

FOR  
OCTOBER 3,  
2016  
GO LIVE

# PeopleSoft Requisitions for the Purchasing Dept (PO1A)

Presented by Jocelyn Milla | August 17, 2016



**SAN DIEGO COUNTY**  
OFFICE OF EDUCATION

CUSTOMER RESOURCE CENTER

# Agenda

AM

- Procure-to-Pay Process
- Requisitions Overview
- Find existing requisitions (ACTIVITY 1)
- Enter requisitions (ACTIVITIES 2-8)

LUNCH

12:30-1:30 PM

PM

- Manage requisitions (ACTIVITIES 7-11)
- Approvals
- Inquiry screens and reports
- Put it all together (ACTIVITY 12)



# Q & A Forum

**FOR USE IN TRAINING**  
Training Databases: For use during training sessions at SDCOE only.  
[Finance Training Database \(SDFR\)](#)  
[HCM Training Database \(SDHR\)](#)  
[Hyperion Training Database](#) *You must use Firefox or IE*


**CRC T**  
To sub  
but req

- PeopleSoft Finance Training
  - Accounts Payable (AP1, AP2)
  - Accounts Receivable (AR1)
  - Budget Moni
  - Financial As
  - General Ledg
  - Purchasing
  - Purchasing
  - Query Viewe
  - Other/Miscel

**Read posts  
(public)**

**POST** Discard








SDCOE CRC Training Forum

By  [User Name]

Question title **Type question/topic here**

Categories PeopleSoft Finance Training (required)  
Choose a category

Email updates to me Add Cc

Normal Normal **B** *I* U    [Link](#)    

**Type details here**

**New Question/Post  
(requires Google login)**



# About This Class

This class is based around 12 activities.

**PeopleSoft Training Activity Sheet**  
 PO1: REQUISITIONS

For use in training. Last updated February 3, 2016.

**Activity 1: Find Existing Requisitions**

Directions: Navigate to **Main Menu > eProcurement > Manage Requisitions**. Find these requisitions in the training database at District 02000. Answer the questions for each.

Req #	Questions		
000012584	Request and Budget Status?	Requisition Name and Date?	How many line items in this requisition?
000016689	Request and Budget Status?	Ship To? Location? Amount Only?	What is the ChartString for Line Item 1?
000016516	Request and Budget Status?	Line Item#: What is the Price? Quantity? UOM?	What is the Pre-Encumbrance Balance? Total Requisition Amount?
000015496	Request and Budget Status?	Is there an attachment? Any comments?	CHALLENGE: What is the Purchase Order?

Have extra time?

- How many requisitions have the Canceled status dated with November 2015? \_\_\_\_\_
- How many requisitions are related to "usb flash drive"? \_\_\_\_\_ How much is the most expensive one? \_\_\_\_\_
- How many requisitions are attached to just your Requester ID? \_\_\_\_\_

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**Activity 2: Requisition for 1 Item**

Directions: You need to order a lot of red paint. Create a requisition. You will order from Blick Art. Navigate to **Main Menu > eProcurement > Requisition**. Click the **Special Request** link.

Special Request	Review and Submit	Mass Change Link	Confirmation Page
<input type="checkbox"/> Item Description: PAINT, TEMPERA LIQUID, 16 OZ, RED <input type="checkbox"/> Price: \$1.29 <input type="checkbox"/> Quantity: 25 <input type="checkbox"/> UOM: Bottle <input type="checkbox"/> Category: 80120000 <input type="checkbox"/> Supplier ID: 6048 <input type="checkbox"/> Supplier Item ID: 245	<input type="checkbox"/> Requisition Name: Art Supplies (Your Login ID) <input type="checkbox"/> Priority: Medium	<input type="checkbox"/> Ship To: 000000913 <input type="checkbox"/> Due Date: Two weeks from today's date <input type="checkbox"/> Attention: Teacher Ana <input type="checkbox"/> Location: 000000110 <input type="checkbox"/> Fund: 0100 <input type="checkbox"/> Resource: 0000000 <input type="checkbox"/> Goal: 1110 <input type="checkbox"/> Function: 1000 <input type="checkbox"/> Object: 4300000 <input type="checkbox"/> Site: 110	<input type="checkbox"/> Run Budget Check Verify the following information: <input type="checkbox"/> Pre-Encumbrance <input type="checkbox"/> Pending

Write down the Requisition ID #: \_\_\_\_\_ Can you find it from the Manage Requisition page? \_\_\_\_\_

SDCOE Customer Resource Center PeopleSoft Training Activity Sheet for PO1 | 1

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SDCOE Customer Resource Center PeopleSoft Training Activity Sheet for PO1A | 2

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SDCOE Customer Resource Center PeopleSoft Training Activity Sheet for PO1A | 3



# About This Class

The screenshot shows the 'Create Requisition' web application. At the top right, there are utility links: 'New Window', 'Help', 'Personalize Page', and 'http'. The main header includes 'Create Requisition' with a help icon, a user greeting 'Welcome School Secretary', and navigation links for 'Home', 'My Preferences', 'Requisition Settings', and a shopping cart icon showing '0 Lines'. A 'Checkout' button is also present. Below the header is a search bar with a dropdown menu set to 'All', a search input field, and a 'Search' button. To the right of the search bar is a link for 'Advanced Search'. The main content area features a 'Request Options' dropdown menu and a list of service tiles: 'Catalog' (Browse Catalogs, All Items), 'Express Item Entry' (Create an Express Requisition), 'Special Requests' (Create a non-catalog request), 'Favorites' (Browse Favorite Items and Services, listing 'Angel Soft Ultra White Bathroom Tissue PREMIUM NO-KINK HOOPS - 36"'), 'Templates' (Browse Company and Personal Templates, listing 'Janitorial'), 'ePro Services' (Request Services, listing 'Fixed Cost Service', 'Variable Cost Service', and 'Time and Materials'), and 'Recently Ordered' (View recently ordered items and services, listing 'Angel Soft Ultra White Bathroom Tissue').

We will spend most of our time on the Create Requisition screen.



# Sample PeopleSoft Requisition

<b>Business Unit:</b> 02000		<b>Requester:</b> REQ001		<b>Status:</b> Pending Approval			
<b>Requisition:</b> 0000008253		<b>Requested By:</b> Requester - 001		<b>Currency:</b> USD			
<b>Requisition Name:</b> 0000008253		<b>Entered Date:</b> 5/9/15		<b>Requisition Total:</b> 94.79			
<b>Header Comments:</b> For Sports Department.							
<b>Line: 1</b>	<b>Item Description:</b> PREMIUM NO-KINK HOOPS	<b>Quantity:</b> 1.0000	<b>UOM:</b> DZ	<b>Price:</b> 58.49	<b>Line Total:</b> 58.49		
<b>Line Status:</b> Pending							
<b>Ship Line: 1</b>		<b>Ship To:</b> 000000813	<b>Address:</b>		<b>Shipping Quantity:</b> 1.0000		
<b>Attention:</b> Requester - 001		<b>Due Date:</b> 5/15/15	3838 CONRAD DR SPRING VALLEY CA 91977 United States		<b>Shipping Total:</b> 58.49		
<b>Dist</b>	<b>Status</b>	<b>Location</b>	<b>Qty</b>	<b>PCT</b>	<b>Amount</b>	<b>GL Unit</b>	<b>Object</b>
1	Open	0000000110	1.0000	100.00	58.49	02000	4300000
<b>Site</b>	<b>Oper Unit</b>	<b>Fund</b>	<b>Function</b>	<b>Goal</b>			
110	122	0100	1000	1110			
<b>Open QTY</b>	<b>Resource</b>	<b>Open Amt</b>					
1.0000	0000000	0.000					
<b>GL Base Amount</b>	<b>Currency</b>	<b>Sequence</b>	<b>Capitalize</b>				
58.49	USD	0	N				
<b>Line: 2</b>	<b>Item Description:</b> SOCCER BALL, WEIGHT#5	<b>Quantity:</b> 10.0000	<b>UOM:</b> EA	<b>Price:</b> 2.83	<b>Line Total:</b> 28.30		
<b>Line Status:</b> Pending							
<b>Ship Line: 1</b>		<b>Ship To:</b> 000000813	<b>Address:</b>		<b>Shipping Quantity:</b> 10.0000		
<b>Attention:</b> Requester - 001		<b>Due Date:</b> 5/15/15	3838 CONRAD DR SPRING VALLEY CA 91977 United States		<b>Shipping Total:</b> 28.30		
<b>Dist</b>	<b>Status</b>	<b>Location</b>	<b>Qty</b>	<b>PCT</b>	<b>Amount</b>	<b>GL Unit</b>	<b>Object</b>
1	Open	0000000110	10.0000	100.00	28.30	02000	4300000
<b>Site</b>	<b>Oper Unit</b>	<b>Fund</b>	<b>Function</b>	<b>Goal</b>			
110	122	0100	1000	1110			
<b>Open QTY</b>	<b>Resource</b>	<b>Open Amt</b>					
10.0000	0000000	0.000					
<b>GL Base Amount</b>	<b>Currency</b>	<b>Sequence</b>	<b>Capitalize</b>				
28.30	USD	0	N				
<b>Line: 3</b>	<b>Item Description:</b> ROPE, TETHER BALL, 3/16"X50'	<b>Quantity:</b> 1.0000	<b>UOM:</b> EA	<b>Price:</b> 8.00	<b>Line Total:</b> 8.00		
<b>Line Status:</b> Pending							
<b>Ship Line: 1</b>		<b>Ship To:</b> 000000813	<b>Address:</b>		<b>Shipping Quantity:</b> 1.0000		
<b>Attention:</b> Requester - 001		<b>Due Date:</b> 5/15/15	3838 CONRAD DR SPRING VALLEY CA 91977 United States		<b>Shipping Total:</b> 8.00		









# Procure-to-Pay Process



# Procure-to-Pay Process

## eProcurement

## Purchasing

<b>Task</b>	 <b>Create a Requisition</b> OPTIONAL	 <b>Budget Check</b>	 <b>Approval</b> <i>NOTE: More than one level of approval may exist at the district.</i>	 <b>Copy Requisition to PO</b> OR <b>Create PO</b>	 <b>Approval</b> <i>NOTE: More than one level of approval may exist at the district.</i>	 <b>Budget Check</b>
<b>Sample Role</b>	School Secretary	School Secretary	School Principal	District Buyer	District Office	District Buyer
<b>Budget Activity</b>		<ul style="list-style-type: none"> <li>• Pre-encumbers Funds</li> <li>• Validates Funds are available</li> </ul>				<ul style="list-style-type: none"> <li>• Releases Pre-Encumbrance</li> <li>• Encumbers Funds</li> <li>• Validates Funds are available</li> </ul>
<b>Step</b>	1	2	3	4	5	6



District      SDCOE Commercial Warrants





# Procure-to-Pay Process

	Purchasing		Accounts Payable			
Task	Dispatch	Receive Goods	Create a Voucher <small>(PROCESS INVOICE)</small>	Budget Check Voucher	Matching & Exceptions <small>NOTE: Nightly Batch Process may create exceptions.</small>	Issue AP Warrants
Sample Role	District Buyer	District Buyer or School Secretary	AP Clerk	AP Clerk	AP Clerk	SDCOE Commercial Warrants
Budget Activity				<ul style="list-style-type: none"> <li>Validates Funds are Available</li> <li>Updates Encumbrance</li> </ul>	<ul style="list-style-type: none"> <li>Exception must be fixed before warrants can be issued</li> </ul>	<ul style="list-style-type: none"> <li>Releases Encumbrance</li> <li>Creates Expenditure</li> </ul>
Step	7	8	9	10	11	12

● District      
 ● SDCOE Commercial Warrants



# Objectives

BY THE END OF THE SESSION, YOU WILL BE ABLE TO:

- Create a requisition
  - One item at a time (Special Request page)
  - Multiple items (Express Item Entry page)
  - From Favorites and Templates
- Manage requisitions
  - Budget check
  - Review and correct budget errors
  - Cancel
  - Review approval
- Decide when you want (or need) to use Requisition Settings
- Describe the manager's process to approve
- Use inquiry screens
- Run reports



# Understanding Requisitions

An overview of the basic process, screens you will use,  
and PeopleSoft terminology



# What is the basic process?

## Basic process to create a requisition:



NOTE: You can opt to use **Requisitions Settings** instead of **Mass Change** – this is based on user preference. The only exception is if you need to use multiple distribution.

- You will notice in the guide that we reference Parts A, B, C, and D.
- The directions follow this 4-part process.



# SCREENS YOU WILL USE:

The screenshot shows a procurement system interface. At the top, there are navigation links: Home, My Preferences, Requisition Settings 5, 0 Lines, and a Checkout button. Below this is a search bar with a dropdown menu set to 'All', a search button, and an 'Advanced Search' link. The main content area is divided into several sections:

- 1 Express Item Entry**: Create an Express Requisition
- 2 Special Requests**: Create a non-catalog request
- 3 Favorites**: Browse Favorite Items and Services
- 4 Templates**: Browse Company and Personal Templates
- ePro Services**: Request Services
  - Fixed Cost Service
  - Variable Cost Service
  - Time and Materials
- Recently Ordered**: View recently ordered items and services

- 1. Express Item Entry:** Manually enter items in a simple form.
- 2. Special Request:** Same as #1 but for one item at a time. Good for one item or service.
- 3. Favorites:** Order items that you have added as your favorite items. These will be your frequently ordered items.
- 4. Templates.** Order items that you have added as templates. These will be your items that you order as a group.
- 5. Requisition Settings.** Enter fields to be applied to *all* lines on the requisition.



# Express Item Entry

Express Item Entry ?

Line Personalize | Find | View All | First 1-3 of 3 Last

Details Supplier Information Item Information

Item ID	Description	Quantity	UOM	Category	Price	Merchandise Amount			
1							USD	+	-
2							USD	+	-
3							USD	+	-

**This is where you will enter the item details.**

**Click the + sign to add additional rows**

Add to Cart

- Simpler form
- More than one item in one view
- Object code will not default when Category Code is selected



# Special Requests

**Special Requests** ?

Enter information about the non-catalog item you would like to order:

**Item Details**

<b>*Item Description</b>	<input style="width: 95%;" type="text"/>		
<b>*Price</b>	<input style="width: 100%;" type="text"/>	<b>*Currency</b>	<input style="width: 100%;" type="text" value="USD"/>
<b>*Quantity</b>	<input style="width: 100%;" type="text"/>	<b>*Unit of Measure</b>	<input style="width: 100%;" type="text"/>
<b>*Category</b>	<input style="width: 100%;" type="text"/>	<b>Due Date</b>	<input style="width: 100%;" type="text"/>

**Supplier**

<b>Supplier ID</b>	<input style="width: 85%;" type="text"/>	<a href="#">Suggest New Supplier</a>
<b>Supplier Name</b>	<input style="width: 85%;" type="text"/>	
<b>Supplier Item ID</b>	<input style="width: 85%;" type="text"/>	

- All fields in one view/page
- One item at a time
- Object code will default based on Category Code selected
- Look up Supplier ID/Supplier displays address
- Suggest New Supplier link
- Due Date field is available



# Favorites vs. Template

## Favorites

Frequently ordered items

- Can create a favorite group of items
- Need to enter quantity
- Can select a specific Supplier for the item
- Cannot save a ChartString on a favorite item

## Template

Items saved as a template

- Group of items
- Quantities are already set but can be modified
- Can select a specific Supplier for the item(s)
- Cannot save a ChartString on an item/template





# Ordering from Favorites or a Template

From the **Create Requisition** page, click **Favorites**. Click the checkbox next to the desired “favorited” item(s). Enter the desired quantity, then click **Add**.

Angel Soft Ultra White Bathroom ...

FROM FAVORITES

Item ID

Supplier Item ID 16560

Mfg Item ID

Price 37.00 USD

UOM case

Supplier WAXIE SANITARY SUPPLY

Supplier ID W01601

Manufacturer

Manufacturer ID

Lead Time Days

➔

Quantity
15

Add

From the **Create Requisition** page, click **Templates**. Expand the desired template. Enter the desired quantity for this template, then click **Add**. All the items from the template will be added to your cart.

**Templates** ?

▶
Office supplies

Quantity


Add

FROM A TEMPLATE

[Manage Personal Templates](#)



# Requisition Settings

- Use **Requisition Settings**, if desired. The fields that you enter on this page will be applied to **all lines** on the requisition. These are not defaults, they are the settings for the particular requisition you are creating.
- Fields you can enter:
  - Supplier
  - Supplier Location
  - Category
  - Unit of Measure (UOM)
  - Ship To
  - Due Date
  - Attention
  - Accounting Defaults (Enter ChartField, location, and asset information)

The screenshot shows the 'Requisition Settings' window. At the top, it displays 'Business Unit' as 09900, 'San Diego County Office of Ed', and 'Requisition Name'. Below this, there are fields for '\*Requester' (464777), 'Han Solo', '\*Currency' (USD), and 'Priority' (Medium). A 'Default Options' section has two radio buttons: 'Default' (selected) and 'Override'. The 'Line Defaults' section includes fields for 'Supplier', 'Supplier Location', 'Buyer', 'Category', and 'Unit of Measure'. The 'Shipping Defaults' section has 'Ship To', 'Due Date', and 'Attention' fields. The 'Accounting Defaults' section has a tabbed interface with 'Chartfields1', 'Chartfields2', 'Chartfields3', 'Details', and 'Asset Information' tabs. Below these tabs are fields for 'Percent', 'Location', 'GL Unit', and 'Object'. At the bottom, there are 'OK' and 'Cancel' buttons.

Note you can also use the **Mass Change link** to apply changes to **all or some lines**.



# Legacy to PeopleSoft Mapping

Legacy	PeopleSoft
<b>PRQUPD – Electronic Requisition Update Screen</b>	Main Menu > eProcurement > Requisition
<b>PRQLST – Electronic Requisitions List</b>	Main Menu > eProcurement > Manage Requisition
<b>PRVIEW- View Electronic Requisition</b>	Worklist to Approve Manage Requisition
<b>SIGLST – Signature List</b>	Main Menu > eProcurement > Manage Requisitions – Approvals icon
<b>CRSREF Screen – File Function</b>	PO To Requisition Xref Purchasing > Purchase Orders > Reports > Requisition/PO Xref



# Concepts & Terminology

- Requisition Structure
- Terminology
- About Sales Tax
- Request States and Budget Statuses
- Budget Activity



# Requisition Structure

The basic components of a requisition are the **Header, Line, Schedule and Distribution.**

- **Header** consists of the Requester, Requisition ID and date
- **Line** defines what you request to purchase: item or description and quantity, unit of measure (UOM), Category, and Price.
- **Schedule** defines the due date and ship to location.
- **Distribution** defines the Chartfield information and location.



# Terminology

- **Category Code:** Required field when creating a requisition. It is a way of classifying purchased items.
- **Ship To:** Indicates the location where the supplier should deliver the items
- **Location:** Internal location for the delivery of this requisition.
- **Sales Tax:** No sales tax is applied in the requisition. The sales taxes will be applied when the requisition is sourced into a PO.



# Request States & Budget Statuses

▶	0000000023	0000000023	00700	01/07/2014	<b>Received</b>	Valid	185.00 USD
---	------------	------------	-------	------------	-----------------	-------	------------

## Request States:

- Approved
- Canceled
- Complete
- Denied
- Open
- Pending
- PO(s) Created
- PO (s) Dispatched
- Received

## Budget Statuses:

- **Valid:** the requisition passed budget checking.
- **Not Checked:** requisition has not been budget checked yet.
- **Error:** requisition failed budget checking.



# Budget Activity

- **When a requisition is budget checked, the balance displays as pre-encumbered if it passed budget checking.** The funds are reserved and will affect the budget balance.
- **When a requisition is sourced into a PO, the pre-encumbrance is released and funds are encumbered.** If not all requisition lines were sourced, it will leave a pre-encumbrance balance.



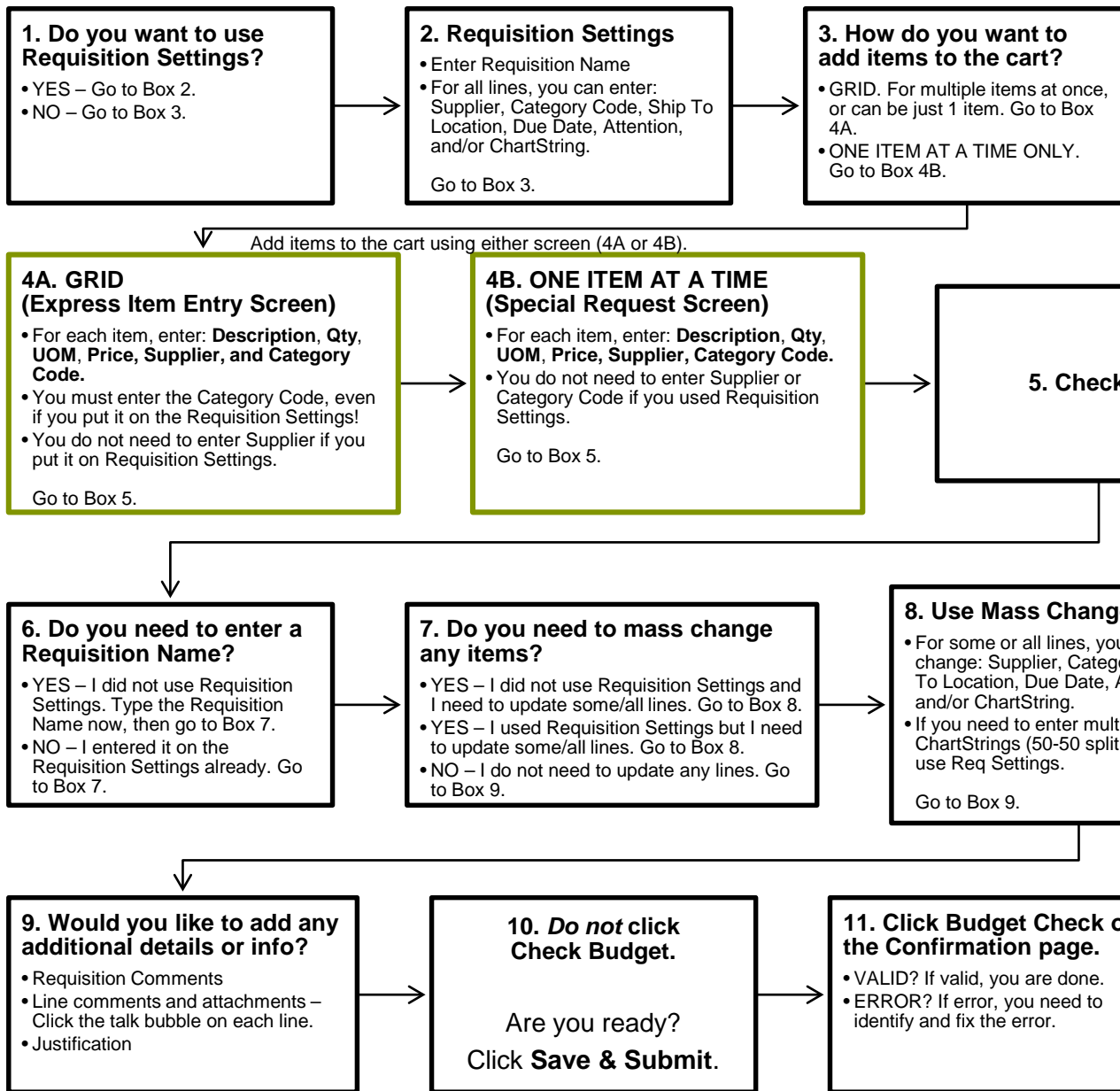


# REQUISITIONS FLOWCHART

Start by going to eProcurement > Requisitions.

## BEFORE YOU BEGIN:

- Know your ChartString(s).
- Perform one-time setup: Personalize Columns for ChartStrings on Express Item Entry.



## DETAILS ABOUT BOX 9:

- **Requisition Comments** (in the PO this is called Header Comments) - Can be displayed on PO, Receipt, or Voucher (you click the checkboxes)
- **Line comments and attachments** – Click the talk bubble on each line. Can be displayed on PO, Receipt, or Voucher (you click the checkboxes)
- **Justification** – Shows up for approvers; stays on requisition and pulls to the POS – good for approvers



# Find Existing Requisitions

Let's start by looking at some existing requisitions.



# PLEASE FIND YOUR LOGIN SLIP.

## Let's log into the Training database.

### Activity 1: Find Existing Requisitions

**Directions:** Navigate to **Main Menu > eProcurement > Manage Requisitions**. Find these requisitions in the training database at District 02000. Answer the questions for each. Refer to pp.52-54 and pp.66-68 of the Requisitions (PO1) guide.

Req #	Questions		
0000012584	Request State & Budget Status?	Requisition Name and Date?	How many line items in this requisition?
0000023182	Request State & Budget Status?	Ship To? Location? Amount Only?	What is the ChartString for Line item 1?
0000023177	Request State & Budget Status?	Line item#1: What is the Price? Quantity? UOM?	What is the Description?
0000015496	Request State & Budget Status?	Is there an attachment? Any comments?	

#### Have extra time?

1. How many requisitions have the Request state of *Canceled* dated with \_\_\_\_\_
2. How many requisitions are related to "USB flash drive"? \_\_\_\_\_
3. How much is the most expensive USB flash drive? \_\_\_\_\_
4. How many requisitions are attached to just your Requester ID? \_\_\_\_\_

We will get familiar with reqs by completing Activity 1.



## BEFORE YOU BEGIN

- Know your ChartString(s) – p.14
- Optional: Personalize columns – pp.15-16

# Creating Requisitions

Next we will do Activities 2-8 to create requisitions.



# Red Paint



- Please turn to p.24  
(Special Request directions)
- Get ready for Activity 2
- Remember, to create a req it is a 4-part process:
  - A. Add item(s) to the cart and check out.
  - B. Mass change all lines (shipping information and budget).
  - C. Review and submit.
  - D. Review the confirmation screen and budget check.



# Red Paint



## Activity 2: Requisition for 1 Item

**Directions:** You need to order a lot of red paint. Create a requisition. You will order from Blick Art. Navigate to **Main Menu > eProcurement > Requisition**. Add this page to Favorites. Click the **Special Request** link. Refer to pp.24-26 of the Requisitions (PO1) Guide.

Special Request	Review and Submit	Mass Change Link	Confirmation Page
<input type="checkbox"/> <b>Item Description:</b> PAINT, TEMPERA, LIQUID, 16 OZ, RED <input type="checkbox"/> <b>Price:</b> \$1.28 <input type="checkbox"/> <b>Quantity:</b> 25 <input type="checkbox"/> <b>UOM:</b> Bottle <input type="checkbox"/> <b>Category:</b> 60120000 <input type="checkbox"/> <b>Supplier ID:</b> 9048 <input type="checkbox"/> <b>Supplier Item ID:</b> 245	<input type="checkbox"/> <b>Requisition Name:</b> Art Supplies ( <i>Your Login ID</i> ) <input type="checkbox"/> <b>Priority:</b> Medium <input type="checkbox"/> <b>Comments:</b>	<input type="checkbox"/> <b>Ship To:</b> 0000000813 <input type="checkbox"/> <b>Due Date:</b> Two weeks from today's date <input type="checkbox"/> <b>Attention:</b> Teacher Ana  <input type="checkbox"/> <b>Location:</b> 0000000110 <input type="checkbox"/> <b>Fund:</b> 0100 <input type="checkbox"/> <b>Resource:</b> 0000000 <input type="checkbox"/> <b>Goal:</b> 1110 <input type="checkbox"/> <b>Function:</b> 1000 <input type="checkbox"/> <b>Object:</b> 4300000 <input type="checkbox"/> <b>Site:</b> 110	<input type="checkbox"/> <b>Run Budget Check</b> <i>Verify the following information:</i> <input type="checkbox"/> <b>Pre-Encumbrance</b> <input type="checkbox"/> <b>Pending</b>

Write down the Requisition ID #: \_\_\_\_\_ Can you find it from the Manage Requisition page? \_\_\_\_\_



# Restroom Supplies

## Activity 3: Requisition for Many Items

**Scenario:** We need some restroom supplies!

**Directions:** Create a requisition using Express Item Entry page using the information below. Refer to pp.18-23 of the Requisitions (PO1) Guide.

**Chartstring:** Fund 0100, Resource 0000000, Goal 0000, Function 8200, Object 4300000, and Site 110

**Ship To:** 0000000813, **Location:** 0000000110

Item Description	Qty	Price	UOM	Category	Supplier ID	Due Date
Bathroom tissue	10	\$37.00	BX	14111700	3592	Two weeks from today's date
Seat cover	10	\$11.00	PK	14111700	3592	
Air freshener	10	\$8.00	BX	14111700	3592	

Write down the Requisition ID: \_\_\_\_\_



# Sports Supplies – 2 Distributions

## Activity 4: Requisition with Multiple Distribution

**Scenario:** You will order sports supplies and charged it against two distributions.

**Directions:** Create a requisition and use the Requisition Settings link. Refer to pp.37-39 of the Requisitions (PO1) Guide.

**Chartstrings:** Fund 0100, Resource 0000000, Goal 1110, Function 1000, Object 4300000, Sites 110 and 130

**Ship To:** 0000000813, **Location:** 0000000110

Item Description	Qty	Price	UOM	Category	Supplier ID	Due Date
Basketball	4	\$67.49	EA	49220000	13240	Two weeks from today's date
Volleyball	4	\$71.99	EA	49220000	13240	

Write down the Requisition ID: \_\_\_\_\_





# Two Dell Laptops

## Activity 5: Assets

**Scenario:** You will buy 2 laptops from Dell in the amount of \$500 each.

**Directions:** Create a requisition for the laptops. Refer to p.32 of the Requisitions (PO1) Guide.

- Use **Category Code 43211500** and have it ship within two weeks.
- Use this Chartstring:  
**Fund 0100, Resource 0000000, Goal 1110, Function 1000, Object 4400095, Site 110.**
- Make sure you enter the **AM Unit** and **Profile ID**.

Write down the Requisition ID #: \_\_\_\_\_



# Blanket Requisitions

## Activity 7: Blanket Requisitions

**Directions:** Find requisition 0000016743. This is a blanket requisition.

What looks different on a blanket req? \_\_\_\_\_



# Favorites & Templates

## Activity 8: Favorites & Templates

### Directions:

1. Find the requisition you created in Activity 2. Add the one item as a favorite. Order from the Favorites link.
2. Find the requisition you created in Activity 3. Add *all of the items* as a template. Order the items from the Templates link. BONUS: Modify the order slightly (qty of items).



# Manage Requisitions

Now we will use Activities 9-12 to talk about budget checking and modifying requisitions.



# Activities 9-11

## Activity 9: Budget Checking

1. Where can you budget check a requisition? \_\_\_\_\_
2. Budget check the requisitions from Activities 4 and 5.
  - Activity 4 Requisition ID: \_\_\_\_\_ ▪ Budget Status: \_\_\_\_\_
  - Activity 5 Requisition ID: \_\_\_\_\_ ▪ Budget Status: \_\_\_\_\_

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## Activity 10: Budget Errors

1. What are the different ways to access and review the budget error?  
\_\_\_\_\_
2. When can you modify \_\_\_\_\_

## Activity 11: Modify a Requisition

**Directions:** Answer the questions below.

Question	Answer
1. When can you modify a requisition?	
2. What can you change in the requisition?	
3. What are the two ways you can edit line(s)?	



# Activity 12

## Activity 12: Put It All Together

### Directions:

1. Find an existing requisition.
2. Copy the requisition.
3. Modify it.
4. Budget check it.

**Do you have extra time?** Cancel the requisition. Budget check it.



# Inquiry and Reports



# Q & A

Before we go to the course evaluation, what kinds of questions can we answer?

## COURSE EVALUATION

Please go to the Links page on the CRC website. Scroll all the way to the bottom and click on Charlie Brown.

