Los Angeles County Office of Education

PeopleSoft Requisitions

Prepared by the
Division of School Financial Services
August 2017
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PeopleSoft Requisitions

Course Objectives

This course provides in-depth coverage of creating, maintaining, and inquiring on requisitions as well as sourcing requisitions into Purchase Orders.

Upon completion of this course, participants will:

- Understand the requisition process.
- Be able to enter and process both Express and Standard Requisitions.
- Be able to maintain requisitions
- Be able to inquire on requisitions

Requisitions in PeopleSoft

A requisition is an authorization for a purchasing department to procure goods and services in the PeopleSoft Financial System. A requisition process helps in managing requests for purchase. Requisitions are the beginning of the life cycle for the procurement process. In this session, we will discuss the requisitioning life cycle and give you hands-on experience entering requisitions into PeopleSoft.
Requisition Structure

In PeopleSoft Purchasing, a requisition is identified by a requisition ID unique within the district (also known as ‘Business Unit’) allowing a consistent means of tracking all requisitions. A requisition is made up of four components:

1. **Header** - This portion of the requisition contains information that pertains to the entire requisition.
   *Fields:* Business Unit, Requisition ID, Requester, Requisition Date, Accounting Date

2. **Lines** - The requisition lines contain all the information about the items being purchased. This information includes item ID’s, item descriptions, and item cost information.
   *Fields:* Vendor ID, Buyer, Item ID, Description, Unit of Measure, Category ID, Item Quantity, Item Price, Total Amount

3. **Schedule** - The requisition schedule contains the delivery schedule information for each individual line on the requisition. Each schedule contains its own due date and shipping information.
   *Fields:* Ship To ID, Location Code, Due Date

4. **Distribution** - This section contains information about how the item is going to be charged within your organization’s account strings. You can have more than one distribution for each item.
   *Fields:* Fund, Resource/Project Year, Goal, Function, Object, School/Location, Budget Period, Requisition Quantity, Percent, Amount

PeopleSoft stores data for requisitions in a set of related tables forming a tree structure with a series of parent-child relationships. Among its component parts are, the Header table, Item Lines table, Schedules table and Distributions table. The Item Lines table is a child of the Header table. The Schedules table is a child of the Item Lines table and the Distributions table is a child of the Schedules table. The structure of the tree is such that there can be many child records to each parent record.
Requisition Processes Explained

Before the requisition can be posted to the General Ledger, the pre-encumbrance amounts must be calculated and the account distributions must be validated by PeopleSoft’s Budget Checking Module (BCM) process and Requisition Posting. For those not familiar with procurement-related accounting events, a pre-encumbrance is created in the Actuals Ledger once all edits, budget checks, and approvals for a requisition are completed. The pre-encumbrance reserves funding for the goods or services ordered on the requisition. Once the requisition is converted to a PO, the pre-encumbrance is liquidated and an encumbrance is created.

To accomplish the calculation of pre-encumbrance amounts, the PeopleSoft Edit Process must be run, followed by the Budget Checking Process. The Edit and Budget Checking Processes will also run nightly and will retrieve all requisition records eligible for Editing and Budget Checking. Editing and BCM will take place prior to on-line (or manual) approval processing of the requisition.

These processes perform the following necessary tasks:

1. The requisition Edit process validates requisition field values and prepares the requisition for Budget Checking.

2. The Budget Checking process updates pre-encumbrance amounts to the PeopleSoft budget ledger and validates the organization budget string (account string).

3. Requisitions can be printed directly from the Express or Standard Requisition panels. The requisition will appear as an Adobe Acrobat document on the screen to be printed on the local printer.

4. Districts utilizing the LACOE workflow (online approval) process can initiate the requisition approval process by pushing the Send for Approval pushbutton. The requisition must be fully approved at every level before it can move on to the next step of processing.

5. The requisition Post process runs when the requisition is approved by the last approver for districts using workflow. For districts not using workflow, the requisition posting process runs after the requisition passes budget check. This generates the pre-encumbrance accounting lines, which in turn are posted to the Actuals ledger when the Journal Generator process runs at night.

Throughout the training materials, there will be several references to the frequency with which these processes are run and whether they will involve intervention by district users.
Module 1- Requisitions via Express Requisition Panels

Overview

The PeopleSoft Express Requisition panel group was customized to expedite entry of most requisitions. The panel group is also designed to work seamlessly with the Standard Requisition panels. If additional data needs to be added to the requisition, the Standard Requisition panels can be accessed for further modification.

Navigation
Menu: Go ➔ Administer Procurement ➔ Requisition Items
Use ➔ Express Requisitions ➔ Express Requisition ➔ Add

Enter a Requisition number (or accept NEXT as the number), then click OK. By selecting NEXT, PeopleSoft will assign the next available requisition number for that Business Unit.

The Express Requisition panel is divided into 3 sections (from top to bottom):
1. Header/Shipping Information
2. Default Account Distribution(s). These will be applied to every requisition line.
3. Line Item Details

![Express Requisition Panel](image)
Header/Shipping Information Fields Explained

**Business Unit** The Business Unit for the district will be displayed.

**Requisition ID** The Requisition ID entered or ‘NEXT’ will be displayed. If ‘NEXT’ is used a new Requisition ID will be assigned when the panel is saved.

**Processing Buttons** This group of push buttons is used for processing the requisition once the requisition information has been completely entered.

**Requester** The Requester site is the school site or office at the district that is requesting the goods or services. This field automatically populates the Location and Ship To fields based on the Requester’s default setup.

**Vendor ID** The Vendor ID will only be displayed after a vendor is selected on the requisition.

**Vendor** The name of the vendor selected. This is an optional field on the requisition but will be required when sourcing the requisition into a purchase order.

**Hold** This box allows users to place a requisition on hold so that no system processing will happen against this requisition until it is taken off hold. Uncheck this box to release this requisition for processing.

**Buyer** Identifies a buyer name for the requisition. This field is optional and can be overridden if desired.

**Location** This is the final location where the goods or services on the requisition will be delivered. It is defaulted in from the Requester setup and can be modified if necessary.

**Ship To** This is the location where the vendor will ship the goods to. It is defaulted from the requester profile, and can be overridden if necessary.

**Due** The Due Date is automatically defaulted to the current system date. A different date can be selected if necessary.

**Acctg Date** The Accounting Date determines the Budget Period of the requisition. This should only be changed when entering a future fiscal year requisition.

**Total Value** The total amount from all requisition line amount fields will be displayed here.
Default Account Distribution(s) Explained

This area is for the default account distribution(s). Multiple distribution lines can be inserted by pressing F7 or delete an existing line by pressing F8. As many default distribution lines can be added as needed; however, only two distribution lines are displayed at a time. The lines are numbered to indicate how many distribution lines have been inserted.

The default lines allow a percentage to be entered. This percentage will be used to calculate the quantities and pre-encumbrance amounts on each distribution line. As additional default distribution lines are added, a warning will be issued if the total percentage exceeds 100%. The user is responsible for making sure the default distribution lines total 100%.

If default distributions lines are created prior to entering the requisition lines, the distribution of the requisition lines will mirror that of the default distribution lines.

Distribute By Field (Quantity or Amount)

When charging a single line item to more than one account distribution and the Distribute By field of Q (Quantity) is selected, enter how much quantity should be charged to each distribution. On the other hand, by changing the Distribute By field to A (Amount), you can specify the exact dollar amount that will be charged to each account distribution for the requisition line.
The initial panel only contains 1 requisition line; however you can add as many requisition lines as needed. To add an additional requisition line, press F7. Likewise, to delete a requisition line, press F8. A requisition line is made up of the following fields:

**Item**

Item ID is only used to order stock for the warehouse. Most districts don’t use this field on a requisition.

**Long Descr**

Type the description of the item being ordered in this field. To view the entire description, click the Magnifying Glass button.

**Magnifying Glass**

This will display the entire long description in a text box. You can modify the description from the text box.
UOM  (Unit of Measure) This field will default to ‘EA’ for each. To select from the list of Units of Measure defined in the table, double click or press F4 with your cursor in the UOM field. When an Item is entered, this will change to the Unit of Measure of the item.

Category ID  The Category ID will default to 99999 (Miscellaneous). If no Item ID is entered, this field can be modified. To select from the list of Categories defined in the table, double click or press F4 with your cursor in the Category field. If an Item ID is entered, this will change to the category ID of the item.

Quantity  Enter the item quantity here.

Price  If no item ID is used, you will need to type in the unit price. If an item ID is selected, the price is taken from the Item Table, however this field can be modified as needed.

Amount  The monetary value of the line is displayed. This is the quantity multiplied by the unit price.

(Schedule Details) This icon displays the Schedule Account Detail distribution lines for the line item selected. This will default to the current default distribution lines that were entered and can be modified as needed. Additional distribution lines can also be added as needed. If the amounts and percents are incorrect, you will receive the message ‘Total percent does not add up to 100%.’ Check each line to make sure all line percentages add up to 100%.

When in this sub-panel, press OK or Cancel to return to the main Express Requisition panel.
Comments Tab Explained

Navigation

Click the Comments tab.

Relevant comments for each requisition can be entered in the Requisitions Comments panel. Each comment can be up to 2000 characters and you can add additional comments by pressing F7. For the comments to appear on the printout of the requisitions, select the “Send to Vendor” checkbox. There are two comment types used:

- **Header comments** – For additional comments about the entire requisition. This comment type prints at the bottom of the REQ.

- **Line comments** – For additional comments about a particular line item. Note that above the comment box the line number and the item description are displayed. Use the outer scroll bar to scroll from item to item. Use the inner scroll bar to scroll through the set of comments for that line.

Check box if the comment should print on the REQ.
Attachments Tab Explained

Navigation

Click the Attachments tab.

The Requisition Attachments panel allows users to attach softcopy documents from their computer. Site requestors are able to attach Word, Excel, and PDF files and can view them at any time.

The panel is divided into two halves – right and left side. The right side shows documents to attach to the requisition and the left side shows documents that are attached to the requisition. In order to attach documents, the requisition must be saved first or else the panel will be grayed out.

There is a one-time file security setup for PeopleSoft Citrix that needs to be done in order to use this functionality. Please refer to the PeopleSoft Citrix File Security section of this manual.
**Right Side Explained**

**Directory**

Users will need to create a folder called “LACOE” on their C: drive for PC users or home directory of the hard drive for Mac users, and save the documents to attach to the requisition. For security reasons, PeopleSoft has been programmed to only look at the C:\LACOE\ directory. There is a 60-character limit file name. This limit includes the file extension. If the file exceeds the character limit, the file will not be attached.

<table>
<thead>
<tr>
<th>List Doc Icon</th>
<th>Click the List Documents icon to populate the files residing in the LACOE folder from the user’s computer to the right hand side of the panel. These documents will be available to attach to the requisition.</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Doc Icon</td>
<td>Click the View Documents icon to open the document being attached.</td>
</tr>
<tr>
<td>Document Name</td>
<td>The name of the file.</td>
</tr>
<tr>
<td>Attach</td>
<td>Click the Attach checkbox to select the files to attach.</td>
</tr>
</tbody>
</table>

**Left Side Explained**

| Save/Refresh Document | Click the Save/Refresh Document pushbutton to save documents being attached or removed. This action will also refresh the panel. When attaching documents, the selected documents from the right side of the panel will move to the left side of the panel. When removing documents, the selected files from the left hand side will be deleted. |
| View Doc Icon | Click the View Documents icon to open the attached document. |
| Currently Attached | Shows the documents that are currently attached to the PO. |
| Remove | Click the Remove checkbox to select the files to delete from the PO. Please note: In order to remove the documents, the Save/Refresh Document pushbutton must be selected after the documents have been checked. |
Steps for Creating an Express Requisition

Step 1: Create a new Requisition

Menu:  
\[ Go \rightarrow \text{Administer Procurement} \rightarrow \text{Requisition Items} \]
\[ Use \rightarrow \text{Express Requisitions} \rightarrow \text{Express Requisition} \rightarrow \text{Add} \]

Leave the default Business Unit and enter a Requisition number (or accept \textit{NEXT} as the number), then click OK. By selecting \textit{NEXT}, PeopleSoft will assign the next available requisition number for the district.

The Express Requisition panel will load with the selected Requisition ID. If you enter Requisitions for multiple Requester Sites, select the correct site in the Requester field.

Step 2: Click the Vendor Lookup button (next page)
Step 2: Select the Vendor

First, click on the Green Flashlight button to bring up the Vendor Lookup panel (see previous page). The Vendor Lookup panel gives requesters the ability to search for the desired vendor based on Vendor Name, Short Name, Type, Class, and/or Address fields. In PeopleSoft, vendor names are setup in all capital letters so it is important to remember to type in the Search Criteria in ALL CAPS.

Note: Selecting a vendor may be optional depending on the district.

Steps for using the Vendor Lookup panel:
1. Enter the name or part of the name using ALL CAPS.
2. Click on Sparky to retrieve a list of vendors that match the search criteria.
3. Click the Select pushbutton (green checkmark) to select the correct vendor for this requisition.

Click the Origin pushbutton at any time to return to the previous requisition panel without selecting a vendor.
Step 3: Select the Buyer

Click on the drop down arrow to select the correct buyer for this order.

Note: Selecting a buyer may be optional depending on the district.
Step 4: Change Location, Ship To, Due Date, and Acctg Date if Needed

Click on the drop down arrow next to the Location and Ship To fields to change these fields if needed. Users will see a list of active locations for the district. Select the desired field and click OK. For direct shipments, the Location code and Ship To fields should be the same.

The Due Date and Accounting Dates fields default to the current date.
Step 5: Enter the Default Account Distribution Information

Type in the Fund, Resource/Project Year (Res.PrjY), Goal, Function, Object, School/Location (Sch/Loc), Budget Period, and Percentage (Pct) fields.
Step 6: Enter the Requisition Line Item Details

Type in the Long Description, Unit of Measure, Category, Quantity, and Unit Price fields.

Users can click on the magnifying glass to type in the long description in a bigger text box.
Step 7: Enter Requisition Comments

The Comments panel can be accessed at any time. This panel enables Header Comments for the entire requisition or Line Comments for any line to be added. Line comments will appear below each line on the requisition and the Header comments will appear at the bottom of the requisition when it is printed.

**Header Comments** Enter the header comment here. If you want to add additional comments, press F7 to add a new header comment line. Use the scroll bar to the right to scroll from one header comment to the next.

**Send to Vendor** (Check Box) Use the corresponding check box to enable the printing of the Header or Line comment on the requisition.

**Line Comments** Enter the line comment here. If you want to add additional comments, press F7 to add a new line comment. Note that above the comment box the line number and the item description are displayed. Use the outer scroll bar to scroll from item to item. Use the inner scroll bar to scroll through the set of comments for that line.

Check to have comments appear on the requisition printout.
Step 8: Save the Requisition

After all the information is entered into the requisition, save by pressing the Save icon. At this time, additional verification will be performed. If all required fields are populated correctly, and the information is valid, the panel will be saved and the Save icon will be grayed out. If additional changes are made, the Save icon will be available to save again. Continue inserting information until satisfied that the requisition entry is correct and complete.

Press the Save Icon. You now have a Requisition ID number.
Step 9: Attach Softcopy Documents

Navigation

Click the Attachments tab.

In order to attach documents, the requisition must be saved first. If the panel is grayed out, the requisition has not been saved.

1. Click the List Documents icon. This will list all the files residing in the LACOE folder of the C: drive or home directory immediately below the List Document icon. Please note: you must have the documents saved in the LACOE folder of your computer in order to populate the attachment panel with the list of documents.

2. Select the documents to attach by clicking the checkbox in the Attach column.

3. Click the Save/Refresh Documents button. This will move the selected files from the right hand side to the left hand side.

![Image of PeopleSoft requisition interface with Step 9 annotations]

1. Directory: C:\LACOE\  
2. Attach Word, Excel and PDF files only
3. View Document Name
   - Business Continuity - Purchasing and Inventory.doc
   - District Office Requisition.pdf
   - Doc Attachment Listing.xlsx
   - Document Attachments Instructions.pdf
   - Document Attachments.docx
   - Rivera Elementary Requisition.pdf
   - Warren High School Requisition.pdf
Step 10: Print the Requisition

A copy of the requisition can be printed by clicking on the Printer icon.

![Print Requisition](image)

The pop-up message below will appear letting you know that the requisition will open in Adobe Acrobat. Click OK. In just a few moments the requisition printout will appear on the screen.

![Print Program Run](image)
Once the print process is finished, the requisition printout will appear like the one below.

In Acrobat Reader, click the Printer icon to print the requisition and the print screen below will appear. On this panel, select the desired printer and number of copies to print. Click OK. The requisition will now print to the selected printer.
Step 11: Process the Requisition

Now that the requisition is finished, it must be processed. To Process the requisition:

- Click the Edit pushbutton. The message below will appear. Click OK, wait a few moments, and click Sparky to check the status of the Edit process.

Once the Edit process is finished, clicking Sparky will refresh the screen and the Budget Check icon will become active.

- Click the Budget Check icon to run the budget check process. One of the following messages will appear.

If the requisition passes Budget Check, “You can no longer make any changes from this panel.” Once an Express Requisition has been successfully budget checked, any changes to the requisition need to be done through the Standard Requisition panels. After clicking OK, all the fields will now be grayed out.

If the requisition did not pass Budget Check, refer to the sections “Budget Control Exceptions” and “Fixing A Budget Control Exception” in Module 3 of this manual.
**Step 12: Send the Requisition for Approval**

The requisition can now be sent for Approval (Workflow districts only). Click the Send for Approval button to initiate the online approval process. The system will ask you “Are you sure you want to forward the selected Requisition for Approval?” Click Yes; otherwise the requisition will not be processed any further.

[Image: screenshot of the Requisition Items screen showing the Send for Approval button and the approval process]

Click the Send for Approval button to initiate workflow.

The requisition cannot be modified while it’s in the approval process.
Express Requisition Update/Display Functionality

Districts are now able to access requisitions that have not been successfully budget checked via the Express Requisition panel for further modification.

NOTE: Requisitions that have already passed Budget Check will not be available via Express Requisition Update/Display.

When clicking Search in the Update/Display panel, only requisitions that are yet to be Budget Checked will be seen. If the desired requisition has not been budget checked, it can be selected from the list and modified as needed.
Class Activity

Please refer to the requisition on this page and the next several pages for the requisition entry activity for this session. As part of this activity, participants will enter two or more requisitions from the following example requisitions. Please attach the softcopy of the requisition to the associated requisition.

Requisition

<table>
<thead>
<tr>
<th>Date Requisition Submitted</th>
<th>Operating Unit or Name of School Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10, 20xx</td>
<td>District Office</td>
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</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone Number and Extension</th>
<th>Name of Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>x8525</td>
<td>Susan Reese</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Typed Name of Principal, Site Manager, or Project Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Cohan, Coordinator, At Risk Programs</td>
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<table>
<thead>
<tr>
<th>Quantity</th>
<th>Stock No.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
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<tbody>
<tr>
<td>10</td>
<td></td>
<td>View Binders, 1” White</td>
<td>$2.63</td>
<td>$26.30</td>
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<table>
<thead>
<tr>
<th>Fund</th>
<th>Res.PrjY</th>
<th>Goal</th>
<th>Function</th>
<th>Object</th>
<th>Sch/Loc</th>
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<td>11100</td>
<td>10000</td>
<td>4310</td>
<td>0000000</td>
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<table>
<thead>
<tr>
<th>Input Date</th>
<th>Initial</th>
<th>Signature of Requester</th>
<th>Date Signed</th>
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<tr>
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<th>Date Verified</th>
<th>Principal/Asst. Supt.</th>
<th>Date Signed</th>
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<tbody>
<tr>
<td></td>
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</table>
## Requisition

<table>
<thead>
<tr>
<th>Date Requisition Submitted</th>
<th>Operating Unit or Name of School Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10, 20xx</td>
<td>Rivera Elementary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Telephone Number and Extension</th>
<th>Name of Contact Person</th>
</tr>
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<tbody>
<tr>
<td>x9026</td>
<td>Rowena Gail</td>
</tr>
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<table>
<thead>
<tr>
<th>Typed Name of Principal, Site Manager, or Project Director</th>
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<tbody>
<tr>
<td>Rowena Gail, Principal</td>
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<table>
<thead>
<tr>
<th>Quantity</th>
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<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
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<tbody>
<tr>
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<td>Tables, Library, 4 x 6, black &amp; chrome, Office Depot #76975 for classroom use</td>
<td>$90.00</td>
<td>$180.00</td>
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<table>
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<th>Fund</th>
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<th>Object</th>
<th>Sch/Loc</th>
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<tbody>
<tr>
<td>01.0</td>
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<tbody>
<tr>
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<table>
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</table>

<table>
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<tr>
<th>Telephone Number and Extension</th>
<th>Name of Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>x5434</td>
<td>Robin Wright</td>
</tr>
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### Typed Name of Principal, Site Manager, or Project Director
Sergio Acevedo, Principal

### Quantity | Stock No. | Description                     | Unit Price | Ext. Price |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>125</td>
<td></td>
<td>Teacher Role/Lesson Plan Books</td>
<td>$8.99</td>
<td>$1,123.75</td>
</tr>
</tbody>
</table>

Use the following breakdown:
- 75% to Sch/Loc 0000000
- 25% to Sch/Loc 0020000

<table>
<thead>
<tr>
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<th>Goal</th>
<th>Function</th>
<th>Object</th>
<th>Sch/Loc</th>
</tr>
</thead>
<tbody>
<tr>
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<td>00000.0</td>
<td>11100</td>
<td>10000</td>
<td>4310</td>
<td>0000000</td>
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<tr>
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<td>00000.0</td>
<td>11100</td>
<td>10000</td>
<td>4310</td>
<td>0020000</td>
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</table>

### Input Date | Initial | Signature of Requester | Date Signed |
<table>
<thead>
<tr>
<th></th>
<th></th>
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Account Verified By | Date Verified | Principal/Asst. Supt. | Date Signed |
|-------------------|---------------|-----------------------|-------------|
# Requisition

<table>
<thead>
<tr>
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</thead>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Name of Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Laura Lopez</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Unit or Name of School Site</th>
<th>Name of Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rivera Elementary</td>
<td>Laura Lopez</td>
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<table>
<thead>
<tr>
<th>Typed Name of Principal, Site Manager, or Project Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgina Grande, Principal</td>
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<table>
<thead>
<tr>
<th>Quantity</th>
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<th>Description</th>
<th>Unit Price</th>
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<tbody>
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<td></td>
<td>Teacher Role/Lesson Plan Books</td>
<td>$8.99</td>
<td>$1,123.75</td>
</tr>
</tbody>
</table>

Use the following breakdown:
50% to Sch/Loc 0000000
50% to Sch/Loc 0010000

<table>
<thead>
<tr>
<th>Fund</th>
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<th>Object</th>
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<tr>
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<td>10000</td>
<td>4310</td>
<td>0010000</td>
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<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Principal/Asst. Supt.</td>
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</tbody>
</table>

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</table>

<table>
<thead>
<tr>
<th>Telephone Number and Extension</th>
<th>Name of Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>x9812</td>
<td>Serena Williams</td>
</tr>
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</table>

**Typed Name of Principal, Site Manager, or Project Director**

Betty Mason, Vocational Education Director

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Stock No.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
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</thead>
<tbody>
<tr>
<td>10</td>
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<td>Lamination film, 18” x 500”, 2 rolls per box</td>
<td>$11.02</td>
<td>$110.20</td>
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<tr>
<td>10</td>
<td></td>
<td>Envelopes, Clasp, Brown</td>
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<td>$86.00</td>
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Use the following breakdown for each line:
- 25% to Sch/Loc 0000000
- 30% to Sch/Loc 0010000
- 45% to Sch/Loc 0020000

<table>
<thead>
<tr>
<th>Fund</th>
<th>Res.PrjY</th>
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<th>Object</th>
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<tr>
<td>01.0</td>
<td>00000.0</td>
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<td>4310</td>
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<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Module 2 - Requisitions via Standard Requisition Panels

The panels can be accessed for entering, maintaining, and tracking the activities and status of requisitions via the Standard Requisition panel group.

To access the Requisition Panel group, log on to PeopleSoft. When the main PeopleSoft menu appears, use the navigation steps listed below.

Navigation

Menu:  
Go → Administer Procurement → Requisition Items
Use → Requisitions → Requisition Form → Add
Enter a Requisition ID or use NEXT for auto-numbering

Requisition Form Tab Explained

![Requisition Form Tab Explained](image)

- **Line Details button**
- **Header Details button**
- **Line Comments button**
Header Details Button

The Header Details button contains the Requisition Date, Accounting Date and Due Date fields. These fields are changeable from this panel when necessary.

Line Details Button

The Line Details button is used to view or make changes to information that has defaulted to each requisition line from the Defaults/Details panel. From this panel, the buyer and vendor information for each requisition line can be changed. These two fields can be left blank since they are optional.
Line Comments Button

From the Requisition Form panel, this button is selected to enable entering of any number of comments specific to each requisition line. You can also specify on this panel whether each comment should appear on the PO as it is dispatched to the vendor by selecting the **Send to Vendor checkbox.**

To view the full comments on the panel, click the Load Comments ("Sparky the Dog") button on this panel.

![Line Comments Button Example](image)

Enter comments in the text box. This box holds 2000 characters. As many line comments as needed for a particular line can be added by pressing the F7 key.
Requisition Schedule Tab Explained

The Requisition Schedule panel is where multiple shipping schedules for each requisition line can be created. It also provides access to the account string distribution for each requisition line.
Schedule Details Button

This panel displays the distribution line status, internal delivery location, and the account string being charged. This panel also provides flexibility to distribute the line by dollar amount (Amt) or by quantity (Qty). When the Distribute by is Qty, enter the quantity in the column labeled Quantity, likewise if the Distribute by is Amt, enter the dollar amount.

Multiple account distribution lines can be entered by pressing the F7 key. Account distribution lines can be deleted by pressing the F8 key. Account distributions can only be deleted when they are not grayed out.

The sum of Quantity on both account string distributions must equal the total line quantity.
If the Distribute by Amt is selected, the sum of the Amount column for all account string distributions must equal the total amount for the line.
**Header Comments Tab Explained**

Header Comments (comments that pertain to the entire requisition) are entered on the Requisition Header Comments panel. If the comment needs to appear on the purchase order, select the Send to Vendor checkbox on this panel. Multiple Header Comments can be accessed by pressing F7 if needed.

The Header Comments panel also contains the push buttons to process the requisition (discussed further in the Processing Requisitions section).

Click the Standard Comments load button to add standard comments to the requisition. When the panel opens select the Standard Comments type and the desired comment ID and click OK. This will add the selected Standard Comment to the requisition. For more information on creating Standard Comments, refer to the Advanced Purchasing Using PeopleSoft training manual.
Defaults/Details Tab Explained

The Defaults/Details panel provides the ability to enter default information, prior to creating the requisition lines. As requisition lines are created, the default information will automatically populate the fields on each requisition line, thus minimizing the duplication of data entry. The fields included are: Vendor, Buyer, Ship To, Location, and the default account string. This panel also contains the “Hold from Further Processing” checkbox that allows a requisition to be placed on hold.

The fields on this panel are:

- **Vendor** – The requested Vendor to order the merchandise from. The Purchasing department can change the Vendor on the Purchase Order if needed.

- **Vendor Lookup (Green Flashlight button)** – This button brings up the Vendor lookup screen.

- **Buyer** – Some districts have multiple buyers in the Purchasing department. Selecting a buyer may be optional at your district.

- **Ship To** – The location that the vendor will be shipping the merchandise to.

- **Location** – The final delivery location of the merchandise.

- **Hold Box** – Check or uncheck the Hold Box to put the Requisition on or take it off hold as needed.

Enter Vendor ID or click the green flashlight to search for a vendor.

Enter 1 default account string for this requisition.

Click the drop down to select an available buyer. Depending on the district, this may be optional.

Ship To and Location default is based on the requester setup.
Vendor Lookup Explained

The Vendor Lookup panel gives requesters the ability to search for the desired vendor based on Vendor Name, Short Name, Type, Class, and/or Address fields.

Note: Selecting a vendor may be optional depending on the district.

Steps for using the Vendor Lookup panel:

1. Enter the name or part of the name using ALL CAPS.
2. Click on Sparky to retrieve a list of vendors that match the search criteria.
3. Click the Select pushbutton (green checkmark) to select the correct vendor for this requisition.

Click the Origin pushbutton at any time to return to the previous requisition panel.
Requisition Activities Tab Explained

The Requisition Activities panel is used for tracking the activities that need to be handled by district staff during the requisition process. For example, staff may need to follow up with the person responsible for manual (signature) approval of the requisition. Enter as many Activities as needed by pressing F7. Using this tab is optional.

![Requisition Activities Tab](image)
Attachments Tab Explained

The Requisition Attachments panel shown below, although it looks slightly different from the one on the Express Requisition, works the same way. Refer to page 12 of this manual for explanation on how this panel works.
Steps for Creating Requisitions via Standard Req Panels

Navigation

Menu:  
- Go → Administer Procurement → Requisition Items
- Use → Requisitions → Requisition Form → Add

Enter a Requisition ID or use NEXT for auto-numbering

Step 1: Enter the Requester Site

Check that the “Requester” field below is the correct school site or department. If it is incorrect, click on the down arrow and change it to the correct value. Once this field is correct, click on the Defaults/Details tab on the panel group.
Step 2: Enter the Defaults/Details Information

- Click on the Defaults/Details tab.
- Enter the Vendor ID or click on the Vendor Lookup button. For detailed instructions on finding the correct vendor via the Vendor Lookup panel, refer to the “Vendor Lookup Explained” section, previously discussed in this manual. If you can’t find the correct vendor, ask your district office how to proceed.
- If needed, select the Buyer from the drop down list.
- Double Check the Ship To and Location fields to make sure they are correct.
- Enter the default account string for this order.
Step 3: Enter Requisition Line Item Information

- Click on the Requisition Form tab.
- Enter the Category ID, Long Description, Requisition Quantity, Unit of Measure (UOM), Unit Price, and Due Date.

For an explanation of each of the line item fields, refer to section “Line Item Detail Fields Explained.”

Step 4: Enter Requisition Line Comments (Optional)

Click the Comments button (above) to add a line comment. Type in the comment and click the Send to Vendor check box so that the comment will print on the requisition hard copy.
Step 5: Requisition Schedule Tab and Schedule Details Panel

The Requisition Schedule is already populated with the same information from the Requisition Form tab. Click the Distribute button to verify or change the account string distribution for the current line.

Once you click the Distribute button, the Schedule Details screen pops-up. Initially, the default account string will contain 100% of the charge for this item. If you need to split the charge between two or more lines, click in any of the fields on line 1 and press F7 to add a new accounting line(s). When adding more account strings, make sure to divide up the quantity, amount, or percentage on each line such that the total percentage adds up to 100%.
Step 6: Add Additional Lines

To add additional lines, navigate back to the Requisition Form tab, click in any one of the fields on the last line created and press F7 to add another Line.

Repeat steps 3, 4, 5, and 6 until all lines have been added. When building long requisitions, it is recommended that you save periodically.
**Step 7: Adding Header Comments (Optional)**

Now click on the Header Comments tab. From this tab you can now:

- Enter additional comments that pertain to the entire requisition in the white space below.
- Enter the vendor information, if this is a new vendor (see example below).
- Click Send to Vendor, if the comment should print on the requisition.
- Process the requisition and send it for approval (see the next section for more details).

Note: When updating an existing requisition, click on the Load Comments button (Sparky on the left) to bring up the comments section.

![Diagram showing Requisition Form with Header Comments tab highlighted.](image)

- **Push buttons to process the requisition (see next section).**
- **When updating an existing requisition, first click the Load Comments button, then type the comment.**
- **In the case of a new vendor, make sure to put as much information about the vendor as possible in the Header Comments section.**
Step 8: Save the Requisition

Now that the Requisition is completed, make sure to save it. Saving frequently is recommended when building a multiple line requisition. Once the requisition is saved, a Requisition ID number will be assigned if one wasn’t assigned when it was created.
Step 9: Attach Softcopy Documents

Navigation

Click the Attachments tab

In order to attach documents, the requisition must be saved first. You will notice that the requisition has not been saved if the panel is grayed out.

1. Click the List Documents icon. This will list all the files residing in the LACOE folder of the C: drive or home directory immediately below the List Document icon. Please note: you must have the documents saved in the LACOE folder of your computer in order to populate the Attachment panel with the list of documents.
2. Select the documents to attach by clicking the checkbox in the Attach column.
3. Click the Save/Refresh Documents button. This will move the selected files from the right hand side to the left hand side.
Step 10: Requisition Printing

Requisitions may now be printed. Click on the Printer icon to initiate the process.

The pop-up message below will appear letting you know that the requisition will open in Adobe Acrobat. Click OK. In just a few moments the requisition printout will appear on the screen.
Once the print process is finished, the requisition printout will appear and will look like the one below.

In Acrobat Reader, click the Printer icon to print the requisition and the print screen below will appear. On this panel, select the desired printer and number of copies to print. Click OK. The requisition will now print to the selected printer.
Step 11: Processing the Requisition

Once the requisition data has been entered, it may be sent off for approval.

Running the Edit Process

The Post Document status of “N” indicates that this requisition has not been edited yet. Press the Process Edits push button to initiate the edit process.

NOTE: The requisition must be successfully saved and NOT “On hold from further processing” for the processes to run. Once the Edit button is selected, this message will appear.

Press OK.
Once the Edit process has been initiated, users can check the status of the process by clicking Sparky.

Possible status messages that may appear include the following.

If any of the above messages appear, click OK, wait, and then press Sparky again. When the process has completed, the screen will refresh and the Budget Check pushbutton will be available.
Requisition Budget Checking

Once the requisition has passed Edit, it is eligible for PeopleSoft Budget Checking. The budget checking process compares each requisition distribution line against the appropriate budget for sufficient funds and sets the BCM status flag on the requisition to indicate whether it is eligible for pre-encumbrance posting. The requisition can be assigned a status of any of the following:

- Not Checked = “N”
- Valid = “V”
- Error = “E”

Press the Budget Check push button to initiate the process.

One of the following messages will appear.

Click Yes.

**NOTE:** If the requisition did not pass Budget Check, refer to the section “Budget Control Exceptions” in Module 3 of this manual. If the requisition passed budget check, any changes to this requisition will initiate a change order and the Edit and BCM processes will have to be re-run.
**Step 12: Send Requisition for Approval**

If the on-line approval functionality known as Workflow is being used, the requisition must be sent for approval by clicking the “Send Req for Approval” button below.

**NOTE:** This is a very important step! The requisition will not be processed correctly if it is never sent for approval.

The confirmation message below will appear. Click Yes. The requisition is now sent for approval.
Module 3- Maintaining Requisitions

Budget Control Exceptions (Budget Check Errors)

Budget check errors that arise from the Budget Check process can be viewed on this panel. A Budget Check error must be addressed before processing can continue. If you have the security to override a budget check error, the override is also done from this panel.

Navigation
Menu: Go → Administer Procurement → Requisition Items
Use → Budget Control Exceptions
Click Search and select the desired requisition.

There are several possible error messages that may occur. The main error messages are:

- Org Budget Data Not Found – This error means the account string does not exist. This error cannot be overridden.
- Insufficient Org Budget – This error means the account string doesn’t have enough money.
- Insufficient Appropriation – This error means the Fund doesn’t have enough money.
- Not Checked – This means that the current line is fine. Use the scroll bars to find the lines that say something other than “Not Checked.”
Fixing a Budget Control Exception (Budget Check Error)

To change the account string that was entered on the requisition, click on the Requisition button under the Go To section on the Budget Control Exceptions panel (previous screen shot). This will bring up the Standard Requisition panel. Once the requisition comes up, click on the Requisition Schedule tab.

Note: The Schedule tab only shows one line at a time. Each incorrect account string must be corrected. Click on the outer scroll bar to select the other requisition lines.

Now click the Distribute button to bring up the Schedule Details panel. This is where the account strings are located. The account strings will be available for you to change.

Make any necessary changes to the account string(s) and click OK. Once the errors have been corrected, click save and re-run the Edit and Budget Check processes.
Deleting a Requisition

A requisition can only be deleted before a valid budget check, or if there is a budget check error. After the requisition has passed budget check, it can only be canceled (see section Canceling a Requisition). To delete a requisition, press the Trash Can button on the Header Comments tab on the Standard Requisition panel group or on the Express Requisitions tab on the Express Requisition panel group.

Click the Trash Can icon to delete a requisition.

After clicking the Trash Can icon, the following message will appear.

Click “Yes” to confirm the deletion of the requisition.
Canceling a Requisition

A requisition may only be canceled if it has successfully passed budget check and no lines have been sourced into a Purchase Order. From the Requisition Form tab of the Standard Requisition panel group, click on the Status drop down and change the status to Canceled.

Once the status is changed to Canceled the following message will appear.

Click “Yes” to confirm the cancellation of the requisition.
Changing the Requisition (Change Orders)

Introduction and Navigation

Regardless of what needs to be changed on the requisition, all Change Orders have to be done from the Standard Requisition panel group.

Navigation

**Menu:** Go ➔ Administer Procurement ➔ Requisition Items ➔ Requisitions ➔ Requisition Form ➔ Update/Display

Enter the Requisition ID that you need to change and click OK. Now refer to the appropriate section over the next several pages to help you with the appropriate change.

Types of Change Orders on a requisition:

- Changing an Account String – refer to section “Changing an Account String.”
- Changing Vendor or Buyer – refer to section “Changing the Vendor or Buyer.”
- Changing Requester Site – refer to section “Changing the Requester Site.”
- Changing Long Description, Quantity, UOM, or Price – refer to section “Changing Requisition Line Information.”
- Canceling a Requisition Line – refer to section “Canceling a Requisition Line.”
- Adding additional Requisition Lines – refer to section “Steps for Creating Requisitions via Standard Req Panel” and start on Step 2.
Changing an Account String

To change an account string, first add the new account string and then cancel the old one. If there is more than one requisition line and the account string needs to be changed on every requisition line, you will need to follow these steps for every requisition line.

First navigate to the Requisition Schedule tab. For changing multiple requisition lines, use the scroll bar on the far right to scroll to the other requisition lines.

Click the Distribute button to access the requisition schedule details.

With the mouse, right click on the Status field to bring up the “Cancel Distribution Line” box, then left click the “Cancel Distribution Line” box.
Click “Yes” to continue, or “No” to cancel. If there are no open distribution lines, the message below will populate after clicking “Yes.” Click “OK.”

Now press the F7 key to insert the new account string. Enter the new account string information.

When finished entering the new account string information, click OK. This will bring you back to the main screen. Make sure you save your changes.

You will now need to re-edit and re-budget check the requisition before sending it for approval. Refer to section “Processing your Requisition via Standard Requisition Panels” for information on processing the requisition.
Changing the Vendor or Buyer

The Vendor and Buyer information is stored on each and every line of a requisition. Therefore, if you’ve entered either field incorrectly while building the requisition, you will need to change these fields on every line of the requisition. From the Requisition Form tab, click on the Line Details button.

This is where the Buyer and Vendor fields are on each line. Click the blue checkmark in the top right corner of the screen to open these fields for changing.

Click the Line Details button to change the Vendor or Buyer.

Click the blue checkmark to open the buyer and vendor fields to change.
After clicking the blue checkmark, PeopleSoft will take you back to the main requisition screen (the first screenshot on the previous page). Click on the Line Details button again and when the panel comes up, the fields will be open for changing. Click on the drop down arrows to change the Buyer or Vendor.

Clicking the vendor drop down arrow allows you to search for a new vendor. You can only search by Vendor ID or by Short Vendor Name. Type in the first several letters of the vendor name in ALL CAPS and click Search. Highlight the desired vendor and click OK.

Repeat these steps for each line of the requisition.
Changing the Requester Site

To change the Requester Site on a requisition, first open the requisition in the Standard Requisition panels and click on the Header Comments tab. Click on the Create Header Change button to open up the Requester Site field for changing.

![Image of requisition panel with pointers to the Header Comments and Requester Site fields]

Now click on the Requisition Form tab and the Requester field will be available to change. Click on the drop down arrow to change the Requester.

![Image of requisition panel with Requester field marked as changeable]

**NOTE:** Only some users will have access to multiple Requester Sites.
Changing Requisition Line Information

To change the Long Description, Quantity, UOM (Unit of Measure), or Price fields, open the Requisition in the Standard Requisition panels. From the Requisition Form tab, click on the Line Details button of the line you wish to change.

Click the blue check mark in the right hand corner to open up the requisition line fields for changing.

PeopleSoft will take you back to the main panel (top screenshot) and all the fields for the requisition line will now be available for changing. Repeat these steps for any other lines that need changing.
Canceling a Requisition Line

To cancel a requisition line, open the requisition in the Standard Requisition panels. From the Requisition Form tab, click on the Line Details button of the line you wish to cancel.

Click on the Line Details button to cancel a requisition line.

Click the red X in the right hand corner to cancel the requisition line.

Click the red X to cancel the requisition line.

The requisition line is now canceled. Repeat these steps for any other lines that need canceling. When finished, make sure to save the changes.
Module 4 - Requisition Inquiry

Requisition Approval History

The Requisition Approval History screen gives the ability to see where the requisition is in the approval process. The matrix shows the approvers, the date and time the requisition was approved by each approver, how many days it was in the approver’s inbox, and comments the approver made, if any.

Navigation

Menu: Go → Administer Procurement → Requisition Items

Inquire → District Requisition Details → Req Approval History

The Worklist Status column will show one of the following values depending on the approver’s action:

- Initiated – Requisition sent for approval.
- Approved – Requisition approved.
- Denied – Requisition denied.
- Pending – If the requisition is currently in the approver’s inbox.
- ToBeSent – These approvers are next in line to approve the requisition.
- WF Reset – Workflow was reset (removed from the approval process). This usually happens when a change needs to be made on a requisition.
- Not Applicable – This goes with WF Reset. The requisition never made it to this approver because workflow was reset.
The District Requisition Details panel group is an inquire version of the Standard Requisition panel group explained in Module 2 of this manual. A requisition can always be viewed and printed from this panel group regardless of the requisition status. No changes can be made to a requisition from this panel.

Users can print a requisition from this panel regardless of the status.
PO Cross Reference

The PO Cross Reference panel shows the requisition lines and their corresponding purchase order lines. This panel shows the PO number generated from the requisition. It also shows the quantity on the requisition and the PO. The panel will be blank if a PO has not yet been issued.

Navigation

Menu: Go ➔ Administer Procurement ➔ Requisition Items

Inquire ➔ PO Cross Reference
Requisition Document Status Inquiry

The Requisition Document Status Inquiry is a great panel that requesters can use to find information about a requisition throughout its life. This panel shows PO information, when the items were received (if the district uses on-line receiving), and when the invoice was paid. This panel provides the ability to track purchases from beginning to end.

Navigation
Menu: Go ➔ Administer Procurement ➔ Requisition Items ➔ Inquire ➔ Req Document Status Inquiry

Click the Go To button to see an inquiry panel of the document.

Select All and click Sparky for a list of all activity against the requisition.

Click the magnifying glass for more details about the document.
Budget Inquiry – Site Access

Using the Budget Inquiry Panel

The Site Budget Inquiry panel is an on-line panel that gives site users the ability to view budget balance information including Current Budget, Pre-Encumbrances, Encumbrances, and Expenditures in real time. You can also drill down to view all detail transactions for a particular budget string.

Navigation Menu: Go ➔ Administer Procurement ➔ Requisition Items

Inquire ➔ Budget Inquiry – Site Access

Enter the budget string in the ChartField section (Fund, Resource, Goal, Function, Object, Sch/Loc, and Budget Period). 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, giving you all values for that ChartField.
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” pushbutton. 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 part of the panel. For ORG (Expense) budgets, the totals section displays the following information:

- **Current Budget** The total of the expenditure budget specified for all accounts displayed
- **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 Crystal report to Excel, refer to the section “Exporting Budget Data to Excel” in this manual.
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 (see prior page) for a particular budget string to view the detail transactions.

This will display all of the transactions that have affected that budget for the selected Budget Period. 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), IN Acctg (Inventory) and Jrnl Entry (Journal Entry) in the Type column. For each line, it will also show the transaction numbers associated to the type.

The 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. This can be done with all the columns.

Note: Some districts use ChartField Security, an optional feature in PeopleSoft that limits the budgets that users have access to viewing. When this feature is enabled, users will only see the budget strings that they have been given access to by the district office.
To print the detail screen as a Crystal Report, click the Print Crystal Report button (see prior page). The following screen will appear.

Click the Printer icon to print this report. To export this Crystal report to Excel, refer to the next section “Exporting Budget Data to Excel” in this manual.
Exporting Budget Data to Excel

Instead of clicking the Print button, click on the Export button. The following panel will appear. Make sure the Format and Destination fields are as shown below, and click OK.
The next panel will appear.

Make sure the Save in box reflects your Client C drive (you can save it to any folder in your C drive). **Do not** select the desktop, as this would be Citrix’s desktop, and not yours. Click **Save**.

Locate the Excel file you just saved and open it in Microsoft Excel. For easier readability, users may want to format the Excel worksheet. The worksheet below has already been formatted.
Module 5 - Miscellaneous

PeopleSoft Cheat Sheet

Citrix User Name: ____________________________ (Usually lastname_firstname)

Citrix Password: “citrix” (in all lowercase letters.)

PeopleSoft Operator ID: ______________________

PeopleSoft Password: ________________________

For Help Call: ____________________________ Phone: __________________

Or Call: ____________________________ Phone: __________________

Or Email: ________________________________________

PeopleSoft Hotkeys

- F7 – Used to add additional account strings and additional Requisition lines.
- F8 – Used to delete account strings and Requisition lines.
- F4 – Used when in a field that has a list of selectable values. For example, Units of Measure and Category codes.
- % – The percent sign acts as a wildcard. It can be used when searching a field for a specific value. For example, if a user is searching for a vendor with the word “DEPOT” in the name, by typing in “%DEPOT”, PeopleSoft will show all vendors with the letters “DEPOT” in the name.
Logging into PeopleSoft

Open your web browser and type in `quartz.lacoe.edu` to go to the Citrix login webpage below.

**Citrix User name:** Usually it’s `LastName_FirstName` (not case sensitive)
**Password:** “citrix” (in all lowercase letters)

After typing in your Citrix Username and Password, click Log In.
The following screen will appear. Click on the **PeopleSoft 763** icon.

Log into PeopleSoft with your PeopleSoft Operator ID and Password.
If the login is successful, a gray PeopleSoft window will appear like the screenshot below.
**PeopleSoft Tips**

**Favorites – Menu**  
PeopleSoft has a menu called “Favorites” that acts a lot like bookmarking a webpage in a web browser. After going into a screen via the regular navigation, click on the Favorites menu, then click “Add to Favorites” to add that panel to the Favorites Menu. From then on, the panel can be accessed simply by clicking Favorites, and selecting the panel name. Below is what the menu would look like after adding several panels.

**Recent – Menu**  
At the bottom of the “Go” Menu is the “Recent” tab. Under the Recent tab is the last 10 screens the user was in, during the current PeopleSoft session. You can use the Recent menu to quickly navigate back to a screen they were in recently.
PeopleSoft Citrix File Security

PeopleSoft Citrix File Security must be set to “Full Access” in order to attach files in PeopleSoft. This step only needs to be checked the first time. First, log in to PeopleSoft. Then follow the instructions below based on your Operating System.

Windows 7 Users:
In the bottom right corner of your desktop, find the Citrix Connection Center icon, by clicking the Up Arrow to show the program icons. Double Click the icon.

The Citrix Connection Center window will open. Make sure Session Security is set to “Full Access.”
**Windows 8 Users:**
Go to the Task Bar at the bottom right corner of the desktop and look for the Citrix Receiver icon (black with rounded lines); right-mouse click and choose “About”.

Click “Advanced” and choose “Connection Center”.

![Citrix Receiver icon](image)
In the Connection Center go to the File Security and change the option to Full Access; click Close.
**Windows XP Users:**
In the bottom right corner of your desktop, find the Program Neighborhood Connection Center icon (gray box with a red circle). Double Click the icon.

The following screen will appear. Click on File Security and make sure the settings are “Full Access” and “Never ask me again.”
Mac Users:
Find the Citrix online plug-in on the menu bar (top left corner). Click the Citrix online plug-in and choose Preferences.

In the preferences screen, click the Devices tab. Change the Read/Write option for “/Users/Computer Name (C:)” to Always.
F.A.Q.’s from Users Entering Requisitions

Q: How do I make changes to a Requisition before it’s been Budget Checked?

A: If a requisition has not been Budget Checked, then all the fields are completely changeable from either the Express Requisition panel or the Standard Requisition panel, however, for most users the Express Requisition panel may be easier to use.

Navigation

Menu: Go → Administer Procurement → Requisition Items
           Use → Express Requisitions → Express Requisition → Update/Display

Type in the Requisition number and click OK. Notice that prior to budget checking, all the fields are available to change. Make your desired change and save the requisition.

NOTE: Make sure to change the account string on the Details panel pointed out above instead of in the default area on the main panel. Changing the default area account string will not affect previously built requisition lines.
Q: How do I make changes to a requisition after it has been successfully Budget Checked?

A: After a Requisition has been successfully Budget Checked, it can only be changed via the Standard Requisition panels. Refer to section “Requisition Change Orders” for detailed instructions.

Q: I already sent my requisition for approval, but now I need to make a change. How can I access my requisition to make my change?

A: When a requisition has already been sent for approval, it can’t be changed while it’s still in workflow. First, pull the requisition out of workflow via the Requisition Approval History screen (see below) then refer to section “Requisition Change Orders” for making the necessary changes.

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

Q: I can’t find the Vendor from the Vendor Lookup Screen. What should I do?

A: If you can’t find the Vendor in the Vendor Lookup screen, it is possible that this vendor is new for your district. Make sure you enter all the information about the vendor that you know as a Header Comment (i.e., Vendor name, address, phone number, fax number, contact person, website). For instructions on adding Header Comments, refer to section “Adding Header Comments” when working in the Standard Requisition panels or section “Requisition Comments Panel” if you’re working in the Express Requisition panels. By doing so, you will help the Purchasing Department with processing your order.

NOTE: Some districts have setup a vendor called “New Vendor” for this situation. If your district is such, select the “New Vendor” as your vendor and type in the vendor information as a Header Comment.
Q: How do I get rid of a requisition I created?

A: If the requisition has not been budget checked, you can delete the requisition and it will be completely removed from PeopleSoft (as if it never existed). Refer to section “Requisition Deletion” for instructions on deleting requisitions.

If however, the requisition has already been budget checked, you will only be able to cancel the requisition. Refer to section “Requisition Canceling” for instructions on canceling requisitions.

NOTE: You cannot cancel a requisition if it has already been turned into a PO.