

Create a Financial Management Online Purchase Requisition

This training document will walk you through how to create non-catalog purchase requisitions using the Financial Management Procurement module within MyCWU and manage your requisitions through their respective lifecycle. The PeopleSoft eProcurement module provides a cost and time saving solution to the procurement of goods and services. In addition, it automates internal approvals of purchase requests to improve the purchasing process and expedite orders.

The **Requestor** assumes the responsibility to:

- Be knowledgeable of the University procedures regarding procurement.
- Understand that if assigning a Delegate for entry purposes, the delegate is authorized to act on your behalf but does not release you, the requestor, of the responsibility to act ethically and in accordance with University travel regulations.

Before You Begin

Prerequisites and Assumptions

Before you can successfully create purchase requisitions within the Financial Management eProcurement module, it is assumed that each of the following conditions has been met:

- You have completed training on how to enter online purchase requisitions.
- Your FMS account has been created and you have been setup as an official requestor by the Purchasing Office.
- You have setup up your Chartfield tabbing order using the pre-set template. Directions are available on the Purchasing website.
- You have added the FMS Toolbox to your MyCWU home page.

Quick Help...

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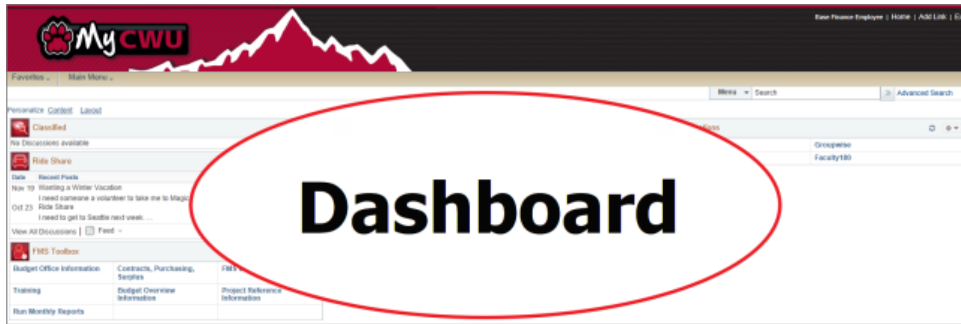
1.

Log into MyCWU



2.

Click on Main Menu on MyCWU Dashboard



Navigation: **Main Menu > Financial Management > Employee Self Service > Procurement > Manage Requisitions**

Or

On the Employee link, click on link for Purchase Requisitions in the FMS Toolbox pagelet.

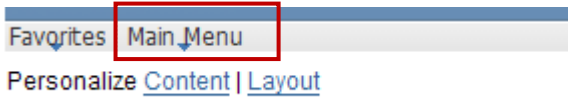
FMS Toolbox		
Budget Office Information	Contracts, Purchasing, Surplus	FMS User Guides
Training	Budget Overview Information	Speedkey Reference Information
Run Monthly Reports	FMS Query Friendly Viewer	Purchase Requisitions
COA PID Cross Reference	COA Department Cross Ref	COA ChartField Request Form



Avoid using your browser's close button to close out of FMS Production. Instead, use the buttons or links at the bottom of FMS pages to return to the previous page. For security purposes, the FMS Production system automatically logs you off after 30 minutes without an option to save.

3.

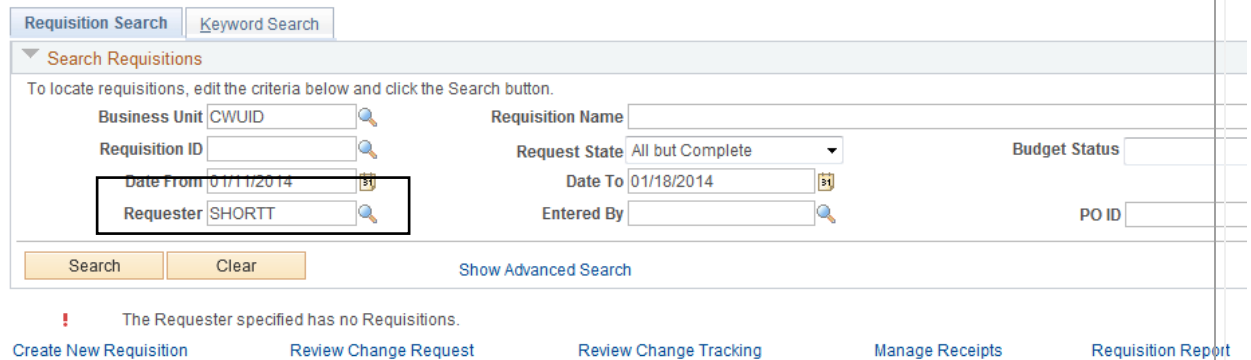
Click on Main Menu



Navigation: **Main Menu > Financial Management > Employee Self Service > Procurement > Manage Requisitions**

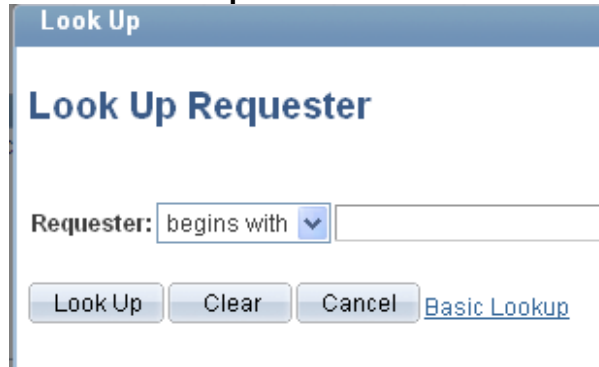
4.

Manage Requisitions



If you've been delegated requisition entry authority for another individual, next to the **Requester** field click on the Magnifying glass

Click the **Look Up** button . See below screen.



Click the appropriate Requestor account in the Search Results area.

5.

Lines can be added to Requisitions using 3 different methods: 1) Non Catalog items, 2) Favorites lists, and 3) Previously defined Requisition Templates. The principals covered here are consistent to create a requisition with any of the 3 methods. In addition, please note that a requisition can contain lines that were added in any of these 3 methods simultaneously.

Manage Requisitions


To locate requisitions, edit the criteria below and click the Search button.

Business Unit

Requisition ID

Date From

Requester

 The Requester specified has no Requisitions.

[Create New Requisition](#)
[Review Change Request](#)

Click the **Create New Requisition** link.

6.

The Create Requisition page will appear. Enter the information as described below:

Next to the shopping basket, click the **Requisition Settings** link



Refer to the below **Requisition Settings** page

Requisition Settings

Business Unit Central Washington University

*Requester Christina Short

*Currency

Requisition Name **1.**

Priority

Line Defaults [?](#)

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

2.

Shipping Defaults

3.

Accounting Defaults Personalize | Find | First 1 of 1 Last

Location	GL Unit	Account	Oper Unit	Fund	Dept	Component	Program	Project
<input type="text" value="ITS"/>	<input type="text" value="CWUID"/>							

1. Requisition Name field:

Requisition Name

If desired, you can enter a unique requisition name. You may want to make this a meaningful description as this will assist you in searching for requisitions later. If you leave it blank, the system will assign the requisition ID number in this field.

2. Supplier Field (formerly Vendor) (Optional) – Enter a default supplier for your requisition lines if desired. Please note that this value may be overridden by line information added to your requisition. ***This is not a required field.***

If you know your supplier ID, type it in the Supplier field. If not, select the magnifying glass to access the vendor search page. From here, you can search for valid CWU vendors by a number of attributes, including vendor name.

3. If you know that only one Speed Key will be paying for the requisition you can add in the accounting distribution information under the Accounting Defaults area. Enter the **Speed Key** value. Operating Unit will default in based on the value of the Speed Key.

7.

To Search for a Supplier, click on the magnifying glass.

Supplier

Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country

State

Postal Code

[? Help](#)

Find

Reset

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

OK **Cancel**

Type in the **Name** field a description of the Supplier (formerly Vendor). You can also search by City and State. Click the **Find** button. Search results will appear on the page.

Click the Supplier ID link. Then Click the OK button

OK

Example below.

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country

State

Postal Code

Find **Reset**

Search Results [Personalize](#) | [Find](#) | [View All](#) | |

Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City
1 0000000210	APPLE COMPUTER INC	CUPERTINO	CUPERTINO CA	198-3ED	AUSTIN
2 0000000210	APPLE COMPUTER INC	DALLAS	DALLAS, PO BOX 846095	198-3ED	AUSTIN
3 0000000210	APPLE COMPUTER INC	DALLAS2	DALLAS2,PO BOX 846095	198-3ED	AUSTIN

8.

Click the **Special Requests** tab.

Special Requests
Create a non-catalog request

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description	<input type="text"/>		
*Price	<input type="text"/>	*Currency	<input type="text" value="USD"/>
*Quantity	<input type="text"/>	*Unit of Measure	<input type="text"/>
*Category	<input type="text"/>	Due Date	<input type="text"/>

Fill in the fields with the * next to them. They are required fields.

Enter appropriate information for our purchase in the following fields:

Item Description – Enter in Upper Case the appropriate description for your line item. It is a good idea to be detailed in this description to avoid confusion and delay in the procurement process.

Price – Enter the unit price of your non-catalog item. Note this should be with-out tax added in.

Quantity – Enter the quantity of this item you wish to purchase at this time.

Unit of Measure– Enter the type of unit (example EA).

9.

Category field – *Category Click the magnifying glass.

Look Up Category Help

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By Find

Categories			
Catalog	Category	Description ▲	Find in Tree
1			

[Browse Category Tree](#)

Return

Click on the Find button and see all values. Find the appropriate item and click it. It will be

added to your line item. Or you can change the Search by from Category to Description. Type in a portion of the Category description and select the Find button to narrow your search (in this example, a category that contained “Postage” was searched – resulting in one returned value – POSTAGE). Select a category value to add it to your line item.



Select the value. You will see your item indicated now on the left side of your screen. See below example.

Note: Another helpful hint is to sort by Category code. Click the word Category and it will sort the numbers by order. The A9XX numbers are services.

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By Category Find

Categories			Personalize Find View All  
Catalog	Category	Description	First 1-50 of 55 Last
1 Non Catalog	A010	ADVERTISING	
2 Non Catalog	A045	APPLIANCES AND EQUIPMENT	
3 Non Catalog	A050	ART EQUIPMENT AND SUPPLIES	
4 Non Catalog	A012	ATHLETIC SUPPLIES	

10.

Click the  at the bottom of the page.

Do Not Use the Manufacturer field or check box for Send to Supplier.

11.

At the top of the page next to the shopping cart, you will now see it indicates



1 Line

has been added.

At this point, you are ready to save the requisition.

not have any more lines, continue to the checkout button



If you have more items to add continue entering more special requests and add them to the shopping cart.

12.

Click on the **Save For Later button**



Save for Later

at the bottom of the page.

Check out- Review and Submit Section

Under the **Requisition Lines** area click the next to the line number. See below example.

Line	Description
1	Computer Desk

Cart Summary: Total Amount 150.00 USD

Expand lines to review shipping and accounting details

Line	Description	Item ID	Supplier	Quantity
1	Computer Desk		BANK & OFFICE INTERIORS	1.0000
Shipping Line 1		*Ship To	CENTRECV80	
		Address	Central Washington University Central Receiving 11th and D Street Ellensburg, WA 98926-7525	
		Due Date		

Accounting Lines

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s)

From this page, the requestor can review the detail of the requisition, make any necessary modifications prior to saving, and submitting the requisition for approval.

To review and/or modify the accounting distribution information for your line, select the **triangle** next to Accounting Lines (see above example).

If you did not fill in the accounting distribution information under the Requisition Settings, enter the appropriate SpeedChart Key field. **Note:** Once you enter these values and click save, the SpeedChart Key field will show empty but all the Chartfields such as Dept, Fund, Program, Operating Unit, (optional) Component will have values based on the SpeedChart Key.

Accounting Lines

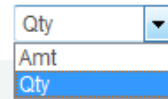
*Distribute By Qty *Liquidate By Qty

Line	Status	*Location	Quantity	Percent	Merchandise Amt	Account	SpeedChart Key	Oper Unit
1	Open	ITS	1.0000	100.0000	150.00	53410		

If you are **splitting the transaction** with multiple budgets, click

the *Distribute By Qty

drop down list and pick either



Adjust either the dollar amount or quantity fields, and then click the to add an additional row. Fill in the appropriate SpeedKey field. Note: Operating Unit will default in based on SpeedKey entered.

Accounting Lines

Line	Status	*Location	Quantity	Percent	Merchandise Amt	Account	SpeedChart Key	Oper Unit
1	Open	ITS	0.5000	50.0000	5.00	53410	2117000001	0
2	Open	ITS	0.5000	50.0000	5.00	53410		

OR

Accounting Lines

Line	Status	*Location	Percent	Merchandise Amt	Account	SpeedChart Key	Oper Unit	Fu
1	Open	ITS	60.0000	6.00	53410	2117000001	0	14
2	Open	ITS	40.0000	4.00	53410			

13.

At this point, you may also want to consider **attaching comments and/or attach documents** to your requisition. This functionality is available at the Requisition Line header under Comments. Click the Add next to your line.

+ Add More Items

Quantity	UOM	Price	Total	Details	Comments	Delete
1.0000	Each	550.0000	550.00		Add	

Line Comment

Business Unit: CWUID Requisition Date: 01/18/2014
 Status: Open

Line 1

Comments Find First 1 of 1 Last

Entered On:

1

Send to Supplier
 Show at Receipt
 Show at Voucher

Add Attachments

Attachments

OK
 Cancel

When you click Add next to the comments bubble, the above **Line Comment** page opens. Enter information that either approvers or the purchasing buyer staff will need to review. Check the box **Send to Vendor** if needed.

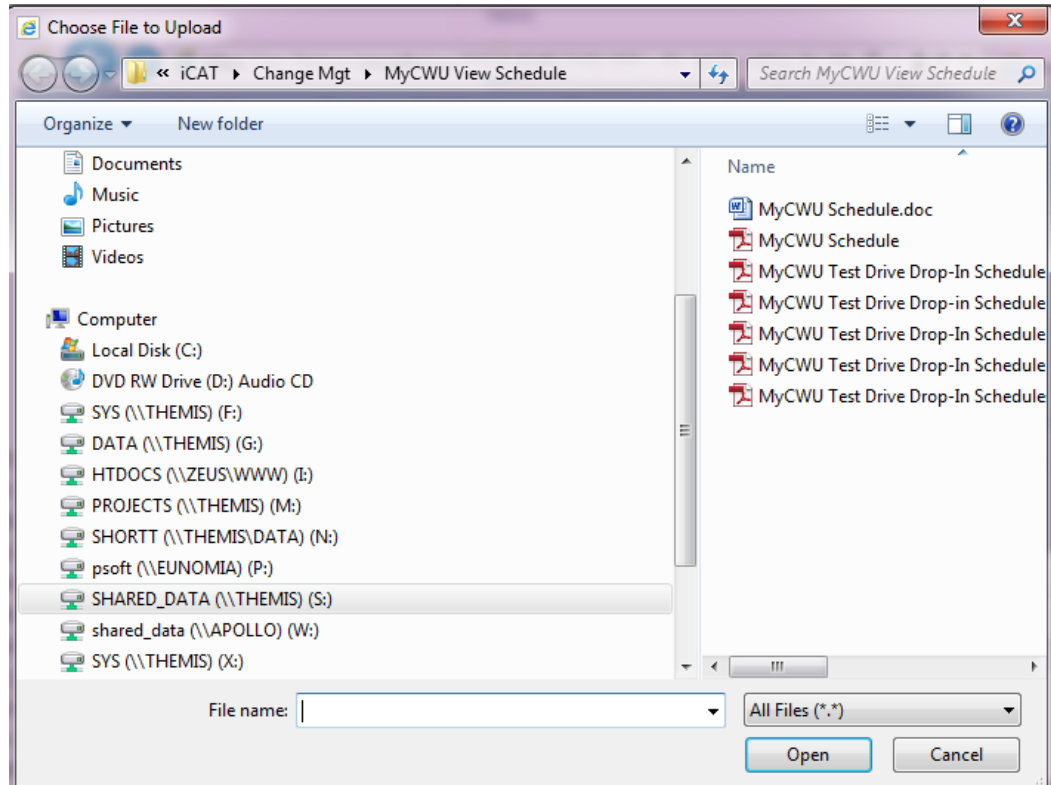
To add attachments, you would click on the **Add Attachment** button (see above)

File Attachment Help

Browse...

Upload
 Cancel

Find the file you need to upload by using the Browse button.



Find the document you want to upload and click the **Open** button.

File Attachment

[Help](#)

S:\iCAT\Change Mgt\MyCWU View Schedule\MyCWU Te

Click the **Upload** button.

Line Comment

Business Unit CWUID

Requisition Date 01/18/2014

Status Open

Line 1

Comments

Find

First

1 of 1

Last

Entered On: 01/18/2014 5:46:29PM

1

Send to Supplier

Show at Receipt

Show at Voucher

Add Attachments

Attachments

	Attached File	User/Date Time	View	Send to Supplier	
1	MyCWU_Test_Drive_Drop-In_Schedule_1.13.14.pdf	SHORTT2014-01-18-18.35.42.767	View	<input type="checkbox"/>	<input type="checkbox"/>

OK

Cancel

Click the **OK** button.

If you need to add more comments about the entire requisition enter them in the Requisition Comments area.

[Requisition Comments](#)

Enter requisition comments

14. At this point, you are ready to save the requisition. Click on the **Save For Later** button



Save for Later

at the bottom of the page. After clicking this button you can

[Preview Approvals](#)

preview the approval chain by clicking on the **Preview Approvals** button.

Note the number of requisition lines and the defined approval levels.

See below example:

Department Manager Approval

▼ **Line 1:Initiated**
⊕ Start New Path

Computer Desk

Dept Manager Approval

Not Routed

⊕ →



Stuart Thompson
CW Dept Manager Approvers

→ ⊕


Buyer Approval

▼ **Computer Desk:Initiated**
⊕ Start New Path

Buyer Approvers

Not Routed

⊕ →



Karen L Galbraith
Buyer Approvers

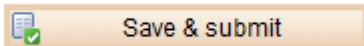
→ ⊕

[Return](#)

[Apply Approval Changes](#)

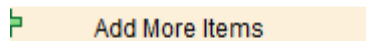
If you see the Department Manager approval level and a value of Multiple Approvers, you can click this link to find who will be approving this step. On the above example, line 2 has multiple project ID's that are paying for this line item. The last step in this example is the buyer approval.

If you are ready to submit this requisition, click the **Save and Submit**



button. Depending on your requisition, different approval routings will be required. At this point, your requisition has been successfully saved and routed for approval. You can't modify the requisition after it has been submitted for approval unless it has been denied and sent back to you.

If you still need to add detail to the requisition, you can click on the **Add More Items**



button or if you have to leave the system return to the Manage Requisitions and find your requisition and edit it.

Once you click the Save and Submit button, the Approval screen will appear and show

the first step with a clock in front of it. See below example.

Confirmation

Your requisition has been submitted.

Requested For Christina Short Ni
Requisition Name Computer Desk
Requisition ID 000007201
Business Unit CWUID
Status Pending
Priority Medium
Budget Status Not Checked

[View printable version](#) [Edit This Requisition](#)

Department Manager Approval

▼ **Line 1: Pending** + Start New Path
 Computer Desk
Dept Manager Approval
 Pending
 Stuart Thompson
 CW Dept Manager Approvers +

Buyer Approval

▼ **Computer Desk: Awaiting Further Approvals** + Start New Path
Buyer Approvers
Not Routed

15.

You can view and interact with the lifecycle of your requisition by using the Manage Requisitions hyperlink. You can search by different dates, request status or requestor. You can also Edit, Copy, or cancel your requisitions from this page by using the “Select Action field” and clicking Go button.

[Manage Requisitions](#)

Requisition Search Keyword Search

▼ **Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit Requisition Name
 Requisition ID Request State Budget Status
 Date From Date To
 Requester Entered By PO ID

Search Clear [Show Advanced Search](#)

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 000000653	Laptop Testing	CWUID	01/18/2014	Pending	Not Chk'd	1,100.00 USD	[Select Action] Go

As a requestor, when you click the "Submit" button on the requisition transaction, it automatically begins the Workflow approval process. Your responsibility for this transaction has ended, unless it is returned to you for modifications. You do not need to notify an approver that the transaction is waiting on their approval.

Approvers are automatically notified by email from the MyCWU Financial System that they have a transaction that is waiting for their approval.

System generated email to the approver's inbox



If you have any questions, please contact the Purchasing Office (509-963-1001) or email purchasing_office@cwu.edu.