# REQUISITION INITIATION – TABLE OF CONTENTS

*Requisition Initiation* - Table of Contents

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REQUESTS FOR PURCHASE

INITIAL APPROXIMATE RESOURCES:

Initiators
Approvers
Receivers

OVERVIEW

This section outlines the steps necessary to enter a Requisition into the FAST Financials System.

Departmental Users will initiate a request for purchase by utilizing the online Requisition functionality in the FAST Purchasing module to initiate a request for purchase. Identification of where expenses should be charged will be entered on the Requisition and will carry forward automatically to the PO, the Receipt and finally to the Voucher.

Individuals are identified in each of the units with authority to initiate requests for purchases of goods and services.

There will still be some purchases that will not require an online Requisition. Payment request forms will be filled out and routed directly to Accounts Payable for payment processing for the following items:

- Subscriptions
- Memberships
- US Postmaster
- FedEx
- Travel
**OCCURRENCE**

As Needed

**DOCUMENTS REQUIRED**

Purchase Order Change Request Form
Purchase Order Close Request Form

**SCENARIOS:**

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<th>Scenario</th>
<th>Roles Performing</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Initiators</td>
</tr>
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<td>Initiators</td>
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<tr>
<td>Other SPL Purchase Requests</td>
<td>Initiators</td>
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<tr>
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<td>Initiators, Approvers</td>
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<td>Item Categories</td>
<td>Initiators</td>
</tr>
<tr>
<td>Non-PO purchase requests</td>
<td>Initiators</td>
</tr>
<tr>
<td>Requisition Denial</td>
<td>Approvers, Purchasing Agents</td>
</tr>
</tbody>
</table>
ONLINE REQUISITIONS

Short Guide:

Step 1: Navigate to the Requisition Page
Step 2: Add Requisition Criteria
Step 3: Review and, if necessary, Override Defaults
Step 4: Enter the Requisition Header Information
Step 5: Add Items to the Requisition
Step 6: Modify Accounting Distribution (Optional)
Step 7: Save the Requisition
Step 8: Change Requisition Status to Pending
Step 9: Budget Check the Requisition
Step 10: Approve Requisition for Workflow
Step 11: Enter Requisition Comments
Step 12: Inspection Required Flag (Optional)
Step 13: Print the Requisition

**Step 1**

**NAVIGATE TO THE REQUISITION PAGE**

**NAVIGATE TO THE REQUISITION PAGE BY SELECTING** PURCHASING, REQUISITIONS, ADD/UPDATE REQUISITIONS **FROM THE MENU ON THE LEFT SIDE OF THE PAGE OR USING THE NEW ‘HOME’ PAGE.**

![PeopleSoft Menu](image_url)

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2.1 The system should pre-select the **Add a New Value** tab

2.2 Select the **Purchasing Business Unit** for this Requisition if it does not default in

<table>
<thead>
<tr>
<th>Note: The Purchasing Business Unit represents the entity for which the purchase is being made and will default in from the User ID. The available values are as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMPA – Tampa &amp; FIPR purchases excluding Physical Plant</td>
</tr>
<tr>
<td>PPLNT – Purchases made by Tampa Physical Plant</td>
</tr>
<tr>
<td>STPTE – St Petersburg Campus purchases</td>
</tr>
<tr>
<td>SRSTA – Sarasota Campus purchases</td>
</tr>
<tr>
<td>LKLND – Lakeland Campus purchases</td>
</tr>
<tr>
<td>Exception – All bookstore purchases, no matter what location will be made through the TAMPA business unit</td>
</tr>
</tbody>
</table>

2.3 Allow the **Requisition ID** to default to ‘NEXT’. Do **NOT** type in this box. This will flag the system to automatically assign the Requisition ID. Requisitions from the Sarasota Business Unit will begin with 006, those from St. Petersburg will begin with 007, those from Lakeland with 008 those from Physical Plant with 009 and the Tampa Requisitions will remain 000. Requisitions are 10 digits long. E.g. a Sarasota Requisition will be 0060001123.

2.4 Click on **Add** to get to the Maintain Requisition page

**Requisitions**

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

**Business Unit:** TAMPA

**Requisition ID:** NEXT

**Add**

Find an Existing Value  Add a New Value
Step 3

**REVIEW AND, IF NECESSARY, OVERRIDE DEFAULTS**

3.1. Verify the correct Requester name defaults in from your User ID

3.2. Click on the Requisition Defaults hyperlink to change your defaults (if necessary) and to select the Vendor.

**NOTE:** The Header Default page is a template for the lines of the Requisition which will be added after the template is filled out. What you put here will be placed on each Line of the Requisition. It’s intent is to save unnecessary and repetitive input. The system does not read this part of the Requisition. It will only read what is on the Requisition Line and that line’s Schedule and Distribution.

3.3. Some values will default in based on the Requestor setup, all of which can be overridden by changing the values on this page, and others can be added

**DEFAULT VALUES:**
- **Ship To location** – identifies the shipping information that the vendor needs
- **Internal Delivery location** – identifies the building and room code for central receiving to deliver the goods
- **Chartfield string** – identifies where the cost of the purchase will be charged to in the General Ledger.
- **Location** – This is the building and room number for Central Receiving to deliver to

Complete or change the chartfield string. At a minimum you will need to add the fund. Initiative, Product and Project chartfields should be added at this time if needed. However, do not put in an Account number.

**OTHER VALUES:**
- **Category** – identifies the Item Category. Use this default only if all or most all of the items being purchased fall under the same category. Items with a
different Item Category will have to be changed on the line. (Refer to Item Categories pg. 46)

- **UOM** - is the Unit of Measure. Use only if all or most all items have the same unit of measure and change those lines that are different.
- **Distribute By** – Defaults to “Quantity.” Change this to “Amount” for ‘amount only’ (blanket) Requisitions. (Note Origin, Step 4.2, below)

SOME IMPORTANT “Do NOTs”

- Do **NOT** change the Default Options
- Do **NOT** put in a Buyer – If you copy a Requisition and a buyer is added, delete it; there’s a good chance that person is no longer a buyer
- Do **NOT** put in an Account number (See 5.5)

## Maintain Requisitions

### Requisition Defaults

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>TAMPA</th>
<th>Requisition Date:</th>
<th>10/13/2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement ID</td>
<td>NBKT</td>
<td>Status:</td>
<td>Open</td>
</tr>
</tbody>
</table>

**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.

### Header

- **Buyer**
- **Vendor**
- **Category**
- **Ship To location**
- **Vendor Lookup**

### Item Defaults

- **UOM**
- **Item Category**
- **Ship To location**
- **Vendor Lookup**
- **Distribute by**

### 3.4 Speedchart

**Do NOT change**

**Do NOT enter**

**Buyer**

**3.3 UOM**

**Item Category**

**Ship To location**

**3.5 Vendor Lookup**

**3.4 Distribute by**

**3.3 Chartfield string**

**Do NOT enter an Account number**

**3.3 Internal Delivery Location**

**3.4 Add distribution for split account**

Scroll the page to the right to view the remaining fields

**3.4. If you will be using multiple lines of distribution (shared or split accounts) set them up in the Header Defaults if they apply to all or most all of your line items. This is also where you can use SpeedCharts.**

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Using Split Distribution on the Header is sensible if the split is a straight percentage and the same for all lines of the Requisition, i.e. 50/50% or 60/30%.

If the split is based on dollars, it will be simpler to do the split on the Distribution of each line and let the system calculate the percentages for you. Further instructions will follow in Step 6, below.

3.5. If you need the Purchase Order to be an ‘amount only’ or ‘blanket’ PO, change the Distribute By from ‘Quantity’ to ‘Amount.’ These are orders where exact needs are unknown and where there will be multiple receipts by a dollar amount instead of a quantity. An example of such an order would be for machine repairs over the course of the fiscal year. Each time there will be an unknown hourly charge, a selection of parts and various supplies.

3.6. While still in the Header Defaults hyperlink, click on the Vendor Lookup hyperlink to select the vendor.

3.7. Enter the first several characters of the vendor name in the Name Field. If you are unsure of the name, you can add a “wildcard” which, in this system, is the percentage symbol “%”. For example, if you are looking for a company and you know “Chemical” is part of the name, you can type in “%CHEMICAL%” and the first 10 vendors in the system with “Chemical” in their name will be returned in the search. (See also “TIP” after Step 3.9)
3.8. Click on the Search button

3.9. Select the vendor from the Search Results by clicking in the Sel check box next to the appropriate vendor. The Location column will display the street address (without spaces) of the vendor to help make the correct choice if more than one location exists.

3.10. NOTE: Click on the Address hyperlink (circled above) to check the address if you are still unsure if the correct vendor has been selected.

3.11. If you cannot locate the vendor, it may need to be added to the system. New vendors can only be added to the system by Purchasing.

   New vendors should be identified by using the USF defined standard comment for new vendors. The Comment Type = REQ and the Comment ID = NEWV. Once the standard comment is pulled into the Requisition enter the vendor information in the space provided. (See Step 11 for use of standard comments) The Purchasing department will be monitoring the Requisitions for this standard comment to be sure vendors are added when needed.

3.12. Click on the OK button to bring the selected vendor onto the Requisition Default page. This vendor will be added to every line of your Requisition.

3.13. Click the OK button to return to the Maintain Requisition page.
Step 4

**VERIFY OR CHANGE THE REQUISITION HEADER INFORMATION**

4.1 The *Req Date* will default to the current date

4.2 The *Origin* will default from your User ID

   **NOTE:** There are two purchasing Origins.
   - **ONL** is the default origin and should be used in most cases.
   - **SPL** should be used when entering Requisitions that require special handling by the Purchasing Department. Special handling Requisitions include:
     - Amount only POs (Blankets)
     - Requests that Purchasing Agent email the Vendor copy of the PO to the department for vendor pickup
     - Requisition that need changes in standard terms and conditions or tolerances
   - Remember to put in a *Header Comment* to explain the SPL designation

4.3 The *Requestor* will default from your User ID

4.4 The *Requisition Status* should be 'Open'

4.5 The *Budget Status* should be 'Not Chk’d'

4.6 The *Currency* will default to 'USD' (US Dollars)

4.7 The *Accounting Date* will default to the current date. Do **Not** change it.
**ADD LINES/ITEMS TO THE REQUISITION**

5.1 Click on the Header arrow to collapse this area and provide more space for line items.

5.2 In the Line section enter a description of the purchase in the **Description** field. The Description can be up to 254 characters long. To see the full description, click on the Details icon to the left of the line and then on the Item description link near the top.

Additional descriptive information can be entered as Line Comments if necessary.

5.3 Enter the quantity to be ordered in the **Req Qty** field.

5.4 Click on the icon in the **UOM** (Unit of Measure) field and select the appropriate value (i.e. EA, CS, etc) or type it in.

5.5 Click on the icon in the **Category** field and select the appropriate value. (See NOTE: About Item Categories after Step 3.3) This step selects the Chartfield Account number and Asset Profile for the line item.

5.6 Enter the unit price of the item to be purchased in the **Price** field (be sure the price specified here corresponds to the UOM in step 5.3) If the price is Zero, See Step 12.7, below.

5.7 To enter additional items to be purchased click on the **Add** to the right of the Requisition line. In the dialog box that appears, enter the number of lines to be added and click OK.

5.8 **Trade-Ins**

When purchasing equipment using a trade-in the amount should be deducted from the unit price of the item and the adjusted amount used as the unit price.

Within the description field, the Requisitioner should state that the price has been adjusted by the trade-in value and reference the amount deducted.

As always, an approved Request for Relief from Property Accountability form (3008) is required prior to a purchase made using a trade-in. The RFPA number should be referenced in the Header Comments and an copy faxed or mailed to the Purchasing Office noting the Requisition number.

Make sure the correct Item Category is chosen in order to append the correct **Asset Profile**. (See Note About Item Categories after 3.3 and Section 6.20)
Modify Accounting Distribution (optional)
To change the distribution of a single line on the Requisition or add a split account

6.1 Click on the **Schedule** icon

6.2 On the Schedule page, Click on the **Distribution** icon

6.3 The chartfield string defaults from the **Header Defaults**. Any chartfield value can be changed on the distribution.
6.4 Multiple Distributions (Share/Split Accounts) for Supplies & Services

In this example, we are buying a piece of equipment for $1200.00 and want to charge $750 to one department, $300 to a second and $150 to a third.

To split the cost over more than one chartfield string, select whether to Distribute By Amount or by Quantity by clicking the drop down box. In this case we will use Amount.

6.5 Change the Amount to the amount being charged to the first department. Leave the rest of the fields alone.
6.6 Scroll right and click the icon at the far right of the Distributions section.

6.7 A dialog box will open at the top of your screen. You can change the number to add as many lines as you like but if you need to calculate, do it one line at a time. Click OK.

6.8 The new line shows the balance of the Requisition.
6.9 Change the chartfields needed for the second department (you may need to change Operating Unit, Fund or add a Project) on the new line (Distribution line 2.)

6.10 Change the amount of the 2nd line to the amount you want charged to this department and once again, scroll right, click the + icon and click OK on the prompt in the dialog box (i.e. repeat steps 6.6 and 6.7.)

6.11 If you delete lines, make sure the Quantity, Amount or Percentage fields are returned to their original value.

6.12 Once you are satisfied with the distribution, click the OK button to return to the Schedule page.

6.13 Click Save.

6.14 The total distribution must equal the total amount of the line.

6.15 Option: If the purchase is for an OCO item (asset related), click on the Asset Information tab while still in the Distribution Information hyperlink to view the Asset Profile.

If the Asset Profile needs to be added or changed, Enter the AM Business Unit (USF01), select a Profile ID. Leave the Capitalize checkbox unchecked. This will ensure that the cost basis for the asset is provided by the voucher from AP.

Tip: If you selected the right Item Category, changing the Asset Profile is not necessary. The Item Category list includes many specific items such as “Microscope” “Automobile Car” and “Golf Cart.” See Item Category page 57.
6.5 AM Unit – Profile ID – Capitalize checkbox

6.16 Click OK to return to the Requisition Schedule page.

6.17 Click on the Return to Main Page link

**Step 7**  
**SAVE THE REQUISITION**

7.1 From the Maintain Requisition page or the Schedule page, click on Save to save the Requisition.

7.2 Once the save is complete, the system will assign a Requisition ID.

The system checks your Requisition automatically to ensure that all required fields contain a value. In addition, edits are executed to verify that specific combinations that are not allowed by the system are not present in your Requisition chartfield distribution.

If the Requisition passes the system check the Requisition can be Budget Checked and moved into Workflow. If the Requisition fails the system check, you will receive an error message explaining why your Requisition failed. Once the corrections have been made, you will need to save again.
**STEP 8** CHANGE REQUISITION STATUS TO PENDING

8.1 Click on the icon to change the Requisition status from ‘Open’ to ‘Pending’

8.2 Once the Status is changed, the Requisition will be available for budget checking

**STEP 9** BUDGET CHECK REQUISITION

**OVERVIEW**

Budget checking has undergone a change. The online requisition process no longer operates as a separate process from ‘batch processing.’ This means that the process has greater integrity. The processing steps taken are now recorded to allow for IT troubleshooting.

This also means that the process will compete with all other budget checking in the system. Clicking the requisition budget check icon will result in a request and line up in a queue to wait for the system to cycle it through the process.

As a result, budget checking may take longer.

**Maximum Wait Time Feature**

If the requisition is processed for two minutes without completing budget checking, the system will display a dialog box.
This does not indicate an error and does not mean the process failed.

The system is indicating that budget checking will continue to run in the background of the system and will no longer require that you remain on the Add/Update Requisition page waiting for it to finish.

A new requisition can be added at this time or any other function can be done.

The maximum wait time is currently set at 2 (two) minutes.

9.1 On the Maintain Requisition page, Click on the \( \text{ icon to budget check the Requisition} \)

9.2 If the requisition passes budget checking, the **Budget Status** is changed from ‘Not Chk’d’ to ‘Valid’

9.3 If the status reads “Error” then there is something wrong with the transaction.

Click on the word “Error” to see the reason for the error.

9.4 The system will open a new window and display the Error message
The chartfields can be checked by clicking on the Budget Chartfields tab. Click on the “View Related Links” icon to transfer to Budget Inquiry or Budget Exception pages.

9.5 When you are finished with the error, close the window.

9.6 Once the Budget Status is “Valid” the Requisition is ready to be entered into Workflow.

9.7 If you wish to prevent the Requisition from moving into Workflow accidentally, you can click in the “Hold From Further Processing” box below the check icon and Save.

9.8 If you have multiple lines, check to see that the vendor is attached to all of them by clicking on the Vendor Information tab.
9.6 Check if vendor is on all lines

9.9 Missing vendor on line 1. Chartfields may be missing as well.

9.9 If you enter line 1 before entering information on the Header Default, you have the opportunity to 'retrofit' the information.

9.10 The system will return the retrofit screen and you must click on the “Mark All” link to add the information to the first line of the requisition. This will put a check mark next to all the information to be retrofitted to the first line.
9.11 On the Main Page, click the Add button at the lower right to enter another Requisition.

9.12 Requisitions must be “Approved into Workflow” before they can be Approved by a Requisition Approver or Manager.

9.13 Maximum Wait Time – If the Maximum Wait Time message appears, budget checking can be monitored on the Process Monitor.


The Run Status may read “Success” or “Warning.” Both mean the process was successful but Warning indicates either a budget check warning or budget check error on the transaction.

Click on the Details Link.

9.14 Click on the Message Log link

9.15 In this case there was a budget check error.
9.16 If you choose to remain on the Add/Update Requisition page, you will have to use the search feature to bring up the requisition with its updated Budget Check Status.

Refresh does not work.

**STEP 10**

**APPROVE REQUISITION FOR WORKFLOW**

10.1 Navigate to Approve Amounts using the Menu Purchasing – Requisitions – Approve Amounts
10.2 Enter the Business Unit, if it does not default in, the Requisition number if you know it, and click the Search button.

**Amount Approval**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [ ] TAMPA

Requisition ID: begins with

Search  Clear  Basic Search  Save Search Criteria

10.3 If you don’t know the Requisition number, the Search will bring up all Requisitions that have a Valid Budget Check and are ready to be approved into workflow. Double-click on the Requisition you wish to view

10.4 The Approval page will display the Requisition selected

10.5 The Approval Status should read “Initial”

10.6 If the system has detected more than one string of Chartfields, a comment will appear. This comment is meant for the Requisition Approver and will be discussed in the Requisition Approval section of this manual.

10.7 The Approval Action defaults to “Approve.” The “Deny” and “Recycle” functions relate to Requisition Approval by the Authorized Signer and Purchasing and will be discussed in later sections.

10.8 Click the Save button

10.9 If you receive the error box below, it means you did not budget check your requisition or it is in error

10.10 OTHERWISE, you will receive the following message:

Warning - This transaction needs Req Approver approval. Enter it into workflow? (107,4)

This transaction must be approved. If you click OK, the system will route it to someone who can approve it. If you click Cancel, you can change the transaction without forwarding it.

OK  Cancel
10.11 Click the **OK** button. You will be returned to the **Approval** page.

10.12 The **Approval Status** should read “In Process”.

10.13 If you are a Req_Manager and the requisition is LPO eligible (see page 37) the Approval Status will read “Complete” and the requisition will be picked up in the next “Auto Sourcing” process and a Purchase Order will be created.

**ENTER REQUISITION COMMENTS**

11.1 **Comments** may be added to a Requisition at either the Header or Line level.

11.2 Some **Standard Comments** are already available in the system. These can be copied to the Requisition and edited if necessary.

11.3 **Standard Comments** for Requisitions such as “NEWV” for “New Vendor” and “CERT” for “Certificate of Exemption” contain “prompts” for specific information that needs to be supplied by the Requisitioner.

11.4 **Header Comments** are used for things that apply to the entire Requisition. They should also be used for communication between the department and Purchasing if any special instructions or information has to be exchanged. The link reads “Add Comments” until a comment is entered and saved. If comments exist, the link reads “Edit Comments” so you know whether a comment is there or not.

11.5 **Line Comments** should apply only to the line item they are attached to. They can be used if the existing Description field on the Requisition is not large enough. To
access Line Comments click on the Line Comment icon. If no comments exist the icon is blank. If line comments do exist, the icon will display lines.

Line Comment icon with comments indicated.

11.6 On the Maintain Requisition page, click on either the **Header Comments** or **Line Comments** hyperlink.

11.4 **Header Comments**

11.5 **Line Comments**

11.7 To enter a free form comment simply key the comment into the **Comments** field. Comments can be up to 32,700 characters in length.

11.8 If the comment should be printed on the Purchase Order, check the **Send to Vendor** checkbox

11.9 If the comment should be read by the Receiver when recording the receipt of the goods or services or by Accounts Payable when entering the invoice, check the **Shown at Receipt** or **Shown at Voucher** checkboxes as appropriate

11.10 The **Active** box should be left checked or outdated statements may be used in error. The **Sort Method** and **Sort Sequence** are not used
11.11 To enter a USF standard comment, click on the **Copy Standard Comments** hyperlink.

11.12 Use the “Copy Comment” Action. The other action will not allow you to edit the comment or put it on the Requisition so don’t use it.
11.13 Click on the search icon next to the **Std Type** field to view a list of the available values and select **REQ**. This is the standard comment type that should be used at the Requisition level by the Requisitioner. Other available comments are intended for use by Purchasing:

<table>
<thead>
<tr>
<th>Std Type</th>
<th>Comment ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ – Requisition Comments</td>
<td>CONF – Confirming Order</td>
</tr>
<tr>
<td></td>
<td>NEWV – New Vendor</td>
</tr>
<tr>
<td></td>
<td>STAT – State Contract</td>
</tr>
<tr>
<td></td>
<td>SOLE – Sole Source</td>
</tr>
<tr>
<td></td>
<td>CERT – Certificate of Exemption</td>
</tr>
</tbody>
</table>

11.14 Click on the search icon next to the **Comment ID** field to view a list of the available values and select a value. The available values for Requisitions are as follows:

11.15 Once the **Comment ID** is selected the standard comment will be populated in the Comments field.

11.16 Click on the **OK** icon to return to the Comments page.

11.17 Now the comment can be modified as necessary.

11.18 Click on the **OK** icon again to return to the Form page.

11.19 Click on **Save** to save the Requisition after each comment is entered.

11.20 To add additional comments, click on the **+** key and repeat steps 11.7-11.19.

11.21 To review Comments navigate to the **Comments** page. The Comment displayed will be the first comment created.

11.22 If there is more than one Comment, the Blue Navigation Bar will indicate this.

11.23 To see all comments on one page, click on the “View All” link.

11.24 To scroll through the comments, use the “First,” “Last” and arrow keys between them.
<table>
<thead>
<tr>
<th>Header Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit:</strong> TAMPA</td>
</tr>
<tr>
<td><strong>Requisition ID:</strong> 0000105787</td>
</tr>
</tbody>
</table>

- **Retrieve Active Comments Only:** [Retrieve]
- **Sort Method:** [Comment TimeStamp]
- **Sort Sequence:** [Ascending, Descending]
- **Copy Standard Comments**
- **Comment Status:** [Active, Inactive]

Delivery to be arranged by contacting John Edwards at 555-4545.

- **Send to Vendor**
- **Shown at Receipt**
- **Shown at Voucher**

<table>
<thead>
<tr>
<th>Associated Document</th>
<th>Attach</th>
<th>View</th>
<th>Delete</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment</td>
<td>Attach</td>
<td>View</td>
<td>Delete</td>
<td>Email</td>
</tr>
</tbody>
</table>

From: [REP TAMPA-0000105787]
**STEP 12**

**INSPECTION REQUIRED & ZERO PRICE INDICATOR FLAGS (OPTIONAL)**

12.1 **Inspection:** Although all purchases should be inspected upon receipt, some purchases will require an audit trail within the system for the inspection. The guidelines to follow when deciding if inspection should be tracked within the FAST PeopleSoft Purchasing system are as follows:

- Construction purchases
- Large equipment purchases requiring installation or inspection by a technician before authorization for payment should occur
- Purchases which require action by an individual other than the receiver before authorization for payment should occur

12.2 To set the Inspection Required flag, click the Line Details icon.

12.3 Click on the Attributes expansion arrow.

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12.4 Click in the box to the left of Inspection Required to check it.

12.5 **Zero Price Indicator:** Sometimes an item is free, yet it needs to be on the requisition for the purchase order. The dollar value of the item is 0.00.

12.6 Place a $0.00 amount for the Price of an item.

12.7 When you save the requisition the system will ask if you intend the price to be zero.

12.8 Click the “Yes” box.

12.9 The system will mark the item attributes with a zero price indicator which displays on the Attributes of the Line Details.
STEP 13  PRINT THE REQUISITION

13.1 Once the Requisition has been saved and budget checked, click on the “View Printable Version” link at the lower left of the page.

13.2 The system will ask if the requisition can be saved. Click “Yes”

Do you wish to save the current document? [Y] [N]

Document cannot be printed if it is not saved. If you choose Yes, document will be saved and printed. If you choose No, document cannot be printed.

Yes  No

13.3 The system will open a new window to the Report Manager Administration page.

Click the delete button to delete the selected report(s)
13.4 Click the Refresh button periodically until the Description shows a link to the “Requisition Print SQR”

13.5 Click on the link to open the Adobe Acrobat file

13.6 From the Acrobat Reader, click on the print icon to print the Requisition.

13.7 Close the Acrobat Reader and Report Manger pages when finished
Requests for Amount Only purchases (blanket orders) should be kept to a minimum in order to facilitate the systematic matching of Invoices to POs and Receipts.

Orders for supplies that total less than $1000 will not be processed as "amount only" since most of these orders become LPOs (see “LPO – Limited Purchase Orders” section below) and are not reviewed or approved by Purchasing Agents.

**AMOUNT ONLY PURCHASE REQUESTS**

**Short Guide:**

1. **Navigate to the Requisition page**
2. **Enter the Add Criteria**
3. **Review and, if necessary, Override Defaults**
4. **Enter the Requisition Header Information**
5. **Add Lines to the Requisition**
6. **Modify Accounting Distribution (Optional)**
7. **Enter Requisition Comments**
8. **Save the Requisition**
9. **Change Requisition Status to Pending**
10. **Budget Check the Requisition**
11. **Approve the Requisition for Workflow**
12. **Print the Requisition**

**Step 1**

**Navigate to the Requisition Page**

See Step 1 from the Online Requisition section above

**Step 2**

**Enter the Add Criteria**

See Step 2 from the Online Requisition section above

**Step 3**

**Review and, if necessary, Override Defaults**

See Step 3 from the Online Requisition section above
STEP 4 ENTER THE REQUISITION HEADER INFORMATION

4.1 The **Req Date** will default to the current date
4.2 The **Origin** will default from the User ID as ONL
   
   **NOTE:** *You MUST change this to SPL*
4.3 The **Requestor** will default from the User ID
4.4 The **Status** should be ‘Open’
4.5 The **Budget Status** should be ‘Not Chk’d’
4.6 The **Accounting Date** will default to the current date
4.7 The **Currency** will default to ‘USD’

STEP 5 ADD LINES TO THE REQUISITION

5.1 In the Line section of the Form page enter a description of the purchase in the **Description** field
   
   **NOTE:** For amount only requests the Description should include the type of item being ordered e.g. ‘Blanket order for athletic supplies,’ the effective dates (beginning or effective date of the PO and end date) and the names of those authorized to place the orders
5.2 Enter a quantity of 1 in the **Req Qty** field
   
   **NOTE:** The amount only flag is not available on the Requisition, but is set on the PO.
5.3 Click on the magnifying glass icon in the **UOM** field and select the appropriate value, “LOT”
5.4 Click on the magnifying glass icon in the **Category** field and select the appropriate value
5.5 Enter the unit price of the item to be purchased in the **Price** field
   
   **NOTE:** The unit price for amount only requests should be the total desired amount
MODIFY ACCOUNTING DISTRIBUTION (OPTIONAL)

SEE STEP 6 FROM THE ONLINE REQUISITION SECTION ABOVE

ENTER REQUISITION COMMENTS

SEE STEP 11 FROM THE ONLINE REQUISITION SECTION ABOVE AND ENTER COMMENT REQUESTING AN AMOUNT ONLY PO

SAVE THE REQUISITION

SEE STEP 7 FROM THE ONLINE REQUISITION SECTION ABOVE

CHANGE THE REQUISITION STATUS TO PENDING

SEE STEP 8 FROM THE ONLINE REQUISITION SECTION ABOVE

BUDGET CHECK THE REQUISITION

SEE STEP 9 FROM THE ONLINE REQUISITION SECTION ABOVE

APPROVE THE REQUISITION FOR WORKFLOW

SEE STEP 10 FROM THE ONLINE REQUISITION SECTION ABOVE

PRINT THE REQUISITION

SEE STEP 13 FROM THE ONLINE REQUISITION SECTION ABOVE
Authorized Purchase Order Sent to Department
The Purchase Order print available to departments will produce a copy with the word “Unauthorized” instead of a signature. This is to prevent duplication of the order. The official Purchase Order is “dispatched” (in most cases printed) in a batch process that happens overnight.

However, if a department needs to have the official vendor copy of the order sent to them or has an urgent need for an official copy the same day, Purchasing Agents have the ability to manually process a Requisition for this purpose.

Departments should contact their Purchasing Agent before using the “SPL” (Special) origin to make sure that the need is urgent and that the purchase is one that can be approved immediately.

Terms and Conditions
Requests for changes to the university’s standard terms and conditions should be kept to a minimum and only done when there is no other choice.

Terms and Conditions are often set by statute or policy. Making such a change means that the department is taking the responsibility of ensuring that services and commodities meet requirements while giving up the protection the university has by law.

Minor variations can more easily be handled by using Header or Line Comments. Contact your purchasing agent before taking any action.

Trade-ins
All equipment should be tagged and inventoried when purchased. Any property that a department wishes to dispose of, whether by trade-in or any other means, requires approval and they must submit a “Request for Relief of Property Relief Accountability USF Form #3080” and receive approval prior to disposal. Once approved, the department receives a copy of the approved form with an approval number.

SHORT GUIDE:
Step 1: Navigate to the Requisition page
Step 2: Enter the Add Criteria
Step 3: Review and, if necessary, Override Defaults
Step 4: Enter the Requisition Header Information
Step 5: Add Lines to the Requisition
Step 6: Modify Accounting Distribution (Optional)
Step 7: Enter Requisition Comments
Step 8: Save the Requisition
Step 9: Change Requisition Status to Pending
Step 10: Budget Check the Requisition
Step 11: Approve the Requisition for Workflow
Step 12: Print the Requisition
Step 1  Navigate to the Requisition Page
See Step 1 from the Amount Only Purchase Requests section above

Step 2  Enter the Add Criteria
See Step 2 from the Amount Only Purchase Requests section above

Step 3  Review and, if necessary, Override Defaults
See Step 3 from the Amount Only Purchase Requests section above

Step 4  Enter the Requisition Header Information
See Step 4 from the Amount Only Purchase Requests section above

Step 5  Add Lines to the Requisition
See Step 5 from the Online Requisition section above

Step 6  Modify Accounting Distribution (Optional)
See Step 6 from the Amount Only Purchase Requests section above

Step 7  Enter Requisition Comments
See Step 7 from the Amount Only Purchase Requests section above

Provide the number (RFPA#) of the approved Property Relief Form in the comment and remember to send a copy to the Purchasing Office with the Requisition number noted

Step 8  Save the Requisition
See Step 8 from the Amount Only Purchase Requests section above

Step 9  Change the Requisition Status to Pending
See Step 9 from the Amount Only Purchase Requests section above

Step 10  Budget Check the Requisition
See Step 10 from the Amount Only Purchase Requests section above

Step 11  Approve the Requisition for Workflow
See Step 11 from the Amount Only Purchase Requests section above

Step 12  Print the Requisition
See Step 12 from the Amount Only Purchase Requests section above
LPOs will be automatically processed when the following conditions are met:

1. The total amount of the Requisition is $999.99 or less

2. The item category selected is approved for an LPO purchase
   
   Most supply and repair categories are LPO eligible.
   
   Equipment, Services, Maintenance Agreements, personal items, decorative items and food categories are not LPO eligible.

   An Item Category list is available online on the Fast Financial webpages with the training manuals. Categories that are LPO eligible are marked with a “Y” in the last column marked “LPO Eligible”

3. The Requisition has been approved by a Requisition Manager

Requisition Managers are the equivalent of the “X” approver in PRS

Requisitions meeting these three criteria will be picked up by a batch process that will create a purchase order without further approvals

Purchase Orders will display a buyer name of “LPO”

LPOs will not be mailed and orders are to be called in or, if necessary, faxed, by the Requisitioning department

An “Unauthorized” copy without a purchasing agent’s signature can be printed by the department and handled as needed
SPEEDCHARTS

Speedcharts are designed to save time by customizing the string of chartfields used in creating Requisitions.

There is a difference between SpeedCharts and SpeedTypes used in other modules. SpeedCharts enable you to group together and name an unlimited number of ChartField combinations, while SpeedTypes enable you to assign a code to a single ChartField combination.

NAVIGATE TO SPEEDCHART

1.1 Set Up Financials/Supply Chain – Product Related – Procurement Options – Management - Speedchart

1.2 Click on the Add a New Value tab

1.3 Make sure the Business Unit is correct if it does not default in

Select a name for your Speedchart and type it into the SpeedChart Key field

This can be a string of numbers or a name that uniquely identifies the SpeedChart. SpeedChart Keys can be up to 10 digits e.g.:

10000 1201
Dr. Smith
1.4 Select your own **User ID**

1.5 Click the **Add** button

1.6 Type in a **Description** up to 30 characters

1.7 The **Security** should default in as **One User** and your **User ID**

1.8 The **Definition** should default to **Enter Percentages**

1.9 Type a fuller **Description** (2000+ characters)

1.10 Fill out the **Chartfields** with the values you want. These should be complete as possible as they will overwrite the default values on the Requisition that are populated with the Requester ID.

1.11 The **GL Unit** is always USF01

1.12 The Purchasing Business Unit appears on the “Add” page only, not in the Chartfields

1.13 Do **NOT** enter any **Account** numbers. **Account** numbers should default in from the **Item Category** selected when completing a Requisition

1.14 The Products and Initiative fields should be filled in with zeros if they are not being used as part of the chartfield string
1.15 Click OK when finished to return to the SpeedChart

1.16 To create additional lines of chartfield strings for multiple distribution (split/share accounts) change the percentage for the first chartfield string and click on the + sign at the far right. The system will calculate the balance of the percentage

1.17 Complete each line of distribution following steps 1.11 – 1.17 as required

1.18 Click on the - sign to delete unwanted lines

1.19 Click the Save button
ITEM CATEGORIES

GENERAL

**Item Categories** are used to select the correct expense account number and asset profile for your purchases. Except for specific equipment categories, they generally cover an area or type of purchase such as Athletic or Electronic.

This type is paired with three broad areas of expenditure; supplies, equipment and services. This results in three **Item Categories**:

- ATHLETIC SUPPLY
- ATHLETIC EQUIPMENT
- ATHLETIC SERVICE

**Item Category** “codes” have 18 characters and a 30 character description. A variety of words, synonyms and examples were used to make it easier to search for the right category. Using the example above, the system will show:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATHLETIC SUPPLY</td>
<td>Athletic Supply Sports Team</td>
</tr>
<tr>
<td>C ATHLETIC SUPPLY</td>
<td>Contract Athletic Supply</td>
</tr>
<tr>
<td>ELECTRONIC SUPPLY</td>
<td>Electronic Part Supply Battery</td>
</tr>
<tr>
<td>C ELECTRONIC SUPPL</td>
<td>Contract Electronic Supply Part Battery</td>
</tr>
</tbody>
</table>

This enables you to search on both the **Code** or **Description**. Using the “contains” search criteria is the best way to use this particular Search. You can also utilize your Windows “Find” feature to read through any long list your search criteria may return.

The Item Categories are not meant to be exclusive. For example, the ELECTRONIC SUPPLY categories are not to be used only for purchase of batteries and parts. These words were intended to aid you when searching. Definitions sometimes simply include the most common purchases of the type.

ACCOUNT NUMBERS

Each category has an Account number associated with it.

Because the system automatically assigns the correct expense **Account** using the **Item Category** do NOT fill out the **Account** chartfield on Requisition **Header Defaults** (See **Online Requisitions** Step 3.3) when creating Requisitions or using Speedtypes.

This is especially important for Grants. Funds are placed in allowable budget accounts that are split up into various expense accounts. If you use the correct Item Category for the product or service you are buying, the system will tell you if it is an allowable expense against that Grant. It does this by returning a “Valid” budget check status when the requisition is budget checked prior to approval.

If the item is not an allowable expense, the system will return an “Error” stating “No Budget Exists.” While some purchases may fit more than one Item Category (e.g. ‘Participant Fees’ account 51125 and ‘Independ Contracto’ account 51115) this error does not mean that you should try various Item Categories until you find one that passes budget checking **regardless of the definition**.

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When the requisition reaches Purchasing, one of the things checked for is a match of the Item Category to the actual purchase and will change the Item Category if it does not fit.

One available resource for selecting Item Categories for grants related purchases is the “Rosetta Stone.” Another is the list of available Item Categories in the system. Both are on the Fast Financials website under Business Processes – Manuals. The Rosetta Stone is on this page. For Item Categories, click the “Purchasing” link.

**PRICE TOLERANCES**

In the system, the Item Categories provide the ability to add tolerances to the price of goods and services. These tolerances allow for a difference between the price on a purchase order and the actual amount invoiced.

Tolerances are placed on both the unit price and the extended total price of each line item on a Requisition and its subsequent purchase order.

Without tolerances, any variation of the price, even as little as one cent, will cause the system to create a “matched exception” and notify the department that the invoice cannot be paid because it was higher, or lower, than the price on the purchase order.

However, there are times when a price is firm and a department does not wish to pay any more than is stated on the order.

In order to accommodate both situations, a second Item Category was created for each type and expenditure. These Item Categories were prefixed with a “C” to represent “contract” but think of it as a “concrete” price since an actual, written contract isn’t necessary to use these categories. For example we have these two categories for athletic supplies:

- ATHLETIC SUPPLY (expense account is 53500)
- C ATHLETIC SUPPLY (expense account is 53500)

The “C” does NOT mean there is or has to be an actual contract in existence to use this Category. You might have a verbal quote from the vendor or you might simply not want to pay any more than you indicate.

The “C” prefixed Categories are all set for a “0” (zero) tolerance for an increase in the price over that on the purchase order.

Due to the philosophy that getting a price break is always acceptable, the tolerance for a decrease in price is set to 10%. This under-price tolerance is not set higher because a vendor charging you a great deal less than expected might very well mean you did not get what you ordered or expected and it should be checked out.

Those Item Categories without a “C” are set for over and under tolerances of 10% with one or two exceptions such as Printing which only has one Item Category with 5% tolerance.

**Equipment Purchases**

Equipment or “OCO” (operating capital outlay) items are purchases that add to the intrinsic, assessed value of the university. They are items that cost $1000 and up and have a life expectancy of more than one year.
Replacement parts exceeding $1000 are not considered equipment as they simply replace existing pieces that are already evaluated.

Some Item Categories are set up for specific Equipment purchases in order to add the correct Asset Profile required for inventory reporting. These all have a choice of a 0% tolerance as well as a 10% tolerance although equipment prices should always have a firm quote from a vendor.

When purchasing equipment, use more specific words such as "microscope" and "van" rather than a general description such as "medical" or "automotive" to see if that specific item has its own category. This will provide more accurate information to Asset Management for assessing the University's net worth.
NON-PO PURCHASE REQUESTS

SHORT GUIDE:
Step 1: Complete Payment Request Form
Step 2: Obtain Manager Approval
Step 3: Submit Request to Accounts Payable

Complete Payment Request Form
As noted in the Overview of this section, there are several types of purchases which do not require online Requisitions, but will continue utilizing paper forms to process the requests. The purchase types and related forms are listed below:

- Subscriptions Payment Request Form
- Memberships Payment Request Form
- US Postmaster Payment Request Form
- Freight Payment Payment Request Form
  FedEx UPS etc.
- Travel Travel Advance or Travel Expense Reimbursement
- Petty Cash Payment Request Form
  Reimbursement
- Personal Payment Request Form*
  Reimbursement*

Samples of these forms can be found at the end of this section.

STEP 2
OBTAIN MANAGER APPROVAL
The requestor should obtain all approvals in the form of a signature in the appropriate place on the form prior to sending it to Accounts Payable.

STEP 3
SUBMIT REQUEST TO THE ACCOUNTS PAYABLE DEPARTMENT
Once approval has been obtained, the forms should be sent to Accounts Payable with all backup documentation, where it will be entered into the PeopleSoft Payables system as a preapproved non-PO related voucher.

*NOTE: Personal Reimbursement forms and paid receipts or other proof of payment should be sent to the Purchasing Office instead of Accounts Payable. The Payment Request will be given to Accounts Payable after it has been reviewed and approved by Purchasing.
REQUISITION DENIAL

**SHORT GUIDE:**

Step 1: Requisition Denied  
Step 2: Resolution: Changing a Budget Checked Requisition  
Step 3: Resubmission  
Step 4: Cancellation

**STEP 1**

REQUISITION DENIED

1.1 If a Requisition is denied by the department Requisition Approver or Manager or it must be returned to the department by Purchasing, the Approver/Manager or the Purchasing Agent will “Deny” the Requisition, returning it to the Requester.

1.2 Denial is processed from the Approve Amounts page. (See Requisition Approval)

1.3 First write the reason for the denial in the Comment space provided.

1.4 Use the drop down Approval Action box to select Deny.
1.5 Click **Save**

1.6 The system will send an email to the Requester providing the Requisition number, vendor, amount and department along with the Comment.

**Email**

Note: It will NOT look exactly like this.
RESOLUTION: CHANGING A BUDGET-CHECKED REQUISITION

Header Changes

2.1 If a change is needed to the Requisition Header such as Requester, origin or Header defaults, navigate to the Requisition Form page (See Online Requisitions Step 1)

2.2 Click on the blue change icon

Note: If the Requisition budget status is Not Valid, use of the change icon is not necessary.

2.3 Make any necessary changes.

2.4 If Requester is changed, you will receive a message advising that the defaults will change.
2.5 Click **Yes** if the changes apply to all previous lines of the Requisition.

2.6 Click **No** if you are adding lines and the default settings only apply to new lines.  
(See Online Requisitions Step 5)

2.7 Click **Save**

2.8 If changes are made to the **Header Defaults** you will receive a message asking whether to retrofit the changes to existing lines or not.

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

Unit: TAMPA  Req Id: 0000000057

For the distribution specific defaults, select Mark/Unmark to apply changes to the Distrib Line value. For example, if you select Apply/Unapply Sol Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.

Select Mark to apply changes to all distribution line on the requisition.

Mark All  Unmark All

<table>
<thead>
<tr>
<th>Mark</th>
<th>Distrib Line</th>
<th>Field Name</th>
<th>Field Value</th>
<th>Apply to All Distributions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Dept</td>
<td></td>
<td>120500</td>
<td></td>
</tr>
</tbody>
</table>

2.9 If they do, click the **Mark All** hyperlink to apply to all fields

2.10 Click **OK** to return to the Form page

2.11 Click **Save**

2.12 The **Budget Status** will read Not Valid

**Line Changes**

2.13 If changes are needed to the amount, quantity or distribution, navigate to the Requisition **Schedule** page.
2.14 If the quantity or price field is not open, click on the blue change icon.

Note: If the Requisition budget status is Not Valid, use of the change icon is not necessary.

2.15 Make any necessary changes.

2.16 To change chartfield values, click on the Distribution icon.

2.17 Make any necessary changes.

2.18 Click OK to return to the Schedule page.
2.19   Click **Save**.

2.20   Changes will apply only to the line saved.

**STEP 3**  
**RE-APPROVE INTO WORKFLOW**

See Steps 9 and 10 from the Online Requisitions section above
Step 4  
**REVIEW AND, IF NECESSARY, CANCEL REQUISITION**

4.1 Navigate to the Requisition Forms page.

4.2 Click on the red X

4.3 You will receive the following error message:

```
Canceling requisition will commit any changes made and prevent further changes. Continue? (Y/N)
```

When you mark a requisition as complete or cancelled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or cancelled at this time. Make the other changes, then return to change its status.

```
Yes  NO
```

4.4 Click Yes

4.5 The system will return to the Requisition search page.

4.6 The requisition will liquidate during the nightly reconciliation process.
COPY A REQUISITION TO A NEW REQUISITION

Navigation: Purchasing – Requisitions – Add/Update Requisitions

Step 1 - Click on Add button

Step 2 - Click on the Copy From link at the center of the page

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**Step 3** - Select a Requisition by entering any search criteria and clicking the “Search” button.

**Step 4** - Make sure the Select box is checked to the left of the requisition you want and click the “OK” button.
**Step 5** - If you receive an error message saying that any of the data on the requisition is different and all defaults will be copied, click **YES**

The source requester (SCOFFIN) is different from the target requester (), copy? (10150,186)

All copied defaults will remain unchanged. Do you want to copy?

Yes  No

**Step 6** - Make any necessary changes to price, quantity, distribution

**Step 7** - Click on **Save** icon to save the requisition. The requisition number will be assigned.

**Step 8** - Click the green check icon.

**Step 9** - Click the budget check icon.

**Step 10** - Approve to workflow. (See "Online Requisitions" Step 10 above.)