CAL POLY HUMBOLDT

Contracts, Procurement & Accounts Payable

CFS REQUISITION PROCESS GUIDE

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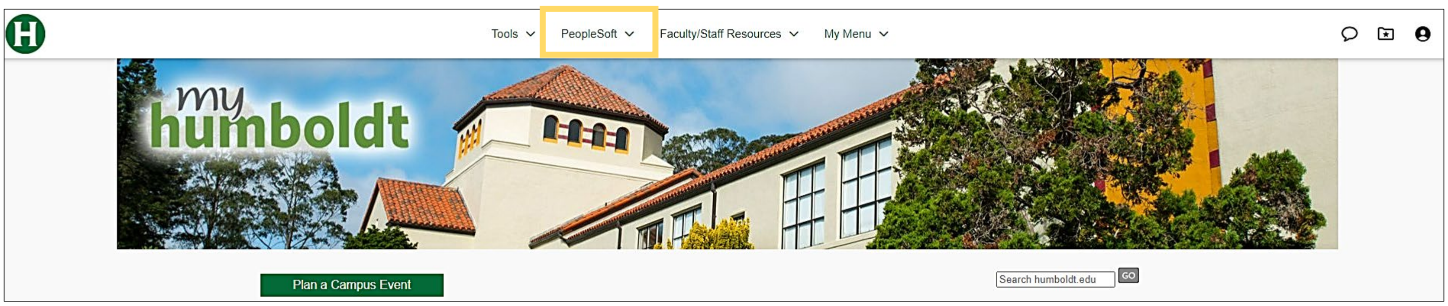
Step 1: Creating a Requisition

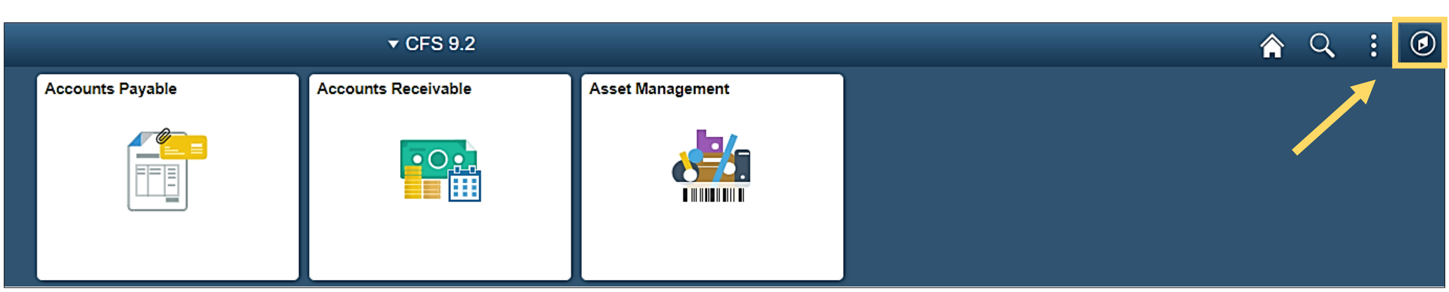
When creating a requisition with multiple lines using the same Chartfield information, it is best to enter Requisitions using the requisition defaults. Setting the defaults before entering each line will save time and reduce errors.

1. Log in to CFS from My Humboldt with your username and password https://pmc.humboldt.edu/user/login



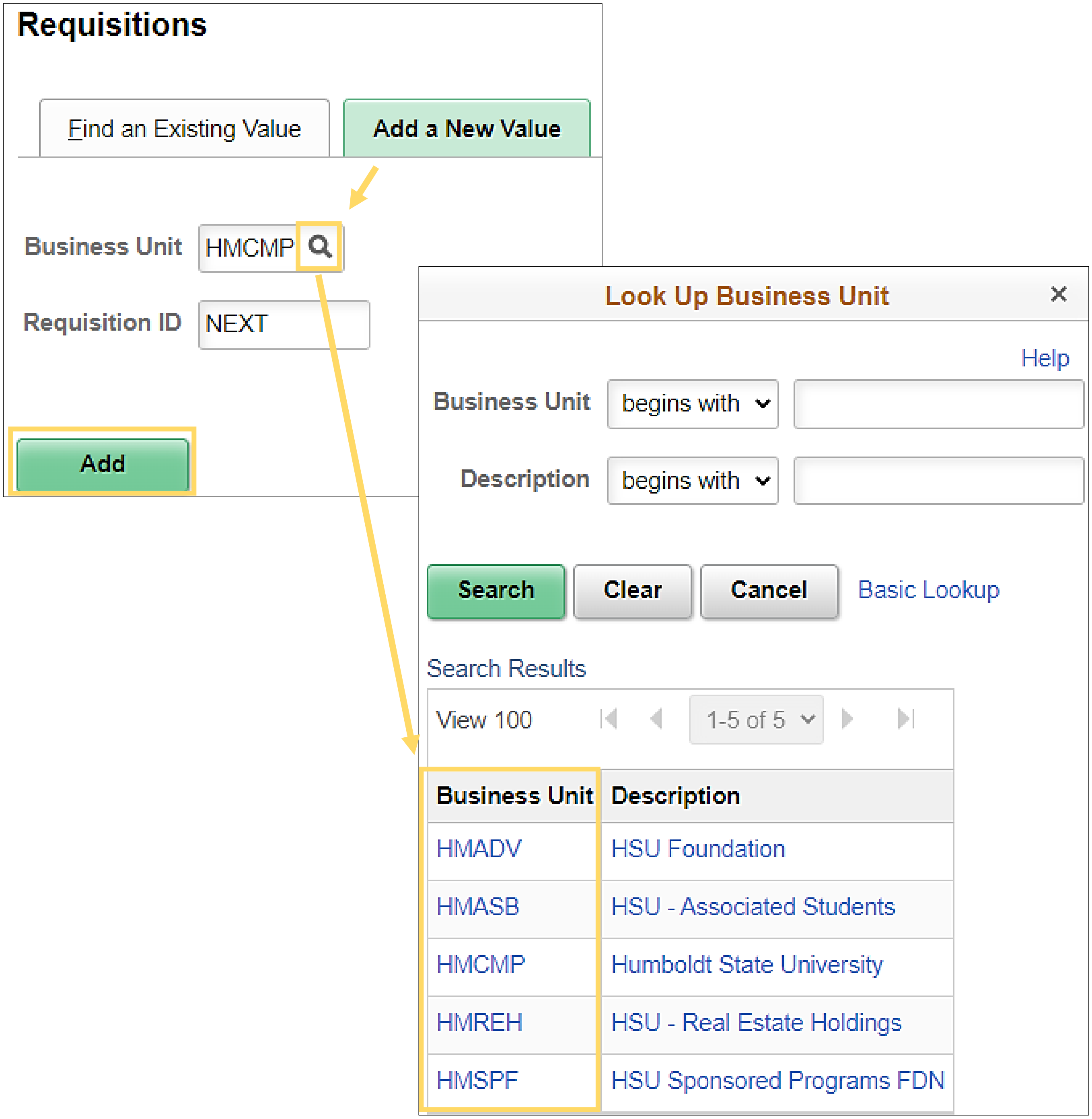
2. From the PeopleSoft tab, click on the Finance (CFS) Link

3. The Oracle menu page will display. Click on the compass NavBar icon at the top right of the homepage.

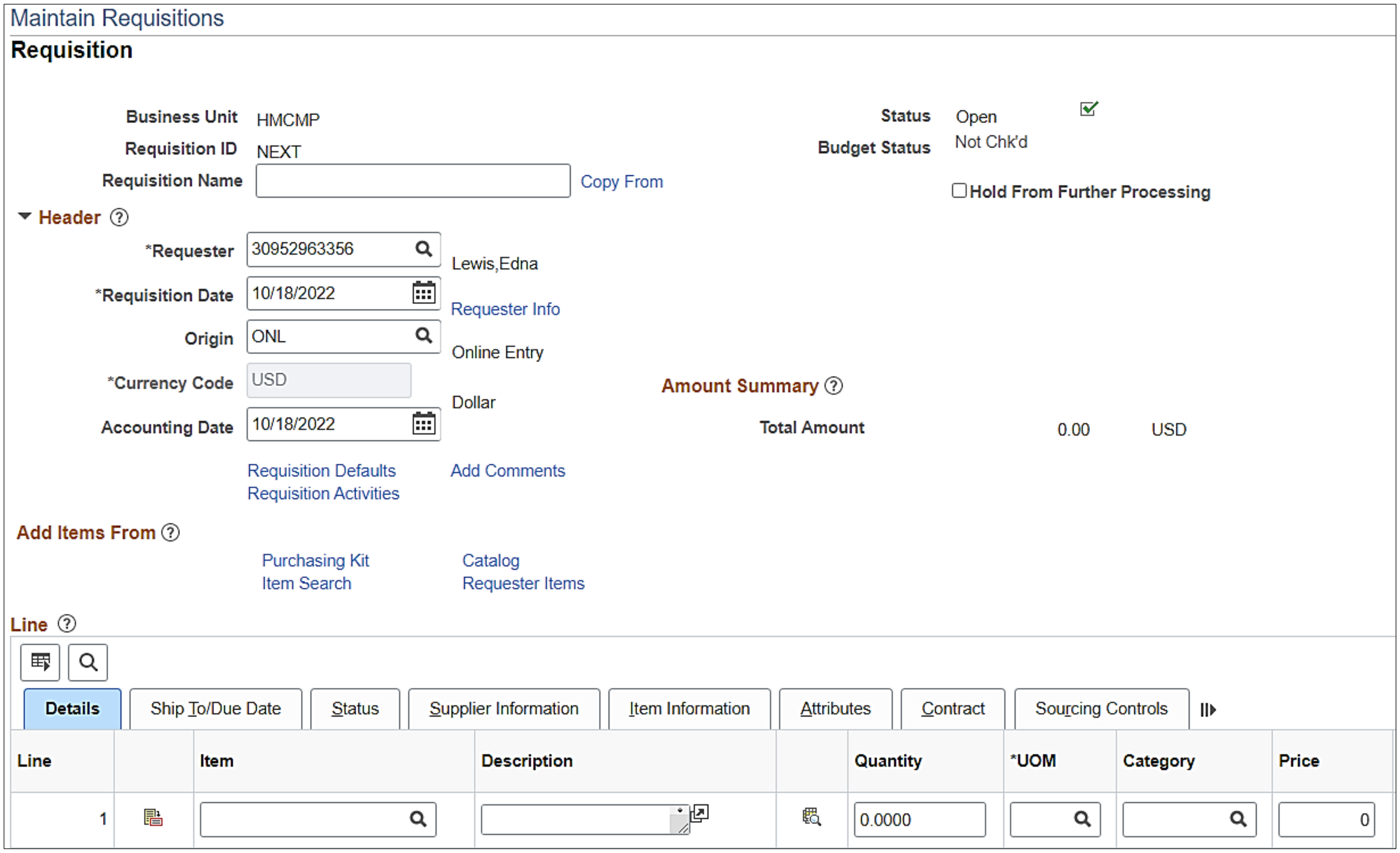


4. Follow the following path. Navigator>Purchasing>Requisitions>Add/Update Requisitions

5. The Add a New Value screen will display. The business unit will default to HMCMP, and the Requisition ID will default to NEXT. Click the Add button
    - If you are using a different Business Unit, click on the 🔍 to see the other options



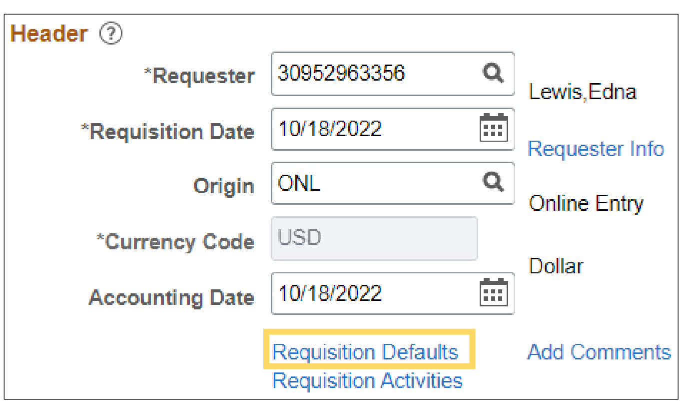
The Requisition Header information will be automatically populated.



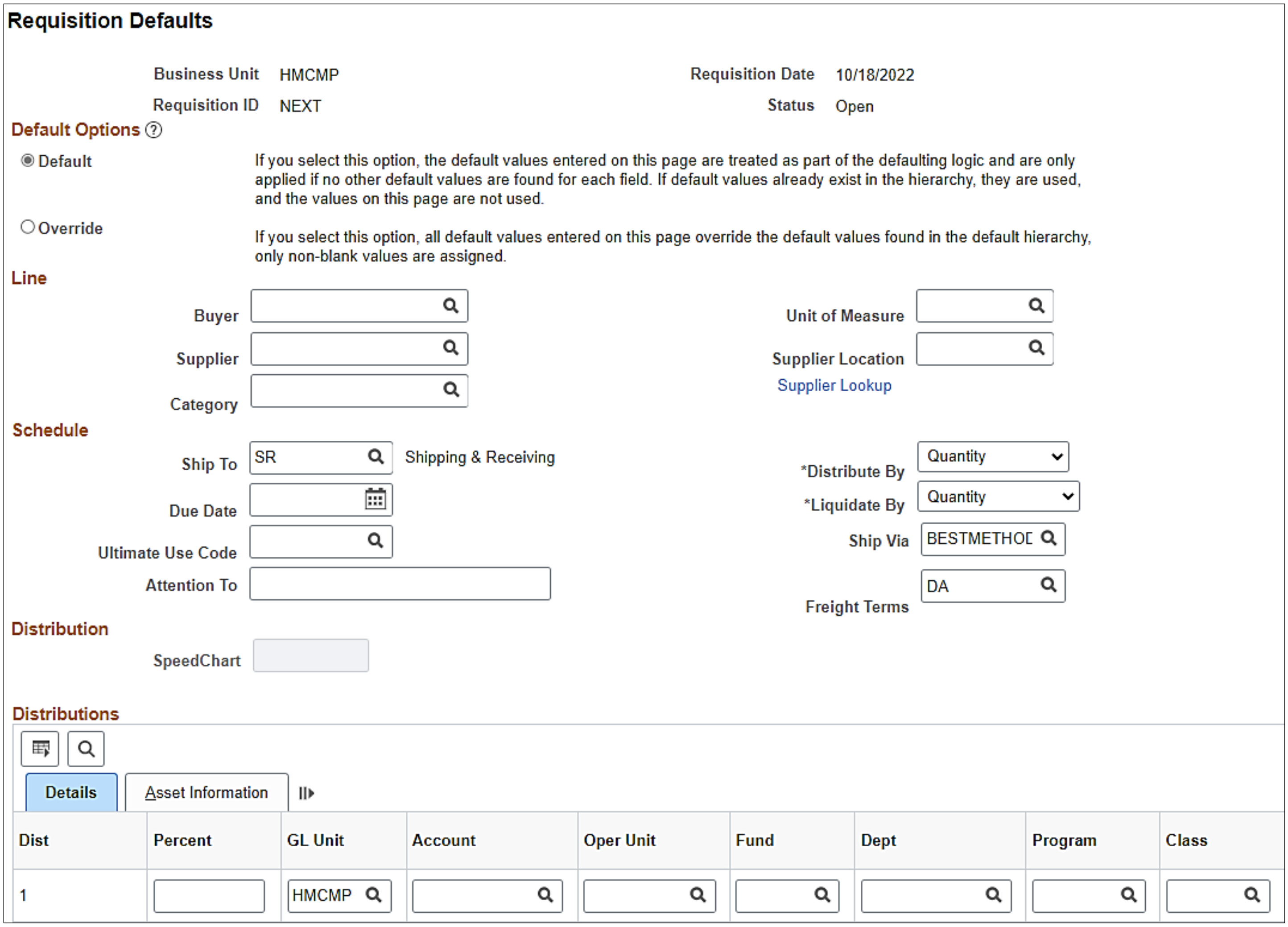
View the table below to see definitions for each field and whether the entry is required or optional.

Field	What do I need to enter?
Business Unit	The default Business Unit is HMCMP
Requisition ID	The Requisition ID number is automatically assigned when the requisition is saved.
Requisition Name	Entry is recommended but not required. You may enter a name for your requisition to help you identify it later. If you do not enter a Requisition Name, the system will set the Requisition ID as the Requisition Name once you save the requisition.
Status	No entry is required. The status defaults to Open.
Budget Status	No entry is required. The status defaults to Not Chk'd
Requester	No entry is required. Defaults to the CFS ID/Name of the person creating the requisition. If it does not, click on the search icon to select your Requester from the list.
Requisition Date	No entry is required. Defaults to the date the requisition was created and saved.
Origin	No entry is required. Origin defaults to ONL
Currency Code	No entry is required. The currency Code defaults to USD (US Dollar).
Accounting Date	No entry is required. Accounting Date defaults to the date the requisition was created and saved.

6. Click Requisition Defaults to view or modify the settings



7. Review the Requisition Defaults and make modifications as needed



Requisition Defaults

Business Unit HMCMP

Requisition Date 10/18/2022

Requisition ID NEXT

Status Open

Default Options

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

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

Line

Buyer

Supplier

Category

Unit of Measure

Supplier Location

Supplier Lookup

Schedule

Ship To SR Shipping & Receiving

Due Date

Ultimate Use Code

Attention To

*Distribute By Quantity

*Liquidate By Quantity

Ship Via BESTMETHOD

Freight Terms DA

Distribution

SpeedChart

Distributions

Details | Asset Information

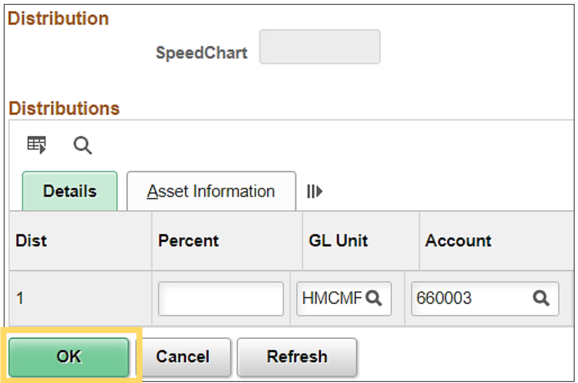
Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class
1		HMCMP						

View the list below to learn more about each field and what to fill out.

Field	Description
Default Options	Default: Select this option to use the values that default from the system. You may still fill in any blank field. Override: Select this option to use the values you specify on this page to override the system-defined defaults. You may change any value that defaults on this page by using this option.
Supplier	The supplier that you want to use for this purchase requisition. If the supplier exists, use the magnifying glass icon to locate and select the supplier from the list. If the desired supplier is not on the list, leave this field blank and note the supplier's name, address, and other related information in the comments section.
Unit of Measure	Enter the unit of measure: either EA (each) for item orders or SVC for services and blanket orders.
Ship To	The Ship To address where the requisition items are to be sent defaults from the Requester. To change the delivery address, use the magnifying glass icon to locate and select the appropriate value. If the value you want does not appear, you may use the Header Comments to indicate the delivery address.
Distribute By	Distribute By will default to Quantity. Leave as is if the requisition is for a commodity. Change it to Amount if the requisition is for a service.
Distributions	Default Distribution Chartfield values are defined for each Requester and are displayed here. They may be changed as necessary to reflect where the charges for the requisition should be billed. Required fields include Account, Fund, and Dept. Optional fields include Program, Class, and Project.

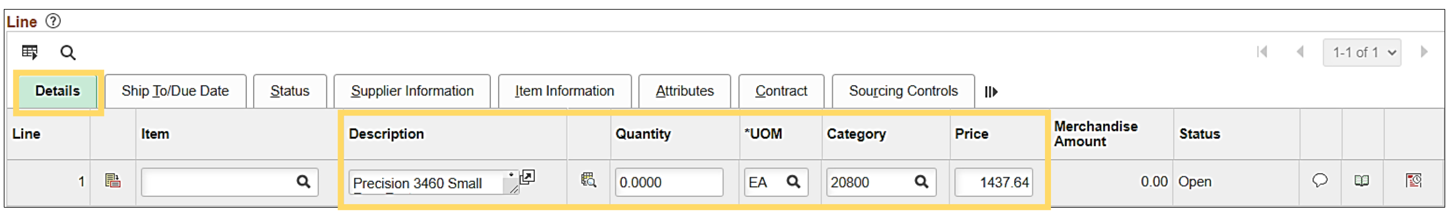
Note: You are unable to add additional chartfields on a single distribution line.

8. Click OK when you have made all of the modifications you wish to appear on all lines of your requisition.

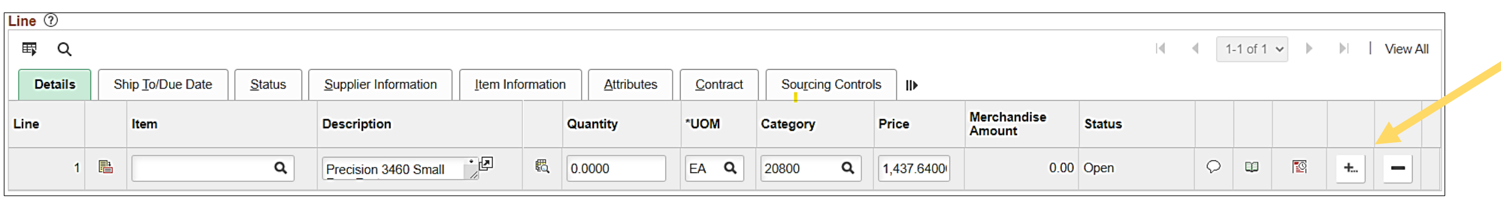


Step 2: Requisition Line Details

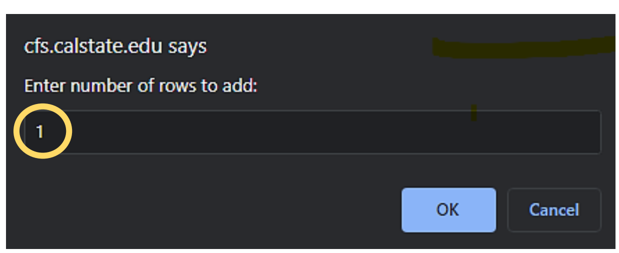
1. The line section of the screen will default to the details tab. Complete each requisition line (including line Description, Quantity, UOM, Category, and Price)
   As long as the requisition status remains open, you can make changes to any field you have entered

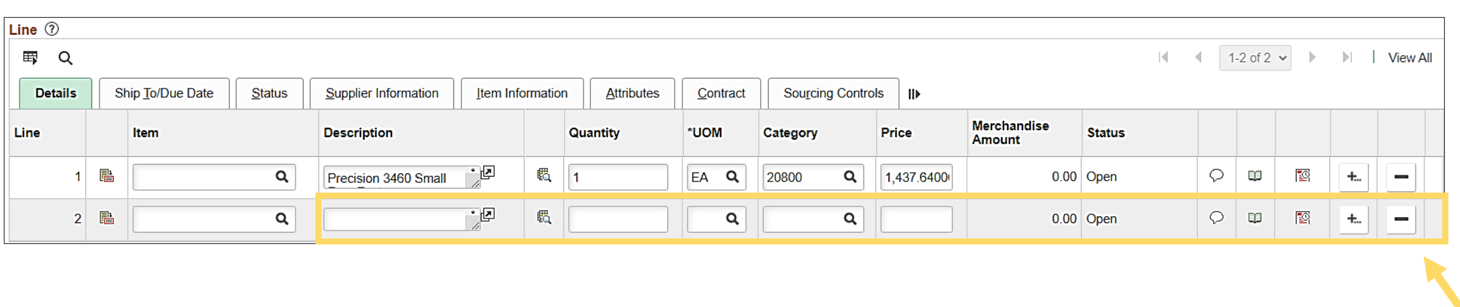


2. You can add additional lines to the requisition using the same default chartfield information.
3. To add a line to the requisition, click the add a row icon at the end of the first line item



4. When prompted, enter the number of rows you wish to add, then click the OK button





All blank rows must be populated. It's recommended that you add just one row at a time, fill out the line item information, click Save, and add another.

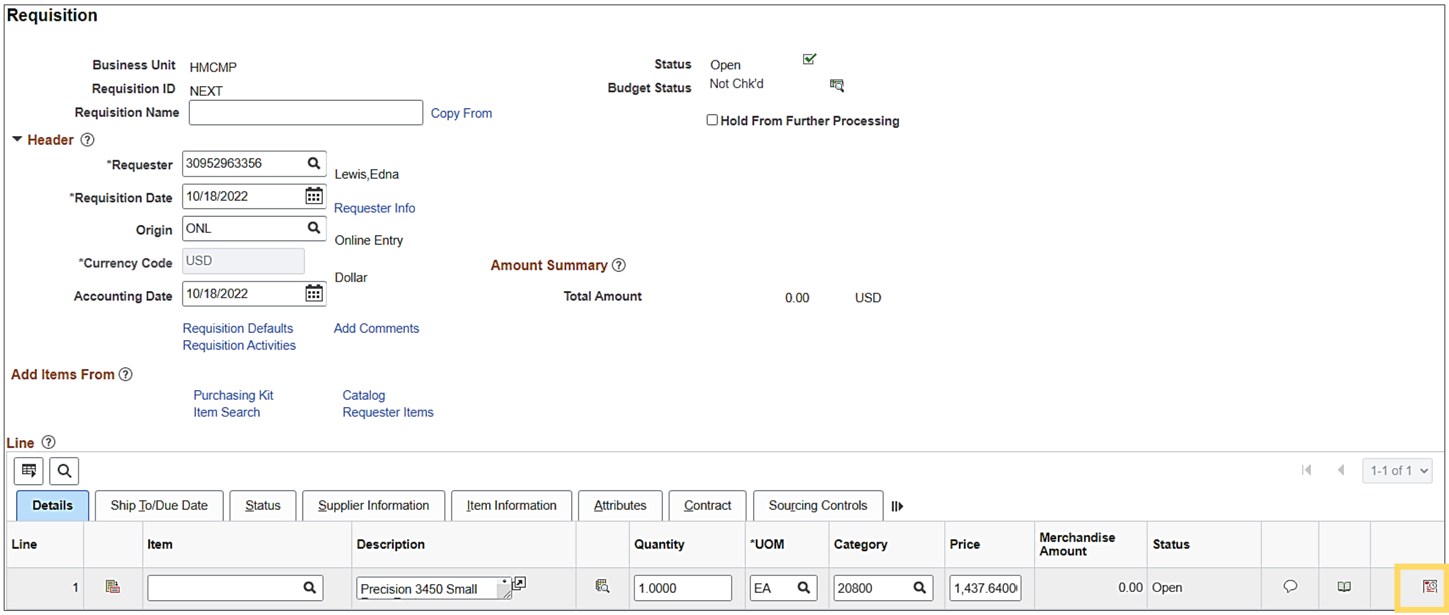
If you are interrupted while filling out the requisition, you will only lose the one-line item row you worked on if you are timed out for inactivity.

Field	Description
Description	Enter the **description** of the product or service. If you need to add more information than this field will accommodate, use the Line Comments icon.
Quantity	Enter the **quantity** of the product. If it is a service, enter “1.”
UOM	Enter the Unit of Measure. Select **EA** for all commodities or Select **SVC** for all services.
Category	Enter **57800** for miscellaneous commodities or **96200** for miscellaneous services
Price	Enter **Price**

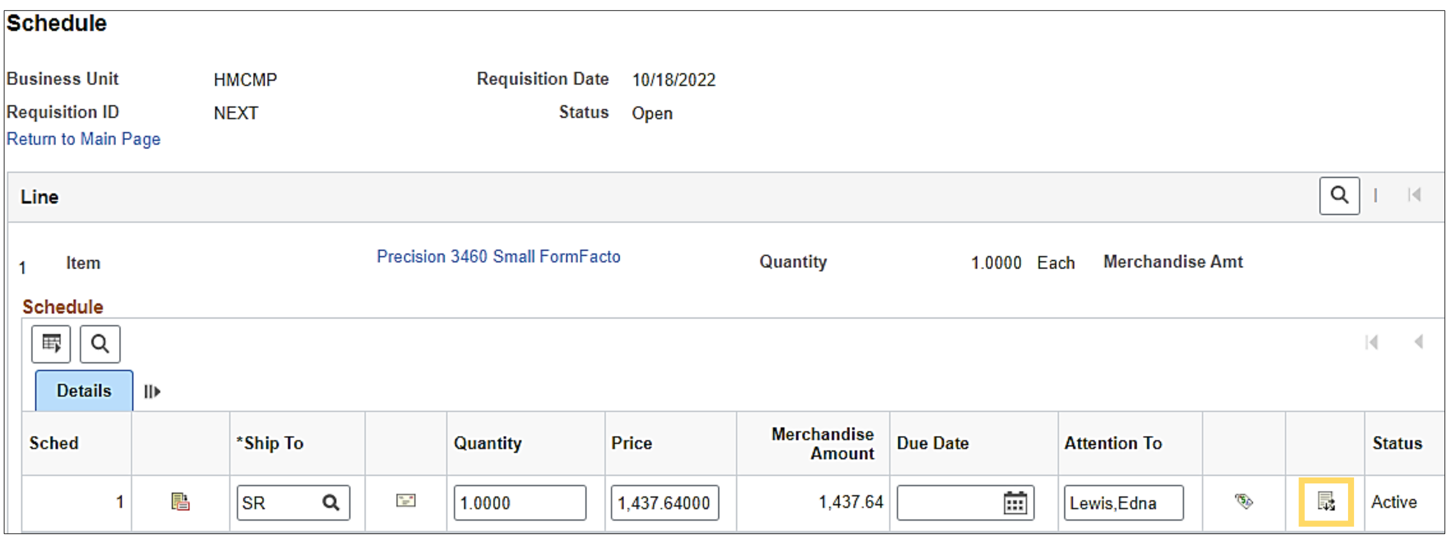
Step 3: Modify the chartfield for the Line Item

For each line item, you will need to view the **Distribution** screen to verify or modify the chartfields that will be charged for the line item.

1. Click on the **Schedule** icon at the far right of the Requisition Line.

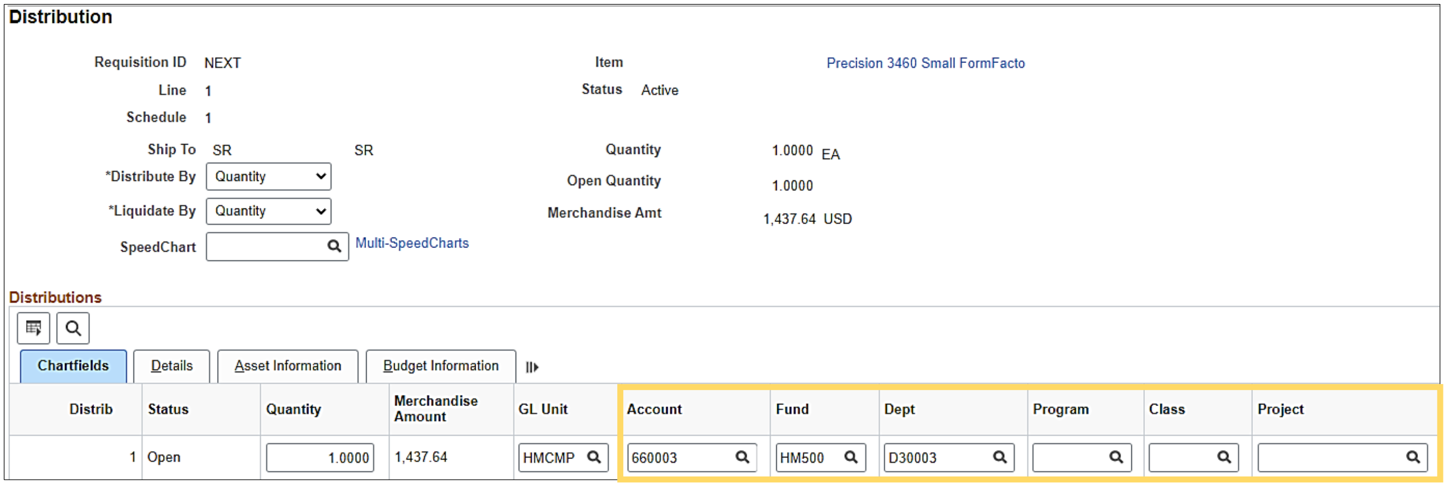


2. Click on the **Distribution** icon next to the left of the Status column



3. Verify that the chartfields on this screen are correct for this purchase and modify the fields as needed.

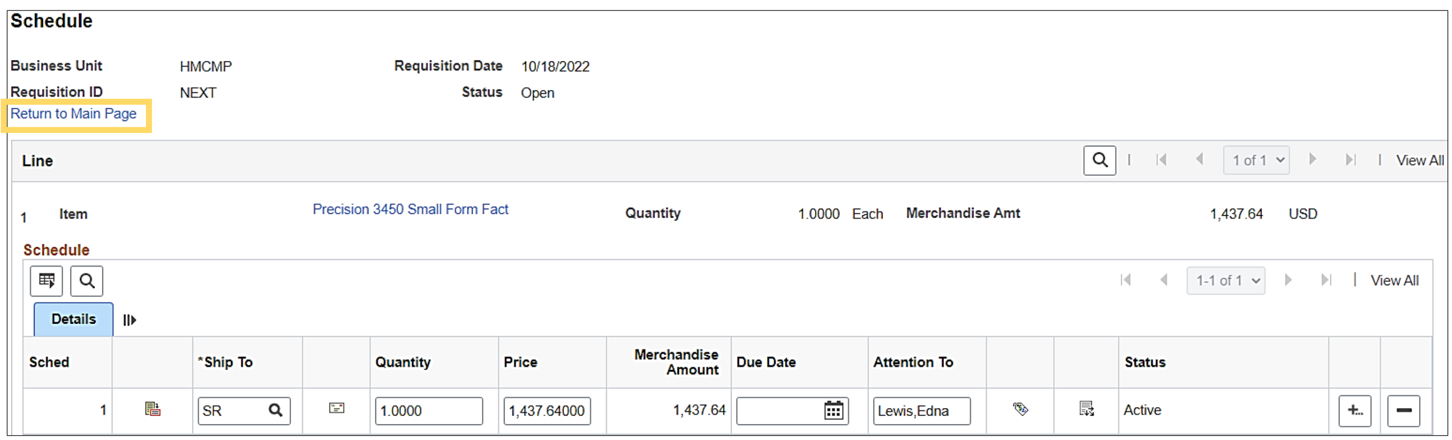
Only the fields shown in the screenshot below are used.



CFS Requirement:

- Must be a valid Account, Fund, Dept, Program, Class, or Project code
- Fund/Dept combination (not all fund codes are available for each department)
- Account/Fund combination (some fund codes restrict which account codes can be used with them)

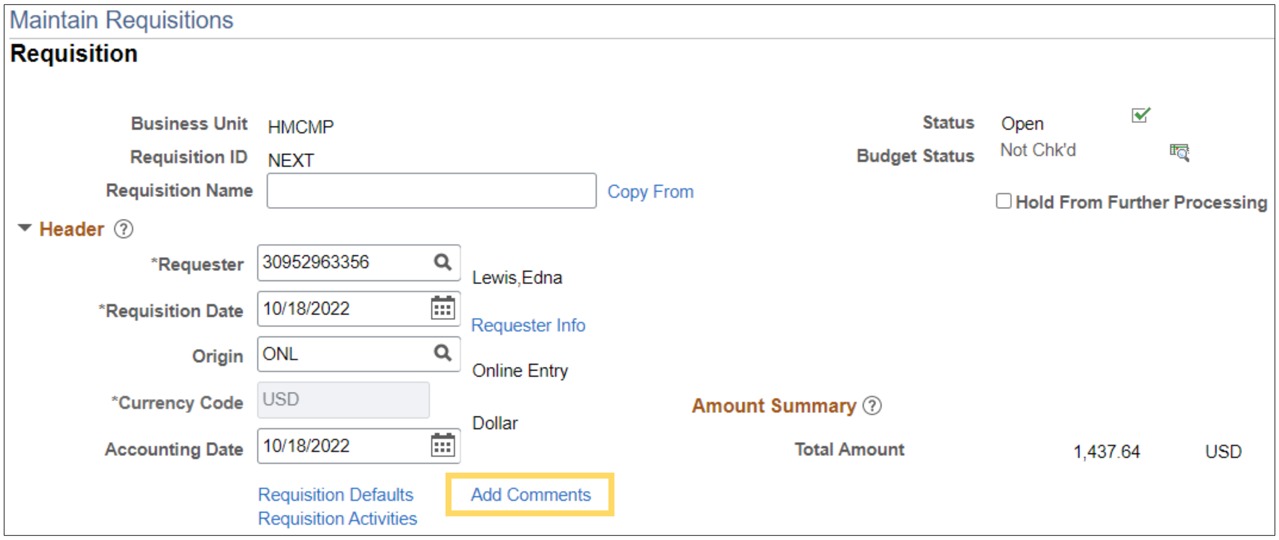
4. Once you have verified that the information on the Distribution screen is correct, click **OK**



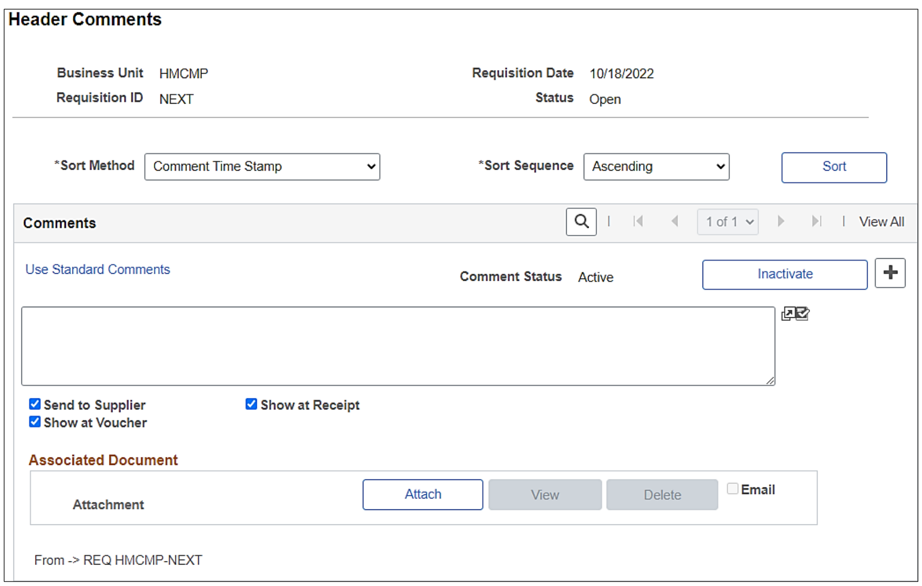
Step 4: Add Comments to a Requisition

The Add Comments section provides additional information to the Buyer or the Supplier. This is also where you will enter the vendor information if you are unable to find their Supplier ID.

1. Click the Add Comments link on the Requisition screen to add a comment. This comment will apply to the entire requisition.



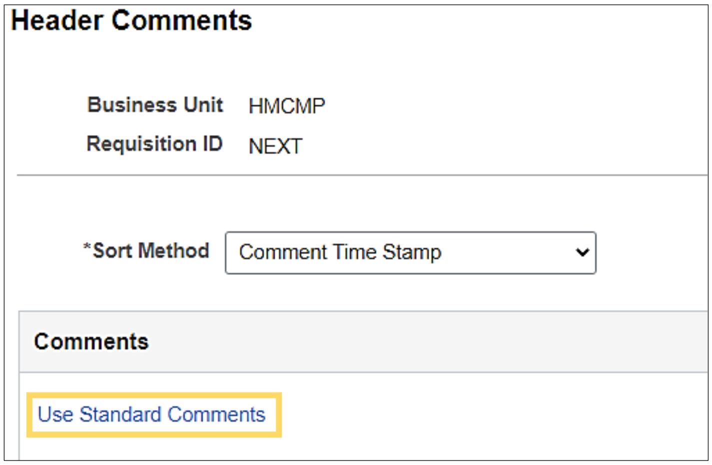
2. Enter the information that you would like to add

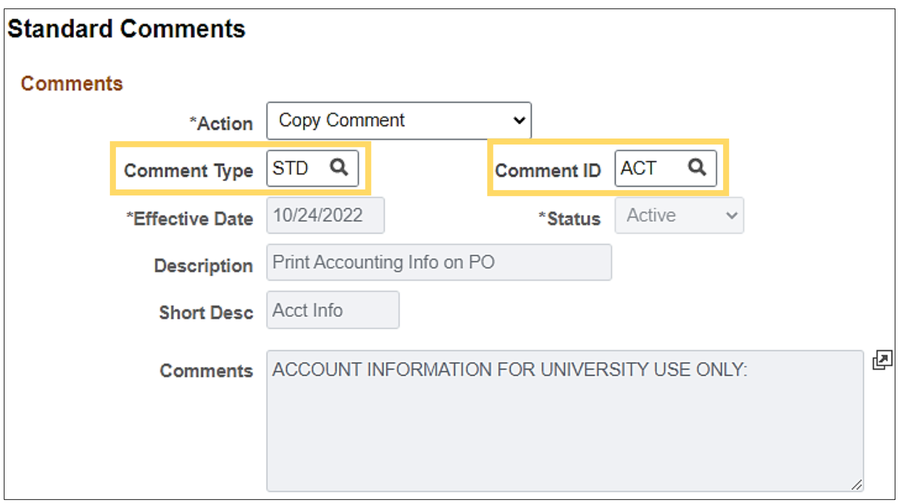


3. Check the Send to Supplier, Show at Receipt, and Shown at Voucher boxes. This will ensure that the comments are printed on the requisition. Your comment will not be seen if you do not select these options.
   - Types of information commonly provided include:
   - Special Instructions (i.e., Rush Order Information)
   - Name, contact phone number, and email address for the person(s) requesting this purchase (if other than Requester)
   - New Supplier

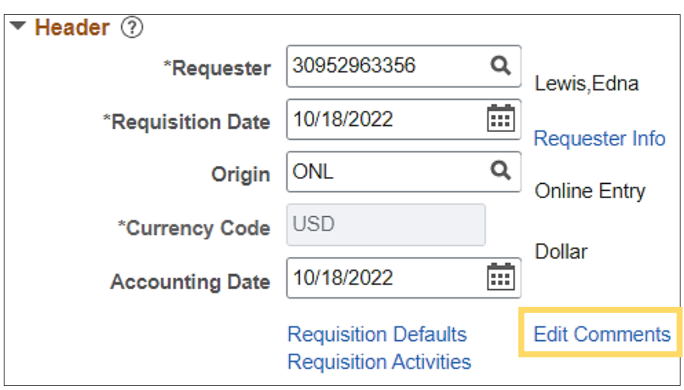
- Existing Supplier Information (if cannot locate supplier ID)
- Specific location for the delivery of items in the order
- ITAR for IT-related purchases
- Provide Procurement with any additional required information

4. To enter a comment using the pre-defined comments section, click the Use Standard Comments link
5. From the standard comments window, enter STD in the Comment Type field.
6. Click the search icon in the Comment ID field and select from the search results list.
7. The standard comment will populate in the Comments textbox.
8. Click the **OK** button to continue.





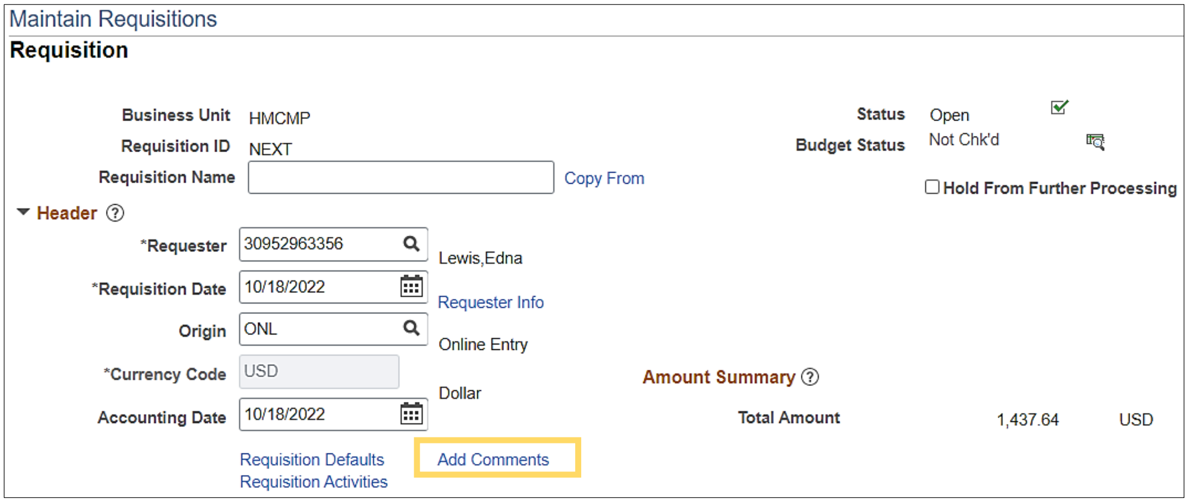
Note: Once comments are entered into the comments field, the comments link on the Requisition screen will change to "**Edit Comments**."



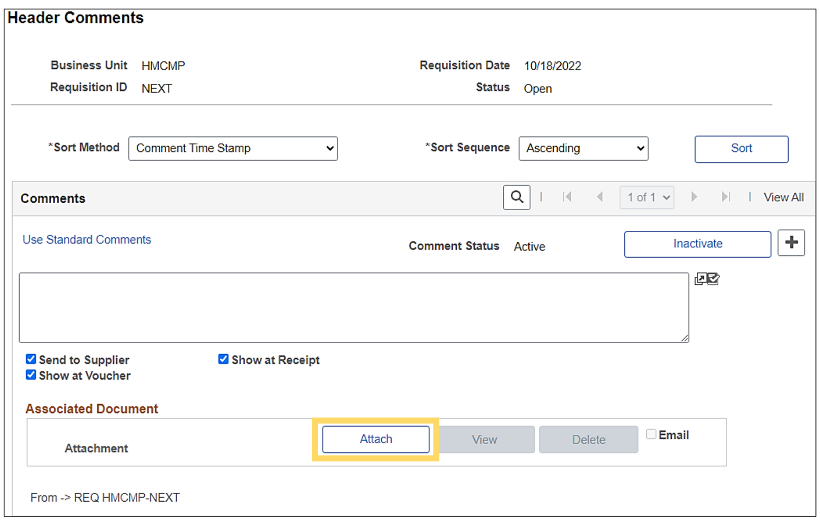
Step 5: Adding Attachments to your Requisition

The Add Comments section provides additional information to the Buyer or the Supplier.

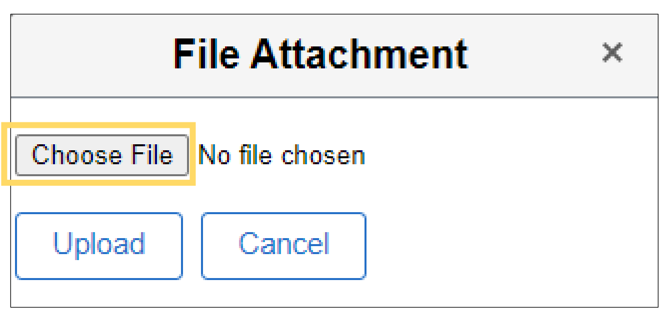
1. Click the Add Comments link on the Requisition screen to add an attachment.

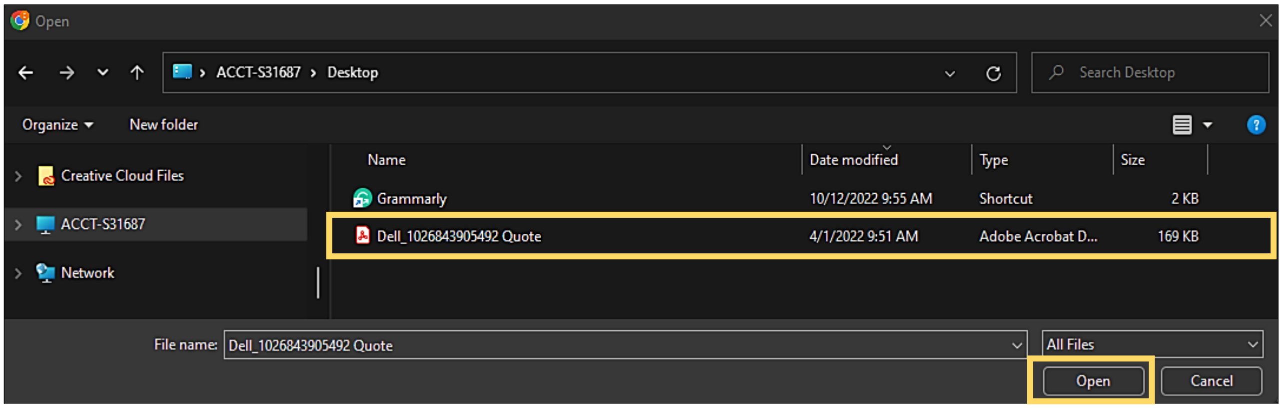


2. Click “Attach” to upload your document

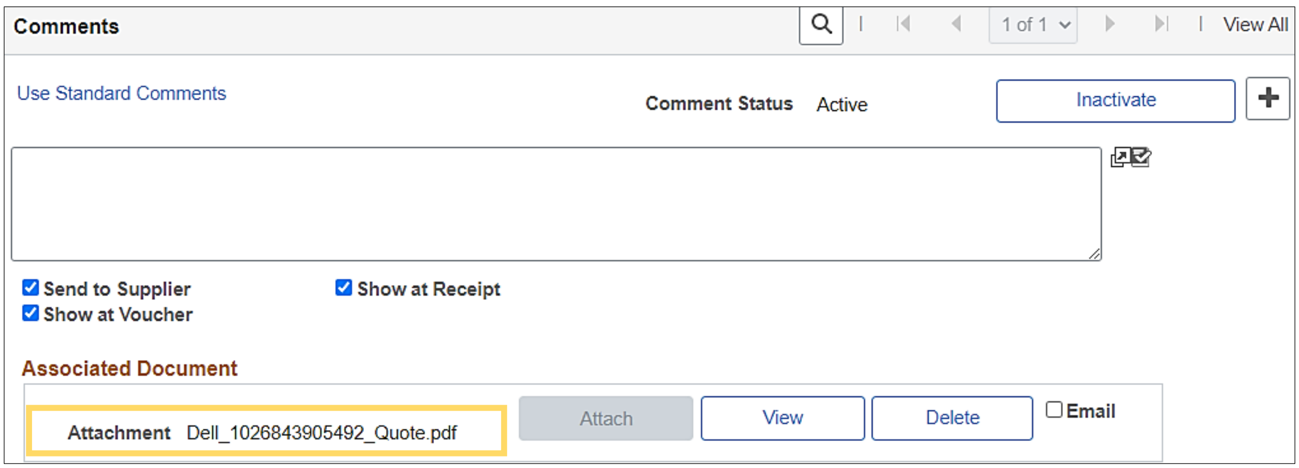


3. Choose File
4. Locate the file that you want to attach from your computer. Click on it to select it, and then click Open

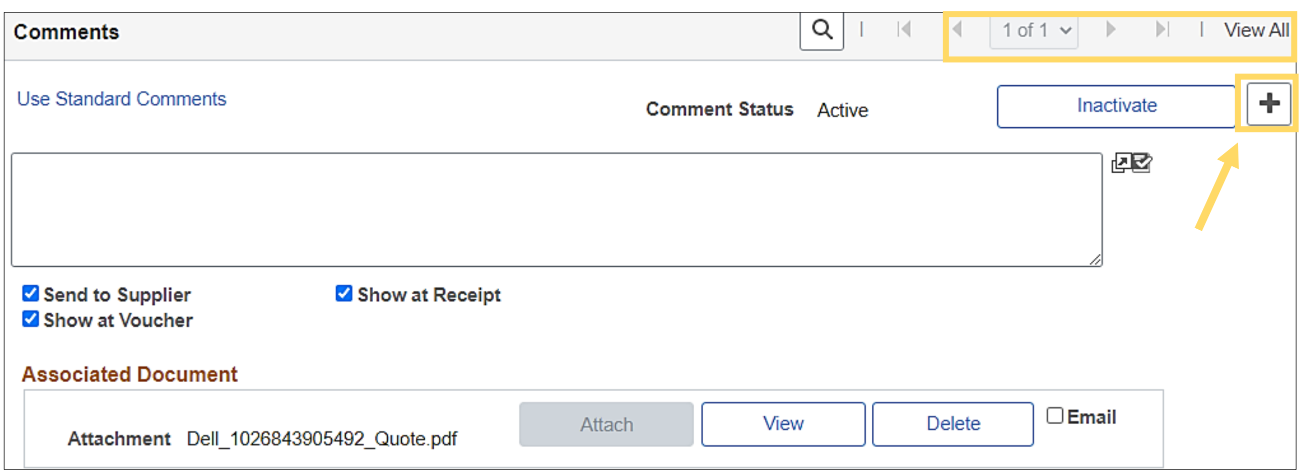




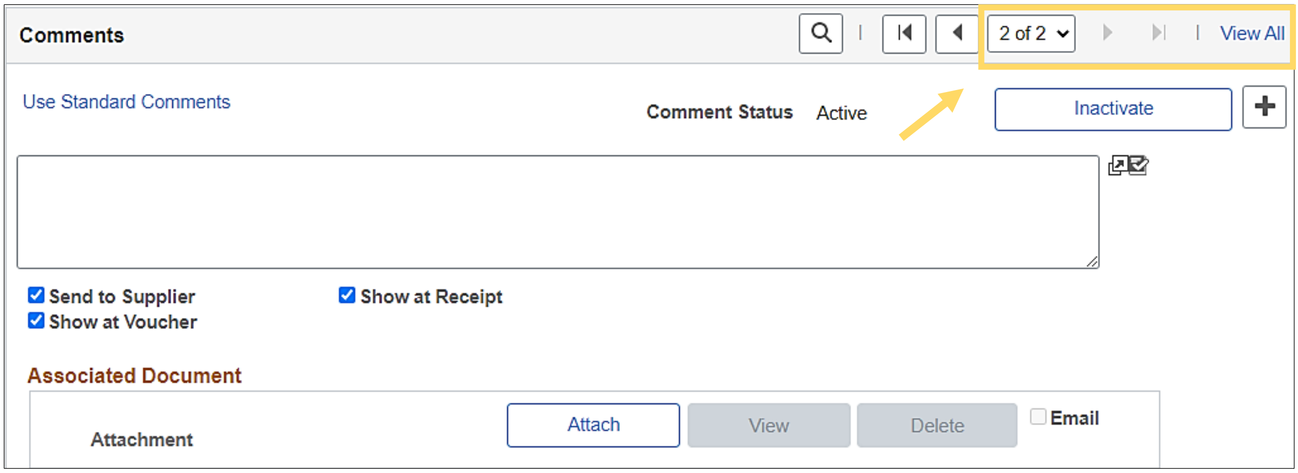
5. Once the file uploads, the Associated Document appears next to the attachment tab. You can click View to view your attachment or delete it to remove it.



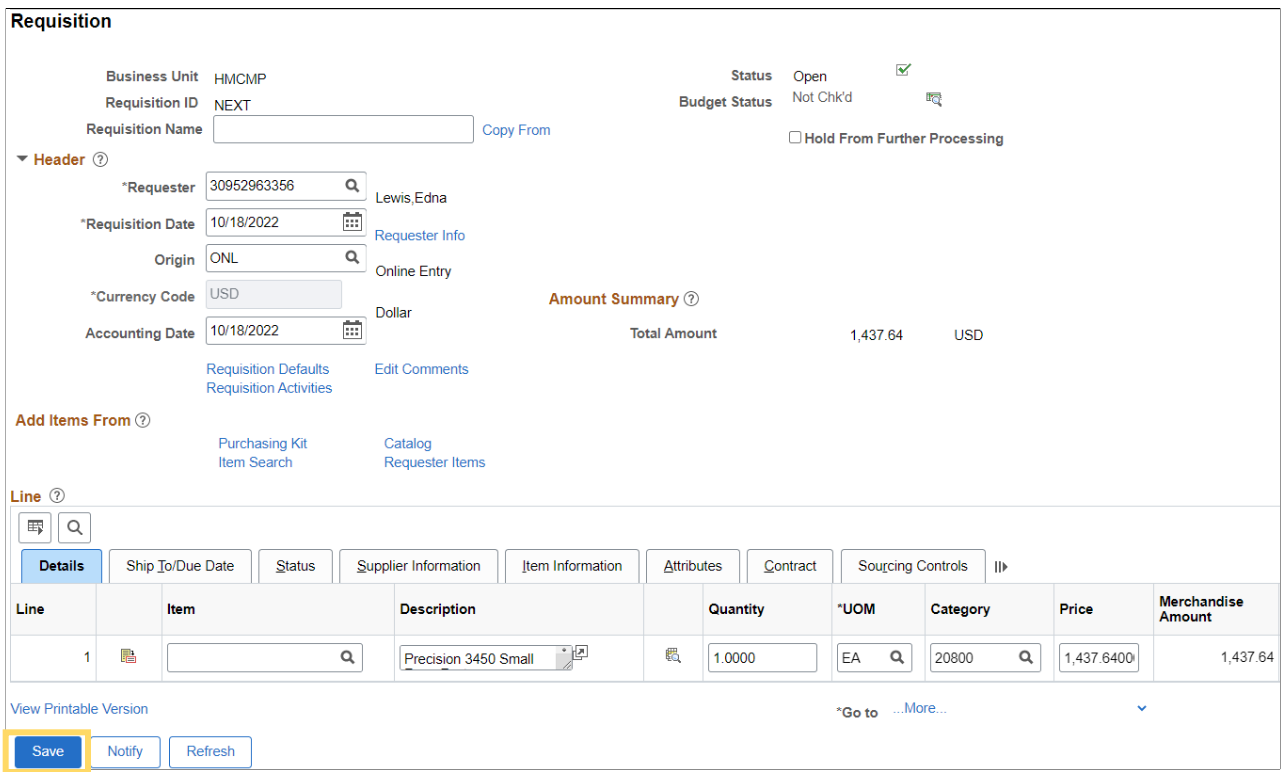
6. If you have multiple PDFs that need to be attached, you can click the add a new row icon on the Comments page.



7. You will now see that there is an additional section to add your document (2 of 2)
8. Repeat steps 2 through 4 above
9. Click OK to return to the main page of the requisition



10. Click **Save** at the bottom left of the screen to save your requisition.



11. A Requisition ID has been assigned, and the requisition is saved
12. You may now Approve and Budget check the Requisition by clicking on the green checkmark referenced by the Status field.

Your Requisition Status is now approved.

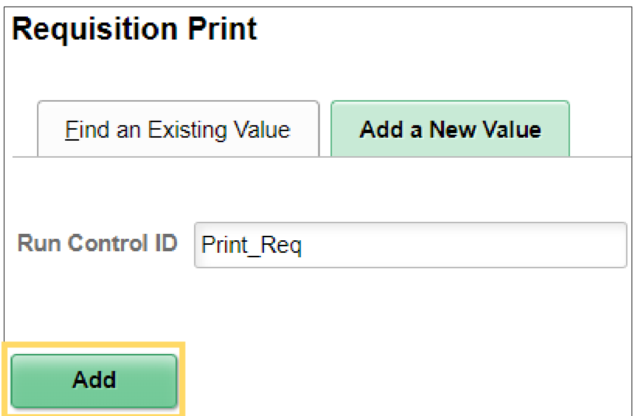
Your Requisition Status is now budget checked.

Once the requisition has been budget-checked, Procurement & Contract Services will convert the requisition into a purchase order.

Step 6: Printing a Copy of the Requisition

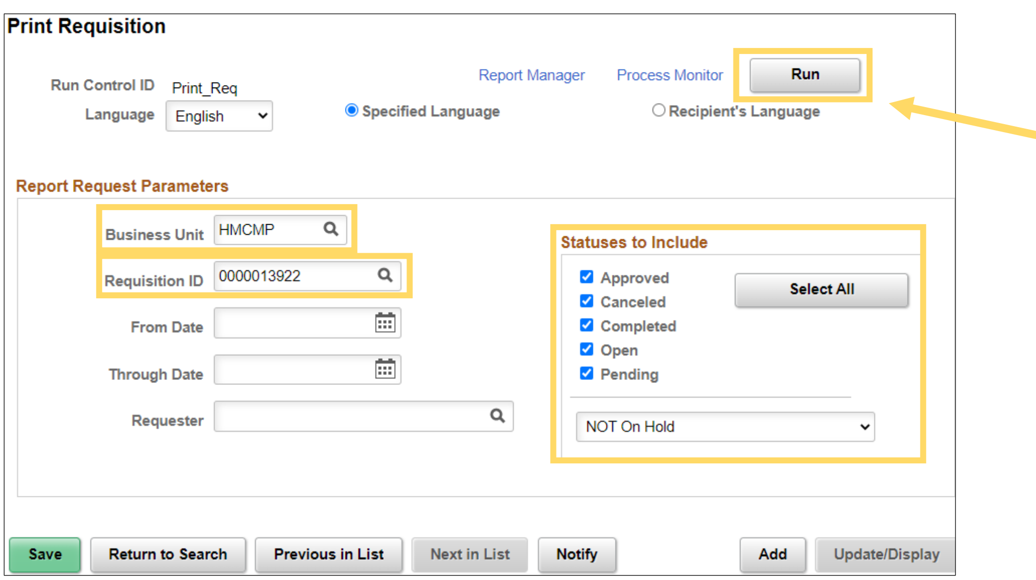
To print a copy of a requisition, you must initially establish a Run Control ID. Once the Run Control ID has been set up, it can be used each time you need to print a requisition.

1. Follow the following path. Navigator>Purchasing>Requisitions>Reports>Print Requisition
2. From the Requisition Print window, click on the Add a New Value tab
3. In the Run Control ID field, enter req print and click the ADD button.
4. A Run Control ID has now been established. In the future, click on the Find an Existing Value tab and enter Print_Req in the Run Control ID field



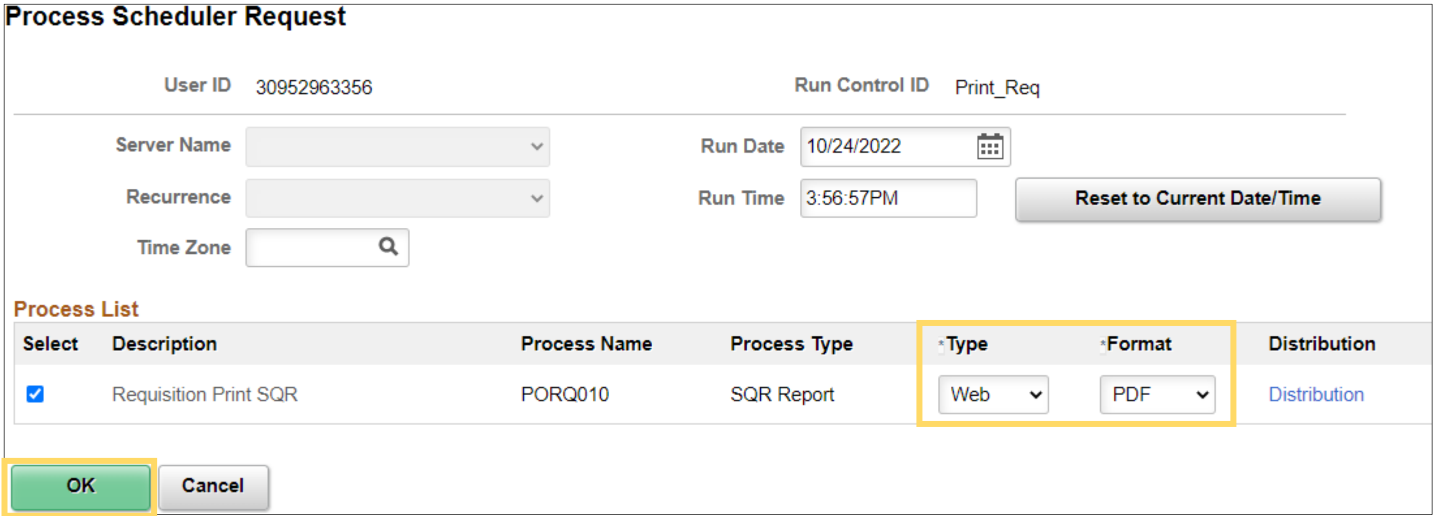
The Requisition Print screen will display. Enter the following information to print a requisition for your department's files.

5. In the Business Unit field, enter HMCMP.
6. Enter the Requisition ID
7. In the Statuses to Include section, make sure ALL checkboxes are selected by clicking the Select All button
8. The drop-down menu defaults to "NOT On Hold."
9. Click the Run tab



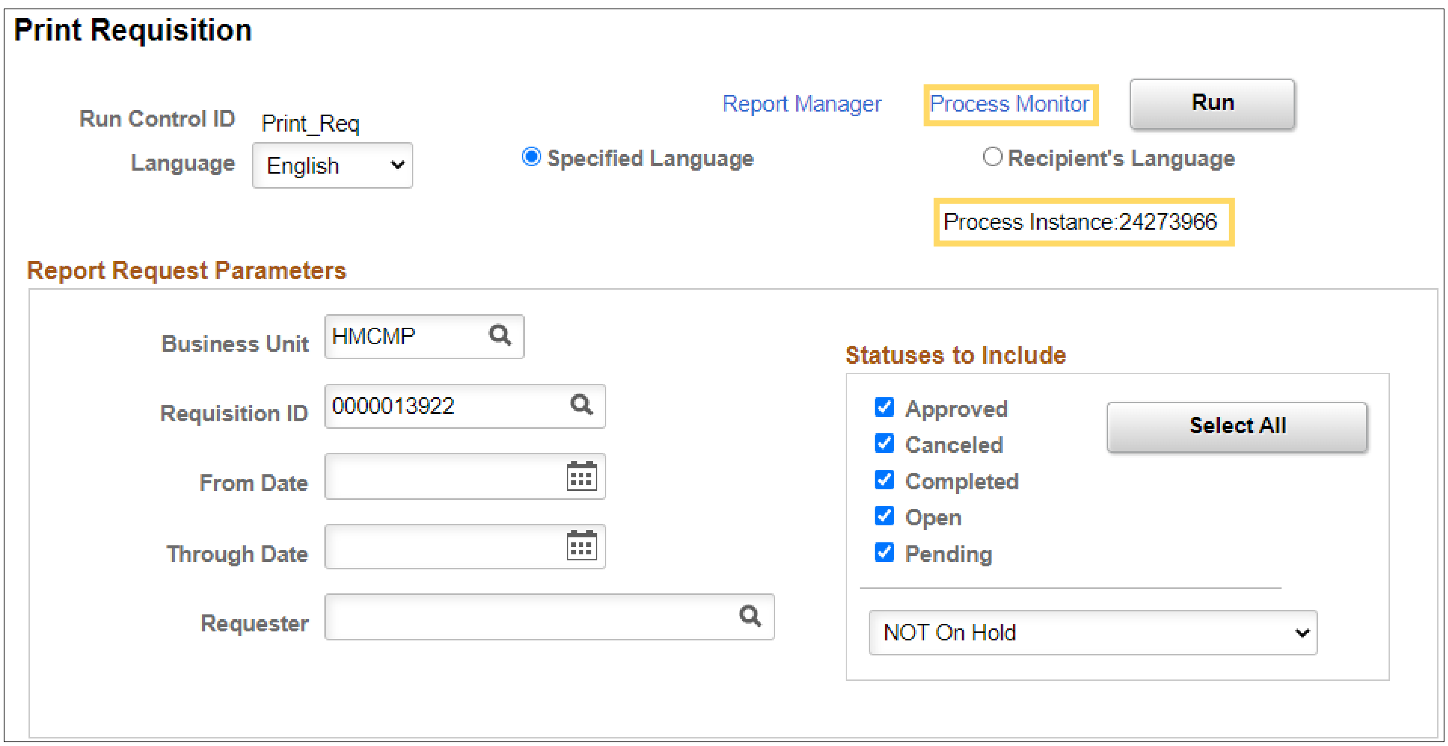
10. Be sure the checkbox for Requisition Print SQR is selected, and the Type and Format are set to **Web and PDF.**

11. Click the **OK** tab



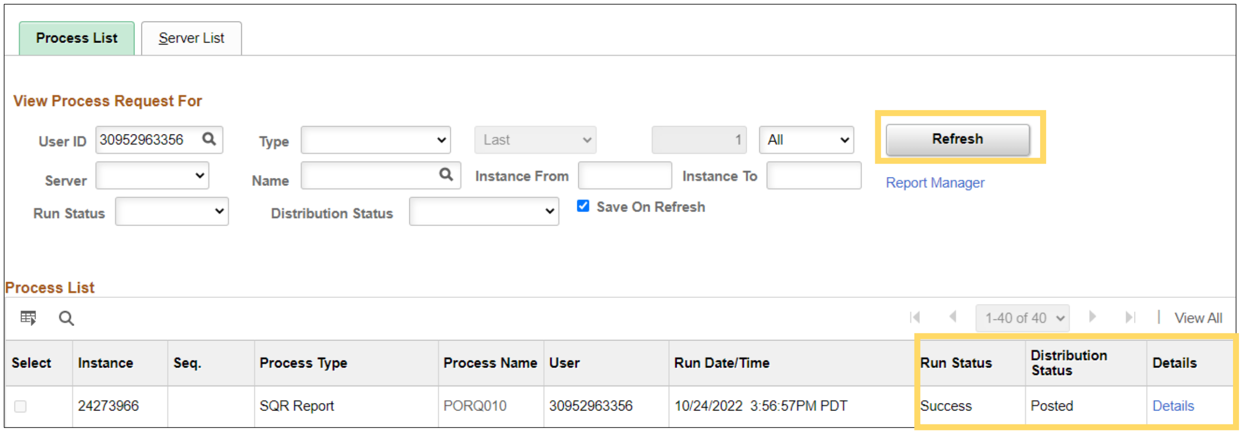
The Requisition Print screen will re-display, showing a Process Instance number.

12. Click the Process Monitor link

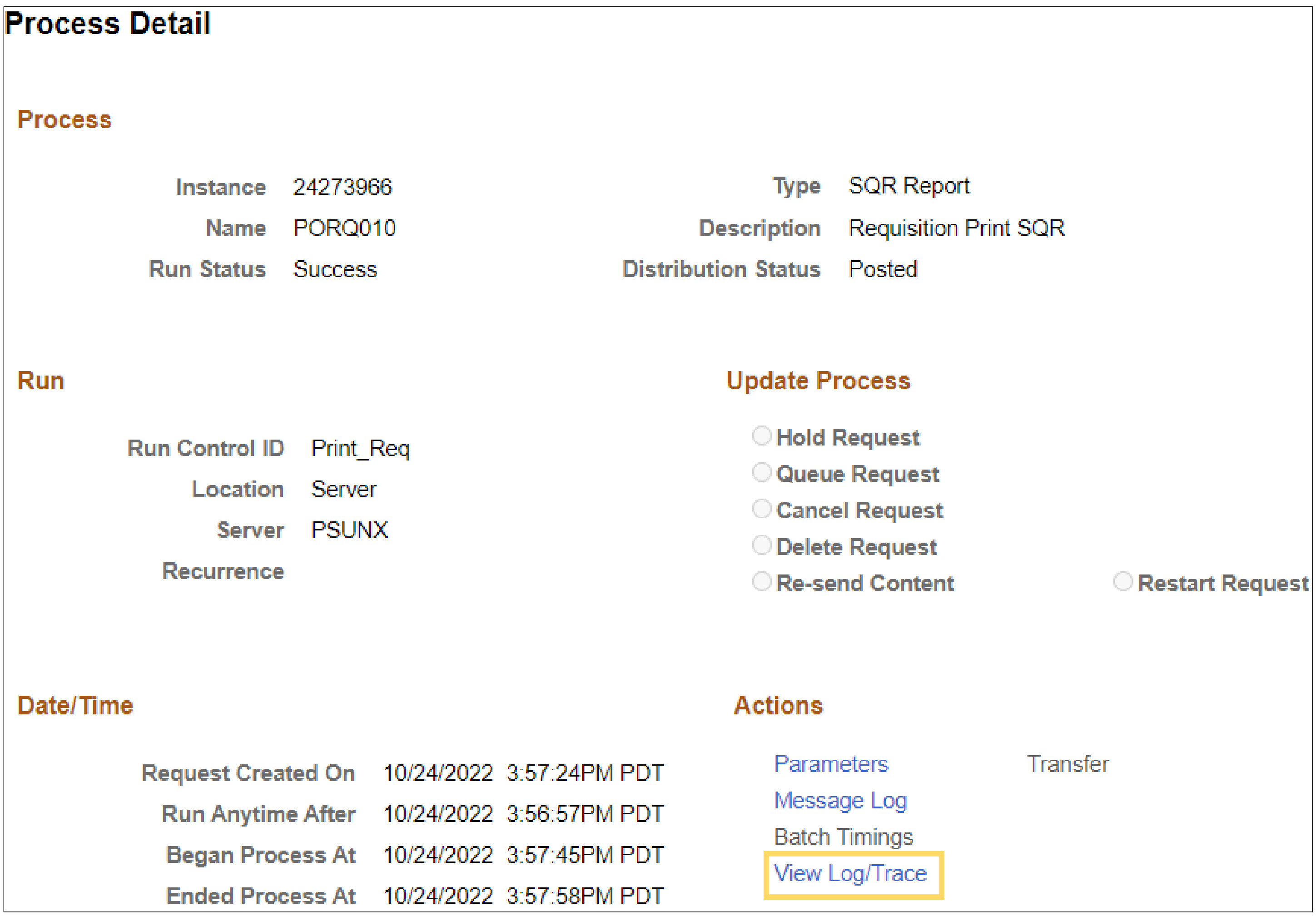


On the View Process Request page, click the refresh button until the run status for your instance displays **Success,** and the Distribution Status displays **Posted**.

13. When it is finished processing, click the Details link.



14. On the Process Detail screen, click the View Log/Trace link at the bottom of the screen



15. Click on the PDF file link. A copy of the requisition will open in a new browser window

View Log/Trace

Report

Report ID	14644144	Process Instance	24273966	Message Log
Name	PORQ010	Process Type	SQR Report	
Run Status	Success			

Requisition Print SQR

Distribution Details

Distribution Node FCFSPRD

Expiration Date 12/08/2022

File List

Name	File Size (bytes)	Datetime Created
SQR_PORQ010_24273966.log	1,642	10/24/2022 3:57:58.898202PM PDT
porq010_24273966.PDF	4,896	10/24/2022 3:57:58.898202PM PDT
porq010_24273966.out	70	10/24/2022 3:57:58.898202PM PDT

To print the report, click on the print icon in your browser's toolbar or menu

Requisition
Humboldt State University

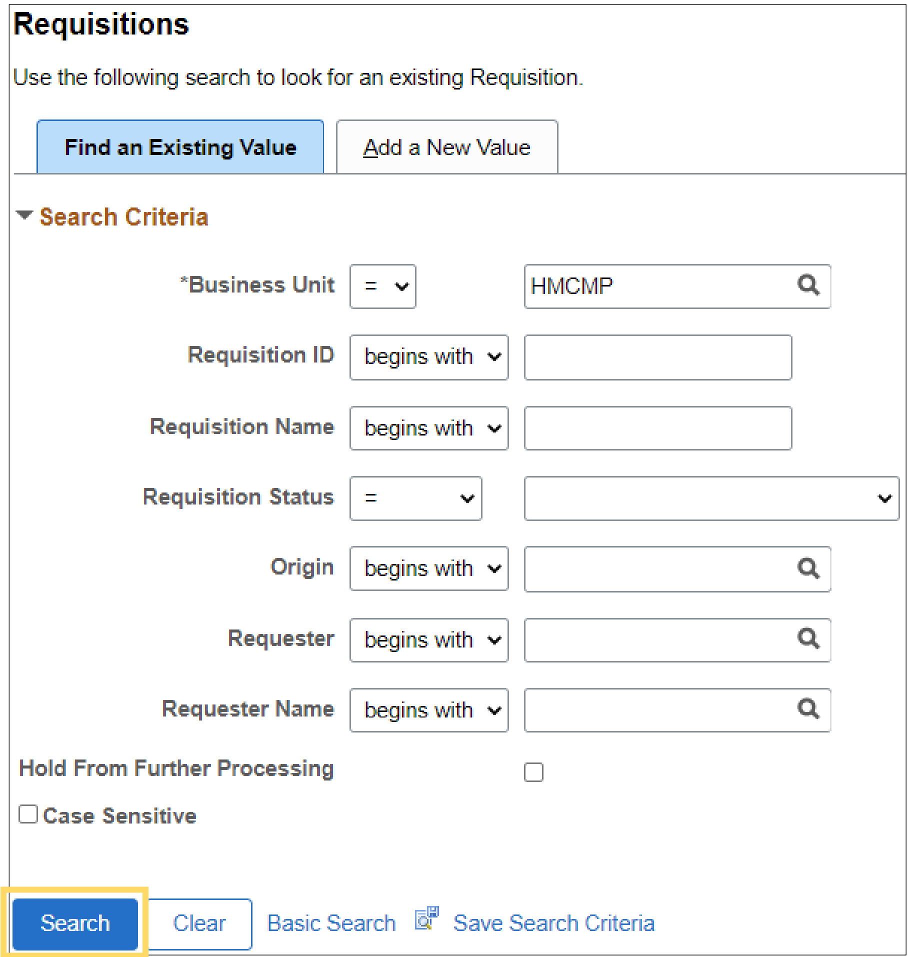
Ship To: Shipping & Receiving
Humboldt State University
1 Harpst St
Arcata CA 95521-8299

Business Unit:	HMCMP	APPROVED	
Req ID	Date		Page
0000013922	10/18/2022		1
Requester	Telephone	Entered By	
Lewis,Edna		Lewis,Edna	

Line-Schd-Dist / Distribution	Description / Account	Fund	Dept	Category	Quantity / Prgm	UOM / Class	Price / Project	Extended Amt	Due Date / Dist Amt
Buyer:	Lewis,Edna								
1-1	Precision 3450 Small Form Factor			20800	1.0000	EA	1,437.64	1,437.64	
1-1-1	660003	HM500	D30003						1,437.64
					Line Total:			1,437.64	

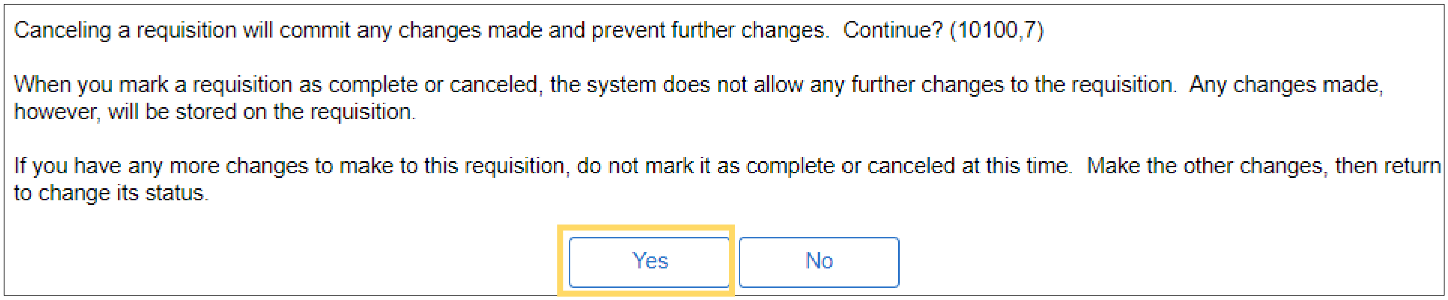
Step 7: Cancel a Requisition

1. Follow the following path. Navigator>Purchasing>Requisitions>Add/Update Requisitions
    - Click on **"Find an Existing Value"**
    - If you are using a different Business Unit, click on the to see the other options
    - Add the requisition ID, then click search

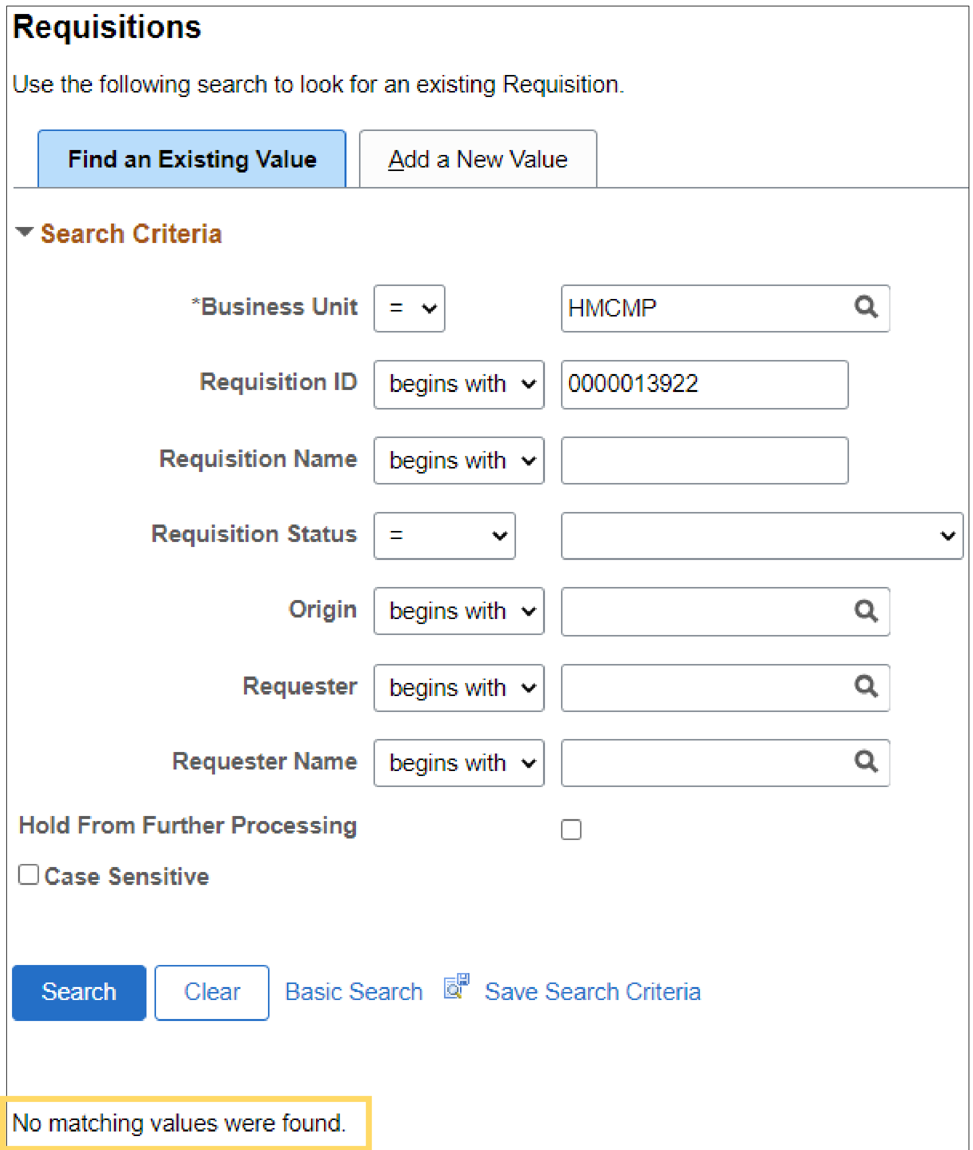


2. Once requisition pulls up, next to Status there is two option
    - Create Header Change and Cancel
3. Click

4. A notice will appear to verify that the requisition should cancel, click yes to verify



5. Once the system cycles through, it will go back to **"Find an Existing Value"**



6. The requisition is canceled.