CFS 9.2 User Guide

Requisition Data Entry

CSUDH, DIVISION OF INFORMATION TECHNOLOGY

TABLE OF CONTENTS

REVISION CONTROL

Document Title:	User Guide – Requisition Data Entry
Author:	IT Training & Documentation
File Reference:	UG_Requisition_Entry.docx

Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
4/28/207	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

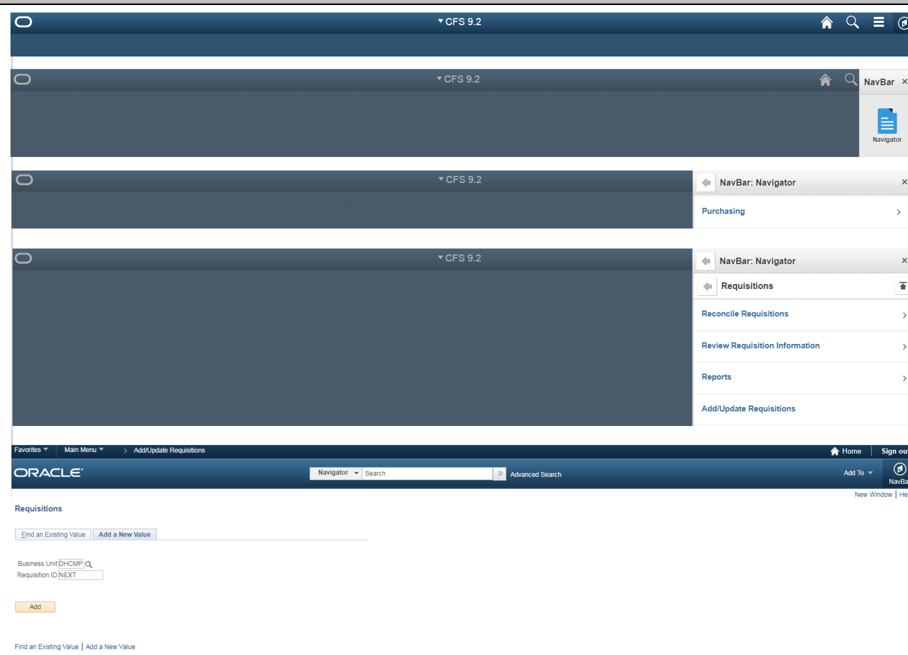
Users are identified in CFS by a User ID which is the same as their Campus-Wide ID. As CFS is shared by all 23 CSU campuses, it was necessary to find a mechanism to ensure that all Campus-Wide IDs (and therefore User IDs) remain unique in the system. This mechanism adds two numbers to the beginning of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

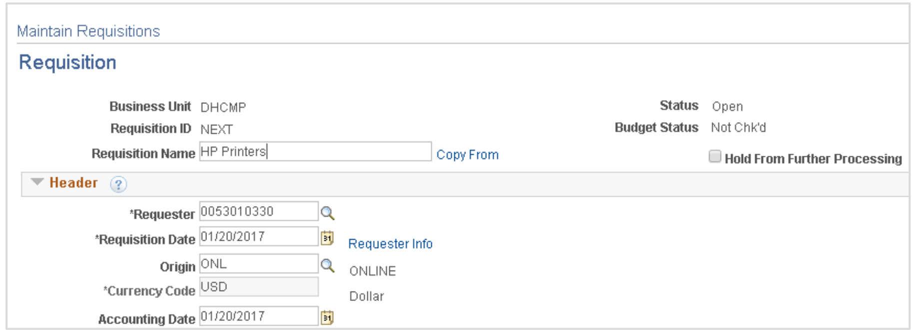
Processing Steps	Screen Shots
NAVIGATION **Step 1:** Navigate to the Requisition Entry page: Purchasing > Requisitions > Add/Update Requisitions > Add a New Value To create a new requisition, click the **Add** button. Do **not** change the Requisition ID from NEXT.	

Processing Steps	Screen Shots

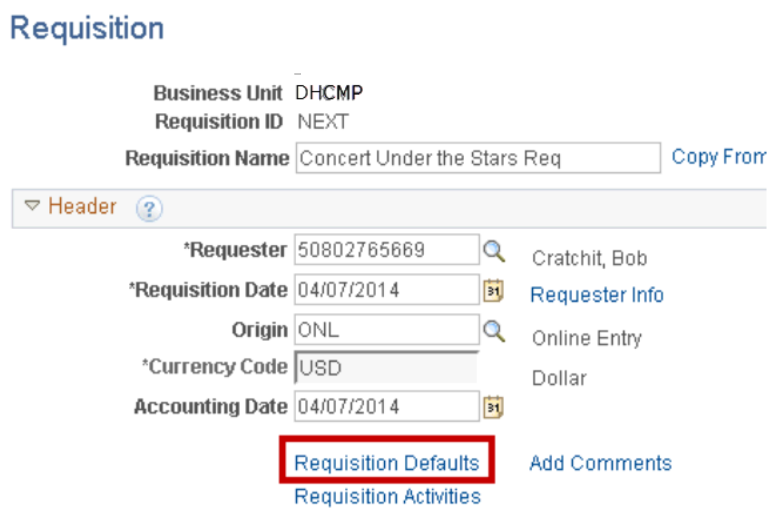
REQUISITION HEADER

The Requisition Header information will be automatically populated.

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



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.

Processing Steps	Screen Shots
<u>Requisition Defaults (Optional)</u> **<u>Step 1:</u>** To view your Requisition Defaults, click on **Requisition Defaults**.	

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.

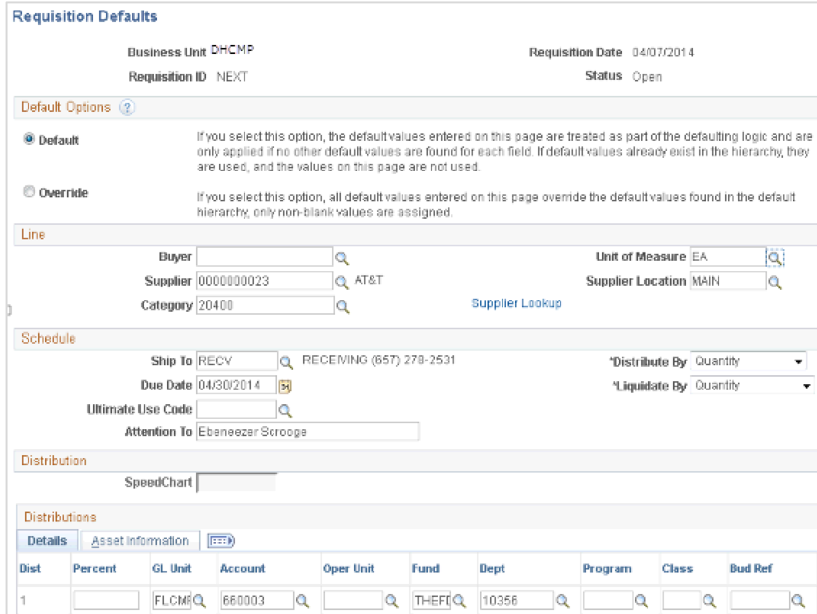
The information you enter on the **Requisition Defaults** page will be used on **ALL** lines, schedules, and distributions (where appropriate) on the requisition. By entering values on this page, you minimize data entry when creating a new requisition.

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.



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.

<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

<u>Header Comments (Optional)</u>

<u>Step 1:</u>

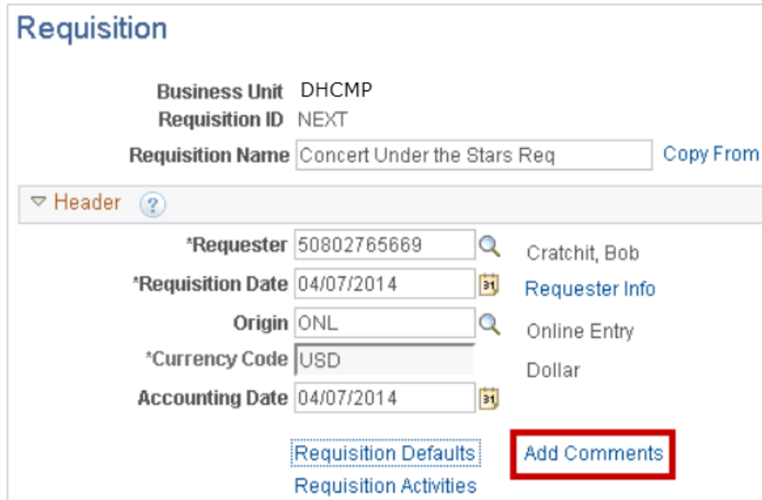
The requisition **Header Comments** page is used to provide additional information to the Buyer or the Supplier.

Types of information commonly provided include:

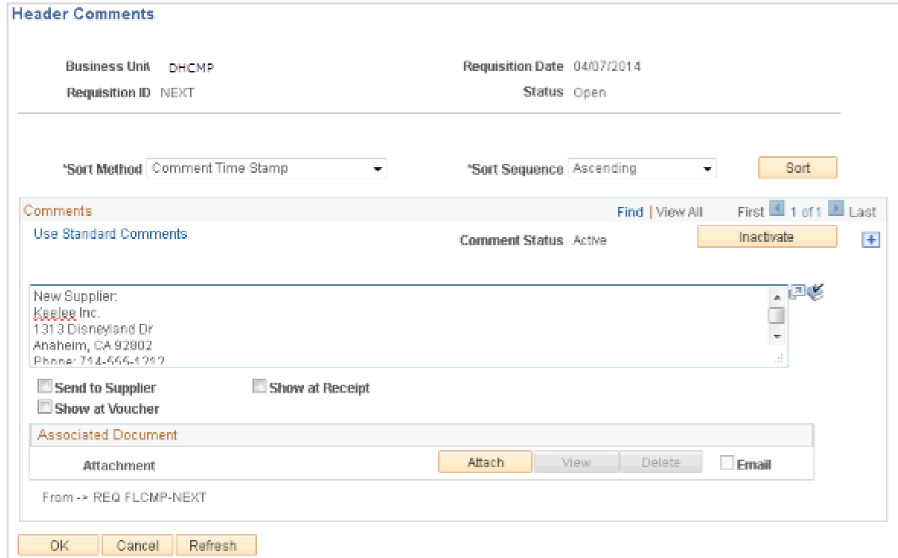
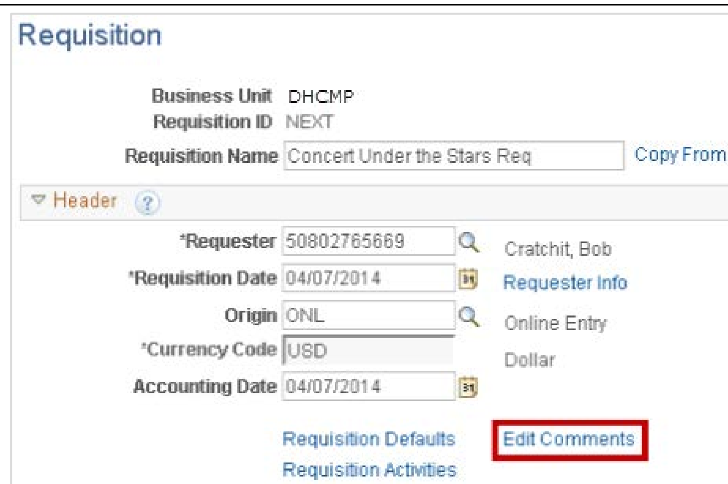
- Special Instructions (i.e. Rush Order Information)
- New Supplier Information
  - Supplier Name
  - Supplier Address
  - City, State, Zip
  - Phone Number
  - Identify if 204 Form has been sent to supplier
  - Taxpayer Identification Number (TIN) if known
- Name and extension of Consumer
- Freight,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

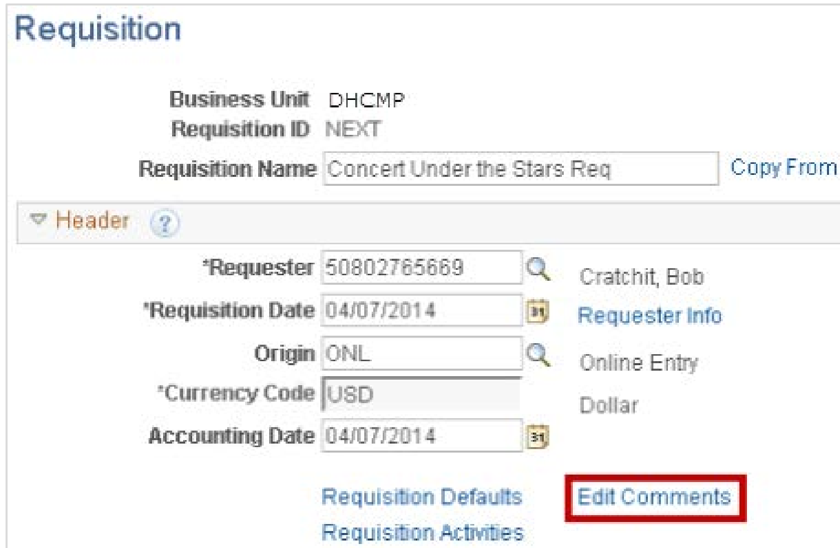
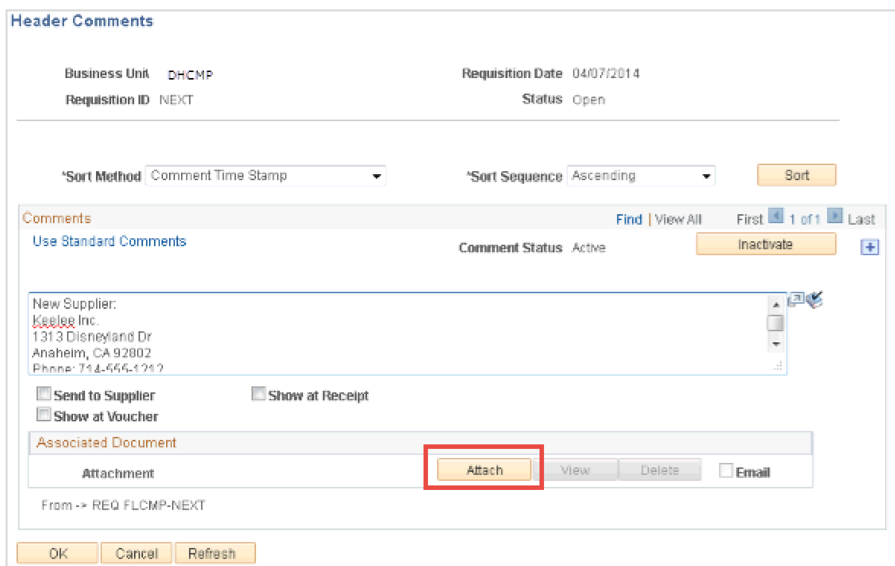
To add comments to your requisition, click **Add Comments**.

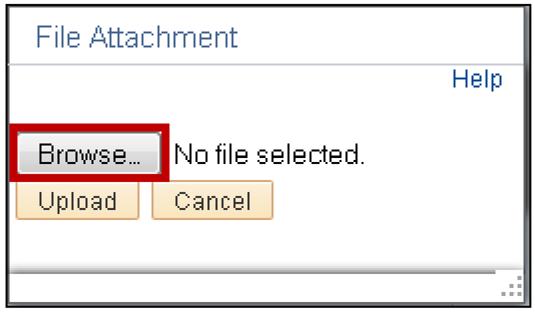
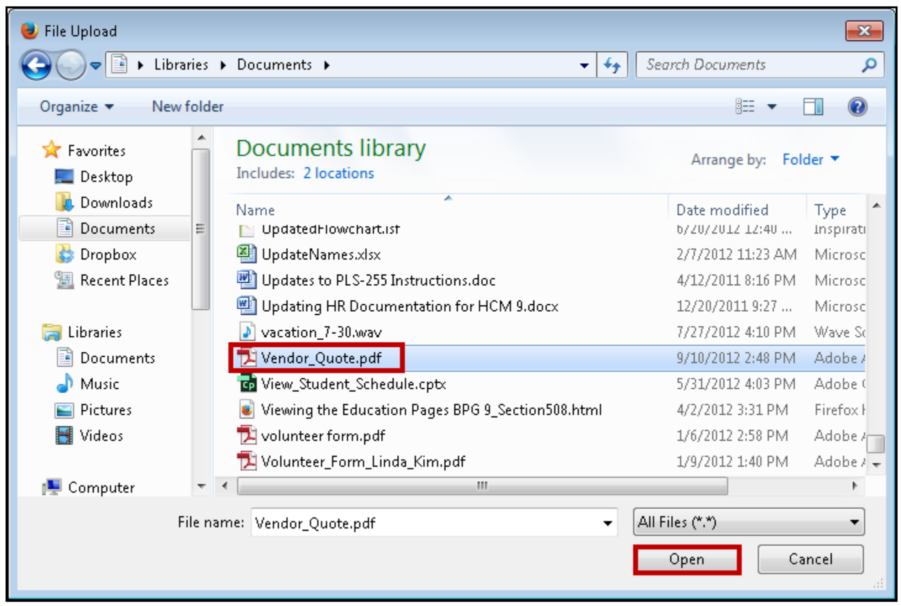
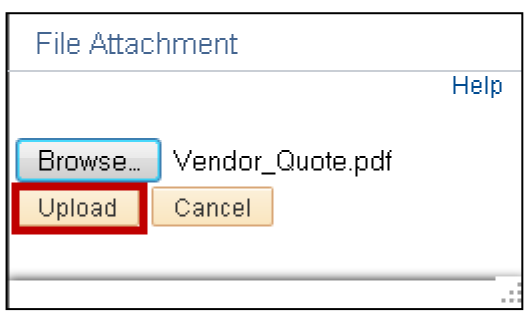
</td><td>



</td></tr>
</table>

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

Processing Steps	Screen Shots
<u>Add an Attachment (Optional)</u> **<u>Step 1:</u>** The requisition Header Comments page is also where documents are attached for use as a reference or for use by the Procurement Department. Types of commonly provided information include: • Order Attachments • Supplier quotes • Additional approval signatures To attach a document to the requisition, click on **Add Comments** (or **Edit Comments**)	
<u>Step 2:</u> Click on **Attach** under Associated Document. Only one document can be attached to the requisition. If you wish to upload more than one document, you will need to do one of the following: • Scan all of your documents into a PDF document using your local Xerox copier. • Add all of your documents into a .zip archive. • Add all of your documents into a .PDF archive using Adobe Acrobat Pro.	

Processing Steps	Screen Shots
Step 3: Click **Browse**.	
Step 4: Click on the document on your hard drive that you wish to upload and then click **Open**. Only PDF documents or .zip archives should be attached to requisitions. Procurement has found that they are unable to open attachments in Microsoft Office format.	
Step 5: Click **Upload** to attach the document you selected.	

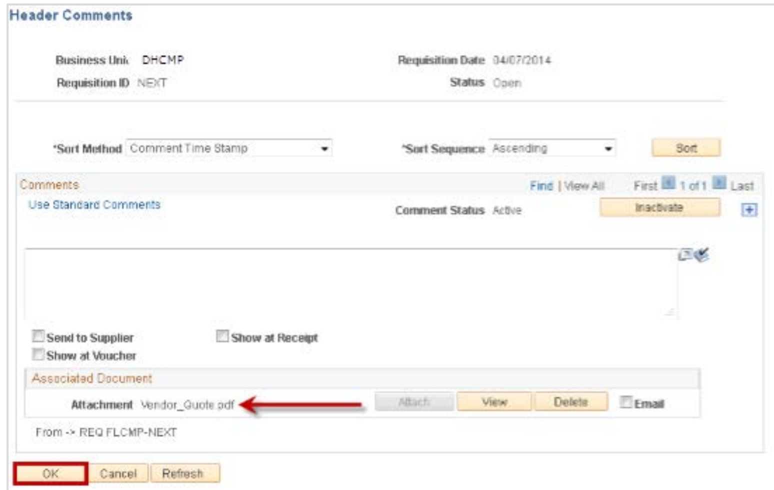
<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

<u>Step 6:</u>

The document is now attached to the requisition.

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

</td><td>

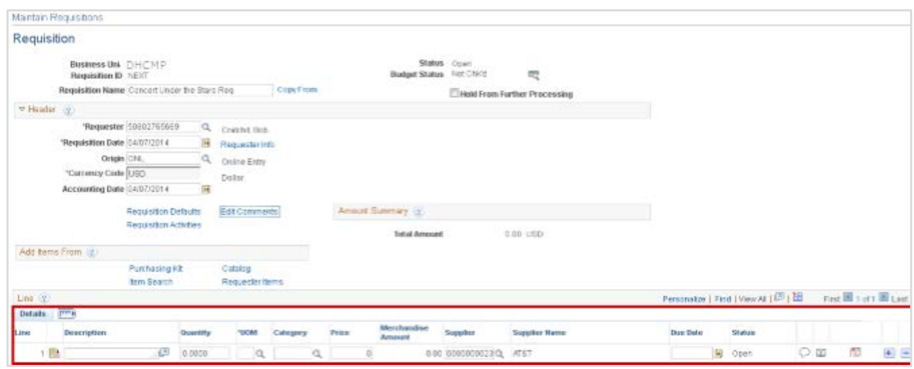


</td></tr>
<tr><td>

REQUISITION DETAILS

Complete each requisition line (including line information, schedule information, and distribution information) before adding another line. As long as the requisition status remains open, you can make changes to any field you have entered.

</td><td>



</td></tr>
</table>

Processing Steps	Screen Shots

Requisition Line Information

Step 1:

Complete the following fields:

- Description
- Quantity
- UOM
- Category
- Price
- Due Date

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 multiples the quantity field and the price field to calculate the total value of the line.
Supplier	Optional entry. Enter the Supplier ID number or use the magnifying glass to look up an existing supplier ID.
Supplier Name	No entry required. The Supplier Name associated with the Supplier ID entered will populate in this field.
Due Date	Entry required. Select the date when you need the item.

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

Requisition Schedule Information

Step 1:

Click on the Schedule icon ( ) at the far right of the Requisition Line.

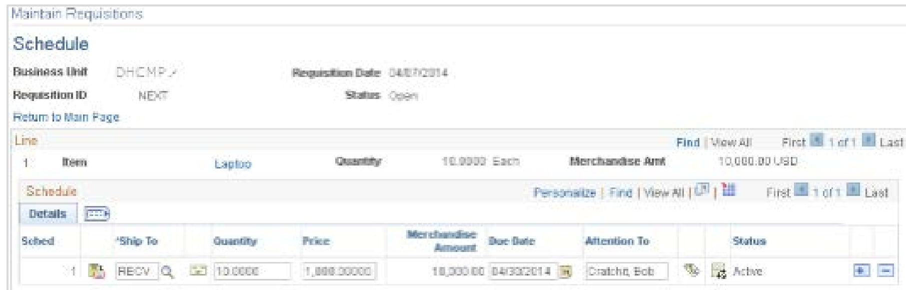
Processing Steps	Screen Shots

Step 2:

Review the following fields:

- Ship To
- Quantity
- Price
- Amount
- Due Date
- Attention To

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



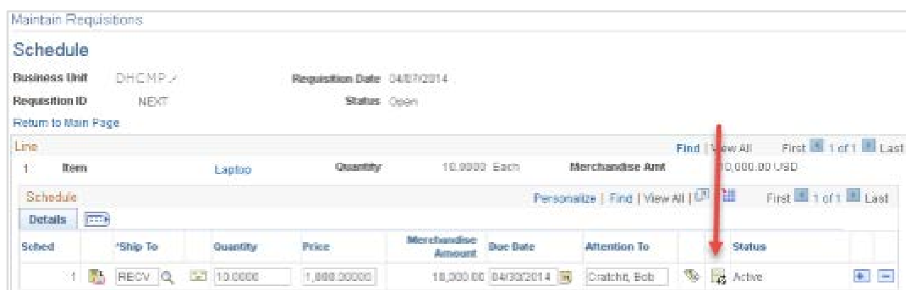
Field	What do I need to enter?
Ship To	Optional entry. The Ship To defaults from the Requester Defaults. Update if the value is incorrect.
Quantity	No entry required. The Quantity defaults from the Requisition Line.
Price	No entry required. The Price defaults from the Requisition Line.
Merchandise Amount	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.

Requisition Distribution Information – By Quantity

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

Step 1:

Click on the Distribution icon ( ) on the Requisition Schedule page.



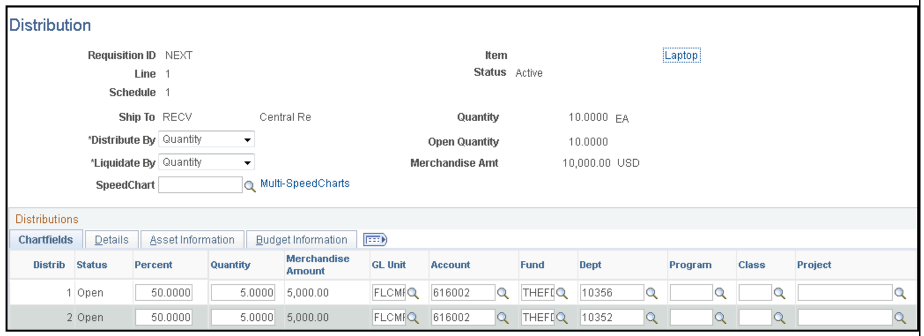
Step 2:

Complete/review the following fields:

- Distribute By (Quantity)
- Liquidate By (Quantity)
- Percent
- Quantity
- Amount
- Account
- Fund
- Dept
- Class
- Project

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

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



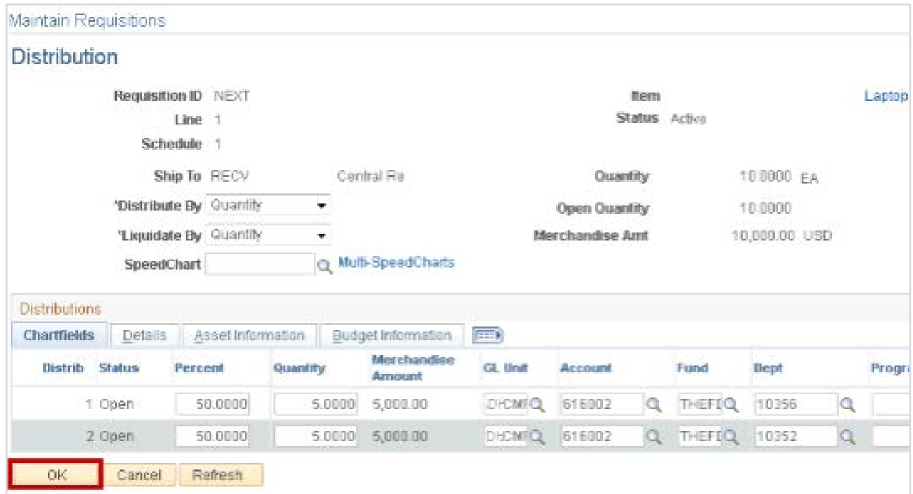
Field	What do I need to enter?
Distribute By	No entry required. Defaults to Quantity.
Liquidate By	No entry required. Should be the same as Distribute By value.
Percent	No entry required. Defaults to 100 Percent from the requisition line.
Quantity	The total quantity for each chartfield. Entry not required 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.

<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

Step 3:

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

</td><td>



</td></tr>
<tr><td>

Step 4:

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

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

</td><td>

</td></tr>
<tr><td>

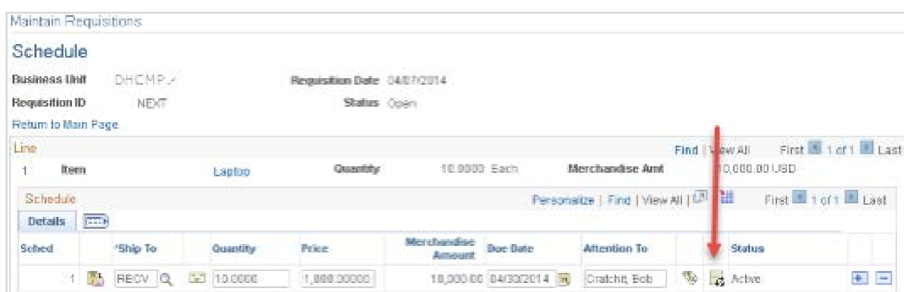
Requisition Distribution Information – By Amount

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

Step 1:

Click on the Distribution icon ( ) on the Requisition Schedule.

</td><td>



</td></tr>
</table>

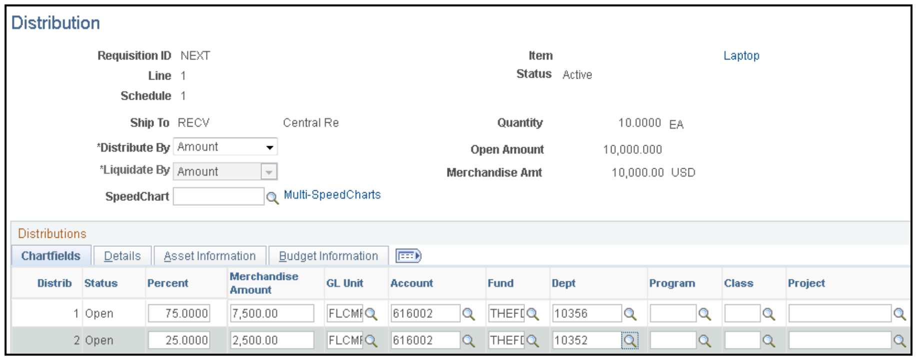
Step 2:

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 ( ).



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

<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td></td><td>

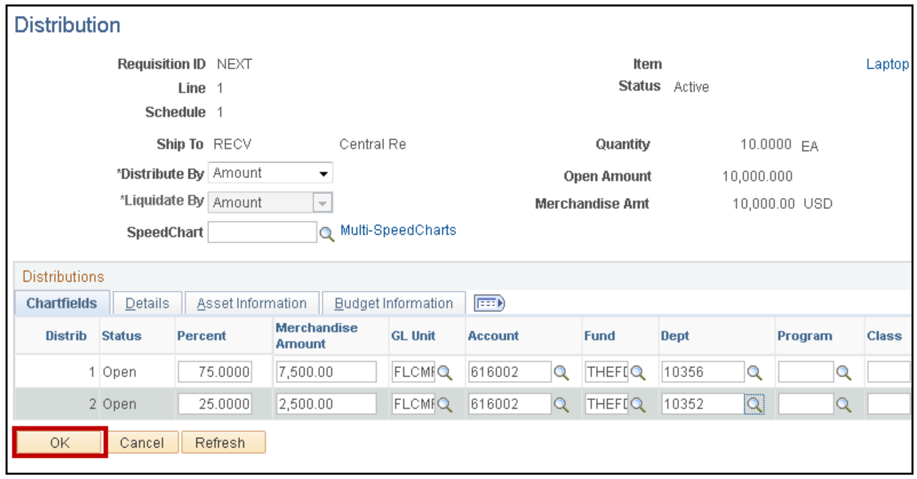
<table><tr><td></td><td>activities. Activities associated with this chartfield may span multiple Departments, Funds and/or Accounts.</td></tr></table>

</td></tr>
<tr><td>

<u>Step 3:</u>

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

</td><td>



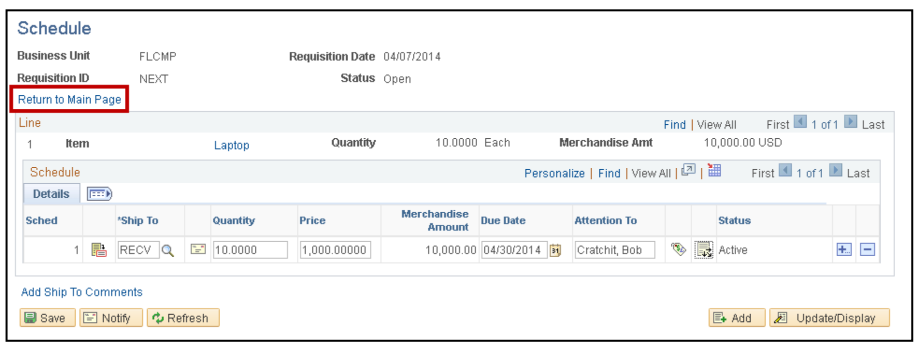
</td></tr>
<tr><td>

<u>Step 4:</u>

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

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

</td><td>



</td></tr>
</table>

<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

SAVING A REQUISITION

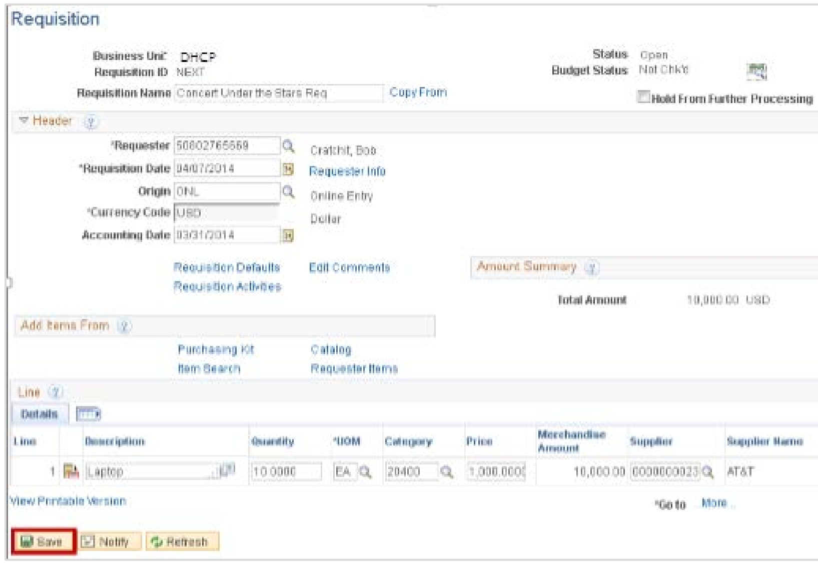
Before you are able to save a requisition, you must have at least one Line completely filled out. After saving, you can continue to add more Lines to your requisition.

Step 1:

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

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

</td><td>



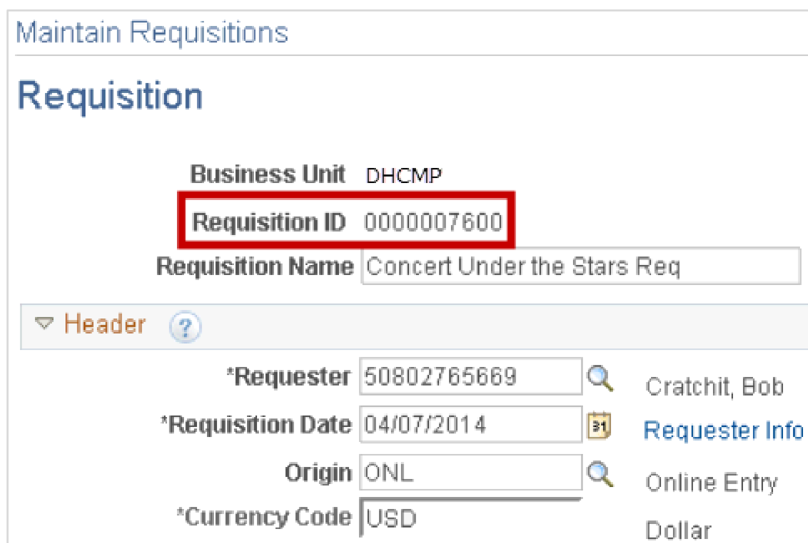
</td></tr>
<tr><td>

Step 2:

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

Even after saving your requisition you can change *anything* about the requisition you would like. So feel free to save your requisition even if you think you'll make significant changes later.

</td><td>



</td></tr>
</table>

FIND AN EXISTING REQUISITION

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

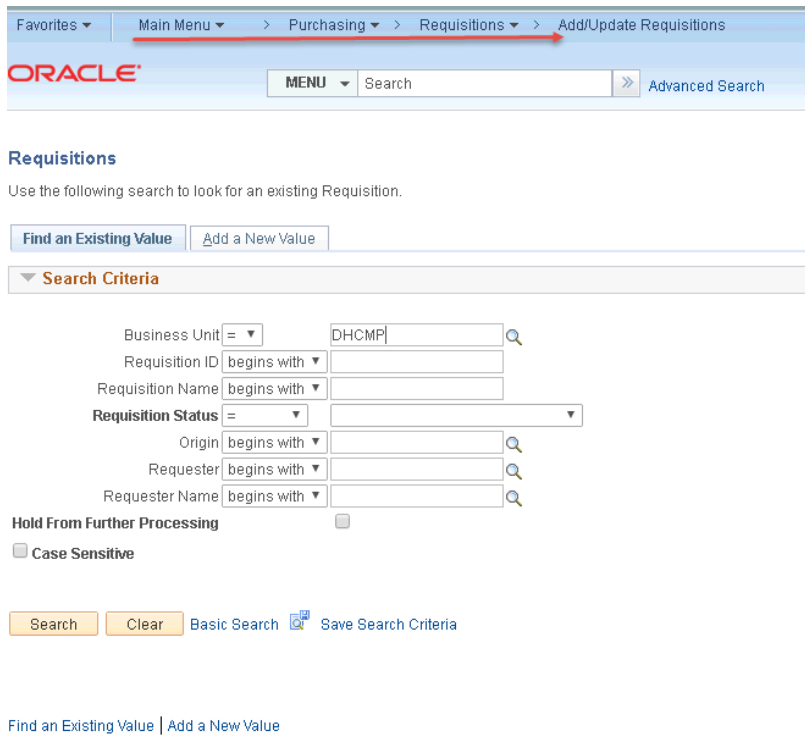
<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

<u>Step 1:</u>

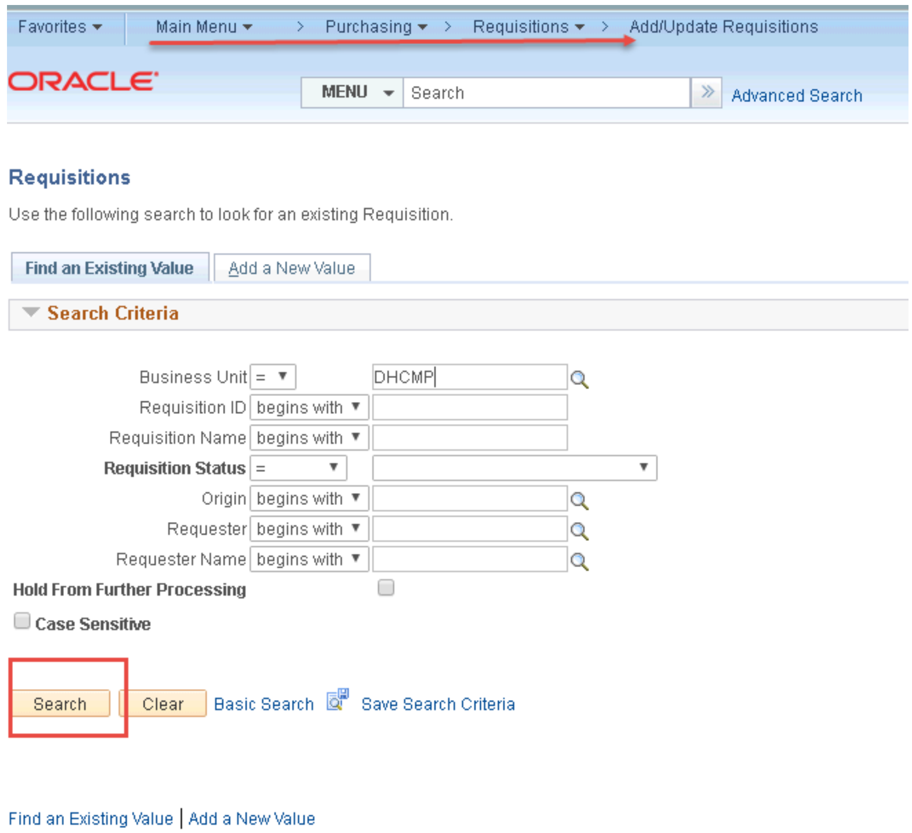
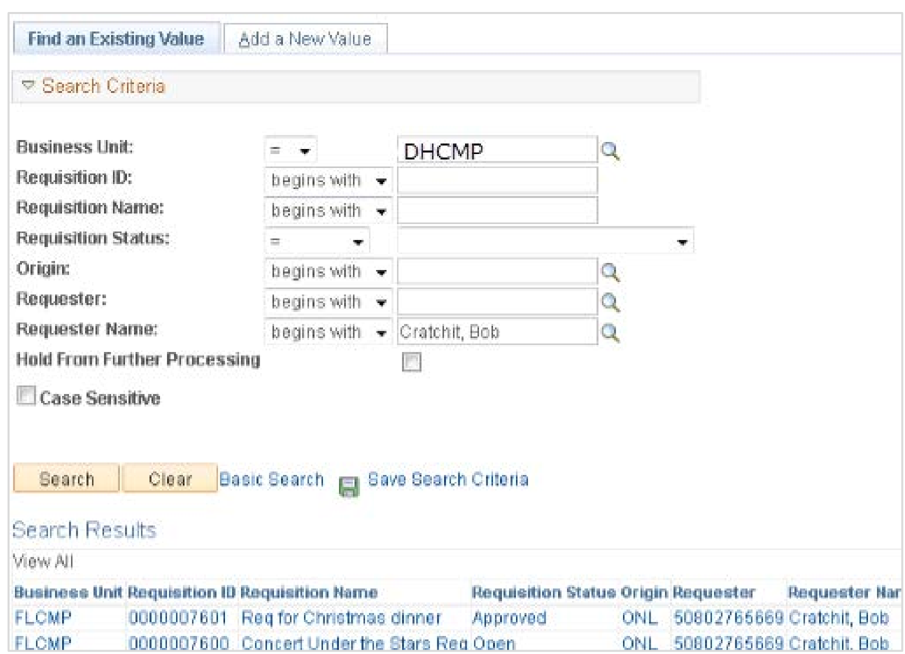
Navigate to the Requisition Entry page:

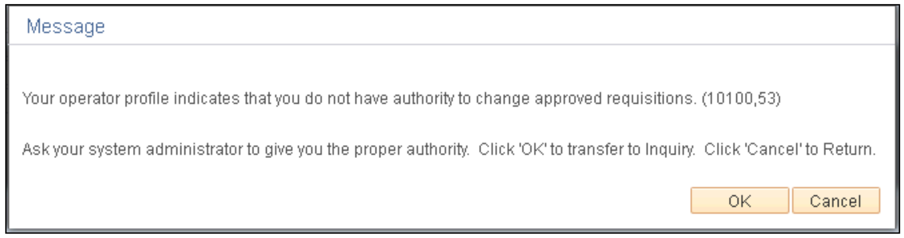
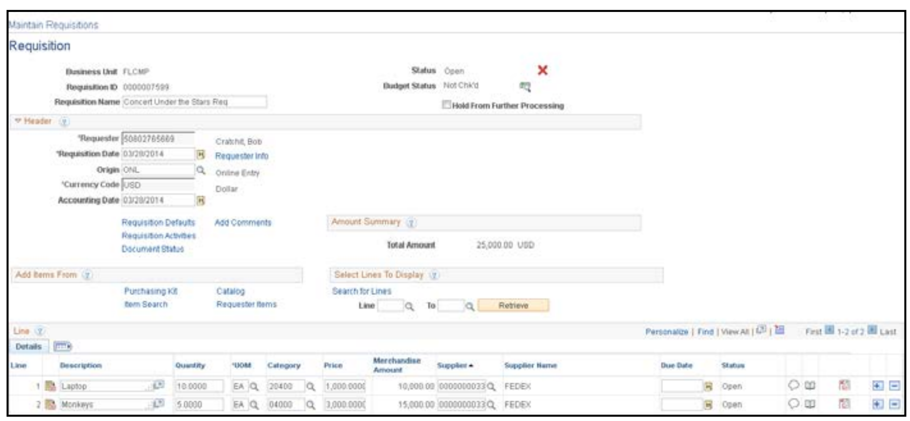
<u>Purchasing > Requisitions > Add/Update Requisitions > Find an Existing Value</u>.

</td><td>



</td></tr>
</table>

Processing Steps	Screen Shots
<u>Step 2:</u> It is recommended that you enter search criteria to narrow down your results. At minimum, you should enter your name in the **Requester Name** field so only your requisitions appear in the search results. Once you have entered your search criteria, click **Search**.	
<u>Step 3:</u> Locate the requisition you wish to view/edit from the search results and click on it.	

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

ADDITIONAL PROCESSES

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

<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

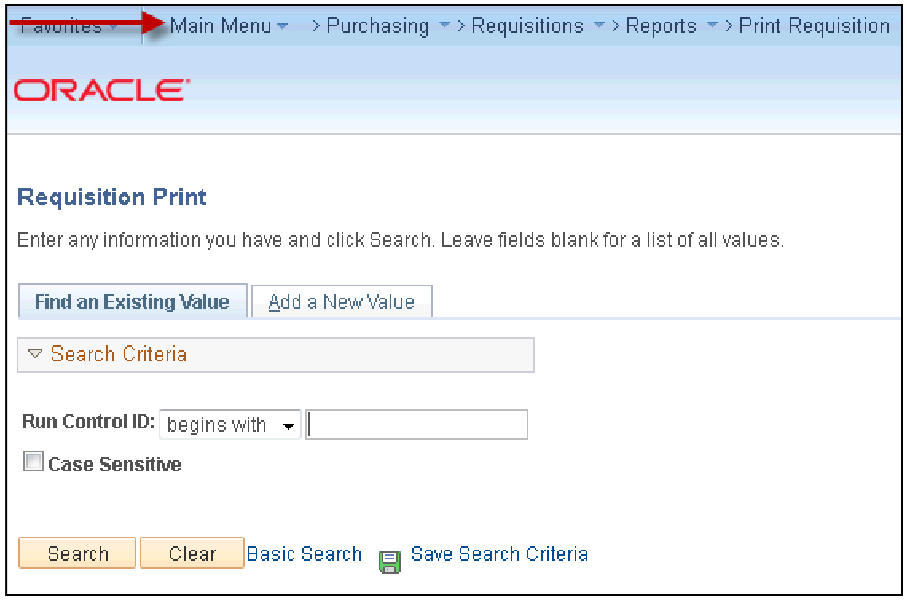
PRINT A REQUISITION

Step 1:

Navigate to the Requisition Print Page:
[Purchasing > Requisitions > Reports > Print Requisition]

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

</td><td>



</td></tr>
<tr><td>

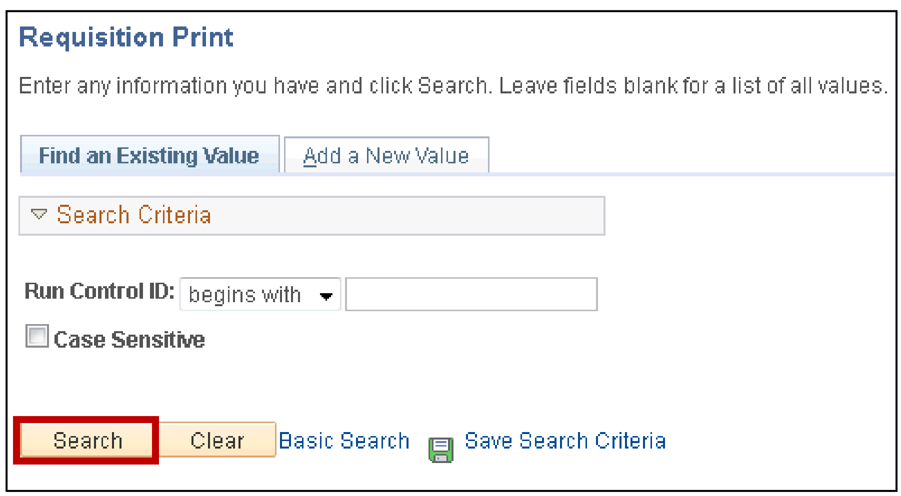
Step 2a:

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

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

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

</td><td>



</td></tr>
</table>

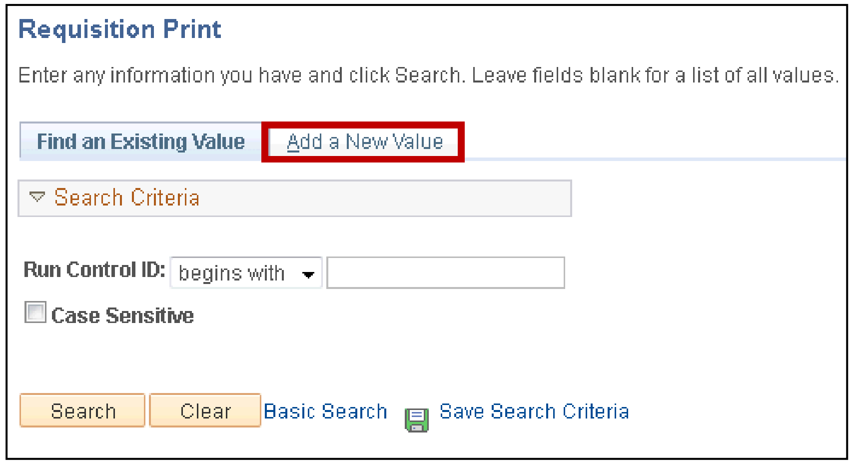
<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

<u>**Step 2b:**</u>

To create a new Run Control ID, click **Add a New Value**.

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

</td><td>



</td></tr>
<tr><td>

<u>**Step 3:**</u>

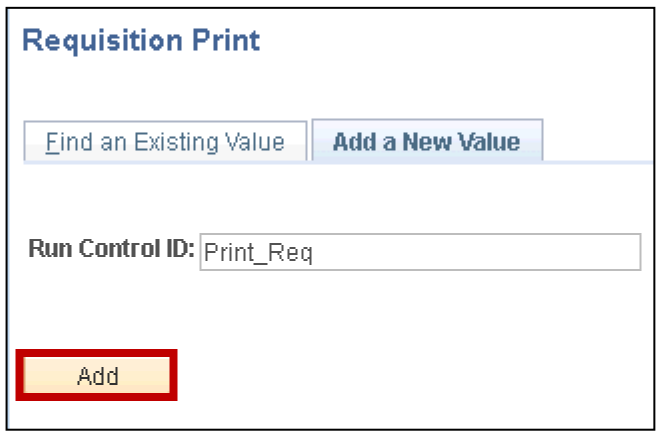
Enter a Run Control ID name.

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

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

Click **Add**.

</td><td>



</td></tr>
</table>

Processing Steps	Screen Shots

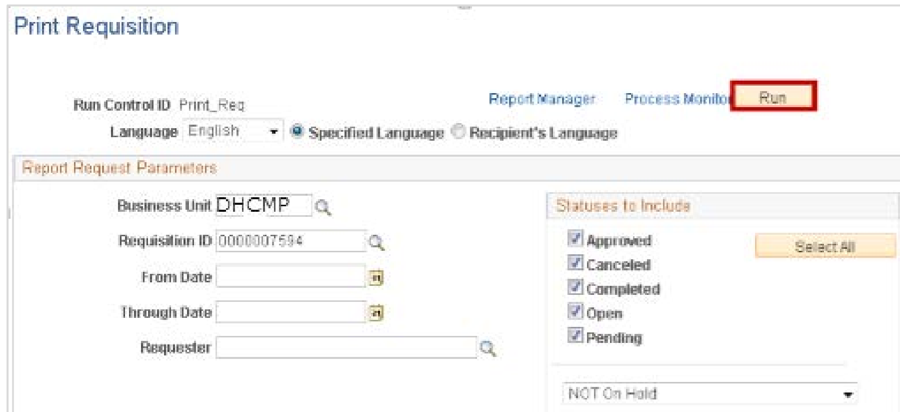
Step 4:

Enter/update the following information:

- **Business Unit**: DHCMP
- **Requisition ID:** the 10 digit requisition ID number you wish to print.

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

Then click **Run**.



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.

PRINT VIA EMAIL

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

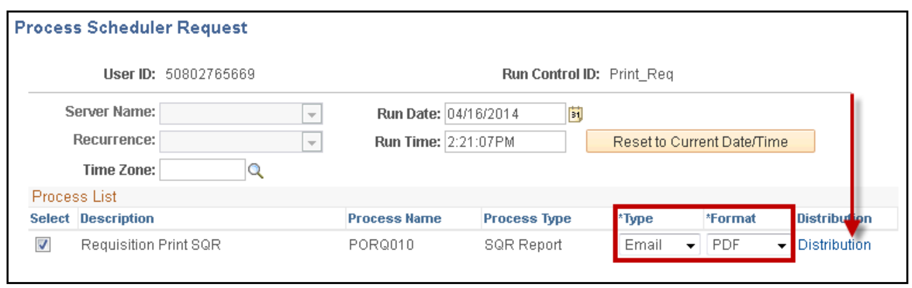
Step 1:

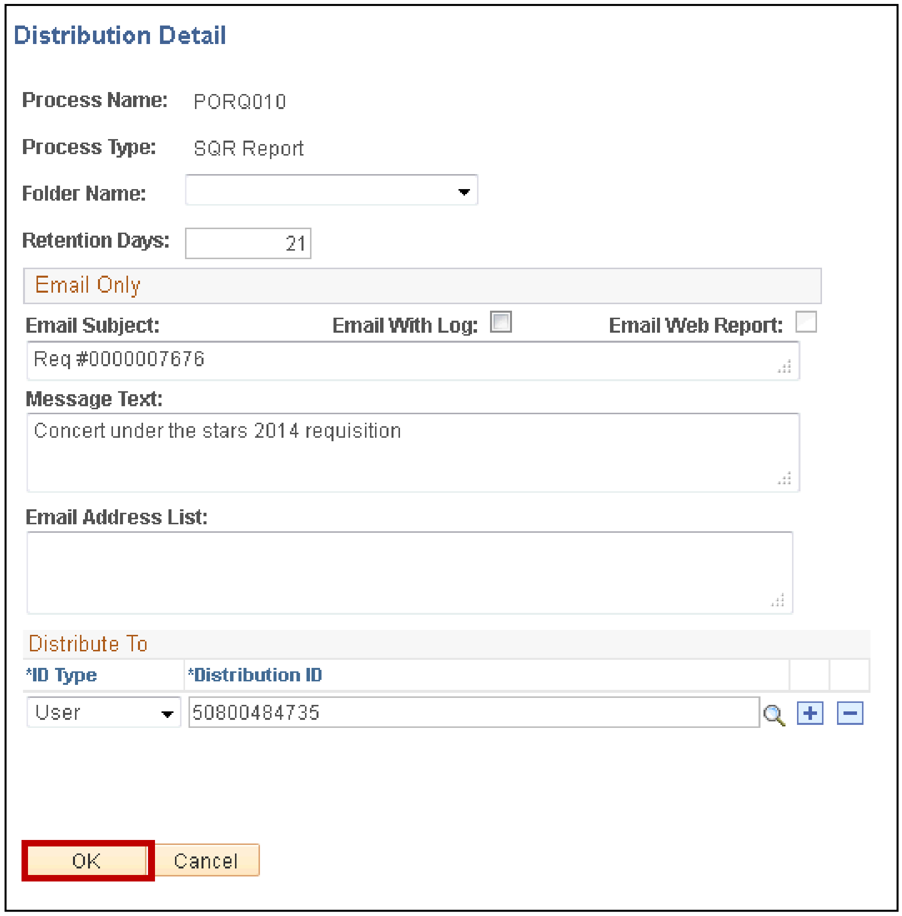
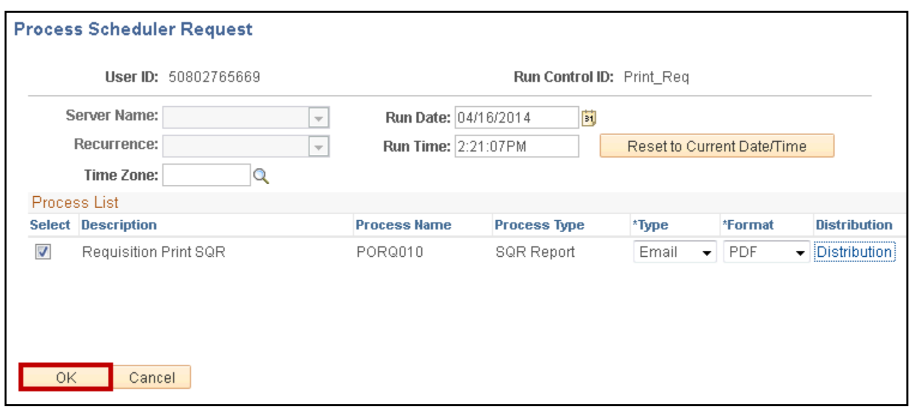
The Process Scheduler Request page displays.

Verify the following:

- **Type =** Email
- **Format =** PDF

Select **Distribution**.



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

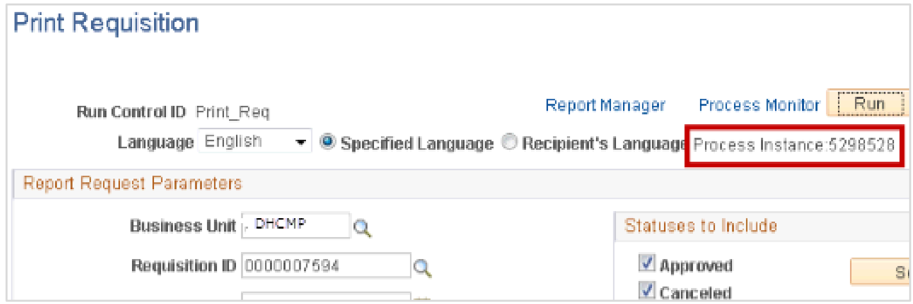
<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

Step 4:

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

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

</td><td>



</td></tr>
<tr><td>

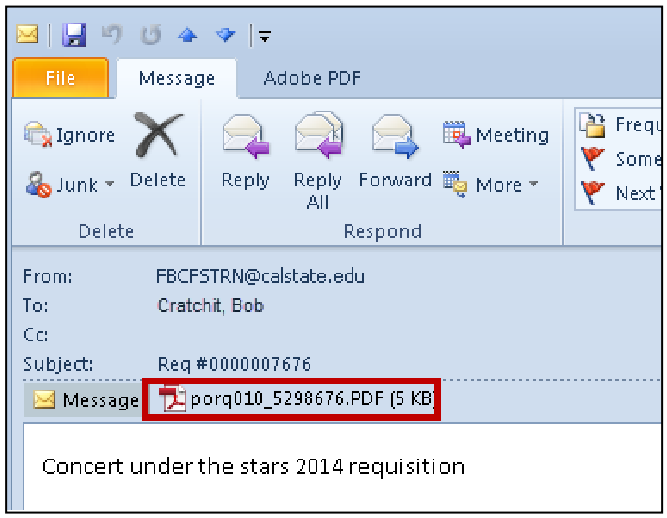
Step 5:

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

Double click on the attachment to open it.

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

</td><td>



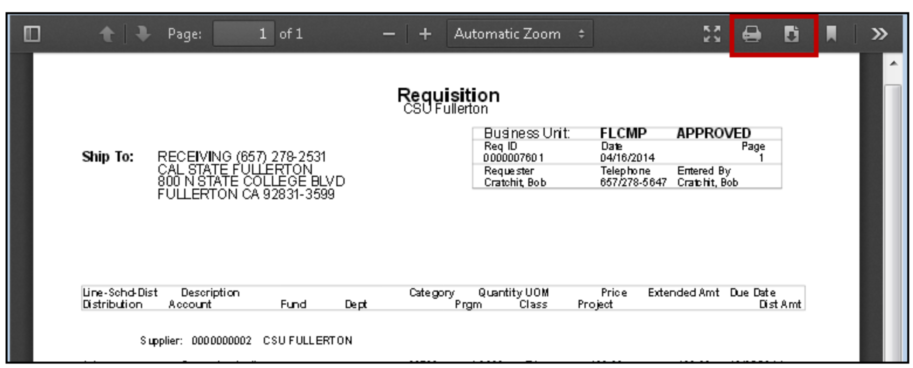
</td></tr>
<tr><td>

Step 6:

To print the requisition, click the Print icon ( ).

When finished printing the requisition, close the Adobe Reader window.

</td><td>



</td></tr>
</table>

<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

PRINT VIA WEB

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

Step 1:

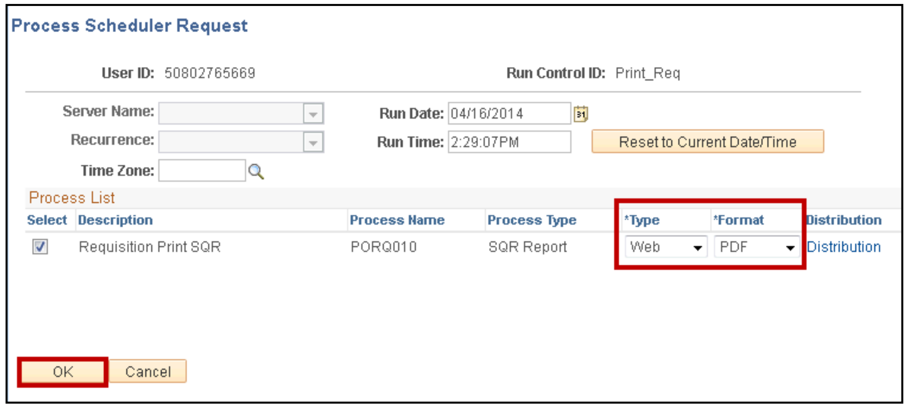
The Process Scheduler Request page displays.

Verify the following:

- **Type =** Web
- **Format =** PDF

Click **OK**.

</td><td>



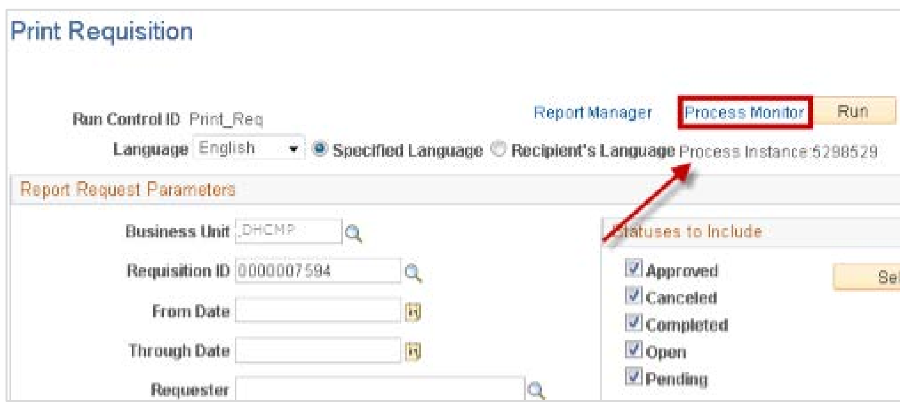
</td></tr>
<tr><td>

Step 2:

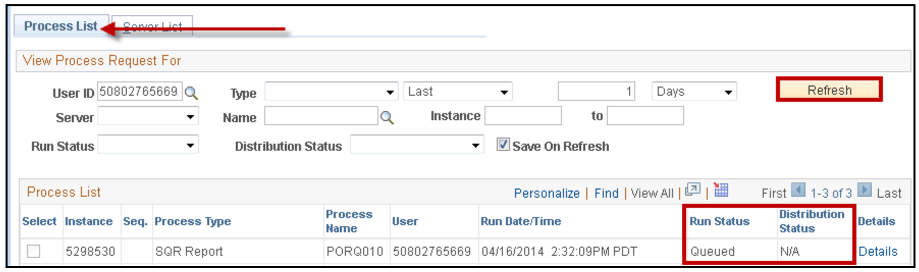
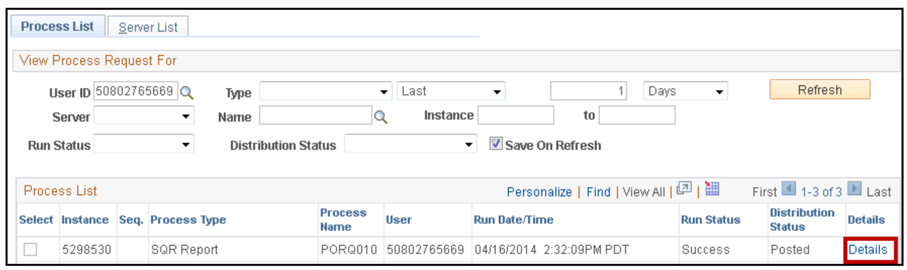
A Process Instance number will appear indicating that your report is being generated.

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

</td><td>



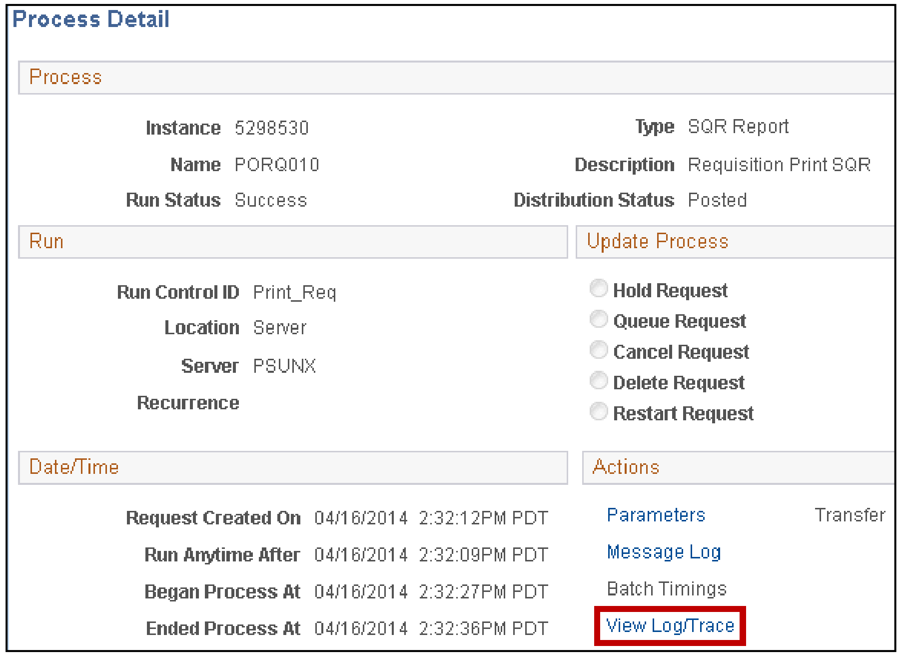
</td></tr>
</table>

Processing Steps	Screen Shots
Step 3: The **Process List** tab displays. Your process request is not completed until the following is complete: • **Run Status =** Success • **Distribution Status =** Posted Click **Refresh** to refresh the status of the process. It may take several minutes for your process to run and post.	
Step 4: When Distribution Status says **Posted**, select the **Details** link.	

Processing Steps	Screen Shots

Step 5:

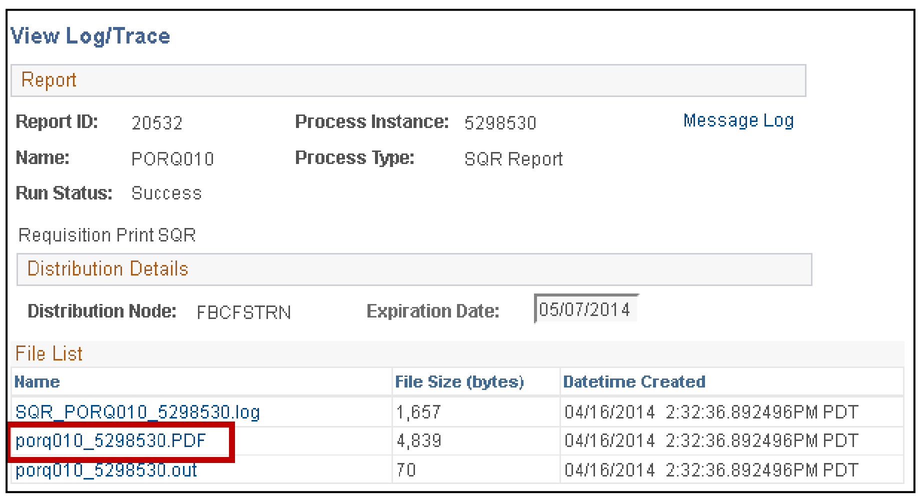
Select **View Log/Trace**.

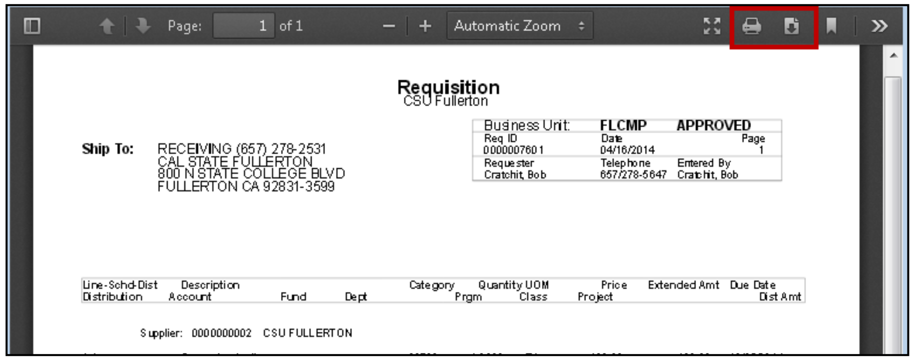


Step 6:

Select the **PDF** file in the File List section.

The requisition opens in a new window/tab.



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

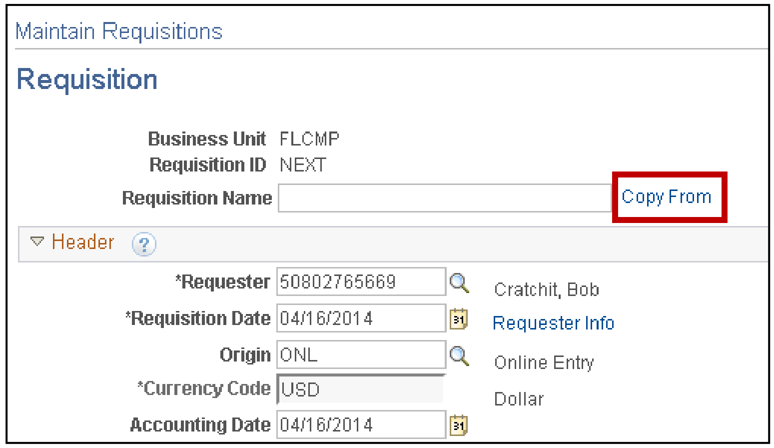
<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

<u>Step 2:</u>

A new blank requisition opens.

Select the **Copy From** link.

</td><td>



</td></tr>
<tr><td>

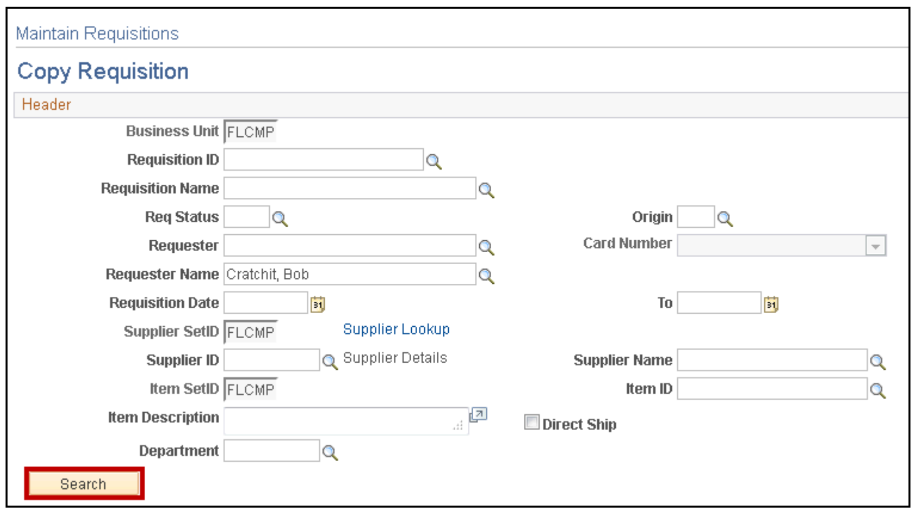
<u>Step 3:</u>

The Copy Requisition page opens in a new window.

Enter the Requisition ID or other information to limit your search results and then click **Search**.

The Copy From feature will copy **all** of the information on the existing requisition with the exception of any attachments.

</td><td>



</td></tr>
</table>

<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

<u>Step 4:</u>

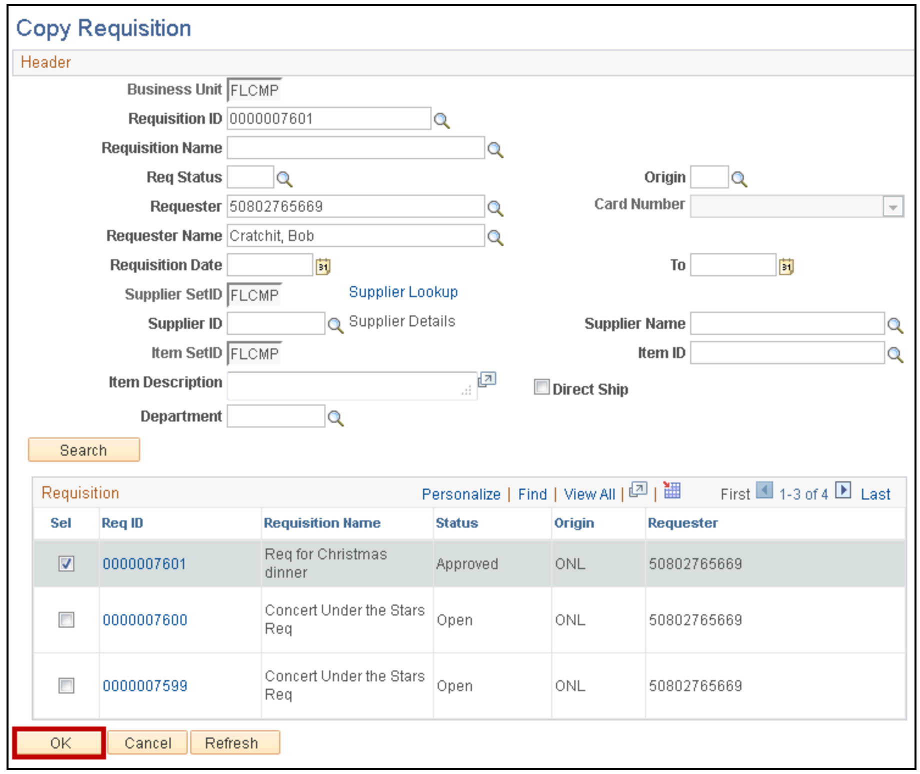
Place a check mark next to the requisition you wish to copy.

Then click **OK**.

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

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

</td><td>



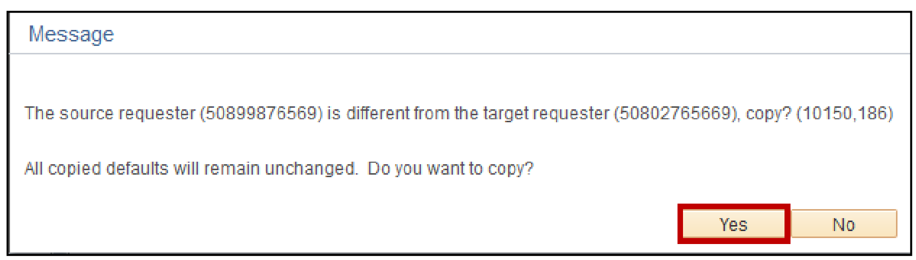
</td></tr>
<tr><td>

<u>Step 4a:</u>

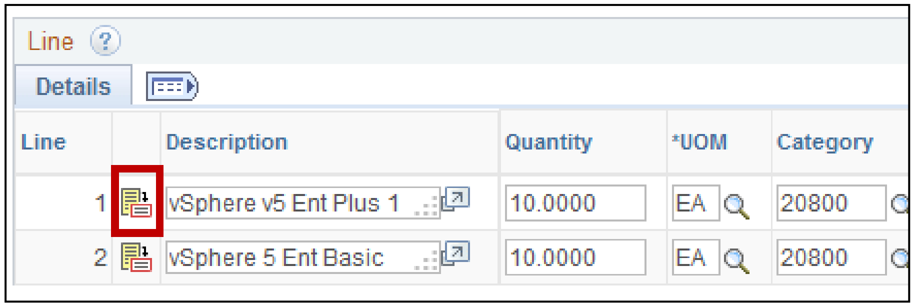
If you are copying a requisition created by someone else in your department, you will receive this pop-up message. Click **Yes**.

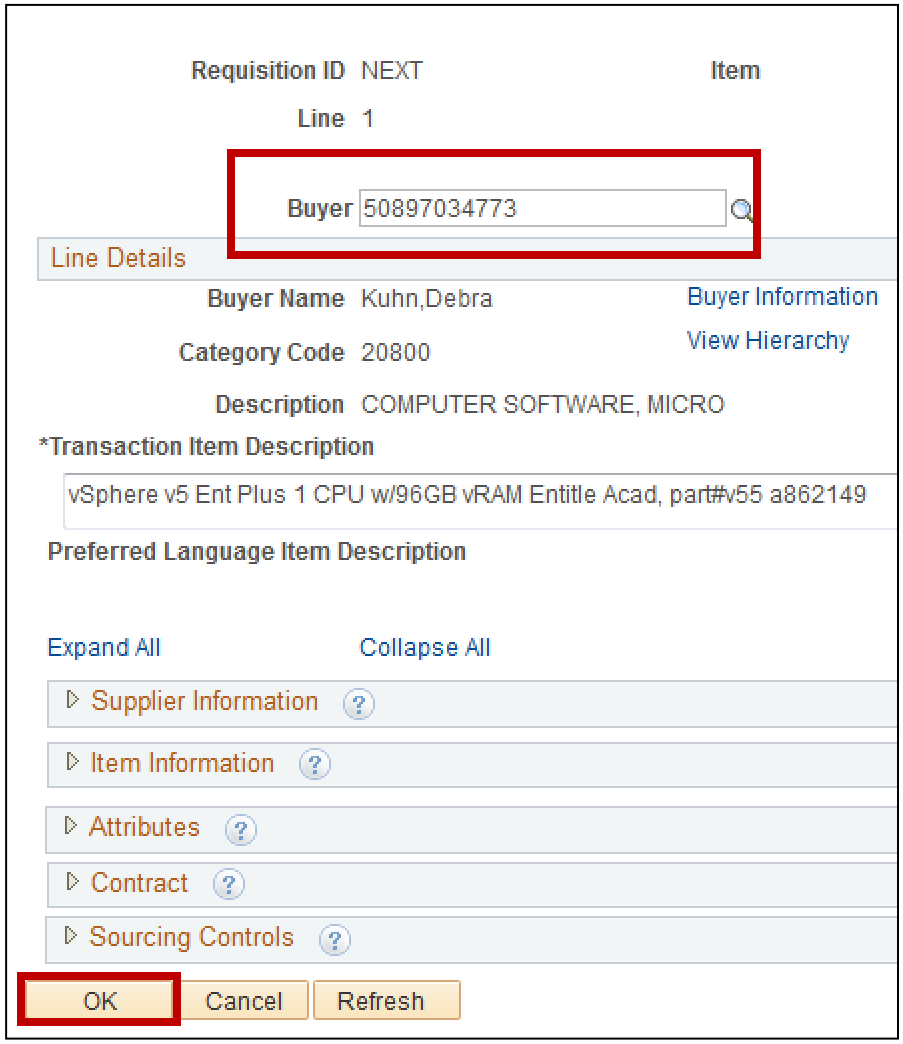
Remember you will need to change the Requester field to your name after copying this requisition.

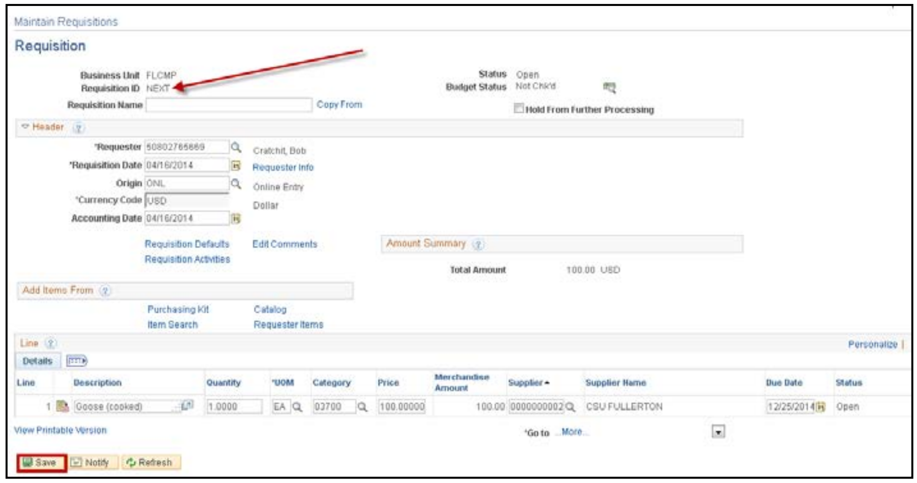
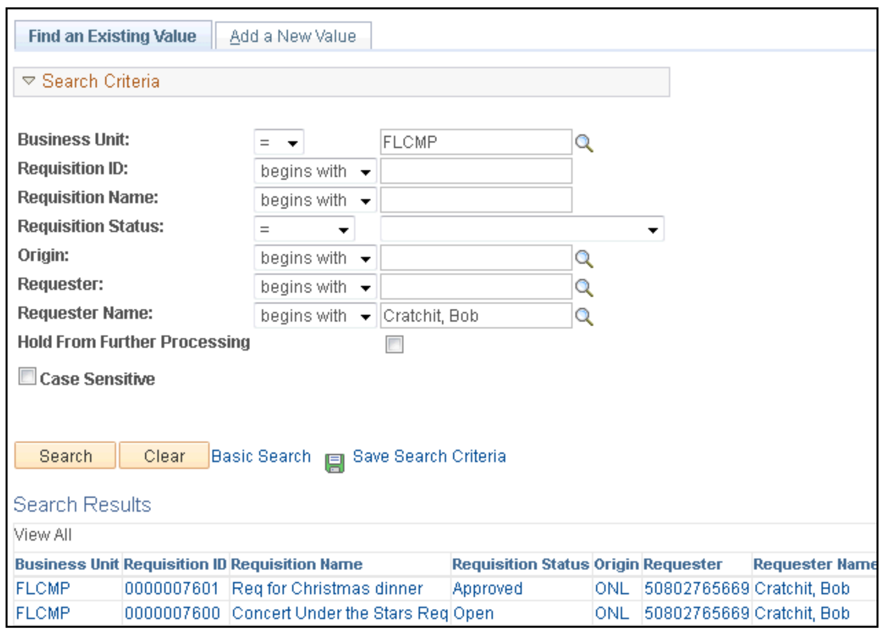
</td><td>

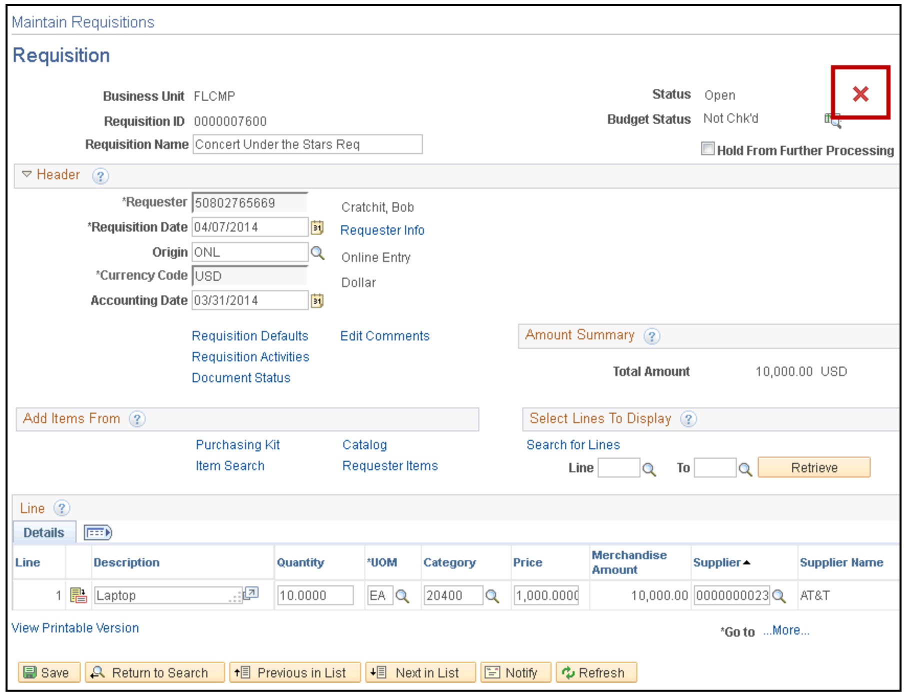
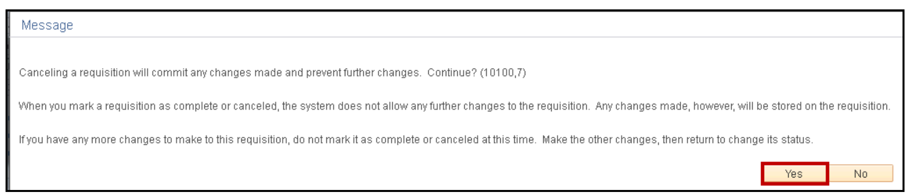


</td></tr>
</table>

Processing Steps	Screen Shots
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. **<u>Step 5:</u>** Before making any other changes, you must un-assign the Buyer. Click on the **Details** icon ( ) on the Line. This helps avoid confusion in the system by making sure that the buyer who was assigned to the previous requisition is not assigned to this requisition.	

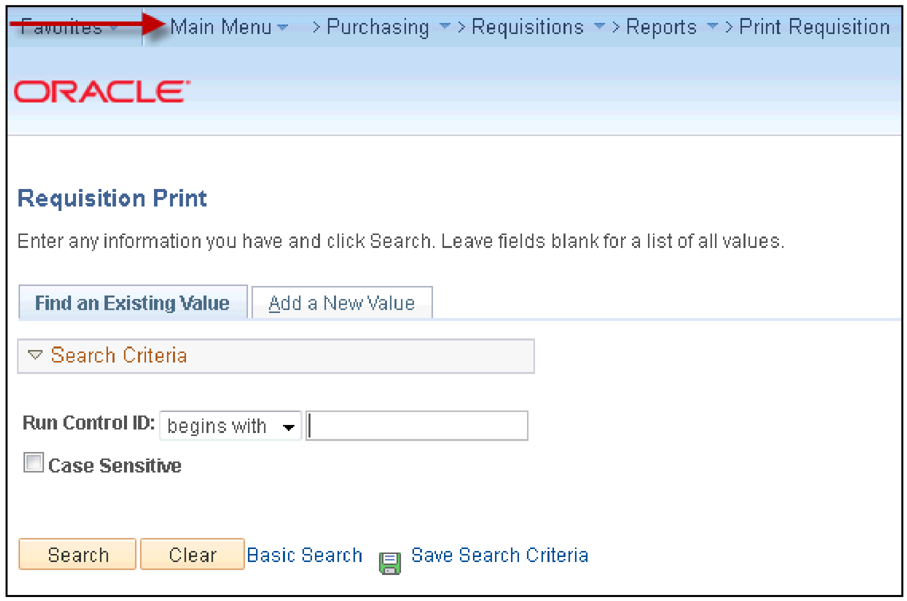
Processing Steps	Screen Shots
<u>Step 6:</u> Remove the ID number in the Buyer field and hit the tab key. Then click **OK**.	

Processing Steps	Screen Shots
Step 7: Repeat this process on each line of the copied requisiti9on. Then make any other necessary changes and then click **Save**. A new Requisition ID will be created for the requisition.	
CANCEL A REQUISITION **Step 1:** Open the requisition through the Find an Existing Value tab. You will only be able to cancel requisitions that are in Open status. Approvers can cancel requisitions that have been Approved as long as the Buyer has not created a purchase order yet. If a purchase order has been created, contact Contracts & Procurement to cancel the requisition. See the View Req Status user guide for how to determine if a purchase order has been created.	

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

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
SEND THE NOTIFICATION TO MY APPROVER MYSELF If you want to send the notification to your approver yourself, follow these steps. **Step 1:** Follow the Print Requisition steps found on page 24 to obtain a PDF copy of the requisition.	

<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

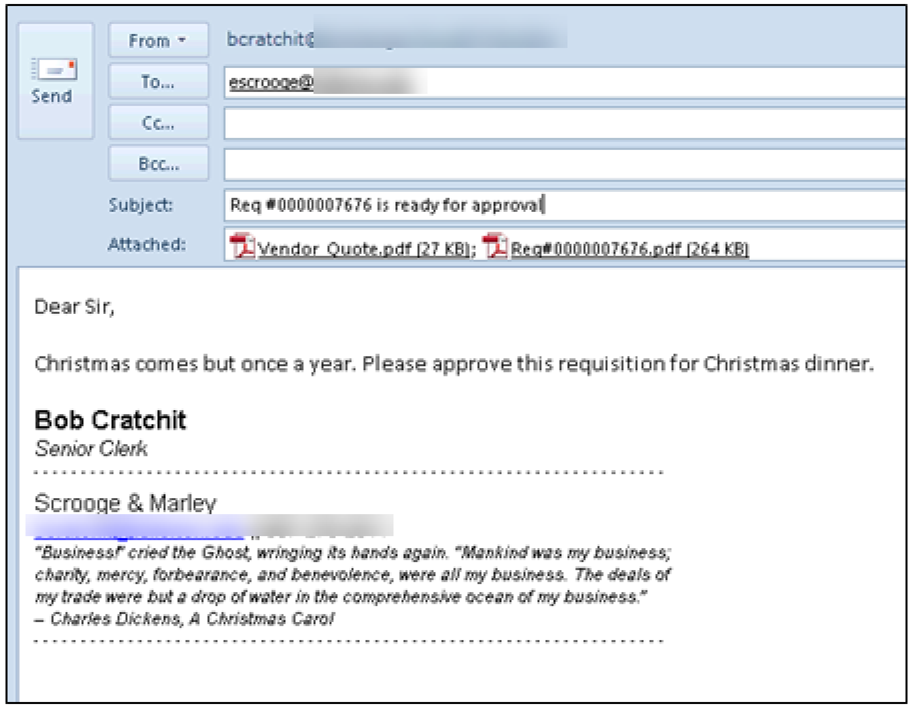
Step 2:

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

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

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

</td><td>



</td></tr>
<tr><td>

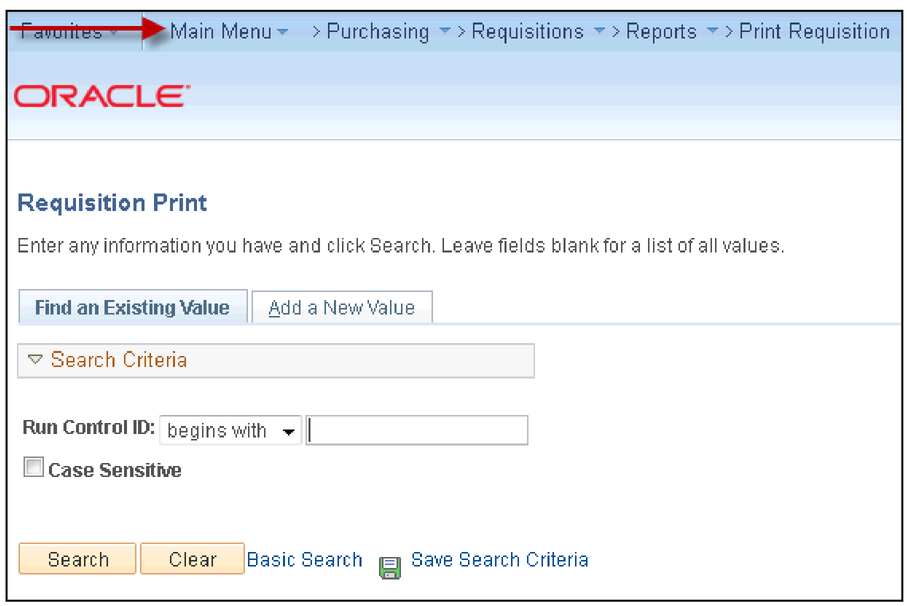
HAVE CFS SEND THE EMAIL NOTIFICATION TO MY APPROVER

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

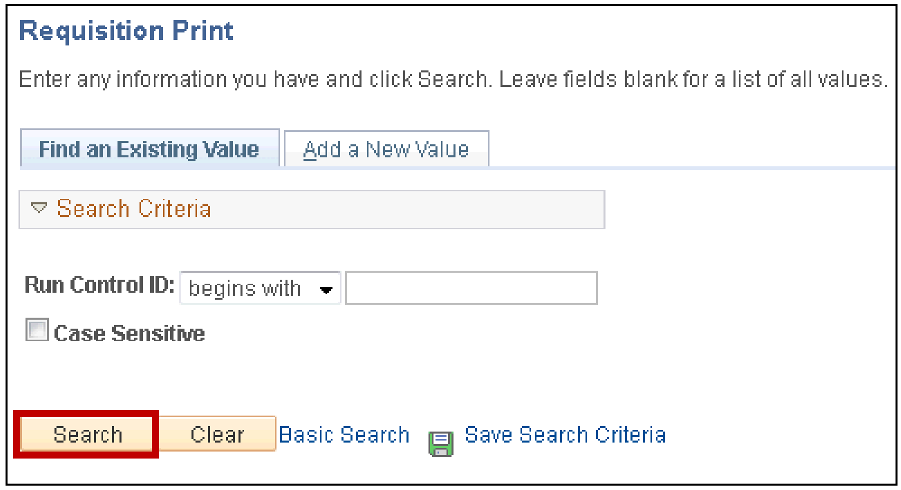
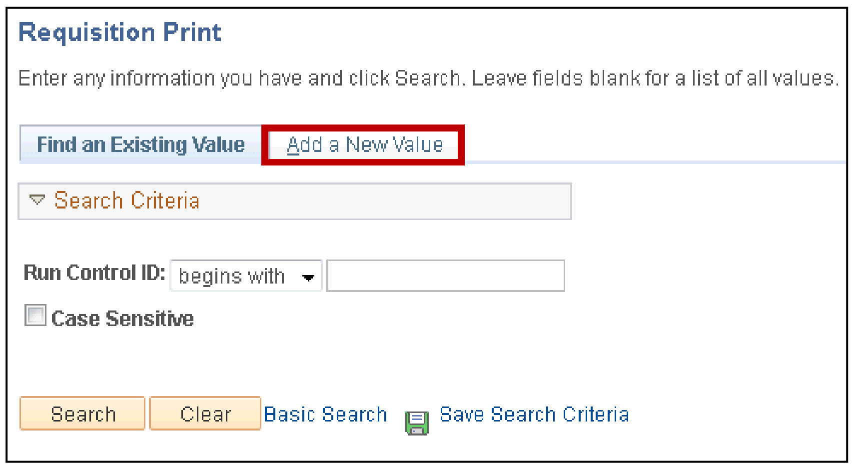
Step 1:

Navigate to the Requisition Print Page:
Purchasing > Requisitions > Reports > Print Requisition

</td><td>



</td></tr>
</table>

Processing Steps	Screen Shots
<u>Step 2a:</u> A Run Control ID must exist in order to run a report or process in CFS. Click **Search** to see your available run control IDs. If no Run Control IDs are available or if this is your first time running this process, go to step 2b.	
<u>Step 2b:</u> To create a new Run Control ID, click **Add a New Value**. **A Run Control ID should only be created once!** Your request parameters and settings will be saved and you may retrieve the existing Run Control ID.	

<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

Step 3:

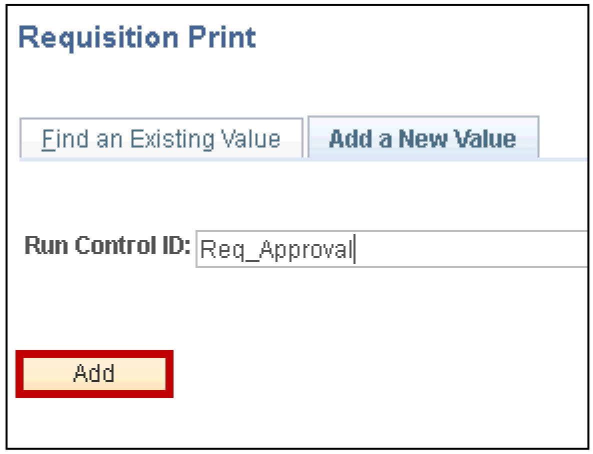
Enter a Run Control ID name.

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

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

Click **Add**.

</td><td>



</td></tr>
<tr><td>

Step 4:

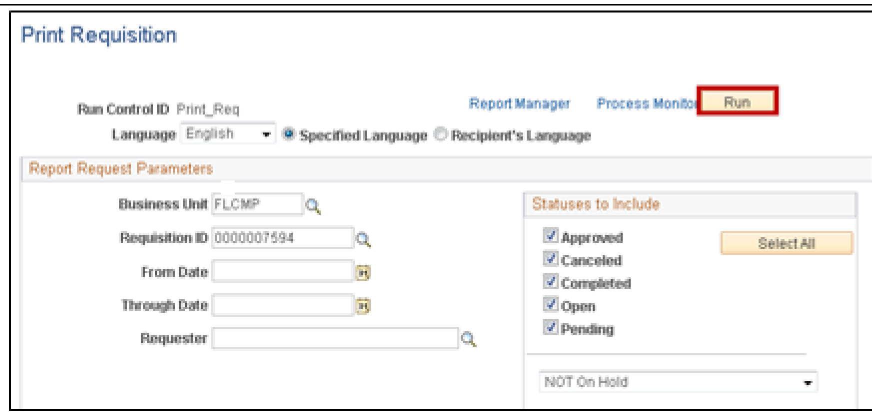
Enter/update the following information:

- **Business Unit** :DHCMP
- **Requisition ID**: the 10 digit requisition ID number of the requisition you are sending for approval

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

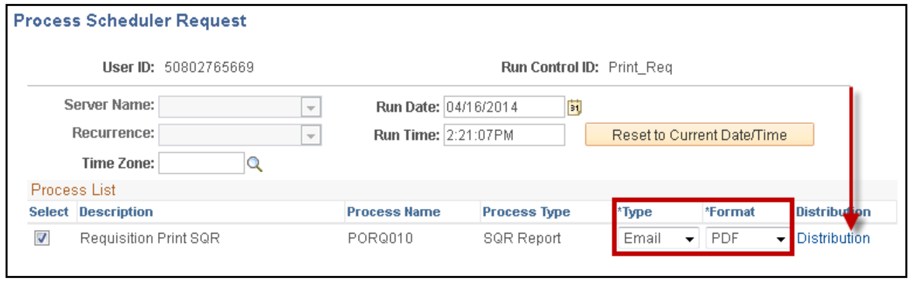
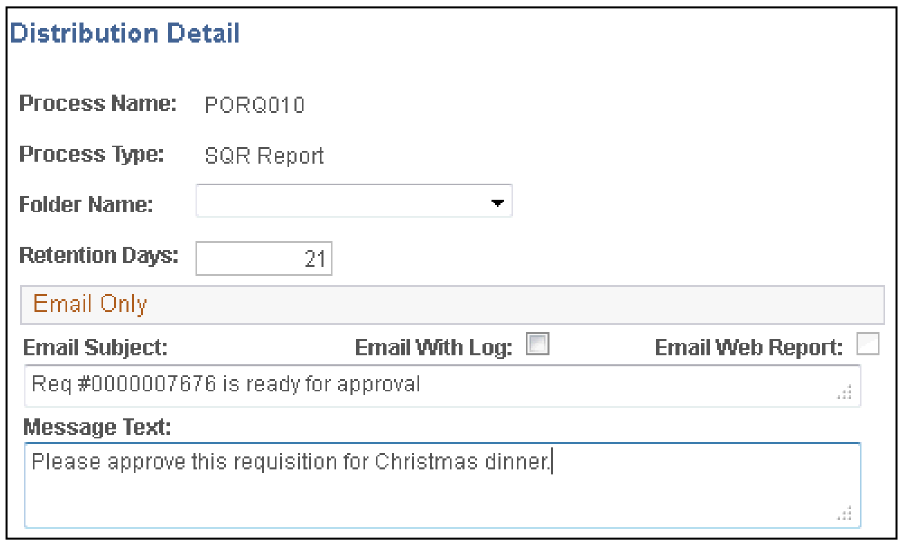
Then click **Run**.

</td><td>



<table>
<tr><th>Field</th><th>What do I need to enter?</th></tr>
<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>
</table>

</td></tr>
</table>

Processing Steps	Screen Shots
Step 5: The Process Scheduler Request page displays. Verify the following: • **Type =** Email • **Format =** PDF Select **Distribution**.	
Step 6a: The Distribution Detail page appears. Enter a subject line for the email in the **Email Subject** field. Enter the text for the body of the email in the **Message Text** field.	

<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

Step 6b:

The User ID (50+CWID) for the Requester will appear under the Distribute To section.

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

Enter the following information:

- **ID Type** = User
- **Distribution ID** = Approver's User ID

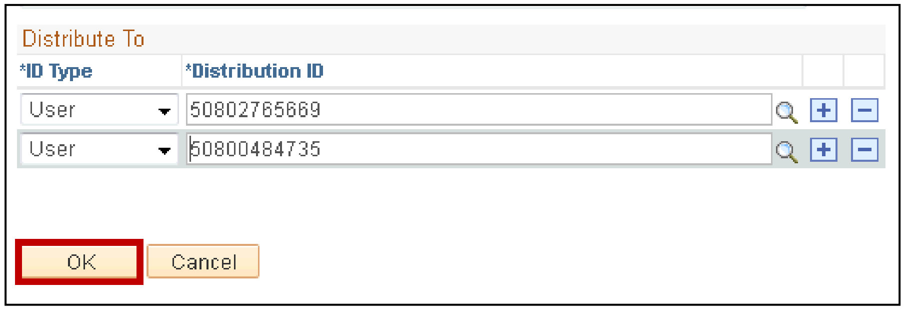
You can look up an Approver's User ID by clicking on the magnifying glass icon ( )

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

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

Click the **OK** button.

</td><td>

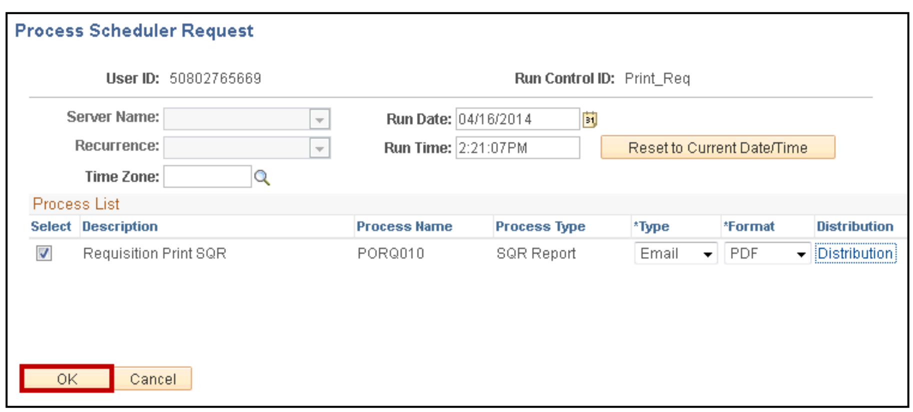


</td></tr>
<tr><td>

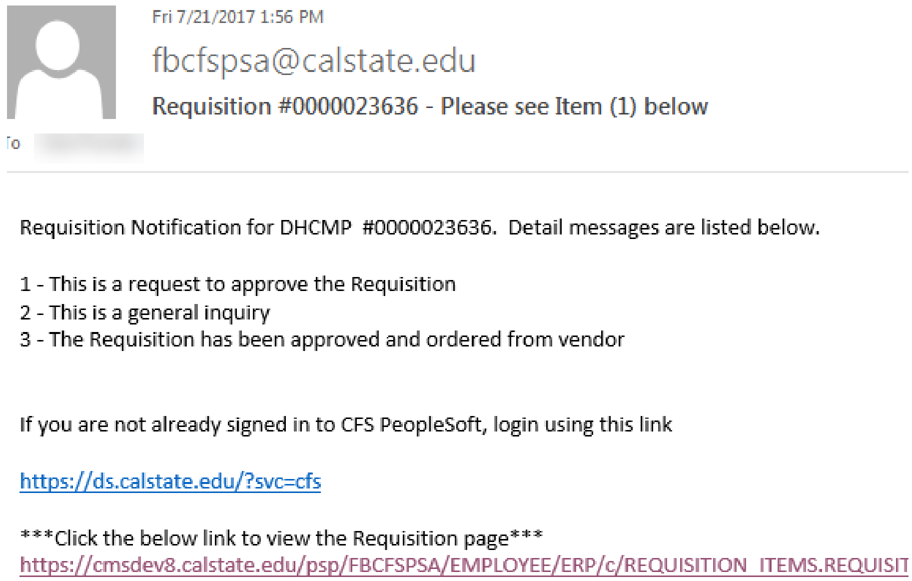
Step 7:

Click the **OK** button to submit the request for approval.

</td><td>



</td></tr>
</table>

Processing Steps	Screen Shots
Step 8: All of the individuals included on your Distribution Details list will receive a printable PDF version of your requisition via email.	 Fri 7/21/2017 1:56 PM fbcfspsa@calstate.edu Requisition #0000023636 - Please see Item (1) below To Requisition Notification for DHCMP #0000023636. Detail messages are listed below. 1 - This is a request to approve the Requisition 2 - This is a general inquiry 3 - The Requisition has been approved and ordered from vendor If you are not already signed in to CFS PeopleSoft, login using this link https://ds.calstate.edu/?svc=cfs ***Click the below link to view the Requisition page*** https://cmsdev8.calstate.edu/psp/FBCFSPSA/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISIT

REQUISITION APPROVAL

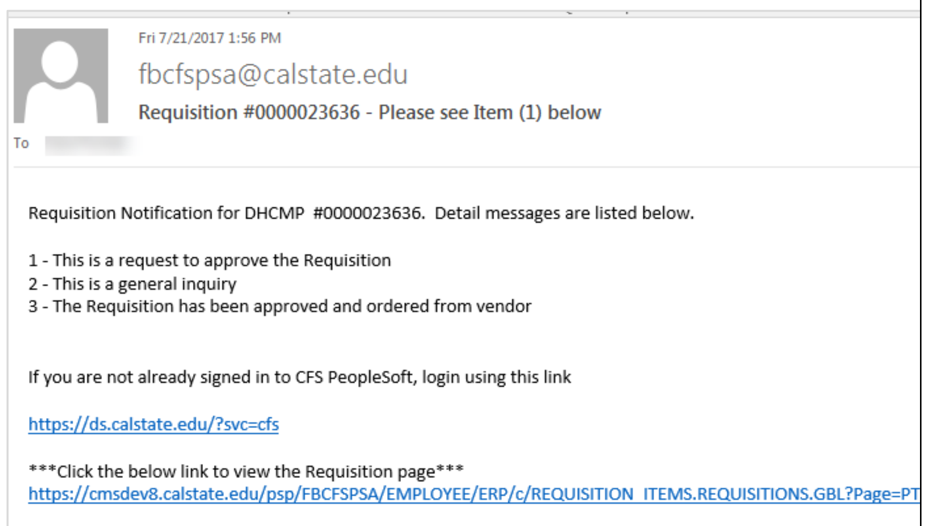
Requisitions are reviewed and approved online in CFS before a purchase order is created. “Open” requisitions are reviewed and marked as “Approved” by an authorized Approver.

<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>APPROVE A REQUISITION

<u>Step 1:</u>

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

Open the attached PDF document to review the requisition.

⚠ You can review a requisition in PDF form, however you must log into CFS to approve it.</td><td>
Fri 7/21/2017 1:56 PM
fbcfspsa@calstate.edu
Requisition #0000023636 - Please see Item (1) below
To

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

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

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

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

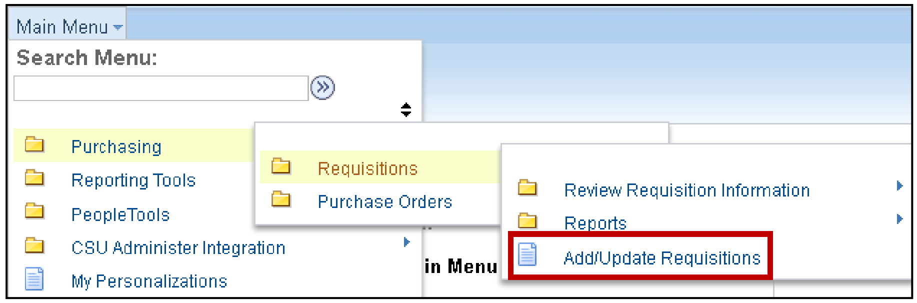
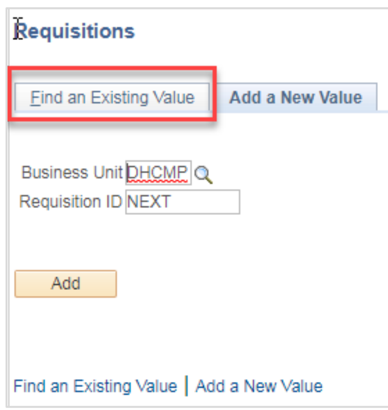
Click the below link to view the Requisition page
https://cmsdev8.calstate.edu/psp/FBCFSPSA/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL?Page=PT</td></tr>
<tr><td colspan="2"><u>Step 2:</u>

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

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

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

⚠ It’s important to ensure the chartfields are correct to avoid charging the requisition incorrectly.</td></tr>
</table>

Processing Steps	Screen Shots
Step 3: Navigate to the Requisition entry page in CFS: Main Menu>Purchasing > Requisitions > Add/Update Requisitions. View the Logging Into CFS user guide at the IT Training website for details on logging into CFS.	
Step 4: Click **Find an Existing Value**.	

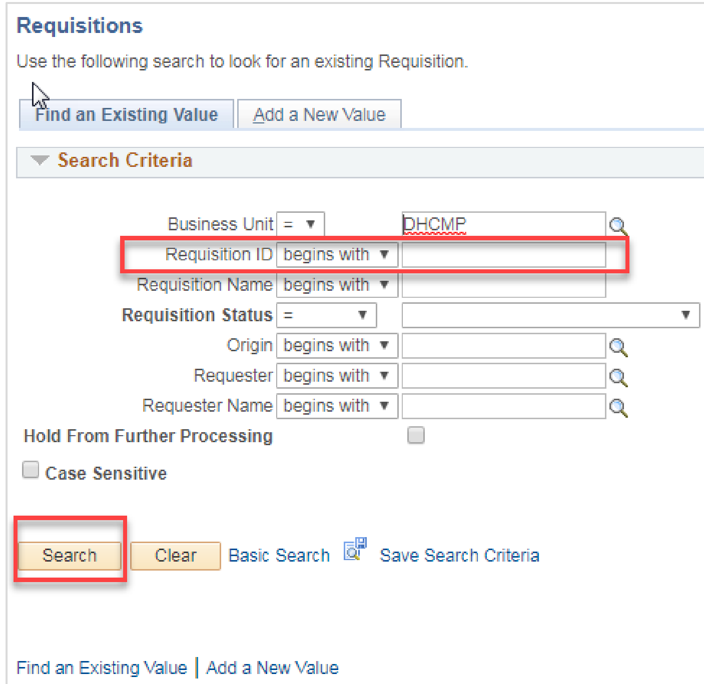
<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

<u>Step 5:</u>

Enter the Requisition ID and click on the **Search** button.

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

</td><td>



</td></tr>
<tr><td>

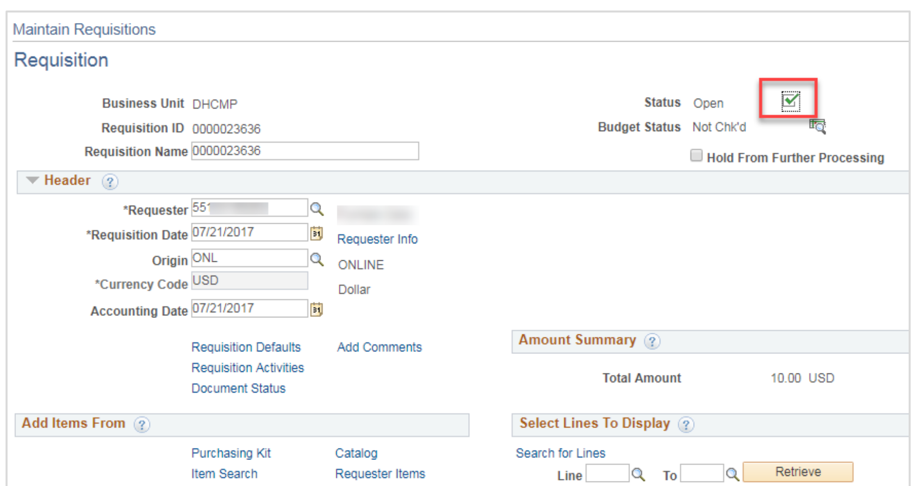
<u>Step 6:</u>

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

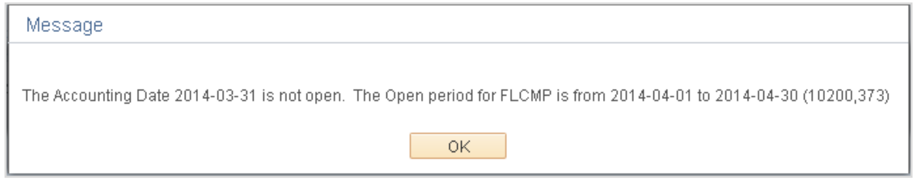
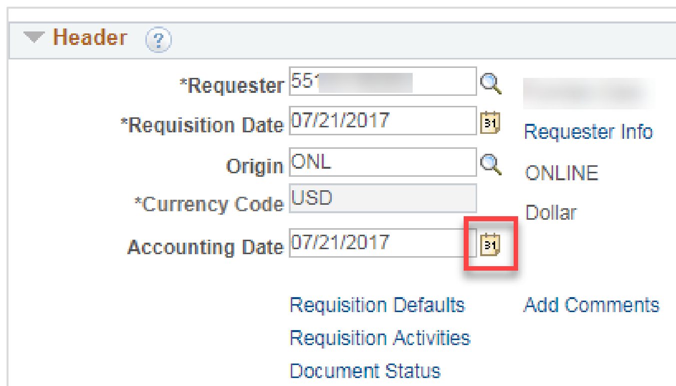
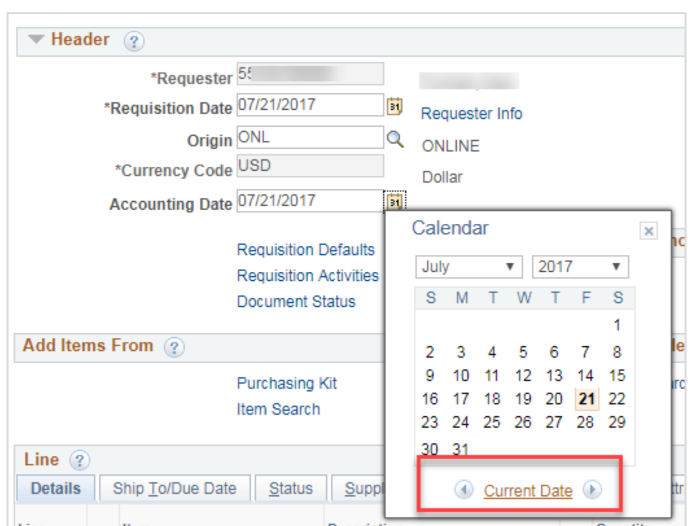
The requisition will automatically be saved when you approve it.

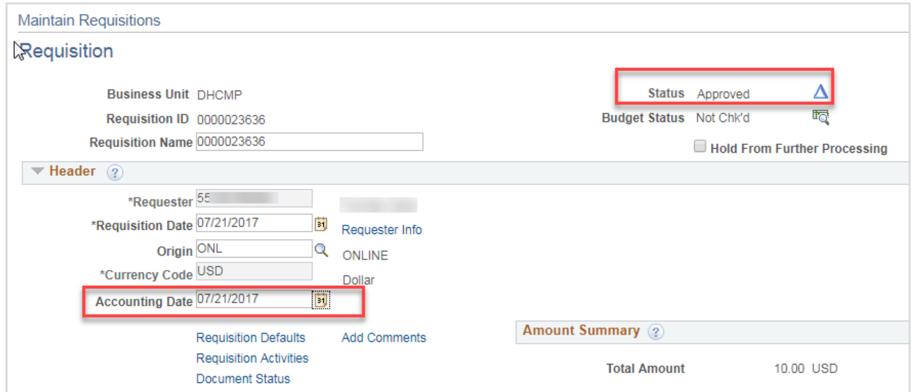
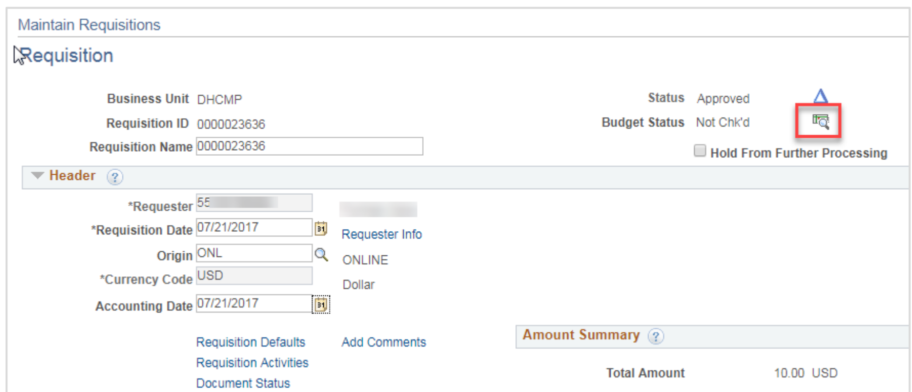
You're done!

</td><td>



</td></tr>
</table>

Processing Steps	Screen Shots
Step 6a: If you are approving a requisition that was created in the previous month, you may receive an error message indicating that the Accounting Date is not open. Click **OK** and then follow the next steps to update the Accounting Date.	
Step 6b: You will need to update the Accounting Date to the current month. Use the calendar icon ( ) to select a new date or you may manually enter a new date.	
Step 6c: Select the current date.	

Processing Steps	Screen Shots
<u>Step 5d:</u> The Accounting Date has now been updated to the current month. Click on the Approve icon ( ) again to approve the requisition. You're done!	
BUDGET CHECK AN APPROVED REQUISITION Once you approve a requisition, it will automatically be budget checked that evening and sent to Procurement for processing the following morning. If you need to get a requisition to Procurement on the same day that you approve it, you will need to process the budget check manually. **<u>Step 1:</u>** Click on the **Budget Check** icon ( ) after you have approved the requisition.	

Processing Steps	Screen Shots
<u>Step 2:</u> Once the budget check is processed, the Budget Status will change to **Valid**. Procurement will receive the requisition in their queue a short time after the budget check has completed. Budget Checking a requisition does not guarantee that your requisition will be processed the same day that it is received. Contact Procurement if you need your requisition processed as a rush request.	

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
PHYSICAL GOODS		
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
SERVICES		
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
Header Information	
• 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.
Requisition Defaults	
• 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
• 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.
Requisition Line Information	
• Description	Entry required. A brief description of the line item.
• Quantity	Entry required. The quantity you are requesting for each line item.
• UOM	Entry required. For service orders, enter LOT. For commodity/item orders, enter EA (each).
• Category	Entry required. Use the magnifying glass to locate and select the appropriate Category code. See Appendix A for a list of commonly used Category codes.
• Price	Entry required. The price per unit.
• Merchandise Amount	No entry required. This field multiples the quantity field and the price field to calculate the total value of the line.
• Supplier	Optional entry. Enter the Supplier ID number or use the magnifying glass to look up an existing supplier ID.
• Supplier Name	No entry required. The Supplier Name associated with the Supplier ID entered will populate in this field.
• Due Date	Entry required. Select the date when you need the item.
Requisition Schedule Information	
• Ship To	Optional entry. The Ship To defaults from the Requester Defaults. Update if the value is incorrect.
• Quantity	No entry required. The Quantity defaults from the Requisition Line.
• Price	No entry required. The Price defaults from the Requisition Line.
• Merchandise Amount	No entry required. The Amount is a calculate field (Quantity X Price) and cannot be updated.
• Due Date	No entry required. The Due Date will default from the requisition line.
• Attention To	No entry required. The Attention To defaults to the Requester. If the order or shipment should be sent to the attention of another person, modify this field.
Requisition Distribution Information – By Quantity	
• Distribute By	No entry required. Defaults to Quantity.
• Liquidate By	No entry required. Should be the same as Distribute By value.
• Percent	No entry required. Defaults to 100 Percent from the requisition line.
• Quantity	The total quantity for each chartfield. Entry not required if billing to a single chartfield.
• Merchandise Amount	No entry required. The Merchandise Amount field is calculated by the system.
• GL Unit	No entry required. Defaults to DHCMP.
• Account	Entry required. The Account the item will be charged to. Account captures financial transactions such as Assets, Liabilities, Fund Equity, Revenues, and Expenditures. It provides the detail breakdown for Balance Sheet and Revenue/Expenditure reporting and is the lowest level of detail required for campus-wide reporting.

Field	Definition
• 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.
• Location	No entry required. The Location defaults from the Ship To settings on the Requisition Schedule page.
Requisition Distribution Information – By Amount	
• 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 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.
• 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.

Field	Definition
• Project	Optional entry. Only required if you are charging the item to a Project. Project identifies a discrete set of activities. Activities associated with this chartfield may span multiple Departments, Funds and/or Accounts.
• Location	No entry required. The Location defaults from the Ship To settings on the Requisition Schedule page.
Requisition Print	
• Business Unit	No entry required. Business Unit defaults to DHCMP and does not need to be changed.
• 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.
Send Requisition For Approval	
• Business Unit	No entry required. Business Unit defaults to DHCMP and does not need to be changed.
• 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.

APPENDIX C: TROUBLESHOOTING

Below are some common issues and their resolutions.

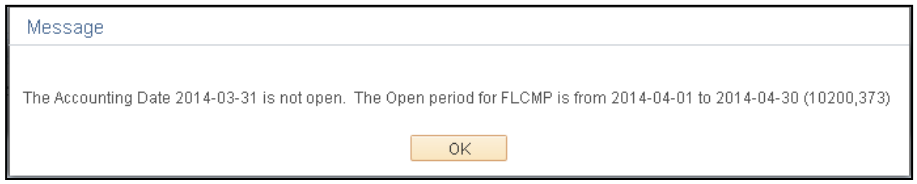
<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

ACCOUNTING DATE IS NOT OPEN

If an Approver attempts to approve a requisition that was created during a previous month, they will receive an error indicating that the Accounting Date is not open.

The Approver can fix this (see Requisition Approval User Guide), but a Requester can also change the Accounting Date before the Approver goes to approve the requisition.

</td><td>

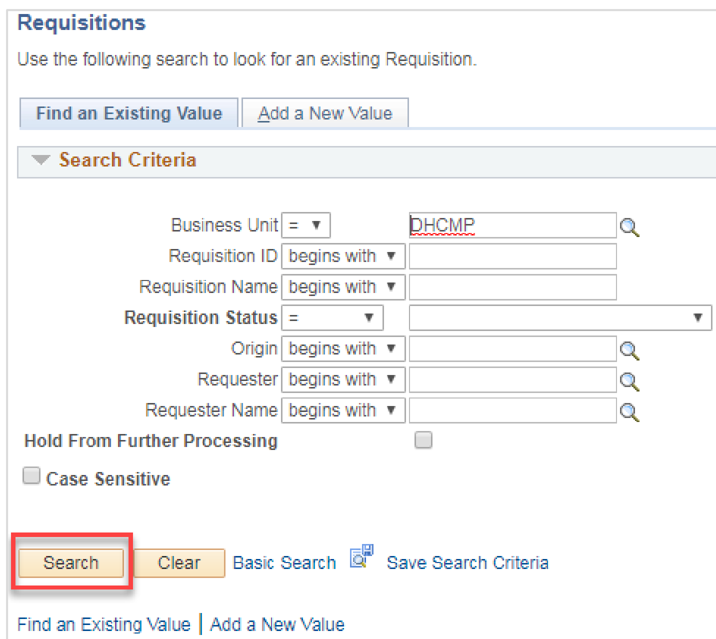


</td></tr>
<tr><td>

<u>Step 1:</u>

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

</td><td>



</td></tr>
</table>

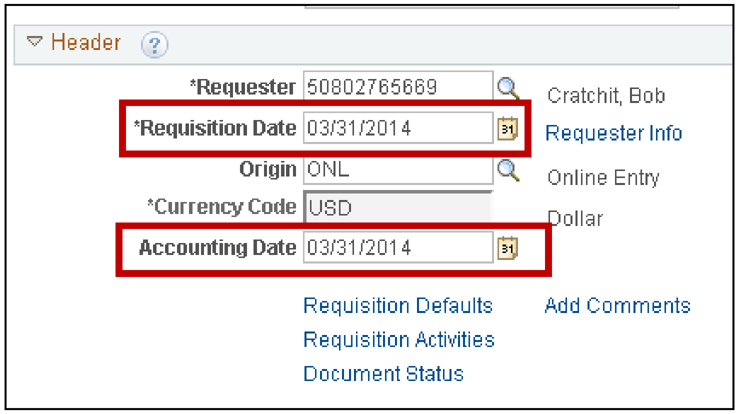
<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

<u>Step 2:</u>

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

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

</td><td>



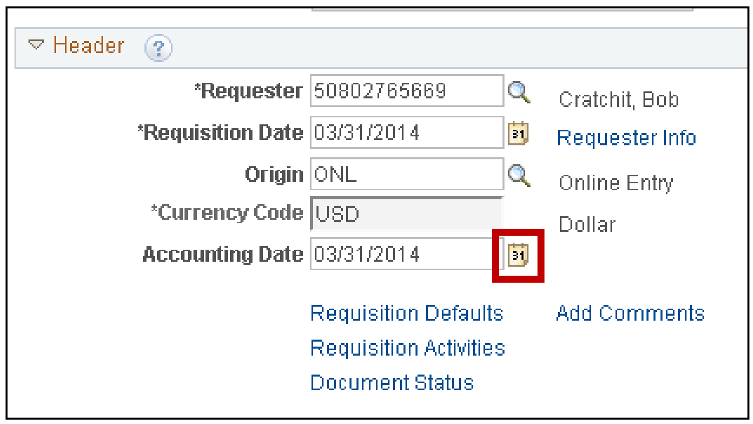
</td></tr>
<tr><td>

<u>Step 3:</u>

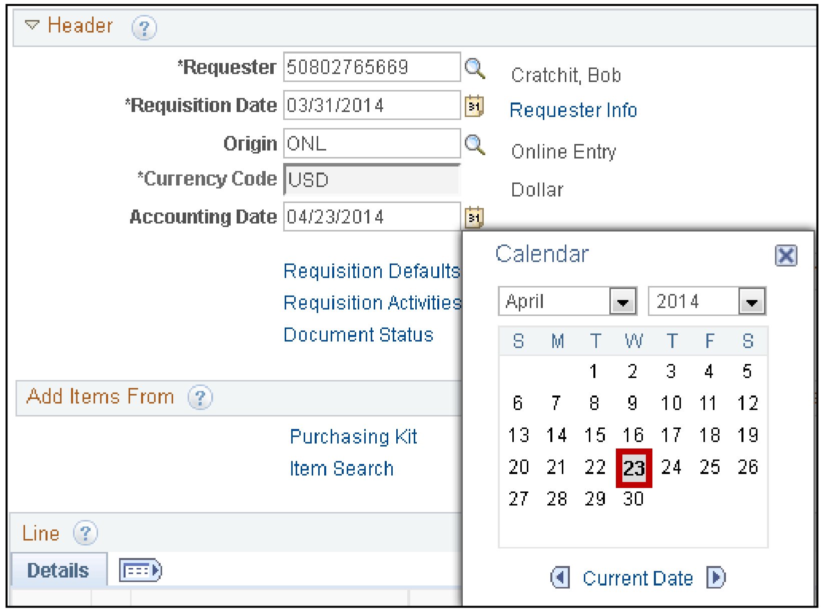
You will need to update the Accounting Date to the current month.

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

</td><td>



</td></tr>
</table>

Processing Steps	Screen Shots
Step 4: Select the current date.	

<table>
<tr><th>Processing Steps</th><th>Screen Shots</th></tr>
<tr><td>

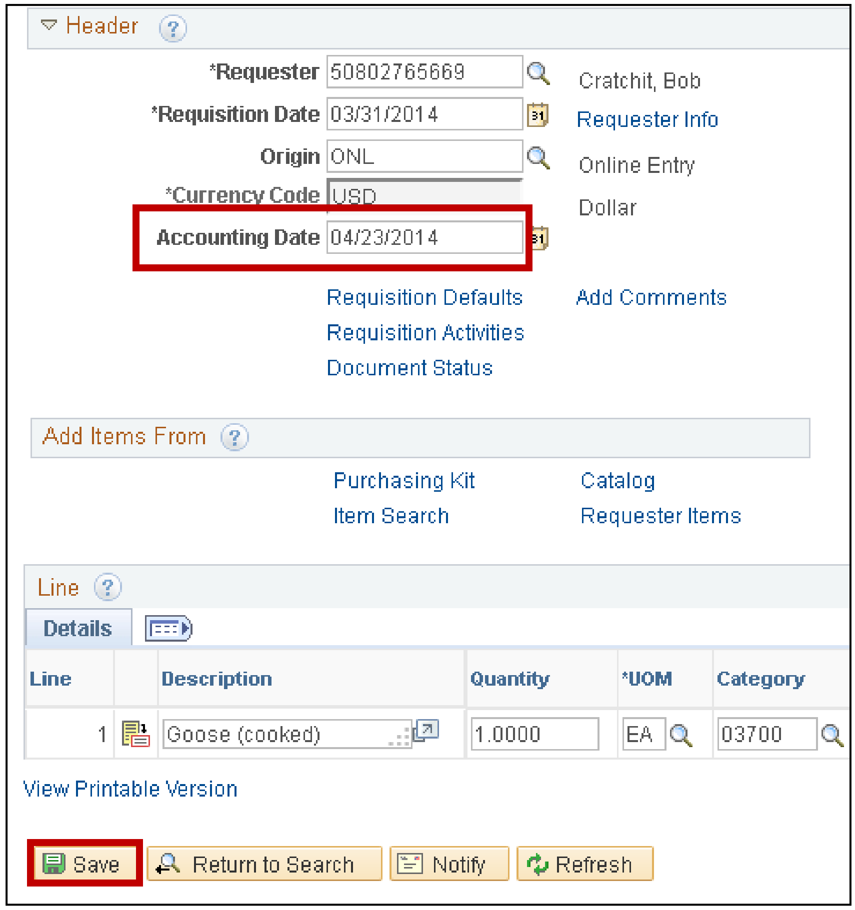
<u>**Step 5:**</u>

The Accounting Date is now today's date.

Click **Save** to save your changes.

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

</td><td>



</td></tr>
</table>