

# **CFS 9.2 User Guide**

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## **Requisition Data Entry**



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## REVISION CONTROL

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### Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
4/28/2017	C Furman	TOC added	



## 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.

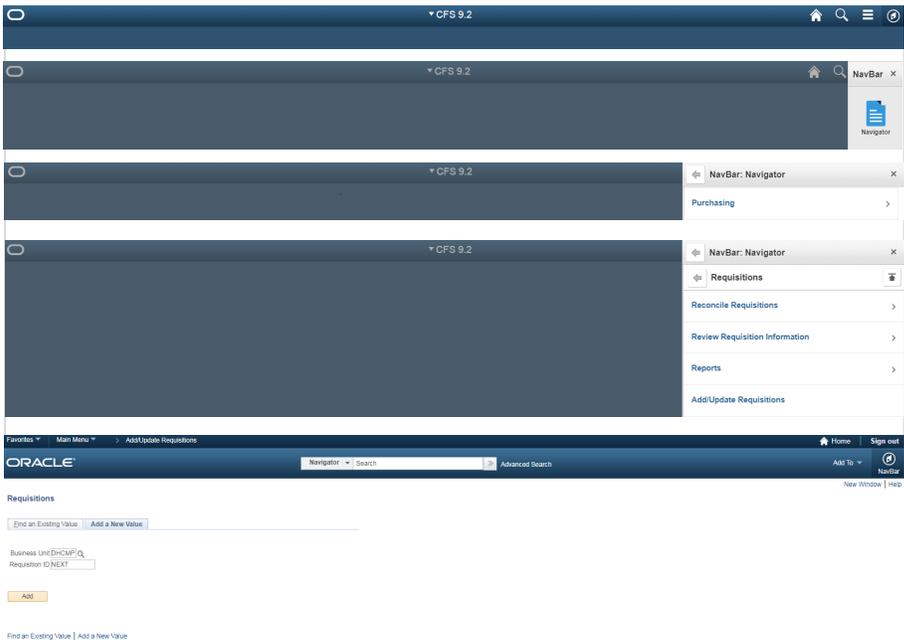
#### **What does this mean for users?**

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

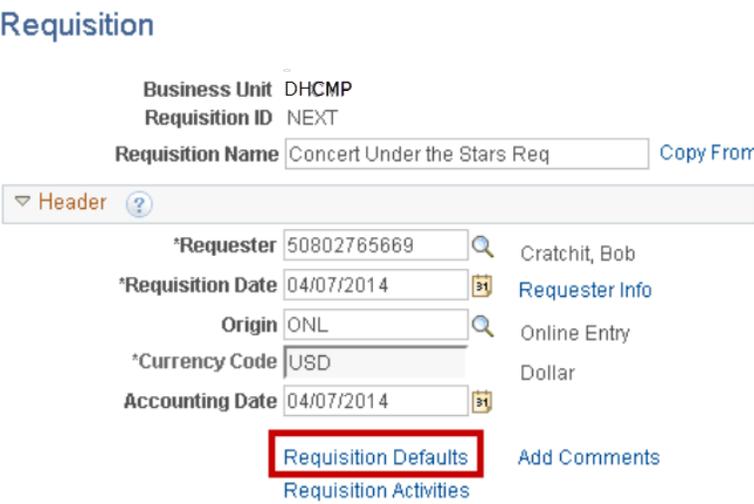
The Requisition Data Entry page provides a tool for identified CSUDH employees to enter requisitions directly into CFS. It is designed to automate and standardize the requisition process across the entire campus. Once the requisition has been created it must be approved by the appropriate authority. 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.

Processing Steps	Screen Shots
<p><b>NAVIGATION</b></p> <p><b>Step 1:</b></p> <p>Navigate to the Requisition Entry page:</p> <p><a href="#">Purchasing &gt; Requisitions &gt; Add/Update Requisitions &gt; Add a New Value</a></p> <p>To create a new requisition, click the <b>Add</b> button.</p> <p> Do <b>not</b> change the Requisition ID from NEXT.</p>	 <p>The screenshot shows the Oracle CFS 9.2 interface. At the top, there are navigation tabs for 'Purchasing' and 'Requisitions'. The 'Requisitions' tab is active, showing a list of requisitions. Below the list, there are input fields for 'Business Line' (with 'DHCMP' selected) and 'Requisition ID' (with 'NEXT' entered). An 'Add' button is visible below these fields. The bottom of the screenshot shows the Oracle logo and a search bar.</p>



Processing Steps	Screen Shots																						
<p><b>REQUISITION HEADER</b></p> <p>The Requisition Header information will be automatically populated.</p> <p>The only field you may modify is <b>Requisition Name</b>. 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.</p>	<div data-bbox="633 262 1534 583"> </div> <table border="1" data-bbox="633 592 1477 1562"> <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> </tbody> </table>	Field	What do I need to enter?	Business Unit	No entry required. The default Business Unit for CSUDH is DHCMP.	Requisition ID	No entry required. The Requisition ID number automatically assigned when the requisition is saved.	Requisition Name	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.	Status	No entry required. May be Approved, Complete, Denied, Initial, Line Approved, Open, Pending Approval, Preview, or Cancelled. Initially the status defaults to Open.	Budget Status	No entry required. Defaults initially to "Not Chk'd". When a requisition is Budget Checked it creates a Pre-Encumbrance.	Requester	No entry required. Defaults to the CWID/Name of the person processing the requisition.	Requisition Date	No entry required. Defaults to the date the requisition was created and saved.	Origin	No entry required. Origin defaults to "ONL."	Currency Code	No entry required. Currency Code defaults to USD (US Dollar). If the purchase needs to be made using a different currency, Contracts & Procurement will make the adjustment on the purchase order.	Accounting Date	No entry required. Accounting Date defaults to the date the requisition was created and saved.
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Processing Steps	Screen Shots
<p><b><u>Requisition Defaults (Optional)</u></b></p> <p><b>Step 1:</b></p> <p>To view your Requisition Defaults, click on <b>Requisition Defaults</b>.</p>	 <p><b>Requisition</b></p> <p>Business Unit DHCMP Requisition ID NEXT Requisition Name <input type="text" value="Concert Under the Stars Req"/> <a href="#">Copy From</a></p> <p>Header ?</p> <p>*Requester <input type="text" value="50802765669"/> <a href="#">Requester Info</a> Cratchit, Bob *Requisition Date <input type="text" value="04/07/2014"/> <a href="#">Requester Info</a> Origin <input type="text" value="ONL"/> <a href="#">Requester Info</a> Online Entry *Currency Code <input type="text" value="USD"/> Dollar Accounting Date <input type="text" value="04/07/2014"/> <a href="#">Requester Info</a></p> <p><b>Requisition Defaults</b> <a href="#">Add Comments</a> <a href="#">Requisition Activities</a></p>



**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.

**Requisition Defaults**

Business Unit: DHCMP      Requisition Date: 04/07/2014  
 Requisition ID: NEXT      Status: Open

**Default Options** ?

**Default**      If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

**Override**      If you select this option, all default values entered on this page override the default values found in the default hierarchy; only non-blank values are assigned.

**Line**

Buyer: [ ]      Unit of Measure: EA [ ]  
 Supplier: 0000000023 [ ] AT&T      Supplier Location: MAIN [ ]  
 Category: 20400 [ ]      Supplier Lookup

**Schedule**

Ship To: RECV [ ] RECEIVING (657) 278-2531      \*Distribute By: Quantity [ ]  
 Due Date: 04/30/2014 [ ]      \*Liquidate By: Quantity [ ]  
 Ultimate Use Code: [ ]  
 Attention To: Ebenezer Scrooge

**Distribution**

SpeedChart: [ ]

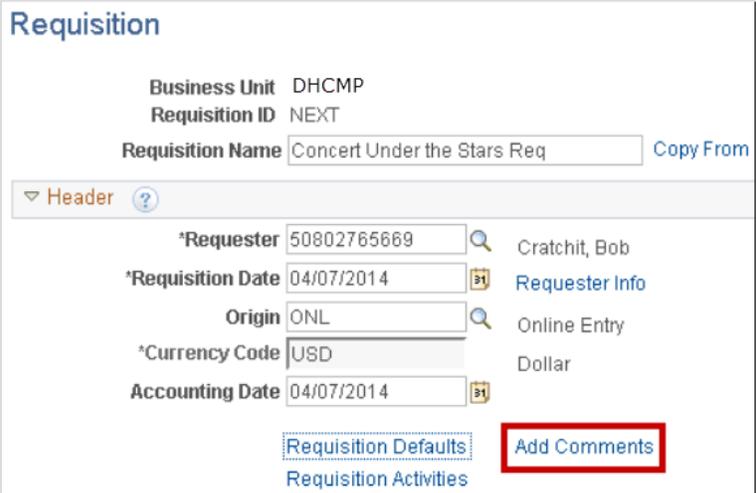
**Distributions**

Details    Asset Information    [ ]

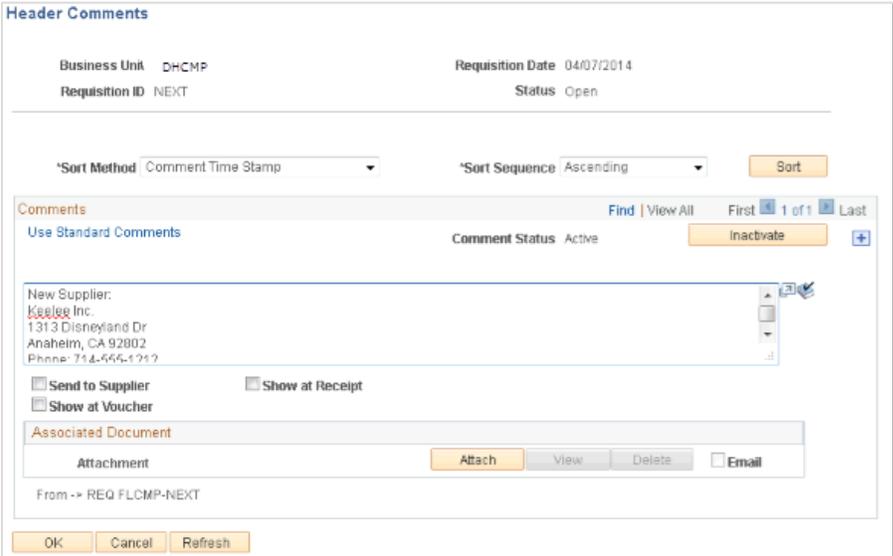
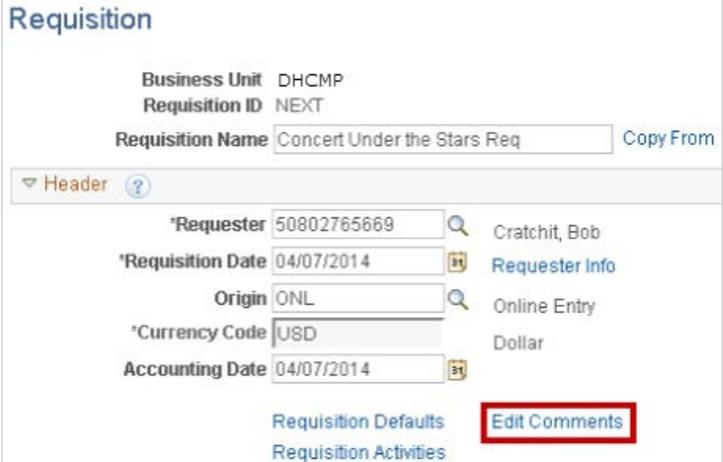
Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	P
1		FLCM [ ]	660003 [ ]		THEFF [ ]	10356 [ ]				

Field	Description
Default Options	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.
Supplier	If the supplier exists, use the magnifying glass icon to locate and select the supplier from the drop down list.
Category	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.
Unit of Measure	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.
Ship To	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.
Due Date	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.
Attention To	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.
Distribution	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.

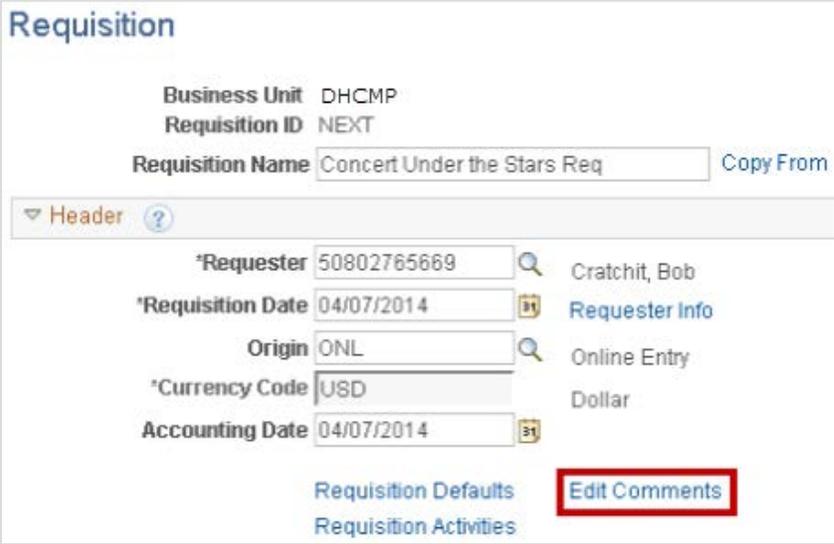
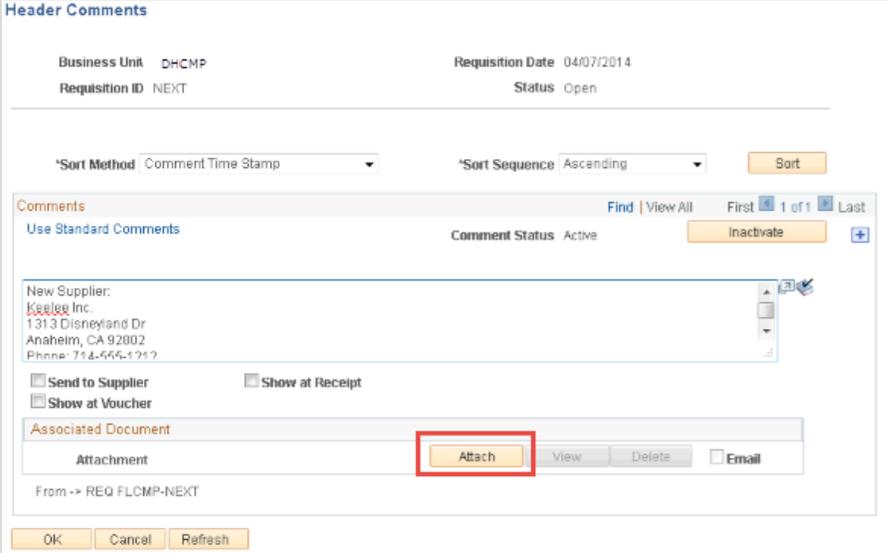


Processing Steps	Screen Shots
<p><b><u>Header Comments (Optional)</u></b></p> <p><b>Step 1:</b></p> <p>The requisition <b>Header Comments</b> page is used to provide additional information to the Buyer or the Supplier.</p> <p>Types of information commonly provided include:</p> <ul style="list-style-type: none"> <li>• Special Instructions (i.e. Rush Order Information)</li> <li>• New Supplier Information <ul style="list-style-type: none"> <li>- Supplier Name</li> <li>- Supplier Address</li> <li>- City, State, Zip</li> <li>- Phone Number</li> <li>- Identify if 204 Form has been sent to supplier</li> <li>- Taxpayer Identification Number (TIN) if known</li> </ul> </li> <li>• Name and extension of Consumer</li> <li>• Freight, shipping, and handling amounts.</li> <li>• Provide Procurement with additional required information.</li> </ul> <p>To add comments to your requisition, click <b>Add Comments</b>.</p>	 <p>The screenshot shows the 'Requisition' header page. At the top, it displays 'Business Unit' as DHCMP and 'Requisition ID' as NEXT. The 'Requisition Name' field contains 'Concert Under the Stars Req' with a 'Copy From' link. Below this is a 'Header' section with a dropdown arrow and a help icon. The fields include: '*Requester' (50802765669) with a search icon and 'Cratchit, Bob'; '*Requisition Date' (04/07/2014) with a calendar icon and a 'Requester Info' link; 'Origin' (ONL) with a search icon and 'Online Entry'; '*Currency Code' (USD) with 'Dollar'; and 'Accounting Date' (04/07/2014) with a calendar icon. At the bottom, there are links for 'Requisition Defaults' and 'Requisition Activities', and a red-bordered 'Add Comments' button.</p>

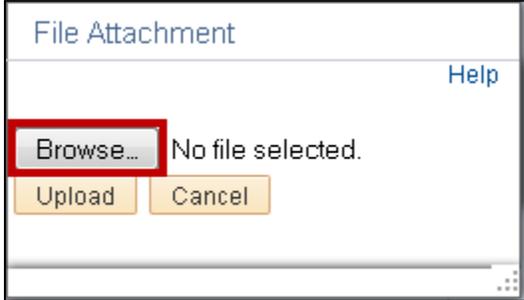
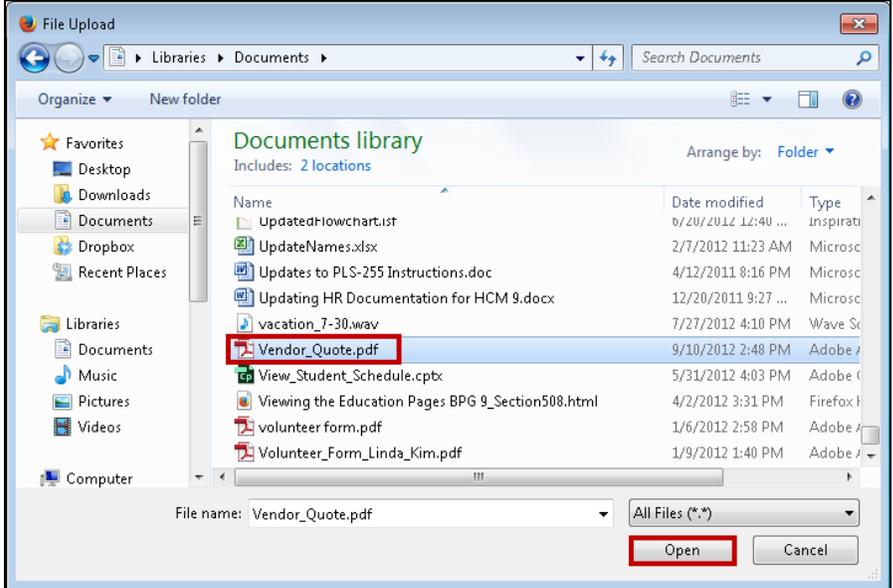
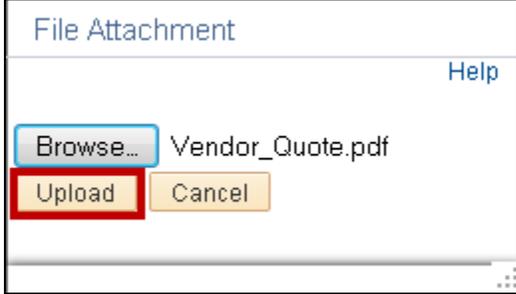


Processing Steps	Screen Shots
<p><b>Step 2:</b></p> <p>Enter your comment in the Comments box. See page 9 for common types of comments for requisitions.</p> <p>To add another comment line, click the plus sign icon (+).</p> <p>Click <b>OK</b> to return to the requisition main page.</p>  <p>If you would like the comment printed on the Purchase Order, check the box next to <b>Send to Supplier</b>.</p>	
<p><b>Step 3:</b></p> <p>Once you have added a comment the requisition, the <b>Add Comments</b> link will change to <b>Edit Comments</b>.</p> <p>You may click on <b>Edit Comments</b> at any time to modify your comments.</p>	

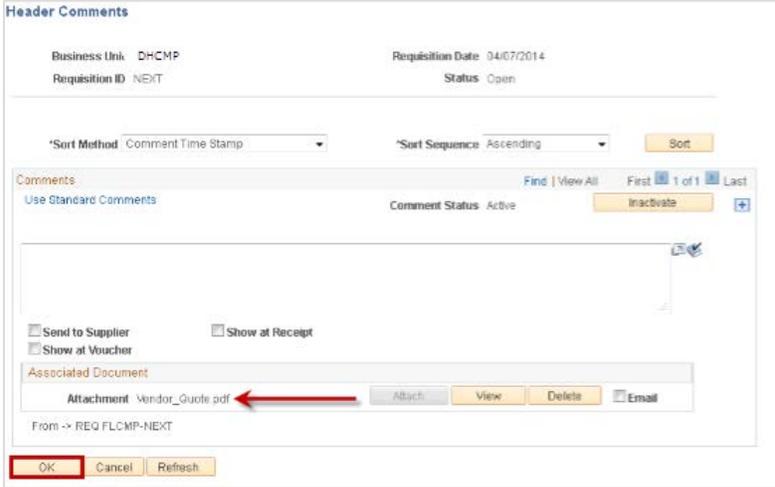
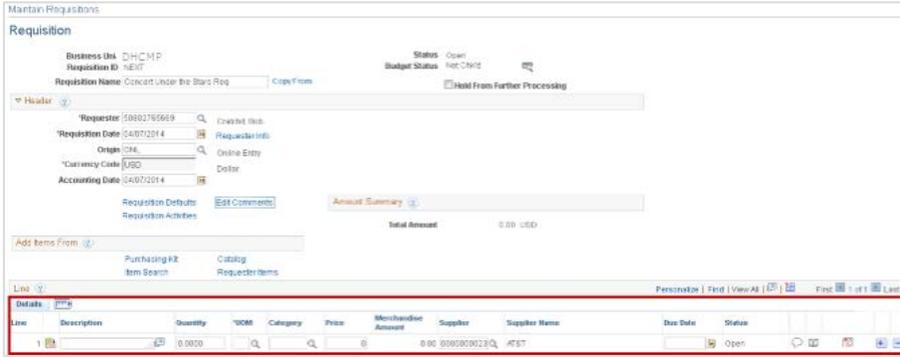


Processing Steps	Screen Shots
<p><b><u>Add an Attachment (Optional)</u></b></p> <p><b>Step 1:</b></p> <p>The requisition Header Comments page is also where documents are attached for use as a reference or for use by the Procurement Department.</p> <p>Types of commonly provided information include:</p> <ul style="list-style-type: none"> <li>• Order Attachments</li> <li>• Supplier quotes</li> <li>• Additional approval signatures</li> </ul> <p>To attach a document to the requisition, click on <b>Add Comments</b> (or <b>Edit Comments</b>)</p>	 <p>The screenshot shows the 'Requisition' header page. Fields include Business Unit (DHCMP), Requisition ID (NEXT), and Requisition Name (Concert Under the Stars Req). A 'Copy From' button is visible. Under the 'Header' section, fields for Requester (50802765669), Requisition Date (04/07/2014), Origin (ONL), Currency Code (USD), and Accounting Date (04/07/2014) are shown. The 'Edit Comments' button is highlighted with a red box.</p>
<p><b>Step 2:</b></p> <p>Click on <b>Attach</b> under Associated Document.</p> <p> 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:</p> <ul style="list-style-type: none"> <li>• Scan all of your documents into a PDF document using your local Xerox copier.</li> <li>• Add all of your documents into a .zip archive.</li> <li>• Add all of your documents into a .PDF archive using Adobe Acrobat Pro.</li> </ul>	 <p>The screenshot shows the 'Header Comments' page. It includes fields for Business Unit (DHCMP), Requisition ID (NEXT), Requisition Date (04/07/2014), and Status (Open). There are sorting options for 'Sort Method' (Comment Time Stamp) and 'Sort Sequence' (Ascending). A 'Comments' section shows a comment about a 'New Supplier: Koolog Inc.' with options to 'Send to Supplier' and 'Show at Voucher'. The 'Associated Document' section has an 'Attach' button highlighted with a red box, along with 'View', 'Delete', and 'Email' options.</p>



Processing Steps	Screen Shots
<p><b>Step 3:</b></p> <p>Click <b>Browse</b>.</p>	
<p><b>Step 4:</b></p> <p>Click on the document on your hard drive that you wish to upload and then click <b>Open</b>.</p> <p> 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.</p>	
<p><b>Step 5:</b></p> <p>Click <b>Upload</b> to attach the document you selected.</p>	

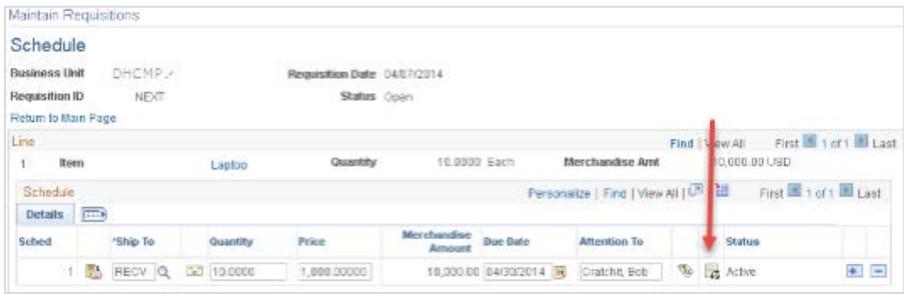


Processing Steps	Screen Shots
<p><b>Step 6:</b></p> <p>The document is now attached to the requisition.</p> <p>Click <b>OK</b> to return to the requisition main page.</p>	
<p><b>REQUISITION DETAILS</b></p> <p>Complete each requisition line (including line information, schedule information, and distribution information) before adding another line. As long as the requisition status remains open, you can make changes to any field you have entered.</p>	



Processing Steps	Screen Shots																				
<p><b><u>Requisition Line Information</u></b></p> <p><b>Step 1:</b></p> <p>Complete the following fields:</p> <ul style="list-style-type: none"> <li>• Description</li> <li>• Quantity</li> <li>• UOM</li> <li>• Category</li> <li>• Price</li> <li>• Due Date</li> </ul> <p> Although you will see other Units of Measure available, only use LOT (service orders or blanket orders) or EA (item orders) for all requisitions.</p>	 <table border="1"> <thead> <tr> <th data-bbox="630 321 878 373">Field</th> <th data-bbox="878 321 1539 373">What do I need to enter?</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 373 878 422">Description</td> <td data-bbox="878 373 1539 422">Entry required. A brief description of the line item.</td> </tr> <tr> <td data-bbox="630 422 878 491">Quantity</td> <td data-bbox="878 422 1539 491">Entry required. The quantity you are requesting for each line item.</td> </tr> <tr> <td data-bbox="630 491 878 560">UOM</td> <td data-bbox="878 491 1539 560">Entry required. For service orders, enter LOT. For commodity/item orders, enter EA (each).</td> </tr> <tr> <td data-bbox="630 560 878 695">Category</td> <td data-bbox="878 560 1539 695">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 data-bbox="630 695 878 743">Price</td> <td data-bbox="878 695 1539 743">Entry required. The price per unit.</td> </tr> <tr> <td data-bbox="630 743 878 842">Merchandise Amount</td> <td data-bbox="878 743 1539 842">No entry required. This field multiplies the quantity field and the price field to calculate the total value of the line.</td> </tr> <tr> <td data-bbox="630 842 878 940">Supplier</td> <td data-bbox="878 842 1539 940">Optional entry. Enter the Supplier ID number or use the magnifying glass to look up an existing supplier ID.</td> </tr> <tr> <td data-bbox="630 940 878 1010">Supplier Name</td> <td data-bbox="878 940 1539 1010">No entry required. The Supplier Name associated with the Supplier ID entered will populate in this field.</td> </tr> <tr> <td data-bbox="630 1010 878 1081">Due Date</td> <td data-bbox="878 1010 1539 1081">Entry required. Select the date when you need the item.</td> </tr> </tbody> </table>	Field	What do I need to enter?	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 at the end of this manual for a list of commonly used Category codes.	Price	Entry required. The price per unit.	Merchandise Amount	No entry required. This field multiplies 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.
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<p><b><u>Requisition Schedule Information</u></b></p> <p><b>Step 1:</b></p> <p>Click on the Schedule icon () at the far right of the Requisition Line.</p>																					



Processing Steps	Screen Shots														
<p><b>Step 2:</b></p> <p>Review the following fields:</p> <ul style="list-style-type: none"> <li>• Ship To</li> <li>• Quantity</li> <li>• Price</li> <li>• Amount</li> <li>• Due Date</li> <li>• Attention To</li> </ul> <p> If you need to change the quantity, price, or due date, change it under the Requisition Line Information (see page 14).</p>	 <table border="1"> <thead> <tr> <th data-bbox="630 556 876 598">Field</th> <th data-bbox="876 556 1534 598">What do I need to enter?</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 598 876 672">Ship To</td> <td data-bbox="876 598 1534 672">Optional entry. The Ship To defaults from the Requester Defaults. Update if the value is incorrect.</td> </tr> <tr> <td data-bbox="630 672 876 745">Quantity</td> <td data-bbox="876 672 1534 745">No entry required. The Quantity defaults from the Requisition Line.</td> </tr> <tr> <td data-bbox="630 745 876 819">Price</td> <td data-bbox="876 745 1534 819">No entry required. The Price defaults from the Requisition Line.</td> </tr> <tr> <td data-bbox="630 819 876 913">Merchandise Amount</td> <td data-bbox="876 819 1534 913">No entry required. The Merchandise Amount is a calculate field (Quantity X Price) and cannot be updated.</td> </tr> <tr> <td data-bbox="630 913 876 987">Due Date</td> <td data-bbox="876 913 1534 987">No entry required. The Due Date will default from the requisition line.</td> </tr> <tr> <td data-bbox="630 987 876 1094">Attention To</td> <td data-bbox="876 987 1534 1094">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>	Field	What do I need to enter?	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 Merchandise 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.
Field	What do I need to enter?														
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 Merchandise 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.														
<p><b>Requisition Distribution Information – By Quantity</b></p> <p>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).</p> <p><b>Step 1:</b></p> <p>Click on the Distribution icon  on the Requisition Schedule page.</p>															



**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 (-).

**Distribution**

Requisition ID: NEXT  
Line: 1  
Schedule: 1  
Ship To: RECV Central Re  
Quantity: 10,000 EA  
\*Distribute By: Quantity  
\*Liquidate By: Quantity  
SpeedChart: Multi-SpeedCharts

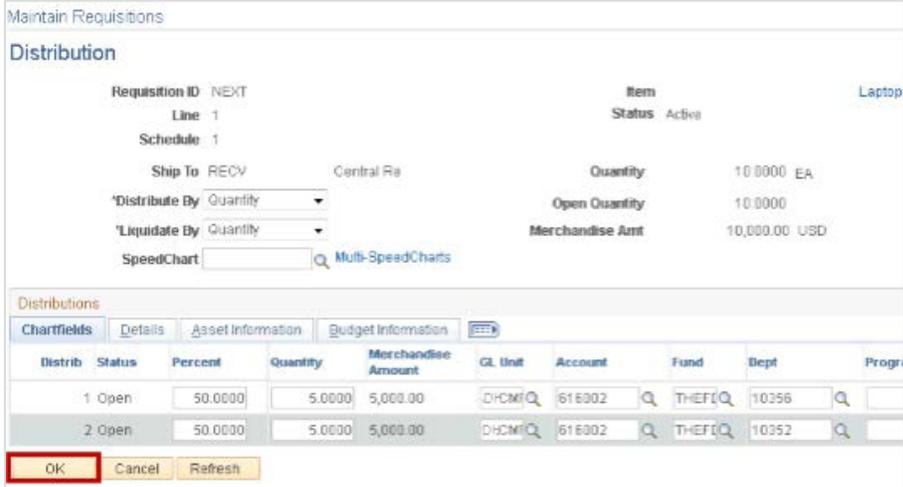
Item Status: Active  
Open Quantity: 10,000  
Merchandise Amt: 10,000.00 USD

**Distributions**

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	Project
1	Open	50.0000	5,000.00	5,000.00	FLCMF	616002	THEFF	10356			
2	Open	50.0000	5,000.00	5,000.00	FLCMF	616002	THEFF	10352			

Field	What do I need to enter?
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.
Fund	Entry required. The Fund the item is being charged to. Fund represents the source of money related to financial transactions.
Dept	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.
Program	No entry required. Leave blank unless otherwise instructed by Accounting Services.
Class	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.
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.



Processing Steps	Screen Shots
<p><b>Step 3:</b></p> <p>When the distribution information is complete, click <b>OK</b> to return to the schedule information page.</p>	
<p><b>Step 4:</b></p> <p>Select the <b>Return to Main Page</b> link to return to the main requisition page.</p> <p> You may also click the Save button at this point to save your requisition.</p>	
<p><b>Requisition Distribution Information – By Amount</b></p> <p>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).</p> <p><b>Step 1:</b></p> <p>Click on the Distribution icon  on the Requisition Schedule.</p>	



**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 (-).

**Distribution**

Requisition ID: NEXT  
Line: 1  
Schedule: 1

Item: Laptop  
Status: Active

Ship To: RECV Central Re  
Quantity: 10,000 EA

\*Distribute By: Amount  
Open Amount: 10,000.000

\*Liquidate By: Amount  
Merchandise Amt: 10,000.00 USD

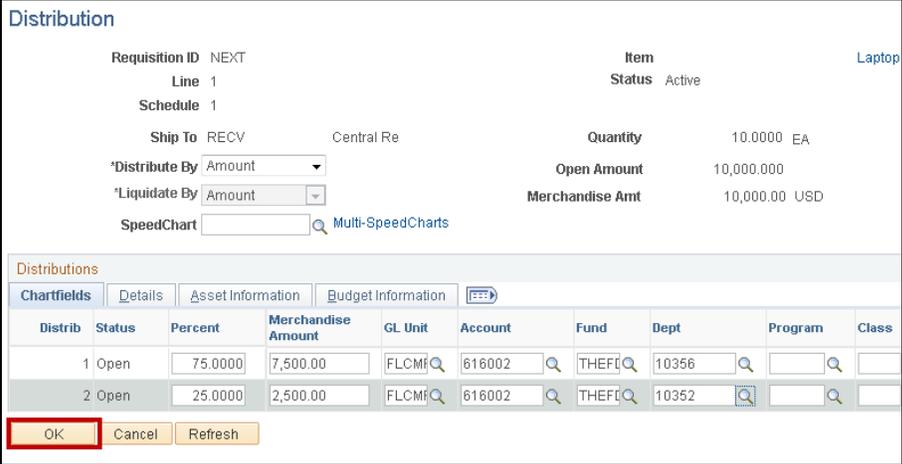
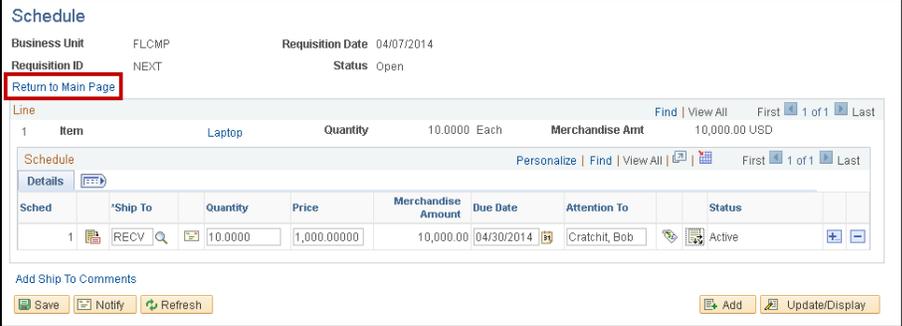
SpeedChart  Multi-SpeedCharts

**Distributions**

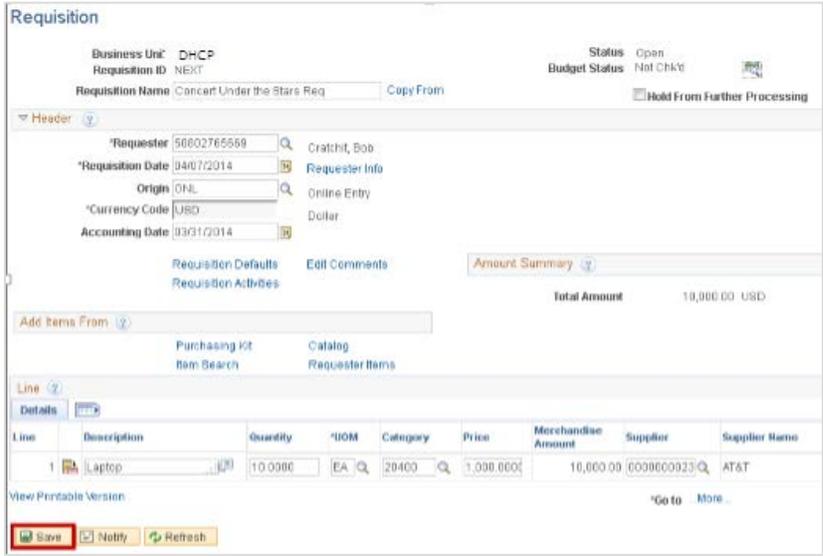
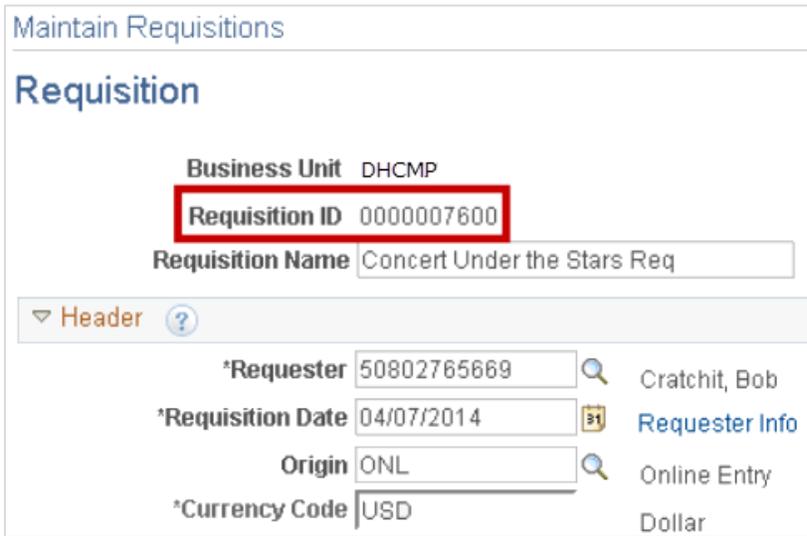
Chartfields	Details	Asset Information	Budget Information	FFY						
Distrib	Status	Percent	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	Project
1	Open	75.0000	7,500.00	FLCMF	616002	THEFF	10356			
2	Open	25.0000	2,500.00	FLCMF	616002	THEFF	10352			

Field	What do I need to enter?
Distribute By	Optional entry. Defaults to Quantity. Change to Amount if you want to distribute by Amount.
Liquidate By	No entry required. Should be the same as Distribute By value.
Percent	Optional entry. Defaults to 100 Percent. No entry required if billing to a single chartfield.
Merchandise Amount	Optional entry. The Amount defaults to the total amount for the line. No entry required if you are billing to a single chartfield.
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.
Fund	Entry required. The Fund the item is being charged to. Fund represents the source of money related to financial transactions.
Dept	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.
Program	No entry required. Leave blank unless otherwise instructed by Accounting Services.
Class	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.
Project	Optional entry. Only required if you are charging the item to a Project. Project identifies a discrete set of



Processing Steps	Screen Shots
	<p>activities. Activities associated with this chartfield may span multiple Departments, Funds and/or Accounts.</p>
<p><b>Step 3:</b></p> <p>When the distribution information is complete, click <b>OK</b> to return to the schedule information page.</p>	
<p><b>Step 4:</b></p> <p>Select the <b>Return to Main Page</b> link to return to the main requisition page.</p> <p> You may also click the Save button at this point to save your requisition.</p>	

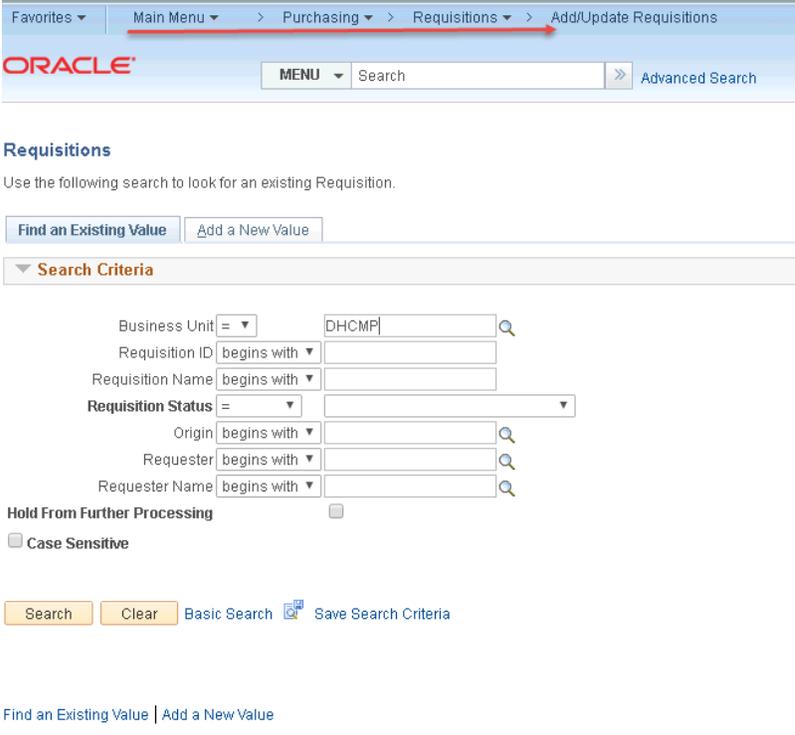


Processing Steps	Screen Shots
<p><b>SAVING A REQUISITION</b></p> <p>Before you are able to save a requisition, you must have at least one Line completely filled out. After saving, you can continue to add more Lines to your requisition.</p> <p><b>Step 1:</b></p> <p>Click the <b>Save</b> button to save your requisition.</p> <p> You will receive an error message if you have incomplete Lines and try to save your requisition.</p>	
<p><b>Step 2:</b></p> <p>A Requisition ID is generated for your requisition and the requisition is now saved in the system.</p> <p> Even after saving your requisition you can change <i>anything</i> about the requisition you would like. So feel free to save your requisition even if you think you'll make significant changes later.</p>	

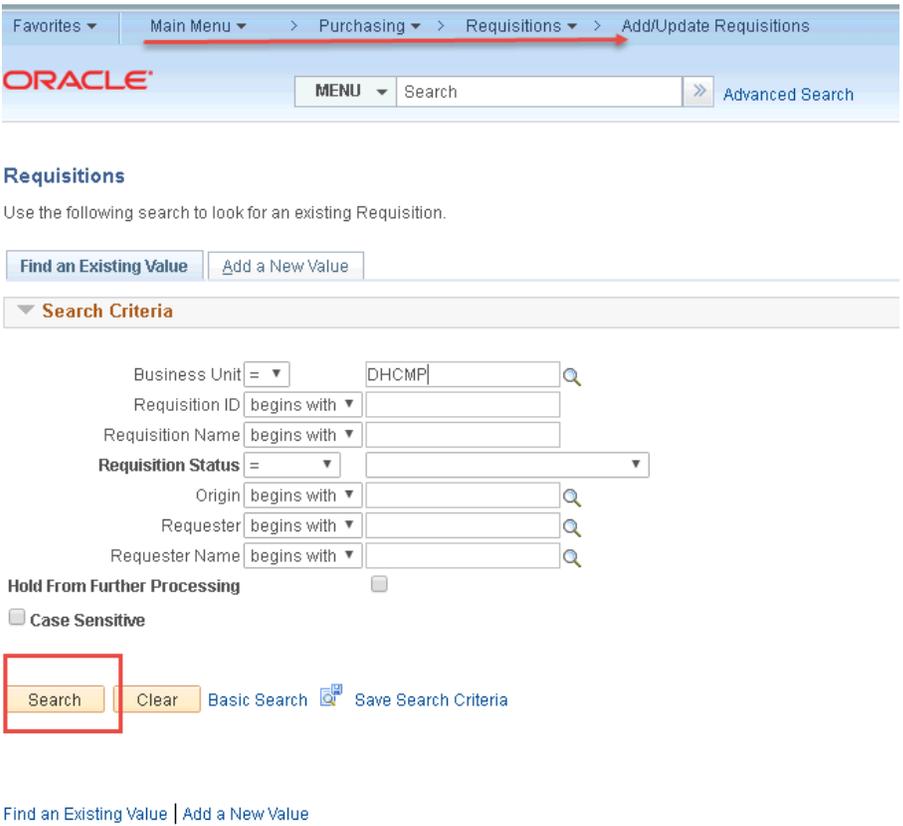
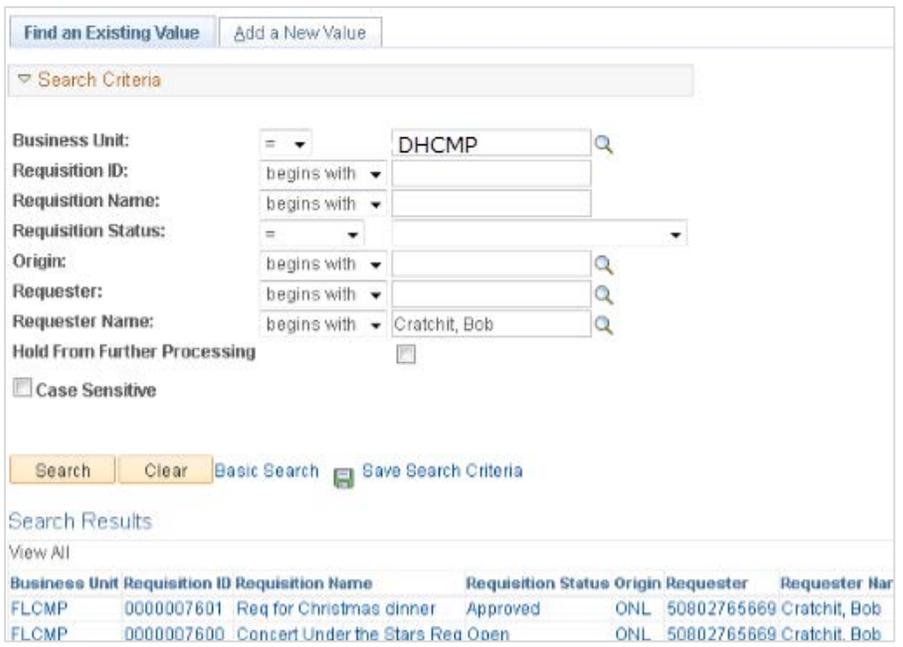


## FIND AN EXISTING REQUISITION

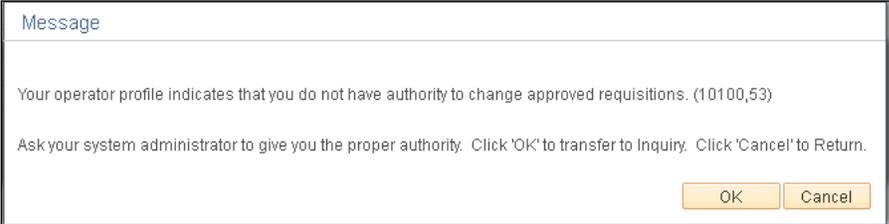
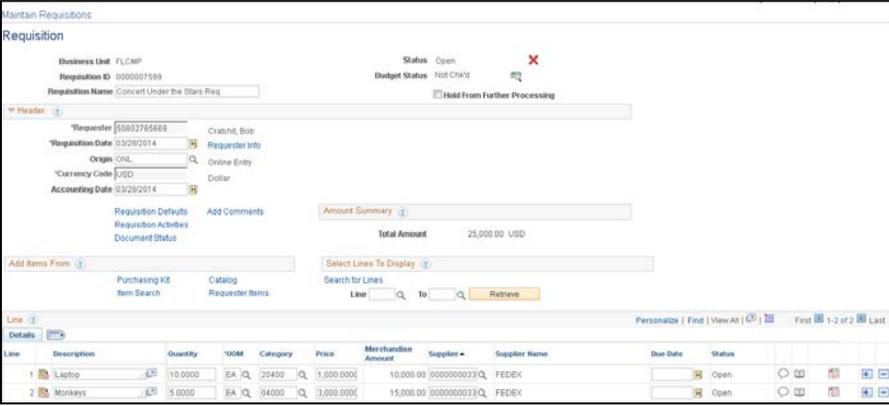
To locate a requisition that you have saved but has not yet been approved, follow the steps below. Once a requisition has been approved, Requesters will no longer be able to view it.

Processing Steps	Screen Shots
<p><b>Step 1:</b></p> <p>Navigate to the Requisition Entry page:  <a href="#">Purchasing &gt; Requisitions &gt; Add/Update Requisitions &gt; Find an Existing Value.</a></p>	 <p><b>Requisitions</b></p> <p>Use the following search to look for an existing Requisition.</p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> <p><b>Search Criteria</b></p> <p>Business Unit = <input type="text" value="DHCMP"/> </p> <p>Requisition ID begins with <input type="text"/></p> <p>Requisition Name begins with <input type="text"/></p> <p>Requisition Status = <input type="text"/></p> <p>Origin begins with <input type="text"/> </p> <p>Requester begins with <input type="text"/> </p> <p>Requester Name begins with <input type="text"/> </p> <p><b>Hold From Further Processing</b> <input type="checkbox"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p>



Processing Steps	Screen Shots																					
<p><b>Step 2:</b></p> <p>It is recommended that you enter search criteria to narrow down your results.</p> <p>At minimum, you should enter your name in the <b>Requester Name</b> field so only your requisitions appear in the search results.</p> <p>Once you have entered your search criteria, click <b>Search</b>.</p>	 <p>Find an Existing Value   Add a New Value</p>																					
<p><b>Step 3:</b></p> <p>Locate the requisition you wish to view/edit from the search results and click on it.</p>	 <p>Search Results</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Requisition ID</th> <th>Requisition Name</th> <th>Requisition Status</th> <th>Origin</th> <th>Requester</th> <th>Requester Name</th> </tr> </thead> <tbody> <tr> <td>FLCMP</td> <td>0000007601</td> <td>Req for Christmas dinner</td> <td>Approved</td> <td>ONL</td> <td>50802765669</td> <td>Cratchit, Bob</td> </tr> <tr> <td>FLCMP</td> <td>0000007600</td> <td>Concert Under the Stars</td> <td>Req Open</td> <td>ONL</td> <td>50802765669</td> <td>Cratchit, Bob</td> </tr> </tbody> </table>	Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	FLCMP	0000007601	Req for Christmas dinner	Approved	ONL	50802765669	Cratchit, Bob	FLCMP	0000007600	Concert Under the Stars	Req Open	ONL	50802765669	Cratchit, Bob
Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name																
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FLCMP	0000007600	Concert Under the Stars	Req Open	ONL	50802765669	Cratchit, Bob																

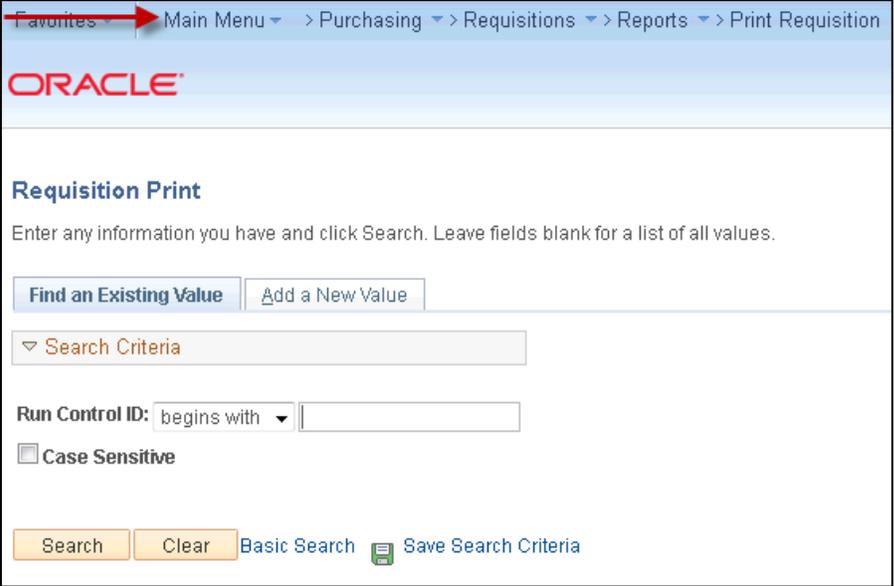
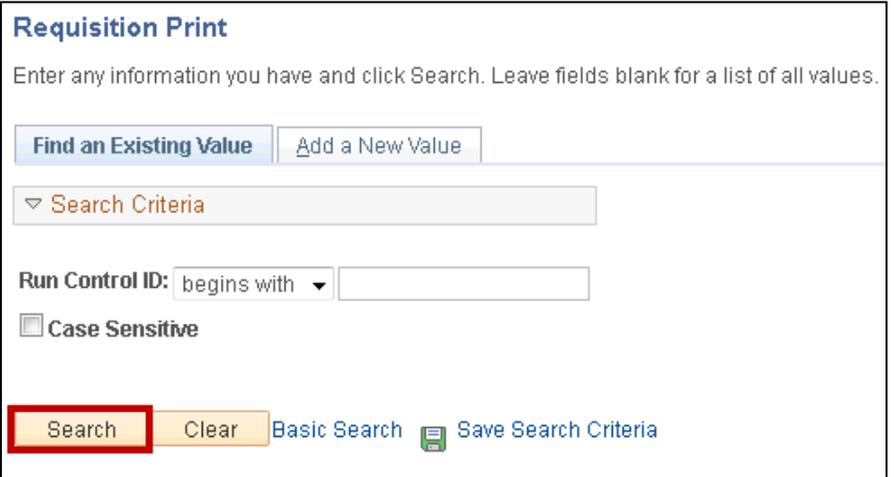


Processing Steps	Screen Shots
<p><b>Step 3a:</b></p> <p>If you select a requisition that has already been approved, you will receive an error message indicating you cannot modify the approved requisition.</p> <p>If you receive this error, click <b>Cancel</b> to return to your search results and select a different requisition.</p> <p> Contact your approver if you need to make modifications to a requisition that has already been approved.</p>	
<p><b>Step 4:</b></p> <p>The Requisition main page will display.</p> <p>If changes are necessary, make the corrections to the requisition and click the <b>Save</b> button.</p>	

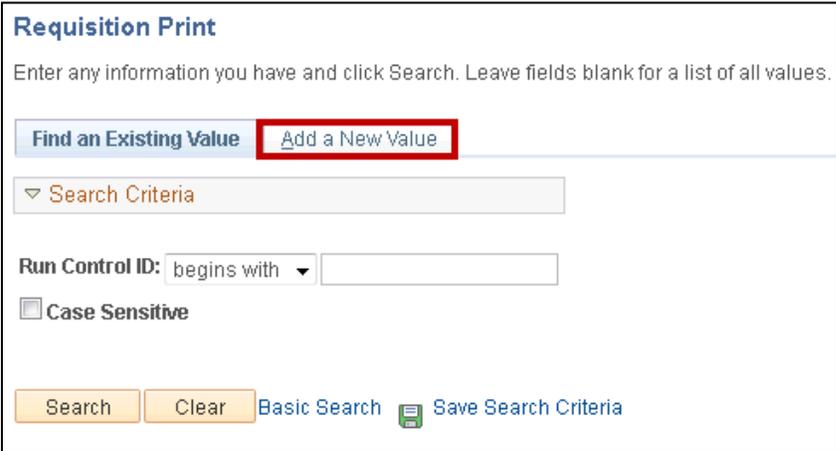


## ADDITIONAL PROCESSES

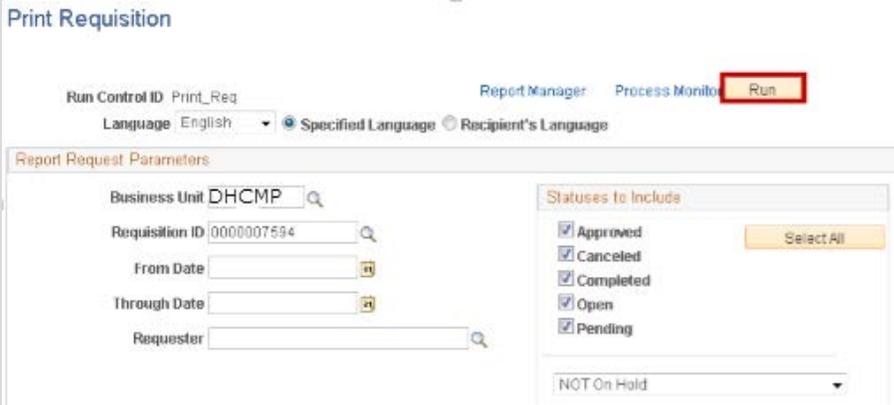
There are several additional processes for requisitions: printing a requisition, copy an existing requisition, and cancelling a requisition.

Processing Steps	Screen Shots
<p><b>PRINT A REQUISITION</b></p> <p><b>Step 1:</b></p> <p>Navigate to the Requisition Print Page: <a href="#">Purchasing &gt; Requisitions &gt; Reports &gt; Print Requisition</a></p> <p> 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.</p>	
<p><b>Step 2a:</b></p> <p>A Run Control ID must exist in order to run a report or process in CFS.</p> <p>Click <b>Search</b> to see your available run control IDs.</p> <p> If no Run Control IDs are available or if this is your first time running this process, go to step 2b.</p>	



Processing Steps	Screen Shots
<p><b>Step 2b:</b></p> <p>To create a new Run Control ID, click <b>Add a New Value</b>.</p> <p> <b>A Run Control ID should only be created once!</b> Your request parameters and settings will be saved and you may retrieve the existing Run Control ID.</p>	 <p><b>Requisition Print</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value <b>Add a New Value</b></p> <p>Search Criteria</p> <p>Run Control ID: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>
<p><b>Step 3:</b></p> <p>Enter a Run Control ID name.</p> <p>You may give it any name you would like, though we recommend naming it the report (i.e. Print_Req).</p> <p> Do not use spaces; use an underscore ( <code>_</code> ) instead.</p> <p>Click <b>Add</b>.</p>	 <p><b>Requisition Print</b></p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: Print_Req</p> <p>Add</p>

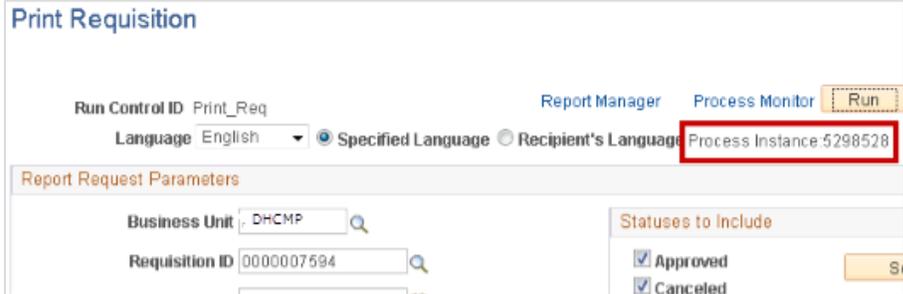
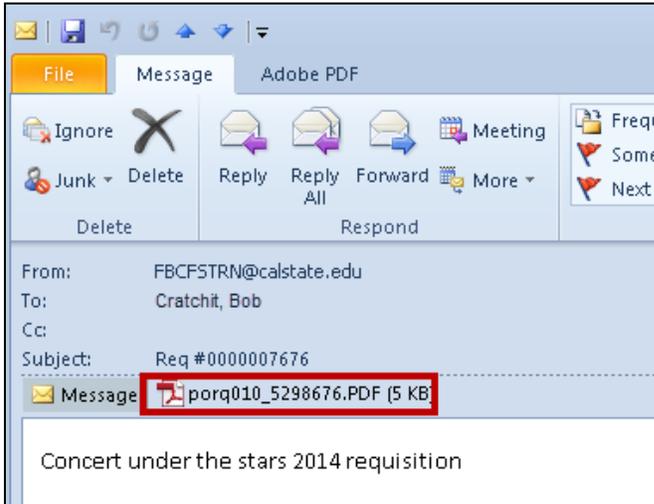
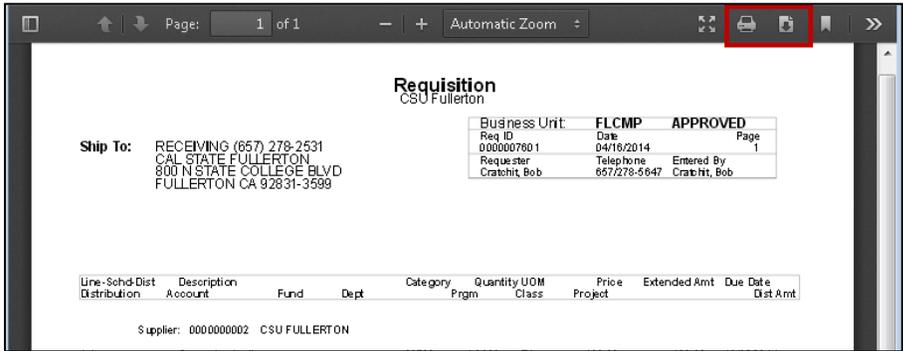


Processing Steps	Screen Shots														
<p><b>Step 4:</b></p> <p>Enter/update the following information:</p> <ul style="list-style-type: none"> <li>• <b>Business Unit:</b> DHCMP</li> <li>• <b>Requisition ID:</b> the 10 digit requisition ID number you wish to print.</li> </ul> <p>Select all of the statuses on the right (Approved, Canceled, Completed, Open, Pending).</p> <p>Then click <b>Run</b>.</p>	 <table border="1" data-bbox="634 674 1474 1073"> <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>	Field	What do I need to enter?	Business Unit	Required entry. Business Unit should be set to DHCMP.	Requisition ID	Required entry. Enter the Requisition ID of the requisition that you wish to print.	From Date	No entry required. It is not recommended that you use this feature.	Through Date	No entry required. It is not recommended that you use this feature.	Requester	No entry required. It is not recommended that you use this feature.		
Field	What do I need to enter?														
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Requisition ID	Required entry. Enter the Requisition ID of the requisition that you wish to print.														
From Date	No entry required. It is not recommended that you use this feature.														
Through Date	No entry required. It is not recommended that you use this feature.														
Requester	No entry required. It is not recommended that you use this feature.														
<p><b>PRINT VIA EMAIL</b></p> <p>When you print your requisition via email, the PDF is sent to you as an email attachment.</p> <p><b>Step 1:</b></p> <p>The Process Scheduler Request page displays.</p> <p>Verify the following:</p> <ul style="list-style-type: none"> <li>• <b>Type</b> = Email</li> <li>• <b>Format</b> = PDF</li> </ul> <p>Select <b>Distribution</b>.</p>	 <table border="1" data-bbox="634 1297 1528 1388"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Requisition Print SQR</td> <td>PORQ010</td> <td>SQR Report</td> <td>Email</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Requisition Print SQR	PORQ010	SQR Report	Email	PDF	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	Requisition Print SQR	PORQ010	SQR Report	Email	PDF	Distribution									

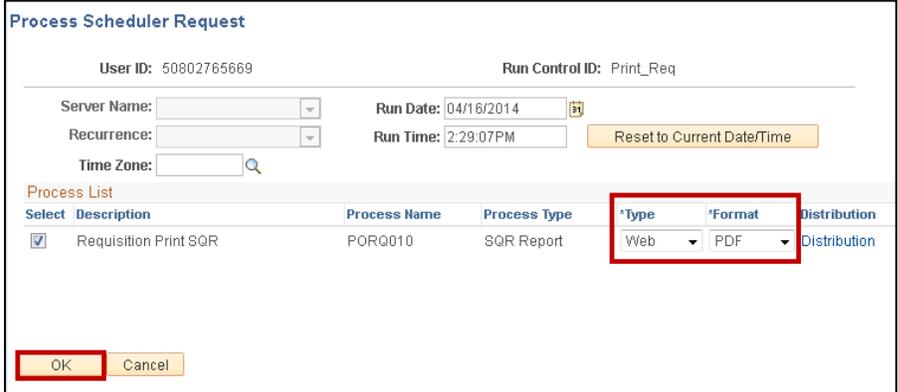
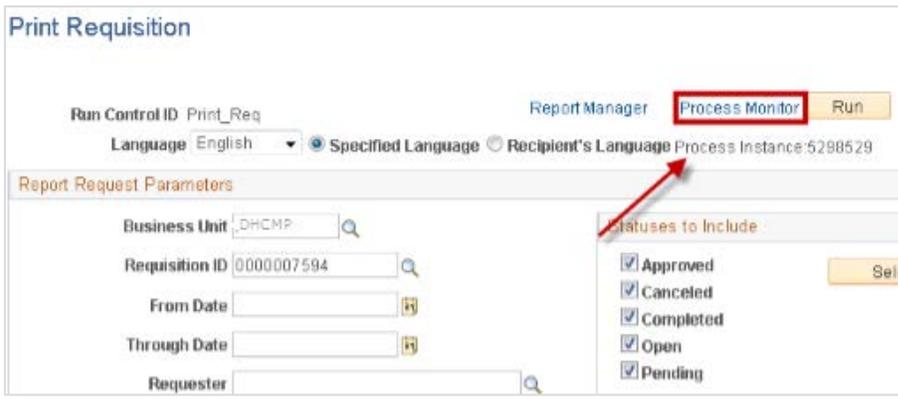


Processing Steps	Screen Shots
<p><b>Step 2:</b></p> <p>The system will be emailing you a copy of the requisition. Enter a subject for the email in the <b>Email Subject</b> field. Enter text for the email in the <b>Message Text</b> field.</p> <p>The <b>User</b> field should already contain your CFS User ID (see page 4 of this guide).</p> <p>Then click <b>OK</b>.</p>	
<p><b>Step 3:</b></p> <p>Click <b>OK</b> again.</p>	

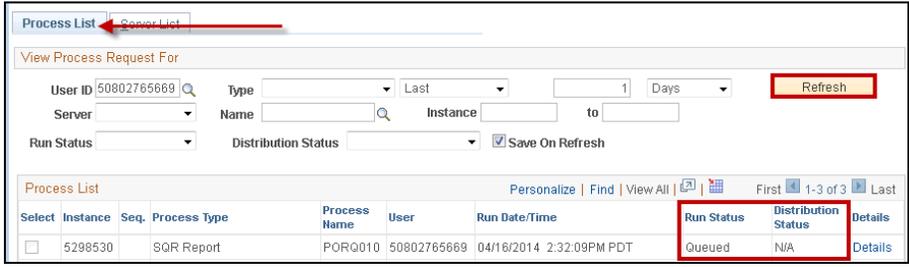
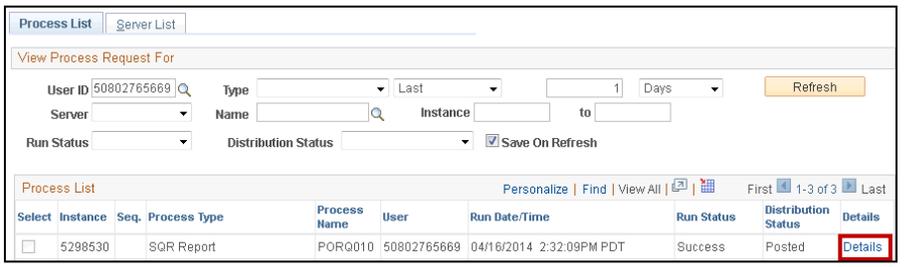


Processing Steps	Screen Shots
<p><b>Step 4:</b></p> <p>A Process Instance number will appear indicating that your report is being generated.</p> <p> You do not need to remain logged in to CFS once you have a process instance number. The requisition will be emailed to you as soon as it is ready.</p>	
<p><b>Step 5:</b></p> <p>You will receive an email with a PDF attachment of the requisition, usually within 15 minutes.</p> <p>Double click on the attachment to open it.</p> <p> If you do not receive the email within 45 minutes, try following the <a href="#">Print Via Web</a> process.</p>	
<p><b>Step 6:</b></p> <p>To print the requisition, click the <b>Print</b> icon (.</p> <p>When finished printing the requisition, close the Adobe Reader window.</p>	

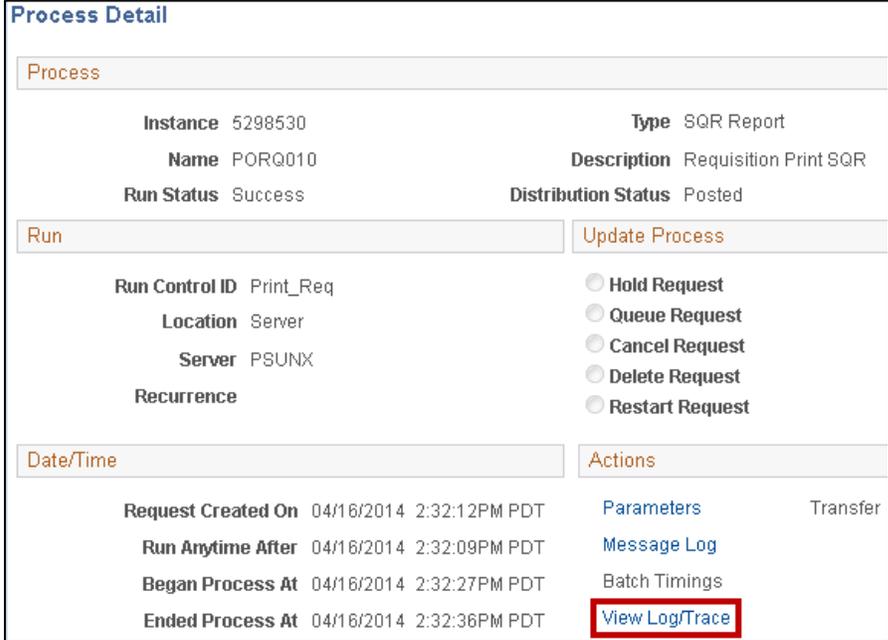
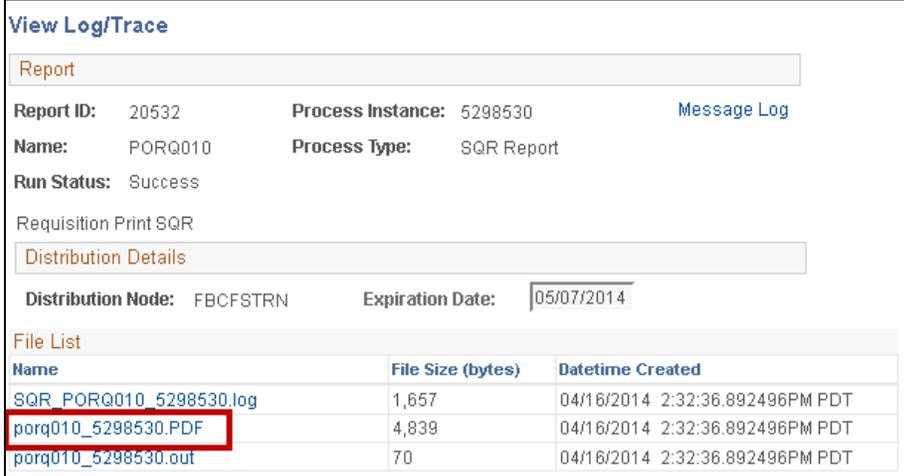


Processing Steps	Screen Shots														
<p><b>PRINT VIA WEB</b></p> <p>When you print your requisition via the web interface, the PDF is retrieved via the Process Monitor in CFS.</p> <p><b>Step 1:</b></p> <p>The Process Scheduler Request page displays.</p> <p>Verify the following:</p> <ul style="list-style-type: none"> <li>• <b>Type</b> = Web</li> <li>• <b>Format</b> = PDF</li> </ul> <p>Click <b>OK</b>.</p>	 <p><b>Process Scheduler Request</b></p> <p>User ID: 50802765669      Run Control ID: Print_Req</p> <p>Server Name: [dropdown]      Run Date: 04/16/2014 [calendar icon]</p> <p>Recurrence: [dropdown]      Run Time: 2:29:07PM      [Reset to Current Date/Time]</p> <p>Time Zone: [dropdown] [magnifying glass icon]</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Requisition Print SQR</td> <td>PORQ010</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>[OK] [Cancel]</p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Requisition Print SQR	PORQ010	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	Requisition Print SQR	PORQ010	SQR Report	Web	PDF	Distribution									
<p><b>Step 2:</b></p> <p>A Process Instance number will appear indicating that your report is being generated.</p> <p>You may check the status and view the report by selecting <b>Process Monitor</b>.</p>	 <p><b>Print Requisition</b></p> <p>Run Control ID: Print_Req      Report Manager      <b>Process Monitor</b>      Run</p> <p>Language: English [dropdown]      Specified Language      Recipient's Language      Process Instance: 5298529</p> <p>Report Request Parameters</p> <p>Business Unit: [DHCMP] [magnifying glass icon]</p> <p>Requisition ID: [0000007594] [magnifying glass icon]</p> <p>From Date: [calendar icon]</p> <p>Through Date: [calendar icon]</p> <p>Requester: [magnifying glass icon]</p> <p>Statuses to Include:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Approved</li> <li><input checked="" type="checkbox"/> Canceled</li> <li><input checked="" type="checkbox"/> Completed</li> <li><input checked="" type="checkbox"/> Open</li> <li><input checked="" type="checkbox"/> Pending</li> </ul> <p>[Select]</p>														

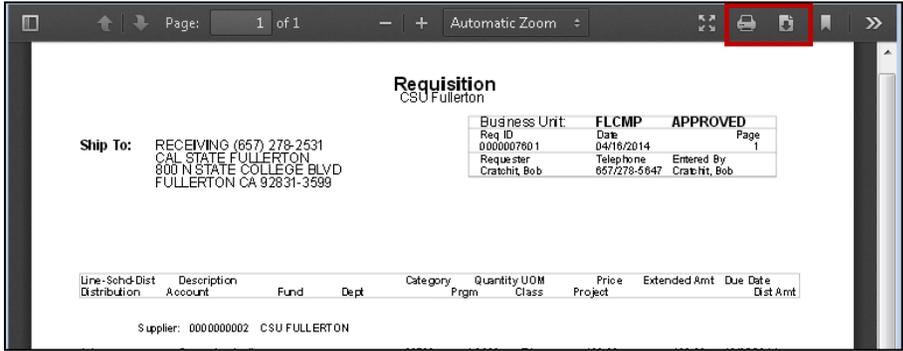
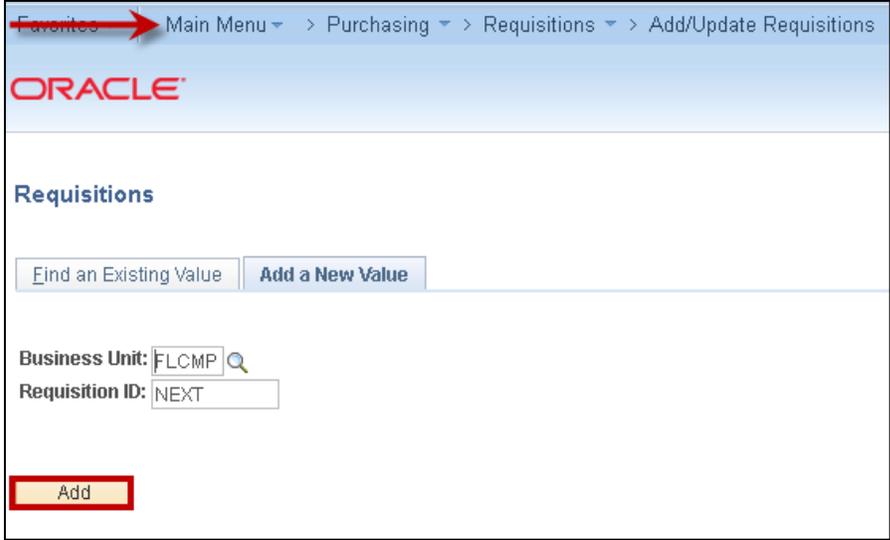


Processing Steps	Screen Shots																				
<p><b>Step 3:</b></p> <p>The <b>Process List</b> tab displays.</p> <p>Your process request is not completed until the following is complete:</p> <ul style="list-style-type: none"> <li>• <b>Run Status</b> = Success</li> <li>• <b>Distribution Status</b> = Posted</li> </ul> <p>Click <b>Refresh</b> to refresh the status of the process.</p> <p> It may take several minutes for your process to run and post.</p>	 <p>The screenshot shows the 'Process List' tab selected. The 'View Process Request For' section includes filters for User ID (50802765669), Type, Last, Days (1), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is visible. The table below shows one process with a 'Run Status' of 'Queued' and a 'Distribution Status' of 'N/A'. A red box highlights these two columns, and a red arrow points to the 'Process List' tab.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>5298530</td> <td></td> <td>SQR Report</td> <td>PORQ010</td> <td>50802765669</td> <td>04/16/2014 2:32:09PM PDT</td> <td>Queued</td> <td>N/A</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	5298530		SQR Report	PORQ010	50802765669	04/16/2014 2:32:09PM PDT	Queued	N/A	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	5298530		SQR Report	PORQ010	50802765669	04/16/2014 2:32:09PM PDT	Queued	N/A	Details												
<p><b>Step 4:</b></p> <p>When Distribution Status says <b>Posted</b>, select the <b>Details</b> link.</p>	 <p>The screenshot shows the 'Process List' tab selected. The 'View Process Request For' section includes filters for User ID (50802765669), Type, Last, Days (1), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is visible. The table below shows one process with a 'Run Status' of 'Success' and a 'Distribution Status' of 'Posted'. A red box highlights the 'Details' link in the table.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>5298530</td> <td></td> <td>SQR Report</td> <td>PORQ010</td> <td>50802765669</td> <td>04/16/2014 2:32:09PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	5298530		SQR Report	PORQ010	50802765669	04/16/2014 2:32:09PM PDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
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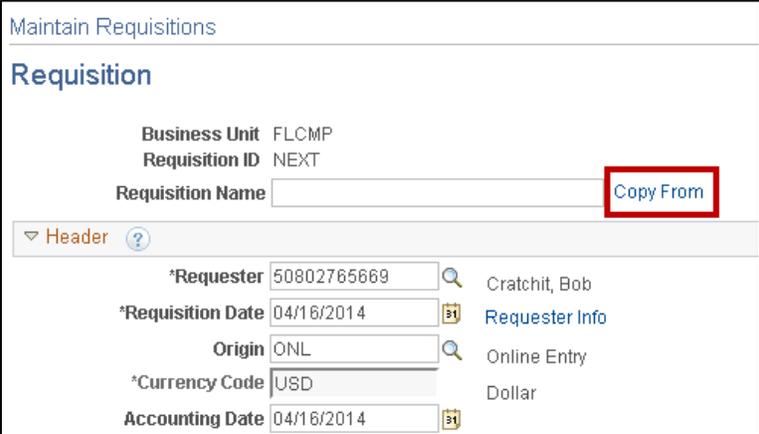
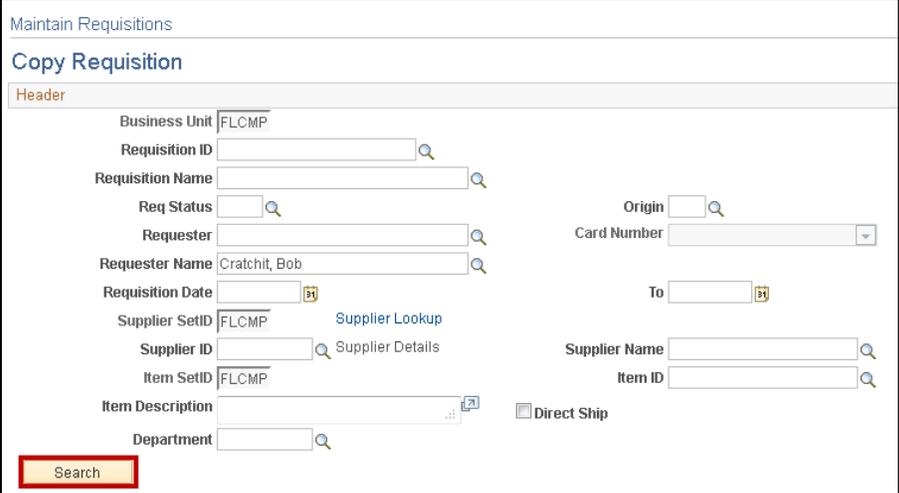


Processing Steps	Screen Shots												
<p><b>Step 5:</b></p> <p>Select <b>View Log/Trace</b>.</p>	 <p><b>Process Detail</b></p> <p><b>Process</b></p> <p>Instance: 5298530      Type: SQR Report  Name: PORQ010      Description: Requisition Print SQR  Run Status: Success      Distribution Status: Posted</p> <p><b>Run</b>      <b>Update Process</b></p> <p>Run Control ID: Print_Req      <input type="radio"/> Hold Request  Location: Server      <input type="radio"/> Queue Request  Server: PSUNX      <input type="radio"/> Cancel Request  Recurrence:      <input type="radio"/> Delete Request     <input type="radio"/> Restart Request</p> <p><b>Date/Time</b>      <b>Actions</b></p> <p>Request Created On: 04/16/2014 2:32:12PM PDT      Parameters      Transfer  Run Anytime After: 04/16/2014 2:32:09PM PDT      Message Log  Began Process At: 04/16/2014 2:32:27PM PDT      Batch Timings  Ended Process At: 04/16/2014 2:32:36PM PDT      <b>View Log/Trace</b></p>												
<p><b>Step 6:</b></p> <p>Select the <b>PDF</b> file in the File List section.</p> <p>The requisition opens in a new window/tab.</p>	 <p><b>View Log/Trace</b></p> <p><b>Report</b></p> <p>Report ID: 20532      Process Instance: 5298530      Message Log  Name: PORQ010      Process Type: SQR Report  Run Status: Success</p> <p>Requisition Print SQR</p> <p><b>Distribution Details</b></p> <p>Distribution Node: FBCFSTRN      Expiration Date: 05/07/2014</p> <p><b>File List</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_PORQ010_5298530.log</td> <td>1,657</td> <td>04/16/2014 2:32:36.892496PM PDT</td> </tr> <tr> <td><b>porq010_5298530.PDF</b></td> <td>4,839</td> <td>04/16/2014 2:32:36.892496PM PDT</td> </tr> <tr> <td>porq010_5298530.out</td> <td>70</td> <td>04/16/2014 2:32:36.892496PM PDT</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	SQR_PORQ010_5298530.log	1,657	04/16/2014 2:32:36.892496PM PDT	<b>porq010_5298530.PDF</b>	4,839	04/16/2014 2:32:36.892496PM PDT	porq010_5298530.out	70	04/16/2014 2:32:36.892496PM PDT
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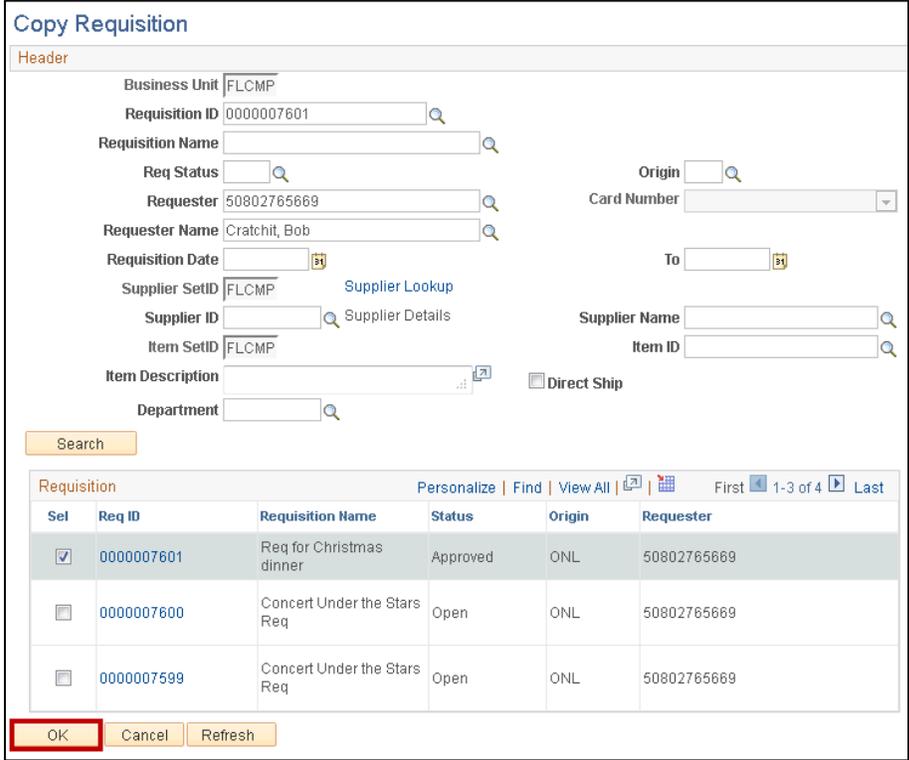
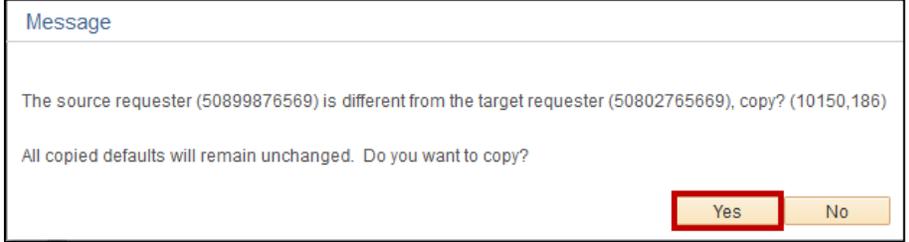


Processing Steps	Screen Shots
<p><b>Step 7:</b></p> <p>To print the requisition, click the Print icon (.</p> <p>To save the requisition on your hard drive, click the Download icon (.</p>	
<p><b>COPY AN EXISTING REQUISITION</b></p> <p>The Copy From feature allows you to copy the information from an existing requisition into a new requisition saving you time on data entry.</p> <p><b>Step 1:</b></p> <p>Navigate to the Requisition Entry page: <a href="#">Purchasing &gt; Requisitions &gt; Add/Update Requisitions &gt; Add a New Value</a></p> <p>To create a new requisition, click the <b>Add</b> button.</p> <p> Do <b>not</b> change the Requisition ID from NEXT.</p>	

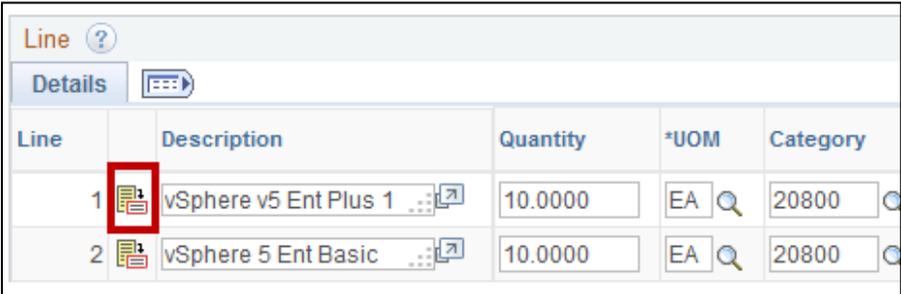


Processing Steps	Screen Shots
<p><b>Step 2:</b></p> <p>A new blank requisition opens.</p> <p>Select the <b>Copy From</b> link.</p>	 <p>Maintain Requisitions</p> <p><b>Requisition</b></p> <p>Business Unit FLCMP Requisition ID NEXT Requisition Name <input type="text"/> <b>Copy From</b></p> <p>▼ Header ?</p> <p>*Requester 50802765669 Cratchit, Bob *Requisition Date 04/16/2014 Requester Info Origin ONL Online Entry *Currency Code USD Dollar Accounting Date 04/16/2014</p>
<p><b>Step 3:</b></p> <p>The Copy Requisition page opens in a new window.</p> <p>Enter the Requisition ID or other information to limit your search results and then click <b>Search</b>.</p> <p> The Copy From feature will copy <b>all</b> of the information on the existing requisition with the exception of any attachments.</p>	 <p>Maintain Requisitions</p> <p><b>Copy Requisition</b></p> <p>Header</p> <p>Business Unit FLCMP Requisition ID <input type="text"/> Requisition Name <input type="text"/> Req Status <input type="text"/> Requester <input type="text"/> Requester Name Cratchit, Bob Requisition Date <input type="text"/> Supplier SetID FLCMP <a href="#">Supplier Lookup</a> Supplier ID <input type="text"/> <a href="#">Supplier Details</a> Item SetID FLCMP Item Description <input type="text"/> Department <input type="text"/></p> <p>Origin <input type="text"/> Card Number <input type="text"/> To <input type="text"/> Supplier Name <input type="text"/> Item ID <input type="text"/> <input type="checkbox"/> Direct Ship</p> <p><b>Search</b></p>



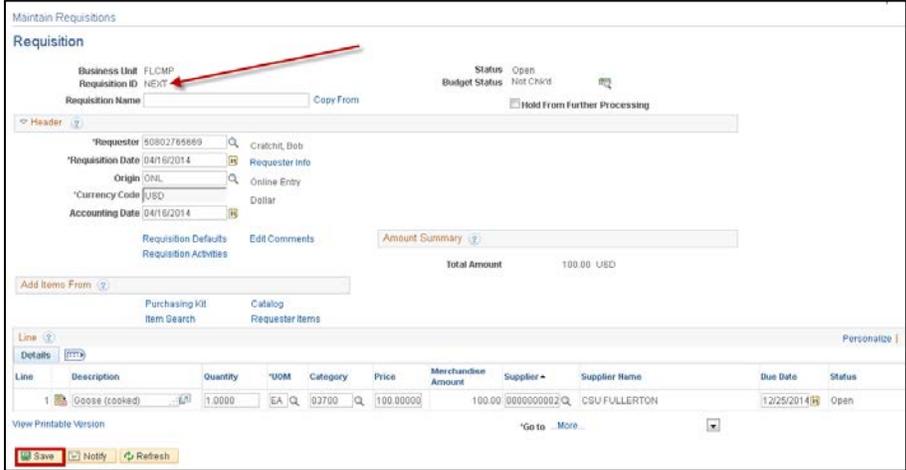
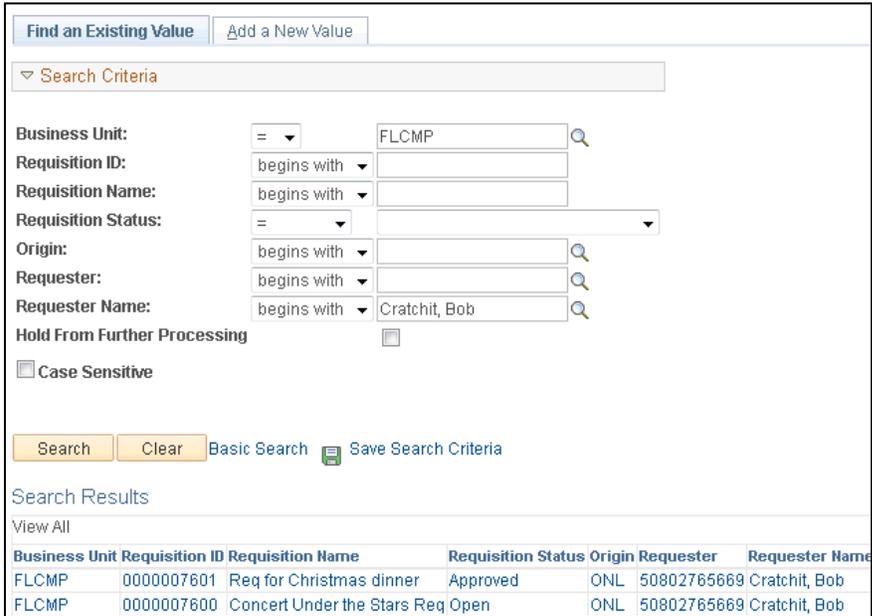
Processing Steps	Screen Shots																																			
<p><b>Step 4:</b></p> <p>Place a check mark next to the requisition you wish to copy.</p> <p>Then click <b>OK</b>.</p> <p> If you attempt to open the requisition by clicking on the Requisition ID, you will receive an error message in a new window.</p> <p>If you receive the error, simply close the window to return to the Copy Requisition page.</p>	 <p><b>Copy Requisition</b></p> <p>Header</p> <p>Business Unit: FLCMP          Requisition ID: 0000007601          Requisition Name: [Search]          Req Status: [Search]          Requester: 50802765669          Requester Name: Cratchit, Bob          Requisition Date: [Search]          Supplier SetID: FLCMP          Supplier ID: [Search]          Item SetID: FLCMP          Item Description: [Search]          Department: [Search]</p> <p>Origin: [Search]          Card Number: [Dropdown]          To: [Search]          Supplier Name: [Search]          Item ID: [Search]</p> <p>Supplier Lookup          Supplier Details          Direct Ship</p> <p>Search</p> <table border="1"> <thead> <tr> <th>Requisition</th> <th>Personalize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1-3 of 4</th> <th>Last</th> </tr> <tr> <th>Sel</th> <th>Req ID</th> <th>Requisition Name</th> <th>Status</th> <th>Origin</th> <th>Requester</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>0000007601</td> <td>Req for Christmas dinner</td> <td>Approved</td> <td>ONL</td> <td>50802765669</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>0000007600</td> <td>Concert Under the Stars Req</td> <td>Open</td> <td>ONL</td> <td>50802765669</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>0000007599</td> <td>Concert Under the Stars Req</td> <td>Open</td> <td>ONL</td> <td>50802765669</td> <td></td> </tr> </tbody> </table> <p>OK Cancel Refresh</p>	Requisition	Personalize	Find	View All	First	1-3 of 4	Last	Sel	Req ID	Requisition Name	Status	Origin	Requester		<input checked="" type="checkbox"/>	0000007601	Req for Christmas dinner	Approved	ONL	50802765669		<input type="checkbox"/>	0000007600	Concert Under the Stars Req	Open	ONL	50802765669		<input type="checkbox"/>	0000007599	Concert Under the Stars Req	Open	ONL	50802765669	
Requisition	Personalize	Find	View All	First	1-3 of 4	Last																														
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<input type="checkbox"/>	0000007599	Concert Under the Stars Req	Open	ONL	50802765669																															
<p><b>Step 4a:</b></p> <p>If you are copying a requisition created by someone else in your department, you will receive this pop-up message. Click <b>Yes</b>.</p> <p> Remember you will need to change the Requester field to your name after copying this requisition.</p>	 <p><b>Message</b></p> <p>The source requester (50899876569) is different from the target requester (50802765669), copy? (10150,186)</p> <p>All copied defaults will remain unchanged. Do you want to copy?</p> <p>Yes No</p>																																			



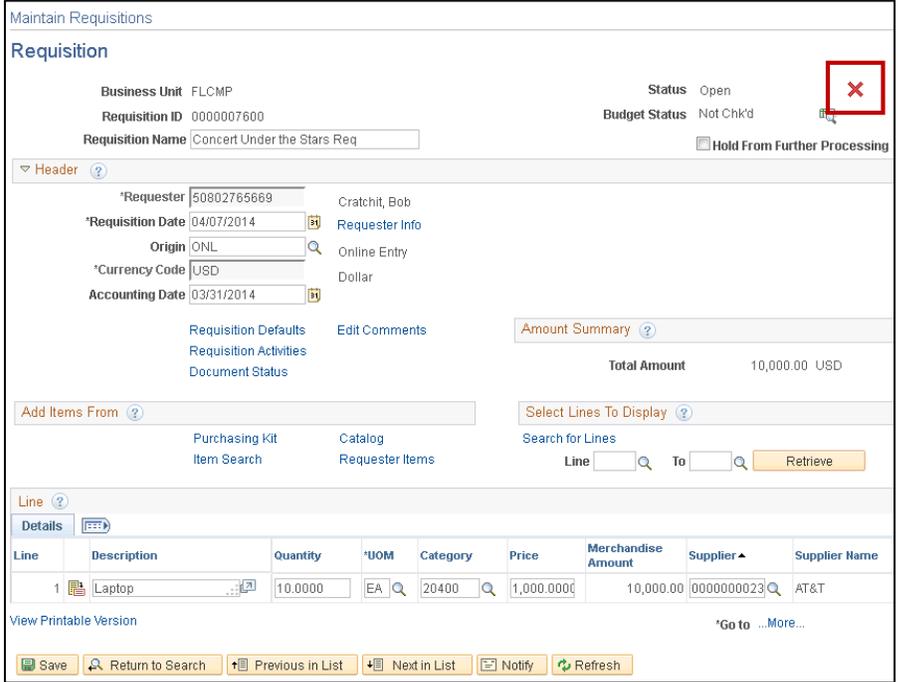
Processing Steps		Screen Shots																
<p>A new REQ Data Entry page will display. All fields, with the exception of attachments, are copied into the new requisition. The Req ID number will be 'NEXT' until the requisition is saved.</p> <p><b>Step 5:</b></p> <p>Before making any other changes, you must un-assign the Buyer.</p> <p>Click on the <b>Details</b> icon () on the Line.</p> <p> 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.</p>		 <table border="1"><thead><tr><th>Line</th><th>Description</th><th>Quantity</th><th>*UOM</th><th>Category</th></tr></thead><tbody><tr><td>1</td><td>vSphere v5 Ent Plus 1</td><td>10.0000</td><td>EA</td><td>20800</td></tr><tr><td>2</td><td>vSphere 5 Ent Basic</td><td>10.0000</td><td>EA</td><td>20800</td></tr></tbody></table>		Line	Description	Quantity	*UOM	Category	1	vSphere v5 Ent Plus 1	10.0000	EA	20800	2	vSphere 5 Ent Basic	10.0000	EA	20800
Line	Description	Quantity	*UOM	Category														
1	vSphere v5 Ent Plus 1	10.0000	EA	20800														
2	vSphere 5 Ent Basic	10.0000	EA	20800														





Processing Steps	Screen Shots																					
<p><b>Step 7:</b></p> <p>Repeat this process on each line of the copied requisition.</p> <p>Then make any other necessary changes and then click <b>Save</b>.</p> <p>A new Requisition ID will be created for the requisition.</p>																						
<p><b>CANCEL A REQUISITION</b></p> <p><b>Step 1:</b></p> <p>Open the requisition through the Find an Existing Value tab.</p> <p> 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 &amp; Procurement to cancel the requisition. See the View Req Status user guide for how to determine if a purchase order has been created.</p>	 <table border="1" data-bbox="634 1396 1502 1472"> <thead> <tr> <th>Business Unit</th> <th>Requisition ID</th> <th>Requisition Name</th> <th>Requisition Status</th> <th>Origin</th> <th>Requester</th> <th>Requester Name</th> </tr> </thead> <tbody> <tr> <td>FLCMP</td> <td>0000007601</td> <td>Req for Christmas dinner</td> <td>Approved</td> <td>ONL</td> <td>50802765669</td> <td>Cratchit, Bob</td> </tr> <tr> <td>FLCMP</td> <td>0000007600</td> <td>Concert Under the Stars Req</td> <td>Open</td> <td>ONL</td> <td>50802765669</td> <td>Cratchit, Bob</td> </tr> </tbody> </table>	Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	FLCMP	0000007601	Req for Christmas dinner	Approved	ONL	50802765669	Cratchit, Bob	FLCMP	0000007600	Concert Under the Stars Req	Open	ONL	50802765669	Cratchit, Bob
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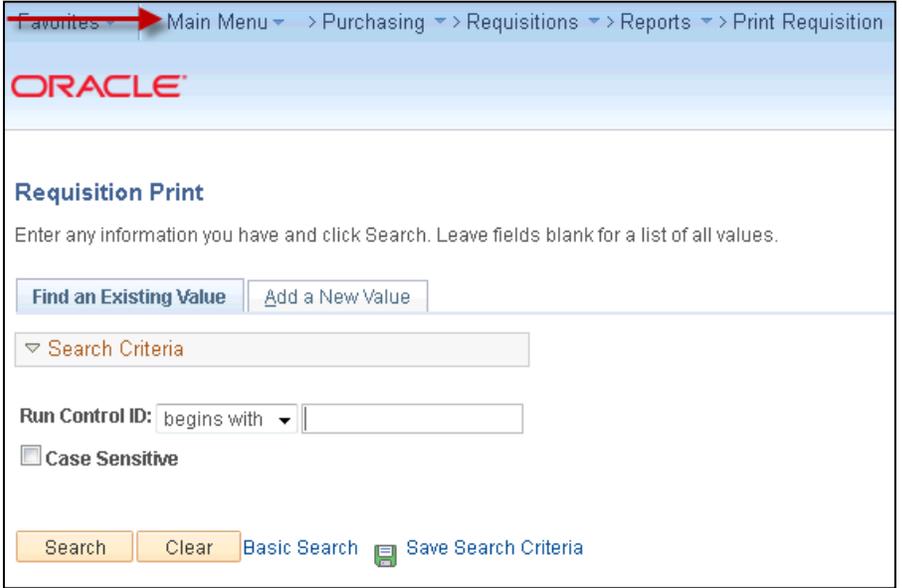


Processing Steps	Screen Shots
<p><b>Step 2:</b></p> <p>To cancel the requisition, click the Cancel icon (  ).</p>	
<p><b>Step 3:</b></p> <p>Click <b>Yes</b> to confirm you want to cancel the requisition.</p>	
<p><b>Step 4:</b></p> <p>You will receive a message indicating that the Requisition was Cancelled.</p> <p>Click <b>OK</b> to continue.</p>	

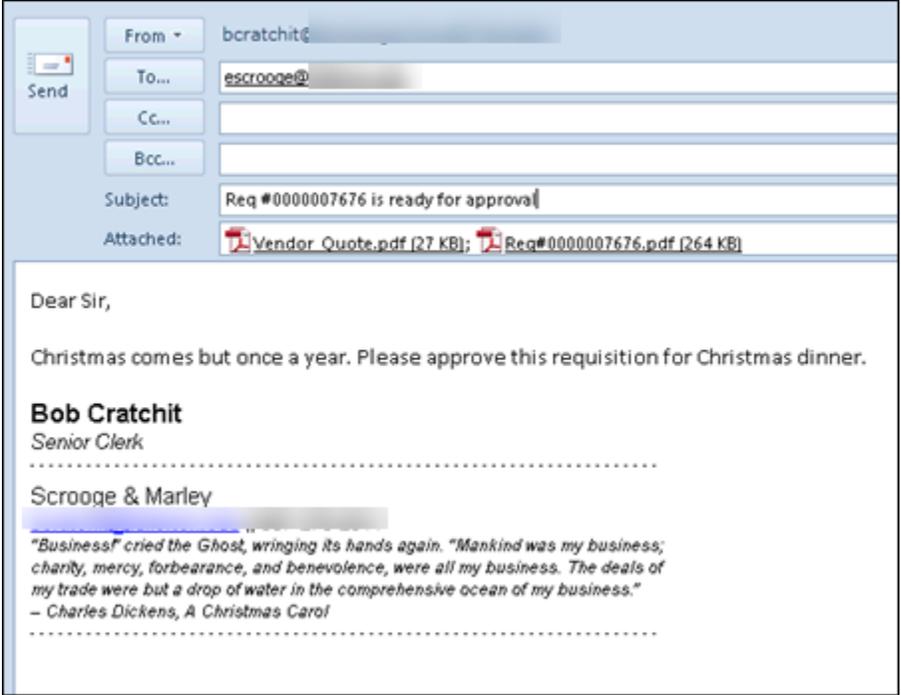
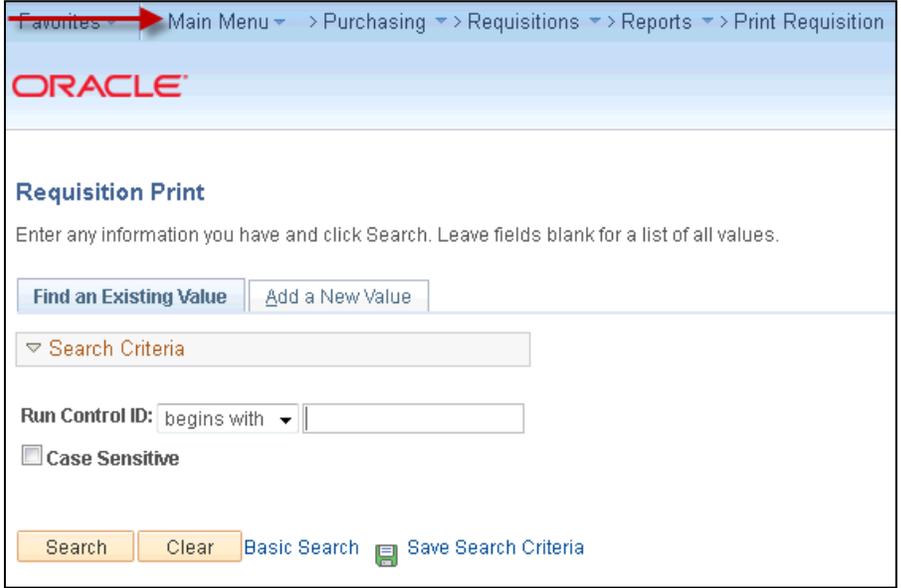


## SENDING A REQUISITION FOR APPROVAL

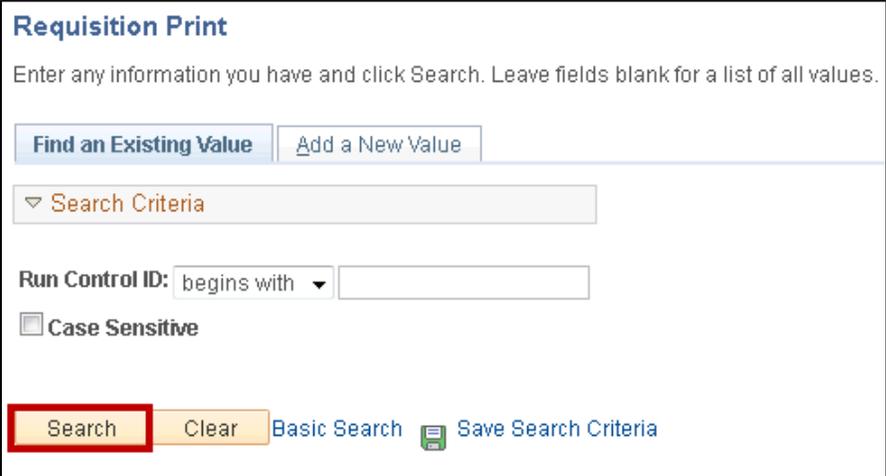
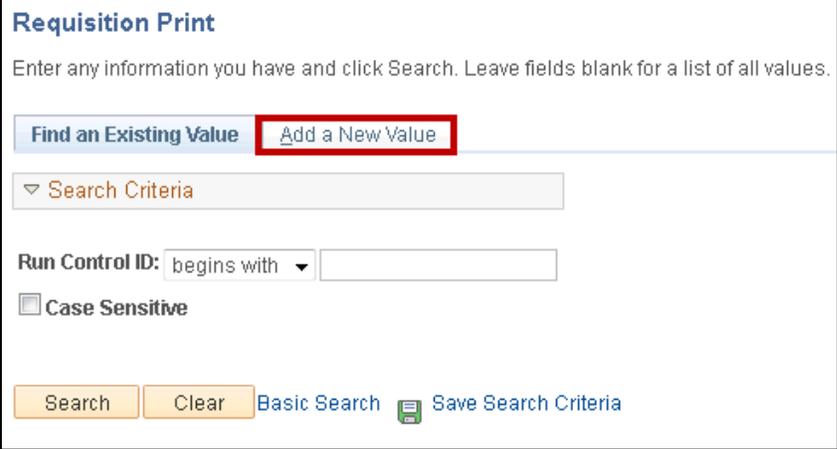
Once you have completed and saved your requisition, you will need to notify the Approver that a requisition is ready for them to approve. There are two main ways for you to notify your approver: send the notification to your approver yourself or have CFS send the notification to your approver.

Processing Steps	Screen Shots
<p><b>SEND THE NOTIFICATION TO MY APPROVER MYSELF</b></p> <p>If you want to send the notification to your approver yourself, follow these steps.</p> <p><b>Step 1:</b></p> <p>Follow the <a href="#">Print Requisition</a> steps found on page 24 to obtain a PDF copy of the requisition.</p>	

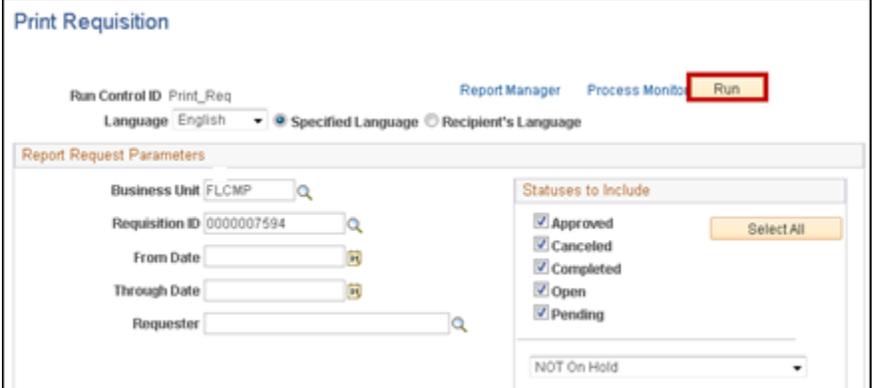


Processing Steps	Screen Shots
<p><b>Step 2:</b></p> <p>Email a copy of the PDF to your approver and let them know it is ready to be approved.</p> <p>Be sure to put the requisition ID in the subject or message text so the approver can copy and paste it.</p> <p> You can also include any attachments such as the vendor quote in your email to the approver if you would like.</p>	
<p><b>HAVE CFS SEND THE EMAIL NOTIFICATION TO MY APPROVER</b></p> <p>If you want CFS to send the email notification to your approver, follow these steps.</p> <p><b>Step 1:</b></p> <p>Navigate to the Requisition Print Page: <a href="#">Purchasing &gt; Requisitions &gt; Reports &gt; Print Requisition</a></p>	

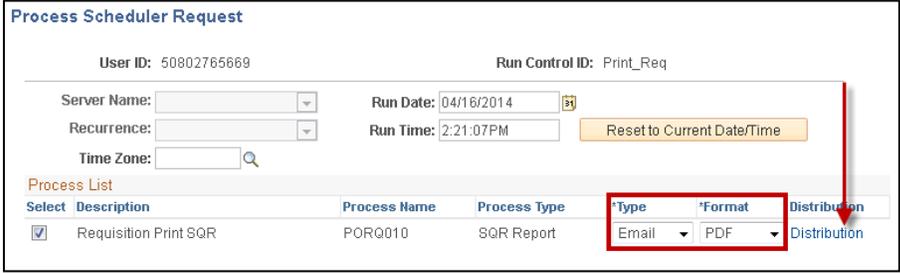
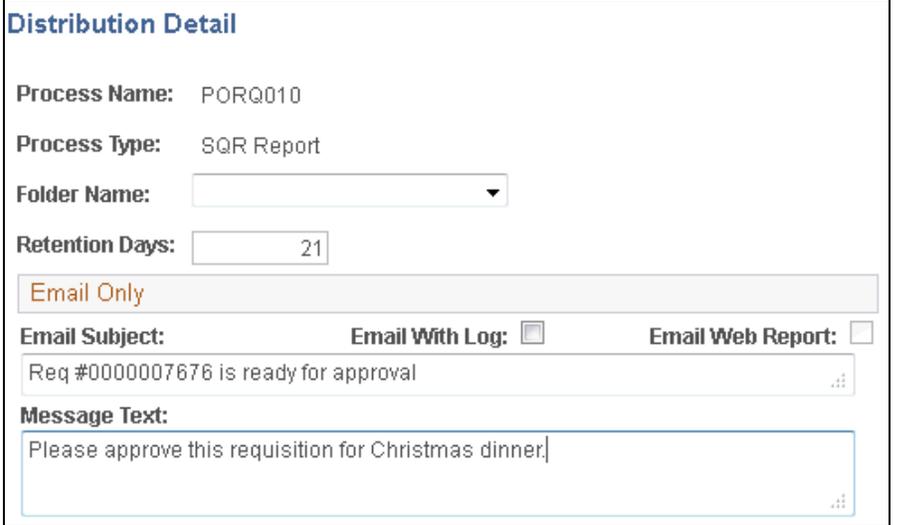


Processing Steps	Screen Shots
<p><b>Step 2a:</b></p> <p>A Run Control ID must exist in order to run a report or process in CFS.</p> <p>Click <b>Search</b> to see your available run control IDs.</p> <p> If no Run Control IDs are available or if this is your first time running this process, go to step 2b.</p>	 <p><b>Requisition Print</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <p>▼ Search Criteria</p> <p>Run Control ID: begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p>
<p><b>Step 2b:</b></p> <p>To create a new Run Control ID, click <b>Add a New Value</b>.</p> <p> <b>A Run Control ID should only be created once!</b> Your request parameters and settings will be saved and you may retrieve the existing Run Control ID.</p>	 <p><b>Requisition Print</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <p>▼ Search Criteria</p> <p>Run Control ID: begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p>

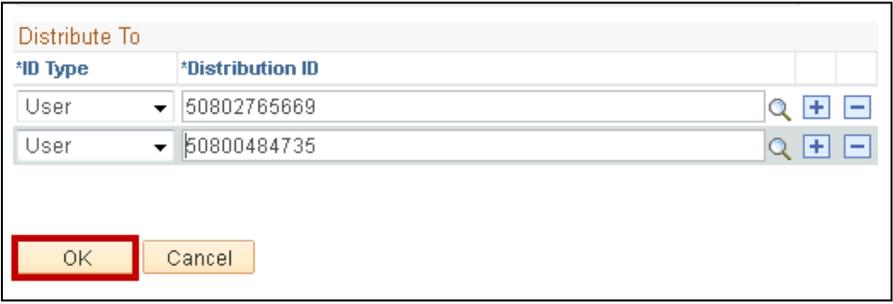
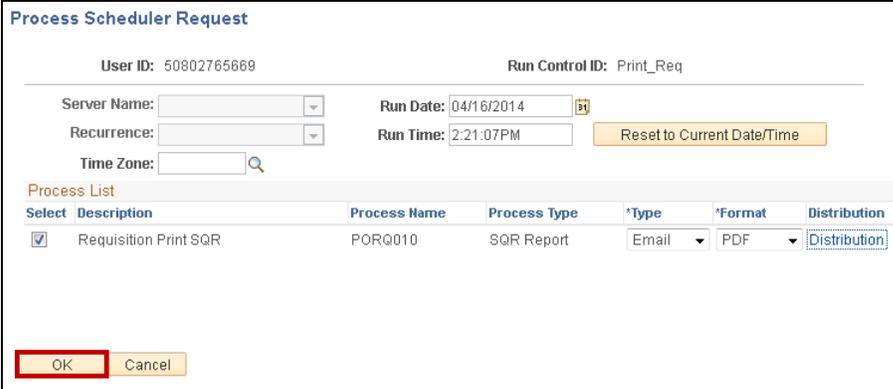


Processing Steps	Screen Shots												
<p><b>Step 3:</b></p> <p>Enter a Run Control ID name.</p> <p>You may give it any name you would like, though we recommend naming it the report (i.e. Req_Approval).</p> <p> Do not use spaces; use an underscore ( _ ) instead.</p> <p>Click <b>Add</b>.</p>													
<p><b>Step 4:</b></p> <p>Enter/update the following information:</p> <ul style="list-style-type: none"> <li>• <b>Business Unit</b> :DHCMP</li> <li>• <b>Requisition ID</b>: the 10 digit requisition ID number of the requisition you are sending for approval</li> </ul> <p>Select only the <b>Open</b> status on the right.</p> <p>Then click <b>Run</b>.</p>	 <table border="1" data-bbox="630 1218 1469 1606"> <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>	Field	What do I need to enter?	Business Unit	Required entry. Business Unit should be set to DHCMP.	Requisition ID	Required entry. Enter the Requisition ID of the requisition that you wish to send for approval.	From Date	No entry required. It is not recommended that you use this feature.	Through Date	No entry required. It is not recommended that you use this feature.	Requester	No entry required. It is not recommended that you use this feature.
Field	What do I need to enter?												
Business Unit	Required entry. Business Unit should be set to DHCMP.												
Requisition ID	Required entry. Enter the Requisition ID of the requisition that you wish to send for approval.												
From Date	No entry required. It is not recommended that you use this feature.												
Through Date	No entry required. It is not recommended that you use this feature.												
Requester	No entry required. It is not recommended that you use this feature.												



Processing Steps	Screen Shots
<p><b>Step 5:</b></p> <p>The Process Scheduler Request page displays.</p> <p>Verify the following:</p> <ul style="list-style-type: none"><li>• <b>Type</b> = Email</li><li>• <b>Format</b> = PDF</li></ul> <p>Select <b>Distribution</b>.</p>	 <p>The screenshot shows the 'Process Scheduler Request' form. At the top, it displays 'User ID: 50802765669' and 'Run Control ID: Print_Req'. Below this are fields for 'Server Name', 'Run Date' (04/16/2014), 'Recurrence', 'Run Time' (2:21:07PM), and 'Time Zone'. A 'Reset to Current DateTime' button is present. A table titled 'Process List' contains one entry: 'Requisition Print SQR' with 'Process Name' PORQ010 and 'Process Type' SQR Report. The 'Type' dropdown is set to 'Email' and the 'Format' dropdown is set to 'PDF'. A red box highlights these two dropdowns, and a red arrow points to the 'Distribution' column header.</p>
<p><b>Step 6a:</b></p> <p>The Distribution Detail page appears.</p> <p>Enter a subject line for the email in the <b>Email Subject</b> field.</p> <p>Enter the text for the body of the email in the <b>Message Text</b> field.</p>	 <p>The screenshot shows the 'Distribution Detail' form. It displays 'Process Name: PORQ010' and 'Process Type: SQR Report'. There is a 'Folder Name' dropdown menu and a 'Retention Days' field set to 21. Under the 'Email Only' section, there are checkboxes for 'Email Subject', 'Email With Log', and 'Email Web Report'. The 'Email Subject' field contains the text 'Req #0000007676 is ready for approval'. The 'Message Text' field contains the text 'Please approve this requisition for Christmas dinner.'</p>



Processing Steps	Screen Shots
<p><b>Step 6b:</b></p> <p>The User ID (50+CWID) for the Requester will appear under the Distribute To section.</p> <p>Add the Approver's User ID by clicking on the plus sign (  ) to create a new row.</p> <p>Enter the following information:</p> <ul style="list-style-type: none"> <li>• <b>ID Type</b> = User</li> <li>• <b>Distribution ID</b> = Approver's User ID</li> </ul> <p>You can look up an Approver's User ID by clicking on the magnifying glass icon (  ).</p> <p> Remember that all IDs are formatted as 50+CWID (i.e. 50800000000). See page 4 for details.</p> <p>If you wish to send the requisition to additional people, you may use the plus sign (  ).</p> <p>Click the <b>OK</b> button.</p>	
<p><b>Step 7:</b></p> <p>Click the <b>OK</b> button to submit the request for approval.</p>	

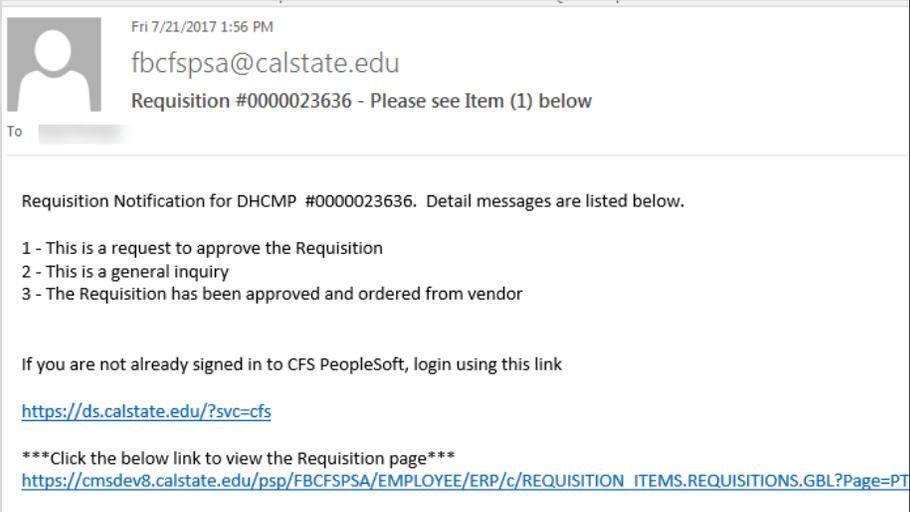


Processing Steps	Screen Shots
<p><b>Step 8:</b></p> <p>All of the individuals included on your Distribution Details list will receive a printable PDF version of your requisition via email.</p>	 <p>Fri 7/21/2017 1:56 PM</p> <p>fbcfpsa@calstate.edu</p> <p>Requisition #0000023636 - Please see Item (1) below</p> <p>To [redacted]</p> <p>Requisition Notification for DHCMP #0000023636. Detail messages are listed below.</p> <ol style="list-style-type: none"><li>1 - This is a request to approve the Requisition</li><li>2 - This is a general inquiry</li><li>3 - The Requisition has been approved and ordered from vendor</li></ol> <p>If you are not already signed in to CFS PeopleSoft, login using this link</p> <p><a href="https://ds.calstate.edu/?svc=cfs">https://ds.calstate.edu/?svc=cfs</a></p> <p>***Click the below link to view the Requisition page***</p> <p><a href="https://cmsdev8.calstate.edu/psp/FBCFSPSA/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISIT">https://cmsdev8.calstate.edu/psp/FBCFSPSA/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISIT</a></p>

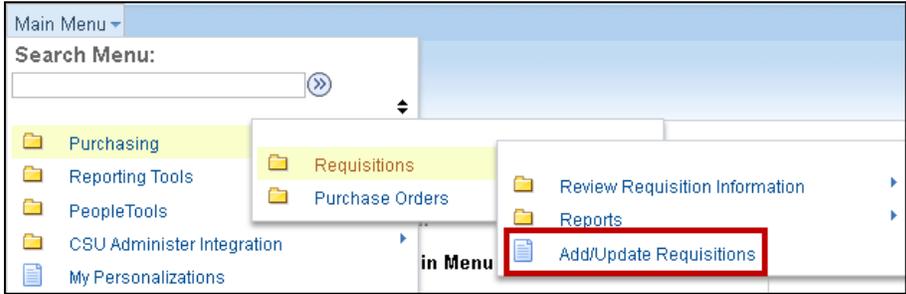
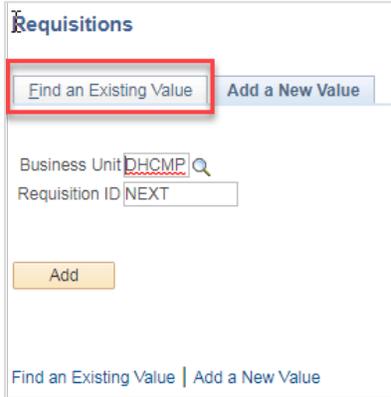


## REQUISITION APPROVAL

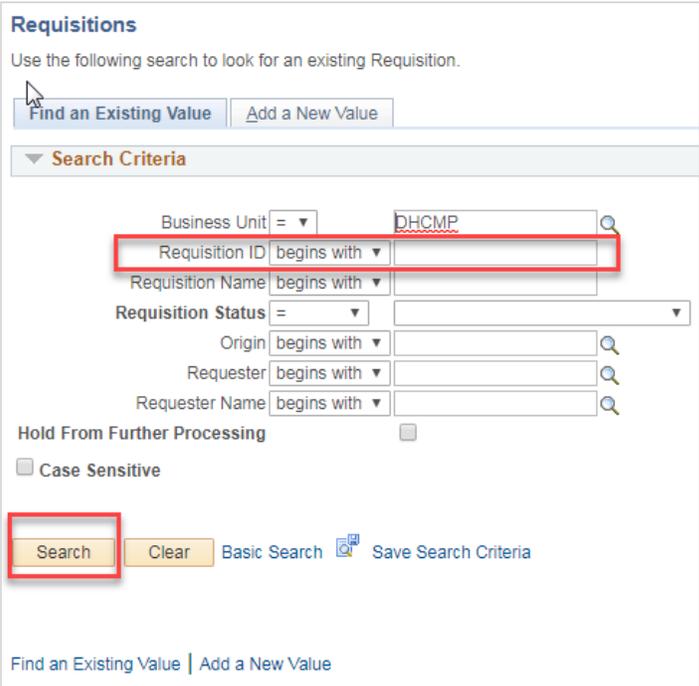
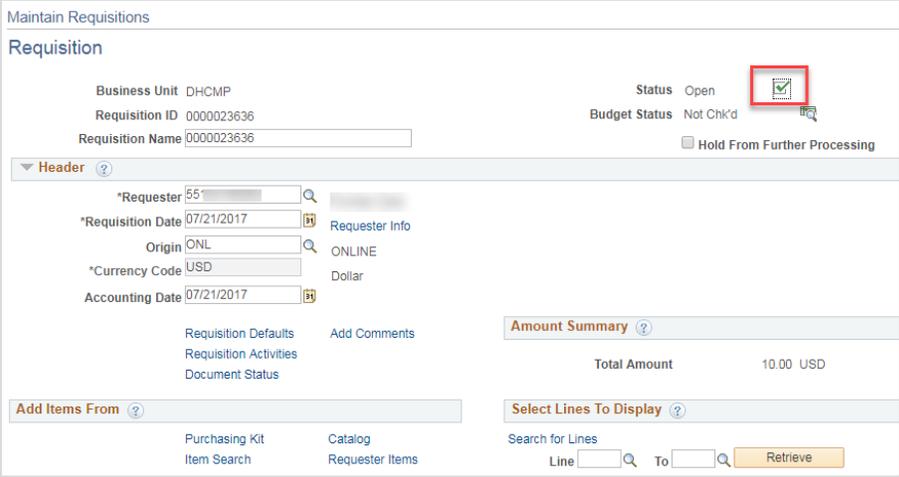
Requisitions are reviewed and approved online in CFS before a purchase order is created. "Open" requisitions are reviewed and marked as "Approved" by an authorized Approver.

Processing Steps	Screen Shots
<p><b>APPROVE A REQUISITION</b></p> <p><b>Step 1:</b></p> <p>The Requester will send an email to their Approver notifying them of a requisition requiring their approval.</p> <p>Open the attached PDF document to review the requisition.</p> <p> You can review a requisition in PDF form, however you must log into CFS to approve it.</p>	
<p><b>Step 2:</b></p> <p><b>Review the requisition (and any attachments) for completeness and accuracy. All details of the requisition, including comments, are included in the PDF.</b></p> <p>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.</p> <p>If the requisition is correct as is, proceed to the next step.</p> <p> It's important to ensure the chartfields are correct to avoid charging the requisition incorrectly.</p>	

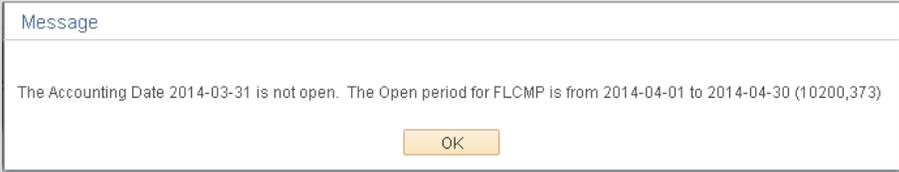
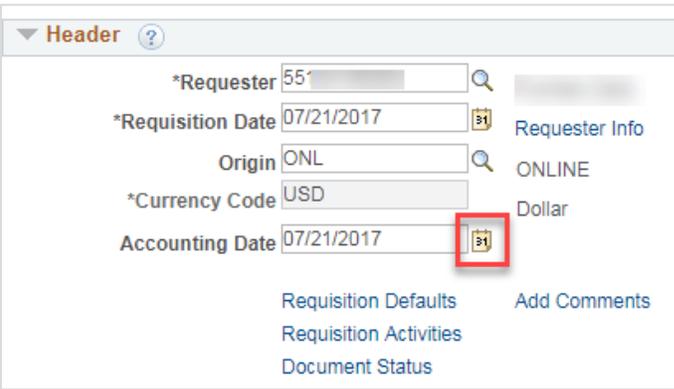
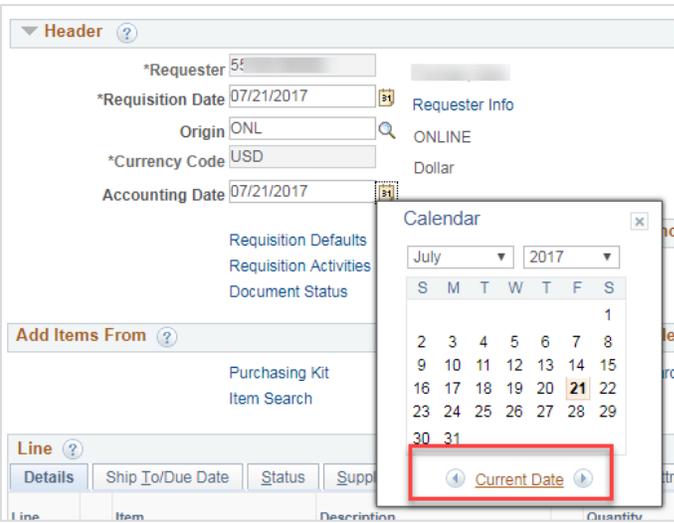


Processing Steps	Screen Shots
<p><b>Step 3:</b></p> <p>Navigate to the Requisition entry page in CFS:</p> <p><a href="#">Main Menu&gt;Purchasing &gt; Requisitions &gt; Add/Update Requisitions.</a></p> <p> View the <a href="#">Logging Into CFS user guide</a> at the IT Training website for details on logging into CFS.</p>	
<p><b>Step 4:</b></p> <p>Click <b>Find an Existing Value</b>.</p>	

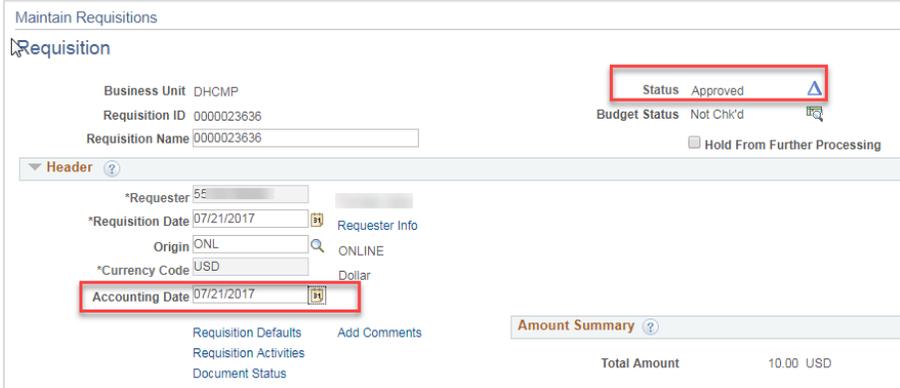
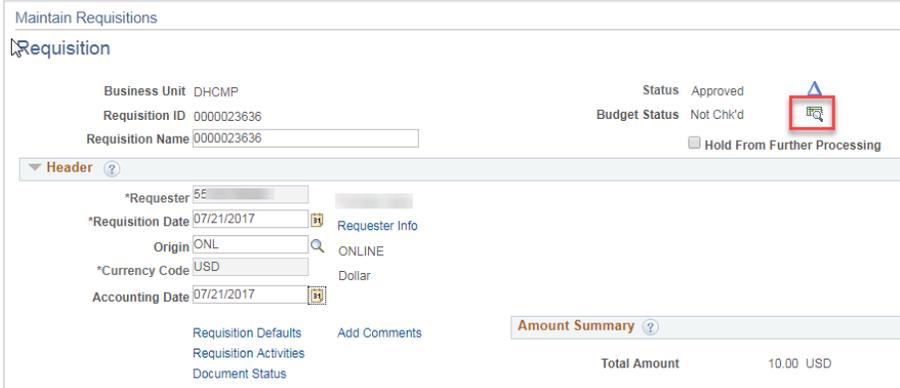


Processing Steps	Screen Shots
<p><b>Step 5:</b></p> <p>Enter the Requisition ID and click on the <b>Search</b> button.</p> <p> You may only approve a requisition for a Requester for whom you are an authorized approver.</p>	 <p><b>Requisitions</b></p> <p>Use the following search to look for an existing Requisition.</p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>Business Unit = ▼ DHCMP</p> <p>Requisition ID begins with ▼ [Red Box]</p> <p>Requisition Name begins with ▼</p> <p>Requisition Status = ▼</p> <p>Origin begins with ▼</p> <p>Requester begins with ▼</p> <p>Requester Name begins with ▼</p> <p>Hold From Further Processing <input type="checkbox"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b>   Clear   Basic Search    Save Search Criteria</p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p>
<p><b>Step 6:</b></p> <p>When you are ready to approve the requisition, click the Approve icon (  ) at the top of the page. The Status will change to <b>Approved</b>.</p> <p> The requisition will automatically be saved when you approve it.</p> <p>You're done!</p>	 <p>Maintain Requisitions</p> <p><b>Requisition</b></p> <p>Business Unit DHCMP Status Open </p> <p>Requisition ID 0000023636 Budget Status Not Chk'd </p> <p>Requisition Name 0000023636 <input type="checkbox"/> Hold From Further Processing</p> <p>▼ <b>Header</b> </p> <p>*Requester 55  </p> <p>*Requisition Date 07/21/2017  </p> <p>Origin ONL  ONLINE</p> <p>*Currency Code USD Dollar</p> <p>Accounting Date 07/21/2017 </p> <p>Requisition Defaults Add Comments</p> <p>Requisition Activities</p> <p>Document Status</p> <p><b>Amount Summary</b> </p> <p>Total Amount 10.00 USD</p> <p><b>Add Items From</b> </p> <p>Purchasing Kit Catalog</p> <p>Item Search Requester Items</p> <p><b>Select Lines To Display</b> </p> <p>Search for Lines</p> <p>Line <input type="text"/>  To <input type="text"/>  <b>Retrieve</b></p>



Processing Steps	Screen Shots
<p><b>Step 6a:</b></p> <p>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.</p> <p>Click <b>OK</b> and <u>then follow the next steps to update the Accounting Date</u>.</p>	
<p><b>Step 6b:</b></p> <p>You will need to update the Accounting Date to the current month.</p> <p>Use the calendar icon (📅) to select a new date or you may manually enter a new date.</p>	
<p><b>Step 6c:</b></p> <p>Select the current date.</p>	



Processing Steps	Screen Shots
<p><b>Step 5d:</b></p> <p>The Accounting Date has now been updated to the current month.</p> <p>Click on the Approve icon (  ) again to approve the requisition.</p> <p>You're done!</p>	 <p>Maintain Requisitions Requisition</p> <p>Business Unit DHCMP Requisition ID 0000023636 Requisition Name 0000023636</p> <p>Status Approved Budget Status Not Chk'd <input type="checkbox"/> Hold From Further Processing</p> <p>Header</p> <p>*Requester SE *Requisition Date 07/21/2017 Origin ONL *Currency Code USD Accounting Date 07/21/2017</p> <p>Requester Info ONLINE Dollar</p> <p>Requisition Defaults Requisition Activities Document Status</p> <p>Add Comments</p> <p>Amount Summary Total Amount 10.00 USD</p>
<p><b>BUDGET CHECK AN APPROVED REQUISITION</b></p> <p>Once you approve a requisition, it will automatically be budget checked that evening and sent to Procurement for processing the following morning.</p> <p>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.</p> <p><b>Step 1:</b></p> <p>Click on the <b>Budget Check</b> icon (  ) after you have approved the requisition.</p>	 <p>Maintain Requisitions Requisition</p> <p>Business Unit DHCMP Requisition ID 0000023636 Requisition Name 0000023636</p> <p>Status Approved Budget Status Not Chk'd  <input type="checkbox"/> Hold From Further Processing</p> <p>Header</p> <p>*Requester SE *Requisition Date 07/21/2017 Origin ONL *Currency Code USD Accounting Date 07/21/2017</p> <p>Requester Info ONLINE Dollar</p> <p>Requisition Defaults Requisition Activities Document Status</p> <p>Add Comments</p> <p>Amount Summary Total Amount 10.00 USD</p>



Processing Steps	Screen Shots
<p><b>Step 2:</b></p> <p>Once the budget check is processed, the Budget Status will change to <b>Valid</b>.</p> <p>Procurement will receive the requisition in their queue a short time after the budget check has completed.</p> <p> 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.</p>	



## 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.

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



## APPENDIX B: FIELD DEFINITIONS

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

Field	Definition
<b>Header Information</b>	
• Business Unit	No entry required. The default Business Unit for CSUDH is DHCMP.
• Requisition ID	No entry required. The Requisition ID number automatically assigned when the requisition is saved.
• Requisition Name	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.
• Status	No entry required. May be Approved, Complete, Denied, Initial, Line Approved, Open, Pending Approval, Preview, or Cancelled. Initially the status defaults to Open.
• Budget Status	No entry required. Defaults initially to "Not Chk'd". When a requisition is Budget Checked it creates a Pre-Encumbrance.
• Requester	No entry required. Defaults to the CWID/Name of the person processing the requisition.
• Requisition Date	No entry required. Defaults to the date the requisition was created and saved.
• Currency Code	No entry required. Currency Code defaults to USD (US Dollar). If the purchase needs to be made using a different currency, Contracts & Procurement will make the adjustment on the purchase order.
• Origin	No entry required. Origin defaults to "ONL."
• Accounting Date	No entry required. Accounting Date defaults to the date the requisition was created and saved.
<b>Requisition Defaults</b>	
• Default Options	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.
• Supplier	If the supplier exists, use the magnifying glass icon to locate and select the supplier from the drop down list.
• Category	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.
• Unit of Measure	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.
• Ship To	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.
• Due Date	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.
• Attention To	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.



Field	Definition
<ul style="list-style-type: none"> <li>Distribution</li> </ul>	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.
<b>Requisition Line Information</b>	
<ul style="list-style-type: none"> <li>Description</li> </ul>	Entry required. A brief description of the line item.
<ul style="list-style-type: none"> <li>Quantity</li> </ul>	Entry required. The quantity you are requesting for each line item.
<ul style="list-style-type: none"> <li>UOM</li> </ul>	Entry required. For service orders, enter LOT. For commodity/item orders, enter EA (each).
<ul style="list-style-type: none"> <li>Category</li> </ul>	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.
<ul style="list-style-type: none"> <li>Price</li> </ul>	Entry required. The price per unit.
<ul style="list-style-type: none"> <li>Merchandise Amount</li> </ul>	No entry required. This field multiplies the quantity field and the price field to calculate the total value of the line.
<ul style="list-style-type: none"> <li>Supplier</li> </ul>	Optional entry. Enter the Supplier ID number or use the magnifying glass to look up an existing supplier ID.
<ul style="list-style-type: none"> <li>Supplier Name</li> </ul>	No entry required. The Supplier Name associated with the Supplier ID entered will populate in this field.
<ul style="list-style-type: none"> <li>Due Date</li> </ul>	Entry required. Select the date when you need the item.
<b>Requisition Schedule Information</b>	
<ul style="list-style-type: none"> <li>Ship To</li> </ul>	Optional entry. The Ship To defaults from the Requester Defaults. Update if the value is incorrect.
<ul style="list-style-type: none"> <li>Quantity</li> </ul>	No entry required. The Quantity defaults from the Requisition Line.
<ul style="list-style-type: none"> <li>Price</li> </ul>	No entry required. The Price defaults from the Requisition Line.
<ul style="list-style-type: none"> <li>Merchandise Amount</li> </ul>	No entry required. The Amount is a calculate field (Quantity X Price) and cannot be updated.
<ul style="list-style-type: none"> <li>Due Date</li> </ul>	No entry required. The Due Date will default from the requisition line.
<ul style="list-style-type: none"> <li>Attention To</li> </ul>	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.
<b>Requisition Distribution Information – By Quantity</b>	
<ul style="list-style-type: none"> <li>Distribute By</li> </ul>	No entry required. Defaults to Quantity.
<ul style="list-style-type: none"> <li>Liquidate By</li> </ul>	No entry required. Should be the same as Distribute By value.
<ul style="list-style-type: none"> <li>Percent</li> </ul>	No entry required. Defaults to 100 Percent from the requisition line.
<ul style="list-style-type: none"> <li>Quantity</li> </ul>	The total quantity for each chartfield. Entry not required if billing to a single chartfield.
<ul style="list-style-type: none"> <li>Merchandise Amount</li> </ul>	No entry required. The Merchandise Amount field is calculated by the system.
<ul style="list-style-type: none"> <li>GL Unit</li> </ul>	No entry required. Defaults to DHCMP.
<ul style="list-style-type: none"> <li>Account</li> </ul>	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.



Field	Definition
<ul style="list-style-type: none"> <li>Fund</li> </ul>	Entry required. The Fund the item is being charged to. Fund represents the source of money related to financial transactions.
<ul style="list-style-type: none"> <li>Dept</li> </ul>	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.
<ul style="list-style-type: none"> <li>Program</li> </ul>	No entry required. Leave blank unless otherwise instructed by Accounting Services.
<ul style="list-style-type: none"> <li>Class</li> </ul>	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.
<ul style="list-style-type: none"> <li>Project</li> </ul>	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.
<ul style="list-style-type: none"> <li>Location</li> </ul>	No entry required. The Location defaults from the Ship To settings on the Requisition Schedule page.
<b>Requisition Distribution Information – By Amount</b>	
<ul style="list-style-type: none"> <li>Distribute By</li> </ul>	Optional entry. Defaults to Quantity. Change to Amount if you want to distribute by Amount.
<ul style="list-style-type: none"> <li>Liquidate By</li> </ul>	No entry required. Should be the same as Distribute By value.
<ul style="list-style-type: none"> <li>Percent</li> </ul>	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.
<ul style="list-style-type: none"> <li>Merchandise Amount</li> </ul>	Optional entry. The Amount defaults to the total amount for the line. No entry required if you are billing to a single chartfield.
<ul style="list-style-type: none"> <li>GL Unit</li> </ul>	No entry required. Defaults to DHCMP.
<ul style="list-style-type: none"> <li>Account</li> </ul>	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.
<ul style="list-style-type: none"> <li>Fund</li> </ul>	Entry required. The Fund the item is being charged to. Fund represents the source of money related to financial transactions.
<ul style="list-style-type: none"> <li>Dept</li> </ul>	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.
<ul style="list-style-type: none"> <li>Program</li> </ul>	No entry required. Leave blank unless otherwise instructed by Accounting Services.
<ul style="list-style-type: none"> <li>Class</li> </ul>	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.

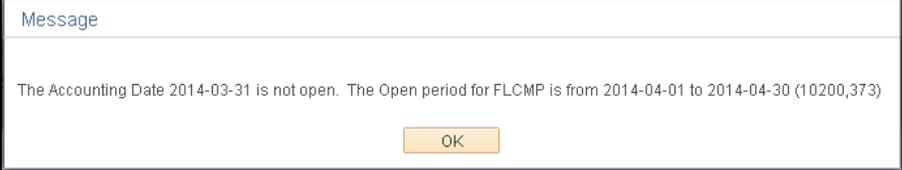
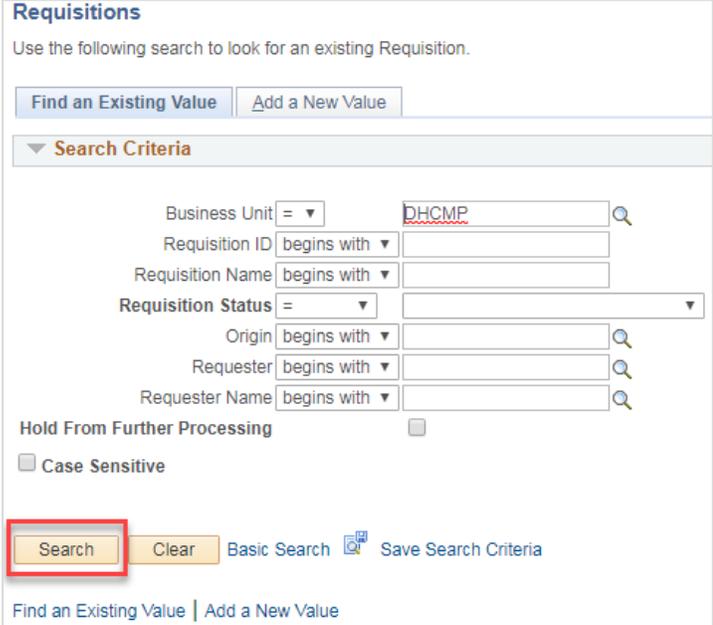


Field	Definition
<ul style="list-style-type: none"><li>• Project</li></ul>	Optional entry. Only required if you are charging the item to a Project. Project identifies a discrete set of activities. Activities associated with this chartfield may span multiple Departments, Funds and/or Accounts.
<ul style="list-style-type: none"><li>• Location</li></ul>	No entry required. The Location defaults from the Ship To settings on the Requisition Schedule page.
<b>Requisition Print</b>	
<ul style="list-style-type: none"><li>• Business Unit</li></ul>	No entry required. Business Unit defaults to DHCMP and does not need to be changed.
<ul style="list-style-type: none"><li>• Requisition ID</li></ul>	Required entry. Enter the Requisition ID of the requisition that you wish to print.
<ul style="list-style-type: none"><li>• From Date</li></ul>	No entry required. It is not recommended that you use this feature.
<ul style="list-style-type: none"><li>• Through Date</li></ul>	No entry required. It is not recommended that you use this feature.
<ul style="list-style-type: none"><li>• Requester</li></ul>	No entry required. It is not recommended that you use this feature.
<b>Send Requisition For Approval</b>	
<ul style="list-style-type: none"><li>• Business Unit</li></ul>	No entry required. Business Unit defaults to DHCMP and does not need to be changed.
<ul style="list-style-type: none"><li>• Requisition ID</li></ul>	Required entry. Enter the Requisition ID of the requisition that you wish to print.
<ul style="list-style-type: none"><li>• From Date</li></ul>	No entry required. It is not recommended that you use this feature.
<ul style="list-style-type: none"><li>• Through Date</li></ul>	No entry required. It is not recommended that you use this feature.
<ul style="list-style-type: none"><li>• Requester</li></ul>	No entry required. It is not recommended that you use this feature.

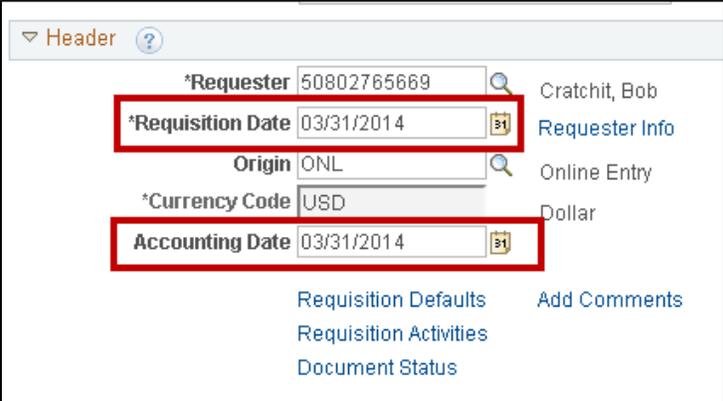
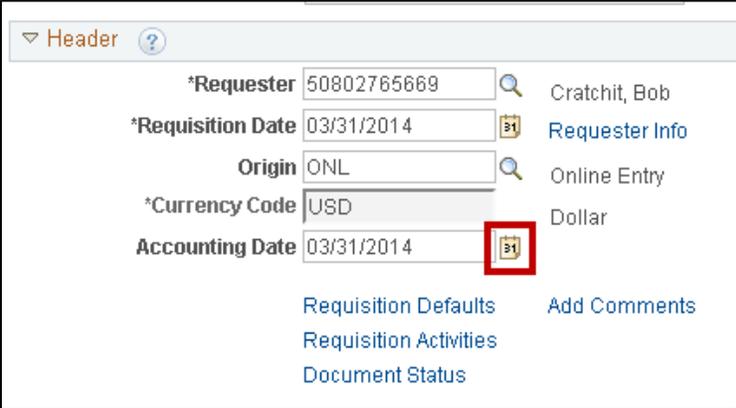


## APPENDIX C: TROUBLESHOOTING

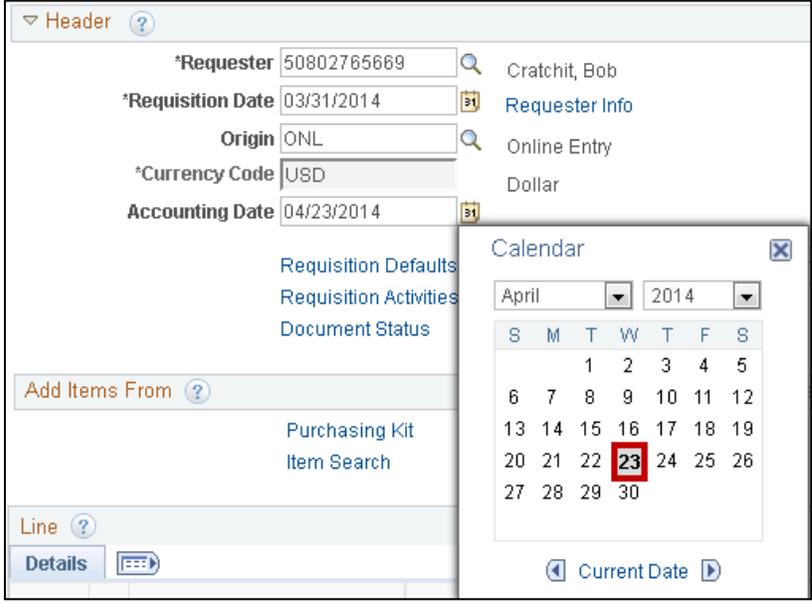
Below are some common issues and their resolutions.

Processing Steps	Screen Shots
<p><b>ACCOUNTING DATE IS NOT OPEN</b></p> <p>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.</p> <p>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.</p>	
<p><b>Step 1:</b></p> <p>Open the requisition that you wish to update (see page 21 for Find an Existing Requisition instructions).</p>	

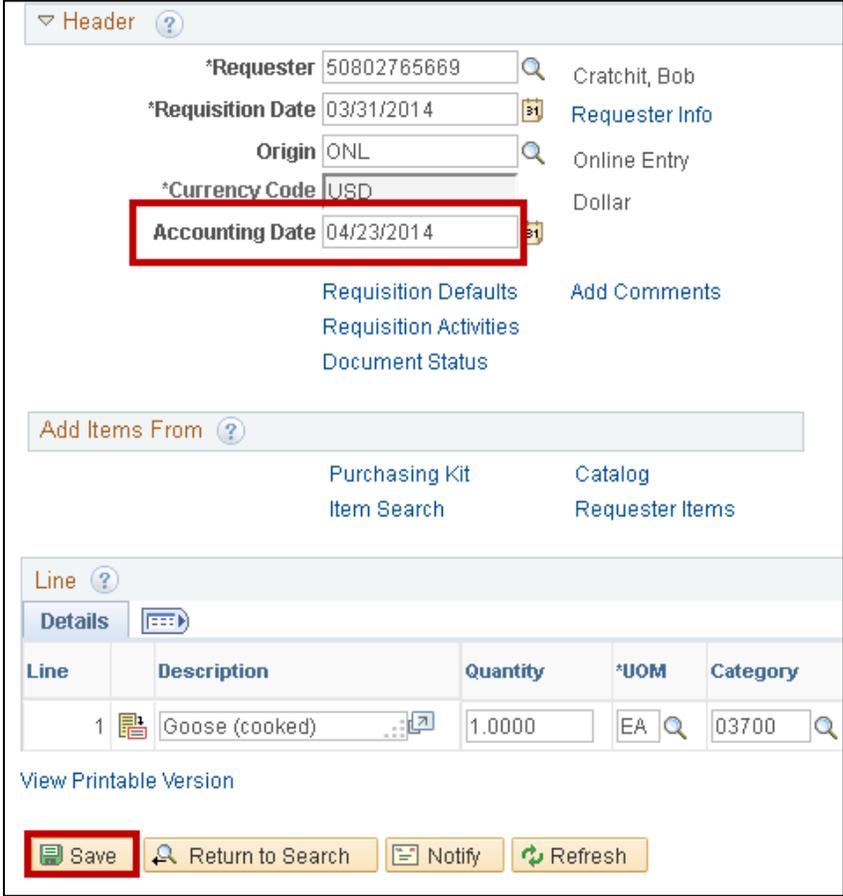


Processing Steps	Screen Shots
<p><b>Step 2:</b></p> <p>Notice that the Requisition Date and the Accounting Date currently match.</p> <p>Normally this is not an issue. However, if the Accounting Date is 03/31/2014 and the current date is 04/23/14, the Approver will not be able to approve the requisition.</p>	 <p>The screenshot shows a requisition header with the following fields: *Requester (50802765669), *Requisition Date (03/31/2014), Origin (ONL), *Currency Code (USD), and Accounting Date (03/31/2014). The Requisition Date and Accounting Date fields are highlighted with red boxes. The user is Cratchit, Bob. Links for Requisition Defaults, Add Comments, Requisition Activities, and Document Status are visible.</p>
<p><b>Step 3:</b></p> <p>You will need to update the Accounting Date to the current month.</p> <p>Use the calendar icon (📅) to select a new Accounting Date or you may manually enter a new Accounting Date.</p>	 <p>The screenshot shows the same requisition header as in Step 2. The Accounting Date field (03/31/2014) now has a calendar icon (📅) highlighted with a red box, indicating it is ready to be updated.</p>



Processing Steps	Screen Shots
<p><b>Step 4:</b> Select the current date.</p>	 <p>The screenshot shows a requisition system interface. The 'Header' section contains the following fields:</p> <ul style="list-style-type: none"><li>*Requester: 50802765669 (Cratchit, Bob)</li><li>*Requisition Date: 03/31/2014 (Requester Info)</li><li>Origin: ONL (Online Entry)</li><li>*Currency Code: USD (Dollar)</li><li>Accounting Date: 04/23/2014</li></ul> <p>Below these fields are links for 'Requisition Defaults', 'Requisition Activities', and 'Document Status'. There is an 'Add Items From' section with a 'Purchasing Kit Item Search' button. At the bottom, there is a 'Line' section with a 'Details' button.</p> <p>A 'Calendar' pop-up window is open, showing the month of April 2014. The date 23 is highlighted in red. The calendar includes a 'Current Date' button at the bottom.</p>



Processing Steps	Screen Shots										
<p><b>Step 5:</b></p> <p>The Accounting Date is now today's date.</p> <p>Click <b>Save</b> to save your changes.</p> <p>You can now have your Approver log in to CFS to approve the requisition.</p>	 <p>The screenshot shows the 'Header' section of a requisition form. The 'Accounting Date' field is highlighted with a red box and contains the value '04/23/2014'. Other fields include '*Requester' (50802765669), '*Requisition Date' (03/31/2014), 'Origin' (ONL), and '*Currency Code' (USD). Below the header is the 'Add Items From' section with options for 'Purchasing Kit', 'Catalog', 'Item Search', and 'Requester Items'. The 'Line' section shows a table with one item: 'Goose (cooked)' with a quantity of 1.0000 and UOM 'EA'. At the bottom, the 'Save' button is highlighted with a red box.</p> <table border="1"><thead><tr><th>Line</th><th>Description</th><th>Quantity</th><th>*UOM</th><th>Category</th></tr></thead><tbody><tr><td>1</td><td>Goose (cooked)</td><td>1.0000</td><td>EA</td><td>03700</td></tr></tbody></table>	Line	Description	Quantity	*UOM	Category	1	Goose (cooked)	1.0000	EA	03700
Line	Description	Quantity	*UOM	Category							
1	Goose (cooked)	1.0000	EA	03700							