Advanced Purchasing Using PeopleSoft

Prepared by the
Division of School Financial Services

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Course Description and Objectives

Prerequisite: *Purchase Orders (PO)* class

This class will provide instructions on how to:

- Build and Maintain PO table information relative to district needs
- Use additional PO functionality not covered in previous Purchasing classes
- Use PO and Budget Account Balance Inquiry capabilities
- Maintain Operator Preferences for district users
- Use ChartField Security
- Generate Ad Hoc reports
- Administer district Workflow needs
Standard Comments

Standard Comments can be created in PeopleSoft that will be permanently stored in the system and can then be pulled into any PO or Requisition.

There are two steps required in order to use the Standard Comments functionality. **First**, a Comment Type must be created. **Second**, the Comment itself can be created.

**Standard Comment Type**

The Comment Type identifies a Comment **Group**. For example – a Comment Type of **DEL** can be created to identify all permanently stored comments relating to **Delivery** instructions. **HAZ** for **Hazardous Materials** comments – and so on.

**Navigation Steps**

**Menu:**  
*Go* ——> Define Business Rules ——> Structure Procurement Options  
*Use S-Z* ——> Standard Comment Type ——> Add

![Add -- Standard Comment Type](image)

**SetID** – Defaults to the district Business Unit Number.

**Standard Comment Type** – Enter an ID to identify this particular Comment **Group**. The system will allow up to 3 characters (any combination of letters and digits).
The following panel will appear.

**Effective Date** – Default is to today’s date. LACOE recommends that it be changed to 01/01/1900.

**Status** – Default is to **Active**.

**Description** – Enter a Description to identify the Comment Type.

**Short Desc** – Defaults to the first 10 characters of the Description above. This is a required field and the value can be changed.

When finished, click the **SAVE** icon.
Standard Comments

This is where the Comment Text is created.

Navigation Steps

Menu:  Go ➔ Define Business Rules ➔ Structure Procurement Options
       Use S-Z ➔ Standard Comments ➔ Add

SetID – Defaults to the district Business Unit Number.

Standard Comment Type – Select a previously created Comment Type from the drop-down list.

Standard Comment ID – Enter an ID to identify this particular Comment. The system will allow up to 4 characters (any combination of letters and digits).

The panel on the following page will appear.
Effective Date – Default is to today’s date. We recommend that it be changed to 01/01/1900.

Status – Default is to Active.

Description – Enter a Description to identify the Comment.

Short Desc – Defaults to the first 10 characters of the Description above. This is a required field and the value can be changed.

Comments – Enter the text of the Comment here (maximum 2,000 characters).

When finished, click the SAVE icon.
Modifying/Inactivating a Comment Type

Since Comment Types use an effective-dated panel, the information can be changed by simply (1) inserting a new effective-dated row (outside scroll bar), (2) entering a new effective date, and (3) making whatever changes are necessary to the Description and Short Description.

To Inactivate a Comment Type, also (1) insert a new effective-dated row (outside scroll bar). The Effective Date defaults to current date, (2) change the status to Inactive.

Be careful when inactivating a Comment Type. Once inactive, all comments associated to that Comment Type will no longer be available.

When done, click the SAVE icon.
Modifying/Inactivating a Comment

Since Comments use an effective-dated panel, the information can be changed by simply (1) inserting a new effective-dated row (outside scroll bar), (2) entering a new effective date, and (3) making whatever changes are necessary to the Description, Short Description, and Comments.

To **Inactivate** a Comment, also (1) insert a new effective-dated row (outside scroll bar). The Effective Date defaults to current date, (2) change the status to **Inactive**.

When done, click the **SAVE** icon.
Using Standard Comments with a PO

Once created, Standard Comments can now be pulled into a PO by going to the Comments tab in the PO panels (see below) and clicking on the Standard Pushbutton. (Note: Standard comments can also be pulled into Requisitions by going to the “Header Comments” tab of the Standard Requisition panel. The process is similar to the steps outlined below.)

The following Selection panel will appear.

**Std Type** – Select an existing Comment Type from the drop-down list.

**Comment ID** – Select an existing Comment ID from the drop-down list.

Click OK. The selected Comment is now part of the PO.
Purchasing Locations

Any information having to do with Site/Buyer Names, Addresses, Telephone and Fax numbers must be maintained in the Location table. Only from the Location table can this information be retrieved and used for POs, Requisitions, Warehouse Site Delivery information, and a variety of other functions. Based on a district’s needs, locations can be very comprehensive and detailed, or they can be very broad and general. To access the Location, Ship to Locations, and Ship to Sales/Use Tax panels, a district user must have the POADM security class.

Locations

Navigation Steps

Menu:  Go ➔ Define Business Rules ➔ Define General Options  
       Use E-P ➔ Location ➔ Location Definition ➔ Add

SetID – Defaults to the district Business Unit Number.

Location Code – Enter an ID to identify this particular Location. The system will allow up to 10 characters (any combination of letters and digits).

The panel on the following page will appear.
**Effective Date** – Default is to current date. LACOE recommends that it be changed to 01/01/1900.

**Status as of Effective Date** – Default is to **Active**.

**Descr** – Enter the Description for this Location, up to 30 characters. This is a **Required** field.

Even though the Description is the only Required field, enter as much information as is available in the remaining fields.

The **Prefix** field just above the Phone field is NOT for the Area Code. This field should be left blank. Area Codes must be included in the Phone and Fax fields – *as shown above*. 
By clicking on the Location Detail tab, the panel below will appear.

![Location Detail Panel](image)

Entering information in the Location Detail field is optional and will only be viewable on this panel. When done, click the **SAVE** icon.
Ship to Locations

Once a Location has been created, it can be further defined as a **Ship to Location**. This Location will then appear on drop-down lists for **Ship To** fields, and will contain the required information for direct Vendor delivery to a School and/or Department Site. Since the Description and Address information have already been defined on the Location table, this information will not have to be re-entered.

***A Location must already be defined before it can become a Ship to Location***

Navigation Steps

Menu:  *Go* ➔ Define Business Rules ➔ Structure Procurement Options

*Use S-Z* ➔ Ship to Location ➔ Add

**Add -- Ship To Locations**

- **SetID:** 12345
- **Ship To Location:** 0038771

**SetID** – Defaults to the district Business Unit Number.

**Ship to Location** – Select an existing Location ID.
**Effective Date** – Default is to the current date. LACOE recommends that it be changed to 01/01/1900.

**Status** – Default is to **Active**.

**Description** – Default is to the existing Location Description as well as the Short Desc.

**Distribution Network SetID** – Defaults to the district Business Unit Number.

**BU Recv** – Default is to the user’s District Number.

The **Inventory Business Unit** and **DN Code** fields can only be used by those districts using the PeopleSoft Inventory module. For those districts that are, the default values will be the user’s district number and WHSE, respectively.

When finished, click the **SAVE** icon.
Ship to Sales/Use Tax (Required for new Ship To Locations)

When a Location is further defined as a Ship To Location, one additional step is required. The new Ship To Location needs to be associated to a Sales Tax entity – in this case, Los Angeles County Sales Tax.

Navigation Steps

Menu:  Go ——> Define Business Rules ——> Structure Procurement Options  
Use S-Z ——> Ship to Sales/Use Tax ——> Add

The following panel will appear.

SetID – Defaults to the district Business Unit Number.

Ship to Location – Select an existing Ship to Location ID and click OK.

The following panel will appear.

The Taxable field will default in as checked.

Click anywhere in the Sales Tax field. A drop-down arrow will appear. Select LA from the drop-down list.

When finished, click the SAVE icon.
Buyer Setup and Maintenance

Required PeopleSoft Security Class: **POADM**

New Buyers

To add a new Buyer in PeopleSoft, please contact the LACOE PeopleSoft Purchasing Team (SFSPurchasing@lacoe.edu).

Once the district is notified that the new Buyer has been set up, the district will need to:

1. Navigate to the Buyer Setup panels to confirm that both the setup, and corresponding default values, are correct.
2. Navigate to the PO Authorizations panel to establish the appropriate linkages.

The following steps need to be followed for BOTH validating a new Buyer’s setup, and for making changes to an existing Buyer and its linkages.

Buyer Setup

Navigation Steps:

**Menu:**

- **Go** — Define Business Rules — Structure Procurement Options
- **Use A-I** — Buyer Setup — Update/Display

Click the **Search** button, and a list of your district’s Buyers will appear.

![Update/Display -- Buyer Setup](image)

Highlight the desired Buyer (Sally Jones in this example), and click **OK**
The panel below will appear.

Make sure the Default PO Status option is always set to Approved/Pending.

Ship to Code – When a PO is being created, and this Buyer is selected, this is the default Ship to Location Code that will be applied to the PO for vendor delivery. The Code selected here is usually the one identifying the Central Warehouse (77777 in the example above). For districts that do not have a Central Warehouse, this Code will be changed on the PO to reflect the actual site.

Location Code – This field should contain the Code relative to the Buyer’s work location. For districts with a Purchasing Department, this Code should be the Purchasing Office (88888 in the example above). For those districts with site-based Buyers, and no Purchasing Office, the Code should be the site where the PO originates. This is important to remember, because when a PO is printed, this Code will be used by the printing process to pull the Phone Number and Extension information that will appear on the PO.

Districts with a Purchasing Office that want each of their Buyers to have a different phone number on the PO can do so by creating additional Locations for each Buyer, and then reference that Location in this field.
The **Status** field should always be set to **Active** for new and existing Buyers. When a Buyer of a district is no longer Active, the district will need to come to this panel and change the **Status** of that Buyer to **Inactive** via the pull-down. When that is done, the following message will appear *(see below)*.

This message is simply to remind district users that once a Buyer is **inactivated**, any linkages to this Buyer should be removed from that district’s users.

When all necessary changes have been completed, click **OK** and **SAVE**.

**Important to Remember**

When inactivating a Buyer, please make sure of the following:

1. There are no outstanding **Active** POs in PeopleSoft assigned to that Buyer.
2. Unlink the inactive Buyer from users *(instructions follow)*.
**Buyer Linkages**

District users (with the **POADM** security class) have the ability to give Buyer access to those users in their district that have the authority to enter and maintain POs. This is done by linking Buyer Names to User IDs. This is necessary to do from time to time as changes to staffing occur.

Please follow the steps outlined below to link/unlink Buyers to/from Users.

**Navigation Steps:**

**Menu:**  
*Go* — Define Business Rules — Define General Options  
*Use E-P* — District Operator Preferences — PO Authorizations

Click the **Search** button, and a list of your district’s User ID’s will appear.

Highlight the User ID you wish to update, and click **OK**.
The following panel will appear.

All Buyer(s) linked to the selected User ID will display. Using the F7 and F8 function keys, update the User’s profile by adding (F7) and deleting (F8) Buyers from their list. The Buyer field pull-down will list all current Active Buyers for the district (see on the next page).

REMEMBER to always select one Buyer Name as the default Buyer for that user.
When finished updating the selected User ID’s Buyer profile, click **SAVE**. You can now select another User ID to update.

A User will have the ability to view/update all POs that have been created by Buyers listed in their User profile. This functionality is used to restrict, or expand, a User’s authority over a district’s POs.

**It is highly recommended that districts periodically monitor/update Buyer Status/Linkages for their district.**

**Important to Remember**

For those districts using Workflow to approve their online POs, you do **NOT** have to link Buyer Names to approvers – **ONLY** to Users entering and/or updating POs.
Requester Setup and Maintenance

Required PeopleSoft Security Class: POADM

New Requesters

Just as with Buyers - to add a new Requester Site in PeopleSoft for a district, please contact the LACOE PeopleSoft Purchasing Team (SFSPurchasing@lacoe.edu).

Once the district is notified that the new Requester Site has been set up, the district will need to:

1. Navigate to the Requester Setup panels to confirm that both the setup, and corresponding default values, are correct.
2. Navigate to the Requisition Authorizations panel to establish the appropriate linkages.

The following steps need to be followed for BOTH validating a new Requester’s setup, and for making changes to an existing Requester and its linkages.

Requester Setup

Navigation Steps:

Menu: Go → Define Business Rules → Structure Procurement Options
Use J-R → Requester Setup

Click the Search button, and a list of your district’s requesters will appear.

Highlight the desired requester (Food Services in this example), and click OK.
The panel below will appear.

Make sure the Default **Requisition Status** option is always set to **Pending/Approved**.

**Ship to Code** – When a Requisition is being created, and this Requester Site is selected, this is the default Ship to Location Code that will be applied to the Requisition for vendor delivery. The Code selected here is usually the one identifying the **Central Warehouse** (77777 in the example above). For districts that do not have a Central Warehouse, this Code will be changed on the requisition to reflect the actual site.

**Location Code** – This field should contain the code relative to the requester’s work location. This will identify the location where the purchased items will ultimately be delivered to (33333 in the example above).

The **Status** field should always be set to **Active** for new and existing requesters.

When a Requester Site is no longer considered Active, the district will need to come to this panel and change the **Status** to **Inactive** via the pull-down. Once done, the following message will appear (see on the next page).
This message is simply to remind district users that once a Requester Site is inactivated, any linkages should be removed from that district’s users.

When all necessary changes have been completed, click **OK** and **SAVE**.

**Important to Remember**

When inactivating a Requester Site, please make sure of the following:

1. That there are no outstanding **Active** Requisitions in PeopleSoft assigned to that Requester Site.
2. To unlink the inactive Requester Site from users *(instructions follow)*.
**Requester Linkages**

District users (with the POADM security class) have the ability to give Requester access to those users in their district that have the authority to enter and maintain Requisitions. This is done by linking Requester Sites to User IDs. This is necessary to do from time to time as changes to staffing occur.

Please follow the steps outlined below to link/unlink Requester Sites to/from Users.

**Navigation Steps:**

**Menu:**  
*Go* ➔ Define Business Rules ➔ Define General Options  
*Use E-P* ➔ District Operator Preferences ➔ Requisition Authorizations

Click the **Search** button, and a list of your district’s User ID’s will appear.

Highlight the User ID you wish to update, and click **OK**.
The following panel will appear.

All Requester Site(s) linked to the selected User ID will display. Using the F7 and F8 function keys, update the User’s profile by adding (F7) and deleting (F8) Requester Sites from their list. The Requester field pull-down will list all current Active Requester Sites for the district (see on the next page).

REMEMBER to always select one Requester Site as the default for that User.
When finished updating the selected User ID’s Requester Site profile, click the **SAVE** icon. You can now select another User ID to update.

A User will have the ability to view/update all Requisitions that have been created by Requester Sites listed in their User profile. This functionality is used to restrict, or expand, a User’s authority over a district’s Requisitions.

![Image of User profile settings](image)

**List of Active Requester Sites** — NO Inactive ones will appear.

It is highly recommended that a district periodically monitor/update the Requester Site Status/Linkages for their district.

**Important to Remember**

For those districts using **Workflow** to approve their online Requisitions, you do NOT have to link Requester Sites to approvers – ONLY to Users entering and/or updating Requisitions.
Maintaining Item Categories

Creating an Item Category

Redundant data entry during Requisition entry and Purchase Order processing can be reduced through the establishment of standard Item categories to store default attributes. Item categories provide crucial transaction information for Requisitions and Purchase Orders.

Purchasing managers can create, update, and inactivate Item Categories at any point in time. There are two panels associated when entering or updating Item Categories – Category Definition and Category Definition 2.

Category Definition Panel

The *Category Definition* panel allows the user to enter the Description, Short Description, Object code, and Comments.

Navigation Steps

**Menu:**  
*Go* → Maintain Items → Define Item Controls  
*Use A-M* → Item Categories → Category Definition → Add

Enter Category ID and click **OK**.

The following panel on the next page will appear.
Enter or select the following required fields in the Category Definition panel:

1. **Active Flag** - This should always be set to **Active** when creating a new category.
2. **Description** - Enter the description of the category.
3. **Short Description** – The short description will automatically populate after tabbing out of the description field. This can be overridden by deleting the copied description and entering a new short description.
4. **Object** – Enter the object code. It should relate to the description of the category. This object code will default to the purchase order, requisition, or item when this category is used.

Leave the **Primary Buyer**, **Asset Profile ID**, and **Lead Time Days** blank. They are not used.

**Currency Code** – This field defaults to USD.

**Comment Text** – If necessary, enter comments related to the category.

**NOTE:** The category is a required field when creating a Requisition, Purchase Order, or Item.
Category Definition 2 Panel

The Category Definition 2 panel defines the Matching and Receiving Controls for an Item category. The Matching Controls are used in PeopleSoft Payables to match POs, Receivers, and Invoices. The Receiving Controls specify how staff receiving shipments process Items assigned to the category.

Navigation Steps

Click the Category Definition 2 tab. The following panel will appear.

In the Matching Controls (from PO to Voucher) section, the tolerances should be set as follows:

**Unit Price Tolerance** and **Ext Price Tolerance** - 99999999.00 (Must be exactly as shown with a total of 11 digits, including ".00")

**% Unit Price Tolerance** and **% Ext Price Tolerance** – 10.00

In PeopleSoft, Tolerances can be set up by either dollar amount or percentage. Since PeopleSoft recognizes the LESSER of the two, a very large dollar amount (*shown above*) must be entered in those fields so that the 10% will take precedence.

The Receiving Required field must also be set accordingly.

When finished, click the SAVE icon.
Modifying/Inactivating an Item Category

Navigation Steps

Menu:  *Go*  ➔  Maintain Items  ➔  Define Item Controls

*Use A-M*  ➔  Item Categories  ➔  Category Definition  ➔  Update/Display

Click the *Search* button, and a list of your district’s Item Categories will appear.

Highlight the Item Category you wish to update, and click **OK**. The following panel will appear.

Make any necessary changes to both the Category Definition tab and the Category Definition 2 tab and save the changes.
To inactivate an Item Category, change the Active Flag dropdown box from “Active” to “Inactive” and save the panel.

Note: If the category is linked to an item, the category tied to the item must be updated first. Upon clicking the Save button, the following error message will appear if the category is linked to an Item.
Budget Inquiry Panels

The Budget Inquiry – Site Access panel is an online panel that allows site users to view budget balance information including Current Budget, Pre-Encumbrances, Encumbrances, and Expenditures. Detail transactions for a particular budget string can be viewed by drilling down.

Budget Inquiry – Site Access

**Navigation Steps**

**Menu:**  
- Go → Administer Procurement → Manage Purchase Orders  
- Inquire → Budget Inquiry – Site Access

**Example:**

Now the budget strings in the ChartField (Fund, Resource, Goal, Function, Object, and Sch/Loc) section can be entered. If you know the values, select the ChartFields for the particular budget on which you want to inquire. However, if you are not sure of the values, you can accept the default wild card (%) to reference all possible values for that field in the budget you have selected. Using a combination of values and the wild card, you can narrow your budget selections. Unless you attach a wildcard to the data entered in a ChartField, PeopleSoft assumes you want an exact match.
For example, Object "4%" will return all values for objects that begin with a 4. If you do not specify a value in one of the ChartFields, the system assumes the "%" for that field.

To change the budget period, click the drop down arrow in the “Budget PD” field. When entering the panel for the first time, the current budget period should already be defaulted.

After entering the desired budget string and budget period, click the “Get Budgets” push button. Clicking this button will populate the totals section and retrieve the specified budget detail information in the bottom rows of the panel.

The Totals section summarizes all of the budget strings that were populated in the budget detail information. For ORG (Expense) budgets, the totals section displays the following information:

- **Current Budget** - The total of the expenditure budget specified on the ChartField and budget period section.
- **Pre-encumbered** - Total pre-encumbrances or purchase requisitions outstanding.
- **Encumbered** - Total encumbrances or purchase orders outstanding.
- **Expended** - Total expenditures.
- **Balance** - Remaining balance that is available for spending.
To print the summary screen as a Crystal Report, click the Print Crystal Report button. The following screen will appear.

Click the Printer icon to print this report. To export this report to Excel, see section “Export To Excel”.

Click the Print button to print the report.
Site Budget Inquiry - Detail

The budget detail information section lists all the pertaining budget strings specified in the ChartField section. Depending on the criteria used in the ChartField section, you may see one or several budget strings. For this example, the wild card functionality was used so the inquiry populated several budget strings.

Click the “Details” icon in the budget detail section for a particular budget string to view the detail transactions.

This will display all of the transactions that have affected that budget. Each transaction is sorted by Transaction Date and each line is summarized based on transaction type. Expenditure items will show transaction types of Req (Requisition), PO (Purchase Order), AP Vchr (Voucher), INV (Inventory) and Jrnl Entry (Journal Entry) in the type column. For each line, it will also show the transaction numbers associated to the type.

Data can be sorted by any other column by simply double clicking the desired column header. For example, to sort the data by requisition number, double click the “Req” column header. This will sort the data in ascending order by requisition number. To sort the data in descending order, simply double click the “Req” column header a second time.
To print the detail screen as a Crystal Report, click the Print Crystal Report button. The following screen will appear.

Click the Printer icon to print this report. To export this Crystal report to Excel, see section “Export To Excel”.
Generating Ad Hoc PO Reports

There are currently five (5) PO and Requisition ad hoc reports that district users can generate directly in PeopleSoft.

Four (4) of these ad hoc reports are in Crystal Report format:

- ADPO001C  Active POs without Vouchers
- ADPO002C  Active PO Lines without Vouchers
- ADPO003C  Active PO Lines with Vouchered Amounts
- ADPO004C  Active Un-sourced Requisition Lines

The Active Purchase Orders Detail Report (ADPO005S) combines ADPO001C, ADPO002C and ADPO003C and exports directly to Excel. The Excel file is emailed by the PeopleSoft system to the user who initiates the report once the process has completed. Unlike the other ad hoc reports, an email address is needed when ADPO005S is selected.

The five ad hoc reports contain the following features:

- Real-time data – includes the latest PO and requisition posting
- Report data displays on authorized users’ desktops in Crystal format (except for ADPO005S which is in Excel format)
- Access to RAD is not required
- Options to filter and download into another Crystal report or in various other formats, e.g. Excel or PDF (except for ADPO005S which is already in Excel format)
- Unlimited downloads – at no extra charge to the districts
- Availability of current and prior year’s data
- Available to users with any of the following security classes: POBUYER, POADM, POMGR, POINQFUL

The pages that follow will provide step-by-step instructions on how to generate and download anyone of these 5 ad hoc PO reports.

Selecting a Report

The first step will be to create a new Run Control ID. This Run Control ID needs to be created only once to generate the PO Reports.

Navigation Steps

Menu: Go ➔ Administer Procurement ➔ Manage Purchase Orders ➔ Ad hoc Crystal Reports ➔ Add
The Run Control ID can be labeled anything – *above is an example*. Click **OK**. The following panel will appear.
Select a Fiscal Year from the drop-down list:
Note that the *From* and *To* Accounting Dates for the Fiscal Year will be displayed, and grayed-out. These dates cannot be modified – they are there only to help the user identify the correct Fiscal Year to select.

Select a Report Name from the drop-down list.

In this case, Report *ADPO001C* has been selected – Active POs without Vouchers. As the user tabs out of the *Report Name* field, the report description is populated in the box next to it.

Click the *Run Crystal Report* pushbutton. In seconds, the Crystal report displayed on the following page will appear:
Print the report (all or part) by clicking the **Print** pushbutton (see above). The report will print via the default desktop printer. The additional Crystal Reports mentioned above are generated by following the same steps. The ADPO005S report is generated by following the steps listed on page 49.

**REMEMBER:** Do NOT add a new Run Control ID every time to generate a PO report – simply use the same one initially created.

To turn the selected **Crystal report** into an **Excel file**:

- Export the Crystal report to the C Drive on the local workstation as a Crystal file
- Access the Crystal file through Crystal Offline Viewer
- Export the Crystal file to the local desktop in Excel format
- Manipulate data as needed
Exporting the Report to Excel

Instead of selecting the Print pushbutton, click on the Export pushbutton. The following panel will appear.

![Export panel]

- **Format:** Crystal Reports (RPT)
- **Destination:** Disk file
Make sure the **Format** and **Destination** fields are as shown on the previous page, and click **OK**. The following panel will appear.

![Choose Export File](Image)

Make sure the **Save in** box reflects the local Client C Drive (save it to any folder in the local C drive). DO NOT select the Desktop – as this would be Citrix’s desktop, and not the local desktop. Click **SAVE**.

Find the Crystal file just saved, right-mouse click on it, and select **Open with Crystal Offline Viewer**. The panel on the following page will appear.
Click on the **Export** pushbutton. The following panel will appear.

Make sure the **Format** and **Destination** fields are as shown above, and click **OK**. The panel on the following page will appear.
Make sure all selections are as they appear above. Click **OK**. The following panel will appear.
Save the selected report in Excel format to any folder – including the Desktop. Click **SAVE**.

Find the Excel file just saved, and open it. The report will appear in Excel format (below).
Generating ADPO005S Report

To generate the *ADPO005S* report, select ADPO005S as the report name.

Once the user tabs out of the Report Name field, the report description will be populated in the box next to it and the Email Address field and the Export to Excel button will un-gray.

Enter an email address. Multiple email addresses can be typed in as well. To enter multiple email addresses, use a semi-colon (:) or a comma (,) after each email address.
Click Export to Excel and the following message will appear:

The Extract Processing

The Extract process has been initiated. Your report should be emailed to you shortly by SFSProcurement@lacoe.edu. (0,0)

OK

Click OK and wait a few minutes for the Excel file to be emailed as an attachment to the email address/addresses entered in the email address field.
A sample of the email notice is shown below. The Excel file will be attached to the email and named “ADPO005S.xls”. Please ensure that SFSPurchasing@lacoe.edu is not blocked or spammed from the user(s) email server.

The report (ADPO005S) you requested has been generated. Please see attached.

If you have any questions, please email SFSPurchasing@lacoe.edu
ChartField Security Setup and Maintenance

Required PeopleSoft Security Class: WFCFSEC

Overview

ChartField Security is a PeopleSoft functionality that allows a district office (preferably one person, and a backup) to create on-line ChartField filters and restrictions for individual PeopleSoft Users for that district. Once an individual User is set up with ChartField Security, they will be able to view ONLY the ChartField values that he/she has been authorized to see. This functionality is useful for ensuring that a User from one department/site cannot accidentally use Account Strings from another.

This functionality is especially useful for districts that have implemented Site Access (the entering of Requisitions and Material Stock Requests at individual district sites – and the viewing of site Budgets).

Filtering of ChartField values can only be performed on the following 7 fields:

- Fund
- Resource/Project Year
- Goal
- Function
- Object
- School/Location
- Budget Period

These filters are currently available for 3 distinct panel groups, they are:

1. Requisition panels (Express and Regular)
2. MSR panel (Material Stock Request)
3. Budget Inquiry – Site Access

The following ChartField Security Instructions have been designed to assist districts with the setup and maintenance of ChartField Security, and the subsequent training and support of district staff on the use of PeopleSoft panels affected by this security.
District ChartField Security Administrator (DCSA)

The duties and responsibilities of the DCSA are:

- Identifying all participating district Users and corresponding ChartField values.
- ChartField Security.
- Training participating district users.
- First point-of-contact for the District’s ChartField Security questions and/or problems.
- Working with LACOE as District ChartField Security Liaison.

In order for a district to begin using PeopleSoft ChartField Security, the DCSA must:

1. Identify the ChartFields that will be used to filter/restrict User data entry for the district.
2. Assign valid ChartField values to the individual district Users/Operators that will be affected by the security.
3. Activate ChartField Security for the district.

Important to Remember

Once ChartField Security has been set up and activated for a district, any Users that are NOT set up with ChartField Security will NOT be able to view/enter any ChartField values for that district.

The following steps need to be followed by the DCSA to ensure that ChartField Security has been set up properly at the district.
**District Setup**

**Navigation Steps**

**Menu:**  
- Go ➔ Administer Procurement ➔ LACOE Workflow/ChartField Sec Setup ➔ District ChartField Security ➔ Update/Display

The following Update/Display panel will appear.

![Update/Display -- District Chartfield...](image)

Click **OK**.

The panel on the following page displays a typical setup for ChartField Security used by a district. In this case, the district has decided to filter/restrict on Fund and School/Location only. Your district may select a different group of field(s) to filter on. Fields that are NOT selected for filtering will display ALL values for that ChartField when accessed by a district user.
LACOE recommends that ChartField Security **not** be turned ON for a district until AFTER the ChartFields have been selected, and all district Users/Operators have been identified and set up with their valid ChartField values.

Make your selection(s), and click **SAVE**.

Additionally, if a district decides to no longer use ChartField Security, after having used it for a time, simply un-select the **ChartField-Level Security** box and it will be deactivated.
User Operator Setup

Once a district has selected the ChartFields that it will filter/restrict on, each participating User/Operator must also be added to ChartField Security. Please follow the steps outlined below to ensure that all participating Users/Operators are set up correctly in ChartField Security.

Navigation Steps

Menu:  Go Administer Procurement – LACOE Workflow/ChartField Sec Setup – District Operator CF Security – Fund – Add

Click on the Operator ID pull-down.

Highlight the Operator ID you wish to add, and click OK.
The following panel will appear.

The ChartField Security functionality maintains its own list of Users/Operators. This is why an existing User/Operator in PeopleSoft still needs to be **ADDED** to ChartField Security.

In the above example, the district decided to filter/restrict by the Fund and School/Location ChartFields. Therefore, when adding Users/Operators to ChartField Security, the DCSA will need to navigate to both the Fund tab (*shown above*), and then the School/Location tab - to complete the process (*selecting the appropriate values in both panels for this Operator*). The above Fund values are the only ones this Operator will be allowed to view or access in PeopleSoft for this district.

Also in the above example, valid Fund values can be both, *individual* values or a *range* of values. This is true with all ChartField Security panels. Inserting and deleting Rows on each panel can be accomplished by using the **Insert Row** and **Delete Row** pushbuttons (*shown above*), or by using the **F7** and **F8** function keys. There is no limit to the number of Rows that can be added to any of the 7 ChartField Security panels during setup.

The following panel displays the valid School/Location values for this Operator. In this case, only one School/Location is valid for this user - **0020000**.
When finished, simply click the SAVE button - then proceed to add the next User/Operator and their corresponding values until all participating district Users/Operators have been set up.

**How it Works**

The two panels on the following page display what happens when the User/Operator that was set up in this example attempts to use any one of the 3 panel groups (in this case, the *Express Requisition* panel). When selecting pull-down values for entering a School/Location code, only 0020000 appears on the list – this is the only School/Location value that was allowed to be viewed/accessed by this Operator. The same will be true for the other ChartField that was selected (Fund).
Workflow Setup and Maintenance

Overview

Workflow is a PeopleSoft functionality that allows districts to approve documents directly online. It is currently available for use on 3 different document types – POs, Requisitions, and Material Stock Requests (MSRs). Duties and responsibilities for Workflow fall into 3 distinct district staff categories:

1. District Workflow Administrator (preferably one person, and a backup)
2. District Document Initiator
3. District Document Approver

Each of these 3 staff categories will be discussed in great detail

The following pages will outline the steps necessary for a district to begin using Workflow, the maintenance requirements going forward, and the training of staff on the use of Workflow. For the purpose of this training document, a sample district (BU 98765) will be used that has decided on the approval matrix shown below. Workflow districts would generally have a higher number of sites/departments entering documents in PeopleSoft, and a higher number of approvers at all levels.

<table>
<thead>
<tr>
<th>Level 0</th>
<th>School/Department Users enter documents and Initiate Workflow Approval (2 Schools &amp; 2 Departments).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Health Services Department</td>
</tr>
<tr>
<td></td>
<td>- Special Projects Department</td>
</tr>
<tr>
<td></td>
<td>- Anza Elementary</td>
</tr>
<tr>
<td></td>
<td>- Cabrillo High School</td>
</tr>
<tr>
<td>Level 10</td>
<td>Principal/Dept. Head Approval based on School/Location Code.</td>
</tr>
<tr>
<td></td>
<td>- Health Services (0000024)</td>
</tr>
<tr>
<td></td>
<td>- Special Projects (0000010)</td>
</tr>
<tr>
<td></td>
<td>- Anza Elementary (0010000)</td>
</tr>
<tr>
<td></td>
<td>- Cabrillo High School (0030000)</td>
</tr>
<tr>
<td>Level 20</td>
<td>Special Purchase Approval based on Object Code.</td>
</tr>
<tr>
<td></td>
<td>- Technology-related (6440/6450)</td>
</tr>
<tr>
<td></td>
<td>- Textbooks (4100/4110)</td>
</tr>
<tr>
<td>Level 30</td>
<td>Budget Review Approval by Accounting Technician (ALL documents).</td>
</tr>
<tr>
<td>Level 40</td>
<td>Asst. Director of Fiscal Approval based on document Amounts in excess of $1,000.</td>
</tr>
<tr>
<td>Level 50</td>
<td>Director of Fiscal Approval based on Fund code 35.0 and 21.0 (School Construction and Bond Funds).</td>
</tr>
<tr>
<td>Level 60</td>
<td>Director of Purchasing Approval (ALL documents).</td>
</tr>
</tbody>
</table>

We will begin with the responsibilities of the District Workflow Administrator.

**Requisitions, POs, and MSRs** will be referred to as documents in the instructions that follow.
District Workflow Administrator (DWA)

Required PeopleSoft Security Class: WFDADMIN

The duties and responsibilities of the DWA include:
- Identifying all Approval Rules, Levels, and Routings for the District.
- Workflow for the District.
- Training Workflow Users and Approvers.
- First point-of-contact for the District’s Workflow problems.
- Working with LACOE as District Workflow Liaison.
- Setting up and updating the Role User Maintenance panels which contain the email address of Approvers, Buyers and Requesters (for acknowledging Denied or Reset documents).

Setup

In order for a district to begin using Workflow, the DWA must first identify all Document Initiation and Approval Criteria/Parameters used by the District. This would include identifying Site Users/Initiators, Principal/Dept. Head Approvers, Dollar Amount-based approvals – as well as any additional District approval criteria.

Using the Approval Matrix of the sample district discussed earlier, the DWA will need to navigate to the following 3 panels to begin/complete the setup process. They are:

- **Role Maintenance**
  This is where Roles (what Approval action is being performed) are identified.

- **Role User Maintenance**
  This is where Users are defined, and linked to their appropriate Roles.

- **Approval Rules**
  This is where the Rules (values) are established for triggers and routings, and linked to both Roles and Users.
Role Maintenance

This panel identifies the different Approval and User Roles that can be performed at a district. Each approval function needs to be added to this list.

Navigation Steps

**Menu:**  
Go ➔ Administer Procurement ➔ LACOE Workflow/ChartField Sec ➔ Role Maintenance

The following Update/Display panel will appear.

Your Business Unit number will default into the SetID field - click **OK**.

The following panel on the following page will appear. The DWA will need to input/define all approval functions, as well as a requester function for those users that only enter documents – but do not approve them.
The DWA must enter every Role on this panel (using the F7 Function Key, or the Insert Row Pushbutton). Be as descriptive as possible – to avoid any confusion.

When finished, click SAVE.

The 12 required Roles for our sample district are listed above. They are:

- 1 Requester Role (for the 2 Schools, and the 2 Departments). **Line 10.**
  Since only Approver Roles are linked to Rules, you do not have to specify a unique Requester Role for each Site – a generic one will do.
- 4 Site Approver Roles (2 Schools, 2 Departments). **Lines 5, 6, 7 & 8.**
- 1 Special Approver Role for Technology items. **Line 11.**
- 1 Special Approver Role for Textbooks. **Line 12.**
- 1 Budget Review Approver Role. **Line 4.**
- 1 Asst. Director of Accounting Approver Role. **Line 2.**
- 1 Director of Accounting Approver Role. **Line 3.**
- 1 Director of Purchasing Approver Role. **Line 9.**
- There is also an ***INACTIVE*** Role. **Line 1.** This Role will be linked to district users that are no longer part of the Workflow. They have either left the district, or have been re-assigned to a position that does not use Workflow.
Role User Maintenance

This panel will establish a link between a Role (created previously), and an actual User ID.

Navigation Steps

Menu:  
   Go ➔ Administer Procurement ➔ LACOE Workflow/ChartField Sec
   Setup ➔ Role User Maintenance ➔ Add

The following Add panel will appear.

![Add -- Role User Maintenance](image)

Click on the **Operator Id** pull-down.

![Valid Values](image)

Even though a User (Operator ID) exists in PeopleSoft, they still need to be initially added to Workflow.

Select an **Operator** to add, then click **OK** - the following panel on the next page will appear.
The **Batch Notification** box must be checked. If not checked, this user will not receive email notifications concerning documents that are waiting for his/her approval, or, documents that have been Denied/Reset (for Requesters only).

A **Notification Schedule** must also be selected. Email notification of any outstanding documents can take place at 10 AM, at 2 PM, or at both times.

An **Email ID** must also be entered. PeopleSoft requires this for routing notifications to Approvers, Buyers and Requesters (for acknowledging a Denied or Reset Document)

A **Role** needs to be assigned to every user in Workflow. A user can have more than 1 Role assigned to them. These Roles can have a specific **Effective Date**, and the Role’s **Active** Status box for this user can either be checked, or not.

The **Alternate Operator** field, in conjunction with the **Date From** and **Date To** fields, is periodically used to identify a Workflow User performing Approval duties when someone is away for a period of time. When entered, this information will override the established notification setup for a user, and the Alternate Operator will be notified instead. The Alternate Operator must already be set up in Workflow.

When finished, click **SAVE**.
In the above example, John Doe is the Director of Purchasing, so he will be assigned the Role of 

**PURCHASING – Director.**

**Assigning the Same Role(s) to More Than One User**

Some levels of Approval may require that a particular Role be given to more than one user.

*For example: A School Site where documents can be Approved by either the Principal, OR, the Assistant Principal.*

To accomplish this, simply assign the same Role to more than one user using the **Role User Maintenance** panel. The system will want to confirm that you are doing this intentionally and the following WARNING message will appear when saving the panel.

If this is correct, simply click **OK**.
Removing Role(s) From Users in Workflow

From time to time, users that are set up in Workflow will need to be removed from it for various reasons (Leaving the District, Retirement, Promotion, Transfer, etc.). When this occurs, the following steps need to be taken to ensure that the Approval Process for the District will continue to run smoothly.

All the necessary changes are made using the Role User Maintenance panel. This panel is displayed below with a Sample user that needs to be removed. The three things required are as follows:

1. An **Alternate Operator** needs to be assigned to the user that is to be removed. This is important so that all documents currently waiting for this user’s Approval can be re-directed to an alternate for handling. **THIS IS TO BE DONE ONLY WHEN A PERMANENT REPLACEMENT APPROVER HAS NOT YET BEEN IDENTIFIED**
   If this is not the case, skip item #1 and go directly to items #2 and #3.
2. The **Role(s)** that belong to the existing user, now need to be assigned to someone different. All new documents created and sent to Workflow for the existing user will now be forwarded to the new user instead. **If the new user is not in Workflow, and new to PeopleSoft, they will need to be added to Workflow using this same panel in Add mode.**
3. The **Role(s)** for the existing user need to be **inactivated**. This will prevent any new documents that are created and sent to Workflow from being routed to this user.

**REMEMBER:** Inactivating a User in PeopleSoft through Security, does NOT automatically Remove/Inactivate that User from Workflow.
Approval Rules

This panel will establish the Approval Rules and Parameters for all Document Workflow, and will link them to Roles that were previously created. Since these Roles have already been linked to User IDs, this will complete the Approval Chain necessary for Workflow - from Role, to Rule, to User.

Navigation Steps

Menu: Go ➔ Administer Procurement ➔ LACOE Workflow/ChartField Sec Setup ➔ Approval Rules ➔ Add

The following Add panel will appear.

To create an Approval Rule, both the Approval Document and the Approval Rule Set need to be identified. To select an Approval Document, simply click on the drop down arrow and select from one of the 5 document types listed (see below). Even though there are five listed, Mileage and Travel are currently not available to districts. For this exercise we will be using the REQ (Requisition) document type.

Since identifying an Approval Document is required to create an Approval Rule, districts that use Workflow to approve both Requisitions (REQ) and Material Stock Requests (MSR) will need to create Rules for both.
The **Approval Rule Set** is the Name given to the Rule (up to 30 characters). In the example below, the Name given is the same as the Role that was created earlier. In most cases, the Role name and the Rule name should be the same – to avoid confusion.

Click **OK**. The following panel will appear.
The **Description** field is optional and allows the District Workflow Administrator to enter text describing the Rule.

The **RuleSet Active?** checkbox is used to **Activate** or **Inactivate** Rules in Workflow. Inactive Rules (Blank) are not considered when developing the Approval Matrix for a document.

The middle section of the panel is used to identify **Fields** in PeopleSoft, and a **Range** of values for that field, that will trigger an **Approval** routing. Clicking the pull-down will list all the Fields currently available in Workflow (see below).

![Valid Values](image)

In this example, the Rule is for the School Administrator of Cabrillo High School. All documents coming from Cabrillo H.S. will be using a School/Location Code of **0030000** in their account string, and need to be approved by either the Principal or Vice Principal.

The lower section of the panel is where the Rule is linked to a **Role**, which in turn is linked to a user. To the right of the Role is where the name of the Approver will appear. In this case, however, since there are 2 possible Approvers (Principal or Vice Principal) the **Roleuser List** pushbutton appears instead. Clicking the pushbutton will display the list of Approvers for this Rule (see following panel).

![Roleuser List](image)
The **Approval Level** also needs to be specified at this time. The Workflow for our sample district requires a Level 10 for the **PRINCIPAL – Cabrillo H.S. Rule**.

When finished, click **SAVE**.

It is recommended that Rule Levels be in increments of 10. This will allow for the insertion of additional rules if district document approval requirements change.

Below are a couple of additional examples of the variations available when creating Rules.

The above panel displays the setup required for the **ACCOUNTING – Asst. Director Rule**. In this case, the **Requisition Amount Field** is selected, and a **Range** given that will cause ALL Requisition documents over $1,000 to stop at this Rule. The Role and Approval Level have also been appropriately selected.
The above panel displays the setup required for the ACCOUNTING – Technician Rule. In this case, the **Fund Field** is selected, and a **Range** (00.0 to 99.9) given that will cause ALL Requisition documents to stop at this Rule. The Role and Approval Level have also been appropriately selected.
Resetting a Document

There will be times when a district Workflow Administrator (DWA) will need to take a document that is currently in Workflow, and pull it out of Workflow prior to Final Approval – this is called Resetting. The document will be as if it was never sent to Workflow.

Since both the DWA and the Workflow Initiator have this capability, the following instructions are included in both sections. The DWA for ALL Sites, and the Initiator for those Site(s) authorized.

The DWA may need to do this for a couple of reasons:

- The Approval Parameters were incorrectly built during the Workflow Setup process – resulting in an Invalid Approval Matrix for the document.
- District Approval Requirements have changed, leaving some documents in Approval limbo.

REMEMBER: If NOT ultimately Canceled, the document must again be forwarded to Workflow for Approval – after modifications take place.

Navigation Steps

Menu: Go ➔ Administer Procurement ➔ LACOE Workflow/ChartField Sec

Inquire ➔ Requisition Approval ➔ Req Approval History
Purchase Order Approval ➔ Approval History
MSR Approval ➔ Approval History

Select one of the 3 document types to view (Requisition for this exercise).

The following panel will appear.
Once a Requisition is selected from the above search list, the panel below will appear.

To reset this document, click on the Workflow Reset pushbutton (**WF Reset**). The following message will appear to confirm the action.

Click **YES**.

The panel displaying the Approval Matrix will be updated (see next page) with information indicating that the document was reset by the DWA.
At this point, the DWA is now able to make the necessary changes to the district’s Workflow Setup, and re-submit to Workflow all the reset documents.

Just as with a Denial, an e-mail notification is also sent to the Document Initiator when a document has been Reset.
District Workflow Initiator

Required PeopleSoft Security Class: POREQ (for Requisitions)
SPBUYER/POBUYER (for POs)
INSITE (for Material Stock Requests)

The duties and responsibilities of the District Workflow Initiator include:
- Creating Workflow Documents (listed above).
- Sending documents to Workflow.
- Monitoring documents in Workflow.
- Canceling/Resetting documents out of Workflow.
- Acknowledging Denied documents.
- Notifying district Workflow Administrator of any changes in Approvers.

In order for a document to move through the Workflow Approval process, it must first be initiated by the user who created it. For the 3 different document types, this is done immediately AFTER:

- **Requisitions and POs** Edit and Budget Check
- **Material Stock Requests** Save

Requisitions and POs must have a valid Budget Check prior to being sent to Workflow for Approval. This ensures that the account string(s) are valid and sufficient funding is available. Material Stock Requests are processed differently whereas Budget Checking occurs after the requested items have been shipped from the Warehouse to the Site. However, at the time the MSR is saved, a preliminary validation of the account string(s) and fund availability takes place to ensure that the actual Budget Check will not fail.

Sending a Document to Workflow

The following instructions will detail the steps necessary to send a document to Workflow.

To avoid redundancy, even though there are 3 distinct document types that can be forwarded to Workflow (Requisitions, POs and Material Stock Requests), **these instructions will be primarily focusing on the Requisition panels and navigation**.

Documents are sent to Workflow via the *Send Req/PO/MSR for Approval* pushbutton. This pushbutton will become active only AFTER a valid Edit and Budget Check for both Requisitions and POs, and a valid Save for Material Stock Requests (MSRs). For districts that are not using Workflow to approve documents online, this pushbutton will always be Gray. *See the following panels.*
For Requisitions:

The Express Requisition panel shows active pushbutton after valid Edit and Budget Check (Above).

The Regular Requisition panel after valid Edit and Budget Check is shown below.
For POs:

For Material Stock Requests: (Valid Edit and Budget Check are NOT required)
When the corresponding pushbuttons for each of the 3 different document types are clicked, and the documents are about to be sent to Workflow, the message below will appear asking for confirmation.

![Requisition Approval]

Click **YES**. The selected document is now in the Workflow Approval process.

Once a document is sent to Workflow, the system will create an Approval Matrix for that document based on the district Approval Parameters developed by the district Workflow Administrator.

Until the Requisition, PO, or Material Stock Request in Workflow is either fully **Approved**, or **Denied**, the document CANNOT be accessed by the Initiator for modifications.

The following error message will appear when an Initiator tries to pull up a document in Update/Display mode that is currently in Workflow:

![Update/Display not allowed for this requisition]

When a district has Workflow turned on for their online document Approval, all documents created will have a **Pending Approval** Status. Only AFTER a document has been fully Approved in Workflow, will the document Status change to **Approved**.
Monitoring the Approval Process

Initiators have the capability in Workflow to monitor the documents that they created and submitted for Approval. The following Navigation(s) will enable an Initiator to track the Approval Progress for the 3 document types:

Navigation Steps

Requisitions

Menu:  Go ➔ Administer Procurement ➔ Requisition Items
       Inquire ➔ District Requisition Details ➔ Req Approval History

Purchase Orders

Menu:  Go ➔ Administer Procurement ➔ Manage Purchase Orders
       Inquire ➔ Purchase Order ➔ Approval History

Material Stock Requests

Menu:  Go ➔ Control Inventory ➔ Fulfill Stock Orders
       Inquire ➔ MSR Approval ➔ Approval History

The following panel will appear to select a document for monitoring (a Requisition in this case).
Once a document is selected from the above Search list, the following *Req Approval History* panel will appear:

![Req Approval History panel](image)

This is the panel of greatest interest to most Initiators when monitoring their documents currently in Workflow. It displays the entire *Approval Matrix* for the document – from document initiator to Final Approver. **From left to right**, the following information can be viewed:

- The name of the person responsible for an Approval/Denial at each level – *Approver*.
- A **pushbutton** to see all Approvers at each level. Active only when multiple Approvers exist.
- The person who performed the actual Approval or Denial – *Approved By*.
- The order of the required Approvals for this document – *Level#*.
- Date and time stamp for every Approval or Denial, at each level – *Approval Date*.
- Number of days that NO action has taken place at each level – *Days in Inbox*.
- Status of the document approval at each level – *Worklist Status*.
- Partial text of comments entered at each level – *Comment Text*.
- A **pushbutton** to view entire Comment text entered at each level.
- A numerical representation of the internal PeopleSoft transaction that moved this document to Workflow – *Instance ID*.

Based on the date and time stamp, an Initiator can easily determine the level at which a document has stalled.

The above example displays a document that will need to go through 6 levels of Approval (level 0 is the initiator, and not considered to be an actual Approval level). The number of Approval levels will vary from one document to another.

An e-mail notification will be sent to the Initiator when a document has been Denied. No such notification is made when a document becomes fully Approved.
Resetting a Document

There will be times when an Initiator will need to take a Document that is currently in Workflow, and pull it out of Workflow prior to Final Approval – this is called Resetting. The document will be as if it was never sent to Workflow.

The Workflow Initiator may need to do this for a couple of reasons:

- A change needs to be made to parts of the original document. Some items need to be added/increased on the document, while others may need to be removed/decreased from the document.
- The entire Document is no longer necessary, and will be canceled after Resetting.

**REMEMBER:** If NOT canceled, the document must again be forwarded to Workflow for Approval – after modification.

Resetting is done using the same panel we just discussed – so the Navigation for the 3 document types will be the same as on Page 71. Below is a copy of that same panel.
To reset this document, the Initiator will need to click on the Workflow Reset pushbutton (WF Reset). The following message will appear to confirm the action.

Click YES.

The panel displaying the Approval Matrix will be updated (see below) with information indicating that the document was reset by the Initiator.

At this point, the Initiator is now able to make changes to the document, or cancel it.

Just as with a Denial, an e-mail notification is also sent to the Document Initiator when a Document has been Reset.
Acknowledging a Denied/Reset Document

When a document is Denied/Reset, an e-mail notification is sent to the original Initiator confirming the Denial/Resetting. However, just as Approvers need to go to their Worklist to process a document (Approve or Deny), Initiators also need to go to their Worklist to acknowledge the Denial/Resetting. If the Denial/Resetting is NOT acknowledged, the Initiator will continue to receive e-mail notifications about the Denial/Resetting for that document – until it is acknowledged.

This is done to ensure that the Initiator has been properly notified of the action taken, and is now ready to make the necessary modifications to the document.

The following instructions will enable the Initiator to access and Acknowledge any documents that were Denied/Reset in Workflow:

Navigation Steps

Requisitions

Menu:  \( Go \rightarrow \) Administer Procurement \( \rightarrow \) Requisition Items
\( Use \rightarrow \) Worklist \( \rightarrow \) Requisition

Purchase Orders

Menu:  \( Go \rightarrow \) Administer Procurement \( \rightarrow \) Manage Purchase Orders
\( Use \rightarrow \) Worklist \( \rightarrow \) Purchase Order

Material Stock Requests

Menu:  \( Go \rightarrow \) Control Inventory \( \rightarrow \) Fulfill Stock Orders
\( Use \rightarrow \) Worklist \( \rightarrow \) MSRs

The panel on the next page will appear. It will list all documents (Requisitions in this case) that have been Denied/Reset, but have not yet been Acknowledged.
The three pushbuttons to the right of each document will enable the Initiator to view/access all additional information regarding the document. From left to right, they are:

1. The **Appr History/Comments** pushbutton will allow the Initiator to view the Approval Matrix and any Comments that were entered at each Approval Level.
2. The **Document Details** pushbutton will allow the Initiator to view the document (in Inquiry mode).
3. The **Open Document** pushbutton will allow the Initiator to go directly to the regular document panels (in Update/Display mode), and make any required Changes/Cancelations.

For the Denied/Reset document to be acknowledged, simply check the **Worked?** checkbox and Save the panel. Continued e-mail notifications concerning this document will now stop.
District Workflow Approver

Required PeopleSoft Security Class: **WFAPPROV**

The duties and responsibilities of the district Workflow Approver include:

- Monitoring personal Worklist and e-mail notifications for documents to Approve.
- Timely Approval/Denial of documents.
- Notifying district Workflow Administrator of any changes in Approvers and/or Rules.

Once a document has been created and sent to the Workflow Approval Process, designated district Approvers will be required to either Approve or Deny them. The criteria by which documents are forwarded to Approvers is determined by the Approval Matrix developed by the district Workflow Administrator. Documents that require Approval or Denial by an approver, will be forwarded to that approver and added to their Worklist. PeopleSoft will automatically notify an Approver via e-mail when they have documents sitting in their Worklist that have not yet been Approved or Denied. This is done twice daily (10 AM and 2 PM).

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LACOE recommends that Approvers NOT wait for the 10 AM and 2 PM notifications before accessing their Worklists – but that they do so PRO-actively.

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**Approving a Document in Workflow**

The following instructions will enable an Approver to access, and Approve or Deny, any documents that are currently in their personal Workflow Worklist:

**Navigation Steps**

**Menu:**

- **Go** ➔ Administer Procurement ➔ LACOE Workflow/ChartField Sec
- **Use** ➔ Worklist ➔ Summary

The following panel will appear – displaying all documents that are currently in this Approver’s Worklist awaiting some action to be taken. There are currently 3 document types that can be forwarded for approval to district Approvers – **Requisitions, POs**, and **Material Stock Requests**.

The **Summary** panel on the following page indicates that this Approver has a total of 3 **Material Stock Requests**, 1 PO, and 2 Requisitions waiting for his/her attention.
A district Approver may be so designated that he/she may have the authority to Approve all 3 document types. Other district Approvers may be set up so that they only approve one or two, but not all three.

Knowing that there are a number of pending documents, the Approver can now click on any one of the 3 Detail tabs to view the individual document information prior to Approval or Denial. Since all 3 Detail panels have the same functionality, we will focus only on the Requisition panel for the purpose of these instructions.

The Req ID column displays all the requisitions that are currently in this Approver’s Worklist (inbox).
The **Amount** column displays the total dollar amount for each requisition.

The **Days in Inbox** column displays the number of days that this Approver has taken NO action on this requisition.

The **Hold**, **Approve**, and **Deny** Radio Buttons are for the Approver to use when deciding what action to take on each requisition. All documents to be approved will default to **Hold** when moving from one approval level to another. When a decision has been made on each requisition, the Approver will need to click on either Approve or Deny – to move the requisition to the next level or to send it back to the Initiator. The Approver can also leave the requisition on hold (if he/she is not ready to make a decision on the requisition).

The **Approval Status** column will usually display the word “Pending”. Once Approved or Denied, the requisition will disappear from this panel.

There are also 5 pushbuttons to the far right of the panel – for each document.

Moving from left to right, the first is the **Appr History/Comments** pushbutton. When selected, the following panel will appear:

![Approval History For Requisition - 12345, 000000009s](image)

This panel will display the entire Approval Matrix for the document. It will tell the Approver: The names of all required Approvers for the document, their Approval Level, Date and Time stamp of each action taken, and the **Current Status** at every Level.

The **Comments** pushbutton at the far right will also allow the Approver to view any comments entered by other Approvers at their Level.
Next is the **Document Details** pushbutton. When selected, the following panel will appear:

![Document Details Panel](image)

The **Req Detail** panel displays the document in Inquiry mode. Most information about the document can be viewed on this panel (Line Items, Descriptions, Prices, Account Strings, Comments, etc.). Viewing the actual document will be very important for the Approver when deciding to Approve or Deny the document. This panel will also allow the Approver to Print a hard-copy of the document for their records as well as view documents that have been attached.

The third pushbutton is the **Add Comments** pushbutton. When selected, the following panel will appear and will allow the Approver to enter Approval/Denial comments for the document at his/her level:

![Add Comments Panel](image)

```
Comments:
This document is being denied due to..................
```
The fourth pushbutton is the **Add Approver** pushbutton. When selected, the following panel will appear which will allow an additional Approver to be added to the Approval Matrix (for this document only).

![Add New Approvers For Requisition - 12345, 0000000096](image)

In some circumstances, an Approver may wish to add an ad hoc Approver to the Approval Matrix (an additional Approver that was not included in the original Workflow path). This can be done on the panel shown above. However, the Approver making this decision needs to be aware of the following conditions:

1. The Approver being added to the Matrix MUST already exist in the district’s Workflow setup.
2. The Approver being added will be inserted into the Matrix at the SAME Level as the Approver doing the adding.
3. BOTH Approvals will be required at that Level before the document proceeds to the next Level.
4. The original Approver has the following 2 options:
   - Approve the Document, and then add the additional Approver.
   - Add the additional Approver first – and wait for the additional Approval to be given before their Approval is given.

When the drop-down arrow is clicked, the following panel will appear so that the User ID of the additional Approver can be selected.

![Valid Values](image)

Once a User ID is selected, simply click **OK**.
For most Approvers, the information provided by the first four pushbuttons will be sufficient to either Approve, Deny, or leave on Hold each of the documents listed.

When this is done, simply click SAVE.

Depending on the action(s) taken, the documents will now be forwarded to the next Approver, sent back to the Initiator, or simply left in the Approver’s Worklist to be dealt with at a later time.

The last pushbutton is the Add Buyer to Requisition pushbutton. This pushbutton is unique in two ways:

1. Its function is to assign a Buyer to a requisition, therefore, this pushbutton is visible only on the Requisition detail panel. It is not available on the MSR and PO detail panels.
2. The use of this pushbutton is restricted to certain district Approvers who have added security.

District Approvers, who through Security have authority over Buyers for a district, CAN assign a Buyer to the Requisition being approved in Workflow. In most cases, the Approver having this level of authority will be the Director/Supervisor of Purchasing. Since most Requisitions are created WITHOUT identifying a Buyer, this pushbutton can be of benefit for the following reasons:

1. Gives the Director/Supervisor of Purchasing the ability, after having reviewed the requisition, to identify the Buyer that will be handling the requisition. This is particularly useful to larger districts that employ many Buyers.
2. Requisitions that have an assigned Buyer, can be more easily sourced into POs by that Buyer.
3. A greater degree of accountability will exist with site inquiries on requisitions with assigned Buyers.
When selected, the following panel will appear.

![Assign a Buyer Panel]

Note that if a Buyer is already currently assigned to the requisition, it will appear in the **Buyer:** field. In most cases, this field will be blank.

Clicking on the **New Buyer:** field pull-down, the following list of Valid Buyers for the district will appear.

![Valid Values Panel]

Upon selecting one, and clicking **OK**, the Requisition will be updated with that Buyer Name from that point on.
Monitoring the Approval Process

Even AFTER Approvals/Denials have been given on a document, Approvers can continue to monitor those same documents. However, since these documents no longer appear on the Approver’s Worklist, the Navigation will be slightly different (even though the panels being accessed will be the same).

Navigation Steps

**Requisition**
*Menu: Go ——> Administer Procurement ——> LACOE Workflow/ChartField Sec
  *Inquire ——> Requisition Approval ——> Req Approval History*

**Purchase Order**
*Menu: Go ——> Administer Procurement ——> LACOE Workflow/ChartField Sec
  *Purchase Order Approval ——> Approval History*

**Material Stock Request**
*Menu: Go ——> Administer Procurement ——> LACOE Workflow/ChartField Sec
  *MSR Approval ——> Approval History*

Select one of the 3 document types to view (Requisition for this exercise).

The following panel will appear.
Select a document, and click **OK**. The Req Approval History panel shown below will appear.
Copy PO Function

A PO can be created using a previously created PO as a template. This is the Copy PO functionality. Every detail of the existing PO will be copied over to the new PO – line items, schedules, account strings, distributions, etc. This is done at the Header tab of the PO panels immediately upon choosing to add a new PO.

Navigation Steps

**Menu:**  
Go  →  Administer Procurement  →  Manage Purchase Orders  
Use  →  Purchase Order  →  Header  →  Add

Go to the **Header** tab immediately. Click on the **Copy PO Pushbutton.**
The Criteria panel shown below will appear.

Business Unit – Will default to the user’s District Number.

PO ID – Select an existing PO from the drop-down list.

Click OK.

The new PO has now been built containing the same information as the template PO. The only field that is NOT copied over is the Buyer Name. Since this is a required field, the user will need to go to the Lines tab and select a Buyer Name.

When finished, click the SAVE icon.
**Favorites**

Favorites, or quick access paths, can be created to facilitate navigation from one panel group to another panel group. These Favorites are maintained at the individual PeopleSoft user level. Below is a sample list of Favorites that a typical Purchasing user might wish to maintain.

To ADD a Favorite (Express PO – Add for example), simply navigate to the Express PO – Add panel and click on the Favorites menu bar. Then click on Add to Favorites. That path has now been added to a user’s list.

To DELETE a Favorite, simply click on the Delete Favorites option on the Favorites menu bar, and highlight the path to be deleted. It is now deleted from the user’s list.
Recent

**Recent**, is a way in PeopleSoft to be able to navigate to the last few panels that were accessed during an open session by an individual user. The system will display up to the last 10 accessed panels - and the list will be blanked-out upon exiting the system.

**Navigation Steps**

**Menu**:  *Go* → **Recent**

As *shown above*, the list will display the last 10 panel groups accessed as well as the specific information that was being viewed at the time.
Additional Discussion Items

- Future Fiscal Year POs
- Open POs
- PO Defaults
- Matching
- Effective-Dating

Class Discussion