CTCLINK INFORMATION FOR SKAGIT VALLEY COLLEGE | www.skagit.edu/ctclink

Creating a Purchasing Requisition in PeopleSoft

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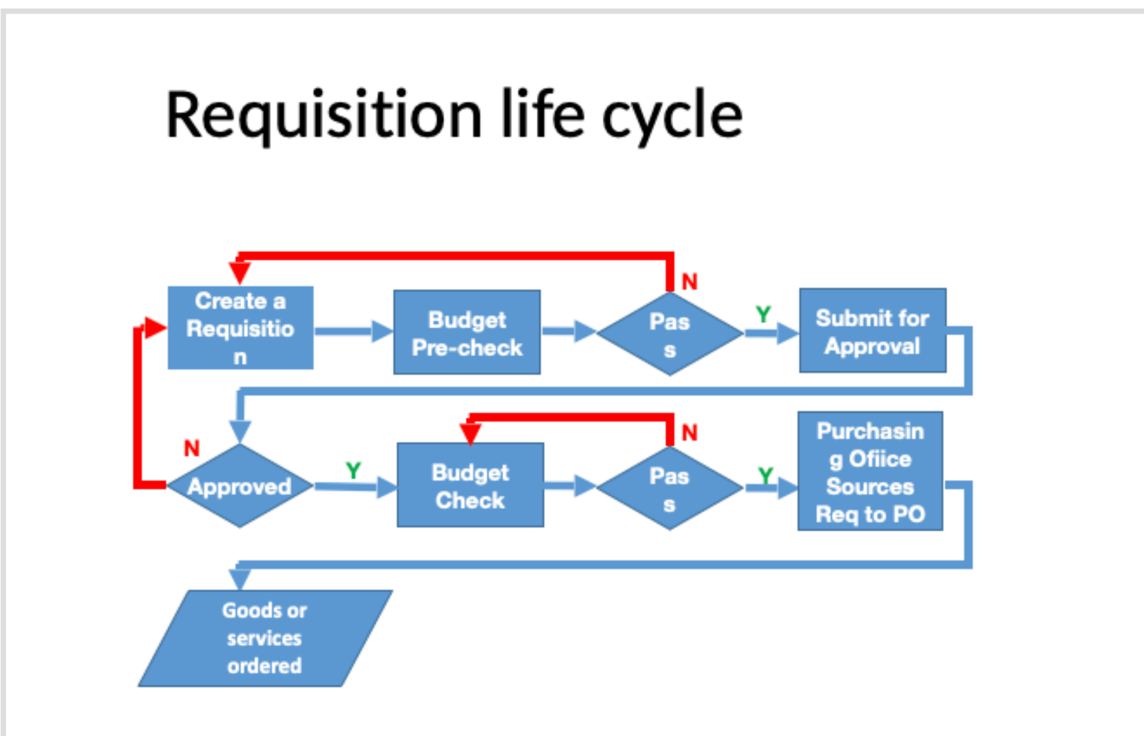


Overview of procedure

Purchase Requisition (or purchase requests) are the first step in the Procure to Pay process. After you have completed these procedures and submit your Purchase Requisition, the Purchasing Office will process the Purchase Requisition into a Purchase Order, assign it to a vendor, and order the goods or services.

Gather necessary information

Before submitting a purchase requisition, the REQUESTER needs to:

A. Gather product Information such as quotes, examples, and specifications.

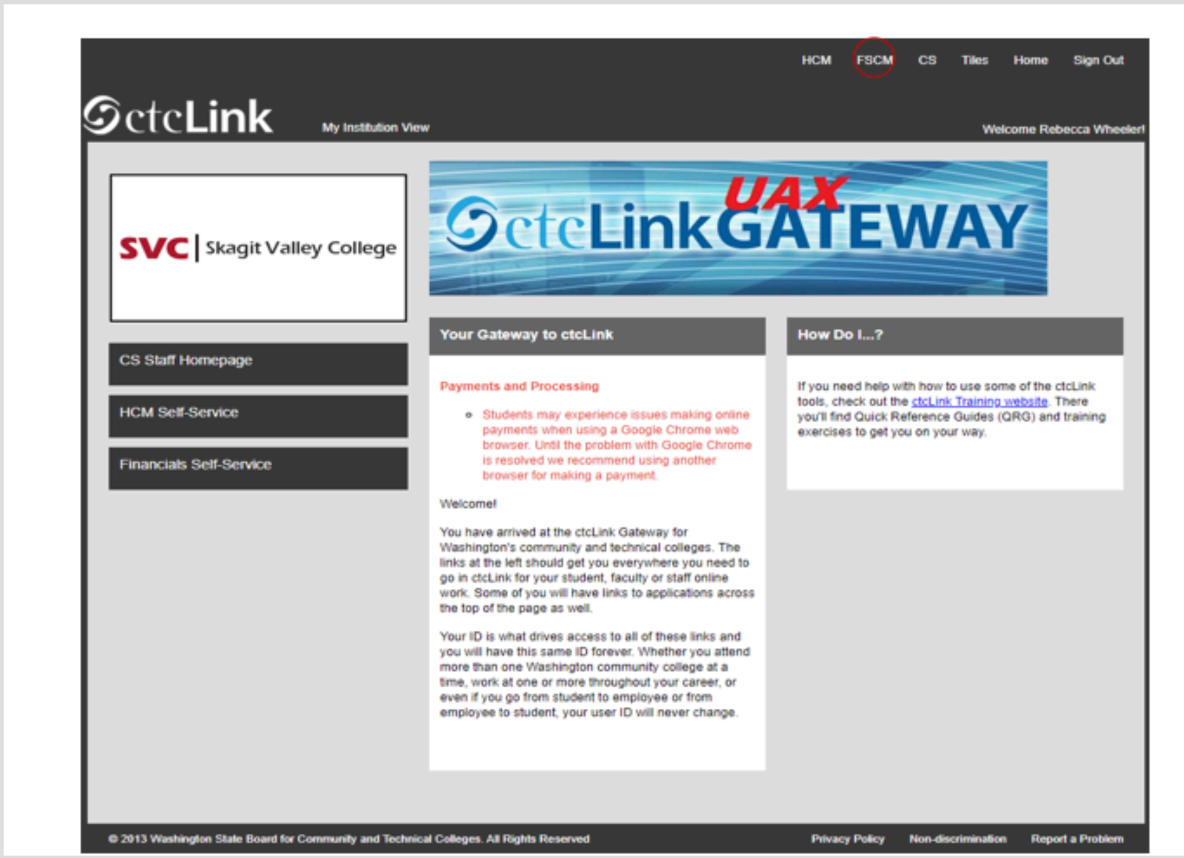
B. Know the budget Chartfields required for the purchase. Get these from your budget manager. For all Skagit Valley College purchases,
   - Business Unit (General Ledger Unit) = WA040
   - Operating Unit = 7040

For your purchases you will also need (from your budget manager):

- Account
- Fund
- Approp – only if you were provided this information by the budget manager
- Dept
- Class
- PC Bus Unit – only if you were provided this information by the budget manager (for grants/Capital Projects ONLY)
- Project - only if you were provided this information by the budget manager (for grants/capital Projects ONLY)
- Activity - only if you were provided this information by the budget manager (for grants/Capital Projects ONLY)

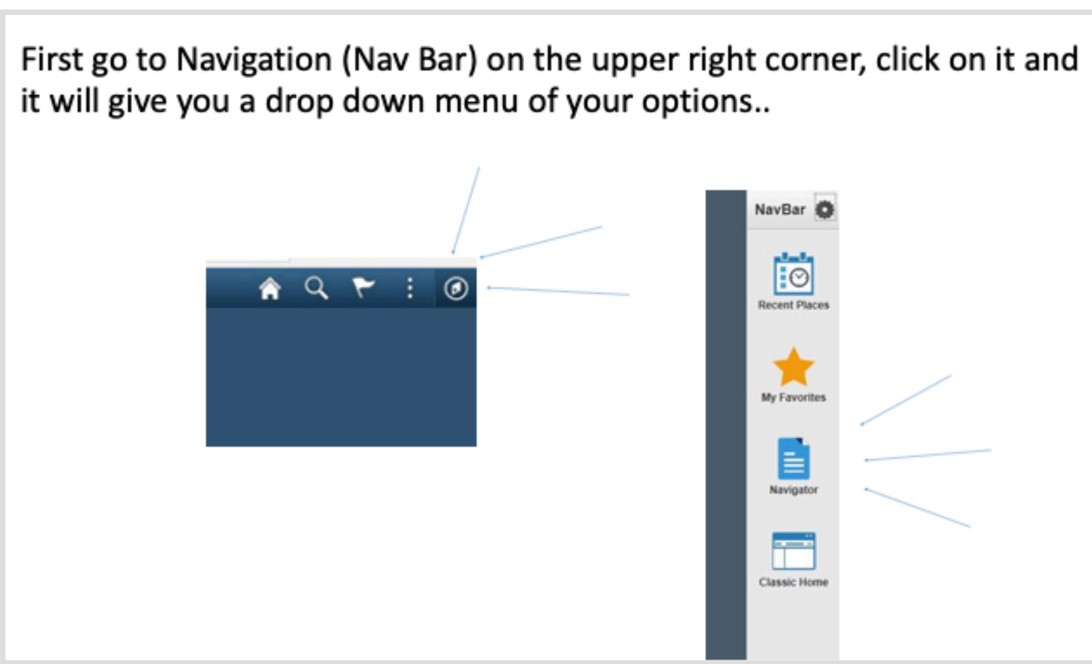
Log in and Navigate to Requisitions in PeopleSoft

To create and submit a purchase requisition, the REQUESTER needs to access the SVC ctcLink system (PeopleSoft). Login with your ctcLink ID# and password.

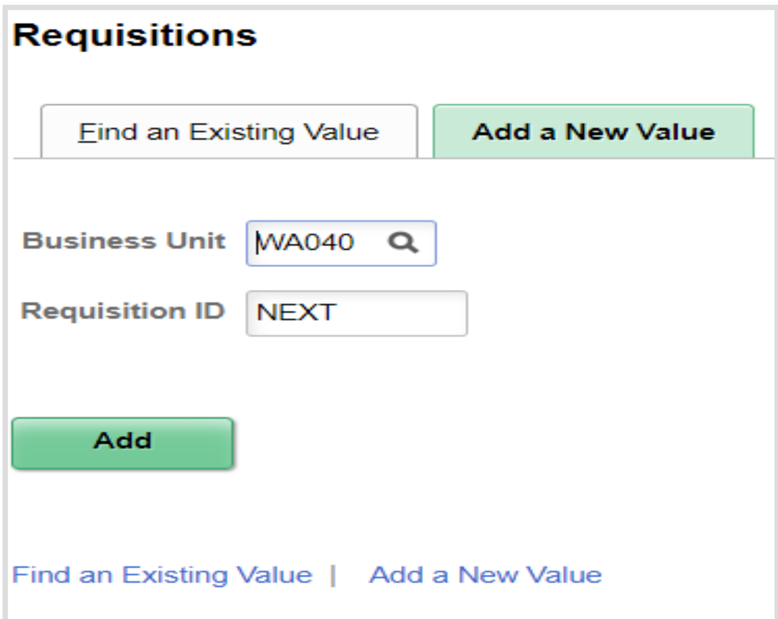


From the ctcLink Gateway:

1. choose FCSM from the top tabs.
2. Use the Navigator icon  on the righthand side of the window.

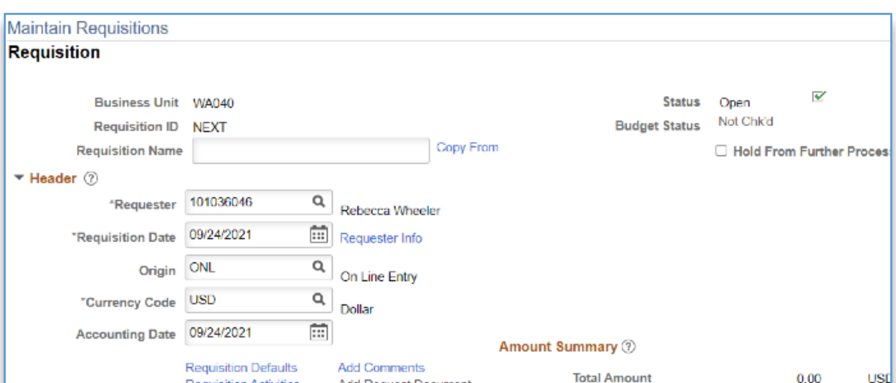


3. Select Purchasing > Requisitions > Add/Update Requisition
4. Verify that the Add a New Value tab is selected.
5. If the Business Unit has not defaulted to WA040, Type WA040 into the Business Unit field.
6. If the Requisition ID has not defaulted to NEXT, Type NEXT as the Requisition ID.
7. When the values are correct, click the ADD button.



Create the Purchase Requisition

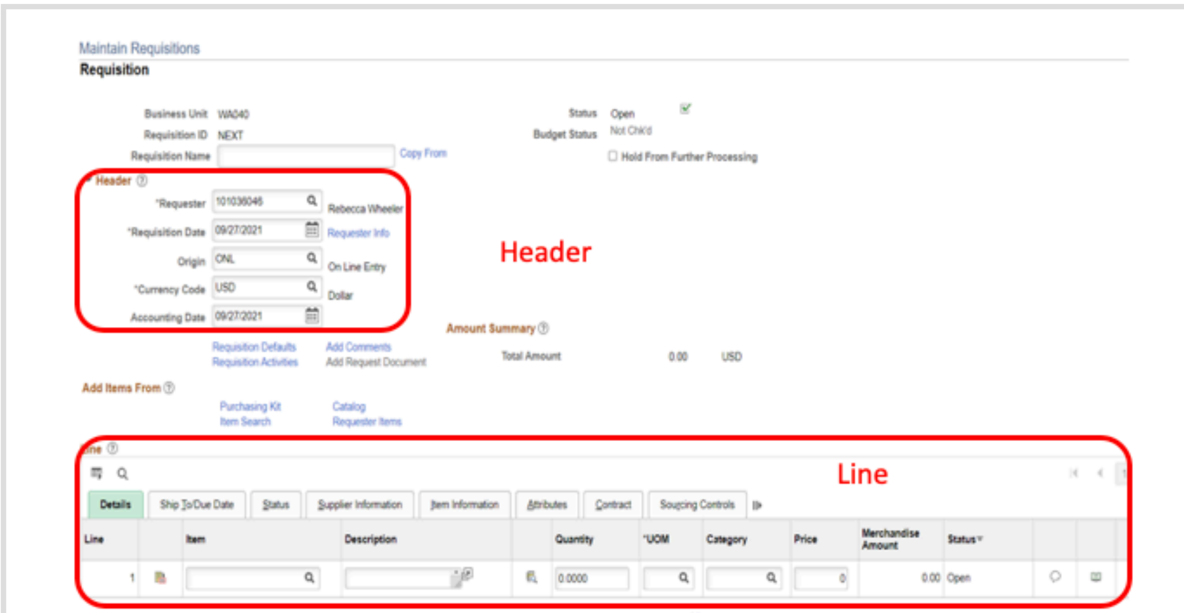
The Maintain requisitions page displays



8. The top section of the Maintain Requisition page includes a free form field for Requisition Name. Name your Requisition with your Preferred Vendor and, if possible, the requester’s first and last name. You can also add a department specific numbering scheme.

Note: There is a character limit on this field, the priority is the vendor name.

Below the Requisition are two main parts, **Header** and **Line** data.



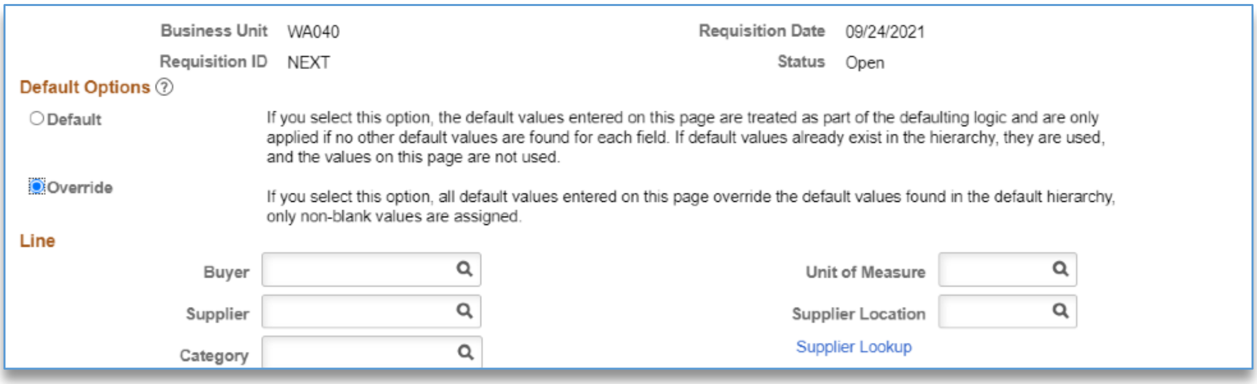
In the **Header** area:

9. Enter your ctcLink ID# (EMPLID) or the # for the Requester if you are creating the requisition on behalf of someone else. You can use the look-up tool to find the correct EMPLID.
10. Skip the Requisition Date, Origin, and Accounting Date fields. Currency Code will always be USD.

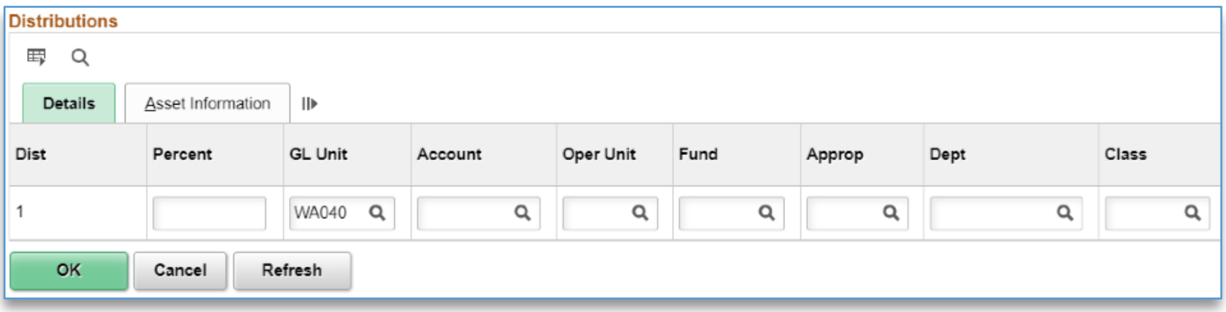
Below the **Header** area:

11. Select Requisition Defaults hyperlink directly below the Accounting Date field. Select Override radio button under Default Options near the top left-hand side of the page.

Skip the Line and Schedule sections. DO NOT ENTER A SUPPLIER on the requisition.



In the **Line** area, add Budget Information (the Chartstring):



12. If the cost of the requisition is being *split across multiple budgets,* scroll to the right of the window and click the plus sign to add additional lines. Cost can be spilt by percentage, amount, or item quantity. Type the percentage as a number (do not include the % symbol).

If the requisition is being charged to *only one budget*, you do not need to add additional lines. Use 100 in the percent field.

13. Enter the following budget Chartfield information using the look-up tool and information that was provided by budget manager. **Do not enter Account here.**

- GL Unit - PeopleSoft should default this to WA040
- Fund
- Oper Unit - 7040
- Approp – only if you were provided this information by the budget manager
- Dept
- Class
- PC Bus Unit – only if you were provided this information by the budget manager (for grants/Capital Projects ONLY)
- Project - only if you were provided this information by the budget manager (for grants/capital Projects ONLY)

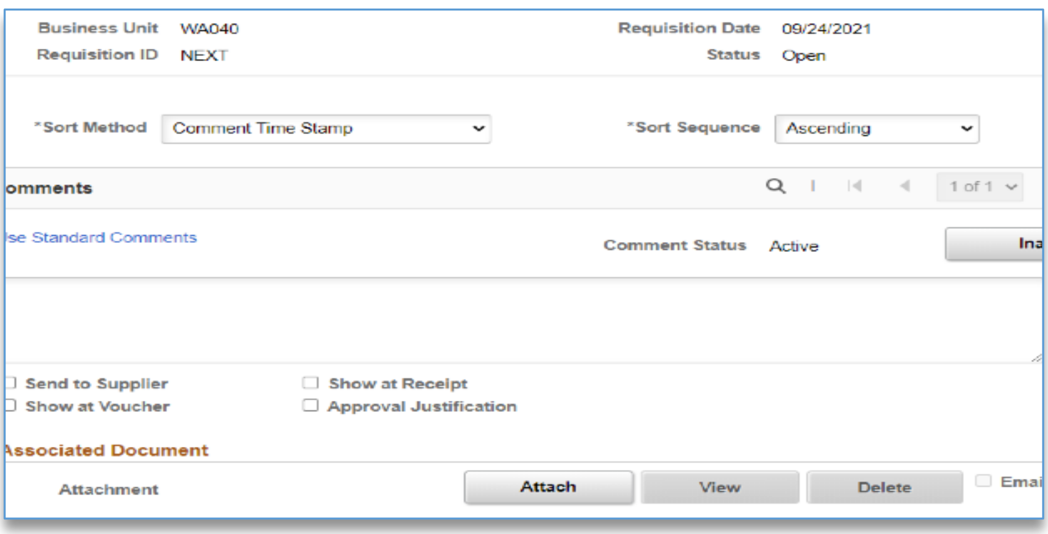
- Activity - only if you were provided this information by the budget manager (for grants/Capital Projects ONLY)

14. Select Ok.

Attach Supporting Documentation

15. Add cart, quote, and supporting documentation by using the Comments hyperlink. Type general comments for the Purchasing Office and/or Vendor in the Comment field if desired.

Add everything that you would like to communicate to the Purchasing office and/or the vendor. You can copy and paste a website, provide sales person contact information, etc. If more than one document needs to be attached to the requisition, select the plus sign near the Inactivate button to add an addition line.

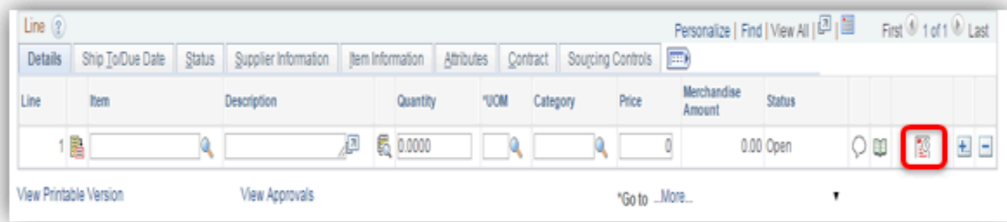


Input line item information

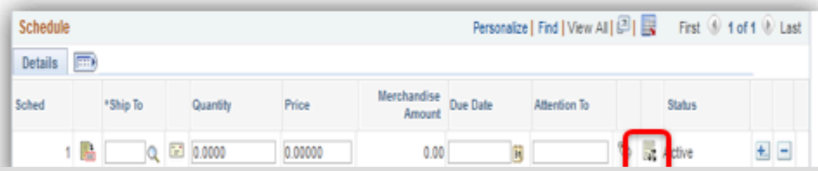
16. Select the Details tab in the Line information at the bottom of the page to enter Item Information.

Skip the Item field. This is not a vendor item number, model number or SKU.

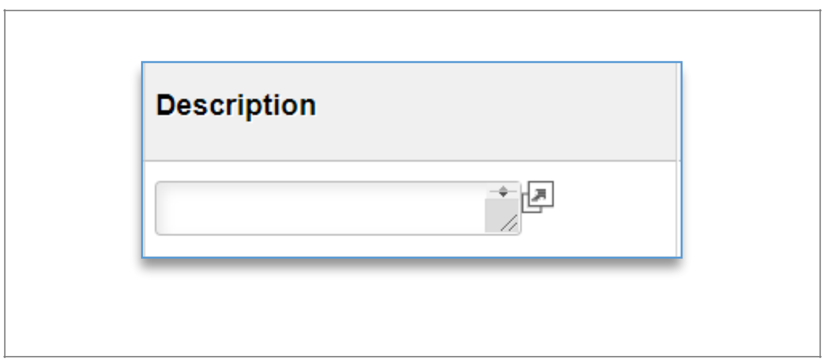
The first level of detail below the Requisition Line is the **Requisition Schedule**. Click on the red and white icon. Schedule gives you the ability to move to the section where you will enter the accounting detail.



The next level of detail below the Schedule is the Requisition **Distribution** detail (or accounting information). You can get to the Distribution detail screen by clicking on the icon that looks like a piece of paper with three arrows:

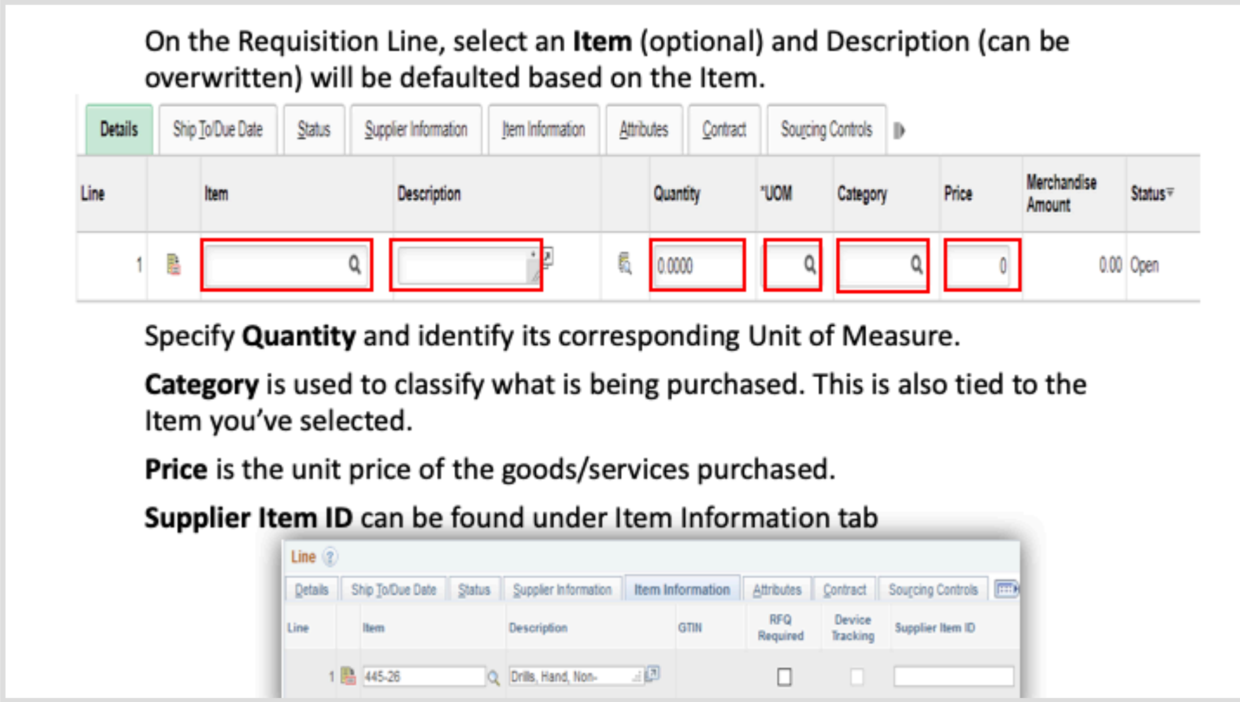


17. Click the Display Description Module icon next to the Description field.



18. TYPE the description information into the description window. Include things like item number, model, color, general description. *DO NOT INCLUDE QUANTITY. CLICK Return when complete to close the window.*

19. Enter the desired quantity in the Quantity field. You can use the look-up tool to enter the Unit of Measure (UOM). Note: Most frequently used are each (EA), box (BOX) or case (CS).



20. Enter the Category with these steps:
    1. First use the look-up tool and filter on the description field to "contains."
    2. Search using a one or two word description of the category of item.
    3. Select the correct category

21. Enter the Price into the correct field.

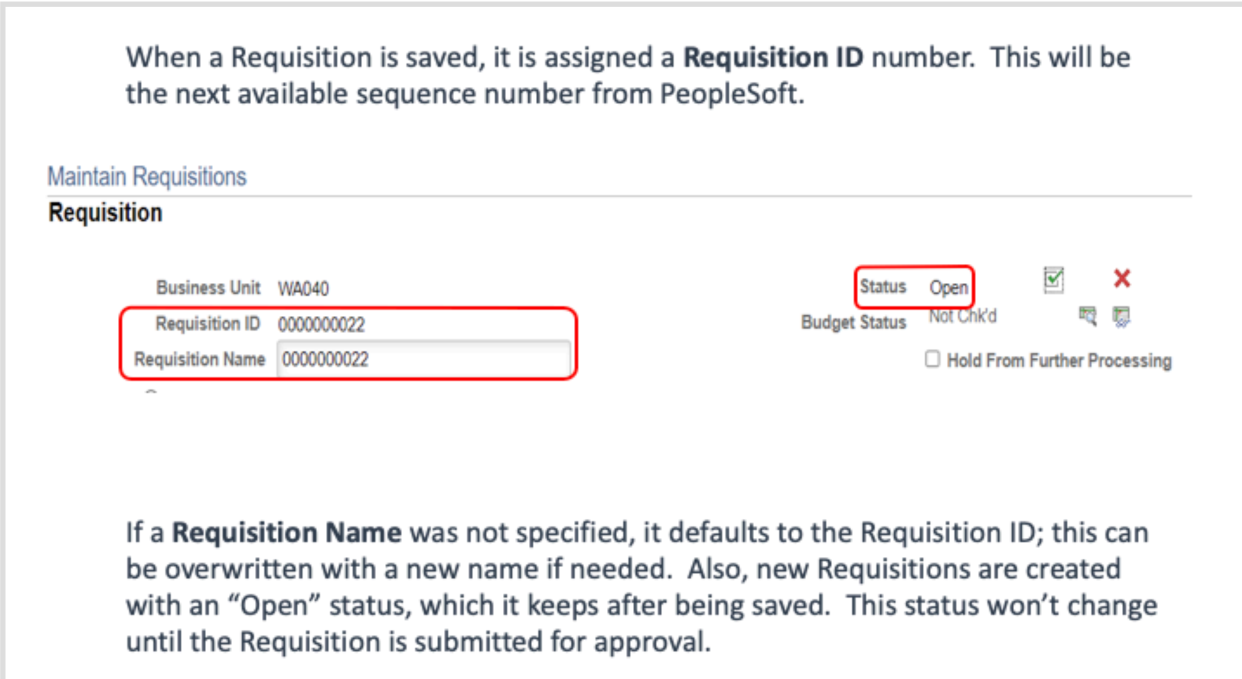
22. Enter the Account into the correct location:
    1. Scroll to the right of the page, and CLICKS the Schedule icon.
    2. CLICK the Distributions icon.
    3. TYPE or USE the look-up tool to enter the Account.

23. SCROLL to the right to the State Purpose field. USE the Look-Up tool to open the menu. CHOOSE the appropriate response based on the type of the item.
    1. If the item is NOT an IT item, choose N.
    2. If the item is IT equipment to replace something we already have, choose Y. For example, we are replacing an existing computer.
    3. If the item is IT equipment that is to meet a new need, choose X. For example, we received a grant and are purchasing ten new iPads for staff/clients/faculty that have never had iPads before.

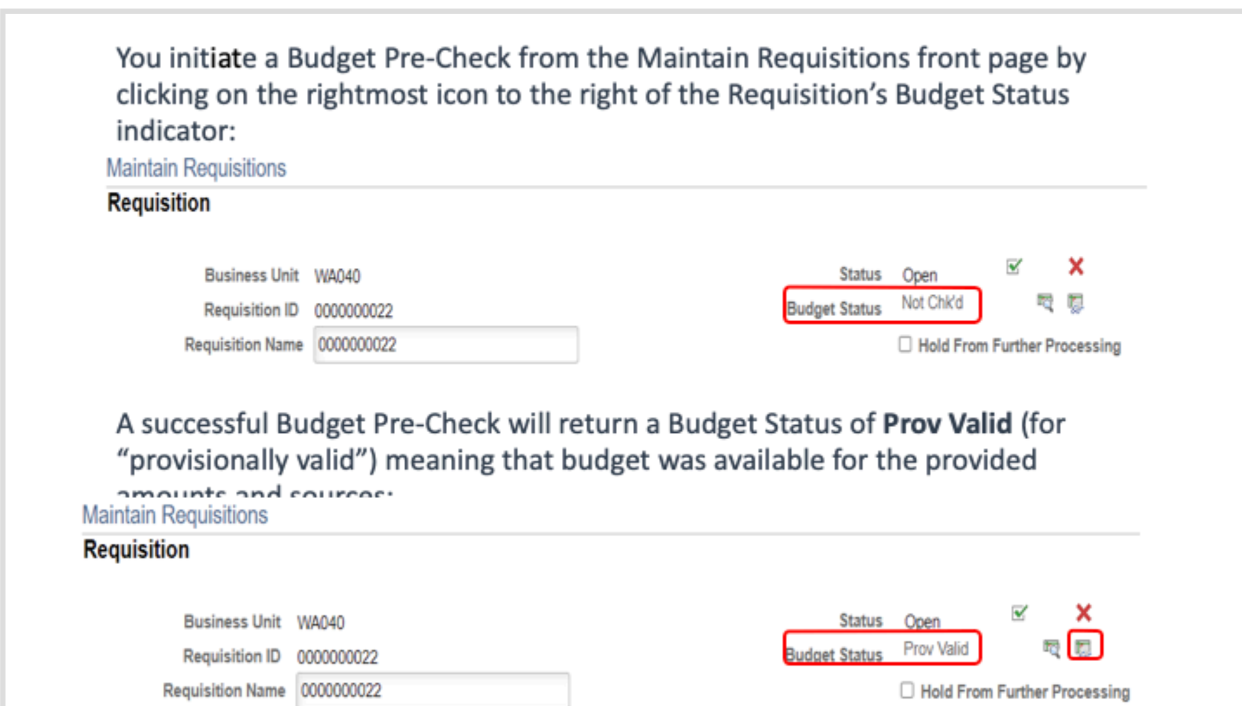
Choose OK, and then click to Return to Main Page.

24. If the requisition has more than one line-item, Click the plus sign at the

end of the first-row item to add a lines. Repeat the procedure for each additional item as needed.



25.Click the Save button at the bottom of the page to complete your requisition.



There are a few modification scenarios with Requisition, each with their own set of options and outcomes:

Requisition Document Status	Requisition Budget Status	Modification Options and Outcomes
Open	Not Checked	Free to make changes without affecting status.
Open	Prov Valid	Free to make changes, but changes to amount or distribution information will reset the Budget Status to "Not Checked".
Pending	Not Checked	Certain changes can be made, but changes to the Requisition amount will cause the approval process to reset.
Pending	Prov Valid	Same as above, but additionally, changes to distributions will reset the Budget Status to "Not Checked".
Approved	Not Checked	Must have special permission to work on "Approved" Requisitions. Can manually initiate a Change Order that will go through the approval process. Updating certain fields (price or quantity) will automatically initiate a Change Order.
Approved	Prov Valid / Valid	Same as above, but additionally, changes to distributions will reset the Budget Status to "Not Checked".

Budget pre-check and submit for approval

26. Before the Purchasing Department can approve your requisition, you should complete the Budget Pre-check. First locate the Budget Status heading near the top right-hand side of the screen. Click the Budget Pre-Check icon to pre-check the budget. OBSERVE the budget status [green check mark icon] has changed from *Not Chk'd* to *Prov Val.*

    - If a pop-up window appears stating the document has failed the budget test, CLOSE the pop-up window. CONTACT the Purchasing Department.

    - If the budget status is anything other than Prov Val after the budget pre-check, DO NOT SUBMIT FOR APPROVAL. Just save the requisition and contact the Purchasing Department.

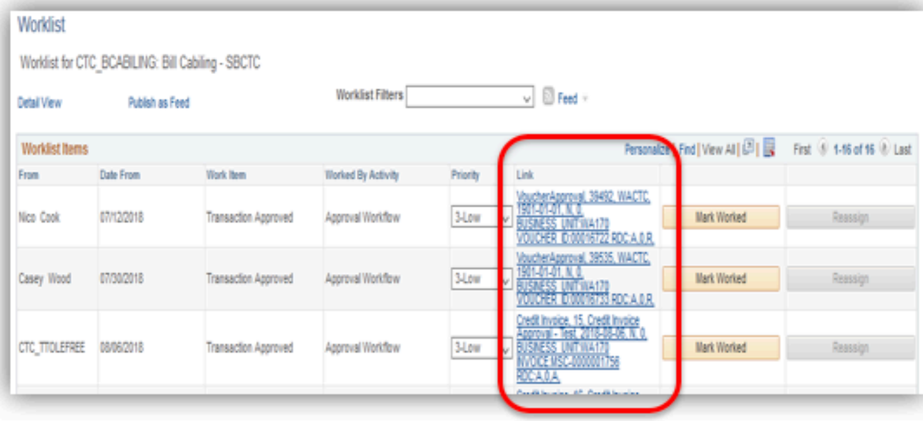
27. Click on the green check mark next to the Status heading to enter the requisition into the Approval Workflow Engine (AWE). Notice the the status changes from Open to Pending.

Approval Process

To view the approval progress, **CLICK** View Approvals at the bottom of the screen to monitor approval process if desired.

APPROVAL OF A REQUISITION

To approve a Requisition, Navigate to Worklist > Worklist



The Worklist provides a line item overview as well as links that will take you to a review screen showing details on the approval actions taken or needed for each line item.

APPROVAL OF A REQUISITION

Requisition Approvals

Values	Description
Approve	Status changes to Complete upon saving. The system sends an email to the requester stating that the requisition has been Approved.
Deny	Status changes to Denied upon saving. The system sends an email to the requester stating that the requisition has been Denied.
Recycle	Status changes to Recycled upon saving. The system sends an email to the last user who approved the requisition.

Enter Comments pertinent to your approval action.

After the approval workflow has been completed, your requisition will be moved into the queue for the Purchasing Department to purchase your goods/services.