

# **PeopleSoft Training**

## **Budget\_Check\_a\_Requisition\_9\_2**

**Version Date: March 2016**

# **Training Guide**

## **Budget\_Check\_a\_Requisition\_9\_2**

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## Budget\_Check\_a\_Requisition\_9\_2

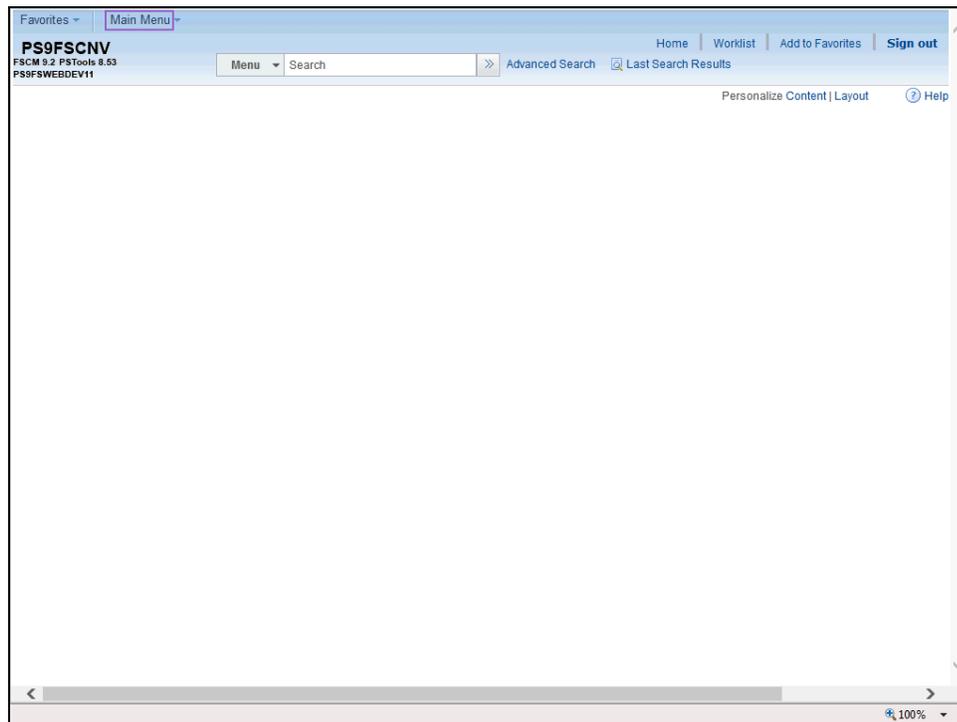
### Budget Check Contract and Non-Contract Requisitions

#### Budget Check a Requisition

##### Procedure

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

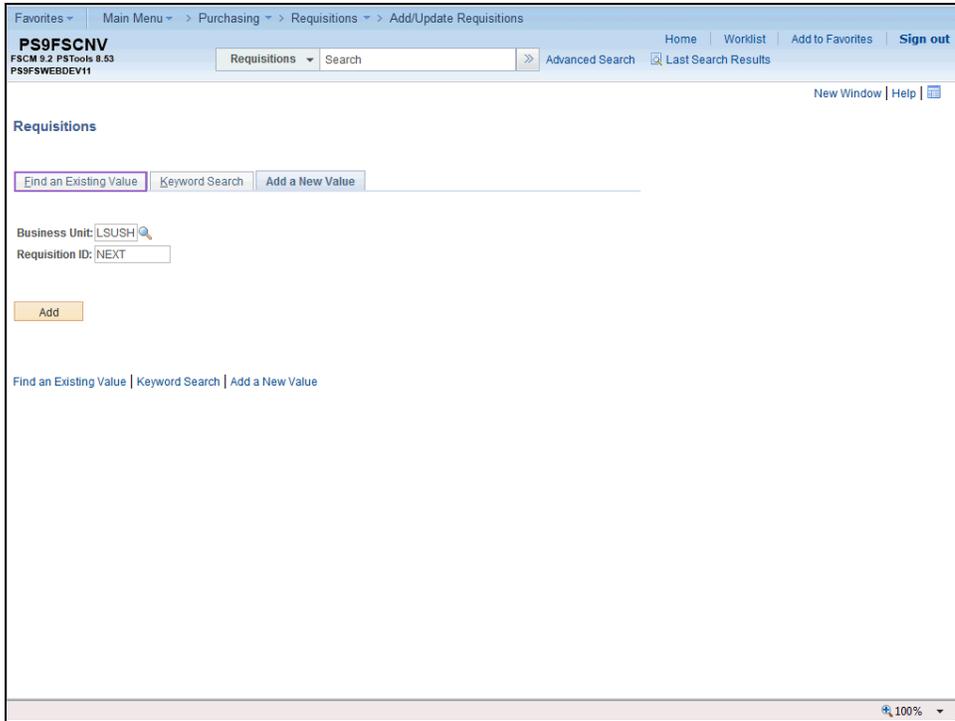
*NOTE: The requisition must be at a status of approved before it can be budget checked.*



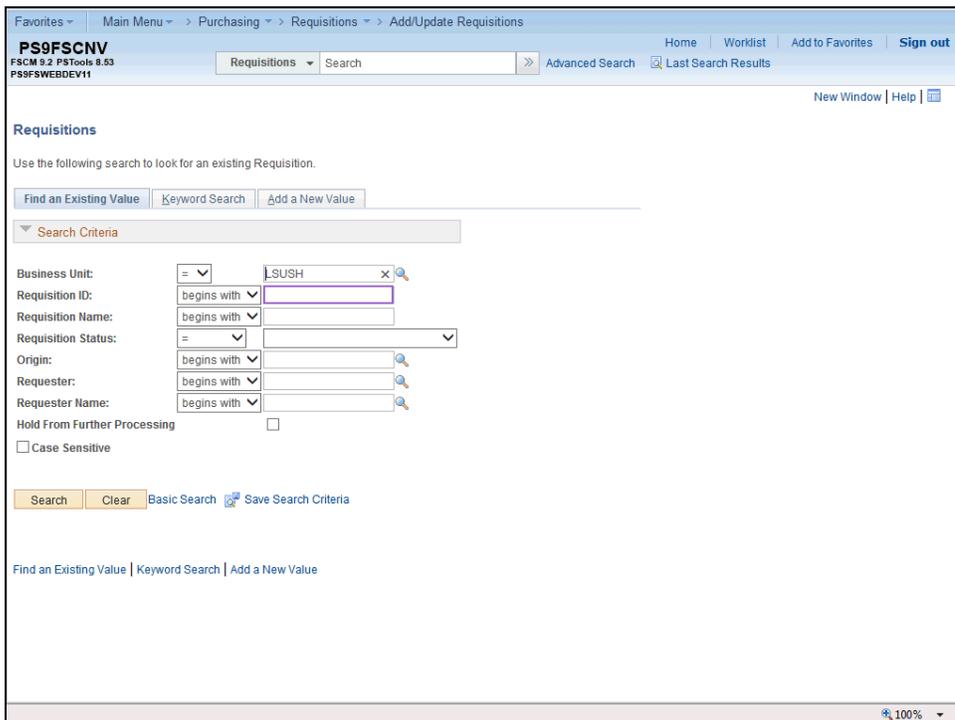
Step	Action
1.	Click the <b>Main Menu</b> button. <a href="#">Main Menu</a>
2.	Click the <b>Purchasing</b> menu. <a href="#">Purchasing</a>
3.	Click the <b>Requisitions</b> menu. <a href="#">Requisitions</a>
4.	Click the <b>Add/Update Requisitions</b> menu. <a href="#">Add/Update Requisitions</a>

# Training Guide

## Budget\_Check\_a\_Requisition\_9\_2



Step	Action
5.	Click the <b>Find an Existing Value</b> tab. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Find an Existing Value</div>



# Training Guide

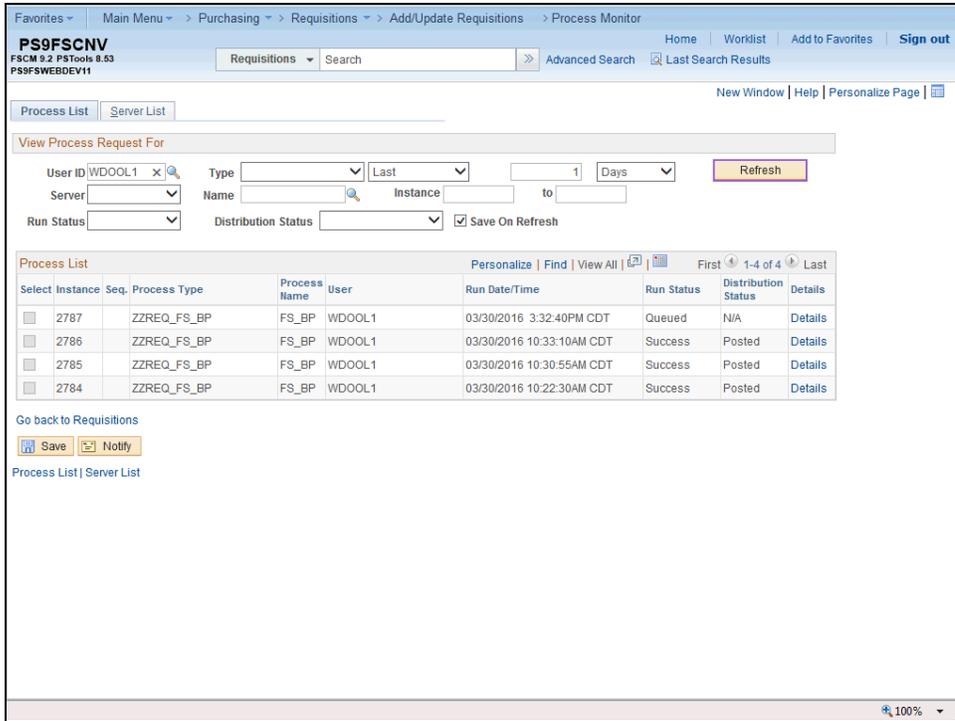
## Budget\_Check\_a\_Requisition\_9\_2

Step	Action
6.	Enter the desired information into the <b>Requisition ID</b> field. Enter " <b>0062988</b> ".
7.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

Step	Action
8.	Click the <b>Budget Check</b> button.  <i><b>NOTE: The system will automatically send you to the Process Monitor panel.</b></i> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> </div>

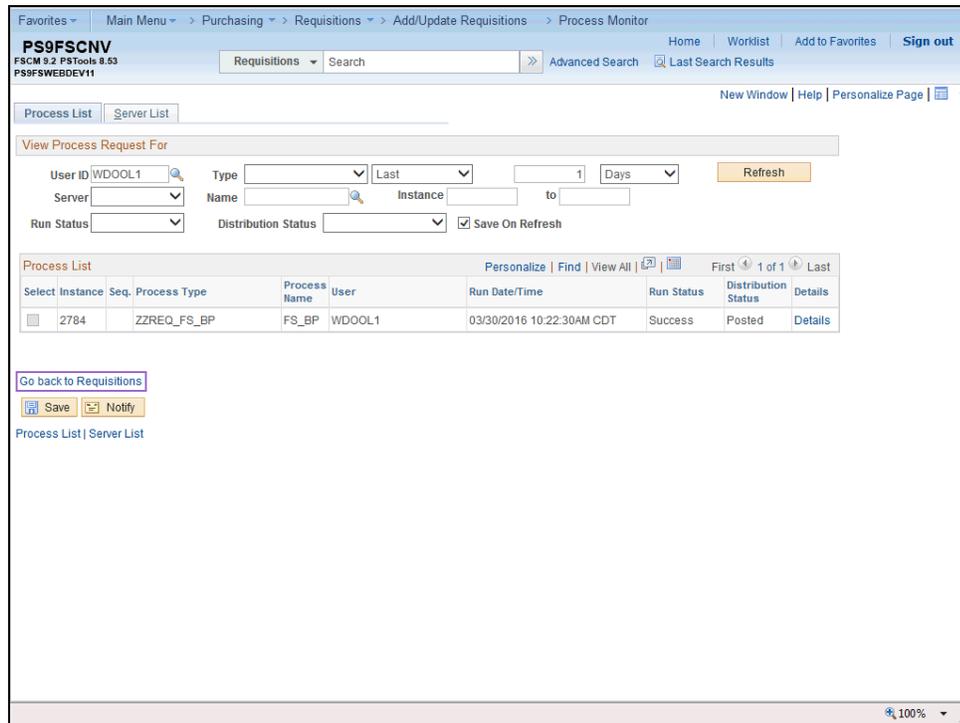
# Training Guide

## Budget\_Check\_a\_Requisition\_9\_2



Step	Action
9.	<p>Click the <b>Refresh</b> button until the Run Status = Success and the Distribution Status = Posted.</p> <p><b>NOTE: DO NOT repeatedly click the Refresh button as this uses system resources. Please allow 15 seconds between clicks.</b></p> <p><b>Refresh</b></p>
10.	<p><b>Run Statuses</b></p> <p>It is possible that the Run Status will not display as Success when budget checking a requisition. Other statuses are Warning, No Success and Error.</p> <p>A Run Status of <b>Success</b> indicates that the document budget checked successfully.</p>
11.	<p><b>Run Statuses (continued)</b></p> <p>A Run Status of <b>Warning</b> indicates that either no documents were selected to process, or the process was successful and produced a budget check error.</p>

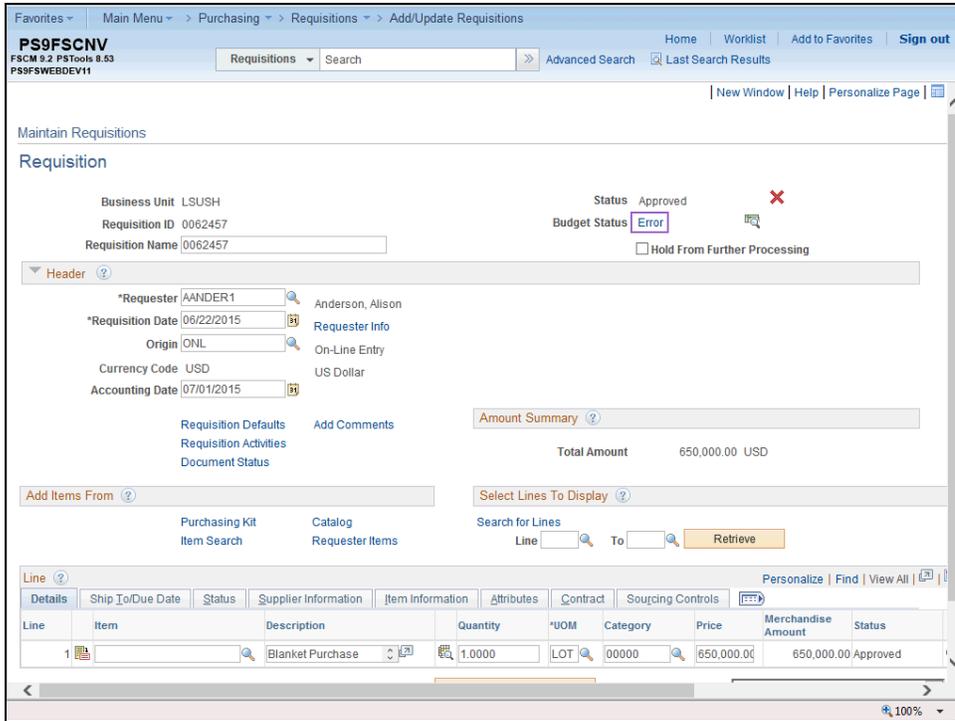
Step	Action
12.	<p><b>Run Statuses</b> (continued)</p> <p>A Run Status of <b>No Success</b> indicates that the process deadlocked with another process. The user will:</p> <ol style="list-style-type: none"> <li>1. Click on the <b>Details</b> link;</li> <li>2. Click Restart; and</li> <li>3. Click OK to restart the process.</li> </ol> <p><i><b>NOTE: If restarting the process results in a No Success again, the user should open a Help Desk ticket.</b></i></p>
13.	<p><b>Run Statuses</b> (continued)</p> <p>A Run Status of <b>Error</b> indicates that the program failed. The user should open a Help Desk ticket to report the error.</p>



Step	Action
14.	<p>Click the <b>Go back to Requisitions</b> link to return to the Requisition header page.</p> <p><a href="#">Go back to Requisitions</a></p>

# Training Guide

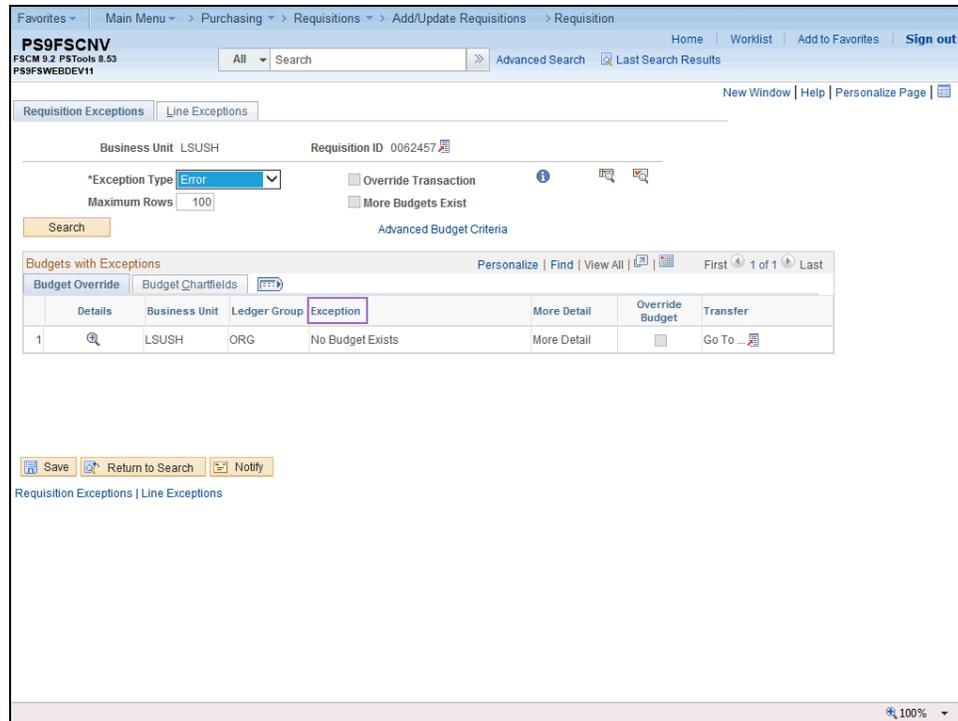
## Budget\_Check\_a\_Requisition\_9\_2



Step	Action
15.	<p>In this example the Budget Status is Error.</p> <p><b>NOTE: The Budget Status must be Valid in order for the requisition to be sourced as a P.O.</b></p> <p>Click the <b>Error</b> link to view the error message.</p> <p><a href="#">Error</a></p>

# Training Guide

## Budget\_Check\_a\_Requisition\_9\_2



Step	Action
16.	The error message displays in the Exceptions column.  Click the <b>Close (X)</b> button to exit the screen. 
17.	<b>NOTE: The error must be corrected and the Budget Check re-run in order for the requisition to be sourced as a P.O.</b>
18.	This completes <b>Budget Check a Requisition.</b> <b>End of Procedure.</b>

# Training Guide

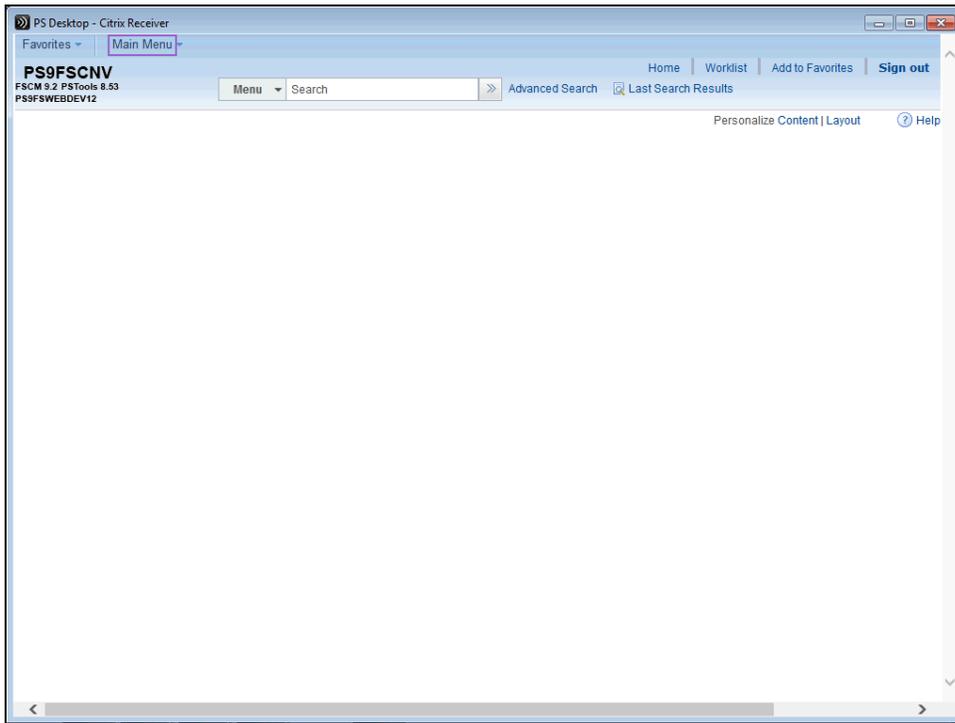
## Budget\_Check\_a\_Requisition\_9\_2

### Change a Chartstring on a Budget Checked Requisition

#### Procedure

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

Step	Action
1.	<p><b><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 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, he/she should contact the Buyer or Purchasing for assistance.</i></b></p> <p>The following must exist for this procedure to be successful:  <b>Requisition Status:</b> Approved  <b>Budget Check Status:</b> Valid  <b>Purchase Order:</b> None existing</p>

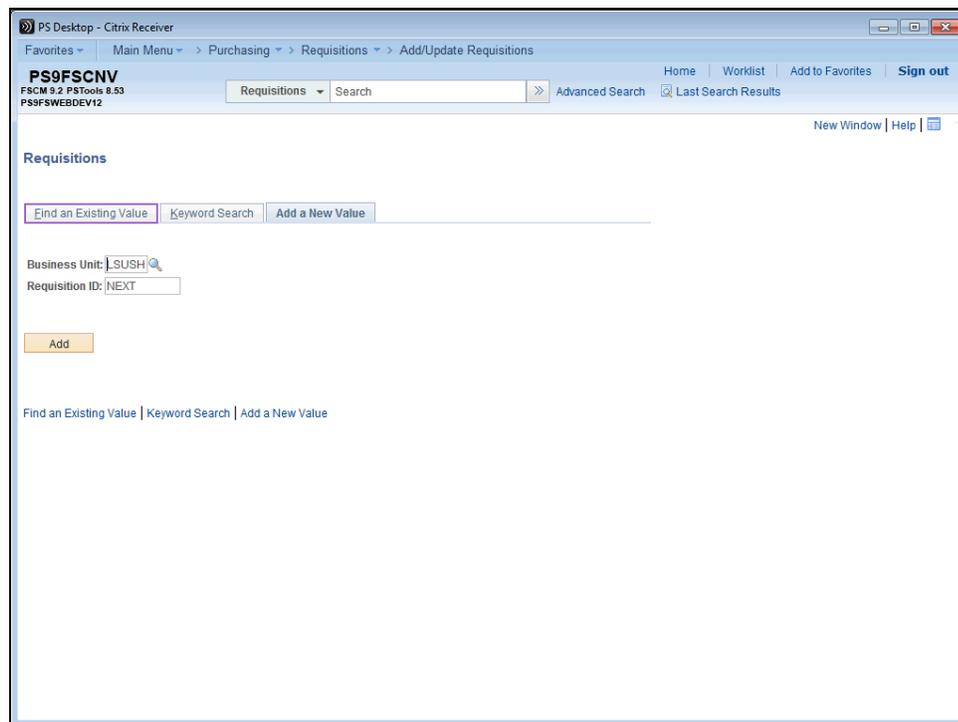


Step	Action
2.	<p>Click the <b>Main Menu</b> button.</p> <p><b>Main Menu</b></p>

# Training Guide

## Budget\_Check\_a\_Requisition\_9\_2

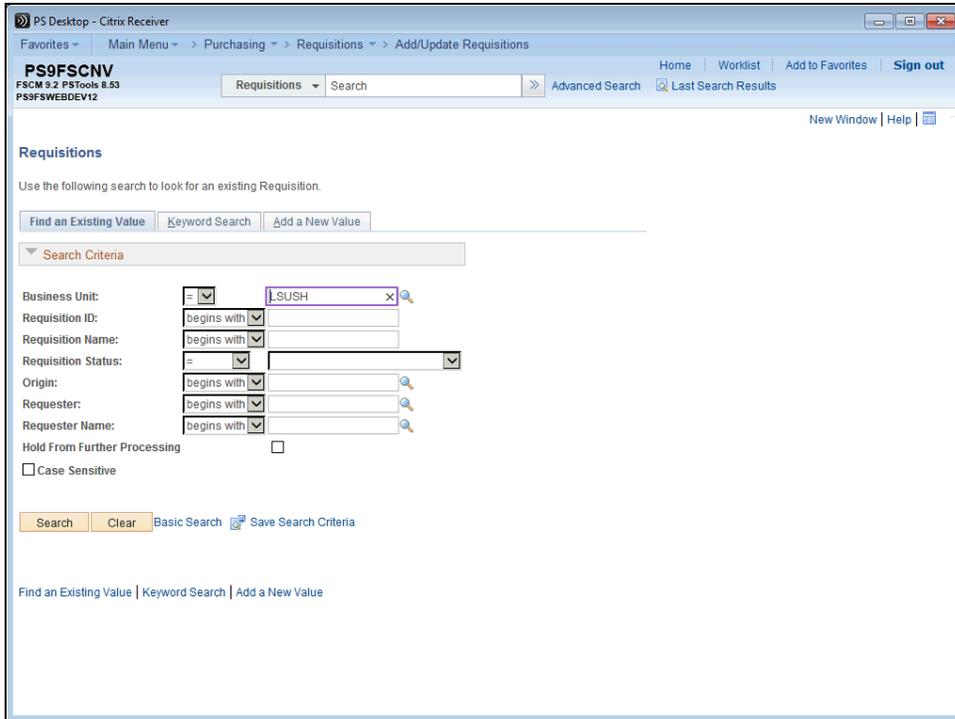
Step	Action
3.	Click the <b>Purchasing</b> menu. <a href="#">Purchasing</a>
4.	Click the <b>Requisitions</b> menu. <a href="#">Requisitions</a>
5.	Click the <b>Add/Update Requisitions</b> menu. <a href="#">Add/Update Requisitions</a>



Step	Action
6.	Click the <b>Find an Existing Value</b> tab. <a href="#">Find an Existing Value</a>

# Training Guide

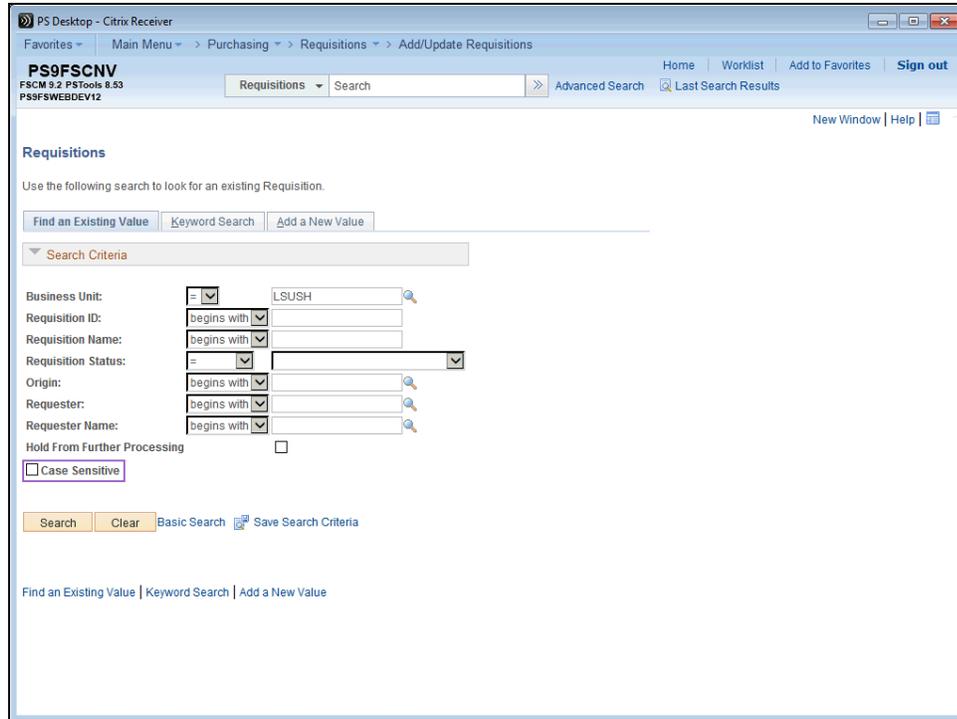
## Budget\_Check\_a\_Requisition\_9\_2



Step	Action
7.	Your Business Unit should default into the Business Unit field when working in Production. If it does not contact your Buyer or Purchasing Superuser.
8.	<p><b>Search for Existing Requisitions</b></p> <p>To search for existing requisitions, you <b>must</b> enter all or part of one of the following search criteria:</p> <ul style="list-style-type: none"> <li>• <b>Requisition ID</b> - to view a specific requisition; or</li> <li>• <b>Requester</b> - to view the requisitions entered by a specific requester.</li> </ul>
9.	<p><b>Requester</b></p> <p>You <b>must</b> enter the requester's <b>user id</b> into the Requester field. If you enter the requester's name in the Requester field you will receive the following message: "No matching values were found".</p> <p>The Requester field is not case sensitive unless the Case Sensitive box is checked. If the Case Sensitive box is checked, you <b>must</b> enter the requester's user id in ALL CAPS.</p>

# Training Guide

## Budget\_Check\_a\_Requisition\_9\_2



Step	Action
10.	If the Case Sensitive box is unchecked, you will retrieve <b>all</b> records (i.e. options entered in upper, lower or mixed case). By checking the Case Sensitive box, you are limiting your options since PS is looking for a case-sensitive match (i.e. information is entered in ALL CAPS).
11.	<b>Requester Name</b>  To search by Requester Name, enter the last name of the requester. If you want to search for a requester by first name, change the search filter from "begins with" to "contains".
12.	<b>Requisition Status:</b>  If you did not enter a Requisition ID, but instead enter the requester's user id to search, you should select a Requisition Status of Approved to narrow your search.
13.	Enter the desired information into the <b>Requisition ID</b> field. Enter " <b>0062988</b> ".
14.	Click the <b>Search</b> button. 
15.	<b>Scenario</b>  In this example you will cancel a line on a budget checked requisition by completing the following: <ol style="list-style-type: none"> <li>1. Add a new line to the Schedule page;</li> <li>2. Cancel Line 1 on the Schedule page;</li> <li>3. Enter the desired Quantity and Price on Line 2 of the Schedule page; and</li> <li>4. Change the Account Code on the Distribution page from 546700 to 536298.</li> </ol>

# Training Guide

## Budget\_Check\_a\_Requisition\_9\_2

Favorites ▾ Main Menu ▾ Purchasing ▾ Requisitions ▾ Add/Update Requisitions  
 PS9FSCNV  
 FSCM 9.2 PStools 9.53  
 PS9FWEBDEV11

Requisitions ▾ Search [ ] >> Advanced Search Last Search Results  
 Home Worklist Add to Favorites Sign out  
 New Window Help Personalize Page

Maintain Requisitions

Requisition

Business Unit LSUSH  
 Requisition ID 0062988  
 Requisition Name SAMPLE REQUISITION

Status Approved  
 Budget Status Valid

Hold From Further Processing

Header

\*Requester WDOOL1 Dooley, Wanda G  
 \*Requisition Date 03/16/2016 Requirer Info  
 Origin ONL On-Line Entry  
 Currency Code USD US Dollar  
 Accounting Date 11/16/2015

Requisition Defaults Add Comments  
 Requisition Activities  
 Document Status

Amount Summary

Total Amount 155.88 USD  
 Pre-Encumbrance Balance 155.88 USD

Add Items From

Purchasing Kit Catalog  
 Item Search Requirer Items

Select Lines To Display

Search for Lines

Line [ ] To [ ] Retrieve

Line

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls

Line	Item	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1		D-RING BINDER, 5" RING, RED	12.0000	EA	00000	12.99000	155.88	Approved

100%

Step	Action
16.	<b><i>NOTE: The current requisition Status is Approved and the Budget Status is Valid.</i></b>

# Training Guide

## Budget\_Check\_a\_Requisition\_9\_2

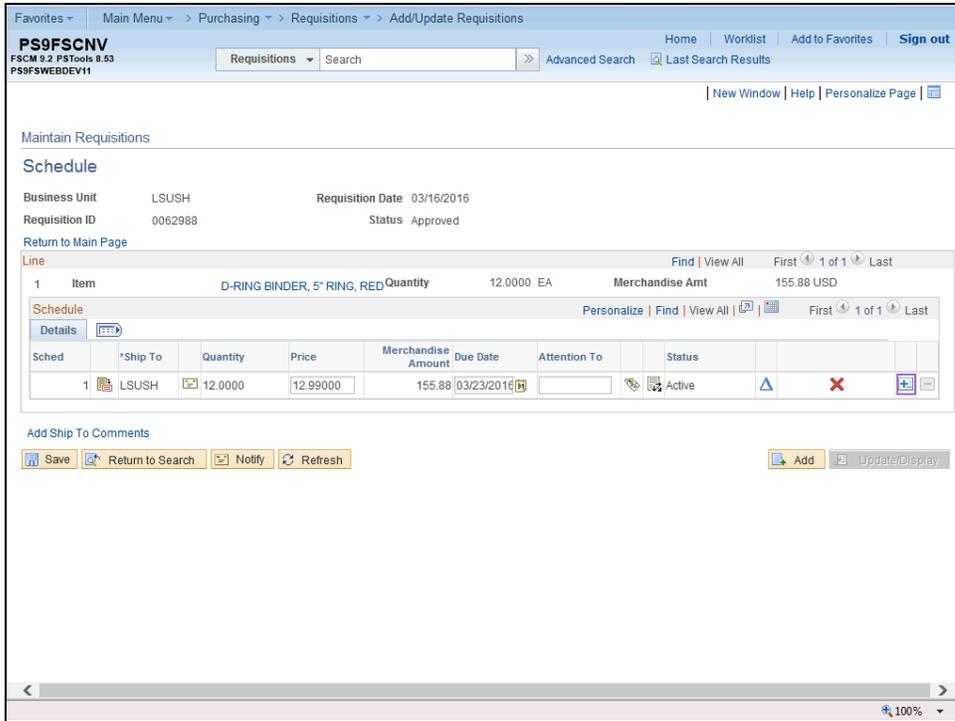
The screenshot shows the 'Add/Update Requisitions' page in the PS9FSCNV system. The requisition is for 'D-RING BINDER, 5" RING, RED' with a quantity of 12.0000 and a price of 12.99000. The total amount is 155.88 USD. The status is 'Approved' and 'Budget Status Valid'. The requester is 'Dooley, Wanda G'. The page includes various navigation and search options, and a table with one line item.

Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	Price	Merchandise Amount	Status
			D-RING BINDER, 5" RING, RED				12.99000	155.88	Approved

Step	Action
17.	<p>You must navigate to the Schedule page in order to cancel a line on a budget checked requisition.</p> <p>Click the <b>Schedule...</b> button.</p> 

# Training Guide

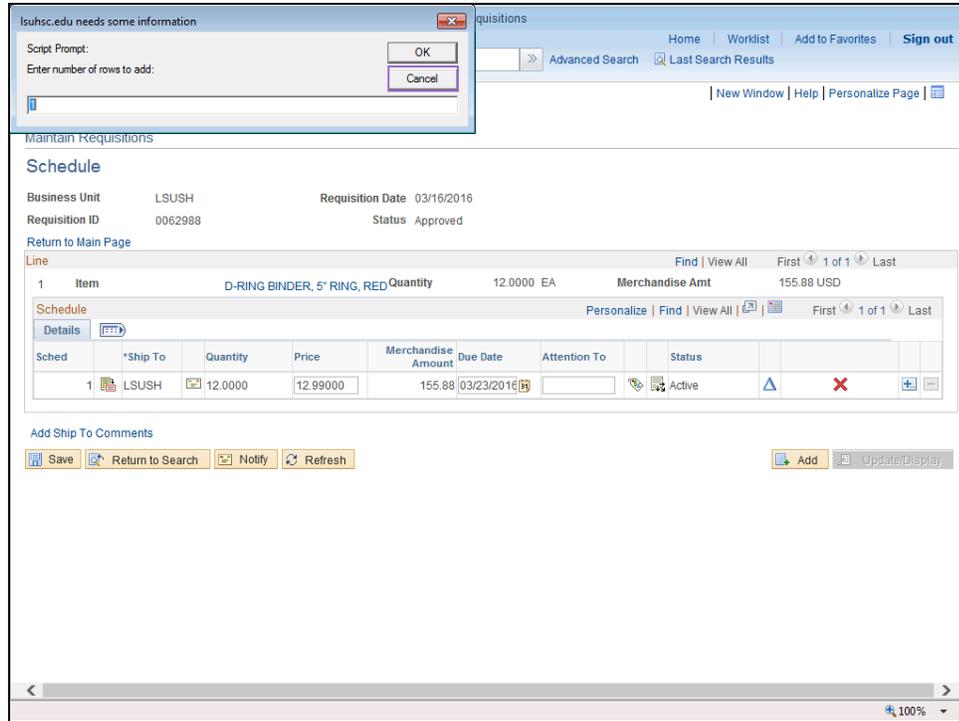
## Budget\_Check\_a\_Requisition\_9\_2



Step	Action
18.	<p>A new line <b><u>must</u></b> be added to replace the line being cancelled. The new line <b><u>must</u></b> be added <b><u>prior</u></b> to canceling the desired line to prevent save errors from occurring.</p> <p>Click the <b>Add multiple new rows at row 1</b> button.</p> 

# Training Guide

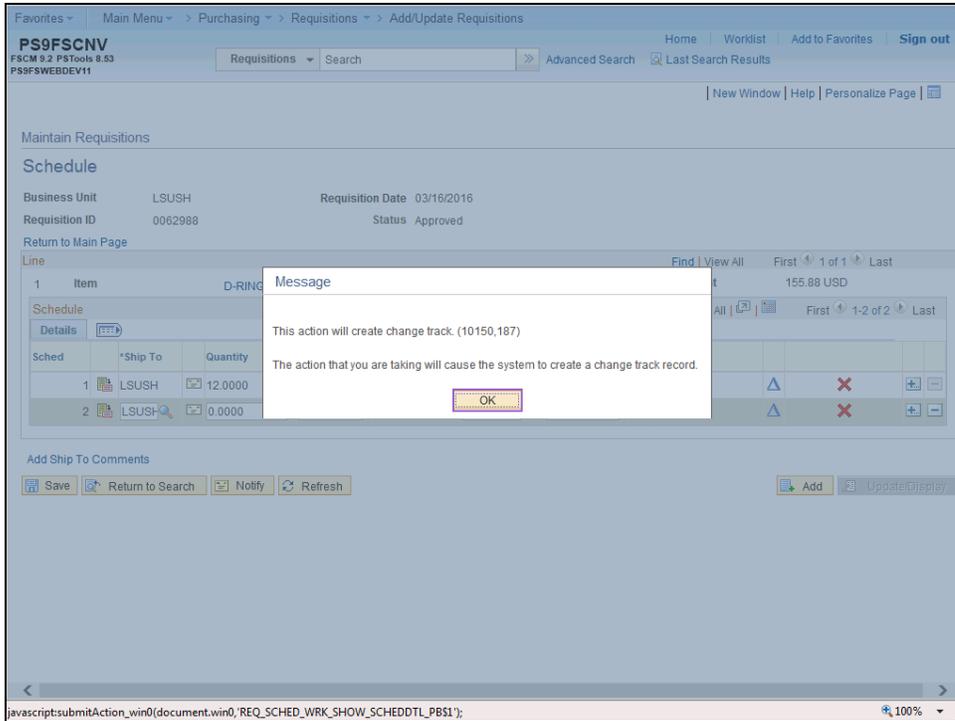
## Budget\_Check\_a\_Requisition\_9\_2



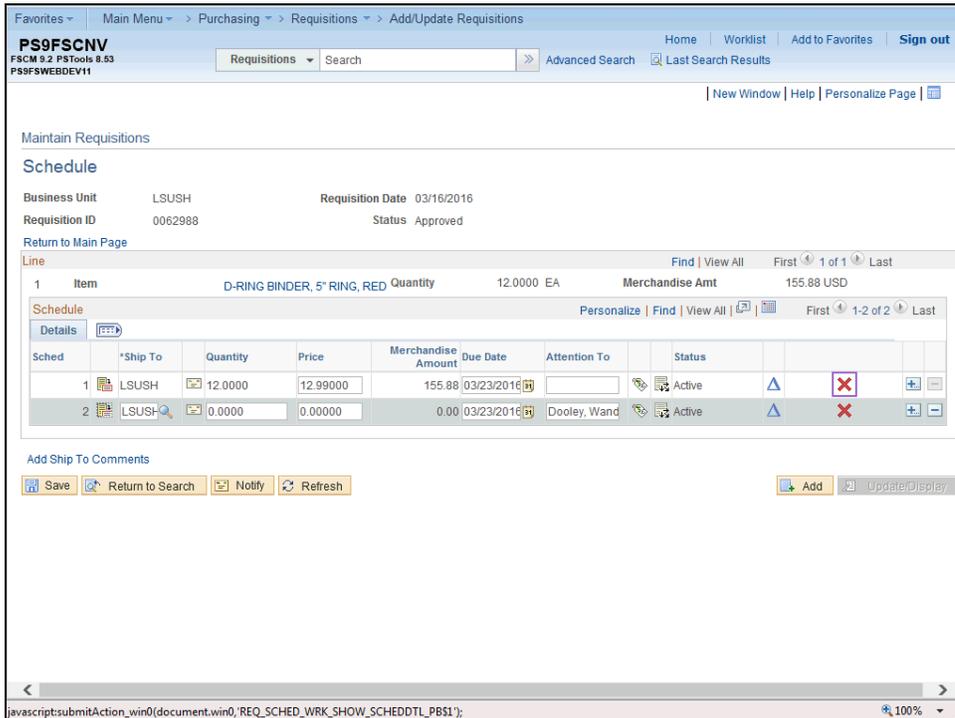
Step	Action
19.	<p>A Prompt box will open. You may enter the number of rows to be added (if you have multiple distribution lines). The default is 1.</p> <p>Click the <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-left: 20px;"> <span style="border: 1px solid black; padding: 2px 10px;">Cancel</span> </div>

# Training Guide

## Budget\_Check\_a\_Requisition\_9\_2



Step	Action
20.	Click the <b>OK</b> button.



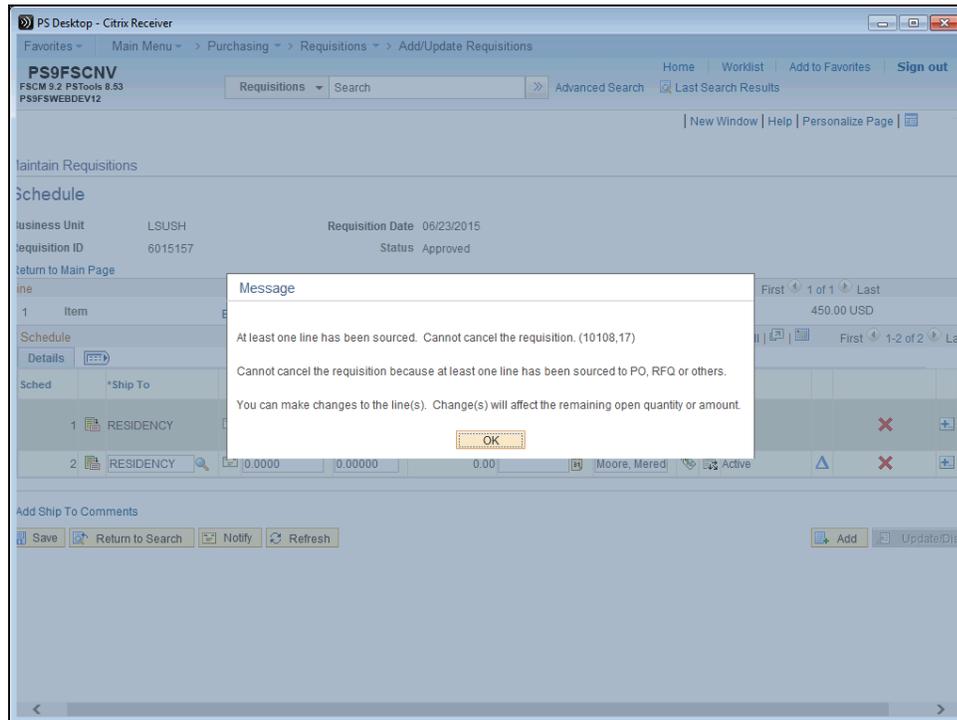
Step	Action
21.	Click the <b>Cancel Schedule</b> button for Line 1. 



If a requisition **Schedule** page contains **more than one** distribution line (i.e. distribution of funds is split to more than one ChartString), clicking the Cancel button will result in cancellation of **all** distribution lines for that requisition line.

An alternative method to re-entering all distribution lines is to copy the requisition to a new requisition and then make the necessary changes to the distribution lines before Budget Checking the requisition. The old requisition would need to be cancelled by Purchasing after you have copied the requisition.

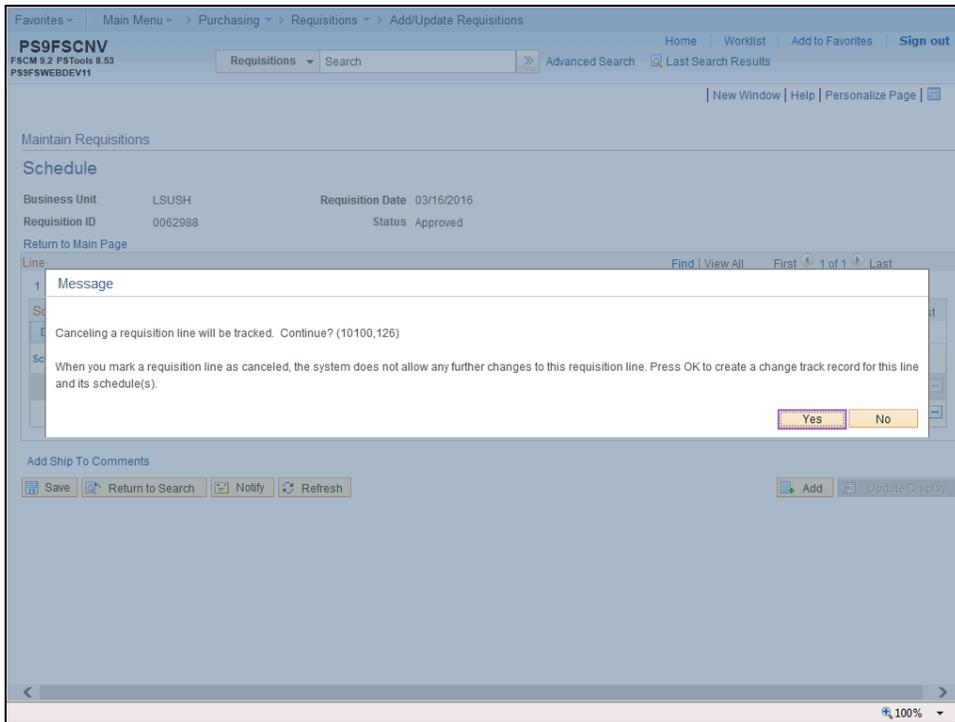
*See the "Copy a Requisition from an Existing Requisition" topic in the Managing Non-Contract Requisitions manual.*



# Training Guide

## Budget\_Check\_a\_Requisition\_9\_2

Step	Action
22.	<p><b>NOTE: If an attempt is made to cancel a requisition distribution line after the requisition has been sourced, a warning message will display advising that at least one line has been sourced to a PO or RFQ and the requisition cannot be cancelled.</b></p> <p><b>If this message displays: Click <b>OK</b> and cease these procedures, as they do not apply to this requisition. Contact your Buyer or Purchasing for further assistance.</b></p>



Step	Action
23.	<p>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.</p> <p>Click the <b>Yes</b> button.</p> <p><input type="button" value="Yes"/></p>
24.	The status on the line 1 is changed to Cancelled.
25.	Enter the desired information into the <b>Quantity</b> field. Enter " <b>1</b> ".
26.	Enter the desired information into the <b>Price</b> field. Enter " <b>24.99</b> ".

# Training Guide

## Budget\_Check\_a\_Requisition\_9\_2

PS9FSCNV  
FSCM 9.2 PSTools 8.53  
PS9FSCWEBDEV11

Requisitions Search >> Advanced Search Last Search Results

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

Maintain Requisitions

**Schedule**

Business Unit LSUSH Requisition Date 03/16/2016  
Requisition ID 0062988 Status Approved

Return to Main Page

Line	Item	Quantity	Price	Merchandise Amt	Due Date	Attention To	Status
1	D-RING BINDER, 5* RING, RED	12.0000	12.99000	155.88	03/23/2016		Canceled
2	D-RING BINDER, 5* RING, RED	1	24.99	0.00	03/23/2016	Dooley, Wand	Active

Add Ship To Comments

Save Return to Search Notify Refresh Add Update/Display

Step	Action
27.	Click the <b>Distribution</b> button. 

PS9FSCNV  
FSCM 9.2 PSTools 8.53  
PS9FSCWEBDEV11

Requisitions Search >> Advanced Search Last Search Results

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

Maintain Requisitions

**Distribution Details**

Requisition ID 0062988

Line 1 Item D-RING BINDER, 5\* RING, RED Status Active

Schedule 2

Ship To LSUSH LSUHSC-Sh Quantity 1.0000 EA

\*Distribute By Quantity Open Quantity 1.0000 Merchandise Amt 24.99 USD

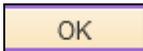
SpeedChart Multi-SpeedCharts

Distrib Status	Percent	Quantity	Merchandise Amount	GL Unit	Entry Event	Account	Oper Unit	Fund	Dept	Program
1 Open	100.0000	1.0000	24.99	LSUSH		536298		111	1053000	00001

javascript:submitAction\_win0(document.win0,'REQ\_LINE\_WRK\_DESCR');

# Training Guide

## Budget\_Check\_a\_Requisition\_9\_2

Step	Action
28.	Enter the desired information into the <b>Account</b> field. Enter " <b>536298</b> ".
29.	In this example, the chartstring contains a Project/Grant number. Project/Grant numbers can be added/changed/deleted as needed.
30.	Click the <b>OK</b> button. 

PS9FSCNV  
FSCM 9.2 PSTools 8.53  
PS9F5WEBDEV11

Requisitions Search >> Advanced Search Last Search Results

Home Worklist Add to Favorites Sign out

New Window Help Personalize Page

Maintain Requisitions

Schedule

Business Unit LSUSH Requisition Date 03/16/2016  
Requisition ID 0062988 Status Approved

Return to Main Page

Line	Item	Description	Quantity	EA	Merchandise Amt
1	D-RING BINDER, 5" RING, RED	Quantity	1.0000	EA	24.99 USD

Schedule Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	LSUSH	12.0000	12.99000	155.88	03/23/2016		Canceled
2	LSUSH	1.0000	24.99000	24.99	03/23/2016	Dooley, Wand	Active

Add Ship To Comments

Save Return to Search Notify Refresh Add Update/Display

Step	Action
31.	Click the <b>Save</b> button. 
32.	Click the <b>Return to Main Page</b> link. 

# Training Guide

## Budget\_Check\_a\_Requisition\_9\_2

Step	Action
33.	The Requisition Status may now say Pending or Approved, but the Budget Status is Not Checked. The requisition <b>must</b> be Approved and Budget Checked again before it can be sourced to a PO or RFQ.
34.	This completes <i>Change a Chartstring on a Budget Checked Requisition.</i> <b>End of Procedure.</b>