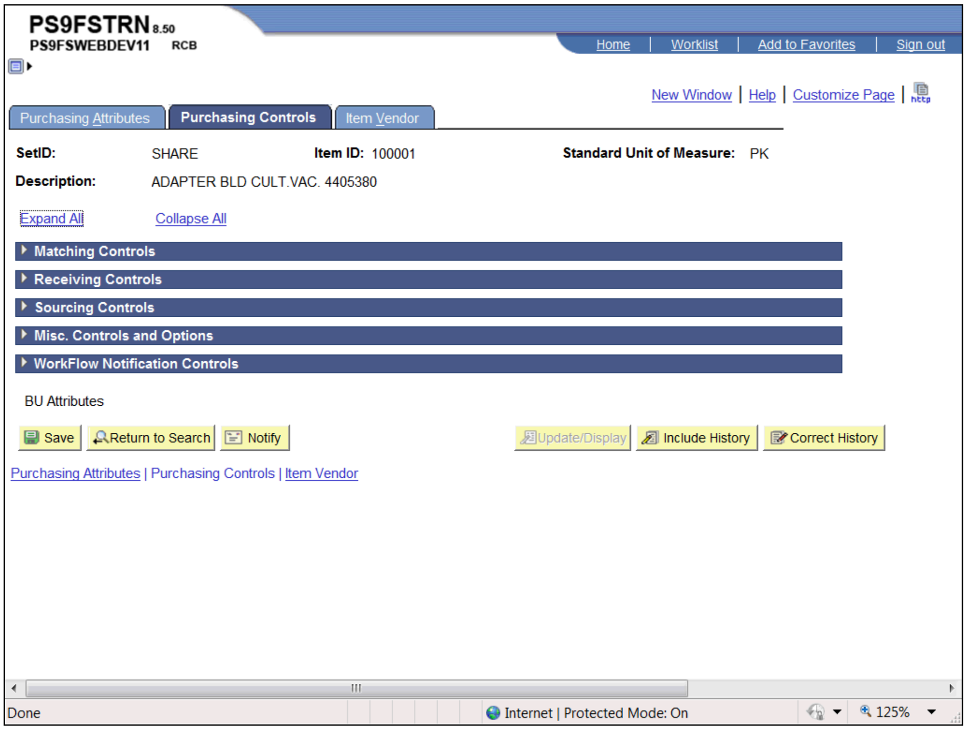
Step	Action
1.	Click the **Items** link. Items
2.	Click the **Define Items and Attributes** link. Define Items and Attributes
3.	Click the **Purchasing Attributes** link. Purchasing Attributes

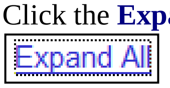


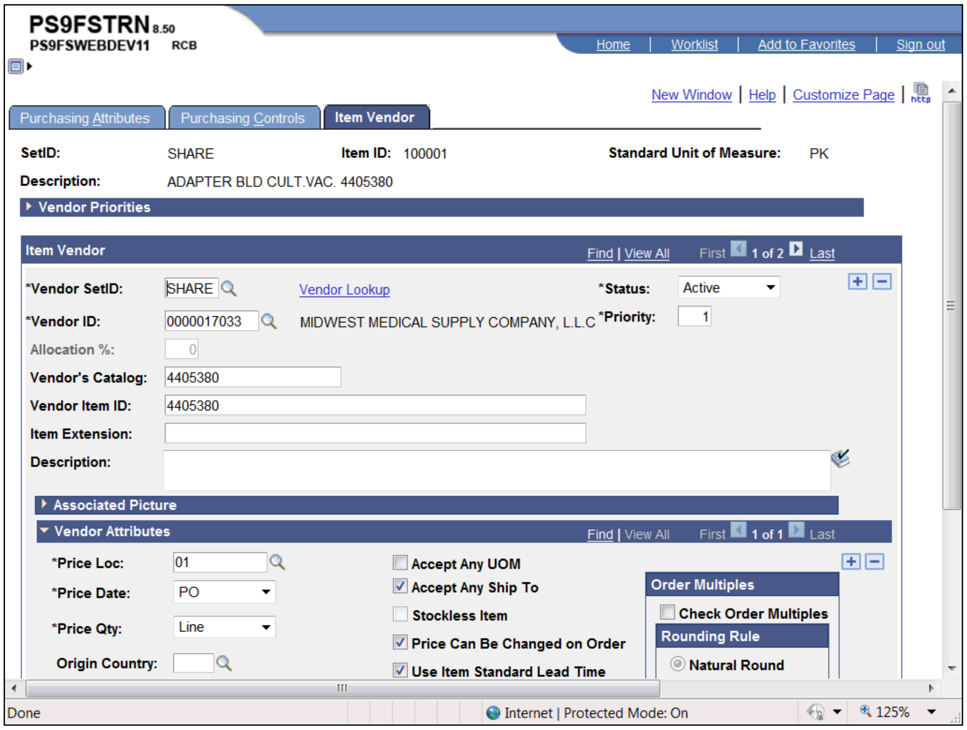
Step	Action
4.	Enter the desired information into the **Item ID** field. Enter "**100001**".
5.	Click the **Search** button. 
6.	View item information (category, model no, standard price, long description, file name, account).



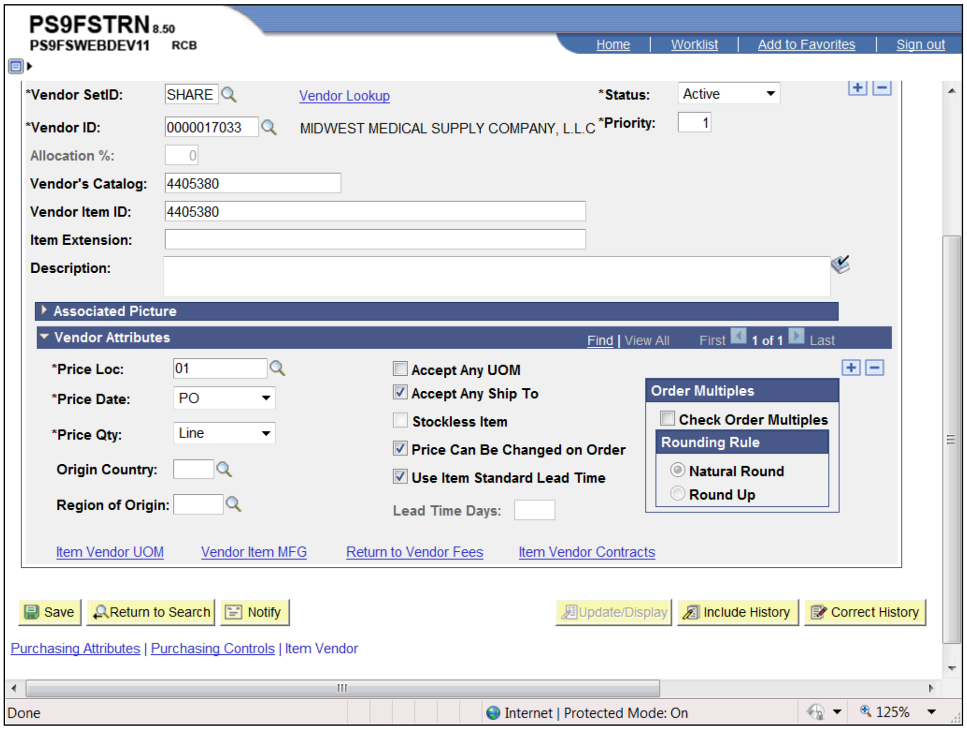
Step	Action
7.	Click the **Purchasing Controls** link. 



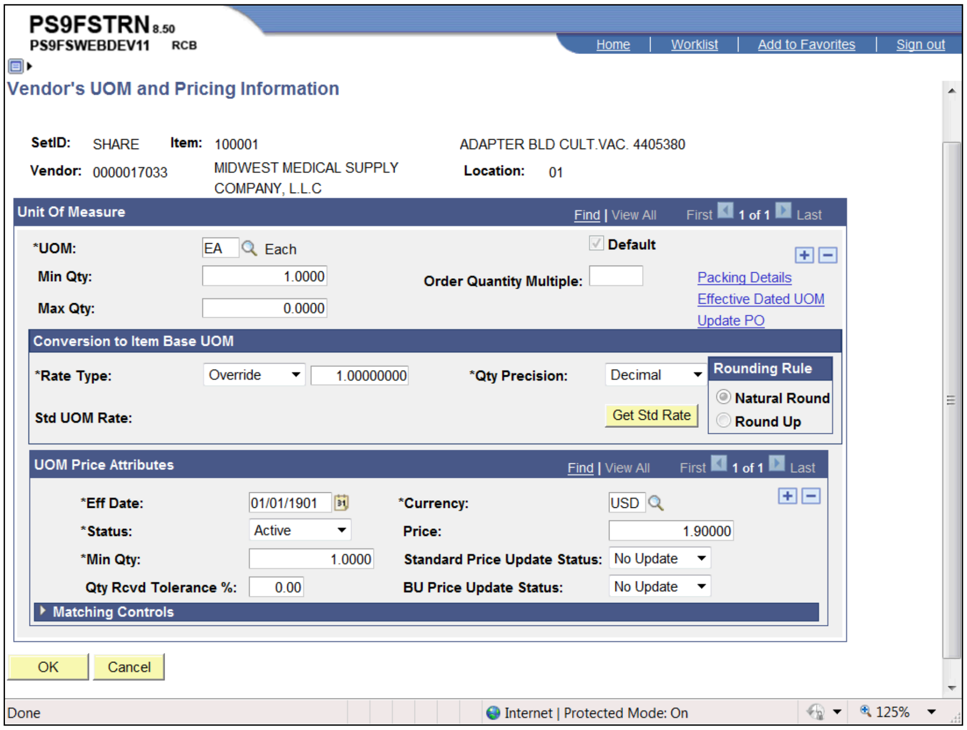
Step	Action
8.	Click the **Expand All** link. 
9.	View the Matching Controls, Receiving Controls, Sourcing Controls, and Miscellaneous Controls and Options sections. Click the **Item Vendor** link. 

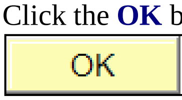


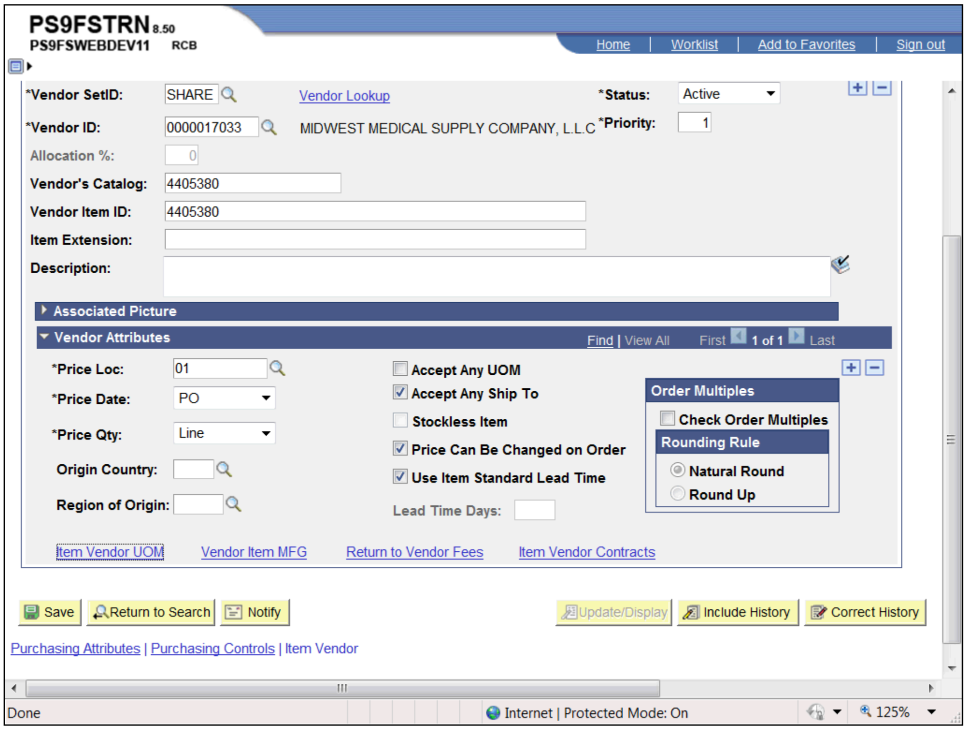
Step	Action
10.	View Item Vendor Information. Click the **Down** button of the scrollbar.



Step	Action
11.	Click the **Item Vendor UOM** link. Item Vendor UOM



Step	Action
12.	View the Unit of Measure, Conversion to Item Base UOM, and UOM Price Attributes sections. Click the **OK** button. 

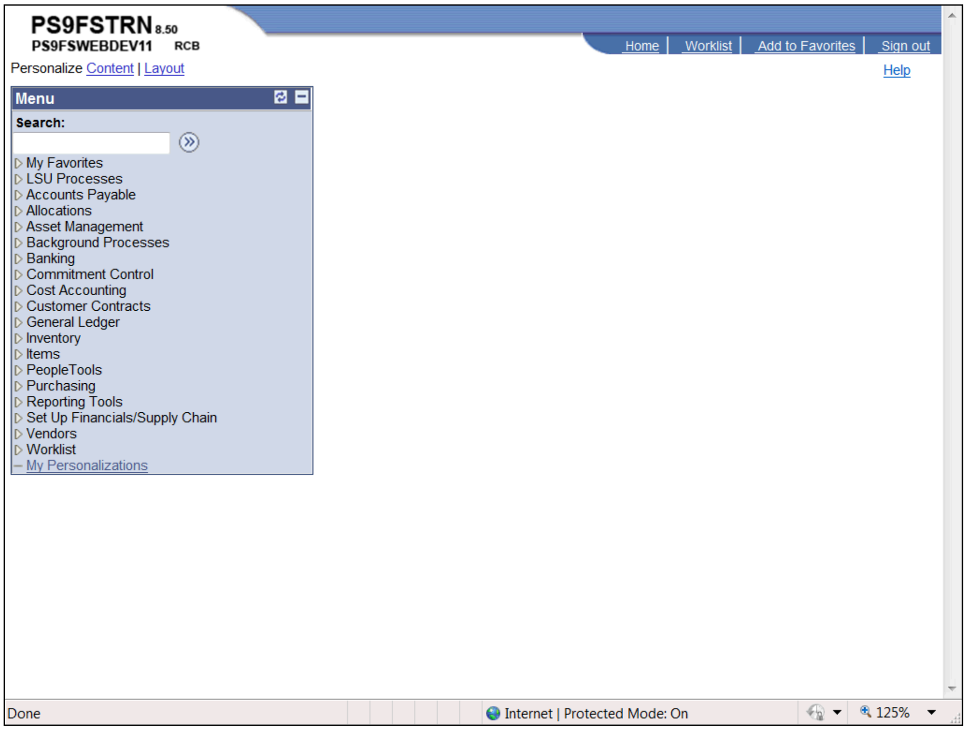


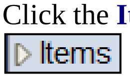
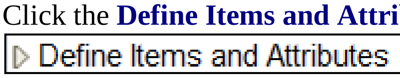
Step	Action
13.	Click the **Home** link. Home
14.	This completes View purchasing Attributed and Item Vendor Information. **End of Procedure.**

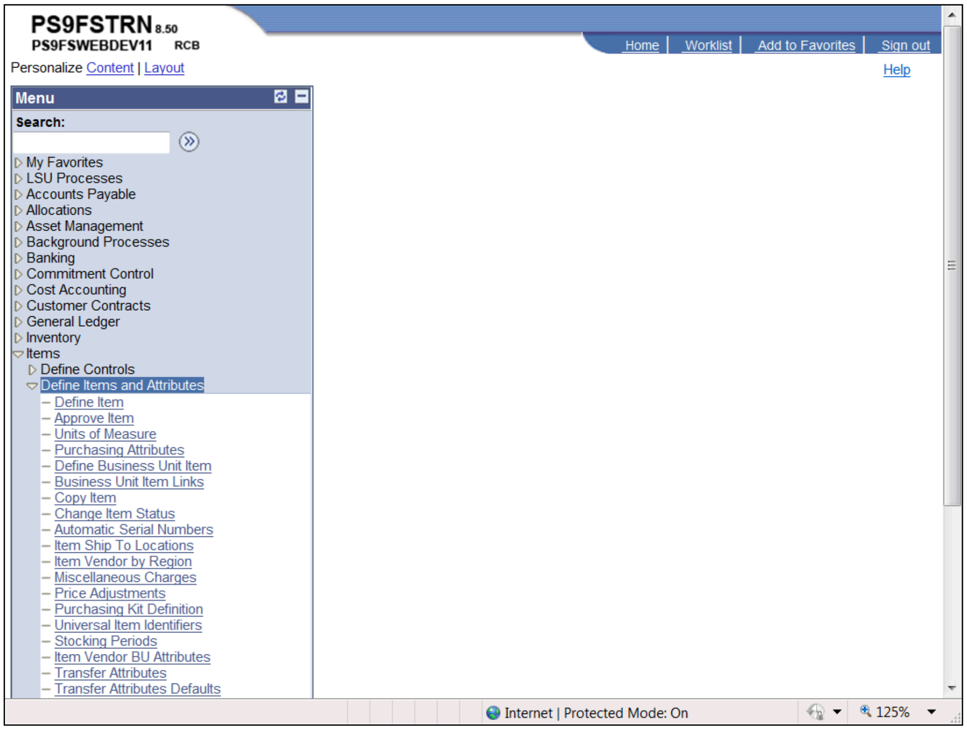
View Units of Measure for an Item

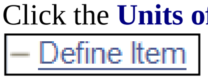
Procedure

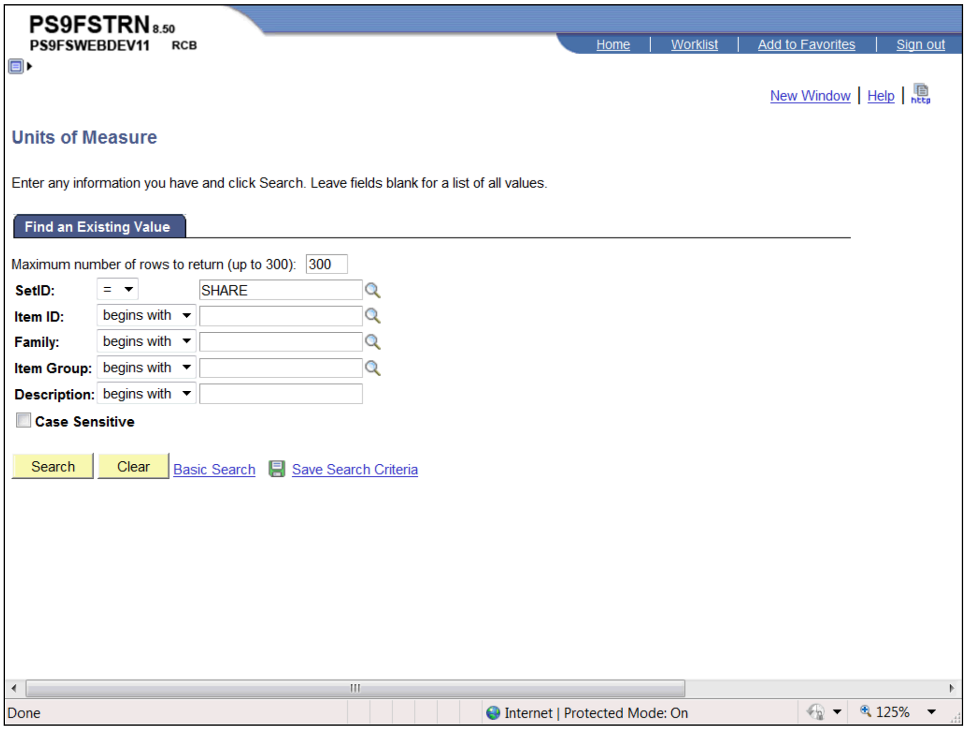
In this topic you will learn how to **View Units of Measure for an Item**.

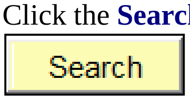


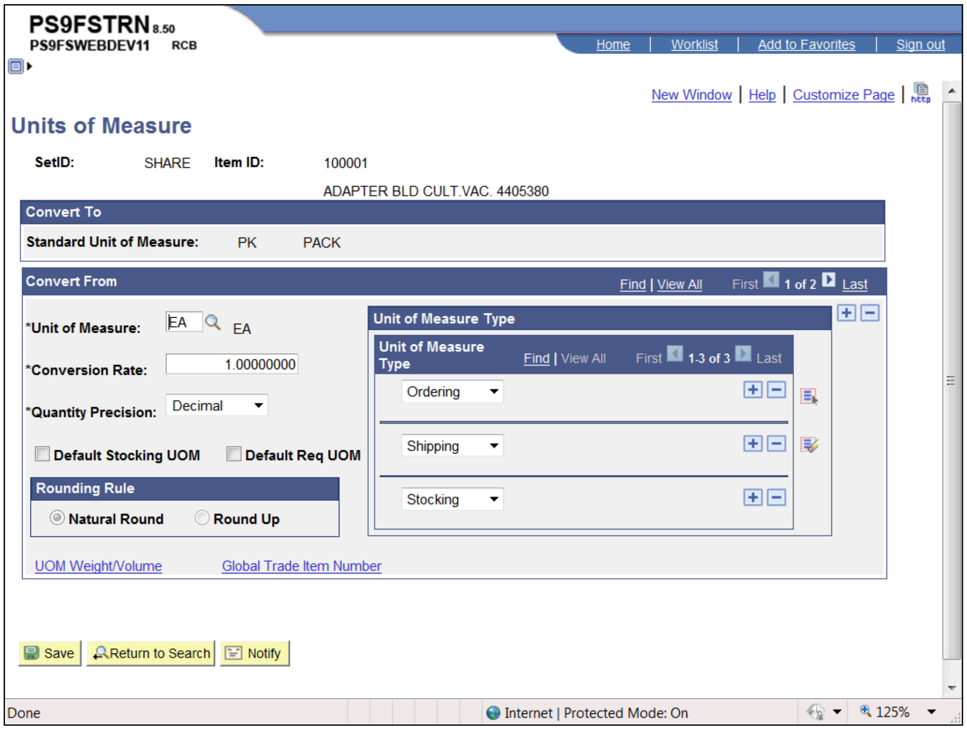
Step	Action
1.	Click the **Items** link. 
2.	Click the **Define Items and Attributes** link. 



Step	Action
3.	Click the **Units of Measure** link. 



Step	Action
4.	Enter the desired information into the **Item ID** field. Enter "**100001**".
5.	Click the **Search** button. 



Step	Action
6.	View Unit of Measure and Conversion Rate. Click the **Show next row** button.
7.	Click the **Home** link. Home
8.	This completes **View Units of Measure for an Item**. **End of Procedure.**

Entering Vendors

Entering Vendors

Most vendor information is initially added to the system as part of the Procurement process. The vendor has to be set up in the data tables in order for Purchasing to issue a purchase order to the vendor. Purchasing must set up at least one address as part of the initial vendor setup – usually this is the address that the purchase order is sent to.

In order to add a vendor to PeopleSoft, the following information is required:
1. A completed Vendor Add/Update form;
2. An IRS W-9 form completed by the vendor that shows the vendor's legal name and tax payer identification number **OR** an ISIS vendor screen print that shows the same information (ISIS requires an IRS W-9 form); and
3. An "official" document from the vendor that shows the address that is being added to Peoplesoft.

Accurate vendor information is essential in any business enterprise. Purchasing needs to have accurate vendor information to make sure that the purchase order is issued to the correct vendor and sent to the correct vendor address. Accounts Payable needs accurate vendor information to ensure the correct vendor is being paid for goods or services delivered, and the payment is sent to the correct vendor address for application to the right invoices and accounts. If purchase orders are sent to the wrong vendor or vendor address, significant delays in delivery of needed materials may result. If payments are sent to the wrong vendor address, this may delay application of the payment to the outstanding invoice, resulting in our units being placed on credit hold. This could prevent further purchase orders from being accepted, result in duplicate invoices being received, calls from the vendor and/or a collection company about the invoice payment, etc.

Accurate vendor information is also essential in preparing various procurement activity reports and vendor payments reports. An example is the annual preparation of IRS 1099-M Payments to Withholding Vendors forms that is done every January to report, for income tax purposes, the payments made to certain vendors. Failure to properly report accurate withholding information can result in extra work to correct the reported information, and in fines being charged to the agency by the IRS.

The costs of having inaccurate vendor information in the procurement system are:

a. Time lost in tracking and correcting purchase orders and payments that were sent to the wrong vendor or vendor address;
b. Possible delays in obtaining necessary materials or services; and
c. Poor relations between the vendor and the business unit.

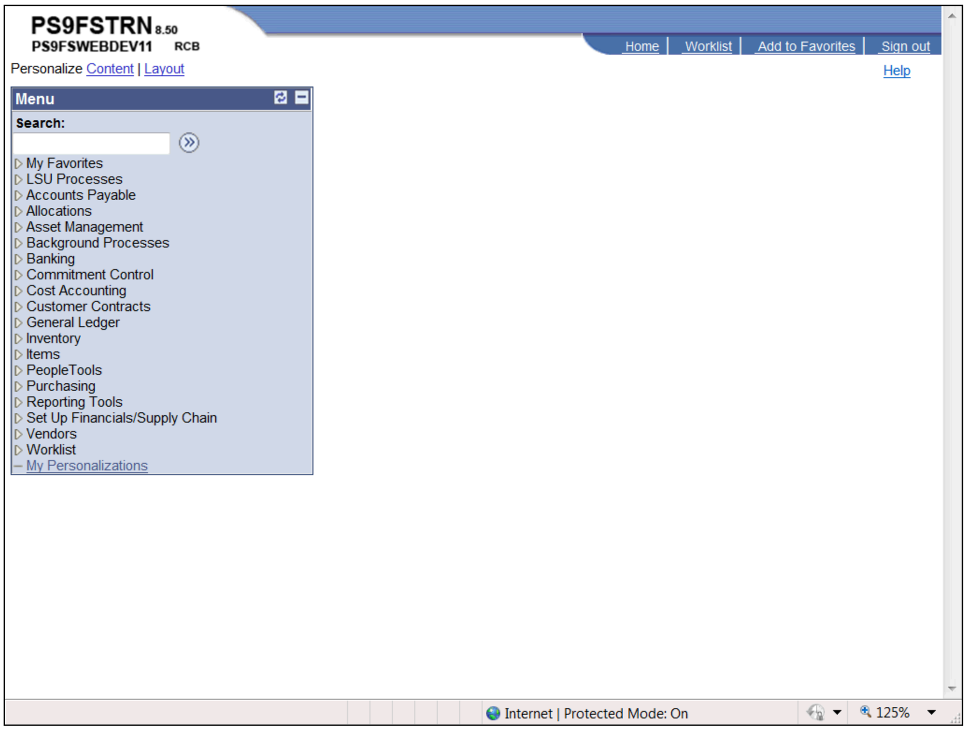
When entering postal codes, the correct format for the USA is 99999 or 99999-9999. If the postal code is not entered in this format you will receive a warning message.

Add a Vendor

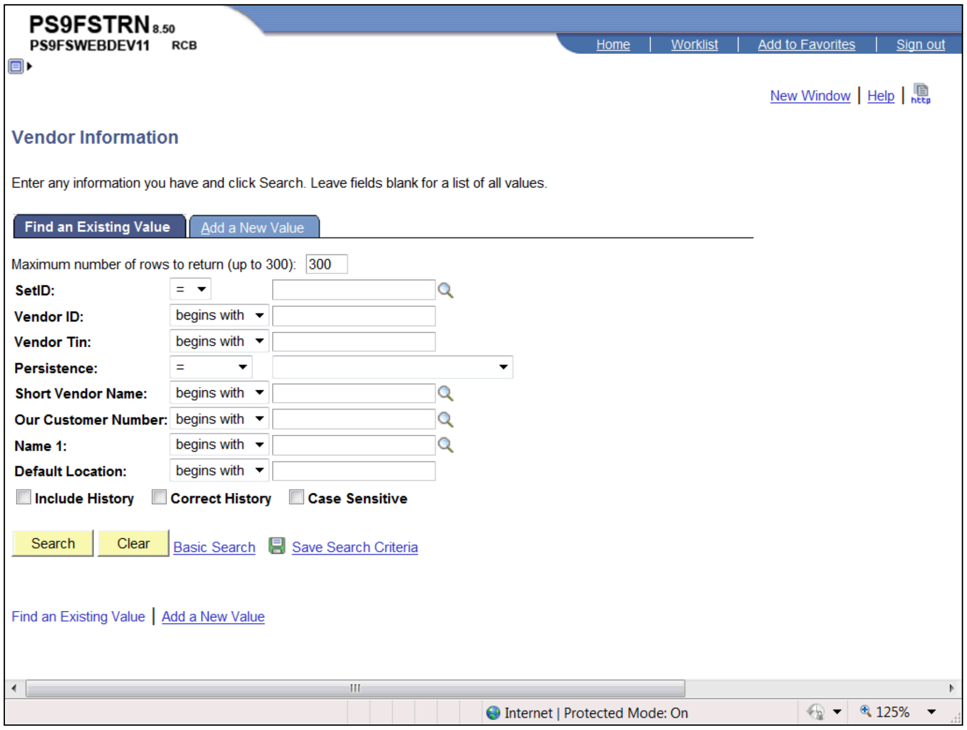
Procedure

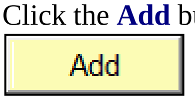
In this topic you will learn how to **Add a Vendor**.

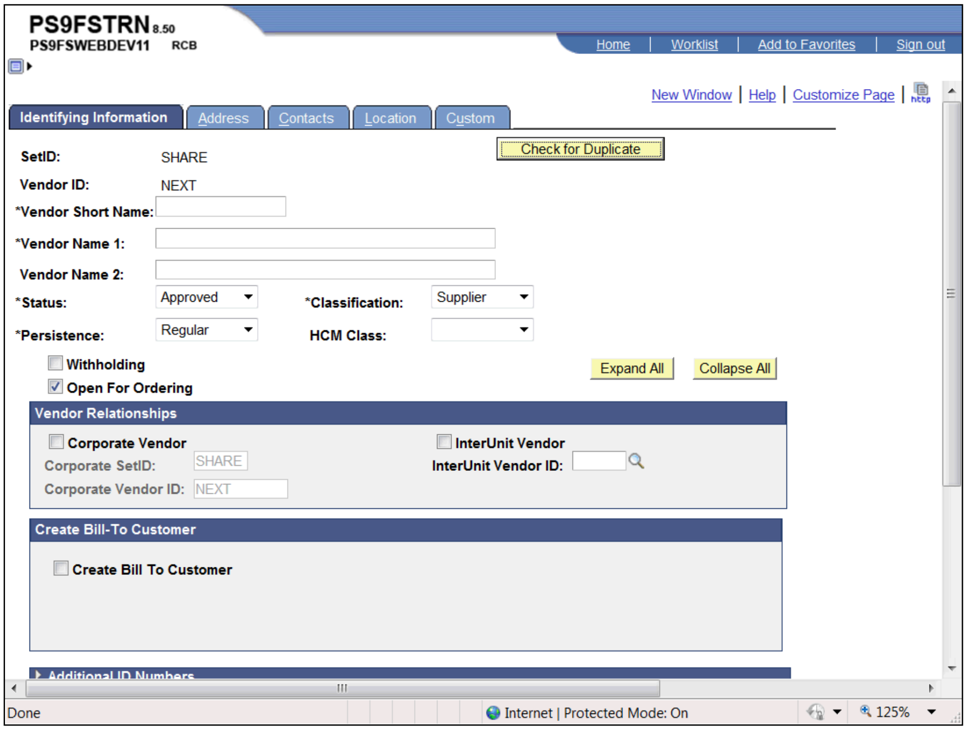
NOTE: Prior to adding a vendor to PeopleSoft, the user should obtain a completed W-9 from the vendor. If the vendor exists in ISIS, a screen print of the VENC screen can be substituted for the W-9.



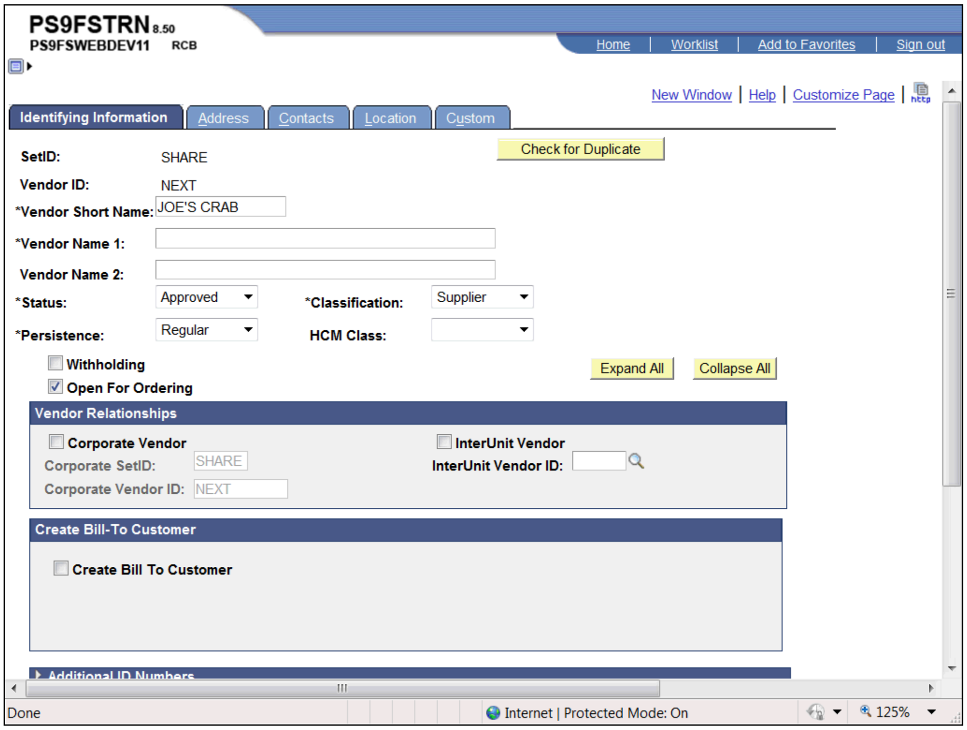
Step	Action
1.	Click the **Vendors** link. ▷ Vendors
2.	Click the **Vendor Information** link. ▷ Vendor Information
3.	Click the **Add/Update** link. ▷ Add/Update
4.	Click the **Vendor** link. — Vendor

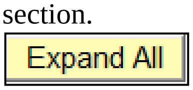


Step	Action
5.	Click the **Add a New Value** link. 
6.	The SetID, Vendor ID and Persistence will default as follows: **Set ID** = SHARE **Vendor ID** = NEXT **Persistence** = Regular. Click the **Add** button. 

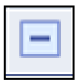
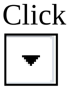


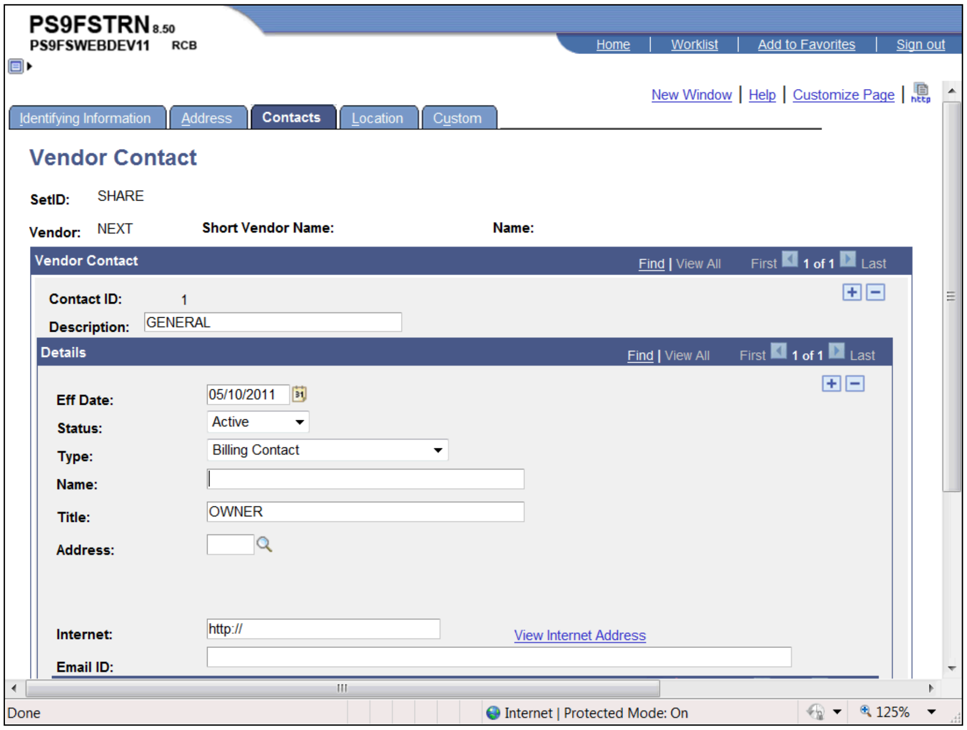
Step	Action
7.	NOTE: All information **must** be entered in ALL CAPS. Enter the desired information into the **Vendor Short Name** field. Enter "**JOE'S CRAB**".



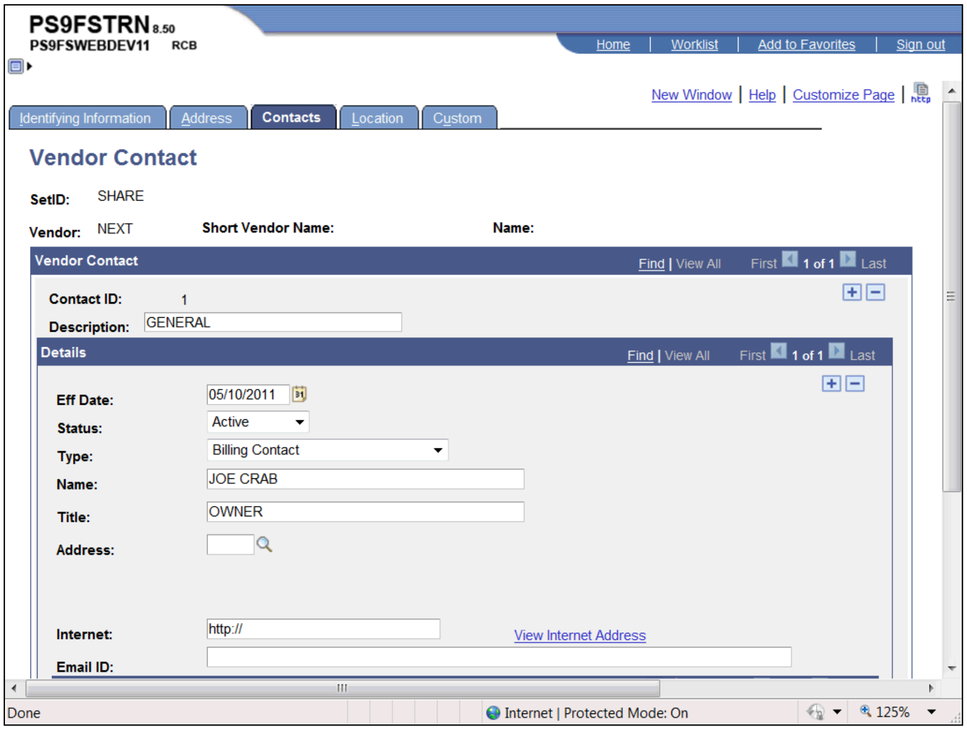
Step	Action
8.	Enter the desired information into the **Vendor Name 1** field. Enter "**JOE'S CRAB SHACK**".
9.	The Status, Persistence, and Classification will default as follows: **Status** = Approved **Persistence** = Regular **Classification** = Supplier If the Status, Persistence and Classification do not default correctly, click the drop-down to the right of the field to select the correct option.
10.	***NOTE: Make sure the Open for Ordering box is checked.*** Click the **Expand All** button and scroll down to the **Additional ID Numbers** section. 
11.	Enter the desired information into the **Type** field. Enter "**TIN**".
12.	Enter the desired information into the **ID Number** field. Enter "**999888766**". Scroll down to the **Government Classifications** section for small and emerging businesses.

Step	Action
13.	Click the **Look up Source** button.
14.	For small and emerging businesses, select the **SEB** option. For small entrepreneurship's, select the **SEH** option. Click the **SEH** link. SEH
15.	Click the **ADDRESS** tab. Address
16.	Enter the desired information into the **Description** field. Enter "**GENERAL**".
17.	***NOTE: The Effective Date will <u>always</u> be the 1st day of the current month and year.*** Enter the desired information into the **Effective Date** field. Enter "**05/01/2011**".
18.	Enter the desired information into the **Address 1** field. Enter "**111 HUMMINGBIRD LANE**".
19.	Enter the desired information into the **City** field. Enter "**NEW ORLEANS**".
20.	Enter the desired information into the **Parish** field. Enter "**ORLEANS**". ***NOTE: For vendors located in another state enter "OUT OF STATE" as the Parish.***
21.	Enter the desired information into the **Zip** field. Enter "**71101**".
22.	Enter the desired information into the **State** field. Enter "**LA**". Scroll down the page to view the **Payment/Withholding Alt Names** section.
23.	Click the button to the right of the **Type** field.
24.	Click the **FAX** list item. FAX
25.	***NOTE: We now have the ability to fax purchase orders to vendors. When faxing purchase orders, the vendor's telephone information is pulled from this page.*** ***It is important that you enter the telephone number in the exact format: 000/000-0000. DO NOT enter the area code in the Prefix field.*** ***You will have the option of changing the fax number at the PO level when you change the dispatch method to FAX.***

Step	Action
26.	Enter the desired information into the **Telephone** field. Enter "**800/555-5555**".
27.	Rows may be added if addition telephone information is available. Click the **Add a new row at row 1** button. 
28.	Blank rows **cannot** be saved. Click the **Delete row 2** button. 
29.	Click the **Vendors** pane. 
30.	Click the **Contacts** tab. 
31.	Enter the desired information into the **Description** field. Enter "**GENERAL**".
32.	Click the button to the right of the **Type** field. 
33.	Click the **Billing Contact** list item. 

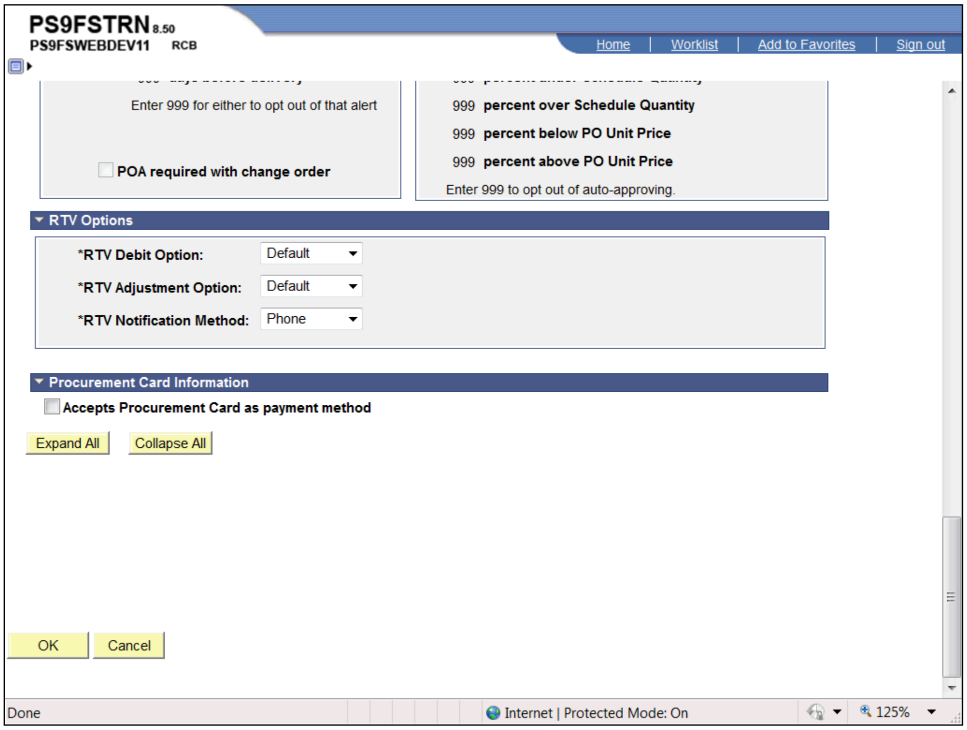


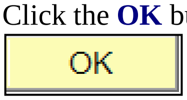
Step	Action
34.	Enter the desired information into the **Name** field. Enter "**JOE CRAB**".
35.	Enter the desired information into the **Title** field. Enter "**OWNER**".

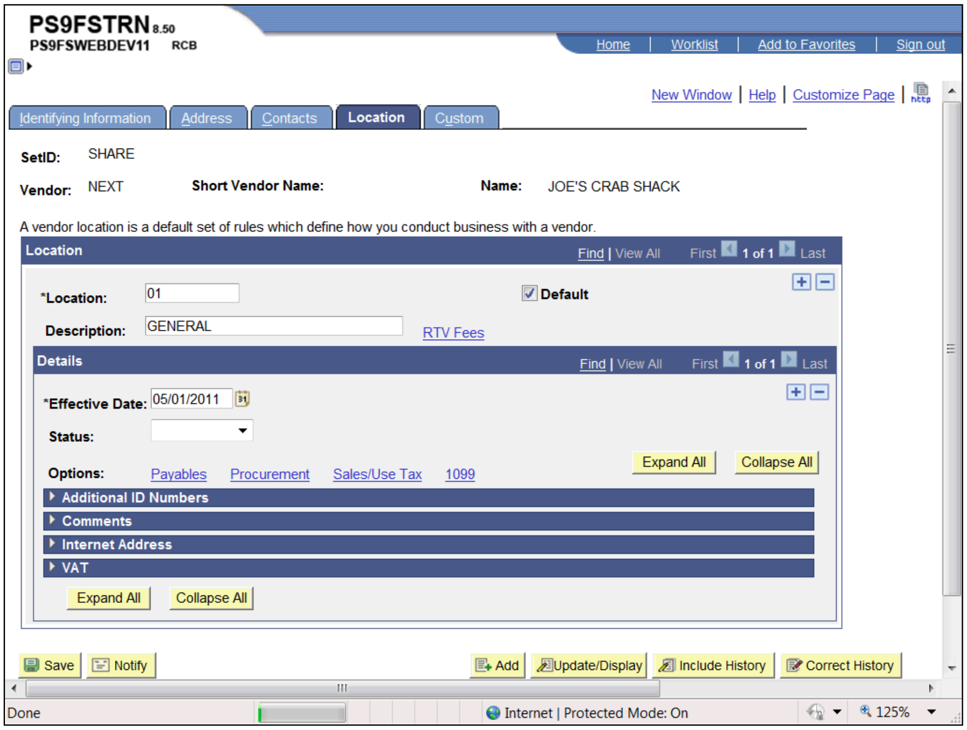


Step	Action
36.	Click the **Location** tab. Location
37.	Enter the desired information into the **Location** field. Enter "**01**".
38.	The following Location Descriptions can be used in the Description field: • BIDS • BILLING • GENERAL • MAILING • ORDER • REMIT Enter the desired information into the **Description** field. Enter "**GENERAL**".
39.	***NOTE: The Effective Date will <u>always</u> be the 1st day of the current month and year.*** Enter the desired information into the **Effective Date** field. Enter "**05/01/2011**".
40.	Click the cell. Procurement

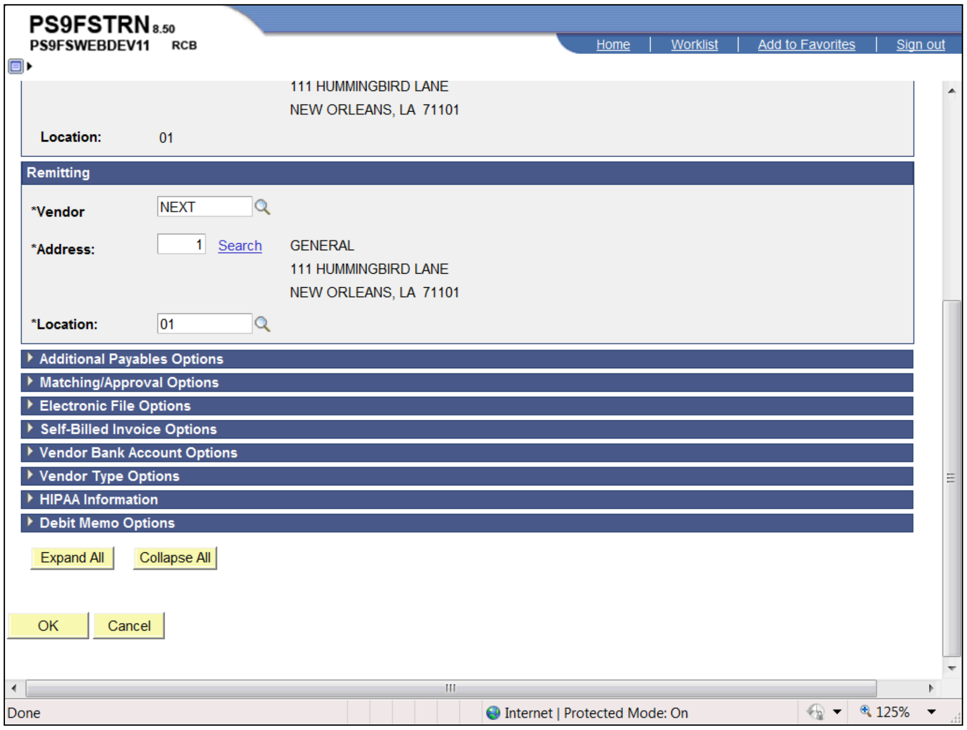
Step	Action
41.	View the Freight Terms, Ship Method, etc., if applicable. Click the **Expand All** button. Scroll **Down** the page to view additional fields. 



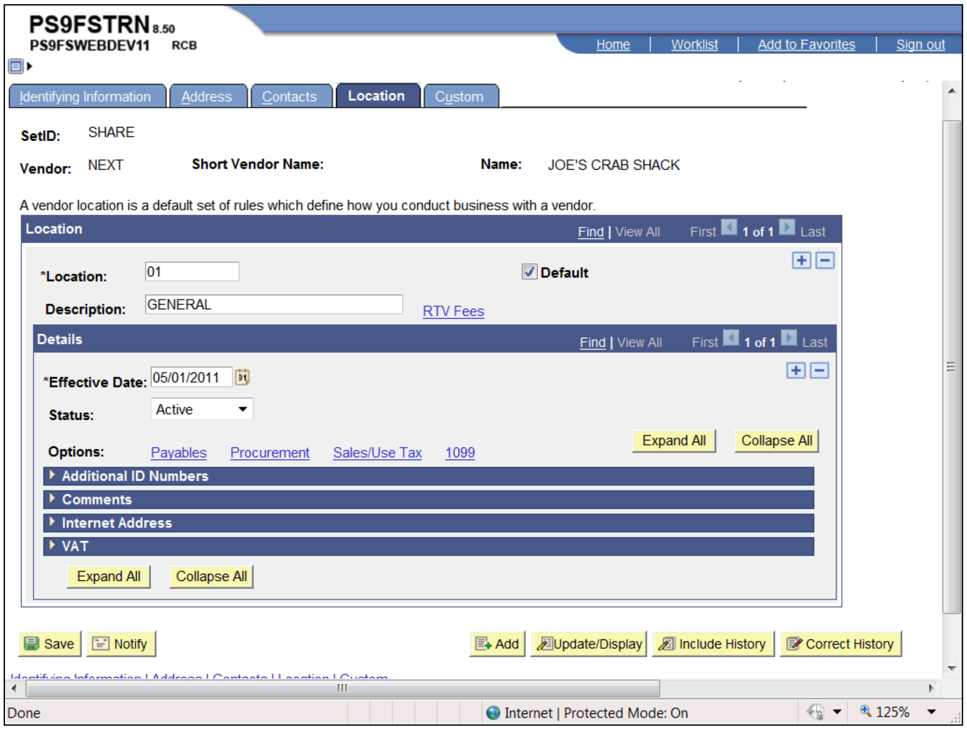
Step	Action
42.	Click the **OK** button. 

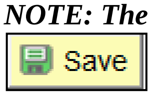
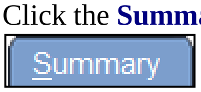


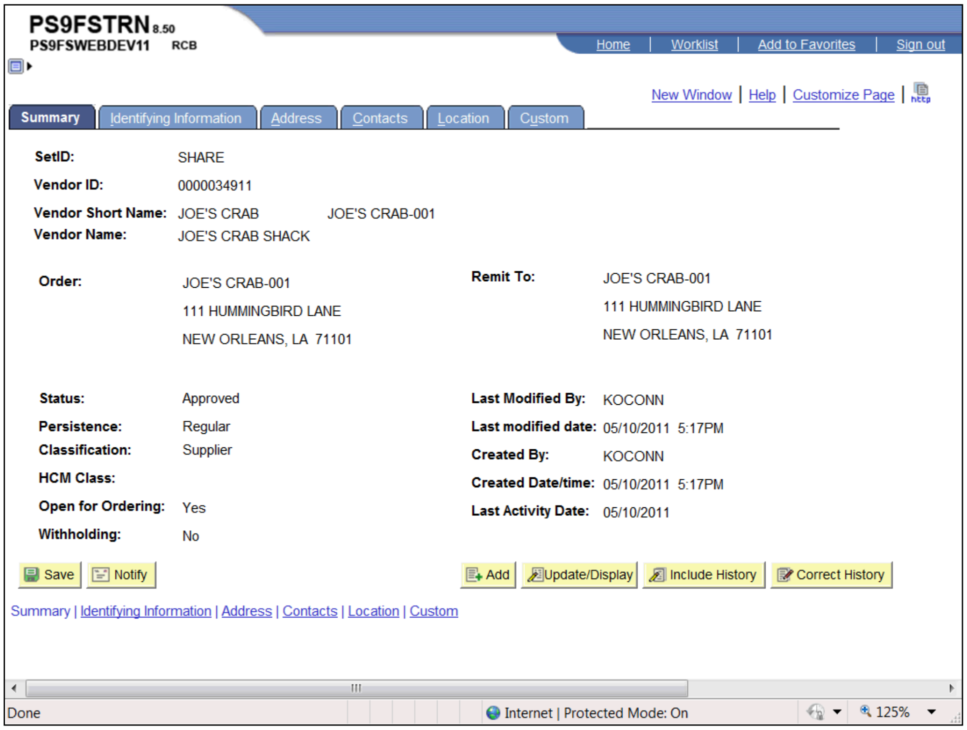
Step	Action
43.	Click the **Payables** link. Payables
44.	View Payable page.



Step	Action
45.	Click the **OK** button. OK



Step	Action
46.	Click the **Save** button. ***NOTE: The Vendor will change from NEXT to a ten-digit number.*** 
47.	The **Summary** tab displays after saving the vendor information. The **Summary** page provides a history of who entered or modified the vendor. Click the **Summary** link. 



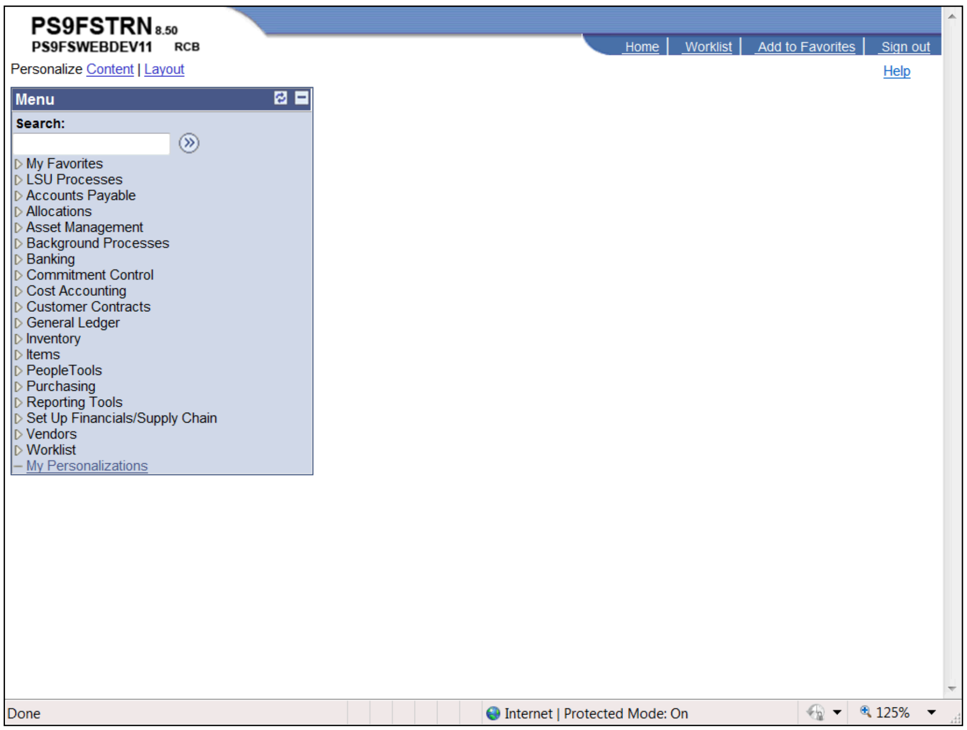
Step	Action
48.	Click the **Home** link. 
49.	This completes **Add a Vendor**. **End of Procedure.**

Add a Withholding Vendor

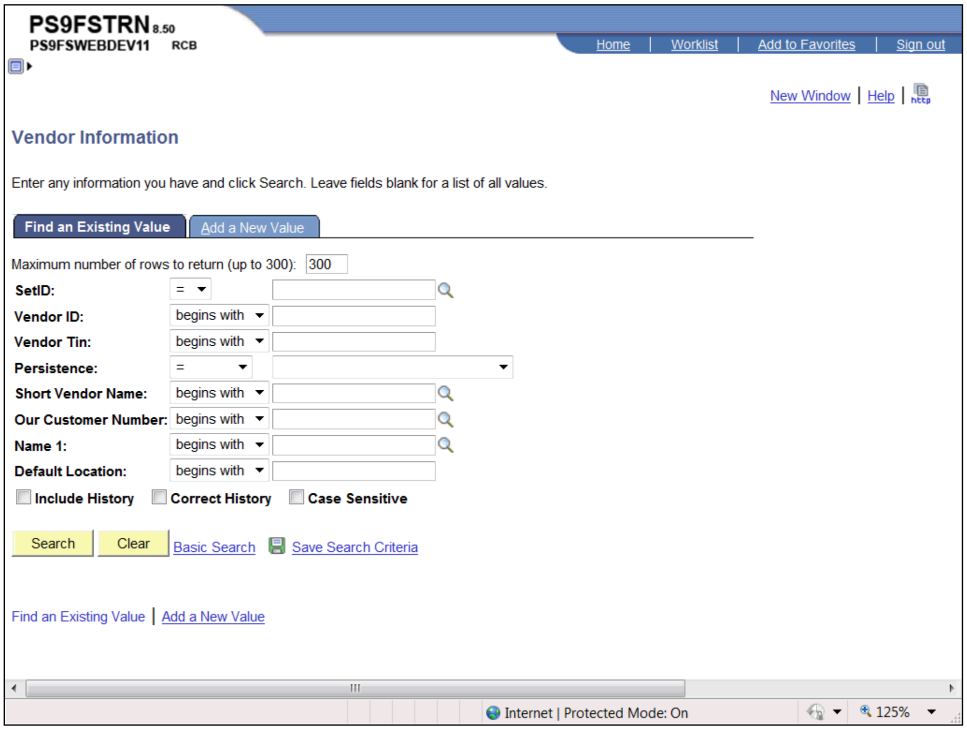
Procedure

In this topic you will learn how to **Add a Withholding Vendor**.

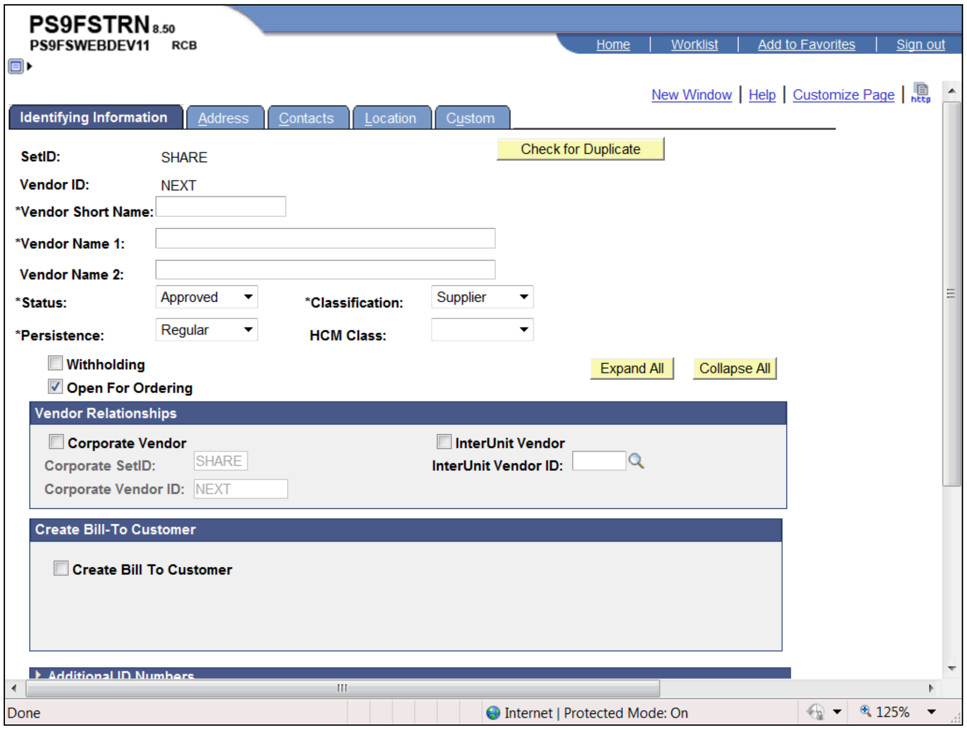
NOTE: Prior to entering a vendor you should search for the vendor by Tax ID number or name.



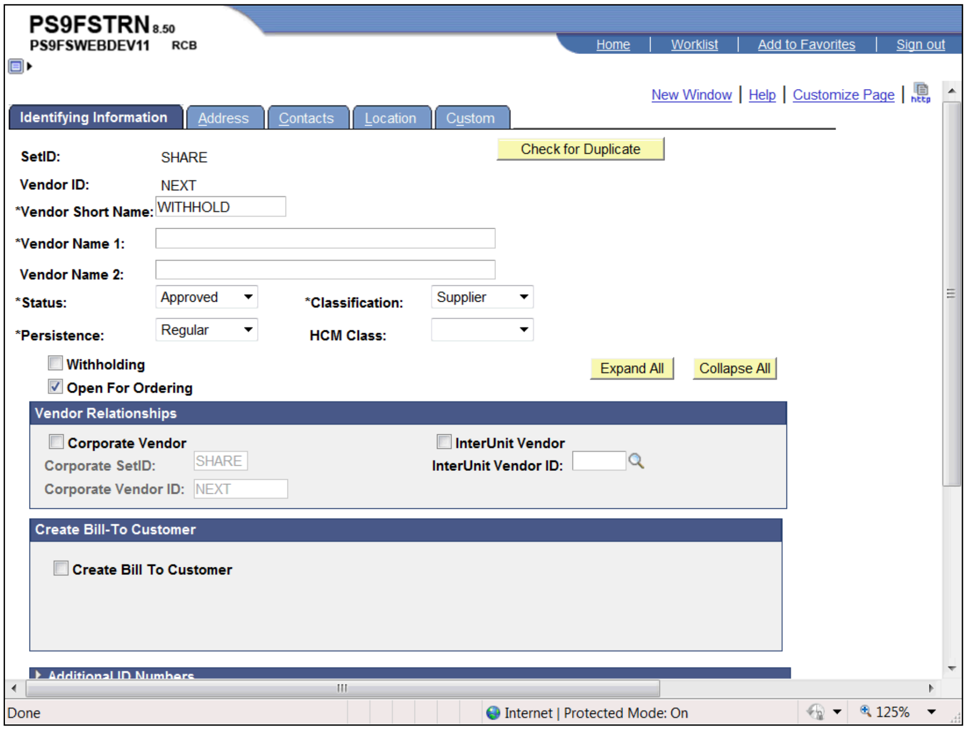
Step	Action
1.	Click the **Vendors** link. ▷ Vendors
2.	Click the **Vendor Information** link. ▷ Vendor Information
3.	Click the **Add/Update** link. ▷ Add/Update
4.	Click the **Vendor** link. – Vendor



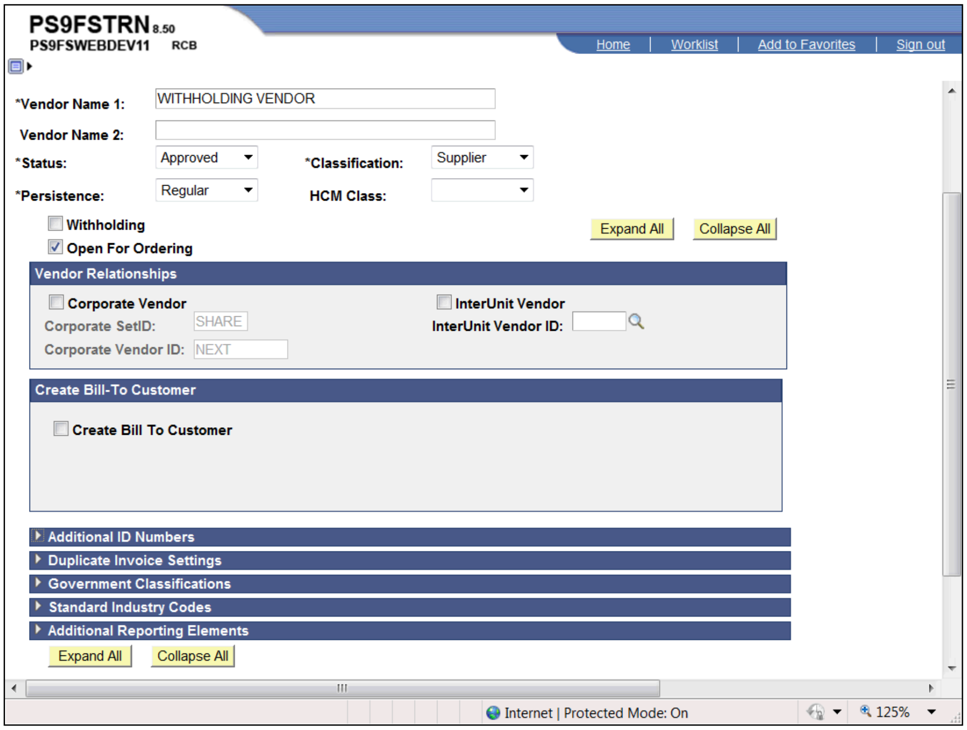
Step	Action
5.	Click the **Add a New Value** link. Add a New Value
6.	Click the **Add** button. Add

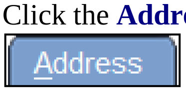


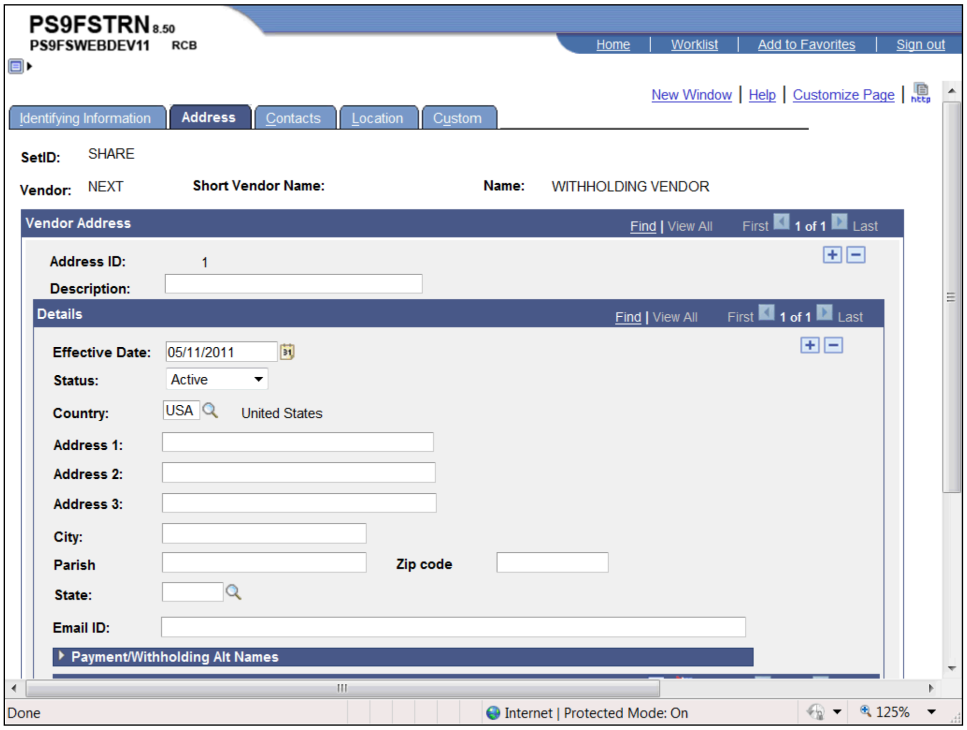
Step	Action
7.	Enter the desired information into the **Vendor Short Name** field. Enter "**WITHHOLD**".

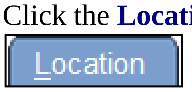


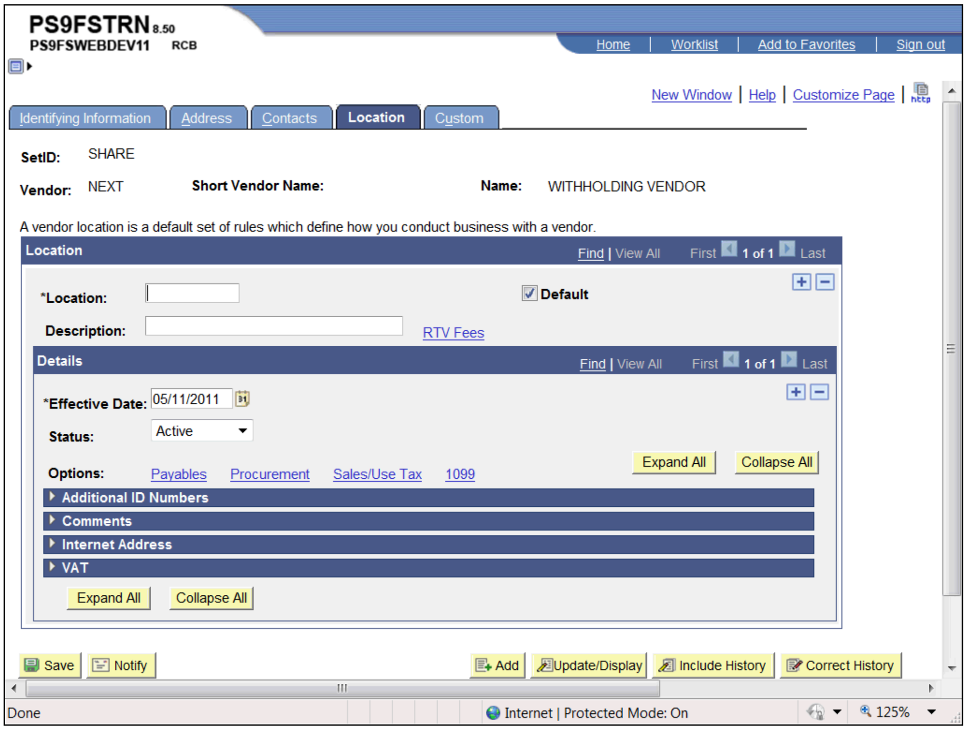
Step	Action
8.	Enter the desired information into the **Vendor Name 1** field. Enter "**WITHHOLDING VENDOR**".

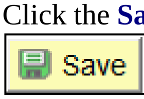


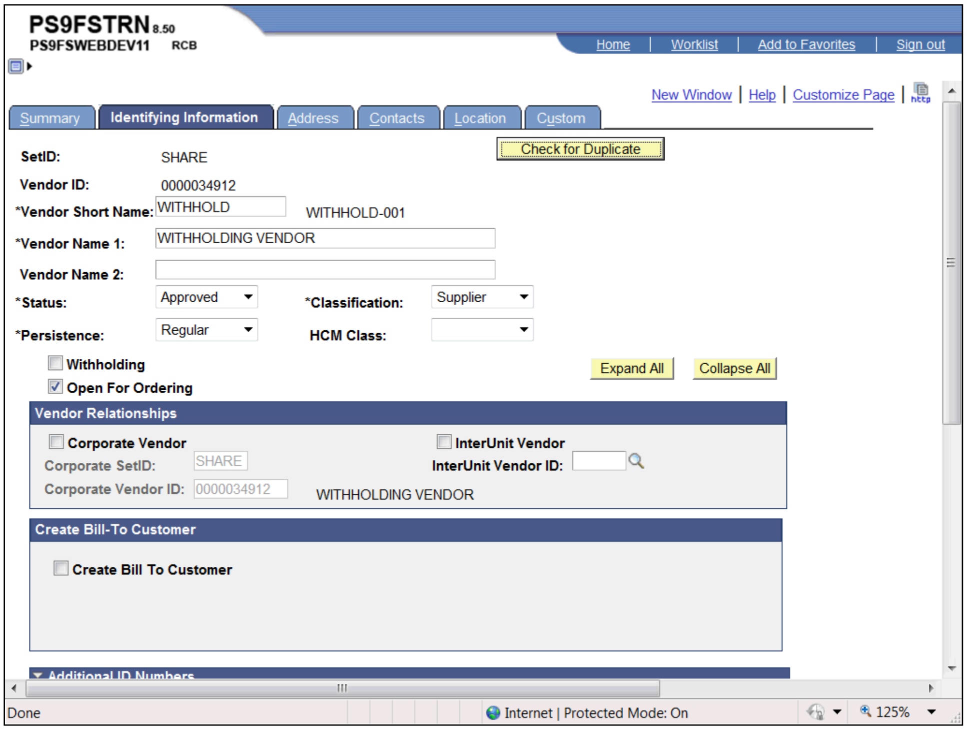
Step	Action
9.	Click the **Expand** button for the **Additional ID Numbers** section. 
10.	Click the **Look up Type** button. 
11.	Click the **TIN - Tax Identification Number** link. 
12.	Enter the desired information into the **ID Number** field. Enter "**456456456**". ***NOTE: Record the Tax ID number for use later in this exercise.***
13.	Click the **Address** link. 

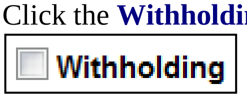


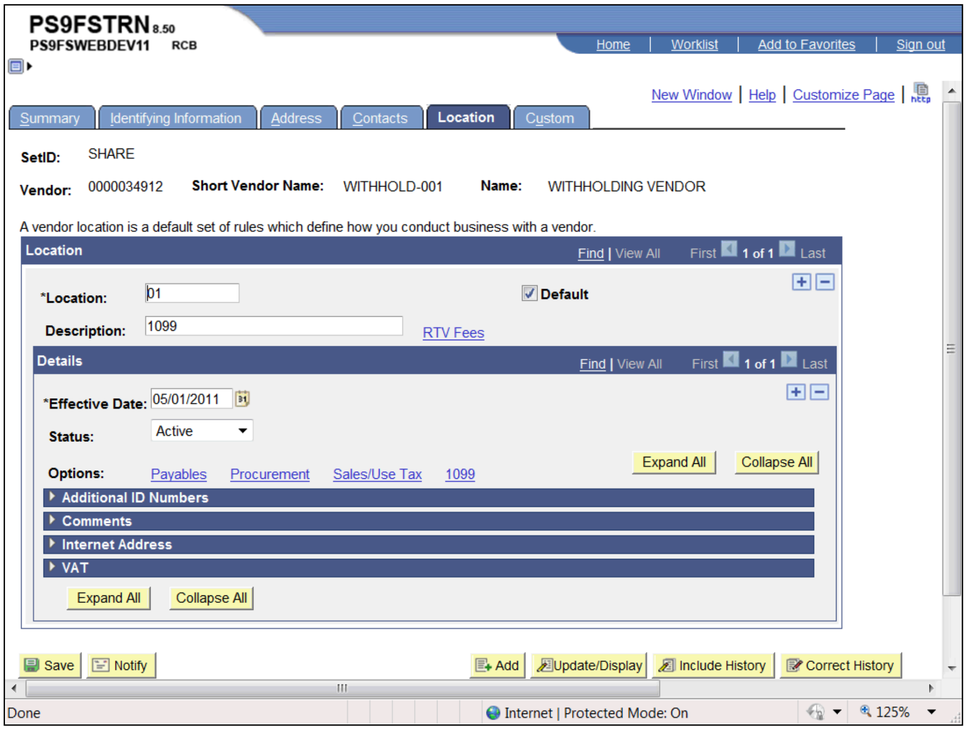
Step	Action
14.	Enter the desired information into the **Description** field. Enter "**1099 ADDRESS**".
15.	Enter the desired information into the **Effective Date** field. Enter "**05/01/2011**".
16.	Enter the desired information into the **Country** field. Enter "**1099 ADDRESS**".
17.	Enter the desired information into the **City** field. Enter "**BATON ROUGE**".
18.	Enter the desired information into the **Parish** field. Enter "**EAST BATON ROUGE**".
19.	Enter the desired information into the **Zip Code** field. Enter "**70804**".
20.	Enter the desired information into the **State** field. Enter "**LA**".
21.	**DO NOT** enter the vendor's e-mail address on this page.
22.	Click the **Location** link. 



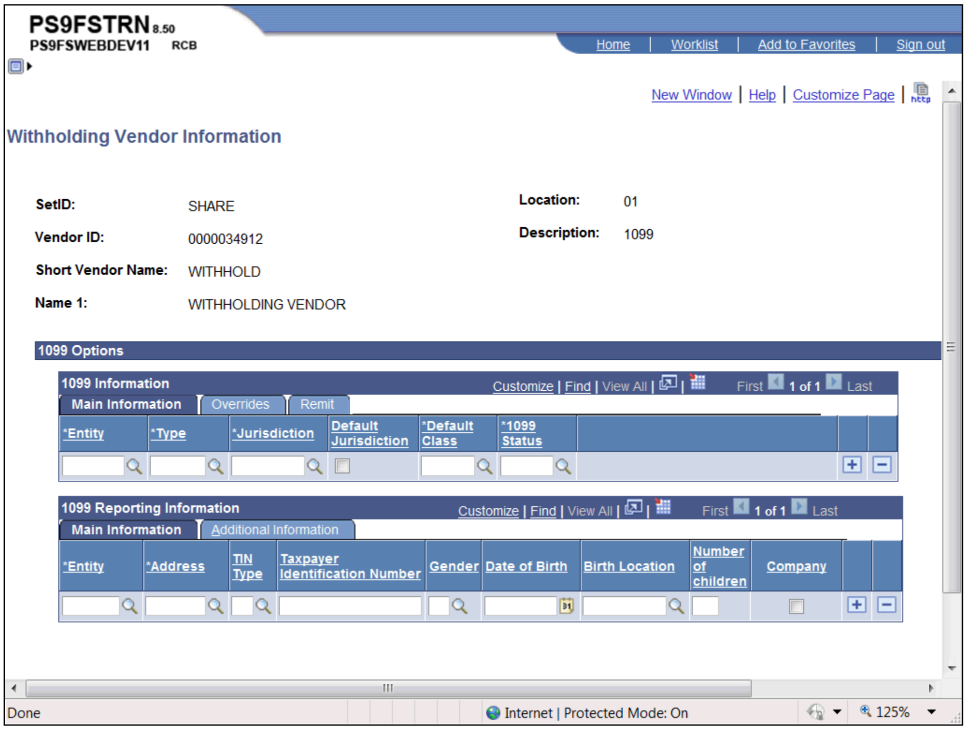
Step	Action
23.	Enter the desired information into the **Location** field. Enter "**01**".
24.	Enter the desired information into the **Description** field. Enter "**1099**".
25.	***NOTE: The Effective Date will <u>always</u> be the 1st day of the current month and year.*** Enter the desired information into the **Effective Date** field. Enter "**05/01/2011**".
26.	Click the **Save** button. 
27.	Click the **Identifying Information** link. 

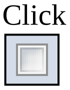


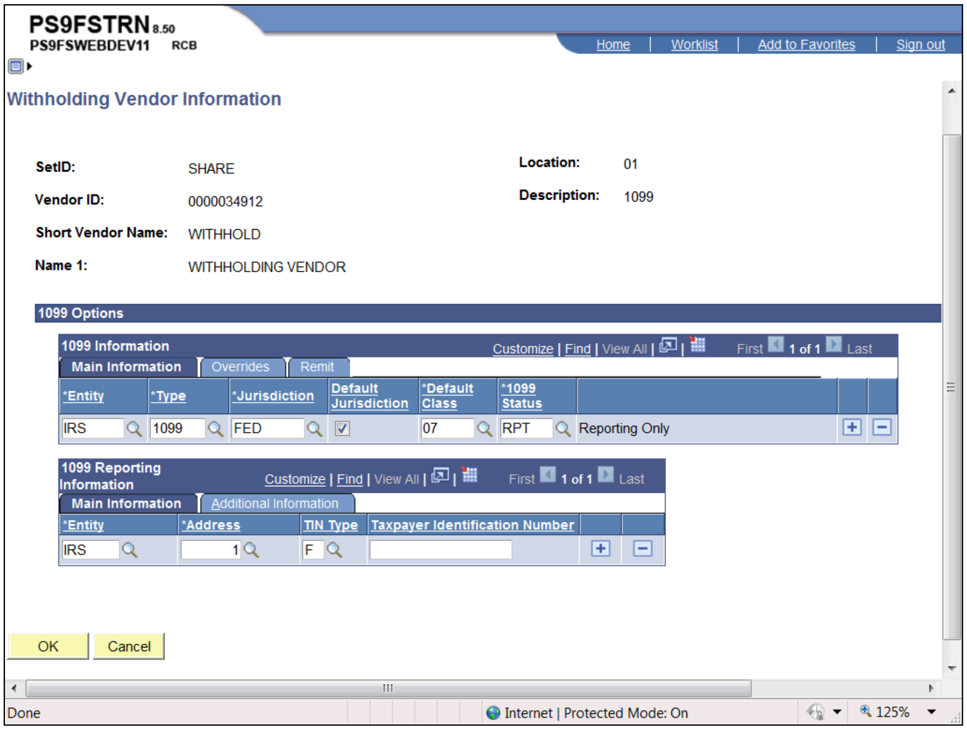
Step	Action
28.	Click the **Withholding** option. 
29.	Click the **Location** link. 

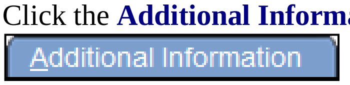
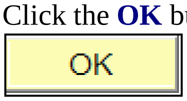


Step	Action
30.	Click the **1099** link. 1099



Step	Action
31.	Enter the desired information into the **Entity** field. Enter "**IRS**".
32.	Enter the desired information into the **Type** field. Enter "**1099**".
33.	Enter the desired information into the **Jurisdiction** field. Enter "**FED**".
34.	Click the **Default Jurisdiction** option. 
35.	Enter the desired information into the **Default Class** field. Enter "**07**".
36.	The 1099 Status defaults as RPT and will remain as defaulted. If the 1099 Status does not default correctly, enter it or select it using the Look up 1099 Status button.
37.	Enter the desired information into the **Entity** field. Enter "**IRS**".
38.	Enter the desired information into the **Address** field. Enter "**01**".
39.	Enter the desired information into the **TIN Type** field. Enter "**F**".



Step	Action
40.	Enter the desired information into the **Taxpayer Identification Number** field. Enter "**456456456**".
41.	Click the **Additional Information** tab. 
42.	The Withholding Control Name will be entered using the first 4 letters of the company name, or the first 4 letters of the last name. Below are examples of exceptions and how to enter the Withholding Control Name for an exception: **Vendor Name** — **Withholding Control Name** The Houma Courier — THEH Sally Authement, RN — AUTH Estate of Sally Authement — ESTA Hong Lo — LO Sarah Jessica-Parker — JESS
43.	Enter the desired information into the **Withholding Control Name** field. Enter "**WITH**".
44.	Click the **OK** button. 

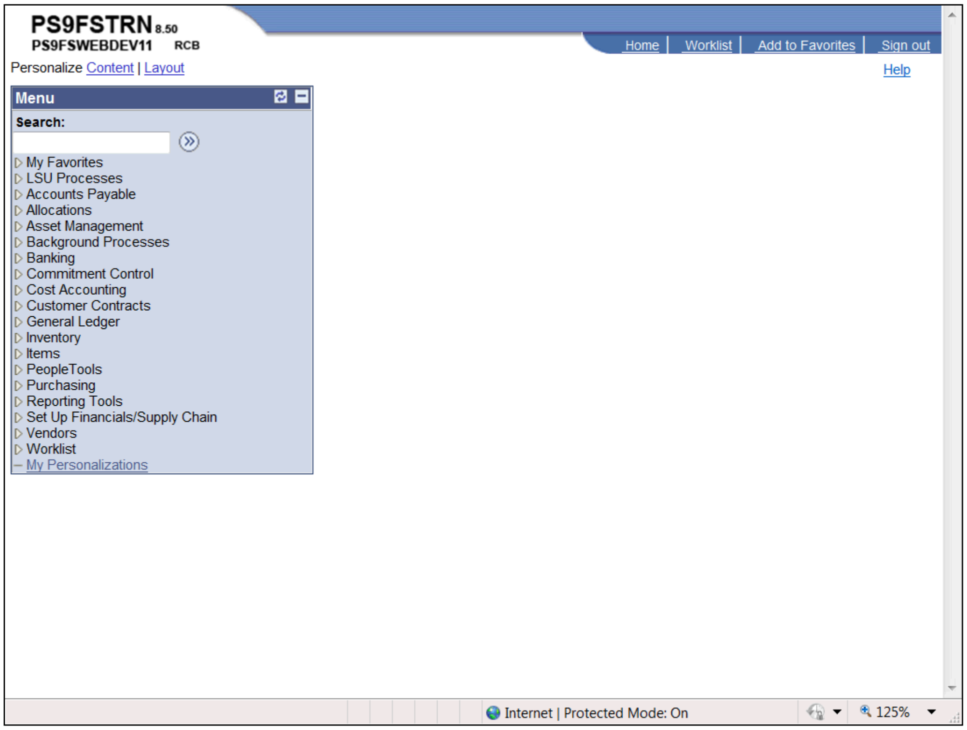
Step	Action
45.	Click the **Save** button. 
46.	Click the **Summary** tab. 
47.	***NOTE:*** ***<u>If a vendor is setup as a withholding vendor, you should</u>*** ***<u>never change the setup of the vendor to non-withholding</u>. Although the vendor may not be a withholding vendor for your Business Unit, he may be a withholding vendor for another Business Unit.*** ***If a vendor is setup as a non-withholding vendor, you can change him to a withholding vendor.***
48.	Click the **Home** link. 
49.	This completes **Add a Withholding Vendor**. **End of Procedure.**

Update Vendor Information

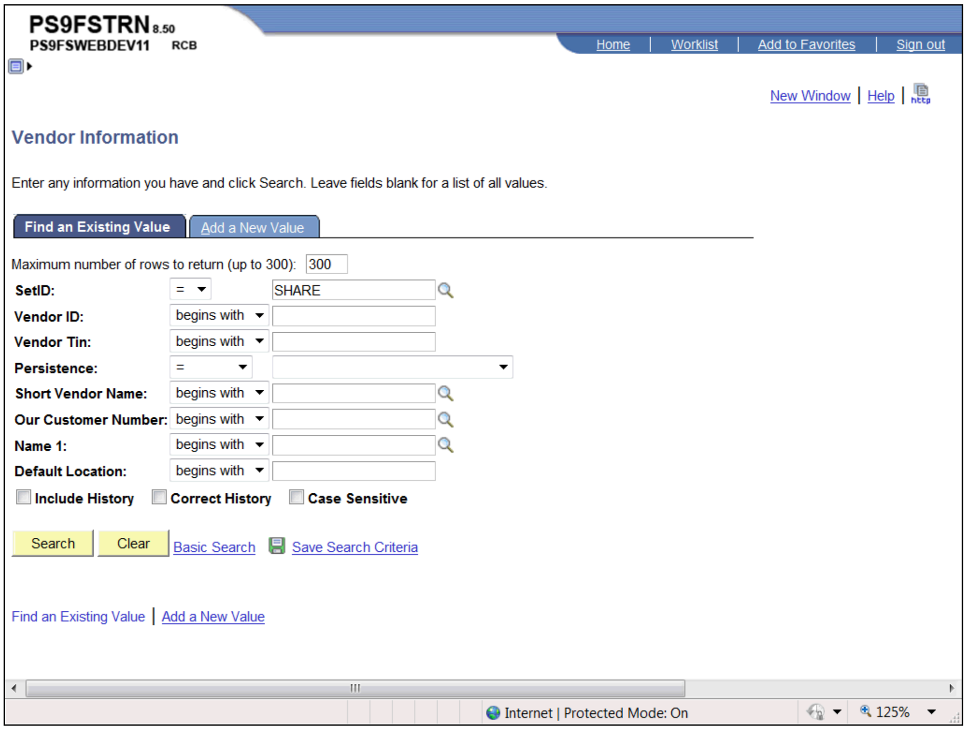
Procedure

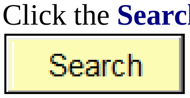
In this topic you will learn how to **Update Vendor Information**.

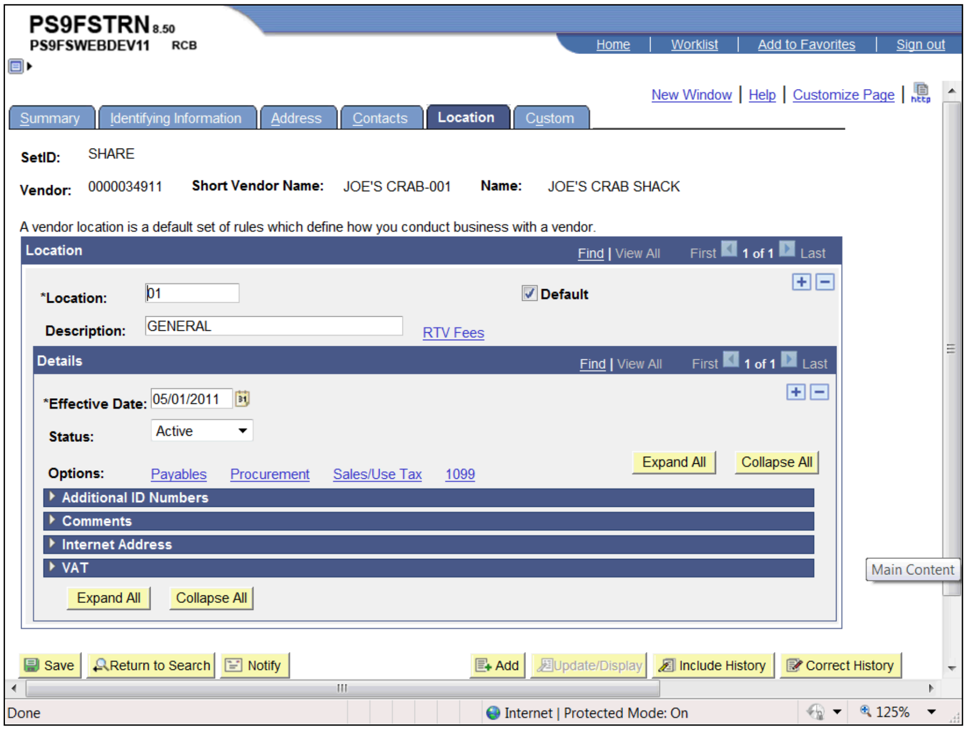
Step	Action
1.	**Scenario** You have received a notice from a vendor that he is moving to a new address effective the first of next month. You will add a new address with the an effective date of the first of next month.

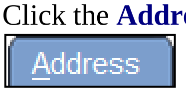


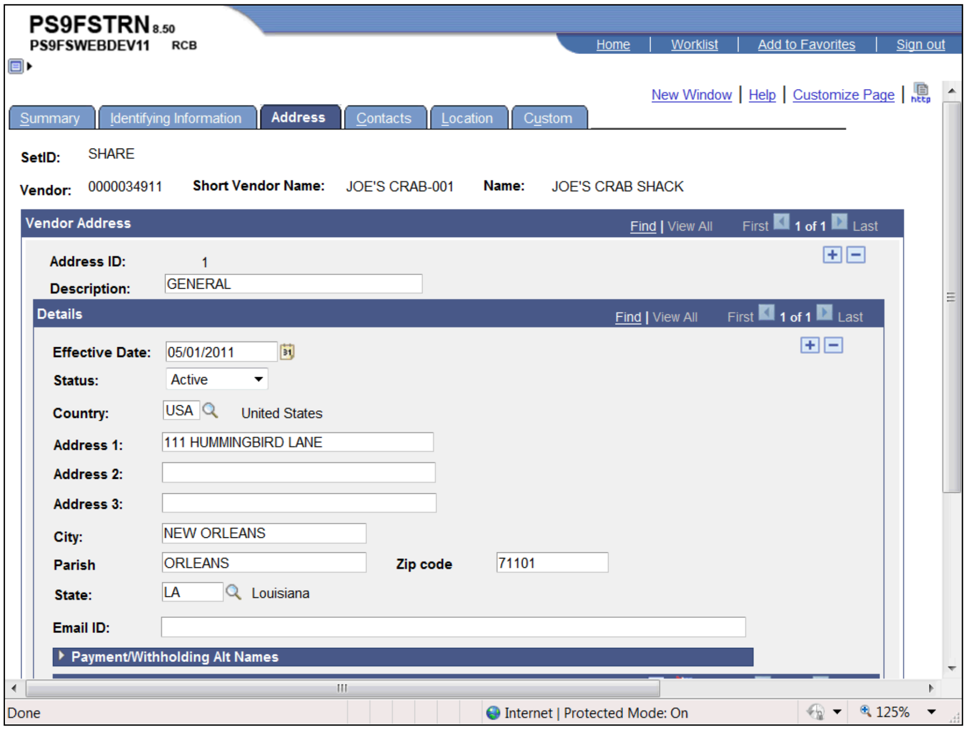
Step	Action
2.	Click the **Vendors** link. ▷ Vendors
3.	Click the **Vendor Information** link. ▷ Vendor Information
4.	Click the **Add/Update** link. ▷ Add/Update
5.	Click the **Vendor** link. — Vendor



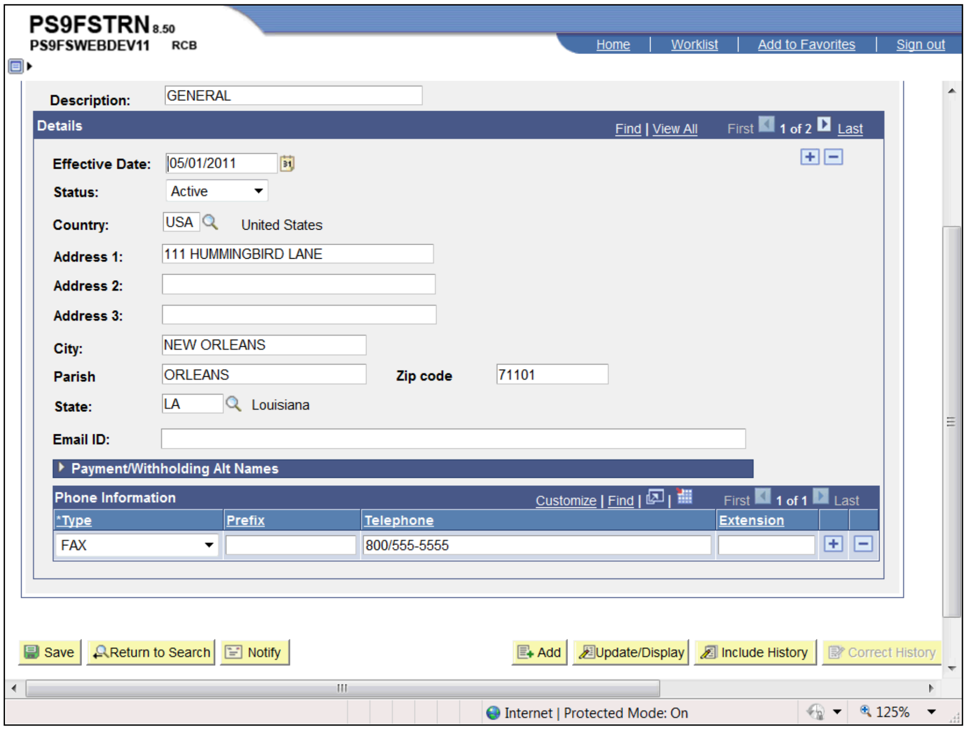
Step	Action
6.	Enter the desired information into the **Vendor ID** field. Enter "**0000034911**".
7.	Click the **Search** button. 

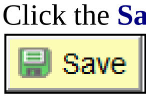


Step	Action
8.	Click the **Address** link. 



Step	Action
9.	Click the **Add a new row at row 1** button in the Details section. 

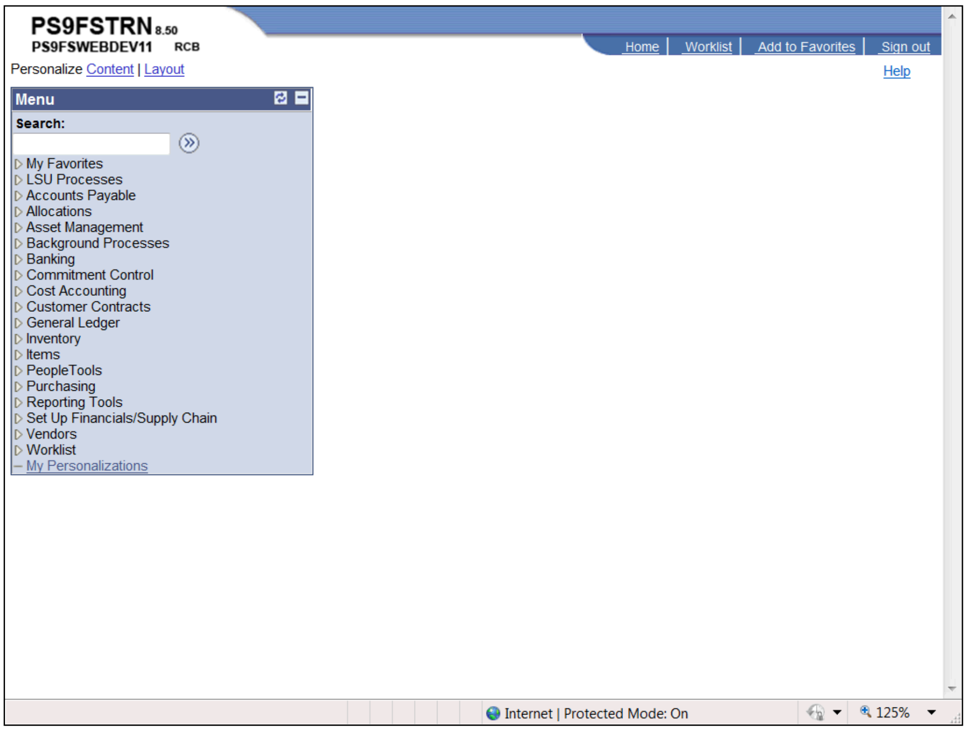


Step	Action
10.	The Effective Date is the 1st day of the next month in the current year. Enter the desired information into the **Vendors** field. Enter "**06/01/2011**".
11.	Enter the desired information into the **Address 1** field. Enter "**3760 AIRLINE HWY**".
12.	Enter the desired information into the **City** field. Enter "**BATON ROUGE**".
13.	Enter the desired information into the **Parish** field. Enter "**EAST BATON ROUGE**".
14.	Enter the desired information into the **Zip code** field. Enter "**70805**".
15.	Click the **Save** button. 
16.	Click the **Home** link. 
17.	This completes **Update Vendor Information**. **End of Procedure.**

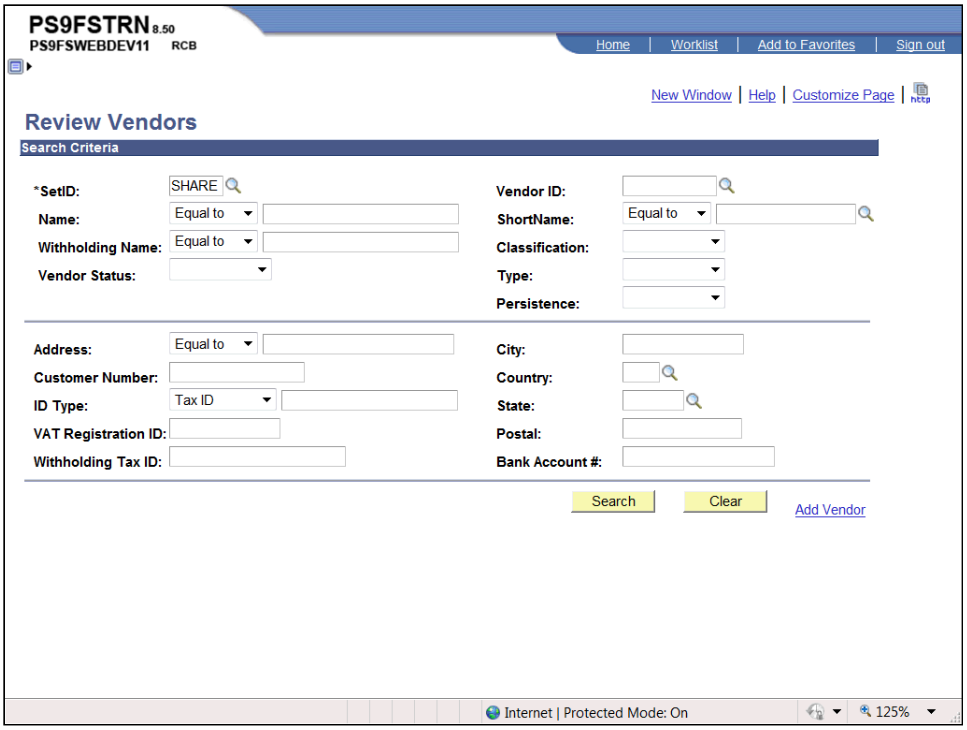
Review Vendor Information

Procedure

In this topic you will learn how to **Review Vendor Information**.



Step	Action
1.	Click the **Vendors** link. ▷ Vendors
2.	Click the **Vendor Information** link. ▷ Vendor Information
3.	Click the **Add/Update** link. ▷ Add/Update
4.	Click the **Review Vendors** link. – Review Vendors



Step	Action
5.	Enter the desired information into the **SetID** field. Enter "**0000034911**".
6.	Click the **Search** button. Search
7.	View the vendor Name, Short Name, Address, City, State, and Status. Click the **Additional Vendor Info** link. Additional Vendor Info
8.	View the withholding information. Click the **Audit Information** link. Audit Information
9.	View audit information. Click the **Home** link. Home
10.	This completes **Review Vendor Information**. **End of Procedure.**

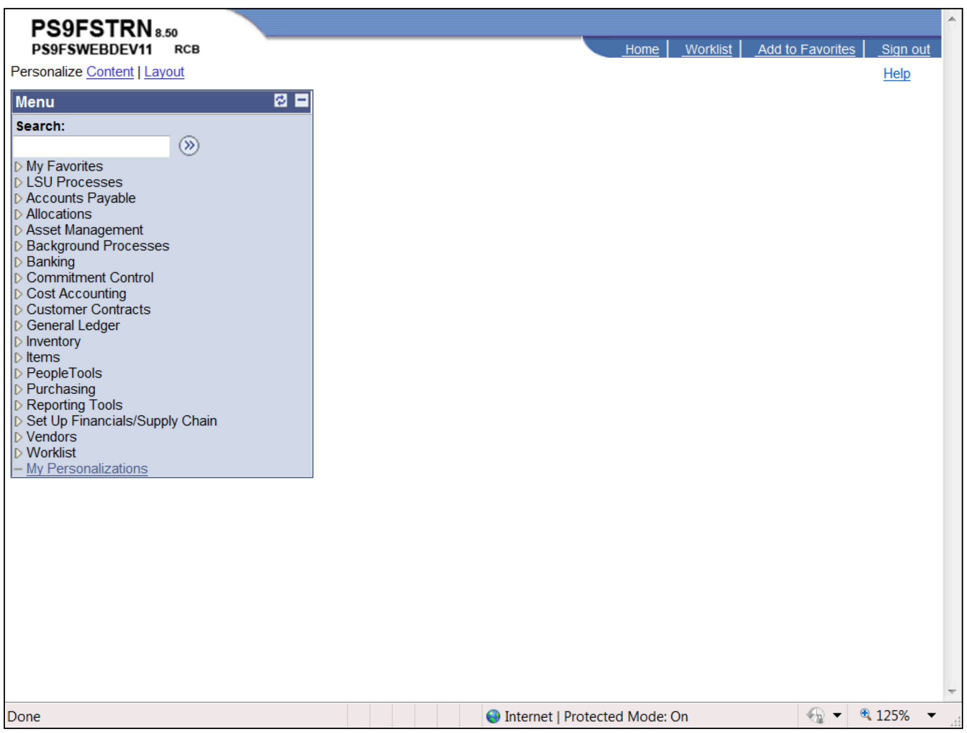
Managing Requisitions

Enter a Requisition

Procedure

In this topic you will learn how to **Enter a Requisition**.

Step	Action
1.	Scenario In this exercise you will create a requisition to order from Office Depot. The total cost of the requisition will be less than $1,000, so the requisition will not have to go out for bid.



Step	Action
2.	Click the **Purchasing** link. Purchasing
3.	Click the **Requisitions** link. Requisitions

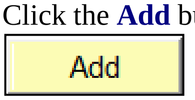
Step	Action
4.	Click the **Add/Update Requisitions** link. – Add/Update Requisitions
5.	The system defaults into the Add a New Value tab. To access an existing requisition, click the Find an Existing Value tab or link. ***NOTE: See the View a Requisition and the Activity Log topic for instructions on how to find an existing requisition in PeopleSoft.***
6.	**Business Unit** The Business Unit defaults into the dialog box when working in Production. If the Business Unit does not default correctly, enter it or select it by clicking the Lookup Business Unit button to the right of the Business Unit field. Then contact your Purchasing Superuser to ensure the Business Unit defaults correctly when entering future requisitions.

The following is a list of PeopleSoft Business Units:

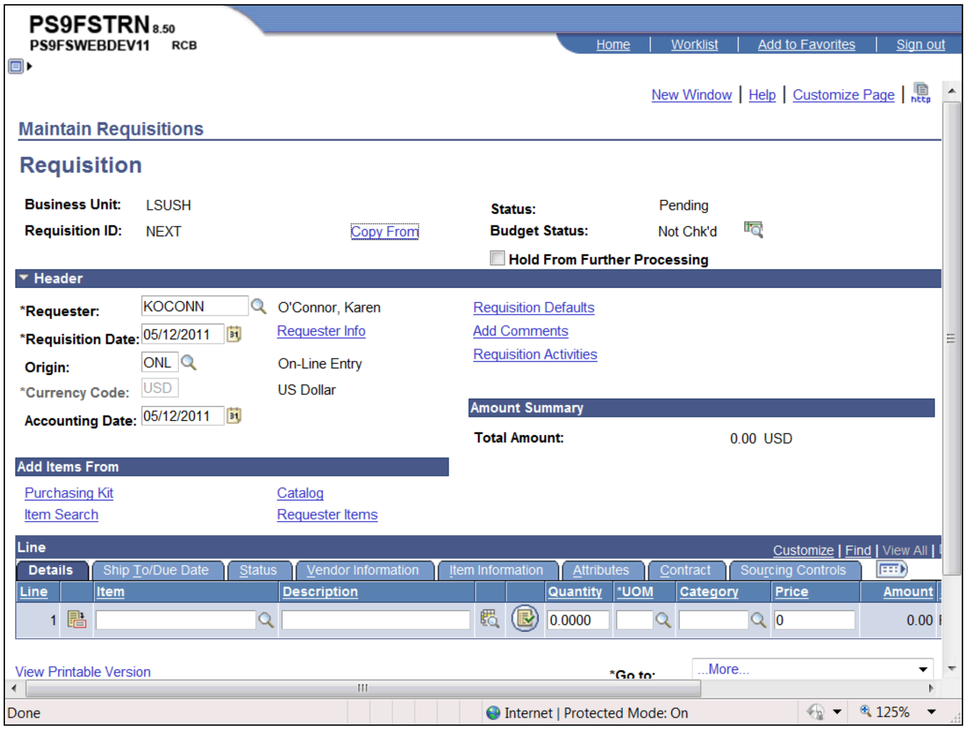
EACMC	E. A. Conway Medical Center
EKLMC	Earl K. Long Medical Center
HCSDA	HCSD Administration
HPLMC	Huey P. Long Medical Center
LAKMC	Lallie A. Kemp Medical Center
LJCMC	Leonard J. Chabert Medical Center
LSUNA	Auxiliary New Orleans
LSUNO	Louisiana State University New Orleans
LSUSH	Louisiana State University Shreveport
MCLNO	Medical Center of Louisiana New Orleans
UMCLA	University Medical Center Lafayette
WOMMC	W. O. Moss Medical Center
WSTMC	Washington-St. Tammany Medical Center

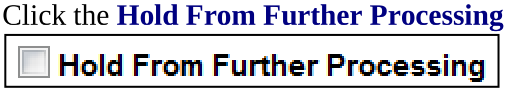
Step	Action
7.	**Requisition ID** The Requisition ID defaults as NEXT to allow the system to auto-assign the requisition number. Once the requisition has been entered and saved, it will automatically generate the next Requisition ID number for your Business Unit. The Requisition ID is not the Purchase Order (PO) number. A separate PO number will be assigned by Purchasing once the PO has been generated.

Step	Action
8.	**Requisition ID** (continued) **LSUSH and LSUNA ONLY**: Enter the assigned requisition number in the Requisition ID field. The Requisition ID NEXT must be replaced with a Confirmation Purchase Order Number before proceeding to the next step in the process if the requisition is assigned as a Confirmation PO. Confirmation numbers for **LSUSH** are 8-digit numbers beginning with 065 followed by 5 digits (065xxxxx). Confirmation numbers for **LSUNA** begin with a C followed by 5 digits (Cxxxxx). Confirmation PO numbers are obtained from the Purchasing Department. ***NOTE: The Confirmation PO Number will be both the Requisition ID number and the PO number. A separate PO will not be assigned.***

Step	Action
9.	Click the **Add** button. 
10.	The requisition Status defaults as Pending. The requisition must saved with a Status of Pending the first time or it will not move forward in the purchasing process sequence. If the Status does **not** default correctly, contact your Purchasing Superuser so that appropriate defaults can be set for entering future requisitions. **HPLMC ONLY**: Workflow is not currently being used by this facility. The Status of the requisition will save as Open and is dependent on the Requester setup. The requisition will be approved and the Status changed to Approved by Purchasing.
11.	The Budget Status indicates if the budget check process has been run. The Budget Status will default as Not Chk'd. The budget check process must be run prior to Purchasing sourcing (i.e. generating) the requisition to a PO or RFQ (Request for Quote). The requisition must be approved before it can be budget checked. **LSUNO and LSUSH ONLY**: The Budget Check must be done by the department. *See the "Budget Check a Requisition" topic for additional information.*

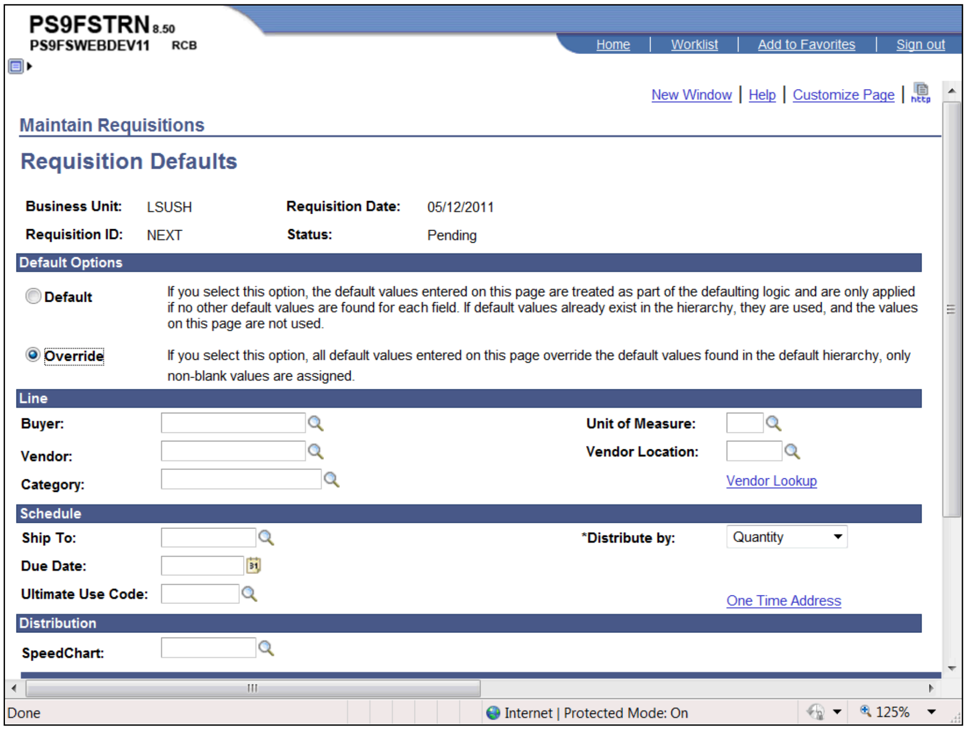
Step	Action
12.	It is important to check the Hold From Further Processing box when the Maintain Requisitions page first displays. Checking the Hold From Further Processing box will prevent the requisition from being routed prematurely to the Approver's Worklist. Checking the box allows you to close and reopen the requisition so items can be added, changed or deleted. You must uncheck the Hold From Further Processing box once the requisition is completed, so that it can proceed through the ordering process.

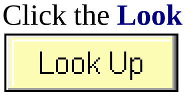


Step	Action
13.	Click the **Hold From Further Processing** option. 
14.	The requester's User ID will default into the Requester field. If the User ID does not default, enter it or select it by clicking the Lookup Requester button. Contact your Purchasing Superuser so that the appropriate default can be set for entering future requisitions.
15.	The Requisition Date defaults as the current date and may remain as defaulted.
16.	The Accounting Date also defaults as the current date. However, the Accounting Date **must** be adjusted when entering a requisition for the next fiscal year. The Accounting Date **must** be changed prior to entering information on the Requisition Defaults page so the Accounting Date and Budget Period will match. If the Accounting Date is not changed prior to entering Requisition Default information, the Budget Date will be incorrect and an error will be received when attempting to save the requisition. The Due Date **must** be changed on the Requisition Defaults page. The dates must be changed when entering a requisition for the next fiscal year as follows: **Accounting Date -** 07/01/XXXX (the next fiscal year) **Due Date -** 07/01/XXXX (the Due Date may be a date later in the fiscal year)

Step	Action
17.	**Maintain Requisitions Links** The **Copy From** link is used to copy a new requisition from an existing requisition. *See the "Copy a Requisition" topic for additional information.* The **Requester Info** link is not used.
18.	**Maintain Requisitions Links** (continued) The **Requisition Defaults** link is used to enter default information for the requisition. Default information should apply to most or all of the line items on the requisition, as the system will copy the information to all line items thus preventing you from having to re-enter the information for multiple line item requisitions. Default values can be changed for any line item as needed. The **Add Comments** link is where Header comments can be added. *See the Add, Change and Delete Comments" topic for additional information.* The **Requisition Activities** link is not used by most end-users. The link may be used to enter notes however, the notes will **not** display/print on the requisition.
19.	The links located in the **Add Items From** section are **not** used.
20.	Click the **Requisition Defaults** link. Requisition Defaults
21.	**Step 1: Enter Defaults** Default information **must** first be entered on the Requisitions Defaults page for two reasons: 1. In order to properly save the requisition. If defaults are not entered correctly, save errors may occur resulting in requester re-entering the information for the requisition. 2. In order for the chartstring to default to all line items. By entering chartstring information on the Requisition Defaults page, you will not have to re-enter it for each line item on a multi-line requisition. The chartstring values can be changed however, for any line item.
22.	**Default Options** The Override option in the Defaults Options section defaults as selected and will remain as such.

Step	Action
23.	Certain fields on the requisition are PeopleSoft required fields. Generally, these fields have an asterisk next to the field name, such as the **Distribute by** field. If a PeopleSoft required field is left blank, you will not be able to save the requisition. There are some fields that are not PeopleSoft required fields, but are Company or facility required fields (Buyer, Vendor, Ship To, Due Date, etc.). If you are unsure whether a field is required, contact your Purchasing department.



Step	Action
24.	**Line** The Buyer field is not a required field, but may be entered. If you know your buyer's User ID, you can enter it in the Buyer field. The buyer's User ID must be entered in ALL CAPS. If you do not know your buyer's User ID, you may select it by clicking the Lookup Buyer button and searching for it. Click the **Look up Buyer** button. 
25.	Enter all or part of the buyer's last name into the Name field. A buyer's full name should not be entered unless it is in proper PeopleSoft format (i.e. last name,first name). If you enter part of the buyer's last name into the Name field, you may use the % as a wildcard symbol to focus your search. The wildcard symbol takes the place of unknown letters or characters. Enter the desired information into the **Name** field. Enter "**auth%**".
26.	Click the **Look Up** button. 

Step	Action
27.	Click the buyer's name in the Search Results list to select it. Click the **SAUTH2** link for this example. 
28.	Use the Tab key to move from field to field within PeopleSoft. The Enter key cannot be used to move from field to field. If multiple fields display in a section, the tab key will move down first and then to the right.
29.	**Line** (continued) Although the Vendor field is not a required field, the requester must provide information about the vendor to Purchasing. This field may be left blank if the vendor cannot be found in the PS database or if the requisitions will go out for bid. The Vendor ID is **always** a 10-digit number. If you know the Vendor ID, you may enter it or select it by clicking the Look up Vendor button.

Requisitions Not Requiring a Request for Quote (RFQ)

If the total amount of a requisition does not exceed $1,000 (inlcuding freight, handling and other charges), the requisition doe not need to go out for bid. The vendor ID may be entered into the Vendor field if it is known. If the vendor ID is not known, the requester should attempt to locate the vendor ID in the PS database.

If the vendor is not in the PS database, the vendor information must be entered in the Header section, Add Comments link on the Maintain Requisitions page. The requester will include as much as is possible, if not all, of the following information: Vendor Name, Contact Name, Street Address, City, State, Zip Code, Telephone Number, Fax Number and Tax ID Number. The vendor will be added to the PS database by Purchasing for use when entering furture requisitions.

NOTE: Entering information in the Header section, Add Comments link is shown in the Add, Change and Delete Comments topic.

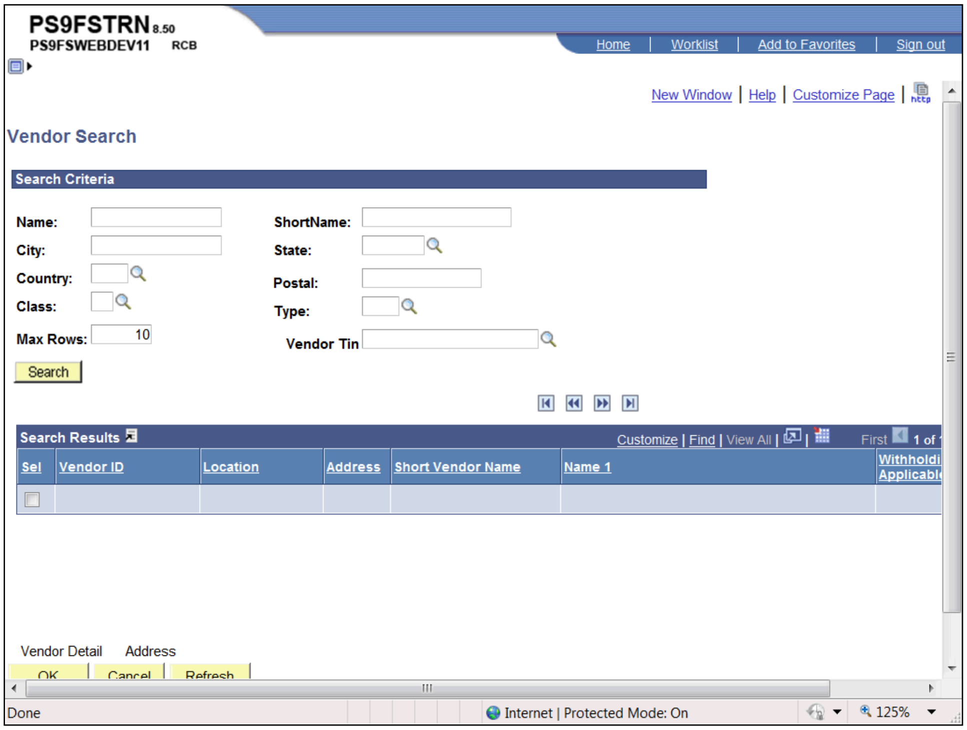
Requisitions Requiring a Request for Quote (RFQ)

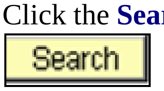
Requisitions that exceed the small purchase limit will go out for bid. Any suggested vendors must be enterin the HEader section, Add Comments link on the Maintain Requisitions page. The requester will include the Vendor Name, Contact Name, Telephone Number and Fax Number. Only if the vendor is awarded the bid will it be added to the PS database by Purchasing.

Contact your buyer for information regarding the bid process (i.e. the price thresholds, required quotes from vendors and itmes require or do not require bids, etc.). Or you may view the Executive Order for Small Purchases on the Louisiana Office of State Purchasing website for additional information.

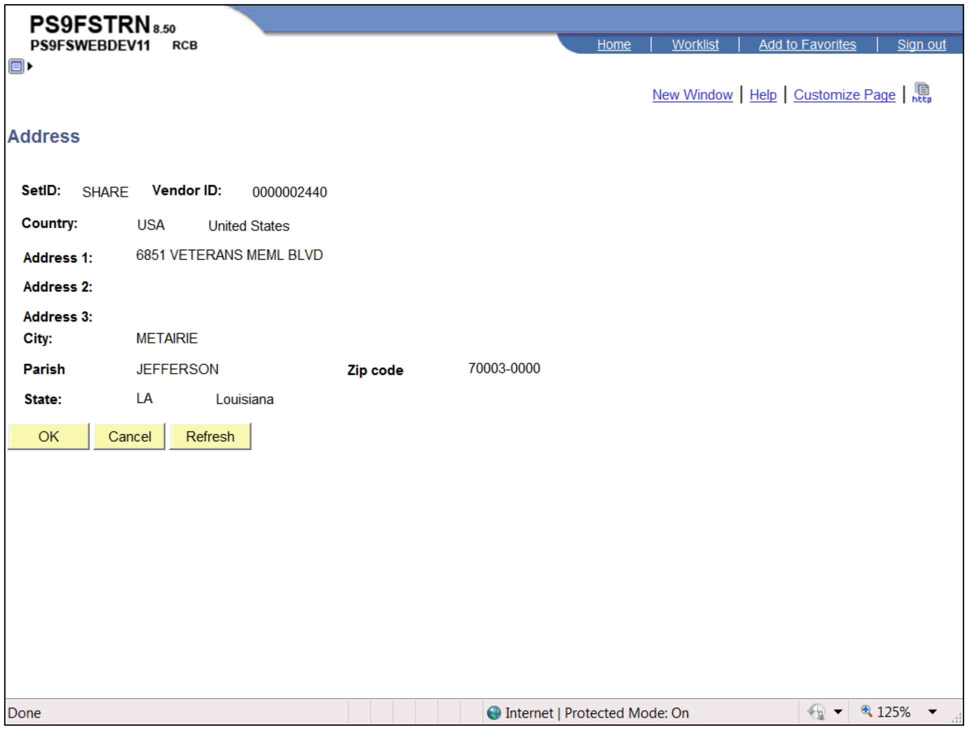
Step	Action
30.	In this example, the total amount of the requisition is less than $1,000 therefore, the requisition does not have to go out for bid. You **<u>must</u>** enter or search for the Vendor ID, or enter the vendor information into Add Comments if the vendor is not in the PS database. In this example, the Vendor ID is unknown, but the vendor is listed in the PS database. Click the **Look up Vendor** button. 

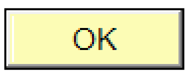
Step	Action
31.	A list of vendors displays. If the list contains more results than can be displayed, the following message displays below Search Results: ***Only the first 300 results of a possible 27869 can be displayed. Enter more search key information and search again to reduce the number of search results.***
32.	The wildcard (%) symbol can be used to help narrow the search results. The wildcard replaces letters and/or numbers in the vendor name. Enter the desired information into the **Short Vendor Name** field. Enter "**OFFICE%**".
33.	Click the **Look Up** button. Look Up
34.	Use the vertical scroll bar if needed to find and highlight the desired vendor. ***NOTE: If the vendor name does not appear in the list, the vendor information must be entered into the Header section, Add Comments link on the Maintain Requisitions page.*** Click the **OFFICE DEPOT** link.
35.	When the Vendor field is populated the vendor name and **Vendor Location** field will default. The Vendor Location generally will default to 0000000001 and will remain as defaulted. However, if the vendor has multiple locations, you <u>**must**</u> identify the location where Purchasing will send the PO. The mailing address for the location should be entered into Header section, Add Comments link on the Maintain Requisitions page.
36.	A second option is available for searching for the Vendor and Vendor Location. The **Vendor Lookup** link may be used to search for the **Vendor Location**. The Vendor Lookup allows you to search for the vendor using more criteria such as Name, Short Vendor Name, City, State, Country, Postal Code and/or Vendor TIN (Tax Identification Number). Click the **Vendor Lookup** link. Vendor Lookup

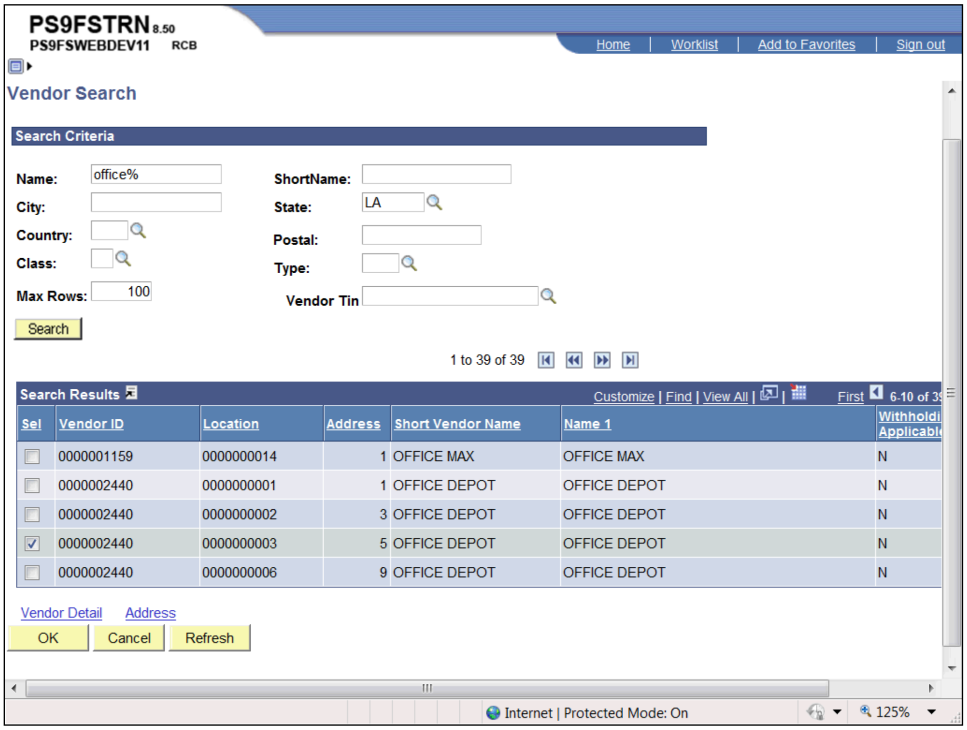


Step	Action
37.	Any of the fields may be used for your search using all or part of the required field information. Enter the desired information into the **Name** field. Enter "**OFFICE%**".
38.	Enter the desired information into the **City** field. Enter "**LA**".
39.	Enter the desired information into the **Max Rows** field. Enter "**100**".
40.	Click the **Search** button. 
41.	The search results will list at the bottom of the page. In this example, the first 5 out of 39 results have been retrieved. View additional results by using the arrows and links displayed on the blue Search Results bar. Click the arrows to view the next or previous page. Click the Last and First links to view the last page and first page. Click the View All to view all results at one time.
42.	Click the **Show next row** button. 
43.	Click the **Sel** option. 

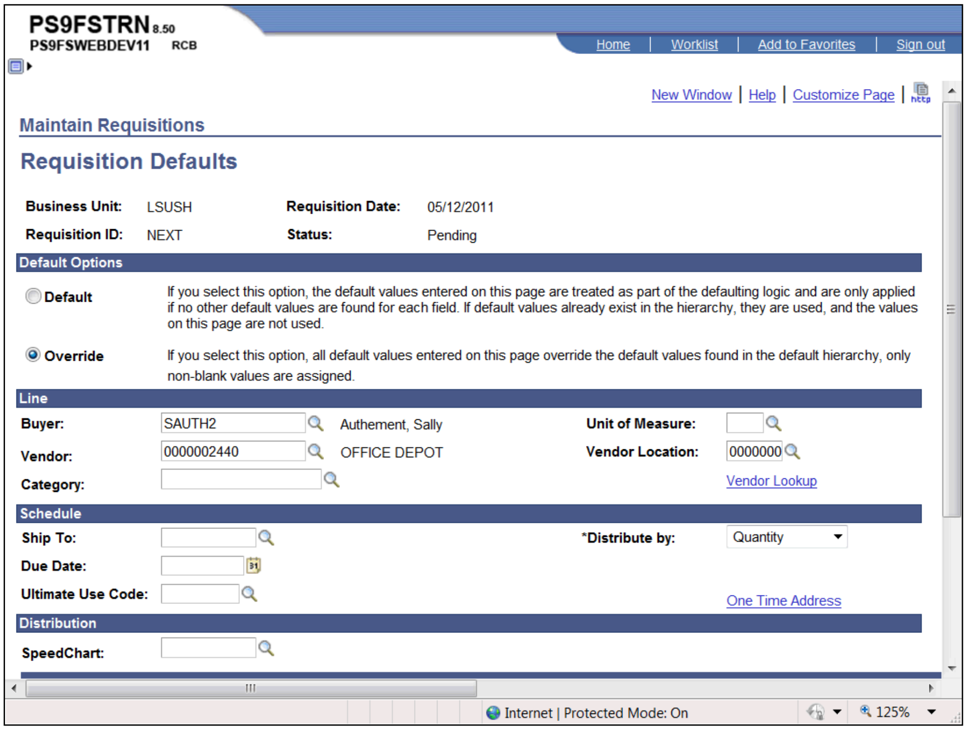
Step	Action
44.	Once the **Sel** box is checked, the Vendor Detail and Address options below your search results display as blue links. The Address link will be used to verify the correct location is selected. Click the **Address** link. Address

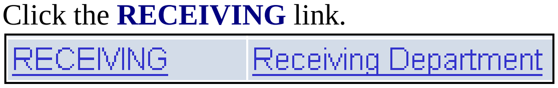


Step	Action
45.	Click the **OK** button. 
46.	If selected option is the **<u>correct</u>** vendor and vendor location, you will click the OK button to return to the Requisition Defaults page. The Vendor and Vendor Location will default onto the page. If the selected option is **<u>not</u>** the correct Vendor or Vendor Location, but it is the **<u>only</u> <u>option</u>** available, click the OK button so the vendor name and location defaults into the Requisition Defaults page. You **<u>must</u>** then enter the correct location information in the Header section, Add Comments link on the Maintain Requisitions page. If the selected option is **<u>not</u>** the correct Vendor or Vendor Location and there are **<u>multiple</u> <u>options</u>** listed for the Vendor, click the next Sel box to view the address associated with the next option. If the correct Vendor or Vendor Location **<u>does</u> <u>not</u> <u>appear</u>** in the list, select the first location listed for the vendor. Click the OK button and the vendor name and location will default into the Requisition Defaults page. You **<u>must</u>** then enter the correct vendor information into the Header section, Add Comments link on the Maintain Requisition page.



Step	Action
47.	Click the **OK** button. OK
48.	**Schedule** The Ship To location must be identified. The Ship To location varies based on company and Business Unit and the available options are as follows: **LSUSH** Receiving **HCSDA** Where items are received at the facility **LSUNO** Usually the department requesting the item **LSUNA** Usually the department requesting the item Specific shipping and delivery instructions can be entered in the Header section, Add Comments link on the Maintain Requisitions page. If multiple items are being requested and the shipping and delivery instructions apply to only one line item, enter the shipping and delivery instructions in the Line Comments for the particular line item.



Step	Action
49.	Click the **Look up Ship To** button. 
50.	Click the **RECEIVING** link. 
51.	**Schedule** (continued) The Due Date will be 30 days from the current date. Enter the desired information into the **Due Date** field. Enter "**063011**".

The Due Date is not a required field for PeopleSoft. However, in order to save the requisitions and generate a requisition number, the Due Date **must** be entered. The Due Date is the last date you expect to receive the item(s).

- **One Time Orders -** The Due Date is the expected delivery date.
- **Blanket or Standing Orders -** The Due Date is the last day of the last month you expect to receive the item(s).

Two examples are provided below:
1. If you have a **Standing Order** for the delivery of 10 cases per month for 3 months beginning September and ending November, the Due Date will be the last day of November.
2. If you have a **Blanket PO** for rental or supplies where the contract period is through the end of the fiscal year, the Due Date will be the last day of June.

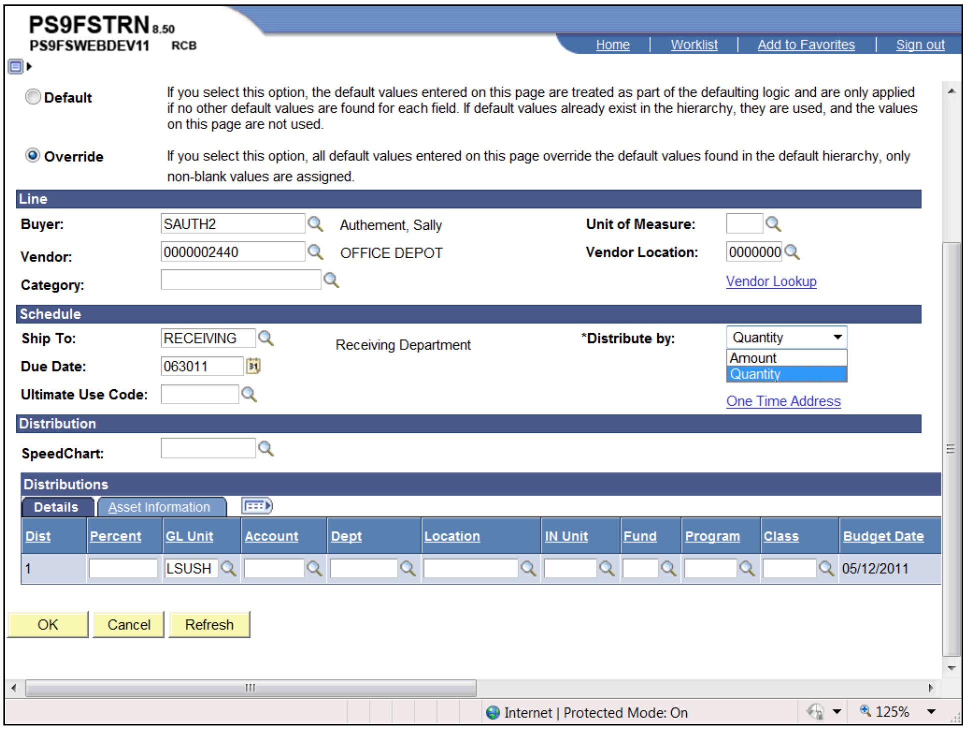
Enter a T in the Due Date field and click Refresh to display the current date. Or you may enter the Due Date using one of the following:
1. Click the calendar icon to the right of the Due Date field to select the month, year and day.
2. Enter the date using mmddyy. PeopleSoft requires 6 digits be entered, but you do not have to enter the slashes. The slashes will populate automatically when you navigate away from the field or page.

NOTE to LJCMC: You must enter the Due Date. Contact your Purchasing department for a copu of the "Purchasing Information Guide" for instructions on entering the Due Date.

When a requisition is entered for the next fiscal year, the Due Date must be changed to reflect the new fiscal year. A warning message will display advising the date entered is out of range (i.e. more than 30 days from the current date). Click the OK button to continue.

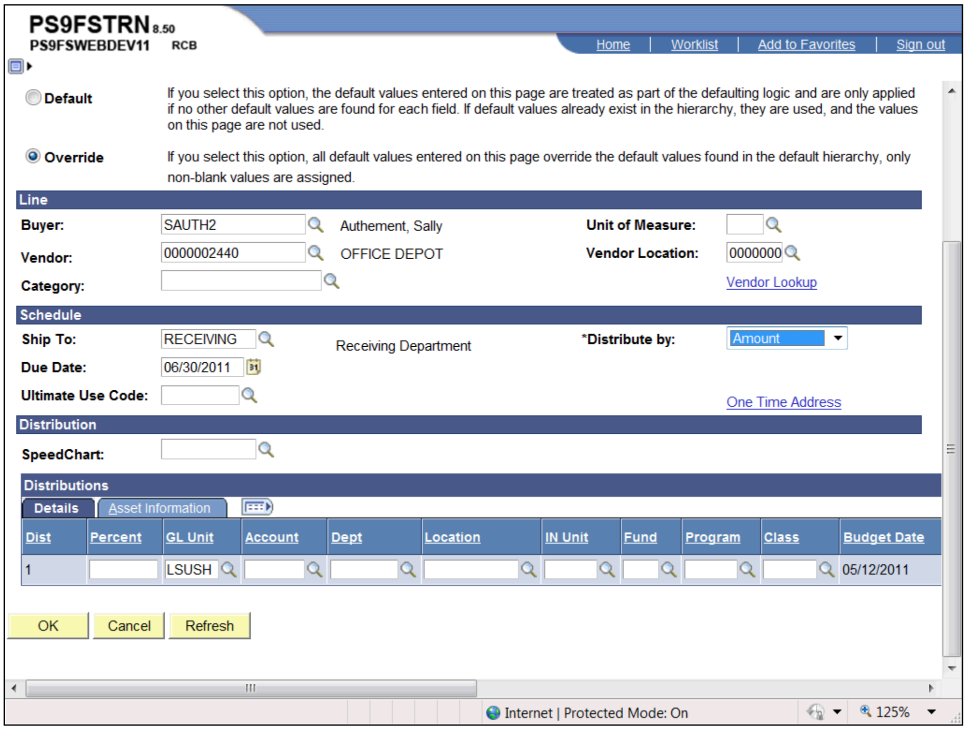
Step	Action
52.	**Schedule** (continued) Funds may be distributed by Quantity or Amount. Most blanket purchase order are distributed by Amount, while one-time and standing purchase orders are generally distributed by Quantity. See your Buyer for additional information regarding distributing funds by Quantity or Amount.

Step	Action
53.	You can designate how funds are distributed on either the Requisitions Defaults page or the Distribution page. If designated on the Requisition Defaults page, the distribution will default to all line items for the requisition. However, when entering multiple line item requisitions, you can change the distribution method on the Distribution page for a specific line item. Click the button to the right of the **Distribute by** field.



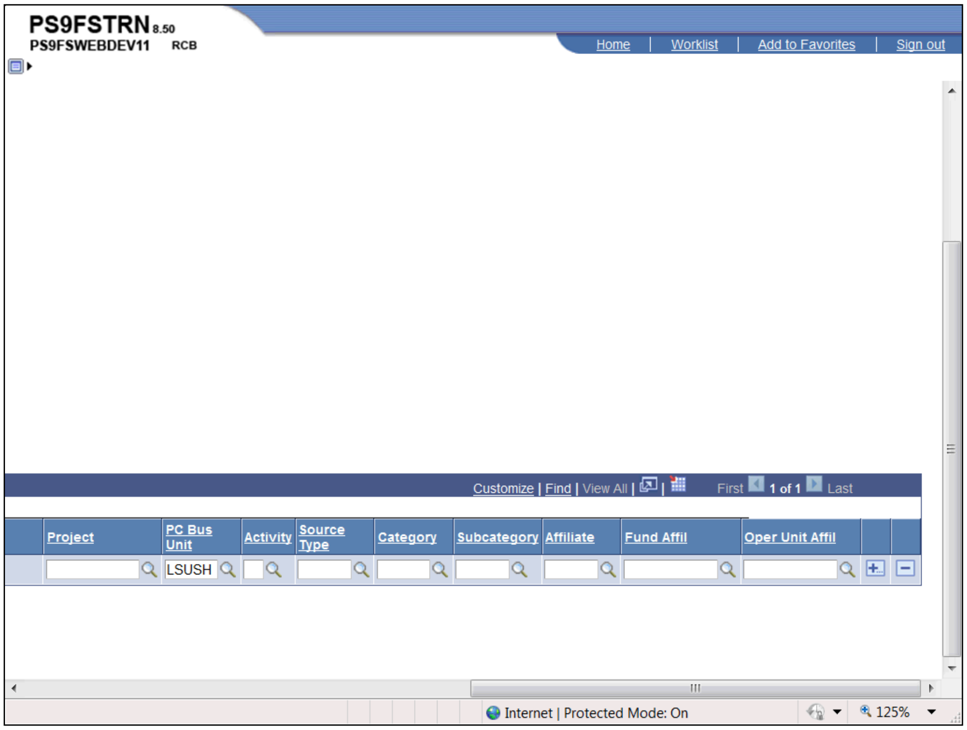
Step	Action
54.	Click the **Amount** list item. Amount
55.	**Schedule** (continued) The Ultimate Use Code and One Time Address Link are not used.
56.	**Distribution** The SpeedChart is a value associated with a specific chartstring. If a SpeedChart value is entered, the system will automatically populate Account, Dept, Fund, Program and Class.

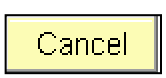
Step	Action
57.	**Distributions** You will enter ChartString codes to which the item(s) is being charged. If multiple items are being ordered, each line item can have a different ChartString value and will **require** entering the ChartString information for each line item. **Tip:** Enter the ChartString to which the first item is charged, or the ChartString that applies to most of the line items, on the Requisition Defaults page so that ChartString information defaults to all line items. These values can be changed on the Distribution page for a specific line item as needed. **HCSD -** Contact your Purchasing department for ChartString Information. **LSUNA -** Contact Purchasing and/or your Accounting Specialist for ChartString information.

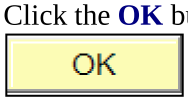


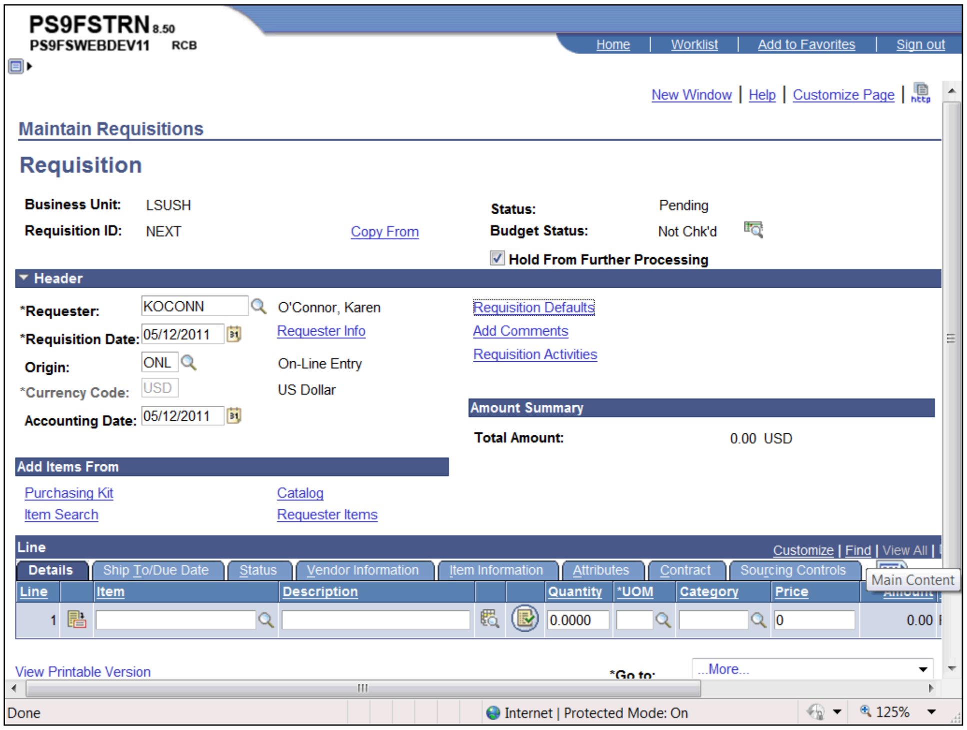
Step	Action
58.	**Account Code** The Account Code is a transaction code for the item being ordered. Lines items may have different Account Codes. If this occurs, the Account Code will be left blank on the Requisition Defaults page. The correct Account Code **must** be entered for each line item on the Distribution page. If most of the line items have the same Account Code, you may opt to enter the Account Code on the Requisitions Defaults page. You will then make changes to only the few line items to which the Account Code does not apply on the Distribution page. Enter the desired information into the **Account** field. Enter "**546700**".
59.	**Dept** The Dept is the cost center paying for the item(s). Enter the desired information into the **Dept** field. Enter "**1053000**".

Step	Action
60.	**Location** The Location will vary by company as follows: **LSUSH:** The Location code consists of 8-10 alphanumeric characters. Each department has an assigned location code (e.g. Surgery Dept **- MB010303** translates as: **MB** - Medical B building, **01** - 1st floor, **0303** - room 303; Hospital Anesthesiology **- HH03H0015A** translates as: **HH** - Hospital H-wing, **03** - 3rd floor, **H0015A** - room H315A. **HCSDA:** The cost center requesting the item. **LSUNO:** It is recommended LSUNO be used for all requisition locations. **LSUNA:** Usually the department receiving the item(s).
61.	Enter the desired information into the **Location** field. Enter "**MB010303**".
62.	**Fund** The general Fund code is 111. However, if the item(s) requested is being charged to a Project or Grant, the general Fund Code will not be used, but rather one of the following: 113, 115, 116, etc. Enter the desired information into the **Fund** field. Enter "**111**".
63.	**Program** The Program will vary based on company as follows: **HCSDA:** 95001 Enter the desired information into the **Program** field. Enter "**00001**".
64.	**Class** The Class will vary based on company as follows: **HCSDA:** 61010 Enter the desired information into the **Class** field. Enter "**10105**".

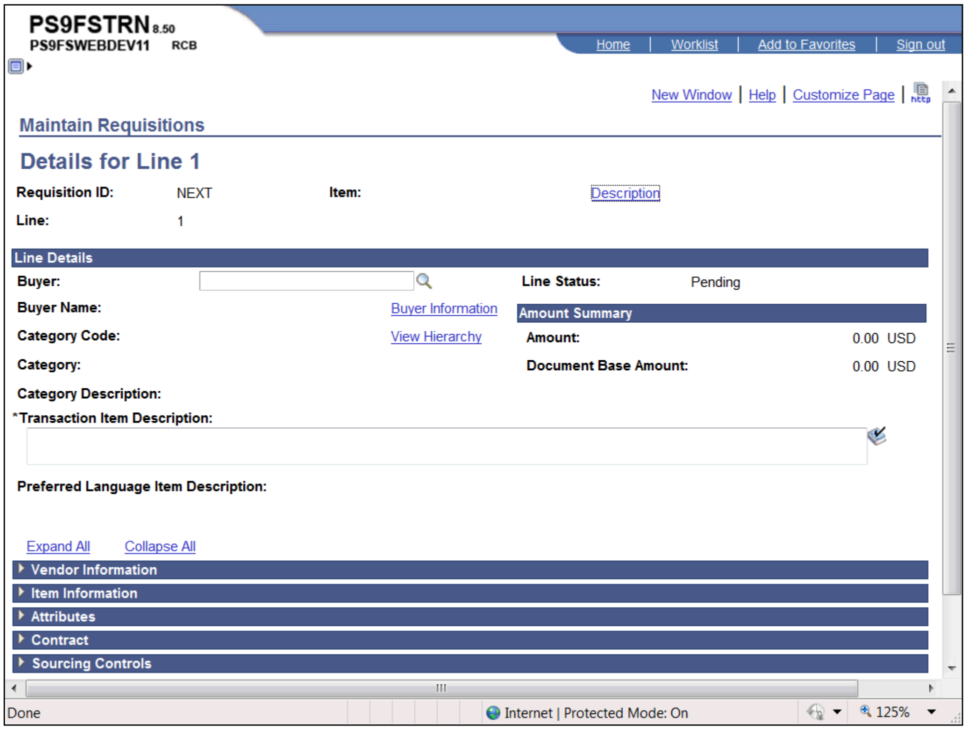


Step	Action
65.	**Project** If the item(s) being requested is associated with a Project or Grant, you will enter the Project/Grant number in the Project field. Otherwise, the Project field will remain blank. You can search for the Project/Grant number using the Look up Project button. Click the **Look up Project** button. 
66.	You would enter all or part of the Project number or Description to narrow the search. For **training purposes only**, click the **Cancel** button. 

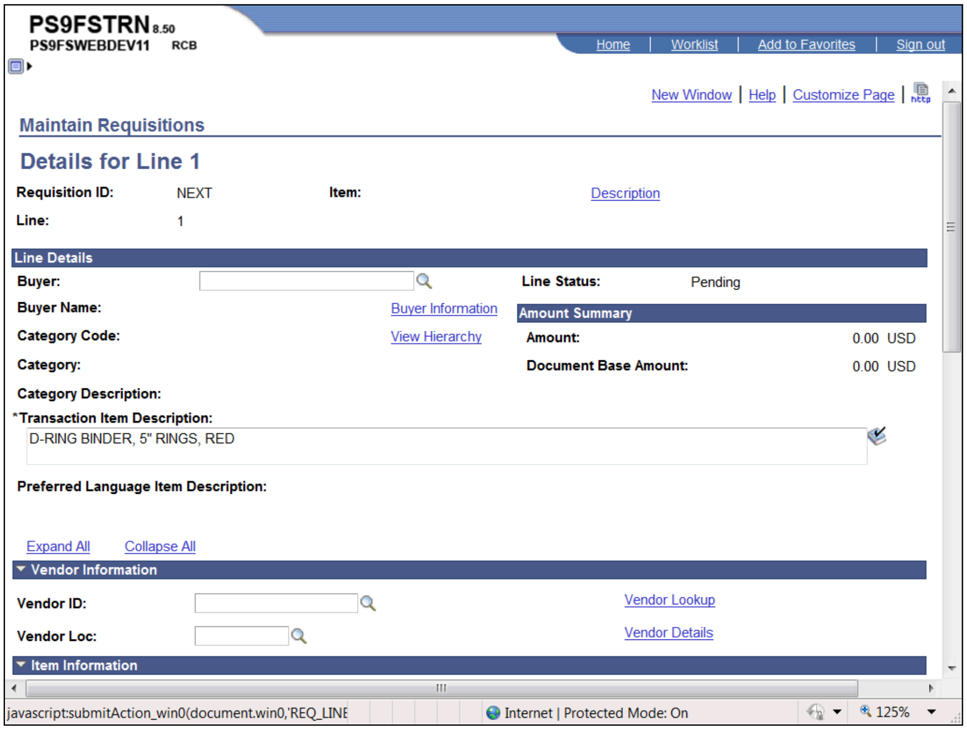
Step	Action
67.	**Multiple ChartStrings** If the cost of the item(s) is being charged to more than one department, account, fund, etc., additional ChartString information is required and may be entered on the Requisition Defaults page or the Distribution page. If multiple items are being ordered, each line item can have a different chartstring value. The correct chartstring value must be entered on each line. **Tip:** If you are distributing the funds to more than one chartstring on the Requisition Defaults page, enter the chartstring for the first item being charged or the chartstring being used for the majority of the items. These values can be changed on the Distribution page as needed. Entering more than one chartstring and changing values on the Distribution page are shown later in this topic.
68.	**Insert a New Row** New rows can be added to the page by clicking the Add a new row at row 1 (+) button on the far right hand side of the page. Another option is to click on any field on Line 1 and press **Alt + 7** on your computer keyboard. **Delete a Row** Rows can be deleted by clicking the Delete row (-) button. Clicking the Delete row button can also clear all fields on the row if there is only one chartstring row. Another option is to click on any field in the row you wish to delete and press **Alt + 8**.
69.	Click the **OK** button when all default information has been entered. 
70.	**Step 2: Enter Item(s) to be Ordered** Item information such as description, quantity, price, etc will be entered on the Maintain Requisitions page in the Line section.
71.	***NOTE to LSUNA: AE can only enter one line item requisitions since it must interface with Integrasoft (or GAP).*** ***Freight: The freight charges must be estimated and included in the total (Price field) on the Maintain Requisition page. Many change orders will be required if the freight is not added to the requisition. Even if the freight is overestimated, Accounting can short pay it. Since Auxiliary cannot insert another line for freight, freight charges will be noted in the Transaction Item Description field or on the Line Comments page.***



Step	Action
72.	Click the **Details...** button. 
73.	**Transaction Item Description** The Transaction Item Description field is a free-text field. This is where you will enter the item description. The description will be entered in ALL CAPS. The field holds 254 characters, although only 20 characters at a time can be seen in the Description field on the Maintain Requisitions page. PeopleSoft will let you enter more than 254 characters, but will not save more than 254. An error message will be received if you exceed the 254 character limit. Additional item information can be added as line comments. You can copy and paste item description information from another application such as Word. PeopleSoft also provides a spell check feature (the blue book with a checkmark) for this field.
74.	***NOTE to LSUNO and LSUNA: If an item is being ordered on State Contract, you must provide the following information to Purchasing by entering it in the Transaction item Description field: Master State Contract Number and Line Number.***

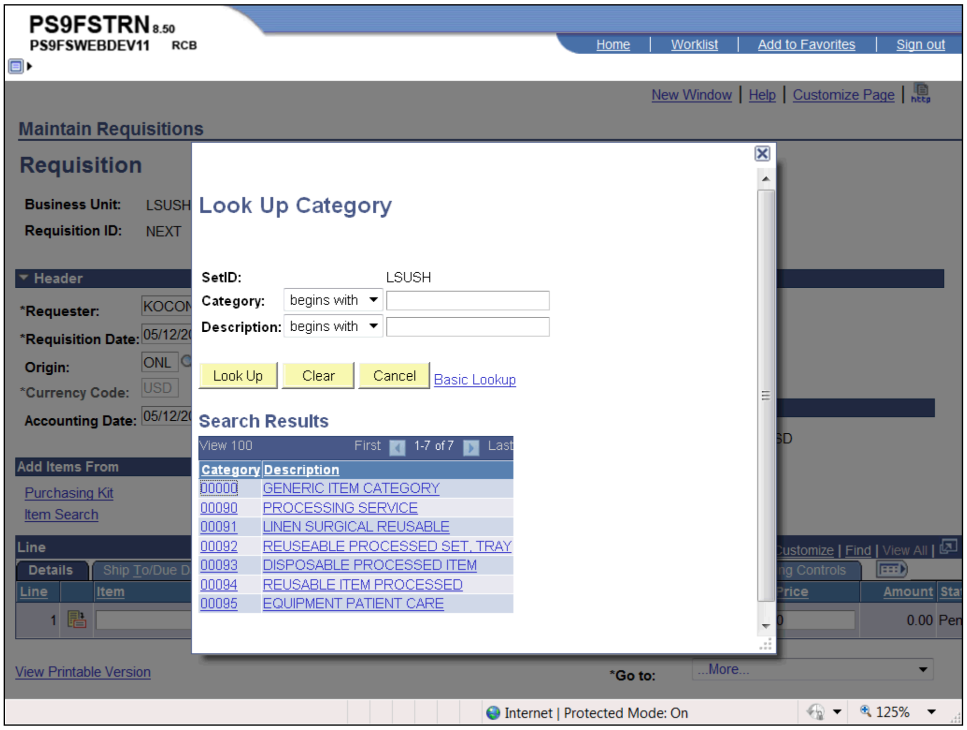


Step	Action
75.	Enter the desired information into the **Transaction Item Description** field. Enter "**D-RING BINDER, 5" RINGS, RED**".
76.	Click the **Expand All** link to view the Vendor Information, Item Information, Attributes, Contract and Sourcing Controls sections. ***NOTE: You may expand or collapse one section at a time by clicking the arrow to the left of each section title.*** Expand All
77.	Most end-users will not enter information into these fields. Information may be entered into the Vendor's Catalog, Vendor Item ID, etc. if pertinent. If you know the requisition will go out for bid, click the checkbox to the left of the RFQ Required field for each line item. If you are unsure whether the requisition will be sent out for bid, leave the RFQ Required box blank. ***NOTE: See your buyer for information about the bid process (i.e. price thresholds, required quotes from vendors, and items that require, or not require, bids). You may also view the Executive Order for Small Purchases on the Louisiana Office of State Purchasing website.***

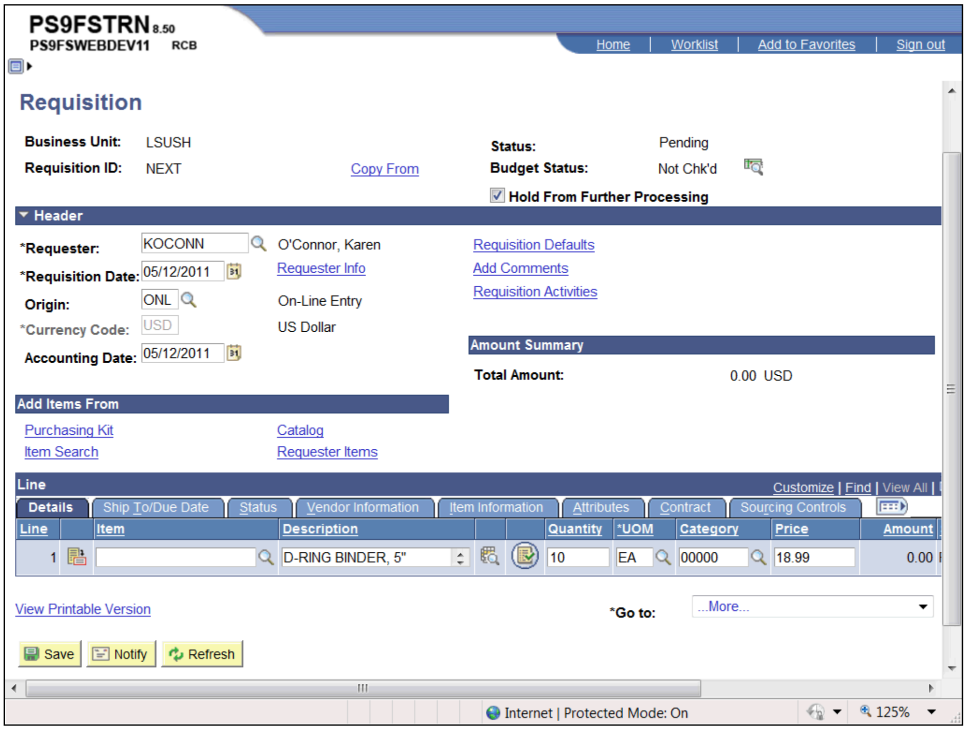


Step	Action
78.	Click the **Collapse All** link. Collapse All
79.	Click the **OK** button. OK
80.	**Item** The Item field will be left blank.
81.	The Quantity can only be entered in whole numbers (i.e. 10 rather than 10.5). Delete all zeros and the decimal point before entering the quantity to prevent input errors. When the page is Refreshed, the system will automatically populate the decimal and trailing zeros. Enter the desired information into the **Quantity** field. Enter "**10**".
82.	You may search for the UOM (Unit of Measure) by clicking the Look up UOM button, or you can enter it directly into the field. **DO NOT** use a UOM that includes alpha and numeric values (e.g. C24). Enter the desired information into the **UOM** field. Enter "**EA**".

Step	Action
83.	**Category** The Category is taken from the State Commodity Code Inventory Tables. The Category will vary based on company as follows: **LSUSH -** Enter 00000, which is the Generic Item Category code, and Purchasing will change it at the PO level. **HCSDA - <u>DO</u> <u>NOT</u>** use 00000. Contact your Purchasing department for a copy of the Commodity Code Reference Guide. **LSUNO & LSUNA** – Search for the Category first using the Look up Category button. If the Category cannot be determined contact Purchasing for assistance. Click the **Look up Category** button.

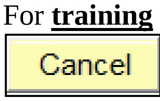
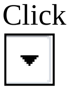
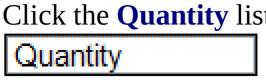


Step	Action
84.	You will all or part of the Category number or item Description to search for the correct Category code. In this example, the 00000 code is already displayed, so you do not have to search. Click the **00000 - GENERIC ITEM CATEGORY** link. 
85.	**Price** When you enter the Price, you must include the decimal to designate cents. You do not need to enter commas or trailing zeros. PeopleSoft will automatically populate these when the page is refreshed. Enter the desired information into the **Price** field. Enter "**18.99**".

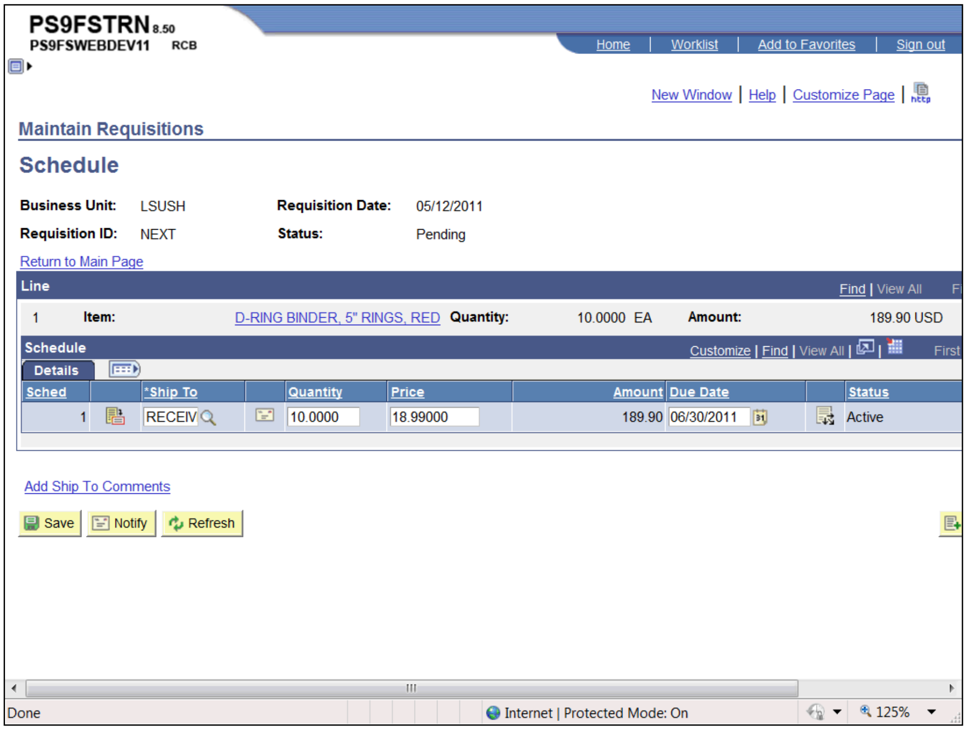


Step	Action
86.	Click the **Refresh** button. 
87.	The Amount displays and the decimal and trailing zeros have populated.
88.	**Line Icons** The **Line Comments** button (white bubble) is used to enter comments specific to a line item (e.g. special delivery or shipping instructions, item description information, etc.). The **Line Defaults** button (open book) is not used. The **Schedule** button (page with red lines and clock face) is used to access the Distribution page. **Add row and Delete row** buttons (the + and - signs) are used to insert and remove rows from the requisition.
89.	The **Go to:** field is used to view the Activity Log. The Activity Log provides information on where the requisition is in the process.
90.	The tabs above line 1 (Ship To/Due Date, Status, Vendor Information, etc.) are a compilation of the information entered on the requisition. **<u>DO</u> <u>NOT</u>** make any changes to the requisition on these tabs.

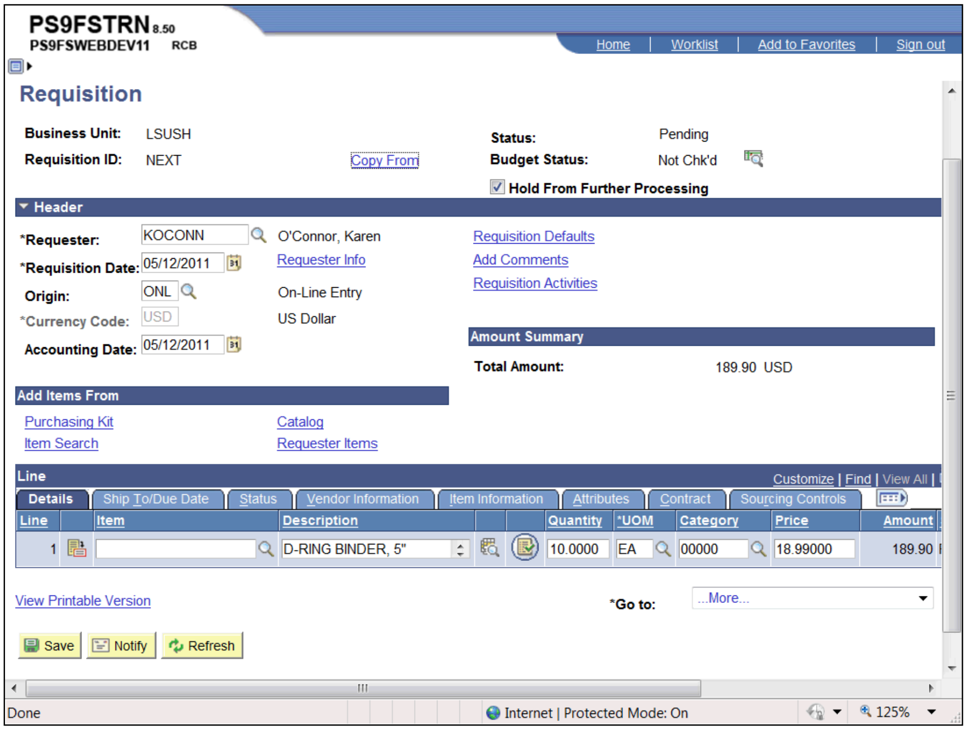
Step	Action
91.	**Step 3: Adjust ChartString** You can adjust the distribution of funds on the Distribution page. The Distribution page is accessed from the Schedule page. Click the **Schedule** button. 
92.	You may add special shipping or delivery instructions using the **Add Ship To Comments** link.
93.	Click the **Distribution** button. 
94.	**Distribute by:** You may distribute funds by Quantity or Amount. Most blanket purchase orders are distributed by Amount. One-time orders and standing orders are generally distributed by Quantity. The distribution method can be changed either on the Requisition Defaults page or on the Distribution page. If designated on the Requisition Defaults page the distribution method will default to all line items and will copy over to the Distribution page. Changes made to the distribution method on the Distribution page will apply to only the specific line item.
95.	Verify that the entries on the Distrib Line 1 are valid. Changes may be made to any portion of the chartstring. If there are multiple line items, each line item can have a different chartstring value. The correct chartstring values **must** be entered on each line item. For example, the Account code is a transaction code for the item being ordered. Line items may have different Account codes and the correct Account code **must** be entered on each line item. If the Account code was left blank on the Requisition Defaults page, you **must** enter the appropriate Account code on the Distribution page. If an Account code was entered on the Requisition Defaults page but does not apply to a specific line item, you **must** change the Account on the Distribution page.
96.	If the line item is to be charged to more than one chartstring, you can enter the additional chartstring on the Distribution if it was not added on the Requisition Defaults page. Multiple chartstring values will only **default** to line items if entered on the Requisition Defaults page. Chartstring entered on the Distribution page will **only** apply to the specific line item.

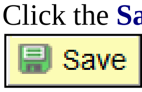
Step	Action
97.	In this example, you will charge **40%** of the cost of the binders to department **1053000** and **60%** of the costs to department **1050100**. Enter the desired information into the **Percent** field. Enter "**40**".
98.	Click the **Add a new row at row 1** button. ***NOTE: To add a line you may also click on any field on line 1 and press Alt + 7 on your keyboard.*** 
99.	You will enter the number of rows you wish to add in the prompt box. Blank lines cannot be saved, so you should only add the number of rows you think you will need. Click the **OK** button. 
100.	The Percent for line 2 defaults based on the Percent indicated in line 1. All other fields default to the same values as displayed in line 1. Enter the desired information into the **Dept** field. Enter "**1050100**".
101.	If the item is being charged to a Project/Grant, you will enter the Project/Grant number in the Project field. If the Project/Grant number was added on the Requisition Defaults page, it will default onto the Distribution page.
102.	Normally you would click the OK button once all changes have been made to the chartstring. For **training purposes only**, click the **Cancel** button. 
103.	Click the **Distribution** button. 
104.	In this example you will change the distribution method to Quantity. Four (**4**) binders will be charged to department **1053000**. Six (**6**) binders will be charged to department **1050100**. Click the button to the right of the **Distribute by:** field. 
105.	Click the **Quantity** list item. 

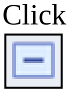
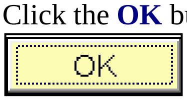
Step	Action
106.	Click on any field on line 1 and press the **[Alt+7]** key to insert a row. LSUSH
107.	Enter the number of rows you wish to add in the prompt box. Click the **OK** button. OK
108.	Enter the desired information into the **Requisitions** field. Enter "**4**".
109.	Enter the desired information into the **Quantity** field. Enter "**6**".
110.	Enter the desired information into the **Dept** field. Enter "**1050100**".
111.	If the item is being charged to a Project/Grant, you will enter the Project/Grant number in the Project field. If the Project/Grant number was added on the Requisition Defaults page, it will default onto the Distribution page.
112.	Click the **OK** button. OK

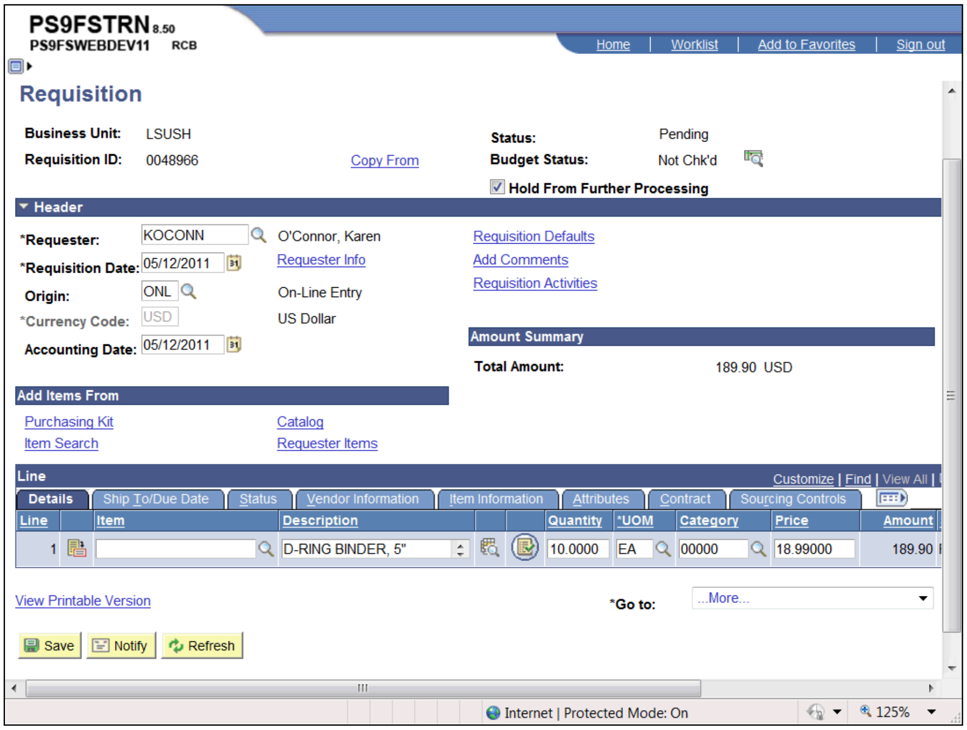


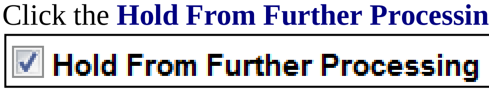
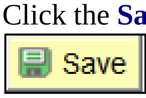
Step	Action
113.	Click the **Return to Main Page** link. Return to Main Page



Step	Action
114.	Click the **Save** button. 
115.	Once saved, the Requisition ID changes from NEXT to a 7-digit number. The Requisition ID is not the PO number. A separate PO number will be assigned when the PO is generated. ***NOTE to LSUSH and LSUNA only: When a Confirmation PO number is entered, The Requisition ID number will be both the Requisition ID and the PO number. A separate PO number will <u>not</u> be assigned.***
116.	If you intend to add more items to the requisition, you will begin at Step 2: Enter Items to be Ordered. It is **<u>not</u>** necessary to return to the Requisition Defaults page. Click the **Add a new row at row 1** button. 

Step	Action
117.	Enter the number of rows you wish to add in the prompt box. It is strongly recommended you save after each line item is entered, so if a Save Error Message is received it is easy to identify the error. Blank lines cannot be saved, so you should only add the number of rows you think you will need. Click the **OK** button. 
118.	Add the item information (Description, Quantity, UOM, Category and Price), to the new line. ***NOTE to LSUNO: The Account code for Freight <u>must</u> be changed on the Distribution page. The Account code for Freight is 535802.***
119.	For this example, no additional item will be added so the line will be deleted. Click the **Delete row 2** button. 
120.	Click the **OK** button. 
121.	If the requisition is complete, you will uncheck the Hold From Further Processing box and save the requisition. By unchecking the Hold From Further Processing, the requisition will move to the Approver's worklist. If the requisition is not complete, save and exit the requisition. Leaving the Hold From Further Processing box checked will prevent the requisition from moving forward in the purchasing process.
122.	***NOTE to LSUNO only: In order for Accounts Payable to adjust the freight on the Vendor Invoice, a separate freight line <u>must</u> be added to the requisition.*** ***NOTE to LSUNA only: Freight <u>must</u> be included in the Price field, as only single line requisitions can be created.*** ***All Other Business Units: <u>Do</u> <u>Not</u> add freight to the requisition.***



Step	Action
123.	Click the **Hold From Further Processing** option. 
124.	The following is the minimal data required in order to enter and save a requisition and generate a Requisition ID: Requester, Requisition Date, Accounting Date, Ship To, Due Date, Account, Dept, Location, Fund, Program, Class, Item, Description, Quantity, UOM, Category and Price If any of these fields are left blank, you will receive a red box or a save error message. If this occurs, you will not be able to save the requisition until the correct data is entered into the identified field. If the user enters a multiple line item requisition and receives a red box or save error message, the line item containing the blank field will not be identified. Therefore, it is strongly recommended you save the requisition after entering each line item.
125.	Click the **Save** button. Record the Requisition ID for use in additional exercises. 

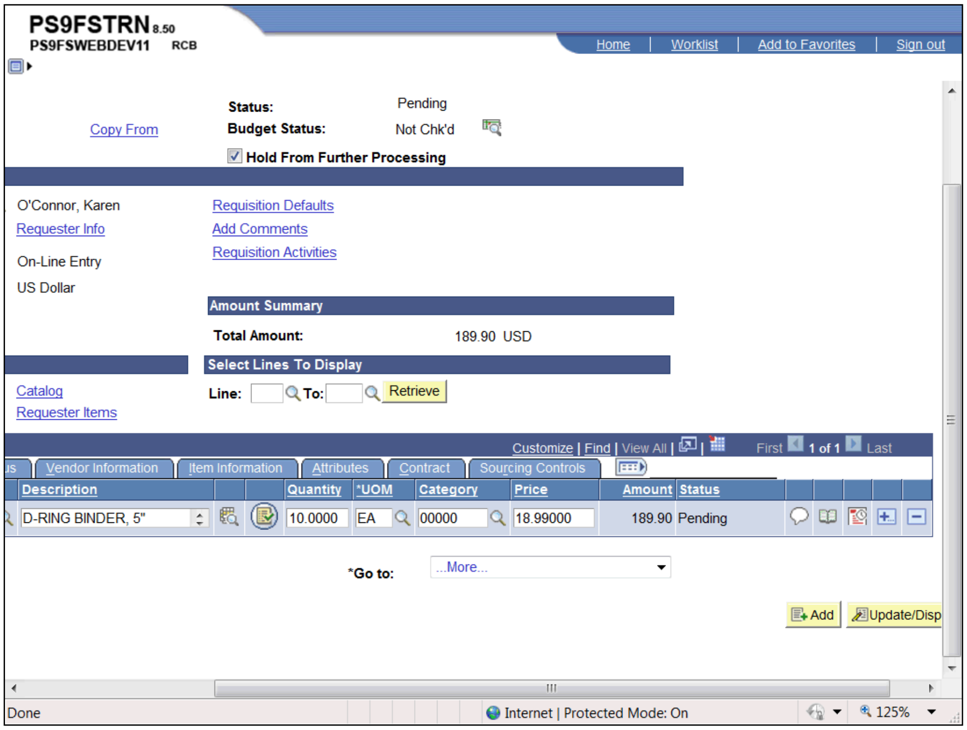
Step	Action
126.	***NOTE to HPLMC: Workflow is not currently being used by your facility. The Status of the requisition will save as Open and is dependent upon the requester's setup. The requisition will be approved by Purchasing by changing the status to Approved on the Maintain Requisitions page as opposed to the Approver's worklist.*** ***NOTE to All Other Business Units: The requisition must be saved in Pending status. Once the database agent runs (i.e. every 15 minutes on the quarter hour from 6:00 am - 6:00 pm, Monday - Friday), the requisition will automatically move to the Approver's worklist. If an Approver approves his/her own requisition, it will not move to their worklist.***
127.	**Approving You Own Requisition** An Approver will **not** approve his/her own requisition from the worklist. He/she will navigate to the Approve ChartFields page **immediately** after saving the requisition to approve the requisition. If the Approver **does not** immediately approved his/her requisition, the system will pick u the requisition and route it through Workflow. This will result in the system showing someone has approved the requisition which can cause audit issues. Audit issue are considered undesirable by administration.
128.	The following display after unchecking the Hold From Further Processing and saving the requisition: • **Cancel Requisition** button (big red **X**) in the top right corner of the page; • **Delete Requisition** button on the bottom left side of the page; and • **View Printable Version** link which allows you to print the requisition. ***NOTE: Most end-users will not Cancel or Delete a requisition. Canceling and deleting requisition is mainly done by Purchasing. If you have questions regarding canceling or deleting a requisition, contact your buyer or Purchasing.***
129.	***NOTE to LSUSH, LSUNO and LSUNA only: Requisitions must be Budget Checked by the Department prior to Purchasing sourcing the PO or RFQ. Any requisition that does not have a Valid budget check status will be returned to the Department to run the budget check process.*** The Budget Check process must be run after approval of the requisition. The budget process will "freeze" the chartstring in the requisition.
130.	This completes **Enter a Requisition**. **End of Procedure.**

Add, Change and Delete Comments

Procedure

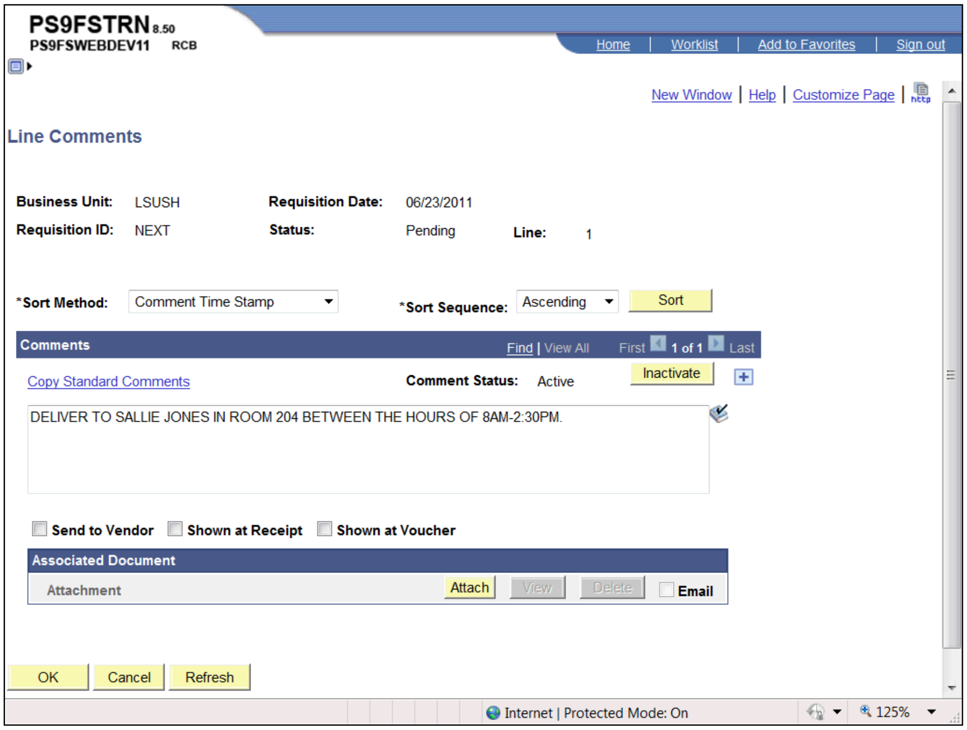
In this topic you will learn how to **Add, Change and Delete Comments**.

Step	Action
1.	**Header Comments** Comments that apply to all line items can be added in the Header section to the Add Comments link. If you need to add new vendor information, vendors suggested for a RFQ, an alternate mailing address, etc., you will add this information to the requisition using the Add Comments link. Any specific shipping or delivery instructions may be added there as well. For this example, comments will be added for a specific line item. Comments are added using the same method at both the Header and Line level.
2.	**Line Comments** Comments can also be added at the line level using Line Comments. When entered as Line Comments, the information will relate to the specific line item only and will display and print with the corresponding line item. The end-user will enter information that applies to a particular line item on the Line Comments page. Some examples of comments that may be added are: if additional space is needed for long descriptions; if there are multiple items being ordered and the shipping or delivery instruction applies to a particular line item, the user may choose to enter the specific shipping or delivery instructions in the Line Comments page for that particular line; etc.).
3.	***NOTE: Shipping and/or delivery instructions for a specific line item should never be added to the Add Ship TO Comments on the Schedule page. Vendor and address information for mailing the PO should never be added at the line level. Vendor and address information for mailing the PO must be entered in the Header section using the Add Comments link.***

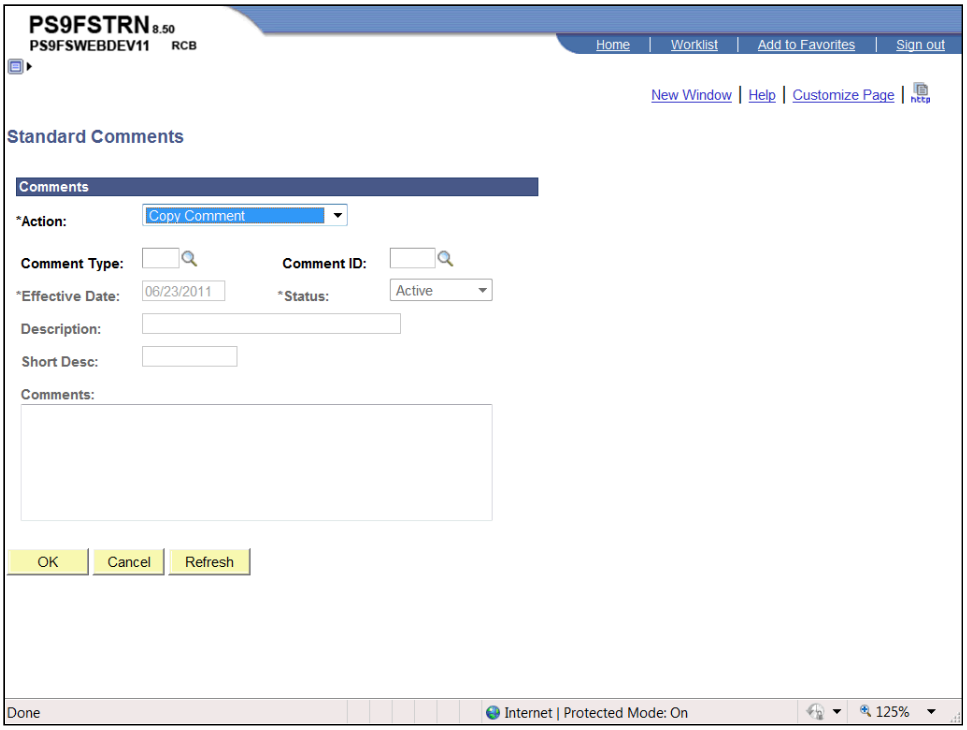


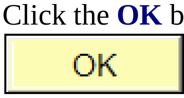
Step	Action
4.	The process for adding comments, whether at the Header or Line level, is the same, so the process demonstrated here is used for both. Click the **Line Comments** button. 
5.	The Comments box on the Line Comments page is a free-text box. You can use the Enter key on your keyboard in the comment box to move to the next line. The Comment box is limited to 2,000 characters. It is recommended the end-user limit comments to 2 or 3 pages in a comment box. If additional space is needed, a new comment box will be added. You can copy and paste information from another application such as Word or the Web. If you need to enter lengthy comments, you can also elect to send the information via e-mail or deliver a hard copy to Purchasing. The Requisition ID must be noted on the document if either of these options is used.
6.	Enter the desired information into the field. Enter "**DELIVER TO SALLIE JONES IN ROOM 204 BETWEEN THE HOURS OF 8AM-2:30PM.**".

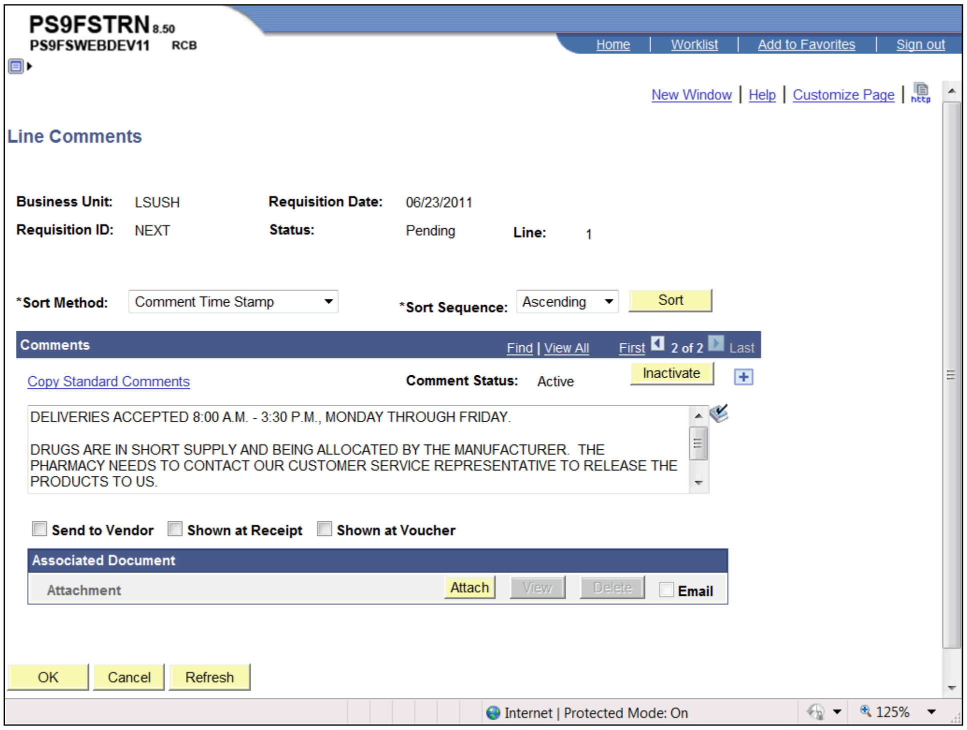
Step	Action
7.	A spell check option is available on the Line Comments page. The same method as used in Word to spell check is used in PeopleSoft. Click the **Spell Check Comments (Alt+5)** graphic. 
8.	Misspelled words are highlighted and can be ignored, Changed or Added. Click the **Ignore** button. 
9.	Click the **OK** button. 

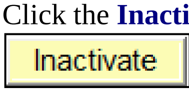
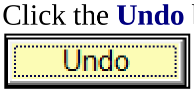


Step	Action
10.	**Standard Comments** You can insert pre-defined comments using the **Copy Standard Comments** link. If more comment space is needed, you can add comment boxes. There is no limit on the number of comment that can be added. Click the **Add a new row at row 1** button. 
11.	Added rows are independent of each other, so documents added to one row will not display on another. Use the arrows to move from row to row. The View All link can also be used to view all rows at one time.
12.	Click the **Copy Standard Comments** link. ***NOTE: The Copy Item Specs option is not used.*** Copy Standard Comments

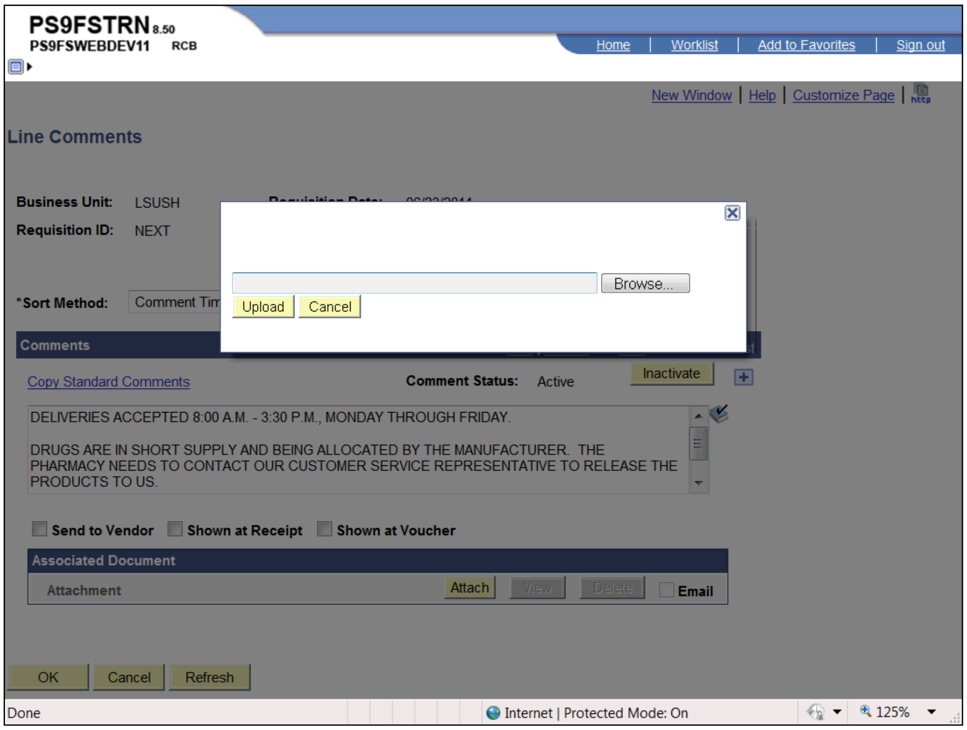


Step	Action
13.	Click the **Comment Type** button. 
14.	Click the **DEL** link.
15.	Click the **Comment ID** button. 
16.	Click the **DEL** link. 
17.	Click the **OK** button. 
18.	You can edit the comments by clicking in the comment box and making the necessary changes.

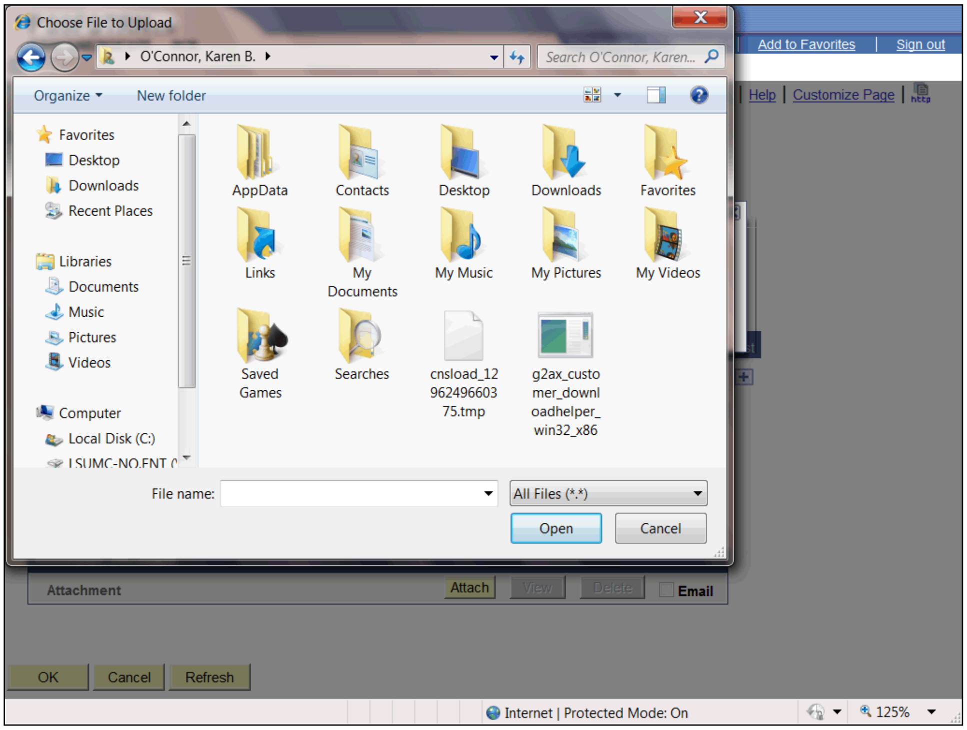


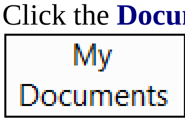
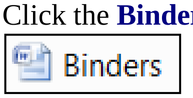
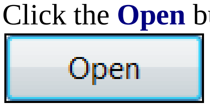
Step	Action
19.	**Delete Comments** Comments boxes are never really deleted from the system. You can prevent a comment box from displaying and printing by clicking the Inactivate button. This will cause the comment box to be grayed out. The inactive comment box will continue to be seen on the page until you navigate away from it. Click the **Inactivate** button. 
20.	A comment can be reactivated by clicking the Undo button. However, if you navigate away from the page prior to reactivating the comment, you will have to re-enter the comment information. Click the **Undo** button. 
21.	The **Send to Vendor**, **Shown at Receipt** and **Shown at Voucher** check boxes will remain blank. Purchasing will check these boxes if needed.
22.	Documents can be attached to the requisition as well. Currently no documents are attached to the requisition, which is indicated by the word Attachment being grayed out.

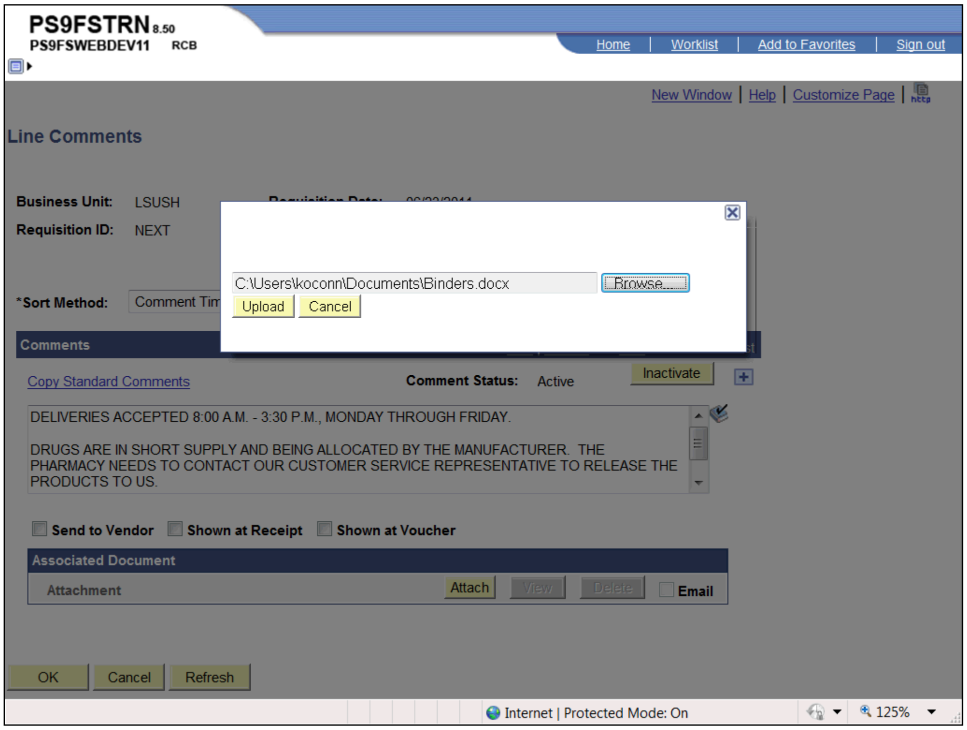
Step	Action
23.	Click the **Attach** option. Attach

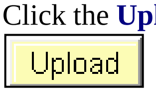


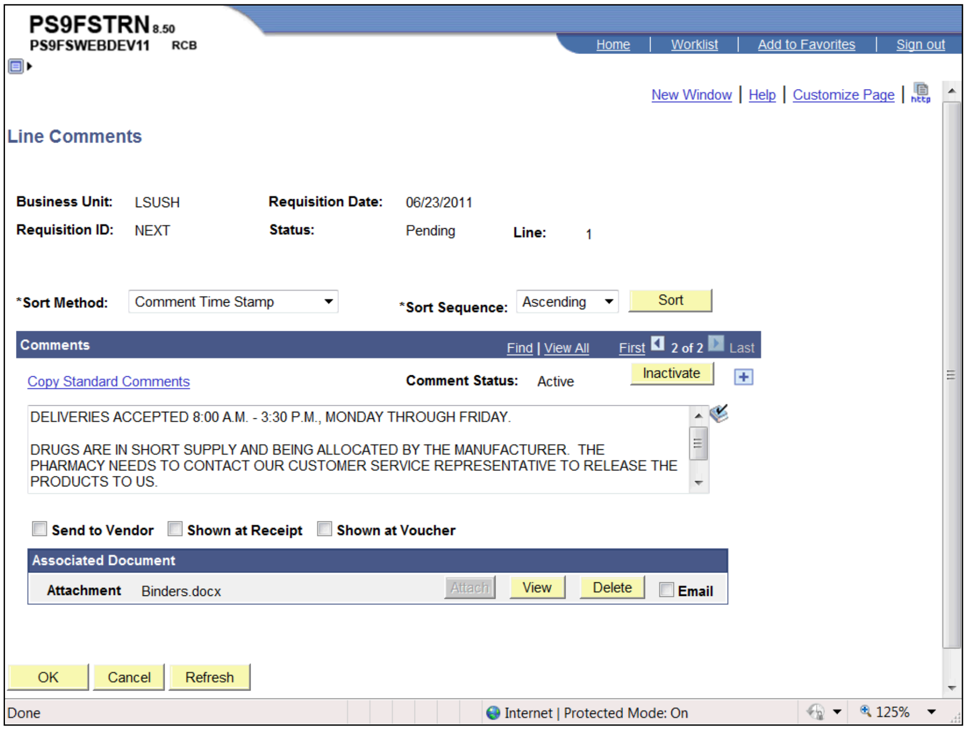
Step	Action
24.	Enter the file location and name in the blank field, or click the Browse button to search for the file in your directory. Click the **Browse...** button. Browse...

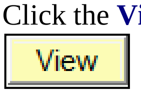


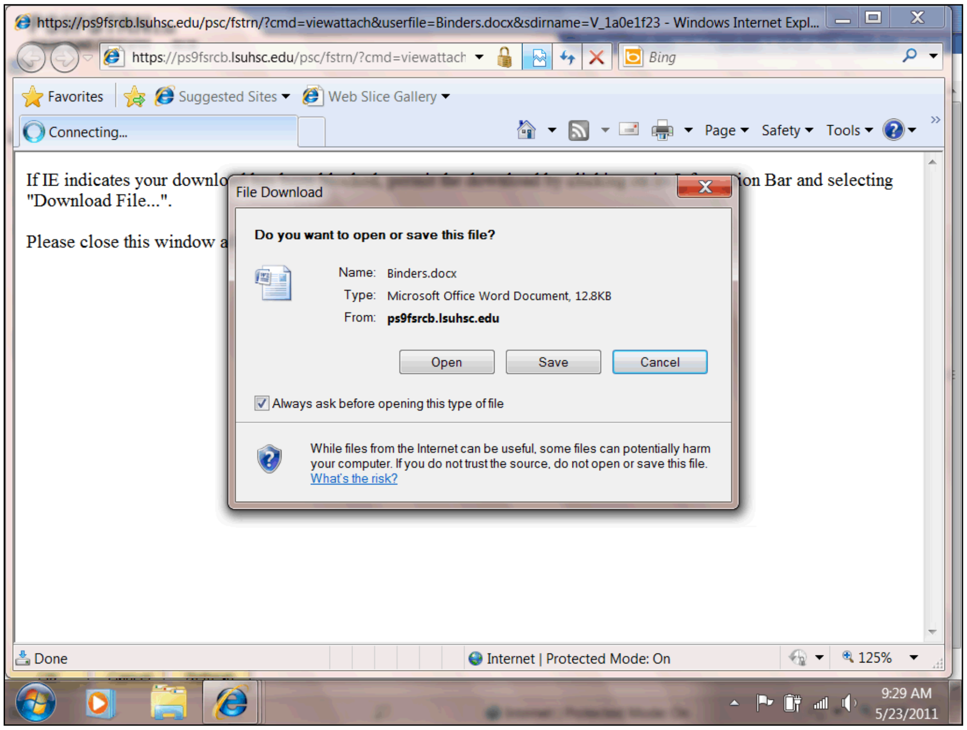
Step	Action
25.	Click the **Documents** button. 
26.	Click the **Binders** list item. 
27.	Click the **Open** button. 
	or Press **[Alt+O]**.

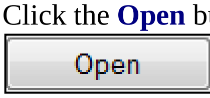


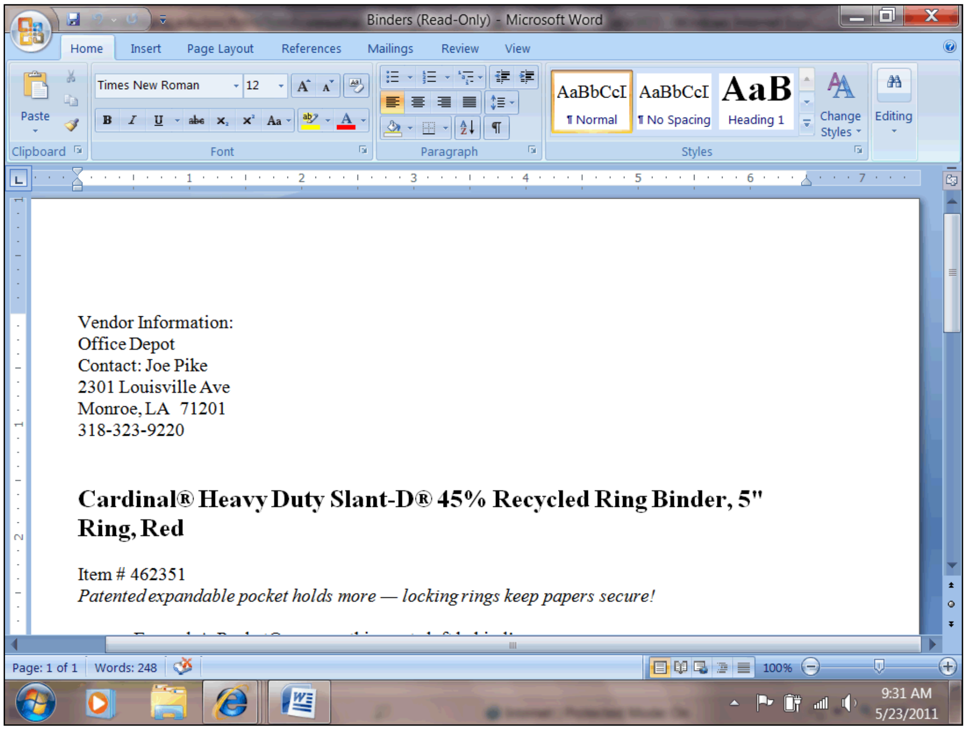
Step	Action
28.	Click the **Upload** button. 
29.	The name of the attached document displays to the right of the word Attachment. The Attach button is grayed out and the View and Delete button are now active. ***NOTE: Once the attachment is added, the requisition <u>must</u> be saved. For <u>training purposes only</u>, you will not save the requisition until later in the exercise.***



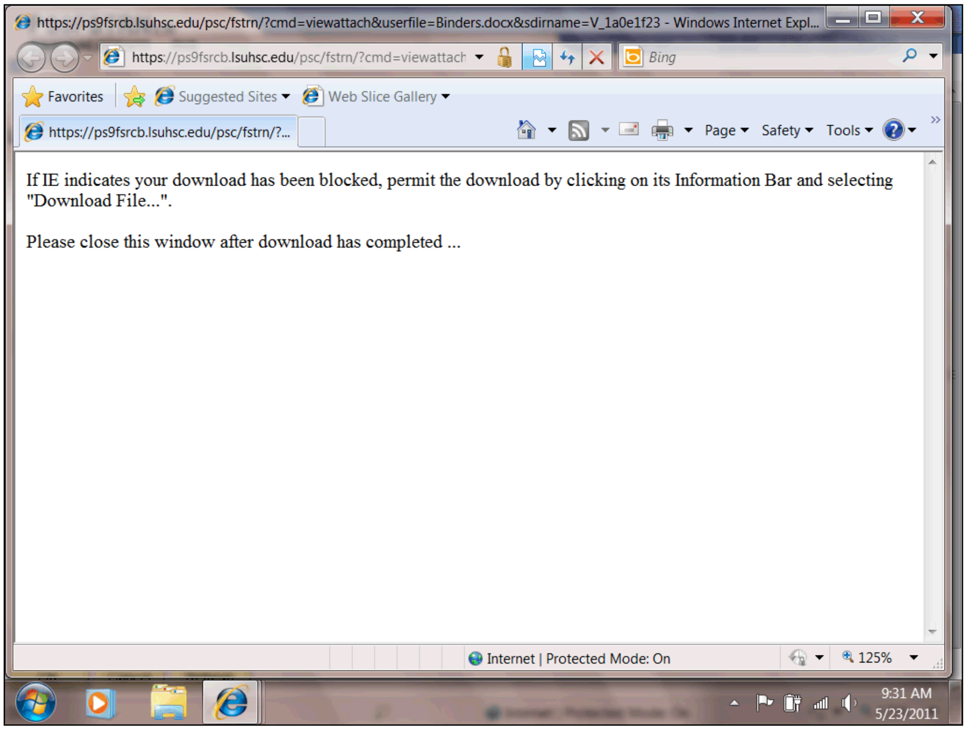
Step	Action
30.	Click the **View** button to view the document. This will open a new window. 
31.	Click the **To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...**.
32.	Click the **Download File...** menu. 



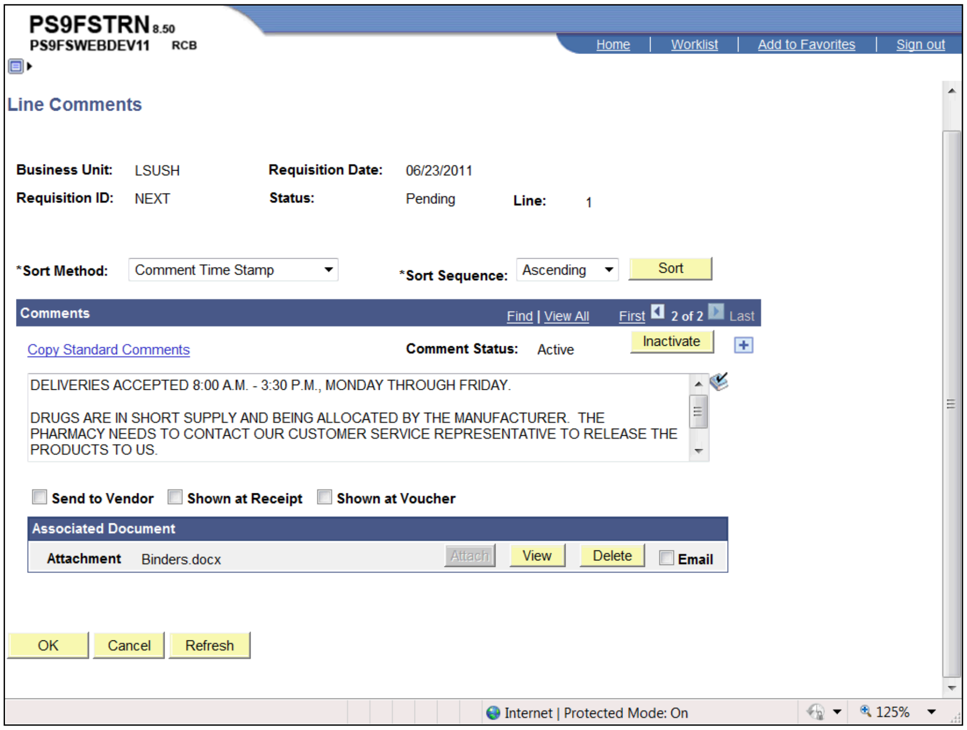
Step	Action
33.	Click the **Open** button. 

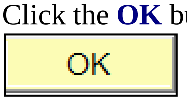
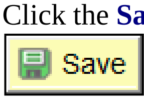


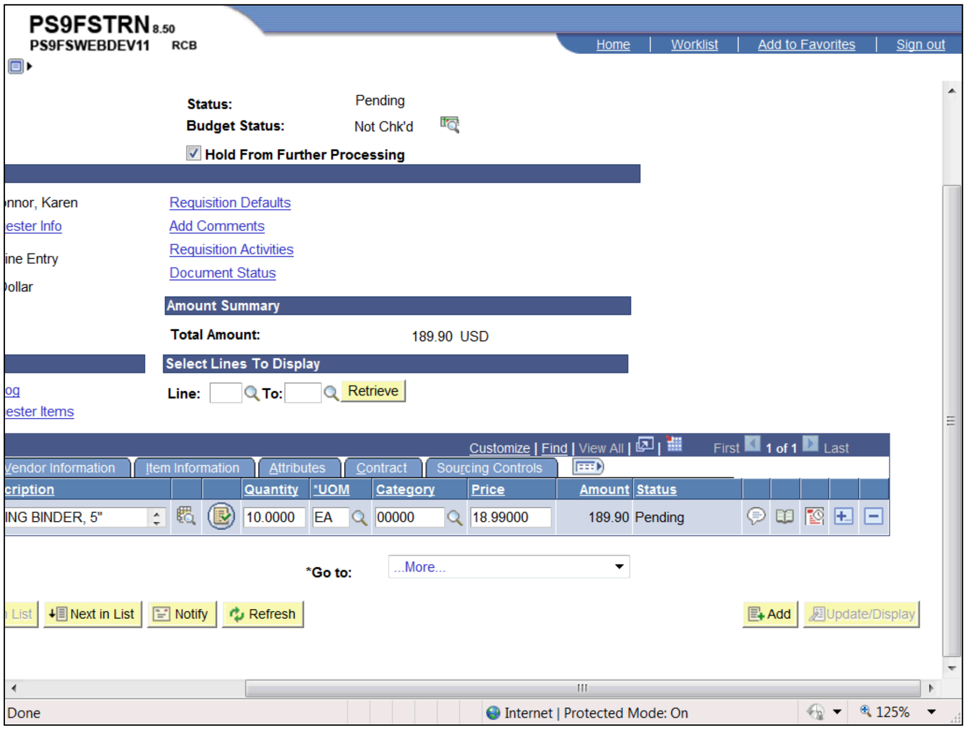
Step	Action
34.	**<u>No</u> <u>changes</u>** can be made to the document once it is attached to the requisition. If changes to the document are required, delete the attachment, make the changes to the original document and then attach the revised document to the requisition. Click the **Close** button. 



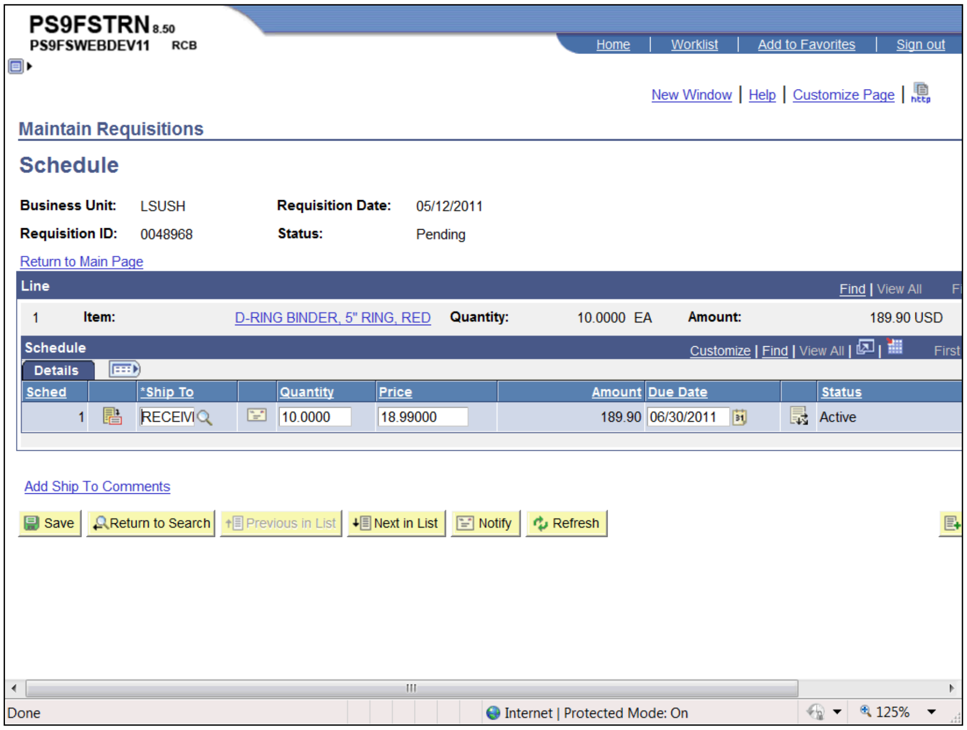
Step	Action
35.	Click the **Close** button. 
36.	If the wrong attachment is added, the document can be removed by clicking the Delete button. You must then exit the Line Comments page and Save the requisition for the document to be deleted.



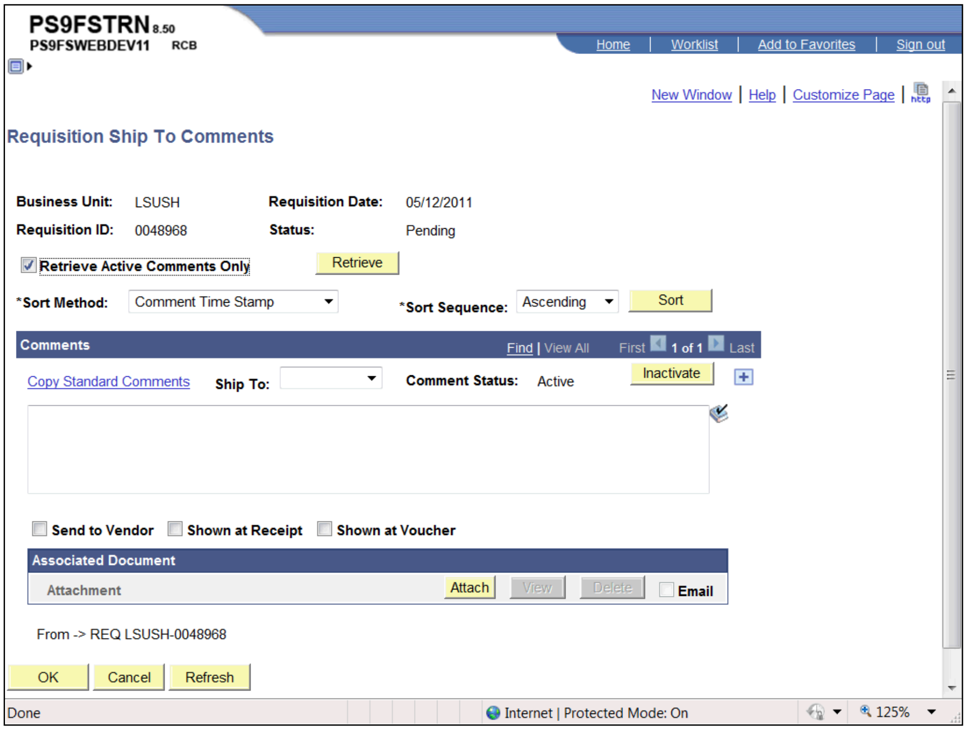
Step	Action
37.	Click the **OK** button. 
38.	Changes made on the Line Comments page must be saved to the requisition. Click the **Save** button. 



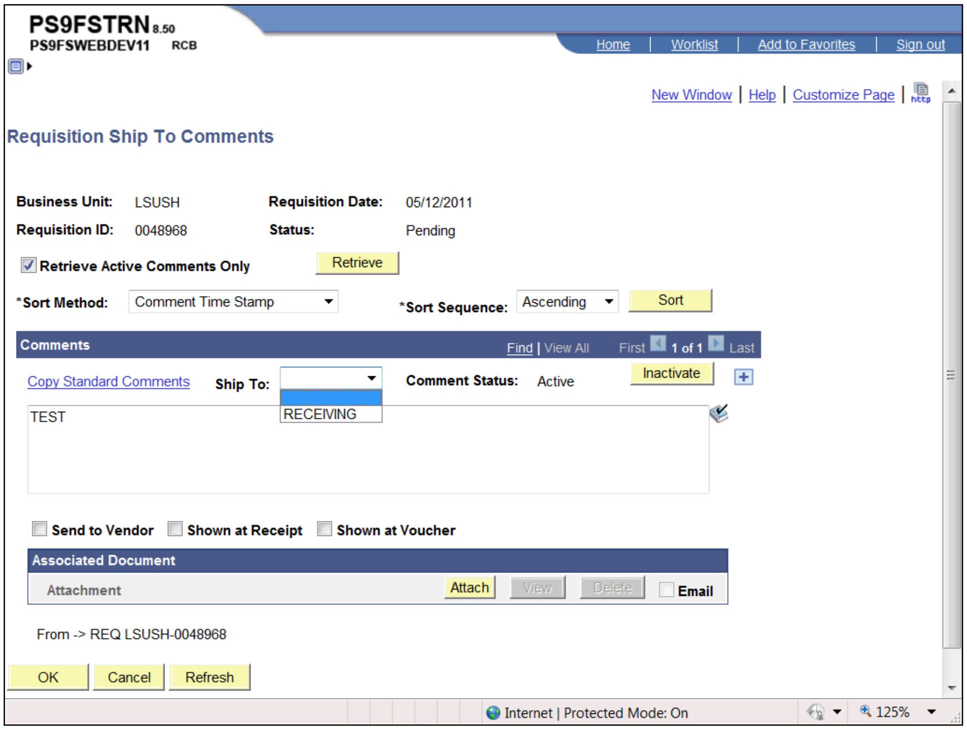
Step	Action
39.	Click the **Schedule...** button. 



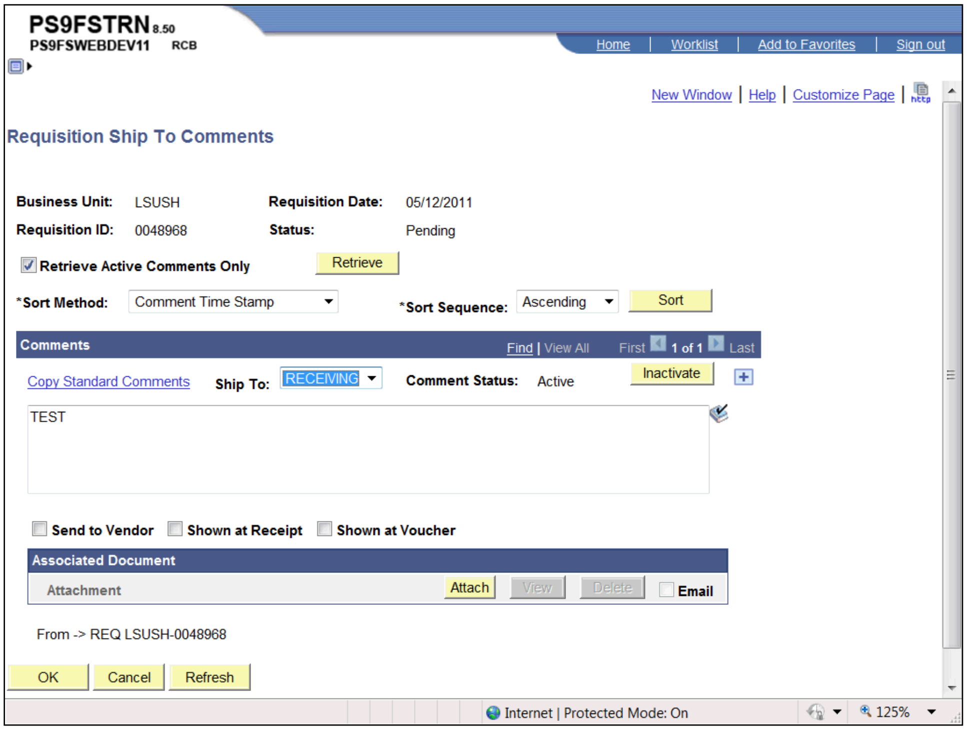
Step	Action
40.	Click the **Add Ship To Comments** link. Add Ship To Comments



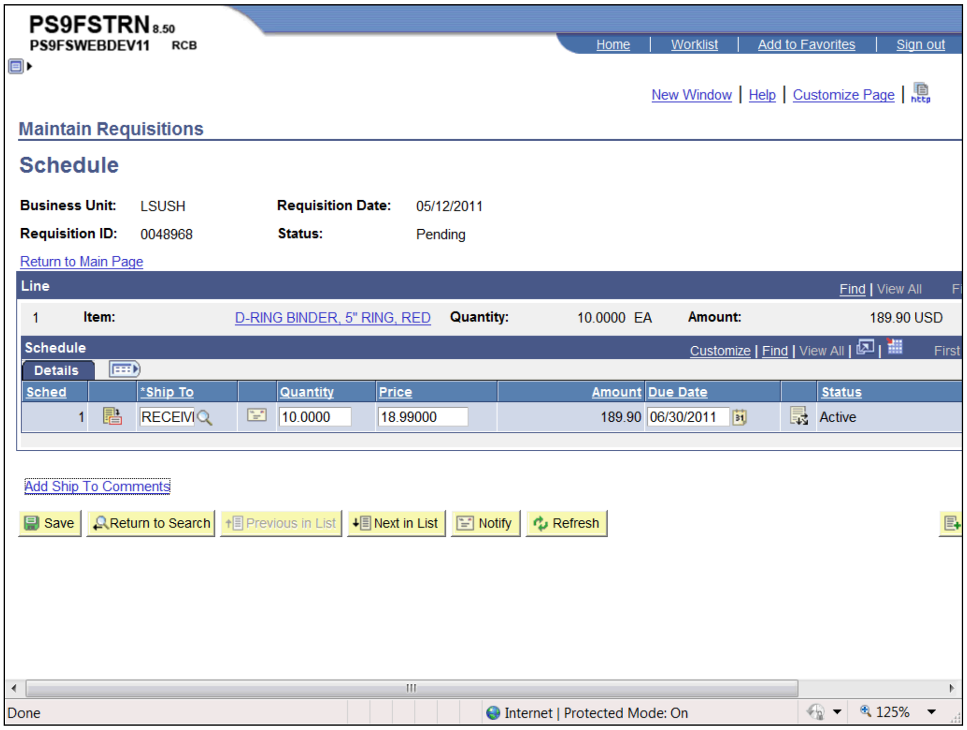
Step	Action
41.	The only difference between the **Add Ship To Comments** and the Line Comments page is the Copy Item Specs link is missing. In place of this link is the Ship To: field. Enter the desired information into the **Comments** field. Enter "**TEST**".



Step	Action
42.	Click the **RECEIVING** list item. RECEIVING



Step	Action
43.	Normally, you would click the OK button to return to the Schedule page. For **training purposes only**, click the **Cancel** button. Cancel

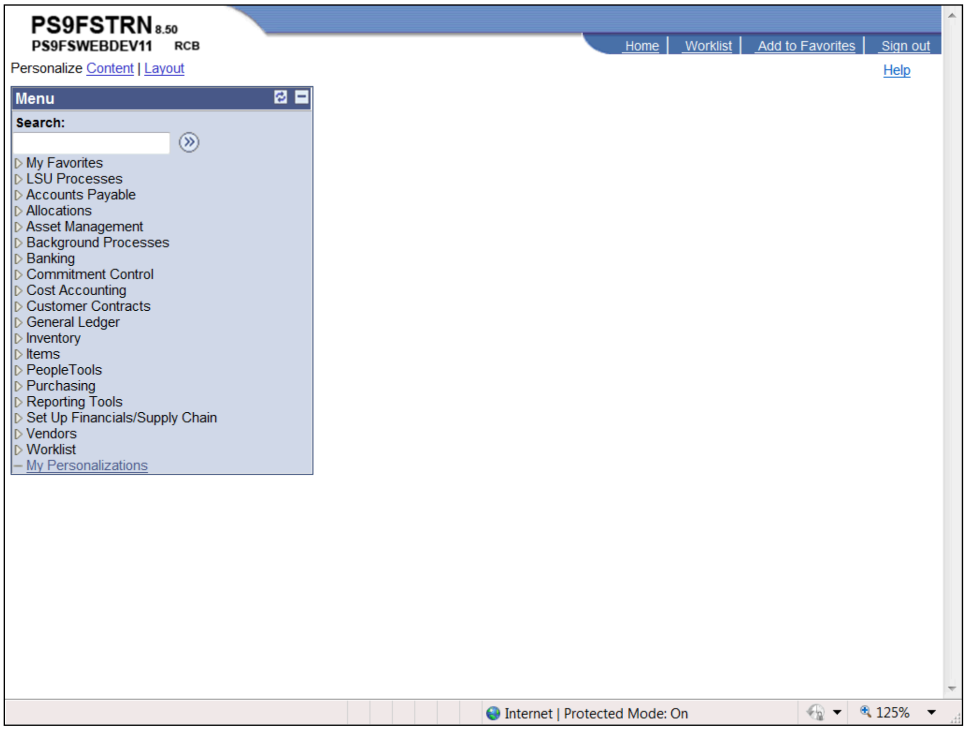


Step	Action
44.	Click the **Return to Main Page** link. Return to Main Page
45.	This completes **Add, Change and Delete Comments**. **End of Procedure.**

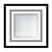
Enter a Contract Requisition

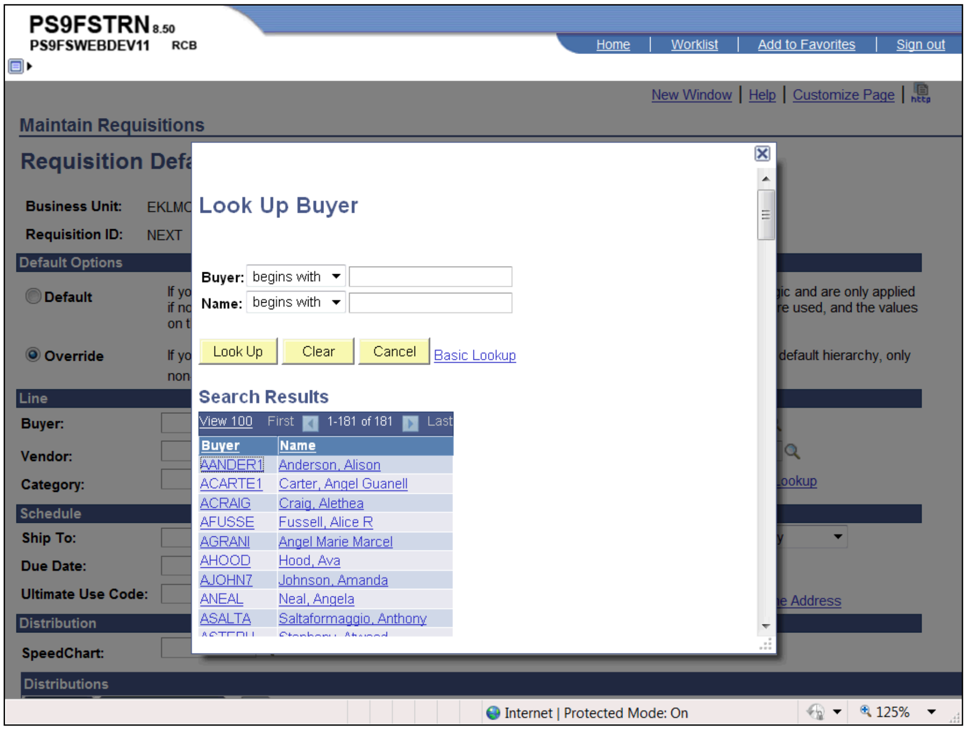
Procedure

In this topic you will learn how to **Enter a Contract Requisition**.

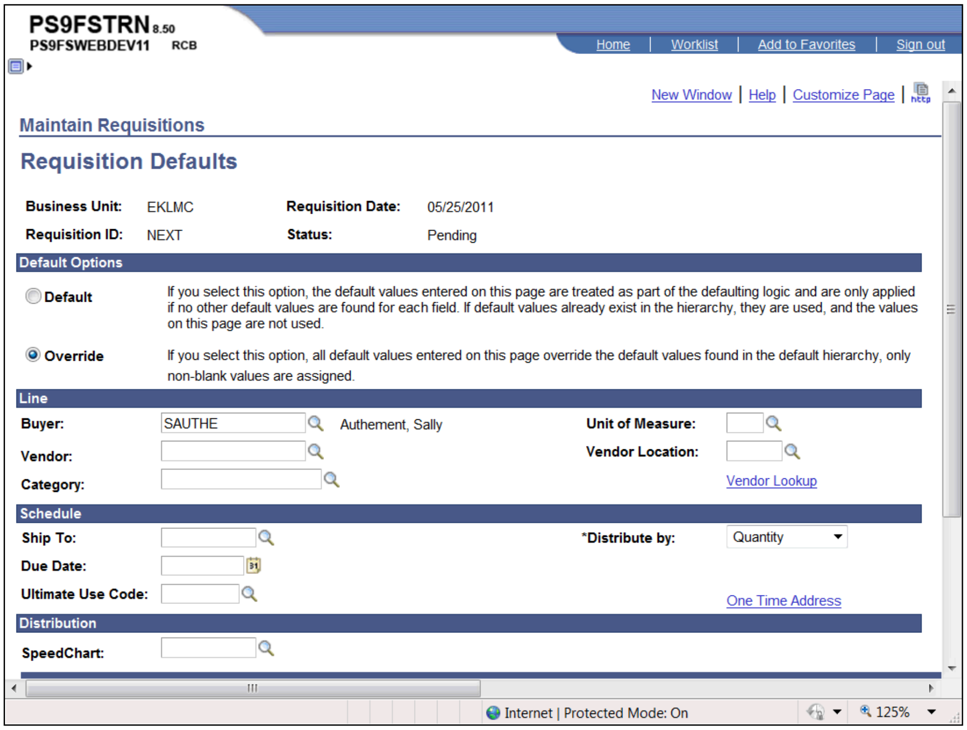


Step	Action
1.	Click the **Purchasing** link. Purchasing
2.	Click the **Requisitions** link. Requisitions
3.	Click the **Add/Update Requisitions** link. Add/Update Requisitions
4.	Click the **Add** button. Add
5.	Checking the Hold From Further Processing box prevents the requisition from being routed to the Approver's worklist. As long as the Hold From Further Processing is checked, the Approve cannot approve the requisition. It also allows the user to close the requisition and re-open it at a later time to continue working on it. It is imperative for you to uncheck the Hold From Further Processing box once the requisition is complete so that it can move forward in the purchasing process.

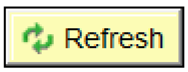
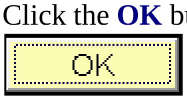
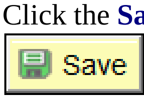
Step	Action
6.	Click the **Hold From Further Processing** option. 
7.	Click the **Requisition Defaults** link. 
8.	You can enter the Buyer's User ID or search for it using the Look up Buyer button. The Buyer User ID **<u>must</u>** be entered in ALL CAPS. Click the **Look up Buyer** button. 

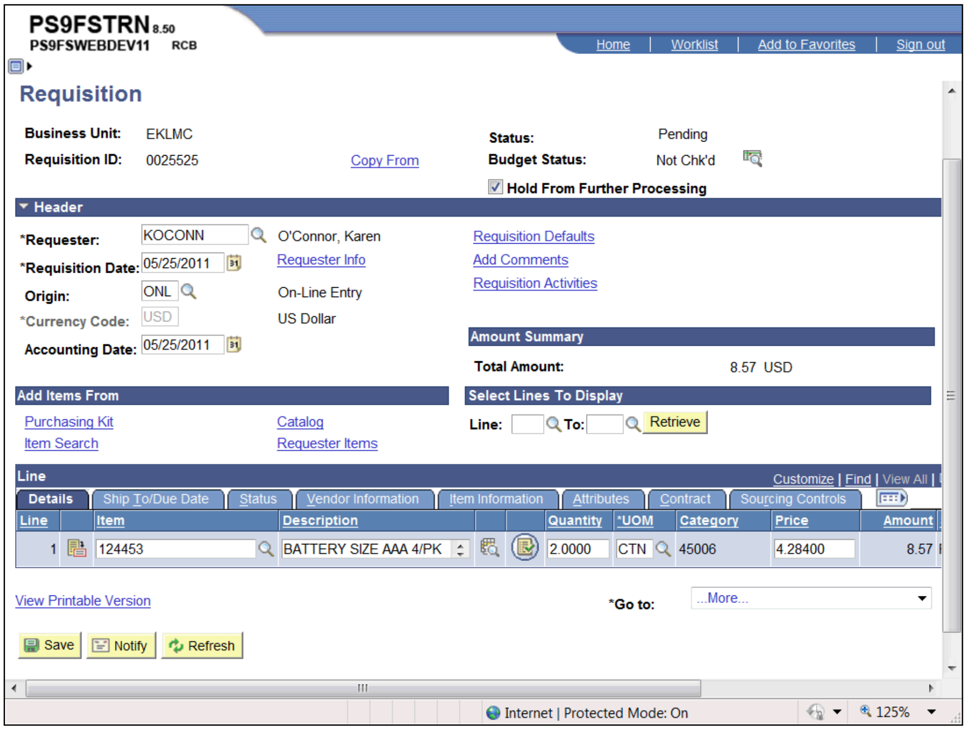


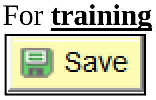
Step	Action
9.	Enter the desired information into the **Name** field. Enter "**authement**".
10.	Click the **Look Up** button. Look Up
11.	Click the **SAUTHE** link. SAUTHE Authement, Sally



Step	Action
12.	Enter the desired information into the **Vendor:** field. Enter "**0000017033**".
13.	Click the **Look up Ship To** button. 
14.	Click the **ELRCV - EKLMC Receiving** link. ELRCV EKLMC Receiving
15.	The Due Date is the expected delivery date. For contract requisitions, this will be three (3) days from the requisition date. Enter the desired information into the **Due Date:** field. Enter "**053111**".
16.	Enter the desired information into the **Account** field. Enter "**546700**".
17.	Enter the desired information into the **Dept** field. Enter "**2018710**".
18.	Enter the desired information into the **Location** field. Enter "**2018710**".
19.	If item(s) being purchased is to be charged to a Project/Grant, enter the Project/Grant number in the Project field. ***NOTE: Entering a Project/Grant number requires the Fund code be 113, 115, 116, etc.***
20.	Click the **OK** button. OK

Step	Action
21.	Click the **Contract ID/Line Search** button. 
22.	Enter the desired information into the **Contract ID** field. Enter "**009999**".
23.	Enter the desired information into the **Contract Line** field. Enter "**42535**".
24.	Click the **Refresh** button. 
25.	Click the **Return Main Page** link. 
26.	Enter the desired information into the **Quantity** field. Enter "**2**".
27.	It is recommended the page be refreshed after each line is entered to verify the information. Click the **Refresh** button. 
28.	If multiple items are being ordered, you can add lines to the requisition. Blank lines **cannot** be saved, so it is recommended you add only the number of lines needed. Click the **Add multiple new rows at row 1** button. 
29.	Click the **OK** button. 
30.	Generally you will enter items using steps 19 - 26. For **training purposes only**, click the **Delete row 2** button. 
31.	Click the **OK** button. 
32.	Click the **Save** button. 
33.	When the requisition is saved for the first time, the Requisition ID will change from NEXT to a number. For contract requisitions, the Requisition ID is the PO number.



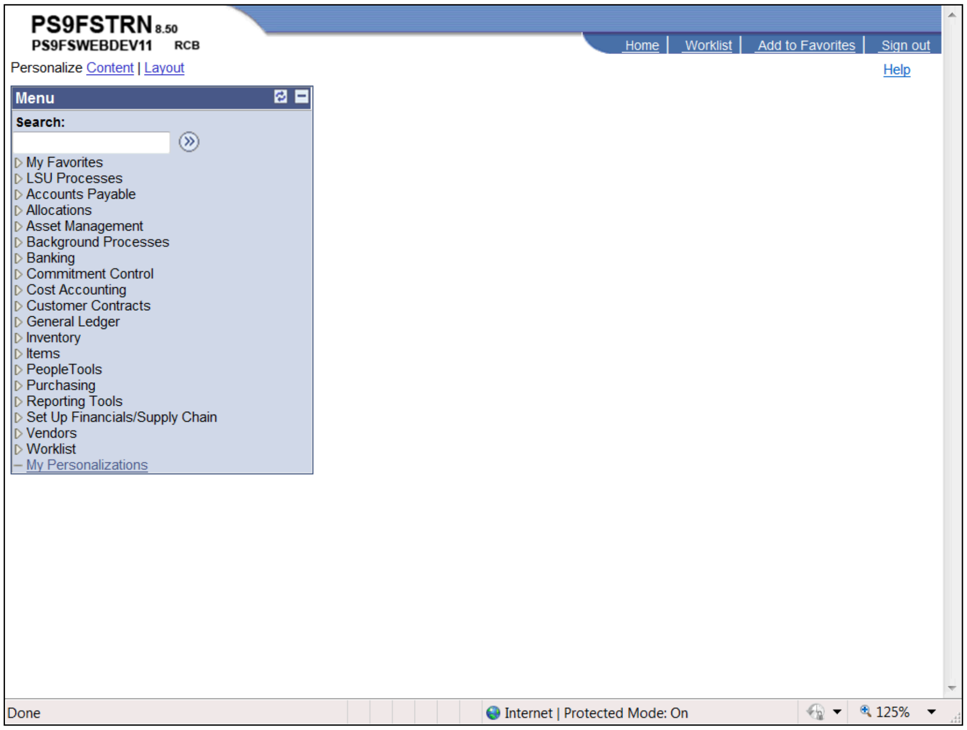
Step	Action
34.	The requisition is not complete, leave the Hold From Further Processing box checked to prevent the requisition from being routed to the Approver's worklist. If the requisition is complete, the Hold From Further Processing box **must** be unchecked to move forward in the purchasing process. Click the **Hold From Further Processing** option. 
35.	Click the **Save** button. For **training purposes**, record the Requisition ID number for use in other exercises. 
36.	This completes **Enter a Contract Requisition**. **End of Procedure.**

View the Requisition Activity Log

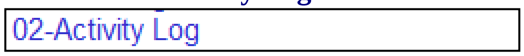
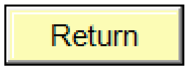
Procedure

In this topic you will learn how to **View the Requisition Activity Log**.

Step	Action
1.	The Activity Log provides information on who entered and/or modified the requisition and who approved the requisition. It also provides the date and time each action was completed.



Step	Action
2.	Click the **Purchasing** link. Purchasing
3.	Click the **Requisitions** link. Requisitions
4.	Click the **Add/Update Requisitions** link. Add/Update Requisitions
5.	Click the **Find an Existing Value** tab. Find an Existing Value
6.	Enter the desired information into the **Requester:** field. Enter "**koconn**".
7.	Click the **Search** button. ***NOTE: The search results will display at the bottom of the page.*** Search
8.	Select the requisition you wish to view the list displayed. Click the **0048968** link. 0048968

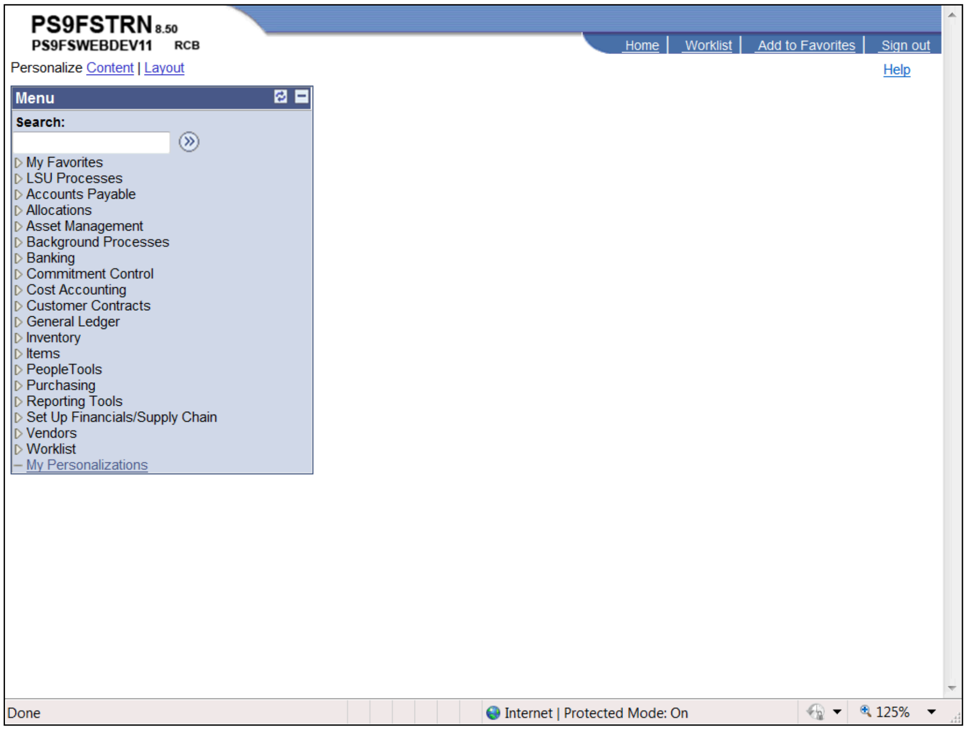
Step	Action
9.	Click the button to the right of the ***Go to:** field. 
10.	Click the **02-Activity Log** list item. 
11.	Click the **Return** button. 
12.	This completes **View the Requisition Activity Log**. **End of Procedure.**

Access the Process Monitor

Procedure

In this topic you will learn how to **Access the Process Monitor**.

Step	Action
1.	The speed with which a process runs will vary and depend on circumstances such as the type of process run, amount of network traffic, etc. The process may be delayed as a result of several end-users running processes and/or printing at the same time. End-users should monitor the status of their processes in the Process Monitor.
2.	Requisitions **must** be **requested and printed one at a time** by each end-user to prevent blocking of the database. End-users **must** confirm whether he/she has a requisition print process running, and monitor the status of the request in the Process Monitor. The Process Monitor can be accessed using the View Printable Version link on the Maintain Requisitions page as well as from the main menu.



Step	Action
3.	Click the **PeopleTools** link. ▷ PeopleTools
4.	Click the **Process Scheduler** link. ▷ Process Scheduler
5.	Click the **Process Monitor** link. – Process Monitor
6.	The Process List displays all of the processes the end-user has requested with the most current request listed first.
7.	The end-user may select the number of days, hours, minutes, etc. activity to display in the Process List. If the number of days is changed, the user should click the Refresh button to update the page.
8.	The Run Status indicates the where the print request is in the process. The following Run Statuses are used: **Queued** - the process is waiting in line to process; **Initiated** - the process is begun; **Processing** - the system is running the request; **Success** - the process has ran successfully; **No Success** - the process did not run successfully; **Cancel** - the process has been canceled; and **Error** - the request encountered a error when processing.

Step	Action
9.	A completed process will have a Run Status of Success and a Distribution Status of Posted. Click the Refresh button every 10 - 15 seconds to refresh the page to complete the process. Click the **Refresh** button. Refresh
10.	If a print request has a Run Status of Initiated or Processing for more than ten minutes, the process may be stalled. Contact the Help Desk for assistance. The user should first view the process details and note the Instance Number for the print request. Click the **Details** link. Details
11.	**Update Process Options** You should **not** Cancel a process until you have spoken with the Help Desk. Canceling the process will prevent the Help Desk from determining the cause of the delay. End-users will **never** Delete a request. Deleting a process will cause problems in the database.
12.	In this example, neither the Cancel Request nor Delete Request option is available. The radio button to the left of the process option will be bold rather than grayed out.
13.	The Message Log will be reviewed first before any other actions are taken. Click the **Message Log** link. Message Log
14.	Note the Instance number and any error messages that display. Click the **Return** button. Return
15.	Click the **OK** button. OK
16.	If the process is canceled, you **must** save the changes before attempting to re-print the requisition. Click the **Save** button. Save

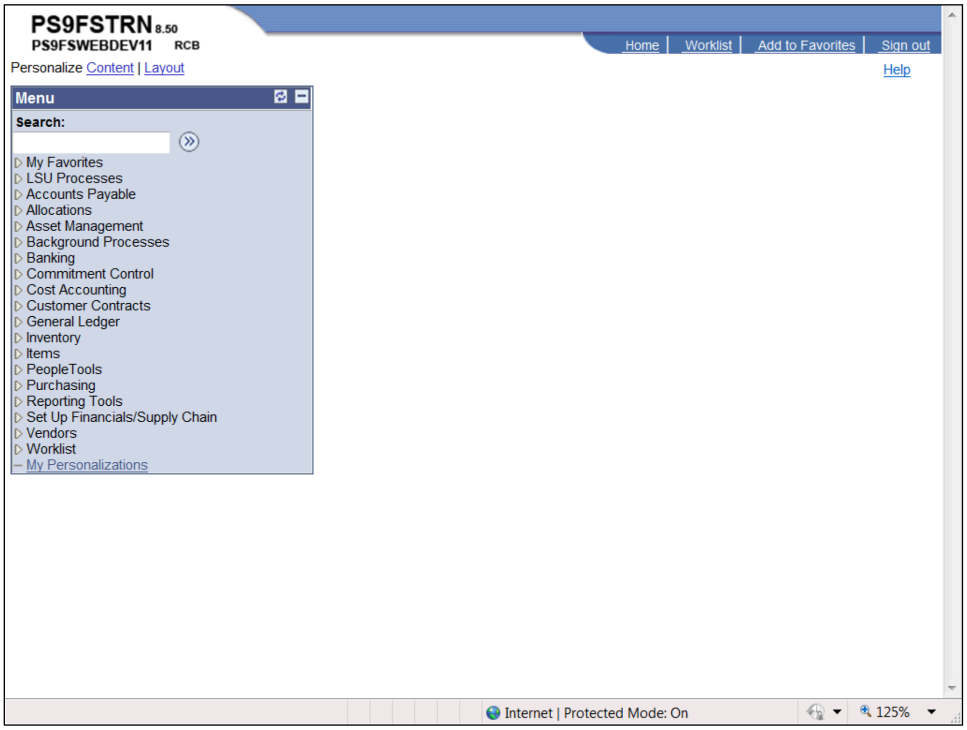
Step	Action
17.	This completes **Access the Process Monitor**. **End of Procedure.**

Print a Requisition

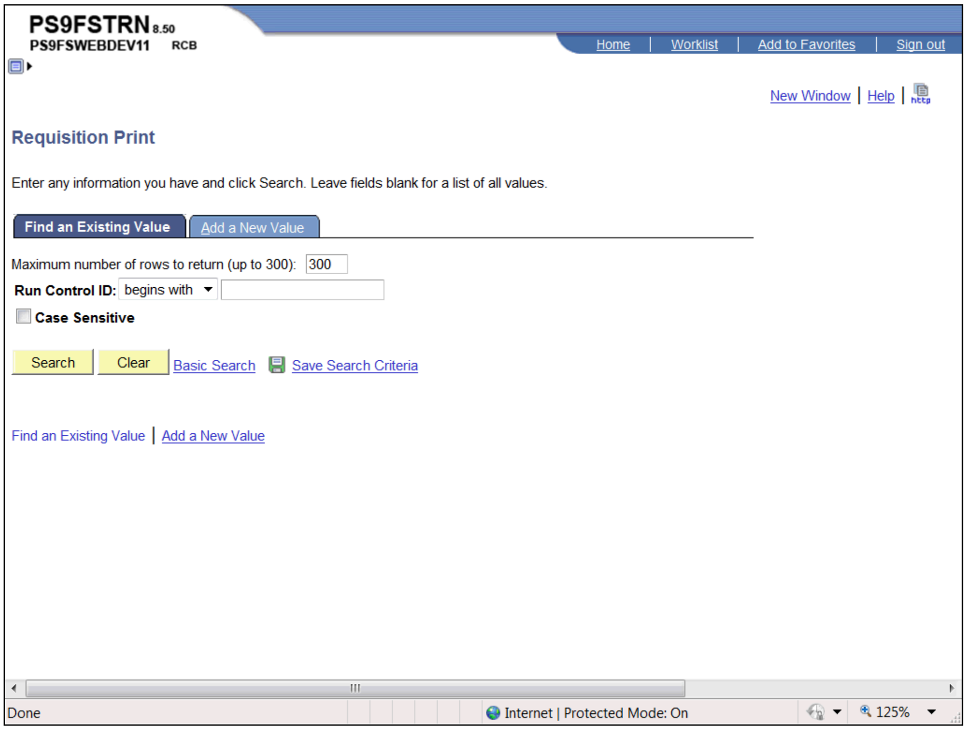
Procedure

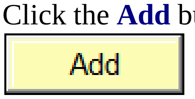
In this topic you will learn how to **Print a Requisition**.

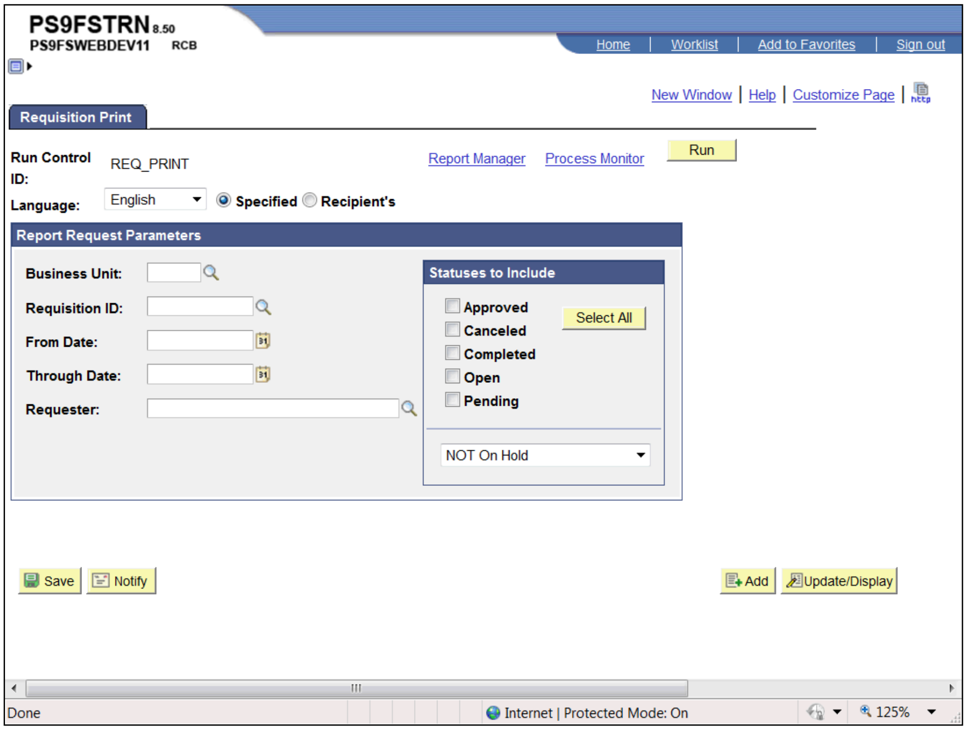
Step	Action
1.	Requisition must be requested and printed one at a time by each end-user to prevent blocking of the database. The speed with which a requisition will print will vary depending on network traffic, the type of process run, etc. An end-user must confirm whether he/she has a Requisition Print Process running before initiating a new print request. The Process Monitor can be used to view and monitor a print request. You can access the Process Monitor using one of the following methods: 1. Navigate directly to the Process Monitor from the main menu; or 2. Click the Process Monitor link on the Requisition Print page.

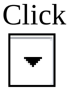


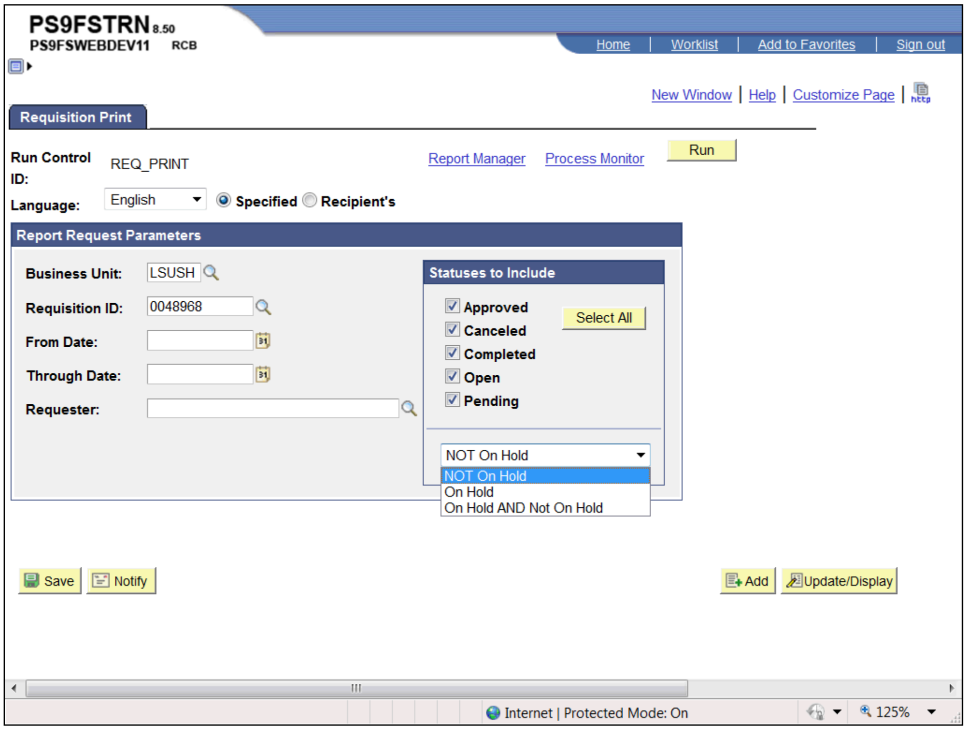
Step	Action
2.	Click the **Purchasing** link. ▷ Purchasing
3.	Click the **Requisitions** link. ▷ Requisitions
4.	Click the **Reports** link. ▷ Reports
5.	Click the **Print Requisition** link. – Print Requisition
6.	The first time you print a requisition, you must create a Run Control ID. A Run Control ID is: 1. Specific to the end-user's User ID; 2. Must be one continuous string of words; 3. Can connect multiple words using an underscore; 4. Cannot have any blank spaces; and 5. Cannot use any special characters. When printing future requests, you can select the Run Control ID previously established.



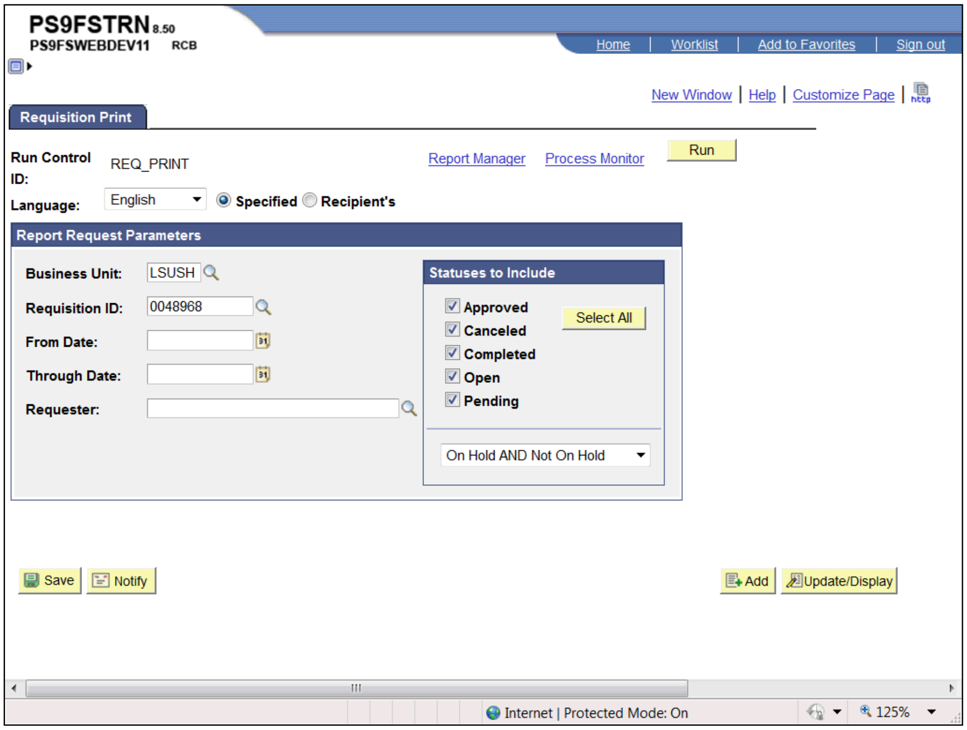
Step	Action
7.	Click the **Add a New Value** link to add a Run Control ID. 
8.	Enter the desired information into the **Run Control ID** field. Enter "**REQ_PRINT**".
9.	Click the **Add** button. 
10.	You will select Report Request Parameters and save them to the Requisition Print page. When printing future requisitions, it will only be necessary to change the Requisition ID. All other fields will remain as previously selected.
11.	Default parameters will be selected for the following field **only**: 1. Business Unit; 2. Requisition ID; and 3. Statuses to Include. The From Date, Through Date and Requester fields will remain blank.

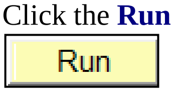


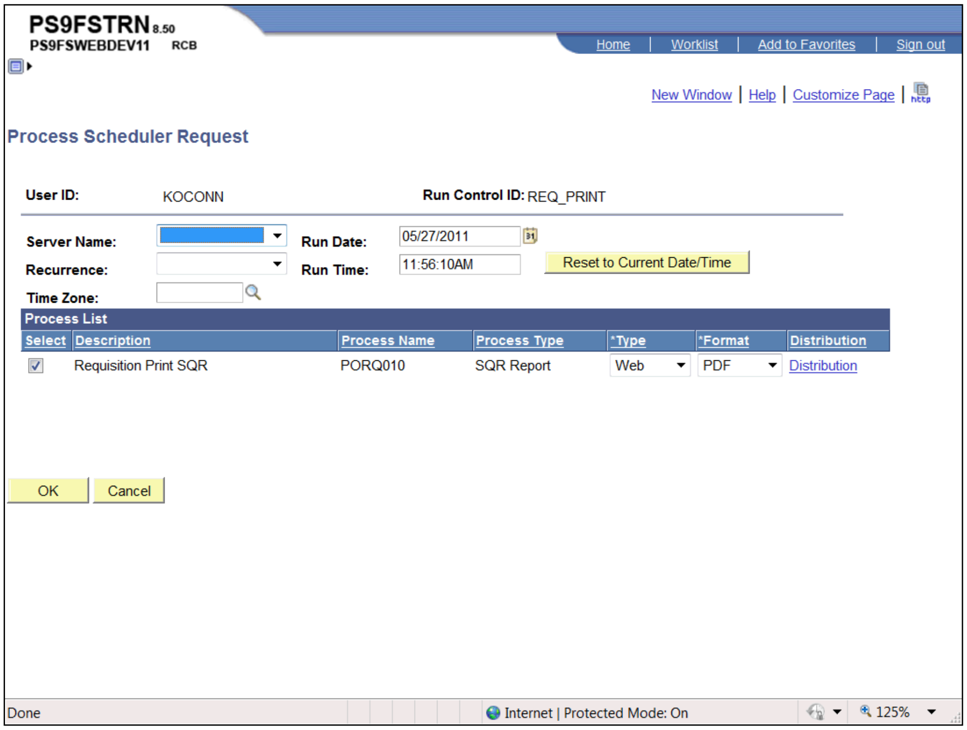
Step	Action
12.	Enter the desired information into the **Business Unit** field. Enter "**LSUSH**".
13.	Enter the desired information into the **Requisition ID** field. Enter "**0048968**".
14.	It is recommended that you do not select single parameters for Statuses to Include. For example, if you have not unchecked the Hold From Further Processing box and select only the Approved option, the requested print will not display in the Report Manager because the requisition has not been approved as yet. Click the **Select All** button. Select All
15.	Click the button to the right of the **NOT on Hold** field. 



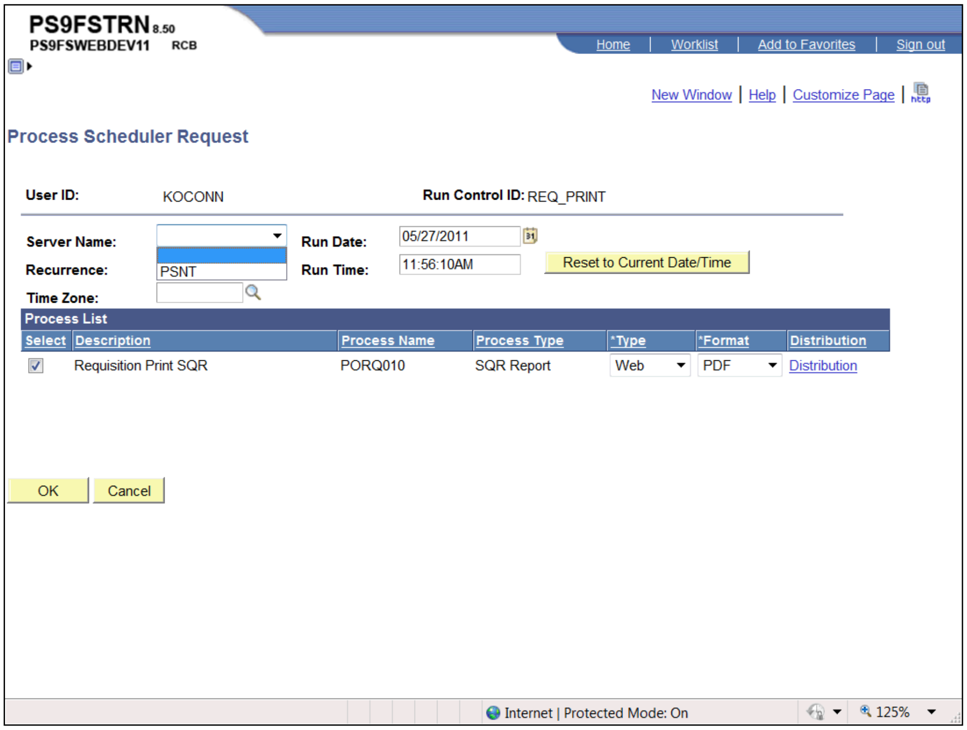
Step	Action
16.	Click the **On Hold AND Not On Hold** list item. On Hold AND Not On Hold



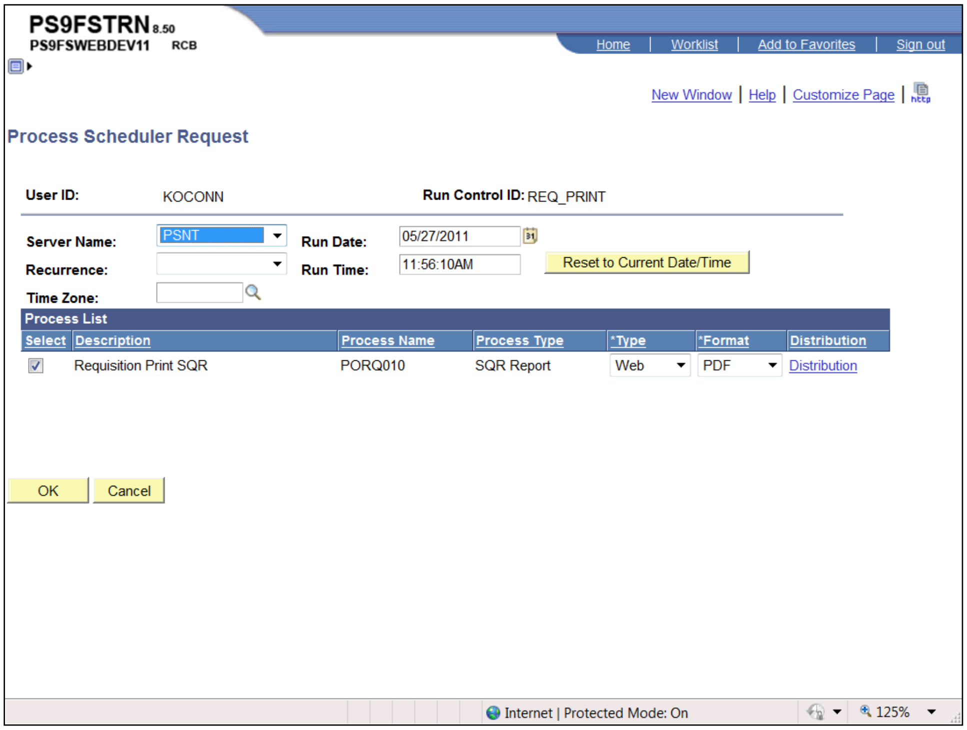
Step	Action
17.	Click the **Run** button. 

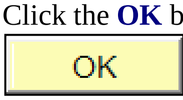


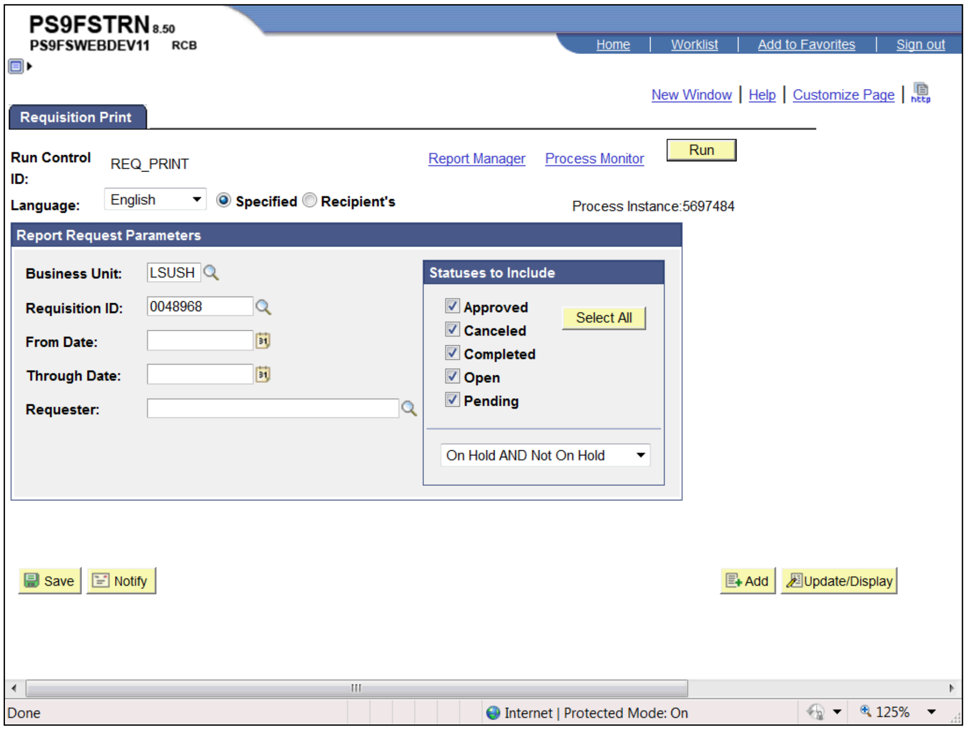
Step	Action
18.	Click the button to the right of the **Server Name** field.



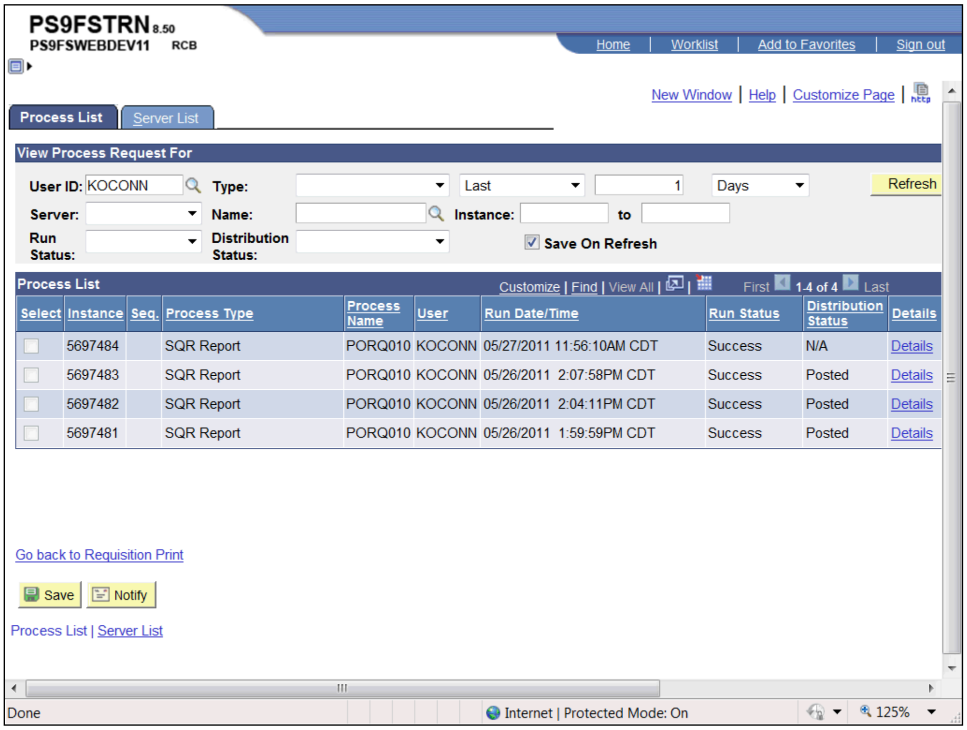
Step	Action
19.	Click the **PSNT** list item. PSNT



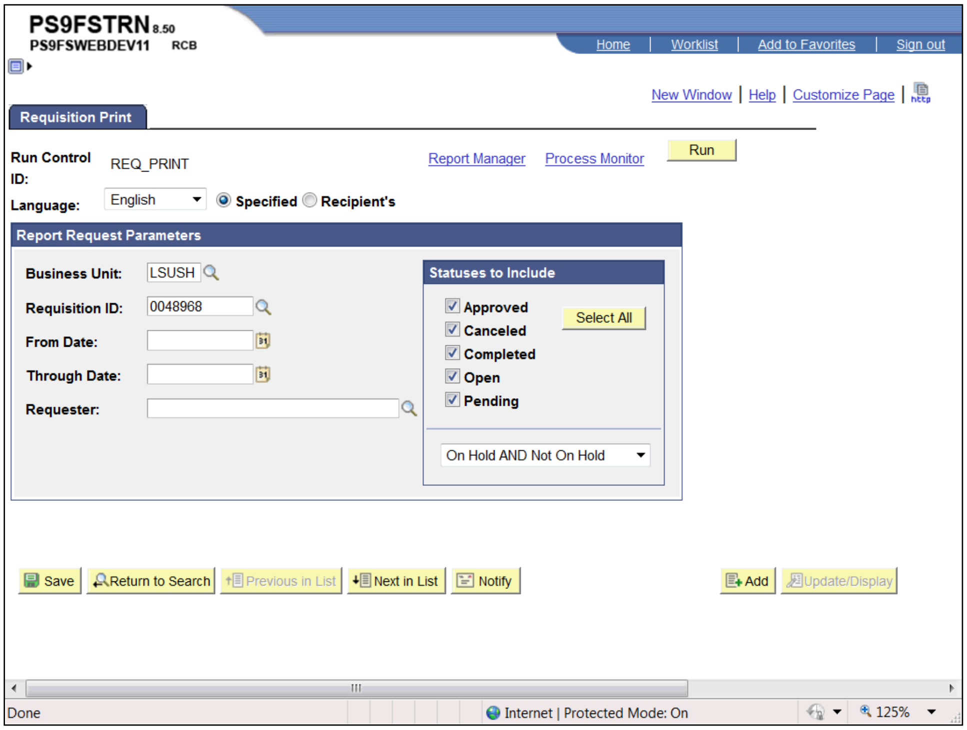
Step	Action
20.	Click the **OK** button. 



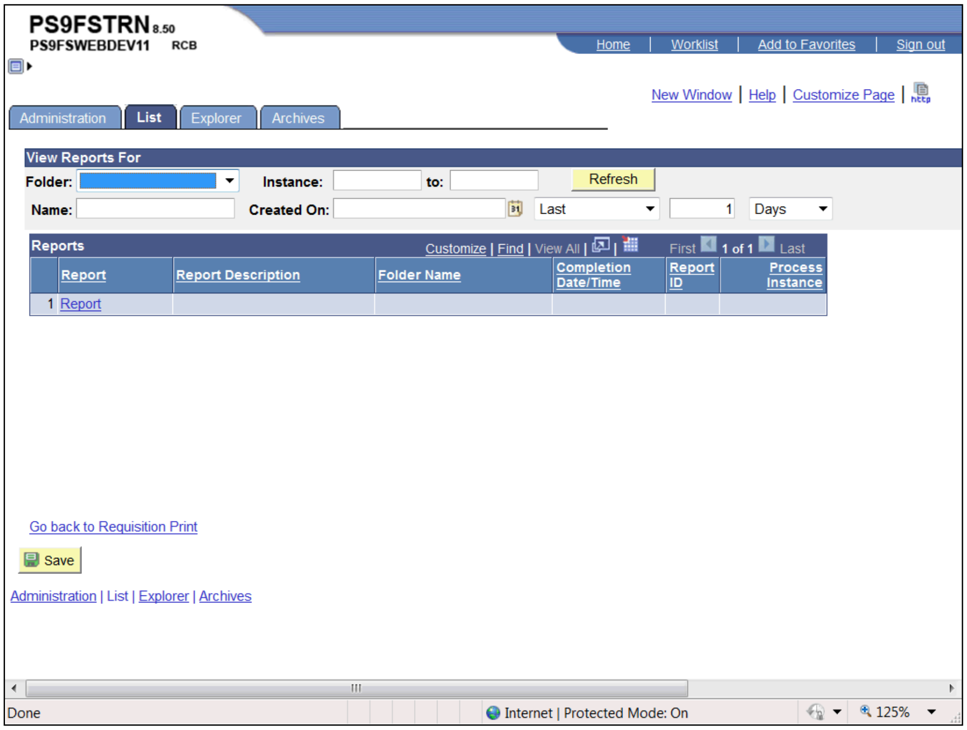
Step	Action
21.	Click the **Process Monitor** link. Process Monitor
22.	The Run Status must be Success and the Distribution Status must be Posted to have a completed process. Click the Refresh button every 10 - 15 seconds to update the page and statuses.

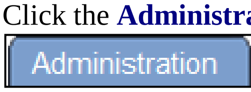


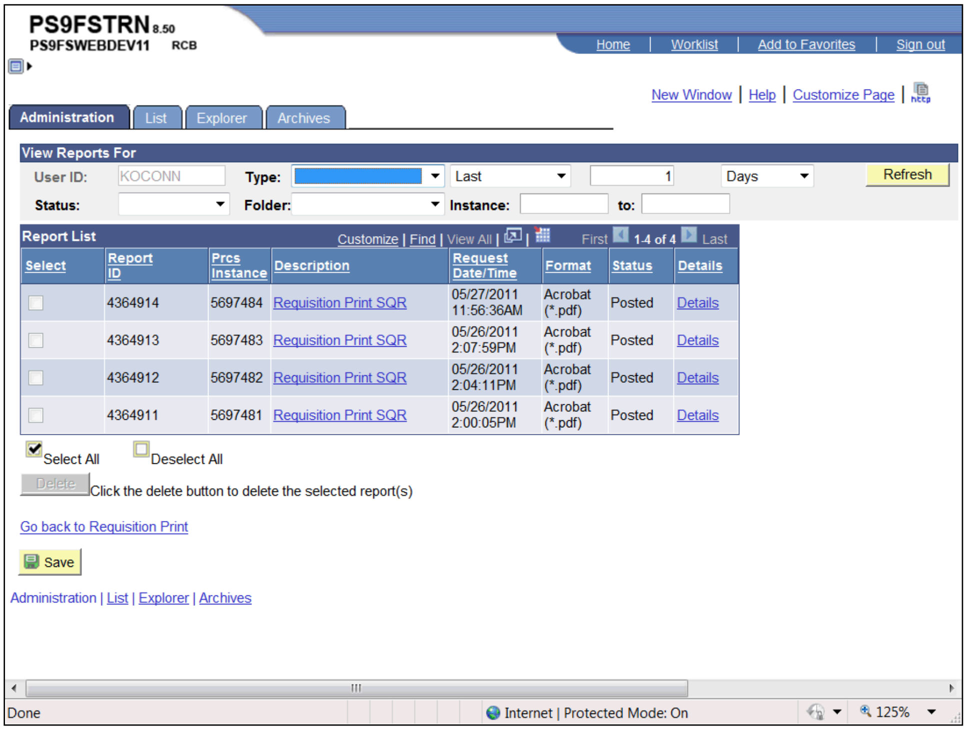
Step	Action
23.	Click the **Refresh** button. Refresh
24.	Click the **Go back to Requisition Print** link. Go back to Requisition Print



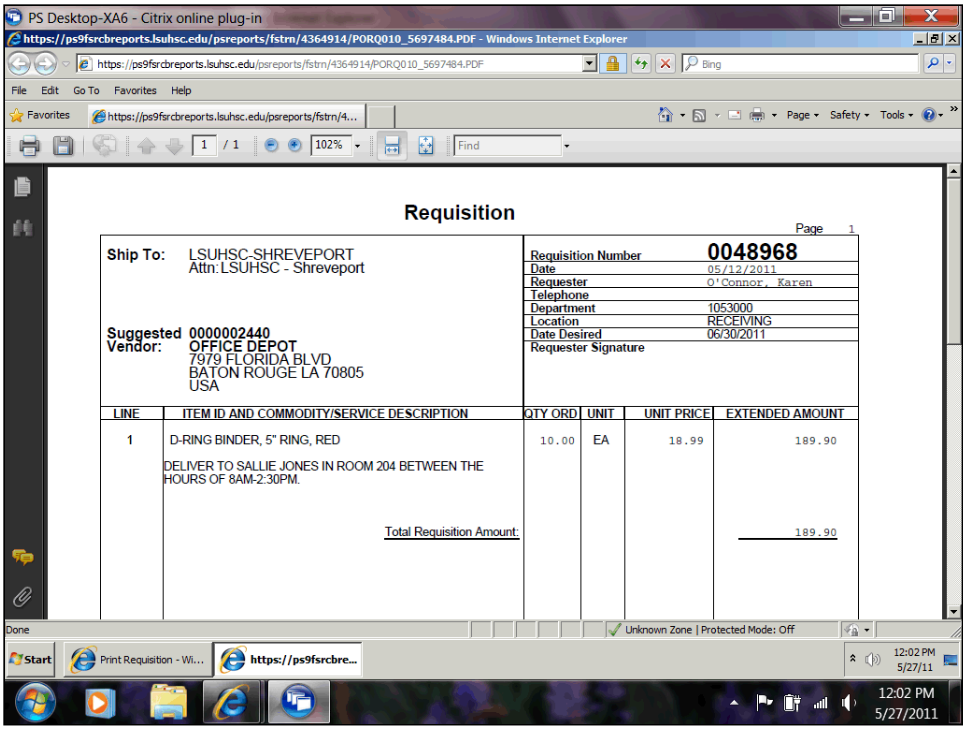
Step	Action
25.	Click the **Report Manager** link. Report Manager



Step	Action
26.	Click the **Administration** link. 
27.	The Status must be Posted and the Description must be a blue link. If the Status is not posted click the Refresh button every 10 - 15 seconds to update the page and Status. The Description will not become a blue link until the Status is Posted.



Step	Action
28.	Click the **Requisition Print SQR** link. This will open a new window. ***NOTE: If you receive a pop-up blocker message, right click on the pop-up menu bar and select "Always Allow Pop-ups from this site".*** Requisition Print SQR



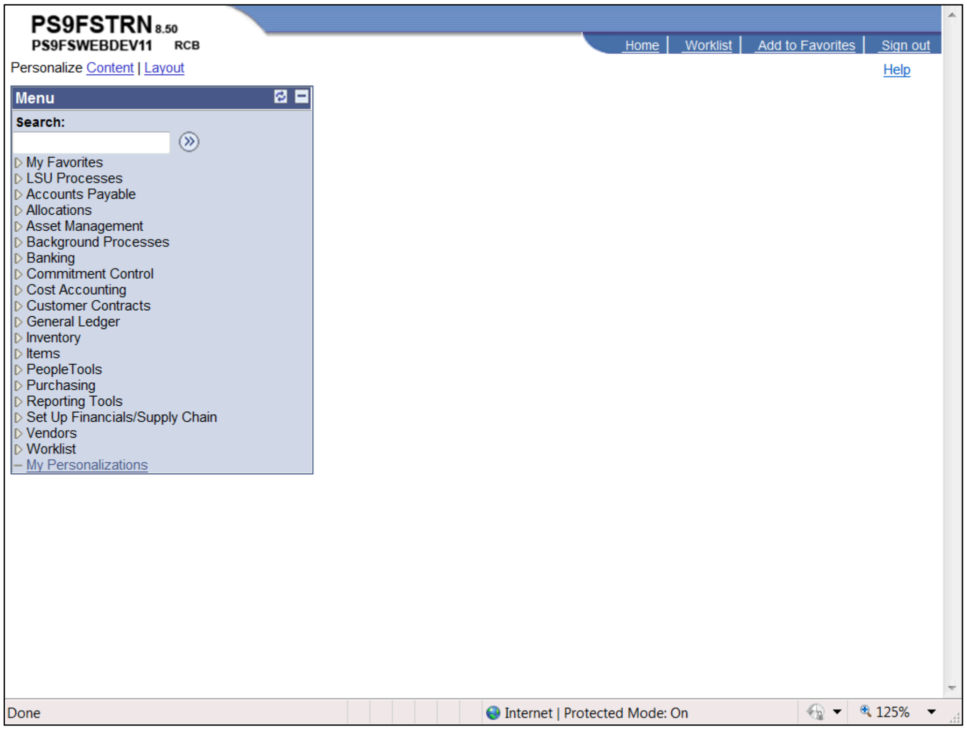
Step	Action
29.	Click the **File** button to print the requisition or click the printer icon. File
30.	Click the **Print** list item. Print...
31.	Normally you will click the OK button to print the requisition. For **training purposes only**, click the **Cancel** button. Cancel
32.	Click the **Close** button. X
33.	This completes **Print a Requisition**. **End of Procedure.**

Copy a Requisition

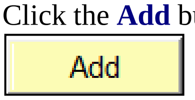
Procedure

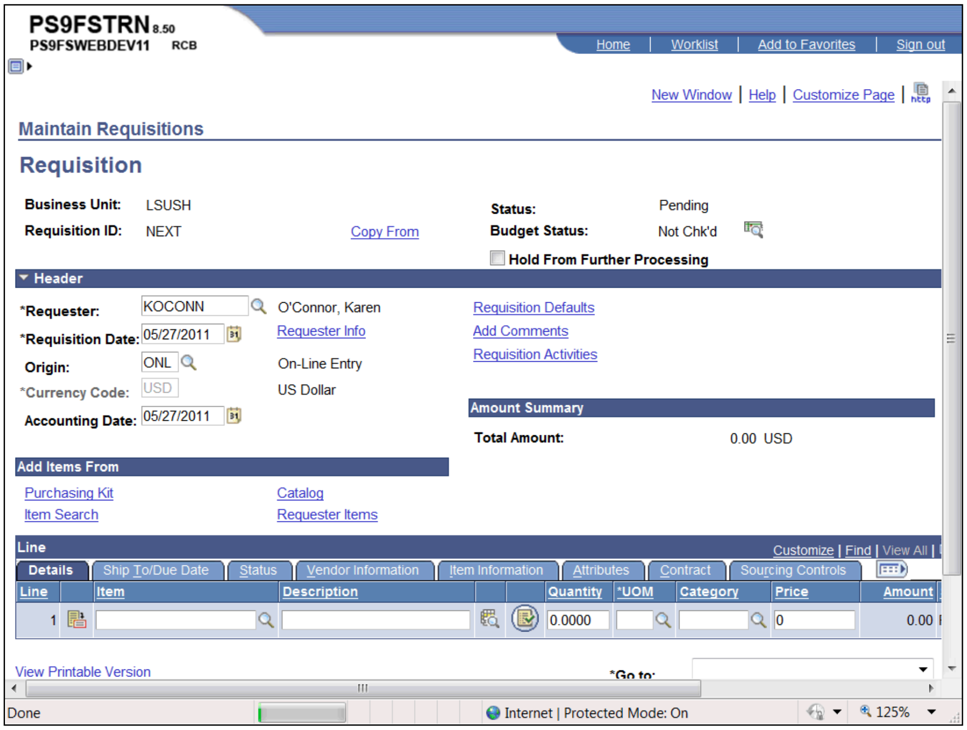
In this topic you will learn how to **Copy a Requisition**.

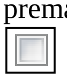
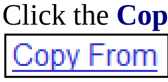
Step	Action
1.	You can copy a requisition previously created by yourself or by another user. **Only** non-contract requisitions can be copied. Copying a requisition will not affect the original requisition. You can only copy an old requisition onto a new requisition so that a new Requisition ID number can be assigned by the system. ***NOTE: Contract requisitions cannot be copied. Contract information changes regularly without notice.***



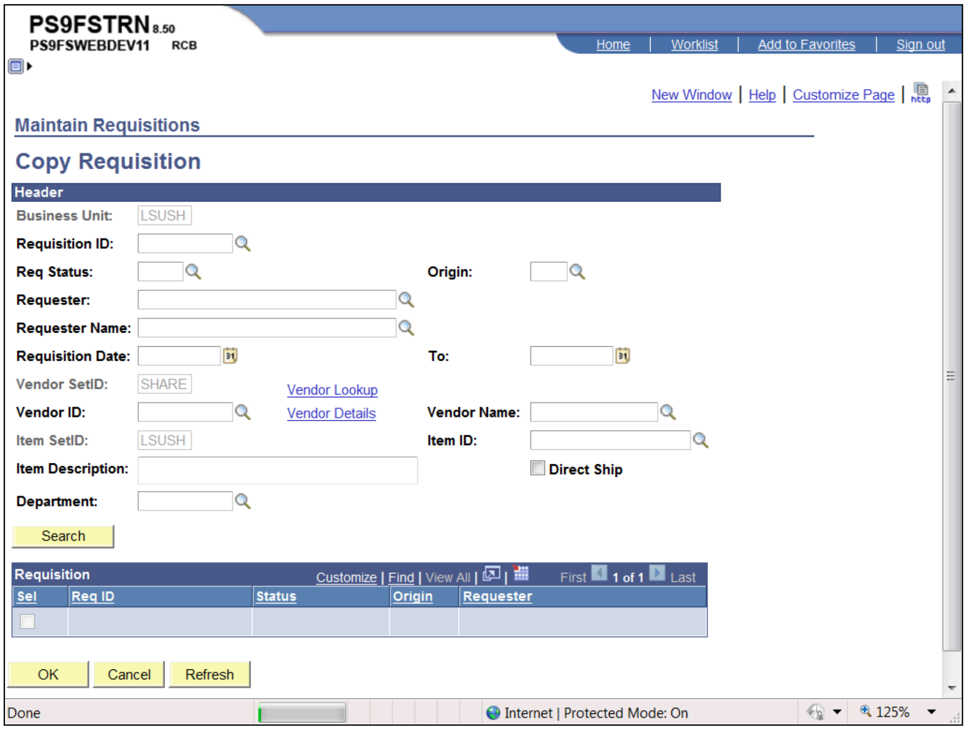
Step	Action
2.	Click the **Purchasing** link. ▷ Purchasing
3.	Click the **Requisitions** link. ▷ Requisitions
4.	Click the **Add/Update Requisitions** link. – Add/Update Requisitions

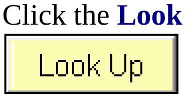
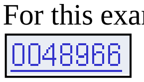
Step	Action
5.	When adding a requisition, do not change the Requisition ID from NEXT to a number. A new requisition must have a Requisition ID of NEXT when it is first saved. Click the **Add** button. 

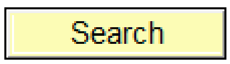


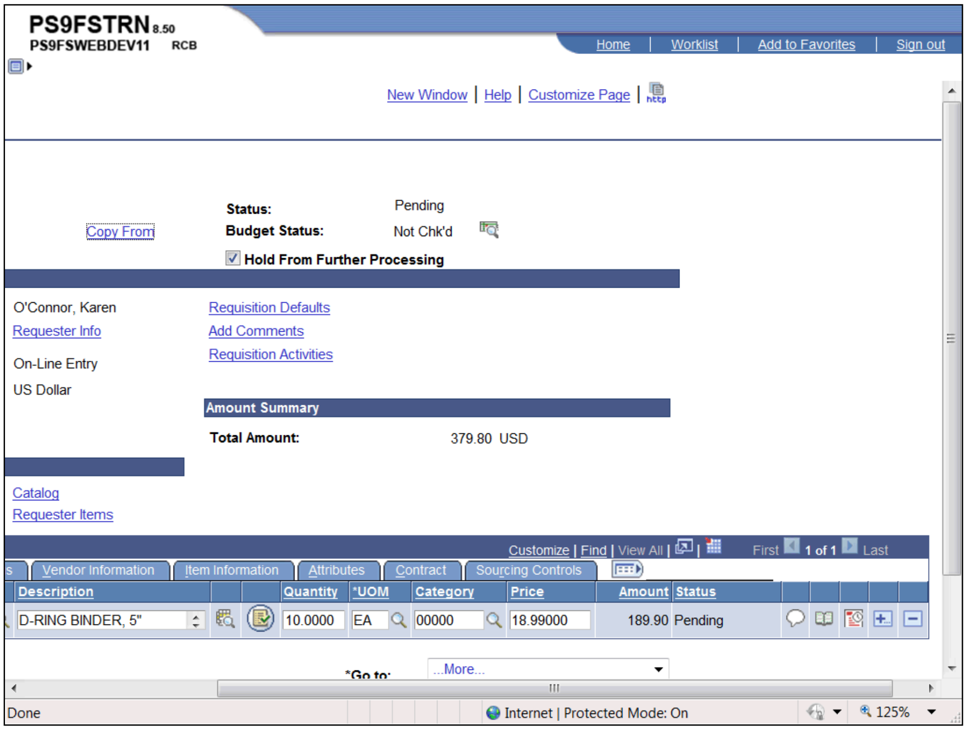
Step	Action
6.	Click the **Hold From Further Processing** option to prevent the requisition from prematurely being routed to the approver's worklist. 
7.	The Status will default as Pending. The requisition must be saved the first time with a Status of Pending. The Requester field will default with the User ID. If the Status or Requester does not default correctly, contact Purchasing for assistance.
8.	When copying your own requisition, you will not begin creating the requisition by clicking on the Requisition Defaults link. All defaults, line items and schedule information will copy onto the new requisition from the old requisition. NOTE: The Due Date, found on the Requisition Defaults page, must be added when copying a requisition. The Quantity and Price must also be verified and changed as needed. ***NOTE: When copying a requisition from another user, you may have to change default information as well as line item information. Once changes have been made, you should check the Schedule page to ensure the Due Date has defaulted over.***
9.	Click the **Copy From** link. 

Step	Action
10.	You can enter the Requisition ID for the requisition you wish to copy directly into the Requisition ID field. You can also search for the Requisition ID using the Look up Requisition ID button. The Requester field may also be used to search for available requisitions. ***NOTE: The other fields on the page are recommended for use when searching for a requisition.***

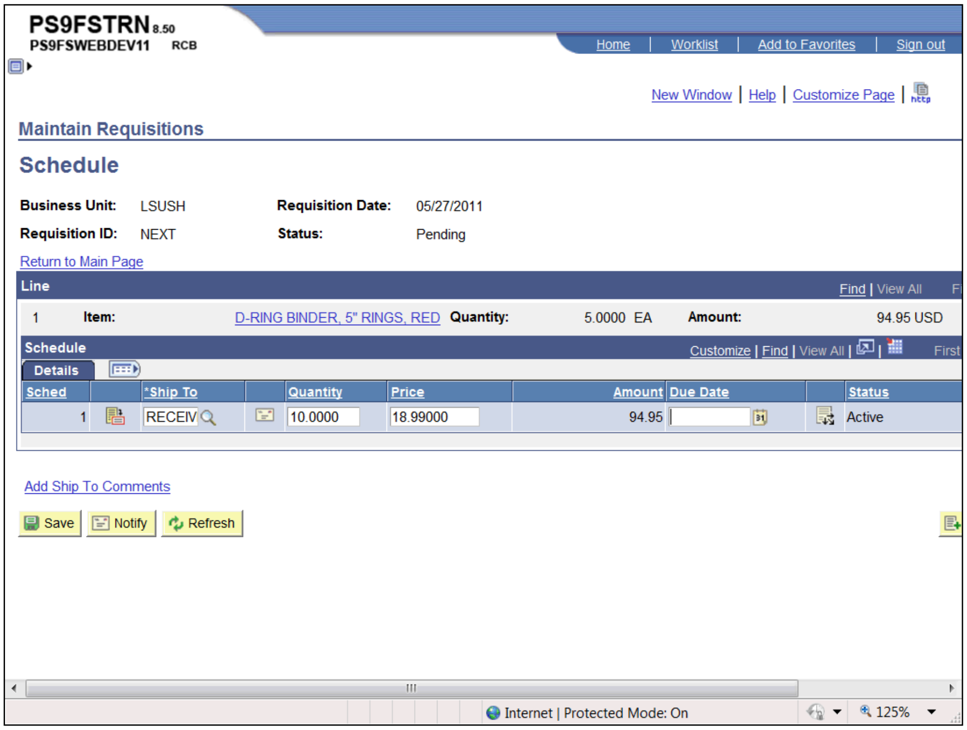


Step	Action
11.	Click the **Look up Requisition ID** button. 
12.	In this example, we are using the Requester option to search by. You can also use the Requisition ID field. Enter the desired information into the **Requester** field. Enter "**Your UserID**".
13.	Click the **Look Up** button. 
14.	Select the requisition you wish to copy. For this example, click the **0048966** link. 

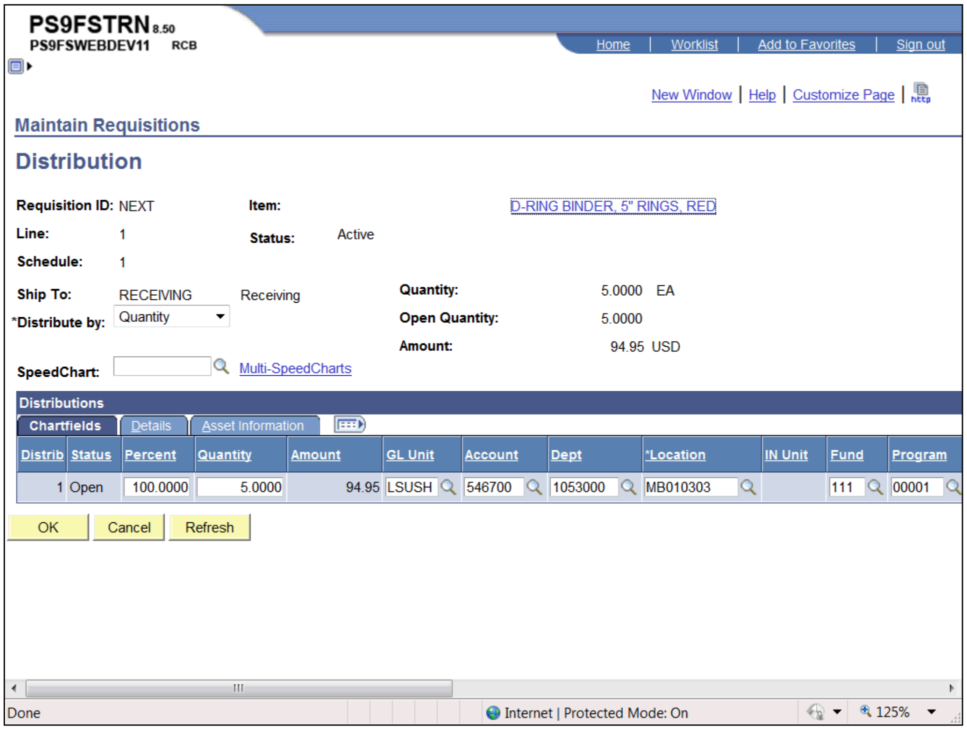
Step	Action
15.	Click the **Search** button. ***NOTE: When copying a requisition from another user, you will receive a warning message stating the source requester is different from the target requester. Click the Yes button.*** ***This message advises that the defaults being copied over will remain the same, so changes other than Due Date may need to be changed on the Requisition Defaults page.*** 
16.	If you had copied a requisition from another user, the Requester ID would have changed. You must change the Requester back to your User ID before entering information on the Schedule or Distribution pages.

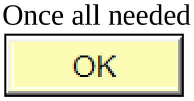


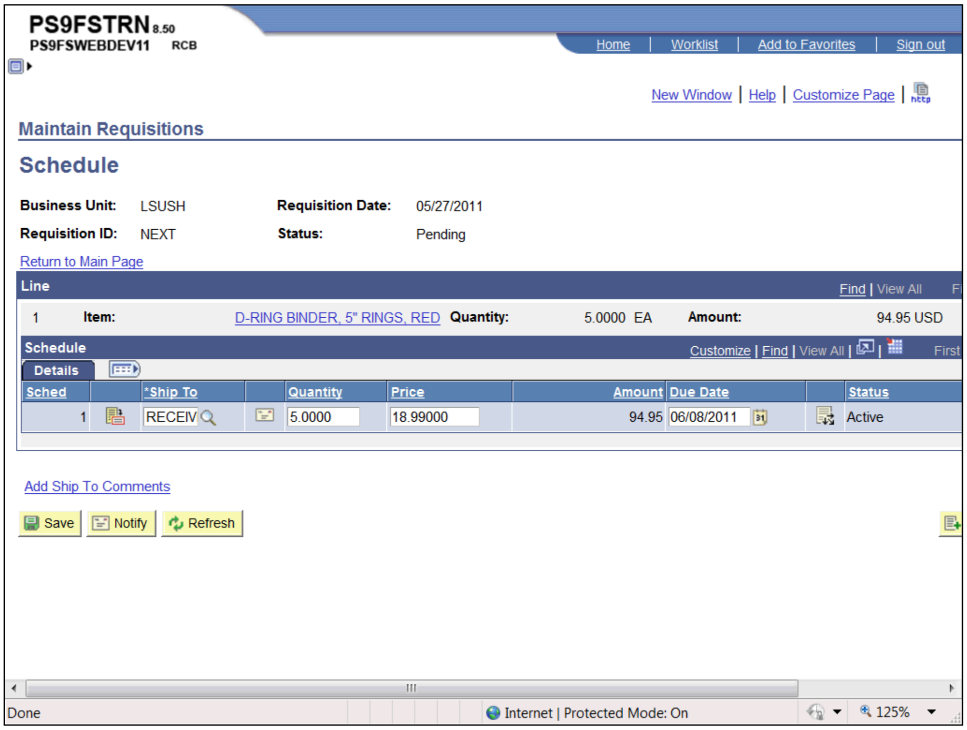
Step	Action
17.	When copying a requisition you must go to the Schedule page to enter the Due Date, or make changes to the Ship To, Quantity and/or Price. Click the **Schedule...** button. 

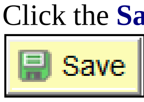


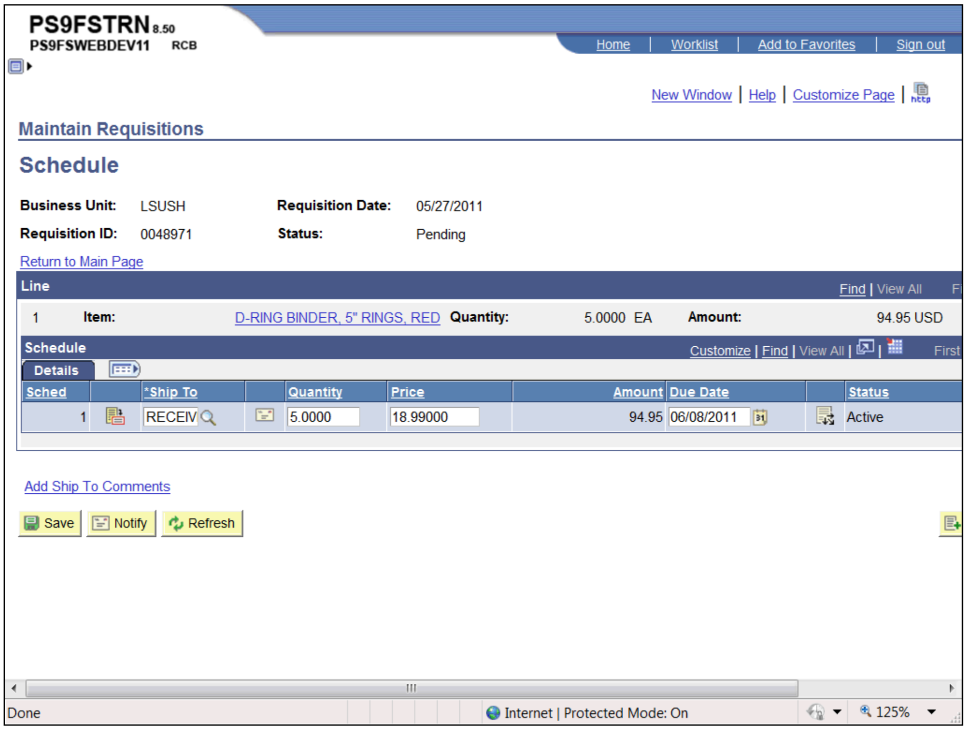
Step	Action
18.	No changes need to be made to the Ship To or Price. However, changes must be made to the Quantity. Enter the desired information into the **Quantity** field. Enter "**5**".
19.	If a Due Date was entered on the copied requisition, that date will default onto the Schedule page. A new requisition **cannot** contain a stale date, so a new Due Date **must** be entered. Enter the desired information into the **Due Date** field. Enter "**060811**".
20.	Changes made to a line item that defaulted from the copied requisition such as Quantity, Account, Dept, Location, etc, **must** be made on the Distribution page. When adding new line items to the requisition, you will need to enter default information for those lines on the Requisition Defaults page. Click the **Distribution** button. 



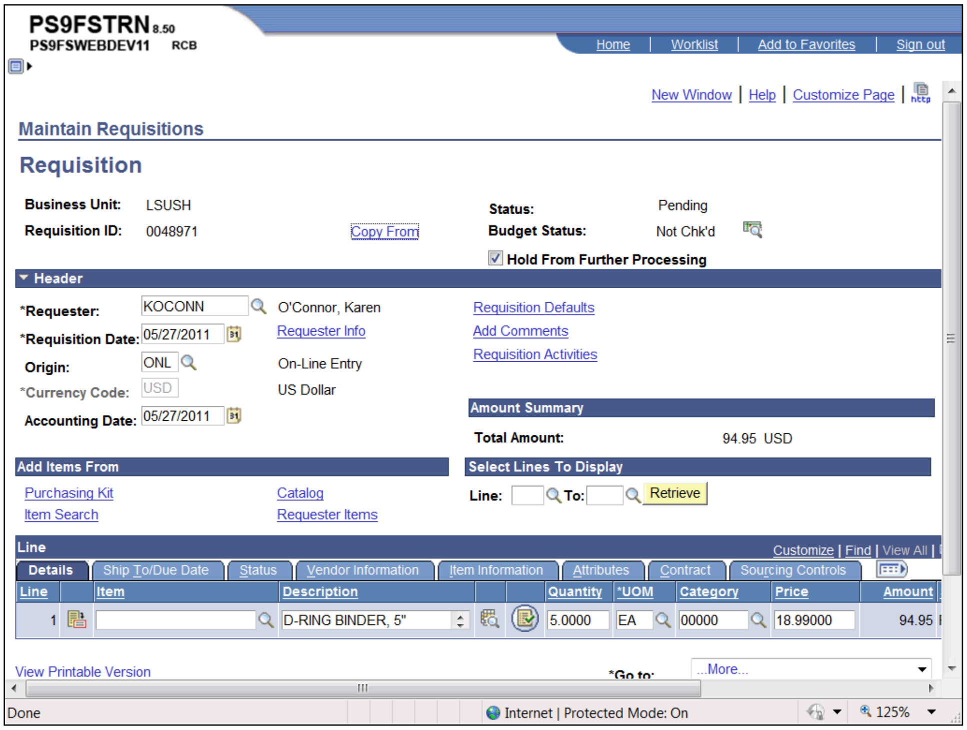
Step	Action
21.	You will make any changes to the Account, Dept, Location, etc. Once all needed changes have been made, click the **OK** button. 

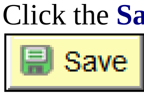


Step	Action
22.	When you save the requisition for the first time, the system will assign a Requisition ID number to the requisition. Click the **Save** button. 



Step	Action
23.	Click the **Return to Main Page** link to return to the Maintain Requisitions page. Return to Main Page



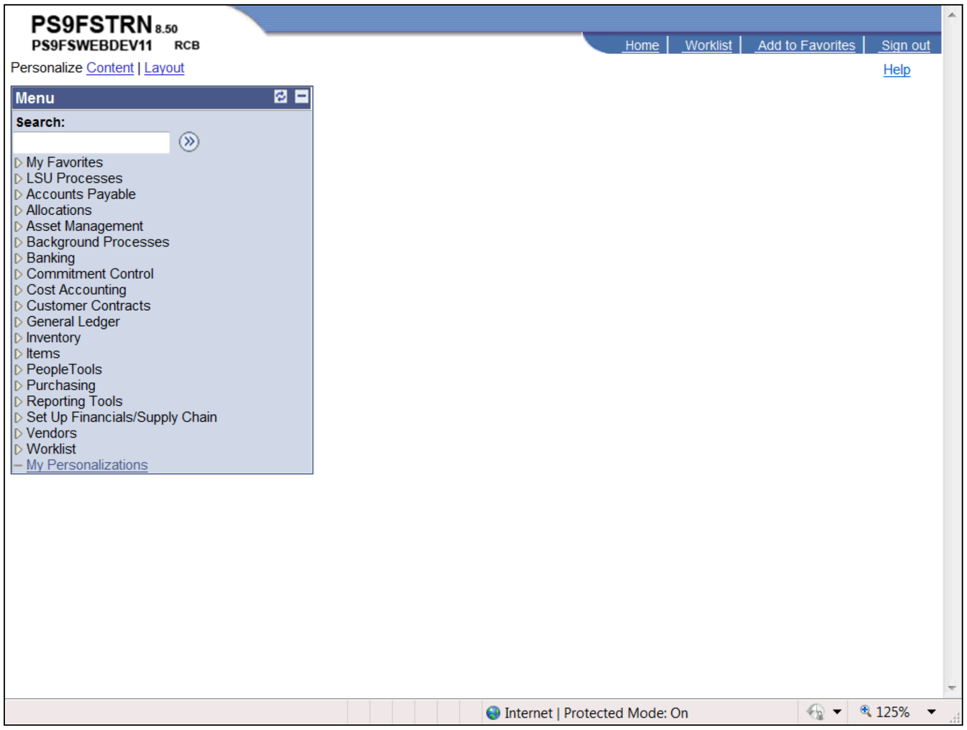
Step	Action
24.	Once all changes and additions have been made, you must uncheck the Hold From Further Processing box and save the requisition, so the requisition can move forward in the Purchasing process. Click the **Hold From Further Processing** option. 
25.	Click the **Save** button. 
26.	This completes **Copy a Requisition**. **End of Procedure.**

Inquire on a Requisition

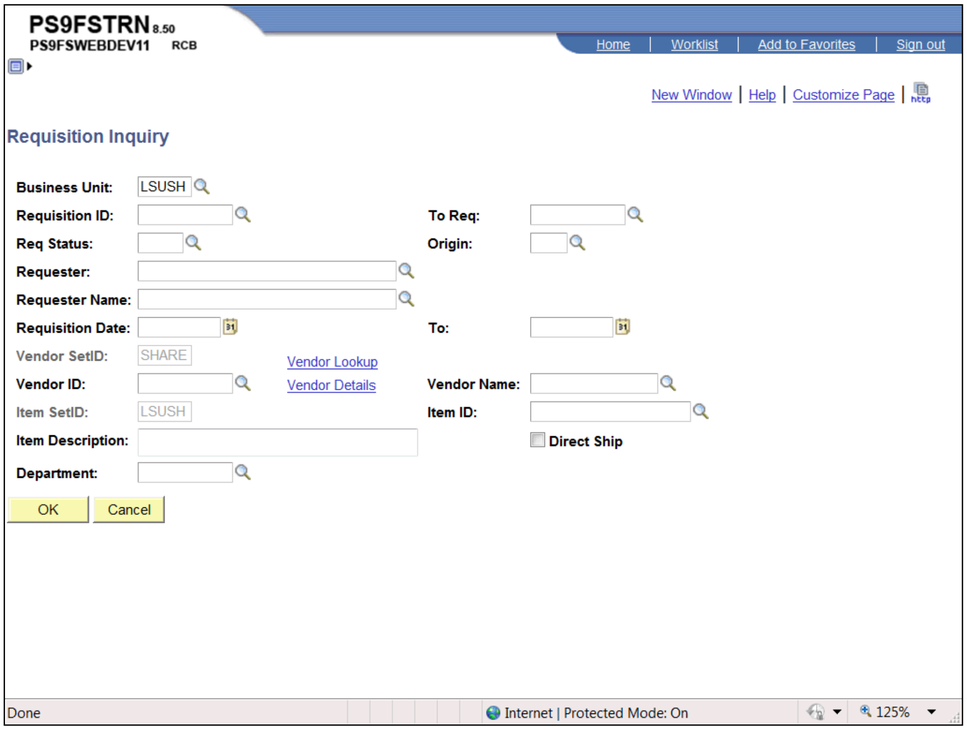
Procedure

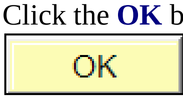
In this topic you will learn how to **Inquire on a Requisition**.

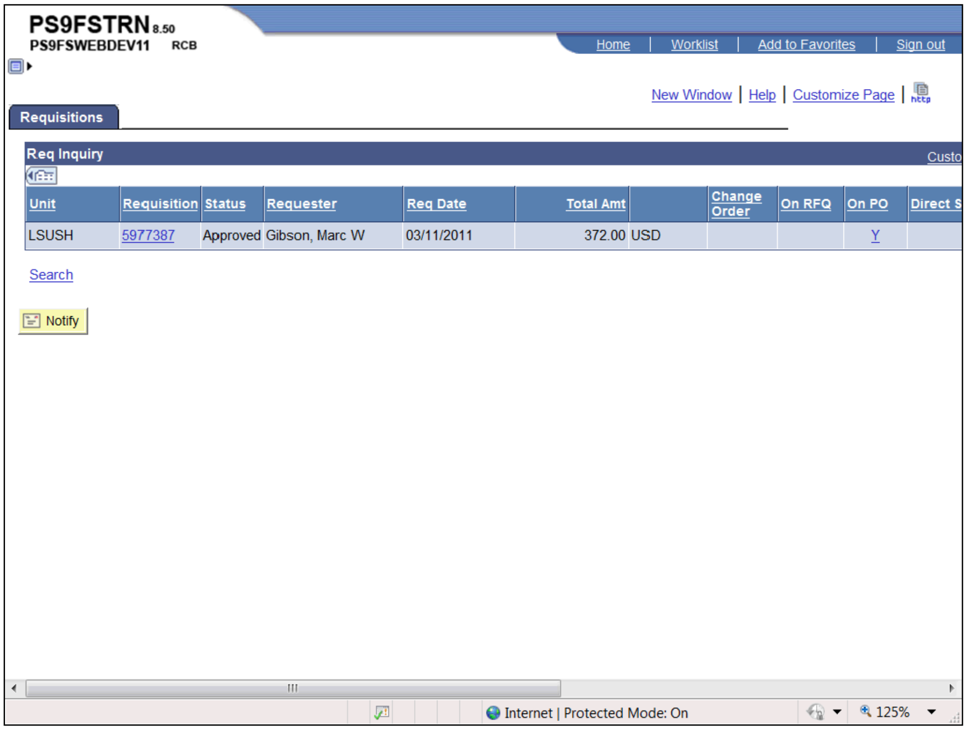
Step	Action
1.	From the Requisition Inquiry page you can view the following: • Line Details, Header and Line Comments and Schedule Details for the requisition; • Inquiry pages for Purchasing and Accounts Payable documents associated with the requisition; • The Approval History page; and • The Document Status page. The Document Status page allows you to access associated documents such as the PO, Receipts, Voucher, and/or Payments.



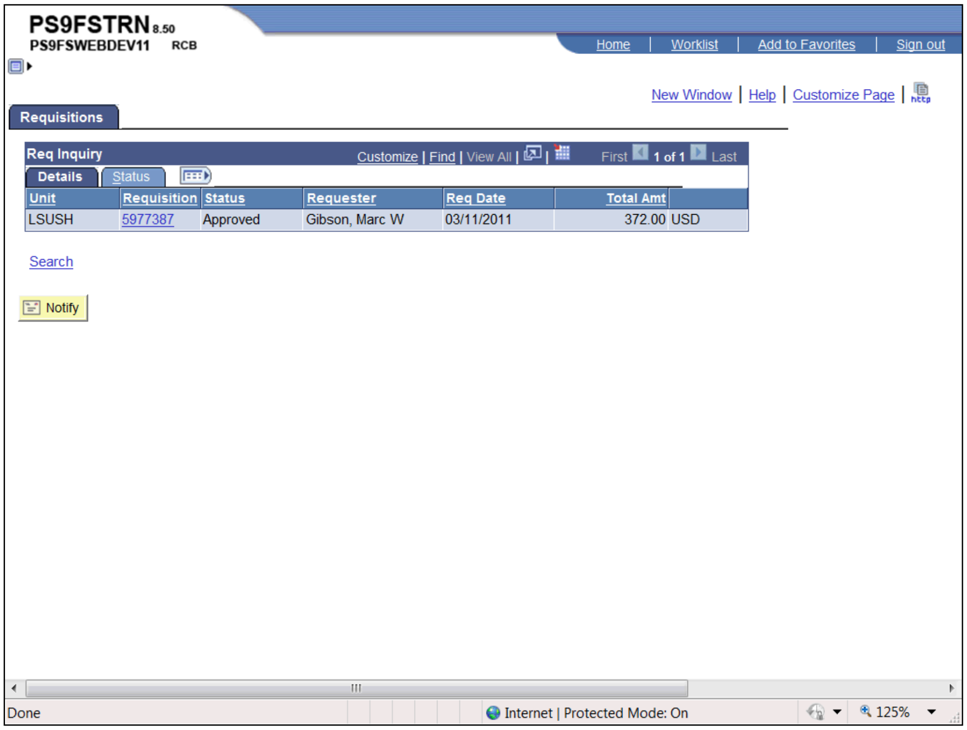
Step	Action
2.	Click the **Purchasing** link. ▷ Purchasing
3.	Click the **Requisitions** link. ▷ Requisitions
4.	Click the **Review Requisition Information** link. ▷ Review Requisition Information
5.	Click the **Requisitions** link. – Requisitions



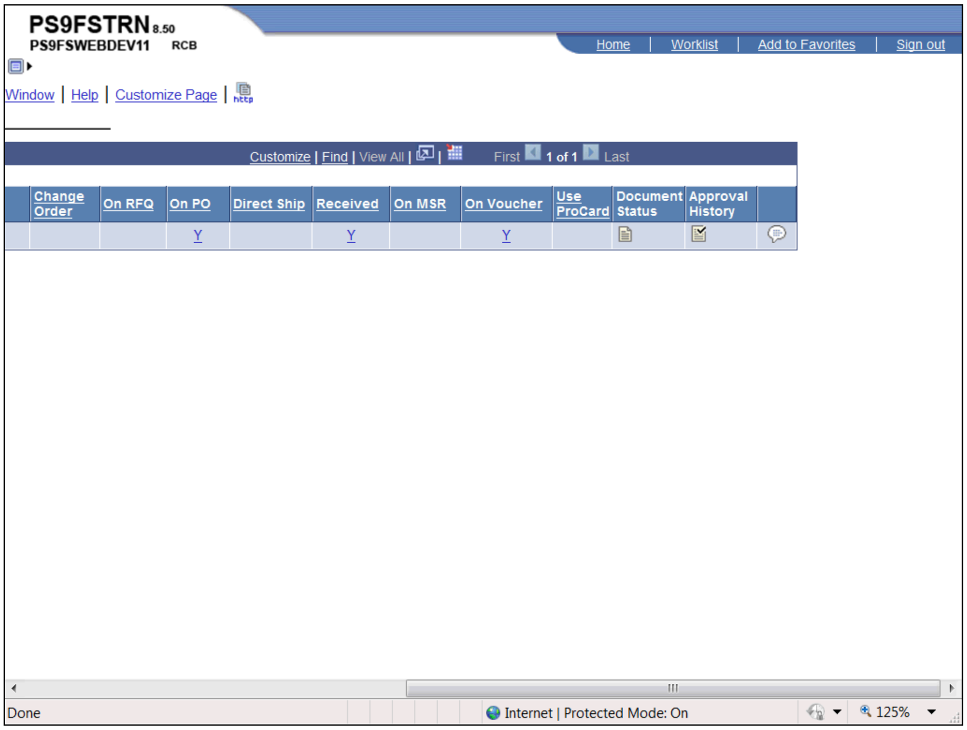
Step	Action
6.	You must enter all or part of either the Requisition ID field or the Requester field to search for a requisition. It is not recommended that other fields on the page be used for search purposes. Enter the desired information into the **Requisition ID** field. Enter "**5977387**".
7.	Click the **OK** button. 
8.	From the Req Inquiry page you can access the following: • Line Detail page; • Line Comments page; • Schedule page; • PO Details page; • Receiving Details page; • Voucher page; • Document Status page; • Approval History; and • Comments page. ***NOTE: You must have the correct security to access the PO Inquiry page, Receiving Details page, and Voucher page.***

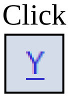
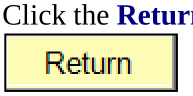


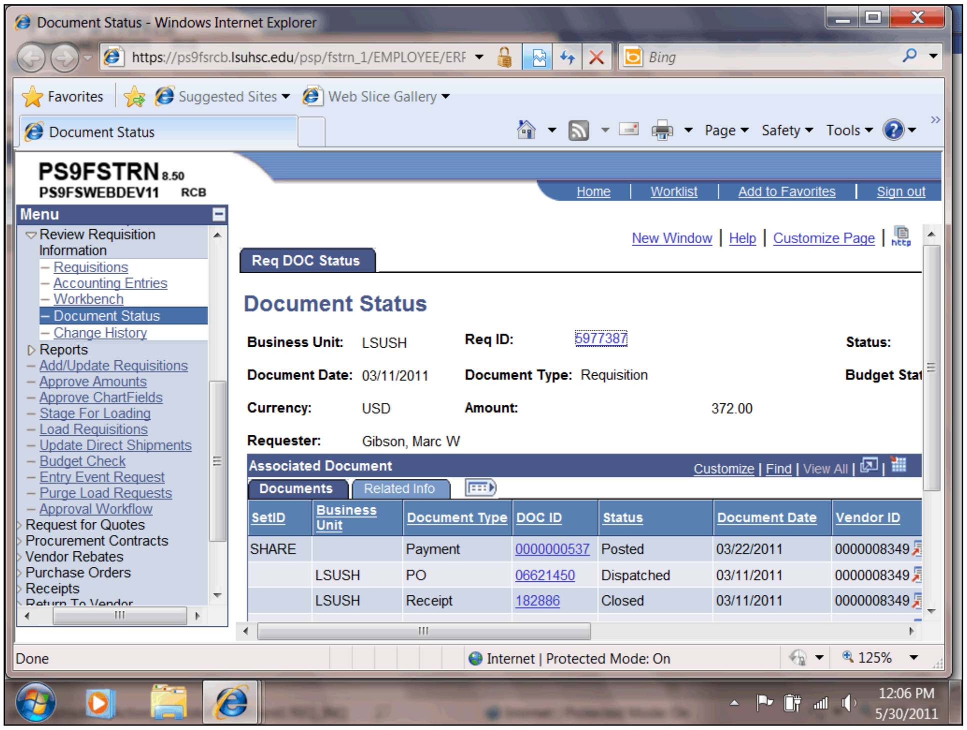
Step	Action
9.	Click the **Requisition** link to access the Line Details information. 5977387
10.	From the Line Details page you can access the following: • Description; • Comments; •and • Schedule pages. ***NOTE: Click the More tab to view Buyer information.*** Click the **Return** button. Return



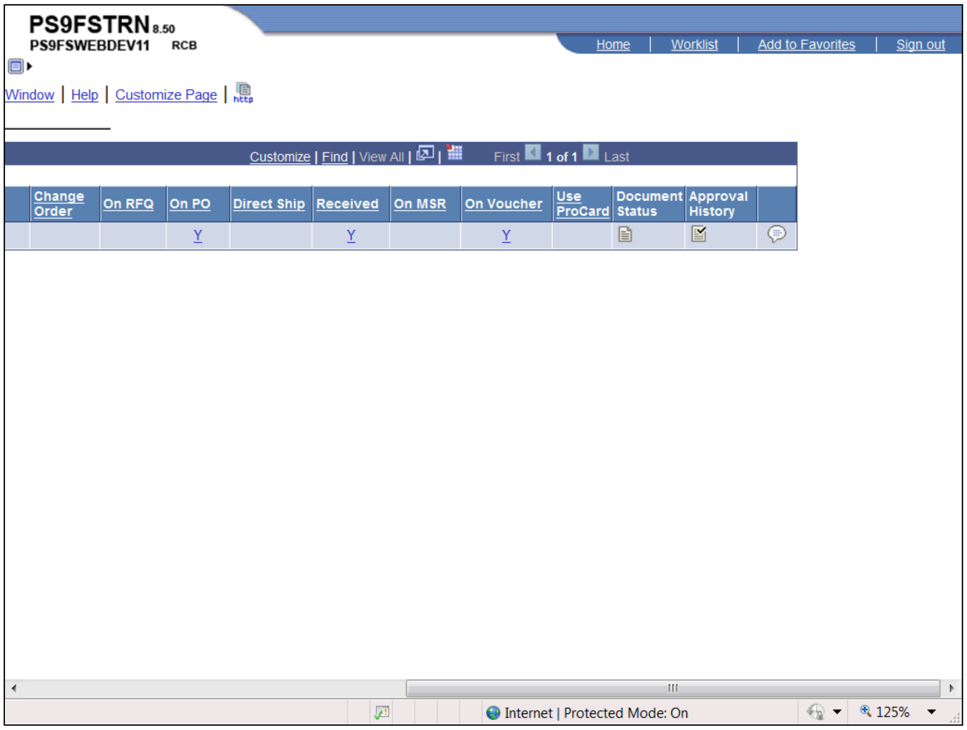
Step	Action
11.	Click the **Show all columns** button. 



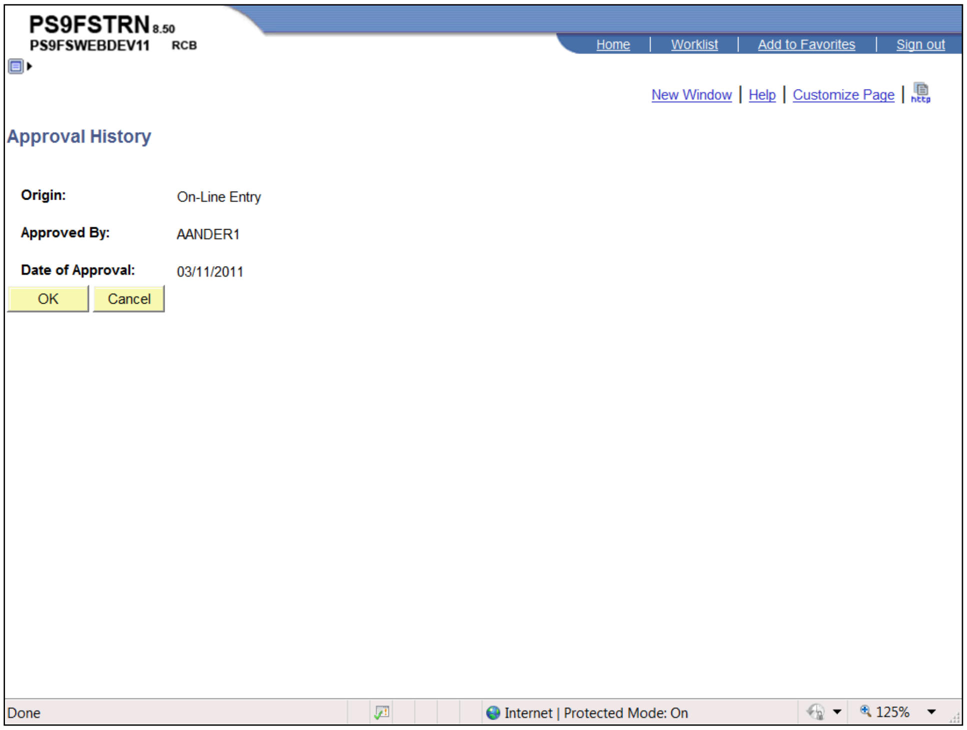
Step	Action
12.	Click the **On PO - Y** link to view the PO Details page. 
13.	You can view the Purchase Order by clicking on the Purchase Order link. Click the **Return** button. 
14.	The Document Status allows you to view the documents associated with the requisition during the purchasing process. Click the **Document Status** button. This action will open a new window. 

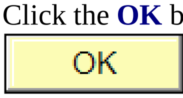


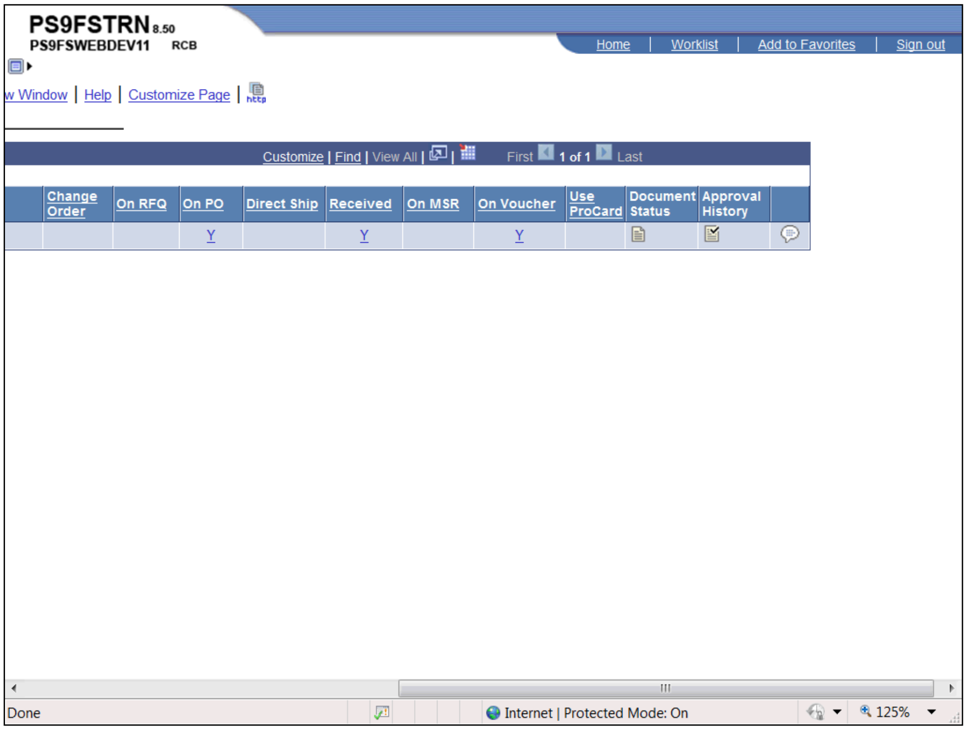
Step	Action
15.	Click on the DOC ID to view the Payment, PO and Receipt pages. Click the **Close** button. 



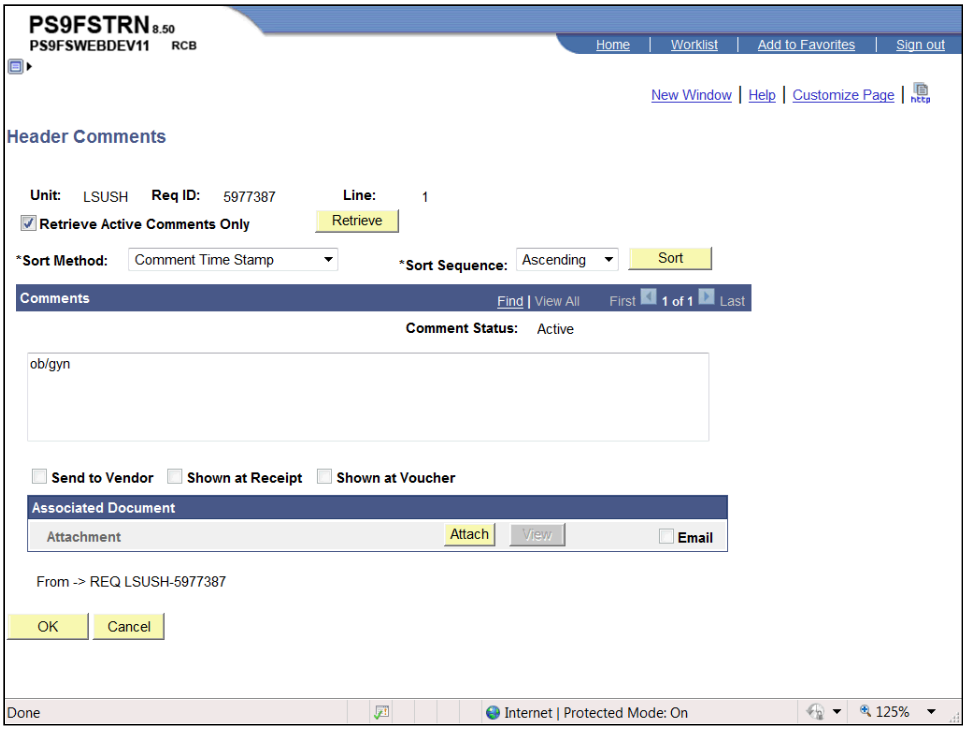
Step	Action
16.	You can view the date and the approver on the Approval History page. Click the **Approval History** button. 

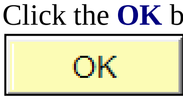


Step	Action
17.	Click the **OK** button. 



Step	Action
18.	Click the **Comments** button. 

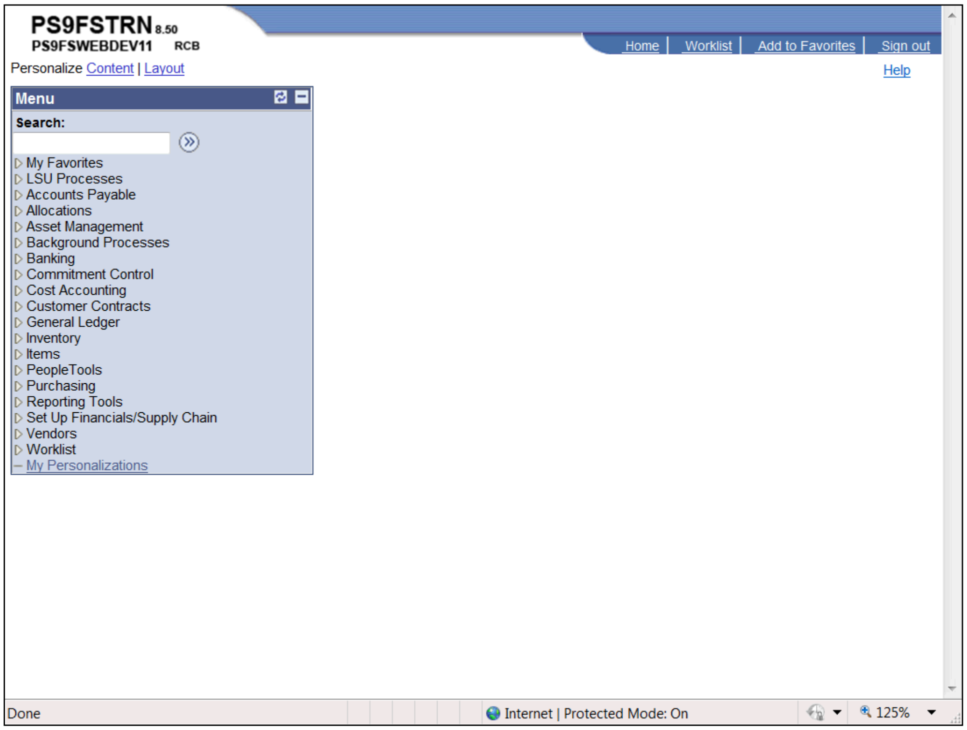


Step	Action
19.	Click the **OK** button. 
20.	This completes **Inquire on a Requisition**. **End of Procedure.**

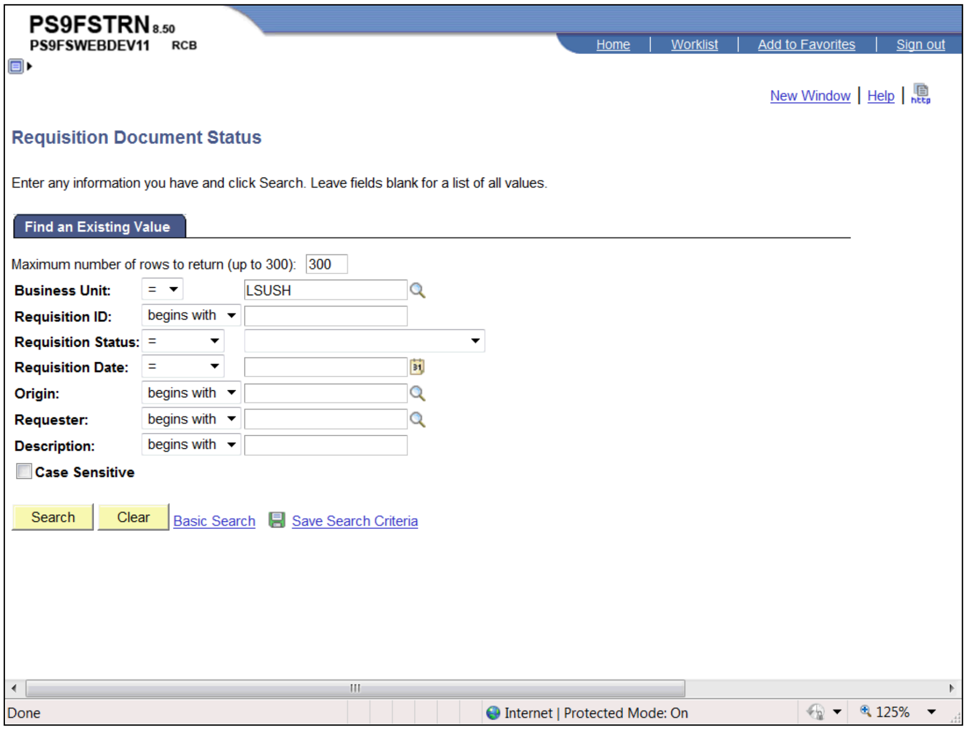
Inquire on Document Status

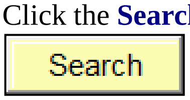
Procedure

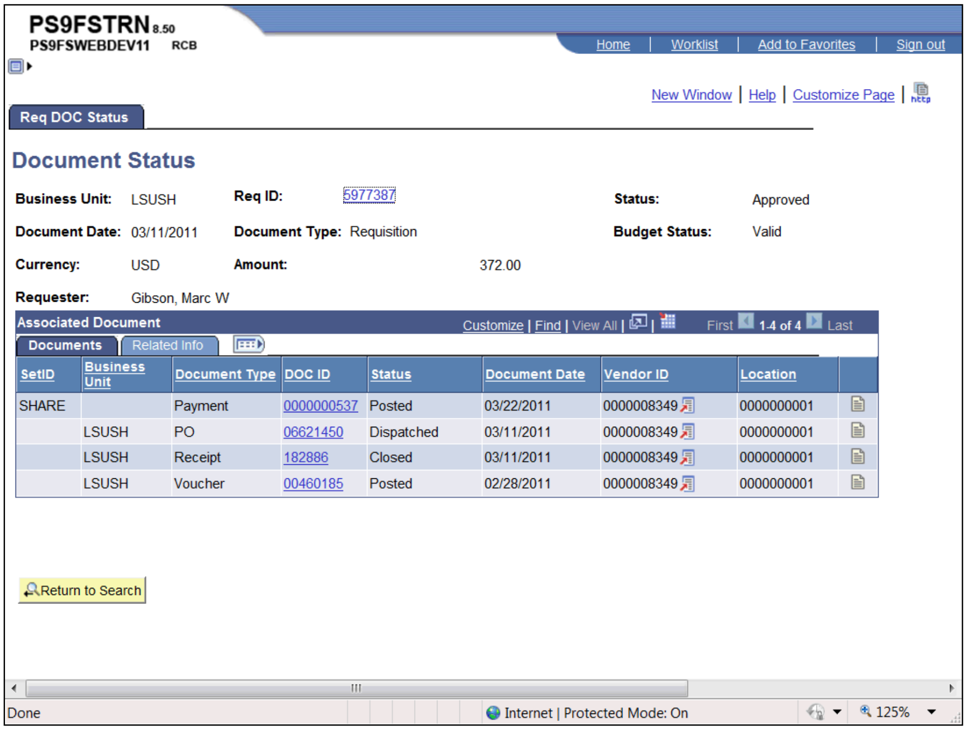
In this topic you will learn how to **Inquire on Document Status**.



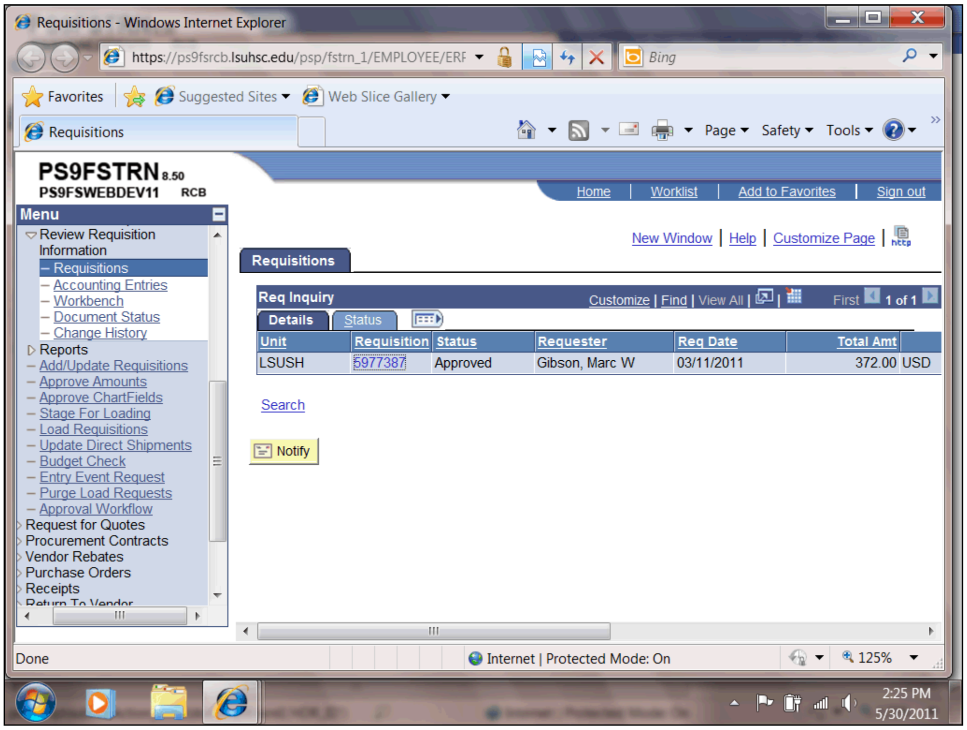
Step	Action
1.	Click the **Purchasing** link. ▷ Purchasing
2.	Click the **Requisitions** link. ▷ Requisitions
3.	Click the **Review Requisition Information** link. ▷ Review Requisition Information
4.	Click the **Document Status** link. – Document Status



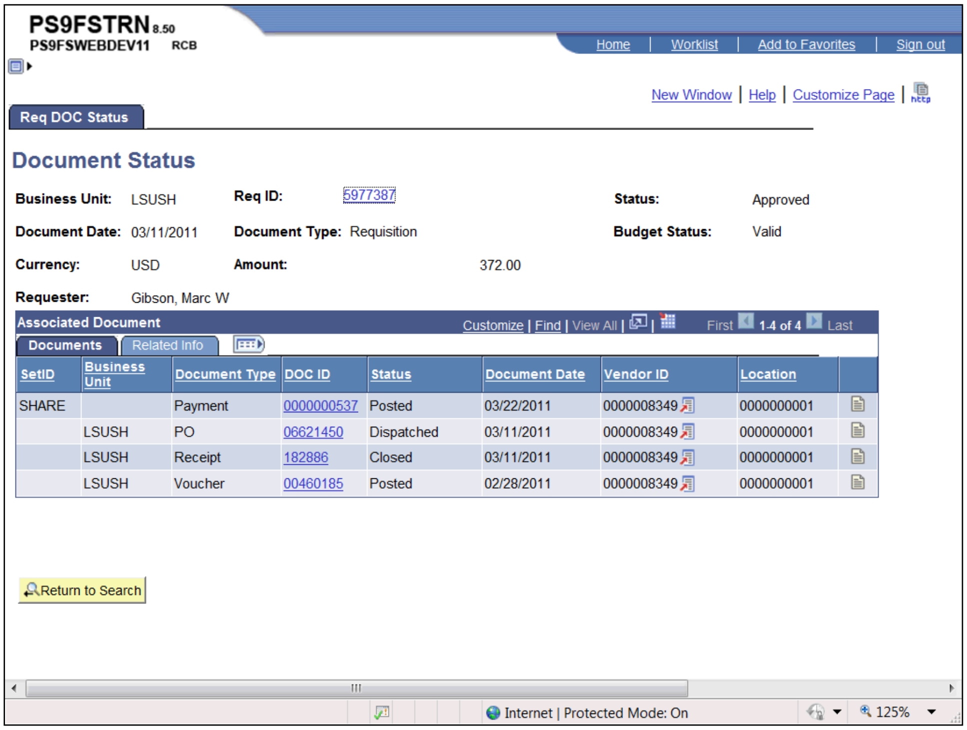
Step	Action
5.	You can search for the Document Status page by entering all or part of the Requisition ID or the Requester. Enter the desired information into the **Requisition ID** field. Enter "**5977387**".
6.	Click the **Search** button. 
7.	From the Document Status page you can access the following pages: Requisition Inquiry, PO Details, Receipts, Voucher Inquiry, and Payment Inquiry. ***NOTE: You must have the needed security to view the Voucher Inquiry and Payment Inquiry pages.***



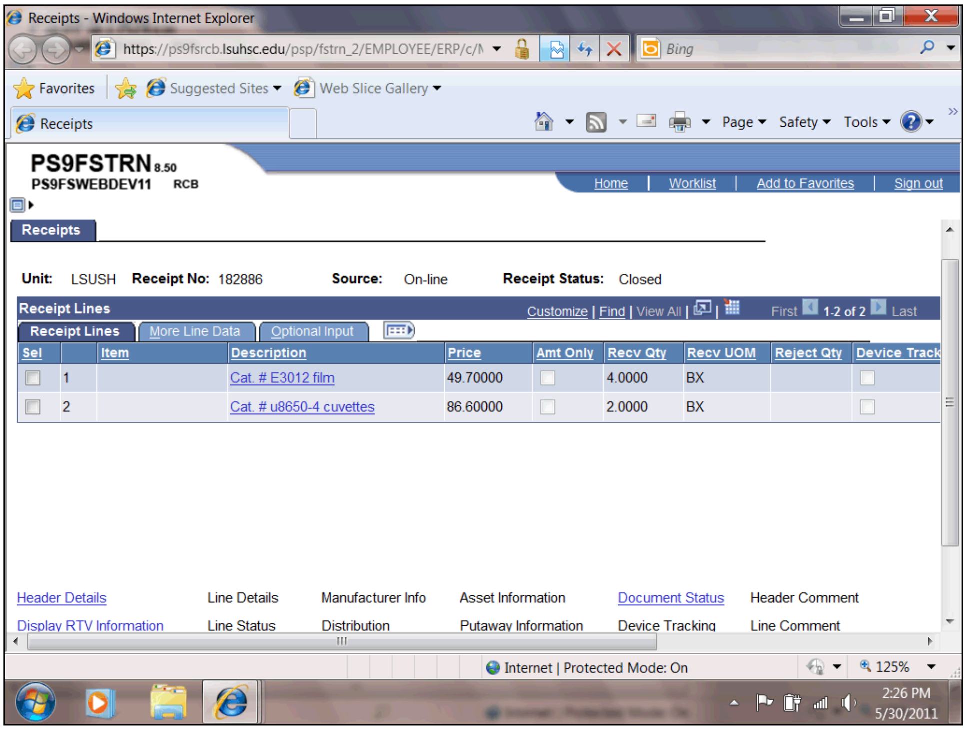
Step	Action
8.	Click the **Req ID - 5977387** link. This will open a new window. 5977387



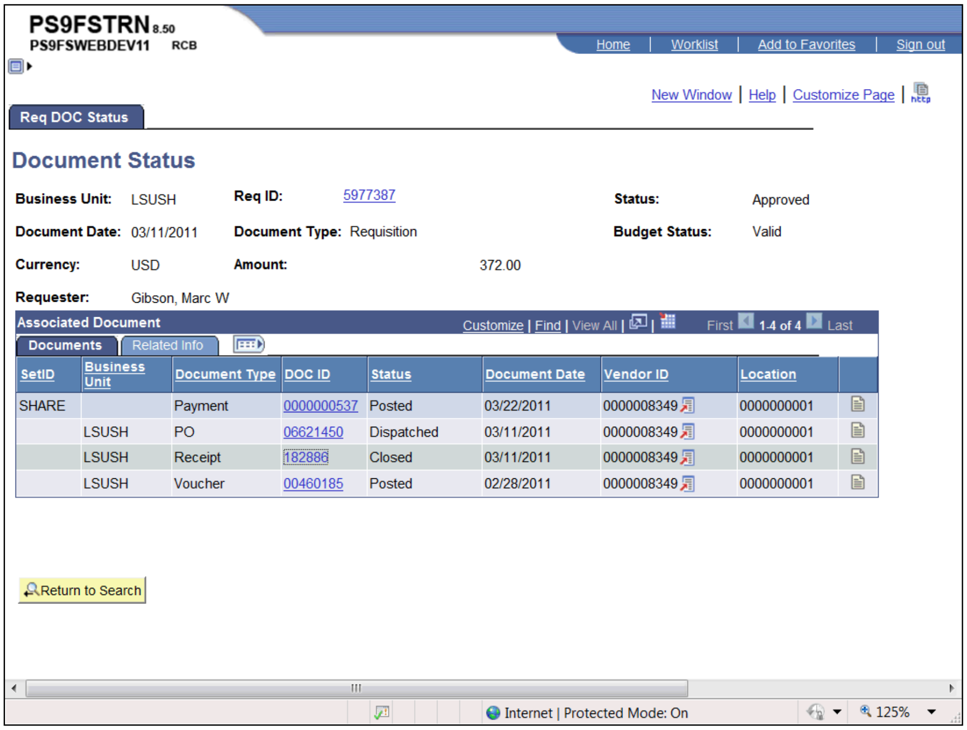
Step	Action
9.	Click the **Close** button. 



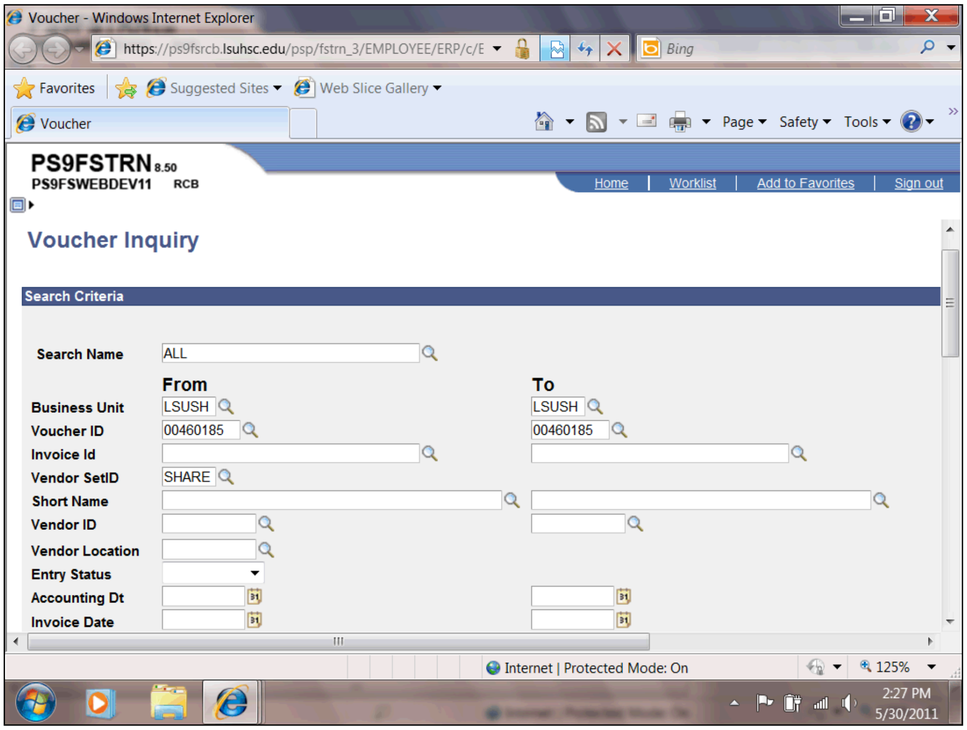
Step	Action
10.	Click the **Receipt ID - 182886** link. This will open a new window. 182886

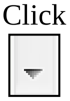


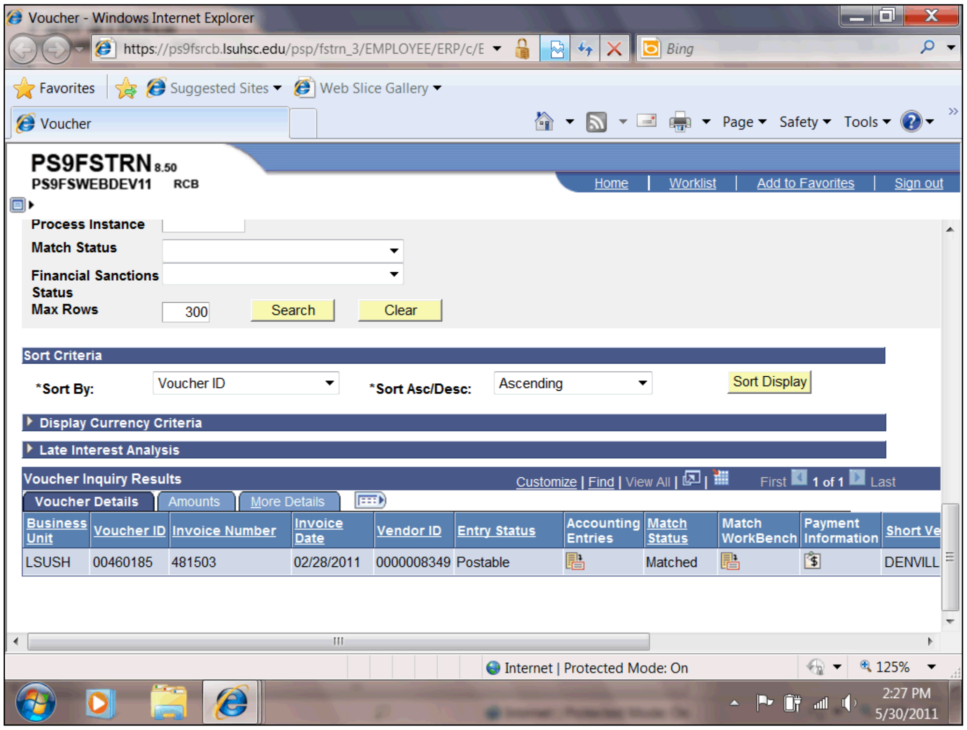
Step	Action
11.	Click the **Close** button. 



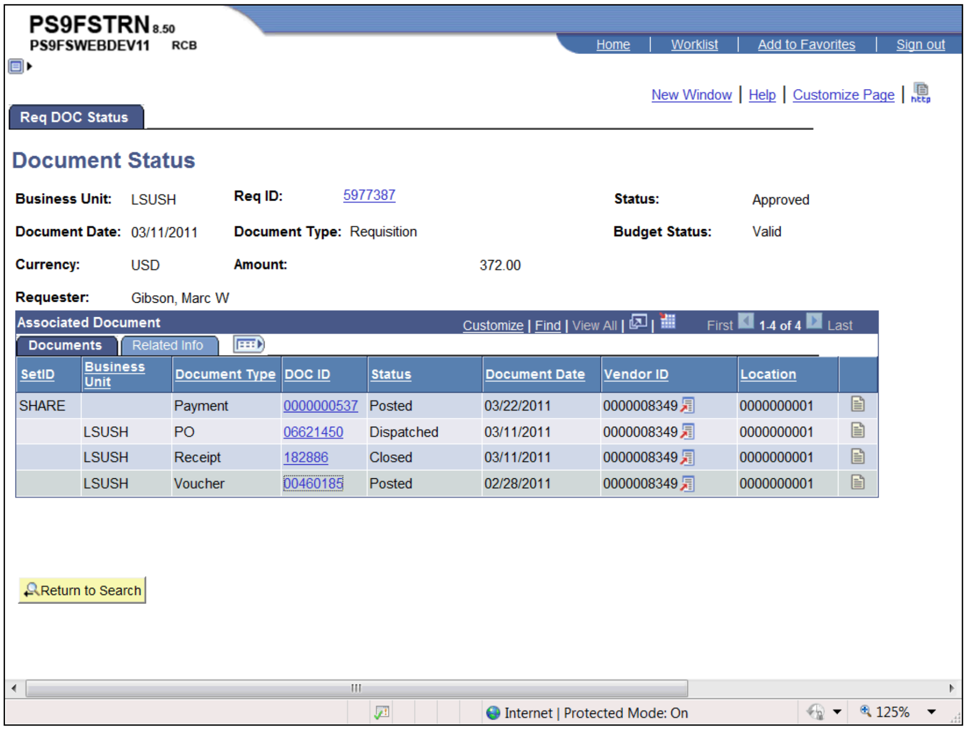
Step	Action
12.	Click the **Voucher ID - 00460185** link. This will open a new window. 00460185



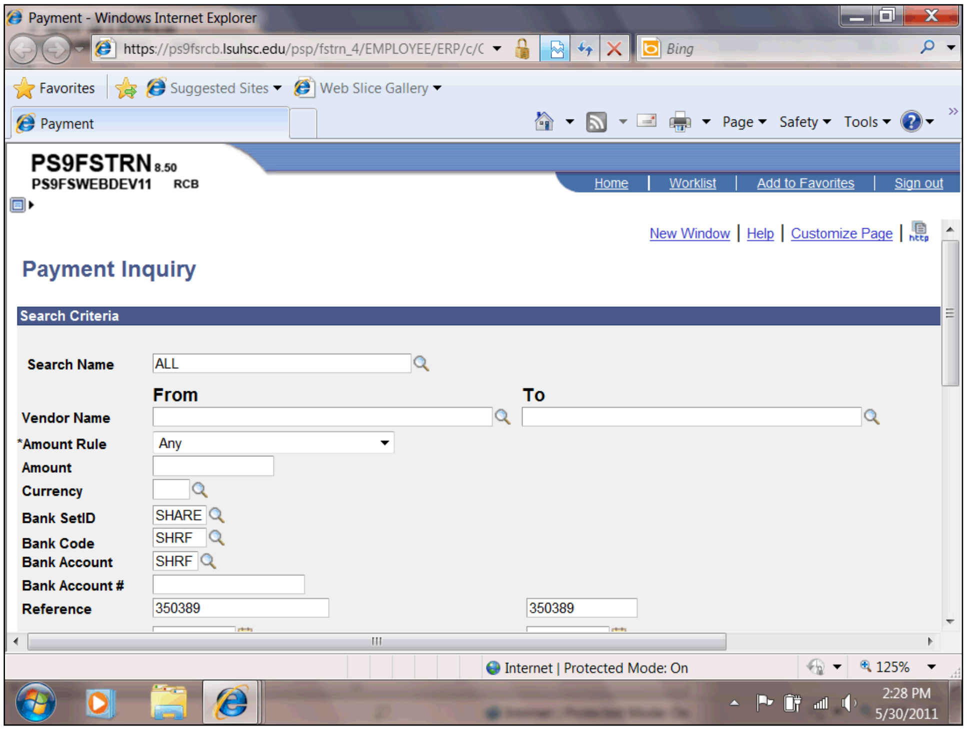
Step	Action
13.	Click the **Down** button of the scrollbar. 



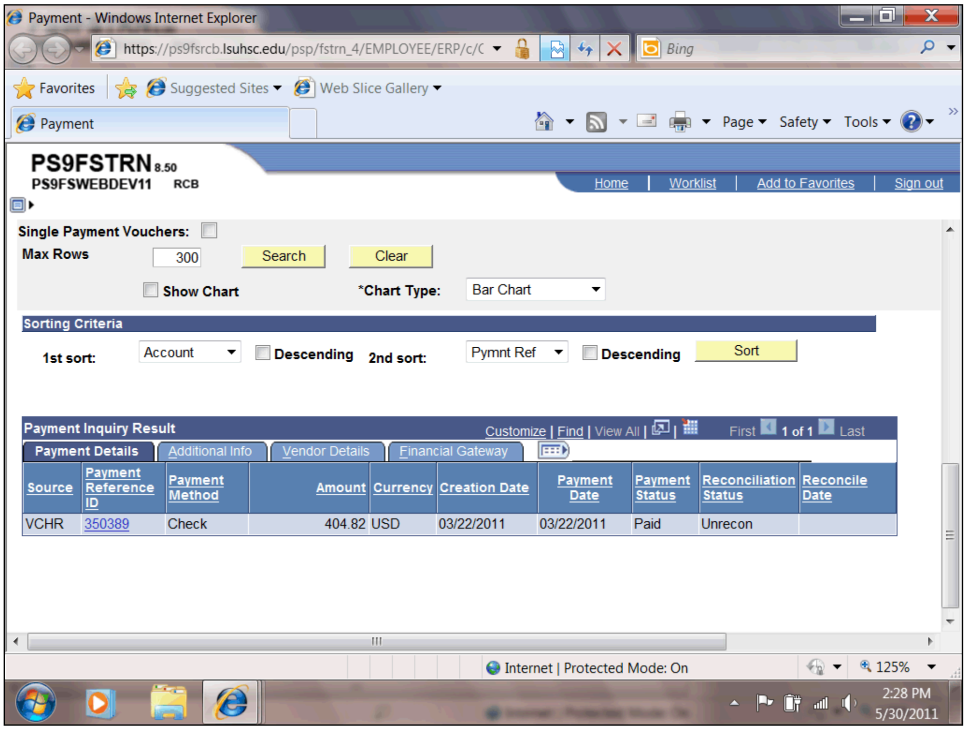
Step	Action
14.	Click the **Close** button.



Step	Action
15.	Click the **Payment ID - 0000000537** link. This will open a new window. 0000000537



Step	Action
16.	Click the **Down** button of the scrollbar. 



Step	Action
17.	Click the **Close** button. 
18.	This completes **Inquire on Document Status**. **End of Procedure.**

Budget Check a Requisition

Throughout the procurement process, Budget Checking ensures financial obligations and expenditures do not exceed budget limitations. Controls are created to permit only transactions applied to correct calendar periods, account types, and chartfield combinations. Budget Checking a requisition also verifies the allocated funds are available before a liability is created.

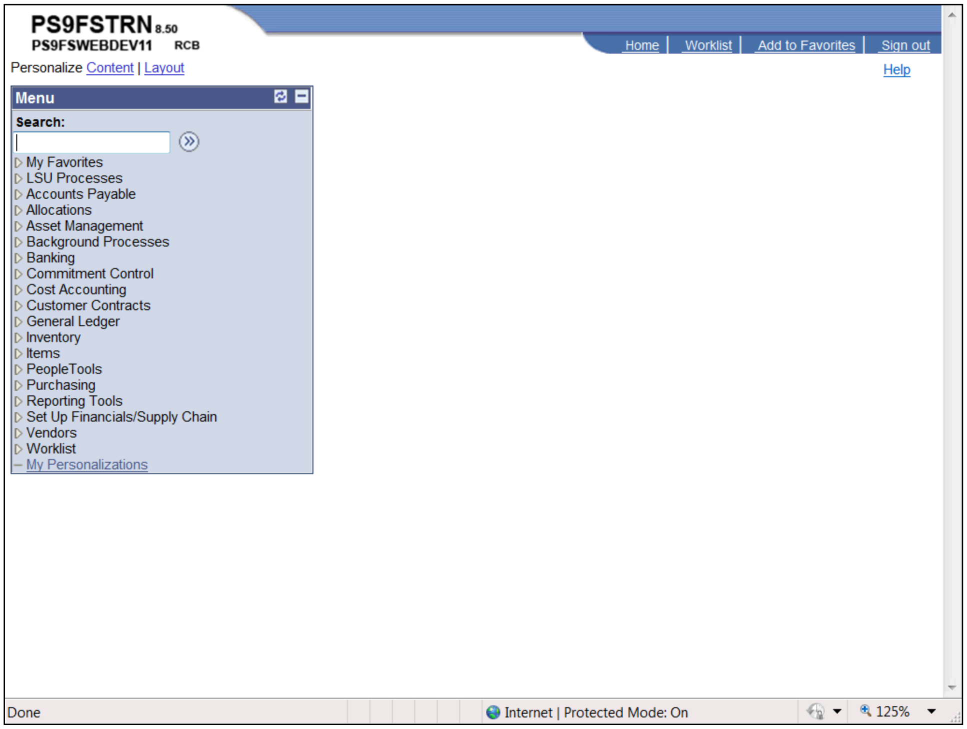
The Budget Check process "freezes" the chartstring. It is highly recommended the Budget Check process be run after the requisition has been approved. If the process is performed prior to the approval of the requisition, neither the department nor Purchasing will be able to change any values associated with the chartstring.

All non-contract requisitions **must** be budget checked by the department prior to the Purchase Order or Request For Quote being generated. Any requisition that does not have a "Valid" budget check status will be returned to the department to have the budget check process run. The department will decide who will assume responsibility for the Budget Check process. Anytime there are changes made to the requisition such as price, quantity, chartstring values, etc., the Budget Check process must be performed again.

Users can monitor the process using the Process Monitor. The speed with which the process runs will vary depending on the process run, amount of network traffic, etc.

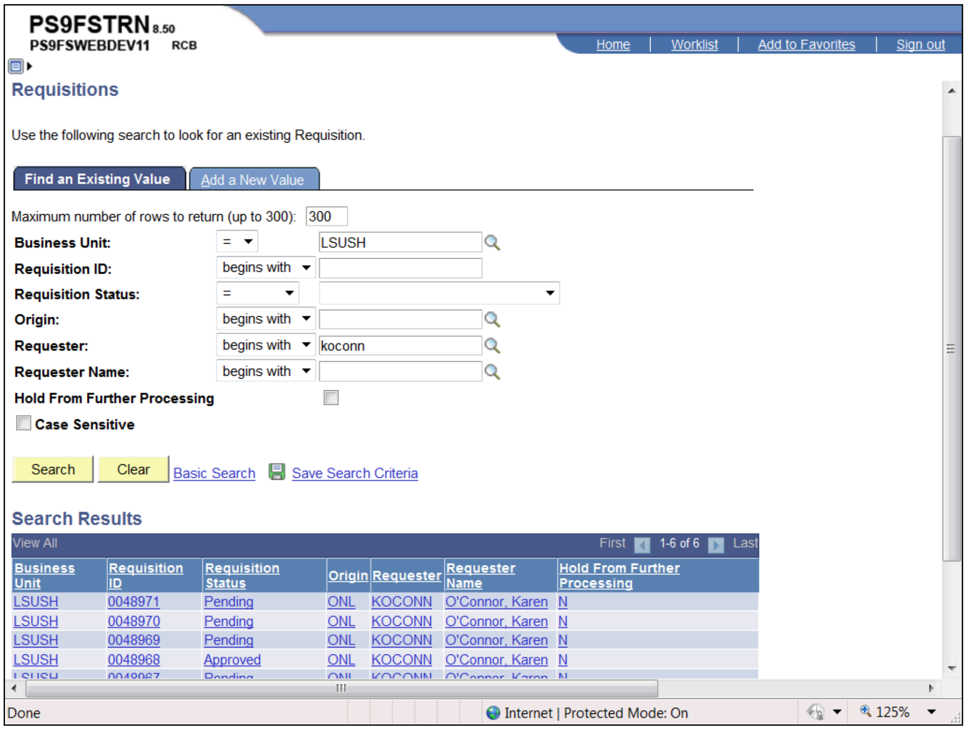
Procedure

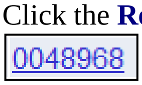
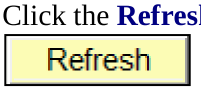
In this topic you will learn how to **Budget Check a Requisition**.



Step	Action
1.	Click the **Purchasing** link. Purchasing
2.	Click the **Requisitions** link. Requisitions
3.	Click the **Add/Update Requisitions** link. Add/Update Requisitions

Step	Action
4.	Click the **Find an Existing Value** link. Find an Existing Value
5.	You can search for the requisition you wish to Budget Check for entering all or part of the Requisition ID or Requester. Enter the desired information into the **Requester** field. Enter "**koconn**".
6.	Click the **Search** button. Search



Step	Action
7.	Click the **Requisition ID - 0048968** link. 
8.	Click the **Budget Check** button. 
9.	The Run Status **must** be Success and the Distribution Status **must** be Posted. Click the Refresh button every 10 - 15 seconds to update the page and statuses. Click the **Refresh** button. 
10.	Click the **Go back to Requisitions** link. 
11.	If the Budget Check process is successful, the Budget Status will be Valid. If the Budget Check is unsuccessful, the Budget Status will be an Error link.
12.	Error information can be viewed on the Requisitions Exceptions page. Navigation to the Requisition Exceptions page is: Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Requisition

Step	Action
13.	If an Error is received, it must be resolved and the budget check process run again. The steps to take to resolve a budget check error are: 1. Verify the accuracy of the chartstring information. if no data entry errors are found, see the Budget Control Exceptions Table in the Appendix; 2. Notify table contacts for assistance; and 3. Run the Budget Check process for the requisition again.

A list of general budget check errors, the Budget Control Exceptions Table, can be found in the Appendix. his not a comprehensive list, but it does cover the failures that have been found to occur. Ultimate resolution of the error must be made in coordination with the Budget Office, Accounting Services or Sponsored Projects.

If an error code is received that does not appear on the list, find a similar code on the list and apply that action and contact information to the new code. If a similar code cannot be found, contact the department to which the code applies (i.e. Budget Office, Accounting Services, or Sponsored Projects) for assistance.

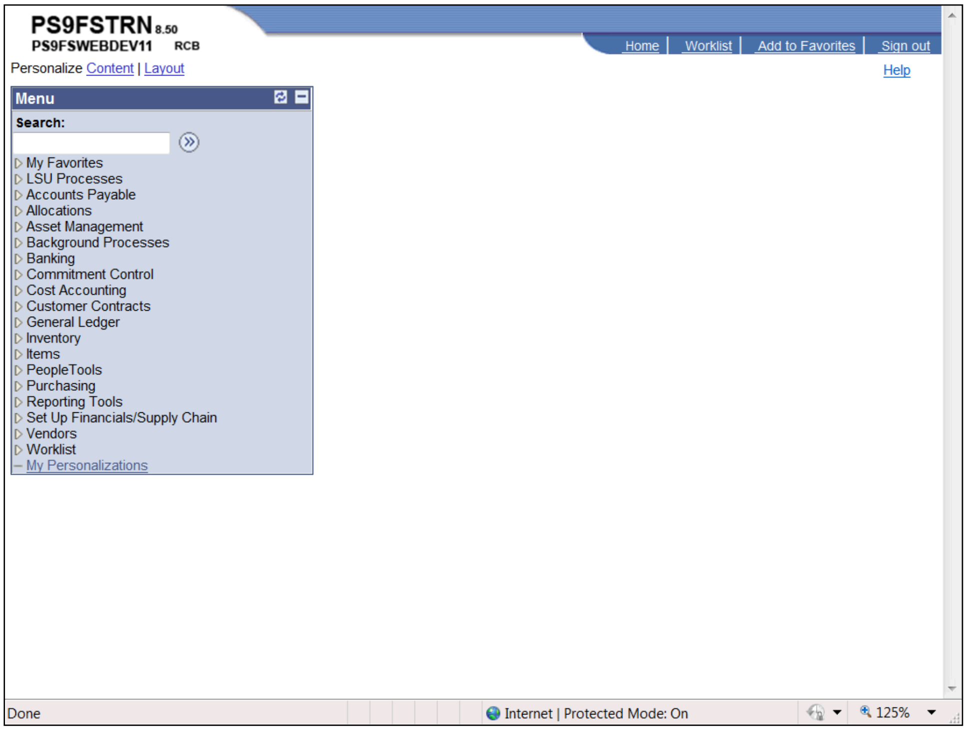
NOTE: The error code and description can be found in the bottom, right corner of the Budget Exceptions page.

Step	Action
14.	This completes **Budget Check a Requisition**. **End of Procedure.**

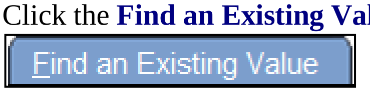
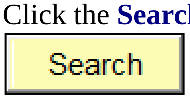
Create a Change Order for a Requisition

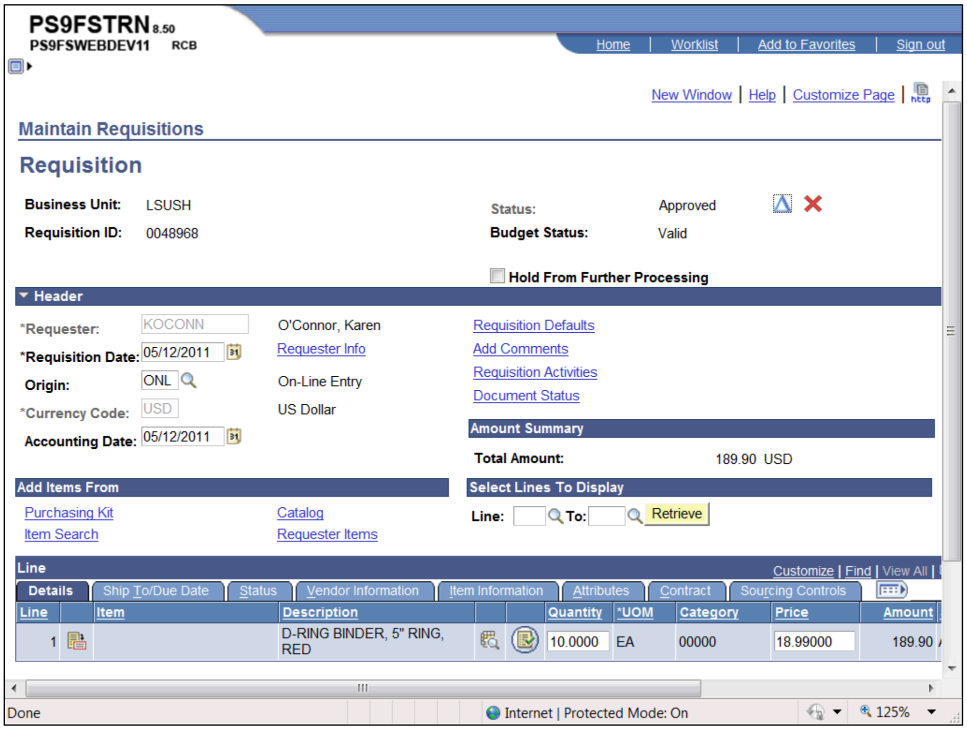
Procedure

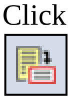
In this topic you will learn how to **Create a Change Order for a Requisition**.

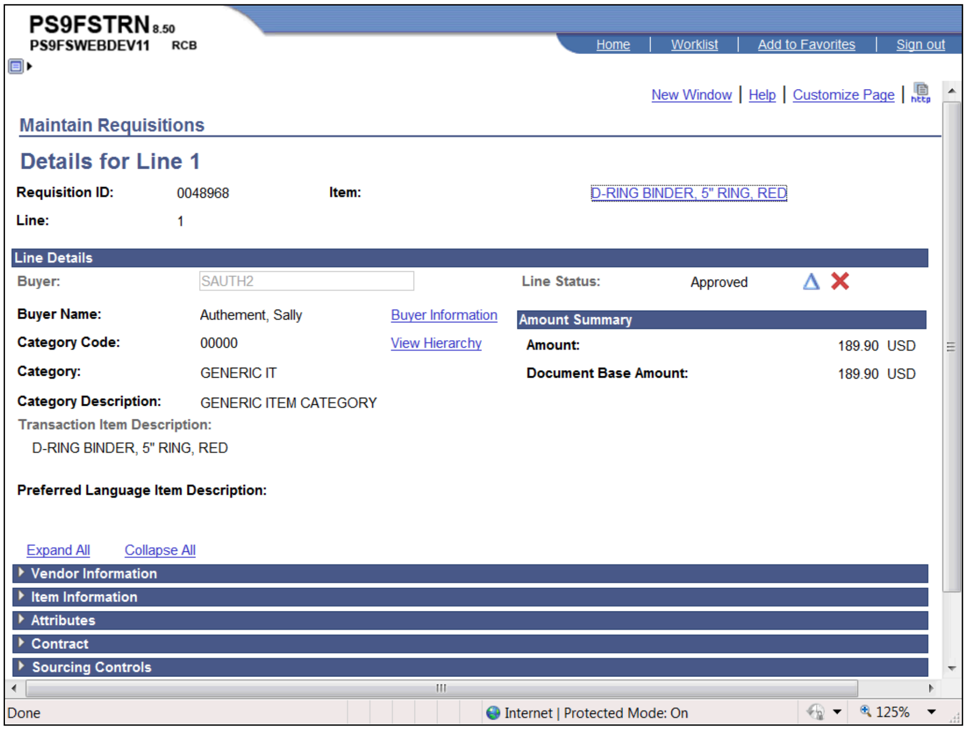


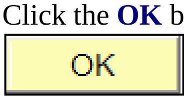
Step	Action
1.	Click the **Purchasing** link. Purchasing
2.	Click the **Requisitions** link. Requisitions
3.	Click the **Add/Update Requisitions** link. Add/Update Requisitions

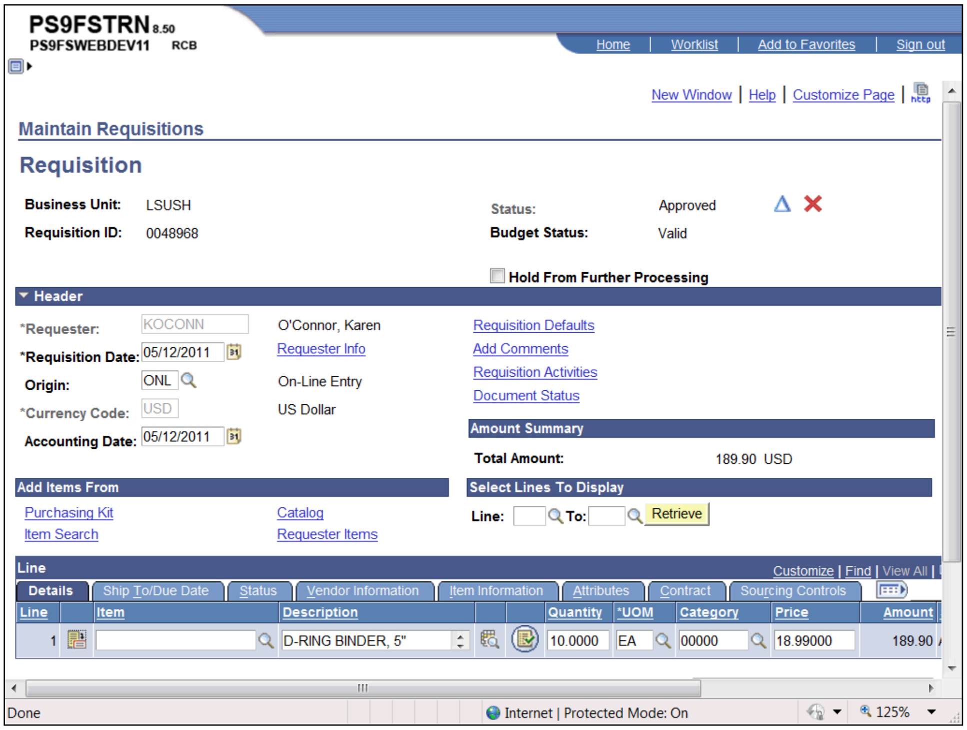
Step	Action
4.	Click the **Find an Existing Value** link. 
5.	Enter the desired information into the **Requisition ID** field. Enter "**0048968**".
6.	Click the **Search** button. 



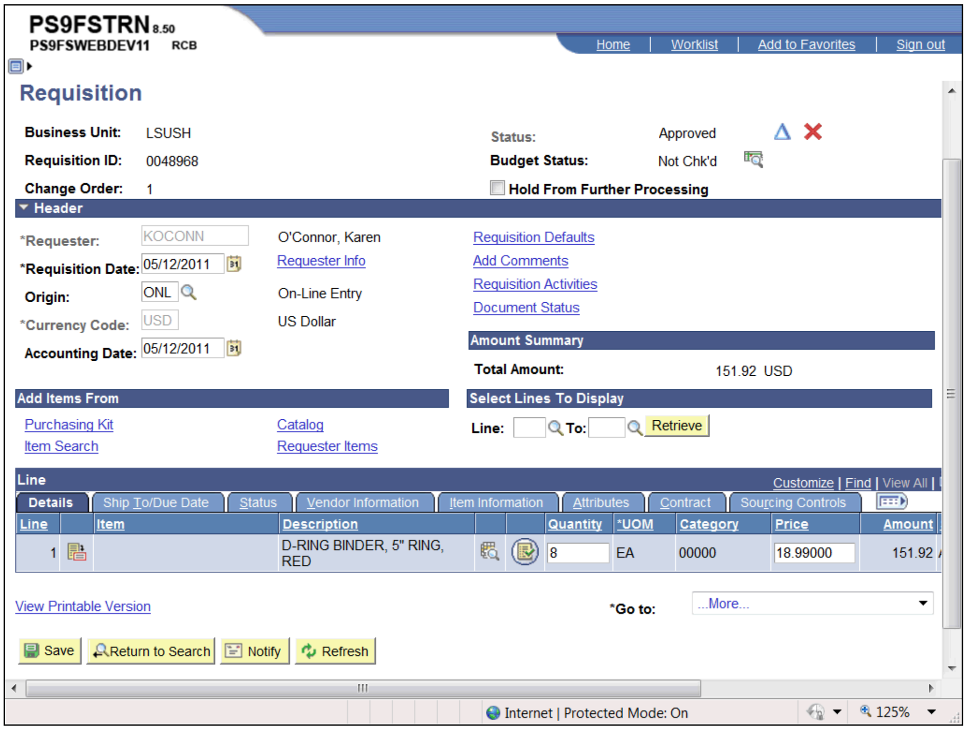
Step	Action
7.	Click the **Details...** button. 



Step	Action
8.	Click the **Create Line Changes** button. 
9.	Click the **OK** button. 



Step	Action
10.	Enter the desired information into the **Quantity** field. Enter "**8**".

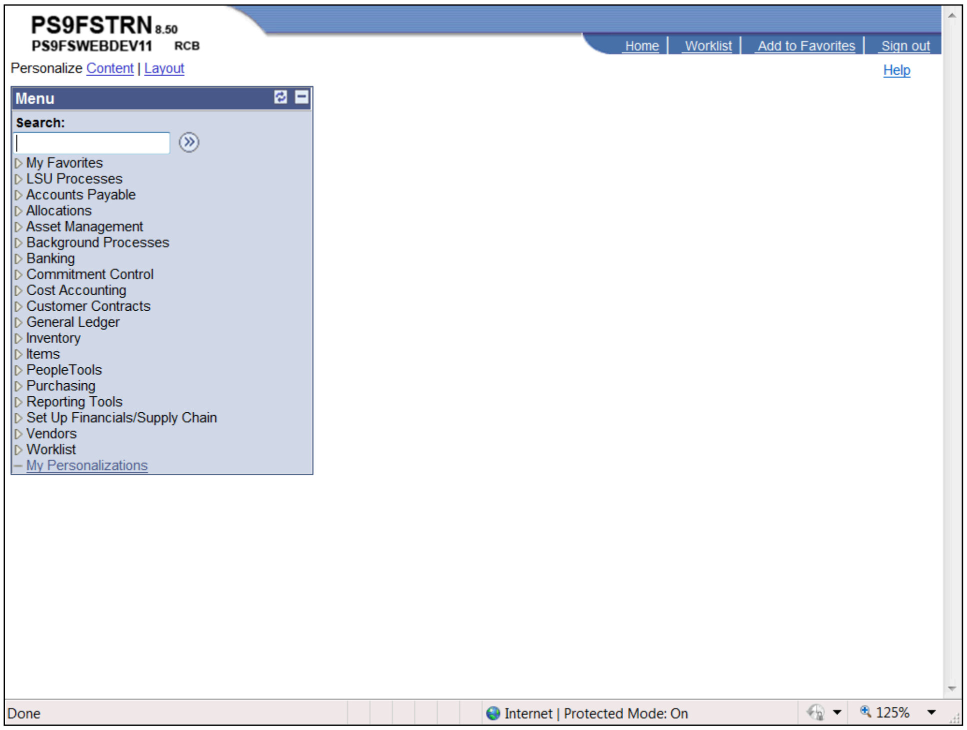


Step	Action
11.	Click the **Save** button. 
12.	***NOTE: The Budget Status reverts to Not Chk'd once the changes are saved. You must budget check the requisition again before Purchasing can source the requisition to a RFQ or PO.***
13.	This completes **Create a Change Order for a Requisition**. **End of Procedure.**

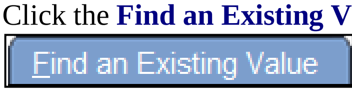
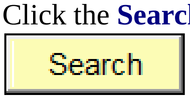
Change a ChartString on a Requisition

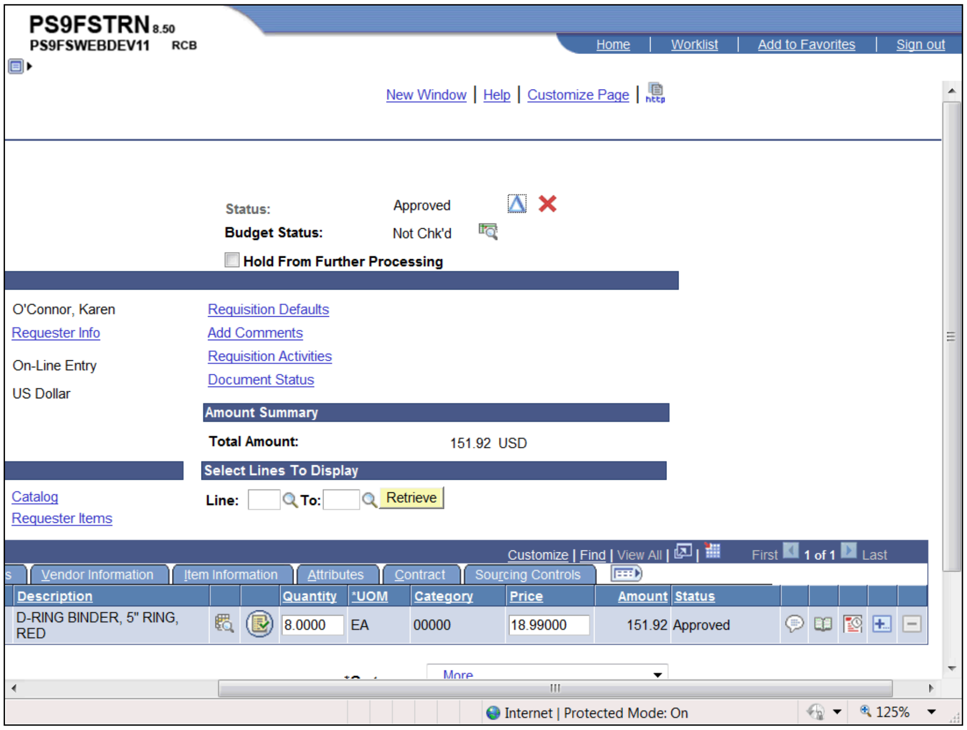
Procedure

In this topic you will learn how to **Change a ChartString on a Requisition**.

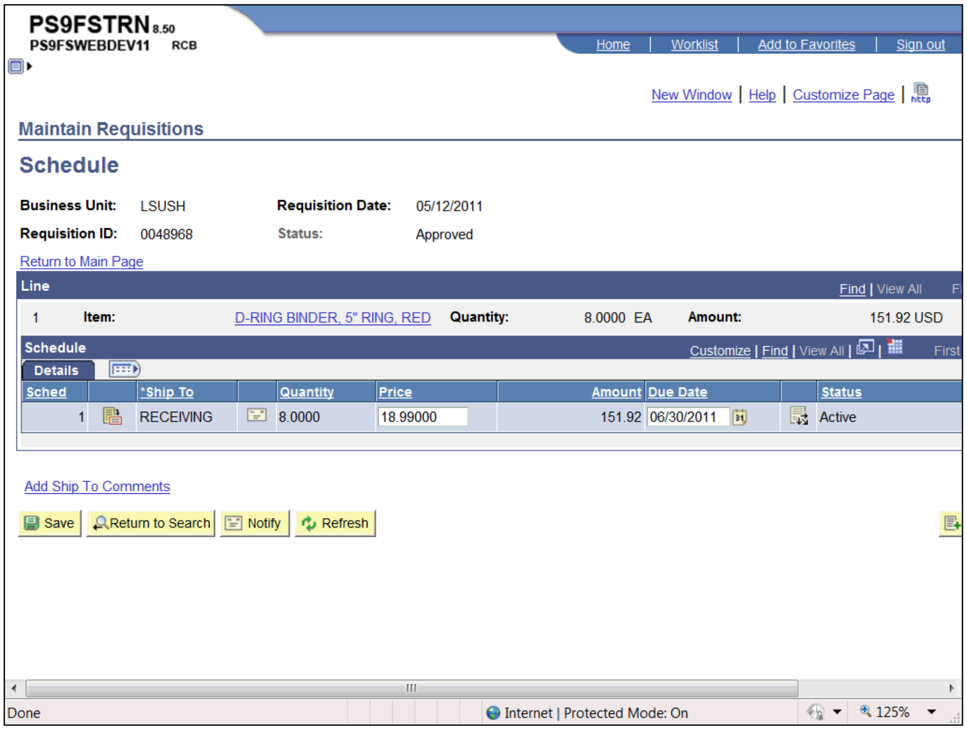


Step	Action
1.	Click the **Purchasing** link. ▷ Purchasing
2.	Click the **Requisitions** link. ▷ Requisitions
3.	Click the **Add/Update Requisitions** link. – Add/Update Requisitions

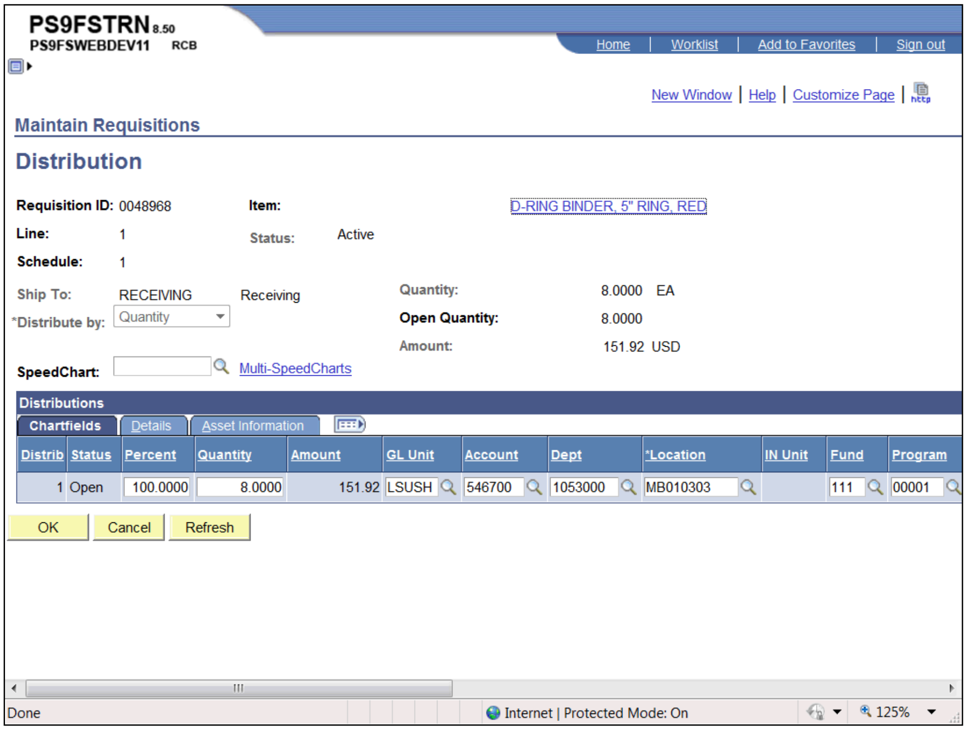
Step	Action
4.	Click the **Find an Existing Value** link. 
5.	Enter the desired information into the **Requisition ID** field. Enter "**0048968**".
6.	Click the **Search** button. 

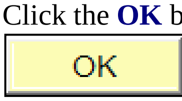


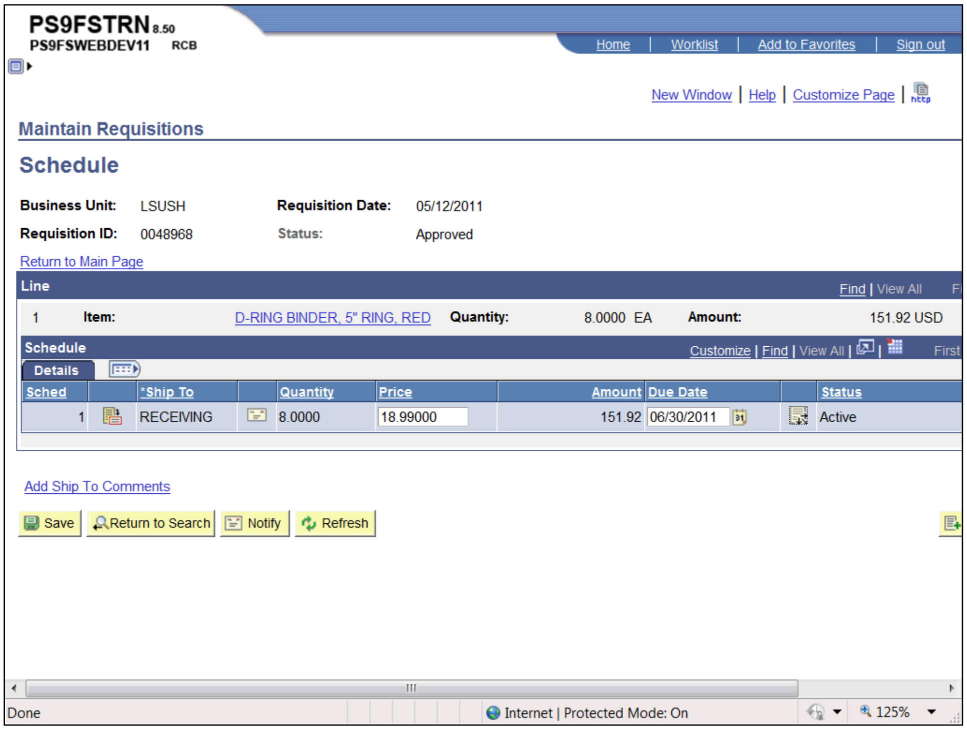
Step	Action
7.	Click the **Schedule...** button. 

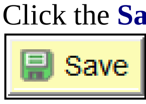


Step	Action
8.	Click the **Distribution** button. 



Step	Action
9.	The Distribution page is where you will make chartstring changes on the requisition. In this example you will change the Account number from 546700 to 547299. Enter the desired information into the **Account** field. Enter "**547200**".
10.	Click the **OK** button. 



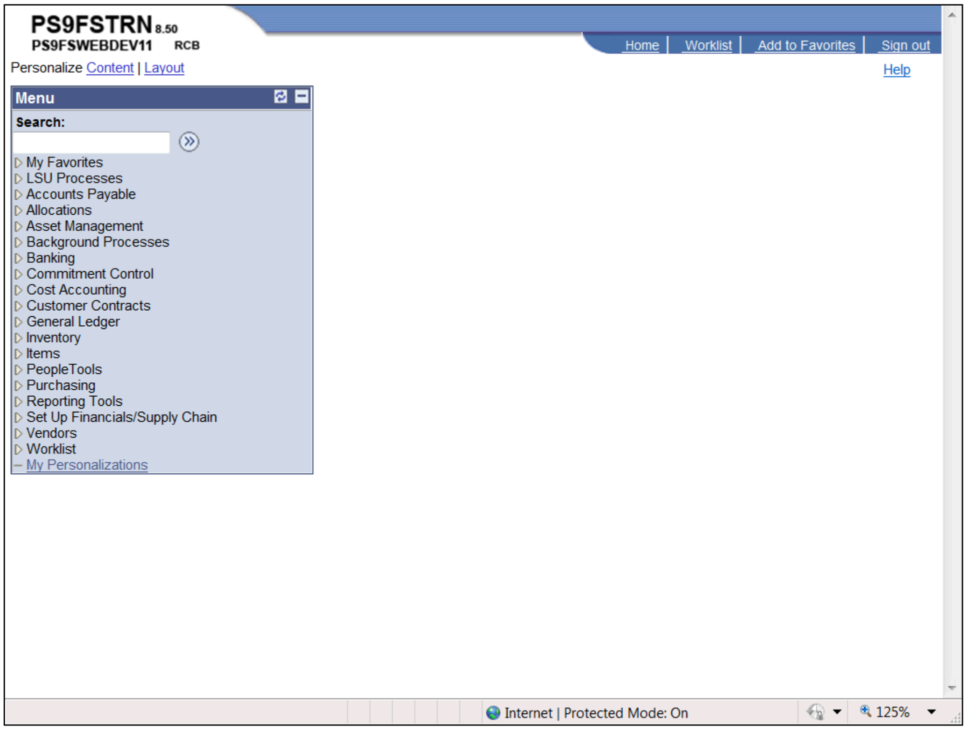
Step	Action
11.	Click the **Save** button. This action will take you back to the Requisition page. 
12.	***NOTE: Once changes are saved, the Status will be changed to Pending and the Budget Status will change to Not Chk'd. If your business unit uses workflow, the requisition will have to be re-approved and then the budget check performed.*** ***If your Business Unit does not use workflow, the Status will remain Approved. However, the Budget Check will have to run again.***
13.	This completes **Change a ChartString on a Requisition**. **End of Procedure.**

Cancel a Requisition

Procedure

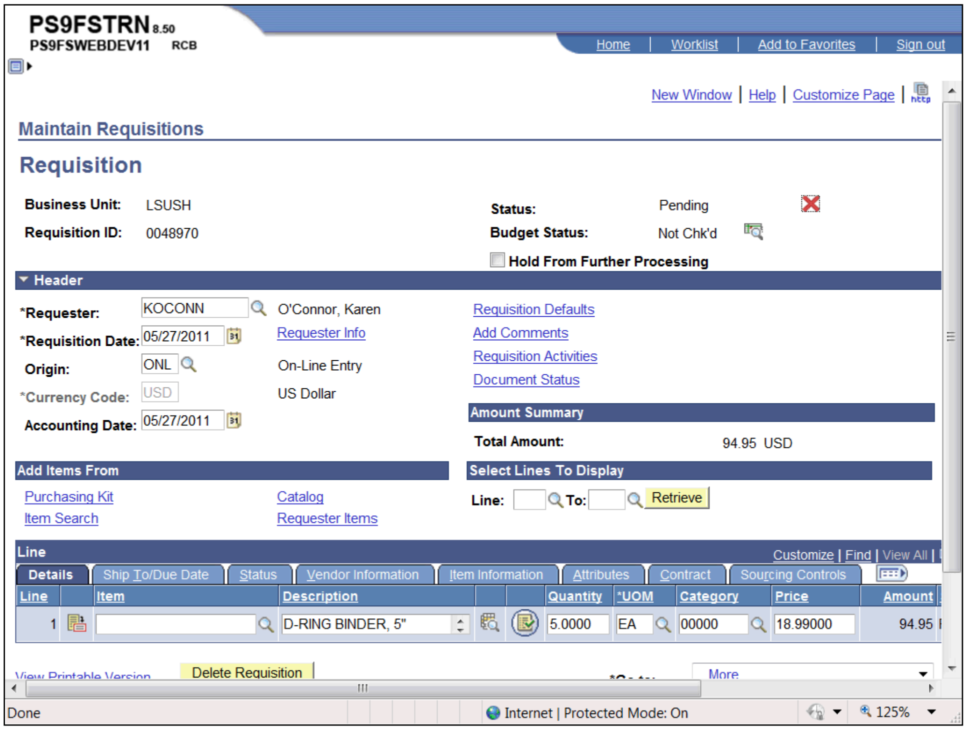
In this topic you will learn how to **Cancel a Requisition**.

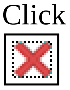
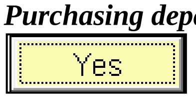
Step	Action
1.	You can cancel an entire requisition if: 1. The requisition is not on hold; 2. You are authorized to cancel Requisitions on the User Preferences; 3. You are authorized to cancel Requisitions for the requester on User Preferences; 4. No requisition lines have been sourced to a PO or RFQ; and 5. No requisition schedule has been staged.



Step	Action
2.	Click the **Purchasing** link. Purchasing
3.	Click the **Requisitions** link. Requisitions
4.	Click the **Add/Update Requisitions** link. Add/Update Requisitions

Step	Action
5.	Click the **Find an Existing Value** link. Find an Existing Value
6.	Enter the desired information into the **Requisition ID** field. Enter "**0048970**".
7.	Click the **Search** button. Search



Step	Action
8.	Click the **Cancel** button. 
9.	Click the **Yes** button. ***NOTE: The pre-encumbrance will not be reserved for the requisition. A nightly process will be scheduled to budget check and close cancelled requisitions. If you need the requisition budget checked before the nightly process runs, contact your Purchasing department.*** 
10.	The Status has changed from Pending to Cancelled.
11.	This completes **Cancel a Requisition**. **End of Procedure.**

Delete a Requisition

You can delete a requisition line, schedule, or distribution by clicking the Delete Requisition button on their respective pages. You can delete an entire requisition by clicking the Delete Requisition button on the Requisition page.

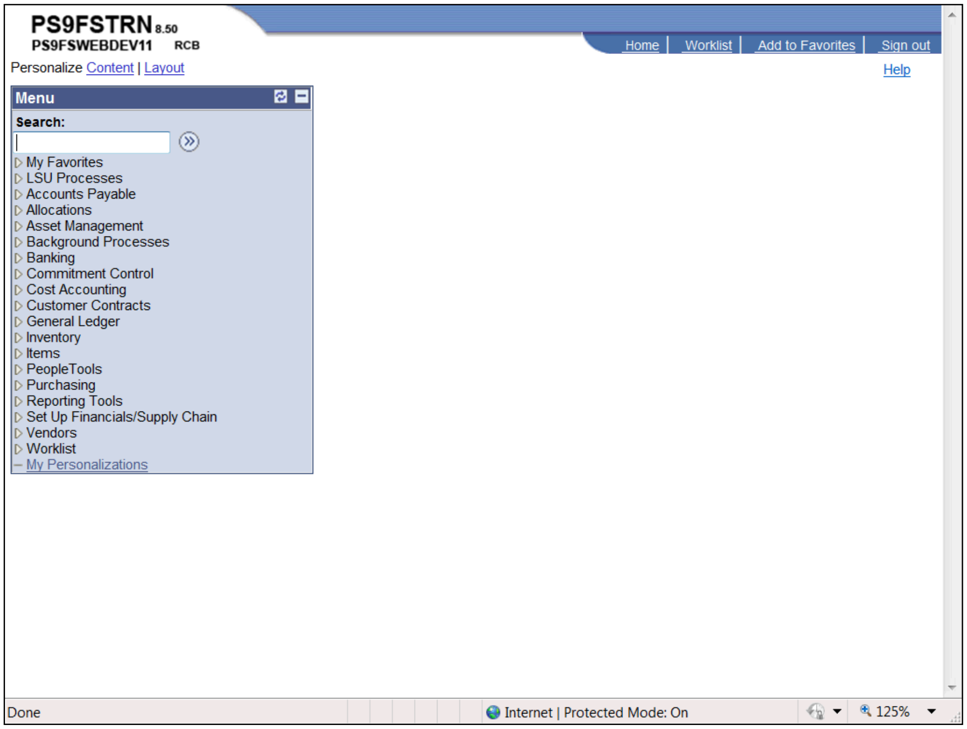
The following criteria must be met in order to Delete a Requisition:

1. The requisition is not on hold;
2. The requisition has never been successfully budget checked;
3. The Allow Requisition Deletion check box is selected on the Purchasing Business Unit Operations page;
4. You are authorized to delete entire requisitions on the User Preferences, Requisition Authorization page;
5. There are no change orders for the requisition;
6. The deletion will cause no change in order processing;
7. No requisition lines have been sourced to a PO or RFQ;
8. No requisition schedule has been staged; and
9. No lines have been processed by PeopleSoft Projects.

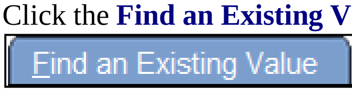
NOTE: Once a requisition is deleted, there will be no history of the requisition. If you want to retain history information, you should cancel the requisition instead of deleting it.

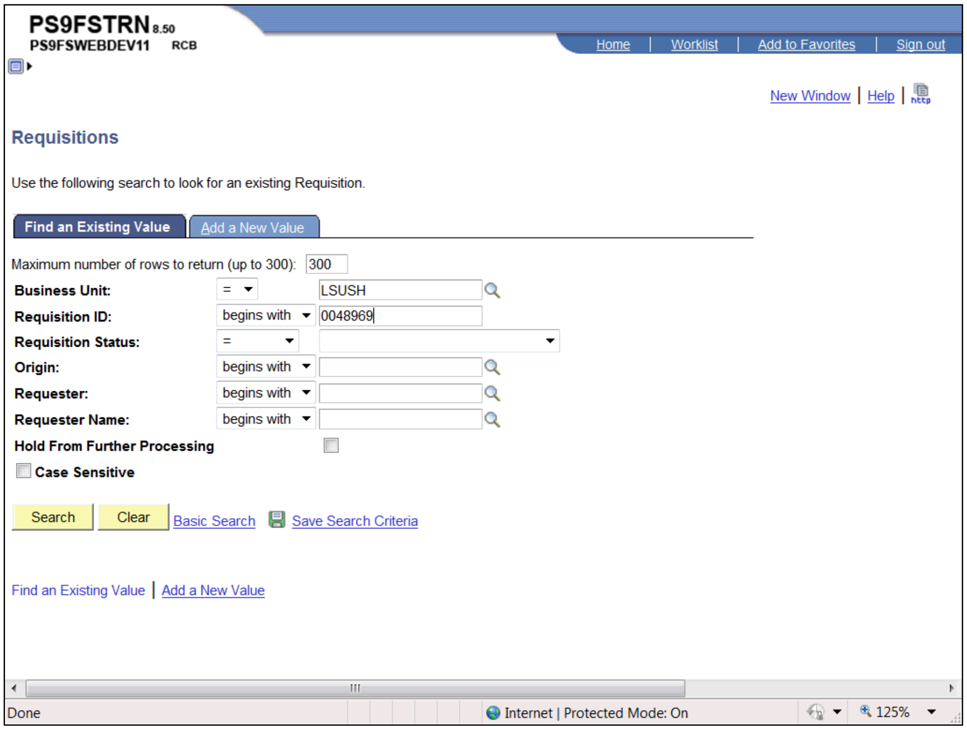
Procedure

In this topic you will learn how to **Delete a Requisition**.



Step	Action
1.	Click the **Purchasing** link. Purchasing
2.	Click the **Requisitions** link. Requisitions
3.	Click the **Add/Update Requisitions** link. Add/Update Requisitions

Step	Action
4.	Click the **Find an Existing Value** link. 
5.	Enter the desired information into the **Requisition ID** field. Enter "**0048969**".



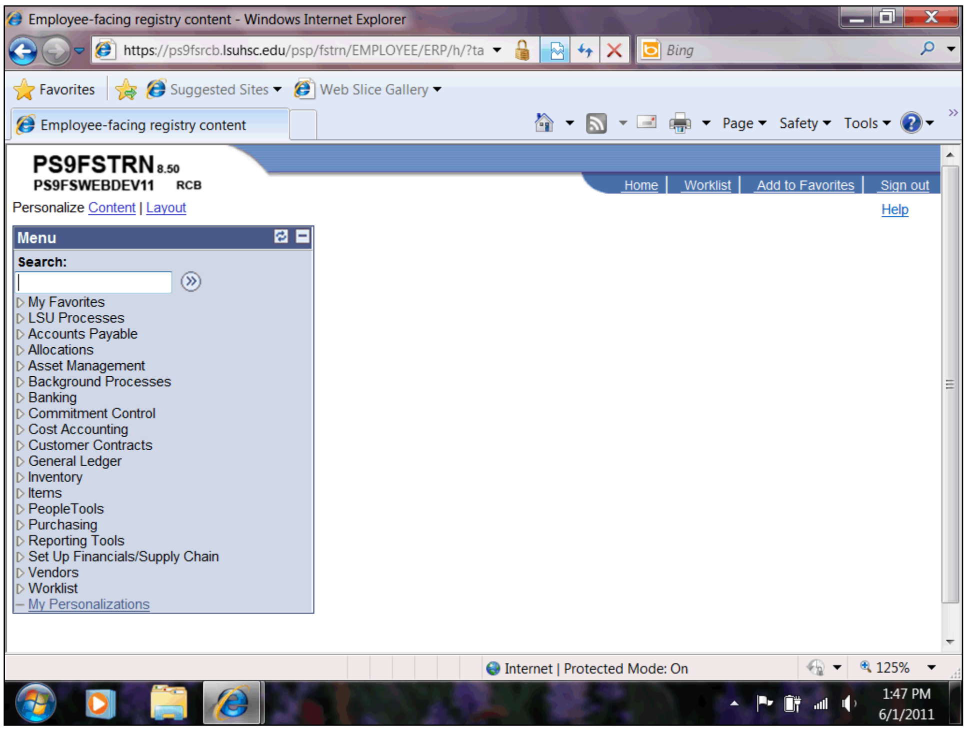
Step	Action
6.	Click the **Search** button. Search
7.	Click the **Delete Requisition** button. Delete Requisition
8.	Click the **Yes** button. Yes
9.	This completes **Delete a Requisition**. **End of Procedure.**

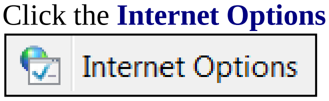
Appendix

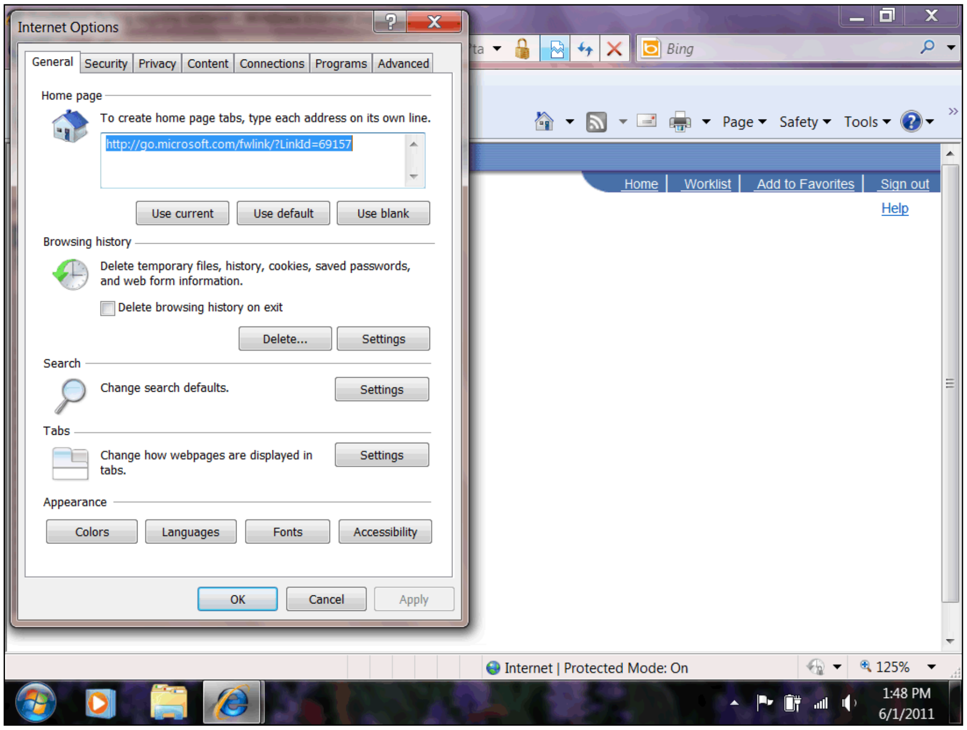
Delete Temporary Internet Cookies and Files

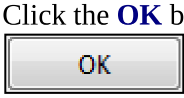
Procedure

In this topic you will learn how to **Delete Temporary Internet Cookies and Files**.



Step	Action
1.	Temporary Internet Cookies and Files should be cleared when problems arise (e.g. computer slowdowns, inability to load pages, inability to refresh the page when an error message is received, etc.). Click the button to the right of the **Tools** field. 
2.	Click the **Internet Options** list item. 

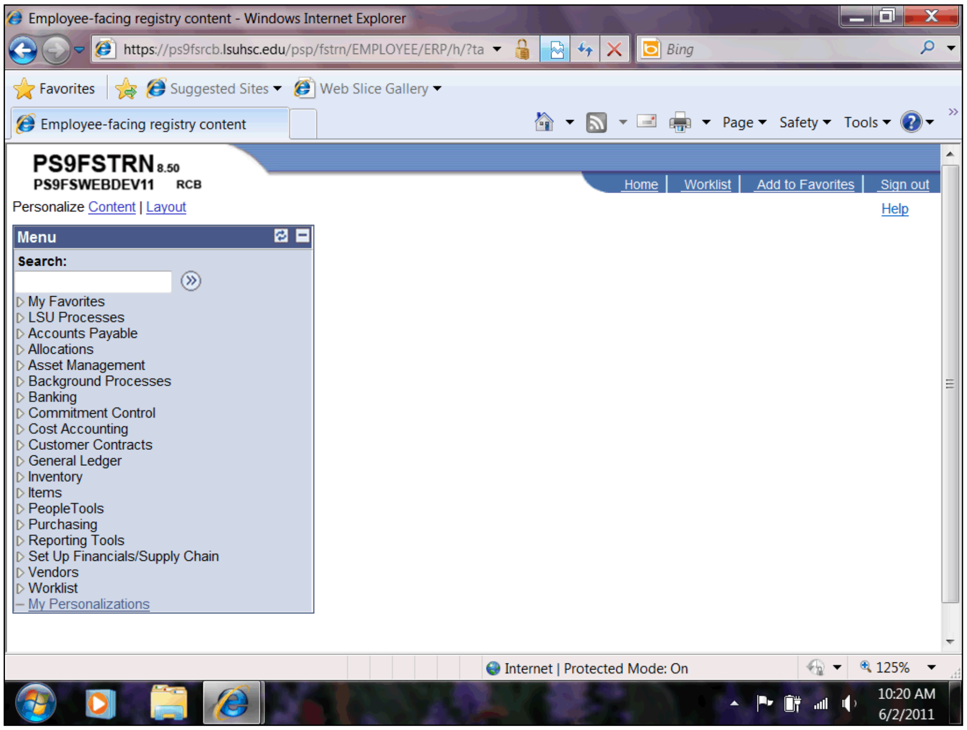


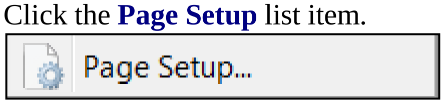
Step	Action
3.	Click the **Delete...** button. 
4.	Click the **Delete** button. 
5.	Click the **OK** button. 
6.	This completes **Delete Temporary Internet Cookies and Files**. **End of Procedure.**

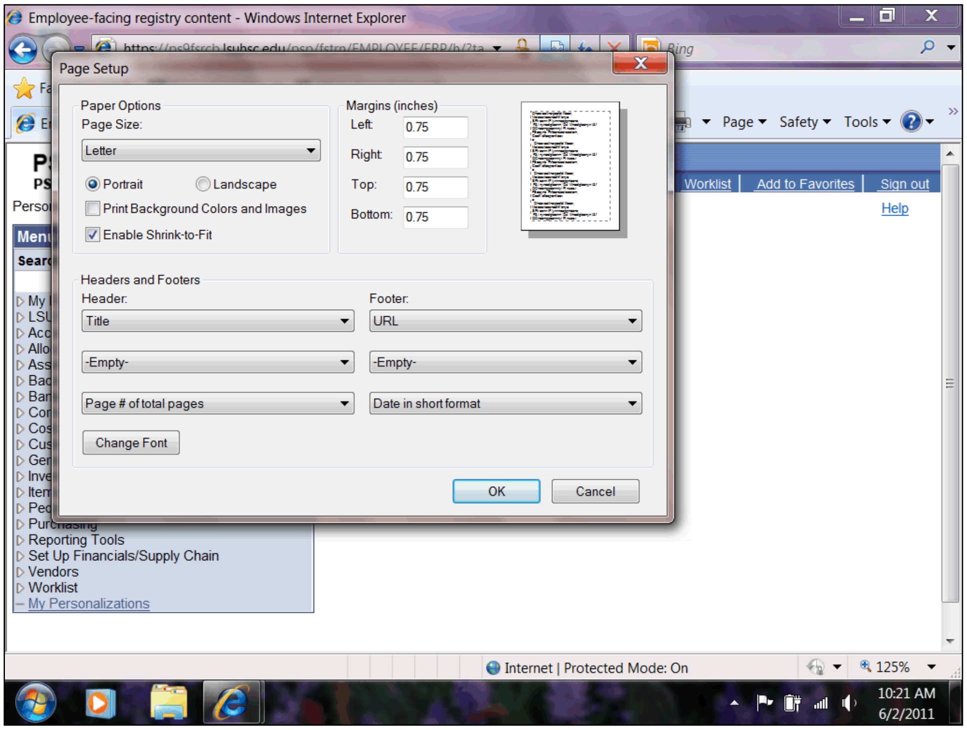
Print PeopleSoft 9.0 Pages

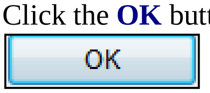
Procedure

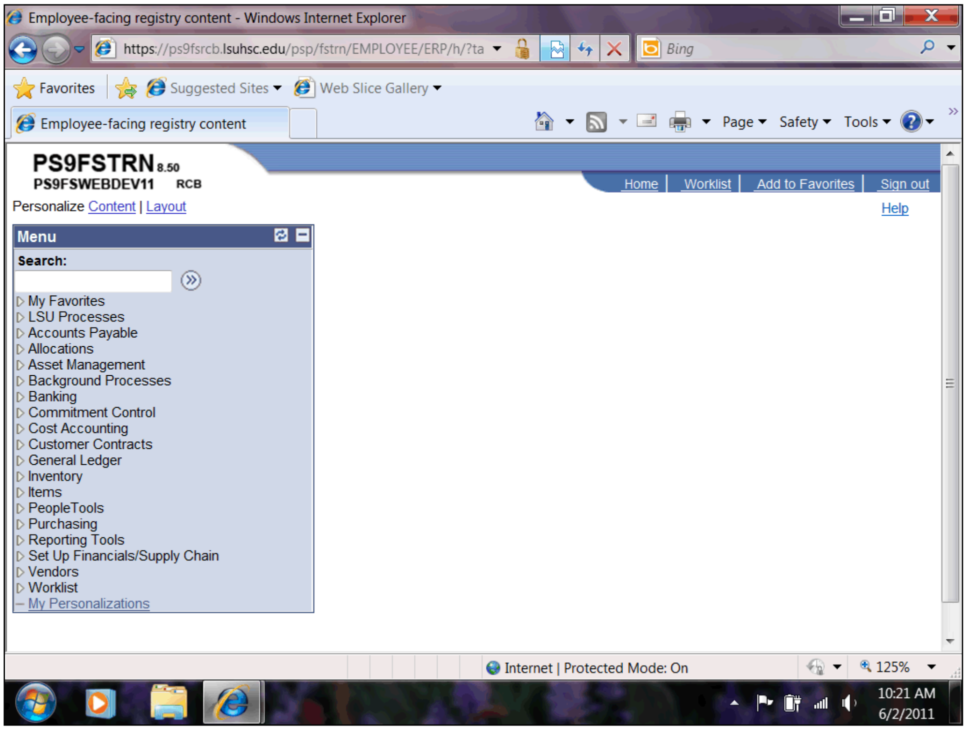
In this topic you will learn how to **Print PeopleSoft 9.0 Pages**.



Step	Action
1.	Click the button to the right of the **Print** field. 
2.	Click the **Page Setup** list item. 



Step	Action
3.	Click the **OK** button. 



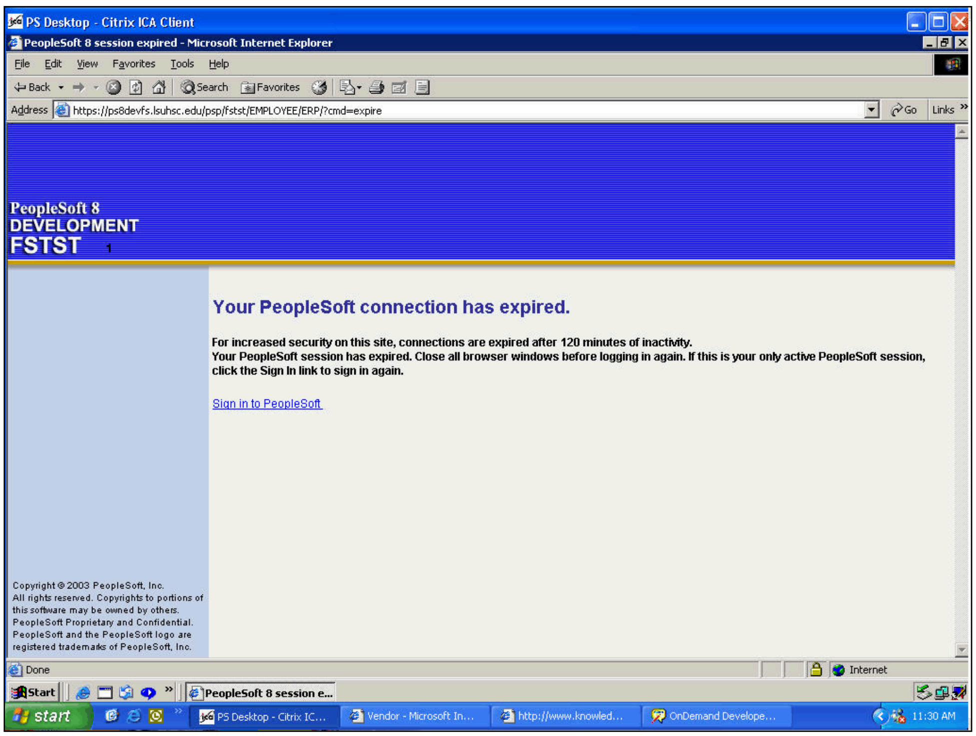
Step	Action
4.	Click the **Print** button. 
5.	This completes **Print PeopleSoft 9.0 Pages**. **End of Procedure.**

Session Time Out

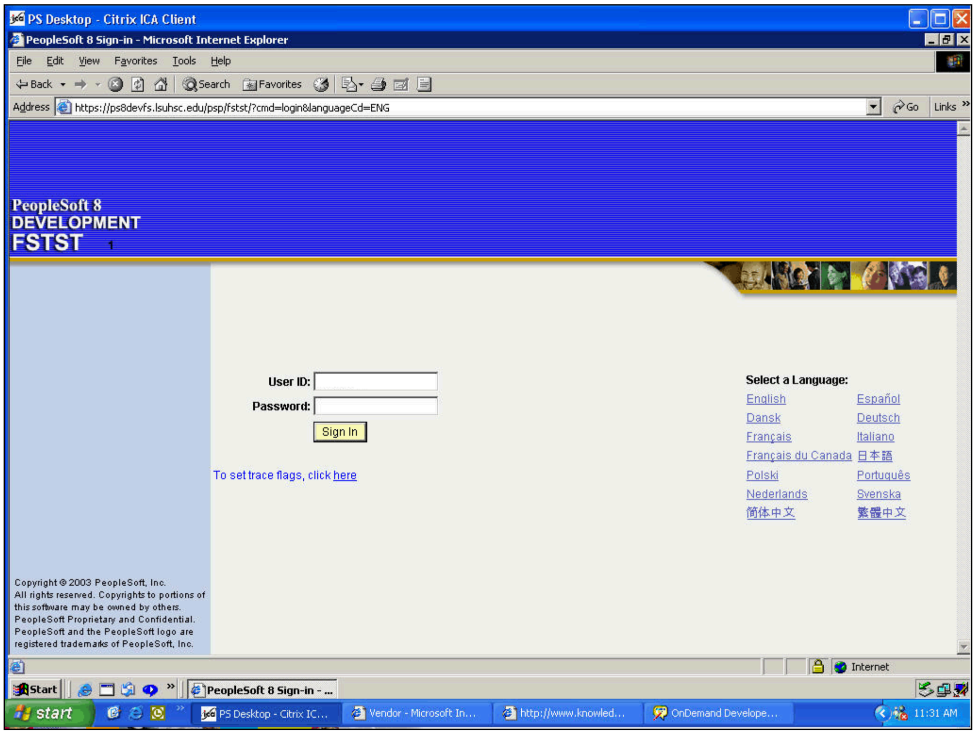
Procedure

In this topic you will learn how to access PeopleSoft9.0 when a session times out.

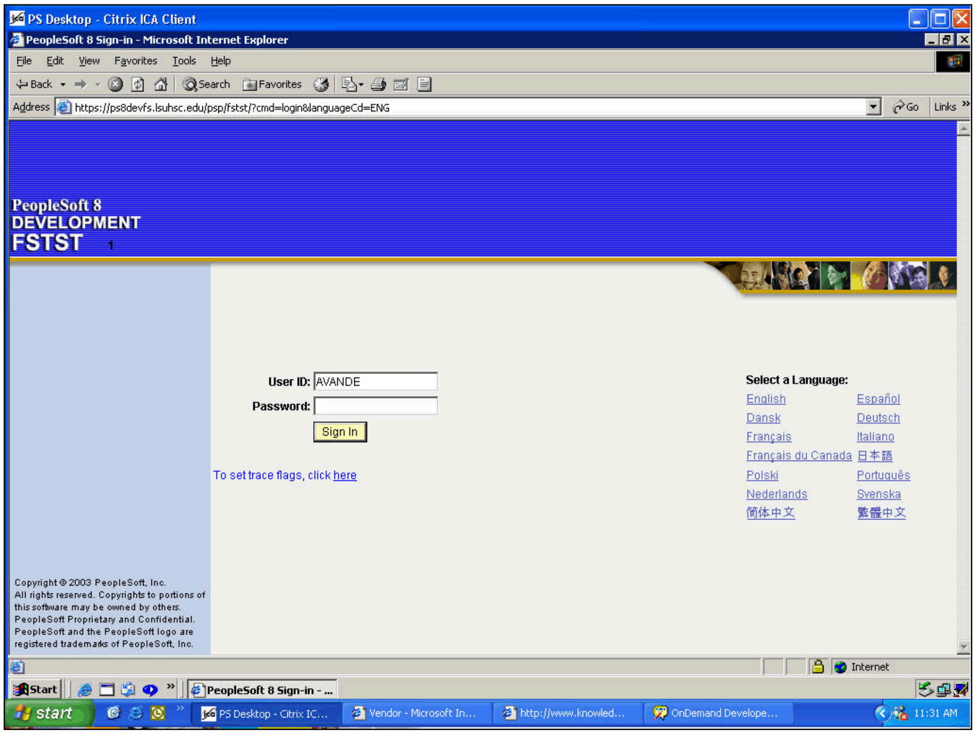
For increased security on the site, when you are logged on to PeopleSoft9.0 and the system detects that there has been no activity for 2 hours your connection will expire.



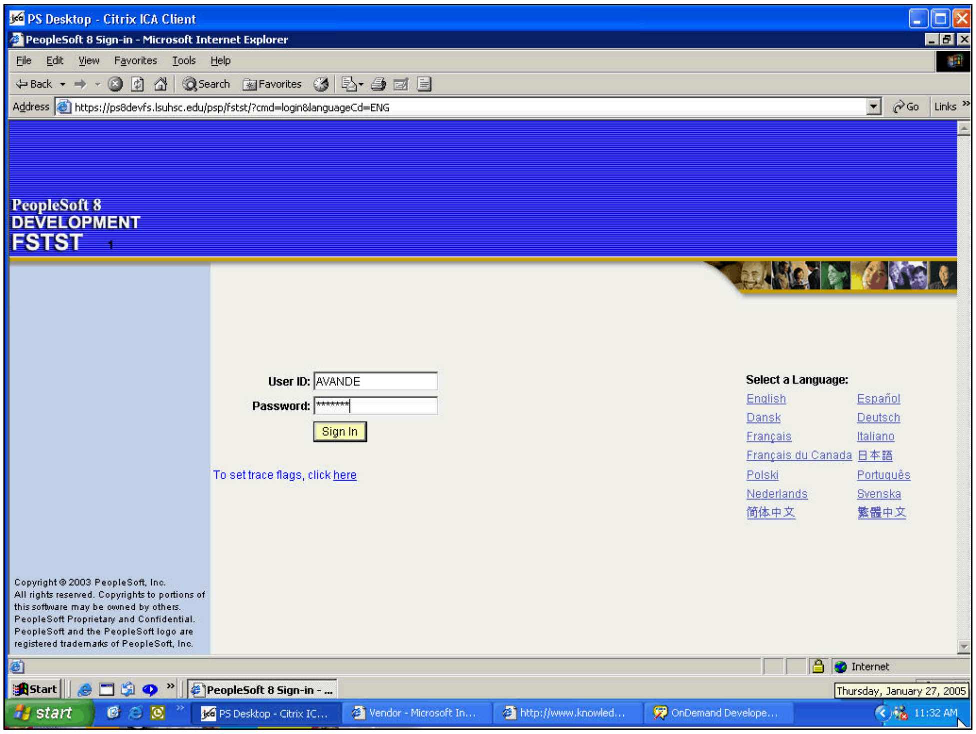
Step	Action
1.	Click the **Sign in to PeopleSoft** link. Sign in to PeopleSoft



Step	Action
2.	Enter your **User ID** **(must be entered in CAPS)**. This should be the same User name that you enter when you log on to your computer or access e-mail. To practice, please Enter the following *sample* User ID:"**AVANDE**".



Step	Action
3.	Enter your **Password** **(must enter in lower case)**. This should be the same Password that you enter when you log on to your computer or access e-mail. To practice, please Enter the following *sample* Password: "***********"



Step	Action
4.	Click the **Sign In** button. 

The following is an optional method to access PeopleSoft9.0 when your session expires. This method does not require the end-user to sign in:

Close the Internet browser by choosing one of the following methods:
• Select **File, Close** on the Internet browser menu bar;
• Click the **"X"** in the upper right corner of the Internet browser
Do not click the **"X"** on the **PS Desktop - Citrix ICA Client** title bar.

Once the browser is closed, restart the PS9 Launcher. The PeopleSoft9.0 **Home** page will display.

Step	Action
5.	This completes ***Session Time Out***. **End of Procedure.**

Understanding Budget Control Exceptions

This chapter provides an overview of exception handling in PeopleSoft Commitment Control and discusses how to:

- Set up and run exception notification.
- View and handle budget exceptions.

Understanding Exception Handling and Notification

Inevitably, some transactions fail the budget checking process or cause the Budget Processor to issue a warning. Such transactions are marked by the Budget Processor as exceptions. PeopleSoft Commitment Control provides processes and pages to notify appropriate users of these exceptions. Depending on the nature of the exception and the security authority granted to the user, a user can handle budget exceptions by changing transactions, adjusting budgets, overriding the budget checking process, or by simply viewing and noting them.

Errors and Warnings

Exceptions fall into two categories: errors and warnings.

Errors

Errors are exceptions that have failed budget checking because they do not conform to the rules established for that control budget. Transactions with errors are not allowed by the system to update the Commitment Control budget ledgers. Most errors occur when a transaction has at least one line that exceeds at least one budget and is over tolerance. Depending on the configuration of your control budgets, the exact reason that a budget has insufficient funds will vary from budget to budget. The budget may be on hold, closed, or simply lacking a sufficient available budget amount.

Transactions with errors stop at the budget check stage and do not proceed until they are corrected or overridden and are budget checked again.

These are errors that you might encounter:

Error Code	Overridable?	Description	Notes
E1	Y	Exceeds budget and is over tolerance.	N/A
E2	N	No budget exists.	N/A
E3	N	Budget is closed.	N/A
E4	Y	Budget is on hold.	N/A
E5	Y	Transaction has offset account.	The transaction line contains an account value that is reserved as an offset account.
E6	Y	Budget date is out of bounds.	N/A
E7	Y	Spending authority over budget.	Credit transaction caused spending authority (available budget balance) to exceed original budgeted amount. This error does not occur if you selected Allow Increased Spending Authority for the control budget definition on the Ledgers for a Unit - Commitment Control Options page. See Adding Commitment Control Ledger Groups to a Business Unit.
E8	N	CF (ChartField) funding source error.	A funding source allocation row for a project budget exists without a corresponding budget amount having been entered in the Commitment Control ledger data table (LEDGER_KK). See Project Budgets With Funding Source Control.
E9	N	Cumulative calendar data not found.	Budget is defined for cumulative budgeting with a cumulative calendar, but the calendar is not found. See Budget Period Calendars and Cumulative Budgeting.
E10	N	Cumulative date range not found.	Budget is defined for cumulative budgeting with a cumulative date range, but the date range is not found.
E11	Y	Exceeds budget and is over tolerance for referenced row.	When a transaction (such as a voucher) and its referenced documents (such as purchase orders) impact different budgets, the Budget Processor budget-checks the liquidation rows for the referenced documents separately from the transaction itself. Errors E11 through E20, E23 through E25, and E30 occur for the referenced (liquidation) row. See Budget Processor.
E12	N	No budget exists	See E11.

Error Code	Overridable?	Description	Notes
		for referenced row.	
E13	N	Budget is closed for referenced row.	See E11.
E14	Y	Budget is on hold for referenced row.	See E11.
E15	Y	Transaction has offset account for referenced row.	See E11.
E16	Y	Budget date is out of bounds for referenced row.	See E11.
E17	Y	Spending authority over budget for referenced row.	See E7, E11.
E18	N	CF (ChartField) funding source error for referenced row.	See E8, E11.
E19	N	Cumulative calendar data not found for referenced row.	See E9, E11.
E20	N	Cumulative date range not found for referenced row.	See E10, E11.
E21	Y	Exceeds statistical budget and is over tolerance.	Occurs for budgets with statistical budgeting enabled. See Statistical Budgeting.
E22	N	Statistical budget does not exist.	See E21.
E23	Y	Exceeds statistical budget and is over tolerance for referenced row.	See E21.

Error Code	Overridable?	Description	Notes
E24	N	Statistical budget does not exist for referenced row.	See E11, E21.
E25	Y	Spending authority over statistical budget for referenced row.	See E7, E11, E21.
E27	Y	Spending authority over statistical budget.	See E7, E21.
E28	N	Referenced document balance is zero.	The transaction (such as a voucher) has a referenced document (such as a purchase order) that has already been fully liquidated.
E29	N	Funding source allocation not found.	There are no funding source allocations for the project budget related to the transaction. This only applies if funding source tracking is enabled for the control budget definition and the Project ID in the transaction is flagged as Funding Source Controlled. See Project Budgets With Funding Source Control.
E30	N	Funding source allocation not found for referenced row.	See E11, E29.
E31	N	Current budget period not in cumulative range.	Cumulative budgeting has been set up incorrectly for the budget, such that a budget period defined as part of the cumulative range does not, in fact, fall within the cumulative range. For example, asume that you set up cumulative budgeting for the date range of 01/01/2002 through 02/28/2002 and include monthly budget periods 2002M1 (covering January), 2002M2 (covering February), and 2002M3 (covering March). The budget period 2002M3 does not fall within the cumulative date rage, and an error results when you budget-check a transaction whose budget date falls within budget period 2002M3. See Budget Period Calendars and Cumulative Budgeting.
E32	N	Current budget period not in cumulative range for referenced row.	See E11, E31.
E33	Y	Funding is expired.	The budget date on the transaction line is beyond the expiration date specified on the Expiration CF (ChartField) page within the budget definition and the transaction line is attempting to reduce the

Error Code	Overridable?	Description	Notes
			budget's remaining spending authority.
E34	Y	Budget date outside specified dates.	The budget date on the transaction line is outside either the begin or end date specified on the Expiration CF (ChartField) page within the budget definition.

Warnings

Warnings are exceptions that do not conform to the rules of the control budget, but have been passed along and update the Commitment Control ledgers nonetheless. Warnings function as exceptions that are automatically overridden, as well as alerts to certain situations that could adversely impact the budget and budgetary processing.

The Budget Processor issues warnings, rather than errors, in the following situations:

1. The system inherently defines the transaction exception as a warning.

   This is the case, for example, with the warning that the budget date does not equal the accounting date and the warning that the transaction exceeds the remaining available budget but is within tolerance.

2. The control option for the control budget definition is *Track with Budget*, or *Control Initial Document.*

If you selected one of these options when you defined your budgets, you determined that transactions that would otherwise generate an error exception merely require an audit trail and examination and do not need to be stopped.
If the control option is *Track with Budget,* you receive warning exceptions, except when there is no budget for a transaction, which results in an error exception. If the control option is *Control Initial Document,* you receive error exceptions for the initial document and warning exceptions for subsequent transactions.

> **Note.** Whether the option is *Track without Budget* or *Track with Budget*, you receive warnings for any error that can be overridden; however, errors that cannot be overridden might be logged.

These are the warnings:

Warning Code	Description	Notes
W1	Exceeds budget but is within tolerance.	Transaction exceeds available budget balance, but is within the tolerance allowed. See Hierarchy of Control Budget Attributes.
W2	Exceeds budget, but is a track or non-initial transaction.	Transaction exceeds budget, but the control option for the control budget definition is *Tracking without Budget,* or *Control Initial Document.* See Hierarchy of Control Budget Attributes.
W3	Budget date and accounting (transaction) date are not equal.	N/A
W4	Override of the error of Exceeds budget and is over tolerance.	Overrides always generate warnings.
W5	SA (spending authority) exceeds non-control budget amount.	Credit transaction caused spending authority (available budget balance) to exceed original budgeted amount for a budget whose control option is *Tracking with Budget,* or *Tracking without Budget,* or *Control Initial Document*. This warning does not occur if you selected Allow Increased Spending Authority for the control budget definition on the Ledgers for a Unit - Commitment Control Options page. See W2. See Adding Commitment Control Ledger Groups to a Business Unit.
W6	Override of the error of SA (spending authority) exceeds budgeted amount.	See W4.
W7	Override of the error of Budget is on hold.	See W4.
W8	Override of the error Date is out of bounds.	See W4.
W9	Closed budget periods exist in cumulative set.	One or more budget periods within a cumulative budgeting set has been closed. See Budget Period Calendars and Cumulative Budgeting.
W21	Exceeds statistical budget but is within tolerance.	See W1. See Statistical Budgeting.

Warning Code	Description	Notes
W22	Exceeds non-control statistical budget.	See W2, W21.
W24	Override of the error of exceeds statistical budget.	See W4.
W25	SA (spending authority) exceeds non-control statistical budget amount.	See W5, W21.
W26	Override of the error of SA (spending authority) exceeds statistical budget amount.	See W4.
W33	Funding is expired.	Warning is issued if you override the E33 exception
W34	Budget date outside dates specified on the Expiration CF (ChartField) page.	Warning is issued if you override the E34 exception.

Note. Early warnings, or notifications that a predefined percentage of a budget has been committed for spending or spent, are not exceptions. You set them up on the Notify Preferences page.