



Edit & Budget Check Fluid

Version Date: April 14, 2023

Training Guide
Fluid

Table of Contents

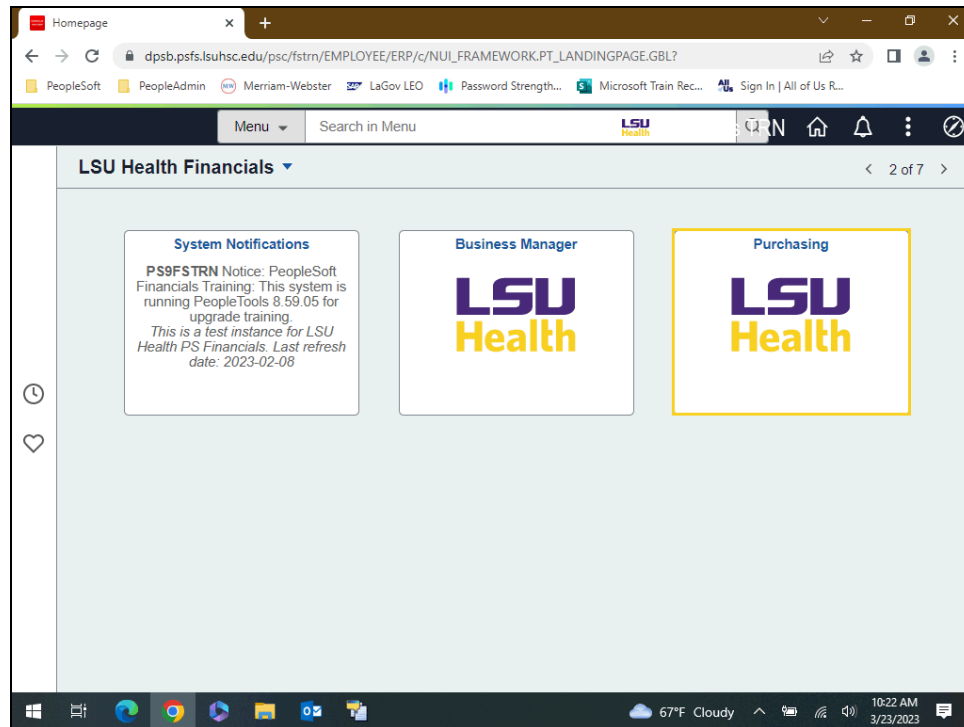
Edit & Budget Check - Fluid 1
 Budget Check a Requisition 1
 Change a Chartstring on a Budget Checked Requisition..... 5


Edit & Budget Check - Fluid

Budget Check a Requisition

Topic Contents:


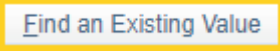
1. Purchasing tile navigation
2. Find an Existing Value
3. Budget Check Process
4. Process Monitor panel
 - a. Run Status options
 - b. What does the Run Status tell you?
5. Valid Budget Check

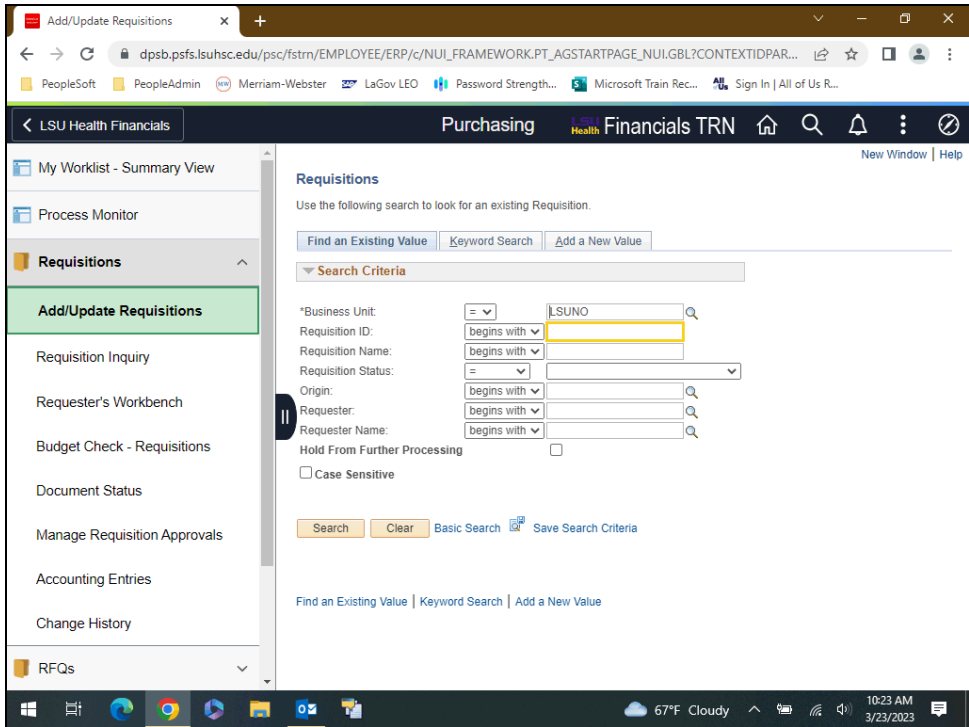


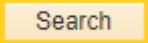

Step	Action
1.	In this exercise, you will budget check requisition 0062930 . The Purchasing tile will be used for navigation. Click the Purchasing button.
2.	Click the Requisitions dropdown button to activate the menu. 


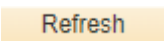

Training Guide

Fluid

Step	Action
3.	Click the Add/Update Requisitions button. 
4.	NOTE: Only approved requisitions may be budget checked. Click the Find an Existing Value button. 



Step	Action
5.	Enter the desired information into the Requisition ID: field. Enter " 0062930 ".
6.	Click the Search button. 
7.	Click the Navigation Area button. 

Step	Action
8.	<p>A requisition creates a pre-encumbrance in the PeopleSoft system. The Budget Check process is run to verify that funds are available in the budget to purchase the items on the requisition. A 'Valid' budget check then creates a pre-encumbrance hold on the funds so that the funds cannot be spent on something else.</p> <p>Prior to running the budget check, the requisition Status will be Approved and the Budget Status will be Not Chk'd.</p>
9.	<p>Click the Budget Check button.</p> <p><i>NOTE: The system will automatically send you to the Process Monitor panel.</i></p> 
10.	<p>Click the Refresh button until the Run Status = Success and Distribution Status = Posted.</p> <p><i>NOTE: Please do <u>not</u> repeatedly click the Refresh button as this uses system resources and will slow processing of your request down. Please allow 10 - 15 seconds between clicks.</i></p> <p>Click the Refresh button.</p> 
11.	<p>Run Status</p> <p>It is possible that the Run Status will <u>not</u> display as Success when budget checking a requisition. Other statuses that may display are Warning, No Success and Error.</p>
12.	<p>What do the Run Status Tell You?</p> <ul style="list-style-type: none"> • Success – indicates the document budget checked correctly • Warning – indicates either no documents we selected to process, or the process was successful but produced a budget check error • No Success – indicates the process deadlocked with another process – the user will restart the process by: <ul style="list-style-type: none"> o Click on the Details link; o Click Restart; and o Click OK to restart the process. o If the user receives a No Success after restarting the process, a Help Desk ticket should be opened • Error – indicates the process failed – the user should open a Help Desk ticket
13.	<p>The process has completed its run and displays a Status = Success. This indicates the process budget checked correctly.</p> <p>Click in the Go back to Requisitions field.</p> 

Training Guide Fluid

Step	Action
14.	A Valid Budget Status indicates that the requisition can be sourced into a Purchase Order. <i>Any status other than Valid would preclude the requisition from advancing in the purchasing process.</i>
15.	This completes <i>Budget Check a Requisition</i> . End of Procedure.

Change a Chartstring on a Budget Checked Requisition

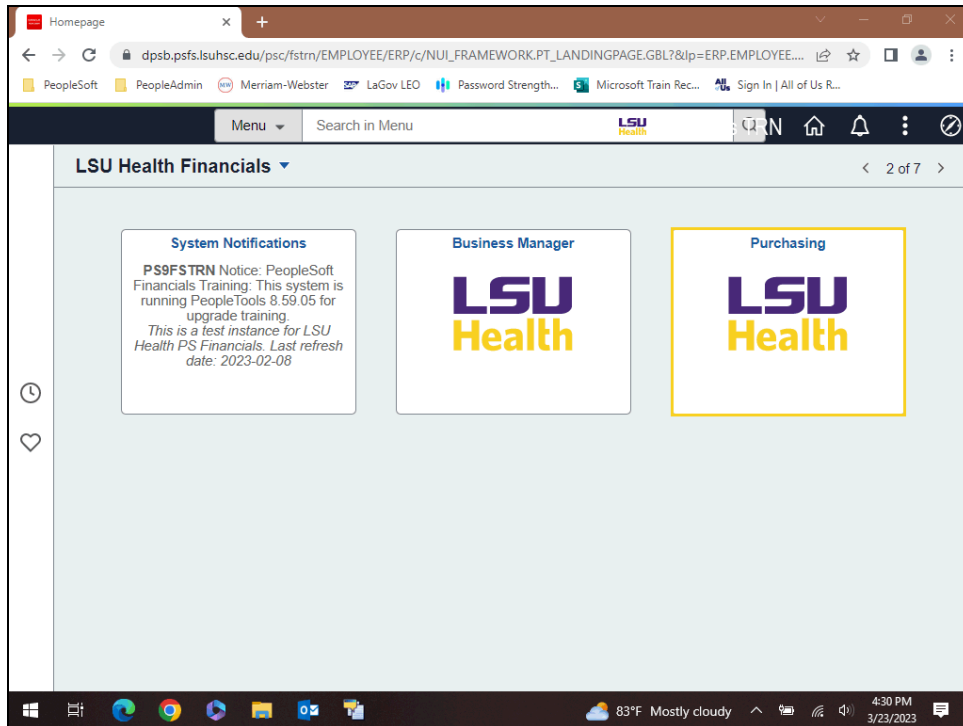
Topic Contents:

1. Requirements
2. Navigation
3. Search parameters
4. Scenario
5. Schedule page
 - a. Add a row
 - 1) Prompt box
 - b. Cancel row
 - 1) Has row been sourced?
 - c. Add chartstring information on new row
6. Distribution page
 - a. Change Account code
7. Save

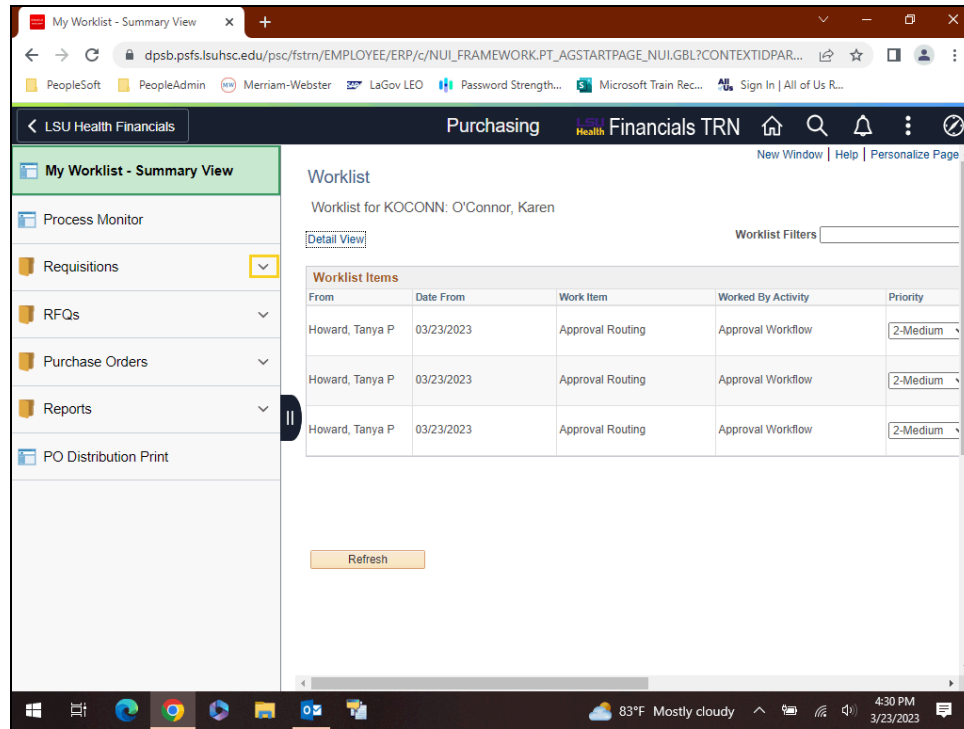
Step	Action
1.	<p><i>NOTE: The procedures outlined in this topic can only be performed on a requisition that has not been sourced to a Purchase Order (PO) or a Request for Quote (RFQ) by Purchasing. If the end-user attempts to perform these procedures and receives a message advising that the requisition - or at least one line on the requisition - has been sourced and cannot be canceled, s/he should contact the Buyer or Purchasing for assistance.</i></p> <p>The following <u>must</u> exist for the procedure to be successful: Requisition Status: Approved Budget Check Status: Valid Purchase Order: None existing</p>





Training Guide

Fluid



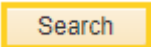
Step	Action
2.	Click the Purchasing button.





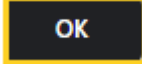






Step	Action
3.	Click the (select to expand or collapse child steps) button. 
4.	Click the Add/Update Requisitions link. 
5.	Click the Navigation Area button. 
6.	Click in the Find an Existing Value field. 
7.	The Business Unit should default into the Business Unit field. If it does not, search for it using the Look up Business Unit button or enter it directly into the field. You may search for existing requisitions by using all or part of one of the following search criteria: <ul style="list-style-type: none"> • Requisition ID – to view a specific requisition • Requester – to view requisitions entered by the specified User ID • Requester Name - to view requisitions entered by a requester's last name



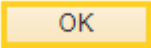
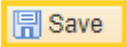

Training Guide

Fluid

Step	Action
8.	<p>Searching by Requester and Requester Name</p> <p>For the Requester field, you must enter the requester's User ID. If you enter the requester's name instead of the User ID, you will receive a "No matching values found" message.</p> <p>For the Requester's Name field, enter only the last name of the user. Names are entered in PeopleSoft using a specific format. You will receive a "No matching values found" message if the entire name is entered and it does <u>not</u> match the format.</p>
9.	<p>Searching by Requester and Requester Name</p> <p>The Requester and Requester Name fields are <u>not</u> case sensitive unless the Case Sensitive box is checked. If the Case Sensitive box is <u>checked</u>, you must enter the User ID or last name in ALL CAPS.</p> <p>If the Case Sensitive box is <u>unchecked</u>, you will retrieve <u>all</u> records for the specified requester. By clicking the Case Sensitive box, you are limiting the number of options retrieved since PS is looking for a case-sensitive match.</p>
10.	<p>Utilizing Requisition Status</p> <p>If you elect to search by either Requester or Requester Name, you will return all requisitions associated with the requester regardless of requisition status. Depending on the requester, you may return a large number of options. The Requisition Status option can be utilized to focus your search and retrieve only requisitions with a specified status. For example, if the Approved status was selected, you would return on Approved requisitions for the identified requester.</p>
11.	<p>In this example, you will search using Requisition ID: 0062930.</p> <p>Enter the desired information into the Requisition ID: field. Enter "0062930".</p>
12.	<p>Click the Search button.</p> 
13.	<p>Scenario</p> <p>In this example, you will cancel a line on a budget checked requisition by completing the following steps:</p> <ol style="list-style-type: none"> 1. Add a line to the Schedule page; 2. Cancel Line 1 on the Schedule page; 3. Enter the desired Quantity, Price and Due Date on Line 2 of the Schedule page; 4. Change the Account Code on the Distribution page from 549200 to 546700; and 5. Save the requisition on the Schedule page.
14.	<p>NOTE: The current requisition Status is Approved and the Budget Status is Valid. These conditions <u>must</u> exist to change a chartstring on a budget checked requisition.</p>

Step	Action
15.	Click the Down scrollbar. 
16.	<p><i>NOTE: You <u>must</u> navigate to the Schedule page in order to cancel a line on a budget checked requisition.</i></p> Click the Line 1 Schedule button. 
17.	<p><i>NOTE: A new line must be added prior to canceling the desired line to prevent save errors from occurring.</i></p> Click the Right scrollbar. 
18.	Click the Add multiple new rows at row 1 button. 
19.	A prompt box will open for you to enter the number of rows you wish to add. The default is one (1) row. You can change that to any number you wish, but remember that PeopleSoft does not save blank lines. Therefore, you would have to delete any lines not used. Click the OK button. 
20.	Click the OK button. 
21.	Click the Right scrollbar. 
22.	Click the Line 1 Cancel Schedule button. 
23.	If the requisition has not been sourced to a PO or RFQ and the line can be cancelled, a warning message will display advising you that canceling the requisition line will create a change order. Click the Yes button. 

Training Guide Fluid

Step	Action
24.	The Status of line 1 is now 'Cancelled'. Click the Left scrollbar. 
25.	Enter the desired information into the Line 2 Quantity field. Enter " 25 ".
26.	Enter the desired information into the Line 2 Price field. Enter " 42.99 ".
27.	Enter the desired information into the Line 2 Due Date field. Enter " 033123 ".
28.	The Account code must be changed on the Distribution page. Click the Line 2 Distribution button. 
29.	Enter the desired information into the Account field. Enter " 546700 ".
30.	NOTE: If the chartstring contains a Project/Grant number, it can also be added/changed/deleted as needed. Click the OK button. 
31.	Click the Save button. 
32.	Click the Return to Main Page button. 
33.	Line 1 has been successfully changed.
34.	This completes <i>Change a Chartstring on a Budget Checked Requisition</i> . End of Procedure.