CSU Stanislaus Purchase Requisition Training Manual

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Overview

While the primary focus of this training is to provide guidance on the creation of Purchase Requisitions, we felt that it was important to all provide a brief overview of the purchase requisition life cycle from requisition to purchase order to invoice. This guide will also provide guidance on some of the other basic tasks in CFS such as setting up homepage tiles for easier navigation of the system and printing requisitions.

The Requisition Data Entry page provides a tool for identified CSU Stanislaus employees to enter requisitions directly into CFS. It is designed to automate and standardize the requisition process across the entire campus. Once the requisition has been created it must be reviewed and approved by the appropriate authority. Once the requisition has been approved, Procurement & Contracts will convert the requisition into a purchase order. Any funds associated with the purchase requisition are pre-encumbered once the requisition is approved and budget checked in the system.

Purchase Requisition Lifecycle Step by Step

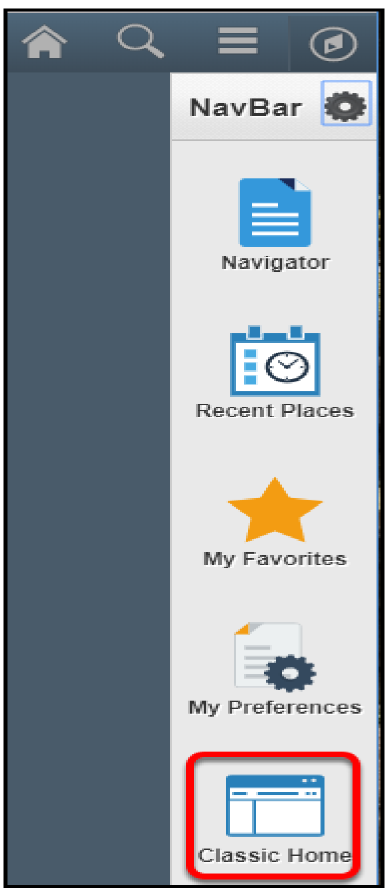
1) Purchase requisition is created in CFS by Requester and Requester generates a CFS notification which is then sent directly to the Approver.
2) Approver reviews the purchase requisition. If not approved, Approver notifies Requester of necessary changes. The Requester makes the changes to the purchase requisition and generates a new CFS notification and sends it to the Approver.
3) The Approver approves the requisition in CFS.
4) Procurement & Contracts receives the purchase requisition and assigns a Buyer. If the purchase requisition cannot be processed, the Requester is notified and the requisition is canceled. If it can be processed, the Buyer reviews the requisition, confirms pricing, and obtains additional quotes from other vendors. The Buyer generates the purchase order.
5) The Buyer sends the purchase order to vendor via email, mail, or fax.
6) If applicable, the goods are delivered to Shipping & Receiving; Shipping & Receiving delivers to Requester (or specified delivery site).
7) Vendor submits invoice to Accounts Payable who will forward via intercampus mail to the Requester. Requester reviews the invoice for accuracy, marks ok for payment and signs. The invoice is then returned to Accounts Payable for entry into CFS.
8) Invoice is paid by Accounts Payable.

Adding Navigation Tiles to your CFS Homepage

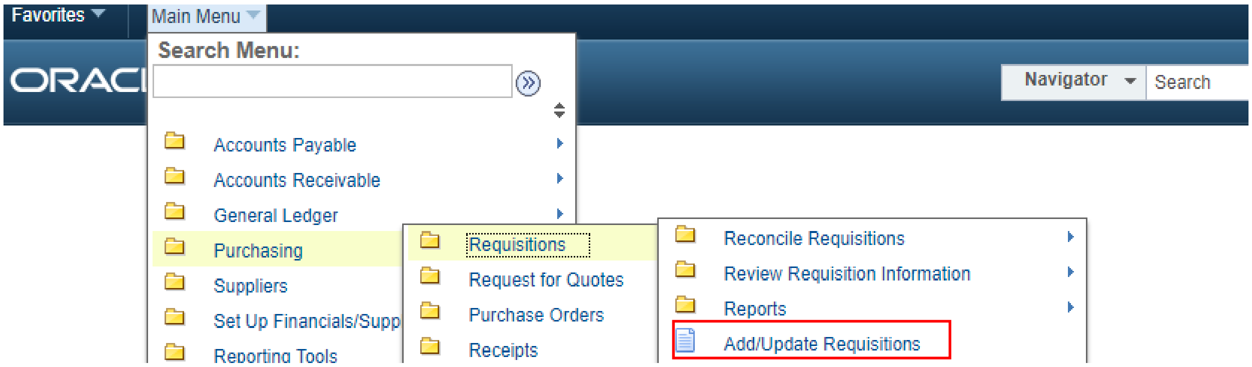
This identifies how faculty and staff with access to CFS can add navigation tiles to their CFS Homepage which appears when they first log in to CFS. This will allow for quicker navigation through the system.

1. Click on the NavBar icon at the top right.

2. Click Classic Home.

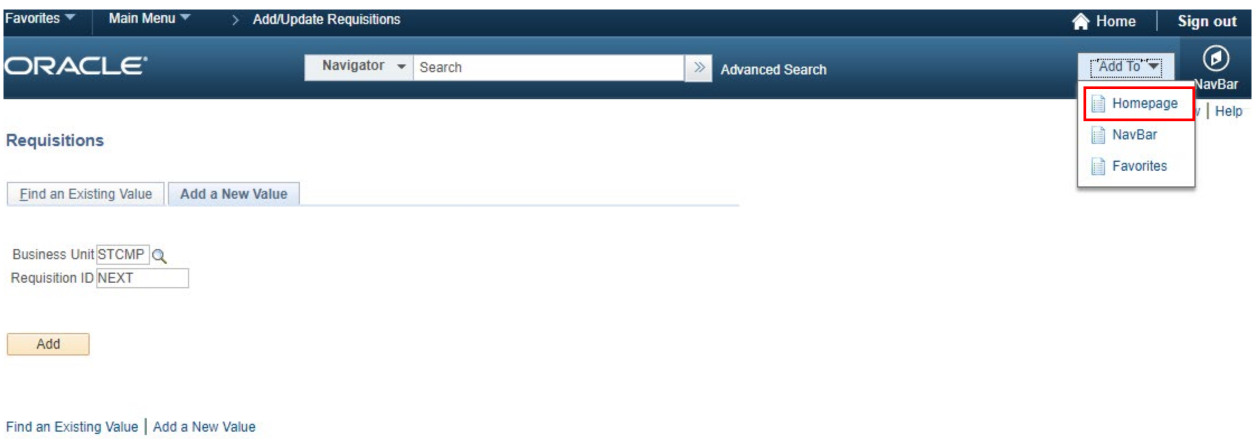


3. Navigate to the menu you want to add as a tile.



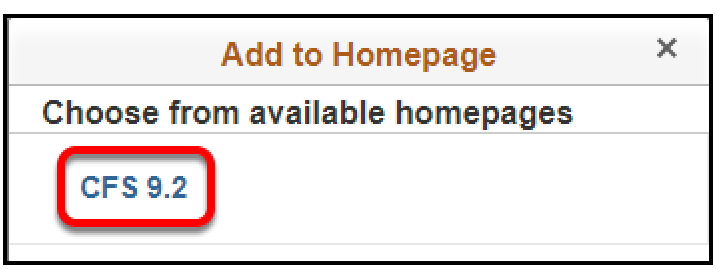
The example above is the navigation to the Add/Update Requisitions menu for creating, editing, and approving requisitions. Once you click on Add/Update Requisitions, it will take you to the appropriate screen.

4. Select Add To and then select Homepage.



1. Click on the Add to drop down menu at the top right.
2. Select **Homepage**.

5. Select CFS 9.2.



6. Click OK.

7. You will now see the Add/Update Requisitions tile on your CFS Homepage.

8. Repeat these steps to add any additional tiles you wish to have on your homepage.

Tiles you may want to add

You may want to add these tiles to your CFS homepage if you are someone who **creates** purchase requisitions:

- **Add/Update Requisitions**: Main Menu > Purchasing > Requisitions > Add/Update Requisitions
- **Print Requisition**: Main Menu > Purchasing > Requisitions > Reports > Print Requisitions
- **Document Statu**s: Main Menu > Purchasing > Review Requisition Information > Document Status
- **Print PO**: Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs

You may want to add these tiles to your CFS homepage if you are someone who **approves** purchase requisitions:

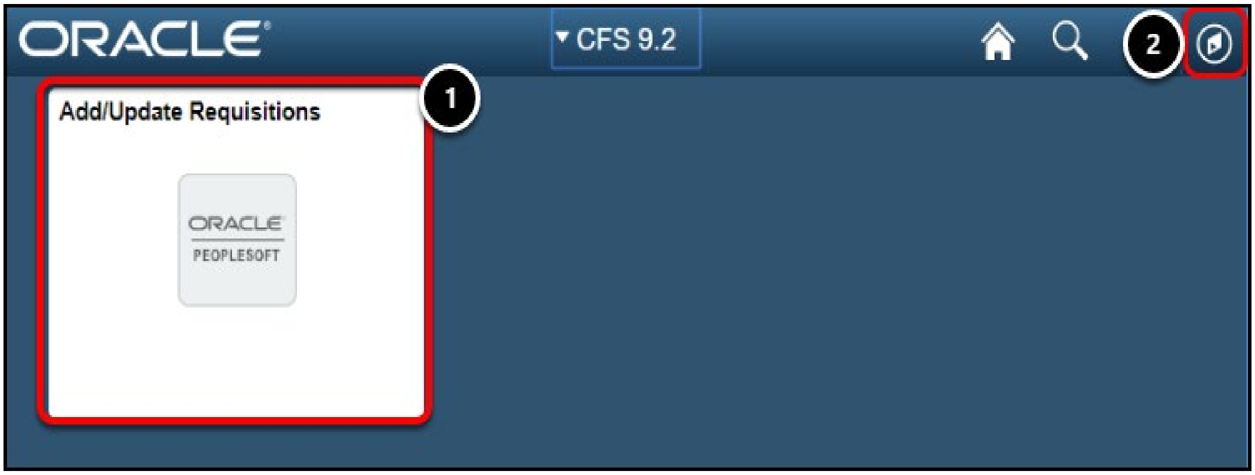
- **Add/Update Requisitions**: Main Menu > Purchasing > Requisitions > Add/Update Requisitions
- **Document Statu**s: Main Menu > Purchasing > Review Requisition Information > Document Status

Creating a Purchase Requisition

This sections covers how authorized Requesters can create a new purchase requisition in CFS as well as the information that should be attached.

1. Log in to CFS from the campus portal.

2. Click on the Add/Update Requisitions tile on your CFS homepage.



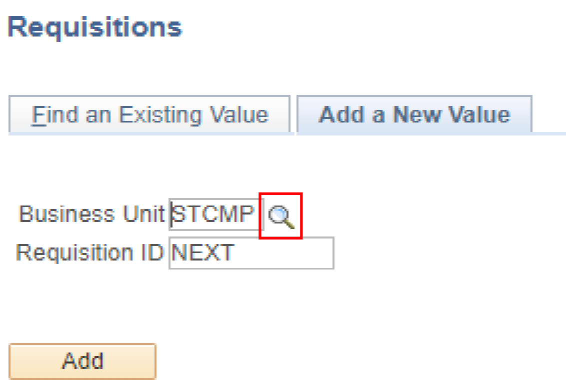
1. Click on the Add/Update Requisitions navigation tile.
2. If you do not have the tile set up, you can navigate to NavBar > Navigator > Purchasing > Requisitions > Add/Update Requisitions.

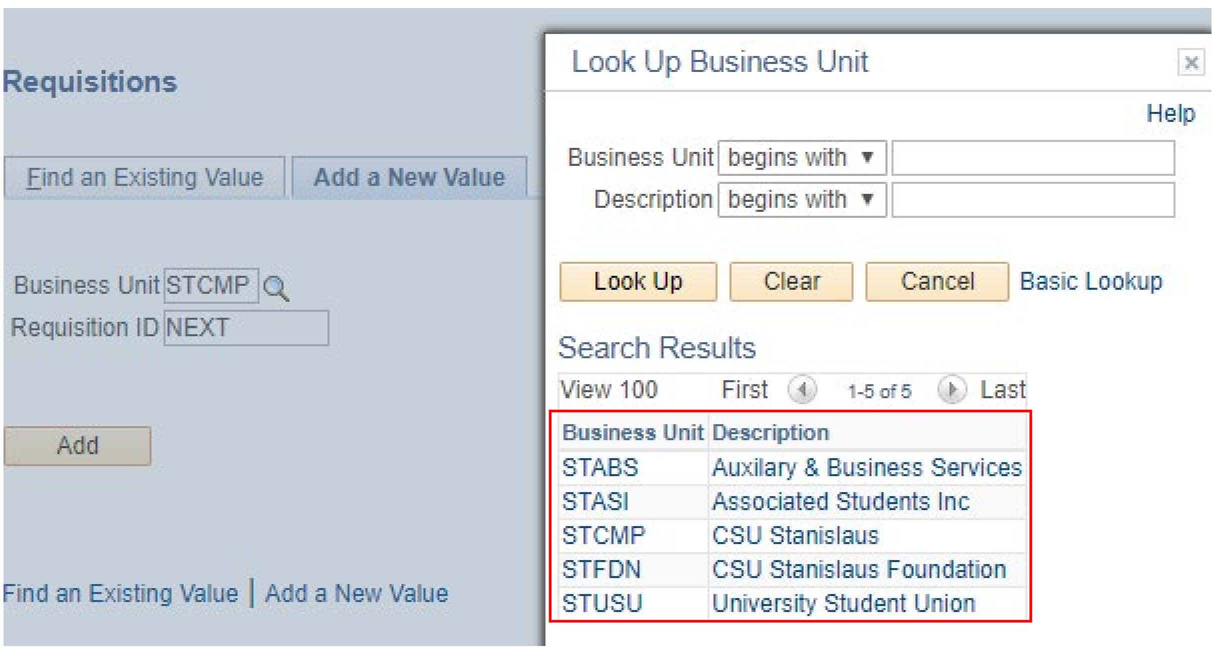
3. To create a new requisition, click the Add button.

Do **not** change the Requisition ID from NEXT.

Changing your Business Unit

If you find that you do not have access to the necessary business unit, please contact your supervisor to discuss having it added.

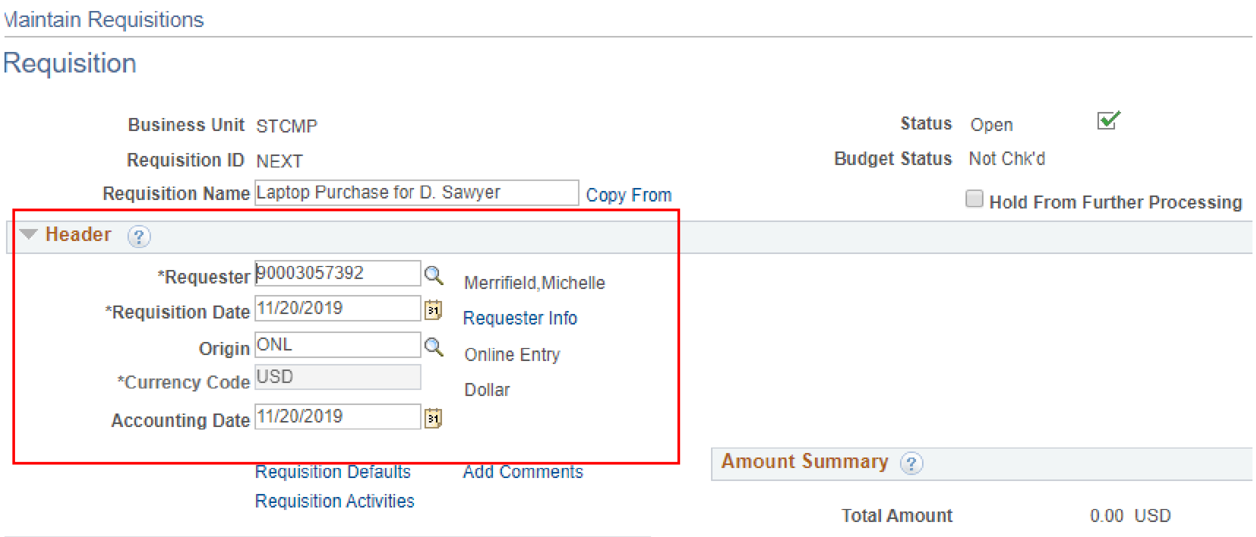




If you need to change to ASI or ABS, simply click the magnifying glass to open the sub-menu with the additional business units. Once you find yours simply click on it and it will change accordingly.

Requisition Header

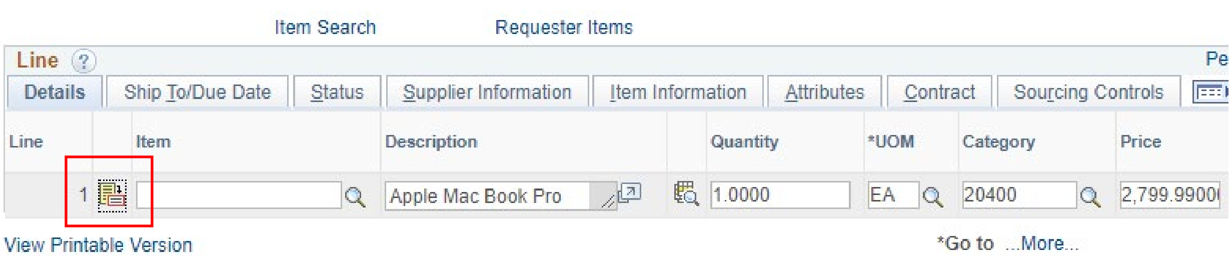
The Requisition Header information will be automatically populated with your information.



Are we buying goods or services?

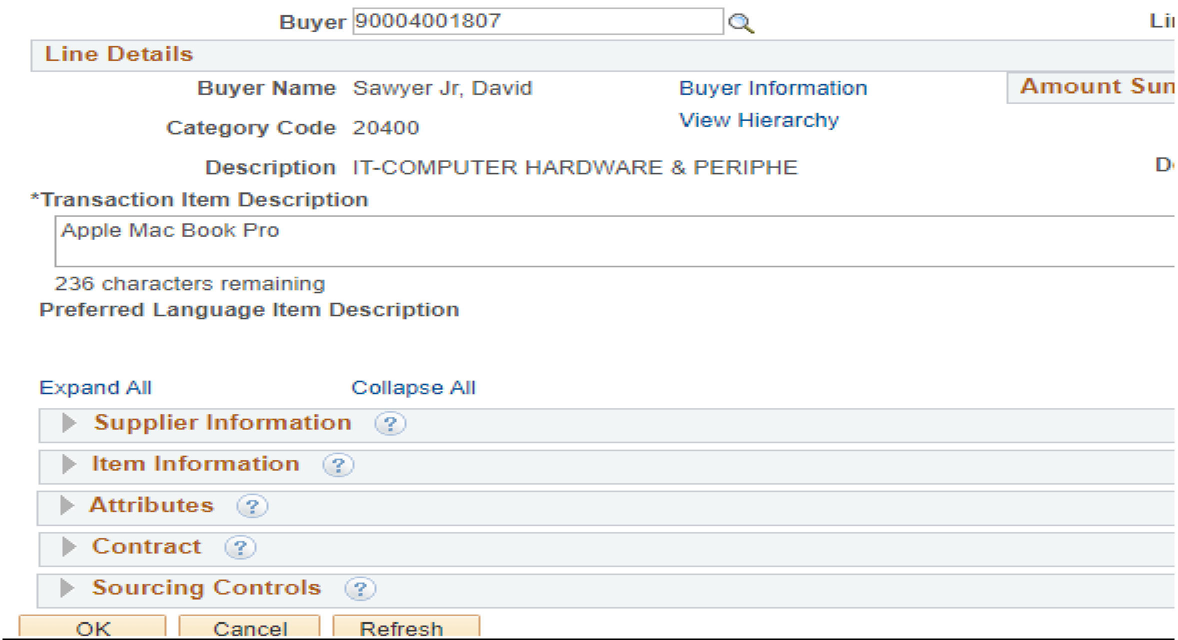
We will need to categorize if we are buying a service or a good. The system auto defaults to goods which ensures that the appropriate taxes are triggered. Taxes should never be added as a second line to an order unless it is being shipped to one of our off-campus groups (ESRP, etc.) Turlock and Stockton campuses have their rates entered into the system and will calculate accordingly.

Changing from goods to services.

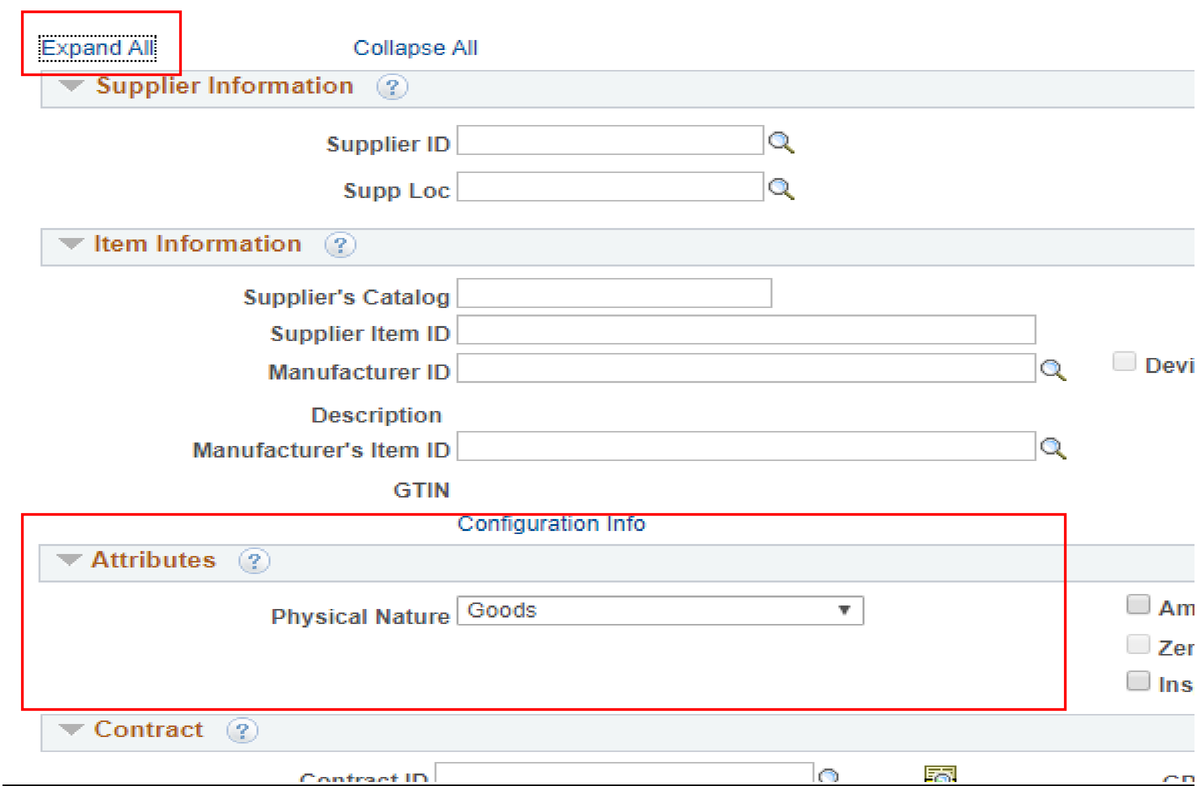


To change from goods to services, we will first click on the icon to the right of the item box.

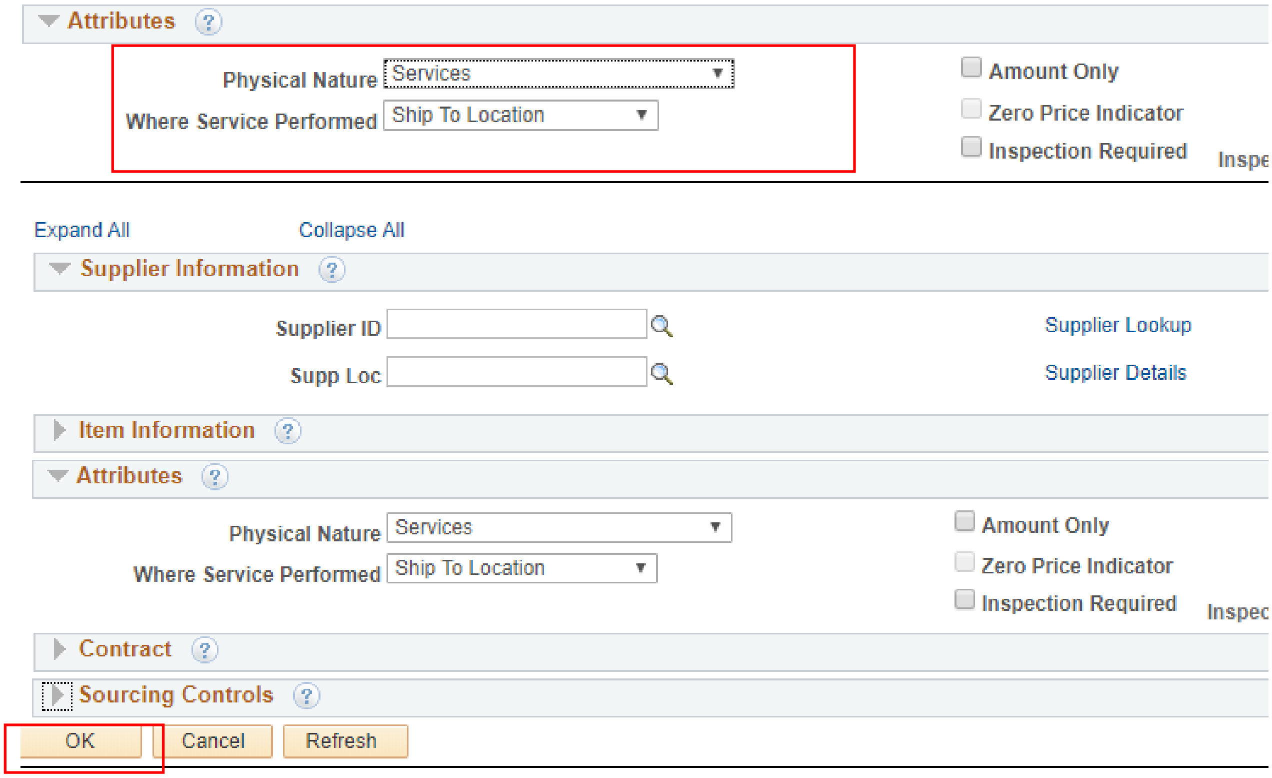
This will bring up the sub-menu where we will make the change.



Now we will expand all and modify the attributes box from Goods to Services. Simply click on the box and select services.

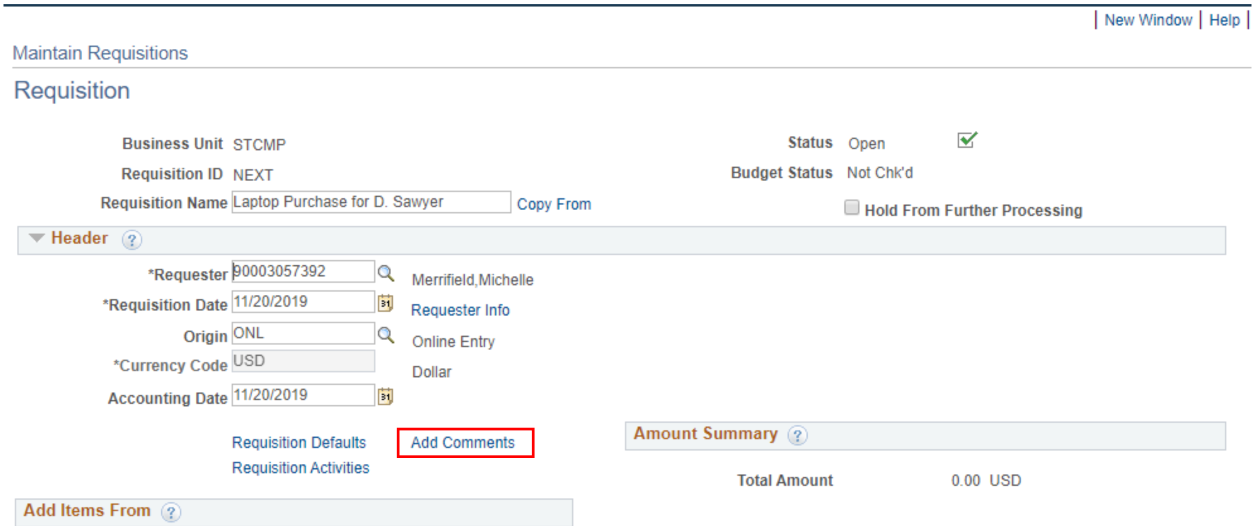


The box has now changed to services. Select Ok to return to the main screen.

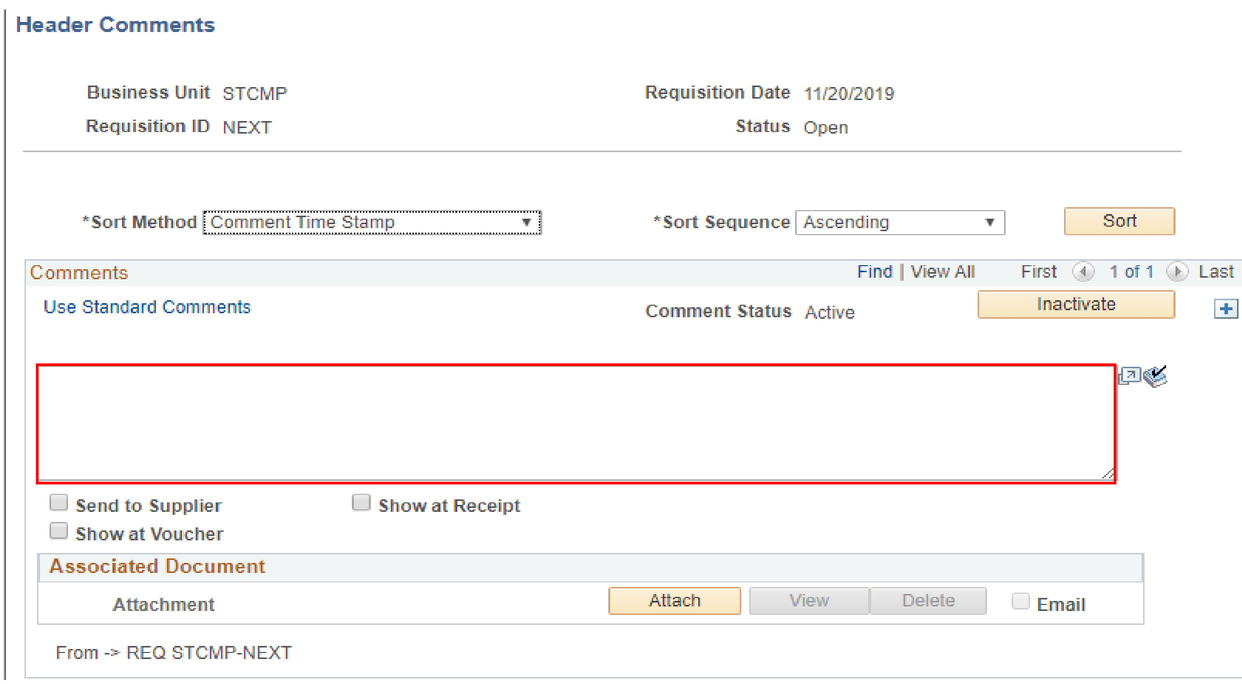


Adding the details

Header Comments (Required)



The requisition **Header Comments** page is used to provide 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 or if they are a new vendor to CSU Stanislaus.



Types of information commonly provided include and where they should go:

Box One: Contact Information

- Name, contact phone number, and email address for person(s) requesting this purchase (if other than Requester)

- Specific location for the delivery of items in the order
- Special Instructions (i.e. Rush Order Information)

Box Two: Supplier Information

- New Supplier Information
    - Supplier Name
    - Supplier Street Address, City, State, Zip
    - Phone Number
    - Email Address
    - Identify if Vendor 204 Form has been sent to supplier (add as attachment if you have received completed documentation)
    - Taxpayer Identification Number (TIN) if known*
- Existing Supplier Information (if cannot locate supplier ID)
    - Supplier Name
    - Supplier Street Address, City, State, Zip
    - Phone Number
    - Email Address
    - Taxpayer Identification Number (TIN) if known*

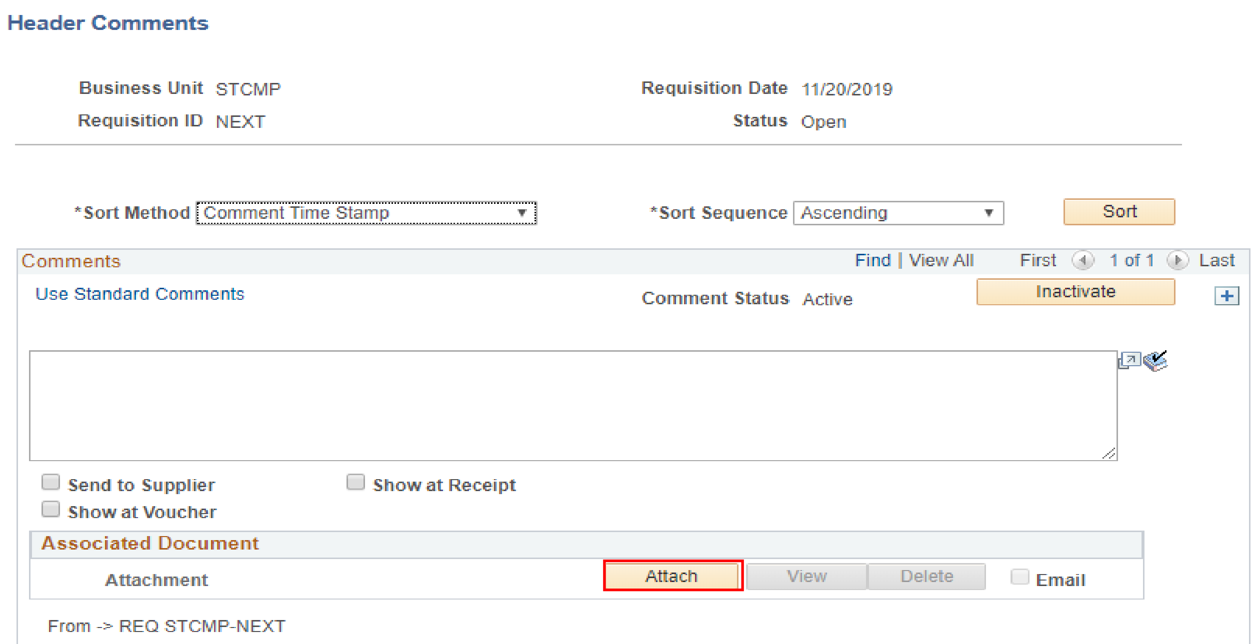
Additional Boxes (if necessary)

- Copy of a recent quote
- Copy of the Certificate of Insurance
- Freight, shipping, and handling amounts
- Additional details about one or more line items (i.e., if you need more space to describe your purchase than is provided in the Description field, you can add a comment to provide the additional details)
- Provide Procurement with additional required information
- Do not worry about clicking any of the boxes (Send to Supplier, etc.), Procurement during review will add any if necessary

***Do not include if the TIN is a person's Social Security Number.**

Add an Attachment (Required)

The requisition **Header Comments** page is also where documents are attached for use as a reference or for use by the Procurement Department.



Types of commonly provided information include:

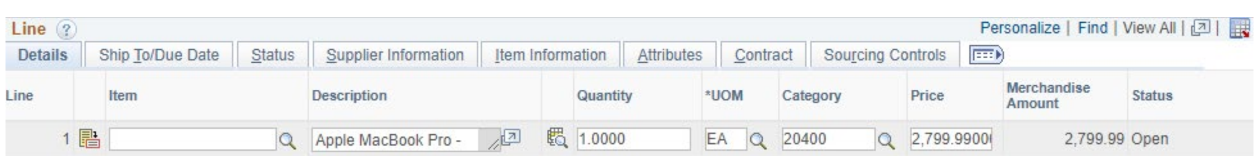
- Supplier/Vendor quotes
- Order attachments
- Additional approval signatures
- Other required documentation

Note: You can only attach one file to each header comment box.

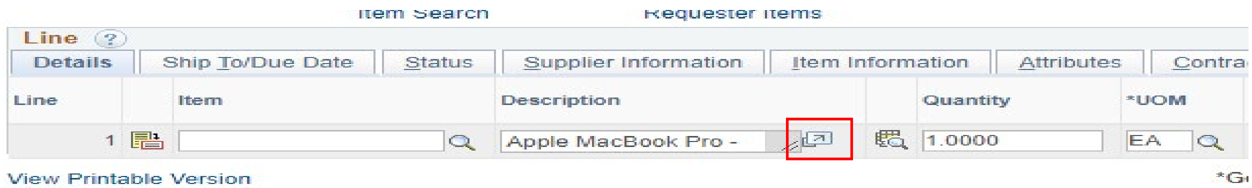
Requisition Line Details

Complete each requisition line (including line information, schedule information, and distribution information) before adding another line. As long as the requisition status remains open, you can make changes to any field you have entered.

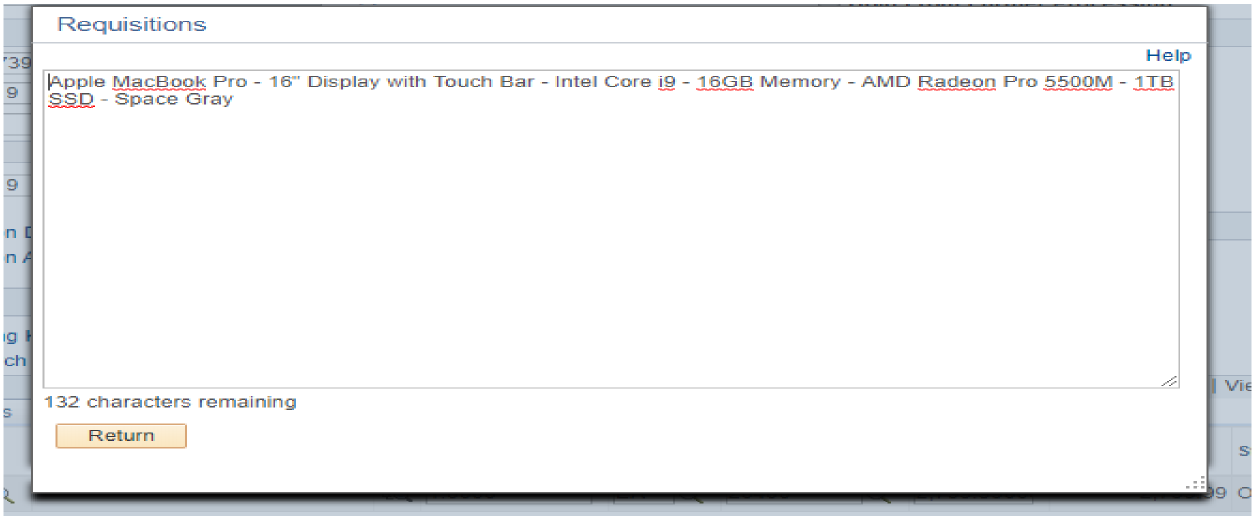
1. Complete the following fields: Description, Quantity, UOM, Category, and Price.



The description box is limited to 254 characters for description and has a limited view on the home screen. To review the information for verification, please click on the arrow box to the right of the description.



This will bring up a pop-up that allows you to review and modify the description as necessary. Please try to be as descriptive as possible. Also, please do not put in a part number at the beginning of the description. Any part number should be at the very end of the description.

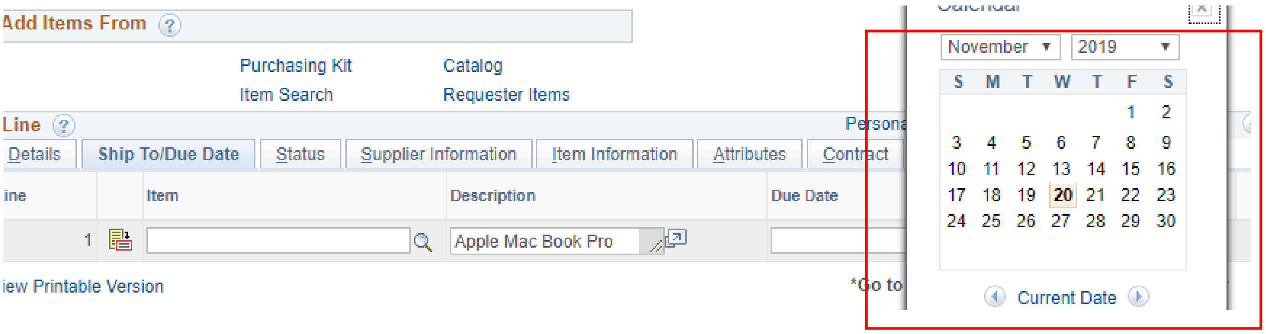


Each Category is associated with an Account code. CFS may change the Account code to match the one that goes with the Category you select. However, you can manually change the Account code on the Distribution screen later.

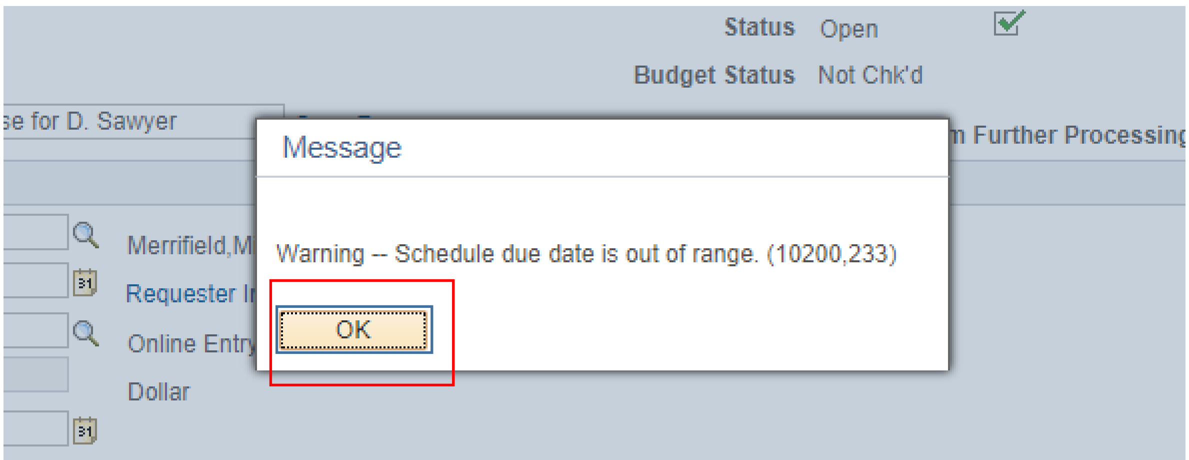
Updating the Ship To /Due Date

1. To access the Ship To/Due Date to make changes, click on the tab labelled Ship to/ Due Date

2. To change the ship to date, please click on the calendar icon next to the due date box, this will open a pop up box with a calendar.



3. Using the drop downs and days, you can change the date to reflect the actual expected date of delivery.

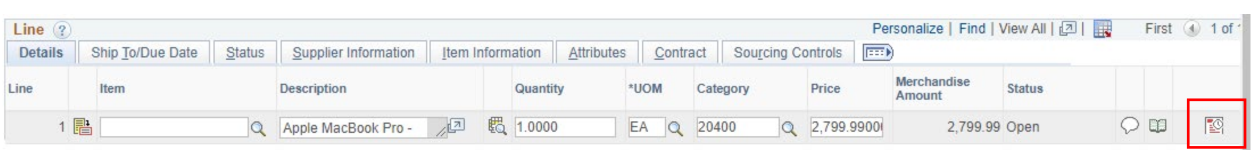


If you receive the above error message, simply click ok to override and the correct date will appear.

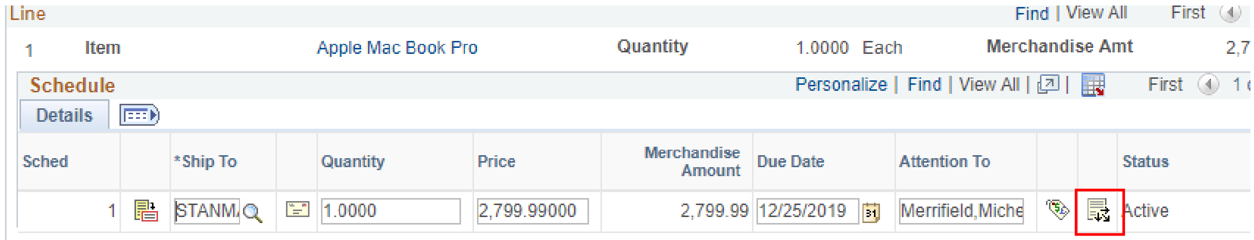
Modify the Chartfields for the Line Item

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.

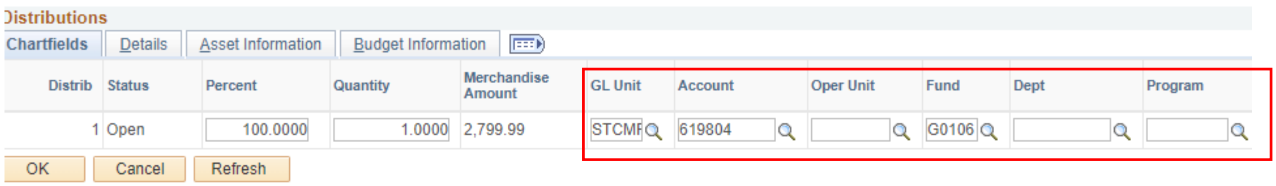
1. Click on the Schedule icon at the far right of the Requisition Line.



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.



Chartfield rules that CFS enforces:

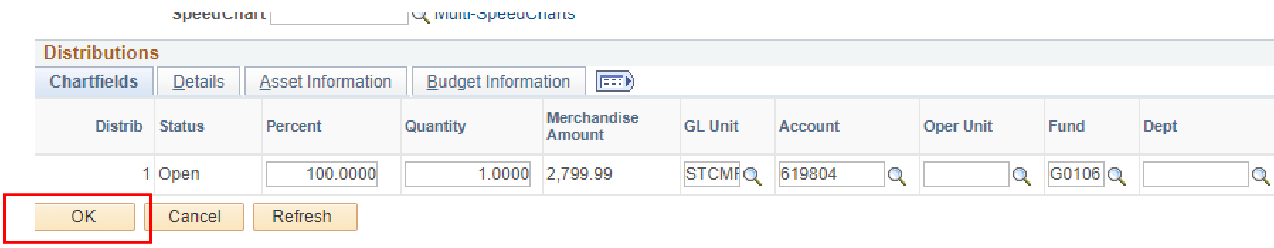
- Must be a valid Account, Fund, Dept, Program, Class, or Project code
- Fund/Dept combination (not all fund codes are available for each department)
- Account/Fund combination (some fund codes restrict which account codes can be used with them).
- If there are any questions regarding which codes to use in the chart fields, please contact your budget analyst, stakeholder, accounting, or grant department (if purchase involves grant dollars).

Rules that CFS does NOT enforce, but CSU Stanislaus does:

- Delegation of Authority for Department ID
    - CFS will only check that you have entered a valid department ID; it will not check whether your approver has delegation of authority for the department ID.
    - CSU Stanislaus runs a process on all approved purchase requisitions to check that the approver has delegation of authority for all department IDs used on the purchase requisition. If not, the requisition will be put on hold and you and your approver will be notified. The requisition will NOT be processed until the necessary corrections are made.

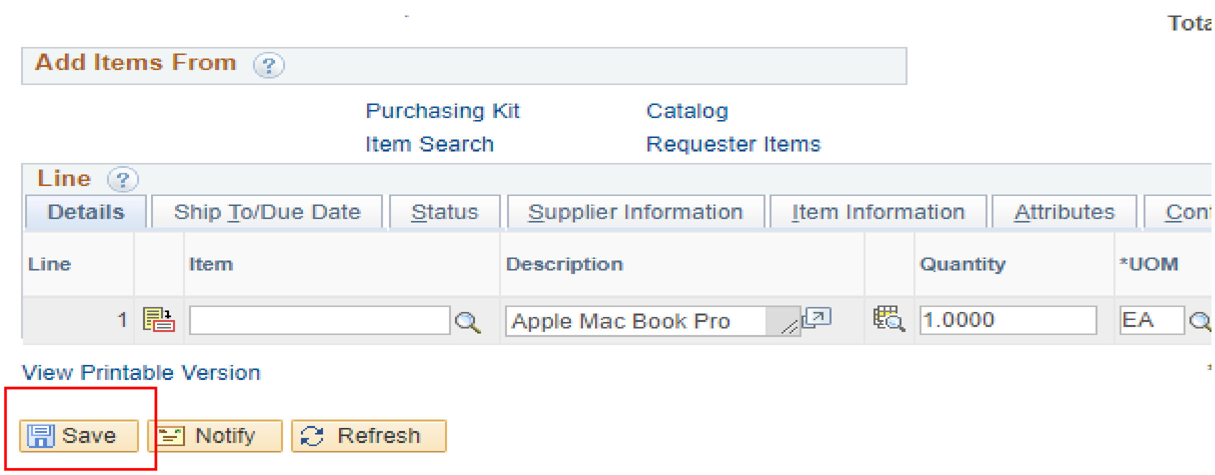
Be sure you know the department ID(s) for which your approver(s) have delegation of authority. If an approver approves a requisition for a department for which they do NOT have delegation of authority, the only solution will be to cancel the requisition, re-create it, and then have the correct approver approve it.

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



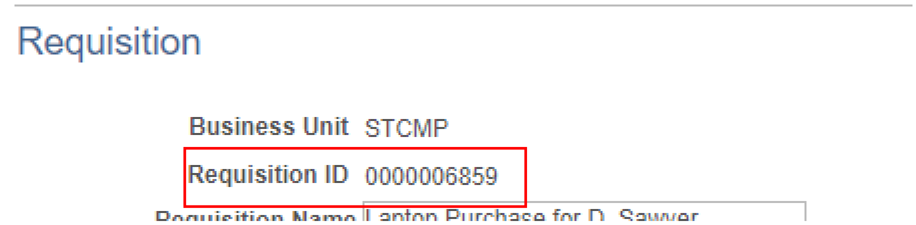
5. Click Return to Main Page to go back to the main Requisition Entry screen.

6. Saving the requisition



You can click the Save button to save your requisition on this screen. In order to save a requisition, you must have filled out all of the line details.

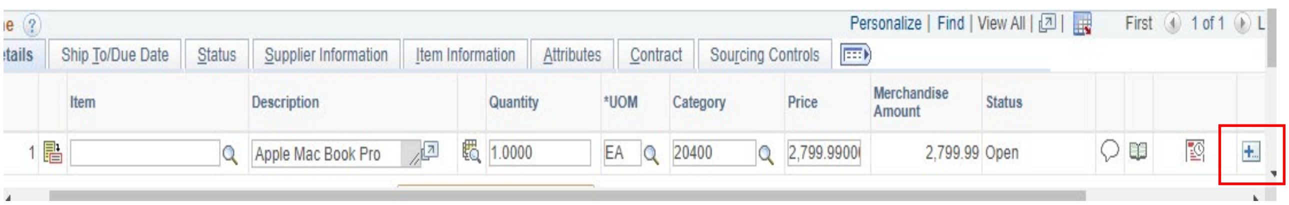
7. Upon successfully saving, you will notice a Requisition ID has been assigned.



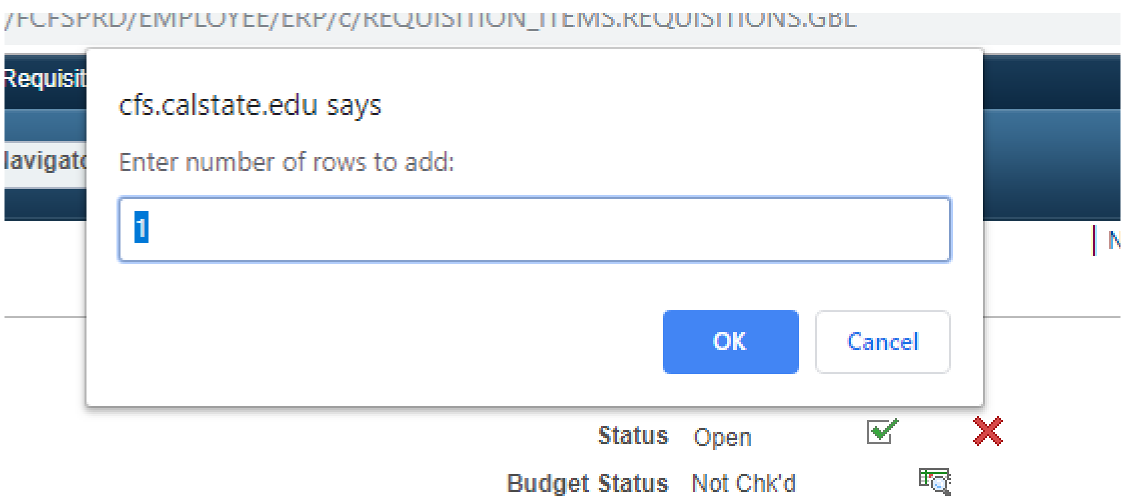
At this point in time, you can still modify any part of the requisition including adding additional lines, changing quantities, etc.

<u>Adding additional lines</u>

1. Click the plus sign icon at the end of the Line Details to add additional line items.



2. Enter the number of line item rows you want to add and click ok.

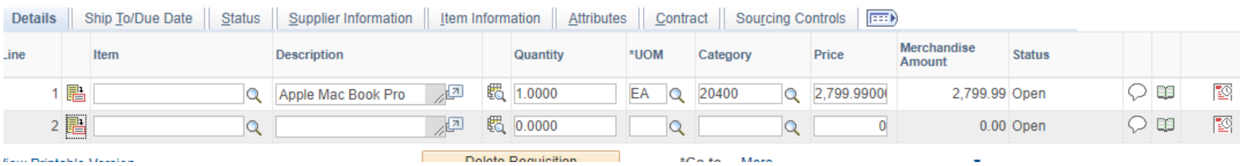


Remember that you can't save your requisition until ALL blank rows are populated. It's recommended that you add just one row at a time: add one row, fill out the line item information, click Save, and then add another row.

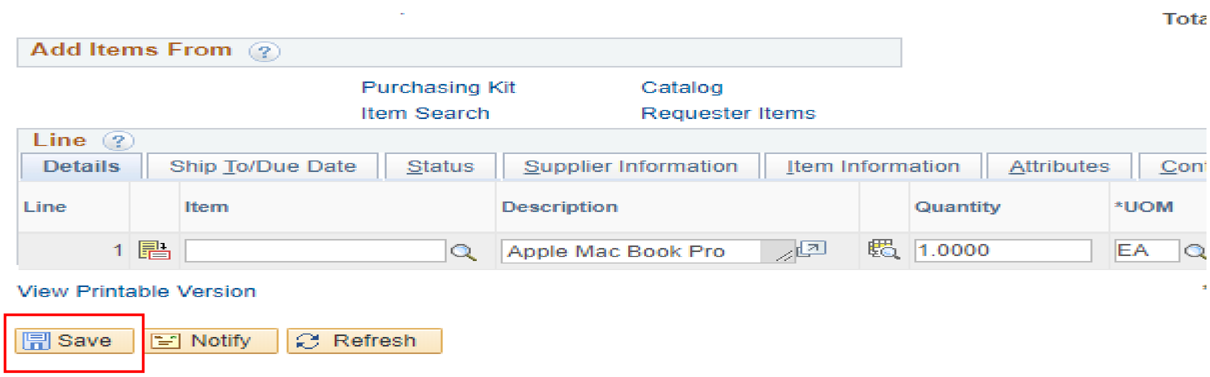
This way, if you are interrupted while filling out the requisition, you will only lose the one line item row you were working on if you are timed out after 20 minutes of inactivity.

3. You can now proceed with filling in the line item information.

Remember you still need to go to the Distribution screen to verify the chartfields for this line item!



4. Once you have completed all line item rows and added any comments/attachments, click Save to make sure all of your changes are saved.



Next Steps

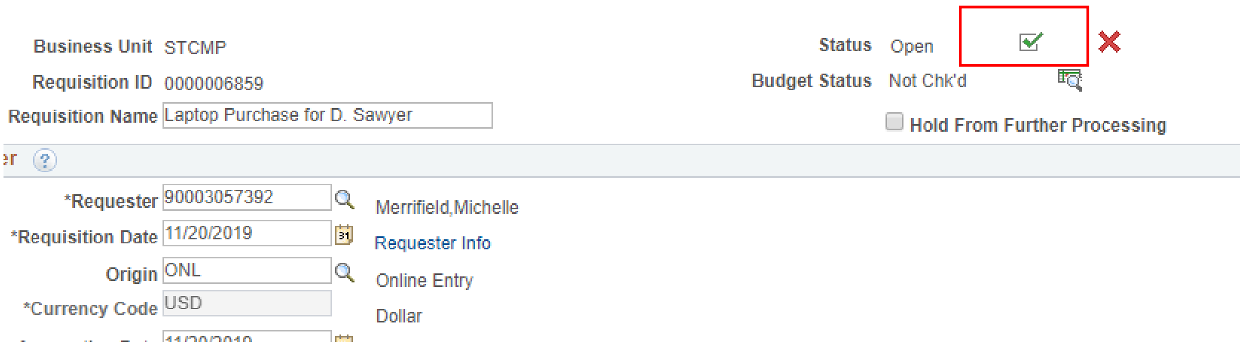
Are you ready to send this requisition for approval?

Not ready to send for approval yet? You can simply sign out of CFS if you are done. You can return and find your requisition to continue working on it later.

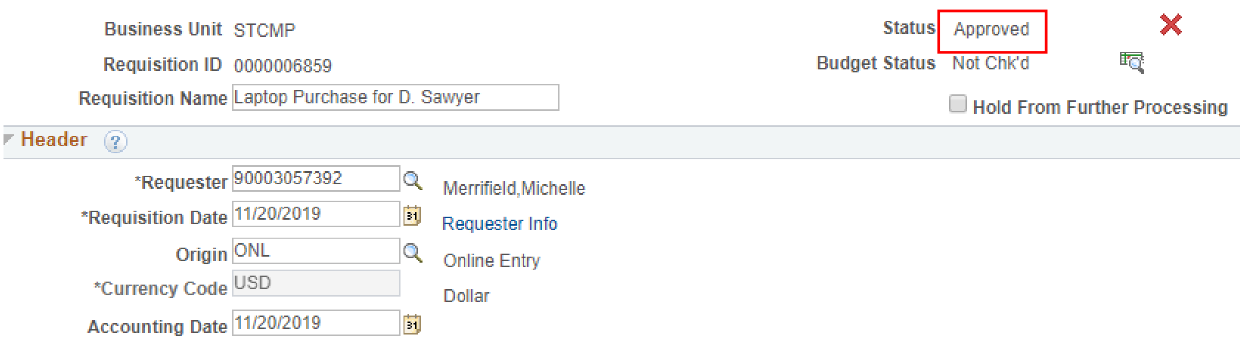
Now that you have saved the requisition, let's move it on for approvals.

Sending a Requisition for Approval

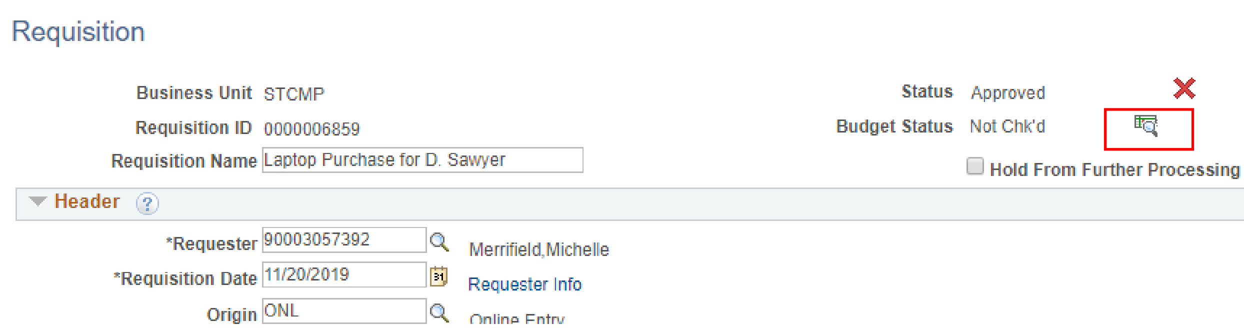
This section covers how purchase requisition Requesters can send the requisition to the appropriate Approver.



1. To begin the approval process, you will need to click on the green check mark. The status will then change to approved.

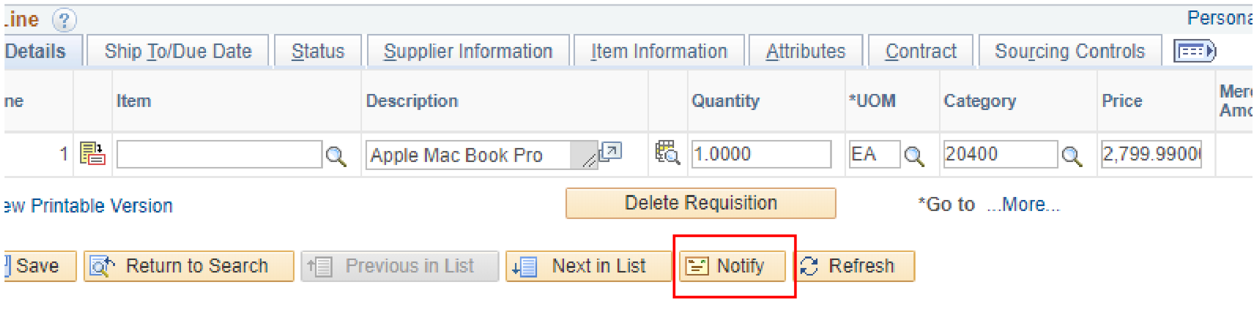


2. Next you have to budget check the requisition. To do so, you will click on the icon to the right of the budget status.

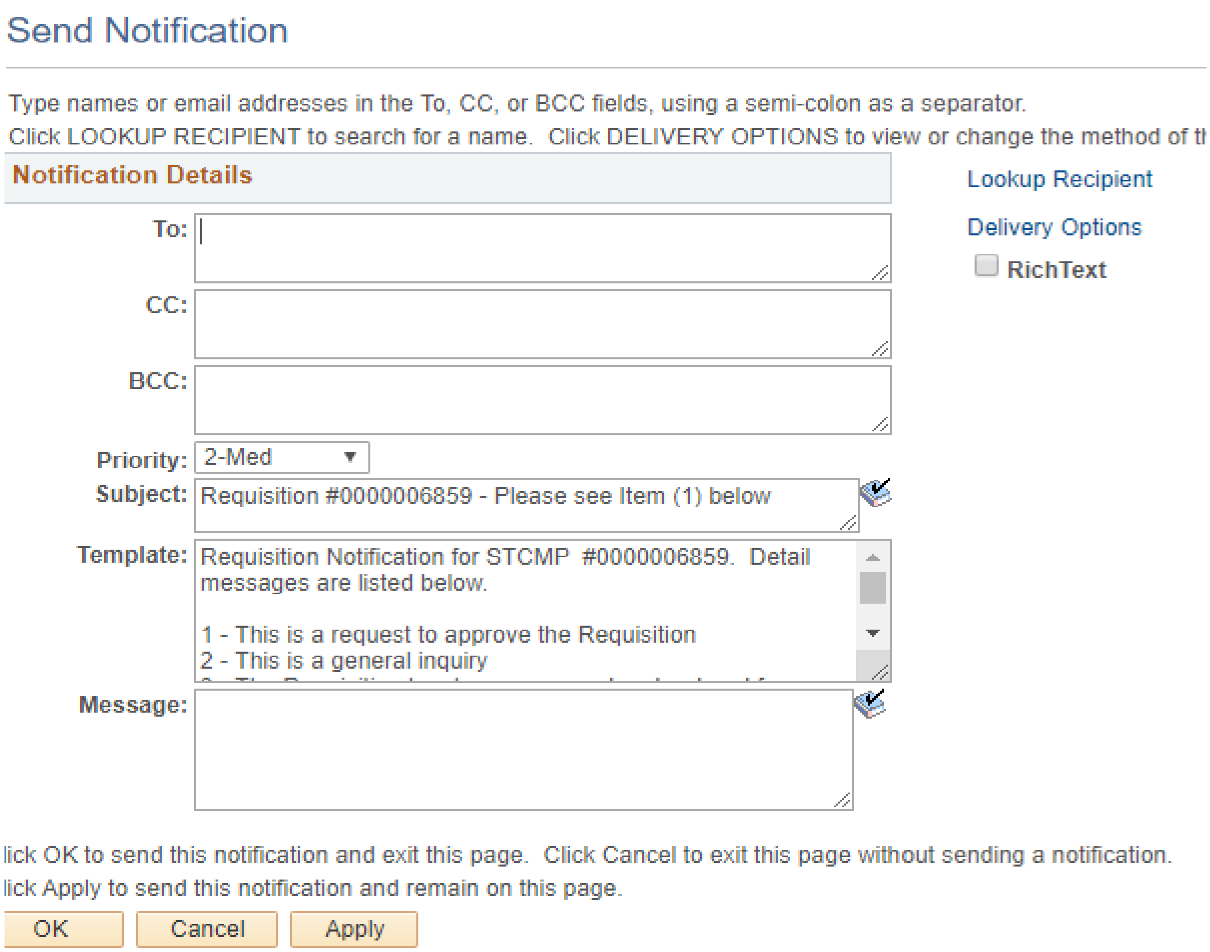


3. Once completed you will have an "Approved" status and a "Valid" budget check

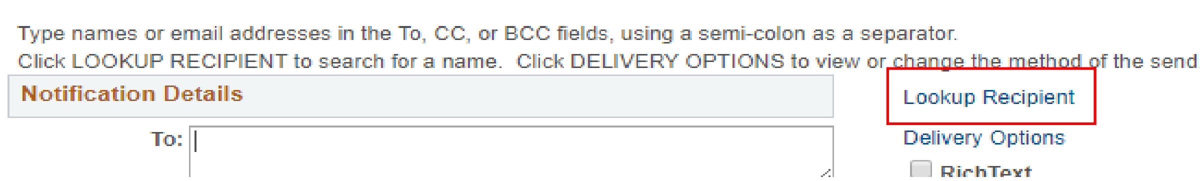
4. To send to the appropriate approver, you will need to select “Notify” at the bottom of the page



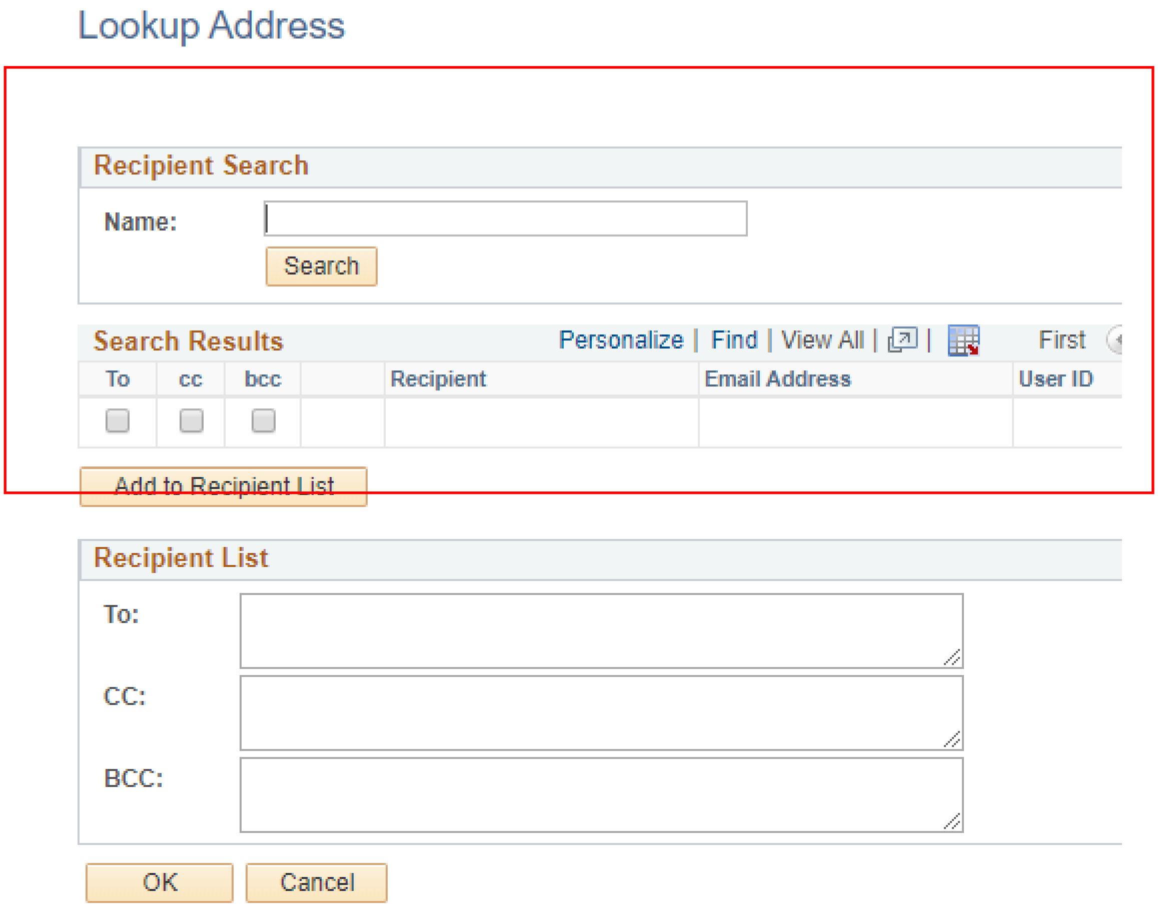
5. This will bring up a pop-up screen where you will select the first level approver.



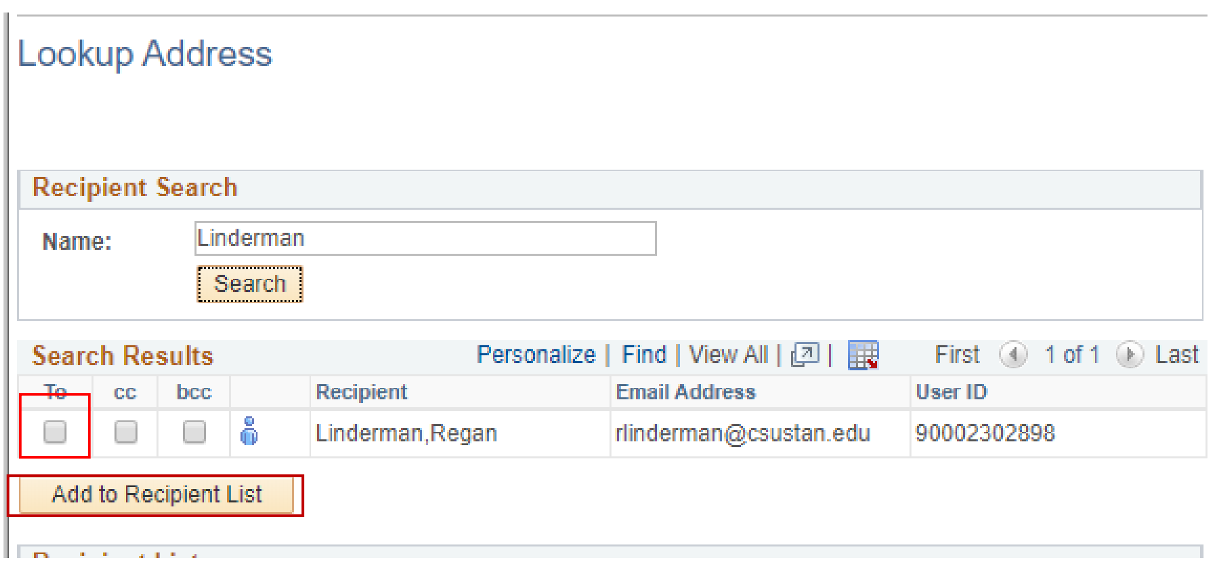
6. You will need to look up the recipient’s details in order to select the appropriate person.



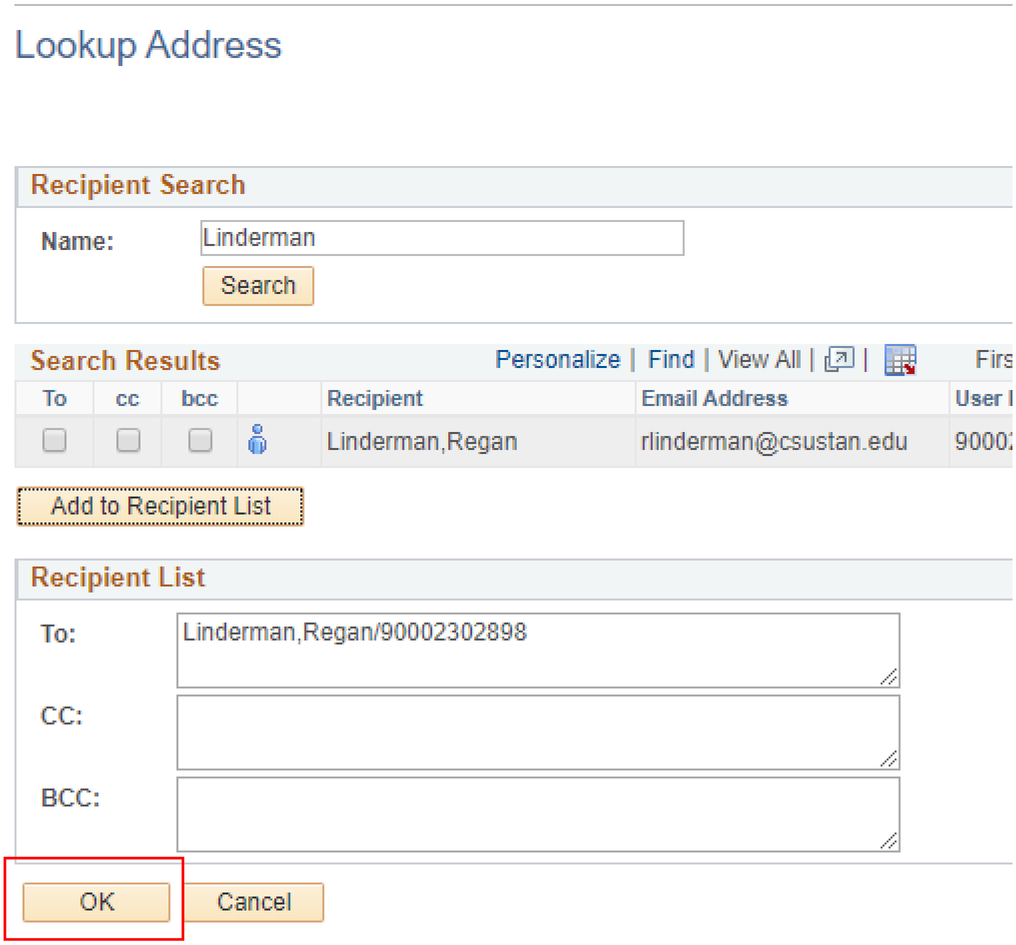
7. A pop-up will open and you can search for the approver. This process is done by last name.



8. How the screen should look when you find your approver. To select the approver and add to the recipient list, you will click on the “to” box and hit add to recipient.



9. The approver should have populated in the “to” box. All you have to do now is hit “ok” and the requisition is routed for approvals.



10. The approver will receive an email similar to this with instructions on how to access the requisition.

From: tdonovan1@csustan.edu
Sent: Wednesday, November 20, 2019 11:40:56 AM (UTC-08:00) Pacific Time (US & Canada)
To: Debra Da Rosa
Subject: Requisition #0000006856 - Please see Item (1) below

Requisition Notification for STCMP #0000006856. Detail messages are listed below.

1 - This is a request to approve the Requisition
2 - This is a general inquiry
3 - The Requisition has been approved and ordered from vendor Storer Coachways

If you are not already signed in to CFS PeopleSoft, login using this link

https://ds.calstate.edu/?svc=cfs

Click the below link to view the Requisition page
https://cfs.calstate.edu/psp/FCFSPRD/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL?Page=PT_WF_NOTIFY&Action=U&BUSINESS_UNIT=STCMP&REQ_ID=0000006856

11. You have now created, filled out, and routed a requisition for approval!