CFS 9.2 User Guide

Requisition Data Entry
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## REVISION CONTROL

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<th>User Guide – Requisition Data Entry</th>
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<tbody>
<tr>
<td>Author:</td>
<td>IT Training &amp; Documentation</td>
</tr>
<tr>
<td>File Reference:</td>
<td>UG_Requisition_Entry.docx</td>
</tr>
</tbody>
</table>

### Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Revised By</th>
<th>Summary of Revisions</th>
<th>Section(s) Revised</th>
</tr>
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<tbody>
<tr>
<td>4/28/207</td>
<td>C Furman</td>
<td>TOC added</td>
<td></td>
</tr>
</tbody>
</table>
BEFORE YOU GET STARTED

Before you get started with requisitions in CFS (Common Financial System), there is information that you will need to be aware of throughout the requisition process. Please review this information before logging into the system.

CAMPUS-WIDE ID + 50

Users are identified in CFS by a User ID which is the same as their Campus-Wide ID. As CFS is shared by all 23 CSU campuses, it was necessary to find a mechanism to ensure that all Campus-Wide IDs (and therefore User IDs) remain unique in the system. This mechanism adds two numbers to the beginning of each Campus-Wide ID to denote which campus the user belongs to. The designation for all CSUDH employees is 55.

What does this mean for users?

You may see a Requester or an Approver identified in CFS by their CWID with a “50” in front of their CWID (i.e. 50800000000). While this should not cause any complications, you will want to keep this in mind if you are looking up information by a person’s user ID number in CFS.
CREATE A NEW REQUISITION

The Requisition Data Entry page provides a tool for identified CSUDH employees to enter requisitions directly into CFS. It is designed to automate and standardize the requisition process across the entire campus. Once the requisition has been created it must be approved by the appropriate authority. A copy of the requisition (before approved) can be printed and routed through appropriate channels, if additional approvals are needed. Once the requisition has been approved, Contracts and Procurement will convert the requisition into a purchase order. Funds are pre-encumbered once the requisition is approved and budget checked in the system.

<table>
<thead>
<tr>
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<tr>
<td><strong>NAVIGATION</strong></td>
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<tr>
<td><strong>Step 1:</strong></td>
<td></td>
</tr>
<tr>
<td>Navigate to the Requisition Entry page:</td>
<td><img src="image1.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td>Purchasing &gt; Requisitions &gt; Add/Update Requisitions &gt; Add a New Value</td>
<td></td>
</tr>
<tr>
<td>To create a new requisition, click the Add button.</td>
<td></td>
</tr>
<tr>
<td>☳ Do not change the Requisition ID from NEXT.</td>
<td></td>
</tr>
</tbody>
</table>
## REQUISITION HEADER

The Requisition Header information will be automatically populated.

The only field you may modify is **Requisition Name**. Giving your requisition a name allows you to easily identify it later in the Find an Existing Value or Document Status or Copy From sections.

<table>
<thead>
<tr>
<th>Field</th>
<th>What do I need to enter?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>No entry required. The default Business Unit for CSUDH is DHCMP.</td>
</tr>
<tr>
<td>Requisition ID</td>
<td>No entry required. The Requisition ID number automatically assigned when the requisition is saved.</td>
</tr>
<tr>
<td>Requisition Name</td>
<td>Entry recommended but not required. You may enter a name for your requisition to help you identify it later. If you do not enter a Requisition Name, the system will set the Requisition ID as the Requisition Name once you save the requisition.</td>
</tr>
<tr>
<td>Status</td>
<td>No entry required. May be Approved, Complete, Denied, Initial, Line Approved, Open, Pending Approval, Preview, or Cancelled. Initially the status defaults to Open.</td>
</tr>
<tr>
<td>Budget Status</td>
<td>No entry required. Defaults initially to “Not Chk’d”. When a requisition is Budget Checked it creates a Pre-Encumbrance.</td>
</tr>
<tr>
<td>Requester</td>
<td>No entry required. Defaults to the CWID/Name of the person processing the requisition.</td>
</tr>
<tr>
<td>Requisition Date</td>
<td>No entry required. Defaults to the date the requisition was created and saved.</td>
</tr>
<tr>
<td>Origin</td>
<td>No entry required. Origin defaults to “ONL.”</td>
</tr>
<tr>
<td>Currency Code</td>
<td>No entry required. Currency Code defaults to USD (US Dollar). If the purchase needs to be made using a different currency, Contracts &amp; Procurement will make the adjustment on the purchase order.</td>
</tr>
<tr>
<td>Accounting Date</td>
<td>No entry required. Accounting Date defaults to the date the requisition was created and saved.</td>
</tr>
<tr>
<td>Processing Steps</td>
<td>Screen Shots</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Requisition Defaults</strong> (Optional)</td>
<td></td>
</tr>
<tr>
<td><strong>Step 1:</strong></td>
<td></td>
</tr>
<tr>
<td>To view your Requisition Defaults,</td>
<td></td>
</tr>
<tr>
<td>click on <strong>Requisition Defaults</strong>.</td>
<td></td>
</tr>
</tbody>
</table>
Step 2:

Your Requisition Defaults are shown.

To use the defaults that are already populated, the Default Option should be set to Default. You may add information in any field that is not already populated.

To override your system-set defaults, click on Override. Use this option when you are using a different chartfield string from the one shown on the Requisition Default screen.

The information you enter on the Requisition Defaults page will be used on ALL lines, schedules, and distributions (where appropriate) on the requisition. By entering values on this page, you minimize data entry when creating a new requisition.

Commonly used values:
- Supplier
- Category
- Unit of Measure
- Ship To
- Due Date
- Attention To
- Distribution/Chartfields

Whether you choose to override your defaults or not, you are able to overwrite data that is automatically populated in each field on the requisition.

Click OK when you are finished.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Options</td>
<td>Default – Select this option to use the values that default from the system. You may still fill in any blank field. Override – Select this option to use the values you specify on this page to override the system defined defaults. You may change any value that defaults on this page by using this option.</td>
</tr>
<tr>
<td>Supplier</td>
<td>If the supplier exists, use the magnifying glass icon to locate and select the supplier from the drop down list.</td>
</tr>
<tr>
<td>Category</td>
<td>If all items to be purchased on the requisition are from the same Category, use the magnifying glass icon to locate and select the appropriate value.</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>If all items to be purchased on the requisition will use the same unit of measure, enter the unit of measure here: either EA (each) for item orders or LOT for services and blanket orders.</td>
</tr>
<tr>
<td>Ship To</td>
<td>The Ship To address where the requisition items are to be sent defaults from the Requester. To change the delivery address, use the magnifying glass icon to locate and select the appropriate value.</td>
</tr>
<tr>
<td>Due Date</td>
<td>The Due Date is used by the system to indicate when an item is needed by. If the items are needed by a specific date, enter that date here.</td>
</tr>
<tr>
<td>Attention To</td>
<td>The Attention To field specifies to whose attention this order should be sent. By default this is set to the Requester’s name but it can be modified.</td>
</tr>
<tr>
<td>Distribution</td>
<td>Default Distribution ChartField values are defined for each Requester and are displayed here. They may be changed as necessary to reflect where the charges for the requisition should be billed.</td>
</tr>
</tbody>
</table>
### Header Comments (Optional)

#### Step 1:

The requisition Header Comments page is used to provide additional information to the Buyer or the Supplier.

Types of information commonly provided include:
- Special Instructions (i.e. Rush Order Information)
- New Supplier Information
  - Supplier Name
  - Supplier Address
  - City, State, Zip
  - Phone Number
  - Identify if 204 Form has been sent to supplier
  - Taxpayer Identification Number (TIN) if known
- Name and extension of Consumer
- Freight, shipping, and handling amounts.
- Provide Procurement with additional required information.

To add comments to your requisition, click **Add Comments**.
### Processing Steps

**Step 2:**

Enter your comment in the Comments box. See page 9 for common types of comments for requisitions.

To add another comment line, click the plus sign icon (+).

Click **OK** to return to the requisition main page.

If you would like the comment printed on the Purchase Order, check the box next to **Send to Supplier**.

### Screen Shots

**Header Comments**

- **Business Unit:** DHCPM
- **Requisition ID:** NEXT
- **Requisition Date:** 04/07/2014
- **Status:** Open

**Comments**

- **Sort Method:** Comment Time Stamp
- **Sort Sequence:** Ascending

**Requisition**

- **Business Unit:** DHCPM
- **Requisition ID:** NEXT
- **Requisition Name:** Concert Under the Stars Req
- **Requester:** 50802765669
- **Requester Info:** Cratchit, Bob
- **Origin:** ONL
- **Currency Code:** USD
- **Accounting Date:** 04/07/2014

**Requisition Defaults**

- **Edit Comments**

**Associated Document**

- **Send to Supplier:**
- **Shipped at Receipt:**
- **Notice of Receipt:**

**Requisition Activities**

- **Edit Comments**
### Processing Steps

**Add an Attachment (Optional)**

**Step 1:**

The requisition Header Comments page is also where documents are attached for use as a reference or for use by the Procurement Department.

Types of commonly provided information include:
- Order Attachments
- Supplier quotes
- Additional approval signatures

To attach a document to the requisition, click on **Add Comments** (or **Edit Comments**)

**Step 2:**

Click on **Attach** under Associated Document.

Only one document can be attached to the requisition. If you wish to upload more than one document, you will need to do one of the following:
- Scan all of your documents into a PDF document using your local Xerox copier.
- Add all of your documents into a .zip archive.
- Add all of your documents into a .PDF archive using Adobe Acrobat Pro.
**Step 3:**
Click **Browse**.

![Image of Browse button](image1.png)

**Step 4:**
Click on the document on your hard drive that you wish to upload and then click **Open**.

⚠️ Only PDF documents or .zip archives should be attached to requisitions. Procurement has found that they are unable to open attachments in Microsoft Office format.

![Image of document selection](image2.png)

**Step 5:**
Click **Upload** to attach the document you selected.

![Image of upload process](image3.png)
### Processing Steps

**Step 6:**

The document is now attached to the requisition.

Click **OK** to return to the requisition main page.

<table>
<thead>
<tr>
<th>REQUISITION DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete each requisition line (including line information, schedule information, and distribution information) before adding another line. As long as the requisition status remains open, you can make changes to any field you have entered.</td>
</tr>
</tbody>
</table>
### Processing Steps

#### Requisition Line Information

**Step 1:**
Complete the following fields:
- Description
- Quantity
- UOM
- Category
- Price
- Due Date

⚠️ Although you will see other Units of Measure available, only use LOT (service orders or blanket orders) or EA (item orders) for all requisitions.

<table>
<thead>
<tr>
<th>Field</th>
<th>What do I need to enter?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Entry required. A brief description of the line item.</td>
</tr>
<tr>
<td>Quantity</td>
<td>Entry required. The quantity you are requesting for each line item.</td>
</tr>
<tr>
<td>UOM</td>
<td>Entry required. For service orders, enter LOT. For commodity/item orders, enter EA (each).</td>
</tr>
<tr>
<td>Category</td>
<td>Entry required. Use the magnifying glass to locate and select the appropriate Category code. See Appendix A at the end of this manual for a list of commonly used Category codes.</td>
</tr>
<tr>
<td>Price</td>
<td>Entry required. The price per unit.</td>
</tr>
<tr>
<td>Merchandise Amount</td>
<td>No entry required. This field multiples the quantity field and the price field to calculate the total value of the line.</td>
</tr>
<tr>
<td>Supplier</td>
<td>Optional entry. Enter the Supplier ID number or use the magnifying glass to look up an existing supplier ID.</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>No entry required. The Supplier Name associated with the Supplier ID entered will populate in this field.</td>
</tr>
<tr>
<td>Due Date</td>
<td>Entry required. Select the date when you need the item.</td>
</tr>
</tbody>
</table>

### Requisition Schedule Information

**Step 1:**
Click on the Schedule icon (📅) at the far right of the Requisition Line.
### Step 2:

Review the following fields:
- Ship To
- Quantity
- Price
- Amount
- Due Date
- Attention To

If you need to change the quantity, price, or due date, change it under the Requisition Line Information (see page 14).

<table>
<thead>
<tr>
<th>Field</th>
<th>What do I need to enter?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship To</td>
<td>Optional entry. The Ship To defaults from the Requester Defaults. Update if the value is incorrect.</td>
</tr>
<tr>
<td>Quantity</td>
<td>No entry required. The Quantity defaults from the Requisition Line.</td>
</tr>
<tr>
<td>Price</td>
<td>No entry required. The Price defaults from the Requisition Line.</td>
</tr>
<tr>
<td>Merchandise Amount</td>
<td>No entry required. The Merchandise Amount is a calculate field (Quantity X Price) and cannot be updated.</td>
</tr>
<tr>
<td>Due Date</td>
<td>No entry required. The Due Date will default from the requisition line.</td>
</tr>
<tr>
<td>Attention To</td>
<td>No entry required. The Attention To defaults to the Requester. If the order or shipment should be sent to the attention of another person, modify this field.</td>
</tr>
</tbody>
</table>

### Requisition Distribution Information – By Quantity

Distribution by Quantity means you are allocating funds based on the quantity being ordered. Options are either By Quantity or By Amount (see page 17).

### Step 1:

Click on the Distribution icon on the Requisition Schedule page.
Step 2:
Complete/review the following fields:
- Distribute By (Quantity)
- Liquidate By (Quantity)
- Percent
- Quantity
- Amount
- Account
- Fund
- Dept
- Class
- Project

To add an additional distribution click the plus sign ( ).

To remove a distributed information row click the minus sign ( ).

<table>
<thead>
<tr>
<th>Field</th>
<th>What do I need to enter?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute By</td>
<td>No entry required. Defaults to Quantity.</td>
</tr>
<tr>
<td>Liquidate By</td>
<td>No entry required. Should be the same as Distribute By value.</td>
</tr>
<tr>
<td>Percent</td>
<td>No entry required. Defaults to 100 Percent from the requisition line.</td>
</tr>
<tr>
<td>Quantity</td>
<td>The total quantity for each chartfield. Entry not required if billing to a single chartfield.</td>
</tr>
<tr>
<td>Merchandise Amount</td>
<td>No entry required. The Merchandise Amount field is calculated by the system.</td>
</tr>
<tr>
<td>GL Unit</td>
<td>No entry required. Defaults to DHCMP.</td>
</tr>
<tr>
<td>Account</td>
<td>Entry required. The Account the item will be charged to. Account captures financial transactions such as Assets, Liabilities, Fund Equity, Revenues, and Expenditures. It provides the detail breakdown for Balance Sheet and Revenue/Expenditure reporting and is the lowest level of detail required for campus-wide reporting.</td>
</tr>
<tr>
<td>Fund</td>
<td>Entry required. The Fund the item is being charged to. Fund represents the source of money related to financial transactions.</td>
</tr>
<tr>
<td>Dept</td>
<td>Entry required. The Dept ID the item is being charged to. Department ID defines academic areas, research units, or administrative offices with an appointed manager that has programmatic, operational, fiscal and/or budgetary responsibility for a specific set of activities and projects/grants.</td>
</tr>
<tr>
<td>Program</td>
<td>No entry required. Leave blank unless otherwise instructed by Accounting Services.</td>
</tr>
<tr>
<td>Class</td>
<td>Optional entry. Only required if you are charging the item to a Class. Class provides for any special cost reporting needs a division, department or other organizational unit may have that are not met by the campus-wide reporting values defined in the other chartfields. Extension of department.</td>
</tr>
<tr>
<td>Project</td>
<td>Optional entry. Only required if you are charging the item to a Project. Project identifies a discrete set of activities. Activities associated with this chartfield may span multiple Departments, Funds and/or Accounts.</td>
</tr>
</tbody>
</table>
### Processing Steps

**Step 3:**
When the distribution information is complete, click **OK** to return to the schedule information page.

![Distribution Screen Shots](image)

**Step 4:**
Select the **Return to Main Page** link to return to the main requisition page.

![Schedule Screen Shots](image)

You may also click the **Save** button at this point to save your requisition.

### Requisition Distribution Information – By Amount

Distribution by Amount means you are allocating funds based on the amount being spent. Options are either **By Amount** or **By Quantity** (see page 15).

**Step 1:**
Click on the Distribution icon ( ![Distribution Icon](image) ) on the Requisition Schedule.
Step 2:

Complete/review the following fields:
- Distribute By (Amount)
- Liquidate By (Amount)
- Percent
- Quantity
- Amount
- Account
- Fund
- Dept
- Class
- Project

To add an additional distribution click the plus sign ( ).

To remove a distributed information row click the minus sign ( ).

<table>
<thead>
<tr>
<th>Field</th>
<th>What do I need to enter?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute By</td>
<td>Optional entry. Defaults to Quantity. Change to Amount if you want to distribute by Amount.</td>
</tr>
<tr>
<td>Liquidate By</td>
<td>No entry required. Should be the same as Distribute By value.</td>
</tr>
<tr>
<td>Percent</td>
<td>Optional entry. Defaults to 100 Percent. No entry required if billing to a single chartfield.</td>
</tr>
<tr>
<td>Merchandise</td>
<td>Optional entry. The Amount defaults to the total amount for the line. No entry required if you are billing to a single chartfield.</td>
</tr>
<tr>
<td>Amount</td>
<td>Optional entry. The Amount defaults to the total amount for the line. No entry required if you are billing to a single chartfield.</td>
</tr>
<tr>
<td>GL Unit</td>
<td>No entry required. Defaults to DHCMP.</td>
</tr>
<tr>
<td>Account</td>
<td>Entry required. The Account the item will be charged to. Account captures financial transactions such as Assets, Liabilities, Fund Equity, Revenues, and Expenditures. It provides the detail breakdown for Balance Sheet and Revenue/Expenditure reporting and is the lowest level of detail required for campus-wide reporting.</td>
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</tr>
<tr>
<td>Program</td>
<td>No entry required. Leave blank unless otherwise instructed by Accounting Services.</td>
</tr>
<tr>
<td>Class</td>
<td>Optional entry. Only required if you are charging the item to a Class. Class provides for any special cost reporting needs a division, department or other organizational unit may have that are not met by the campus-wide reporting values defined in the other chartfields. Extension of department.</td>
</tr>
<tr>
<td>Project</td>
<td>Optional entry. Only required if you are charging the item to a Project. Project identifies a discrete set of</td>
</tr>
</tbody>
</table>
### Processing Steps

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td>activities. Activities associated with this chartfield may span multiple Departments, Funds and/or Accounts.</td>
</tr>
</tbody>
</table>

### Step 3:

When the distribution information is complete, click **OK** to return to the schedule information page.

### Step 4:

Select the **Return to Main Page** link to return to the main requisition page.

You may also click the Save button at this point to save your requisition.
### SAVING A REQUISITION

Before you are able to save a requisition, you must have at least one Line completely filled out. After saving, you can continue to add more Lines to your requisition.

**Step 1:**

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

You will receive an error message if you have incomplete Lines and try to save your requisition.

**Step 2:**

A Requisition ID is generated for your requisition and the requisition is now saved in the system.

Even after saving your requisition you can change anything about the requisition you would like. So feel free to save your requisition even if you think you’ll make significant changes later.
FIND AN EXISTING REQUISITION

To locate a requisition that you have saved but has not yet been approved, follow the steps below. Once a requisition has been approved, Requesters will no longer be able to view it.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong></td>
<td></td>
</tr>
<tr>
<td>Navigate to the Requisition Entry page:</td>
<td><img src="image" alt="" /></td>
</tr>
<tr>
<td>Purchasing &gt; Requisitions &gt; Add/Update Requisitions &gt; Find an Existing Value.</td>
<td></td>
</tr>
</tbody>
</table>

**Screen Shots**

**Processing Steps**

**Step 1:**

Navigate to the Requisition Entry page:

Purchasing > Requisitions > Add/Update Requisitions > Find an Existing Value.
### Processing Steps

#### Step 2:

It is recommended that you enter search criteria to narrow down your results.

At minimum, you should enter your name in the **Requester Name** field so only your requisitions appear in the search results.

Once you have entered your search criteria, click **Search**.

#### Step 3:

Locate the requisition you wish to view/edit from the search results and click on it.
### Step 3a:

If you select a requisition that has already been approved, you will receive an error message indicating you cannot modify the approved requisition.

If you receive this error, click **Cancel** to return to your search results and select a different requisition.

Contact your approver if you need to make modifications to a requisition that has already been approved.

### Step 4:

The Requisition main page will display.

If changes are necessary, make the corrections to the requisition and click the **Save** button.
ADDITIONAL PROCESSES

There are several additional processes for requisitions: printing a requisition, copy an existing requisition, and cancelling a requisition.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRINT A REQUISITION</strong></td>
<td>![Print A Requisition Screen Shot]</td>
</tr>
</tbody>
</table>

**Step 1:**
Navigate to the Requisition Print Page:
Purchasing > Requisitions > Reports > Print Requisition

⚠️ It is highly recommended that you print a copy of your requisition as you will not be able to view it after it has been approved.

**Step 2a:**
A Run Control ID must exist in order to run a report or process in CFS.

Click **Search** to see your available run control IDs.

⚠️ If no Run Control IDs are available or if this is your first time running this process, go to step 2b.
### Processing Steps

**Step 2b:**
To create a new Run Control ID, click **Add a New Value**.

**A Run Control ID should only be created once!** Your request parameters and settings will be saved and you may retrieve the existing Run Control ID.

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Print</td>
</tr>
<tr>
<td>Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
</tr>
<tr>
<td><img src="image1" alt="Find an Existing Value" /> <img src="image2" alt="Add a New Value" /></td>
</tr>
<tr>
<td>Search Criteria</td>
</tr>
<tr>
<td>Run Control ID: begin with →</td>
</tr>
<tr>
<td>Case Sensitive</td>
</tr>
<tr>
<td><img src="image3" alt="Search" /> <img src="image4" alt="Clear" /> <img src="image5" alt="Basic Search" /> <img src="image6" alt="Save Search Criteria" /></td>
</tr>
</tbody>
</table>

**Step 3:**
Enter a Run Control ID name. You may give it any name you would like, though we recommend naming it the report (i.e. Print_Req).

- **Do not use spaces; use an underscore ( _ ) instead.**

  Click **Add**.

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Print</td>
</tr>
<tr>
<td><img src="image1" alt="Find an Existing Value" /> <img src="image2" alt="Add a New Value" /></td>
</tr>
<tr>
<td>Run Control ID: Print_Req</td>
</tr>
<tr>
<td><img src="image7" alt="Add" /></td>
</tr>
</tbody>
</table>
**Step 4:**
Enter/update the following information:
- **Business Unit:** DHCMP
- **Requisition ID:** the 10 digit requisition ID number you wish to print.

Select all of the statuses on the right (Approved, Canceled, Completed, Open, Pending).

Then click **Run**.

<table>
<thead>
<tr>
<th>Field</th>
<th>What do I need to enter?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Required entry. Business Unit should be set to DHCMP.</td>
</tr>
<tr>
<td>Requisition ID</td>
<td>Required entry. Enter the Requisition ID of the requisition that you wish to print.</td>
</tr>
<tr>
<td>From Date</td>
<td>No entry required. It is not recommended that you use this feature.</td>
</tr>
<tr>
<td>Through Date</td>
<td>No entry required. It is not recommended that you use this feature.</td>
</tr>
<tr>
<td>Requester</td>
<td>No entry required. It is not recommended that you use this feature.</td>
</tr>
</tbody>
</table>

**PRINT VIA EMAIL**

When you print your requisition via email, the PDF is sent to you as an email attachment.

**Step 1:**
The Process Scheduler Request page displays.

Verify the following:
- **Type** = Email
- **Format** = PDF

Select **Distribution**.
**Step 2:**

The system will be emailing you a copy of the requisition. Enter a subject for the email in the **Email Subject** field. Enter text for the email in the **Message Text** field.

The **User** field should already contain your CFS User ID (see page 4 of this guide).

Then click **OK**.

**Screen Shots**

**Distribution Detail**

- **Process Name:** POR0010
- **Process Type:** SQR Report
- **User:** 60800484725

**Step 3:**

Click **OK** again.

**Screen Shots**

**Process Scheduler Request**

- **User ID:** 508002766669
- **Run Control ID:** Print_Req
- **Run Date:** 04/18/2014
- **Run Time:** 2:21:39 AM
- **Recipient:**

**Process List**

- **Select Description:**
  - **Process Name:** Requisition Print SQR
  - **Process Type:** SQR Report
  - **Type:** Email
  - **Format:** PDF
  - **Distribution:**
Step 4:
A Process Instance number will appear indicating that your report is being generated.

You do not need to remain logged in to CFS once you have a process instance number. The requisition will be emailed to you as soon as it is ready.

Step 5:
You will receive an email with a PDF attachment of the requisition, usually within 15 minutes.

Double click on the attachment to open it.

If you do not receive the email within 45 minutes, try following the Print Via Web process.

Step 6:
To print the requisition, click the Print icon ( ).

When finished printing the requisition, close the Adobe Reader window.
### Processing Steps

**PRINT VIA WEB**

When you print your requisition via the web interface, the PDF is retrieved via the Process Monitor in CFS.

**Step 1:**

The Process Scheduler Request page displays.

Verify the following:
- **Type** = Web
- **Format** = PDF

Click **OK**.

**Step 2:**

A Process Instance number will appear indicating that your report is being generated.

You may check the status and view the report by selecting **Process Monitor**.

### Screen Shots

- **Process Scheduler Request**
  - User ID: 50007059000
  - Run Control ID: Print_Reg
  - Server Name: 50007059000
  - Run Date: 04/16/2017
  - Run Time: 2:29:07PM
  - Time Zone: 0

- **Print Requisition**
  - Run Control ID: Print_Reg
  - Report Manager: Process Monitor
  - Language: English
  - Requester:
  - Report Request Parameters:
    - Business Unit: CHMD
    - Requisition ID: 000097594
    - From Date: 4/16/2017
    - Through Date: 4/16/2017
    - Requester:
**Step 3:**

The Process List tab displays.

Your process request is not completed until the following is complete:
- **Run Status** = Success
- **Distribution Status** = Posted

Click **Refresh** to refresh the status of the process.

It may take several minutes for your process to run and post.

**Step 4:**

When Distribution Status says **Posted**, select the **Details** link.
### Step 5:
Select **View Log/Trace**.

### Screen Shots

**Process Detail**
- **Instance**: 5298530
- **Name**: POR0010
- **Run Status**: Success
- **Distribution Status**: Posted
- **Run Control ID**: Print_Req
- **Location**: Server
- **Server**: PSUNIX
- **Recurrence**

<table>
<thead>
<tr>
<th>Data/Time</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Created On: 04/10/2014 2:32:12PM PDT</td>
<td>Parameters</td>
</tr>
<tr>
<td>Run Anytime After: 04/10/2014 2:32:09PM PDT</td>
<td>Transfer</td>
</tr>
<tr>
<td>Began Process At: 04/10/2014 2:32:27PM PDT</td>
<td>Message Log</td>
</tr>
<tr>
<td>Ended Process At: 04/10/2014 2:32:38PM PDT</td>
<td>Batch Timings</td>
</tr>
</tbody>
</table>

**View Log/Trace**
- **Report**
  - **Report ID**: 20332
  - **Process Instance**: 5298530
  - **Process Type**: SQR Report
  - **Run Status**: Success
  - **Requisition Print SQR**

**Distribution Details**
- **Distribution Node**: FB0FSTRM
- **Expiration Date**: 01/07/2014

<table>
<thead>
<tr>
<th>File List</th>
<th>File Size (bytes)</th>
<th>Batch Time Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQR_POR0010_5298530.log</td>
<td>1,657</td>
<td>04/10/2014 2:32:36.692496PM PDT</td>
</tr>
<tr>
<td>porq010_5298530.PDF</td>
<td>4,039</td>
<td>04/10/2014 2:32:36.692496PM PDT</td>
</tr>
<tr>
<td>porq010_5298530.ctl</td>
<td>70</td>
<td>04/10/2014 2:32:36.692496PM PDT</td>
</tr>
</tbody>
</table>

### Step 6:
Select the **PDF** file in the File List section.

The requisition opens in a new window/tab.
### Processing Steps

<table>
<thead>
<tr>
<th>Step 7:</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td>To print the requisition, click the Print icon ( ). To save the requisition on your hard drive, click the Download icon ( ).</td>
<td><img src="image_url" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

### COPY AN EXISTING REQUISITION

The Copy From feature allows you to copy the information from an existing requisition into a new requisition saving you time on data entry.

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate to the Requisition Entry page: Purchasing &gt; Requisitions &gt; Add/Update Requisitions &gt; Add a New Value To create a new requisition, click the Add button. Do not change the Requisition ID from NEXT.</td>
<td><img src="image_url" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>
### Processing Steps

#### Step 2:
A new blank requisition opens. Select the Copy From link.

#### Step 3:
The Copy Requisition page opens in a new window. Enter the Requisition ID or other information to limit your search results and then click Search. The Copy From feature will copy all of the information on the existing requisition with the exception of any attachments.
Step 4:
Place a check mark next to the requisition you wish to copy.
Then click **OK**.

⚠️ If you attempt to open the requisition by clicking on the Requisition ID, you will receive an error message in a new window.

If you receive the error, simply close the window to return to the Copy Requisition page.

Step 4a:
If you are copying a requisition created by someone else in your department, you will receive this pop-up message. Click **Yes**.

⚠️ Remember you will need to change the Requester field to your name after copying this requisition.
A new REQ Data Entry page will display. All fields, with the exception of attachments, are copied into the new requisition. The Req ID number will be "NEXT" until the requisition is saved.

**Step 5:**

Before making any other changes, you must un-assign the Buyer.

Click on the Details icon ( ) on the Line.

This helps avoid confusion in the system by making sure that the buyer who was assigned to the previous requisition is not assigned to this requisition.
### Step 6:
Remove the ID number in the Buyer field and hit the tab key.

Then click **OK**.
**Step 7:**

Repeat this process on each line of the copied requisition.

Then make any other necessary changes and then click **Save**.

A new Requisition ID will be created for the requisition.

**CANCEL A REQUISITION**

**Step 1:**

Open the requisition through the Find an Existing Value tab.

⚠️ You will only be able to cancel requisitions that are in Open status. Approvers can cancel requisitions that have been Approved as long as the Buyer has not created a purchase order yet. If a purchase order has been created, contact Contracts & Procurement to cancel the requisition. See the View Req Status user guide for how to determine if a purchase order has been created.
### Processing Steps

#### Step 2:
To cancel the requisition, click the Cancel icon (×).

#### Screen Shots

![Requisition screen shot with steps highlighted](image)

- **Step 3:**
  Click **Yes** to confirm you want to cancel the requisition.

- **Step 4:**
  You will receive a message indicating that the Requisition was Cancelled.
  Click **OK** to continue.

---

**Successful Cancellation**

The requisition cancellation was successful.
SENDING A REQUISITION FOR APPROVAL

Once you have completed and saved your requisition, you will need to notify the Approver that a requisition is ready for them to approve. There are two main ways for you to notify your approver: send the notification to your approver yourself or have CFS send the notification to your approver.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEND THE NOTIFICATION TO MY APPROVER MYSELF</td>
<td>![Screen Shot](Requisition Print)</td>
</tr>
</tbody>
</table>

If you want to send the notification to your approver yourself, follow these steps.

**Step 1:**

Follow the [Print Requisition](#) steps found on page 24 to obtain a PDF copy of the requisition.
### Processing Steps

**Step 2:**

Email a copy of the PDF to your approver and let them know it is ready to be approved.

Be sure to put the requisition ID in the subject or message text so the approver can copy and paste it.

You can also include any attachments such as the vendor quote in your email to the approver if you would like.

### Screen Shots

**Step 1:**

Navigate to the Requisition Print Page:

- **Purchasing > Requisitions > Reports > Print Requisition**

**Requisition Print**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

**Search Criteria**

**Run Control ID** begins with

**Case Sensitive**

**Search**

**Clear**

**Basic Search**

**Save Search Criteria**

**HAVE CFS SEND THE EMAIL NOTIFICATION TO MY APPROVER**

If you want CFS to send the email notification to your approver, follow these steps.

**Step 1:**

Navigate to the Requisition Print Page:

- **Purchasing > Requisitions > Reports > Print Requisition**
### Processing Steps

#### Step 2a:
A Run Control ID must exist in order to run a report or process in CFS.

Click **Search** to see your available run control IDs.

If no Run Control IDs are available or if this is your first time running this process, go to step 2b.

#### Step 2b:
To create a new Run Control ID, click **Add a New Value**.

⚠️ **A Run Control ID should only be created once!** Your request parameters and settings will be saved and you may retrieve the existing Run Control ID.

### Screen Shots

#### Requisition Print
Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

**Search Criteria**

Run Control ID: begins with ▼

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria
### Processing Steps

#### Step 3:
Enter a Run Control ID name.

You may give it any name you would like, though we recommend naming it the report (i.e. Req_Approval).

![Do not use spaces; use an underscore ( _ ) instead.](image)

Click **Add**.

#### Step 4:
Enter/update the following information:
- **Business Unit**: DHCMP
- **Requisition ID**: the 10 digit requisition ID number of the requisition you are sending for approval

Select only the **Open** status on the right.

Then click **Run**.

<table>
<thead>
<tr>
<th>Field</th>
<th>What do I need to enter?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Required entry. Business Unit should be set to DHCMP.</td>
</tr>
<tr>
<td>Requisition ID</td>
<td>Required entry. Enter the Requisition ID of the requisition that you wish to send for approval.</td>
</tr>
<tr>
<td>From Date</td>
<td>No entry required. It is not recommended that you use this feature.</td>
</tr>
<tr>
<td>Through Date</td>
<td>No entry required. It is not recommended that you use this feature.</td>
</tr>
<tr>
<td>Requester</td>
<td>No entry required. It is not recommended that you use this feature.</td>
</tr>
</tbody>
</table>
### Processing Steps

**Step 5:**

The Process Scheduler Request page displays.

Verify the following:
- **Type** = Email
- **Format** = PDF

Select Distribution.

---

**Step 6a:**

The Distribution Detail page appears.

Enter a subject line for the email in the Email Subject field.

Enter the text for the body of the email in the Message Text field.

---

### Screen Shots

#### Process Scheduler Request

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Process Type</th>
<th>User ID</th>
<th>Run Control ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>POR0010</td>
<td>SQR Report</td>
<td>5000276999</td>
<td>Print_Rq</td>
</tr>
</tbody>
</table>

**Screen Shots:**

- **Process Scheduler Request**
  - User ID: 5000276999
  - Run Control ID: Print_Rq

- **Distribution Detail**
  - Process Name: POR0010
  - Process Type: SQR Report
  - Email Subject: Req #000007676 is ready for approval
  - Message Text: Please approve this requisition for Christmas dinner.
Step 6b:
The User ID (50+CWID) for the Requester will appear under the Distribute To section.

Add the Approver’s User ID by clicking on the plus sign (++) to create a new row.

Enter the following information:
- **ID Type** = User
- **Distribution ID** = Approver’s User ID

You can look up an Approver’s User ID by clicking on the magnifying glass icon ( ).

Remember that all IDs are formatted as 50+CWID (i.e., 50800000000). See page 4 for details.

If you wish to send the requisition to additional people, you may use the plus sign (++)

Click the OK button.

Step 7:
Click the OK button to submit the request for approval.
### Processing Steps

**Step 8:**

All of the individuals included on your Distribution Details list will receive a printable PDF version of your requisition via email.

### Screen Shots

Requisition Notification for DHCP #0000023636. Detail messages are listed below.

1. This is a request to approve the Requisition
2. This is a general inquiry
3. The Requisition has been approved and ordered from vendor

If you are not already signed in to CFS PeopleSoft, login using this link

https://ds.calstate.edu/?pvc=cfs

***Click the below link to view the Requisition page***

https://cmsdev8.calstate.edu/psp/fbcfspsa/EMPLOYEE/ERP/c/REQUISITION_ITEMS_REQUISITION
REQUISITION APPROVAL

Requisitions are reviewed and approved online in CFS before a purchase order is created. “Open” requisitions are reviewed and marked as “Approved” by an authorized Approver. A nightly batch process budget checks the eligible requisitions, and then the requisition becomes available for the Procurement department to source to a purchase order the following morning.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPROVE A REQUISITION</strong></td>
<td><img src="image" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

**Step 1:**
The Requester will send an email to their Approver notifying them of a requisition requiring their approval.

Open the attached PDF document to review the requisition.

You can review a requisition in PDF form, however you must log into CFS to approve it.

**Step 2:**
Review the requisition (and any attachments) for completeness and accuracy. All details of the requisition, including comments, are included in the PDF.

If any corrections need to be made, contact the Requester who created the requisition. You will receive an updated PDF via email when the corrections are made.

If the requisition is correct as is, proceed to the next step.

It’s important to ensure the chartfields are correct to avoid charging the requisition incorrectly.
### Processing Steps

**Step 3:**
Navigate to the Requisition entry page in CFS:
```
Main Menu>Purchasing > Requisitions > Add/Update Requisitions.
```

View the [Logging Into CFS user guide](#) at the IT Training website for details on logging into CFS.

### Screen Shots

#### Step 3:
![Screen Shot of Main Menu and Requisitions Page](image)

#### Step 4:
Click **Find an Existing Value**.
### Processing Steps

**Step 5:**
Enter the Requisition ID and click on the **Search** button.

You may only approve a requisition for a Requester for whom you are an authorized approver.

**Step 6:**
When you are ready to approve the requisition, click the Approve icon (✓) at the top of the page. The Status will change to **Approved**.

The requisition will automatically be saved when you approve it.

You're done!
### Processing Steps

**Step 6a:**  
If you are approving a requisition that was created in the previous month, you may receive an error message indicating that the Accounting Date is not open.

Click **OK** and then follow the next steps to update the Accounting Date.

**Step 6b:**  
You will need to update the Accounting Date to the current month.

Use the calendar icon (📅) to select a new date or you may manually enter a new date.

**Step 6c:**  
Select the current date.
<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
</table>

**Step 5d:**

The Accounting Date has now been updated to the current month.

Click on the Approve icon ( ) again to approve the requisition.

You’re done!

---

**BUDGET CHECK AN APPROVED REQUISITION (OPTIONAL)**

Once you approve a requisition, it will automatically be budget checked that evening and sent to Procurement for processing the following morning.

If you need to get a requisition to Procurement on the same day that you approve it, you will need to process the budget check manually.

**Step 1:**

Click on the **Budget Check** icon ( ) after you have approved the requisition.
### Processing Steps

**Step 2:**

Once the budget check is processed, the Budget Status will change to **Valid**.

Procurement will receive the requisition in their queue a short time after the budget check has completed.

⚠️ **Budget Checking a requisition does not guarantee that your requisition will be processed the same day that it is received. Contact Procurement if you need your requisition processed as a rush request.**

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Maintain Requisitions" /></td>
</tr>
</tbody>
</table>

-Budget Status: Valid

-Status: Approved

-Hold From Further Processing

-Requisition ID: 000023636

-Requisition Name: 000023636

-Hold From Further Processing
### APPENDIX A: COMMON CATEGORY CODES

Category codes are used to further define the item or service being purchased. Each Category code is linked to a specific Account code chartfield. Be sure when you select a particular category code, that you use the appropriate Account code chartfield when entering your line distribution information.

<table>
<thead>
<tr>
<th>Category Code</th>
<th>Name</th>
<th>Associated Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PHYSICAL GOODS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20400</td>
<td>COMPUTER HRDWR &amp; MICRO PERIPH</td>
<td>616002</td>
</tr>
<tr>
<td>20700</td>
<td>COMPUTER ACCESSORIES/SUPPLIES</td>
<td>616005</td>
</tr>
<tr>
<td>20800</td>
<td>COMPUTER SOFTWARE, MICRO</td>
<td>616003</td>
</tr>
<tr>
<td>28500</td>
<td>ELECTRICAL EQUIP SUPPLIES</td>
<td>660003</td>
</tr>
<tr>
<td>42500</td>
<td>FURNITURE – OFFICE</td>
<td>660003</td>
</tr>
<tr>
<td>49000</td>
<td>LAB EQUIP ACCESSORIES-GENERAL</td>
<td>660003</td>
</tr>
<tr>
<td>57800</td>
<td>MISCELLANEOUS PRODUCTS</td>
<td>660003</td>
</tr>
<tr>
<td>60000</td>
<td>OFFICE MACHINES/EQUIP ACC</td>
<td>660003</td>
</tr>
<tr>
<td>61500</td>
<td>OFFICE SUPPLIES/GENERAL</td>
<td>660003</td>
</tr>
<tr>
<td>65500</td>
<td>PHOTOGRAPHIC EQUIP SUPL</td>
<td>660003</td>
</tr>
<tr>
<td>67000</td>
<td>PLUMBING EQUIP/FIXTURES SUPL</td>
<td>660003</td>
</tr>
<tr>
<td>71500</td>
<td>PUBLICATIONS/AUDIOVISUAL MATL</td>
<td>660003</td>
</tr>
<tr>
<td>80500</td>
<td>SPORTING GOODS/ATHLETIC EQUIP</td>
<td>619001</td>
</tr>
<tr>
<td><strong>SERVICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>91200</td>
<td>CONSTRUCTION SVS/GENERAL</td>
<td>660003</td>
</tr>
<tr>
<td>92000</td>
<td>DATA PROCESSING SVS/SOFTWARE</td>
<td>616003</td>
</tr>
<tr>
<td>92045</td>
<td>SOFTWARE MAINTENANCE</td>
<td>616005</td>
</tr>
<tr>
<td>93600</td>
<td>EQUIP MAINT/REPAIR: GEN EQUIP</td>
<td>660003</td>
</tr>
<tr>
<td>96100</td>
<td>MISC PROF SERVICES</td>
<td>660003</td>
</tr>
<tr>
<td>96200</td>
<td>MISCELLANEOUS SERVICES</td>
<td>660003</td>
</tr>
<tr>
<td>96600</td>
<td>PRINTING RELATED SVS</td>
<td>660002</td>
</tr>
<tr>
<td>96800</td>
<td>PUBLIC WORKS RELATED SERVICE</td>
<td>660003</td>
</tr>
<tr>
<td>98500</td>
<td>RENT/LEASE EQUIP SVS: OFFICE</td>
<td>660003</td>
</tr>
</tbody>
</table>
## APPENDIX B: FIELD DEFINITIONS

The following table is a list of CFS field names and their definitions used throughout this guide.

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Header Information</strong></td>
<td></td>
</tr>
<tr>
<td>• Business Unit</td>
<td>No entry required. The default Business Unit for CSUDH is DHCMP.</td>
</tr>
<tr>
<td>• Requisition ID</td>
<td>No entry required. The Requisition ID number automatically assigned when the requisition is saved.</td>
</tr>
<tr>
<td>• Requisition Name</td>
<td>Entry recommended but not required. You may enter a name for your requisition to help you identify it later. If you do not enter a Requisition Name, the system will set the Requisition ID as the Requisition Name once you save the requisition.</td>
</tr>
<tr>
<td>• Status</td>
<td>No entry required. May be Approved, Complete, Denied, Initial, Line Approved, Open, Pending Approval, Preview, or Cancelled. Initially the status defaults to Open.</td>
</tr>
<tr>
<td>• Budget Status</td>
<td>No entry required. Defaults initially to “Not Chk’d”. When a requisition is Budget Checked it creates a Pre-Encumbrance.</td>
</tr>
<tr>
<td>• Requester</td>
<td>No entry required. Defaults to the CWID/Name of the person processing the requisition.</td>
</tr>
<tr>
<td>• Requisition Date</td>
<td>No entry required. Defaults to the date the requisition was created and saved.</td>
</tr>
<tr>
<td>• Currency Code</td>
<td>No entry required. Currency Code defaults to USD (US Dollar). If the purchase needs to be made using a different currency, Contracts &amp; Procurement will make the adjustment on the purchase order.</td>
</tr>
<tr>
<td>• Origin</td>
<td>No entry required. Origin defaults to “ONL.”</td>
</tr>
<tr>
<td>• Accounting Date</td>
<td>No entry required. Accounting Date defaults to the date the requisition was created and saved.</td>
</tr>
<tr>
<td><strong>Requisition Defaults</strong></td>
<td></td>
</tr>
<tr>
<td>• Default Options</td>
<td>Default – Select this option to use the values that default from the system. Override – Select this option to use the values you specify on this page to override the system defined defaults. You may change any value that defaults on this page by using this option.</td>
</tr>
<tr>
<td>• Supplier</td>
<td>If the supplier exists, use the magnifying glass icon to locate and select the supplier from the drop down list.</td>
</tr>
<tr>
<td>• Category</td>
<td>If all items to be purchased on the requisition are from the same Category, use the magnifying glass icon to locate and select the appropriate value.</td>
</tr>
<tr>
<td>• Unit of Measure</td>
<td>If all items to be purchased on the requisition will use the same unit of measure, enter the unit of measure here: either EA (each) for item orders or LOT for services and blanket orders.</td>
</tr>
<tr>
<td>• Ship To</td>
<td>The Ship To address where the requisition items are to be sent defaults from the Requester. To change the delivery address, use the magnifying glass icon to locate and select the appropriate value.</td>
</tr>
<tr>
<td>• Due Date</td>
<td>The Due Date is used by the system to indicate when an item is needed by. If the items are needed by a specific date, enter that date here.</td>
</tr>
<tr>
<td>• Attention To</td>
<td>The Attention To field specifies to whose attention this order should be sent. By default this is set to the Requester’s name but it can be modified.</td>
</tr>
<tr>
<td>Field</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Distribution</td>
<td>Default Distribution ChartField values are defined for each Requester and are displayed here. They may be changed as necessary to reflect where the charges for the requisition should be billed.</td>
</tr>
</tbody>
</table>

### Requisition Line Information

- **Description**
  - Entry required. A brief description of the line item.

- **Quantity**
  - Entry required. The quantity you are requesting for each line item.

- **UOM**
  - Entry required. For service orders, enter LOT. For commodity/item orders, enter EA (each).

- **Category**
  - Entry required. Use the magnifying glass to locate and select the appropriate Category code. See Appendix A for a list of commonly used Category codes.

- **Price**
  - Entry required. The price per unit.

- **Merchandise Amount**
  - No entry required. This field multiples the quantity field and the price field to calculate the total value of the line.

- **Supplier**
  - Optional entry. Enter the Supplier ID number or use the magnifying glass to look up an existing supplier ID.

- **Supplier Name**
  - No entry required. The Supplier Name associated with the Supplier ID entered will populate in this field.

- **Due Date**
  - Entry required. Select the date when you need the item.

### Requisition Schedule Information

- **Ship To**
  - Optional entry. The Ship To defaults from the Requester Defaults. Update if the value is incorrect.

- **Quantity**
  - No entry required. The Quantity defaults from the Requisition Line.

- **Price**
  - No entry required. The Price defaults from the Requisition Line.

- **Merchandise Amount**
  - No entry required. The Amount is a calculate field (Quantity X Price) and cannot be updated.

- **Due Date**
  - No entry required. The Due Date will default from the requisition line.

- **Attention To**
  - No entry required. The Attention To defaults to the Requester. If the order or shipment should be sent to the attention of another person, modify this field.

### Requisition Distribution Information – By Quantity

- **Distribute By**
  - No entry required. Defaults to Quantity.

- **Liquidate By**
  - No entry required. Should be the same as Distribute By value.

- **Percent**
  - No entry required. Defaults to 100 Percent from the requisition line.

- **Quantity**
  - The total quantity for each chartfield. Entry not required if billing to a single chartfield.

- **Merchandise Amount**
  - No entry required. The Merchandise Amount field is calculated by the system.

- **GL Unit**
  - No entry required. Defaults to DHCMP.

- **Account**
  - Entry required. The Account the item will be charged to. Account captures financial transactions such as Assets, Liabilities, Fund Equity, Revenues, and Expenditures. It provides the detail breakdown for Balance Sheet and Revenue/Expenditure reporting and is the lowest level of detail required for campus-wide reporting.
<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Entry required. The Fund the item is being charged to. Fund represents the source of money related to financial transactions.</td>
</tr>
<tr>
<td>Dept</td>
<td>Entry required. The Dept ID the item is being charged to. Department ID defines academic areas, research units, or administrative offices with an appointed manager that has programmatic, operational, fiscal and/or budgetary responsibility for a specific set of activities and projects/grants.</td>
</tr>
<tr>
<td>Program</td>
<td>No entry required. Leave blank unless otherwise instructed by Accounting Services.</td>
</tr>
<tr>
<td>Class</td>
<td>Optional entry. Only required if you are charging the item to a Class. Class provides for any special cost reporting needs a division, department or other organizational unit may have that are not met by the campus-wide reporting values defined in the other chartfields. Extension of department.</td>
</tr>
<tr>
<td>Project</td>
<td>Optional entry. Only required if you are charging the item to a Project. Project identifies a discrete set of activities. Activities associated with this chartfield may span multiple Departments, Funds and/or Accounts.</td>
</tr>
<tr>
<td>Location</td>
<td>No entry required. The Location defaults from the Ship To settings on the Requisition Schedule page.</td>
</tr>
</tbody>
</table>

**Requisition Distribution Information – By Amount**

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute By</td>
<td>Optional entry. Defaults to Quantity. Change to Amount if you want to distribute by Amount.</td>
</tr>
<tr>
<td>Liquidate By</td>
<td>No entry required. Should be the same as Distribute By value.</td>
</tr>
<tr>
<td>Percent</td>
<td>Optional entry. Defaults to 100 Percent from the requisition line. If you add additional distribution lines, you can modify the Percent to indicate what percentage of the total cost will be billed to each distribution line.</td>
</tr>
<tr>
<td>Merchandise Amount</td>
<td>Optional entry. The Amount defaults to the total amount for the line. No entry required if you are billing to a single chartfield.</td>
</tr>
<tr>
<td>GL Unit</td>
<td>No entry required. Defaults to DHCMP.</td>
</tr>
<tr>
<td>Account</td>
<td>Entry required. The Account the item will be charged to. Account captures financial transactions such as Assets, Liabilities, Fund Equity, Revenues, and Expenditures. It provides the detail breakdown for Balance Sheet and Revenue/Expenditure reporting and is the lowest level of detail required for campus-wide reporting.</td>
</tr>
<tr>
<td>Fund</td>
<td>Entry required. The Fund the item is being charged to. Fund represents the source of money related to financial transactions.</td>
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<tr>
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<td>Entry required. The Dept ID the item is being charged to. Department ID defines academic areas, research units, or administrative offices with an appointed manager that has programmatic, operational, fiscal and/or budgetary responsibility for a specific set of activities and projects/grants.</td>
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<tr>
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<td>No entry required. Leave blank unless otherwise instructed by Accounting Services.</td>
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<tr>
<td>Class</td>
<td>Optional entry. Only required if you are charging the item to a Class. Class provides for any special cost reporting needs a division, department or other organizational unit may have that are not met by the campus-wide reporting values defined in the other chartfields. Extension of department.</td>
</tr>
</tbody>
</table>
### Field Definition

- **Project**
  Optional entry. Only required if you are charging the item to a Project. Project identifies a discrete set of activities. Activities associated with this chartfield may span multiple Departments, Funds and/or Accounts.

- **Location**
  No entry required. The Location defaults from the Ship To settings on the Requisition Schedule page.

<table>
<thead>
<tr>
<th><strong>Requisition Print</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit</strong></td>
<td>No entry required. Business Unit defaults to DHCMP and does not need to be changed.</td>
</tr>
<tr>
<td><strong>Requisition ID</strong></td>
<td>Required entry. Enter the Requisition ID of the requisition that you wish to print.</td>
</tr>
<tr>
<td><strong>From Date</strong></td>
<td>No entry required. It is not recommended that you use this feature.</td>
</tr>
<tr>
<td><strong>Through Date</strong></td>
<td>No entry required. It is not recommended that you use this feature.</td>
</tr>
<tr>
<td><strong>Requester</strong></td>
<td>No entry required. It is not recommended that you use this feature.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Send Requisition For Approval</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit</strong></td>
<td>No entry required. Business Unit defaults to DHCMP and does not need to be changed.</td>
</tr>
<tr>
<td><strong>Requisition ID</strong></td>
<td>Required entry. Enter the Requisition ID of the requisition that you wish to print.</td>
</tr>
<tr>
<td><strong>From Date</strong></td>
<td>No entry required. It is not recommended that you use this feature.</td>
</tr>
<tr>
<td><strong>Through Date</strong></td>
<td>No entry required. It is not recommended that you use this feature.</td>
</tr>
<tr>
<td><strong>Requester</strong></td>
<td>No entry required. It is not recommended that you use this feature.</td>
</tr>
</tbody>
</table>
### APPENDIX C: TROUBLESHOOTING

Below are some common issues and their resolutions.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCOUNTING DATE IS NOT OPEN</strong></td>
<td><img src="image" alt="Message" /></td>
</tr>
<tr>
<td>If an Approver attempts to approve a requisition that was created during a previous month, they will receive an error indicating that the Accounting Date is not open. The Approver can fix this (see Requisition Approval User Guide), but a Requester can also change the Accounting Date before the Approver goes to approve the requisition.</td>
<td><img src="image" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

**Step 1:**

Open the requisition that you wish to update (see page 21 for Find an Existing Requisition instructions).
**Processing Steps**

**Step 2:**

Notice that the Requisition Date and the Accounting Date currently match.

Normally this is not an issue. However, if the Accounting Date is 03/31/2014 and the current date is 04/23/14, the Approver will not be able to approve the requisition.

**Step 3:**

You will need to update the Accounting Date to the current month.

Use the calendar icon (/calendar) to select a new Accounting Date or you may manually enter a new Accounting Date.

---

<table>
<thead>
<tr>
<th><strong>Screen Shots</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Screen Shot 1" /></td>
</tr>
<tr>
<td><img src="image2.png" alt="Screen Shot 2" /></td>
</tr>
</tbody>
</table>
### Processing Steps

**Step 4:**
Select the current date.

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

- **Requester:** Bob
- **Requisition Date:** 03/31/2014
- **Origin:** ONL
- **Currency Code:** USD
- **Accounting Date:** 04/23/2014

**Calendar:**
- **Month:** April
- **Year:** 2014

**Current Date:** 23
### Processing Steps

**Step 5:**

The Accounting Date is now today's date.

Click **Save** to save your changes.

You can now have your Approver log in to CFS to approve the requisition.