

# PeopleSoft

## Requisitions and POs for Next Fiscal Year

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### Contents

Overview.....	1
Date Fields for Next Year Requisitions .....	2
Date Fields for Next Year POs .....	4
Recommended Queries .....	7
Scenarios.....	8



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# Overview

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## Purpose

The purpose of this document is to:

- Specify the requirements for entering requisitions and purchase orders (POs) for next fiscal year
- Provide screenshots of the date fields where you must enter July dates
- List recommended queries
- Provide scenarios

This document is not intended to teach you how to enter a requisition or PO.

- For complete steps on how to create requisitions for new fiscal year, please refer to [PeopleSoft Finance Year End Closing Guide v4.2.pdf](#) (look in Part II: Purchasing).
- For complete steps on how to create Purchase Orders, please refer to [PO2 Purchase Orders Guide v4.1.pdf](#).
- As guides are updated they are available for download at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

## Requirements

Here are the requirements when creating next fiscal year (1) requisitions and (2) POs (sourced from a requisition or direct ones).

1. Your organization will decide if you will create requisitions and/or purchase orders (POs) for the new fiscal year prior to the current fiscal year closing.
2. Make sure that the GL REQ and/or PO period is open for Period 1 of the new fiscal year (submit request to SDCOE Financial Accounting) and you have a budget entered for the period.
3. ChartStrings must be available in the new fiscal year.
4. You must enter July dates in all date fields for both Requisitions and POs. Your organization will decide the date to enter requisitions/POs for the new fiscal year.

## Important Reminders About Dates

- Be sure to use a July or later date for all date fields in both Requisitions and POs: **Requisition/PO Date, Accounting Date, Due Date, Budget Date.**
- Prior to sourcing a requisition into POs, make sure that the requisition has July dates. You can verify the dates using the M\_REQ\_AVL\_SOURCE query. Note that this query lists all Approved requisitions with valid budget status.

## Date Fields for Next Year Requisitions

For complete steps on how to create requisitions for new fiscal year, please refer to [PeopleSoft Finance Year End Closing Guide v4.2.pdf](#) (look in Part II: Purchasing).

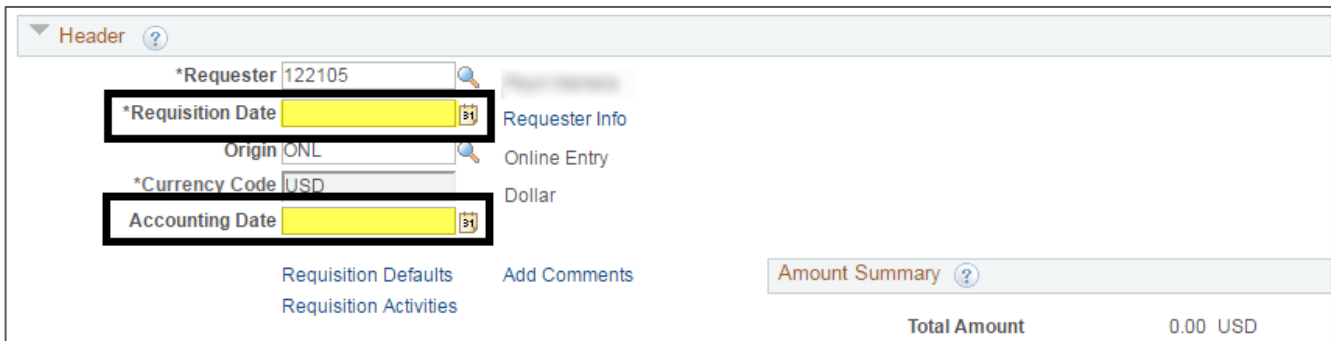
**Navigation:** Main Menu > Purchasing > Requisitions > Add/Update Requisitions

On the **Add/Update Requisition** page, **enter July dates** in the following fields:

- **Requisition Date**
- **Accounting Date**
- **Due Date** – Requisition defaults link
- **Budget Date** – Requisition defaults link

### Header Area

Enter July dates for **Requisition Date** and **Accounting Date**.



The screenshot shows the 'Header' section of a requisition form. The following fields are visible:

- \*Requisitioner: 122105
- \*Requisition Date: [Yellow highlighted field]
- Origin: ONL
- \*Currency Code: USD
- Accounting Date: [Yellow highlighted field]

Additional elements include 'Requester Info', 'Online Entry', 'Dollar', 'Requisition Defaults', 'Requisition Activities', 'Add Comments', and an 'Amount Summary' box showing 'Total Amount' as '0.00 USD'.

## Requisition Defaults Link

Click the **Requisition Defaults** link.

In the **Schedule** area, enter a July date for **Due Date**.

In the **Distributions** area, enter a July date for **Budget Date**.

Requisition Defaults

Business Unit 00700 Requisition Date 07/05/2016  
 Requisition ID NEXT Status Pending

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  Unit of Measure   
 Supplier  Supplier Location   
 Category  Supplier Lookup

Schedule

Ship To  \*Distribute By Quantity  
**Due Date**    
 Ultimate Use Code  Attention To  One Time Address

Distribution

SpeedChart

Distributions

Details Asset Information Personalize Find View All

Dist	Percent	GL Unit	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Proj Year	Affiliate	Fund Affil	Resource Affil	Budget Date	Location
1		09900	0100											<input type="text"/>	

OK Cancel Refresh

## Date Fields for Next Year POs

For complete steps on how to create Purchase Orders, please refer to [PO2 Purchase Orders Guide v4.1.pdf](#)

**Navigation:** Main Menu > Purchasing > Purchase Orders > Add/Update POs

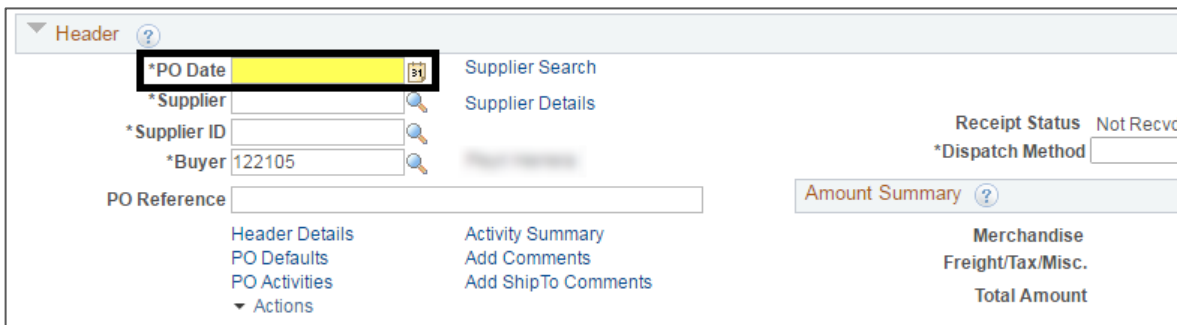
Prior to sourcing a requisition into a PO, run the M\_REQ\_AVL\_SOURCE query and verify the dates.

On the **Add/Update PO** page, **enter July dates** in the following fields:

- **PO Date**
- **Accounting Date** – Header Details link
- **Due Date** – PO Defaults link or Schedule page/Details tab  
NOTE: If sourcing from a requisition, this date field populates from the requisition. Change to July date, if necessary.
- **Budget Date** – PO Defaults link or Distribution page/Budget Information tab

### Header Area

Enter July date for the **PO Date**.



The screenshot shows the 'Header' section of a Purchase Order form. The 'PO Date' field is highlighted in yellow. Below it are fields for '\*Supplier', '\*Supplier ID', and '\*Buyer' (with the value '122105'). There is also a 'PO Reference' field. To the right, there are links for 'Supplier Search' and 'Supplier Details'. Further right, there are fields for 'Receipt Status' (with the value 'Not Recvd') and '\*Dispatch Method'. Below these are sections for 'Amount Summary' (with a help icon), 'Merchandise', 'Freight/Tax/Misc.', and 'Total Amount'. At the bottom, there are links for 'Header Details', 'PO Defaults', 'PO Activities', 'Activity Summary', 'Add Comments', 'Add ShipTo Comments', and a dropdown for 'Actions'.

## Header Details Link

Click the **Header Details** link. In the **Process Control Option** area, enter a July date for **Accounting Date**.

PO Header Details

**PO Details**

Supplier [REDACTED] PO Date [REDACTED]  
 \*PO Type GEN Budget Status Not Chk'd  
 \*Billing Location 00000000 Billing Address Tax Exempt  
 ID [REDACTED]  
 Origin [REDACTED] Letter of Credit ID [REDACTED]  
 Use One Ship To Ship To [REDACTED]

**Currency**

Currency Code USD Exchange Rate Detail Base Currency USD  
 Rate Date 07/01/2016 Exchange Rate 1.00000000  
 Rate Type CRRNT

**Process Control Option**

Dispatch Acknowledgements required for Not required  
 \*Method Print Accounting Date [REDACTED]  
 Accounting Template STANDARD

OK Cancel Refresh

## PO Defaults Link

Click the **PO Defaults** link.

In the **Schedule** area, enter a July date for **Due Date**, if necessary. This is also on the Schedule page/Details tab.

In the **Distributions** area, enter a July date for **Budget Date**. This is also on the Distribution page/Budget Information tab.

Purchase Order Defaults

Business Unit 00700 PO ID NEXT Supplier [REDACTED]

**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.

**Line**

Category [REDACTED] Unit of Measure [REDACTED]

**Schedule**

Ship To [REDACTED] Ultimate Use Code [REDACTED]  
 Due Date [REDACTED] Original Promise Date [REDACTED]  
 Ship Via COMMON Freight Terms Code ORIGIN  
 Arbitration [REDACTED] Freight Charge Method [REDACTED]  
 \*Distribute By Quantity One Time Address

**Distribution**

SpeedChart [REDACTED]

**Distributions** Personalize | Find | View All | First 1 of 1 Last

Chartfields	Asset Information		Fund		Resource		Budget Date	Location	IN Unit
Dist	Percent	Obj	Ar	Affiliate	Fund Affil	Resource Affil			
1							[REDACTED]	0000000001	

SCROLL TO THE RIGHT →

OK Cancel Refresh

## PO Default Retrofit

You will get this retrofit message when line items are already added in the PO. Select the checkboxes under the **Apply All to Distribs** column.

**PO Default Retrofit**


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**Maintain Purchase Order**

**Retrofit field changes to "all" existing PO lines/schedules/distributions.....**

**Business Unit** [REDACTED]      **PO ID** NEXT      **Supplier** [REDACTED]

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.  
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.  
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.  
Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO.

Retrofit Field Selection					Personalize   Find   View 7   [Print]   [Calendar]	First 1-14 of 14 Last
Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs		
<input type="checkbox"/>		Ship To	0000000813			
<input type="checkbox"/>		Due Date	2016-07-01			
<input type="checkbox"/>		Ship Via	COMMON			
<input type="checkbox"/>		Freight Terms Code	ORIGIN			
<input type="checkbox"/>	1	Pct	100			
<input type="checkbox"/>	1	GL Unit	02000	<input type="checkbox"/>		
<input type="checkbox"/>	1	Fund	0100	<input type="checkbox"/>		
<input type="checkbox"/>	1	Resource	0000000	<input type="checkbox"/>		
<input type="checkbox"/>	1	Goal	0000	<input type="checkbox"/>		
<input type="checkbox"/>	1	Function	8200	<input type="checkbox"/>		
<input type="checkbox"/>	1	Object	4300000	<input type="checkbox"/>		
<input type="checkbox"/>	1	Site	000	<input type="checkbox"/>		
<input type="checkbox"/>	1	Budget Date	2016-07-01	<input type="checkbox"/>		
<input type="checkbox"/>	1	Location	0000000549	<input type="checkbox"/>		

**Select All**       **Clear All**



## Recommended Queries

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### To verify the date fields

1. Use **FAR\_PURCHASE\_REQUISITION\_INFO** for Requisitions with all statuses.
  - Requisition Date
  - Accounting Date
  - Budget Date
  - Due Date
2. Use **M\_REQ\_AVL\_SOURCE** to display only Approved Requisitions with valid budget status.
3. Use **FAR\_PURCHASE\_PO\_INFO** for POs.
  - PO Date
  - Accounting Date
  - Budget Date
  - Due Date

### To verify the pre-encumbrance and encumbrances

4. Use **FAR\_ENCUMBRANCE\_LEDGERS**.

# Scenarios

The different scenarios below shows the impact of using the correct and incorrect budget dates between the Requisition and the PO. **IMPORTANT:** We strongly recommend that you follow Scenario 1. When Scenarios 2 and 3 occur, you must manually reverse the pre-encumbrances and encumbrances.

## Scenario 1 - RECOMMENDED

July date in Requisition. July date in PO. Pre-encumbered and encumbered in July.

2016		2017	
Encumbrance	0.00	Encumbrance	2,562.84+ (includes sales tax)
Pre-Encumbrance	0.00	Pre-Encumbrance	0.00 (REQ 2,373.00+) (PO 2,373.00-)

## Scenario 2

Current date in Requisition. Pre-encumbered in current year. July date in PO. Encumbered in July.

2016		2017	
Encumbrance	0.00	Encumbrance	2,562.84+ (includes sales tax)
Pre-Encumbrance	2,373.00+	Pre-Encumbrance	2,373.00-

## Scenario 3

July date in Requisition. Pre-encumbered in July. Current date in PO. Encumbered in current year.

2016		2017	
Encumbrance	2,562.84+ (includes sales tax)	Encumbrance	0.00
Pre-Encumbrance	2,373.00-	Pre-Encumbrance	2,373.00+