

## Create Purchase Requisitions

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This document describes how to create, update and print Purchase Requisitions. Before creating a purchase requisition, please review Business Support Services [Payment Matrix](#) to determine what types of items are appropriate for a Purchase Order and what types can be ordered as a Direct Payment Request or using the ProCard.

The steps to purchasing an item(s) are:

1. Create and print a Purchase Requisition (College/Department) specifying the funding source, vendor and item description. Vendors must first [register](#) with CSUMB
2. Purchasing creates a Purchase Order (P.O. ID#)
3. The Vendor ships the item to Receiving (Receiving ID#)
4. The Vendor submits an invoice to Accounts Payable Office (Voucher ID#)
5. Accounts Payable pays the invoice (Invoice ID#)

### Review/Approval History

Date	By	Action	Pages
15 July	JStone	Original for CFS – updated Print Requisition section only to reflect new Requisition Form format.	15-17

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# Create Requisition

## Navigation:

Main Menu > Purchasing > Requisitions > **Add/Update Requisitions**

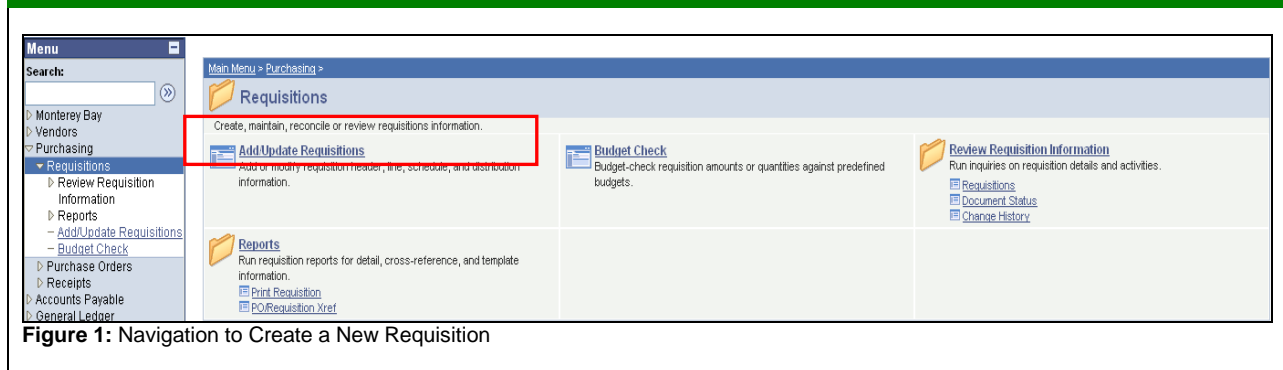


Figure 1: Navigation to Create a New Requisition

## Add New Requisition

1. Select the **Add New Value** Tab.
2. **Business Unit** – use look up and select appropriate value.
3. **Requisition ID** – leave "NEXT" – system will create a new value when record is saved.
4. Click .

The screenshot shows the 'Requisitions' form with the 'Add a New Value' tab selected. The 'Business Unit' field contains 'MB000' and the 'Requisition ID' field contains 'NEXT'. An 'Add' button is visible at the bottom.

Figure 2: Add a New Run Requisition

## Find an Existing Requisition

5. Select the **Find and Existing Value** Tab.
6. **Business Unit** – use look up and select appropriate value.  
Enter additional search criteria such as:
7. **Requisition ID** – enter requisition ID number.
8. **Requester** – enter CMS ID of person creating the requisition (OtterID).
9. Click .
10. Search results will display.
11. Select correct Requisition ID to open the record.

The screenshot shows the 'Requisitions' form with the 'Find an Existing Value' tab selected. Search criteria are entered: Business Unit (MB000), Requisition ID (begins with), Requisition Status (=), Origin (begins with), Requester (begins with well8833), and Requester Name (begins with). A 'Search' button is highlighted. Below, the 'Search Results' section shows a table with 3 rows of results.

Business Unit	Requisition ID	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing
MB000	0000007030	Approved	ONL	well8833	Mary Wells	N
MB000	0000006240	Approved	ONL	well8833	Mary Wells	N
MB000	0000006226	Approved	ONL	well8833	Mary Wells	N

Figure 3: Find an Existing Requisition

## Verify Requisition Header Information

Confirm that header default information is correct:

12. **Business Unit** – accept default.
13. **Requisition ID** – will be assigned when saved.
14. **Status** – defaults to “Approved”.
15. **Budget Status** – will be “Not Chk’d” until Saved or icon is clicked.
16. **Hold from further processing** – check only to keep from being finalized and forwarded to Purchasing.
17. **Requester** – ID of person creating the Requisition will populate.
18. **Requisition Date** – date created, accept default.
19. **Origin** – accept default (ONL = online).
20. **Accounting Date** – accept default.
21. **Account Summary Section** – total from all items/services ordered.
22. **Add Items From Section** – Not Used at CSUMB  
Use links for additional functionality.

Click on the [Requisition Defaults](#) link.

The screenshot shows the 'Maintain Requisitions' page. The 'Requisition' header is highlighted with a red box. The header information includes: Business Unit: MB000, Requisition ID: NEXT, Status: Approved, Budget Status: Not Chk'd, and a checkbox for 'Hold From Further Processing'. The 'Header' section contains: Requester: ston1159 (Jennifer Stone), Requisition Date: 12/01/2008, Origin: ONL (Online), Currency Code: USD (Dollar), and Accounting Date: 12/01/2008. An 'Amount Summary' section shows a Total Amount of 0.00 USD. Below the header are links for 'Add Items From', 'Purchasing Kit', 'Item Search', 'Catalog', and 'Requester Items'. A table below shows one line item with a quantity of 0.0000 and a status of 'Approved'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Figure 4: Maintain Requisitions page

### Description of [links](#) on Maintain Requisitions page:

**Copy From** – allows user to copy requisition information from another requisition.

**Requester Info** - information about the Requester

**Requisition Defaults** – main page where vendor and distribution information is entered for the requisition

**Add Comments** – enter standard comments for the order. *NOTE: This field was called Header comments in v 8.4*

**Requisition Activities** – Not Used at CSUMB

**Purchasing Kit** – not used at CSUMB

**Item Search** – not used at CSUMB

**Catalog** - not used at CSUMB

**Requester Items** - not used at CSUMB

# Step 1: Requisition Defaults

The Requisition Defaults page in v9.0 replaces the Header defaults page in v8.4.

**NOTE:** If you are charging more than one Fund/Dept. (Split Distribution), complete the first Distribution line in the Requisition Defaults page and then add the new row in the Schedule Distribution Page (See Step 2, Sec D to enter distribution lines)

Information entered on this page is intended to apply to all items ordered through the requisition.

#A

#B

#C

#D

**Maintain Requisitions**  
**Requisition Defaults**

**Business Unit:** MB000      **Requisition Date:** 02/11/2009  
**Requisition ID:** NEXT      **Status:** Approved

**Default Options**

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

**Override**      If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

**Buyer:** sala9105      Eva Salas      **Unit of Measure:** EA  
**Vendor:** 0000002834      OFFICE DEPOT      **Vendor Location:** MAIN  
**Category:** 61500

**Schedule**

**Ship To:** RECEIVING      Receiving      **\*Distribute by:** Quantity  
**Due Date:**      **\*Liquidate by:** Quantity  
**Ultimate Use Code:**

**Distribution**

SpeedChart:

**Distributions**

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1		MB000			MB500	1032			

OK    Cancel    Refresh

**Figure 5: Requisitions Default page**

## A. Defaults Options Section

1. **Unit** – Accept default business unit (e.g. MB000).
2. **Requisition ID** – will enter AFTER the Requisition is saved.
3. **Default Options** – accept default (Default).

#A

**Maintain Requisitions**  
**Requisition Defaults**

**Business Unit:** MB000      **Requisition Date:** 01/20/2009  
**Requisition ID:** NEXT      **Status:** Approved

**Default Options**

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

**Override**      If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Figure 6: Default Options**

## B. Lines Section - Vendor Information

4. **Buyer** – select buyer name
5. **Vendor** – select vendor name.
6. **Category** – select category code
7. **Unit of Measure (UOM)** – Use **EA** for all orders. Use **LOT** for contracts/services (including Blanket Purchase Orders).
8. **Vendor Location** – accept default (MAIN).
9. **Vendor Lookup (link)**
10. Select the [Vendor Lookup](#) link.
11. Fill in the first few letters of the vendor name, and/or fill in any of the other search criteria.
12. Click **Search** to view all vendors meeting the criteria you entered.
13. Select the *check box* next to the vendor.
14. Click **OK**. This will take you back to the *Requisition Defaults* page.

#B

Line  
 Buyer: sala9105 Eva Salas  
 Vendor: 0000002834 OFFICE DEPOT  
 Category: 61500  
 Unit of Measure: EA  
 Vendor Location: MAIN  
[Vendor Lookup](#)

Figure 7: Vendor Lookup on Line Section

Look Up Vendor  
 SetID: MB000  
 Vendor ID: begins with  
 Short Vendor Name: begins with OFFICE  
 Look Up Clear Cancel Basic Lookup

Search Results  
 View All First 1-6 of 6 Last

Vendor ID	Short Vendor Name	Name 1	Name 2	Our Customer Number	Old Vendor ID
0000002834	OFFICEDEPO-001	OFFICE DEPOT	(blank)	(blank)	500000457
0000006448	OFFICEDESI-001	OFFICE DESIGN & INTERIORS	(blank)	(blank)	(blank)
0000007173	OFFICEMAXC-001	OFFICE MAX CONTRACT, INC.	(blank)	(blank)	(blank)
0000006092	OFFICEOFRI-001	OFFICE OF RISK MANAGEMENT	(blank)	(blank)	(blank)
0000002858	OFFICEOFTH-001	OFFICE OF STATE ARCHITECT	(blank)	(blank)	500000631
0000006672	OFFICEOFTH-002	OFFICE OF THE GENERAL COUNSEL	(blank)	(blank)	(blank)

Figure 8: Vendor Lookup on Line Section

Vendor Search  
 Search Criteria  
 Name: ShortName: 3  
 City: State:  
 Country: Postal:  
 Class: Type:  
 Max Rows: 10  
 Search

1 to 1 of 2

Search Results  
 Customize | Find | View All | First 1 of 1 Last

Sel	Vendor ID	Location	Address	Short Vendor Name	Name 1	Withholding Applicable
<input type="checkbox"/>	0000002946	MAIN	5 3MCENTER-001	3M CENTER		N

Figure 9: Vendor Look up (link)

## Lines Section - Category Codes

Category codes are established by the National Institute of Government Purchasing (NIGP) and are used universally to describe different commodities.

The Chancellor's office requires all CSU's to use the category code so that expenditures among campuses can be compared. It is important that you take the time select the correct category codes. If in doubt, please contact your Buyer.

In CMS, each Category Code is

Line  
 Buyer: sala9105 Eva Salas  
 Vendor: 0000002834 OFFICE DEPOT  
 Category: 61500  
 Unit of Measure: EA  
 Vendor Location: MAIN  
[Vendor Lookup](#)

Figure 10: Category Code in Line Section

linked to corresponding Account; the account is auto-populated when the category code is selected. If needed the account can be later changed in the Header Defaults > Distributions Section.

Click [here](#) for a link to **Category Codes** and their corresponding Expense accounts.

**Look Up Category**

SetID: MB000

Category: begins with

Description: begins with office

Look Up Clear Cancel Basic Lookup

**Search Results**

View All First 1-3 of 3 Last

Category	Description
60000	Office Machines/Equip & Acc
60500	Office Mechanical Aids
61500	Office Supplies General

Figure 11: Category Code search results

### C. Schedule Section - Distribute by AMT or QTY

15. **Ship to** – accept default (RECEIVING).

**NOTE:** If you want the delivery to be sent to a different location use the Line Comments (see Figure 13).

16. **Due date** – leave blank

17. **Ultimate use Code** – leave blank

18. **Distribute by** – enter Quantity or Amount (see discussion to the right)

19. **Liquidate by** – accept default. This value will default from the value used in the “distribute by” field.

#C

**Schedule**

Ship To: RECEIVING Receiving

Due Date:

Ultimate Use Code:

Distribute by: Quantity

Liquidate by: Quantity

Figure 12: Distribute by and Liquidate by fields in Schedule section.

Data selected in the “distribute by” field applies to each distribution **line**.

**When to use Quantity (QTY):**

Use QTY when ordering one or *more than one (1) any tangible item on any line*.

**When to use Amount (AMT):**

For contracts and services (including Blanket Purchase Orders) that have a not to exceed amount, enter AMT. This enables the system to pay for orders with any number of Line Items (list of services) with various costs for each until the total contract amount is reached (or until you indicate FINAL PAYMENT on the invoice).

A purchase requisition may have more than one line, but **each line** must use 1 EA; if you attempt to enter 2 EA using the Distribute by= AMT, you will get an ERROR.

## C. Blanket Purchase Orders

The following fields are handled differently for BPO's:

### Requisition Defaults:

- **UOM** = LOT
- **Distribute by** = Amount
- **Quantity** = 1
- **Price** = Total dollar amount of the requisition.

**NOTE:** Liquidate by field will become inactive when Amount is selected.

**Maintain Requisitions**

**Requisition Defaults**

Business Unit: MB000      Requisition Date: 02/11/2009  
 Requisition ID: NEXT      Status: Approved

**Default Options**

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

**Override**      If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Buyer: sala9105      Eva Salas      **Unit of Measure:** LOT  
 Vendor: 0000002834      OFFICE DEPOT      **Vendor Location:** MAIN  
 Category: 61500      [Vendor Lookup](#)

**Schedule**

Ship To: RECEIVING      Receiving      **Distribute by:** Amount  
 Due Date:      **Liquidate by:** Amount  
 Ultimate Use Code:     

**Figure 13:** For Blanket Purchase Requisitions, distribute by **Amount**

## D. Distributions Section – source of payment w/ single chart string

This section describes how the item(s) will be paid for.

- If the item (or majority of items) is to be charged to one chart string, complete details at this time. This will populate the Distribution sections for all items.
- If you are paying for any item from more than one source, create a separate Line for each chart string to be charged (**Line > Schedule > Distribution**). Do NOT use the Distributions Section on the Requisition Header. See [Split Distributions](#) section for details on **how to split charges** between multiple funding sources.

23. **Percent** – leave blank.
24. **\*GL Unit** – use look up.
25. **Account** – will default from category code – leave blank.
26. **Oper Unit** – leave blank.
27. **\*Fund** – use look up.
28. **\*Dept** – enter dept ID.
29. **Program** – enter if applicable.
30. **Class** – enter if applicable.
31. **Bud Ref** – leave blank. Click

OK

**#D**

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Oper Unit	Fund	Dept
1	Open	100.0000	5.0000	87.50	MB000	660003		MB500	1034

**Figure 14:** Requisition Defaults - Distribution Section (Example with one chartstring)



## Step 2: Add Comments

20. Click the [Add Comments](#) link from the Requisition page (Figure 15).

21. The **Line Comments page** will display (Figure 16).

22. **Sort Method** – accept default.

23. **Sort Sequence** – for use when there is a series of comments.

### Comments Section:

24. [Copy Standard Comments](#) – not used at CSUMB.

25. [Copy Item Specs](#) - not used at CSUMB.

26. Enter comments in the following format:

- Name (of person creating the requisition)
- Telephone number and extension
- Building number
- Total \$ Amount
- FAX # of the Person
- Chartstring

32. Click Send to Vendor, Receipt and Voucher.

33. Click  when you have finished entering information on this page. This will take you back to the **Requisition Form** page.

### Associated Documents Section:

34. Attach any documents for Procurement office to review.

35. Click .

The screenshot shows the 'Maintain Requisitions' interface. At the top, there are fields for Business Unit (MB000), Requisition ID (NEXT), and Status (Approved). Below this is a 'Header' section with fields for Requester (ston1159, Jennifer Stone), Requisition Date (1/20/2009), Origin (ONL), and Accounting Date (1/20/2009). A red arrow points to the 'Add Comments' link in the right-hand column. Below the header is an 'Amount Summary' showing a Total Amount of 0.00 USD. At the bottom, there is a table with columns for Line, Item, Description, Quantity, UOM, Category, Price, and Amount Status.

Figure 15: Add Comments link from the Requisition page

The screenshot shows the 'Line Comments' page. It displays Business Unit (MB000), Requisition Date (01/20/2009), Requisition ID (0000007694), and Status (Approved). There are buttons for 'Retrieve Active Comments Only' and 'Retrieve'. The 'Sort Method' is set to 'Comment Time Stamp' and 'Sort Sequence' is 'Ascending'. Below this is a 'Comments' section with a text area containing contact information for Oliver Otter. At the bottom, three checkboxes are checked: 'Send to Vendor', 'Shown at Receipt', and 'Shown at Voucher'. There is also an 'Associated Document' section with an 'Attachment' button and 'Attach', 'View', 'Delete', and 'Email' options.

Figure 16: Line Comments page


**NOTE:** If you do not select these 3 check boxes, Receiving and Accounts Payable will not have your contact and delivery information.



The screenshot shows the 'Comments' page. It has a text area with the comment 'Please deliver to the University Center'. Below the text area, three checkboxes are visible: 'Send to Vendor' (unchecked), 'Shown at Receipt' (checked), and 'Shown at Voucher' (unchecked). The 'Comment Status' is set to 'Active'.

Figure 17: Comment to Ship to a Different Location (check Receiving Only)

## Step 3: Line Details Section

1. **Item** – leave blank
2. **\*Description** - This description will be carried through the audit trail; make it precise.
3. Alternately, use the **Long Item Description** if needed.

Click  after the **Description** field to view the entire description. You may wish to expand the description first, then type it in. This way the entire description is visible as you are typing it in. Use the top text field only.

4. From the **Long Item Description** page click  to return to the **Requisition Form** page.
5. **Quantity** – enter number or items
6. **\*UOM** – enter either **EA** or **LOT** for contracts and services.
7. **Category** – value defaults from requisition header. Accept default.
8. **Price** – enter price for each item or the service.
9. If only one line, click on the [Line Comments](#)  next and proceed to instructions on Page 11.

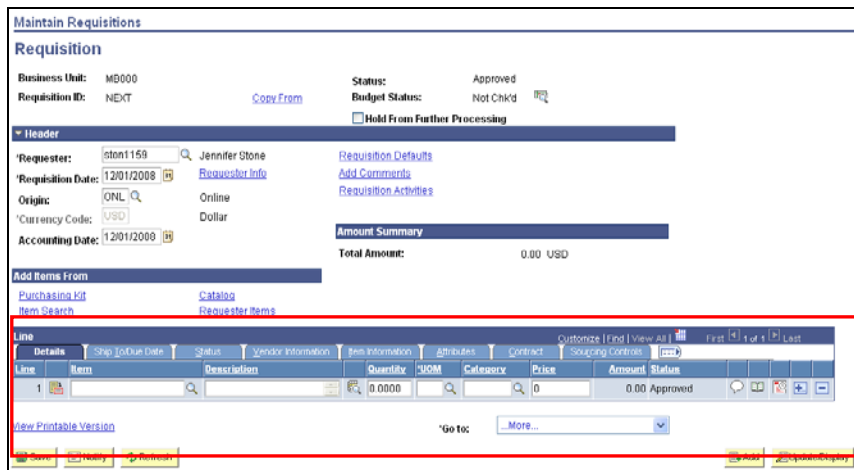


Figure 18: Requisition Lines



Figure 19: Line Details Section – Category code defaults from Requisition Header

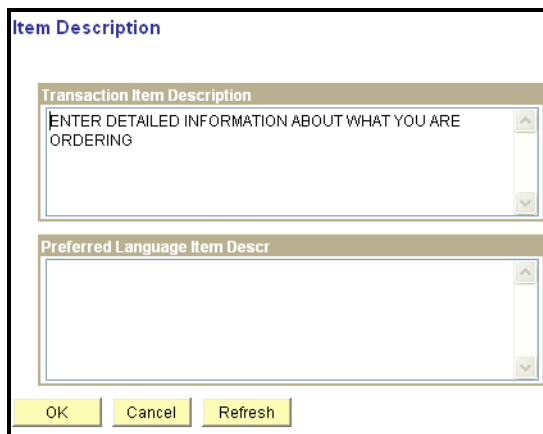



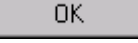
Figure 20: Long Item Description page


## Add/Delete Requisition Lines

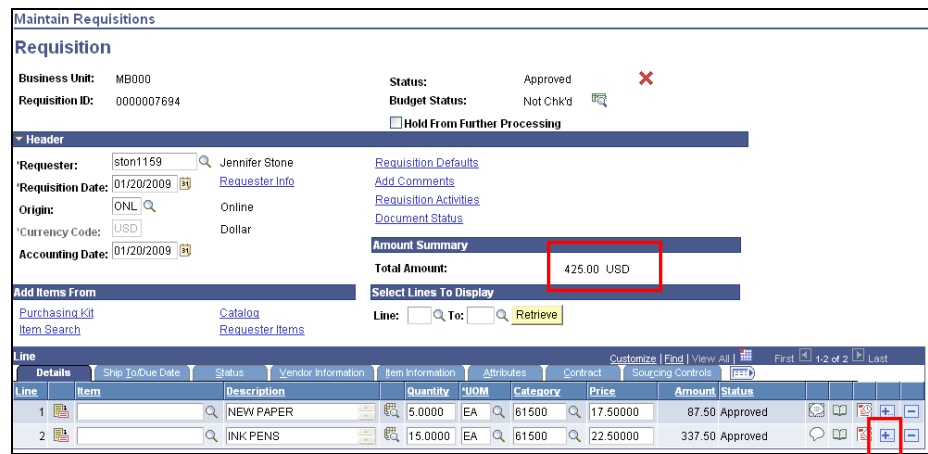
- If you are ordering **more than one item** from this vendor, you may add it at this point. Otherwise, proceed to Line Comments (Item 31, page 11).
- If you are **splitting the source of funding** for any item (s), you will need to create a **separate** Line for each item so that the Line Distribution will reflect the different source of funding. Proceed to [Step 3b](#).

27. If you have more than one line item in this Requisition, click  at the end of the last line to add a line.

28. After all Lines are added, check to make sure that the **Total Amount** displayed is correct.

29. You will be prompted for the number of rows to add. Enter the number of rows and click .

30. To delete a line item from the Requisition, click  at the end of the line you wish to delete.



Maintain Requisitions

**Requisition**

Business Unit: MB000      Status: Approved      X  
 Requisition ID: 0000007694      Budget Status: Not Chkd'd

Hold From Further Processing

**Header**

\*Requester: ston1159 Jennifer Stone      [Requisition Defaults](#)  
 \*Requisition Date: 01/20/2009      [Add Comments](#)  
 Origin: ONL Online      [Requisition Activities](#)  
 \*Currency Code: USD Dollar      [Document Status](#)  
 Accounting Date: 01/20/2009

**Amount Summary**

**Total Amount:** 425.00 USD

**Add Items From**

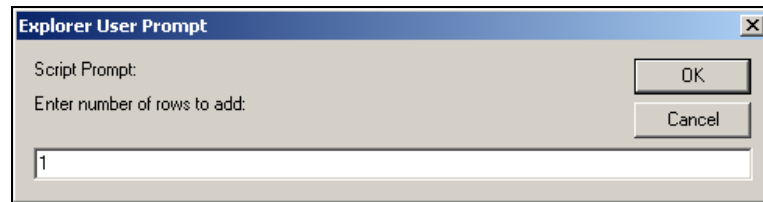
[Purchasing Kit](#)      [Catalog](#)  
[Item Search](#)      [Requester Items](#)

**Select Lines To Display**

Line:  To:  [Retrieve](#)

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1		NEW PAPER	5.0000	EA	61500	17.50000	87.50	Approved
2		INK PENS	15.0000	EA	61500	22.50000	337.50	Approved

Figure 21: Add an Additional Item to your Requisition



Explorer User Prompt

Script Prompt:


Enter number of rows to add:

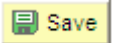
1

OK      Cancel

Figure 22: Add Additional Rows

## Step 3a - Line Comments

31. **Comments**– click the  for each line and follow instructions below.

32. When all lines are entered, click . A Requisition ID is assigned.



Line

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1		ENTER DETAILED	5.0000	EA	61500	16.50000	82.50	Approved
2			0.0000			0	0.00	Approved

View Printable Version      \*Go to:


Save      Notify      Refresh      Add      Update/Display

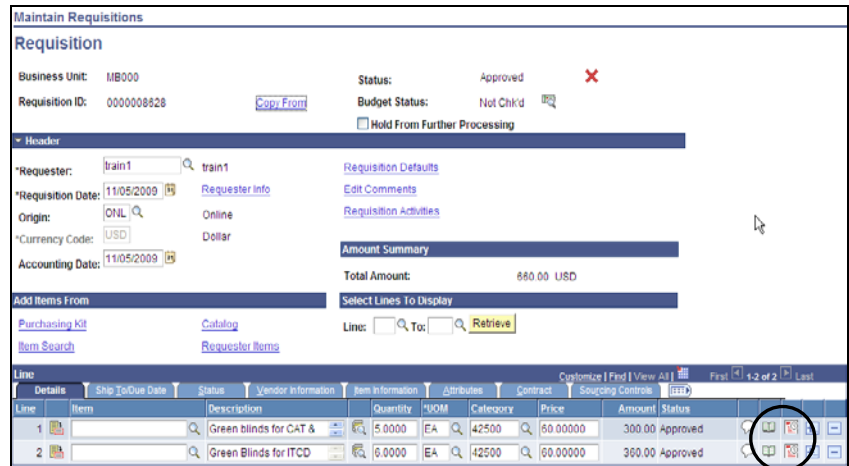
Figure 23: Comments link on Line Section

If more than one department or account is to be charged for an order (multiple distributions) go to next section ([Split Distributions](#)). If not, proceed to Step 4 ([Budget Check Section](#)).

## Step 3b – Split Distributions

### Requisition Lines:

36. Ensure that a separate Line is created for each item to be split.
37. Click the  icon for each line, open the **Schedule** page.



**Maintain Requisitions**  
**Requisition**  
 Business Unit: MB000 Status: Approved  
 Requisition ID: 0000008628 Copy From Budget Status: Not Chkd  
 Hold From Further Processing

**Header**  
 \*Requester: train1 train1  
 \*Requisition Date: 11/05/2009  
 Origin: ONLN Online  
 \*Currency Code: USD Dollar  
 Accounting Date: 11/05/2009


**Amount Summary**  
 Total Amount: 860.00 USD

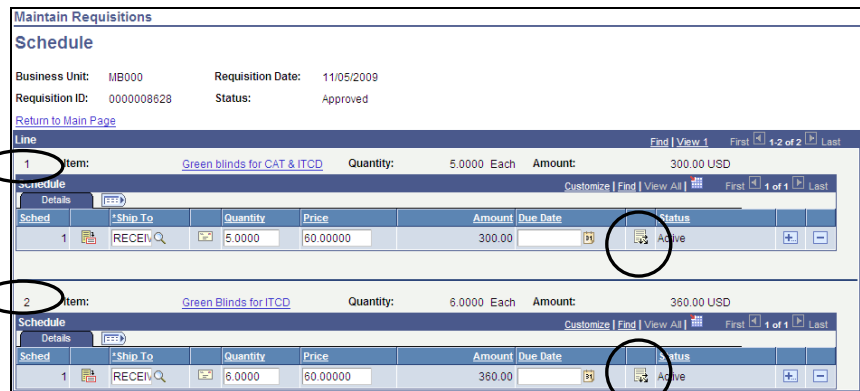
**Line**

Line	Items	Description	Quantity	UOM	Category	Price	Amount	Status
1		Green blinds for CAT & ITCD	5.0000	EA	42500	60.00000	300.00	Approved
2		Green Blinds for ITCD	6.0000	EA	42500	60.00000	360.00	Approved

Figure 24: Schedule link on Line Section

### Schedule Page:

38. Click  icon on the schedule page to open **Distribution** page.
39. The Distribution page for that Line will display.



**Maintain Requisitions**  
**Schedule**  
 Business Unit: MB000 Requisition Date: 11/05/2009  
 Requisition ID: 0000008628 Status: Approved

**Line 1**  
 Item: Green blinds for CAT & ITCD Quantity: 5.0000 Each Amount: 300.00 USD

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	RECEIVING	5.0000	60.00000	300.00		Active

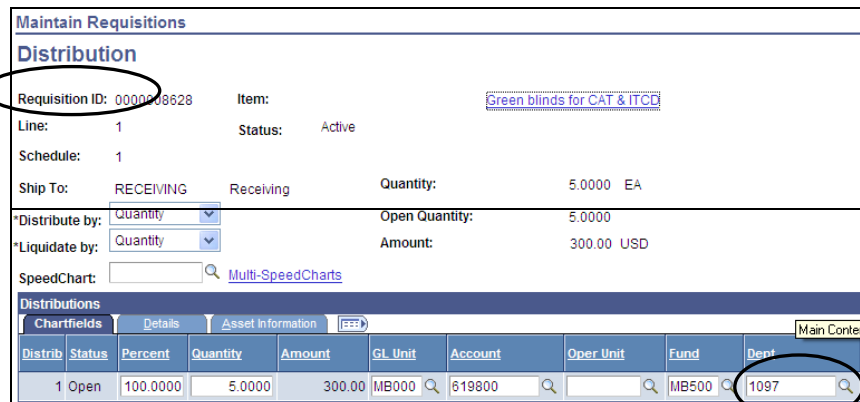
**Line 2**  
 Item: Green Blinds for ITCD Quantity: 6.0000 Each Amount: 360.00 USD

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	RECEIVING	6.0000	60.00000	360.00		Active

Figure 25: From the Schedule page, select the Distribution icon

### Distributions Section:

40. Enter the Chartstring for the specific line.
41. Click **OK**.
42. **Repeat** for any other Line items that require funding distributions to be split (if applicable).
43. Click **Save**.



**Maintain Requisitions**  
**Distribution**  
 Requisition ID: 0000008628 Item: Green blinds for CAT & ITCD  
 Line: 1 Status: Active  
 Schedule: 1  
 Ship To: RECEIVING Receiving Quantity: 5.0000 EA  
 \*Distribute by: Quantity Open Quantity: 5.0000  
 \*Liquidate by: Quantity Amount: 300.00 USD  
 SpeedChart: Multi-SpeedCharts

Distri	Status	Percent	Quantity	Amount	GL Unit	Account	Oper Unit	Fund	Dept
1	Open	100.0000	5.0000	300.00	MB000	619800		MB500	1097

Figure 26: Line 1 Distribution page

**Maintain Requisitions**

**Distribution**

Requisition ID: 0000008628    Item: [Green Blinds for ITCD](#)

Line: 2    Status: Active

Schedule: 1

Ship To: RECEIVING    Receiving    Quantity: 6.0000 EA

\*Distribute by: Quantity    Open Quantity: 6.0000

\*Liquidate by: Quantity    Amount: 360.00 USD

SpeedChart:  [Multi-SpeedCharts](#)

**Distributions**




Chartfields    Details    Asset Information   


Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Oper Unit	Fund	Dept
1	Open	100.0000	6.0000	360.00	MB000	619800		MB500	1021

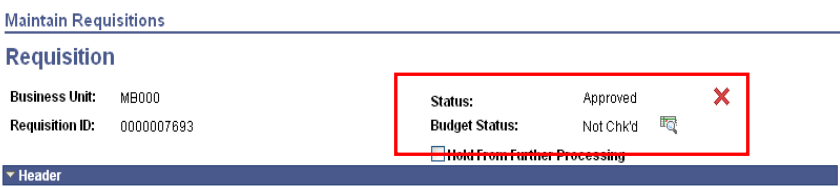
**Figure 27: Line 2 Distribution**

## Step 4: Budget Check

On the **Maintain Requisition** page, you have one last chance to verify information entered before it is saved and printed. Once you print it, only the Purchasing Office can make changes to the information entered.

1. **Status** – status will default to Approved.
2.  - Change order feature is not used at CSUMB.
3. **Cancel**  - click [here](#) for procedures on how to Cancel a Requisition.
4. **Budget Status** – if status is **Not Chk'd**, click the  to begin the process.
5. The budget status will change to **Valid** (Figure 27).



 **Note:** Write down the Requisition number for future reference.



Maintain Requisitions

**Requisition**

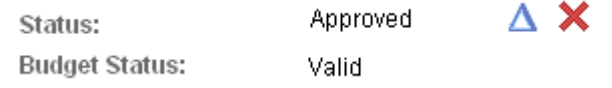
Business Unit: MB000  
Requisition ID: 0000007693



Status: Approved   
Budget Status: Not Chk'd 

Hold From Further Processing

Header


**Figure 28:** Budget Check on Maintain Requisitions page



Status: Approved    
Budget Status: Valid

**Figure 29:** Budget Status = Valid when budget check is successful

## Step 5: Print a Requisition

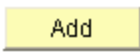
 **Note:** You cannot change information in the Requisition once it has been **printed**. Write any required changes on the printed Requisition and your Purchasing Agent will make the necessary change in the Purchase Order.

### Navigation:


Main Menu > Purchasing > Requisitions > Reports > **Print Requisition**

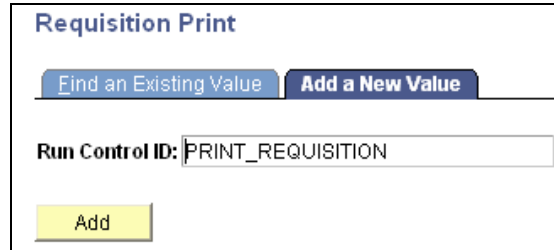
#### Find a New or Existing Run Control ID

If this is the first time you have run this report, create a new Run Control ID:

1. Select **Add a New Value** Tab.
2. Enter a Run Control ID (e.g. Print\_Requisition)
3. Click .

If you have already set up a Run Control ID:

1. Select Find an Existing Value Tab.
2. Click .
3. Select the correct ID from the list (if this is the only Run Control, the page will open directly).



**Requisition Print**

[Find an Existing Value](#) **Add a New Value**

Run Control ID: PRINT\_REQUISITION

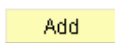


Figure 30: Create a new Run Control ID if necessary



[Find an Existing Value](#) [Add a New Value](#)

**Search by:** Run Control ID begins with

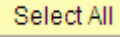
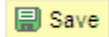
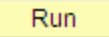
Case Sensitive

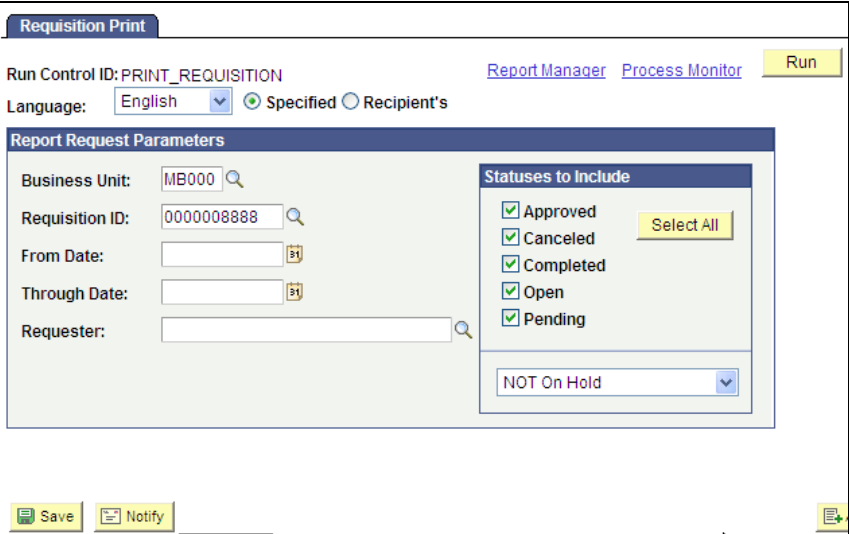
 [Advanced Search](#)

Figure 31: Find an Existing Value


## Set Up Run Control

This report can be run for a specific Requisition, or range a of requisition dates.

4. **Business Unit** – use look up to select correct business unit code.
5. **Requisition ID** – enter the Requisition ID or use the look up to select the correct ID.
6. **Statuses to Include** – click .
7. Click .
8. Click .
9. The process monitor page will display.





Requisition Print


Run Control ID: PRINT\_REQUISITION [Report Manager](#) [Process Monitor](#) 


Language:   Specified  Recipient's


Report Request Parameters

Business Unit:  


Requisition ID:  

From Date:  

Through Date:  

Requester:  

Statuses to Include


Approved 

Canceled

Completed

Open

Pending






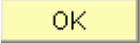

  

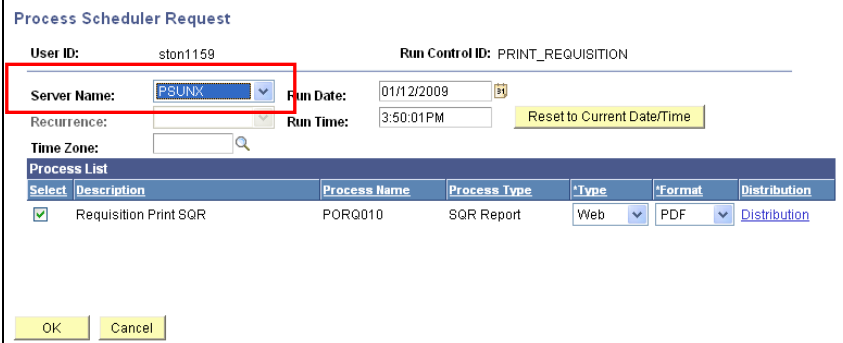
Figure 32: Run Control Set up



## Process Scheduler Request

Reports may be run to a .pdf format (read only) or to a .cvs format (which can be opened using Excel).

10. **Server Name** – select the **PSUNX** Server.
11. **Select** – make sure the current report is selected.
12. **Type** – select **Web**.
13. **Format** – select **PDF**.
14. Click .
15. A **Process Instance** number will display on the top right of the Run Control Page.
16. Click the [Process Monitor](#) link.
17. The Process List will display (Figure 33).
18. Click the  until:  
**Run Status** = Success  
**Distribution status** = "Posted"  
**Details** = [Details](#)
19. Click [Details link](#).
20. Click on the Report Name ending with **.PDF**.
21. The report will open.



**Process Scheduler Request**

User ID: ston1159 Run Control ID: PRINT\_REQUISITION

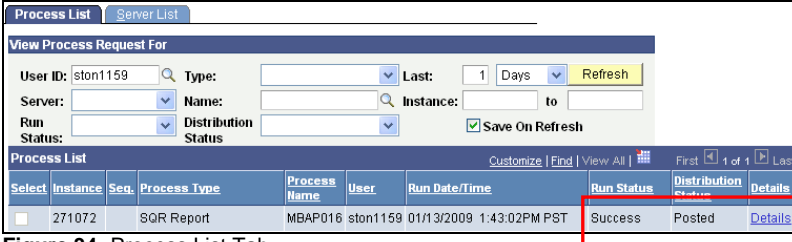
Server Name: PSUNX Run Date: 01/12/2009  
 Recurrence: Run Time: 3:50:01PM Reset to Current Date/Time

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Requisition Print SQR	POR0010	SQR Report	Web	PDF	<a href="#">Distribution</a>

OK Cancel

Figure 33: Process Scheduler Request page (PDF format)



Process List Server List

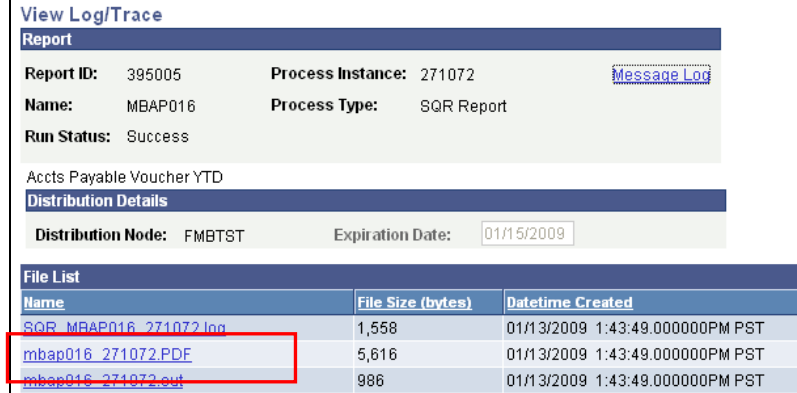
View Process Request For

User ID: ston1159 Type: SQR Report Last: 1 Days Refresh

Server: Name: Instance: to Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution	Details
<input checked="" type="checkbox"/>	271072		SQR Report	MBAP016	ston1159	01/13/2009 1:43:02PM PST	Success	Posted	<a href="#">Details</a>

Figure 34: Process List Tab



View Log/Trace

Report

Report ID: 395005 Process Instance: 271072 [Message Log](#)

Name: MBAP016 Process Type: SQR Report

Run Status: Success

Accts Payable Voucher YTD

Distribution Details

Distribution Node: FMBTST Expiration Date: 01/15/2009

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_MBAP016_271072.log</a>	1,558	01/13/2009 1:43:49.000000PM PST
<a href="#">mbap016_271072.PDF</a>	5,616	01/13/2009 1:43:49.000000PM PST
<a href="#">mbap016_271072.csv</a>	986	01/13/2009 1:43:49.000000PM PST

Figure 35: Open PDF Report File

## Report Output

22. Click on the printer icon



on the Explorer toolbar to print the requisition.

23. If you need to save the electronic PDF file then save it to a private directory on the network.

24. Close the Adobe Acrobat window.

25. Click on the **Home** link in the upper-right hand corner of the CMS screen to return to the main menu.

26. If you are finished working in CMS Finance, click the **Sign Out** link.

Requisition										
Cal State San Marcos										
Ship To: Receiving 441 La Moree Road San Marcos CA 92078			Business Unit: <b>SMCMP</b>		<b>APPROVED</b>		Req ID 000000485		Date 03/16/2010	Page 1
			Requester Jennyfer Nguyen 2		Entered By Jennyfer Nguyen 2					
Line-Schd-Dist	Description	Fund	Dept	Category	Quantity	UOM	Price	Extended Amt	Due Date	Dist Amt
Buyer: Jennyfer Nguyen 2 Vendor: 000000485 000000480-Scramble										
1-1	FCMSPSE Ln 1			03700	10.00	EA	100.00	1,000.00	03/16/2010	
1-1-1	060003	48500	1012							1,000.00
FCMSPSE Testing Line Comments Line 1										
								<u>Line Total:</u>		1,000.00
Buyer: Jennyfer Nguyen 2 Vendor: 000000485 000000480-Scramble										
2-1	FCMSPSE Ln 2			04500	20.00	EA	200.00	4,000.00	03/16/2010	
2-1-1	060002	48500	1012							4,000.00
FCMSPSE Testing Line Comments Line 2										
								<u>Line Total:</u>		4,000.00
								<u>Total Requisition Amount:</u>		5,000.00

Figure 36: Printed Purchase Requisition

**NOTE:** After appropriate signatures are obtained, route to the Procurement Office.

# Other Functions

## Retrofit Fields Page

1. If you make changes to the Requisition Defaults page after you have entered line item information, when you click **OK** at the bottom of the Header Details page, you will see the *Retrofit field changes* page (Figure 37).
2. Select **Mark All**, and click **OK**. This will return you to the *Requisition Form* page.

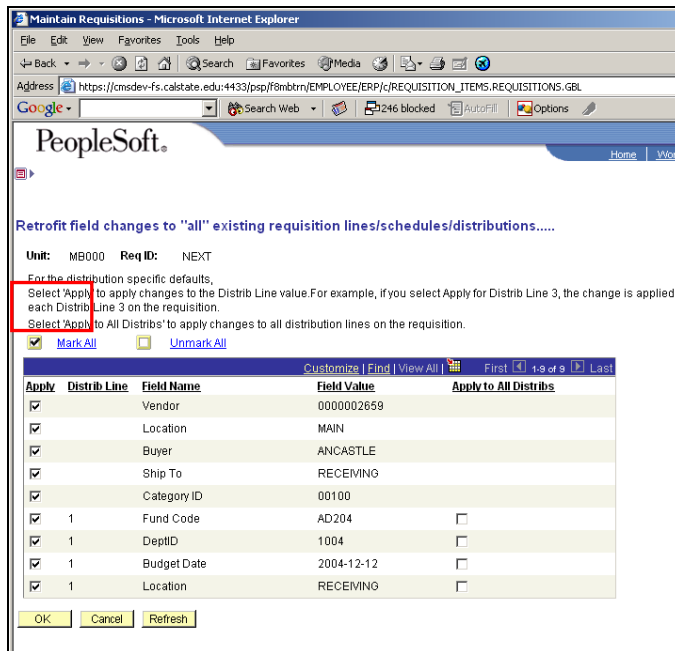


Figure 37: Mark All to carry defaults to all requisition lines

## Cancel Purchase Requisitions

**NOTE:** Purchase requisitions that have been sourced into Purchase Orders **cannot** be canceled and may only be modified by the Purchasing Department.

1. Click **X** to cancel the requisition.
2. If you cancel the requisition, you will see the warning messages in Error! Reference source not found..
3. If you agree that you wish to cancel the requisition, click **Yes**.

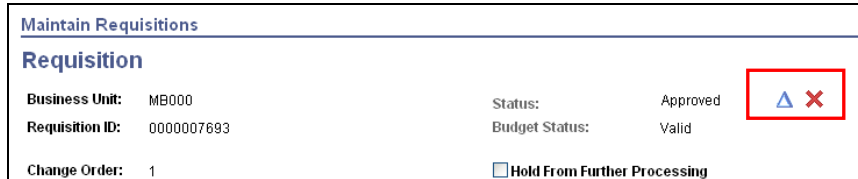


Figure 38: Cancel a Requisition that has been budget checked

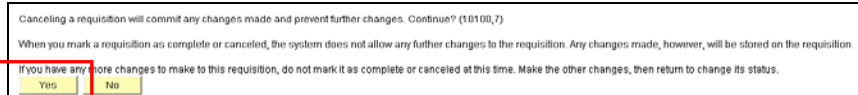
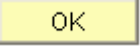
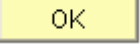
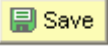
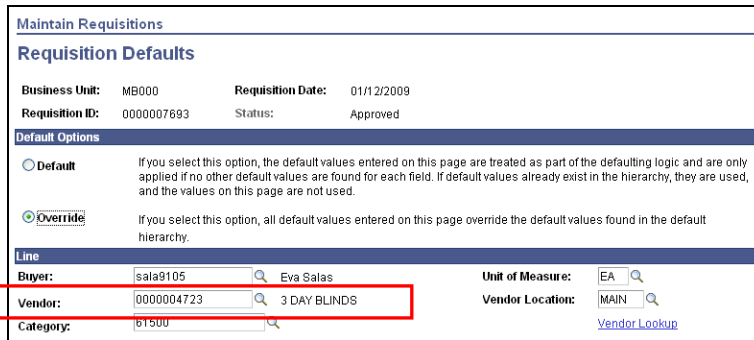


Figure 39: Warning message prior to canceling a Requisition

# Change Vendor Name

1. Find Requisition.
2. Navigate to the **Requisition Defaults** page.
3. **Vendor** - clear the existing Vendor name.
4. **Look up new vendor name** – use the look up to find the new Vendor.
5. Click .
6. The **Retrofit field changes** page will display.
7. Click the [Mark All](#) link. The action will apply to all fields and distribution lines.
8. Click .
9. Click  at the Requisition page.



**Maintain Requisitions**

**Requisition Defaults**

Business Unit: MB000      Requisition Date: 01/12/2009  
 Requisition ID: 0000007693      Status: Approved

**Default Options**

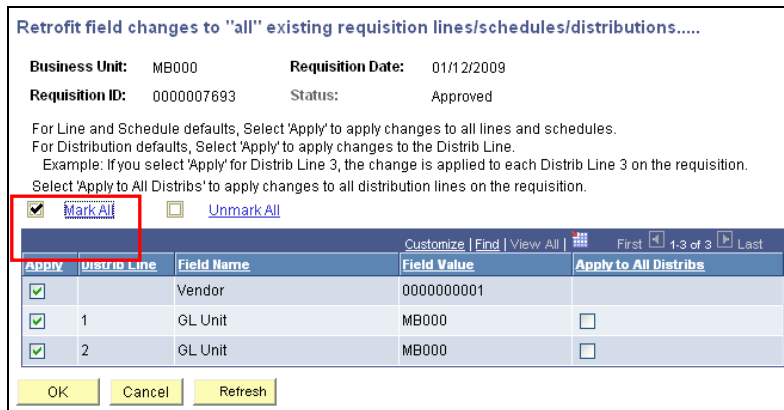
**Default**      If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not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

**Override**      If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Buyer: sala9105      Eva Salas      Unit of Measure: EA  
 Vendor: 0000004723      3 DAY BLINDS      Vendor Location: MAIN  
 Category: 61500      [Vendor Lookup](#)

**Figure 40:** Change Vendor Name on Requisition Default page



**Retrofit field changes to "all" existing requisition lines/schedules/distributions.....**

Business Unit: MB000      Requisition Date: 01/12/2009  
 Requisition ID: 0000007693      Status: Approved

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.  
 For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.  
 Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.  
 Select 'Apply to All Distributions' to apply changes to all distribution lines on the requisition.

[Mark All](#)       [Unmark All](#)

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input checked="" type="checkbox"/>		Vendor	0000000001	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	GL Unit	MB000	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2	GL Unit	MB000	<input type="checkbox"/>

OK      Cancel      Refresh

**Figure 41:** Retrofit field changes page

# View Change History

This view displays a summary of the date and person who made updates to a specific requisition.

Main Menu > Purchasing > Requisitions > **Change History**

1. **Business Unit** – enter MB000 or use look up to select value.
2. **Requisition ID** – enter requisition ID or leave blank and click **Search**.

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

**Find an Existing Value**

**Business Unit:** [dropdown] [input field]

**Requisition ID:** begins with [dropdown] [input field]

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

**Figure 42:** Change History Search page

Figures 38 - 40 show examples of information describing changes made to the Purchase Requisition.

Batch	Header	Line	Ship
Unit: MB000		Req ID: 0000004642	
Batch [input] Find   View All   First   1 of 1   Last			
Change Order:		1	
Revision Date:		01/31/2006	

**Figure 43:** Change History - Batch

Batch	Header	Line	Ship
Unit: MB000		Req ID: 0000004642	
Requisition Header Changes <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>			
Batch	Seq	Field Name	Value
0	0	Budget Checking Header Status	V
0	0	Currency Code	USD
0	0	Requester	bush1416
0	0	Requisition Status	A
1	1	Budget Checking Header Status	N
1	1	Modified By	bush1416 2006-01-31-12.30.19.000000

**Figure 44:** Change History - Header Changes page

Batch	Header	Line	Ship	
Unit: MB000		Req ID: 0000004642		
Requisition Line Changes <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   First   1-14 of 14   Last				
Line	Batch	Seq	Field Name	Value
1	0	0	Buyer	cast5802
1	0	0	Category ID	00139
1	0	0	Current Status	A
1	0	0	More Information	Lodging: Yuichi Handa- 2 @ \$53.99/night-Arr:1/31- Dep:2/2 Robin Wilson- 1 @ \$53.99/night- Arr:2/2-Dep:2/3 Jeffrey Phan-2 @ \$9.99/night-Arr:2/5- Dep:2/7 Lipika Deka-1 @ \$9.99/night-Arr:2/8-Dep:2/9 Nathan Carlson-2 @ \$9.99-Arr:2/13-Dep:2/15
1	0	0	Item ID	
1	0	0	Requisition Price	511.92000
1	0	0	Requisition Quantity	1.00000
1	0	0	Unit of Measure	EA
1	0	0	Vendor ID	0000003217
1	0	0	Vendor Location	MAIN
1	0	0	Zero Price Indicator	N
1	1	1	More Information	Lodging: Yuichi Handa- 2 @ \$59.39-Arr:1/31- Dep:2/2 Robin Wilson- 1 @ \$59.39- Arr:2/2-Dep:2/3 Jeffrey Phan-2 @ \$6.99-Arr:2/5- Dep:2/7 Lipika Deka-1 @ \$6.99-Arr:2/8-Dep:2/9 Nathan Carlson-2 @ \$6.99-Arr:2/13-Dep:2/15
1	1	1	Modified By	bush1416 2006-01-31-12.30.19.000000
1	1	1	Requisition Price	463.12000

**Figure 45:** Change History - Line page

# Copy Requisitions

When creating a new requisition, you have the option of copying the details from a previous requisition, if desired. You may copy any requisition, not just those that you've created in the past.

1. Create a new Purchase Requisition ([Steps 1 - 4](#)).
2. Click the [Copy From](#) link.
3. The Copy Requisition page will display.
4. **Requisition ID** – enter the Requisition ID or use the look up to find the requisition that you would like to copy.
5. Click .
6. **Select (sel)** - Check the box to the left of the Requisition that you want to copy.
7. Click .
8. All requisition information will be copied, but you can make changes to it before you save it as a new purchase requisition.

Maintain Requisitions  
**Requisition**  
 Business Unit: MB000  
 Requisition ID: NEXT  
 Status: Approved  
 Budget Status: Not Chk'd  
 Hold From Further Processing  
[Copy From](#)

Figure 46: Header default has "Copy From" link when creating a NEW Requisition

Maintain Requisitions  
**Copy Requisition**  
 Header  
 Business Unit: MB000  
 Requisition ID: 0000007693  
 Req Status: [ ] Origin: [ ]  
 Requester: [ ]  
 Requester Name: [ ]  
 Requisition Date: [ ] To: [ ]  
 Vendor SetID: MB000 Vendor Lookup  
 Vendor ID: [ ] Vendor Details Vendor Name: [ ]  
 Item SetID: MB000 Item ID: [ ]  
 Item Description: [ ]  
 Department: [ ]  
  
 Requisition  

Sel	Req ID	Status	Origin	Requester
<input checked="" type="checkbox"/>	0000007693	Approved	ONL	ston1159

Figure 47: Copy Requisition Page

Maintain Requisitions  
**Requisition**  
 Business Unit: MB000  
 Requisition ID: NEXT  
 Status: Approved  
 Budget Status: Not Chk'd  
 Hold From Further Processing  
[Copy From](#)  
 Header  
 Requester: ston1159 Jennifer Stone  
 Requisition Date: 01/20/2009  
 Origin: ONL Online  
 Currency Code: USD Dollar  
 Accounting Date: 01/20/2009  
 Amount Summary  
 Total Amount: 87.50 USD  
 Add Items From  
 Purchasing Kit Catalog  
 Item Search Requester Items  
 Line  

Line	Item	Description	Quantity	UOM	Category	Price	Amount
1		NEW PAPER	5.0000	EA	61500	17.50000	87.50

Figure 48: Copied (Imported) requisition

# Fix Vendor Name/Address

Vendor contact information does not appear on Purchase Requisition.

## Workaround

1. Open the Requisition (Purchasing > Requisitions > Maintain Requisitions > Find an Existing Value)
2. From the Form page, click on the **Requisition Defaults** link.
3. Verify that the **Vendor ID** is correct.
4. Verify that **Vendor Location** = MAIN. (If it does not, select MAIN from the list).
5. Click **OK**.
6. On the **Retrofit field changes...** page, click **Mark All** to copy the Vendor Location to all lines in the requisition.
7. Click **OK**.
8. On the Form page, click **Save** to re-save the requisition.
9. Re-print the requisition.

**Maintain Requisitions**

**Requisition Defaults**

Business Unit: MB000      Requisition Date: 01/12/2009  
 Requisition ID: 0000007693      Status: Approved

**Default Options**

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

**Override**      If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Buyer: sala9105      Eva Salas      Unit of Measure: EA  
 Vendor: 0000004723      DAY BLINDS      Vendor Location: MAIN  
 Category: 01500

**Schedule**

Ship To: RECEIVING      Receiving      'Distribute by: Quantity  
 Due Date:      'Liquidate by: Amount  
 Ultimate Use Code:

**Distribution**

SpeedChart:

**Distributions**

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	50.0000	MB000			MB500	1032			
2	50.0000	MB000			MB500	1001			

OK      Cancel      Refresh

Figure 49: Requisition Defaults page - change Vendor Name

# Following up on your Requisition

Procurement website: <http://bss.csUMB.edu/site/x5474.xml>

## Contacts:

### Purchasing:

Eva Sales (x3571) – Requisitions, PO's, PO Alterations, Vendor Data Records, Procard, performer/speaker agreements  
Reyola Carlisle (x3506) - Construction contracts

### Accounts Payable:

Includes invoices, payment requests personal reimbursement and petty cash:

Jennifer Benallal (x4758) (Vendors A-M)  
Cory Castaneda x4605 (Vendors N-Z)  
Deanna Aromin (x3711) (Travel)

## Submit Invoice to Accounts Payable:

If Accounts Payable receives the invoice, they will forward it to the Department.

The Department is responsible for the following:

1. Verify that the invoice matches the Purchase Order by looking in the Purchase Order Inquiry:
  - a. Main Menu > Purchasing > Purchase Orders > **Purchase Orders**
  - b. Search by Vendor Name or other available search criteria
  - c. Verify the following pieces of information in order to avoid an exception to the check generating process: amount, unit price, distribution amount (Amt or Qty), Sales Tax, Receiving.
2. If goods were shipped to Receiving, send packing slip to Receiving so that the system is updated to "Received". If goods were shipped to the Department, omit this step.
3. If invoice does not match the PO, contact the vendor for clarification. If the PO needs to be altered, contact the Buyer.
4. Ensure that the invoice has the following information:
  - a. Received by
  - b. Date
  - c. P.O. number
  - d. Account #
  - e. Amount
  - f. Final Bill (Y/N)

## Inquiry Pages:

To follow up on the status of a completed Purchase Requisition, you may use one or more of the following inquiry pages (see separate job aids for details):

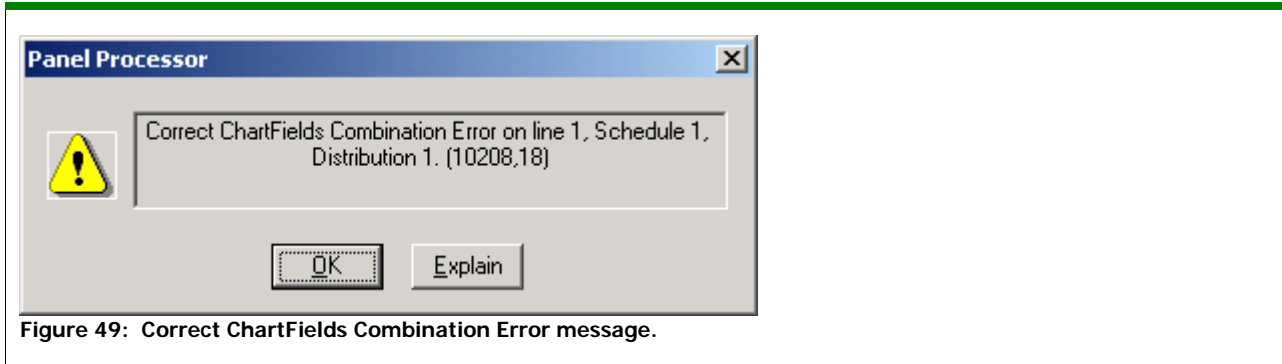
1. **Requisition Document Status** – Main Menu > Requisitions > Review Requisition Information > Document Status
2. **Requisition Inquiry** - Main Menu > Requisitions > Review Requisition Information > Requisitions
3. **Open Commitment Report** – Main Menu > Monterey Bay > PO > Reports > Open Commitment Report
4. **PO Inquiry** - Main Menu > Purchasing > Purchase Order > Review PO Information > Purchase Orders



# Appendix A: Correct Chartfield Distribution Error

Use these steps to correct chartfield distribution errors, especially when the system displays the “Correct ChartFields Combination Error” message (Figure 49):

1. If for a single distribution, verify/edit the Requisition Defaults information, or,
2. If for a split distribution, verify the Schedule—Distributions page information.
3. Verify/edit the Retrofit Field Changes page.
4. Deselect the Hold From Further Processing checkbox.
5. Run the Approve and Budget Check processes.



## Verify the Requisition Distributions

### Single Distribution

1. From the Maintain Requisitions page, click [Requisition Defaults](#) link.
2. Verify that the following are correct:

**GL Unit** - Business Unit Account. Must be an EXPENSE account, beginning with 6.

**Fund Code** - Fund, e.g., MB500 for General Fund.


**Dept** - Department ID.


**Program** - If applicable, click to see valid values, or type in Program code.


**Class** - If applicable, click to see valid values, or type in Class code.

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1		MB000			MB500	1032			



Figure 50: Maintain Requisitions—Requisition Defaults page.

**Project** - If applicable, click  to see valid values, or type in Project code.

 **NOTE:** Although you will not see the account number on the screen, the account number will be added to the chartfield distribution for each line on the requisition.

Click . This will bring you to the [Retrofit Field Changes](#) page.

## Split Distribution

1. Refer to [page 12, Step 3b](#) of this job aid for instructions on viewing and editing split distributions.
  - a. On the Maintain Requisitions page click the Line Schedule  icon.
  - b. On the Schedule page click the Line Distribution  icon.
  - c. Verify/edit the ChartFields as needed.
  - d. Click **OK**. This will bring you to the [Retrofit Field Changes](#) page.

## Verify the Retrofit Field Changes

1. On the Retrofit Field Changes page click the **Mark All** link.  
If this does not automatically check all of the **Apply** boxes below, then select each of them individually.

2. Click .

**Retrofit field changes to "all" existing requisition lines/schedules/distributions.....**

Unit: MB000 Req ID: NEXT

For the distribution specific defaults, Select 'Apply' to apply changes to the Distrib Line value. For example, if you select Apply for Distrib Line 3, the changes will apply to each Distrib Line 3 on the requisition. Select 'Apply to All Distribs' to apply changes to all distribution lines on the requisition.

[Mark All](#)  [Unmark All](#)

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input checked="" type="checkbox"/>		Vendor	0000002659	
<input checked="" type="checkbox"/>		Location	MAIN	
<input checked="" type="checkbox"/>		Buyer	ANCASTLE	
<input checked="" type="checkbox"/>		Ship To	RECEMING	
<input checked="" type="checkbox"/>		Category ID	00100	
<input checked="" type="checkbox"/>	1	Fund Code	AD204	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	DeptID	1004	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Budget Date	2004-12-12	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Location	RECEMING	<input type="checkbox"/>






  

Figure 51: Retrofit Field Changes page.

## Perform Approval and Budget Check

1. Refer to [page 13, Step 4](#) of this job aid for instructions on Budget Checking a purchase requisition.
  - a. On the Maintain Requisitions page, if the **Hold From Further Processing** checkbox is selected, de-select it.
  - b. If the **Approval**  icon is available, click on it. After the Requisition is approved, the Status will change from Open to Approved.
  - c. Click the **Budget Check**  Icon. Once the Requisition is budget checked the Budget Status changes from Not Chk'd to Valid.
  - d. Click **Save**.