Overview

A requisition is an internal document that is routed to Purchasing for the fulfillment of a request. A requisition may not be used as a formal document (ie. University issued Purchase Order) to purchase goods and services.

The CFS System allows on-line entry of requisitions by end-users. Line items and the appropriate Chart String information can be entered. Some end users will have the authority to approve requisitions depending on their security. Approval by a manager or supervisor may be required.

This guide will show you how to:

- Log onto the Purchasing Module in CFS to initiate a requisition
- Create and Modify Requisitions
- Create a Future year requisition
- Split a charge using multiple chart of accounts
- Approve Requisition
- Print Requisitions
- Review the lifecycle of a Purchase Order
How to log onto the Purchasing Module

- Navigate to the CSUEB Staff Homepage
  
  http://www.csueastbay.edu/staff/index.html

- Click the CFS Finance link under PeopleSoft CFS/Operations Login.

  ![PeopleSoft/Finance Operations Login](image-url)
➢ Select East Bay in the drop down menu.

➢ Use your Net ID and Password to login to the CSUEB Portal.

➢ Click the CFS Production Log-In Link on the right side of the screen.
Create and modify a requisition

- Using the Main Menu header, navigate to the “Add/Update Requisitions” screen by clicking on the following links:

  Purchasing \(\rightarrow\) Requisition \(\rightarrow\) Add/Update Requisition

- Click on the Add button
- Click on the magnifying glass next to the Requester field.

Your name should be in the list of Requesters or enter your User Id/employee number. Click on your name to set it as the requester.
➢ Click on the Requisition Default Link:

![Header](image)

➢ Under the Default Options, select OVERRIDE.

![Default Options](image)

Note: You want to set the Override option if you wish to apply a custom set of chartfields, otherwise the account, fund, and department will default to your Dept ID and Account 660003.
Enter the default **buyer**, **supplier**, and **category code**. Click on the magnifying glass next to the right.

Buyer ID: 059999999999
Vendor ID: 0000009750
Unit of Measure: EA
Category Code: 00000

Select the Due Date; enter the date you would like to receive the item. The “Due Date” must be ahead, or in the future of the date you are inputting the requisition. It cannot be prior to the date of submission of the requisition. **Ship To: “Receiving”** should automatically populate the field based on your default settings. If it does not, select Receiving by using the magnifying glass to the right of the field.

Enter the chartfield string you wish to set as the default. This will be applied to each line you add to the requisition. Click the “OK” button at the bottom of the screen to return to the maintain requisitions screen.
➢ Click on the expansion icon to the right of the description fields to access the description modal window. Enter a brief description of the item (example: manufacture, model, make, color, Size, dimension, etc...)

➢ Enter a Quantity.

Then click the “Refresh” button for the system to auto populate the Unit of Measurement (UOM) based on the information indicated in step 16.

➢ Enter the Unit Price.

➢ Check the “Save” button at the bottom of the screen to save the Requisition. The system will issue a requisition number. It is highly recommended for the requester to write down the
requisition number for reference. Note: Inquiry regarding status of the order requires the requisition number.
- Click on the “Add Comments” link.

- Click “Use Standard Comments” link.

- In the Comment Type, enter “STD.” In the Comment ID, enter “D&V”. Click the “Refresh” button then “OK” button located at the bottom of the page.
To avoid delay in processing the request, it is highly recommended that the requester provide all relevant information in the spaces provided. The information entered allows the Buyer to know who submitted the request.

By checking the “Send to Supplier”, the information in the “comment” section will print on the Purchase Order once it is dispatched.

To upload supplemental documentation for submittal along with the requisition, the requester may upload quote(s), statement of work, sole source justification, memo, or any type of document that may assist Purchasing in the fulfillment of the requisition.

Prior to uploading (attaching) a document, a softcopy is required. If a softcopy is not available, please scan the relevant document to the desktop.
To attach backup documents, click the “Attach” button.

- In the pop-up window click the “browse” button to search for the file you want to attach. Once the file is attached, the file name appears in the pop-up after it has been selected for upload.

- The file name present in the “Associated Document” section. This confirms that the document is attached.

Click the “OK” button at the bottom of the screen.
- Click the “Save” button at the bottom of the screen to save the comments.

- To add a second line to the requisition, click on the “+” icon at the far right of the first line. Repeat steps 15-17 for each line being add to the requisition. Always “Save” after each line.
How to create a Future year Requisition

Follow steps 1 -9 from “Create and Modifying Requisition” then follow the below guidelines:

➢ Click on the magnifying glass next to the Origin field.

➢ Select origin code FYR – Future Year.
Once selected the Requisition Date and Accounting Date will update to July 1st automatically. Note: once the requisition is “Saved” the Budget Date will update to July 1st.
How to split a charge using two (2) chartfield strings when entering a requisition

➢ Go into the requisition you wish to look at; click on the icon with the red markings.

➢ Click on the icon with the three (3) black arrows.

➢ Below will show the chart of accounts for the requisition.
➢ To split the charges between two (2) or more chart of accounts, scroll to the right and select the “+” button.

➢ Enter the number of rows you would like to add. Check the “Ok” button.

➢ Add the additional chart of accounts you would like to use. If you would like to split the cost by dollar amount rather than percentage, click on the down arrow and select amount rather than quantity on the “Distribute By” field.

Once the information has been inputted, click the “Ok” button then click the “Save” button.
Approving a Requisition

Only authorized approvers will have the ability to approve pending requisitions. In some cases the requester who entered the requisition will also have the authority to approve. If a requester does not have the authority to approve requisitions, the requester will need to email the requisition number to an authorized approver (within the Department) and have them review the process outlined in this section for approving requisitions.

- Login to PeopleSoft Finance (steps 1-6). Using the Main Menu header, navigate to the “Add/Update Requisitions” screen by clicking on the following link;

- Click on the “Find an Existing Value” tab.
Enter the requisition number in the “Requisition ID” field and click the “Search” button.

Once the requisition is on screen, click the green checkmark to approve the order. It is recommended that the requester print (refer to print instructions on page 20) a copy of the requisition prior to approving for reference. The Status changes from “Open” to “Approved”
Once the requisition is approved, the requester should receive the following notification:

"Your operator profile indicates that you do not have authority to change approved requisitions."

The above message is the system notifying the requester that the requisition has been approved and the requester no longer has access to make changes. Click the "Ok" button to advance forward.

The requester can only edit/modify "open" requisitions. Once the status has changed from "open" to "approved" only Procurement staff can make changes. If you need to make changes to a requisition after it has been approved, please send an email to Purchasing@csueastbay.edu.
Printing a Requisition

- To print out a hardcopy for reference, this will need to be done before approving the requisition.

Click the "View Printable Version" located at the bottom left hand side of the page:

- The following message will appear:

Click “OK”
Using the main menu header, navigate to the “Process Monitor” page.

On the Process Monitor page, click the refresh button until the “Run Status” changes from “Queued” to “Success” and “Distribution Status” changes from “N/A” to “Posted.”

**Go to page 22 to view status update**
Next, click on the “Detail Link” to the far right of the line.

On the following page, click on the “View Log / Trace.”

On the following page, click on the PDF link.
The PDF copy of the requisition will open automatically; use “CRTL + P” to print the requisition.
Basic Purchase Order Process

Start
Requestor submits Requisition in PeopleSoft
Team Lead assigns Requisition to Buyer
Buyer goes through purchasing process
Buyer dispatches PO
Buyer emails PO to Vendor
Shipping and Receiving department receives item against PO
Shipping and Receiving department delivers item to requestor
Payment Process
Invoice is sent to Accounts Payable
Depending on the purchase order, Accounts Payable performs a 2 way or 3 way match (if any exceptions, it is sent to buyer)
Exceptions cleared & payment is made according to terms
End

Overview to the Change Order Process:

Change Order request
Received in Purchasing
Change Order Request
Forwarded to Buyer by Team Leader
Does change order contain all information and budget approval required?
No
Return change order requester asking for missing information to be provided
Buyer validates that changes in appropriate based on C&O Guidelines
Buyer process requested changes in CFS
Buyer dispatches revised PO or Contract Amendment