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Created by
The Documentation group of OIT Support Services, in partnership with the University Financials Business Operations Group. The information in this document pertains to release 7.5 of PeopleSoft Financials, and is correct to the best of our knowledge as of 7/25/2002.

Printed by
OIT Printing & Mailing Services.

Document Release 1.1
July, 2002
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Chapter 1: The Purchasing Process

PeopleSoft Financials Purchasing

The purchasing process at Princeton University involves entering the order through requisition or direct purchase order, initiating the approval of the order, and receiving (or acknowledging receipt) the order in the PeopleSoft Financials system.

Ordering

In PeopleSoft Financials, the purchasing cycle is initiated through either the creation of a requisition or a direct purchase order.

A requisition is an official request for supplies, items, or services, from one or several vendors. Through requisition ordering, users can order items from more than one vendor on a single requisition. Once the requisition is approved, vendor-specific purchase orders are automatically generated and dispatched to the appropriate vendors.

With proper authority, purchase orders can be created independent of a requisition. Purchase orders created outside of a requisition are known as direct purchase orders. These direct purchase orders expedite the process of obtaining a PO number in situations when a PO number is required sooner than the typical requisition process allows. However, note that the items ordered through a direct purchase order are restricted to a single vendor.
Note: The Direct Purchase Order process should be used sparingly since the process produces an immediate purchase order and bypasses most of a department’s workflow and approval levels.

Approval

Once a requisition or direct purchase order is entered, it then moves into the workflow, where it is then either approved or denied. If the user who entered the requisition does not have the authority to approve it, the requisition appears on the worklist of another user, who then approves it. Once the requisition is approved, a purchase order is created and dispatched to the vendor.

Receiving

A vendor sends the items of the purchase order to the requester. At the same time, the vendor sends an invoice for the order to the Purchasing Office for processing and payment.

When a requester receives an order, he or she is required to acknowledge the receipt of the order in the PeopleSoft Financials system. Following this acknowledgement in the system, the Purchasing Office staff enters the vendor’s invoice information into the PeopleSoft Financials system, and an automatic process known as matching is performed to ensure that the purchase order, the receiving document, and the invoice all correspond. If all record information corresponds, payment is made to the vendor and the order process is complete.
Important! Receipt of goods or services must be acknowledged in the PeopleSoft Financials system by the receiver of the goods in order for the vendor to receive payment.

Vendor Payment and Matching

Vendor payment is initiated following a verification process known as matching. Matching is a process that takes place once an order is received and acknowledged in the system by the requester, and the Purchasing Office is in receipt of the invoice for the order from the vendor.

There are three levels of matching. Three-way matching is the default level of verification performed against every order. When three-way matching is performed, the purchase order, the vendor invoice, and the requester’s acknowledgement (receiver) in the system are compared to ensure that all three components match. If all three components match, payment to the vendor is approved.

The other levels of matching are two-way and four-way matching. Both verification processes are used less often than the default three-way matching process. With two-way matching, the purchase order and the vendor invoice are compared to verify that the invoice from the vendor matches the purchase order submitted by the requester. Two-way matching is most often used for subscriptions with recurring deliveries (i.e. newspaper subscriptions). With four-way matching, the standard three-way matching of the purchase order, vendor invoice and receiver is performed, with the added step of an inspection of the goods or services received.
What’s Changed in Version 7.5

For users already familiar with the current implementation of PeopleSoft Financials 6.0, this section provides an overview of the new features and functionality provided in the upgrade to PeopleSoft Financials 7.5.

New Navigation Tools and Features

Several new tools and techniques have been added in PeopleSoft Financials 7.5, which provide navigation shortcuts to panels and assist with record and field value searches. Each is described in the subsections that follow.

‘Go’ Instead of ‘Start’

The ‘Start’ menu is now the ‘Go’ menu; all PeopleSoft Financials processes now begin at ‘Go’.

Favorites

Favorites are like bookmarks to your most frequently visited PS Financials panels. Once created, bookmarks enable you to easily access your ‘Favorite’ panels from the standard Favorite drop-down menu.

Picking a panel from the list of ‘Favorites’ opens the panel associated with the favorites shortcut. Details about creating and using Favorites are provided in “Creating ‘Favorite’ Navigation Shortcuts”, on page 38.
Go Recent

Go Recent provides quick access to the panels you’ve most recently visited in the current session. Each of the panels accessed during a session is added to the Go Recent list; the Go Recent list maintains up to ten of the most recent panel locations visited.

More details about the Go Recent feature are provided in “Using the ‘Go Recent’ Shortcut”, on page 40.

Business Process View

The Navigator Business Process view is a navigation tool that provides a graphical map of the activities and steps required to complete a particular business process—for example, creating and submitting a requisition for items.

Navigator Business Process maps have been developed to assist with the process for adding and updating requisitions, direct purchase orders and receivers.
Details about using the Business Process View are provided in “Navigator Business Process View”, on page 44.

**The Update/Display ‘Search’ Button**

The Update/Display Search List dialog box includes a new Search button. The Search button enables you to generate and display a list of records that matches the specified search criteria.

This list provides the opportunity to review the result of the record search before selecting a record for further processing. If the desired record was not found using the current search criteria, new search criteria can be entered and another search can be performed.
The Update/Display Search button is especially useful when only partial details are known about a particular record or records you are attempting to retrieve and you need to view a summary of the record details before choosing a record.
What’s New with Requisitions and POs

This section summarizes the changes that pertain to the process of creating requisitions and purchase orders.

General Panel Changes

Field Name Changes

The Org field is now the Dept field on all panels.

The BY (Budget Year) field is now called the Bdgt Pd field. Our budget period covers the same time period as our fiscal year: July through June.

Icon Panel Buttons

Most ‘descriptive’ panel buttons (such as ‘Catalog’) have been replaced with icon equivalents ( ¶ ).

To help identify the new icon buttons, descriptive pop-ups are provided for each button. To view a button’s descriptive pop-up, hold your cursor over the button, without clicking.

For a complete description of the buttons found on the various panels of the PeopleSoft Financials system, refer to “PeopleSoft Financials Panel Buttons”, beginning on page 33.
Chapter 1: The Purchasing Process

Requisition Panel Group Changes

This section provides a summary of the changes in PeopleSoft Financials 7.5 that relate to the requisition panels and process.

Defaults/Details Panel

In release 7.5, the Requisitions Defaults/Details panel replaces the panel previously known as the Form Defaults panel. The following figure is an illustration of the new Defaults/Details panel.

![Defaults/Details Panel](image)

Vendor Searches - Alternate Key vs. Vendor Lookup

When ordering non-catalog (non-master items), searches for vendors are based on vendor identification number instead of vendor name. The alternate key search (Ctrl+F4) and Vendor Lookup utilities can be used to help search the system for a particular vendor; both methods produce a list of vendors from which to choose, which is derived using the search criteria you specify.

The alternate search key method enables you to search for a particular vendor by name. Vendor Lookup enables you to search for a vendor by name as well as location. The following figure is an example of the Vendor Lookup panel.
For more information about using the alternate search keys, refer to “Alternate Search Options” on page 42. For more information about Vendor Lookup, refer to “Using Vendor Lookup to Obtain a Vendor ID”, on page 72.

Requisition Form Panel - Line Item Changes

The line item data entry fields of the Requisition Form Panel have been rearranged to expedite data entry; an item is selected or defined before values for quantity and unit of measure (UOM) are entered.
A new Item Details button provides access to an item’s extended description dialog, where you can enter, modify, or view a complete description for a line item.

Distributions

Line item distributions are now performed from a single distribution panel. A record row is added for each distribution of the line item; collectively, these rows detail the overall distribution of the line item.

For details about distributing a line item between multiple accounts or project grants or distributing a line item to more than one location, refer to “Scheduling and Distributing Line Items”, on page 114.
Manually Routing a Requisition to ORPA

Requisitions with a specific combination of project grant, account number, and dollar amount are automatically routed to the Office of Research and Project Administration (ORPA) for approval.

The Request Manual Route to ORPA checkbox option, on the Requisition Form panel, enables you to route any requisition to ORPA for approval, regardless of project grant, account, and dollar values.

Header Comments Panel

The Header Comments panel replaces the Header Details panel and now includes only header comments; header details have been moved to the Defaults/Details panel. Following is a sample Header Comments panel.
Incomplete Requisitions Automatically Routed to Final Approvers

Requisitions that require vendor and/or pricing details are automatically sent to the Purchasing Office. Upon completion of the requisition at the Purchasing Office, the requisition is automatically routed to the approver for budget checking and final approval. Under these circumstances, requesters no longer have to initiate the approval process to move the requisition into the workflow for final approval.

Workflow Inquiry Panel - Req/PO Approval Process

New panels have been added that provide information about the route of approval for your requisitions and purchase orders. These Req Approval Process and PO Approval Process panels summarize your document’s route to approval and include details about where the order has been and where it needs to go before final approval is achieved.
Purchase Order Panel Changes

This section provides a summary of the changes in the 7.5 release of PeopleSoft Financials that relate to the purchase order panels and process.

Lines Panel Changes

- The new Line Details button (previously the chevron button) opens the Line Details panel.
- The Details button displays a line item’s complete description.

Vendor Searches - Alternate Key vs. Vendor Lookup

The Vendor Lookup utility can be used to help search the system for a particular vendor. Vendor Lookup enables you to search for a vendor by name as well as location. This utility produces a list of vendors from which to choose, and is derived using the search criteria you specify.

For more information about using the alternate search keys, refer to “Alternate Search Options” on page 42. For more information about Vendor Lookup, refer to “Using Vendor Lookup to Obtain a Vendor ID”, on page 72.

Comments Panel

The Comments Panel replaces the Comments and Add’l Item Desc panel, and now only includes comment details; additional item descriptions are now accessible from the Lines panel by clicking the Details button next to the description you wish to view.
What’s New for Approvers

This section provides a summary of the changes in PeopleSoft Financials 7.5 that may affect users with worklist approval authority.

Worklist Panel and Button Changes

The Worklist panel has been redesigned and now functions similarly to the standard Microsoft Windows Explorer. The panel consists of two panes that together graphically depict the approval categories of the worklist and the documents received in each of the categories. Figure 8 is an illustration of the new Worklist panel.

![Worklist Panel Diagram]

You can maximize or minimize these categories to display or hide the contents of each folder.

Since the Worklist applies only to users with worklist approval authority, the Worklist toolbar button is no longer delivered on the standard PeopleSoft Financials toolbar button. To add the Worklist button (and any other valid button, for that matter) to your toolbar, use the procedure described in “Adding Buttons to the Toolbar”, on page 31.
Approver Changes

A user’s approval level is now directly tied to the project grants defined to his or her route control profile. This enables departments to make project grants available to users, without having to also grant approval authority, thus maintaining approval control over the project grants.

Level V approvers no longer have to approve a requisition or purchase order twice. PS Financials now recognizes a user’s highest approval level, regardless of the approval step the document is in.

Immediate Security Access Changes

Changes to a user’s security access are now effective as soon as the security change is made.
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Introduction

This chapter provides an introduction to the fundamentals of PeopleSoft Financials. You will learn how to sign on to the system and you will learn about basic PeopleSoft processes, navigation techniques, search tips, and Business Process View.

Signing On and Off

Signing On to the PeopleSoft System

To Sign On to the PS Financials system:

1. Select Start, Programs, PeopleSoft Applications, PeopleSoft Launcher from the Start menu. The PeopleSoft Application Launcher dialog displays.

2. Choose the system and database environment you wish to work in:

   Select the System, and Database to log on to.

   Select the Financials system from the System list.

   Select PSFN75 - Production Financials 7.5 from the Database list.

Figure 9: PeopleSoft Application Launcher

- Select the Financials system from the System list.
- Select PSFN75 - Production Financials 7.5 from the Database list.
3. Sign on to the PeopleSoft system:

- In the Operator ID field, enter your username.
- In the Password field, enter your password. For security purposes, your password will display as a series of asterisks.

**Note:** If you have forgotten your password, contact a Help Desk consultant at 258-HELP or 258-4357 and choose Option 3, to have it reset.

To obtain a userid, complete and submit the *PeopleSoft Access Request Form* on the web at [http://www.princeton.edu/ufinsi](http://www.princeton.edu/ufinsi).

4. Click the Login button. You are logged into the PS Financials system.

By default, the Administer Procurement – Requisition Items window and menu items display.

Details about the Administer Procurement and Process Financial Information menu group menus and panels are provided in the section, “Understanding Menus and Panel Groups”, beginning on page 23.
Changing Your Password

To change your password:

1. Complete steps 1 and 2 of the previous procedure, Signing On to the PeopleSoft System.

2. Enter your username in the Operator ID field and click the Login button. The Set Password dialog displays.

3. In the New Password field, type a new password (up to eight characters in length). For security purposes, your keystrokes will display as a series of asterisks.

4. In the Confirm Password field, re-type your password.

5. Click the OK button to save the new password.

Tip! You should change your password regularly to keep your account secure. If you think someone else may know your password, change it immediately. Also, you should not write down your password and keep it near your computer.

Logging Off

To log off of the system:

- Select File, Exit from the panel’s menu bar, or
- Click on the Close button in the top-right corner of the panel.

Note: As long as one PeopleSoft panel is open (even if it is minimized), you are logged onto the online system. When all PeopleSoft icons and panels are closed, you are logged off of the system completely and must log in again to regain access to the system.
Department users have access to several PS Financials menu groups; each is accessible from the Go menu bar option, on the standard PS Financials toolbar.

Requisition Items

Requisition activities, including creating and maintaining requisitions, are accomplished using the panels of the Requisition Items panel groups. The Use menu lists the Requisitions and Amount Approval menu groups. The Requisitions menu group is used to create and maintain requisitions.
The Amount Approval menu group is used to initiate the approval of the requisition: a very important and required step in the requisition process.

**Manage Purchase Orders**

The panels of the Manage Purchase Orders menu group are used to create direct purchase orders, mark confirming orders, update existing purchase orders, initiate the approval of purchase orders, and inquire on purchase orders.

**Manage Shipments**

The Manage Shipments panels are used by requesters to acknowledge the receipt of the items of an order.

This acknowledgement, or act of ‘receiving’, triggers further processing by the Purchasing Office, which ultimately results in the payment to the vendor for the ordered goods or services.
**Informational Panels**

The following table describes the Administer Procurement menu groups that are primarily informational in function to department users.

<table>
<thead>
<tr>
<th>Menu Group Menu...</th>
<th>Description...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Vendors</td>
<td>The panels of the Maintain Vendors panel group include view-only data about the vendors that are defined to the PS Financials system. The data included in the system for each of the vendors includes the vendor’s telephone number, fax, and address.</td>
</tr>
<tr>
<td>Administer Contracts</td>
<td>The panels of the Administer Contracts panel group provide information about the contract agreement the University has negotiated with the vendors defined to the PS Financials system.</td>
</tr>
<tr>
<td>Create Payments</td>
<td>The panels of the Create Payments panel group enable you to inquire on the status of your voucher’s invoice and determine whether it has been paid or not.</td>
</tr>
</tbody>
</table>

**Process Journals**

The Process Financial Information menus and panels provide the means to load journals and create an Electronic Interproject/grant Invoice (EII).

<table>
<thead>
<tr>
<th>Menu Group Menu...</th>
<th>Description...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Journals</td>
<td>Used to load journals and create, update or view an Electronic Interproject/grant Invoice (EII).</td>
</tr>
</tbody>
</table>
Navigation Tips & Techniques

The PS Financials system provides several tools and features that enable you to navigate the Financials panels more quickly than through the typical method of selecting menu bar items. Each navigation technique is described next.

Toolbar Buttons

Most PS Financials panels include a toolbar menu with buttons that provide ‘one-click’ access to the most common Financials activities, such as processing actions, panel and Navigator navigation, row operation, and panel modes.

A description of the toolbar buttons you will use is provided in the section, “Understanding the Toolbar Buttons”, on page 27.

Note: The Worklist toolbar button may not appear on the standard PS Financials toolbar on your desktop. To add this button to your toolbar, refer to “Adding Buttons to the Toolbar”, on page 31.

Panel Buttons

Additional buttons are provided on the various panels of the Financials system, which assist with typical business processing tasks. For information about these process buttons, refer to “PeopleSoft Financials Panel Buttons”, on page 33.

Favorites

Favorites is a feature of the PS Financials system that enables you to ‘map-and-save’ the location of the panels you access most often. Favorites is very similar to the navigational technique commonly used in web browsers, called ‘bookmarking’, which you may already use to save your favorite web locations on the Internet.

For details about setting up navigation shortcuts in Favorites, refer to “Creating ‘Favorite’ Navigation Shortcuts”, on page 38.
Requester Items

Requester Items are similar to Favorites in that they are bookmarks, however, these bookmarks point to frequently ordered items from the online catalog. Collectively, these user-defined bookmarks create a custom catalog of items from which to order. For details about ordering from your personal list of Requester Items, refer to “Requester Favorite Items” on page 39.

Go Recent

As you access panels in the PS Financials system, the panel locations are added to a cascading list of panels under the Go, Recent menu option. This menu option provides quick access to the panels you’ve most recently visited. For details about Go Recent, refer to “Using the ‘Go Recent’ Shortcut”, on page 40.

Understanding the Toolbar Buttons

The standard PeopleSoft toolbar appears on most PS Financials application panels. The buttons on this toolbar are grouped according to function, as shown in the following illustration.

![Toolbar Illustration]

You will notice during business processing that these buttons may appear grayed and disabled. Whether a button is enabled or disabled depends on many factors, such as the business process activity you wish to complete, the mode in which the panel was accessed, and whether a single record or multiple records were accessed.

The standard toolbar buttons that are used by University departments are described in the following tables. When applicable, function key equivalents for initiating these actions are also listed.

Note: The Worklist toolbar button may not appear on the toolbar on your desktop. This button applies to users with worklist approval authority. For instruction on adding this button to your toolbar, refer to “Adding Buttons to the Toolbar”, on page 31.
Process Action Buttons

<table>
<thead>
<tr>
<th>Button…</th>
<th>Key…</th>
<th>Action…</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="icon" alt="Save" /></td>
<td>Enter</td>
<td>Sends the entered data to the database. Since the Save command updates the data for all panels in a group, a save is generally performed when the last panel in the panel group is completed. If values are missing from any of the required fields, on any of the panels in the group, the system will issue a warning or error message.</td>
</tr>
<tr>
<td><img src="icon" alt="Run Controls" /></td>
<td></td>
<td>Initiates the current process, for example running a report query.</td>
</tr>
<tr>
<td><img src="icon" alt="Cancel" /></td>
<td>Esc</td>
<td>Clears the panel of any data entered or changed without saving. When the Cancel button is clicked, the system does not prompt to save changes. Cancel is used if data is entered incorrectly and you want to start fresh. Cancel clears all data on all panels in the panel group.</td>
</tr>
</tbody>
</table>

**Note:** Panels belonging to a panel group are treated as a single entity. A save process saves all data on all panels to the database; similarly, a cancel process cancels or clears all data on all panels.

Worklist Button

The Worklist button opens the Worklist window from the toolbar.

<table>
<thead>
<tr>
<th>Button…</th>
<th>Action…</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="icon" alt="Worklist" /></td>
<td>Opens the Worklist window, which lists the requisitions and purchase orders requiring an approver’s review and approval.</td>
</tr>
</tbody>
</table>

**Note:** The Worklist toolbar button may not appear on the standard PS Financials toolbar on your desktop. To add this button to your toolbar, refer to “Adding Buttons to the Toolbar”, on page 31.
**Search List Buttons**

The search list buttons and function keys are used to navigate among the records of a search list.

<table>
<thead>
<tr>
<th>Button…</th>
<th>Key…</th>
<th>Action…</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Next in List" /></td>
<td>F9</td>
<td>Moves to the next row in the search list box.</td>
</tr>
<tr>
<td><img src="image" alt="Previous in List" /></td>
<td>Shift+F9</td>
<td>Moves to the previous row in the search list box.</td>
</tr>
<tr>
<td><img src="image" alt="Back to List" /></td>
<td>Ctrl+F9</td>
<td>Displays the list box generated by the search record for this panel, from which you can select another record to view or update.</td>
</tr>
</tbody>
</table>

**Panel Group Buttons**

The panel group buttons and function keys are used to navigate among the panels of a panel group and between panel groups.

<table>
<thead>
<tr>
<th>Button…</th>
<th>Key…</th>
<th>Action…</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Next Panel in Group" /></td>
<td>F2</td>
<td>Displays the next panel in the current panel group. If you are viewing the last panel of a panel group, it displays the first panel of the group.</td>
</tr>
<tr>
<td><img src="image" alt="Previous Panel in Group" /></td>
<td>Shift+F2</td>
<td>Displays the previous panel in the current panel group. If you are viewing the first panel of a group, it displays the last panel in the group.</td>
</tr>
<tr>
<td><img src="image" alt="Next Panel in Menu" /></td>
<td>F6</td>
<td>Displays the next panel in the menu. If you are viewing a panel group, Next Panel displays the next panel in the group. If you are viewing the last or only panel in a group, Next Panel invokes the first panel of the next group; from the last panel in a menu, it displays the first panel.</td>
</tr>
<tr>
<td><img src="image" alt="Previous Panel in Menu" /></td>
<td>Shift+F6</td>
<td>Displays the previous panel in the menu. If there is a preceding panel in the group, that panel is invoked. Otherwise the system displays the last panel in the previous group. From the first panel in a menu, Previous Panel displays the last panel.</td>
</tr>
</tbody>
</table>
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**Row Action Buttons**

The row action buttons are used to insert and delete rows of a record.

<table>
<thead>
<tr>
<th>Button…</th>
<th>Key…</th>
<th>Action…</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Insert Row]</td>
<td>F7</td>
<td>Inserts a new row to the current record. The cursor must be positioned in a field in the current row, indicated by the scroll bar.</td>
</tr>
<tr>
<td>![Delete Row]</td>
<td>F8</td>
<td>Deletes the current row, indicated by the position of the cursor.</td>
</tr>
</tbody>
</table>

**Panel Action Buttons**

The panel action buttons are used to switch between record display modes.

<table>
<thead>
<tr>
<th>Button…</th>
<th>Action…</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Add]</td>
<td>Adds a new row of information or record to the database.</td>
</tr>
<tr>
<td>![Update/Display]</td>
<td>Provides access to existing rows of current and future data in the database, and allows you to change future data or insert a new current row.</td>
</tr>
</tbody>
</table>


Adding Buttons to the Toolbar

The Worklist toolbar button is no longer delivered on the standard PeopleSoft Financials toolbar button since it only applies to users with approval authority. This button is, however, easy to add to your toolbar.

The following procedure describes how to add a button to your toolbar. These steps specifically demonstrate how to add the Worklist button to the toolbar, however, these steps can be used to add any of the available buttons to your toolbar.

To add the Worklist button to the PS toolbar:

1. Select Edit, Preferences, Toolbar... from the menu bar. The Customize Toolbar dialog displays.

2. From the Current Toolbar list, choose where to place the new toolbar button. The new button will appear before the button you select.

3. Select Start Worklist from the Available Buttons list.
4. Click the Add Button to add the selected button to your toolbar.

![Image of Customize Toolbar dialog box]

The button is added to the toolbar

The Start Worklist button is added to the toolbar, in the location you specified.

**Tip!** To change a button’s position in the toolbar, use the Move Up and Move Down button until it is repositioned in the desired location on the toolbar.

5. Click the OK button to save the changes to the toolbar.

The PeopleSoft Financials application window redisplay; the Start Worklist button should now appear in the toolbar.
PeopleSoft Financials Panel Buttons

In PeopleSoft Financials 7.5, many of the panel buttons have changed from text buttons to icon buttons. The subsections that follow, summarize the icon buttons that appear on the Financials panels.

Requisition Panel Group Buttons

The following table summarizes the buttons that are found on the Requisition Form panel.

<table>
<thead>
<tr>
<th>Button...</th>
<th>Action...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Header Details</td>
<td>Displays the Header Details panel.</td>
</tr>
<tr>
<td>Kit...</td>
<td>Opens the Kit Items panel, from which you can select a kit to order. A kit is a group of related items that are defined and ordered as a single item. Kits are most commonly used to order the components of a computer workstation.</td>
</tr>
<tr>
<td>Requester Items</td>
<td>Displays a list of master items previously ordered by the current requester, which can be easily reordered by selecting the item or items from the list and clicking OK; the selected item details are added to the current Requisition Form panel.</td>
</tr>
<tr>
<td>Catalog</td>
<td>Initiates the online Catalog, where you can requisition items known as master items from the online catalog.</td>
</tr>
<tr>
<td>Copy From</td>
<td>Copies a previously entered requisition, which can be used as a basis for creating a new requisition. This feature is helpful in that it limits data entry for goods or services that are similar to goods or services that have been requisitioned in the past. The Copy From button is only enabled when you are creating new requisitions.</td>
</tr>
<tr>
<td>Item Details</td>
<td>Displays the complete description for an item.</td>
</tr>
<tr>
<td>Line Details</td>
<td>Displays the Requisition Line Details panel for the associated line item. Vendor specific values, such as a manufacturer number or vendor catalog number are entered on this panel.</td>
</tr>
<tr>
<td>Schedule</td>
<td>Displays the Schedule panel for the associated line item, which is used to schedule the shipment of a line item by specific dates or is used to arrange shipment of a line item to multiple locations. The Distributions are also initiated from this panel.</td>
</tr>
<tr>
<td>Comments</td>
<td>Opens a dialog where comments pertaining to a line item are added, modified, or viewed.</td>
</tr>
</tbody>
</table>
## Purchase Order Panel Group Buttons

The following table summarizes the buttons found on the Purchase Order panel group panels Lines, Schedule, and Header.

<table>
<thead>
<tr>
<th>Button…</th>
<th>Action…</th>
</tr>
</thead>
<tbody>
<tr>
<td>![](Vendor Lookup)</td>
<td>Opens the Vendor Lookup dialog, where you can perform an advanced search for a vendor. This button can be found on the Lines panel.</td>
</tr>
<tr>
<td>![](Item Description)</td>
<td>Displays the complete description for the associated item. This button can be found on the Lines and Schedule panels.</td>
</tr>
<tr>
<td>![](Line Details)</td>
<td>Opens the Line Details dialog, where the line item category is indicated and vendor and manufacturer details can be viewed or entered. This button can be found on the Lines panel.</td>
</tr>
<tr>
<td>![](Schedule Details)</td>
<td>Opens the Details for Schedule dialog, where price information is entered for each line item of the order. Details about the shipment of each line item can also be viewed or scheduled. This button can be found on the Schedule panel.</td>
</tr>
<tr>
<td>![](Defaults Panel)</td>
<td>Opens the Purchase Order Defaults dialog, where chartfield and ship to defaults are entered. This button can be found on the Header panel.</td>
</tr>
<tr>
<td>![](Copy From)</td>
<td>Copies a previously entered purchase order to use as the basis for a new purchase order. <em>Copy From</em> is helpful in that it limits data entry for goods or services that are similar to goods or services that have been ordered in the past. This button can be found on the Header panel.</td>
</tr>
</tbody>
</table>

The panel buttons on the Order By Catalog panel are the same as those found on the Requisition Catalog panel. Refer to “Catalog Panel Buttons”, on page 35, for details.
### Catalog Panel Buttons

The following table summarizes the buttons found on the Requisition - Catalog and Purchase Order - Order By Catalog panels.

<table>
<thead>
<tr>
<th>Button...</th>
<th>Action...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Catalog Refresh</strong></td>
<td>Refreshes the list of categories defined to the currently selected catalog, which by default is the ALL_ITEMS catalog.</td>
</tr>
<tr>
<td><strong>Category Items</strong></td>
<td>Refreshes the list of items defined to the current catalog category.</td>
</tr>
<tr>
<td><strong>Catalog Search</strong></td>
<td>Searches the catalog for items that match the specified search criteria. By default, All Items are listed. You may optionally search the catalog for items by Description, Item ID, Manufacturer item ID and Manufacturer.</td>
</tr>
<tr>
<td><strong>Place Order</strong></td>
<td>Adds the catalog item specified in the catalog listing to the requisition or purchase order. For each item you wish to order from the catalog listing, you would specify a quantity to order, check the item’s checkbox, and click the Place Order button. This process is repeated for each line item you wish to order from the catalog.</td>
</tr>
<tr>
<td><strong>Select Line Panel</strong></td>
<td>Returns you to the Requisition Form panel or the Lines panel, depending on whether you are creating a requisition or purchase order.</td>
</tr>
<tr>
<td><strong>Item Details</strong></td>
<td>Displays the Item Details panel, where you can view the details for the item you are ordering.</td>
</tr>
<tr>
<td><strong>Vendor Details</strong></td>
<td>Displays the Item Vendors panel, where you can review a list of pre-approved vendors who have contracted with the University to supply the current item.</td>
</tr>
</tbody>
</table>
Approval Panel Buttons

Users without final worklist approval authority will only use the Save toolbar button, which initiates the approval process of an order—both requisition and purchase order.

Users with worklist approval authority will use the Save button, as well as the buttons described in the following table.

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Edits</td>
<td>Prepares the order (requisition or purchase order) for the budget checking process.</td>
</tr>
<tr>
<td>Refresh</td>
<td>Refreshes the panel once the process edits are complete, so the budget checking process can continue.</td>
</tr>
<tr>
<td>Budget Check</td>
<td>Initiates the reservation of the funds in the general ledger, to cover the cost of the order.</td>
</tr>
</tbody>
</table>
Working with Rows and Scroll Bars

Scroll bars enable you to add, maintain, and scroll through multiple occurrences of data within a field or group of fields. If a scroll bar’s scroll box appears elongated (appears more like a bar than a box), and is positioned at the top or middle of the scroll bar, more than one data row exists; if it appears at the bottom of the scroll bar, you are positioned on the last or only row of data.

Inserting and Deleting Rows in Scroll Areas

You can insert a new row by placing your cursor in any field within the area controlled by the scroll bar, and doing one of the following:

- clicking the Insert Row toolbar button,
- selecting Edit, Insert Row from the menu, or
- pressing F7

You can delete a row by positioning your cursor in the row you want to delete, and doing one of the following:

- clicking the Delete Row toolbar button,
- selecting View, Delete Row from the menu bar, or
- pressing F8

Saving New Rows of Data

You can insert or delete multiple rows of data before saving your changes; however, to commit all changes to the database you must save the panel by clicking the Save toolbar button or by pressing the Enter key. If you do not perform a Save, the changes you made are not saved to the database.

Important! Be careful when using the Esc key and Cancel toolbar panel button, as these actions will result in the loss of any data entered since your last save.
Creating ‘Favorite’ Navigation Shortcuts

Favorites is a feature of the PS Financials system that enables you to ‘map-and-save’ the location of the panels you access most often. Favorites is very similar to the navigational technique commonly used in web browsers, called ‘bookmarking’, which you may already use to save your favorite web locations on the Internet.

To create a ‘favorite’ shortcut to a panel:

1. Navigate to the panel you want to create a Favorites shortcut to.

2. While viewing the panel, select Favorites, Add to Favorites… from the menu bar.

   The Add Favorite dialog displays. The panel, and panel group to which the action belongs, is summarized in the topmost portion of the screen.

   ![Figure 12: Add Favorite Dialog](image)

   3. In the Label field, enter a name of the Favorite shortcut or accept the name provided. By default, the system supplies a name based on the panel and action summary information. Whatever you choose, make sure you specify a name that is unique as well as meaningful to you.

   4. Click the OK button to add the navigation shortcut to your list of favorites.
To access a panel using a ‘favorite’ shortcut:

1. Select **Favorites** from the menu bar to view the list of defined shortcuts.

2. Select the favorite shortcut from the list. The panel associated with the favorite shortcut displays.

**Requester Favorite Items**

The Requester Favorite Items dialog displays a list of catalog items (master items) that have been previously ordered through requisition and saved by the requester whose name appears on the Requisition Form panel.

When creating a new requisition, this list of items can be used to quickly reorder catalog items. The Requester Favorite Items dialog is displayed by clicking the **Requester Items** button located on the Requisition Items – Requisition Form panel. A sample dialog is shown in Figure 13.

![Requester Favorite Items Dialog](image)
To add any of the listed items to the current requisition, check the checkboxes for all the items in the list that you wish to reorder and then click the **OK** button. The appropriate item IDs and details are added to the current requisition and display in the Item Line Detail area of the Requisition Form panel.

**Using the ‘Go Recent’ Shortcut**

As you access panels in the PS Financials system, the panel locations are added to a cascading list of panels under the **Go, Recent** menu option. This menu option provides quick access to the panels you’ve most recently visited.

The ten most recently visited panels are listed in order of visit, listing most recently visited first. Selecting an item from the Recent menu opens the panel using the same search key data you used when you visited the panel before. Search key data appears next to the panel name in the Recent cascading menu.
Search Tips & Techniques

This section describes the various search tools and techniques that are available to help you find records or field values.

Update/Display Search Lists

The Update/Display Search List dialog displays when the update/display option is chosen from any of the PS Financials pull-down menus and is used to identify the requisition or purchase order you wish to work on or view.

![Update/Display Search List Dialog](image)

The fields displayed on this dialog are specific to the current request. For example, Figure 14 shows the Update/Display Search List dialog that displays when a request is made to update or display a purchase order.

When searching for a record or group of records, search values are entered into the fields of this dialog. When looking for a particular requisition or purchase order, it is recommended that you reference the order by its assigned number, which usually produces a single, exact match. The remaining search fields help you narrow the search for records when you do not know the requisition or PO number, or you wish to view or work with a group of orders having a particular status (for example, pending and approved).
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Using the Search button produces a list of the records found, thus enabling you to verify that the correct record or records were found before displaying them.

Alternate Search Options

When entering the details of your order in a requisition or a direct purchase order, the alternate search keys (F4, Ctrl+F4, and Shift+F4) can be used to open a selection list of valid values for the current field. Fields with a drop-down arrow have selection list of valid values.

F4 - Listing All Valid Values

Pressing the F4 key opens a selection list of all valid values for the current field. Clicking a field’s drop-down arrow produces the same dialog. This method of listing a field’s valid values is useful if the number of values associated with the field is not too great.

![Valid Values Dialog]

When the number of records exceeds the number of records that can be displayed in the dialog list, it is recommended that you use either the Ctrl+F4 or the Shift+F4 alternatives to perform a search for valid values; both enable you to limit the values displayed in the dialog.

Ctrl+F4 – Alternate Key Search

The alternate key search (Ctrl+F4) opens a selection list where you can perform a search for a value using an alternate key. For example, a vendor is usually specified by an assigned vendor ID number. The alternate key search (Ctrl+F4) opens a selection list where you can search for a vendor by name, rather than by number.
Tip! Pressing the Ctrl+F4 keys from the Item ID field on the Requisition Form panel opens a dialog from which items can be searched for by description rather than by Item ID number.

**Shift+F4 – Short-listing**

Short-listing opens a ‘short’ list of valid values for a field that is based on a partial value that was entered in the field.

For example, to display a short-listing for the Category field, a partial value is entered in the field, for example ‘C’, and the Shift+F4 keys are pressed. The resulting selection list would display all categories beginning with the letter ‘C’.

Tip! You may also double-click in the field to open a short list.
The Navigator Business Process is a navigation tool that provides a graphical map of the activities and steps to complete a particular business process—for example, creating requisitions.

Several Navigator maps have been developed to assist with typical Financials business processing. Maps are available to assist you with the process for adding or updating a requisition, a direct purchase order, and a receiver.

Switching to the Business Process View

To switch to the Navigator map view, select View, Navigator Display, Business Process from the PeopleSoft Financials main menu. A sample Navigator Business Process window is shown in the following figure.

![Navigator Business Process Window](image)

Figure 15: Navigator Business Process Window

The left window pane contains the Navigation tree. When a business process or one of its elements is selected from the Navigator tree, the content of the right window pane changes to a graphical representation of the selected element. In Figure 15, an activity map is shown in the right pane.
Tip! To switch back to the standard panel view, select View, Navigator Display, Menus Only from the PeopleSoft Financials main menu.

Elements of the Business Process Map

The business process maps consist of multiple levels of organization: folder, business processes, activities, and steps. Each is described in the following table.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🗂️</td>
<td>Folder</td>
<td>A folder represents the highest organizational level: groups of related business processes. When a folder is selected in the Navigator tree, a map of the related business processes displays in the right pane.</td>
</tr>
<tr>
<td>🏚️</td>
<td>Business Process</td>
<td>A business process is a collection of related activities, for example, all activities related to administering requisitions, such as adding requisitions, approving requisitions, and updating requisitions. When a business process is selected in the Navigator tree, a map of the activities involved in completing the business process display in the right pane.</td>
</tr>
<tr>
<td>🌡️</td>
<td>Activity</td>
<td>An activity consists of individual steps that together result in the completion of a specific transaction. When an activity is selected in the Navigator tree, a map of the step or steps required to complete the activity displays in the right pane.</td>
</tr>
<tr>
<td>🍃</td>
<td>Step</td>
<td>A step corresponds to an individual action that is performed in a specific panel. When a step is selected in the Navigator tree, the panel used to complete the step displays in the Navigator window.</td>
</tr>
</tbody>
</table>

Tip! When a panel displays as a result of selecting a Step from the Navigator tree, it can be viewed within the borders of the right pane or the entire Navigator window. For more information about controlling the Navigator display, refer to Controlling Your View, next.
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Controlling Your View

When a step is selected from within a business process, default system settings cause the corresponding panel to display in the existing Navigator window, thus replacing the entire Navigator display with the panel. To redisplay the Navigator tree and business process map, click the Change Window Content button in the toolbar.

You may alternately choose to display the panel within the framework of the right pane, where you can work in the panel alongside the Navigator tree display, as shown in Figure 16. To toggle this setting, select View, Show Panel in Navigator. A check mark appears next to this command when the Show Panel in Navigator option is on.

![Figure 16: Show Panel in Navigator Display Option](image)

You can switch back and forth between a panel and the navigational display without saving or canceling the panel. If you select a different panel when there are unsaved changes in the background panel, the system will prompt you to save or cancel your changes.

Tip! To scale the panel to fit exactly within the frame of the right pane, regardless of the size of the pane, select Edit, Preferences, Configuration, click the Display tab, and set Panel Sizing to Scale.
Moving Around in the Navigator Map

When Navigator is initiated, the Navigator buttons in the standard toolbar are enabled. These buttons ease your navigation through the selected business processes, as described in the following table.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Window Content</td>
<td>Toggles between the graphical map display and the panel behind the selected step.</td>
</tr>
<tr>
<td>Previous Step</td>
<td>Moves you to the panel that corresponds to the previous step in the business process map.</td>
</tr>
<tr>
<td>Next Step</td>
<td>Moves you to the panel that corresponds to the next step in the business process map.</td>
</tr>
</tbody>
</table>
Placing an Order

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   Creating a Basic Requisition for Non-Catalog Items…65
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   Creating a New Requisition from an Existing One…98
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   Creating a Direct Purchase Order…102
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   Scheduling and Distributing Line Items…114
   Requesting an Addition to the Vendor List…119
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In this chapter, you will learn about Princeton University’s ordering process, which is an official request for supplies, items, or services.

Orders can be placed through requisitions or direct purchase orders. The standard and preferred method of placing an order is through the requisition process.

**Requisition Orders**

Requisitions can be simple and include only items from the online catalog or only non-catalog items from a single vendor. Requisitions can also be more complex, including a mix of catalog and non-catalog items; from a single vendor or multiple vendors; paid for with monies from one or more project grants.

The procedures included in this section illustrate how to create a basic requisition for catalog items, how to create a basic requisition for non-catalog items, and how to create an advanced requisition.

**Direct Purchase Orders**

A request for items can also be made through a direct purchase order. Direct purchase orders should not be used as the standard method for placing orders. Instead, direct purchase orders should only be used when a purchase order number is required sooner than the typical requisition process allows.
The Requisition Items window is the window from which all requisition procedures are executed. The window is opened by Go, Administer Procurement, Requisition Items.

The Requisitions and Amount Approval options on the User menu lead you to the panels where item details are entered and updated, and the approval of requisitions are initiated, respectively.

### User Level and Approval Limits

Users of all levels have the authority to create and submit requisitions. Level II through Level V users also have approval authority. The following table summarizes the approval limits associated with each level user.

<table>
<thead>
<tr>
<th>User Level…</th>
<th>Final Approval Limit…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>No approval authority.</td>
</tr>
<tr>
<td></td>
<td>All requisitions created by Level I users are routed to an approver in the department with approval rights for the amount of the requisition (Level II, Level III, or Level IV/V).</td>
</tr>
<tr>
<td>Level II</td>
<td>Approval authority up to $500.</td>
</tr>
<tr>
<td></td>
<td>Requisitions greater than $500 are routed to an approver in the department with approval rights for the amount of the requisition (Level III or Level IV/V approver).</td>
</tr>
<tr>
<td>Level III</td>
<td>Approval authority up to $2,500.</td>
</tr>
<tr>
<td></td>
<td>Requisitions greater than $2,500 are routed to a Level IV or Level V approver in the department.</td>
</tr>
<tr>
<td>Levels IV and V</td>
<td>Unrestricted approval; no limits on approval authority.</td>
</tr>
</tbody>
</table>

The dollar limits associated with requisition creation and approval are higher than those set for purchase order creation.
The Steps of the Requisition Process

When placing an order through a requisition, the ordering process includes the following steps:

- Defining requisition defaults (such as project/grant and fund details) on the Defaults/Details panel, which will apply to any subsequent items ordered on the Requisition Form panel.
- Defining item details on the Requisition Form panel
- Initiating the approval process on the Approval panel

The sections that follow describe how to create requisitions for catalog items, requisitions for non-catalog items, and advanced requisitions (requisitions for catalog and non-catalog items).

Creating a Basic Requisition for Online Catalog Items

This section describes how to create a basic requisition for online catalog items. The PeopleSoft Financials online catalogs include orderable items called master items, which have been contracted with vendors at negotiated prices. The main catalog of the PeopleSoft Financials system is the ALL-ITEM Catalog; it includes every master item defined to the system. Additional catalogs are available (or are currently in development), which serve the specific needs of particular departments, for example, the McCosh online catalog includes medical-related master items.

Ordering through any of the online catalogs expedites data entry since required item details, such as item ID, vendor, and cost values, are automatically populated in the appropriate fields when a item is selected for order from the online catalog.

The following procedure illustrates how to requisition items from an online catalog; the same procedure is used regardless of the catalog from which you are ordering.

Note: The procedure outlined in this section is used to order only catalog items. For details about creating a requisition for non-catalog (non-master) items, refer to “Creating a Basic Requisition for Non-Catalog Items”, on page 65. To create a requisition for catalog and non-catalog items, refer to “Creating an Advanced Requisition”, on page 78.
To create a basic requisition for online catalog items:

1. Select **Go, Administer Procurement, Requisition Items**. The Requisition Items window and menu bar items display.

2. Select **Use, Requisitions, Defaults/Details, Add** from the menu bar.

3. A dialog displays prompting for a Business Unit code and Requisition ID number.

   Since you are creating a new requisition, accept the default of **NEXT** and click the **OK** button.

4. The Requisitions panel group opens, displaying the fields of the Defaults/Details panel.

   Buyer, Ship To and Location fields default to appropriate values based on the user and department details associated with your userid.

5. Enter the chartfield defaults for the items you are ordering; note that the values you enter here will apply to all items entered on the Requisition Form panel, unless otherwise specified.
In the Dept field, enter your department number, or select the number from the field’s selection list and click the OK button.

In the Proj/Grt field, enter the project grant number from which the funds are to be drawn, or select the number from the field’s selection list and click the OK button.

In the Fund field, enter the appropriate fund number, or select the fund number from the field’s selection list and click the OK button.

<table>
<thead>
<tr>
<th>Fund No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>General Funds</td>
</tr>
<tr>
<td>11</td>
<td>General Funds-Oper MM</td>
</tr>
<tr>
<td>20</td>
<td>Restricted Funds</td>
</tr>
<tr>
<td>40</td>
<td>Non-Government Sponsored Funds</td>
</tr>
<tr>
<td>60</td>
<td>Government Sponsored Funds</td>
</tr>
<tr>
<td>80</td>
<td>Plant Funds</td>
</tr>
<tr>
<td>99</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Important!** Fund codes and project grant numbers must correspond to satisfy budget checking. For tips on choosing the appropriate fund code, refer to the discussion about “Funds”, on page 224.

In Optional 1 and Optional 2 fields, enter any values required by your department to capture data for internal reporting purposes.
6. Advance to the Requisition Form panel by clicking the Requisition Form panel tab, clicking the Next Panel in Group button, or pressing the F2 key.

The details of each item included in this requisition are displayed in an Item Detail row at the bottom of the Requisition Form panel; additional item detail rows are added with the Insert Row menu command, the toolbar button, or the F7 function key.

7. Since this requisition is for catalog items, click the Catalog panel button to initiate the online catalog feature. The Catalog panel displays.

8. In the Catalog ID field, enter the name of the online catalog from which to order. By default, the ALL_ITEMS catalog is assumed.
Tip! Several department-specific catalogs are currently in development and will be added to the system as they become available; to display a current list of catalogs, clear the Catalog ID field and double-click in the field.

9. Click the Catalog Refresh button to generate a list of categories within the catalog.

10. From the Search Type drop-down list, select the item detail by which to narrow the search in the catalog. Valid values are Description, Item ID, Manufacturer Item ID, and Manufacturer.

Note: You are not required to enter search criteria; you may optionally scroll through the list of all items in the catalog.
11. In the corresponding data entry field, enter the value to search for in the catalog. For example, you might enter **Folder** if you wish to order folders for meeting materials.

12. Click the Search button to search for all items in the catalog that match the search criteria. The catalog item descriptions that contain the search value you entered display in the list at the bottom of the panel.

13. Select the item or items in the list that you wish to order:
• Check the checkbox (1) to the left of the item.
• In the Quantity field (2), enter the number of units to order.
• Verify the Unit of Measure (UOM) (3).
• Click the Placing Order button (4) to add the ‘checked’ catalog item to the requisition.
• Repeat this procedure for each additional item you wish to order from the current item list.

Tip! To view additional details for a particular item in the list, check the item’s checkbox and click the Item Details button, to view item details, and click the Vendor Details button, to view vendor details.

14. For each additional item you wish to order from the online catalog, repeat the procedure outlined in steps 10 through 13.

15. When you have added all the items to the requisition that you wish to order, click the Select Line Panel button.
16. The Requisition Form panel redisplays; the line item detail fields are populated with the correct values for each of the items you selected from the catalog.

17. You may optionally supply a due date in the Due Date field for an item in your requisition.
This date serves as a note to the vendor to meet the due date if possible, but is no guarantee of receipt of goods by the date indicated. Care must be taken by the requester to submit all requisitions in a timely fashion; all requisition orders are processed as quickly as possible.

18. Click the **Save** button or select **File, Save** from the menu bar to save the requisition and its item details.

Upon saving, the system generates a unique Requisition ID number for the requisition; make note of this number for future reference.

19. Initiate the approval process for your completed requisition.
• Select **Use, Amount Approval, Approval** from the menu bar. The Amount Approval window displays.

![Amount Approval Window](image)

• In the Comments field, enter any comments or details you wish the approver of this requisition to make note of...

• After confirming the requisition number and total, click the **Save** button or select **File, Save** from the menu bar to route the requisition to the next approver.

20. When you receive the following message, click the **OK** button:

```
Requisition has been routed to next approval step. DO NOT start the budget checking process.
```

The approval status changes to **In Process**. The submission of your requisition was successful and has entered the purchasing workflow.
Note: If you have approval authority, you will instead receive the message, REQUISITION MUST PASS BUDGET CHECKING BEFORE FINAL APPROVAL. Refer to “Budget Checking Requisitions and POs”, on page 186, for instruction on how to perform budget checking for this requisition.

What's Next?

You have completed a basic requisition for online catalog items. The requisition has now entered the approval process, where it will be reviewed and processed by an approver for your project grant; once approved, purchase orders are automatically generated and dispatched to the appropriate vendor, or vendors.

To inquire on the approval path for your requisition, refer to procedure provided in ”Viewing the Approval Path for a Req or PO”, on page 126. To inquire on the current processor for your requisition, refer to ”Viewing the Current Processor for Your Order”, on page 130.

To print this requisition for your records, refer to “Printing Requisitions” on page 133.
Ordering Items in a Kit

A kit is a set of related items that are usually ordered together and are grouped as such in the PeopleSoft Financials system to facilitate ordering. In most cases, a kit of items is created for typical computer workstation configurations. As with catalog item details, kit details are defined to the system.

To order items in a kit:

1. Initiate the Kit ordering feature by clicking the Kit button on the Requisition Form panel.

2. The Kit Items dialog displays. The Kit you wish to order and the number to order are specified in the fields of this dialog.

3. In the Quantity field, enter the number of kits to order. Valid values are quantities from 1 to 9999.

4. Tab to the Purchasing Kit ID field and press the F4 key to open the field’s selection list.
5. Choose the kit to order and click the OK button.

6. The Purchasing Kit ID field of the Kit Items dialog is populated with the value for the kit you chose.

7. Click the OK button to add the kit to the requisition and return to the Requisition Form panel.

Notice that each of the items in the kit is listed in the Item Detail area of the panel.
Creating a Basic Requisition for Non-Catalog Items

Non-catalog items (also known as non-master items) are items or services that have not been contracted with a vendor and, therefore, cannot be ordered from the ALL-ITEMS catalog. Unlike ordering catalog items, when ordering non-catalog items you must manually enter as much information about the items, as possible.

To expedite this process, it is recommended that you set vendor and chartfield defaults on the Defaults/Details panel; the Defaults/Details values you specify on this panel will apply to all subsequent line items entered on the Requisition Form panel. By grouping and ordering non-master items by vendor and chartfield values (project grant, fund, etc.), you limit data entry and, therefore, expedite the process.

When the values defined on the Default/Details panel no longer apply to the next item or group of items you are ordering, the Defaults/Details panel should be updated to reflect the values for the next group of non-catalog items.

Creating a Requisition for Non-Catalog Items

The following procedure describes how to create a requisition for non-catalog items.

✔️ To create a basic requisition for non-catalog items:

1. Select Go, Administer Procurement, Requisition Items. The Requisition Items window and menu bar items display.

2. Select Use, Requisitions, Defaults/Details, Add from the menu bar.

3. A dialog displays prompting for a Business Unit code and Requisition ID number.

   ![Add -- Requisitions dialog](image)

Since you are creating a new requisition, accept the default of NEXT and click the OK button.

4. The Requisitions panel group opens and displays the fields of the Defaults/Details panel.
The Buyer, Ship To, and Location fields default to the appropriate values based on the user and department details associated with your userid.

Note: You may optionally leave the Vendor field blank; the Purchasing Office will choose a vendor for you.

5. Enter the Vendor ID for the vendor from which to order the first item or group of items; tab to the Vendor ID field and press Ctrl + F4. The Vendor ID selection list displays.

- Enter the first few characters of the vendor’s name in the Short Vendor Name field and click the Search button.
- Select the appropriate vendor from the list of matching vendor names and click the OK button.
Tip! You may optionally use the advanced search utility, Vendor Lookup, to locate the vendor and the corresponding vendor ID. Details about using Vendor Lookup are provided in “Using Vendor Lookup to Obtain a Vendor ID”, on page 72.

6. Enter chartfield (charging details), including department and project:

- In the Dept field, enter your department number, or select the number from the field’s selection list and click the OK button.

- In the Proj/Grt field, enter the project grant number from which the funds are to be drawn, or select the number from the field’s selection list and click the OK button.

- In the Fund field, enter the appropriate fund number, or select the fund number from the field’s selection list and click the OK button.

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<tr>
<td>99</td>
<td>Other</td>
</tr>
</tbody>
</table>
Chapter 3: Placing an Order

**Important!** To satisfy budget checking, fund codes must agree with the specified project grant number. Refer to “Funds”, on page 224, for tips on choosing an appropriate fund code.

- In the Optional 1 and Optional 2 fields, enter any values required by your department to capture data for internal reporting purposes.

7. Advance to the Requisition Form panel by clicking the Requisition Form panel tab, clicking the Next Panel in Group button, or pressing the F2 key.

8. The Requisitions Form panel displays. The details for each of the items to include in the requisition are entered in the item detail area of this screen. A blank set of fields is provided for the first item of your requisition.

Order the items to be purchased from the vendor currently defined on the Defaults/Details panel.

- In the Category field (1), enter the category for the item being added to the requisition, or select the category from the field’s selection list, and press the Tab key.

- In the Long Description field (2), enter a description for the item being ordered, and press the Tab key.

**Tip!** Clicking the Item Details button opens a dialog where you can enter or view an item’s entire description; an item description can be up to 250 characters in length.
• In the Requisition Quantity field (③), enter the number of units to order, and press the Tab key.

• In the Unit of Measure (UOM) field (④), enter the UOM, or select the UOM code from the field’s selection list, and press the Tab key.

• In the Price field (⑥), enter the per unit price for the item, if known.

• To enter required vendor details (i.e. catalog and manufacturer numbers), open the Line Details panel by clicking the line item’s Line Details button (②) and enter the vendor values in the fields, as appropriate, and click the OK button.

9. For each additional item being purchased from the current vendor (as defined on the Defaults/Details panel), insert a new row and repeat the process outlined in step 8.

To insert an item detail row:

• Click the Insert Row toolbar button

• Press the F7 key

• Select Edit, Insert Row

10. For each additional item being purchased from a different vendor, return to the Defaults/Details panel and repeat steps 5 through 9.

11. When you have finished entering all the items, click the Save button, to save the requisition item details and obtain a system-generated Requisition ID.
12. Select **Use, Amount Approval, Approval** from the menu bar. The Amount Approval window displays.

- In the Comments field, enter any comments or details you wish the approver of this requisition to make note of.
• After confirming the requisition number and total, click the Save button or select File, Save from the menu bar to route the requisition to the next approver and initiate the approval process.

13. Click the OK button when you receive the message, **THIS REQUISITION HAS MOVED TO THE NEXT APPROVAL STEP.**

Your requisition submission was successful and has entered the purchasing workflow, where it will be reviewed and processed by an approver for your project grant.

**Note:** If you have approval authority, you receive the message, **REQUISITION MUST PASS BUDGET CHECKING BEFORE FINAL APPROVAL.** Refer to “Budget Checking Requisitions and POs”, on page 186, for directions on how to perform budget checking for this requisition.

**What’s Next?**

You have completed a requisition for non-catalog items. The requisition has now entered the approval process, where it will be reviewed and processed by an approver for your project grant; once approved, purchase orders are automatically generated and dispatched to the appropriate vendor, or vendors.

To inquire on the approval path for your requisition, refer to procedure provided in ”Viewing the Approval Path for a Req or PO”, on page 126. To inquire on the current processor for this requisition, refer to ”Viewing the Current Processor for Your Order”, on page 130.

To print this requisition for your records, refer to “Printing Requisitions” on page 133.
Using Vendor Lookup to Obtain a Vendor ID

Vendor Lookup is an advanced search tool that is used to obtain vendor IDs when entering vendor details for line items in a requisition or direct purchase order. Vendor Lookup is initiated by clicking the Vendor Lookup button found on both the Requisitions Defaults/Details panel and the Purchase Order Lines panel.

The following figure illustrates where the Vendor Lookup button is located on the Requisitions Defaults/Details panel. The Vendor Lookup button appears the same on the Purchase Order Lines panel.

The following procedures demonstrate how to use the features of Vendor Lookup to locate a vendor defined to the PS Financials database and display associated vendor details.
To obtain a vendor ID using Vendor Lookup:

1. Initiate Vendor Lookup by clicking the Vendor Lookup button. The Vendor Lookup Search/Match window displays.

2. Enter vendor-specific values in the Search Criteria fields. For example, enter the vendor's name in the Name field and the state in which the vendor resides in the State field.

3. Click the Fetch button to retrieve the vendor records that match the search criteria.

4. Locate the vendor from the list of vendor matches. Vendors are listed in groups of ten, by Vendor ID.
Tip! Use the First, Next, Previous, and Last buttons to navigate through the list of matching vendor names.

5. To select a vendor from the list, click the Vendor Select button to the left of the vendor name.

To display vendor details:

On occasion, it may be necessary to view a vendor’s details before you can determine the appropriate vendor to choose from the Vendor Lookup Search Result list. Vendor details are provided on a pane that is accessible from the Vendor Lookup window.

1. Click the Vendor Detail button to the right of the vendor’s name for which you wish to view additional details.

2. The Vendor Detail panel for the selected vendor displays. In our example, the Vendor Detail button for Judy’s Flower Shop was selected.
From the Vendor Details window, you can:

- Click the Select Vendor button, to select the vendor whose details you are currently viewing and return to the order panel. The vendor fields will be populated with the chosen vendor’s data.

- Click the Address button to display address details for the current vendor.

- Click the Search button to return to the Vendor Lookup window, without selecting a vendor from the Vendor Lookup list.

- Click the Origin button to return to the order panel, without selecting a vendor from the Vendor Lookup list.
Accessing a Vendor’s Phone and Fax Numbers

The following procedure shows how to access a vendor’s telephone and fax number.

To display a vendor’s phone and fax numbers:

1. Select Go, Administer Procurement, Review Vendor Information.
2. Select Inquire, Contact from the menu bar.
3. The Update/Display - Contact dialog displays.

Using the search fields on this dialog, search for and select the vendor whose telephone and fax number details you wish to display, and click the OK button.
4. The Contact panel for the selected vendor displays. Click the Telephone icon in the upper-left corner of the panel.

5. The Contact Telephones dialog displays.

This dialog lists the telephone and fax numbers on file for the selected vendor.
Creating an Advanced Requisition

A single requisition can be created and submitted to place an order for:

✧ online catalog items (master items),
✧ non-catalog items,
✧ items from multiple vendors, and
✧ items paid for by more than one project grant.

The following steps illustrate how to create such an order.

The Scenario

The steps that follow illustrate how to order the items needed for a senior reception in a single requisition. A few of the items need to be ordered from the Princeton University online catalog; the remaining items will be ordered from the following vendors:

✧ Chez Alice’s Catering,
✧ Main Street’s Catering, and
✧ Printed Design Inc.

Figure 17 shows the list of all items that need to be ordered from the catalog and from each of the vendors.
**Step 1 - Grouping the Items of Your Order**

The first step when creating an advanced requisition is to group the items you are ordering. This grouping allows you to take advantage of the Defaults/Details panel, where you can define common vendor and project grant values for an entire group, once, and have them apply to all subsequent items entered on the Requisition Form panel. Setting these defaults enables you to easily handle multiple vendors and project grants within a single requisition.

When grouping, all catalog items are grouped together and all non-catalog items are grouped together. Non-catalog items are grouped further by supplying vendor and charging project grant. In Figure 17, all items from the online catalog are grouped together. The remaining non-catalog items are grouped according to the supplying vendor and the project grant being charged.

![Figure 17: Sample Items List Grouped by Vendor and Project Grant](image)
Step 2 – Setting Initial Department and Project Grant Defaults

After grouping the items of your order, the defaults for the first group of items are entered on the Defaults/Details panel. For catalog items, the defaults set on this panel include department and the project grant defaults; vendor details are automatically provided by the system, as defined in the online catalog.

In the example, all catalog items are being charged to:

- Department 245
- Project grant 2451010, fund 10

In the following procedure, a new requisition is created and department and project grant defaults for the catalog items in the requisition are entered on the Defaults/Details panel.

To specify department and project grant defaults:

1. Select Go, Administer Procurement, Requisition Items. The Requisition Items window and menu bar items display.

2. Select Use, Requisitions, Defaults/Details, Add from the menu bar.

3. A dialog displays prompting for a Business Unit code and Requisition ID number. Since you are creating a new requisition, accept the default of NEXT and click the OK button.

4. Enter department, project grant, and fund details in the fields of the Defaults/Details panel:
In the Dept field, enter or select your department number.

In the Proj/Grt field, enter or select the project grant number to charge for the first group of items being ordered.

In the Fund field, enter an appropriate fund number.

In Optional 1 and Optional 2 fields, enter any values required by your department to capture data for internal reporting purposes.

In the example, all subsequent items entered on the Requisition Form panel will be charged to project grant number 2451010 and fund 10. In the next step, the catalog items to which these defaults apply will be entered on the Requisition Form panel.

**Step 3 – Ordering Items from the Online Catalog**

When placing an advanced order, it is recommended that you first enter the items to be ordered from the online catalog. Catalog items are the easiest to enter and require the least amount of data entry. The following procedure shows how to order items from the Princeton University online catalog.

To order all catalog items:

1. Advance to the Requisition Form panel by clicking the Requisition Form panel tab, clicking the Next Panel in Group button, or pressing the F2 key.

2. Access the Princeton University online catalog by clicking the Catalog panel button.
3. From the Catalog panel, choose the Catalog and Category from which to order:

- In the Catalog ID field, enter the name of the online catalog from which to order. The ALL_ITEMS catalog is the default online catalog.
- Click the Catalog Refresh button to generate the list of categories within the catalog.
- In the Category field, enter the code for the category that contains the item or group of items you wish to order, or choose the category from the list.
4. Search for the items you wish to order from the catalog.

To enter criteria for the search:

- From the Search Type drop-down list (1), select the detail by which to narrow your search for an item in the catalog. Valid values are **Description**, **Item ID**, **Manufacturer Item ID**, and **Manufacturer**.

- In the corresponding data entry field (2), enter the value to search for in the catalog. For example, you might enter **Plate** if you are searching by Description and wish to locate all ‘plates’ defined to the system.

- Click the Search button (3) to search the current category for all matching catalog items, in the current category.
5. Select the items that you wish to add to the requisition.

For each item in the list that you wish to order:

- Check the checkbox (1) to the left of that item.
- Enter the number of units to order in the Quantity field (2).
- Verify the Unit of Measure - UOM (3).
- Click the Placing Order button (4), which adds the selected catalog item to the requisition.

**Tip!** The number of matches found is displayed in the bottom-right corner of the panel; use the First, Next, Previous, and Last buttons to navigate through the ‘pages’ of item matches.

6. Repeat steps 3 through 5 to search for and add the remaining online catalog items to the requisition.

7. When you have selected all the catalog items you wish to add to the requisition, click the Select Line Panel button (5) to return to the Requisition Form panel.
The line item fields contain the details of each of the catalog items you selected from the online catalog.

**Step 4 – Updating Defaults for the Next Group of Items**

Vendor details for non-catalog items are entered manually. However, vendor details need not be entered for every non-catalog item. Instead of entering vendor details at the line item level, the Defaults/Details panel can be used to define a common vendor for a group of items sharing the same vendor.

All non-catalog items ordered on the Requisition Form panel, subsequent to defining vendor defaults, will inherit the defaults as defined on the Defaults/Details panel.

In the example, the first group of non-catalog items is being ordered from Chez Alice Catering. Chez Alice Catering is entered on the Defaults/Details panel as the default vendor. The items from Chez Alice are being charged to the same project grant as the catalog items, therefore, the Project Grant and Fund field values remain unchanged.

✔ **To define vendor defaults for the first group of items:**

1. Vendor defaults are entered on the Defaults/Details panel. Return to this panel by clicking the Defaults/Details panel tab.

2. Position your cursor in the Vendor ID field and press the Ctrl+F4 keys to display the alternate search dialog box for the Vendor ID field.
3. Enter the first few characters of the vendor’s name in the Short Vendor Name field and click the Search button.

![Image of Vendor Search]

4. Select the appropriate vendor from the list and click the OK button.

5. Verify and update, if necessary, the current department and project grant charging values. In the example, these values are not changed.

![Image of Requisition Items]

Vendor defaults
Charging defaults
Step 5 – Entering the Next Group of Non-catalog Items

Now that defaults have been defined on the Defaults/Details panel, the next step is to order the items to which the defaults apply. The following procedure shows how to order a group of non-catalog items on the Requisition Form panel.

In the example, all items being ordered from Chez Alice Catering are entered.

To enter the first group of non-catalog items:

1. Advance to the Requisition Form panel by clicking the Requisition Form panel tab, clicking the Next Panel in Group button, or pressing the F2 key.

2. Place your cursor in the last line item row on the Requisition Form panel and insert a blank row by clicking the Insert Row toolbar button, selecting Edit, Insert Row from the menu, or pressing the F7 key.

3. Enter the details for the item you wish to order.

To add an item to the requisition:

- In the Category field (1), enter the category for the item you are adding to the requisition, or select it from the field’s selection list, and press the Tab key.
In the example, REF62 was chosen from the category list for the refreshments from Chez Alice Catering.

- In the Long Description field (②), enter a description for the item and press the Tab key.

**Tip!** Clicking the **Item Details** button opens a dialog where you can enter or view an item’s entire description; item descriptions can be up to 250 characters in length.

- In the Requisition Quantity field (③), enter the number of units to order and press the Tab key.

- In the Unit of Measure (UOM) field (④), enter the UOM, or select the UOM from the field’s selection list, and press the Tab key.

- In the Price field (⑤), enter the price per unit, if known.

- To include additional details required by a vendor (i.e., catalog and manufacturer numbers), open the Line Details panel by clicking the line item’s **Line Details** button (⑥), enter the vendor values in the appropriate fields, and click the **OK** button.

4. Repeat steps 2 and 3 for each of the remaining items in the group.

The items from the first group of non-catalog items have been added to the requisition; the Requisition Form panel will look similar to the one shown.
Step 6 – Updating Defaults for the Next Group of Items

The next group of non-catalog items to be added to the requisition will have different vendor and/or project grant details. This section describes how to update the defaults on the Defaults/Details panel for the next group of items.

In the example, the second group of items is being ordered from Main Street’s Catering. The items from Main Street’s will be charged to project grant 2452002 and fund 20.

To define vendor defaults for the next group of items:

1. Click the Defaults/Details panel tab to return to the Defaults/Details panel.

2. Update the vendor defaults for the second group of items.
Position your cursor in the Vendor ID field and press the Ctrl+F4 keys to display the alternate search dialog box.

Enter the first few characters of the vendor’s name in the Short Vendor Name field and click the Search button.

Select the appropriate vendor from the list and click the OK button.

In the example, the Vendor is changed to Main Street Catering.

3. Update the project grant and fund defaults for the next group of items.

In the Project Grant field, enter the project grant number to charge for the second group of items.
• In the Fund field, enter the corresponding fund number to charge.

In the example, the project grant is changed to 2452002, and the fund code is changed to 20.

**Step 7 – Entering the Next Group of Non-catalog Items**

Now that you have updated the defaults on the Defaults/Details panel to reflect the common values for the next group of catalog items, enter the items on the Requisition Form panel.

The steps to enter these items are no different from those outlined in “Step 5 - Entering the Next Group of Non-catalog Items”, on page 87. Remember to insert a blank row as you add each item.

In the example, vegetables and dip platters, assorted fruit platters, and cheese platters from Main Street’s Catering were added to the requisition.

**Step 8 – Ordering an Item with Multiple Project Grants**

On occasion you may have to distribute an item between project grant numbers to cover the cost of an item. This step demonstrates how to distribute a single item between multiple project grants.

In the example, the cost of the invitations from Printed Design is being shared between project grant 2451010 and 2452000. Since only a single item is being added to the requisition, the vendor and project grant details will be modified at the line item level instead of on the Defaults/Details panel.
To add and distribute a line item in the requisition:

1. Insert a blank row for the new item by clicking the Insert Row toolbar button, selecting Edit, Insert Row from the menu, or pressing the F7 key.

2. Enter the details for the item you are ordering in the fields of the line item row.

3. When you have finished entering the item details, click the Line Details button.
4. Change the vendor from which to order the item (currently, the vendor details are coming from the Defaults/Details panel).

- Tab to the Vendor ID field and press Ctrl+F4. The Vendor ID selection list of valid values displays.
- Enter the first few characters of the vendor’s name in the Short Vendor Name field and click the Search button.
- Select the appropriate vendor from the list and click the OK button.
5. Click the Schedule button for the item you are distributing.

6. Click the Distribute button on the Requisition Schedule panel.
7. The Line Schedule Details panel displays and shows the distribution details for the current item.

![Line Schedule Details Panel]

Distribute the item between the project grant numbers:

- In the Distribute By field, choose the method by which to distribute the line item. Valid values are Qty (quantity) and Amt (amount).

- Adjust the current line distribution details to allow for further distribution of the line item.

![Line Schedule Details Panel with adjustment by percent highlighted]

In the example, the cost of the invitations is being divided equally between two project grants, therefore, the Percent was changed to 50 percent (the system automatically changes the quantity, accordingly).

- Add a blank Detail Line by pressing the F7 function key.
• Enter the details for the second distribution of the line item:

In the example, the other half of the invitation is being charged to project grant 2452000 and fund 20. The percent field was changed to 50, the project grant number was changed to 2452000, and the fund code was changed to 20.

• Click the OK button to return to the Requisition Schedule tab.

You have finished distributing the cost of a line item between multiple project grants.

Step 9 – Saving the Requisition and Initiating the Approval

When all items have been added to the requisition, the requisition is saved and the approval process for the requisition is initiated.

1. Click the Save button or select File, Save from the menu bar to save the requisition and its item details.
Upon saving, the system generates a unique Requisition ID number for your requisition; make note of this number for future reference.

2. As with all requisitions, you are required to initiate the approval process. To initiate the approval for a requisition:

- Select **Use, Amount Approval, Approval** from the menu bar to display the Amount Approval window.

- In the Comments field, enter any comments or details you wish the approver of this requisition to make note of.

- After confirming the requisition number and total, click the **Save** button or select **File, Save** from the menu bar to route the requisition to the next approver.

3. If the message, **THIS REQUISITION HAS MOVED TO THE NEXT APPROVAL STEP**, is displayed, click the **OK** button.

The requisition submission was successful and has entered the purchasing workflow, where it will be reviewed and processed by approvers for the charged project grants.

**Note:** If you have approval authority, you receive the message, **REQUISITION MUST PASS BUDGET CHECKING BEFORE FINAL APPROVAL.** Refer to “Budget Checking Requisitions and POs”, on page 186, for directions on how to perform budget checking for this requisition.
Creating a New Requisition from an Existing One

For some requisition orders, it may be easier to start with a copy of an existing requisition instead of creating a completely new requisition. Creating a requisition from a copy is especially helpful if you are ordering items that have been ordered in a previous requisition. Once the existing requisition items are copied to the new requisition, line items can be added, deleted, and modified to meet your current ordering needs.

To copy a requisition and create a new requisition:

1. Select Go, Administer Procurement, Requisition Items. The Requisition items window and menu bar items display.

2. Select Use, Requisition Forms, Add from the menu bar.

3. A dialog displays prompting for a Business Unit code and Requisition ID number. Since you are creating a new requisition, accept the default of NEXT and click the OK button.

   The Requisitions panel group opens, displaying the fields of the Requisition Form panel.

4. Click the Copy From button. The Copy Requisition dialog displays and prompts you for the number of the requisition you wish to copy.
In the Requisition ID field, enter the number of the requisition to copy.

**Tip!** To search for a requisition number, press the Ctrl+F4 keys from the Requisition ID field. This opens a selection list where you can search for requisitions by status and requester name.

5. The Requisition Form panel redisplays; the items of the specified requisition are copied to the new requisition.

6. Make any necessary changes to the copied line items:
   - add new line items,
   - modify existing line items, or
   - remove unnecessary items.

7. When you have finished customizing the requisition items, click the Save button to save the new requisition and obtain a Requisition ID.

8. As with all requisitions, you are required to initiate the approval process:
   - Select **Use, Amount Approval, Approval** from the menu bar to display the Amount Approval window.
• In the Comments field, enter any comments or details you wish the approver of this requisition to make note of.

• After confirming the requisition number and total, click the **Save** button or select **File, Save** from the menu bar to route the requisition to the next approver.

9. If you receive the message, **THIS REQUISITION HAS MOVED TO THE NEXT APPROVAL STEP**, click the **OK** button.

Your requisition submission was successful and has entered the purchasing workflow, where it will be reviewed and processed by an approver for your project grant.

**Note:** If you have approval authority, you receive the message, **REQUISITION MUST PASS BUDGET CHECKING BEFORE FINAL APPROVAL**. Refer to “Budget Checking Requisitions and POs”, on page 186, for directions on how to perform budget checking for this requisition.

You have completed the requisition and it has entered the approval process; once approved, purchase orders are automatically generated and dispatched to the appropriate vendor, or vendors.

You may print this requisition for your records, as described in “Printing Requisitions” on page 133.
Direct Purchase Orders

Direct Purchase Orders are purchase orders that bypass the standard requisition process, thus enabling you to immediately acquire a purchase order number. There are limitations with direct purchase orders, however. To successfully place a direct purchase order:

- you must have the authority to create purchase orders (Levels II through V);
- the purchase order can only include items from a single vendor;
- a vendor must be chosen from the list of vendors defined to the PeopleSoft Financials system.

User Level and Approval Limits

Level I users cannot create Direct Purchase Orders of any amount. Level II through Level V users have the authority to create Direct Purchase Orders and have limited approval authority. The following table summarizes the approval limits associated with each level user.

Table 2: Purchase Order Approval Limits

<table>
<thead>
<tr>
<th>User Level...</th>
<th>Final Approval Limit...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>None. Level I users are not authorized to create Direct Purchase Orders of any amount.</td>
</tr>
<tr>
<td>Level II</td>
<td>Approval authority up to $500. Purchase Orders greater than $500 are routed to a Level III, Level IV, or Level V approver in the department.</td>
</tr>
<tr>
<td>Levels III, IV and V</td>
<td>Approval authority up to $1,000 for non-master items and up to $5,000 for master items (catalog items).</td>
</tr>
</tbody>
</table>
Creating a Direct Purchase Order

The following procedure shows how to create a direct purchase order; remember, when ordering through a direct purchase order, you may only order items or services from a single vendor.

To create a Direct Purchase Order:

1. Select Go, Administer Procurement, Manage Purchase Orders.
2. Select Use, Purchase Order, Lines, Add from the menu bar.
3. A dialog displays prompting for a Business Unit code and Requisition ID number. Since you are creating a new purchase order, accept the default of NEXT and click the OK button.
4. The Purchase Order panel group opens, displaying the fields of the Lines panel. On this panel, details about the vendor from which you are ordering the item or group of items are entered.
5. In the Vendor field, enter the vendor’s name (or at least the first few characters of the vendor’s name) and double-click or press the Shift+F4 keys.

- A short list of vendor names displays in the Vendor selection list. Select the appropriate vendor name from the list and click the OK button.

- The Purchase Orders – Lines panel redisplays; the Vendor and ID fields are populated with the appropriate values.

6. In the Buyer field, enter the buyer’s name in lastname,firstname format, or select the name from the field’s drop-down selection list.

7. Display the Header panel by selecting the Header panel tab or by clicking the Next Panel in Group button, or pressing the F2 key until the panel displays.

8. Click the Purchase Order Defaults button to display the Purchase Order Defaults dialog.
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The Ship To and Location fields should default to the appropriate values based on the Buyer name entered on the Lines panel.

9. Define the Purchase Order defaults:

- In the Due Date field, enter the date by which the item or items are needed, if the item is needed by a particular date.

- In the Department field, enter your department number, or select the number from the field’s drop-down selection list.

- In the Project/Grant field, enter the project grant number from which the funds are to be drawn, or select the number from the field’s drop-down selection list and click the OK button.

- In the Fund field, enter the appropriate fund number, or select the fund number from the field’s selection list and click the OK button.

<table>
<thead>
<tr>
<th>Fund No.</th>
<th>Description...</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>General Funds</td>
</tr>
<tr>
<td>11</td>
<td>General Funds-Oper MM</td>
</tr>
<tr>
<td>20</td>
<td>Restricted Funds</td>
</tr>
<tr>
<td>40</td>
<td>Non-Government Sponsored Funds</td>
</tr>
<tr>
<td>60</td>
<td>Government Sponsored Funds</td>
</tr>
<tr>
<td>80</td>
<td>Plant Funds</td>
</tr>
<tr>
<td>99</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Important!** Fund codes and project grant numbers must correspond to satisfy budget checking. For tips on choosing the appropriate fund code, refer to “Fund Codes”, on page 224.

- Click the OK button.

10. Redisplay the Lines panel by clicking the Lines panel tab.
11. Enter the line item details:

- In the Item Description field (➊), enter a description for the item.
- In the UOM field (➋), enter the unit of measure.
- In the PO Quantity field (➌), enter the number of units to order.

12. Enter the item’s category code:

- Click the item’s Line Details [ ] button (➋).
- In the Category field, enter the code for the category that includes the line item you wish to order, or select the code from the field’s drop-down selection list and click the OK button.

- Click the OK button.

13. Select the Schedule tab and enter the price per unit in the Price field (➎) for each line item.
Tip! Direct purchase orders can be saved anytime following the entry of the first line item.

14. For each additional item you wish to add to the purchase order, insert a new row and repeat the process outlined in step 10 through 13.

15. When you have finished adding all items that you wish to order, click the Save button or select File, Save from the menu bar to save the purchase order and its line item details.

Upon saving, the system generates a unique PO number for your purchase order; make note of this number for future reference.
16. Initiate the approval process for your completed purchase order.

- Select **Use, Amount Approval, Approval** from the menu bar. The Amount Approval window displays.
- In the Comments field, enter any comments or details you wish the approver of this purchase order to make note of.
- After confirming the PO number and total, click the **Save** button or select **File, Save** from the menu bar to route the purchase order to the next approver.

17. When you receive the following message, click the **OK** button:

**THIS PO HAS MOVED TO THE NEXT APPROVAL STEP**

Your purchase order submission was successful and has entered the purchasing workflow.

**Note:** If you have approval authority, you will instead receive the message, **THIS PO MUST PASS BUDGET CHECKING BEFORE FINAL APPROVAL**. Refer to “Budget Checking Requisitions and POs”, on page 186, for instruction on how to perform budget checking for this purchase order.
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What’s Next?

Your purchase order will be reviewed and processed by an approver for your project grant; once approved, the purchase order is dispatched to the appropriate vendor.

To inquire on the approval path for your purchase order, refer to procedure provided in ”Viewing the Approval Path for a Req or PO”, on page 126. To inquire on the current processor for your purchase order, refer to ”Viewing the Current Processor for Your Order”, on page 130

You may print this purchase order for your records, as described in “Printing Purchase Orders” on page 135.

For details about marking this purchase order as a confirming order, refer to “Marking an Existing PO as a Confirming Order”, on page 122.
Creating a New Purchase Order from an Existing One

Sometimes, it is easier to modify the line items of an existing purchase order than it is to create the purchase order from scratch. PS Financials has a Copy From feature (available from the Purchase Order Header panel) that enables you to copy the line items from an existing PO to the PO you are currently creating. Using the Copy From feature, you can quickly add previously ordered items, and then simply add, modify, or delete any of the line items to suit your current ordering needs.

To copy items from a PO to create a new one:

1. Select Go, Administer Procurement, Manage Purchase Orders. The Purchase Order window and menu bar items display.

2. Select Use, Purchase Order, Header, Add from the menu bar.

3. A dialog displays prompting for a Business Unit code and PO number. Since you are creating a new purchase order, accept the default of NEXT and click the OK button.

   The Purchase Order panel group opens, displaying the fields of the Header panel.

4. Click the Copy From button. The Use Template PO dialog displays and prompts you for the number of the PO you wish to copy.
5. Select the Lines panel tab to view the copied line items details.

6. Add, delete, or modify any line items, as necessary.

7. When you have finished customizing the purchase order items, click the Save button to save the PO and obtain a PO number.

8. As with all orders, you are required to initiate the approval process:
   - Select Use, Amount Approval, Approval from the menu bar to display the Amount Approval window.
   - In the Comments field, enter any comments or details you wish the approver of this purchase order to make note of.
   - After confirming the PO number and total, click the Save button or select File, Save from the menu bar to route the purchase order to the next approver.

9. If you receive the message, THIS PO HAS MOVED TO THE NEXT APPROVAL STEP, click the OK button.
Your purchase order submission was successful and has entered the purchasing workflow, where it will be reviewed and processed by an approver for your project grant.

**Note:** If you have approval authority, you receive the message, **THIS PO MUST PASS BUDGET CHECKING BEFORE FINAL APPROVAL.** Refer to “Budget Checking Requisitions and POs”, on page 186, for directions on how to perform budget checking for this purchase order.

You have completed the purchase order and it has entered the approval process; once approved, the purchase order is dispatched to the appropriate vendor.

To inquire on the approval path for your purchase order, refer to procedure provided in ”Viewing the Approval Path for a Req or PO”, on page 126. To inquire on the current processor for your purchase order, refer to ”Viewing the Current Processor for Your Order”, on page 130.

To print this purchase order for your records, refer to “Printing Requisitions” on page 133.

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**Special Processing**

This section describes special processing needs that you may encounter when requisitioning items or creating direct purchase orders. These special processes usually pertain to special ordering circumstances.

**Entering Special Instructions for the Vendor**

Special line item instructions that you wish to include on the purchase orders generated for your requisition are entered as comments. These line item comments provide the means for you to communicate additional instructions or details to the appropriate vendor, for a particular item you are ordering. For example, you may want to note the time by which a time-sensitive delivery, such as refreshments for a meeting, should be delivered.

**Note:** Since all items of a Direct Purchase Order are ordered from the same vendor, all item comments are entered on the general Comments panel; line item comments are not utilized.
To add vendor comments for a line item:

1. Display the Requisition Form panel for the requisition containing the line item you wish to comment on.

2. Locate the line item you want to add a comment to, and click the Comments button to the right of the item. The Requisition Line Comments dialog displays.

3. Click the Load Comments button to display the comment fields and load any comments previously entered, if any.
4. Check the Send to Vendor checkbox, which indicates that you wish to include the comment you are entering on the purchase order to the vendor.

5. In the Comments field, enter your comment to the vendor pertaining to the current line item.

6. Click the OK button, when you have finished. Your comment will print on the purchase order to the vendor.
Scheduling and Distributing Line Items

Scheduling and distribution changes at the line item level are made on the Requisition Schedule and Distribution Details panels, respectively. Changes made on these panels affect the selected item only; the other items of the requisition, if any, are not affected.

From the Requisition Schedule panel you can:

- Schedule the shipment of a line item to arrive in multiple shipments, over a period of time, and;

- Schedule the delivery of a line item to multiple locations.

From the Distribution Details panel you can:

- Distribute the cost of a line item among multiple project grants, and;

- Change the accounts associated with a single item.

The first procedure in this section shows how to schedule a shipment of a line item to different locations; the second procedure shows how to distribute the cost of a line item between two project grants.

Note: The following procedures are specific to requisitions, however, the steps are similar for the items of a purchase order. The line items of a purchase order are scheduled on the Schedule panel; the Schedule Details button on this panel opens the dialog where distribution details for a line item are entered.
To schedule shipment of a line item:

1. Enter the item details on the Requisition Form panel.

2. Click the Schedule button to the right of the item for which to schedule shipment. The Schedule panel for the selected item displays.

3. Change the Ship To, Due Date and Quantity field values to reflect the details for the first shipment of the line item.
In the example, the line item is being divided equally between two locations, therefore, the quantity is reduced by half in the Quantity field. The remaining shipping requirements are unchanged.

4. Add a blank Schedule Line for the details of the second shipment of the line item. Choose Insert Row from the menu, click the Insert Row toolbar button, or press the F7 function key.

5. Enter the details for the second shipment of the current line item.

- In the Ship To field, enter the location where the second shipment is to be sent. In the example, the other half of the order should be shipped to PHYSICS02.
- In the Quantity field, enter the number of units to send in the second shipment. In the example, 100 invitations will be sent to the second shipment location.

Note: You may optionally enter a due date in the Due Date field; this date serves as a note to the vendor to meet the due date if possible, but is no guarantee of receipt of goods by the date indicated.

6. Repeat steps 4 and 5 for each additional shipment schedule required for the current line item quantity.

You have finished scheduling the shipment of the line item to separate locations. The following procedure describes how to distribute the cost of a line item between multiple project grants.
To distribute the cost of a line item:

1. Enter the item details on the Requisition Form panel.

2. Click the Schedule button to the right of the item you wish to distribute. The Requisition Schedule panel displays.

3. Click the Distribute button. The Line Schedule Details panel for the line item you are distributing displays and shows the current distribution details.

4. In the Distribute By field, choose the method by which to distribute the line item. Valid values are Qty (quantity) and Amt (amount). In the example, the line item cost is to be distributed by quantity.

5. Update the current line distribution details to allow for further distribution of the line item.
In the example, the cost for the invitations is being divided equally between two project grants, therefore, the percent was changed to 50 percent; the system automatically changes the quantity, accordingly.

6. Add a blank Detail Line for the distribution details by pressing the F7 function key.

7. Enter the details for the second distribution of the line item:

In the example, the remaining half of the cost for the invitations is being charged to project grant 2452000 and fund 20.

You have finished distributing the cost of a line item between multiple project grants.
Requesting an Addition to the Vendor List

When creating a requisition for an item from a vendor not currently defined to the PeopleSoft Financials system, a comment requesting to add the vendor to the system must be added to the Header Comments panel.

This comment is added by first inserting the predefined comment for a vendor add, and then completing the prompts with information specific to the vendor.

Note: Vendor additions can only be made from requisitions; direct purchase orders can only include items from vendors already defined to the PeopleSoft Financials system.

The following procedure describes how to request that a vendor be added to the system vendor list.

To request a vendor be added to the vendor list:

1. Select Go, Administer Procurement, Requisition Items.
2. Select Use, Requisitions, Header Comments, Update/Display.
3. Enter the requisition number in the Requisition field, or select the number from the field’s selection list, and click the OK button.

The Comments panel for the requisition you specified displays.
4. Click the Load Comments button. The Comments fields display.

5. If comments have already been defined for this requisition, insert a new row of comment fields by placing your cursor in the Comments field and doing one of the following:
   - Click the Insert Row toolbar button
   - Press the F7 key
   - Select Edit, Insert Row

6. Click the Standard button to open the Standard Comments dialog.

   - From the Std Type drop-down selection list, choose **PO - Purchase Order Comments** and click the OK button.
• From the Comment ID drop-down selection list, choose 17- Vendor Add and click the OK button.

• Click the OK button.

7. The Comments area of the Comments panel now includes a template for entering information about the vendor you wish to have added to the system database. Enter the vendor details.
8. Click the Save toolbar button to save the update to your requisition and your request to add a vendor to the system.

**Marking an Existing PO as a Confirming Order**

When a purchase order is created to confirm an order already called in to a vendor, a comment must be added to the Comments panel to indicate to the Purchasing Office and the vendor that the order is a confirming order and should, therefore, not be duplicated.

✔ **To mark a Direct PO as a confirming order:**

1. Select **Go, Administer Procurement, Manage Purchase Orders**.

2. Select **Use, Purchase Order, Comments, Update/Display** from the menu bar. The Update/Display Search List displays.

3. Enter the purchase order number in the Purchase Order field, or select the PO number from the field’s selection list, and click the OK button.

   The Comments panel for the purchase order you specified displays.
4. Click the Load Comments panel button. The Comments fields display.

5. If comments have already been defined for this purchase order, insert a new row of comment fields by placing your cursor in the Comments field and doing one of the following:
   - Click the Insert Row toolbar button
   - Press the F7 key
   - Select Edit, Insert Row
6. Check the Send to Vendor checkbox to include this comment on the hardcopy purchase order that will be sent to the vendor.

7. In the Comment field, enter the following comment:

   Confirming Order - Do Not Duplicate.

8. Click the Save toolbar button to save the changes.

Deleting a Pending Purchase Order

If a purchase order is created and saved, but has yet to have any approvals, the purchase order can be deleted from the PS Financials database. The following procedure describes how to delete a pending purchase order.

To delete a pending purchase order:

1. Select Go, Administer Procurement, Manage Purchase Orders. The Purchase Order window and menu bar items display.

2. Select Use, Purchase Order, Header, Update/Display from the menu bar.

3. A dialog displays prompting for a purchase order number. Enter the number for the purchase order you wish to delete and click the OK button.

The Purchase Order panel group opens, displaying the fields of the Header panel.
4. Click the Delete Document button to delete the purchase order.

5. When you receive the following verification message, click the Yes button to indicate that you wish to delete the purchase order.

6. When you receive the following informational message, click the OK button.

The purchase order is deleted from the system.
Inquiring on the Status of an Order

After a requisition or purchase order is completed and saved, its progress can be tracked using the various panels and inquiries expressly designed for this purpose.

Viewing the Approval Route

Immediately following the completion of an order, it is recommended that you access the Approval Process panel and review the required approval route for your requisition or purchase order. During the course of approval this panel enables you to identify who has already approved and passed along your order.

Checking on the Current Processor

During the course of purchasing approval, the Current Processor inquiry enables you to determine who is currently working on your order.

Each of these panels is described in the sections that follow.

Viewing the Approval Path for a Req or PO

An approval path is the required route a requisition or purchase order travels before final approval and ultimate dispatch to a vendor. The type of approval path assigned to an order depends on the requester’s approval level, the department approval model, the total amount for the items requested, and the type of items ordered.

Approval path details for a requisition and purchase order are provided on the Amount Approval - Approval Process panel and include:

- the type of approval required (i.e. Level V Amount Approval),
- the approval steps required,
- the status of each approval step (pending or approved), and
- the step up to which the requisition or PO has successfully passed through in the approval cycle.

The first procedure describes how to access the Amount Approval panel for a requisition; the second procedure shows the same for a purchase order.
To view the approval path for a requisition:

1. Select **Go, Administer Procurement, Requisition Items**.

2. Select **Use, Amount Approval, Req Approval Process** from the menu bar.

3. A dialog displays prompting for a requisition number.

   Enter the requisition number in the Requisition ID field.

4. The Req Approval Process panel for the chosen requisition displays.

   **Figure 18: Req Approval Process Panel**
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**Appr Path**

Appr Path indicates the approval path for the current requisition. In the sample panel, the requisition must follow the Level V Amount Approval path.

**Flags and Status**

The flags and status columns show the approval steps in the path that are required and the current status of each step, respectively. Valid values are:

- **P** indicates steps that are required and pending approval;
- **A** indicates steps that are required and have been approved;
- **N** indicates steps that are not required;
- **D** indicates the order was denied at this step in the approval process.

In the example, all required steps are pending, and ORPA and Special Approval (EHS) steps are not required.

**Next and Current Steps**

The Next Step field shows the next step in the approval path for the requisition in question. In the example, the approval process is awaiting the Next Step, which is a Requisition Amount Approval.

The Current Step field shows the approval step that has just occurred; Table 3 lists and describes each valid value for this field.

*Table 3: Table of Current Step Values*

<table>
<thead>
<tr>
<th>Step...</th>
<th>The most current approval activity was...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>No approval action has occurred.</td>
</tr>
<tr>
<td>2</td>
<td>An approval by a Level II approver.</td>
</tr>
<tr>
<td>3</td>
<td>An approval by a Level III approver.</td>
</tr>
<tr>
<td>4</td>
<td>An approval by a Level IV approver.</td>
</tr>
<tr>
<td>5</td>
<td>An approval by a Level V approver.</td>
</tr>
<tr>
<td>6</td>
<td>An approval by EHS or ORPA</td>
</tr>
<tr>
<td>9</td>
<td>An approval by the Purchasing Office</td>
</tr>
</tbody>
</table>

In the example, no Current Step is indicated, which means that the approval process for the requisition has yet to be initiated.
To view the approval path for a purchase order:

1. Select **Go, Administer Procurement, Manage Purchase Orders**.

2. Select **Use, Amount Approval, PO Approval Process** from the menu bar.

3. A dialog displays prompting for a purchase order number. Enter the PO number in the PO ID field.

4. The PO Approval Process panel for the specified purchase order displays.

![Figure 19: PO Approval Process Panel](image)

The information provided on this panel is identical to the information provided for requisitions on the Req Approval Process panel. For complete details about the fields and field values on this and the Req Approval Process panel, refer to page 128.

In the example, Level V PO Amount Approval is the approval path required for the current purchase order. According to the value in the Current field, the most current approval activity was an approval by a Level V user by the name of Kathleen Warren. The status of the Last Department Approver step and the status of the Level V Approval step indicate that both steps have been Approved. The Next Step field is blank; there is no next step.
Viewing the Current Processor for Your Order

Once a requisition or purchase order has entered the workflow (meaning the approvals have begun, but are not yet complete), you can inquire about the individual who is currently working on it. This individual is known as the current processor for your requisition or purchase order.

The steps that follow demonstrate how to access current processor details for a requisition and a purchase order. The first set of steps shows how to inquire on the current processor for a requisition; the second set is specific to purchase orders.

✔

To view the current processor for a requisition:

1. Select Go, Administer Procurement, Requisition Items.
2. Select Inquire, Req Current Processor from the menu bar.
3. A dialog displays prompting for a requisition number. Enter the requisition number in the Requisition ID field and click the OK button.

Note: If you receive the message 'No Matching Entries Found', the requisition has either not yet entered the workflow, or the requisition has already been approved. A requisition’s current status is indicated in the Status field, on the requisition’s Requisition Form panel.
4. The Req Current Processor panel for the requisition you specified displays.

![Req Current Processors Panel](image)

**Figure 20: Req Current Processors Panel**

This panel will show either the current processor for your requisition (the individual who selected your requisition and is in the process of approving it) or a list of approvers who are eligible to approve your requisition if it is waiting for an approver to select it.

In the example, a requisition was submitted on 1/26/2001, and is waiting for Requisition Amount Approval from one of the eligible approvers listed. When an approver selects your requisition, the Status changes to **Selected**.

✅ **To view the current processor for a purchase order:**

1. Select **Go, Administer Procurement, Manage Purchase Orders**.

2. Select **Inquire, PO Current Processor** from the menu bar.

3. A dialog displays prompting for a purchase order number. Enter the number in the Purchase Order field and click the OK button.
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Note: If you receive the message 'No Matching Entries Found', the purchase order has either not yet entered the workflow, or it has already been approved. The current status of a purchase order is indicated in the Status field, on the Header panel.

4. The PO Current Processor panel for the purchase order you specified displays.

Figure 21: PO Current Processors Panel
This panel will show either the current processor for your purchase order (as is the case in the example) or it will list the approvers who are eligible to approve your purchase order if it is waiting for an approver to select it.

In the example, a purchase order was submitted on 6/26/2000, and a Level V approver, by the name of RuthAnne Lavis, is in the process of approving the order.

**Printing Orders**

The procedures of this section describe how to print hard copies of requisitions and purchase orders.

**Printing Requisitions**

The Print PO and View SQR Output buttons on the Requisition Form panel enable you to print requisition details. Requisition details are initially exported to an SQR Viewer window where the requisition can be viewed online; from this window, the report can be printed to a printer. The Print PO button initiates the print process by launching and preparing the reporting application; View SQR Output runs the report and exports the requisition to an SQR Viewer window, where it can be ultimately printed to a printer.

**To print a requisition:**

1. Access the requisition you wish to print. Select **Go, Administer Procurement, Requisition Items**, then **Use, Requisitions, Requisition Form, Update**.

2. Click the Print PO button to initiate the printing process and start the SQR Viewer (this process is started in the background; do not expect any immediate changes to your screen display).
The View SQR Output button becomes enabled once the reporting application is ready.

3. Click the View SQR Output button to run the report and export the result to the SQR Viewer window.

4. To print the report to a printer, click the Print button in the toolbar for this window.
Printing Purchase Orders

As with Requisitions, Purchase Orders are generated through an SQR process and exported to an SQR Viewer window. For purchase orders, the panel buttons to initiate these processes are located through PO Workbench. The Print PO button initiates the print process by launching and preparing the reporting application; the View SQR Output button runs the report and exports the purchase order to an SQR Viewer window, where it can be printed to a printer.

To print a purchase order:

1. Select Go, Administer Procurement, Manage Purchase Orders.

2. Select Use, PO Workbench, PO Lookup from the menu bar. The PO Lookup panel displays.

3. Click the button to open the PO Lookup search dialog.
4. In the fields of the PO Lookup search dialog, enter identifying details about the PO you wish to print.

Tip! Entering a PO number returns an exact match.

5. Click the OK button to initiate a search for all purchase orders that match the specified criteria.
6. Check the checkbox that corresponds to the Purchase Order you wish to print.

7. Click the Print PO button to start up the SQR Viewer.

**Note:** All print requests are sent to an SQR Viewer; once verified in the SQR Viewer the result can then be printed to a printer.

8. Click the View SQR Output button, which becomes enabled when the system is ready to accept print requests.
9. The purchase order displays in the window of the SQR Viewer. Verify that the appropriate purchase order is displayed.

10. After verifying that the correct purchase order is displayed, you may print this report to your printer.

11. To print the report to a printer, click the Print button in the toolbar for this window.
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Chapter 4: Receiving

The Receiving Process

When you receive an order, you are required to acknowledge its receipt in the PeopleSoft Financials system. This acknowledgement is known in PeopleSoft Financials as a *receiver*. A receiver for an order:

- informs the Purchasing Office that you have received your order;
- documents any discrepancies between the original purchase order and the actual number of units received and accepted; and
- allows payment, by the Purchasing Office, to the vendor who supplied the order.

After a receiver is entered for an order, the Purchasing Office enters the vendor’s invoice details into the system. These pieces of information—receiver and invoice—in conjunction with the data from the original purchase order, are required for a verification process called *matching*. Matching is an automatic process that ensures that the information on the purchase order, receiving document or documents, and invoice all match. When all records correspond, payment for the order is made to the vendor.

**Tip!** A receiving inquiry and receiving report have been developed to help you identify purchase orders from your department that require receipt acknowledgement in the system in order for a vendor or vendors to be paid for goods or services rendered. For more information about the receiving inquiry, refer to “POs that Require Receiving”, on page 209. For more information about the receiving report, refer to “Receiving Reports”, on page 216.
Acknowledging Receipt of an Order

The following procedure steps you through the process of acknowledging the receipt of an order by entering a receiver in the system.

To acknowledge receipt of an order:

1. Select Go, Administer Procurement, Manage Shipments.

2. Select Use, Receive with Purchase Order, Receipt Items, Add from the menu bar.

3. A dialog displays prompting for a Business Unit code and Receiver ID number.

Since you are creating a new receiver, accept the defaults and click the OK button.

4. On the Receipt Items panel, click the Select Purchase Order button.

The Pick Purchase Order dialog displays.
5. In the Purchase Order field, enter the purchase order number for the order you received and click the Fetch PO Schedules button to display the items of the purchase order.

**Tip!** You may optionally search for a purchase order by the Ship To, Start Due Date and End Date fields. The date fields narrow the search to POs created within the specified due dates.

6. In the items list, check the checkboxes for every item you received, and click the OK button.

7. The Receipt Items panel redisplays and now includes a record row for each of the items you ‘checked’ in the previous dialog.
8. Enter the receiving details for the currently displayed line item (to display and enter details for an alternate line item, use the outer scroll bar to scroll through the line items records of the receiver):

- In the Recv Qty field (➊), enter the number of units received from the vendor. By default, the quantity of Recv Qty is the total number of items of that kind that have not yet been received.

- The Accept Qty (➋) field automatically defaults to the quantity in Recv Qty; enter the number of units you are accepting if different from the number received.
For items that you are rejecting (not accepting from the vendor):

- Click the line item Details button (③). The Receiver Scheduler Details dialog displays.

- In the Reject Qty field (④), enter the number of items you are rejecting.

- In the Rej Reason field (⑤), enter or select the code for the reason you are rejecting the item or items. Valid values are:

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description...</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAM</td>
<td>Damaged Goods</td>
</tr>
<tr>
<td>FAL</td>
<td>Failed Inspection</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete Shipment</td>
</tr>
<tr>
<td>LAT</td>
<td>Late Shipment</td>
</tr>
<tr>
<td>RLY</td>
<td>Early Shipment</td>
</tr>
<tr>
<td>WRG</td>
<td>Wrong Goods or Service</td>
</tr>
</tbody>
</table>

- In the Rej Action field (⑥), enter the code for the action that is being taken. Valid values are:

<table>
<thead>
<tr>
<th>Action Code</th>
<th>Description...</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Return for credit</td>
</tr>
<tr>
<td>D</td>
<td>Destroy</td>
</tr>
<tr>
<td>R</td>
<td>Return for replacement</td>
</tr>
<tr>
<td>V</td>
<td>Return to vendor</td>
</tr>
</tbody>
</table>

- If you have an RMA (or RA) number, enter the number in the RMA field (⑦).
Acknowledging Receipt of an Order

- In the Charge Back Description field (➑), enter details about the action being taken (i.e. Sent back via UPS #12345678, or Company salesman picked up on 1/12/01).

- Click the OK button.

9. Repeat step 8 for each of the line items you received in the current purchase order.

10. When you have finished entering all the items received, click the Save button to save the receiver.

Upon saving, the system assigns a unique Receiver number; make note of this number.

Should you need to update a receiver in the future, you can access it either by its originating purchase order number or by its assigned Receiver number.
Inquiring on a Receiver

This section provides an overview of the informational panels of the Receive with Purchase Order panel group: Item List, Accounting, Receipt Status and Status Detail.

Viewing the List of Items on a Receiver

The Item List panel of the Receive with Purchase Order panel group provides a complete list of items on the specified receiver. Figure 22 shows an example of the Item List panel.

Tip! The columns on this panel can be rearranged by selecting the column heading and ‘dragging’ the column to the new location on the panel. In the sample panel, the Long Descr column was relocated.
**Viewing Accounting Data for a Receiver**

The Accounting panel of the Receive with Purchase Order panel group provides pricing and payment information, per receiver line item. Figure 23 is an example of an Accounting panel, which shows the accounting details for Line Item 5 (1) of the receiver.

The Vnd Rept Qty and Vnd Accept Qty (2) fields show the number of units that were sent by the vendor and the number of units accepted by the receiver.

The payment details on this panel come from the purchase order. The Proj/Grt field (3) identifies the project grant being charged for the current item. The PO field (4) identifies the PO number to which the receiver applies.

**Tip!** To modify payment information, refer to the discussion about Electronic Interproject/grant Invoices (EII) in the Financials Reporting User Manual.
Chapter 4: Receiving

Viewing Receipt Status

The Receipt Status panel of the Receive with Purchase Order panel group shows the current status for a receiver. Figure 24 shows an example Receipt Status panel.

![Receipt Status Panel](image)

Figure 24: Receipt Status Panel

The Receipt Status panel is also the panel from which a receiver is canceled or a line of a receiver is canceled. For details about canceling a receiver or canceling a line of a receiver, refer to “Canceling a Receiver or Receiver Line”, on page 150.
Inquiring on a Receiver

**Status Detail**

The Status Detail panel of the Receive with Purchase Order panel group shows whether the receiver has been used for matching and shows whether the receiver has been **Received**, **Canceled**, or **Deleted**.

Figure 25 shows an example the Status Detail panel.
Canceling a Receiver or Receiver Line

The procedures in this section step you through the process of canceling a line of a receiver and an entire receiver.

Canceling a Line in a Receiver

The procedure in this section steps you through the process of canceling a receiver line.Canceling a receiver line does not cancel the line item on the purchase order, instead, it makes it possible to cancel the line item on the purchase order; line items cannot be canceled on a purchase order if receiving has taken place.

To cancel a receiver or a receiver line:

1. Select Go, Administer Procurement, Manage Shipments.
2. Select Use, Receive with Purchase Order, Receipt Status, Update/Display from the menu bar.
3. Select the receiver containing the receiver line you wish to cancel:
   - In the Purchase Order field, enter the number of the purchase order for which the receiver was created.
   - Click the Search button to list all of the receivers created against the purchase order.
Canceling a Receiver or Receiver Line

- Select the appropriate receiver from the list of receivers and click the OK button.

- The Receipt Status panel displays.

4. Display the Receiver Line details for the receiver line you wish to cancel (use the outside scroll bar to scroll through the list of receiver lines, if necessary.)

5. Cancel the Receiver Line by clicking the Cancel Item button.
This cancellation does not cancel the line item on the purchase order, it cancels its receipt on the receiver, thus making the line item available for cancellation on the purchase order.

6. You will receive the following message:

7. Click the Yes button to cancel the line and continue.

8. Repeat steps 4 and 5 for each additional receiver line you wish to cancel.

9. When you have finished canceling all of the receiver lines you wish to cancel on the current receiver, click the Save button to save the updated receiver.
**What's Next?**

Now that you have finished canceling the receiver lines on a receiver, you may want to access the PO Activity Summary panel to ensure that the receiver lines you canceled are, in fact, canceled.

To navigate to this panel, select **Go, Administer Procurement, Manage Purchase Orders**, then select **Inquire, PO Activity Summary** from the menu bar. The following figure shows the PO Activity Summary panel for the purchase order for which a line item receiver was canceled.

Use the outside scroll bar to ‘scroll’ to the line item in the purchase order for which you canceled the receiver.
Canceling an Entire Receiver

The procedure in this section steps you through the process of canceling an entire receiver. Canceling a receiver does not cancel the items on the purchase order, instead, canceling a receiver, makes it possible to cancel items on a purchase order that were previously received.

To cancel a receiver or a receiver line:

1. Select Go, Administer Procurement, Manage Shipments.

2. Select Use, Receive with Purchase Order, Receipt Status, Update/Display from the menu bar.

3. Select the receiver you wish to cancel:

   • In the Purchase Order field, enter the number of the purchase order for which the receiver was created.

   • Click the Search button to list all of the receivers created against the purchase order.

   • Select the appropriate receiver from the list of receivers and click the OK button.
4. The Receipt Status panel displays. Cancel the entire receiver by clicking the Cancel Receipt button.

This cancellation does not cancel the line items on the purchase order, it cancels the receipt of the line items on the receiver, thus making the line items available for cancellation on the purchase order.

5. You will receive the following message:

6. Click the Yes button to cancel the receiver and continue.

7. Click the Save button to save the changes to the receiver, in this case the cancellation of the receiver.
Chapter 4: Receiving

What’s Next?

Now that you have finished canceling the receiver, you may want to access the PO Activity Summary panel to verify that the receiver has been canceled.

To navigate to this panel, select Go, Administer Procurement, Manage Purchase Orders, then select Inquire, PO Activity Summary from the menu bar. The following figure shows the PO Activity Summary panel for the purchase order for which a line item receiver was canceled.

![PO Activity Summary Panel](image)

Use the outside scroll bar to ‘scroll’ through the line items in the purchase order, and verify that the receipt has been canceled for each receiver line.
Change Orders

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Once a purchase order is dispatched, all changes and cancellations to the order must be made in the form of a formal request known as a Change Order. To create a Change Order, the purchase order must be in Dispatched status and must be in the current fiscal year. In addition, the line item or items you wish to change on a dispatched purchase order must be in an Open or Active state.

Before attempting to create a Change Order for a purchase order, you should always ensure that the purchase order meets these change restrictions.

**Note:** Once a purchase order is budget checked (during the Approval process), its accounting information (Acct, Dept, Project Grant, etc.) cannot be changed. When modifications are necessary after payment has been made, an II must be created to change the accounting information.

The following sections include procedures that show you how to check a purchase order and ensure that a Change Order can be created.

### Is the PO Dispatched?

To complete a formal Change Order, the status of the PO must be **Dispatched**. The following procedure shows how to verify the status of the purchase order you wish to change.

**To determine the status of your purchase order:**

1. Select Go, Administer Procurement, Manage Purchase Orders.
2. Select Inquire, Purchase Order, Header from the menu bar.
3. The Update/Display - Purchase Order window displays. In the Purchase Order field, enter the number for the purchase order you wish to investigate and click the OK button.
   
   You may also use the search fields on this dialog to search for the purchase order number.
4. The Status field shows the current status of the purchase order.
Before Change Orders are Made

If the purchase order has a status of:

**Dispatched**  
A Change Order can be entered for the purchase order.

**Pending Approval**  
The Change Order must wait until the order is approved and dispatched. You may optionally contact the current processor for the PO and request that he or she make the necessary modifications for you.

**Complete**  
A Change Order cannot be entered.

**Canceled**  
A Change Order cannot be entered.

**Is the PO in the Current Fiscal Year?**

Change orders can only be made to purchase orders created in the current fiscal year or rolled into the current fiscal year—July through June. The following procedure shows how to determine the fiscal year a purchase order was created in or rolled into.

1. Select **Go, Administer Procurement, Manage Purchase Orders**.
2. Select **Inquire, Purchase Order, Header** from the menu bar.
3. The Update/Display - Purchase Order window displays. In the Purchase Order field, enter the number for the purchase order you wish to investigate and click the OK button.
4. The Header panel for the specified purchase order displays. The Acctg Date field shows the fiscal year associated with the purchase order.

If the date in the Acctg Date field falls within the current fiscal year (July-June), a change order can be entered for the purchase order.

If the date in the Acctg Date field does not fall within the current fiscal year (July-June), a change order cannot be made.

Are the PO Lines Open or Active?

To make modifications to an existing line, the status of the line must be Open or Active. If the line you wish to change is Closed or Canceled, the line item cannot be changed.

To check the status of a line item:

1. Select Go, Administer Procurement, Manage Purchase Orders.
2. Select Inquire, Purchase Order, Distrib from the menu bar. The Distrib panel displays for the specified purchase order.
Before Change Orders are Made

3. Locate the line item you wish to change or cancel; use the outside scroll bar to ‘scroll’ through the list of line items if necessary.

4. When the appropriate line item is displayed, click the More Distrib Info button.

5. The Distribution Details dialog for the line item displays.
Chapter 5: Change Orders

If the status of the line is Open or Active, the line item can be changed. Be sure to check every line in the purchase order that you need to change.

If the status of the line is Closed or Canceled, you cannot change the line item.

Are Receiving, Invoicing or Matching Complete?

To request changes to the line items of a purchase order, you must determine whether receiving, invoicing, and/or matching for the line item are complete.

Invoicing and Matching

If the line item has been invoiced and matched, the only change permitted is the addition of a line item to the purchase order. You cannot modify or delete a line item once it has been invoiced or matched.

Receiving

If the line item has been received, but not invoiced or matched, changes can be made to the line item, but only after the receiver or receiver line for the line item is canceled. For more information on canceling a receiver or receiver line, refer to “Canceling a Receiver or Receiver Line”, on page 150.

To check if PO lines are received, invoiced, and matched:

1. Select Go, Administer Procurement, Manage Purchase Orders.

2. Select Inquiry, PO Activity Summary from the menu bar.

3. The Update/Display - Purchase Order window displays. In the Purchase Order field, enter the number for the purchase order you wish to investigate and click the OK button.
4. The PO Activity Summary inquiry panel for the specified purchase order displays.

5. Locate the line item you wish to change, using the scroll bar to scroll through the list of items if necessary, and click the Fetch button to retrieve the Receipt, Invoice, and Matched details for the line item.

If Invoicing and Matching for the line item are complete, the line item cannot be changed.

If Receipt for the line item is complete, the item can be changed, but only after the receiver for the line item is canceled. For more information on canceling a receiver or receiver line, refer to “Canceling a Receiver or Receiver Line”, on page 150.
In the example, no activity has been logged for Receipt, Invoice, or Matched activity; a Change Order can be created for the current line item.

6. Repeat step 5 for every line item, to determine whether changes can be made to the line items you wish to change in the purchase order.

**Changes**

The procedures included in this section step you through the process of creating a formal Change Order to request a change to a purchase order that is in Dispatched status. The types of changes discussed in this section include line item changes and line item additions to a purchase order.

**Important!** Changes Orders are restricted to purchase orders in Dispatched status, and in the current fiscal year. In addition, the line item or items you wish to include in the Change Order must be in an Open or Active state.

Before you attempt to create a Change Order for any purchase order, you should always ensure that the purchase order meets the requirements for Change Order changes. Refer to “Before Change Orders are Made”, on page 158, for complete details.

**Changing a Line in a PO**

Change Orders for line item changes can only be made to the ‘unmatched’ line items of a purchase order. For example, if ten units were ordered, and six of the ten ordered were received and matched, the order quantity can only be reduced by up to four units, thereby canceling the items that have yet to be received and matched.

The procedure in this section describes how to change an unmatched line of a purchase order.

**To change a line of a purchase order:**

1. Select **Go, Administer Procurement, Manage Purchase Orders**.

2. Select **Use, Purchase Order, Lines, Update/Display** from the menu bar. The Update/Display Search List displays.
3. Enter the purchase order number in the Purchase Order field, or select the PO number from the field’s selection list, and click the OK button.

![Purchase Order Panel]

The Lines panel for the purchase order you specified displays.

4. Click the Line Fetch button to retrieve the line items of the purchase order.

![Line Fetch Button]

5. Click the Header panel tab to display the Header panel and click the Create Header Change button.
6. In the Process Control Option area of the panel, verify that the dispatch method is correct:

   - To send a change order copy to the vendor, the Dispatch Method should be set to **Print** or **Fax**.
   - If the vendor has already been notified of the change by phone (or the vendor instructed you to make the change), the Dispatch Method should be set to **Phone**, in which case no vendor copy is sent.

7. Redisplay the Lines panel; select the Line panel tab.
8. To initiate changes to a line item:

- Locate the line item you wish to change and click the Line Details button for that item. The Line Details panel displays.

- Click the Create Line Change button to ready the line item for changes.

- Click the OK button.

9. The Lines panel redisplay; the line item you ‘marked’ is highlighted.

10. Make changes to the line item’s Item Description, UOM, and/or PO Qty field values, as necessary.
11. Price changes are made on the Schedule panel; to change a price for a line item:

- Select the Schedule panel tab to display the Schedule panel.
- Click the Load Schedules button to load the item schedule details for the item.

- In the Price field, enter the new price for the line item and press the Tab key (the system automatically calculates the extended amount in the Amount field).
- Select the Lines panel tab to return to the Lines panel.

12. Repeat steps 8 through 11 for each item in the purchase order that requires changes.

13. Display the Comments panel by selecting the Comments panel tab, check the Send to Vendor checkbox, and enter a descriptive comment that summarizes the changes being made.

For details about adding Change Order comments, refer to “After Changes are Made”, on page 182.

14. Click the Save toolbar button to save the modified purchase order.
15. Since you changed the purchase order, you must re-initiate the approval process:

- Select **Use, Amount Approval, Approval** from the menu bar. The Amount Approval window displays.
- In the Comments field, enter any comments or details you wish the approver of this purchase order to make note of.
- After confirming the purchase order number and total, click the **Save** button or select **File, Save** from the menu bar to route the purchase order to the next approver.

16. When you receive the following message, click the **OK** button:

**THIS PO HAS MOVED TO THE NEXT APPROVAL STEP**

Your purchase order submission was successful and has entered the purchasing workflow.

**Note:** If you have approval authority, you will instead receive the message, **THIS PO MUST PASS BUDGET CHECKING BEFORE FINAL APPROVAL**. Refer to “Budget Checking Requisitions and POs”, on page 186, for instruction on how to perform budget checking for this purchase order.
Adding a Line to a PO

A line can be added to any existing purchase order that is in Dispatched status and is in the current fiscal year. Receiving, Invoicing, and Matching activities are irrelevant.

The following procedure steps you through the process of adding a line item or multiple line items to an existing purchase order.

To add a line to an existing purchase order:

1. Select Go, Administer Procurement, Manage Purchase Orders.

2. Select Use, Purchase Order, Lines, Update/Display from the menu bar. The Update/Display Search List displays.

3. Enter the purchase order number in the Purchase Order field, or select the PO number from the field’s selection list, and click the OK button.

4. The Lines panel for the purchase order you specified displays.

5. Click the Line Fetch button to retrieve the line items of the purchase order.
6. Click the Header panel tab to display the Header panel and click the **Create Header Change** button.

7. Set Default information for the new line item:
   - Click the **Purchase Order Defaults** button to display the Purchase Order Defaults dialog.
Chapter 5: Change Orders

- Enter Department, Project/Grant, and Fund details for the new line item.
- Click the OK button.

8. In the Process Control Option area of the panel, verify that the dispatch method is correct:
   - To send a change order copy to the vendor, the Dispatch Method should be set to **Print** or **Fax**.
   - If the vendor has already been notified of the change by phone (or the vendor instructed you to make the change), the Dispatch Method should be set to **Phone**, in which case no vendor copy is sent.

9. Redisplay the Lines panel; select the Line panel tab.

10. Place your cursor in the last line item row and insert a blank row by clicking the **Insert Row** toolbar button, selecting **Edit, Insert Row** from the menu, or pressing the F7 key.
11. Enter the details for the item you wish to add to the purchase order as you normally would on any direct purchase order. Remember to enter price information on the Schedule panel and the Category ID on the Details panel.

12. Repeat steps 10 and 11 for each line item you wish to add to the purchase order, changing defaults on the Header panel as you did in step 7, if necessary.

13. Display the Comments panel by selecting the Comments panel tab, check the Send to Vendor checkbox, and enter a descriptive comment that summarizes the changes being made.

   For details about adding Change Order comments, refer to “After Changes are Made”, on page 182.

14. When you are finished adding all the lines you wish to add to the purchase order, click the Save button to save the purchase order changes.

15. Initiate the approval process for the changed purchase order.

   • Select **Use, Amount Approval, Approval** from the menu bar. The Amount Approval window displays.

   • In the Comments field, enter any comments or details you wish the approver of this purchase order to make note of.

   • After confirming the PO number and total, click the Save button or select File, Save from the menu bar to route the purchase order to the next approver.

16. When you receive the following message, click the **OK** button:

   **THIS PO HAS MOVED TO THE NEXT APPROVAL STEP**

   Your purchase order submission was successful and has entered the purchasing workflow.

   **Note:** If you have approval authority, you will instead receive the message, **THIS PO MUST PASS BUDGET CHECKING BEFORE FINAL APPROVAL**. Refer to “Budget Checking Requisitions and POs”, on page 186, for instruction on how to perform budget checking for this purchase order.
Chapter 5: Change Orders

Cancellations

The procedures included in this section step you through the process of creating a formal Change Order to either cancel a line of a purchase order in Dispatched status, or cancel an entire purchase order in Dispatched status.

**Important!** Cancellation requests through Changes Orders are restricted to purchase orders in Dispatched status, and in the current fiscal year. In addition, the line item or items you wish to cancel must be in an Open or Active state.

Before you attempt to create a Change Order for any purchase order, you should always ensure that the purchase order meets the requirements for Change Order cancellations. Refer to “Before Change Orders are Made”, on page 158, for complete details.

### Canceling Lines in PO

The procedure in this section describes how to cancel a line in a purchase order.

![Checkmark]

**To cancel a line of a purchase order:**

1. Select **Go, Administer Procurement, Manage Purchase Orders**.
2. Select **Use, Purchase Order, Lines, Update/Display** from the menu bar. The Update/Display Search List displays.
3. Enter the purchase order number in the Purchase Order field, or select the PO number from the field’s selection list, and click the OK button.
The Lines panel for the purchase order you specified displays.

4. Click the Line Fetch button to retrieve the line items of the purchase order.

5. Click the Header panel tab to display the Header panel and click the Create Header Change button.
6. In the Process Control Option area of the panel, verify that the dispatch method is correct:
   
   - To send a change order copy to the vendor, the Dispatch Method should be set to Print or Fax.
   
   - If the vendor has already been notified of the change by phone (or the vendor instructed you to make the change), the Dispatch Method should be set to Phone, in which case no vendor copy is sent.

7. Redisplay the Lines panel; select the Line panel tab.

8. To initiate a change to a line item, in this case a cancellation:
- Locate the line item you wish to cancel and click the Line Details button for that item. The Line Details panel displays.

- Click the Cancel button to cancel the line item.

- Click the OK button.

9. The Lines panel redisplay; the line item you ‘marked’ is highlighted.

10. Repeat steps 5 through 9 for each line item in the purchase order that you wish to cancel.
11. Display the Comments panel by selecting the Comments panel tab, check the Send to Vendor checkbox, and enter a descriptive comment that summarizes the changes being made.

For details about adding Change Order comments, refer to “After Changes are Made”, on page 182.

12. When you have finished canceling all of the line items, click the **Save** button to save the changed purchase order.

13. Since you have modified the purchase order, you must re-initiate the approval process:

   - Select **Use, Amount Approval, Approval** from the menu bar. The Amount Approval window displays.
   
   - In the Comments field, enter any comments or details you wish the approver of this purchase order to make note of.
   
   - After confirming the purchase order number and total, click the **Save** button or select **File, Save** from the menu bar to route the purchase order to the next approver.

14. When you receive the following message, click the **OK** button:

   **THIS PO HAS MOVED TO THE NEXT APPROVAL STEP**

   Your purchase order submission was successful and has entered the purchasing workflow.

   **Note:** If you have approval authority, you will instead receive the message, **THIS PO MUST PASS BUDGET CHECKING BEFORE FINAL APPROVAL**. Refer to “Budget Checking Requisitions and POs”, on page 186, for instruction on how to perform budget checking for this purchase order.
Canceling an Entire Purchase Order

The procedure in this section steps you through the process of canceling an entire purchase order. An entire dispatched purchase order can be canceled through a formal Change Order if:

- the purchase order is ‘Dispatched’ and posted;
- the purchase order is in the current fiscal year; and
- all line items of the purchase order do not have any Receipt, Invoice, or Matched activity.

If a line item or line items of a dispatched purchase order have been ‘Received’ in the system, the Receiver for the line item or line items can be canceled to allow for the cancellation of an entire purchase order. For more details about canceling receivers and receiver lines, refer to “Canceling a Receiver or Receiver Line”, on page 150.

If partial Invoicing and Matching activity was performed, the entire purchase order cannot be canceled. However, you are permitted to cancel the line items of the purchase order that have yet to be Invoiced and Matched. Refer to “Canceling Lines in PO”, on page 174, for details.

Important! Before you cancel a purchase order, if you wish to send a formal notice of cancellation to the vendor, you must initiate a header change on the Purchase Order Header panel by clicking the Create Header Change button and then clicking the Save button.

To cancel an entire purchase order:

1. Select Go, Administer Procurement, Manage Purchase Orders.
2. Select Use, PO Workbench from the menu bar.
3. Click the **Select** button to open the search dialog for selecting a purchase order.

4. In the PO field, enter the number for the PO you wish to delete and click the **OK** button.

   ![PO Lookup Screen]

   If you enter a PO number in the PO field, the search results in a single match; if you opt to enter alternate search criteria, the search most often results in a list of matches.

5. The PO Lookup field redisplay. Locate and check the checkbox for the purchase order you wish to cancel.
6. Click the Cancel button to cancel the purchase order that is ‘checked’ in the list.

7. When you receive the message:

![Message](image)

Click the Yes button to indicate that you wish to cancel the selected purchase order; the purchase order is canceled.

8. If you are canceling a purchase order that was sourced from a requisition, you will receive the message:

![Message](image)

Click the No button to indicate that you do not wish to resource the purchase order.
After Changes are Made

When changes or cancellations to a dispatched purchase order are requested through a formal Change Order process, a header comment summarizing the change should be added to the Change Order to inform the Central Office and vendor of the change.

The following procedure steps you through the process of adding a comment to a Change Order.

To add a comment summarizing the changes:

1. Navigate to the Comments panel by selecting *Use, Purchase Order, Comments* from the menu bar.

   The Comments panel for the current purchase order displays.

2. Click the *Load Comments* panel button to display the Comments fields.

3. If comments have already been defined for the purchase order, insert a new row of comment fields by placing your cursor in the Comments field and doing one of the following:
   - Click the *Insert Row* toolbar button
   - Press the F7 key
   - Select *Edit, Insert Row*
4. Check the Send to Vendor checkbox to include this comment on the hardcopy purchase order that will be sent to the vendor.

5. In the Comment field, enter a brief description of the change or changes that were made to the purchase order.

   For example, you might enter the following:

   **Canceling line 2 (#17985379G - Cvrall Isocal); please adjust your records and do not ship the units.**

   **Change Order: Price changed on line 5 (books) from $20.00 to $5.00.**

6. Click the Save toolbar button to save the changes.
Chapter 6: Approving Reqs and POs

Budget Checking Requisitions and POs

The following procedure shows how to budget check a requisition.

To budget check an approved document:

1. When you receive a message that prompts you to budget check a document, click the OK button; you are returned to the Approval panel.

2. Click the Process Edits button.

3. The edit process may take a while, but a message will be displayed to let you know the process has been initiated, and tell you how to check its progress.

4. Click the OK button to return to the Approval panel.

5. When the edit is complete, click the Refresh button to reload the panel group with the updated data.
6. Click the Budget Check button to start the budget check process. A dialog box displays to let you know the budget check has been initiated. Click the OK button to return to the Approval panel.

7. When the budget check is complete, a message is displayed indicating that the document successfully met budget checking requirements.

Tip! You can monitor the status of edit and budget checking processes using the Process Monitor. For details about using the Process Monitor, refer to “Checking on a Report’s Progress”, on page 221.

Click the Yes button to redisplay the Approval panel.

Note: If the budget check was unsuccessful, the document most likely contains a data entry error. Refer to “Investigating Budget Control Exceptions”, on page 236, for assistance in determining the BCM error and the action that should be taken to correct the error.

8. Click the Save button to save and refresh the Approval panel.

A successful approval after budget checking displays the Budget Check status as **Valid**, and the Approval Status as **Complete**.
Approving Orders from the Worklist

The Worklist is a feature that helps with the approval workflow process. For approvers, this worklist enables you to track the approval work that needs to be done, and enables you to organize the items into separate worklists according to the process that created them or the activity that you need to perform on them.

**Note:** The Worklist toolbar button may not appear on the toolbar on your desktop. This button applies to users with worklist approval authority. For instruction on adding this button to your toolbar, refer to “Adding Buttons to the Toolbar”, on page 31.

You can open the Worklist panel by clicking on the Worklist button on the toolbar. The Worklist panel resembles and works similarly to Windows Explorer. Each worklist appears as a separate folder in the folder tree in the left pane of the window; the items of a selected folder display in the right pane of the window.

**Tip!** The Process Monitor is a helpful tool that can show the progress of processes initiated while you are working in the worklist. To open the Process Monitor, select Go, PeopleTools, Process Monitor. The Process Monitor will not automatically start each time a process is initiated.

To open a worklist and select a document:

1. Select View, Navigator Display, Worklist to open the Worklist panel.

2. To display the worklists in the directory pane, double-click the Worklists folder.
Folders with a plus mark to their left contain items.

3. To display the items in the worklist you want to review, double-click the folder for that worklist. This displays the items in the item list pane, so you can choose which document to review and approve.

4. To work an item, you can either double-click the item in the item list pane, or select it and click the **Work It!** button (this button is dimmed until an item is highlighted).

   This opens the requisition or purchase order in Update/Display mode, in the Approval panel group.

**Saving and Approving a Worklist Item**

Documents are approved from the Amount Approval panel group. When a document is selected from the worklist, the document is displayed in the Approval panel; saving it here approves the document and changes the status of the document from **Pending Approval** to **Approved**.

**Note:** If changes are made to a document (in the Requisition panel group) after it has been selected from the worklist, the document changes must be saved and re-initiation of the approval process through the Amount Approval - Approval panel must be completed.
When you save and approve a document, you receive the message, **THIS REQUISITION HAS MOVED TO THE NEXT APPROVAL STEP.** Click the **OK** button.

Your requisition submission was successful and has entered the purchasing workflow, where it will be reviewed and processed by an approver for your project grant.

**Note:** If you have approval authority, you receive the message, **REQUISITION MUST PASS BUDGET CHECKING BEFORE FINAL APPROVAL.** Refer to “Budget Checking Requisitions and POs”, on page 186, for directions on how to perform budget checking for this requisition.
Adding a Buyer to the System…192
Closing Partially Paid Purchase Orders…193
Adding a Buyer to the System

The authority to add new Requesters and Buyers to the system has been granted to Department Manager class users. The following procedure steps you through the process of adding a new Requester or Buyer to the system.

To add a Requester/Buyer to the system:

1. Select Go, Administer Procurement, either Requisition Items or Manage Purchase Orders.

2. Select, Use, Add Buyer for Purchasing from the menu.

3. A dialog displays prompting for a Role User (Requester/Buyer).
   - Enter the name of the new user in Lastname,Firstname format (without spaces between the last and first names)
   - Click the OK button.

4. The Add Buyer dialog displays.
5. In the Ship To Location field, enter the appropriate Ship To Location for the new user, or select it from the field’s selection list.

**Tip!** You can short-list the selection list by entering the first few characters of the Ship To Location (most begin with the first three characters of the department name) and pressing Shift+F4, or you can perform an alternate key search by pressing Ctrl+F4. For more information, refer to “Alternate Search Options”, on page 42.

6. After selecting the Ship To Location, click the **Save** button.

The new Requester/Buyer has been added to the system. He or she may now create requisitions and purchase orders within the limit set by the authorized approval levels.

---

**Closing Partially Paid Purchase Orders**

Remaining purchase order encumbrances that may be listed on your Project Grant Statement must be released. The likely cause for these remaining encumbrances are due to purchase orders that are issued for a greater dollar amount than the PO Voucher (vendor's invoice) that was processed against it.

For example, a purchase order may be issued for $1,000, but the PO Voucher amount (vendor's invoice) received was for $700. The remaining encumbrance for the purchase order is $300. Under these circumstances, the purchase order will never ‘Complete’, since the expectation is that the remaining $300 will be billed at a later date.

In the event a purchase order with a remaining encumbrance is actually complete (no further activity against the purchase order is expected) a user can declare the dispatched purchase order as ‘ready for completion’. This indicates that the PO is to be included in the next PO reconciliation process, which completes the purchase order and liquidates the remaining encumbrance reflected on the project grant statement.

You can only declare purchase orders that have been partially received and matched as ‘ready for completion’. If a purchase order has not had any receiving or matching activity, you must cancel the purchase order before the encumbrance can be released. For details about canceling a purchase order, see “Cancellations”, on page 174.
Important! The following procedure readies an entire purchase order for completion, not a specific line or lines. This function should not be used if any receipt or invoice activity is outstanding and expected for any of the purchase order’s line items.

To close a partially paid purchase order:

1. Select Go, Administer Procurement, Manage Purchase Orders.

2. Select Process, PU Complete Partial POs from the menu bar.

3. Enter or search for the number of the purchase order you wish to declare as ready for completion, and click the OK button.

   ![PU PO Complete Partial POs](image)

   ![Update/Display - PU Complete Partial POs](image)

4. The PU PO Complete panel for the purchase order you selected displays.

   Note: Only purchase orders meeting the criteria for ‘completion’ are available in the search; once a purchase order is marked ‘ready for completion’ it cannot be accessed from this list.
5. After verifying that you are viewing the correct purchase order details, click the Save button to mark the purchase order as ‘ready for completion’.

6. When you receive the following message, click the OK button.

You have finished marking a purchase order as ‘ready for completion’. The encumbrance remaining for this purchase order will be released following the next run of the PO Reconciliation process. The PO Reconciliation (PO RECON) process is run each night, however, purchase orders are not eligible for PO reconciliation until five days after the date on which a purchase order’s last activity occurred (for example, a matching process or a save).
Inquiries

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PeopleSoft Purchasing Inquiries

This chapter introduces you to the various inquiries that can be initiated to inquire on the purchasing process—from approval to payment—and includes inquiries about the status of requisitions, purchase orders, and receivers.

The following sections introduce you to the most frequently used inquiries. All inquiries are available from the Inquiry menu, which is located on the various PeopleSoft Financials panel groups.

Requisition and Purchase Order Inquiries

Requisition and purchase order inquiries enable you to identify and track the approval process for the requisitions and purchase orders you submit.

Current Processor

Once a requisition or purchase order has entered the workflow (meaning the approvals have begun, but are not yet complete), you can inquire on its current processor. The Current Processor inquiry panel will show either the current processor for your document (the individual who selected your document and is in the process of approving it) or a list of approvers who are eligible to approve your document if it is waiting for an approver to select it.

The Current Processor inquiry is initiated by selecting Req Current Processor or PO Current Processor from the Inquiry menu of the Requisition Items or Manage Purchase Order windows, respectively.

Note: If you receive the message, 'No Matching Entries Found', when initiating the Current Processor inquiry, the requisition or purchase order has either not yet entered the workflow or has already been approved. A requisition’s current status is shown in the Status field on the Requisition Form panel; a purchase order’s current status is shown in the Status field on the Header panel.

The following figure shows an example of the Current Processors inquiry for a requisition.
In the example, a requisition was submitted on 1/26/2001, and is waiting for Requisition Amount Approval from one of the eligible approvers listed. When an approver selects your requisition, the Status changes to **Selected**.

The following figure shows an example of the Current Processors inquiry for a purchase order.

In the example, a purchase order was submitted on 6/26/2000, and a Level V approver, by the name of RuthAnne Lavis, is in the process of approving the order.
Chapter 8: Inquiries

Requisition and PO Approvals

The approval roles involved in the approval process of a requisition or purchase order varies and depends on the requester’s approval level, the department approval model, the total amount for the items requested, and the type of items ordered.

Approval Roles

The following table describes the eight possible approval roles.

<table>
<thead>
<tr>
<th>Approval Role…</th>
<th>Description…</th>
</tr>
</thead>
</table>
| Department Approval - Level II - V | The Department Approval role includes several levels of approval. For requisitions, the levels and approval limits are:  
  • Level II - up to $500  
  • Level III - up to $2,500  
  • Levels IV & V - unlimited requisition approval  
  For purchase orders the level and approval limits are:  
  • Level II - up to $500  
  • Levels III, IV and V - up to $1,000 for non-master items; up to $5,000 for master items (catalog items)  
  **Note:** Level V is only used by departments that have a Central Business Office reviewing all purchasing transactions. |
| Special | The Special (Environmental Health & Safety) approval role is only used when special category approvals are required. For example, a radioactive request cannot be made without first getting ‘Special’ approval. This special approval role has no dollar amount approval levels, only category approvals. |
| ORPA | The Office of Research and Project Administration (ORPA) approval role is only necessary when the project grant(s), account(s) and dollar amount(s) for a requisition meet certain criteria. For example, any 40 or 60 fund with a 28x account with a dollar amount greater than $2,500. |
| Purchasing Approval | Purchasing Approval is needed for transactions that must be finalized by the Purchasing Office. For example, for requisitions with an unknown vendor or price; Purchasing will price and select the appropriate vendor. |
Approvals Panel

The Approvals inquiry shows the approval details for a requisition or purchase order and includes:

- the approval steps required
- the status of each approval step (pending or approved)
- the approver for each approval step

Unlike the Approval Process panels, the Approvals inquiry provides a history of a document’s approval process; the Approval Process panel only tracks the process to final approval.

This inquiry is initiated by selecting **Inquire, PU Requisition Approvals** or **Inquire, PU PO Approvals** from either the Requisition Items menu bar or the Manage Purchase Orders menu bar. An example PU Requisition Approvals inquiry is shown in the following figure.

The sample requisition requires two approvals: a Department Approval and a Level V approval. Each has been approved by an approver by the name of Kathleen Warren.

In the next example, the requisition requires a three-step approval process. The Special Approval step is outstanding, as indicated by the status indicator P (pending).
**PO Cross-Reference**

The PO Cross-Reference inquiry provides a summary of the purchase orders generated for a specific requisition.

In the sample PO Cross Reference inquiry shown in Figure 26, a single purchase order containing two line items was generated for the requisition.

![Figure 26: PO Cross Reference Inquiry](image)

**Tip!** Clicking a line’s Detail button displays the line details in the lower portion of the screen.
In the sample PO Cross Reference panel in the following figure, no purchase order details are displayed, which means that purchase order(s) have not yet been assigned to the requisition.

Purchase order(s) may not have been assigned to the requisition for one of the following reasons:

- Approval and budget checking processes for the requisition are not yet complete. (To check the status of approval and budget checking, refer to the requisition’s Requisition Form and Header Comments panels, respectively.)

- The requisition is waiting to be sourced by the Purchasing Office. (For instructions on inquiring on the status of sourcing, refer to “Requisition Sourcing”, on page 205.)

- The last PO build process was run prior to the final requisition approval and budget check processes (approval, budget checking, and sourcing are complete); the requisition is waiting for the next run of the PO build process.
PO Document Status Inquiry

The PO Document Status Inquiry panel cross-references the related purchase order documents within the procure-to-pay process stream, drawing data from the payables and purchasing systems. This panel enables you to inquire on the status of ordering, receiving, and payment documents from a single location.

To access the Document Status Inquiry panel, select Go, Administer Procurement, Manage Purchase Orders, and then Inquire, PO Document Status Inquiry from the menu bar.

Figure 27: PO Document Status Inquiry

The document checkboxes on this inquiry panel are used to indicate the documents you wish to inquire on. Checking the All checkbox, results in an inquiry of all documents related to the current purchase order. The Load button retrieves these documents and lists them in the document list at the bottom of the panel.

To view additional details for any of the documents in the list, click the document’s Detail button. To view the document inquiry panel for a particular document in the list, click the document’s Go To button; a new window opens and displays the actual document (the inquiry panel will remain opened and unchanged).
Requisition Sourcing

Once a requisition is approved and budget checked, the requisition becomes available for requisition sourcing. Requisition sourcing is the final step in the requisition process before purchase orders are generated for requisitions. The process is scheduled to run twice a day, but may be manually run at other times, by certain individuals in the Purchasing Office.

To verify whether your requisition is available for requisition sourcing, and, in turn, the PO build process, you can inquire on its sourcing status through the PU Requisition Sourcing inquiry.

The Requisition Sourcing inquiry is initiated by selecting **Inquire, PU Requisition Sourcing** from the Requisition Items menu bar. A sample PU Requisition Sourcing inquiry panel is shown in Figure 28.

![Figure 28: Requisition Sourcing Inquiry](image)

If a sourcing record was found for the requisition, the name of the Purchasing Buyer responsible for sourcing your requisition is displayed. If no sourcing record was found for the requisition (no record is displayed) the requisition has either already been sourced to a purchase order or it has not yet been successfully approved and budget checked.

Refer to “Requisition and PO Approvals”, on page 200, for details about inquiring on the history of Approvals for your requisition. Display the requisition’s Header Comments panel to determine the status of budget checking for the requisition.
Inquiring on the Approval Process for a Document

An approval path is the required route a requisition or purchase order travels before final approval and ultimate dispatch to a vendor. Approval path details for a requisition and purchase order are provided on the Amount Approval - Approval Process panel and include:

- the type of approval required (i.e. Level V Amount Approval),
- the approval steps required,
- the status of each approval step (pending or approved), and
- the step up to which the requisition or PO has successfully passed through in the approval cycle.

This Approval Process panel is opened by selecting Use, Amount Approval, Req/PO Approval Process from the Requisition Items or the Manage Purchase Orders window. An example Approval Process panel for a requisition is shown in the following figure.

![Figure 29: Req Approval Process Panel](image)

Appr Path

Appr Path indicates the approval path for the current requisition. In the sample panel, the requisition must follow the Level V Amount Approval path.
Flags and Status

The flags and status columns show the approval steps in the path that are required and the current status of each step, respectively. Valid values are:

- **P** indicates steps that are required and pending approval;
- **A** indicates steps that are required and have been approved;
- **N** indicates steps that are not required;
- **D** indicates the order was denied at this step in the approval process.

In the example, all required steps are pending, and ORPA and Special Approval (EHS) steps are not required.

Next and Current Steps

The Next Step field shows the next step in the approval path for the requisition in question. In the example, the approval process is awaiting the Next Step, which is a Requisition Amount Approval.

The Current Step field shows the approval step that has just occurred; each valid value for this field is described in the following table.

*Table 4: Table of Current Step Values*

<table>
<thead>
<tr>
<th>Step...</th>
<th>The most current approval activity was...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>No approval action has occurred.</td>
</tr>
<tr>
<td>2</td>
<td>An approval by a Level II approver.</td>
</tr>
<tr>
<td>3</td>
<td>An approval by a Level III approver.</td>
</tr>
<tr>
<td>4</td>
<td>An approval by a Level IV approver.</td>
</tr>
<tr>
<td>5</td>
<td>An approval by a Level V approver.</td>
</tr>
<tr>
<td>6</td>
<td>An approval by EHS or ORPA</td>
</tr>
<tr>
<td>9</td>
<td>An approval by the Purchasing Office</td>
</tr>
</tbody>
</table>

In the example, no Current Step is indicated, which means that the approval process for the requisition has yet to be initiated.
The following figure shows an example of the Approval Process panel for a purchase order.

![Figure 30: PO Approval Process Panel](image)

In this example, Level V PO Amount Approval is the approval path required for the current purchase order. According to the value in the Current field, the most current approval activity was an approval by a Level V user by the name of Kathleen Warren. The status of the Last Department Approver step and the status of the Level V Approval step indicate that both steps have been Approved. The Next Step field is blank; there is no next step.
Receiving Inquiries

Receiving is a critical step in PeopleSoft Financials since in most cases vendors will not be paid unless receipt of shipment is acknowledged in the system.

In the PeopleSoft Financials system, receiving data should be entered immediately after a shipment is received and any necessary inspections are performed. The receiving process should not wait for notification, from the Purchasing Office, of receipt of the vendor’s invoice; waiting for notification from the Purchasing Office can delay the payment transaction by several weeks.

**POs that Require Receiving**

The POs Requiring Receiving inquiry enables you to generate a list of all purchase orders for which the receiving process is outstanding.

✅ **To display the POs Requiring Receipt panel:**

1. Select **Go, Administer Procurement, Manage Shipments**.
2. Select **Inquire, POs Requiring Receiving** from the menu bar.
3. Enter the appropriate search criteria and click the Search button.
Chapter 8: Inquiries

4. A list of all purchase orders that require receiving and satisfy the specified search criteria display in the search list.

![Image of Purchase Order List]

Select the first purchase order record from the list and click the OK button.

5. The POs Requiring Receipt panel displays showing the details of the first purchase order from the search list.

![Image of POs Requiring Receipt Panel]

6. To ‘page’ through the remaining purchase orders that require receiving, click the Next in List toolbar button.
If receiving has not been entered, or a mismatch is encountered when the vendor’s invoice is matched against the purchase order, a problem invoice is logged to the PO Voucher Exceptions panel by the Invoice Processing section of the Treasurer's Office. Once a problem is logged and saved, the department contact is automatically notified of the payment problem by email.

A department user can inquire on a payment processing exception through the PO Voucher Problems inquiry. This inquiry is initiated by selecting Inquire, Inquire PO Voucher Problems from the Manage Purchase Order window. Figure 31 is an example of the Inquire PO Voucher Problems inquiry panel.

![Figure 31: Inquire PO Voucher Problems](image)

The Inquire PO Voucher Problems panel is an inquiry only panel that shows when a request was sent to a department, what problem(s) occurred, and any comments. If multiple requests were sent, the outside scroll bar can be used to advance through these requests.

If the problem has since been closed (as indicated by a check in the Closed On checkbox), the date on which the problem was closed and the voucher number assigned to the invoice are indicated.

The exception records are automatically archived (closed) after a voucher is successfully entered and saved.
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Departmental Reports

This chapter provides an overview of the reports that are available to assist with standard departmental purchasing activities. Departmental reports are provided for requisitions, purchase orders, and receiving; all are discussed in the sections that follow.

Requisition Reports

Requisition reports are accessed and run in PeopleSoft Financials by selecting Go, Administer Procurement, Requisition Items, and then Report from the menu bar.

Each of the requisition reports listed in the Report drop-down list is described in the following table.

<table>
<thead>
<tr>
<th>Requisition Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Print</td>
<td>The Requisition Print (PORQ010) report produces draft copies of requisitions (without accounting information). The reporting parameters for the Requisition Print report enable you to specify a single requisition (Requisition ID), or a group of requisitions based on a date range, a requester, or requisition status.</td>
</tr>
<tr>
<td>Requisition to PO XREF</td>
<td>The Requisition to PO XREF (POY1100) report produces a report of requisitions and corresponding PO numbers.</td>
</tr>
<tr>
<td>Special Approval Reqs</td>
<td>The Special Approval Reqs (ZPOC9981) report produces a listing of pending requisitions for Category code RAD37, which is used when purchasing radioactive materials.</td>
</tr>
<tr>
<td>Department Reports</td>
<td>There are two department reports from which to choose:</td>
</tr>
<tr>
<td></td>
<td>• Pu Rq Run Dept Org (ZPOC9017) - Requisition activity for a specific department</td>
</tr>
<tr>
<td></td>
<td>• Pu Rq Run Dept Prj (ZPOC9018) - Requisition activity for a specific project grant</td>
</tr>
</tbody>
</table>
**Purchase Order Reports**

Purchase Order reports are accessed and run in PeopleSoft Financials by selecting **Go, Administer Procurement, Manage Purchase Orders**, and then **Report** from the menu bar.

Each of the purchase order reports listed in the Report drop-down list is described in the following table.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Orders Print</td>
<td>The Purchase Orders Print (POPO005) report produces draft copies of purchase orders (without accounting information). The reporting parameters for the Purchase Orders Print report enable you to specify a single PO (PO ID), or a group of P0s based on date range, requester, or PO status.</td>
</tr>
</tbody>
</table>
| PO Listings               | The PO Listing report produces a list of purchase orders sorted by:  
  • Buyer (POY4012)  
  • Status (POY4013)  
  • Vendor (POY4011)  
  • Date (POY4010) |
| PO Detail Listings        | The PO Details Listing report produces a purchase order detail list sorted by:  
  • Buyer (POY4032)  
  • Date (POY4030)  
  • Vendor (POY4031) |
| PO Schedule Listings      | The PO Schedule Listings report produces purchase order "Due Date" detail sorted by:  
  • Buyer (POY4042)  
  • Date (POY4040)  
  • Vendor (POY4042) |
| PO to Requisition XREF    | The PO to Requisition Xref (POY4100) report produces a report of purchase orders and corresponding requisition numbers.  |
| Department Reports        | The Department reports are:  
  • Reports by Department (ZPOC9015) – a report of purchase order activity for a specific department  
  • Reports by Project Grant:  
    • Funds 40 and 60 (ZPOC9026)  
    • All funds (ZPOC9016)  |
Receiving Reports

The Receiving reports are accessed and run in PeopleSoft Financials by selecting Go, Administer Procurement, Manage Shipments, and then Report from the menu bar.

Each of the Receiving reports listed in the Report drop-down list is described in the following table.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiver Ship To Detail</td>
<td>The Receiver Ship to Detail (POY5010) report produces a receiver details report by Ship To location.</td>
</tr>
<tr>
<td>Receiver Delivery</td>
<td>The Receiver Delivery (POY5030) report produces a copy of a receiver</td>
</tr>
<tr>
<td>PO’s Requiring Receiving Rpt</td>
<td>The PO’s Requiring Receiving report produces a listing of all active purchase orders for which receipt acknowledgment in the PS Financials system is outstanding. The purchase order listing can be sorted by date, department, project grant, vendor, or buyer.</td>
</tr>
</tbody>
</table>
Running Reports

When a new report is run from the Report menu, you are prompted to enter and create what is known as a run control. A run control determines the parameters that are used when generating a report. For example, run control parameters may indicate a date range with which to limit the scope of a report, or run control parameters may limit the report to the activities of a particular requester.

These run controls also provide the means to define and reuse reporting parameters for reports that are run on a regular basis (for example, monthly or weekly). Once a run control for a particular report is created, it can be ‘reused’ to generate a subsequent report with the same predefined parameters.

When generating reports, you will also use the Process Scheduler and Process Monitor. The Process Scheduler is used to schedule reports, by indicating when and where to run a report. For example, you can schedule a report to run to a printer after normal working hours. The Process Monitor tracks the progress of a report and indicates its current status.

The following sections describe how to create a new run control and use an existing one.

Running a Report and Creating a New Run Control

New run controls are usually created the first time a report is run and when a report is being rerun, but requires different parameters that you wish to maintain separately from the original reporting instance. For example, you might create two run controls to use when running the PO Activity report: one for the entire department and one for only a portion of the department.

Note: You will be able to choose the run controls you create for subsequent reporting processes. “Running a Report Using an Existing Run Control”, on page 220, explains how to use an existing run control when running a report.
To run a report using a new run control:

1. Select the report you wish to run from the appropriate Report menu and then choose Add. The Add Run Control dialog box displays.

2. In the Run Control ID field, enter a name for the run control and click the OK button. Valid values are at most 30 characters in length and cannot include spaces or forward (/) slashes.

   ![Add Run Control Dialog Box]

   Note: To effectively reuse run controls, choose run control names that indicate the report and or reporting parameters used. For example, you may choose `ReqPrintPending` to name a run control that you will use whenever you run the Requisition Print report for all pending requisitions.

3. Parameter fields specific to the chosen report display. Enter or choose the appropriate parameters that will create the desired report.

   ![Parameter Fields]

   In the example, the parameters for the Requisition Report are displayed.

4. When all reporting parameters have been entered, click the Run button.
5. The Process Scheduler Request dialog box displays; schedule the report:

![Process Scheduler Request Panel](image)

- In the Date and Time fields, indicate when the report should run. By default, these fields are set to the current date and time; the report process will run immediately.

- In the Output Destination area, select the destination for the report:
  - If you are running a Crystal report, select **Window**; Crystal reports are printed to a printer from the Crystal window.
  - If you are running an SQR report, select **File**, or **Printer**; SQR reports cannot be sent to a window.

6. When you finish scheduling the report, click the **OK** button to run the report.
Running a Report Using an Existing Run Control

The following procedure shows how to use an existing run control when running a report. When using an existing run control, you may optionally update the existing parameters to satisfy your current reporting needs.

To run a report using an existing run control:

1. Select the report you wish to run from the appropriate Report menu, and then choose Update/Display. The Update/Display dialog box displays.

2. In the Run Control ID field, enter the name of the run control you wish to use (or click the Search button to display a list of available run controls from which to choose) and click the OK button.

3. The parameters that were used the last time the run control was run display.

4. Verify the current parameter values and make changes, if necessary.

5. Click the Run button to run the report.
6. The Process Scheduler Request dialog box displays; schedule the report:

- In the Date and Time fields, indicate when the report should run. By default, these fields are set to the current date and time; the report process will run immediately.

- In the Output Destination area, select the destination for the report:
  - If you are running a Crystal report, select Window; Crystal reports are printed to a printer from the Crystal window.
  - If you are running an SQR report, select File, or Printer; SQR reports cannot be sent to a window.

7. When you finish scheduling the report, click the OK button to run the report.

Checking on a Report’s Progress

Tip! The Process Monitor no longer automatically displays on your task bar when a process starts.

The Process Monitor tracks the status of all completed and pending Process Scheduler requests, including reporting requests. Some reporting processes take only a few moments, while others can take considerably longer.

The Process Monitor is opened by selecting Go, PeopleTools, Process Monitor from the menu bar. Figure 33 shows a sample Process Monitor display.
The Process Monitor lists the reporting processes you requested to run and shows the current status of each report.

<table>
<thead>
<tr>
<th>If the report process status is...</th>
<th>You can perform this Action...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
<td>Delete</td>
</tr>
<tr>
<td>Error</td>
<td>Delete</td>
</tr>
<tr>
<td>Hold</td>
<td>Queue</td>
</tr>
<tr>
<td>Initiated</td>
<td>Cancel</td>
</tr>
<tr>
<td>Processing</td>
<td>Cancel</td>
</tr>
<tr>
<td>Queued</td>
<td>Cancel, Hold</td>
</tr>
<tr>
<td>Success</td>
<td>Delete</td>
</tr>
<tr>
<td>Unsuccessful</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Canceling a process cancels the process and changes its status to Cancel; deleting a process removes it from the Process Monitor, completely.
Fund Codes

The following table summarizes the fund codes that are used when completing requisitions and direct purchase orders.

<table>
<thead>
<tr>
<th>Fund No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>General Funds</td>
</tr>
<tr>
<td>11</td>
<td>General Funds-Oper MM</td>
</tr>
<tr>
<td>20</td>
<td>Restricted Funds</td>
</tr>
<tr>
<td>40</td>
<td>Non-Government Sponsored Funds</td>
</tr>
<tr>
<td>60</td>
<td>Government Sponsored Funds</td>
</tr>
<tr>
<td>80</td>
<td>Plant Funds</td>
</tr>
<tr>
<td>99</td>
<td>Other</td>
</tr>
</tbody>
</table>

To satisfy budget checking, the specified fund code and project grant number must match. The correct fund code to use is derived from the first four digits of a project grant number, as illustrated in the following table.

<table>
<thead>
<tr>
<th>Project Grant Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 3 digits</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Digit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>80</td>
</tr>
<tr>
<td>80</td>
</tr>
<tr>
<td>80</td>
</tr>
<tr>
<td>80</td>
</tr>
</tbody>
</table>

The following procedure demonstrates how to use this table to determine the correct fund code for the project grant number you are charging.
To determine the correct fund code:

1. Identify the first three digits of the project grant number you are charging, and locate the table range in the first column that contains this number.

For example, the first three digits for project grant number 1264020 are 126. Therefore, row 100-499 is the correct row.

<table>
<thead>
<tr>
<th>Project Grant Number</th>
<th>First 3 digits</th>
<th>4th Digit</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-499</td>
<td>10 20 99 40 99 60 99 80 99 99</td>
<td></td>
</tr>
</tbody>
</table>

2. Locate the column heading that corresponds to the fourth digit (or thousandths position) of the project grant number. For example, for project grant number 1264020, the thousandths position is 4.

3. Find the intersection of the column and row to determine the correct fund code for the project grant number being charged. As shown in the following table, the correct fund code for our sample project grant code is 40.
The following table summarizes the Account Codes used by the Princeton University Treasurer’s Office. The accounts marked with an asterisk (for example, accounts 220-229) denote account codes that are frequently used in Purchasing and by department users.

<table>
<thead>
<tr>
<th>Account #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>General Ledger Debits</td>
</tr>
<tr>
<td>201</td>
<td>Faculty Salary</td>
</tr>
<tr>
<td>202</td>
<td>Professional Research Salary</td>
</tr>
<tr>
<td>203</td>
<td>Professional Technical Salary</td>
</tr>
<tr>
<td>204</td>
<td>Admin &amp; Other Technical Salary</td>
</tr>
<tr>
<td>205</td>
<td>Office Staff - Bi-Weekly B</td>
</tr>
<tr>
<td>206</td>
<td>Lab Shop Salary - Bi-Weekly A</td>
</tr>
<tr>
<td>207</td>
<td>Special Pay &amp; Shop Labor Sal</td>
</tr>
<tr>
<td>208</td>
<td>Student Wages</td>
</tr>
<tr>
<td>209</td>
<td>Assistants in Instr &amp; Research</td>
</tr>
<tr>
<td>210</td>
<td>Purchase/Sale Labor, Pooled Sal</td>
</tr>
<tr>
<td>211</td>
<td>Graduate Student Health Fees</td>
</tr>
<tr>
<td>212</td>
<td>Assistants in Research Tuition</td>
</tr>
<tr>
<td>213</td>
<td>Fellowship Tuition</td>
</tr>
<tr>
<td>214</td>
<td>Employee Benefits</td>
</tr>
<tr>
<td>215</td>
<td>Assistants in Instr Tuition</td>
</tr>
<tr>
<td>216</td>
<td>Scholarships</td>
</tr>
<tr>
<td>217</td>
<td>Prizes</td>
</tr>
<tr>
<td>218</td>
<td>Fellowships</td>
</tr>
<tr>
<td>219</td>
<td>Post-Doctorals</td>
</tr>
<tr>
<td>220*</td>
<td>Materials &amp; Supplies</td>
</tr>
<tr>
<td>221*</td>
<td>Books, Period, Subscript, Music</td>
</tr>
<tr>
<td>222*</td>
<td>Maintenance &amp; Repair Materials</td>
</tr>
<tr>
<td>223*</td>
<td>Conference &amp; Mtg Supplies (DFS)</td>
</tr>
<tr>
<td>224*</td>
<td>Minor Equip &amp; Art (Under $500)</td>
</tr>
<tr>
<td>225*</td>
<td>Spec Materials-DFS &amp; Athletics</td>
</tr>
<tr>
<td>226*</td>
<td>Spec Equip - DFS &amp; Athletics</td>
</tr>
<tr>
<td>Account #</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>227*</td>
<td>Spec Supplies-DFS &amp; Athletics</td>
</tr>
<tr>
<td>228*</td>
<td>Beverage - Food Serv Dept Only</td>
</tr>
<tr>
<td>229*</td>
<td>Food - Food Service Dept Only</td>
</tr>
<tr>
<td>230</td>
<td>Prof Fees, Consult, Honorarium</td>
</tr>
<tr>
<td>231*</td>
<td>Outside Purch Serv-Non Indiv</td>
</tr>
<tr>
<td>232</td>
<td>Purch Labor, Temporary Help</td>
</tr>
<tr>
<td>233*</td>
<td>Printing, Publish, Reprints, etc</td>
</tr>
<tr>
<td>234*</td>
<td>Maintenance &amp; Repair Service</td>
</tr>
<tr>
<td>235*</td>
<td>Rents/Demurrage-Space &amp; Equip</td>
</tr>
<tr>
<td>236*</td>
<td>Sub-Contracts over $25,000</td>
</tr>
<tr>
<td>237*</td>
<td>Duplicating/Copying - Internal</td>
</tr>
<tr>
<td>238</td>
<td>Legal Services</td>
</tr>
<tr>
<td>239*</td>
<td>Sub-Contracts $25,000 &amp; below</td>
</tr>
<tr>
<td>240*</td>
<td>Training Table - Ath Dept Only</td>
</tr>
<tr>
<td>241*</td>
<td>Trash Removal</td>
</tr>
<tr>
<td>242*</td>
<td>Laundry &amp; Dry Clean</td>
</tr>
<tr>
<td>243*</td>
<td>Publicity</td>
</tr>
<tr>
<td>244*</td>
<td>Medical Fees - Athletic Dept</td>
</tr>
<tr>
<td>245*</td>
<td>Postage</td>
</tr>
<tr>
<td>246*</td>
<td>Freight (Includes Fed Express)</td>
</tr>
<tr>
<td>247</td>
<td>Telephone Service &amp; Equipment</td>
</tr>
<tr>
<td>248</td>
<td>Telephone Tolls &amp; Fax Charges</td>
</tr>
<tr>
<td>249</td>
<td>Telegraph</td>
</tr>
<tr>
<td>250</td>
<td>Electricity</td>
</tr>
<tr>
<td>251</td>
<td>Water</td>
</tr>
<tr>
<td>252*</td>
<td>Heating (Includes Fuel Oil)</td>
</tr>
<tr>
<td>253*</td>
<td>Air Conditioning</td>
</tr>
<tr>
<td>254</td>
<td>Amort Principal</td>
</tr>
<tr>
<td>255</td>
<td>Real Estate Taxes</td>
</tr>
<tr>
<td>256</td>
<td>Insurance</td>
</tr>
<tr>
<td>257</td>
<td>Natural Gas</td>
</tr>
<tr>
<td>258</td>
<td>Sewer Charges</td>
</tr>
<tr>
<td>259</td>
<td>Transfer-Energy/Savings</td>
</tr>
<tr>
<td>260</td>
<td>Plnt&amp;Oth(PPL acs)/Instit Allow</td>
</tr>
<tr>
<td>Account #</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>261</td>
<td>Dept'l Computing &quot;Equipment&quot;</td>
</tr>
<tr>
<td>262</td>
<td>Photoduplication</td>
</tr>
<tr>
<td>263</td>
<td>PPL Salary &amp; Othr Distribution</td>
</tr>
<tr>
<td>264</td>
<td>Printing Services</td>
</tr>
<tr>
<td>265</td>
<td>Mailing Services</td>
</tr>
<tr>
<td>266</td>
<td>Computing Center</td>
</tr>
<tr>
<td>267</td>
<td>Food Services</td>
</tr>
<tr>
<td>268</td>
<td>Interest on Equip&amp;Media Serv</td>
</tr>
<tr>
<td>269</td>
<td>Public Safety (Security)</td>
</tr>
<tr>
<td>270</td>
<td>Individual Allowance</td>
</tr>
<tr>
<td>271</td>
<td>Food/Entertainment-event at PU</td>
</tr>
<tr>
<td>272</td>
<td>Membership Dues</td>
</tr>
<tr>
<td>273</td>
<td>Annuity Payments</td>
</tr>
<tr>
<td>274</td>
<td>Team Travel - Ath Dept only</td>
</tr>
<tr>
<td>275</td>
<td>Travel-Domestic AND Conf/mtgs</td>
</tr>
<tr>
<td>276</td>
<td>Travel-Foreign AND Conf/mtgs</td>
</tr>
<tr>
<td>277</td>
<td>School Works-Ath Dept/Grad Sch</td>
</tr>
<tr>
<td>278</td>
<td>Contributions</td>
</tr>
<tr>
<td>279</td>
<td>Scouting-Ath Dept/Grad School</td>
</tr>
<tr>
<td>280*</td>
<td>Instructional Equipment</td>
</tr>
<tr>
<td>281*</td>
<td>Office Equipment</td>
</tr>
<tr>
<td>282*</td>
<td>Furnishings &amp; Fixtures Equipmt</td>
</tr>
<tr>
<td>283*</td>
<td>Food Service Equipment</td>
</tr>
<tr>
<td>284*</td>
<td>Automotive Equipment</td>
</tr>
<tr>
<td>285*</td>
<td>Art Objects</td>
</tr>
<tr>
<td>286*</td>
<td>Special Purpose Equipment</td>
</tr>
<tr>
<td>287*</td>
<td>General Equipment</td>
</tr>
<tr>
<td>288*</td>
<td>Ancillary Costs of Equip/Constr</td>
</tr>
<tr>
<td>289</td>
<td>Indirect Costs charged</td>
</tr>
<tr>
<td>290</td>
<td>Transfer to Plant Funds</td>
</tr>
<tr>
<td>291</td>
<td>Transfer to Endow Funds</td>
</tr>
<tr>
<td>292</td>
<td>Transfer to Loan Funds</td>
</tr>
<tr>
<td>293</td>
<td>General Transfer of Funds</td>
</tr>
<tr>
<td>294</td>
<td>Transfer to Current Funds</td>
</tr>
<tr>
<td>Account #</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>295</td>
<td>Transfer to Income</td>
</tr>
<tr>
<td>296</td>
<td>Income Added To Prin IATP</td>
</tr>
<tr>
<td>297</td>
<td>Transfer Funds secondary pool</td>
</tr>
<tr>
<td>298</td>
<td>Transfer of Endowment Income</td>
</tr>
<tr>
<td>299</td>
<td>Remissions of Loans</td>
</tr>
<tr>
<td>311</td>
<td>Moving &amp; Relocation</td>
</tr>
<tr>
<td>312</td>
<td>Dept'l Computing &quot;Operating&quot;</td>
</tr>
<tr>
<td>313</td>
<td>Prizes(non-tax) &amp; Thesis Grant</td>
</tr>
<tr>
<td>315</td>
<td>Preconstruction Services</td>
</tr>
<tr>
<td>316</td>
<td>Plumbing</td>
</tr>
<tr>
<td>320</td>
<td>Equip between $500-$2,500</td>
</tr>
<tr>
<td>321</td>
<td>Engineer Fees</td>
</tr>
<tr>
<td>322</td>
<td>Other Consulting-Design Fees</td>
</tr>
<tr>
<td>325</td>
<td>Interior Design Services/Fees</td>
</tr>
<tr>
<td>326</td>
<td>Graphics/Signs</td>
</tr>
<tr>
<td>330</td>
<td>Architect Fees</td>
</tr>
<tr>
<td>331</td>
<td>Reimbursable Expenses</td>
</tr>
<tr>
<td>333</td>
<td>General Construction</td>
</tr>
<tr>
<td>334</td>
<td>Mechanical Construction</td>
</tr>
<tr>
<td>335</td>
<td>Electrical Construction</td>
</tr>
<tr>
<td>336</td>
<td>Utilities</td>
</tr>
<tr>
<td>337</td>
<td>Landscaping</td>
</tr>
<tr>
<td>338</td>
<td>Roads, Walks &amp; Parking</td>
</tr>
<tr>
<td>339</td>
<td>Testing, Inspection &amp; Pests</td>
</tr>
<tr>
<td>340</td>
<td>Construction Mgmt (CM) Service</td>
</tr>
<tr>
<td>341</td>
<td>Permits, Vehicle Reg, Licenses</td>
</tr>
<tr>
<td>342</td>
<td>Miscellaneous(usually FAC Dpt)</td>
</tr>
<tr>
<td>343</td>
<td>Real Estate Appraisal</td>
</tr>
<tr>
<td>344</td>
<td>Real Estate Title</td>
</tr>
<tr>
<td>345</td>
<td>Radon &amp; Remediation</td>
</tr>
<tr>
<td>346</td>
<td>Asbestos Monitoring</td>
</tr>
<tr>
<td>347</td>
<td>Asbestos Abatement</td>
</tr>
<tr>
<td>348</td>
<td>Hazardous Waste Disposal</td>
</tr>
<tr>
<td>349</td>
<td>Environmental Services</td>
</tr>
<tr>
<td>Account #</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>350</td>
<td>Heavy Equipment Maintenance</td>
</tr>
<tr>
<td>351</td>
<td>Abestos Consulting</td>
</tr>
<tr>
<td>352</td>
<td>Surveys, Test Borings, Other</td>
</tr>
<tr>
<td>353</td>
<td>Other Miscellaneous Consultant</td>
</tr>
<tr>
<td>354</td>
<td>Non-constr Facil. Dpt Contract</td>
</tr>
<tr>
<td>358</td>
<td>Principal Payment on Debt</td>
</tr>
<tr>
<td>359</td>
<td>Interest Payment on Debt</td>
</tr>
<tr>
<td>365</td>
<td>Library Acquisitions-all types</td>
</tr>
<tr>
<td>366</td>
<td>Library Acquisition-Binding</td>
</tr>
<tr>
<td>367</td>
<td>Libr Acquisition-Doc Delivery</td>
</tr>
<tr>
<td>368</td>
<td>Library Acquisition-Sets</td>
</tr>
<tr>
<td>369</td>
<td>Library Acquisition-Monographs</td>
</tr>
<tr>
<td>370</td>
<td>Lib Acquire-Monographic Series</td>
</tr>
<tr>
<td>371</td>
<td>Library Acquisition-Maps</td>
</tr>
<tr>
<td>372</td>
<td>Library Acquisition-Scores</td>
</tr>
<tr>
<td>373</td>
<td>Library Acquisition-Periodical</td>
</tr>
<tr>
<td>374</td>
<td>Library Acquisition-Recordings</td>
</tr>
<tr>
<td>375</td>
<td>Library Acquisition-Microforms</td>
</tr>
<tr>
<td>376</td>
<td>Library Acquisition-MRDF</td>
</tr>
<tr>
<td>377</td>
<td>Library Acquisition-Serials</td>
</tr>
<tr>
<td>378</td>
<td>Libr Acquire-Man. &amp; Archives</td>
</tr>
<tr>
<td>379</td>
<td>Libr Acquire-Prints &amp; Drawings</td>
</tr>
<tr>
<td>386</td>
<td>Appliances</td>
</tr>
<tr>
<td>387*</td>
<td>Dormitory Equipment</td>
</tr>
<tr>
<td>388*</td>
<td>Library Equipment</td>
</tr>
<tr>
<td>389</td>
<td>Real Estate Purchase</td>
</tr>
<tr>
<td>390</td>
<td>Transfer to Plant Funds</td>
</tr>
<tr>
<td>391</td>
<td>Transfer to Endow Funds</td>
</tr>
<tr>
<td>392</td>
<td>Transfer to Loan Funds</td>
</tr>
<tr>
<td>394</td>
<td>Transfer to Current Funds</td>
</tr>
<tr>
<td>395</td>
<td>Transfer to Income</td>
</tr>
</tbody>
</table>
Requisition Statuses

A requisition’s current status is indicated on the Requisition Form panel. A sample Requisition Form panel is shown in Figure 34.

![Requisition Form Panel](image)

**Figure 34: Requisition Status Field**

The following table lists each of the statuses used for requisitions and describes what each means.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
</table>
| Pending | The requisition has been entered and saved and a requisition number has been assigned, however, the approval process for the requisition is not yet complete.  

*Access the Req Approval Process panel (Requisition Items - Use - Amount Approval) and/or the Req Current Processors panel (Requisition Items - Inquire - Req Current Processor) to determine the current owner of the document.*  

| Approved | The requisition has gone through the entire approval process. The budget checking status must be valid and the requisition must be sourced before the assignment of a purchase order.  

*Use the Header Comments and the PU Requisition Sourcing panels to verify the BCM status and Source status, respectively.* |
**Purchase Order Statuses**

A purchase order’s current status is indicated on the Purchase Order Header panel.

![Purchase Order Header Panel](Image)

**Figure 35: Purchase Order Header Panel**

<table>
<thead>
<tr>
<th>Status...</th>
<th>Description...</th>
</tr>
</thead>
</table>
| Open*     | The requisition has either been incorrectly saved or the user setup is incomplete.  
* If your requisition has an Open status, contact the CIT Help Desk at 258-HELP to log the problem. |
| Canceled  | The requisition has been entered and saved, however, a cancellation was performed. Changes can no longer be made to ‘Canceled’ requisition. The requisition is ready to be picked up by Requisition Reconciliation for completion. |
| Complete  | The requisition has either gone through the entire purchasing cycle or the entire cancellation process (canceled and reconciled). The requisition can no longer be modified. |
The following table lists each of the statuses used for purchase orders and describes what each means.

<table>
<thead>
<tr>
<th>Status...</th>
<th>Description...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>The purchase order has been started but has not yet been saved.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>The purchase order has been entered and saved in the Purchase Order application; or the purchase order has been created from an approved requisition, but has not yet gone through the entire approval process.</td>
</tr>
<tr>
<td>Open*</td>
<td>The purchase order has gone through the PO Build process and is awaiting the automatic approval process.</td>
</tr>
<tr>
<td></td>
<td>* If your purchase order has an open status for longer than one hour, contact the CIT Help Desk at 258-HELP, to log the problem.</td>
</tr>
<tr>
<td>Approved</td>
<td>The purchase order has gone through the entire approval process. The budget checking status must be valid before the purchase order can be dispatched to the vendor.</td>
</tr>
<tr>
<td>Dispatched</td>
<td>The purchase order has gone through the entire approval process and has been dispatched, by fax, mail, or phone, to the vendor.</td>
</tr>
<tr>
<td>Canceled</td>
<td>The purchase order has been entered, saved, and dispatched, however, a cancellation was performed. Changes can no longer be made to the purchase order. The requisition is ready to be picked up by Purchase Order Reconciliation for completion.</td>
</tr>
<tr>
<td>Complete</td>
<td>The purchase order has either gone through the entire purchasing cycle (PO, receipt, voucher, and check) or it has been canceled and reconciled. The purchase order can no longer be modified.</td>
</tr>
</tbody>
</table>
Budget Checking
Messages

Investigating Budget Control Exceptions...236
Budget Checking Errors...239
The PeopleSoft Budget Checking Module (BCM) verifies that all submitted accounting transactions pass budgetary controls. Depending on the approval authority rights involved in the transaction, the BCM process is either initiated by the requester or the approver in the approval path for the requisition or purchase order; in either case, and is run during the Approval process for all requisitions and direct purchase orders.

**Important!** Do not initiate the budget checking process unless you are prompted to do so during the final document approval process, as instructed by the following message:

**[Requisition/PO] must pass Budget Checking before final approval.**

When a transaction fails budget checking, as shown in the following figure, the Budget Control Exceptions panel provides information that can help you determine the cause for the BCM error.

The following procedure shows how to display the Budget Control Exception panel and interpret the data on this panel to determine the cause for the BCM error and the action that should be taken to correct it.
To display an order’s Budget Control Exceptions:

1. Display the requisition or purchase order that has budget control errors, if it is not already displayed.

2. Select **Use, Budget Control Exceptions** from the menu bar.

3. The Budget Exception panel displays, showing the details of the BCM error or errors encountered.

![Figure 36: Budget Control Exceptions Panel](image)

The BCM error code and message are located in the Budget Checking Line Status area, in the lower-right corner of the screen.

In the example, the following budgeting error was encountered:

**C2 - Rev Cntrl Acct Not Permitted**

Translated, the account used in transaction line 1 is in error; the account is a revenue account and is not permitted. To resolve the error, the account for the transaction line must be changed. In the example, the item description is Books, therefore, the account for the line item should be changed from 120 to account 221.

**Note:** A list of BCM error codes and complete descriptions, including reason and action, is provided in “Budget Checking Errors”, beginning on page 239. Consult this section to assist with BCM code and message interpretation.
Appendix C: Budget Checking Messages

4. If multiple errors are encountered on the same requisition or purchase order, use the outside scroll bar to ‘scroll’ through and view all of the errors for the current document; the line and error details will change accordingly.

5. Select **Use, Amount Approval, Approval** from the Requisition Items or Manage Purchase Orders window, to return to the requisition or purchase order.

6. Make the necessary corrections to the distribution line of the line item or line items in error.

7. After correcting the budget control error, re-invoke budget checking so the transaction can pass budgetary control and, if successful, move to the next step in the assigned approval path.
The following table lists the most common budget checking errors, the line status codes associated with each error, and the cause and the resolution for the error.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description...</th>
</tr>
</thead>
</table>
| A      | **Invalid Acct-System Maintained**  
The transaction line contains an account that was designated as “System Maintained” on the Account Definition panel.  
Either turn off the “System Maintained Account” indicator on this panel or use a different Account chartfield on the transaction. |
| A2     | **Account Number Not Found**  
The transaction line is missing a value for the Account chartfield, or the account type for the chartfield is not valid.  
Enter a valid Account chartfield on the transaction line. |
| B      | **Acct Type Requires Budget Yr**  
The account on the transaction line is designated as requiring budgetary control and therefore requires that a budget year be entered on the transaction line.  
Either enter a budget year on the transaction line or use a different value for the Account chartfield. |
| B2     | **Budget Translation CF Required**  
The chartfield specified as the key location for budget translation on the Budgetary Control Parameters panel must be present in the transaction line.  
Enter a value for this chartfield and run budget checking again. |
| B3     | **ChartField Translation Error**  
BCM could not translate one or more chartfields on the distribution line to a valid budget distribution.  The chartfield that caused the error will be in the message log for this process instance. |
| B4     | **Budget Period Translation Error**  
The BCM could not translate the actual budget period using the budget period control information.  The cause for the error will be in the message log for this process instance. |
| B5     | **Require Fund Code ChartField**  
Fund is a required field on the distribution line.  
Enter a value for Fund and run budget checking again. |
<table>
<thead>
<tr>
<th>Status</th>
<th>Description...</th>
</tr>
</thead>
</table>
| C      | **Invalid Classification**  
You cannot use the account type on the transaction line with this type of transaction (listed on the Fiscal Year Transaction Type panel).  
For example, you may only use a revenue account for an Accounts Receivable Item Transaction. You may only use an expense account on a Pre-encumbrance or Encumbrance transaction. Use the appropriate account type. |
| C2     | **Rev Cntrl Acct Not Permitted**  
The BCM does not permit Accounts designated for Revenue Control on Purchase Orders, Requisitions, or Inventory shipments.  
Either change the account on the transaction line, or change the account's budget control type designation. |
| D      | **Appropriation Data Not Found**  
The fund on the transaction line is designated as requiring appropriation control, however, the system could not find an appropriation in the appropriation table.  
Either enter a new appropriation or allotment journal (Prepare Controlled Budgets panel), or change the chartfield values on the transaction line. |
| D2     | **Appropriation Ledger Not Found**  
See resolution for D, above. |
| E      | **Allotment Data Not Found**  
The chartfield values on the transaction translate to an appropriation that requires allotment control, however, the system could not find an allotment.  
Either enter a new appropriation or allotment journal (Prepare Controlled Budgets panel), or change the chartfield values on the transaction line. |
| F      | **Org Budget Data Not Found**  
The fund on the transaction line is designated as requiring organization (expense) budget control, but the system could not find an organization (expense) budget in the organization budget table.  
Either enter a new organization journal (Prepare Controlled Budgets panel), or change the chartfield values on the transaction line. |
| F2     | **Org Budget Ledger Not Found**  
See resolution for F, above. |
<table>
<thead>
<tr>
<th>Status</th>
<th>Description...</th>
</tr>
</thead>
</table>
| F3     | Org Stat Budg Not Found  
Statistics amount is entered on the distribution line; however, the system could not find an organization statistical budget in the organization budget table.  
Either enter and post a new organization statistics journal (Prepare Controlled Budgets panels), or remove/change the statistics amount on the transaction line. |
| G      | Revenue Est Data Not Found  
The budget year and fund combination on the transaction line designates that the transaction is under revenue estimate control; however, the system could not find a revenue estimate budget in the revenue estimate table.  
Either re-enter a new revenue estimate journal (Prepare Controlled Budgets panel) or change the chartfield values on the transaction line. |
| G2     | Revenue Est Ledger Not Found  
See resolution for G, above. |
| H      | Project/Grant Data Not Found  
The Project/Grant chartfield value on the transaction line designates that this project requires project/grant budget control. However, the system could not find a matching project/grant budget in the project/grant budget table.  
Either enter a new project/grant journal (Prepare Controlled Budgets panel) or change the Project/Grant chartfield value on the transaction line. |
| H2     | Project/Grant Ledger Not Found  
See resolution for H, above. |
| I      | Insufficient Appropriation  
The remaining spending authority for the appropriation budget was not sufficient to cover this transaction.  
Either change the chartfield values to point to a different budget, enter a new budget journal (Prepare Controlled Budgets panel) to increase spending authority, or use the Mark Journals for Budg Override panel to force this journal to pass budget checking. |
<table>
<thead>
<tr>
<th>Status</th>
<th>Description...</th>
</tr>
</thead>
</table>
| I2     | Appropriation is Frozen  
The chartfields on the transaction line translate to an appropriation budget that is frozen.  
Either change the chartfield values to point to a different budget, or enter a new budget journal (Prepare Controlled Budgets panel) to unfreeze this budget. |
| J      | Insufficient Allotment  
The remaining spending authority for the allotment budget was not sufficient to cover this transaction.  
Either change the chartfield values to point to a different budget, enter a new budget journal (Prepare Controlled Budgets panel) to increase spending authority, or use the Mark Journals for Budg Override panel to force this journal to pass budget checking. |
| K      | Insufficient Organization Bud  
The remaining spending authority for the organization (expense) budget was not sufficient to cover this transaction.  
Either change the chartfield values to point to a different budget, enter a new budget journal (Prepare Controlled Budgets panel) to increase spending authority, or use the Mark Journals for Budg Override panel to force this journal to pass budget checking. |
| K2     | Organization Budget Is Frozen  
The chartfields on the transaction line translate to an organization (expense) budget that is frozen.  
Either change the chartfield values to point to a different budget, or enter a new budget journal to unfreeze this budget (Prepare Controlled Budgets panel). |
| K3     | Insufficient Revenue Estimate  
The remaining amount for the revenue estimate budget was not sufficient to cover this transaction (the transaction amount exceeded the existing revenue estimate).  
Either change the chartfield values to point to a different budget, enter a new budget journal to increase spending authority budget (Prepare Controlled Budgets panel), or use the Mark Journals for Budg Override panel to force this journal to pass budget checking. |
<table>
<thead>
<tr>
<th>Status</th>
<th>Description...</th>
</tr>
</thead>
</table>
| K4     | **Revenue Estimate is Frozen**  
The chartfields on the transaction line translate to a revenue estimate budget that is frozen.   
Either change the chartfield values to point to a different budget, or enter a new budget journal to unfreeze this budget (Prepare Controlled Budgets panel). |
| K5     | **Revenue Adjustment Option Req'd**  
The Budget Adjust Type on your GL Journal Entry was "Revenue Adjustment" but you did not select an "Amount Type" of Recognized or Collected on each Journal Line. Open the journal and select a valid type of amount for each Journal Line. |
| K6     | **Invalid Budget Adjust Type**  
There is a mismatch between the Budget Adjust Type on your GL Journal and the Amount Type on each Journal Line. For Budget Adjust Type of Pre-encumbrance or Encumbrance, the amount type you use on each journal line must also be either Pre-encumbrance or Encumbrance. For Budget Adjust Type of Revenue, the amount type on each Journal Line must be either Recognized or Collected. Open the Journal and fix the offending Amount Types. |
| K7     | **Spending Authority Over Budget**  
The remaining spending authority is higher then the original budget and the Allow incr Spending Authority option defined in General Ledger Business Unit is not turned on. Either turn this setting on or delete the offending journal. |
| L      | **Insufficient Proj/Grant Bud**  
The remaining spending authority for the Project/Grant budget is not sufficient to cover this transaction.  
Either change the chartfield values to point to a different budget, enter a new budget journal to increase spending authority (Prepare Controlled Budgets panel), or use the Mark Journals for Budg Override panel to force this journal to pass budget checking. |
| L2     | **Project/Grant Budget is Frozen**  
The chartfields on the transaction line translate to a Project/Grant budget that is frozen.  
Either change the chartfield values to point to a different budget, or enter a new budget journal to unfreeze this budget (Prepare Controlled Budgets panel). |
### Appendix C: Budget Checking Messages

<table>
<thead>
<tr>
<th>Status</th>
<th>Description...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M</strong></td>
<td><strong>Ref Requisition Not Found</strong></td>
</tr>
<tr>
<td></td>
<td>You attempted to budget check a purchase order that referenced a requisition that was canceled or sourced.</td>
</tr>
<tr>
<td></td>
<td>Review the requisition to make sure it is open and not sourced.</td>
</tr>
<tr>
<td><strong>N</strong></td>
<td><strong>Not Budget Checked</strong></td>
</tr>
<tr>
<td></td>
<td>The transaction line has either never been budget checked or it is in a group of transactions where one or more other lines failed but this line would have passed budget checking; or the budget check process ran and detected a severe error and did not update the status on any line.</td>
</tr>
<tr>
<td><strong>O</strong></td>
<td><strong>Ref Purchase Order Not Found</strong></td>
</tr>
<tr>
<td></td>
<td>You attempted to budget check a voucher that referenced a purchase order than might have been canceled or closed.</td>
</tr>
<tr>
<td></td>
<td>Review the purchase order to make sure it is open.</td>
</tr>
<tr>
<td><strong>P</strong></td>
<td><strong>PO Edit to be done for BCM Comp</strong></td>
</tr>
<tr>
<td></td>
<td>You must run PO Edit on this Purchase Order before you can budget check it.</td>
</tr>
<tr>
<td><strong>Q</strong></td>
<td><strong>Requisition Over Liquidated</strong></td>
</tr>
<tr>
<td></td>
<td>This purchase order distribution line is over the requisition distribution line pre-encumbrance amount. The purchase order amount exceeded the pre-encumbrance amount plus the tolerance. This is A Fund Tolerance error.</td>
</tr>
<tr>
<td></td>
<td>The requisition defined an allowable dollar value for the acquisition, and the PO exceeded that dollar value (plus the fund tolerance). You will need to increase the fund tolerance or increase the value of the requisition or decrease the value of the PO.</td>
</tr>
<tr>
<td></td>
<td>Re-enter an amount within the appropriate limits.</td>
</tr>
<tr>
<td><strong>R</strong></td>
<td><strong>Purchase Order Over Liquidated</strong></td>
</tr>
<tr>
<td></td>
<td>This voucher distribution line is over the purchase order, distribution line encumbrance amount. The voucher amount exceeded the encumbrance amount plus the tolerance. This is a Fund Tolerance error.</td>
</tr>
<tr>
<td></td>
<td>The PO defined an allowable dollar value for the acquisition and the voucher exceeded that dollar value (plus the fund tolerance). You will need to increase the fund tolerance or increase the value of the PO or decrease the value of the voucher.</td>
</tr>
<tr>
<td></td>
<td>Re-enter an amount within the appropriate limits.</td>
</tr>
<tr>
<td>Status</td>
<td>Description...</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
</tr>
<tr>
<td>S</td>
<td><strong>Project/Grant is Required</strong></td>
</tr>
<tr>
<td></td>
<td>The chartfields on this transaction point to an organization (expense) budget that requires a value to be entered for the Project/Grant chartfield.</td>
</tr>
<tr>
<td></td>
<td>Either enter a value for the Project/Grant chartfield, or change the other chartfield values to point to a different organization (expense) budget.</td>
</tr>
<tr>
<td>T</td>
<td><strong>Project/Grant Data Not Found</strong></td>
</tr>
<tr>
<td></td>
<td>No data was found in the PROJECT table for this Project/Grant. Correct the Project/Grant on your distribution line or establish this Project/Grant on the Design chartfields panel.</td>
</tr>
<tr>
<td>U</td>
<td><strong>Insufficient Funding Source</strong></td>
</tr>
<tr>
<td></td>
<td>The Project/Grant chartfield value on the transaction line is designated as requiring funding source control, however, the sum of the funding sources are not enough to cover the transaction amount.</td>
</tr>
<tr>
<td></td>
<td>Either increase the funding source amount for the project, or change the chartfield values on the transaction line.</td>
</tr>
<tr>
<td>V</td>
<td><strong>Valid Budget Check</strong></td>
</tr>
<tr>
<td></td>
<td>No errors found.</td>
</tr>
<tr>
<td>W</td>
<td><strong>Invalid Fiscal Year Trans</strong></td>
</tr>
<tr>
<td></td>
<td>The current system date does not fall in between the start and end dates for this transaction type in the Fiscal Year Transaction Type panel.</td>
</tr>
<tr>
<td></td>
<td>Change the start or end date for this transaction type.</td>
</tr>
<tr>
<td>X</td>
<td><strong>Outside Appropriation Budget Date</strong></td>
</tr>
<tr>
<td></td>
<td>One of the following is true:</td>
</tr>
<tr>
<td></td>
<td>• transaction date on the distribution line is earlier than the appropriation budgets' begin date</td>
</tr>
<tr>
<td></td>
<td>• begin date of the budget period of the distribution line is later than the appropriation budgets' end date</td>
</tr>
<tr>
<td></td>
<td>• end date of the budget period of the distribution line is earlier than the appropriation budgets' begin date.</td>
</tr>
<tr>
<td></td>
<td>Correct either the transaction date or the budget period of the distribution line or change the begin/end date of the budget.</td>
</tr>
<tr>
<td>Status</td>
<td>Description...</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
</tr>
</tbody>
</table>
| X2     | **Outside Allotment Budget Date**  
One of the following is true:  
• transaction date on the distribution line is earlier than the allotment budgets' begin date  
• begin date of the budget period of the distribution line is later than the allotment budgets' end date  
• end date of the budget period of the distribution line is earlier than the allotment budgets' begin date.  
Correct either the transaction date or the budget period of the distribution line or change the begin/end date of the budget. |
| X3     | **Outside Organization Budget Date**  
One of the following is true:  
• transaction date on the distribution line is earlier than the organization budgets' begin date  
• begin date of the budget period of the distribution line is later than the organization budgets' end date  
• end date of the budget period of the distribution line is earlier than the organization budgets' begin date.  
Correct either the transaction date or the budget period of the distribution line or change the begin/end date of the budget. |
| X4     | **Outside Revenue Budget Date**  
One of the following is true:  
• transaction date on the distribution line is earlier than the revenue estimate budgets' begin date  
• begin date of the budget period of the distribution line is later than the revenue estimate budgets' end date  
• end date of the budget period of the distribution line is earlier than the revenue estimate budgets' begin date.  
Correct either the transaction date or the budget period of the distribution line or change the begin/end date of the budget. |
<table>
<thead>
<tr>
<th>Status</th>
<th>Description...</th>
</tr>
</thead>
</table>
| X5     | **Outside Proj/Grant Budget Date**  
One of the following is true:  
- transaction date on the distribution line is earlier than the proj/grant budgets' begin date  
- begin date of the budget period of the distribution line is later than the proj/grant budgets' end date  
- end date of the budget period of the distribution line is earlier than the proj/grant budgets' begin date.  
Correct either the transaction date or the budget period of the distribution line or change the begin/end date of the budget. |
| Y      | **Invalid Project/Grant Date**  
The transaction date (usually the document's accounting date) does not fall within the Project/Grant budget begin and end dates. |
| Z      | **Invalid Statistics Code**  
The transaction contains a statistics code that is invalid for the associated Organization Budget. Either correct the statistics code on the transaction or establish an Organization Statistical Budget for this statistics code. |
| ZA     | **Ref Item Dist Not Found**  
The Accounts Receivable transaction reference an item that the system could not find in the ITEM_DST table. |
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