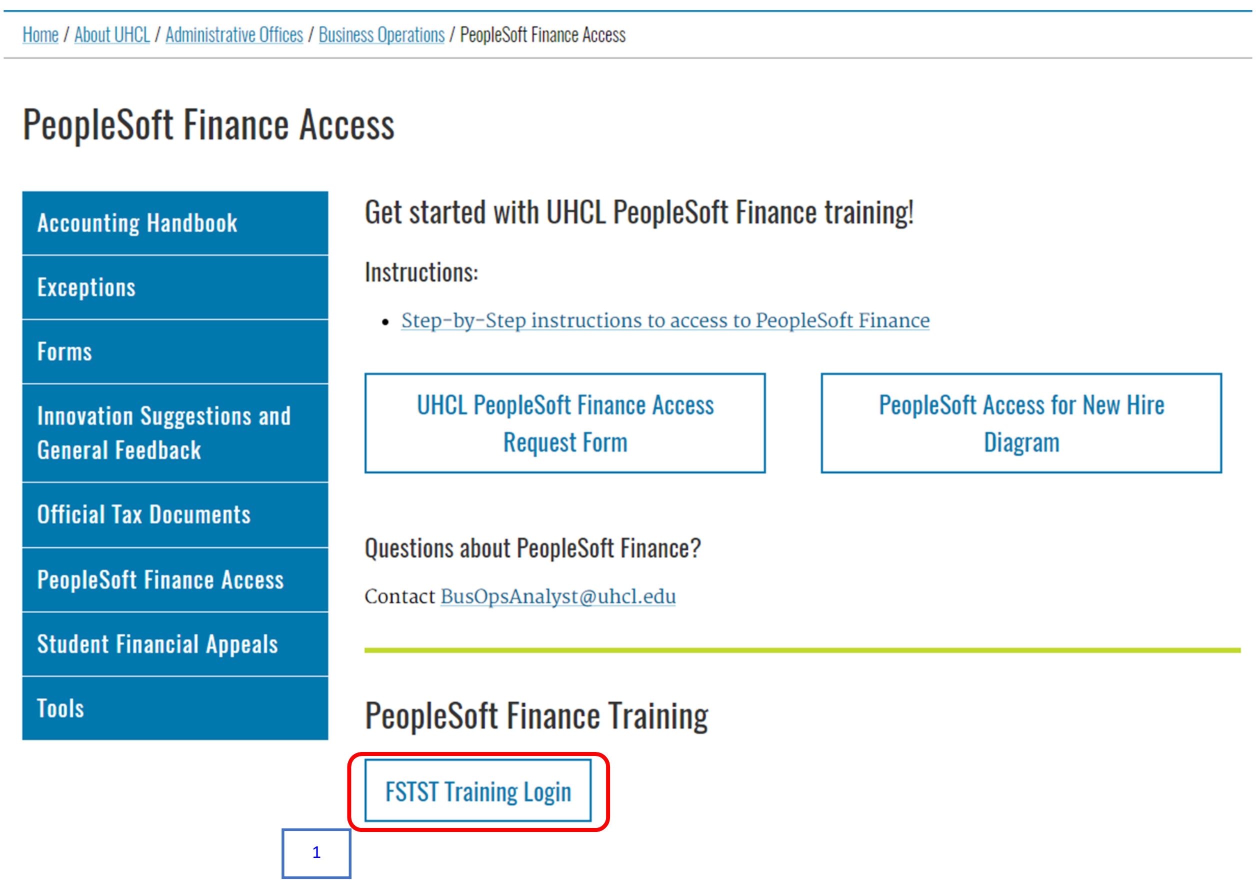
Requisition training is done in FSTST environment.

A purchase requisition is a request sent to the Purchasing department to procure goods or services. It is originated and approved by the department requiring the goods or services. Typically, it contains a description and quantity of the goods or services to be purchased.

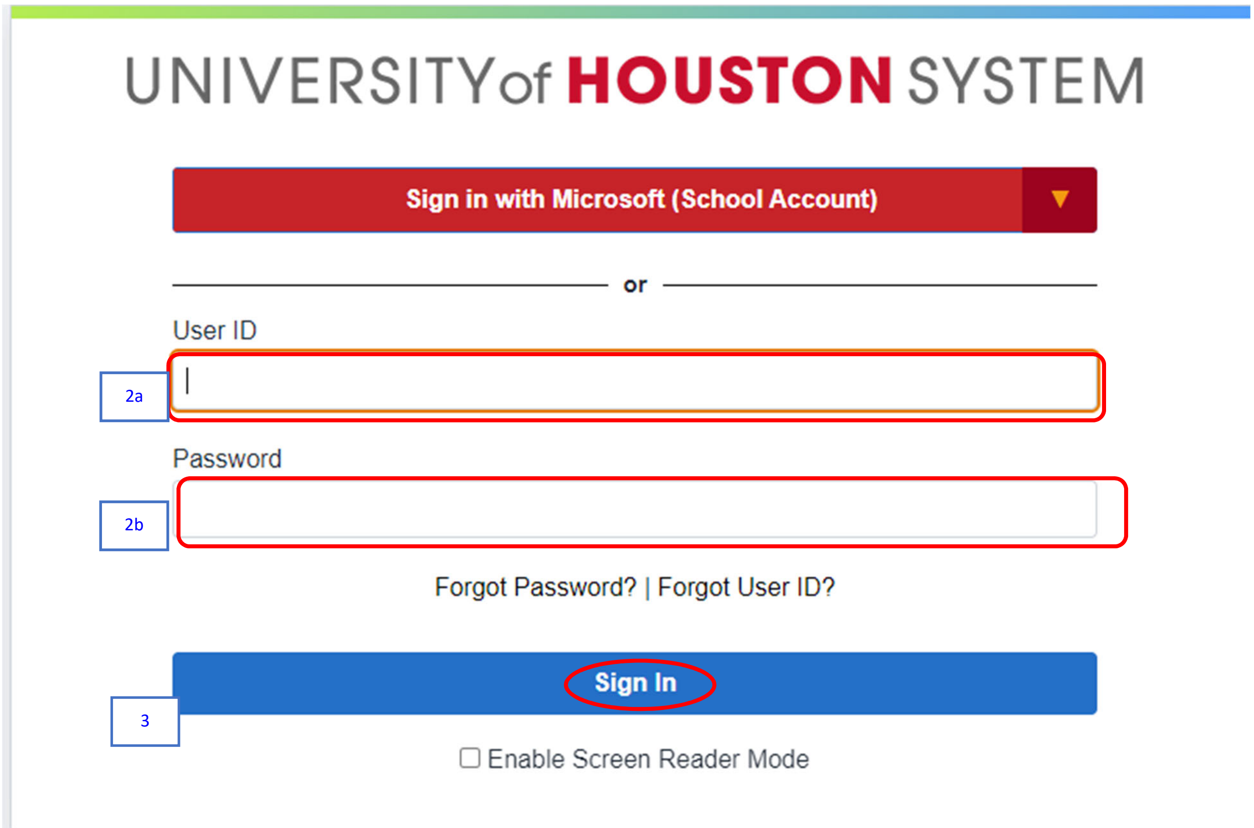
In this training exercise, we will create a requisition to purchase two items. We will pay for them with one cost center (distribution). Then we will add a second distribution to the second item.

To proceed with the training, follow the steps below:



1. Click the **FSTST Training Logon** hyperlink located on the Training page.

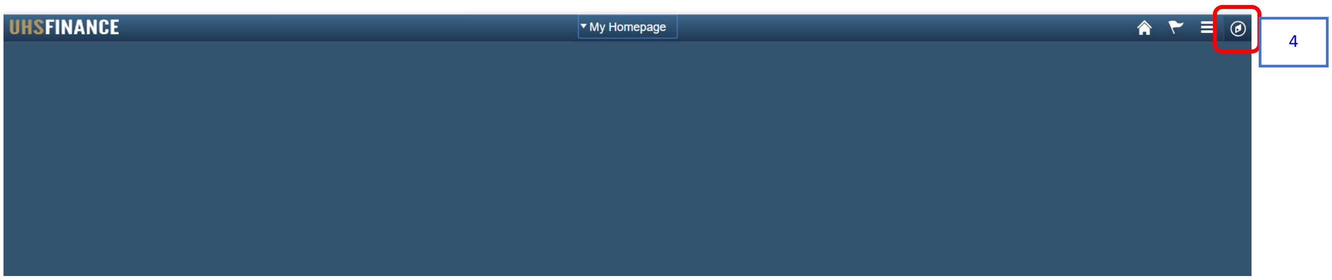
The sign in page for FSTST is displayed.



2. Enter the following information provided by your training administrator:
    a. ***User ID***
    b. ***Password*** (password is case sensitive)

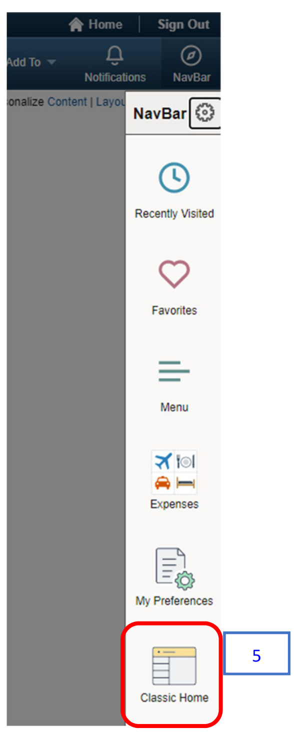
3. Click the **Sign In** button.

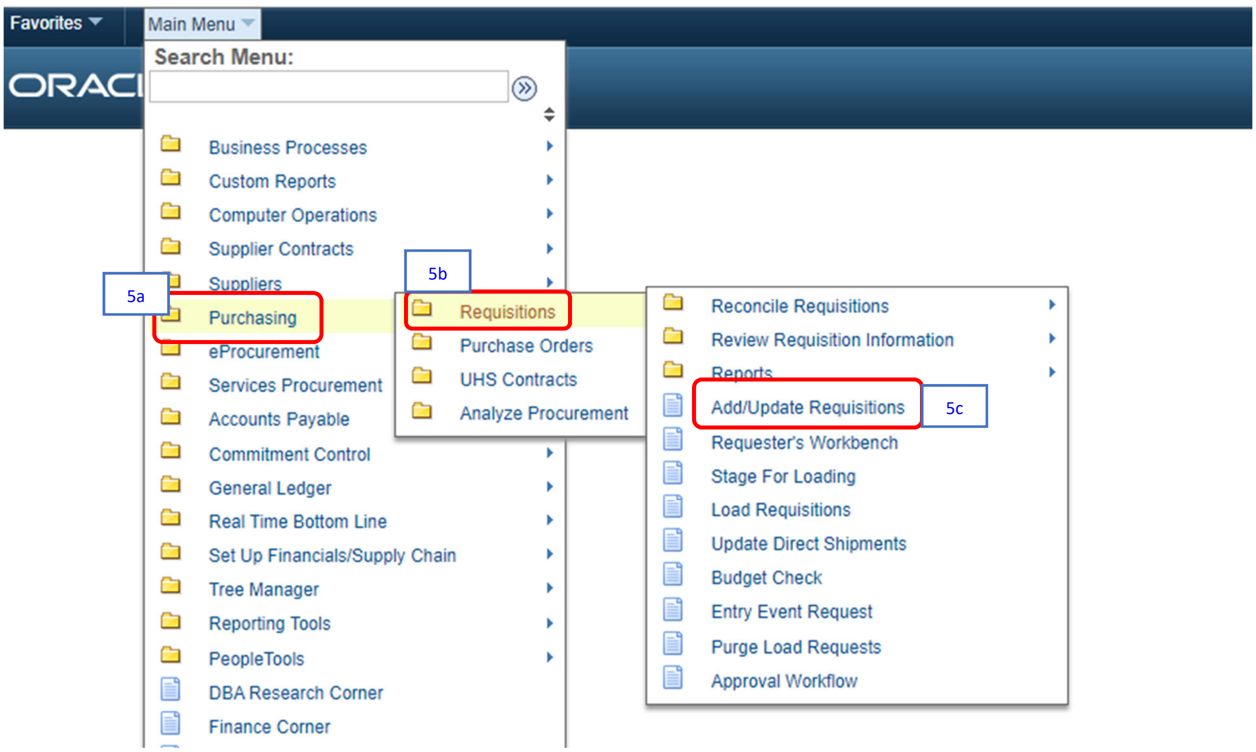
The PeopleSoft Finance home page is displayed.



4. Click the **NavBar** icon on the upper right hand side of the home page.

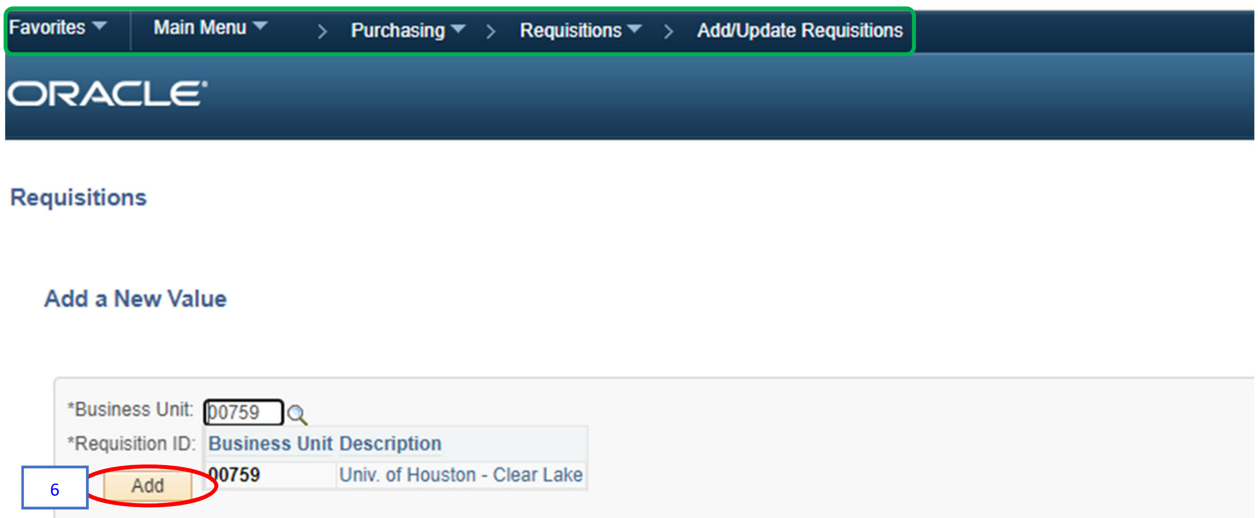
The NavBar menu is displayed.





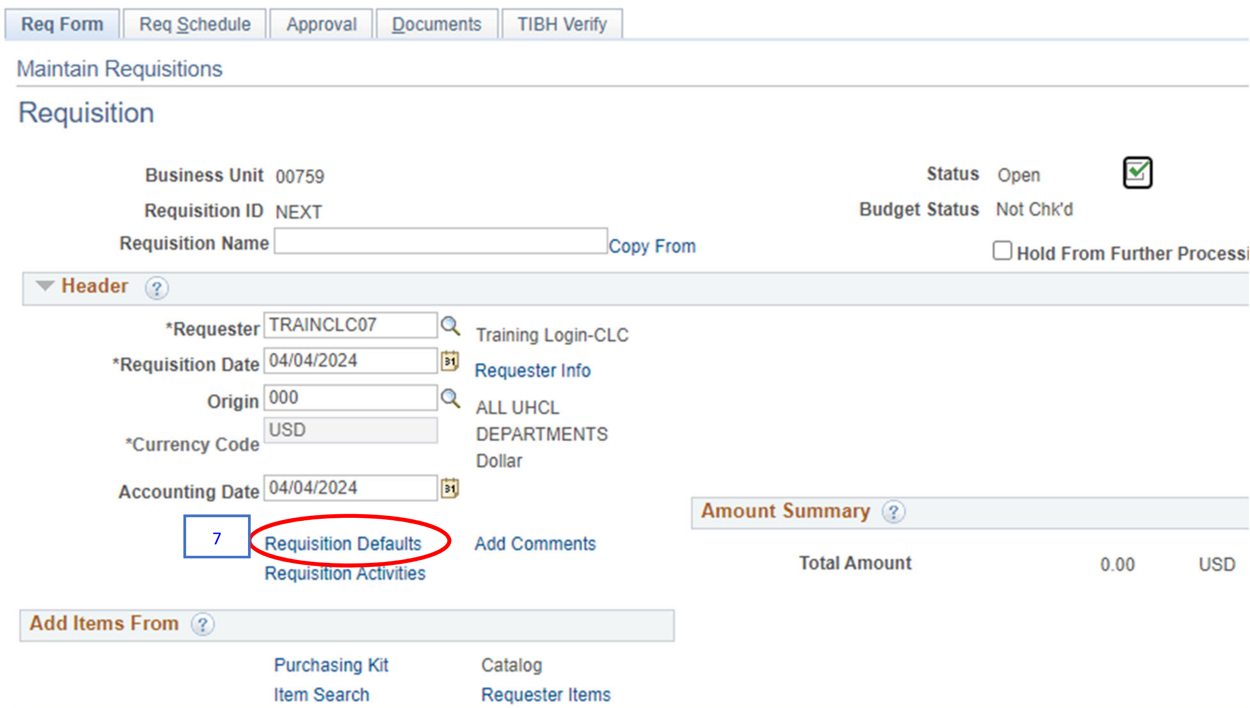
5. From the NavBar menu, click on **Navigator> Classic Home**. Then navigate to (5a) **Purchasing >** (5b) **Requisitions >** (5c) **Add/Update Requisitions.**

The Requisition – Add/Search page is displayed – defaulted to Add a New Value tab. The navigation is shown on top of the page.



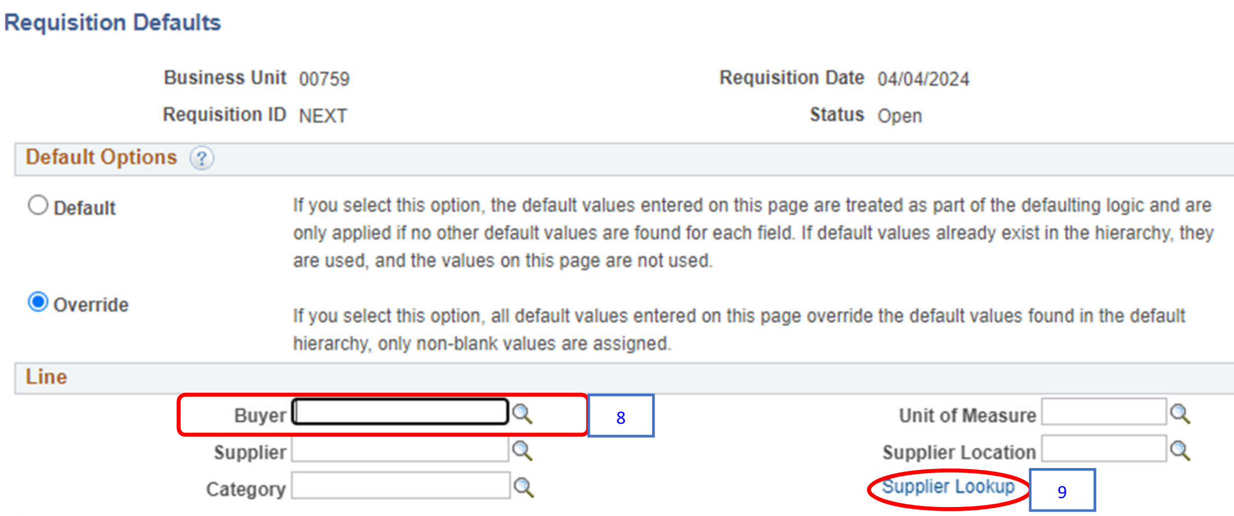
6. Click the **Add** button.

The Requisition Data Entry page is displayed – defaulted to Form tab.



7. Click the **Requisition Defaults** hyperlink to enter the information that will apply to the entire requisition.

The Requisition Defaults page is displayed.



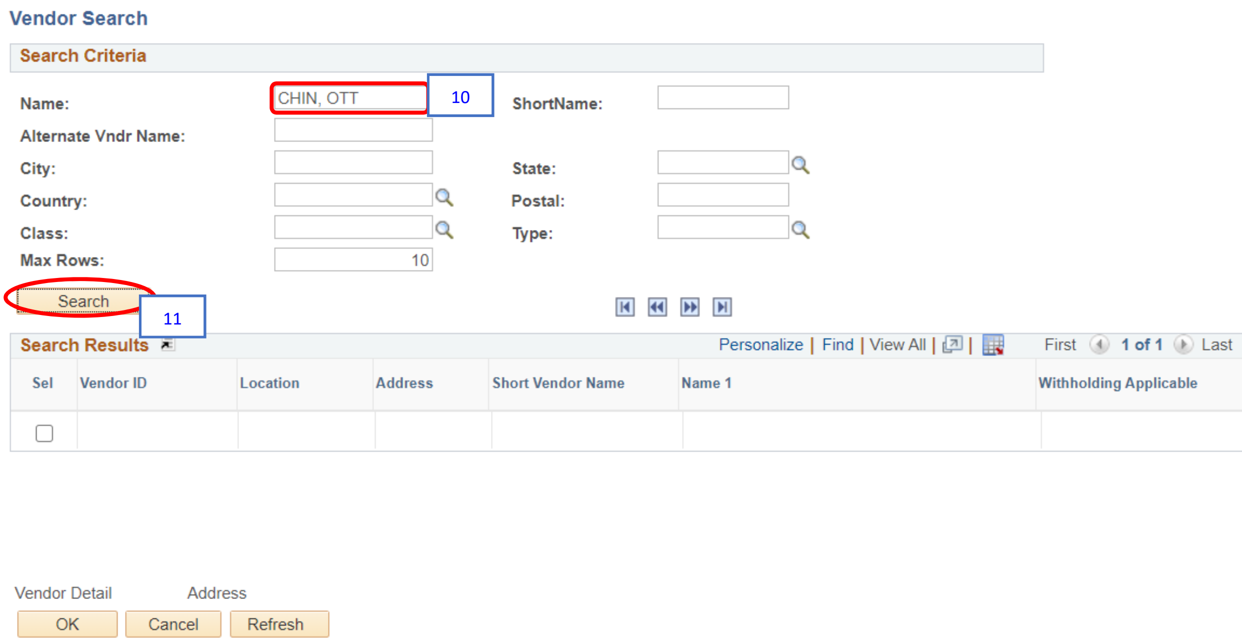
8. **Catina Chapman** (**ID# 8006198**) is currently setup as *UHCL default buyer*. Some departments like Library have their own buyer. Check with your Division Business Administrator.

   For our example, enter Catina Chapman's ID ***"8006198"*** on the *Buyer* field.

9. Enter the **Vendor ID** and **Vendor Location** if available. Otherwise, click the **Vendor Lookup** hyperlink to search for them.

   For our example, click the **Vendor Lookup** hyperlink.

The Vendor Search page is displayed.

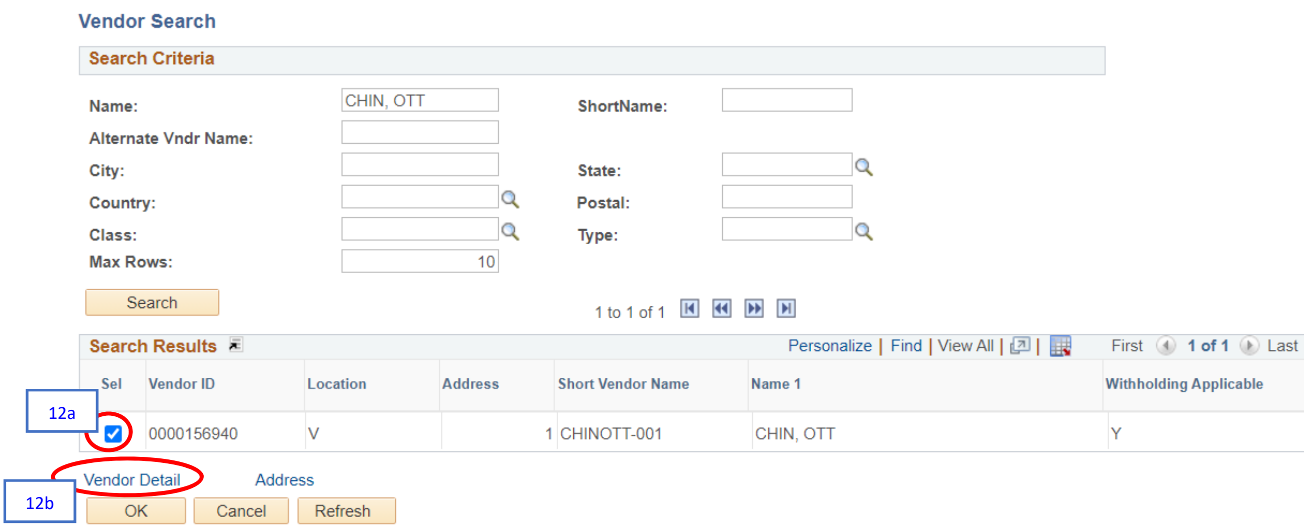


10. Enter the **Vendor Name** in the *Name* field.

    For our example, enter "***CHIN, OTT***" in the *Name* field.

11. Click the **Search** button.

The search results are displayed.

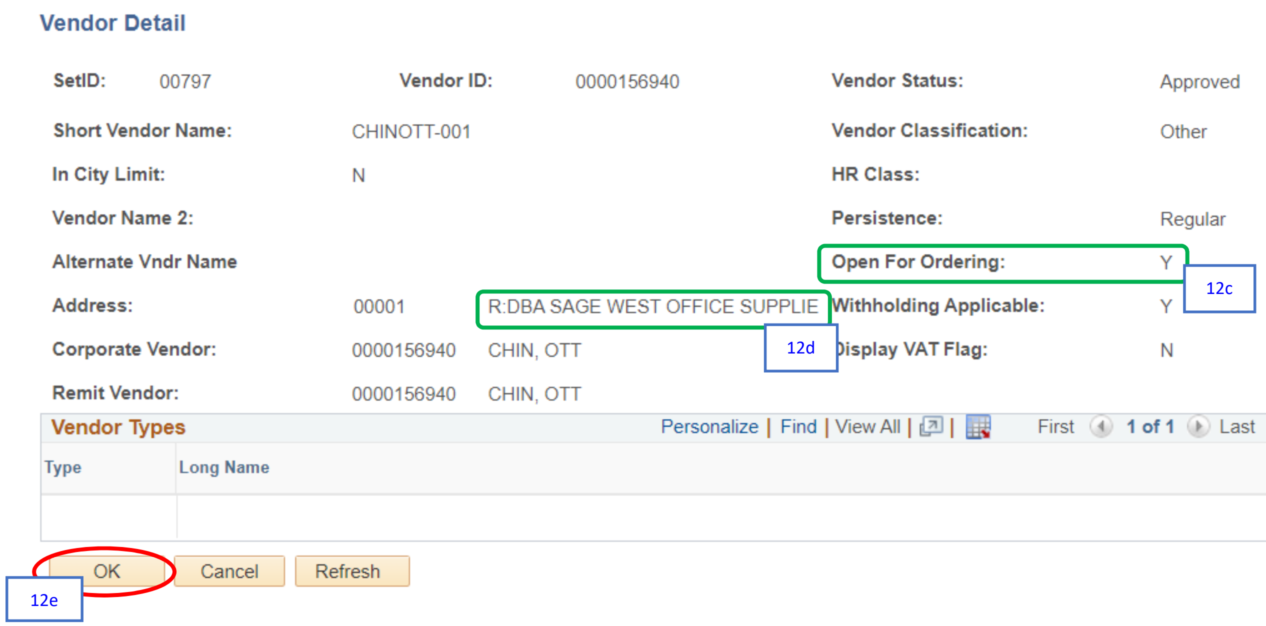


12. Select the **Order Address** from the Search Results.

    To find the order address *if multiple rows are returned*, (12a) check the *Sel* box corresponding to the address line and (12b) click the **Vendor Details** hyperlink.

    For our example, select the row; and click the **Vendor Detail** hyperlink.

The Vendor Detail page is displayed.

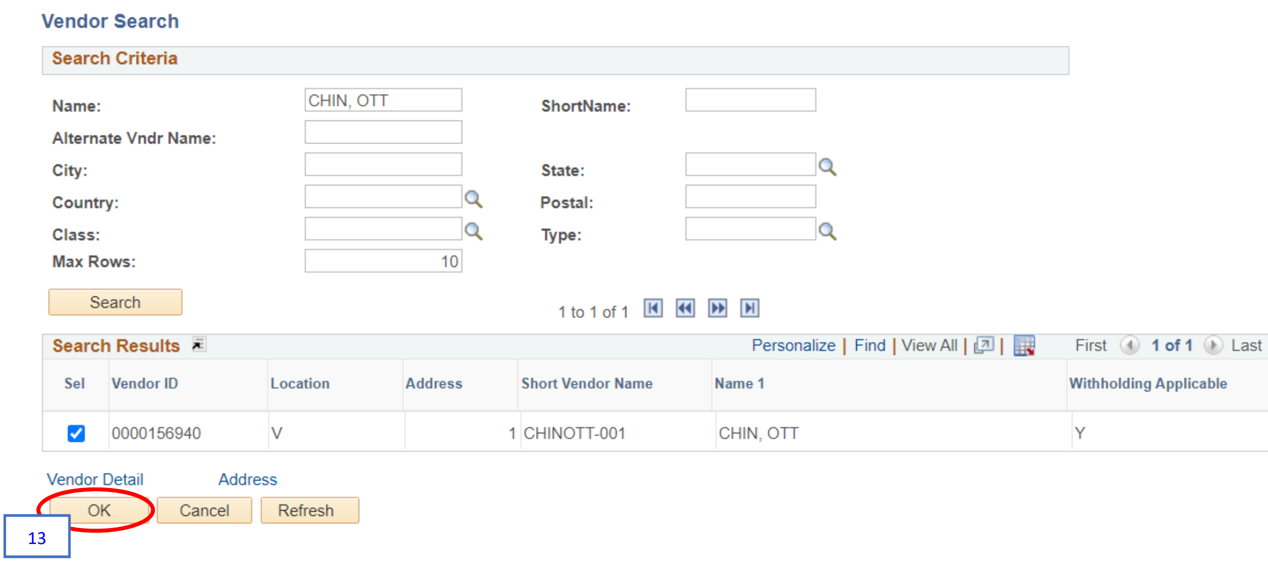


(12c) First, check that the vendor is **Open for Ordering**, which means that it is in good standing with the state. The flag must be "***Y***" or a requisition cannot be processed with this vendor.

(12d) Most of the time, the order address is preceded by "***O.***" You may need to check each address in the list on the Vendor Search page (previous page) until the order address is found. If there is none, check for address used on the quote or on previous requisitions. For assistance, call Purchasing at extension x2150.

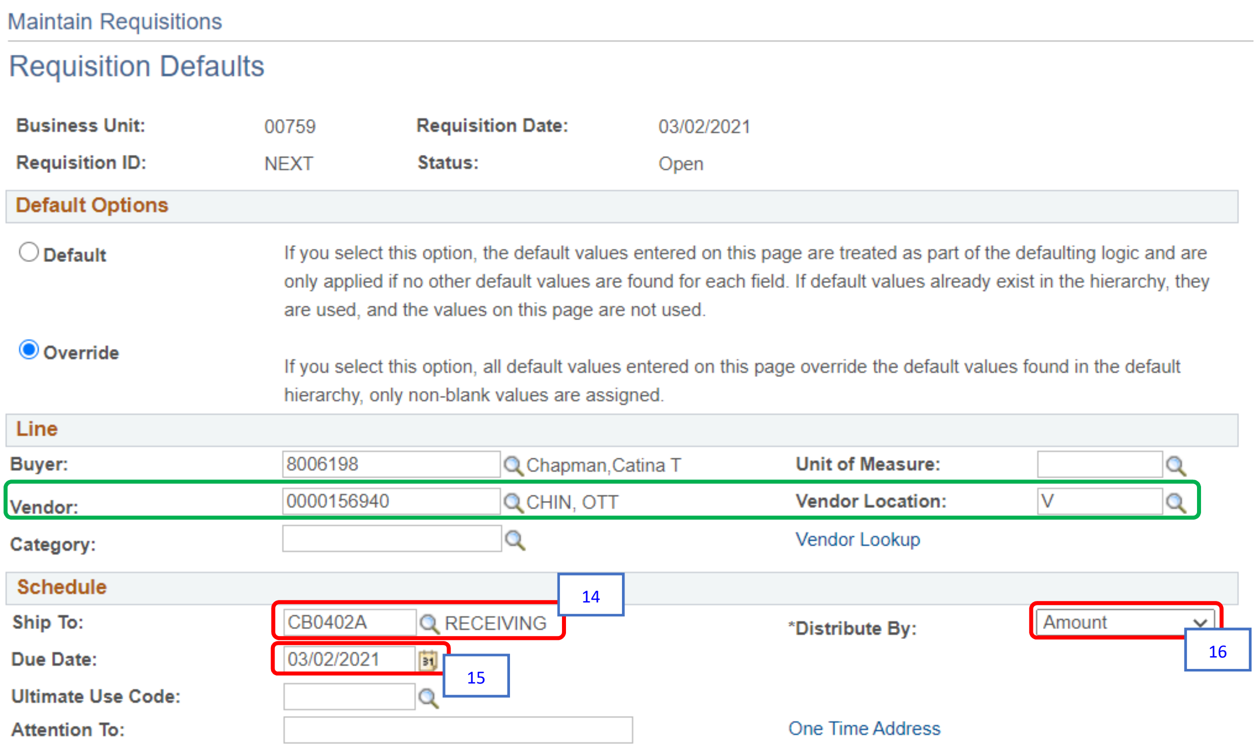
(12e) Click the **OK** button to return to the Vendor Search page.

The Vendor Search page is displayed.



13. Click the **OK** button.

The Requisition Defaults page is displayed with the *Vendor ID* and *Vendor Location* populated.


Maintain Requisitions

Requisition Defaults

Business Unit: 00759 Requisition Date: 03/02/2021

Requisition ID: NEXT Status: Open

Default Options

Default — If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override — If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer: 8006198 Chapman,Catina T Unit of Measure:

Vendor: 0000156940 CHIN, OTT Vendor Location: V

Category: Vendor Lookup

Schedule

Ship To: CB0402A RECEIVING *Distribute By: Amount

Due Date: 03/02/2021

Ultimate Use Code:

Attention To: One Time Address

14. The *Ship To* field is defaulted based on security setup.

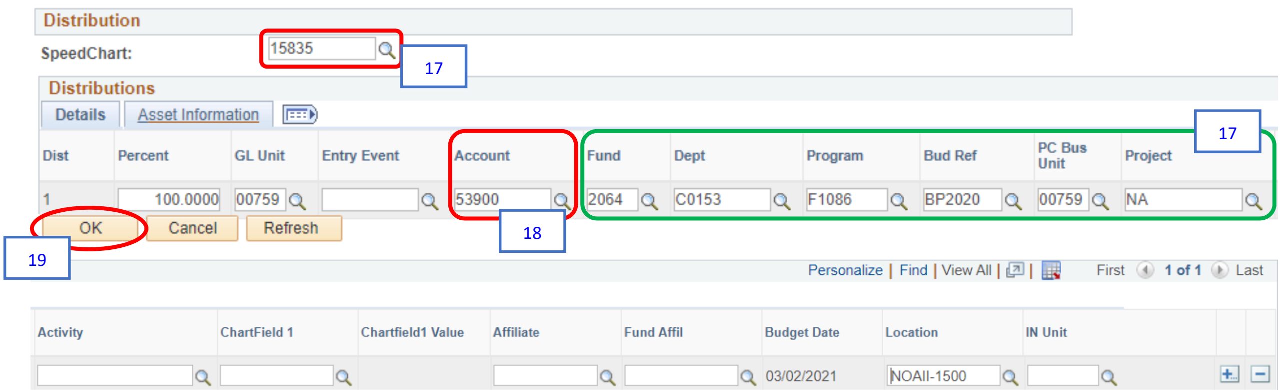
- An employee working at the Pearland Campus will default to “***PEARLAND***.”
- An employee working at the UHCL Campus will default to “***CB0402A***.”
- Change the **Ship To Location** if the items need to be shipped to different location.

  For our example, do not change the default value of “***CB0402A.***”

15. Enter the **Due Date**, which is the date you are creating the requisition. Later, the Purchasing Department will change this date to the actual one on the purchase order.

    For our example, enter ***today’s date***.

16. Do not change *Distribute by* field.



17. In the Distribution section, enter the cost center that will apply to all the lines on the requisition. Enter the **Speed Type** on the *SpeedChart* field and tab out of the field. The cost center will populate automatically.

    For our example, enter "***15835***" for **Speed Type**.

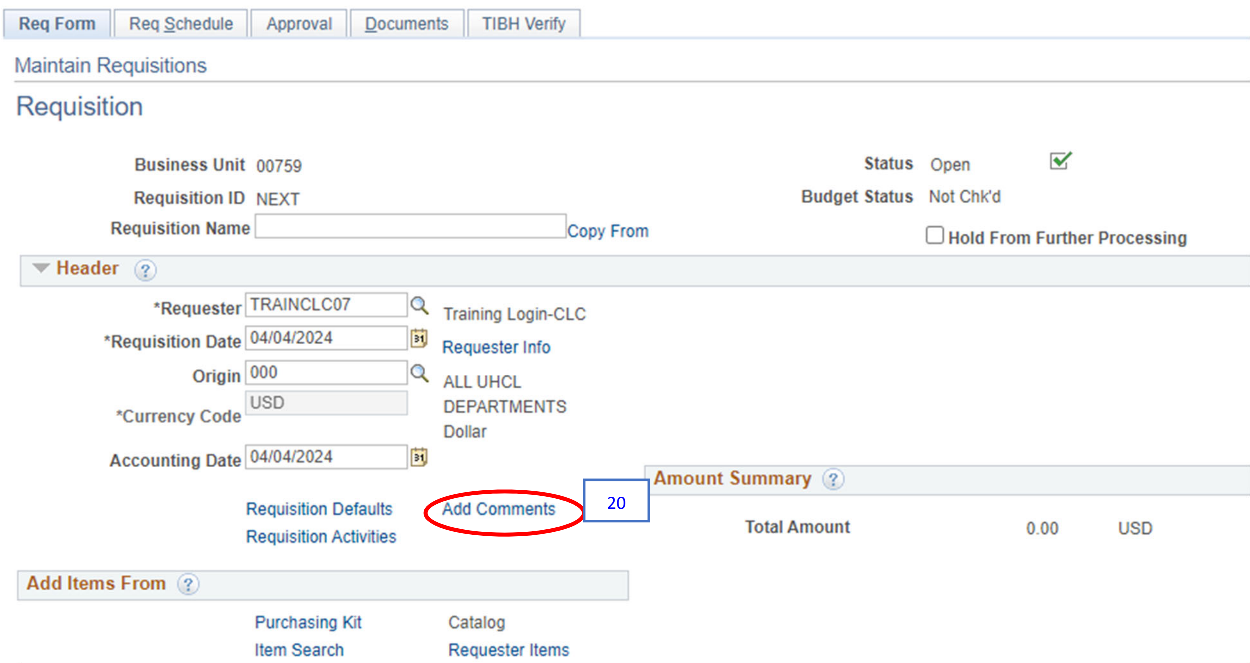
18. Enter the **Account**.

    For our example, enter **"*53900*"** for **Account**.

    Note: Do not add second distribution on defaults. We will add a second distribution on Step 37.

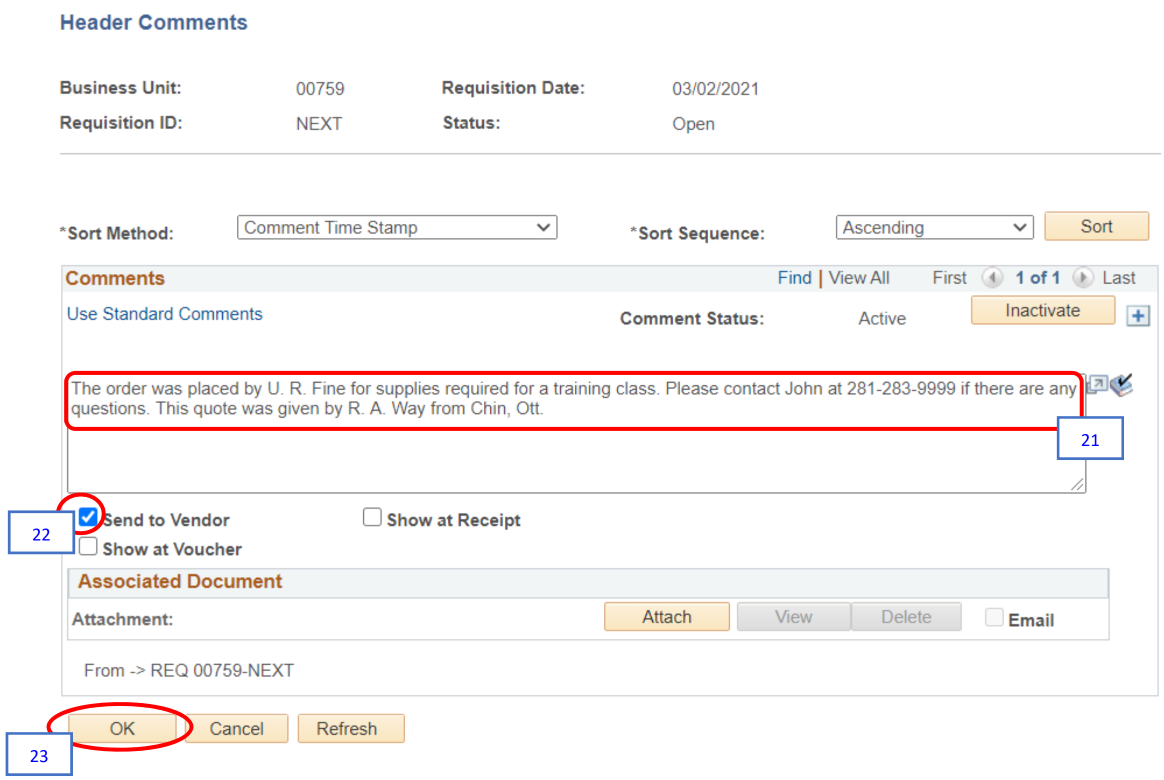
19. Click the **OK** button to return to the Forms page.

The Req Form page is displayed.



20. Click the **Add Comments** hyperlink in the Header section of the Form tab to enter comments related to the entire Requisition. These comments will be printed on the Requisition Coversheet.

The Header Comments page is displayed.



21. Enter any comments intended for the vendor or the Purchasing Department such as requested by, quote given by, contact phone number and contact fax number.

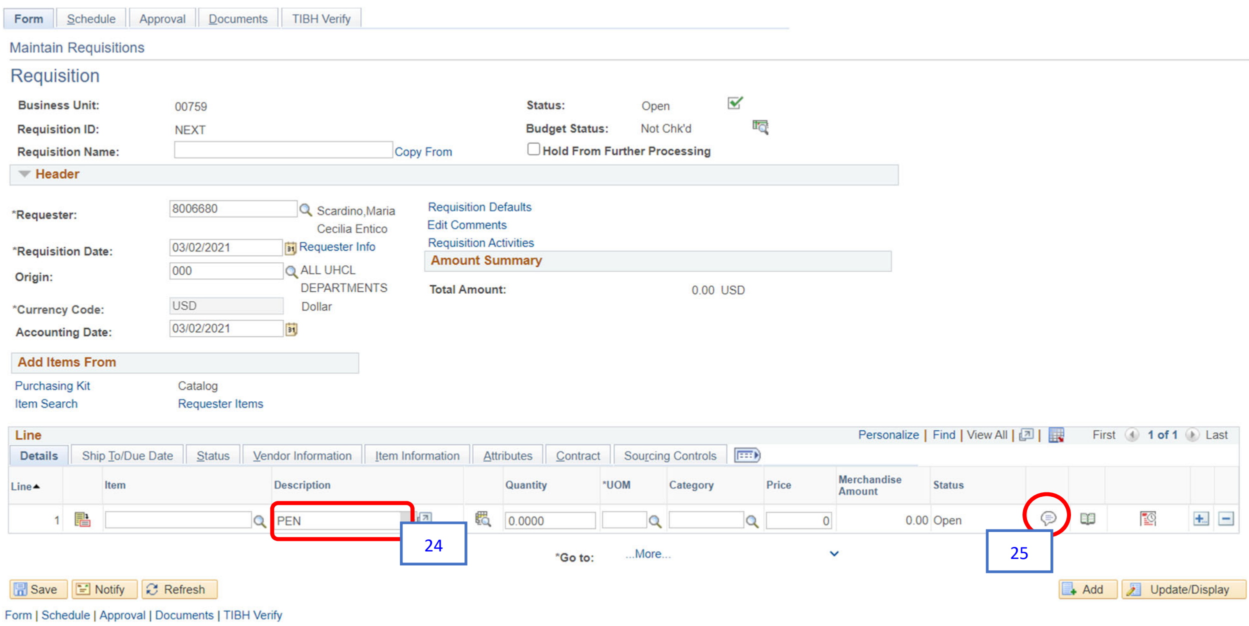
    For **Fixed Asset Purchases** (purchases using accounts 54354, 54355, or 58XXX), enter the employee name and contact number the asset is going to, the asset location (building and room) and the assigned department (code and name).

    For our example, enter: *"**The order was placed by U. R. Fine for supplies required for a training class. Please contact John at 281-283-9999 if there are any questions. This quote was given by R. A. Way from Chin, Ott.**"*

22. Check the *Send to Vendor* box to print these comments on the requisition.

23. Click **OK** to return to the Form page.

    The Form page is displayed.

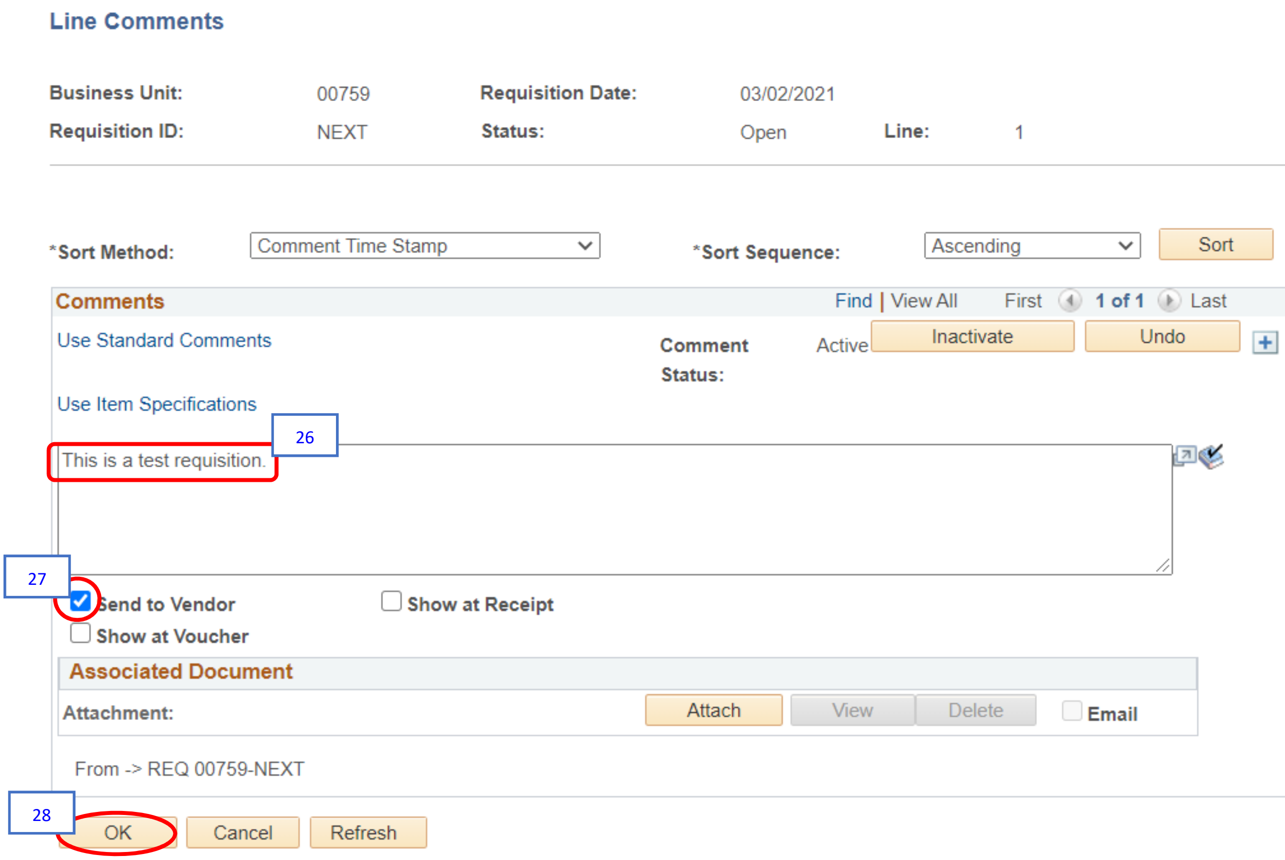


24. Enter the **description** of the item to be purchased. The Description field has 254 characters limit. For items with longer descriptions, enter a short description here and the rest of the description on the Line Comments page.

    For our example, enter: ***PEN.***

25. To enter a complete description for the line selected, click the of the respective line.

The Line Comments page is displayed.



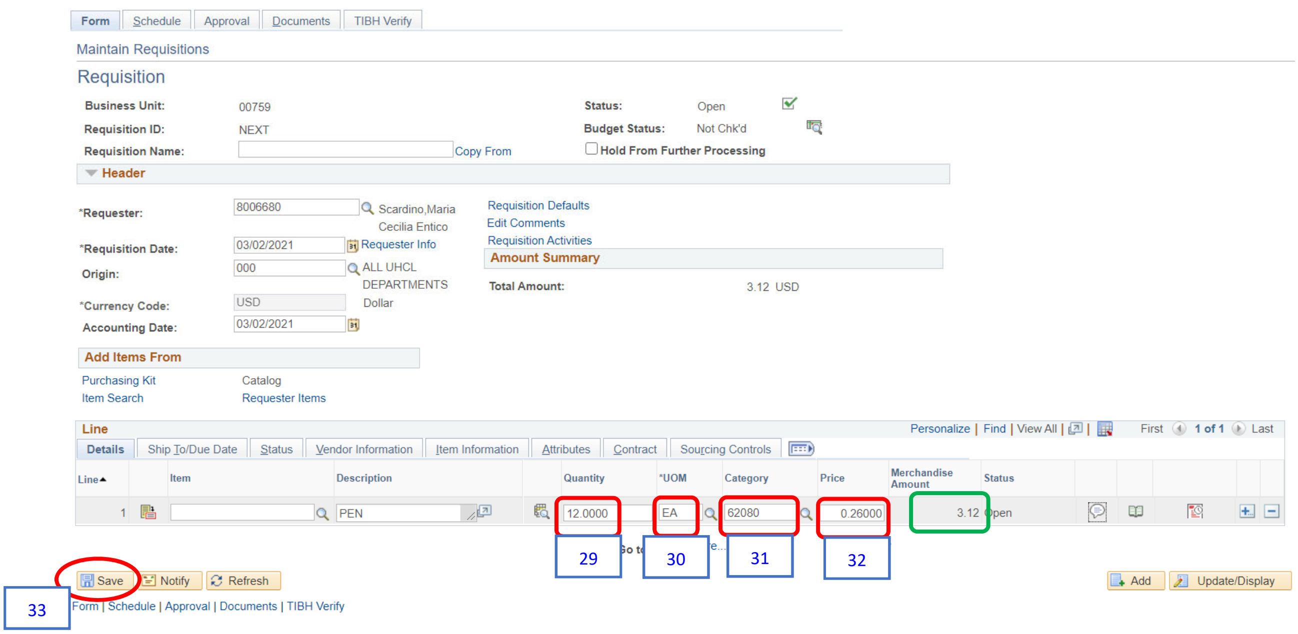
26. Enter a complete long description for Item 1.

    For our example, enter any description you like.

27. Check the *Send to Vendor* box to print these comments on the requisition.

28. Click the **OK** button to return to the Form page.

The Form page is displayed.



29. Enter the **quantity** you are ordering.

    For our example, enter ***12.***

30. Enter the **unit of measure (UOM)**. Click the icon to see all valid values.

    For our example, enter ***EA.***

31. For **category code**, click the icon to see all valid values, and select the closest description.

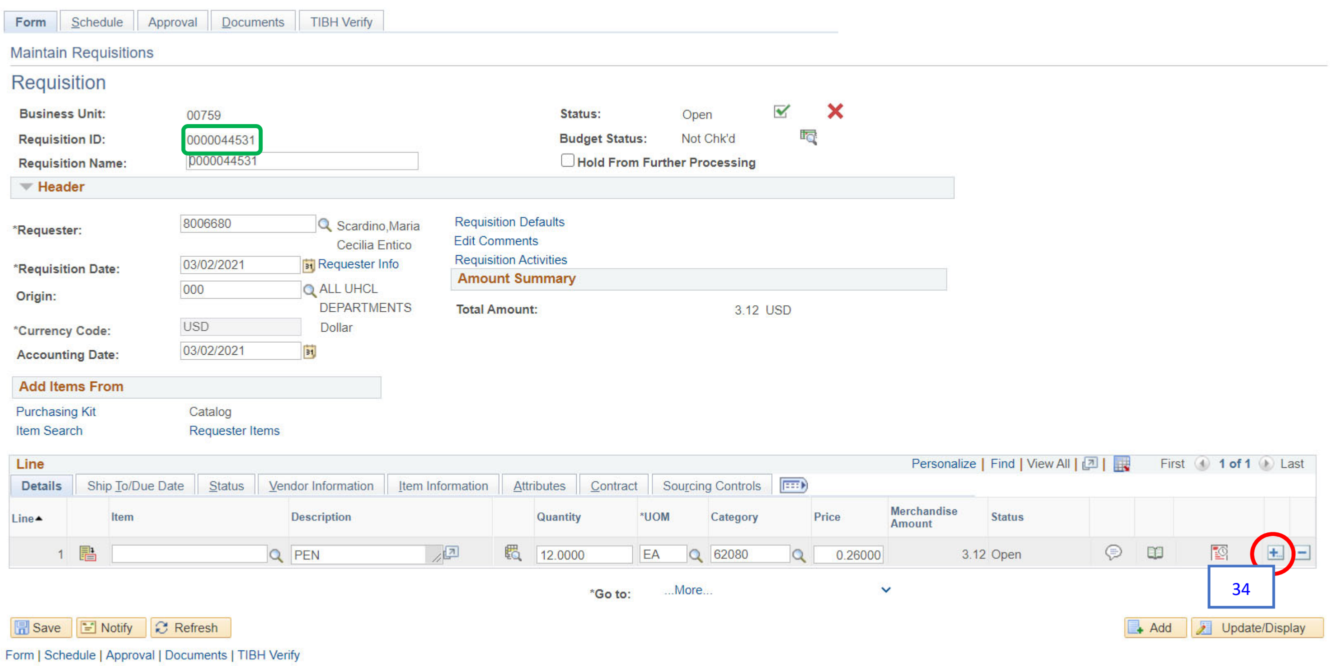
    For our example, enter ***62080*** for General Writing Types.

32. Enter the **price**, and tab out of the field. The Merchandise Amount will calculate automatically.

For our example, enter ***.26***. Notice the Merchandise Amount is calculated to ***3.12.***

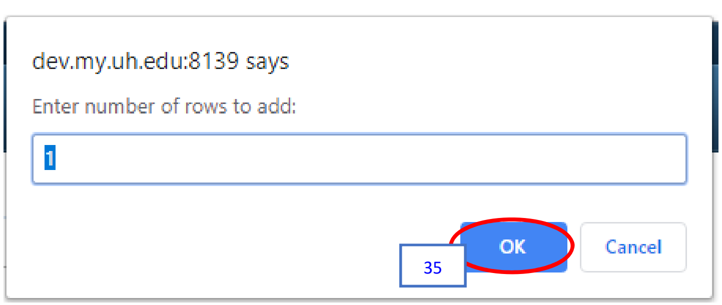
33. Click the **Save** button to save the requisition.

    A Requisition ID is now assigned.



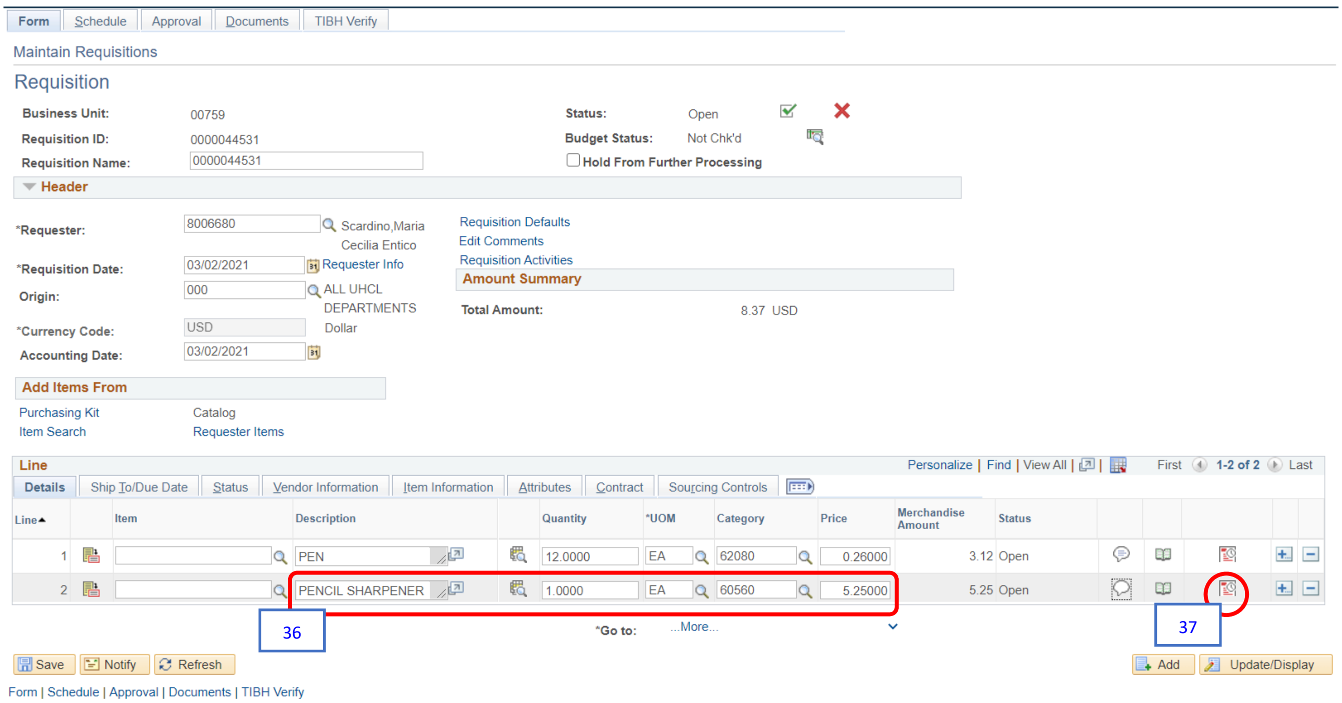
Next we are going to add a second line item to be paid by the same account and cost center that paid the first line item. If second line item and second distribution are not needed, skip to Step 45.

34. Scroll to the right on Line 1 and click the **(+)** to insert more lines.



35. Click the **OK** button.

A second line is added to the Form page.



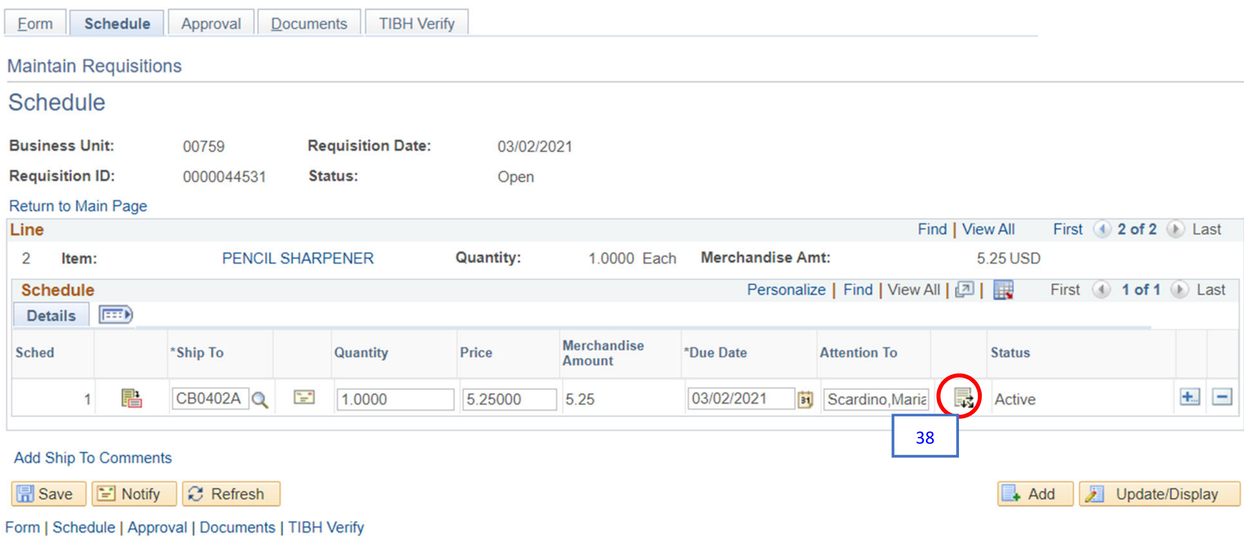
36. Enter the following on Line 2:

Description: ***PENCIL SHARPENER***
Quantity: ***1***
UOM: ***EA***
Category Code: ***60560***
Price: ***5.25***

Now we are going to add a second distribution to Line 2 (Pencil Sharpener). If the second distribution is not needed, skip to Step 45.

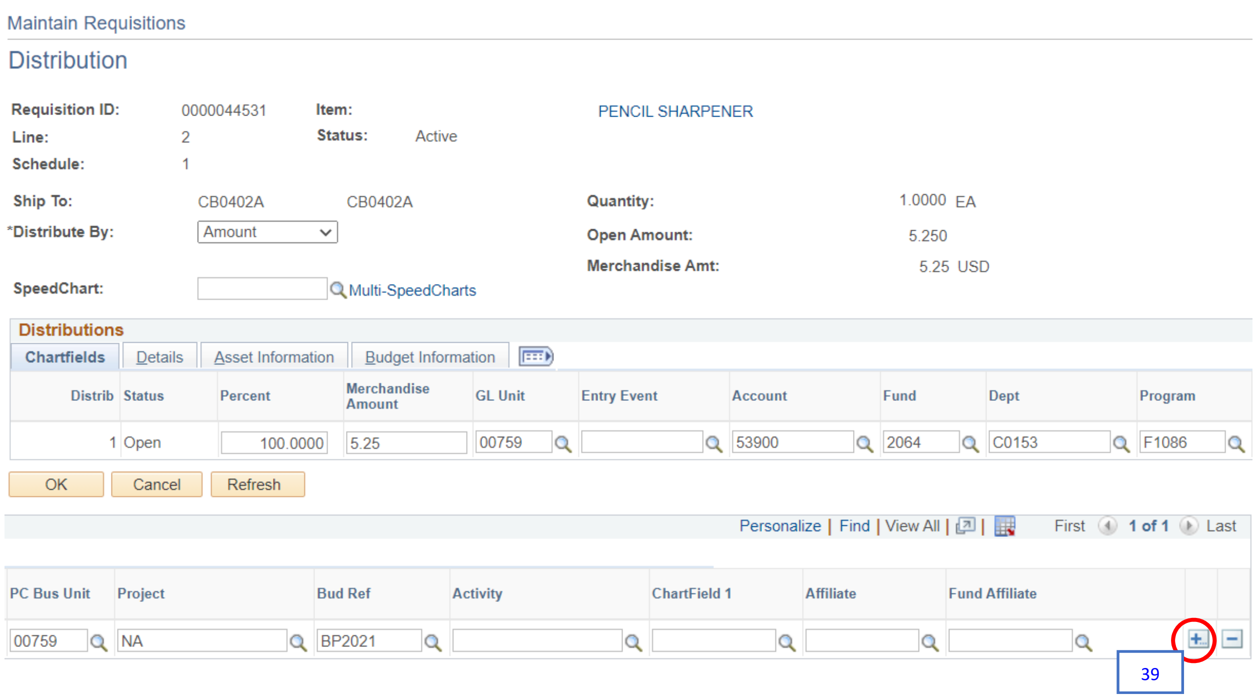
37. Click on the **Schedule** button on Line 2.

The Schedule page is displayed.



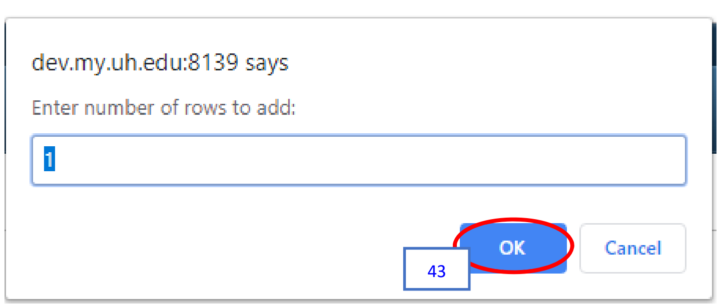
38. Click on the **Distribution** button to access the Distribution Page.

The Distribution page is displayed.



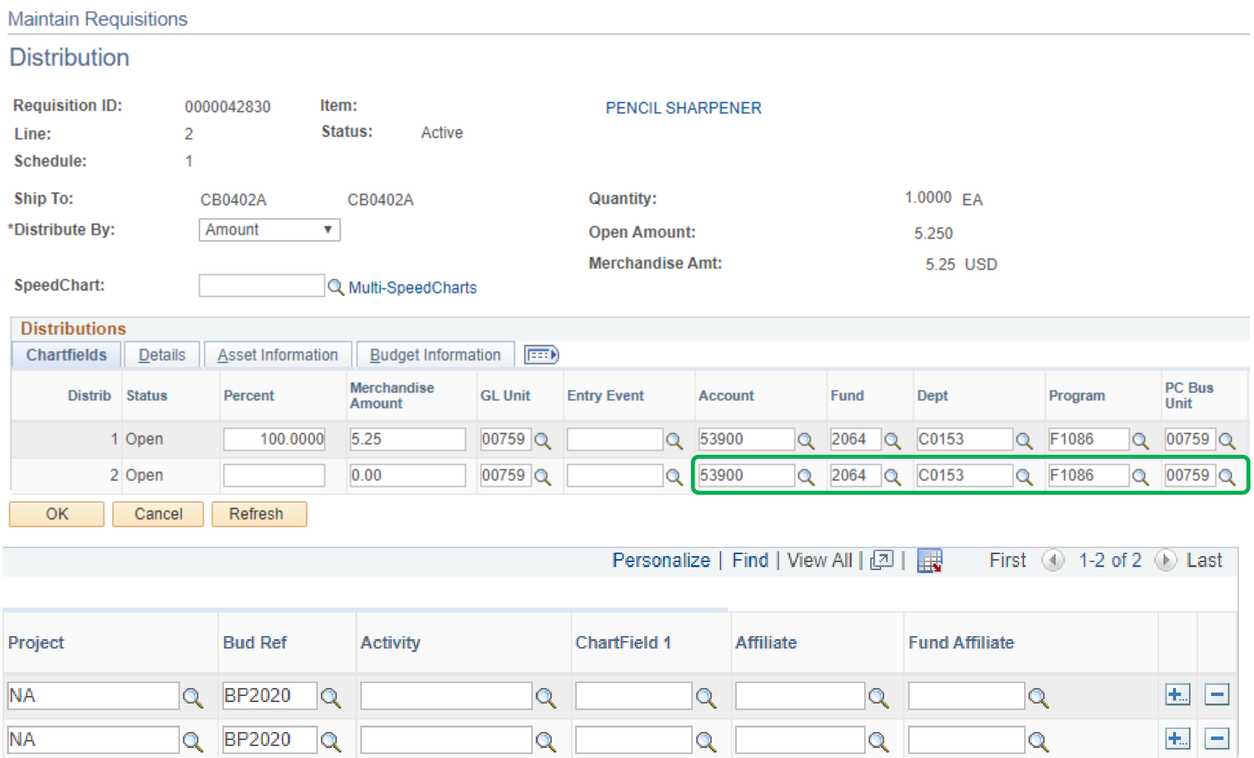
39. Scroll to the right and click the **(+)** to add another distribution line.

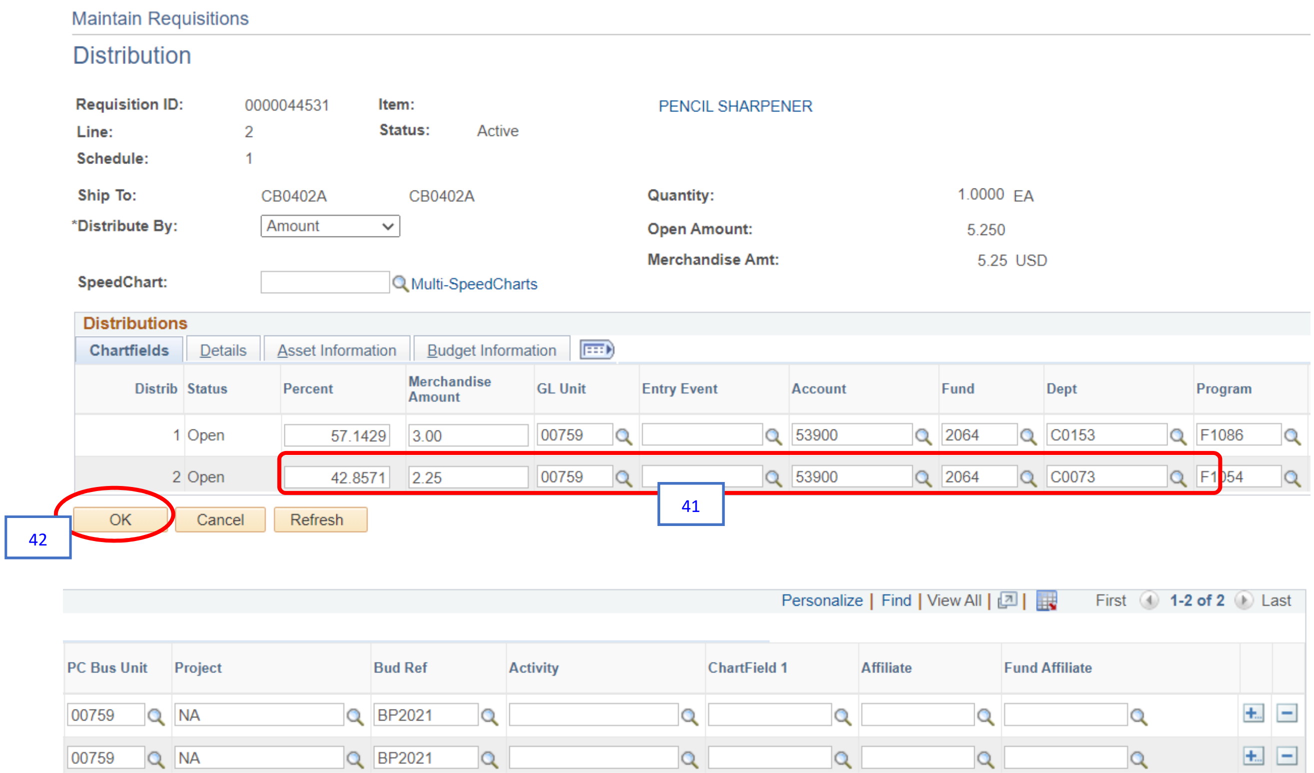
A prompt box is displayed prompting for the number of lines to be added:



40. Click the **OK** button.

A second line is added to the Distribution page. Notice, the account and cost center information was copied from the first distribution line.





41. Update the distribution information on both distribution Lines. The *Percent* is calculated automatically.

    For our example, enter the following:

    Distribution Line 1: **Amount – *"3.00"***

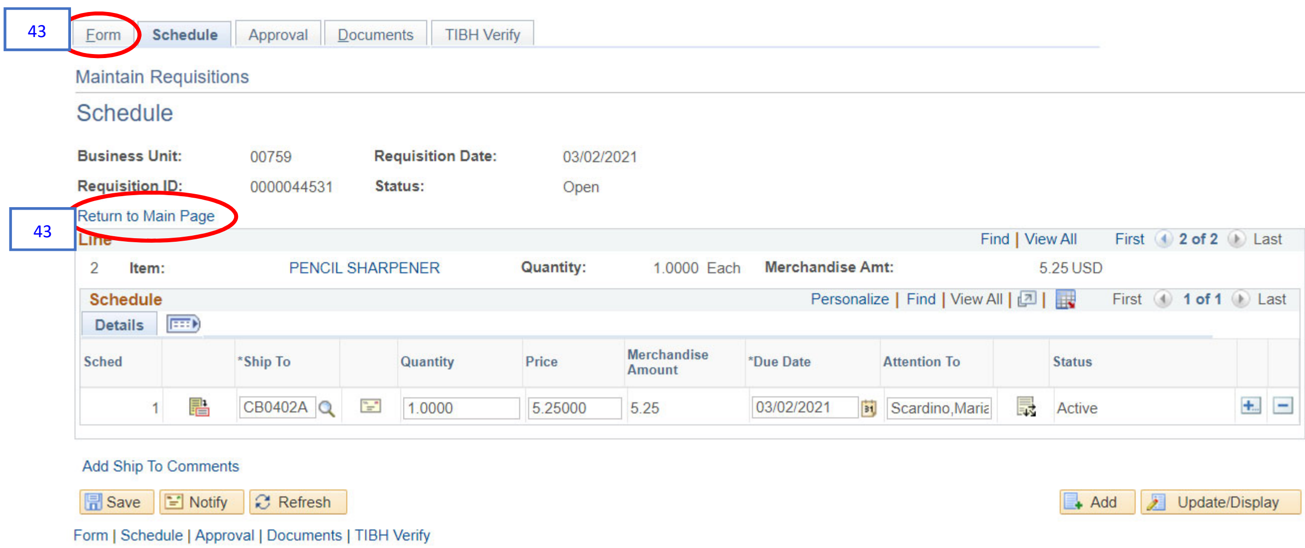
    Distribution Line 2: **Amount – *"2.25"***

    Account – *"53900"*

    Cost Center – *"2064-C0073-F1054-NA"*

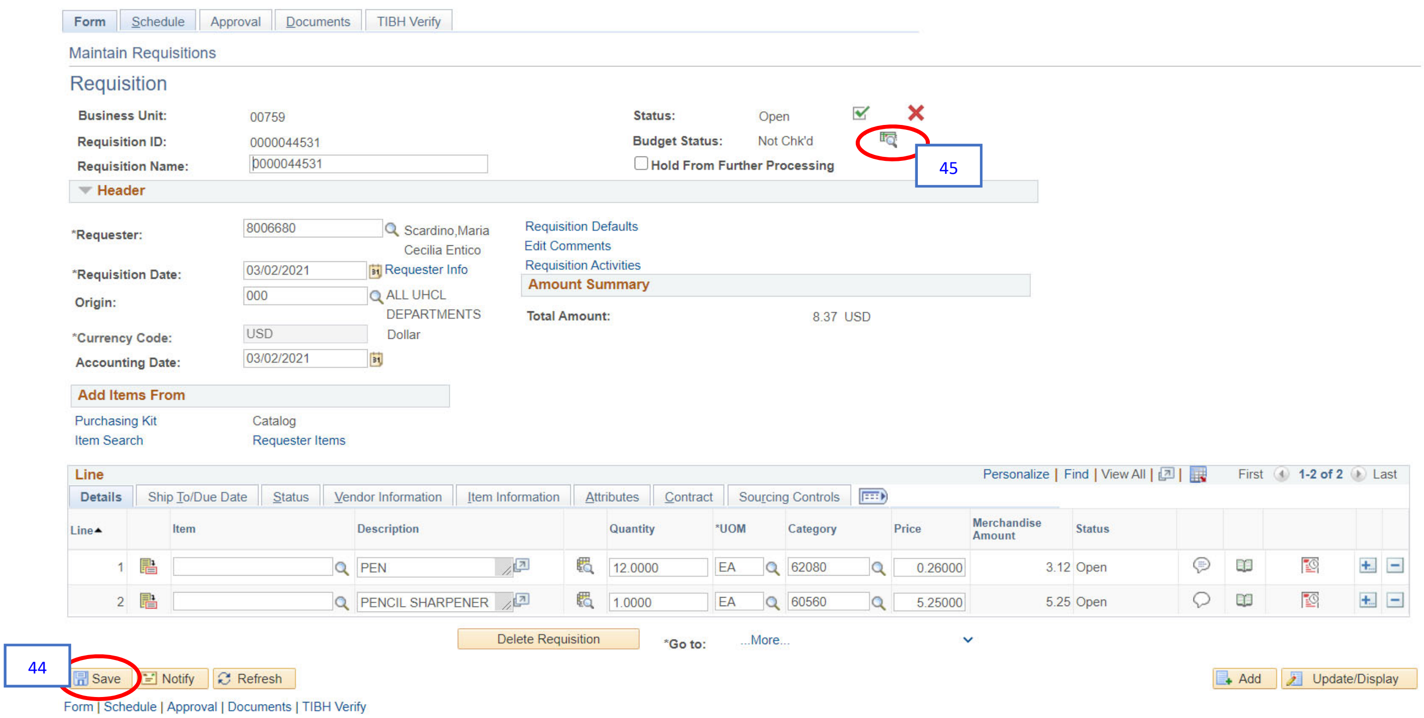
42. Click the **OK** button.

The Schedule page is displayed.



43. Go to Form tab or click the **Return to Main Page** hyperlink.

The Form page is displayed.

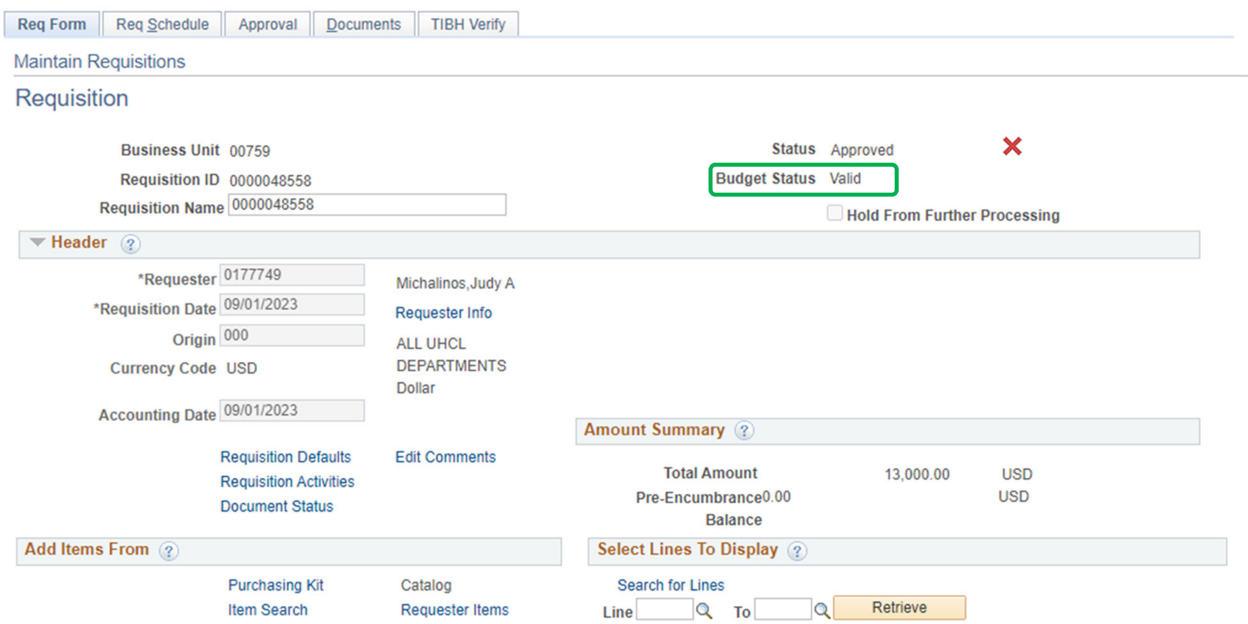


44. Click **SAVE** to save the requisition changes.

45. Click the budget check button at the top of the requisition.

- If the budget check is successful, the Budget Status will change to ***"Valid."***
- If you get a Budget Status of ***"Error,"*** contact your Division Business Administrator for assistance. The Requisition cannot be submitted into workflow with an error on the Budget Status.

The requisition has now a valid status.

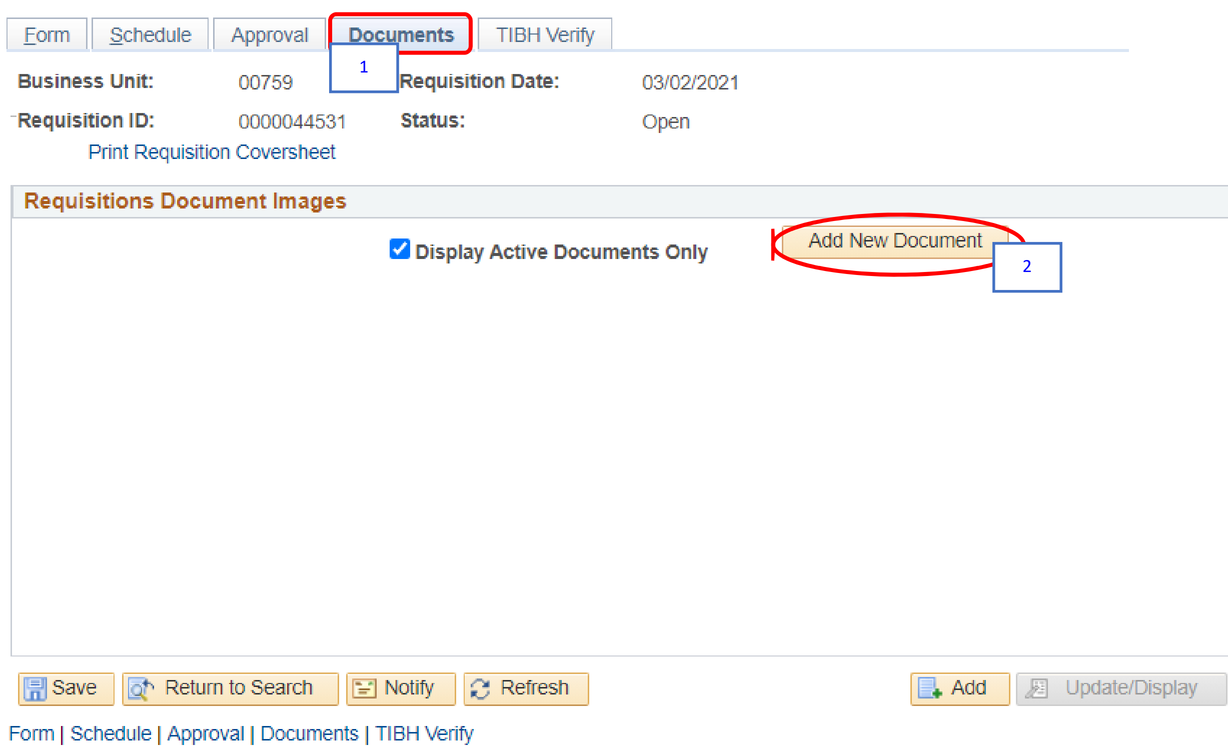


The requisition is now ready to have supporting documentation electronically attached. This process is called “Document Imaging”.

FOR TRAINING PURPOSES, YOU WILL READ THIS NEXT SECTION ONLY BECAUSE THE UPLOAD PROCESS DOES NOT WORK IN THE TRAINING ENVIRONMENT.

HOW TO UPLOAD SUPPORTING DOCUMENTATION
(Document Imaging)

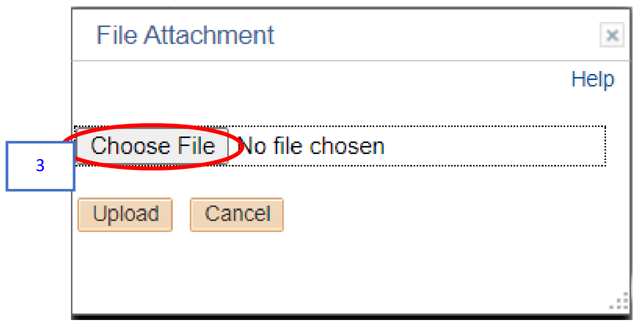
READ ONLY:
These instructions assume the supporting documentation has already been saved to your computer. When scanning the back up and saving it to the computer, please check each page for correct orientation. Documentation that is not oriented correctly, with the ability to read top-down and left-to-right, is subject to denial of the voucher.



1. Go to the **Documents** tab.

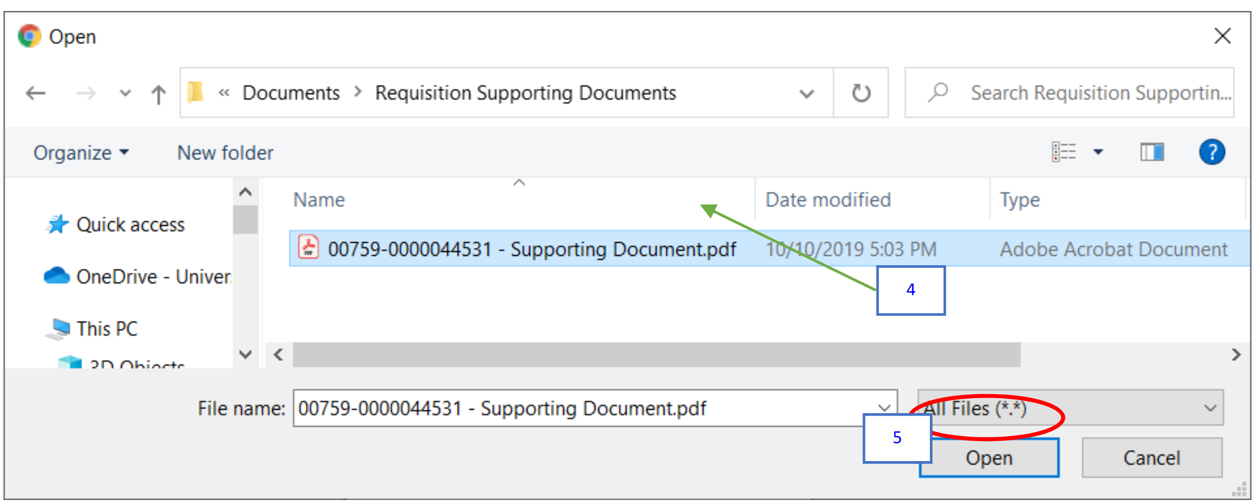
2. Click the **Add New Document** button.

The Document Upload box is displayed.



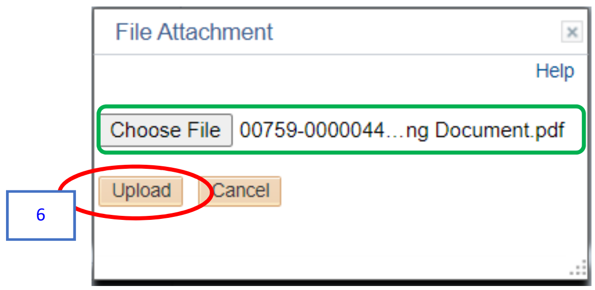
3. Click the **Choose File** button.

The Choose File dialogue box is displayed.



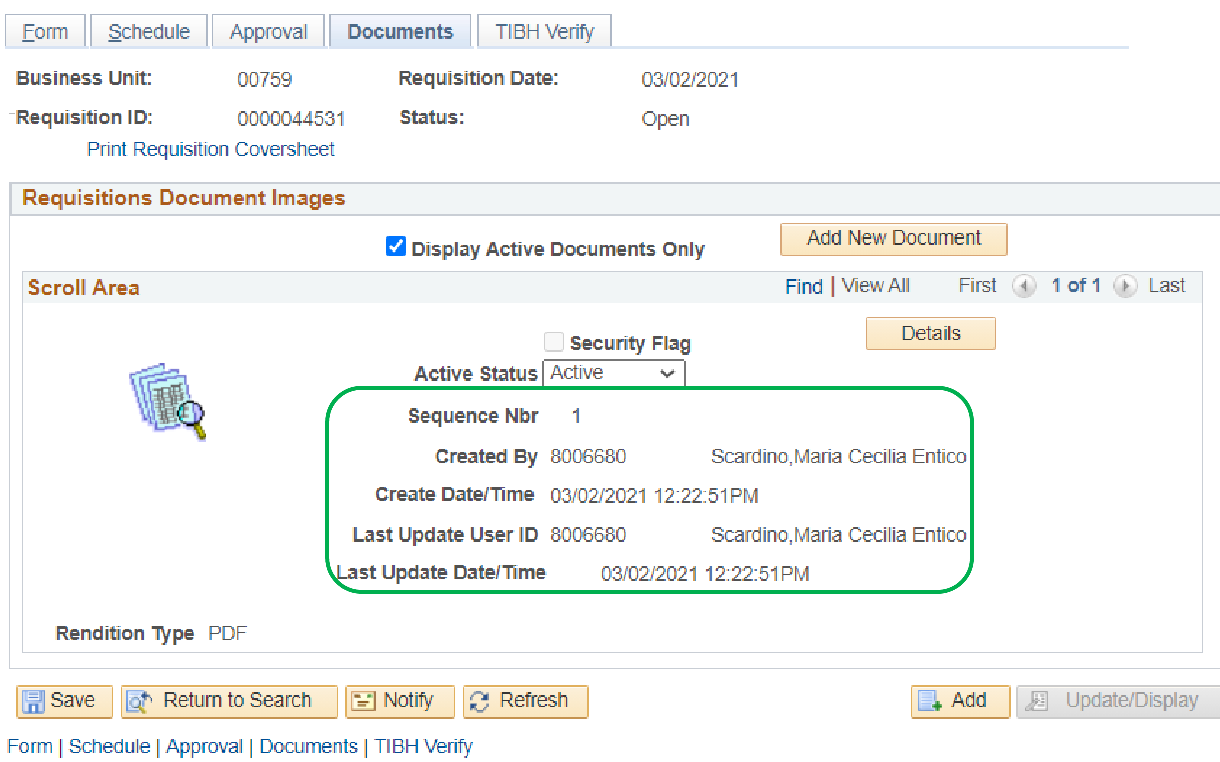
4. Navigate to where the supporting documentation is saved and select it.

5. Click the **Open** button.

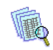


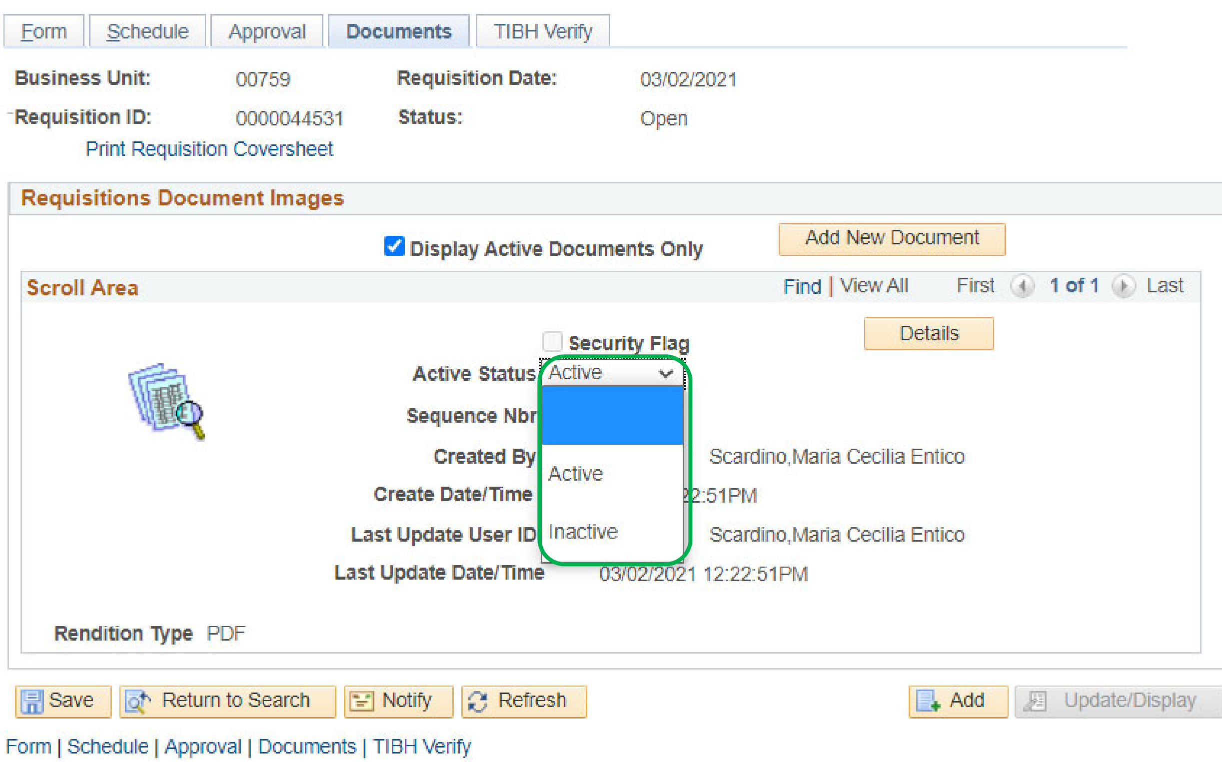
6. Click the **Upload** button.

   The supporting documentation will be attached to the requisition.



NOTE:

- Always open the attachment by clicking the  icon to make sure it is viewable. The auditors will examine the image when they are performing an audit. Also, make sure the document is oriented correctly so it is readable.
- Limit the documents uploaded to what is required.
- Also, if any security sensitive information is uploaded to the requisition, the requisition will be denied so it can be deleted. Example of security sensitive information includes social security number, credit card number and checking account number. A new requisition will need to be created in its place.
  - Good document types for uploading are .pdf, .xls, .doc and .rtf. Do not use .txt or .tif document types. The requisition will be denied if these document types are attached.
- Uploaded documents cannot be deleted. They can only be made inactive on the *Document Status* field.



The requisition is now ready to be entered into workflow.

Next, we will prepare to enter the requisition into workflow. Please continue reading about how the requisition workflow process works and then you will enter the requisition you created into workflow.

HOW REQUISITION WORKFLOW WORKS

Requisition workflow is an electronic routing and approval process for requisitions. After a requisition is created, it is entered into workflow and moves to the next approval level electronically. Once the requisition reaches the final approval level which is Purchasing and is approved by them, the Purchasing Office is ready to turn the requisition into a Purchase Order. Once the Purchase Order has been created, the next step is to place the order.

Key Elements of Requisition Workflow

- Once a requisition is placed in workflow, only the person who put the requisition into workflow can change it.
- Approvals by the:
    - requisition creator
    - college/division approver (Division Business Administrator)
    - intermediate approver (OSP, UCT, and Provost)
    - final approver (Purchasing)

  are electronically captured in the PeopleSoft Finance system. The approval history can be reviewed on the Approval page or the Requisition Coversheet.
- If additional approval is required, the requisition coversheet should be printed and signatures obtained. Then scan and upload the requisition coversheet to the requisition as supporting documentation.
- Requisition information, including approval history and backup documentation, can be obtained from the Documents page.

Requisition Workflow Security Roles

You will be assigned with one of the following security roles:

1. Requisition Creator – Create requisitions, select the appropriate route, and submit the requisition into workflow. The requisition will be sent to the College/Division approver worklist.
2. College/Division Approver (Division Business Administrator) – Approve requisitions. The College/Division approver can also create requisitions and place them into workflow. The requisitions will be sent to the Intermediate Approvers' worklist or the Final Approvers' worklist depending upon the Approval Route selected.
3. Intermediate Approver (OSP, UCT, or Provost Office) – Approve requisitions as required by university policy.
4. Final Approver (Purchasing) – Approve requisitions for processing into Purchase Orders.

Approval Routes (Paths)

When a requisition is submitted into workflow, an appropriate approval route (path) must be chosen. The available routes (paths) are:

1. Dept/Coll/Div → Purchasing – this path is for Requisitions that do not involve contract and grant funds, Provost funds, or computing items.
2. Dept/Coll/Div → OCG → Purchasing – this path is for Requisitions ordered from contract and grant cost centers.
3. Dept/Coll/Div → Provost →Purchasing – this path is for Requisitions ordered from Provost cost centers. Change the "Source" to PRV, so the requisition will go to the Provost Division Business Administrator and then on to the Intermediate Approver.
4. Dept/Coll/Div → UCT → Purchasing – this path is for Requisitions where computing items are being ordered. NOTE: IF A COMPUTING ITEM IS BEING ORDERED FROM A GRANT OR PROVOST COST CENTER, PRINT THE COVERSHEET, OBTAIN THE UCT SIGNATURE APPROVAL MANUALLY, UPLOAD THE SIGNED COVERSHEET, AND CHOOSE THE OCG OR UCT PATH.

Approval Actions

Use the Requisition Approval page when a requisition is submitted into workflow or needs to be approved. There are three approval actions:

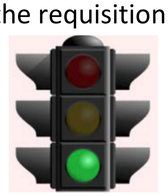
1. Approve – select “Approve” to send the requisition to the next approvers worklist.
2. Deny – select “Deny” to send the requisition back to the person who originally put it into workflow.
3. Recycle – select “Recycle” to send the requisition back to the person who sent it to your worklist.

Requisition Worklist

1. WF_REQ_CREATOR – this is the creator security role. This role is assigned to the person who normally initiates the Requisition into workflow.
2. WF_REQ_COLLDIV – this is the college/division security role. This role is assigned to the person at the first level of approval (i.e. Division Business Administrator).
3. WF_REQ_INTERMEDIATE – this is the intermediate security role. This role is assigned to a secondary level of approval before the Requisition reaches Purchasing. Currently, this approval level is for the Provost Office, Research and UCT.
4. WF_REQ_FINAL – this is the final security role. This role is assigned to the individuals who have final approval authority for the Requisition within Purchasing.

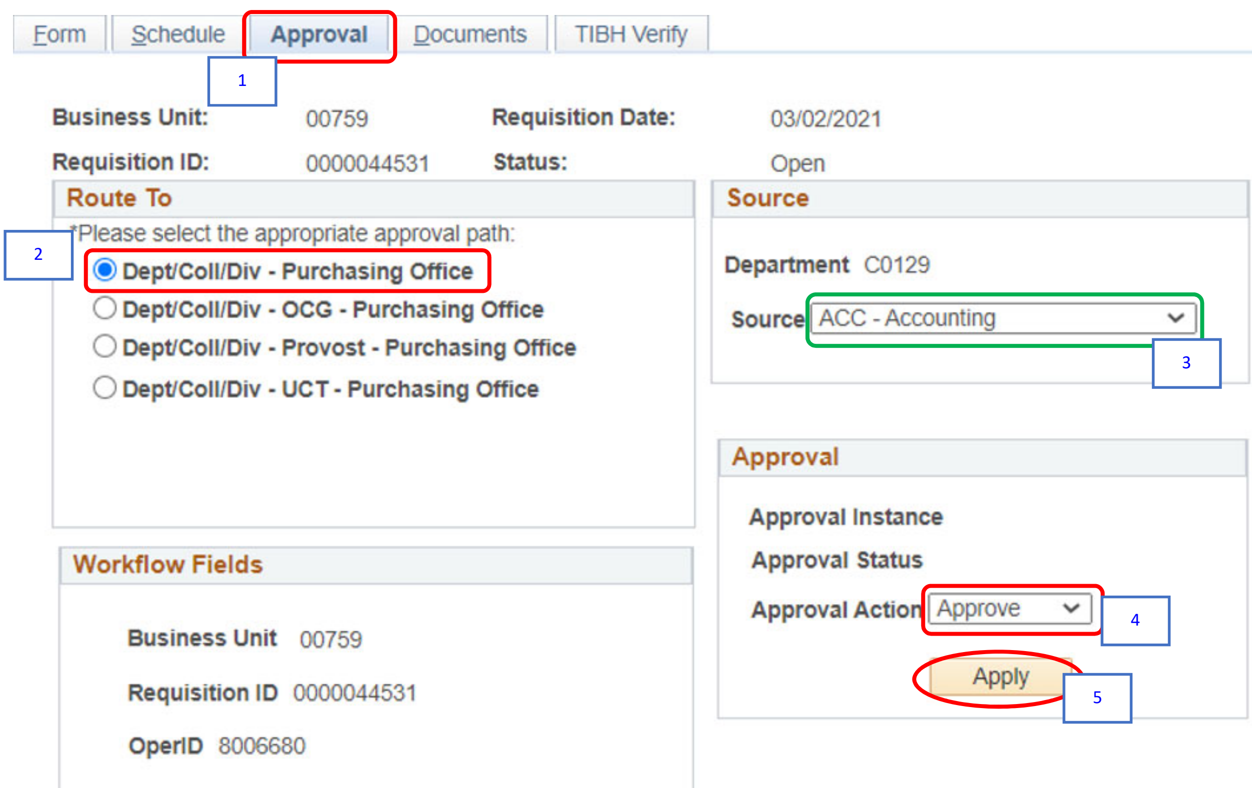
Source

Each department is mapped to a source. The source determines the College/Division Approver’s worklist the requisition will be sent. It defaults to the source mapped to the user’s department. It must be updated accordingly if the requisition is to be redirected to another College/Division approver.



THIS IS THE END OF THE "READ ONLY" SECTION. WE ARE NOW READY TO ENTER THE REQUISITION INTO WORKFLOW.

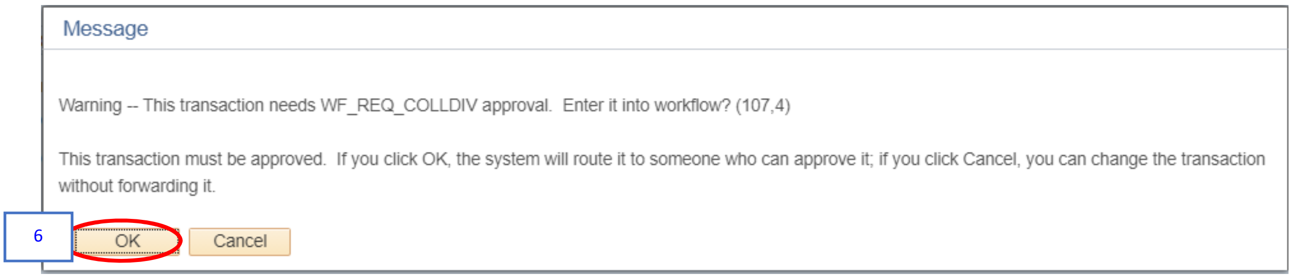
ENTERING THE REQUISITION INTO WORKFLOW



1. Go to the **Approval Log** tab.
2. Select the ***Approval Path*****.** For our example, choose the first path "***Dept/Coll/Div – AP***."
3. Change the *Source* **ONLY IF** the requisition is being redirected for approval of a different College/Division approver. For our example, ***DO NOT*** change the *Source*.
4. Select the ***Approval Action***. For our example, select "***APPROVE***."

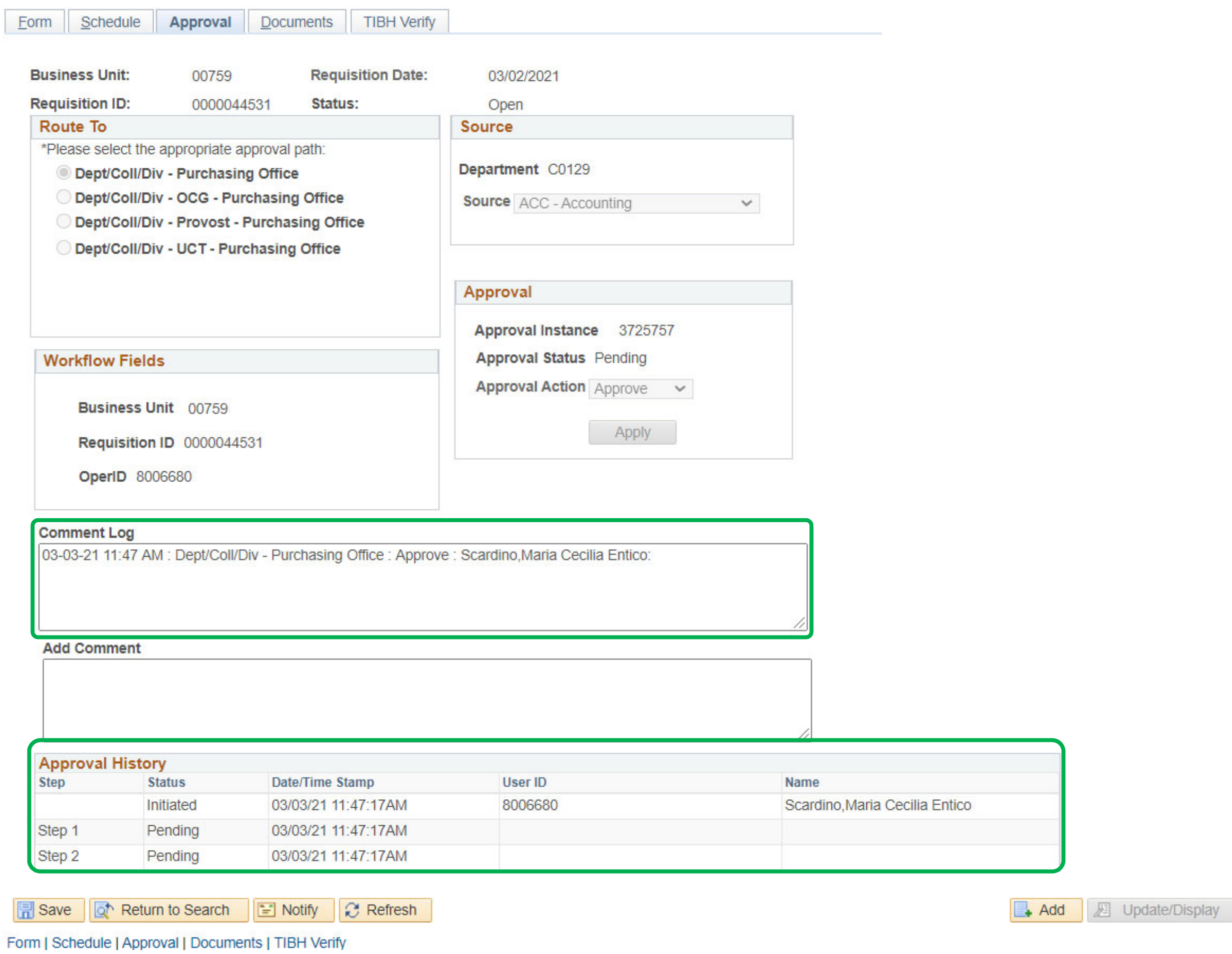
5. Click the **Apply** button.

A message box pops up indicating the requisition needs to be approved by the next Approver.



6. Click **OK** button.

The requisition is now in workflow. The Comment History and Approval Log sections show your name/user ID indicating the requisition was submitted by you into workflow.



YOUR REQUISITION HAS NOW BEEN ENTERED INTO WORKFLOW.

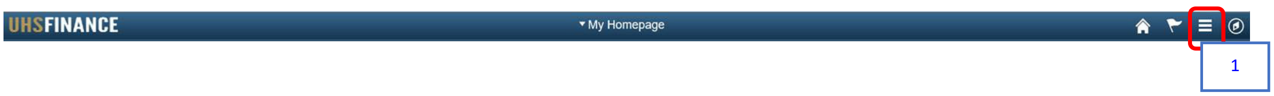
NOTE: If your requisition is denied because the cost center and/or account need to be changed, you must make the change and re-budget check the requisition. Once you have a ***"Valid"*** Budget Status, enter the requisition into workflow again.

HOW TO SETUP YOUR WORKLIST

Worklists are used to consolidate all transactions needing your attention. They are grouped by module.

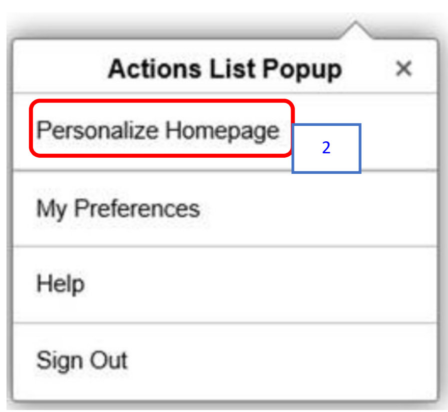
- If you are an approver, any new transaction needs your review for approval will show in your worklist.
- If you are a creator/initiator, any transaction denied by the approver will show in your worklist.

To setup your worklist, follow the following steps:



1. Click the **Actions List** icon on the upper right hand side of the page.

   The Actions List menu is displayed.

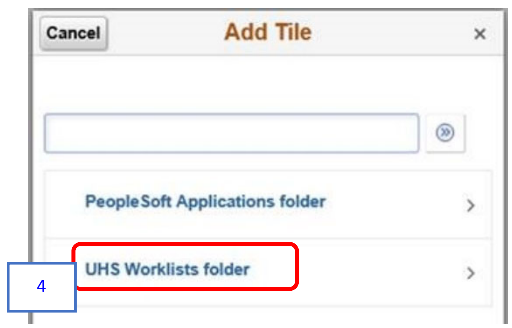


2. Click on **Personalize Homepage**.

The Personalize Homepage is displayed.

3. Click the **Add Tile** button.

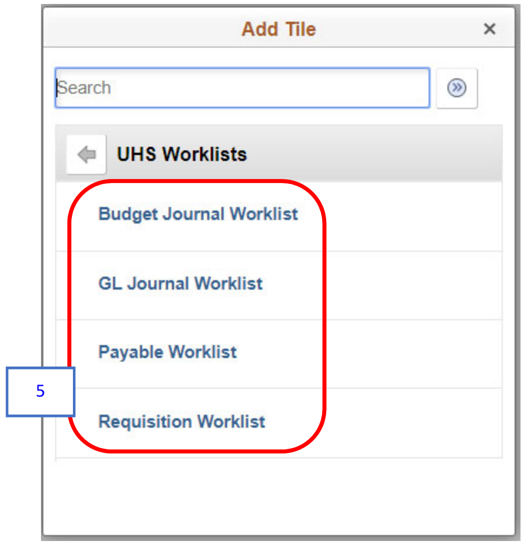
The Add Tile menu is displayed.



4. Click on **UHS Worklists folder**.

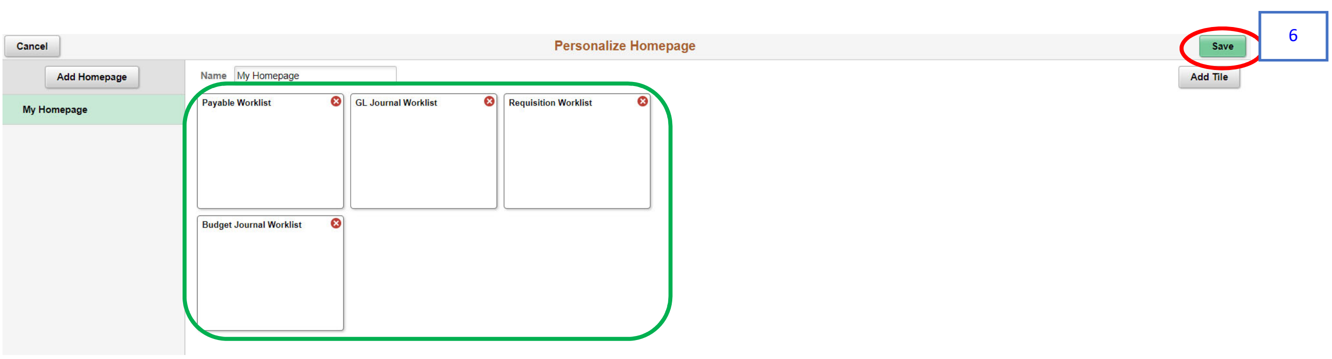
The available worklist tiles displayed are based on the transactions you have access to.

- Vouchers – Payable Worklist
- GL Journals – GL Journal Worklist
- Requisition – Requisition Worklist
- Budget Journal – Budget Journal Worklist



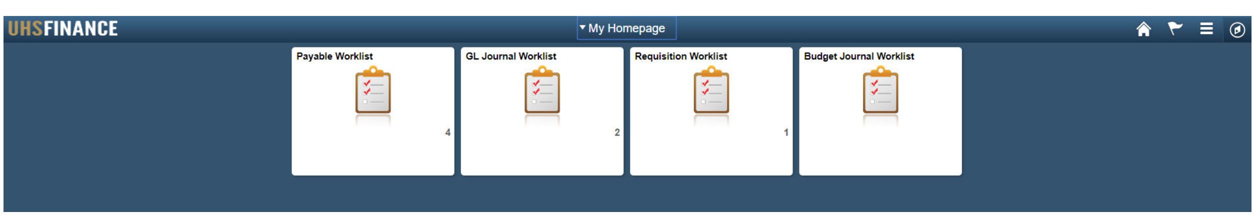
5. Select all the worklists.

   The selected worklists are displayed on the Personalize Homepage.



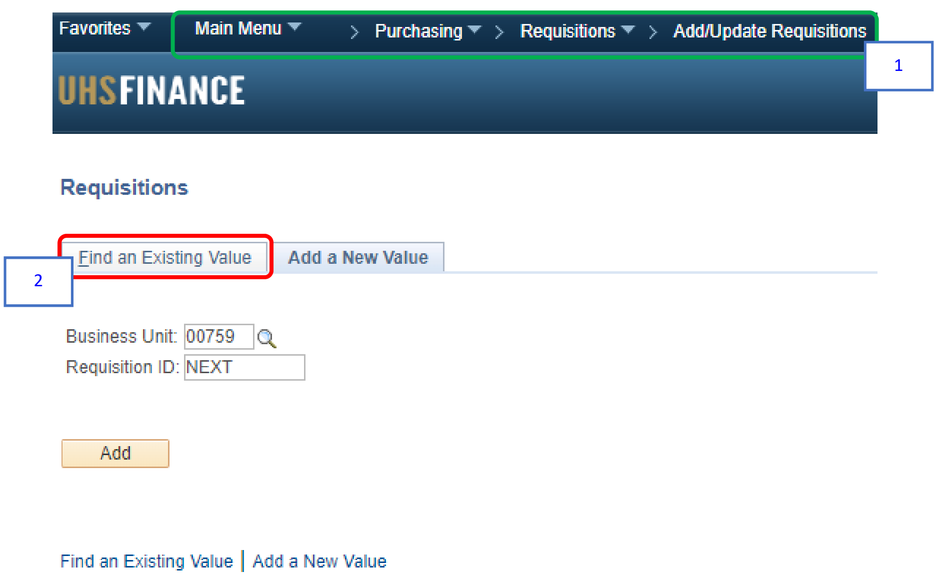
6. Click the **Save** button.

   The worklists are now displayed on your Homepage.



NOW YOU ARE GOING TO FIND AND PRINT OUT THE REQUISITION YOU JUST ENTERED INTO WORKFLOW.

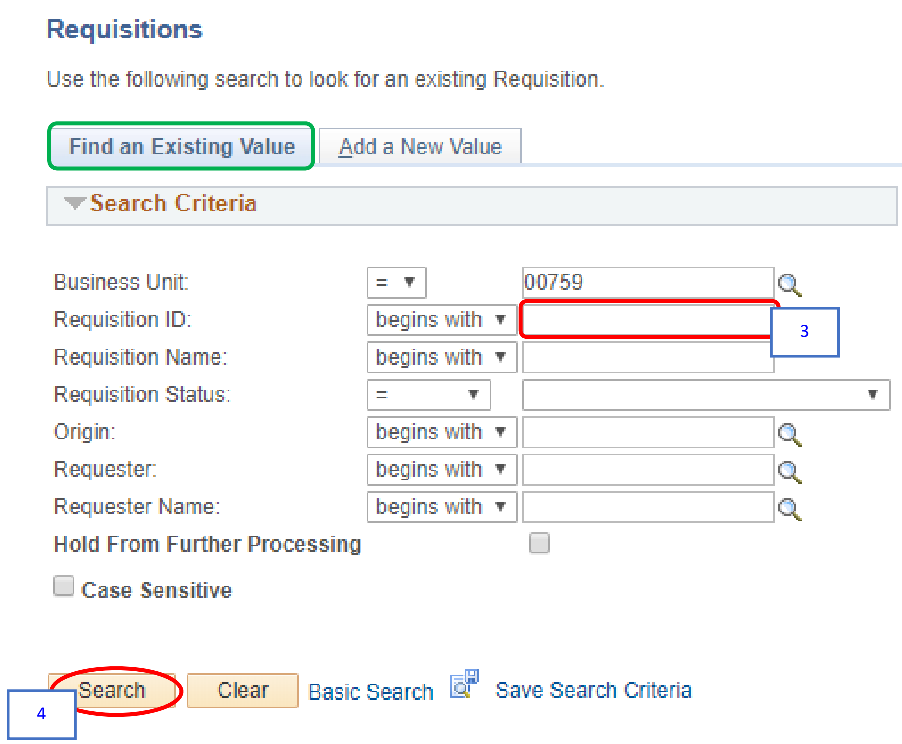
HOW TO FIND AND PRINT THE REQUISITION



1. Navigate to **Main Menu** > **Purchasing** > **Requisitions** > **Add/Update Requisitions**.

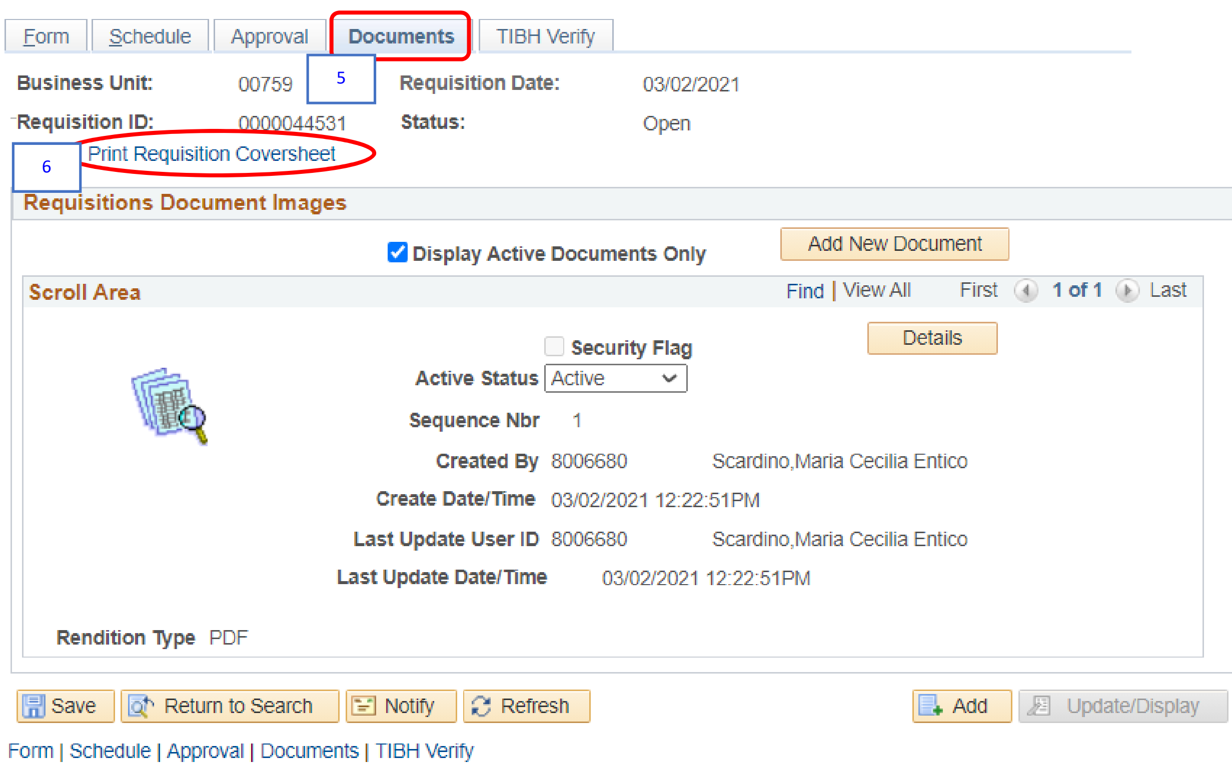
2. Click the **Find an Existing Value** tab.

The Find an Existing Value tab is displayed.



3. Enter the ***Requisition ID***.

4. Click the **Search** button.



5. Go to **Documents** tab.

6. Click the **Print Requisition Coversheet** hyperlink.

The PDF format of requisition opens in a new window.

Requisition Coversheet

Requisition # 0000044531

Business Unit: 00759

Requestor: 8006680 Scardino,Maria Cecilia Entico

Dept. Name: GA/FINANCE
NOAII-1500

Requestor Ph #:

Address: 2700 BAY AREA BLVD

Vendor ID: 0000156940
Name: CHIN, OTT

Address: 1
8700 Long Point Road Ste 205
Houston
TX
77055-3054
USA

Phone:

Fax:

Gross Amount: $8.37

Budget Check: Valid

Line#	Account	Fund	Dept ID	Program	Project	Budget Ref	Chartfield1	Amount	Due Date
1-1-1	53900	2064	C0153	F1086	NA	BP2021		3.12	03/02/2021
2-1-1	53900	2064	C0153	F1086	NA	BP2021		3.00	03/02/2021
2-1-2	53900	2064	C0073	F1054	NA	BP2021		2.25	03/02/2021

Line#	Category	Description	Quantity	UOM	Price	Ext. Amount
1	62080	PEN This is a test requisition.	12.0000	EA	0.26000	3.12
2	60560	PENCIL SHARPENER	1.0000	EA	5.25000	5.25

The order was placed by U. R. Fine for supplies required for a training class. Please contact John at 281-283-9999 if there are any questions. This quote was given by R. A. Way from Chin, Ott.

Signature: ____________________ **Date:** ____________________

Prepared By: 8006680 Scardino,Maria Cecilia Entico **Date:** 03/02/2021

Approval History				
Step	Status	Date Timestamp	User ID	Name
0	I	3/3/2021 11:47 AM	8006680	Scardino,Maria Cecilia Entico
01	P	3/3/2021 11:47 AM		
02	P	3/3/2021 11:47 AM		

Comments

03-03-21 11:47 AM : Dept/Coll/Div - Purchasing Office : Approve : Scardino,Maria Cecilia Entico: