Requisition Entry Quick Guide

February 1
2012

[A Queen's Requestor's guide to submitting a Purchase Requisition in PeopleSoft.]

A step-by-step guide to creating a Purchase Requisition within PeopleSoft. Includes options, advice and tips on topics such as handling orders over $10,000 and how to include multiple schedules/chartfield distributions.

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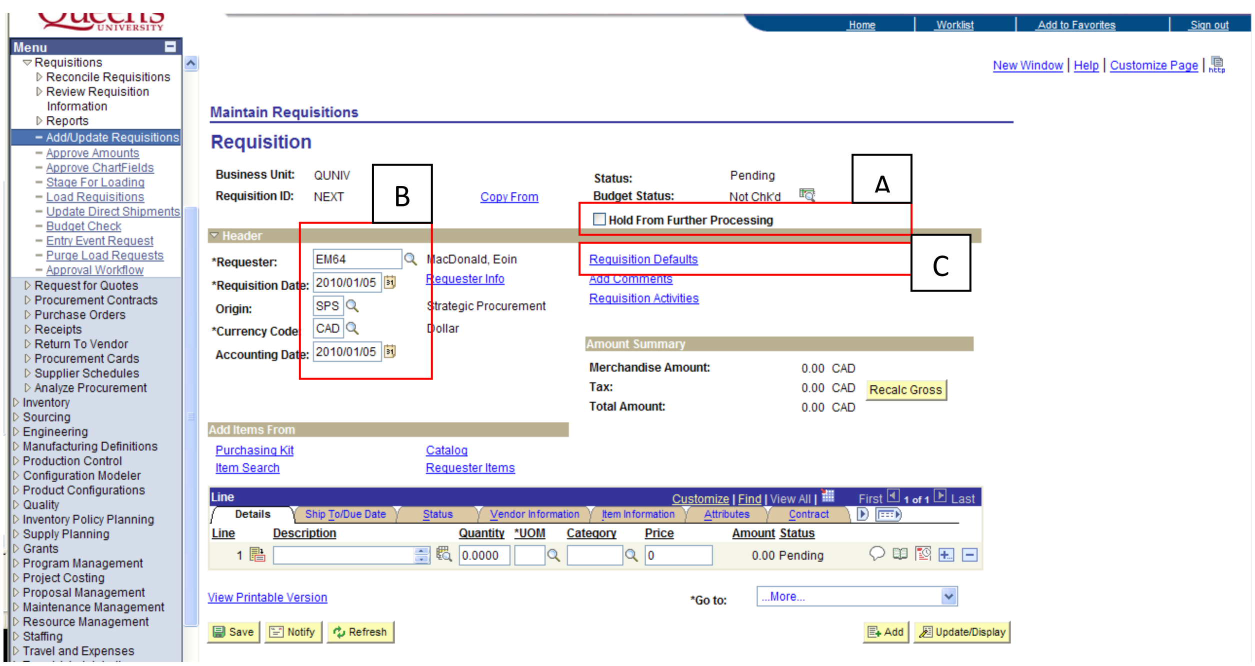
Navigation to People Soft Site:

A. www.queensu.ca
    a. Under the Resources box (bottom of screen), click the MyQueensU/SOLUS link
B. Enter your NetID and password, click LOGIN
C. Click on the Pallette tab, then look for the People Soft Resources header
    a. Click the Finance link (right click and 'open in new tab' is the best option, otherwise will open in a new window)
D. Click on tab labelled Employee Facing Registry (or will be on that screen already if opened a new window
E. Will see a blue menu on left hand side – these are all the folders you have access to in People Soft

Navigation to Enter a Requisition:

A. Purchasing, on main menu
B. Requisitions
C. Add/Update Requisitions
D. Add (yellow button)

Screen Shot of Requisition main page (once you've clicked Add)



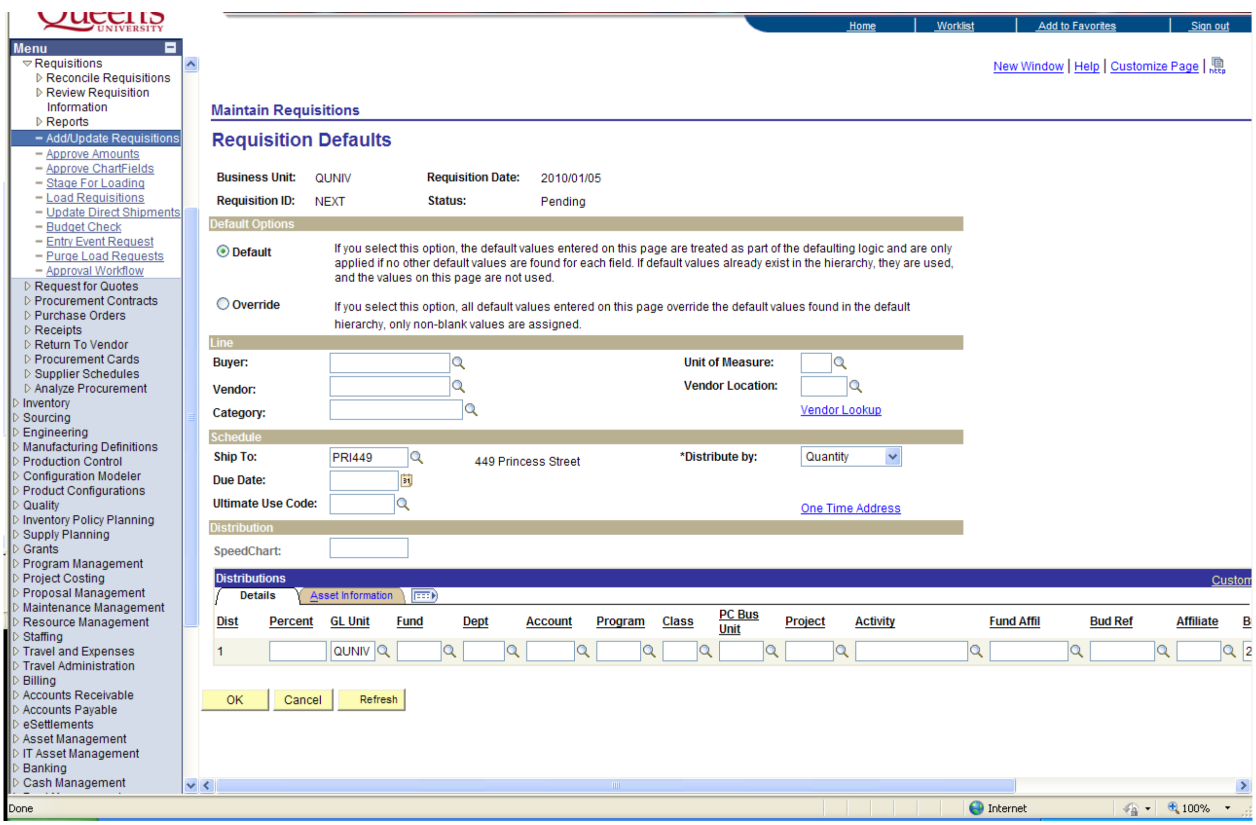
Note: 4 sections to a Requisition

- **Header (who you are)**
- **Line (what you're going to buy/from where),**
- **Schedule (where you're getting it shipped/when/how to set the Req up),**
- **Distribution (what chartfield information are you going to use)**

Step1:

3 Main sections to focus your attention on first:

A. Hold From Further Processing box:
   a. This will save your requisition from continuing on throughout the database if you have it on HOLD (once you click Save – you will need to have a vendor selected, description, qty & unit price entered before you can Save the Req however).
B. Header Details:
   a. Confirm your details are correct in these boxes. You should only change the Origin from your default (your faculty) to RSH if the requisition is for Research items. DO NOT change it to anything else. You can change the currency here, if you know it needs to be something other than CAD (currently only utilizing CAD, USD & EURO). Change the currency here before you even start to enter a unit price at the line level (later in steps).
C. Requisition Defaults:
   a. Go in here first on each Requisition you enter to add all the data that you want to flow down to the Line, Schedule and Distribution levels.



Step2:
Requisition Defaults
Requisition Defaults will include all the information that you will use at Line, Schedule and Distribution level. Entering as much as possible here will save you entering the same data for every line on your requisition.

A. **Very Important!:** Click Override radio button before entering any data. If you do not click this button, any information you enter here will **NOT** carry throughout the Requisition.

Note: Whenever you see a spy glass next to a field, you have the ability to choose another option from a list.

B. Populate:
   a. **Buyer** (will be only one option, Queen's Buyer)
   b. **Vendor** (list will only produce 300 results, you need to search for the vendor by 'Short Vendor Name' – switch 'begins with' to 'contains' and type in part of the vendor name. If the vendor is not on the list you may need to fill in a Supplier Request Form)
   c. **Category** (describes the product you are purchasing)
   d. **Unit of Measure** (describes the product you are purchasing)
   e. **Ship To** (should default to your location, can change to alternate location if you need to)
   f. **Due Date** (when you need/want the product to be delivered to you)
   g. **Distribution line information** (Fund, Dept, Program, Class and Project. No need to enter account ID here because it will ultimately default from the category chosen - you will be able to see this ID by drilling further throughout the Requisition. If you are utilizing CFI Project codes, ensure you have a Program ID to correspond).
      i. Can split distribution information between funds/departments/projects, etc. – see later in document "splitting distributions" for specific details

Optional: **Distribute By** - This can be changed from Quantity to Amount. Change to Amount if the requisition is for a service that will be delivered over a period of time or there will be partial payments made to the vendor because of partial shipments of product coming in over time. There is one more step to ensuring your requisition is set up by Amount – see further in instructions. Only leave on Quantity if you are ordering a certain number of products (ie. 25 test tubes, 3 chairs, etc.).

Useful Links within this section:
Vendor Location: This field will populate the code for the Main Address location set-up for the vendor you have selected (some vendors have multiple addresses set up in People Soft). If a vendor has multiple addresses you have the option to change the code from the spy glass here.

Vendor Lookup: Utilize this link if you want to review the address(es) set up for the vendor you wish to select. Perhaps you know of a specific address you need the order to be sent to – to ensure you are selecting the correct address, you can review address codes here (ex., MAIN, ORDER2, REMITTANCE, etc.).

One Time Address: This is the SHIP TO address and should only be used if your Ship To is not available from the system.

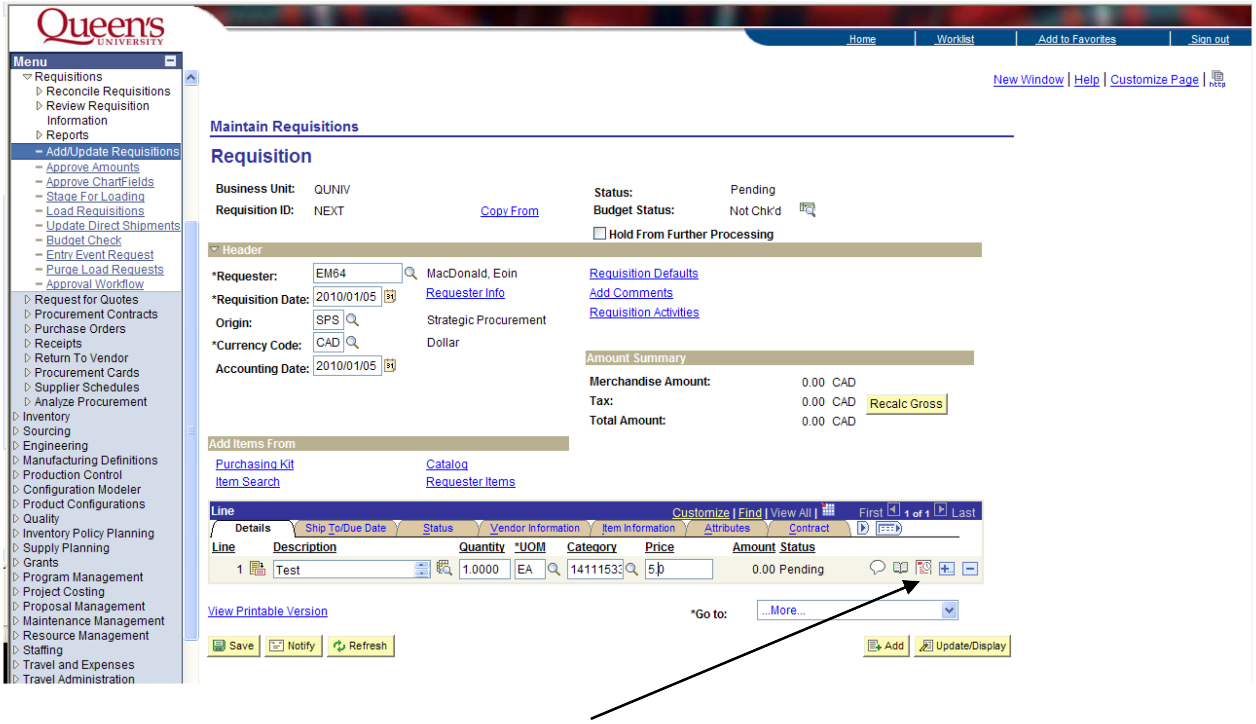
C. Having entered all of the above Click Ok to be returned to the main page. You will then need to enter the description of the Goods or Services being ordered.

NOTE: We are not utilizing the ITEM field (you may see this positioned right before your Description field on the line level). You must customize your screen to hide ITEM. Follow along the dark blue line (says "LINE"), until you see the "Customize" link in yellow. Click on this link. You will see a list of options to select, click on ITEM (4th one down on the list). Then click "Hidden" in the middle of the screen. Once you have done this, scroll down to the bottom and click "OK". This will take you back to the main screen. ITEM should be hidden now, and will be every time you sign in under your ID from now on.

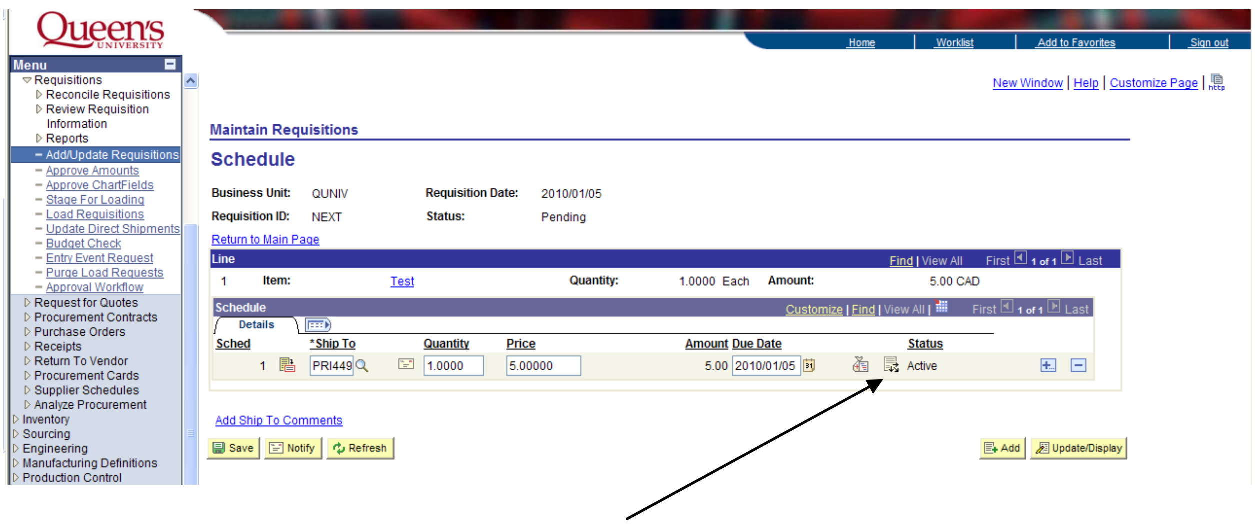
Optional: (second step to ensuring set-up by Amount) Once you have entered the Description of the product or service, you must then click on the "Attributes" tab (6th brown tab at the line level of the main page). Within this screen you must tick the "Amount Only" check box (leave the "Physical Nature" set to Goods – DO NOT change to Services, even if you are ordering a service). Once you have ticked the box, you can click back to the "Details" tab.
You will get a prompt, asking if you are sure you want your Qty set to 1, say "Yes".
You will notice your Qty is now 1 and the quantity field is greyed out & cannot be changed.

Step 3:
Entering Line Details/verifying information

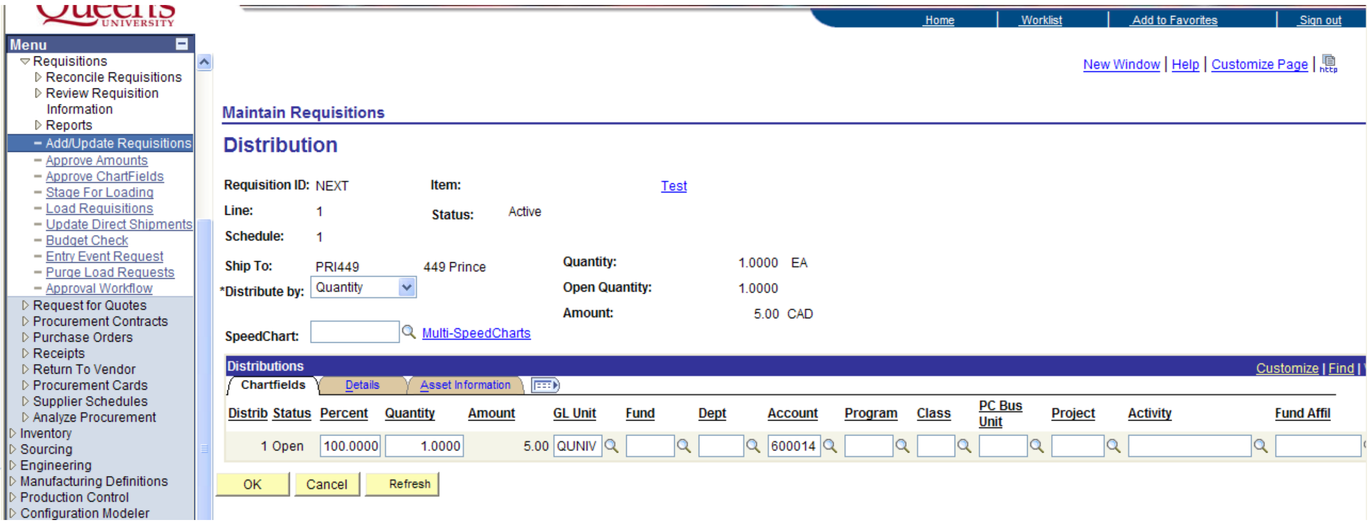
A. Enter the **Description** of the product/service you wish to purchase
B. Now enter the **Quantity** you require (if you have set the Requisition up by AMOUNT the quantity will be set to 1 – greyed out so you cannot change it).
C. Click the **yellow Refresh button** at the bottom of the screen. You will notice that your Unit of Measure and your Category fields should populate, because you entered these selections in the Requisition Defaults section (the information is carrying down).
D. Enter the **Unit Price** (before tax), and click the Refresh button again.
E. You should then check the **Schedule and Distribution** at the line level to confirm that the details are correct and have carried down from the Requisition Defaults section. You can change Chartfield information at Line Distribution level if required.



i. To go to the Schedule click here (You can have multiple schedules – see page 11 for further instructions)



ii. To go to the Distribution click here (You can have split distributions – see page 12 for further instructions)



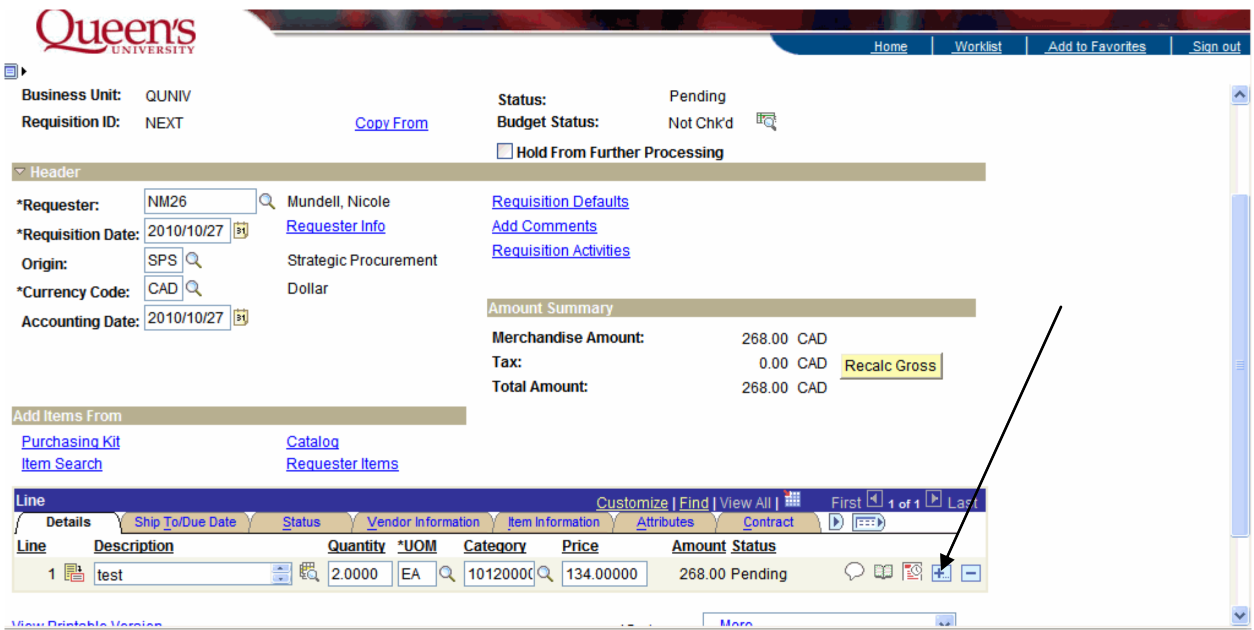
iii. Check that the details entered at the Requisition Default level have come down to Distribution level. As a minimum you MUST have Fund, Dept and Account. You can change the Account ID here if necessary (but remember, it has populated based on the category you chose earlier – all categories have an Account ID tied to them).

iv. If you enter anything here click **OK** to have the changes accepted. If no data is entered click **OK or cancel**. In both instances you will be returned to the Schedule level.

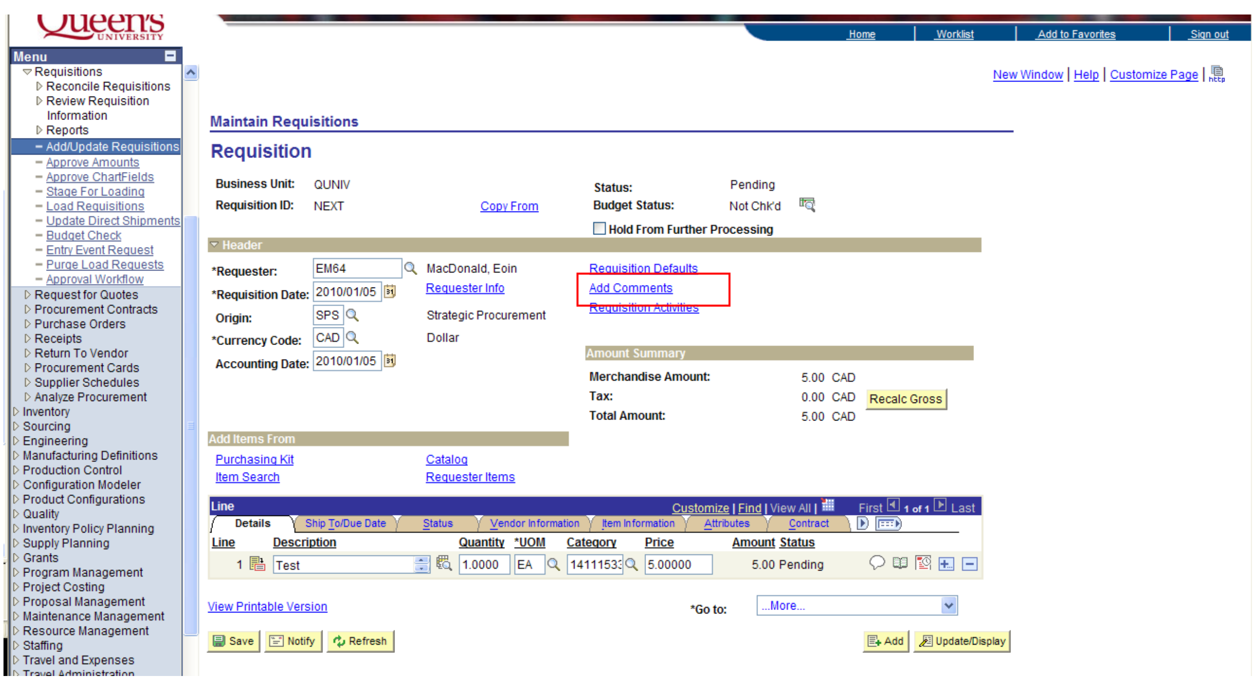
v. Click the **Return to Main Page link** to get back the main page (there will always be a button to return you to the previous screen, as we are not utilizing the back button in your internet browser – you are at risk of losing the information you were working on if you go that route).

F. You can now **enter more lines to the requisition if you need to**, by clicking the blue + button. A prompt will come up, asking you how many lines you want to add (if you don't see this prompt you might have pop-up blockers enabled). You can add up to 50 lines to a requisition.

   a. See next screen shot



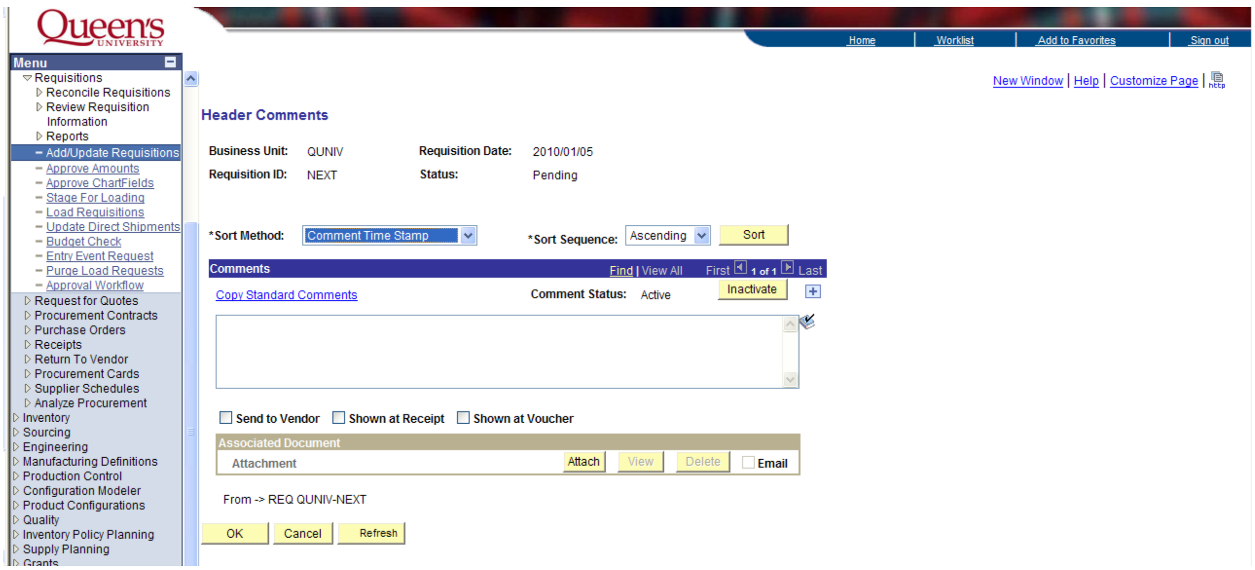
The same concept applies to removing a line. You can click the blue – button beside the + button, to remove a line you have just entered.



G. To add a **line comment** click the white bubble to the right of the unit price field
    a. Line comments can be used to include comments pertaining to the specific items you are purchasing, such as 'ship attn: Mark' or 'discount applied to unit price'

Step4:
Adding Header Comments and Attachments

A. Click the **Add Comments** link in the Header section. All attachments such as quotes etc MUST be added at this level.



Notes:

- You can free write comments in the box if you want (usually details like 'as per attached quote', etc).

- Attachments (quotes, sole source forms, etc.) are added by clicking the Attach button – you can only upload one attachment per comment. To add multiple attachments, you must have multiple comments.

- You can add as many comments as you want by clicking the blue + icon.

- To send comments to the Vendor (these are printed on the PO) click the 'Send To Vendor' button.

- To send attachments to the vendor click the 'Email' button. If you don't select this box, your attachment won't be sent with the PO to the vendor.

- You can add any one of the standard comments which have been included in the system by clicking on the Copy Standard Comments link. If the order is going to come from the USA or internationally, you MUST add the "Customs Requirement" comment.

- To delete unwanted comments click the Inactivate button when you are in the comment you want to delete. This button will then say "Undo", just in-case you inadvertently hit this button.

- To delete unwanted attachments only (keep the original comment), you can hit the yellow "delete" button in the attachment section. It will appear as though you haven't done anything, so you must then click the OK button – this will take you back to the main screen of the requisition, on which you then need to click Save at the bottom. Go back into the Comments section and you should see your attachment has been removed.

B. Once you have done all you need to in the Comments screens, click OK to save your additions (this will take you back to the Main Screen of the Requisition)

Step5:
Submitting the Requisition into the system

When you are happy that you have entered everything you need on the requisition return to the Main Page (if away from it)

A. **De-select the Hold from further processing button**, then **Save the requisition**. The Save button is essentially the Submit button – you will not get a message to say you have submitted the req, but if you receive a Req ID number (000000..etc.) up top-left and the status of your requisition is Pending, you have submitted the order into the system.
    a. If your order value is over $10,000 you will receive a reminder message about including the correct documentation to support the order (3 quotes, etc.)
    b. Sometimes Requisitions get stuck in an Open status – a little green check mark will appear next to the status (top right). Click the check mark and the Req. should switch right into Pending status (you want your Req. to say Pending before you leave it to submit).

OPTIONS (Splitting Schedules or Distributions):

Splitting Schedules:

You would split a schedule if you need to have multiple ship-to locations, or multiple delivery dates.

Step1:
To split a schedule you must be in the Schedule screen (refer to above instructions in Step3 on how to get to the Schedule section through the line level).

A. Utilize the blue + button on the right hand side, to add a schedule (similar concept as adding a line on the main page).
B. On this second line, you can either have a different ship-to address or a different delivery date.
    a. If keeping the same ship-to address, all you will need to do is update the quantity and the due date (you will see there is an original quantity of 2, and it has been split to request 1 delivered on one day, and the other delivered on the next day).

    b. If you need two ship-to locations, you will need to change the Ship-to on the second line (this can be done either by looking up the new code in the spy glass, or entering a one-time address by clicking on the envelope icon – in here, click on the tab for the One-Time address, and enter your address details in; once done, and have clicked OK, you will see a 1 with a circle around it on the envelope; this lets you know you have added a one-time address).

c. Then enter the new quantity and the required due date (can be the same as line above).

Note: To remove a line here, utilize the blue – button. Once the line is removed, it will not automatically revert your first line to original quantities, so you must change this figure back before leaving this screen.

C. Once you are done entering your schedule split, you can click the Return to Main Page link, or the SAVE button at the bottom – if you click Return to Main Page, you can then click the SAVE button at the bottom of the main Requisition screen.

Splitting Distributions:

You can split a distribution (split the charges between funds, dept's, accounts, etc.) several times if you need to.

You can do this split in the Requisition Defaults section if you want the split applied to all lines on the order, or you can split the distribution at the individual line levels if you only want certain product charges split.

The following visual example is done through the line level distribution (see instructions in Step3 to get to the line level distribution screen).

Step1:

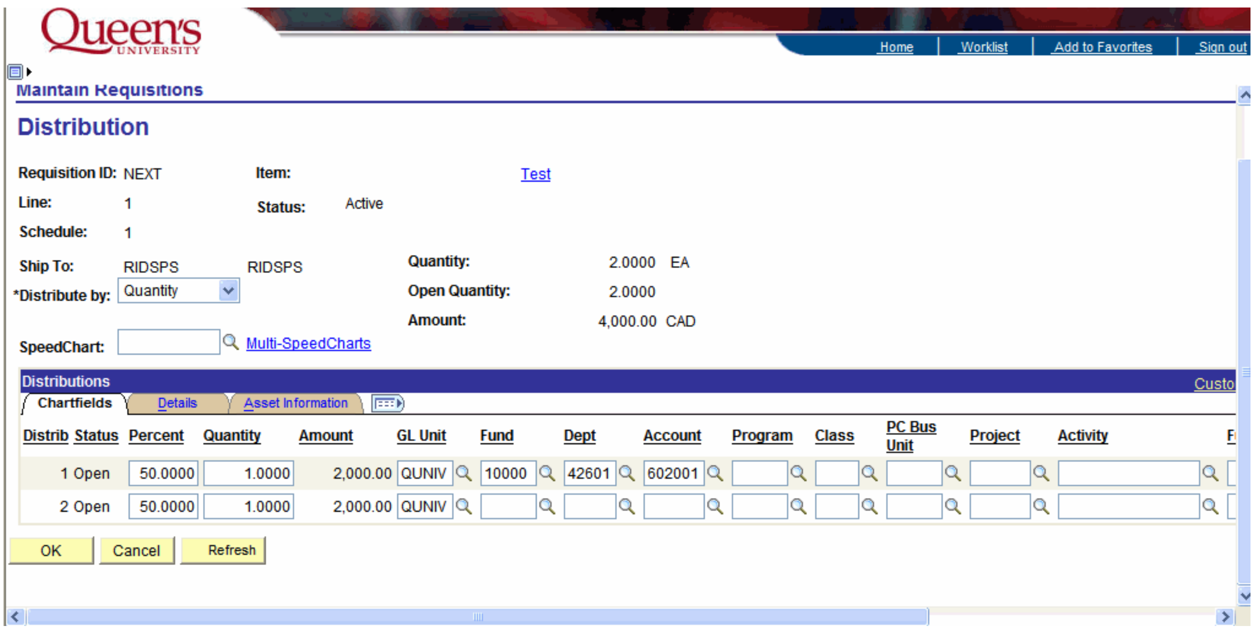
A. You can add a second line for a split by clicking on the blue + button to the very far right of the screen (scroll over). This will add another line (after you have entered how many lines you want to add), right underneath your original line.

You have some options here on how to split the charges.

B. You can split by percentage, quantity or amount. If you want to split by amount, you will need to change the “Distribute by” from Quantity to Amount.

The next visual example shows a split done by percentage, 50/50. Once you update the percentages, the quantity and amount field automatically update as well.

C. You will then need to enter in the distribution information for the second line (Fund, Dep’t, etc.).



Note: If you have inadvertently added a split distribution line, or just decide you want to remove it, you will need to utilize the blue – button to the very far right of the screen. This will remove your second line, but will not automatically revert your original percentage, quantity or amount. You need to adjust these figures back manually.

D. Once you are done splitting your distribution you can click the OK button to get back to the Schedule screen. You can then click the Save button here, or the Return to Main Page link to get back to the main screen, on which you can then click Save.

General Tips/Advice:

- The reason you put the requisition on hold is to avoid it being pulled from you by the regular batch process that moves requisitions through the approval workflow. You can save your requisition at any time after you have entered all the details for the first line so it is essential that it is in hold mode. Only release it from hold once you are completely satisfied all details are correct.

- Once you have submitted your Requisition, it needs to go through a batch process to become Approved (every hour on the hour batch should pick up qualifying Pending Reqs and transition them into Approved status)
  - Some categories are vetted to certain areas on campus for approval (not involved in the automatic batch approval)
  - Computer/IT related Requisitions are vetted to the Campus Computer Store for review first
  - Radioisotope based order are vetted to Health & Safety for review first
  - Requisitions over $50,000 need to be vetted to a Level 2 Amount Approver (whoever the Financial Officer is under your Origin code should be set up to receive notifications about these when they occur)
  - Requisitions over $100,000 need to be vetted to a Level 3 Amount Approver (again, whoever is set up will receive notifications)

- Once Approved, the Requisition will need to run through budget checking
  - If the budget check fails (research orders only), you will need to contact your Research Budget contact in Financial Services to discuss the issue, and then update the Requisition)
  - If the budget checking seems to not happen on schedule, there could be a lack of distribution information on the Requisition (maybe you forgot to click Override in the Requisition Defaults screen and the chartfields did not carry down to the line level). Ensure you check the areas to include distribution information (Req. Defaults and line level distribution) before you leave your Req

- If you have multiple (25+) product lines to include on a Requisition, you have the option to stick with one description line and say "as per attached quote"
  - ensure you upload the quote in these instances
  - ensure you set your order up by AMOUNT in these instances as well

- It is your responsibility as a Requestor to ensure your Requisition is moving through the system
  - Check back on orders to ensure has approved, budget checked, etc
  - You will receive an email notification when your Req. has sourced into a Purchase Order (this number will be different from your Requisition ID, and will be the number the vendor will relate to when processing your order)

- Looking your Requisition back up:
    - Purchasing, Requisitions, Add/Update Requisitions, Find an Existing Value

- Statuses your Requisition can have:
    - Pending, Not checked
    - Open, Not checked
    - Approved, Not checked
    - Approved, Valid
    - Approved, Error
    - Complete, Valid
    - Cancelled, Valid

- Looking your Purchase Order up (to check on status):
    - Purchasing, Purchase Orders, Review PO Information, Purchase Orders

- Statuses your Purchase Order can have:
    - Pending Approval, Not Checked
    - Approved, Not Checked
    - Approved, Valid
    - Approved, Error
    - Dispatched, Valid
    - Complete, Valid
    - Cancelled, Valid

- See Page 12 for instructions on Splitting Schedules and Distributions

- The Purchase Order will be sent to the vendor you have selected – we send orders via email (and sometimes fax)

- The vendor should send the invoice for your order directly to Financial Services, here at Queen's.

    - If you receive the invoice first instead, there is no need to create a Cheque Requisition – simply sign the invoice, as an approval-to-pay, and send over to Finance for processing
    - If Finance receives an invoice in for your purchase order and the value is over $2000, they will send to you first requesting your approval signature before they process. If the invoice is under $2000, they will just process the payment against your PO right away.

- Queen's payment terms are NET30

- **COPY FROM** Option

  - If you wish to copy a previous Purchase Requisition's information over to a new Requisition submission (you're ordering the same product/service from the same vendor again as previously ordered), you can utilize the "Copy From" link shown on the main page of a Requisition. You will need to enter the original Requisition ID when searching for the document to copy, and then select the order to copy over. You will probably need to update details such as Due Dates and Comments – perhaps unit prices and product descriptions as well.
  - A new Requisition ID will be generated, to distinguish this order from the previous order.

- Useful Links:
  - SPS Website www.queensu.ca/procurement
  - SPS PeopleSoft Website http://www.queensu.ca/procurement/peoplesoft.html
  - SPS Forms Website www.queensu.ca/procurement/forms.html
  - Finance Forms Website www.queensu.ca/financialservices/forms.html
  - Procurement Systems Administrator Email Nicole.mundell@queensu.ca
  - Procurement Systems Administrator Blog http://psprocureatqueensu.tumblr.com