CSU Monterey Bay

Operations Support & Innovation Office

Purchase Requisition Process Guide

Overview:

This document is a guide to create a purchase requisition in the Common Finance System (CFS). A requisition will be the initial request from your department to procurement to identify a supplier for goods or services you need. Before creating a purchase requisition, please review the Business Support Services Procurement website for current campus' policies and procedures.

Once the requisition has been created it must be approved by the appropriate authority. A copy of the requisition (before approved) can be printed and routed through appropriate channels, if additional approvals are needed. Once the requisition has been approved the Procurement Office will convert the requisition into a purchase order.

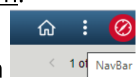
Note: Access to CFS requires the completion of a CFS Data Access Request Form. Please complete and forward to osi@csumb.edu via Adobe Sign.

Table of Contents

Overview: 1
Step 1: Accessing CFS/Purchase Requisition Module 3
Step 2: Create Requisition - Add a New Value 4
Step 3: Maintain Requisitions Page - Header Section 4
Step 4: Requisition Defaults 5
A. Line Section 5
B. Schedule Section - Distribute by AMT or QTY 6
C. Blanket Purchase Orders Sample 6
D. Distributions Section – Single Chart String 7
Step 5: Comments Link 8
Step 6: Maintain Requisitions Page 9
A. Line Details Section 9
B. Additional Requisition Lines 10
C. Split Distributions 11
D. Schedule Page 11
E. Distribution Section 12
Step 7: Budget Check 13
Step 8: Print Requisition 14
A. Option 1- View Printable Version Link 14
B. Option 2 – Requisition Print Page 15
C. Report Output 17
Appendix 18
A. Find an Existing Requisition 18
B. Copy Requisitions 19
C. CFS Inquiry Pages: 20
D. CSUMB Procurement Site 20
E. Checking an Invoice Status 20

Step 1: Accessing CFS/Purchase Requisition Module

1. Access CFS via the CSUMB Dashboard. If you do not see the CFS Finance icon in your Dashboard, you may not need to submit a CFS Data Access Request Form.

2. Access the Purchasing Module: Click on the NavBar icon  to navigate to Menu
   Menu > Purchasing > Requisitions > Add/Update Requisitions

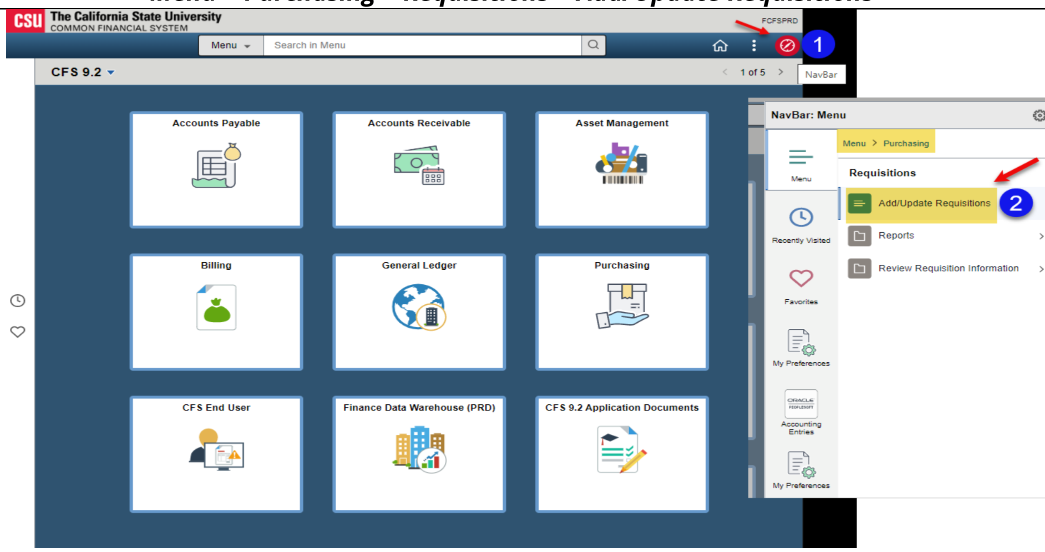


Figure 1: Navigate to Add/Update Requisitions Page

3. **Optional**: Adding page to your Home Page. Click the **'Add to Homepage'** link to create a tile on your designated Homepage.

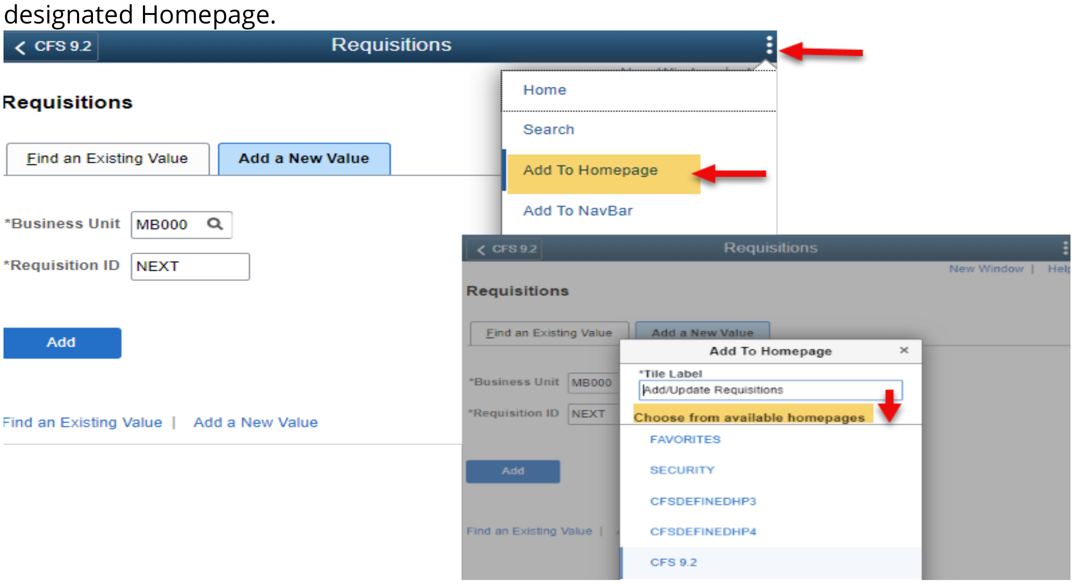


Figure 2: Home Page option

Step 2: Create Requisition - Add a New Value

1. Select the **Add New Value** Tab.
2. **Business Unit** – use look up and select appropriate value.
3. **Requisition ID** – **<u>DO NOT CHANGE leave "NEXT"</u>** – system will create a new value when record is saved.
4. Click Add.

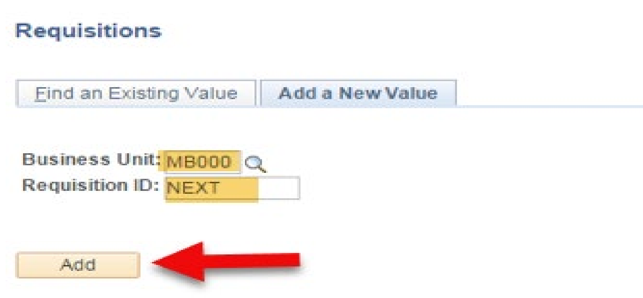


Figure 3: Add a New Requisition

Step 3: Maintain Requisitions Page - Header Section

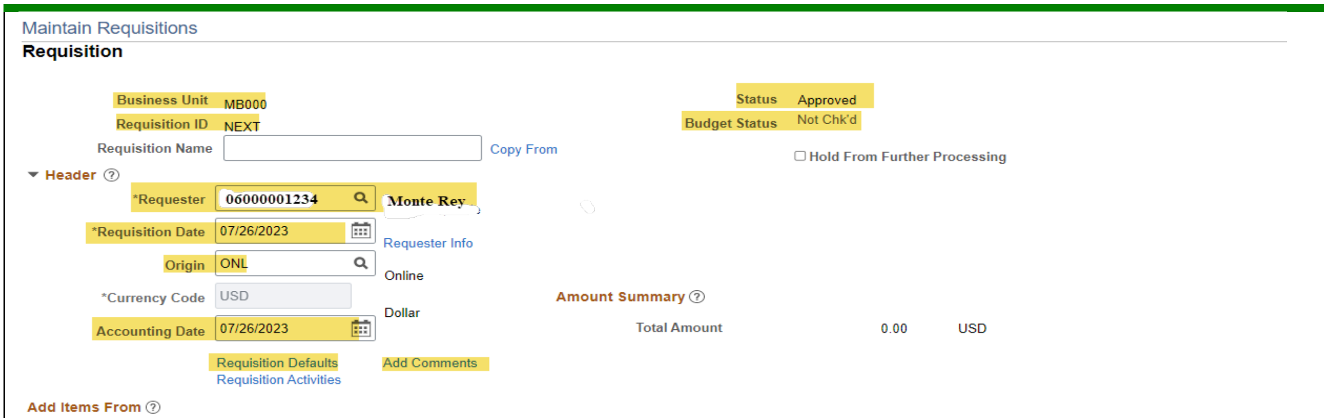


Figure 4: Maintain Requisitions Page - Header Section

1. **Business Unit** – accept default.
2. **Requisition ID** – will be assigned when saved.
3. **Requisition Name -** leave blank
4. **Status** "Open" – defaults to "Approved".
5. **Budget Status** – will be "Not Chk'd" until Saved or icon is clicked.
6. **Requester** – ID of person creating the Requisition will default automatically.
7. **Requisition Date** – date created, accept default.
8. **Origin** – accept default (ONL = online).
9. **Accounting Date** – accept default.
10. **<u>Add Comments</u> link** – used to enter standard comments for the order, e.g., enter end-users name, phone and building, quote number, suppliers contact name, etc. Check **Send to Vendor**, **Shown at Receipt** and **Shown at Voucher** (all three). Attach a copy of the quote. Note: if the total purchase is over $50K three quotes are required. Click **OK**
11. Click on the **<u>Requisition Defaults</u>** link Requisition Defaults

Step 4: Requisition Defaults

A. Line Section

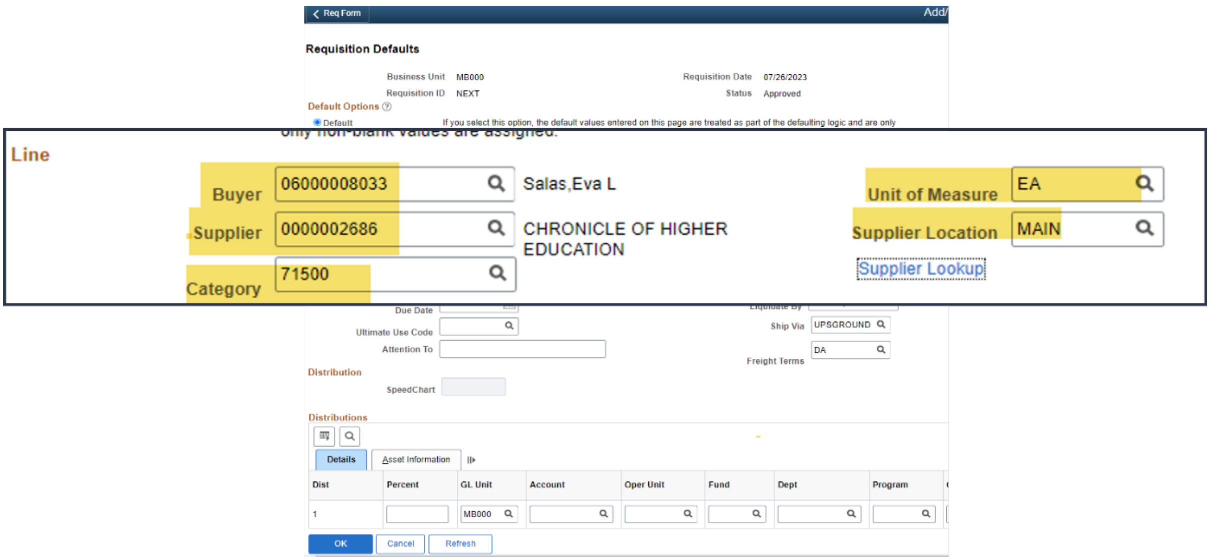


Figure 5: Line Section

1. **Buyer** – select buyer name
2. **Supplier (Vendor)**–Look up using short description to select supplier name or use Supplier Lookup link
3. **Category** – select category code –
   - Category codes are established by the National Institute of Government Purchasing (NIGP) and are used universally to describe different commodities.
   - The Chancellor's office <u>requires</u> 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 CFS, each **Category Code is 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
4. **Unit of Measure (UOM)** – Use **<u>EA</u>** for all orders. Use **<u>LOT</u>** for contracts/services (including Blanket Purchase Orders).
5. **Supplier Location** – accept default (MAIN).

B. Schedule Section - Distribute by AMT or QTY

6. Ship to – accept default (RECEIVING).

NOTE: All goods should be shipped to receiving without exception. No items should be delivered directly to the department or individual. (see Figure 12).

7. Due date – leave blank

8. Ultimate Use Code & Attention Code –leave blank

9. Distribute by (see discussion to the right)

10. Liquidate by – accept default. This value will default from the value used in the "distribute by" field.

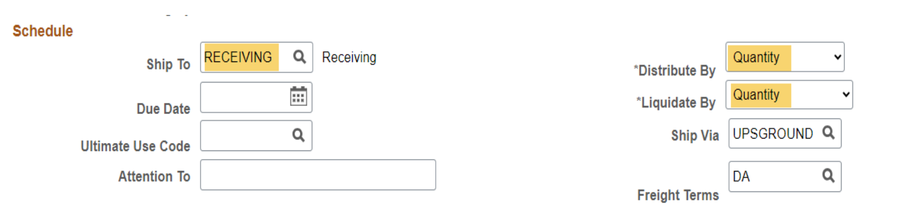


Figure 6: Distribute by and Liquidate by fields in Schedule section.

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 – See Figure 7) 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 Sample

A blanket or open purchase order is created when you want to make multiple purchases of the same item/service from the same vendor throughout the fiscal year

The following fields are handled differently for BPO's:

Requisition Defaults:

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

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

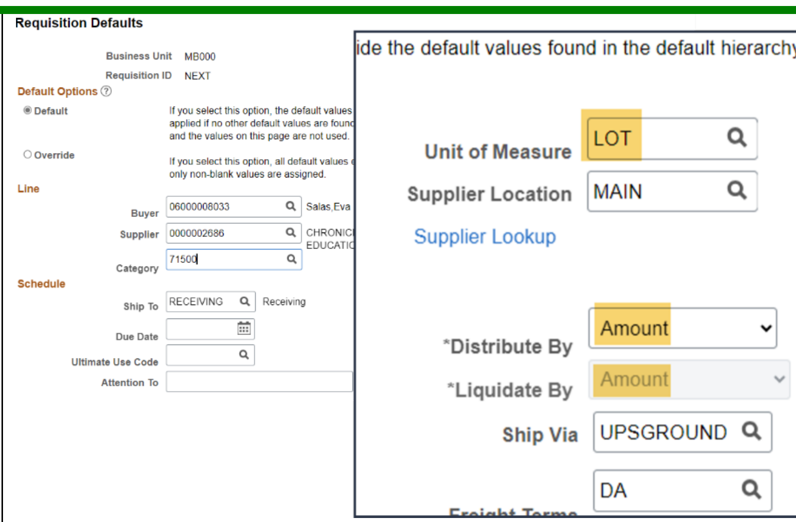


Figure 7: For Blanket Purchase Requisitions, distribute by **Amount**

D. Distributions Section – 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.

1. **Percent** – leave blank.
2. **GL Unit** – use look up.
3. **Account** – will default from category code – leave blank.
4. **Fund** – use look up.
5. **Dept** – enter dept ID.
6. Other fields, enter if applicable or leave blank
   - **Oper Unit**
   - **Program**
   - **Class**
   - **Bud Ref**
   - **Product**
   - **Project**
7. **Click** OK. This will take you back to the **Maintain Requisitions** page

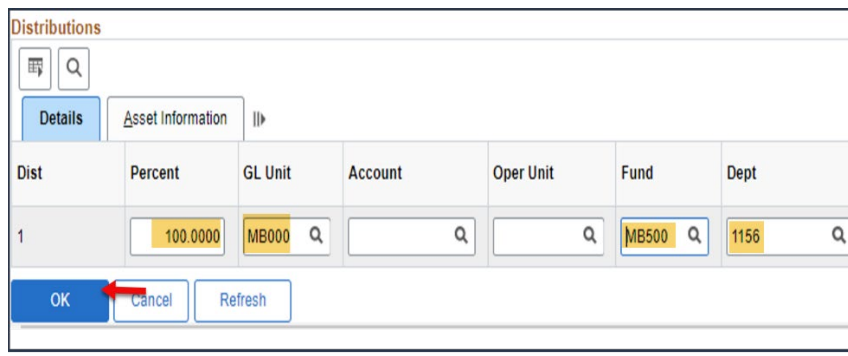


Figure 8: Requisition Defaults - Distribution Section (Example with one char string)

Step 5: Comments Link

1. **Maintain Requisitions** page, click the Add Comments Link

2. **Comments Section:** Enter comments in the following format:
   - Name (of person creating the requisition)
   - Shipping address
   - Telephone number and extension/email
   - Total $ Amount
   - Chartstring

   Check boxes for Send to Supplier, Receipt and at Voucher.

3. **Attachment section:** Attach quote and/or any documents for Procurement office to review. **If total purchase is over $50K, three quotes are required**.

4. ***Note***: Use the + to enter additional comment rows if needed.

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

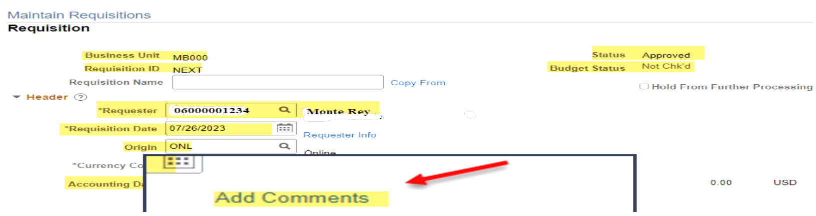


Figure 9: Add Comments link from the Requisition page

Figure 10: Line Comments

Please use the CSUMB Shipping & Receiving address

5410 Butler Street

Seaside CA 93955

NOTE: Sender, Voucher and Receipt boxes must be check for Receiving and Accounts Payable to view the comments delivery information.

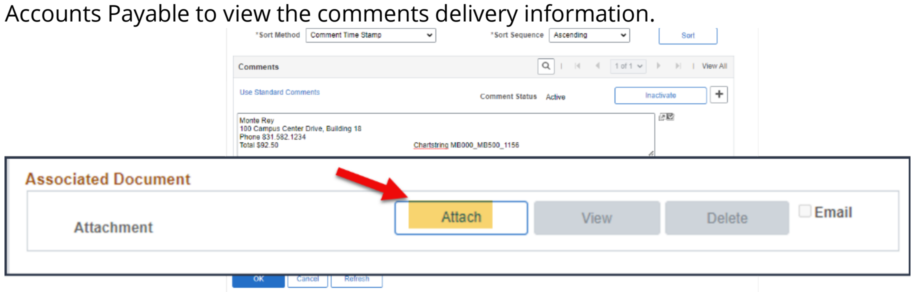


Figure 11: Attachment Document area – **QUOTE IS REQUIRED**

If total purchase is over $50K, three quotes are required.

Step 6: Maintain Requisitions Page

A. Line Details Section

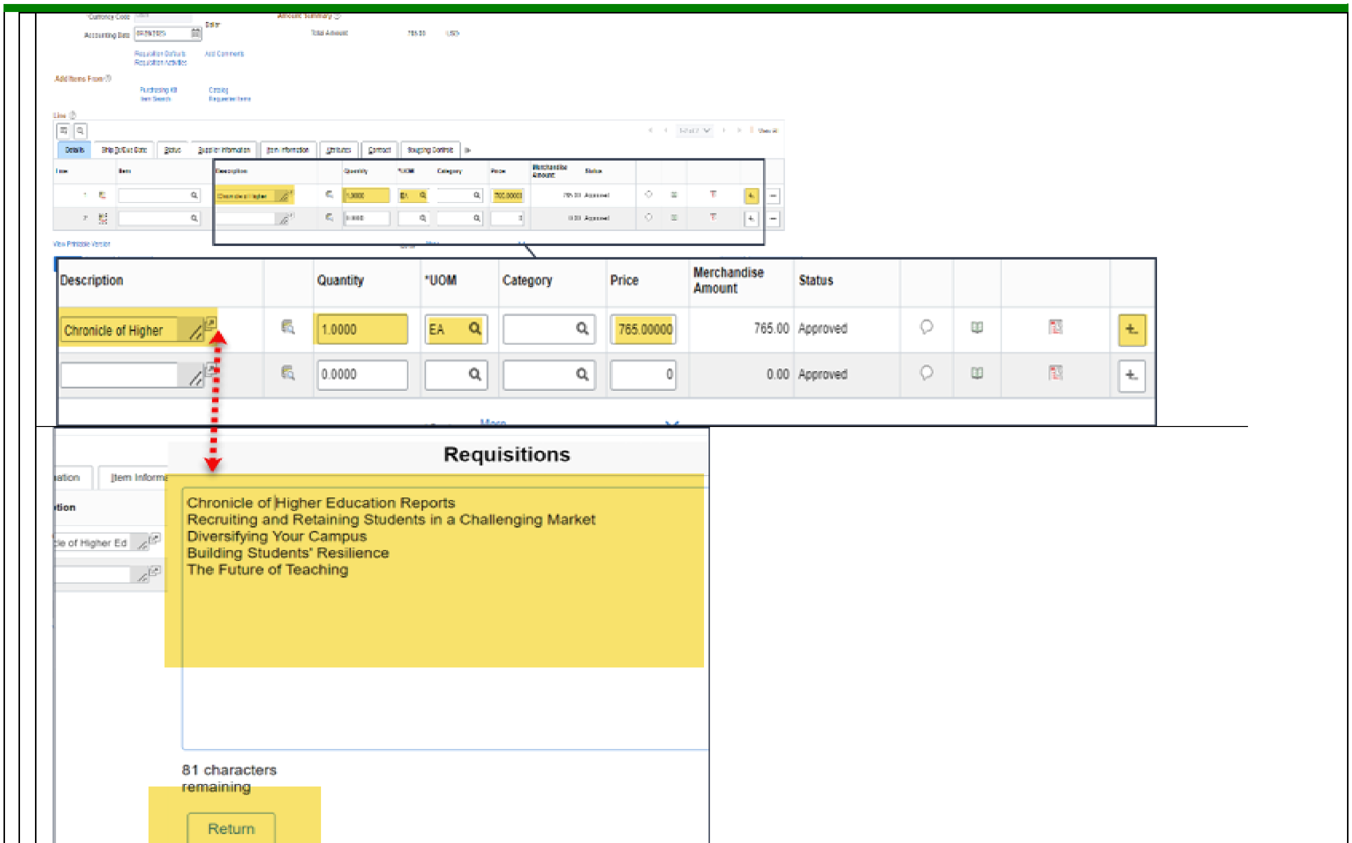


Figure 12: Line Details Section

1. **Item** – leave blank
2. **Description -** This description will be carried through the audit trail, make it precise. Click this will bring up a pop-up that allows you to see the entire description (limit 254 characters). Note: Line Comments section may be used for additional descriptions
3. **Quantity** – Enter number or items: *** UOM** – enter either **EA** or **LOT** for contracts and services.
4. **Category** – Value defaults from requisition header. Accept default.
5. **Price** – Enter price for each item or service. **Do not include sales tax in this line section**.
6. If you are ordering **more than one item** from this supplier, you may add it at this point. Otherwise, proceed to comments link (Figure 9, Page 8).

B. Additional Requisition Lines

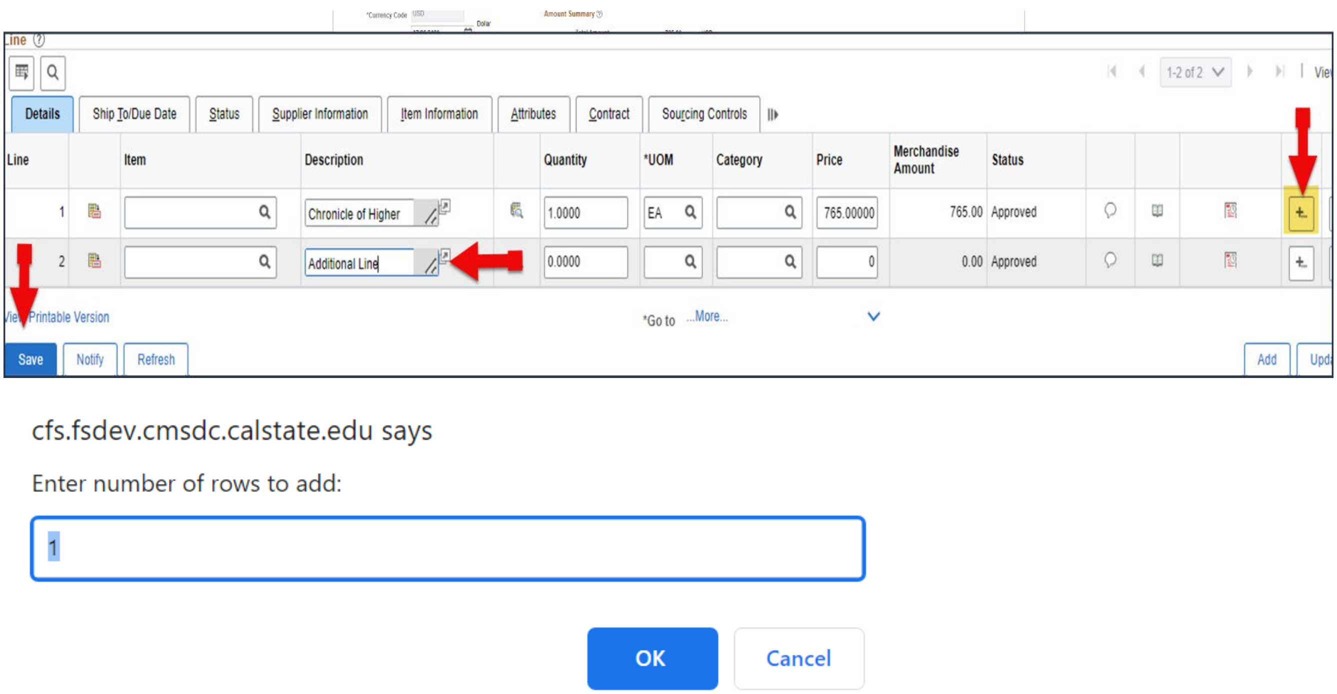


Figure 13: Add an Additional Item to your Requisition

7. If you have more than one-line item in this Requisition, click at the end of the last line to add a line.
8. You will be prompted for the number of rows to add. Enter the number of rows and click .
9. To delete a line item from the Requisition, click at the end of the line you wish to delete.
10. You can click the Save button to save your requisition on this screen. In order to save a requisition, you must have filled out all of the line details. Click

Note: Upon successfully saving, you will notice a Requisition ID has been assigned. At this point in time, you can still **modify** any part of the requisition including adding additional lines, changing quantities, etc.

C. Split Distributions

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, Mandatory fields include Account, Fund, and Department ID, but you may also need to include Program, Class, or Project codes for your order.

If more than one department or account is to be charged for an order (multiple distributions) go to the Distributions section. If not, proceed to Step 7 (Budget Check Section).

Lines (cont.):

10. Ensure that a separate line is created for each item to be split.

11. Click the Schedule icon for <u>each line</u>. This will open the **Schedule** page.

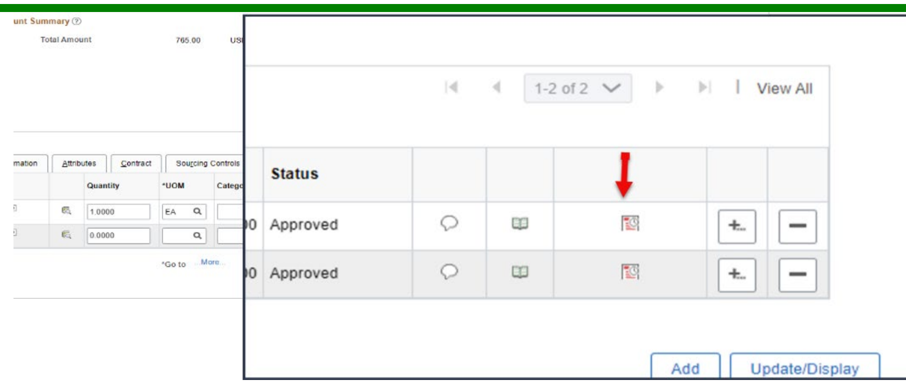


Figure 14: Schedule link on Line Section

D. Schedule Page

Schedule Page:

12. Click (icon with 3 small black errors) on the schedule page to open **Distribution** page.

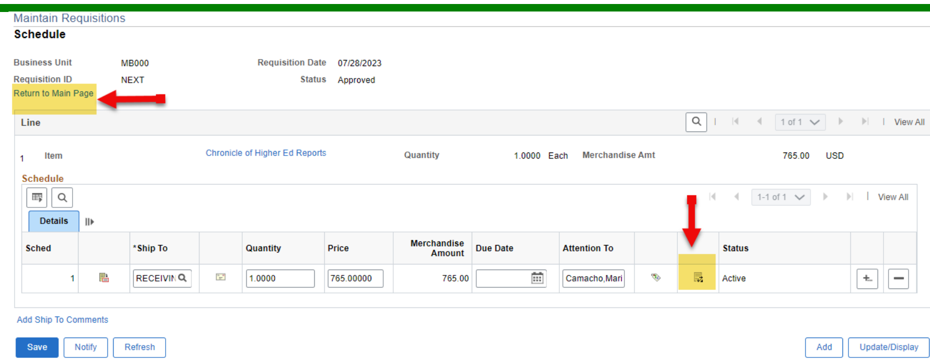


Figure 15: From the Schedule page, select the Distribution icon

E. Distribution Section

If the initial settings for "Distribute By" and "Liquidate By" are configured as "Quantity" (defaulted from Requisition defaults - section - page 6), and there is a need to distribute the quantities in a way that does not allow them to be divided into precise whole numbers, then the option for "Distribute By" and "Liquidate By" can be switched to use the "Amount" instead.

13. Verify Chartstring for the specific line.

14. Percent – defaults 100% from requisition line. See Step 15 to split distribution. If not proceed to Step 16.

15. ONLY IF APPLICABLE: If split distribution is needed, click on the plus sign and adjust the percent field per line. (see Figure 24)

16. Click **OK**.

17. Click **Save** and Return to Main Page

The process for splitting the costs between two or more chartfields is the same. However, you have to first choose if you want to split by quantity (which is the default) or by amount.

Split by quantity example: You are purchasing 10 laptops. One chartfield will cover the cost of 5 laptops and a second chartfield will cover the cost of the other 5 laptops.

Split by amount example: You are purchasing 10 laptops. One chartfield will cover 75% of the cost of the 10 laptops and a second chartfield will cover the remaining 25%. Or one chartfield will contribute $500 towards the cost of the 10 laptops and the second chartfield will cover the remaining cost.

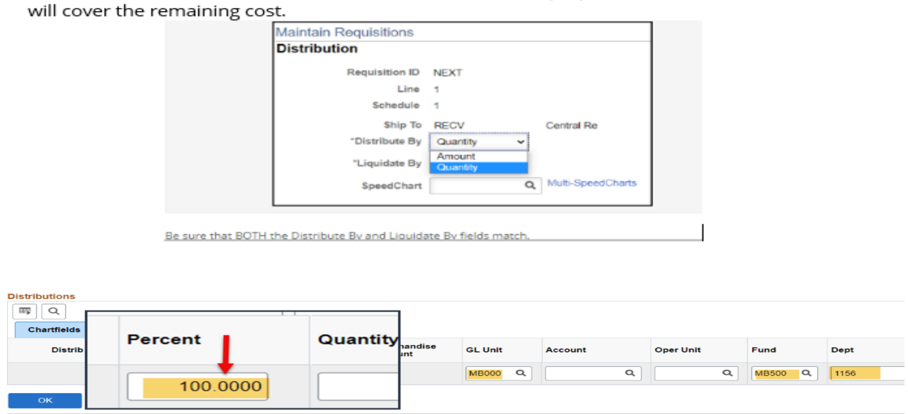


Figure 16 Line 1 Distribution page – No split

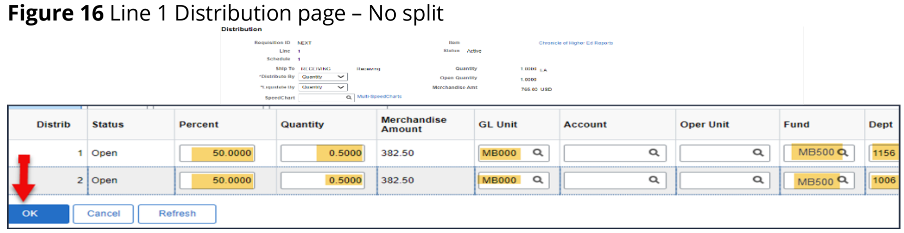


Figure 17: Distribution Split Example (50/50)

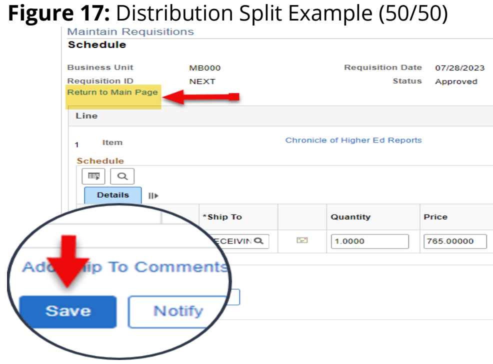


Figure 18: Save and navigate to Main Page

Step 7: 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.

20. **Status –** status will default to Approved.
21. **Cancel** - click here for procedures on how to Cancel a Requisition.
22. **Budget Status** – if status is **Not Chck'd**, click the to begin the process.
23. Once completed you will have an "**Approved**" status and a "**Valid**" budget check

Note:
Write down the Requisition number for future reference.

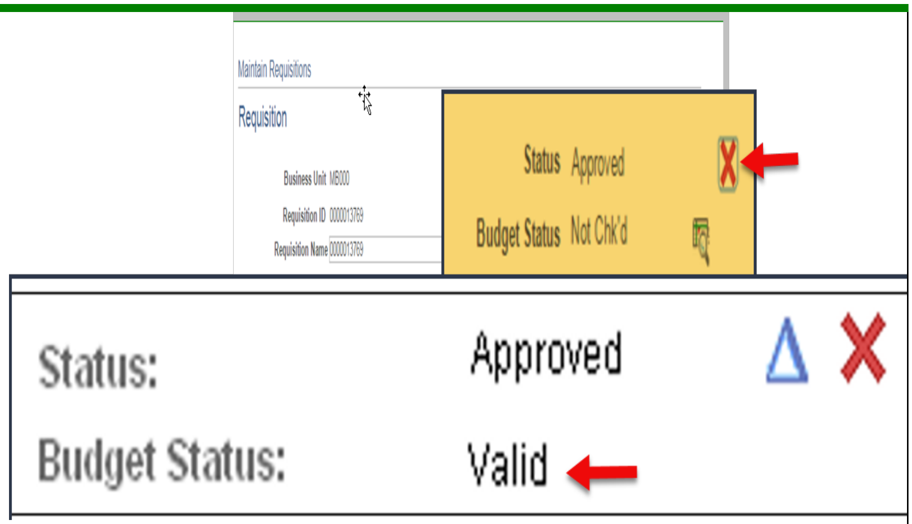


Figure 19: Budget Check, this will update the Budget Status = Valid when budget check is successful

Step 8: Print Requisition

A. Option 1- View Printable Version Link

Note: Write any required changes on the printed Requisition and your Purchasing Agent will make the necessary change in the Purchase Order.

From the Maintain Requisitions page:

1. Scroll to the bottom of the page.
2. Click **View Printable Version link** (Figure 20). This will trigger the print process.
3. Ignore the error message, click OK.
4. Navigation: Go to the Main Menu: Reporting Tools > Report Manager > Administration Tab (Figure 21).
5. Click Details link and retrieve PDF

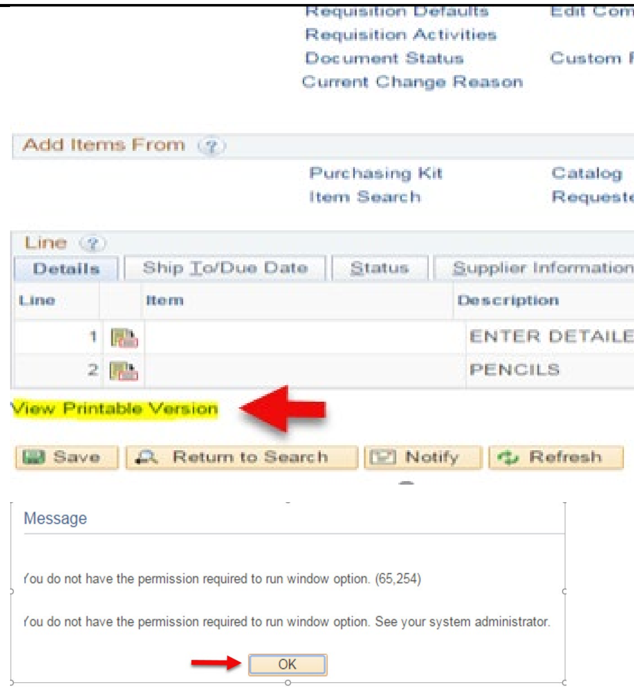


Figure 20: View Printable Version and Click OK and open Reporting Tools link.

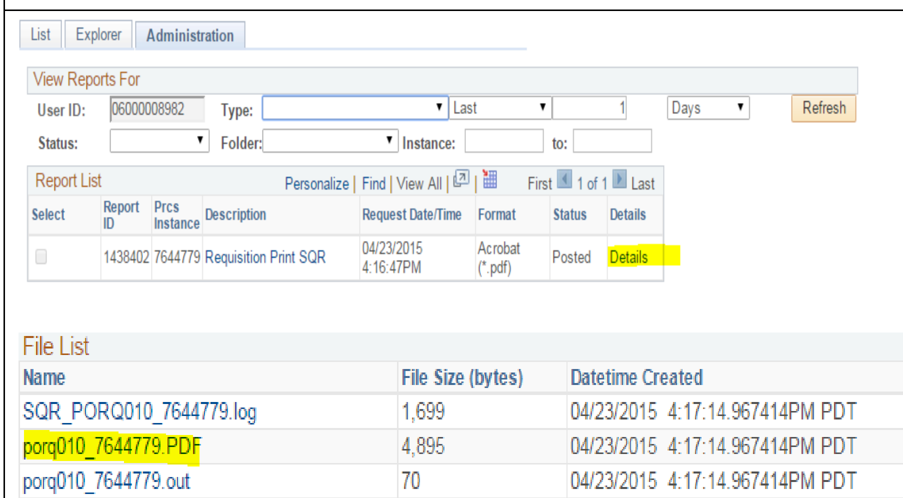


Figure 21: Administration Tab: Select Details link and retrieve PDF

B. Option 2 – Requisition Print Page

This report can be run for a one or a range of requisitions.

1. Navigation: Main Menu > Purchasing > Requisitions > Reports > Print Requisition
2. If this is the first time you have run this report, create a new Run Control ID. Enter a Run Control ID (e.g. Print Requisition)

   Select **Add a New Value** Tab.

   Click Add.

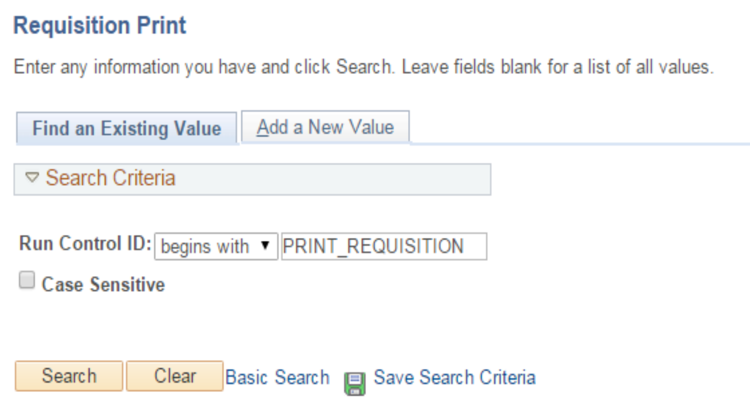


Figure 22: Create a new Run Control ID if necessary

If you have already set up a Run Control ID:

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

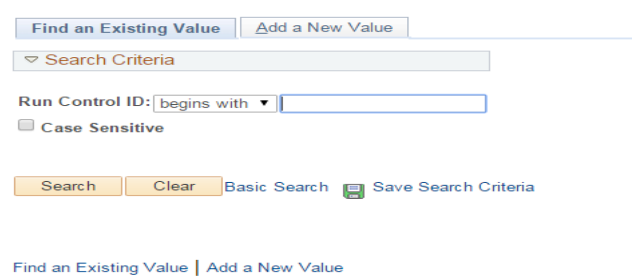


Figure 23: Find an Existing Value

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** Select All.
7. Click Save. And click Run.

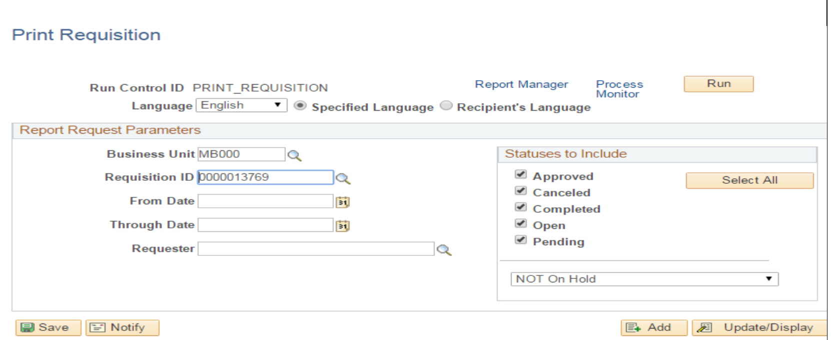


Figure 24: Run Control Set up

8. **Select** – make sure the current report is selected.
9. **Type** – select **Web**.
10. **Format** – select **PDF**.
11. Click OK.
12. A **Process Instance** number will display on the top right of the Run Control Page.
13. Click the Process Monitor link.
14. The Process List will display (Figure 33).
15. Click the Refresh until:

    Run Status = Success

    Distribution status = "Posted"
16. Click Details link followed by View Log/Trace.
17. Click on the Report Name ending with **.PDF**.
18. The report will open.

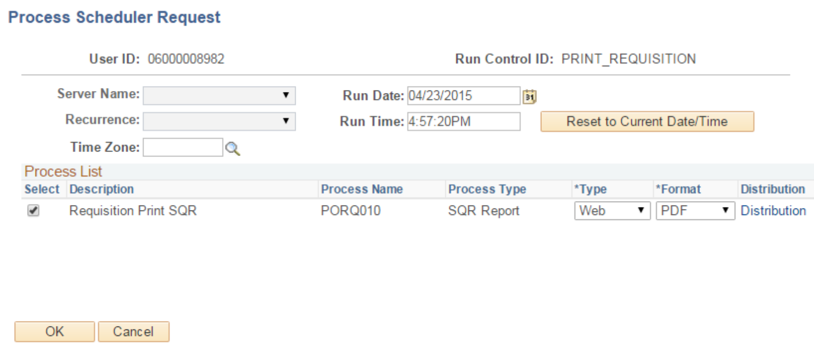


Figure 25: Process Scheduler Request page (**PDF** format)

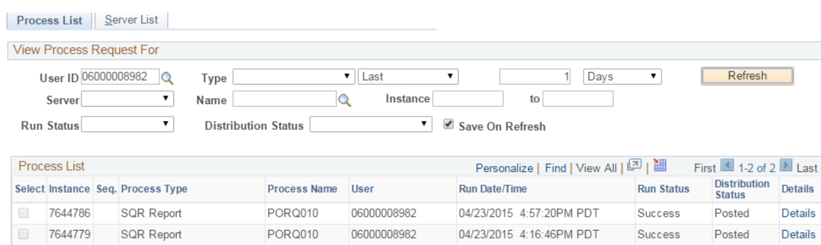


Figure 26: Process List Tab

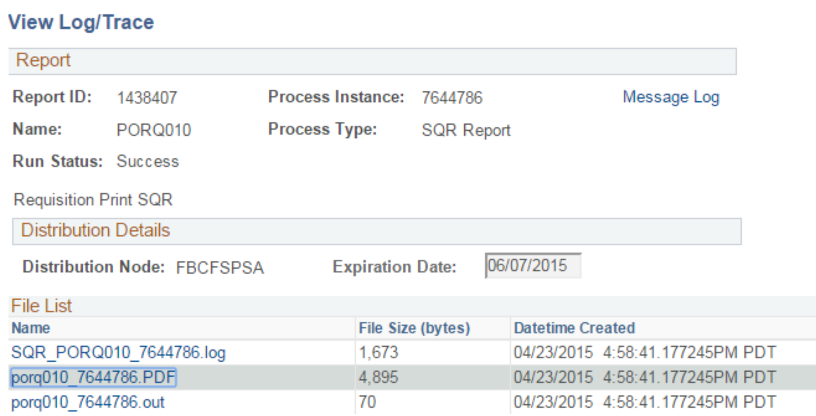


Figure 27: Open PDF Report File

C. Report Output

Requisition
Cal State Univ - Monterey Bay

Ship To: Receiving
100 Campus Center 35
Seaside CA 93955-8001

Business Unit:	MB000	APPROVED
Req ID 0000013746	Date 04/13/2015	Page 1
Requester [redacted]	Telephone 831/582-4169	Entered By [redacted]

Line-Schd-Dist Distribution	Description Account	Fund	Dept	Category Prgm	Quantity	UOM Class	Price Project	Extended Amt	Due Date Dist Amt
	Buyer: Salas,Eva L Supplier: 0000011734 PARK A BIKE								
1-1	CBV2 Park A Bike Composite Bicycle Vault			78500	4.0000	EA	1,425.00	5,700.00	
1-1-1	619800	MB500	1111			1111A			5,700.00
				Line Total:				5,700.00	
	Buyer: Salas,Eva L Supplier: 0000011734 PARK A BIKE								
2-1	DV211-GV1-1 Park A Bike Varsity Bike Dock			78500	20.0000	EA	215.00	4,300.00	
2-1-1	619800	MB500	1111			1111A			4,300.00
				Line Total:				4,300.00	
	Buyer: Salas,Eva L Supplier: 0000011734 PARK A BIKE								
3-1	DVK1 DV211 Varisty Dock Concrete Anchor Kit			78500	20.0000	EA	12.00	240.00	
3-1-1	619800	MB500	1111			1111A			240.00
				Line Total:				240.00	
				Total Requisition Amount:				10,240.00	

Figure 28: Printed Purchase Requisition

19. Route the requisition to the appropriate parties for signatures. Note: Adobe Sign is preferred.
20. **Email the completed requisition to the Procurement Department: procurement@csumb.edu**

NOTE: After appropriate signatures are obtained, route to the Procurement Office procurement@csumb.edu.

Appendix

A. Find an Existing Requisition

1. Select the **Find and Existing Value** Tab.
2. **Business Unit** – use look up and select appropriate value.
3. Enter additional search criteria such as:
    - **Requisition ID** – enter requisition ID number.
4. Click Search for results to display.
5. Select correct Requisition ID to open the record.

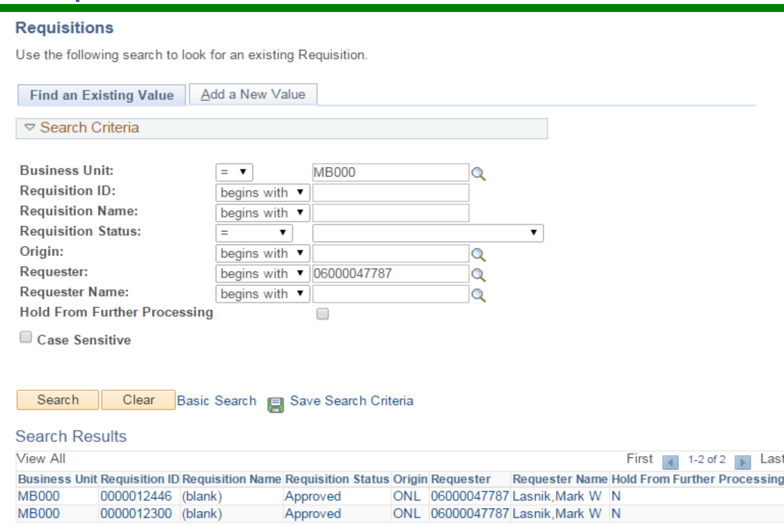


Figure 29: Find an Existing Requisition

B. Copy Requisitions

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 

. Requisition information will display.
6. Check the box to the left of the Requisition that you want to copy.
7. Click 

and Budget Check when ready.

NOTE: All requisition information will be copied, but you can **make changes and additions before you save it as a new purchase requisition**.

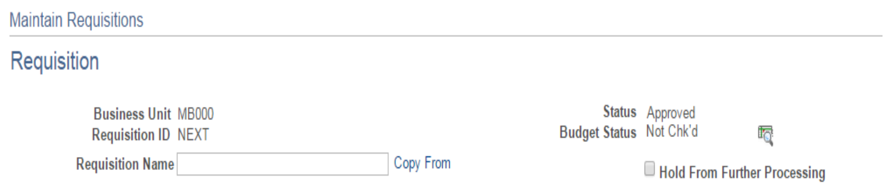


Figure 30: Header default has "Copy From" link when creating a NEW Requisition

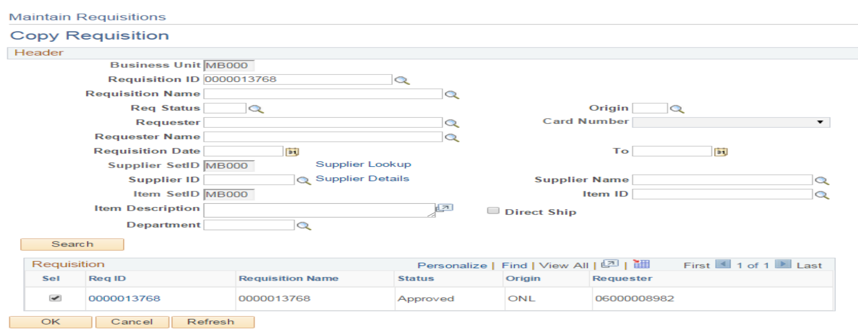


Figure 31: Copy Requisition Page

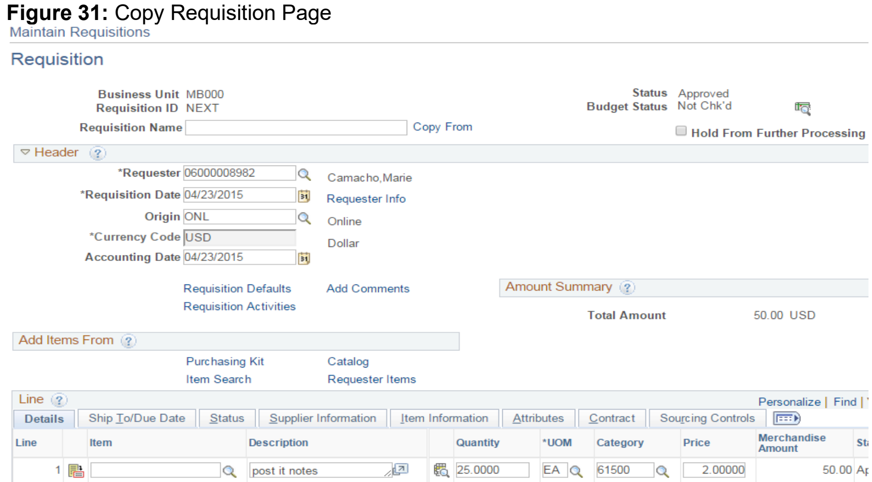


Figure 32: Copied (Imported) requisition

C. CFS 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 > Purchasing > Requisitions > Review Requisition Information > Document Status Requisition
2. **Requisition Inquiry** - Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions
3. **CSU PO Remaining Balance Inquiry** – Main Menu > Purchase Orders > Review PO Information > CSU PO Remaining Balance Inq
4. **PO Inquiry -** Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders
5. **CSU PO Activity Detail Report** –
6. **CSU PO Life Cycle Report** – Main Menu > Purchasing > Requisitions >Reports > CSU PO Life Cycle Report Requires Requisition, PO or Voucher ID.

D. CSUMB Procurement Site

a. Category Codes
b. Direct Payment Requests
c. New Vendor Onboarding (New Supplier) – Payment Works Quick Guide
d. Payment Matrix
e. ProCard Documents

E. Checking an Invoice Status

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:
Verify that the invoice matches the Purchase Order by looking in the Purchase Order Inquiry: Main Menu > Purchasing > Purchase Orders > **Purchase Orders**

Search by Supplier Name or other available search criteria. 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.

1. If goods were shipped directly to the department send packing slip to Receiving so that the system is updated to “Received” status.
2. If receiving is required the receipt must be transacted in CFS in order for A/P to process payment.
3. If invoice does not match the PO, contact the supplier for clarification. If the PO needs to be altered, contact the Buyer. Note: To make changes to a PO, please submit a PO Alteration form to Procurement.

4. Ensure that the signature of the approving official, who has the authority to sign on behalf of the department, is included.
5. Finally ensure that the invoice has the following information:
   - Received by
   - Date
   - P.O. number
   - Account #
   - Amount
   - Final Bill (Y/N)