CFS REQUISITION PROCESS GUIDE

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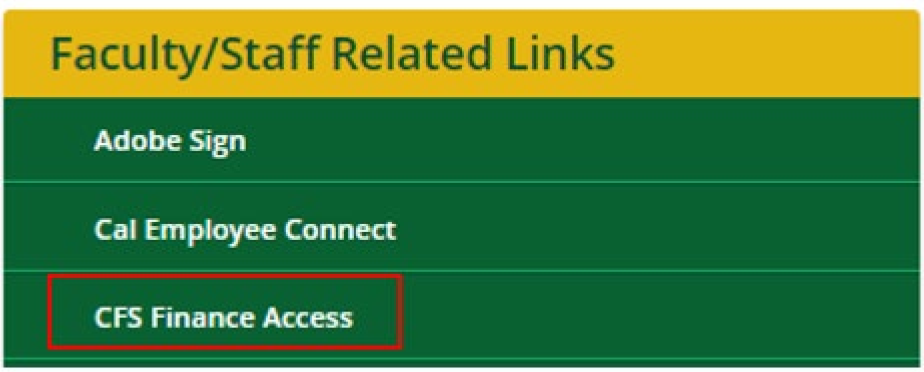
CFS Requisition Process Guide

Section 1.0 Creating a Purchase Requisition

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

1. Log in to CFS from My Sac State with your SacLink user name and password
https://www.my.csus.edu

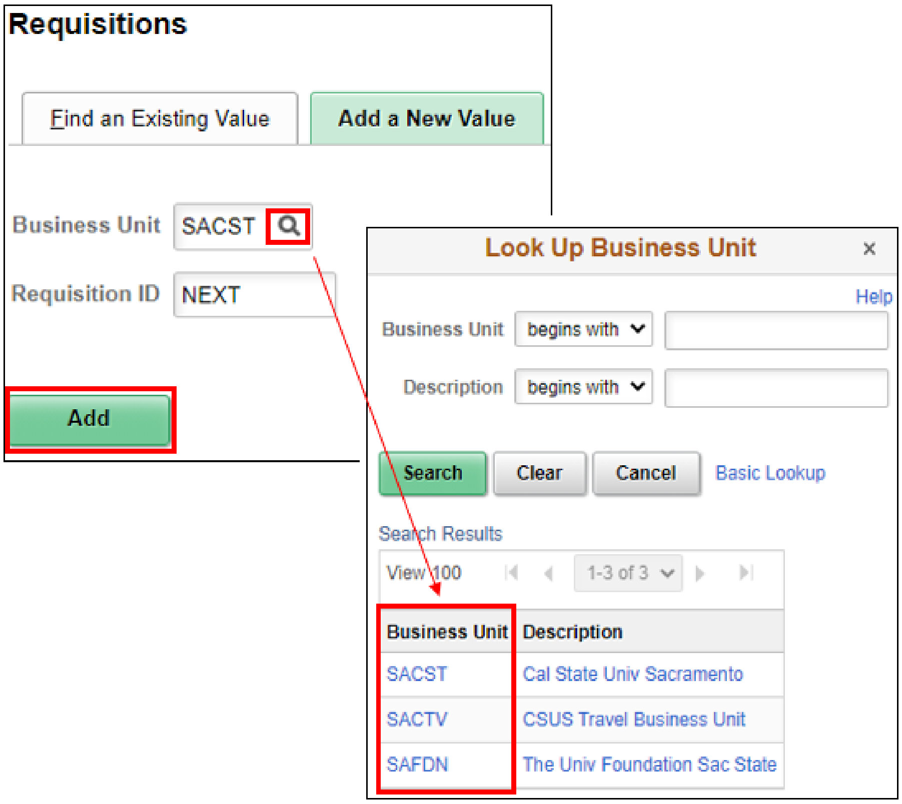
2. From the Faculty/Staff Related Links page click on the CFS Finance Access link.



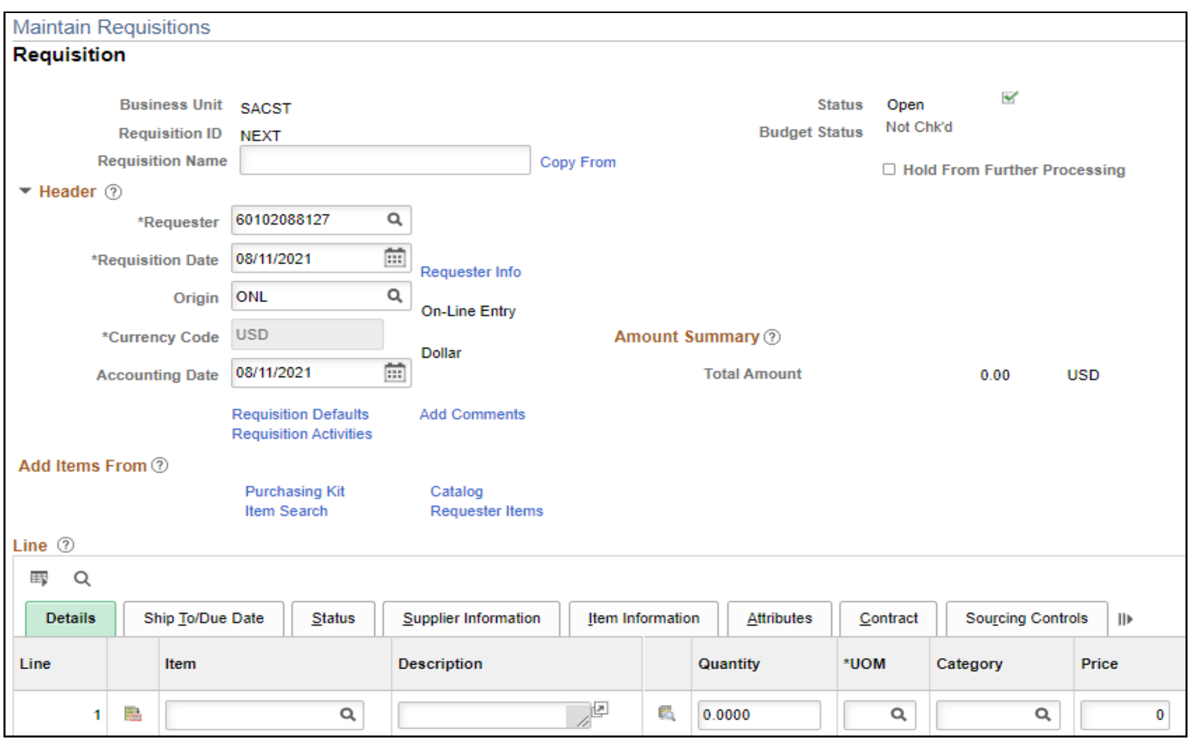
3. The Oracle menu page will display. Click on the diamond-shaped NavBar icon at the top right of the homepage.
4. Follow the following path. Navigator>Purchasing>Requisitions>Add/Update Requisitions

5. The Add a New Value screen will display. The business unit will default to SACST and the Requisition ID will default to NEXT. Click the Add button

If you are using a different Business Unit click on the to see the other options



The Requisition Header information will be automatically populated.



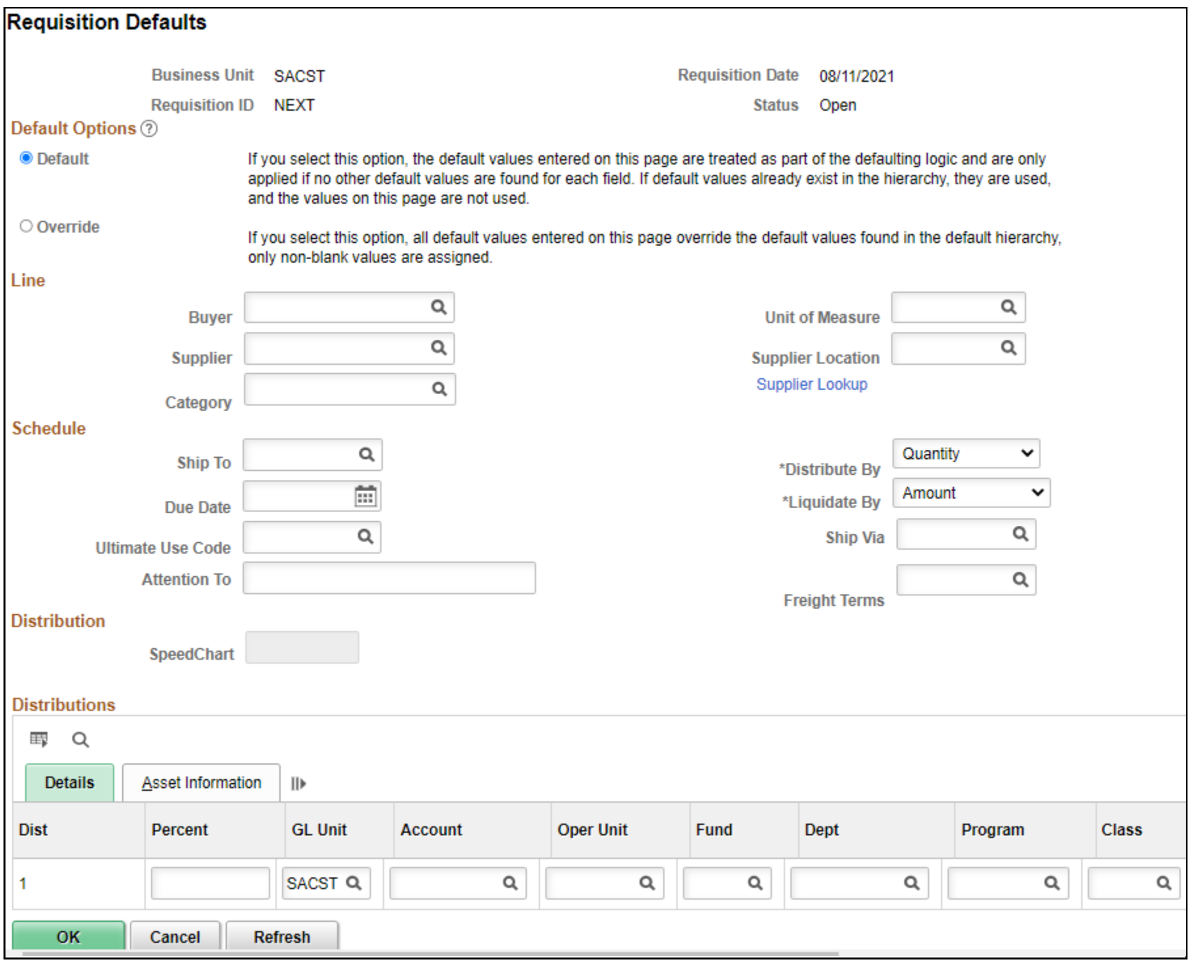
View the table below to see definitions for each field and whether entry is required or optional.

Field Definitions below:

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

6. Click **Requisition Defaults** to view or modify the settings

7. Review the Requisition Defaults and make modifications as needed



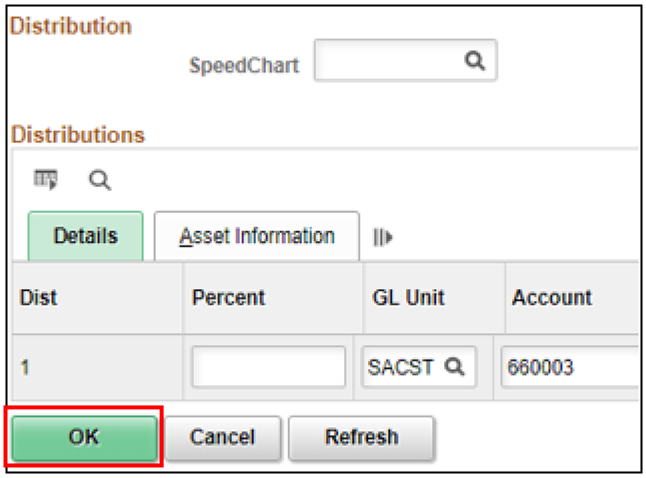
View the list below to find out more about each field and what to fill out.

Field Definitions Below:

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

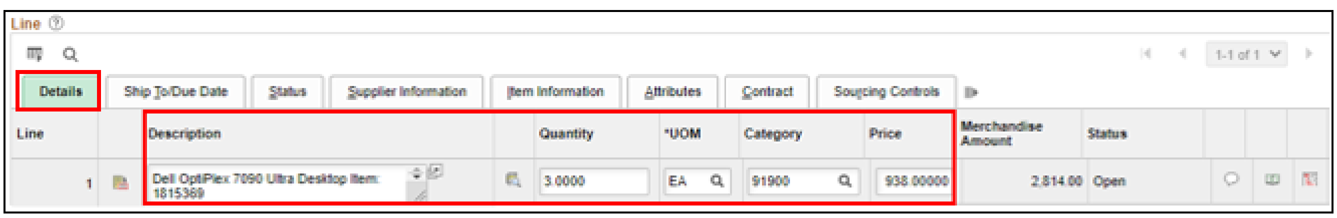
Note: You are unable to add additional chartfields on a single distribution line.

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

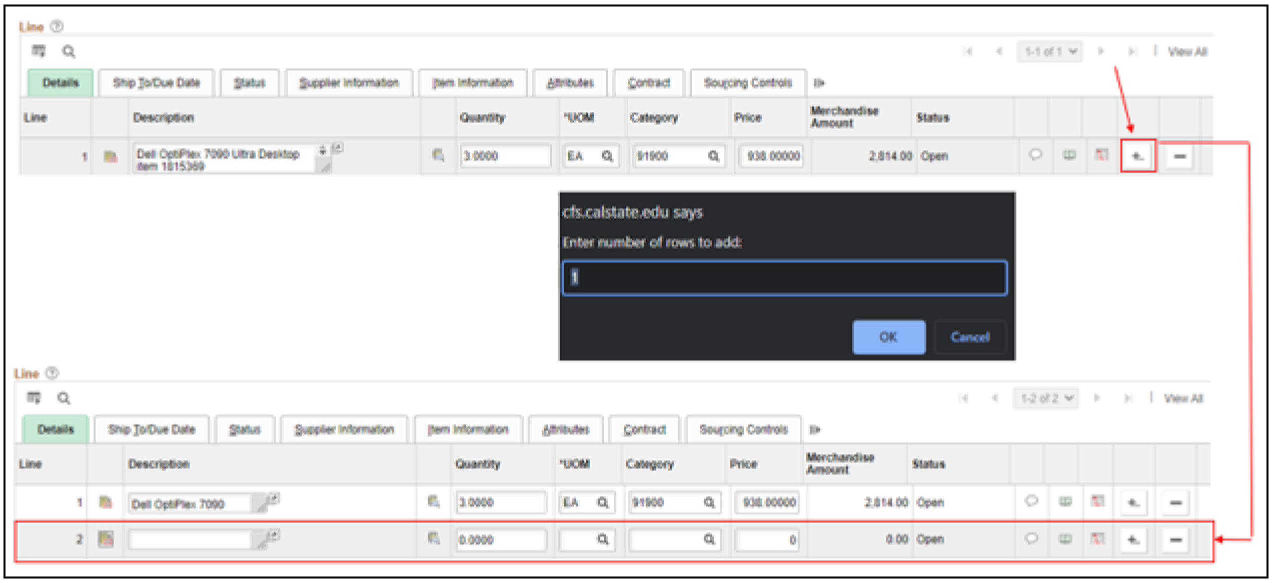


Section 1.1 Requisition Line Details

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



2. You can add additional lines to the requisition using the same default chartstring information.
3. To add a line to the requisition, click the add a row icon at the end of the first line item
4. When prompted enter the number of rows you wish to add then click the **OK** button



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

Field Definitions below:

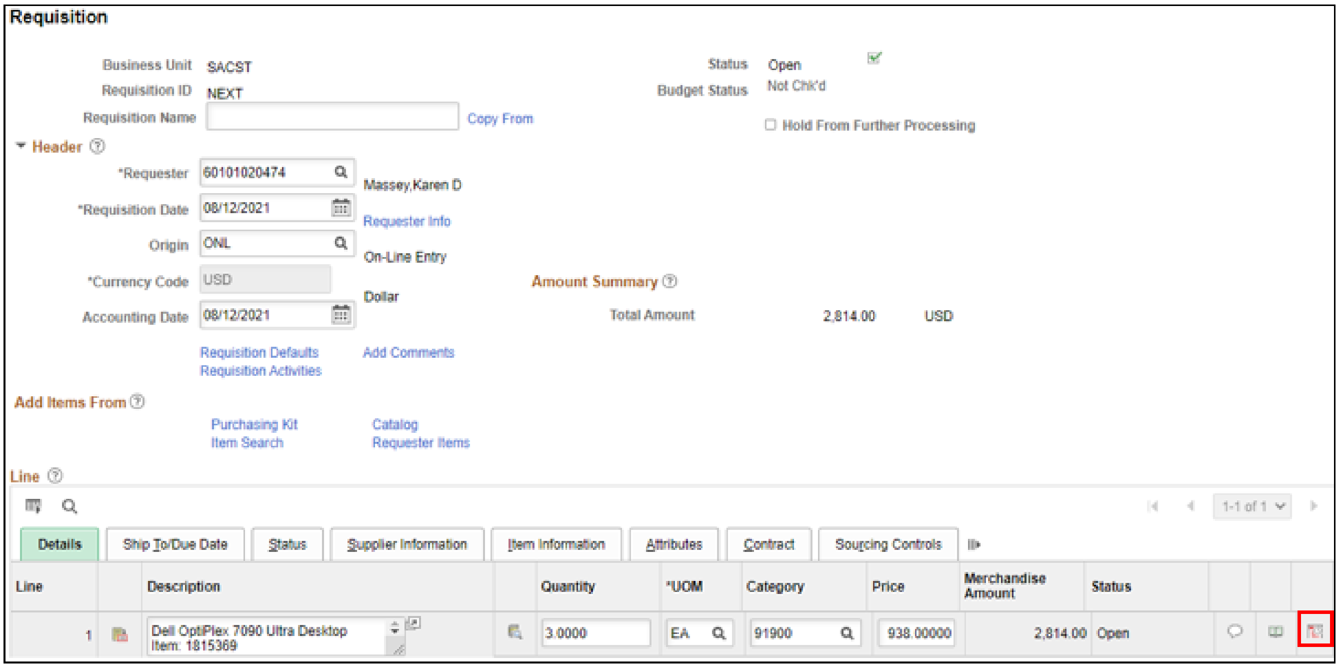
Field	**Description**
Description	Enter the **description** of the product or service. If you need to add more information than this field will accommodate, use the Line Comments icon
Quantity	Enter the **quantity** of the product. If it is a service, enter "1"
UOM	Enter the **Unit of Measure**. Select EA for all commodities (57800) or DLR (96200) for all services. EA/DLR (91900) Information & Communications Technology
Category	Enter **57800** for miscellaneous commodities or **96200** for miscellaneous services or **91900** Accessible Technology Initiative
Price **(No zero-dollar entries)**	Enter the **Price**

Section 1.2 Modify the chartfield for the Line Item

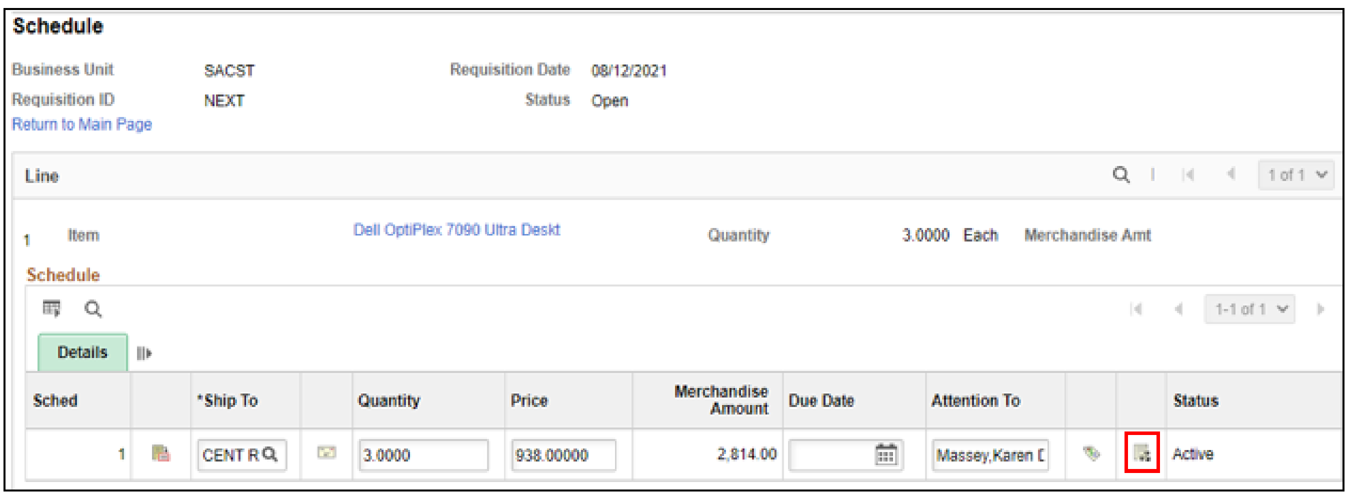
For each line item, you will need to view the Distribution screen to verify or modify the chartfields that will be charged for the line item.

Note: that if you selected "Override" in the Requisition Defaults section and inputted a chartstring in the Distributions section, this will supersede any information inputted for individual line items.

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

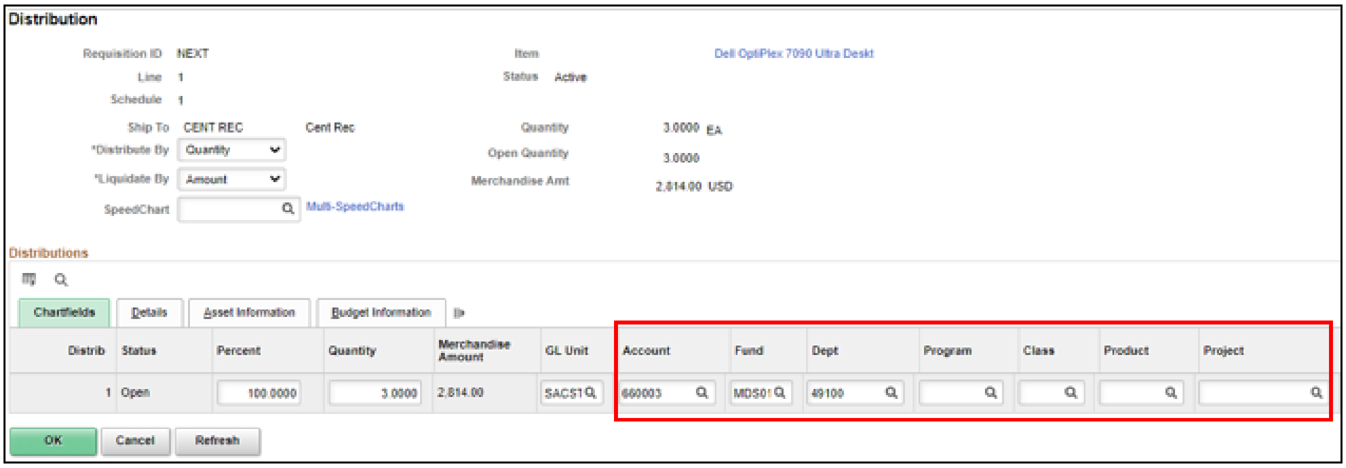


2. Click on the **Distribution** icon next to the left of the Status column



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

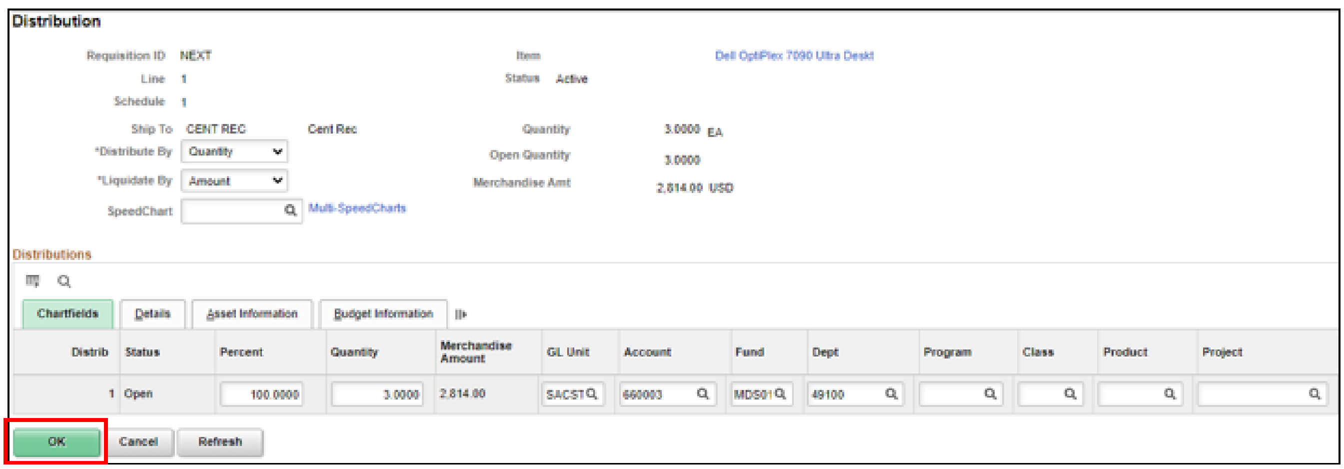
Note: that you may see additional fields other than the ones in the screenshot below. Only the fields shown in the screenshot below are used



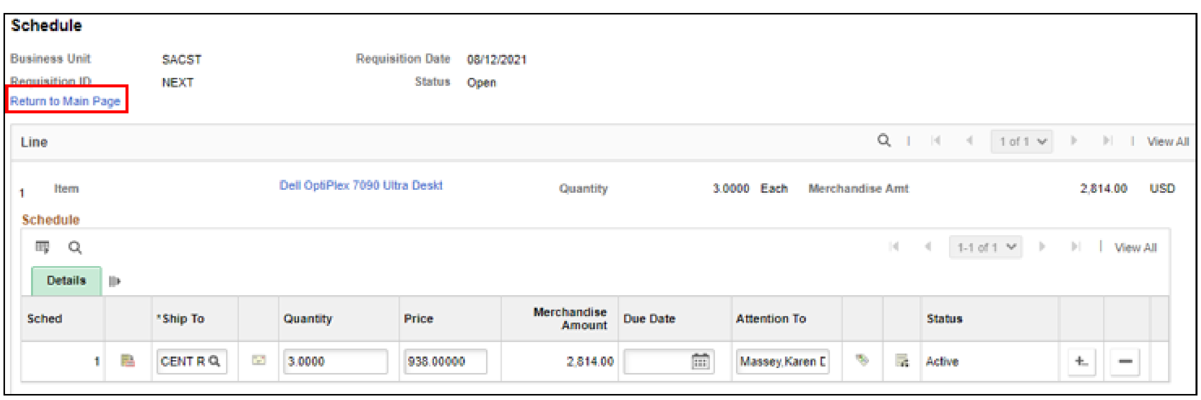
Rules for CFS:

- 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)
- Cannot use multiple chartstrings on a single distribution line

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



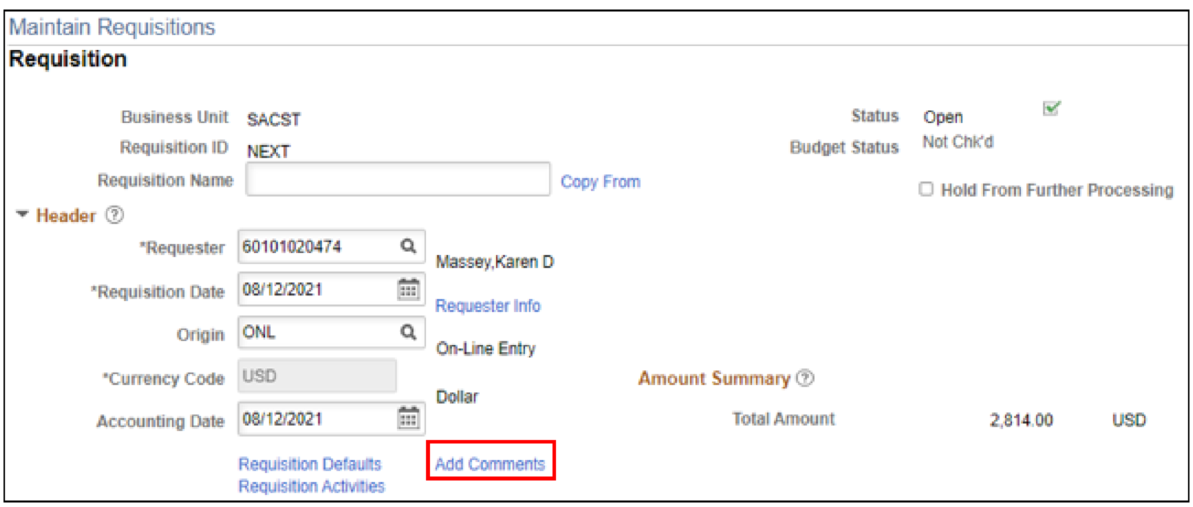
5. Click Return to Main Page to go back to the main Requisition Entry screen



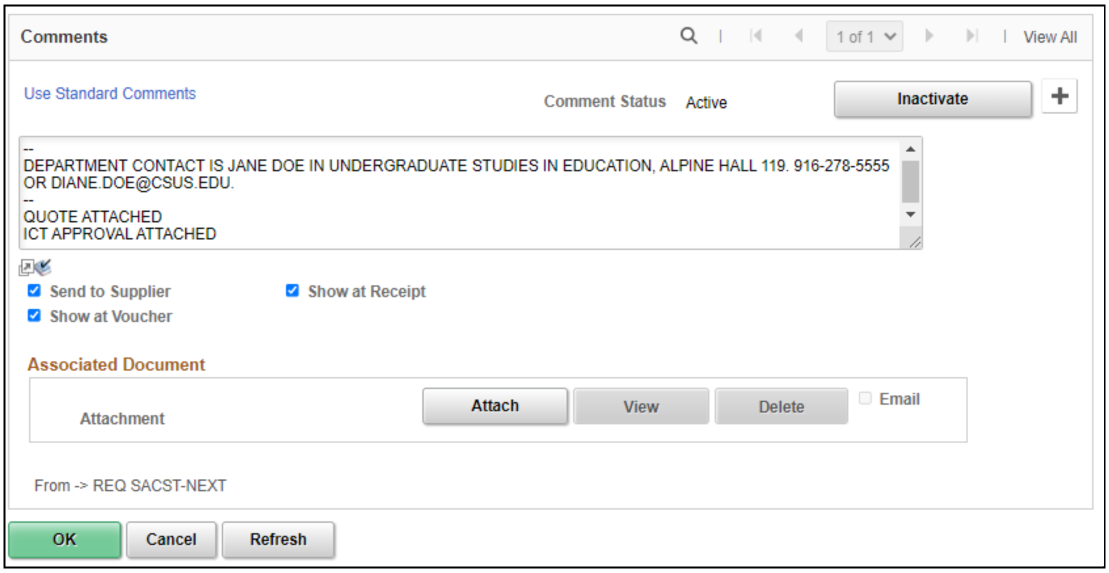
Section 1.3 Add Comments to a Requisition

Add Comments section 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.

1. To Add a comment, click on the **Add Comments** link on the Requisition screen. This comment will apply to the entire requisition.



2. Enter the information that you would like to add

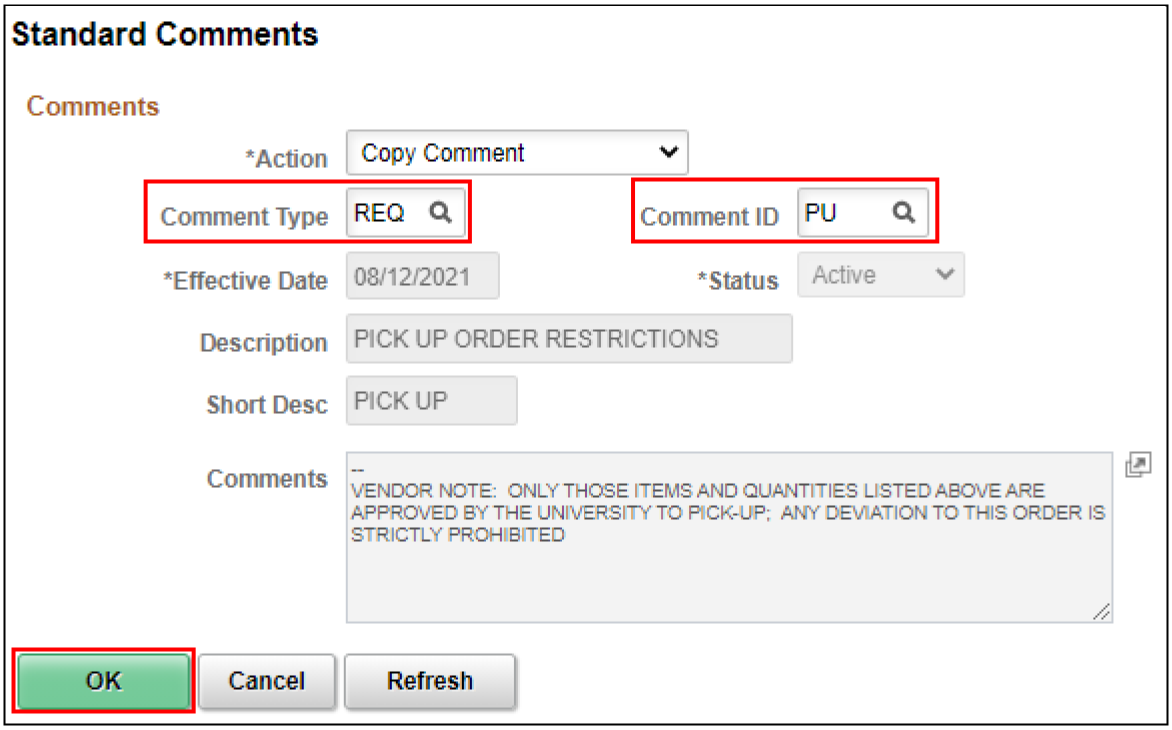


3. Check the **Send to Supplier, Show at Receipt** and **Shown at Voucher** boxes. This will ensure the comments are printed on the requisition. If you do not select these options your comment will not be seen.

Types of information commonly provided include:

- Special Instructions (i.e. Rush Order Information)
- Vendor contact, if applicable; Name and email address to send the PO to for processing.
- Name, contact phone number, and email address for person(s) requesting this purchase (if other than Requester)
- New Supplier
- Existing Supplier Information (if cannot locate supplier ID
- Specific location for the delivery of items in the order
- ICT Authorization Number for IT-related purchases
- Provide Procurement with additional required information

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

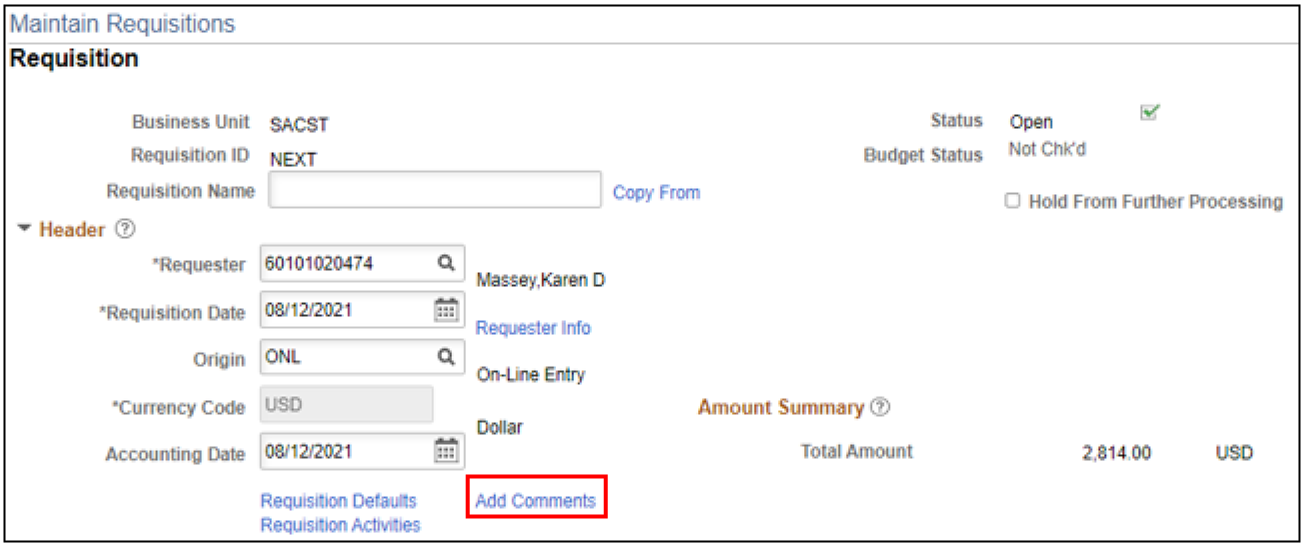


Note: Once comments are entered into the comments field, the comments link on the Requisition screen will change to "**Edit Comments**".

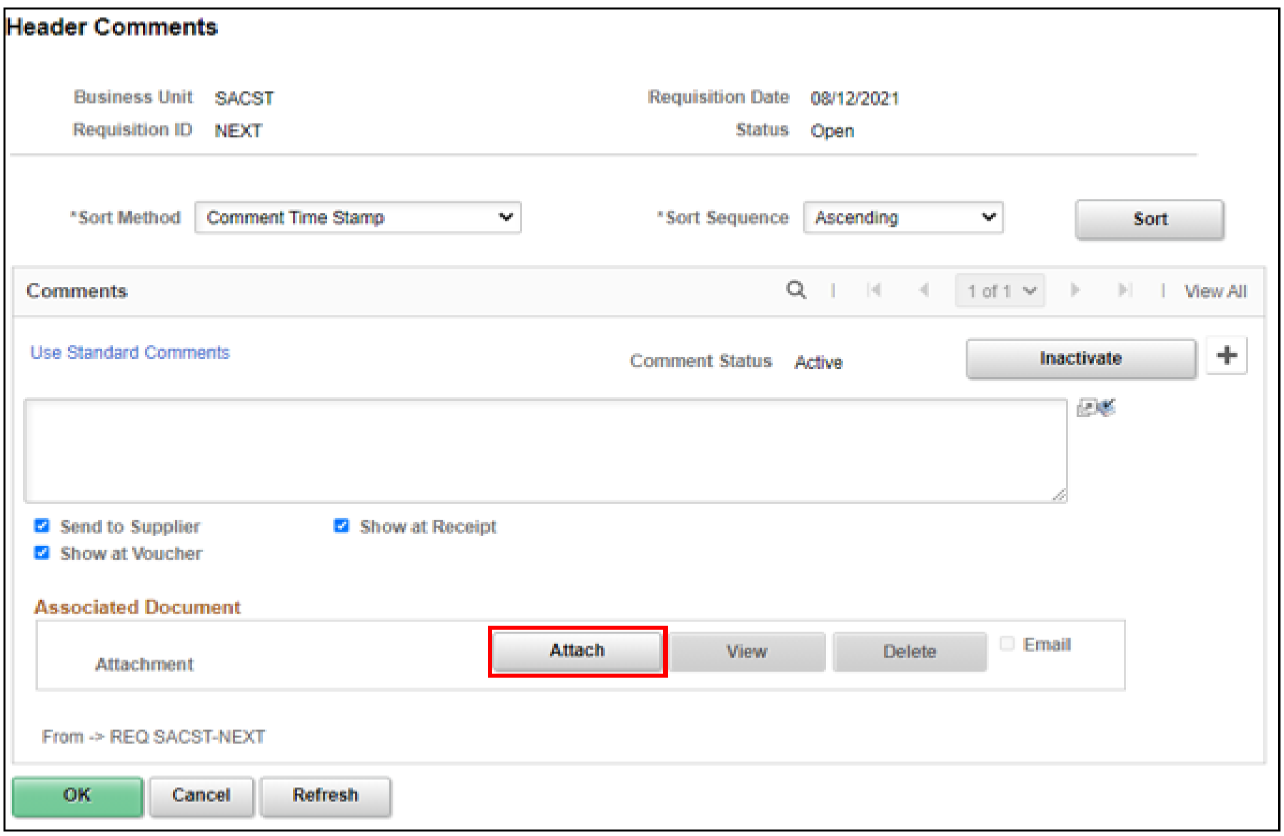
Section 1.4 Adding Attachments to your Requisition

Add Comments section is used to provide additional information to the Buyer or the Supplier.

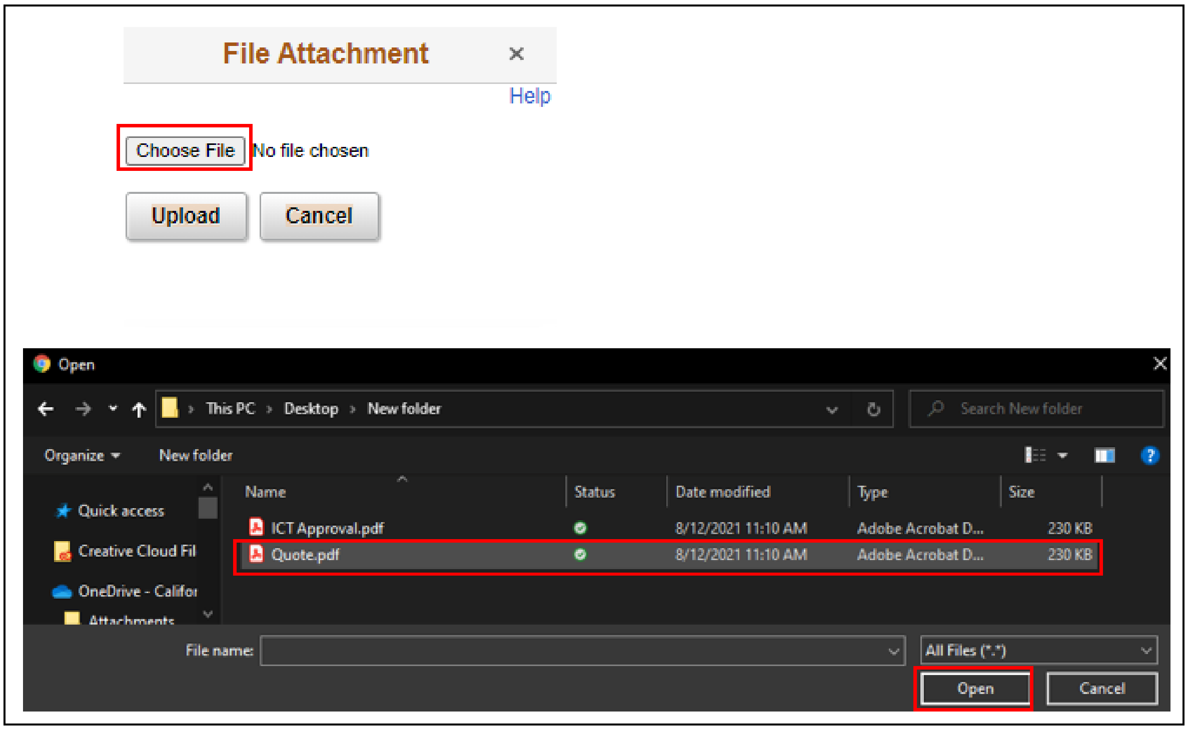
1. To **Add** an attachment, click on the Add Comments link on the Requisition screen.



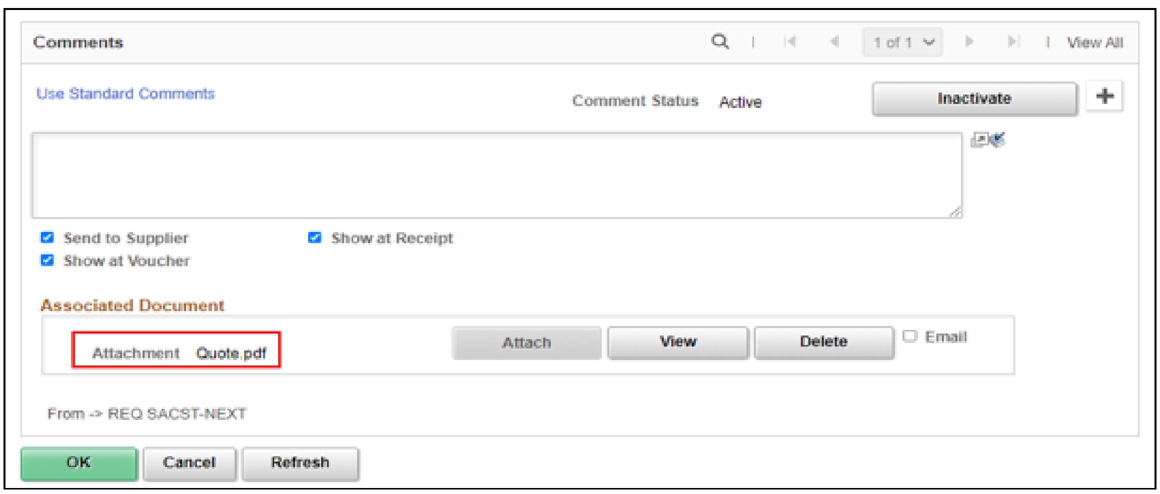
2. Click **"Attach"** to upload your document(s)



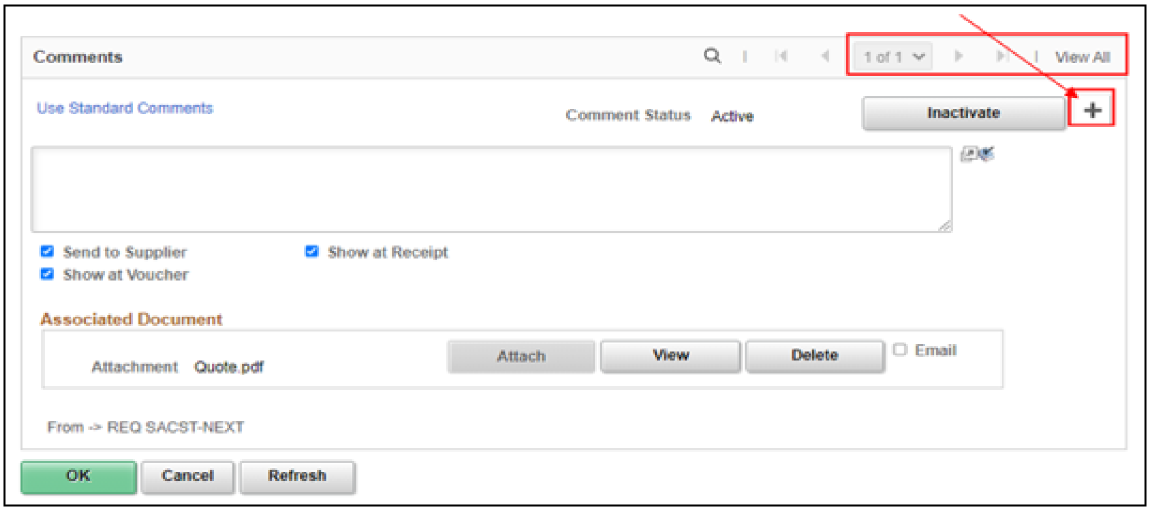
3. Choose File
4. Locate the file that you want to attach on your computer. Click on it to select it and then click Open



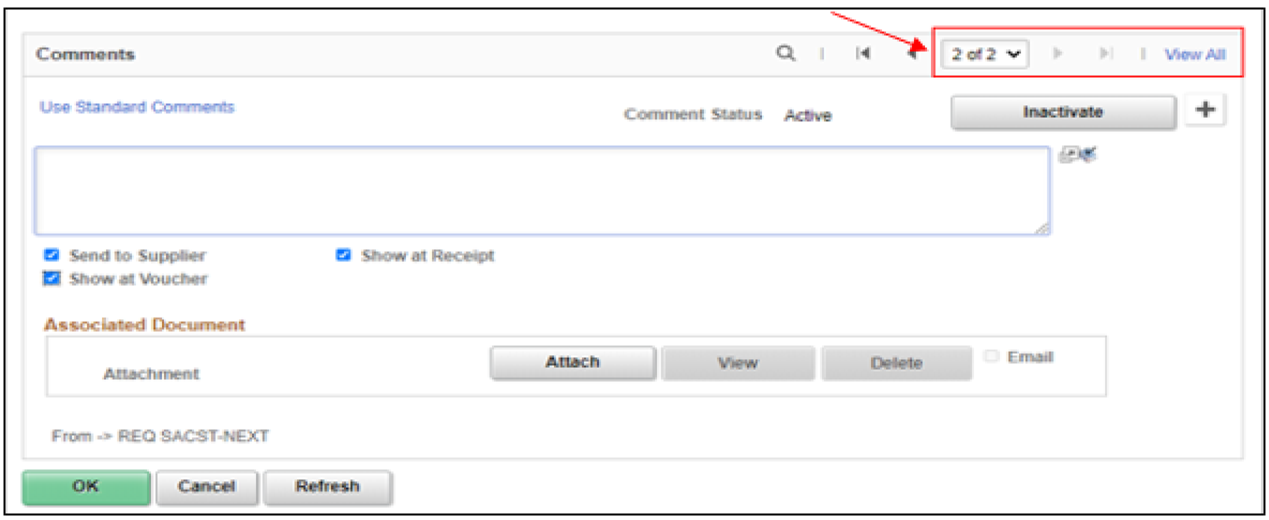
5. Once your file uploads you will see it the Associated Document appear next to the attachment tab. You can click View to view your attachment or Delete to remove it.



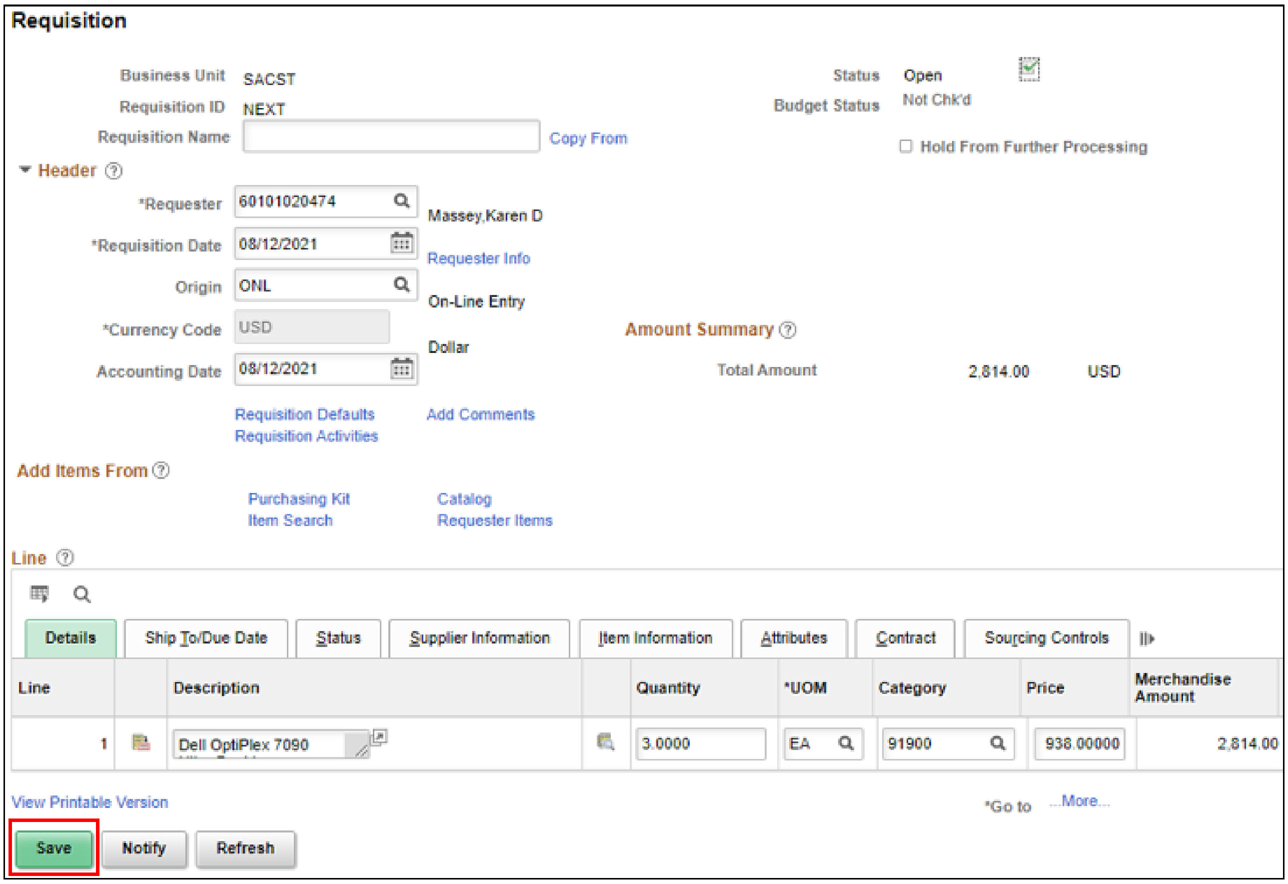
6. Only one file is allowed per comment page; you will need to click on the + button to add a new row icon in order to attach multiple files.



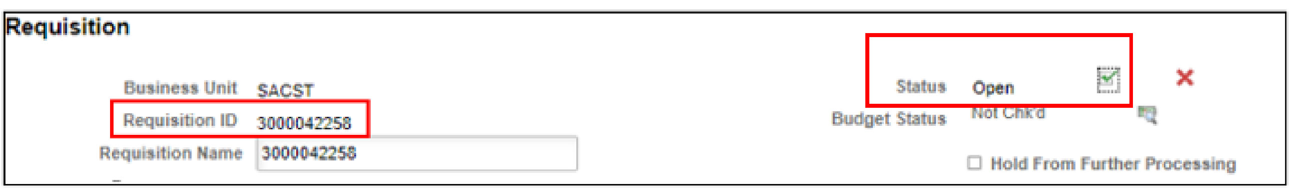
7. You will now see that there is an additional section to add your document **(2 of 2)**
8. Repeat steps 2 through 4 above
9. Click **OK** to return to the main page of the requisition



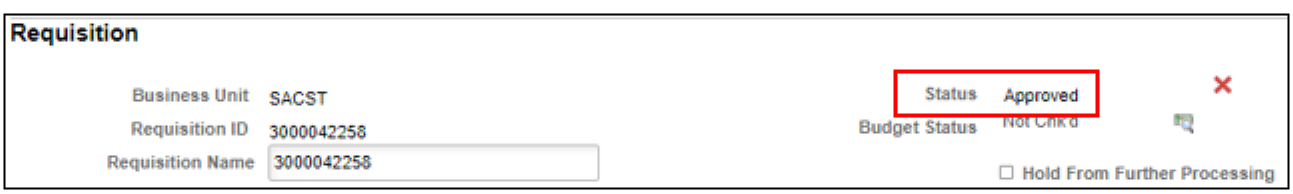
10. Click **Save** at the bottom left of the screen to save your requisition.



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



Your Requisition Status is now approved.



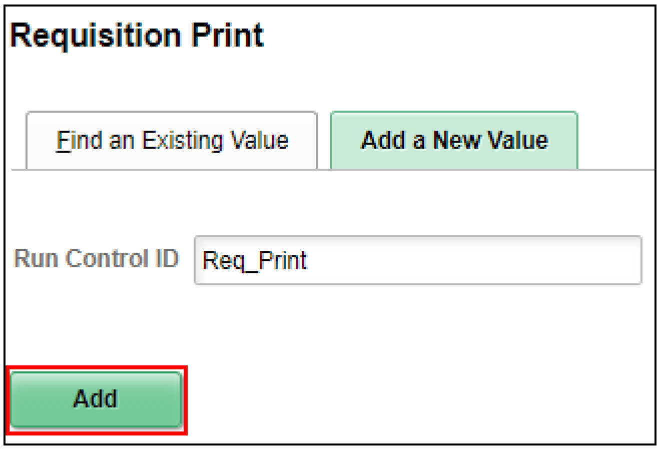
Funds are pre-encumbered once the requisition is approved and budget checked in the system. The budget check process is completed through a nightly process that IRT completes.

Once the requisition has been budget checked, Procurement & Contract Services will convert the requisition into a purchase order. Please allow 5-7 business days for Procurement to process your requisition.

Section 1.5 Printing a Copy of the Requisition

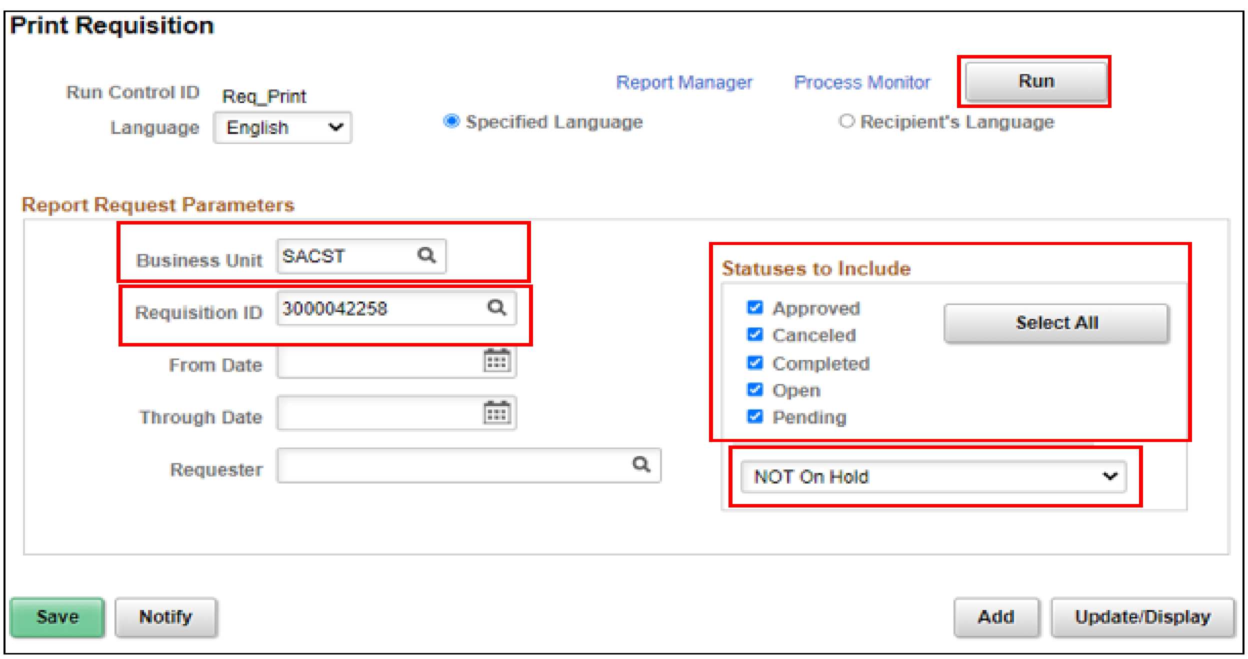
To print a copy of a requisition, you must initially establish a Run Control ID. Once the Run Control ID has been set up, it can be used each time you need to print a requisition.

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



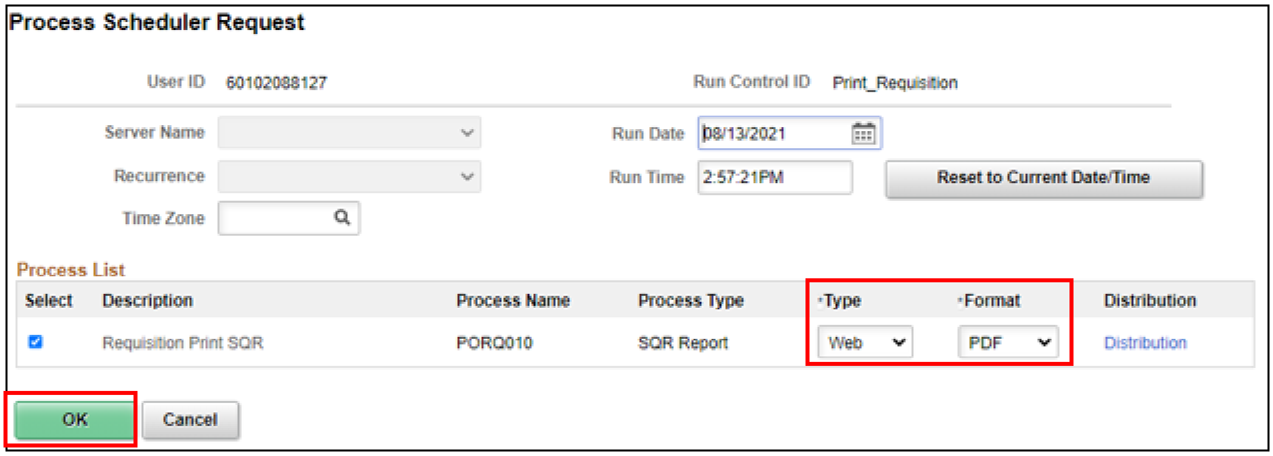
The Requisition Print screen will display. To print a requisition for your department's files, enter the following information.

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



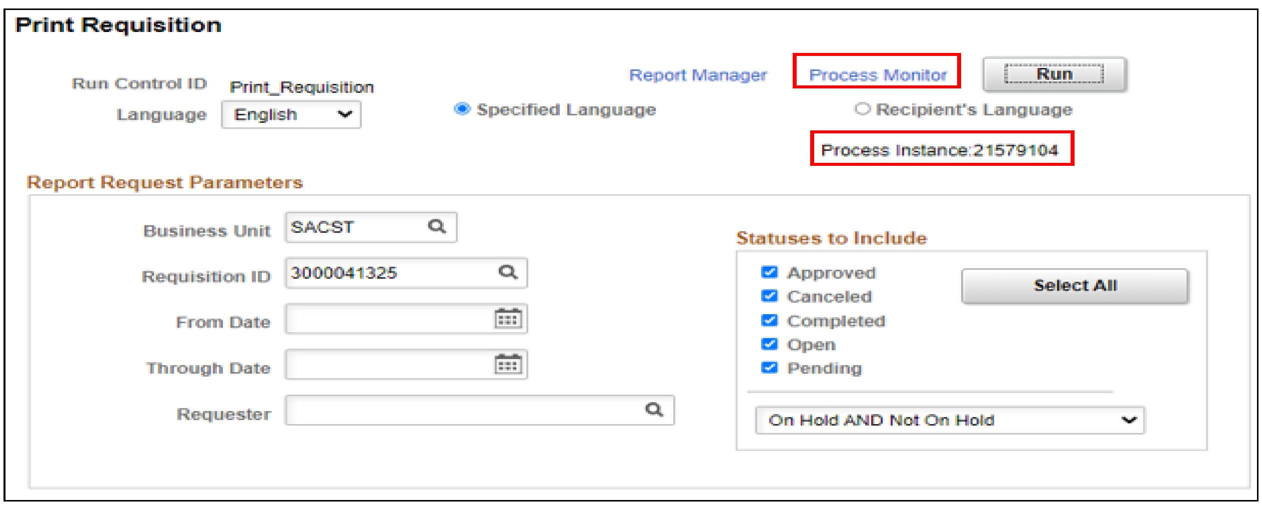
The Process Scheduler Request page will display

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



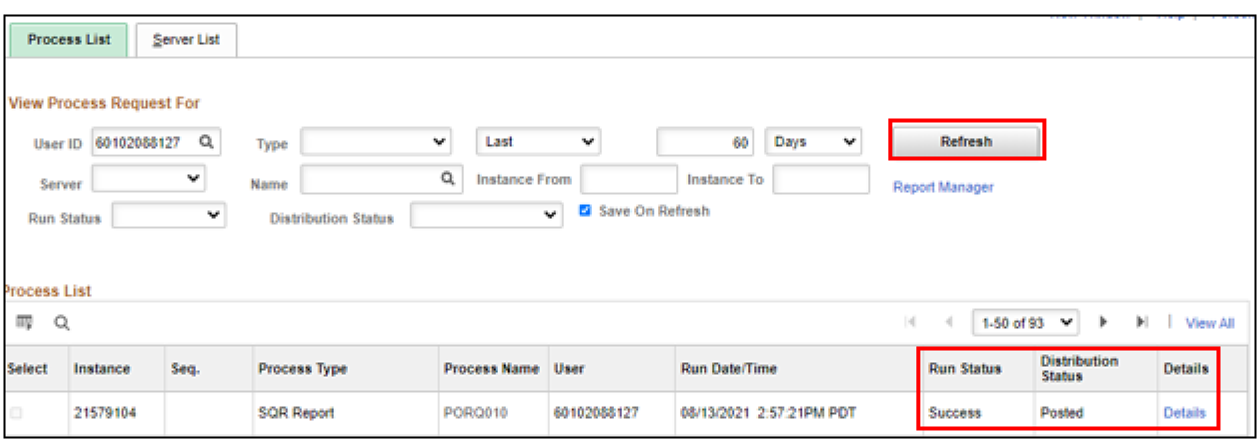
The Requisition Print screen will re-display, this time showing a Process Instance number.

12. Click the **Process Monitor** link

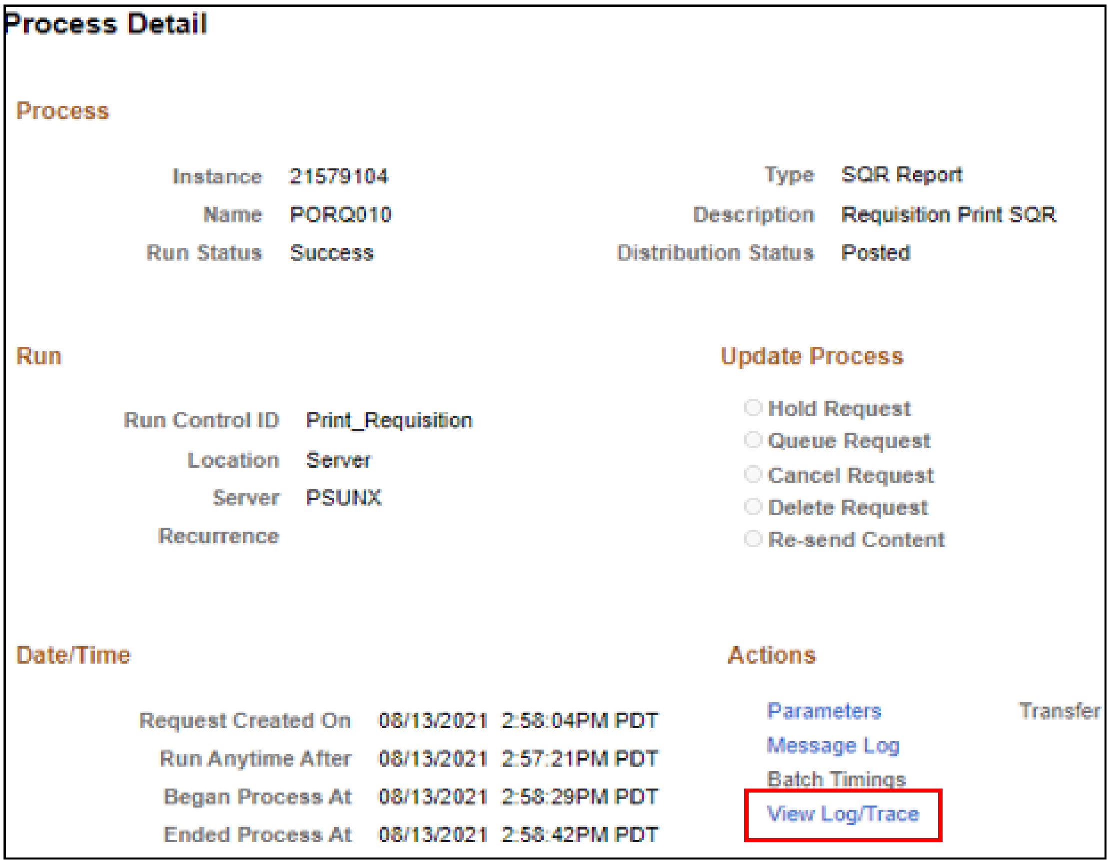


On the View Process Request page, click the refresh button until the run status for your instance displays **Success** and the Distribution Status displays **Posted**.

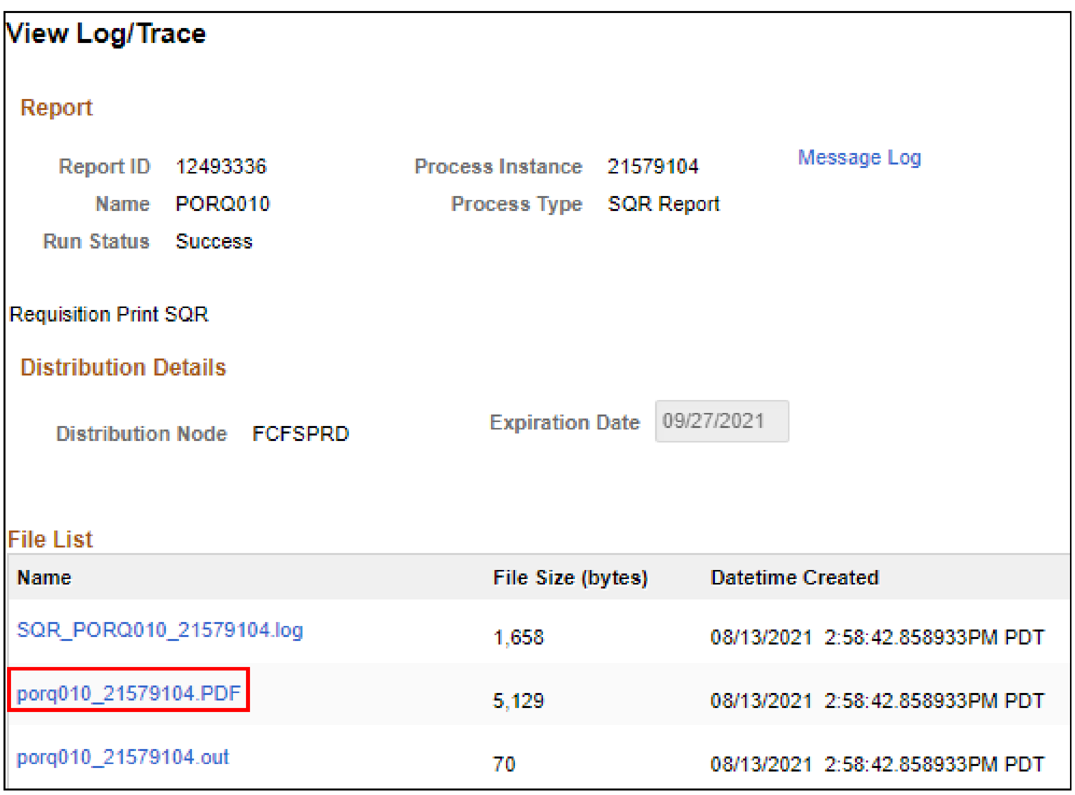
13. When it is finished processing, click the **Details** link.



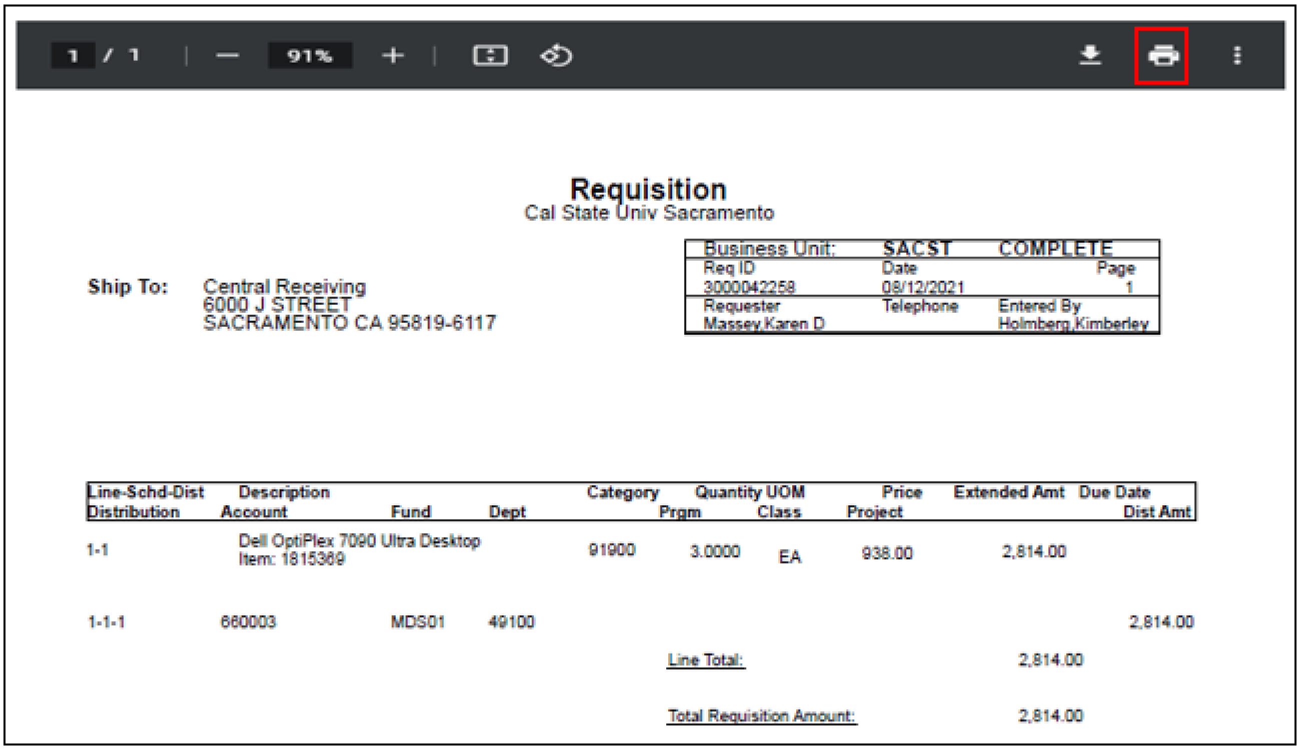
14. On the Process Detail screen, click the **View Log/Trace** link at the bottom of the screen



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



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



Requisition
Cal State Univ Sacramento

Ship To: Central Receiving
6000 J STREET
SACRAMENTO CA 95819-6117

Business Unit:	SACST	COMPLETE
Req ID	Date	Page
3000042258	08/12/2021	1
Requester	Telephone	Entered By
Massey,Karen D		Holmberg,Kimberley

Line-Schd-Dist / Distribution	Description / Account	Fund	Dept	Category / Prgm	Quantity / Class	UOM	Price / Project	Extended Amt	Due Date / Dist Amt
1-1	Dell OptiPlex 7090 Ultra Desktop Item: 1815369			91900	3.0000	EA	938.00	2,814.00	
1-1-1	660003	MDS01	49100						2,814.00

Line Total: 2,814.00

Total Requisition Amount: 2,814.00

Section 1.6 Requisition Checklist

The purpose of this checklist is to provide guidance on fully completing requisitions.
Providing all of the information requested will allow Procurement & Contract Services to understand what is being requested.

Services

☐ Detailed Description/ Who? What? When? Where? How?
☐ Service dates
☐ If applicable, include: Agreement/Contract (these need to be signed by the Buyer of Record), Quote, Scope of Work, IC approval, Chemical approval, ICT approval.

Must use category code:
☐ 96200 – Services
☐ 91900 – Information & Communications Technology

☐ Catering - Third-party on-campus catering requirements must be approved by UEI in advance of the event. UEI contact is: Steven Davis. steven.davis@csus.edu or 916-278-5708.

☐ Chemicals - Prior to purchase, all chemicals used on campus must first be reviewed and approved by EH&S. https://www.csus.edu/campus-safety/environmental-health-safety/_internal/_documents/chemical-procurement-information.pdf. Contact EH&S at 916-278-2020 or chemicalprocurement@csus.edu

☐ Hospitality items - any hospitality items purchased with state funds must meet the requirements as outlined in the Hospitality. https://www.csus.edu/administration-business-affairs/internal/accounts-payable/hospitality.html

☐ ICT Review - Purchases of IT items, equipment, and/or software require an ICT approval, as a result of the CSU Information Security, Federal Law Section 508, and CSU Executive Order 1111. ICT Procurement Review Information

☐ Independent Contract - Classification & Compensation / Human Resources must review and approval/disapproval requirements for Independent Contract vs Worker Determinations requests. Includes: Special Consultant, Independent Contractor. Contact: classandcomprequests@csus.edu

☐ Printing Projects - All University printing requirements must first be reviewed by University Print & Mail Department to determine if the printing project can be performed on campus. You must receive approval from University Print & Mail prior to submitting a requisition for outside services. Contact: universityprint@csus.edu

Commodities

☐ Complete, detailed item Description/Specification, Quantity, Unit Cost, Amount Manufacturer, Model #, Part #
☐ Shipping costs
☐ If applicable, Include: Quote, ICT approval

Must use category codes: ☐ 57800 – Goods (Commodities) ☐ 91900 – Accessible Technology Initiative

☐ Furniture - any new furniture or changes to the configuration of a space will need to be reviewed by Facilities Management for ADA compliance. Contact: tania.nunez@csus.edu

☐ Hospitality items - any hospitality items purchased with state funds must meet the requirements as outlined in the Hospitality. https://www.csus.edu/administration-business-affairs/internal/accounts-payable/hospitality.html

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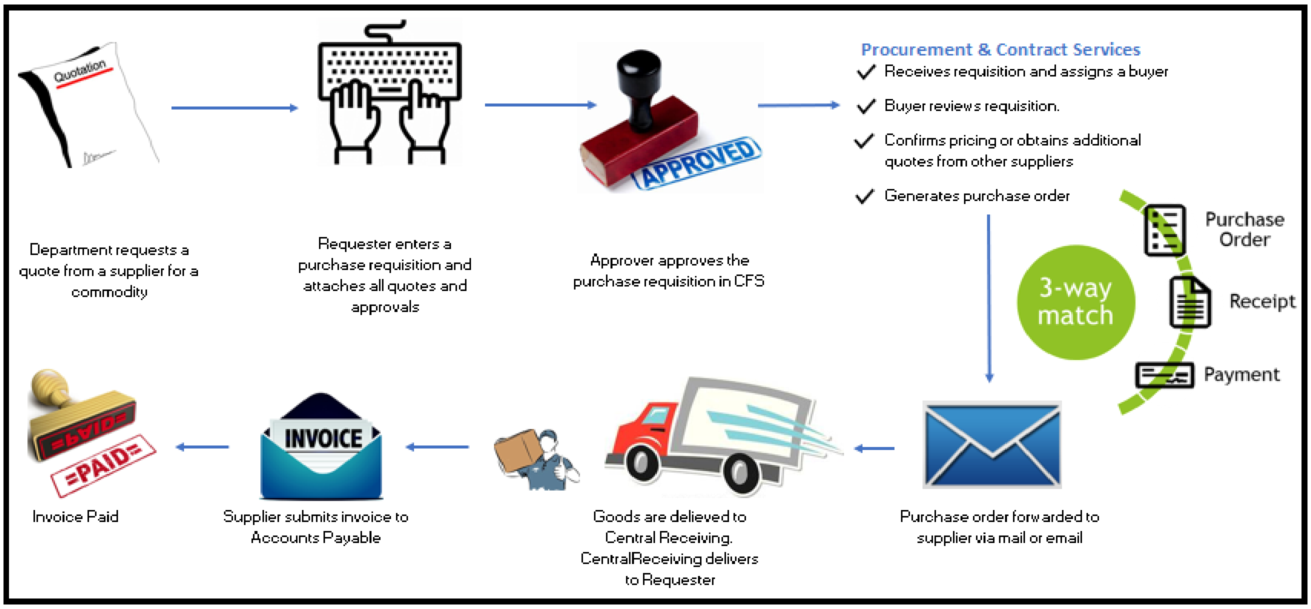
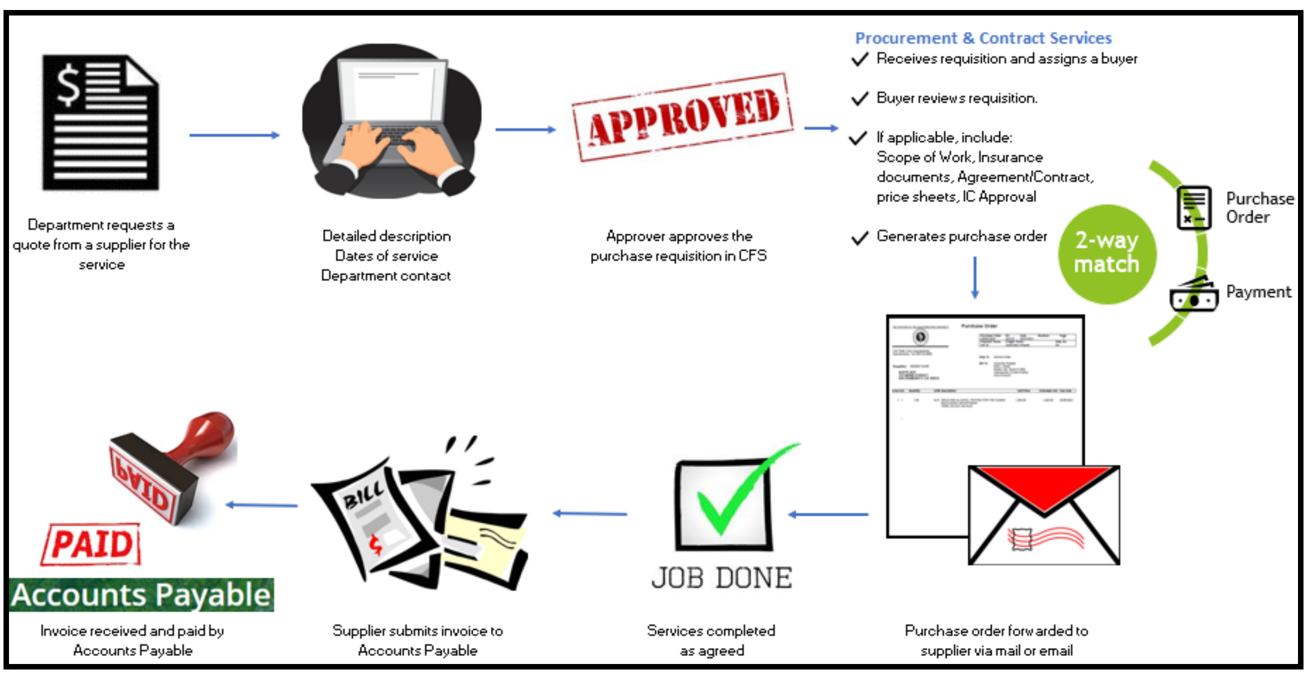
☐ ICT Review - Purchases of IT software and/or equipment require approval from Information Technology, as a result of Federal Law Section 508 and CSU Executive Order 926. https://www.csus.edu/information-resources-technology/technology-procurement/submission-process-rev.html

Section 1.7 Requisition to Purchase Order Flow Chart – Tangible Goods (Commodity Code 57800)



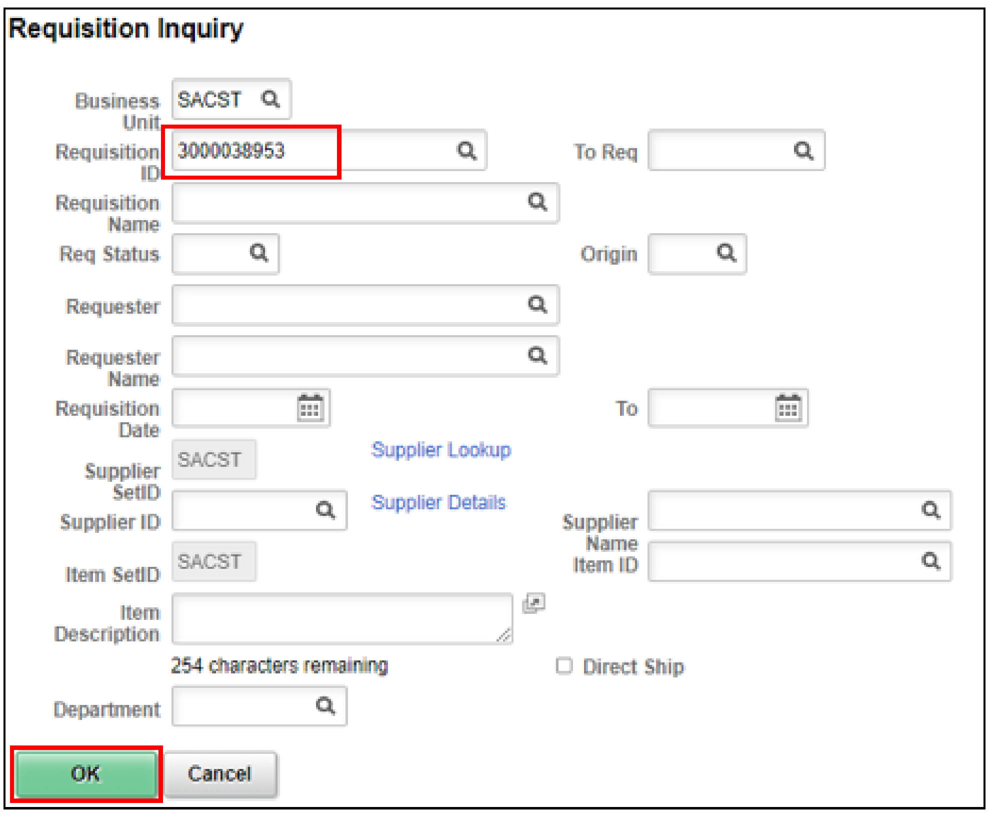
Section 1.8 Requisition to Purchase Order Flow Chart – Services (Commodity Code 96200)



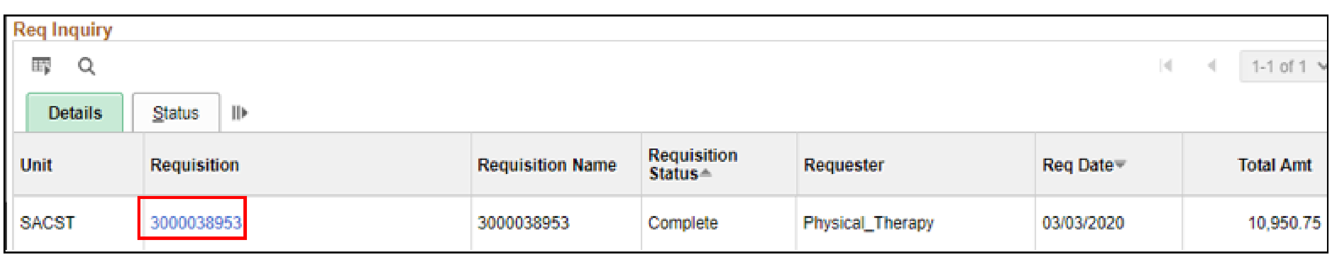
Section 2.0 How to Determine the Buyer of Record

1. Click on the diamond-shaped NavBar icon at the top right of the homepage.

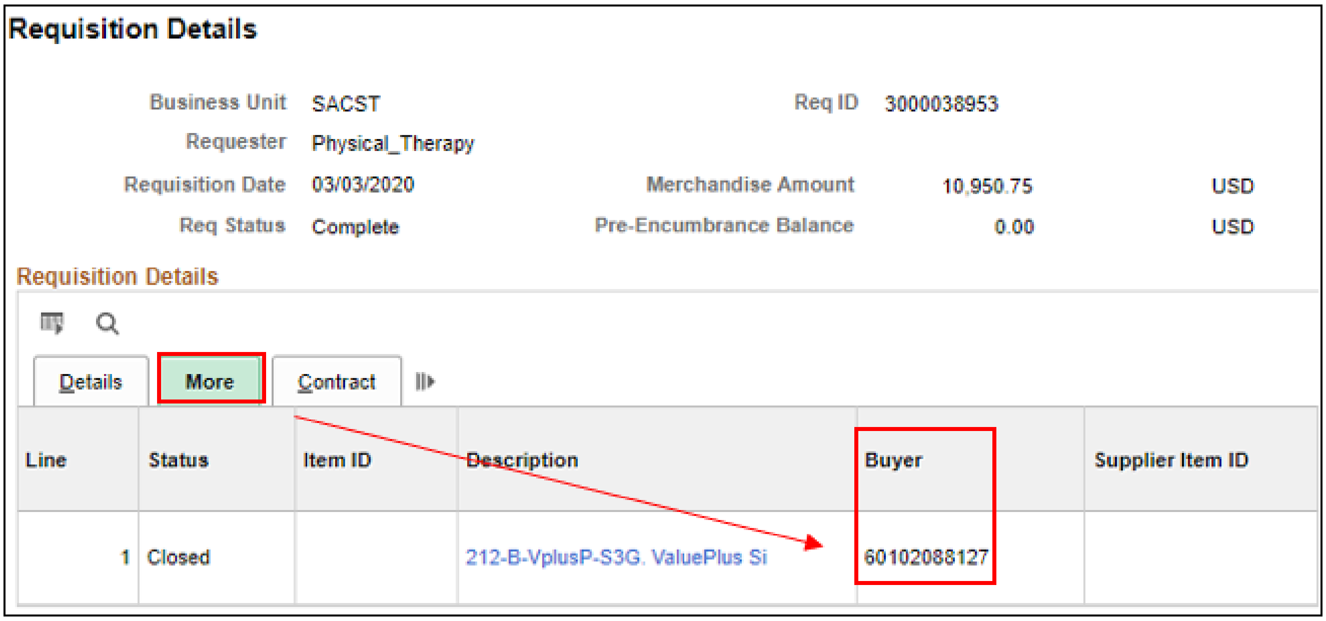
2. Follow the following path. Navigator>Purchasing>Requisitions>Review Requisition Info>Requisition
3. Enter **Requisition ID** number
4. Click **OK**



5. Click on the **Requisition** number



6. On the Requisition Details screen, click **"More".** This screen will identify the **Buyer** number



Buyer name and number identified below

Buyer Name	Buyer Number
Head, Sebastian	60223022865
Holmberg, Kimberley	60102088127
House, Gary L	60223016560
Paclibar, Kathleen	60223009657
Smith, Kasandra	60210532921
Tilby, Terry Shon	60223024529