



March 30, 2021

TO: Directors of Fiscal Services and Purchasing Managers
PeopleSoft Purchasing Districts
Los Angeles County K-12 School and Community College Districts
and Selected Charter Schools

FROM: Roberto Concepcion, Enterprise Financial Systems Consultant
Accounting and Financial Systems
Division of School Financial Services

SUBJECT: Purchase Orders and Requisitions for FY 2021-2022

Effective April 1, 2021, purchase orders (PO's) **and** requisitions (REQ's) may be entered into the PeopleSoft Financial System (PSFS) for fiscal year 2021-2022. Note: Waves 1, 2 & 3 agencies using the BEST Advantage System – Financial will receive subsequent communication on how to enter FY 2021-2022 PO's and REQ's in that system.

Attached are instructions for entering future year PO's and REQ's, even if the budget strings have not yet been loaded for the future year. Keep in mind that future-year requisitions cannot be sourced into POs until **after** they have been budget checked.

- Attachment No. 1: Building a PO for FY 2021-2022
- Attachment No. 2: Building a Requisition for FY 2021-2022

In addition, we encourage your attendance at the Purchasing, Advanced Purchasing, and Requisition training classes which will cover many important topics including the use of future year budget periods in the Purchasing module. The options for training are discussed in Informational Bulletin No. 5044 dated October 2, 2020.

The Los Angeles County Office of Education (LACOE) strongly recommends that you attend the Year-End Closing Webinars that will be held in May 2021. These webinars will provide important information on closing out the current and initiating the next fiscal year PO's and REQ's. Please see the **2020-21 PSFS Year-End Closing Live Webinars** Informational Bulletin No. 5349 dated March 26, 2021 for the dates.

Purchase Orders and Requisitions for FY 2021-2022

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If you have any questions about entering purchase orders and/or requisitions for FY 2021-2022, please contact SFS Purchasing at (562) 922-6825 or via e-mail at SFS Purchasing@laoe.edu.

Approved:

Nkeiruka Benson, Director

Division of School Financial Services

RC:lt

Attachments

SFS-42-2020-2021

Division of School Financial Services

Building a PO for Fiscal Year 2021-2022

The following instructions apply to BOTH the Express & Standard Purchase Order (PO) panels.

- Before adding PO Line Items, change the **Accounting Date** to 07-01-2021. This field is located on the main tab in the Express PO panel and on the Header tab in Standard PO panel.
- When building your PO, ensure the **Budget Period** field in the Account distribution area reflects 2021-2022
- Select **HOLD From Further Processing**.
- **SAVE** the PO.
- Panel screenshots are provided below to identify where the required fields are found.

EXPRESS PO

Manage Purchase Orders - Use - Express PO - Add

File Edit View Go Favorites Use Process Inquire Report Help

Express PO PO Comments Attachments

Unit: 12345 PO: NEXT Terms: 00

Vendor: OFFICE DEP ID: 0000000262 Buyer: Black Betty - Training US ☒ Hold

Acctg Date: 07/01/2021 Freight Trm: DES Ship Via: UPS

Due Date: 04/01/2021 Ship To: 77777 Location Code: 88888 Amount: 0.00 Adj Amt: 0.00 PO Total: 0.00

Distribute by: Q Freight:

Fund: 1 Res.PrjY: Goal: Funct: Obj: Sch/Loc: Bdgt Pd: 21-22 Pct: 100.00

Item	Long Descr	Category ID	UOM	PO Qty	Price	Amount	N/C	Frnt	Frnt Amou
1		99999	EA						

PSGFTRX Express PO Add

STANDARD PO

Manage Purchase Orders - Use - Purchase Order

File Edit View Go Favorites Use Process Inquire Report Help

Lines Schedule Header Comments Order By Catalog Attachments

Unit: 12345 PO: NEXT

Vendor: PO Date: 04/01/2021

PO Type: General

PO Ref:

Origin: ONL OnLine Inp

Bill Addr: 99999

☐ Tax Exempt ID:

Process Control Option

☒ Hold From Further Processing

☒ Dispatch Template: SACS

☐ Post Document Acctg Date: 07/01/2021

Method: Print

Merch Total Amt: USD

Adjustment:

PO Total Amount:

Freight Amount:

Status Values

PO Status: Approved

Receipt: Not Recvd

Budget Check: Not Chk'd

Actions

Copy From: PO

PSGFTRX Header Add

Details for Schedule 1 --

Amount: Doc. Base: 0.00 Status: Active

☐ Custom Price - No Override Acceptance Date: Matching: No Match

Freight Trm: DES ☐ No Charge Match Status PO: Unmatched

Ship Via: UPS (Planning)

Price Tol: Pct: Ext Tolmc: Pct: Rcv Tol %:

Distribute by: Qty ☐ SpeedChart * Adjustment Amt:

GL Unit	Event	Fund	Res.Pri	Goal	Funct	Object	Sch/Lo	Bdgt Pd	Location
12345		01.0	00000	11100	10000	4310	0100000	21-22	88888

OK Cancel

You will be able to print the PO, obtain an authorized signature, and send it to the Vendor.

Once your Account strings and Budget dollars for FY 21-22 are posted in PeopleSoft (sometime in May or June), you will need to modify the PO's as follows:

- Navigate to **Go – Administer Procurement – Manage Purchase Orders – Use - Purchase Order - Header - Update/Display** and enter 07-01-2021 in the **Accounting Date** field. Click on the **Search** button and a list of all of your PO's with an Accounting Date of 07-01-2021 will be displayed.
- Select the first one and uncheck the **Hold From Further Processing** box. SAVE the PO.
- Click on the **Next In List** button, and repeat the previous steps until all of your PO's with an Accounting Date of 07/01/2021 have been taken off HOLD.
- Panel screenshots are provided below to help you with the foregoing steps.

Update/Display -- Purchase Order

Business Unit: 12345

Purchase Order:

Purchase Order Date:

Accounting Date: 07/01/2021

PO Status:

Short Vendor Name:

Vendor ID:

Name 1:

Buyer Name:

Purchase Order Reference:

Unit	PO	PO Date	Acctg Date	Status	ShortName	Ve
12345	0000000208	2021-04-01	2021-07-01	Approved	OFFICE DEP	00000
12345	0000000207	2021-04-01	2021-07-01	Approved	OFFICE DEP	00000
12345	0000000206	2021-04-01	2021-07-01	Approved	OFFICE DEP	00000

Buttons: OK, Cancel, Search, Detail, Use Query, New Query

Manage Purchase Orders - Use - Purchase Order

File Edit View Go Favorites Use Process Inquire Report Help

Lines Schedule Header Comments Order By Catalog Attachments

Unit: 12345 PO: 0000000208

Vendor: OFFICE DEP PO Date: 04/01/2021

PO Type: General

PO Ref:

Origin: ONL OnLine Inp

Bill Addr: 99999

☐ Tax Exempt ID:

Merch Total Amt: 100.00 USD

Adjustment:

PO Total Amount: 100.00

Freight Amount:

Status Values

PO Status: Approved

Receipt: Not Recvd

Budget Check: Not Chk'd

Process Control Option

☐ Hold From Further Processing

☒ Dispatch

Post Document

Template: SACS

Acctg Date: 07/01/2021

Method: Print

Actions

PSGFTRX Header Update/Display

During the nightly batch processing, FY 2021-2022 PO's will be **Edited** and **Budget Checked**.

The following day, open the **Budget Control Exceptions (BCM)** panel (Navigation: **Go – Administer Procurement – Manage Purchase Orders – Use – Budget Control Exceptions**; click the Search button) and correct any outstanding BCM errors for these PO's.

Remember: Once your Account strings and Budget dollars for FY 2021-2022 are posted, you no longer have to place FY 2021-2022 PO's on HOLD.

Division of School Financial Services

Building a Requisition for Fiscal Year 2021-2022

The following instructions apply to BOTH the Express & Standard Requisition panels:

- Before adding REQ Line Items, change the **Accounting Date** to 07-01-2021. This field is located on the Express Requisition tab of the Express Requisitions panel and on the Requisition Form tab of the Standard Requisition panel.
- When building your Requisition ensure the **Budget Period** field in the Account distribution area reflects **2021-2022**.
- Put the Requisition on **HOLD**.
- **SAVE** the Requisition.
- Panel screenshots are provided below to identify where the required fields are found.

EXPRESS REQUISITIONS

Requisition Items - Use - Express Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Express Requisition | Req. Comments | Attachments

Business Unit: 12345 Requisition ID: NEXT

Requester: 12345 - Rivera Elementary

Buyer: Location: 00200 Ship To: 7777

Due: 04/01/2021 Acctg Date: 07/01/2021

☒ Hold

Distribute by: Q

Fund	Res.PrjY	Goal	Funct	Obj	Sch/Loc	Bdgt Pd	Pct:
1						21-22	100.00

Item	Long Descr	UO	Category	Quantity	Price	Amount
1		EA	99999			

PSGFTRX Express Requisition Add

STANDARD REQUISITIONS

The screenshot shows the 'Requisition Items - Use - Requisitions' window. The 'Requisition Form' tab is active. The 'Business Unit' is 12345 and the 'Requisition ID' is NEXT. The 'Status' is 'Pending Approval' and the 'Requester' is '12345 - Rivera Elementary'. A 'Requisition Header Details' dialog box is open, showing 'Req Date: 04/01/2021', 'Due Date: 04/01/2021', 'Acctg Date: 07/01/2021' (highlighted with a red box), 'Origin: ONL', and 'Currency: USD US Dollar'. A callout box points to the magnifying glass icon in the dialog, stating: 'You must click the magnifying glass to be able to change the Accounting Date'. The 'Line' table has one row with 'Item ID' and 'Long Description'. The 'Actions' column has a 'Due Date' of 02/11/2021. The bottom status bar shows 'Service=Field Change', 'PSGFTRX', 'Requisition Form', and 'Add'.

Line	Item ID	Category	Long Description	Actions
1				Due Date: 02/11/2021

Go to the **Defaults/Details** panel

The screenshot shows the 'Requisition Items - Use - Requisitions' window with the 'Defaults/Details' tab active. The 'Business Unit' is 12345 and the 'Requisition ID' is NEXT. The 'Total Value' is 0.00 US Dollar. The 'Vendor' and 'Buyer' fields are empty. The 'Ship To' is 77777 Central Warehouse. The 'Location' is 00200 Rivera Elementary. The 'Hold From Further Processing' checkbox is checked (highlighted with a red box). The 'Post Doc' is N and the 'Budget Check' is Not Chk'd. The 'GL Unit' is 12345. The 'Stat' is empty. The 'Fund' is empty, 'Res.PriY' is empty, 'Goal' is empty, 'Funct' is empty, 'Object' is empty, 'Sch/Loc' is empty, and 'Bdgt Pd' is 21-22 (highlighted with a red box). The bottom status bar shows 'PSGFTRX', 'Defaults/Details', and 'Add'.

Fund	Res.PriY	Goal	Funct	Object	Sch/Loc	Bdgt Pd
						21-22

Line 1 Schedule 1 Details

Quantity: 0.0000 Amount: 0.00 US Dollar

Ship To: 77777 Central/Wa Status:

Distribute by: Qty ☐ SpeedChart

Open Quantity: 0.0000

Line	Fund	Res.PriY	Goal	Funcio	Object	Sch/Loc	Bdgt Pd
1	01.0	00000.0	11100	10000	4310	0100000	21-22

You will be able to print a copy of the requisition for your records. However, you will not be able to budget check or forward it for online approval.

Once your Accounting Department has notified you that your District's Account strings and Budget dollars for FY 2021-2022 are posted in PeopleSoft (sometime in May or June), you will need to modify these Requisitions as follows:

- Navigate to **Go – Administer Procurement – Requisition Items – Use – Requisitions – Default/Details - Update/Display** and enter 07-01-2021 in the **Accounting Date** field. Click on the **Search** button and a list of ALL Requisitions with Accounting Date 07-01-2021 will display.
- Select the first one and uncheck the **Hold From Further Processing** box. **SAVE** the Requisition.
- Click on the **Next In List** button, and repeat the previous instructions steps until all your Requisitions with Accounting Date of 07-01-2021 have been taken off HOLD.
- Panel screenshots are provided below to help you understand the foregoing steps.

Update/Display -- Requisitions

Business Unit: 12345

Requisition ID:

Accounting Date: 07/01/2021

Requester Name:

Requisition Status:

Origin:

Vendor ID:

Short Vendor Name:

OK

Cancel

Search

Detail

Use Query

New Query

Unit	Req ID	Operator	Entered By	Acctg Date	Assigned PO	Re
12345	0000000113	TEACH01	TEACH01	2021-07-01		12345
12345	0000000112	TEACH01	TEACH01	2021-07-01		12345
12345	0000000111	TEACH01	TEACH01	2021-07-01		12345
12345	0000000110	TEACH01	TEACH01	2021-07-01		12345

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Requisition Schedule Header Comments Defaults/Details Activities Attachments

Business Unit: 12345 Requisition ID: 0000000113

Total Value: 100.00 US Dollar

Vendor: [] [] []

Buyer: []

Ship To: 77777 Central Warehouse

Location: 00200 Rivera Elementary

☒ Hold From Further Processing

Post Doc: N Budget Check: Not Chk'd

GL Unit: 12345 Stat: []

Fund: [] Res.PrjY: [] Goal: [] Funct: [] Object: [] Sch/Loc: [] Bdgt Pd: []

PSGFTRX Defaults/Details Update/Display

During the nightly batch processing, your FY 2021-2022 Requisitions will be **Edited** and **Budget Checked**.

The following day, open the **Budget Control Exceptions** panel (Navigation: Go – Administer Procurement – Requisition Items – Use – Budget Control Exceptions; click the Search button) and correct any outstanding BCM errors for these Requisitions.

At this point, you will be able to forward your FY 2021-2022 Requisitions for online approval.

Use – Initiate Req Approval may be used to send multiple requisitions for approval.

Remember: Once your account strings and budget dollars for FY 2021-2022 are posted, you no longer have to put your FY 2021-2022 Requisition on HOLD.