9.2 Creating a Requisition

Purpose: To create a requisition in ctcLink.

Audience: Purchasing staff.

⚠ You must have at least one of these local college managed security roles:

- ZZ Requisition Entry

  You must also set these User Preference Definitions:

- User Preferences: Requisition Entry
- Requester Setup

  If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

A **requisition** is structured in ctcLink to streamline and expedite the entry of requisitions. The structure combined with the default hierarchy speeds up the process of entering data to create a requisition.

Requisitions consist of four basic elements: headers, lines, schedules, and distributions. Each requisition has one header, which can have multiple lines. Each line can have multiple schedules, and each schedule can have multiple distributions. The schedule defines when and where you want the line items delivered. The distribution defines internal information for the schedule, such as the way in which accounts and departments should be charged for the purchase and the total price each department should pay.

A requisition in ctcLink Purchasing can have one of five different statuses during its life cycle:

- Approved
- Canceled
- Complete
- Open
- Pending Approval

The **Requisition** page enables you to determine the defaults to use for creating requisitions. This page also enables you to enter item information, modify item lines as needed, establish schedules and distributions, and define internal delivery and accounting information.

Requisition Header & Details

Navigation: Purchasing > Requisitions > Add/Update Requisitions

1. The Requisitions search page displays. Enter the **Business Unit**.
2. Enter the **Requisition ID** or leave defaulted at **NEXT**.
3. Select the **Add** button.
4. The Requisition page displays. The **Requester** field displays the ID of the person logged into the system and entering the requisition.
5. Use the **Requisition Date** field to enter the creation date of the requisition. The field default value is the current system date, but you can change it.
6. The **Origin** field provides information about the origin of the requisition. **ONL** means the requisition is being generated online.
7. The **Currency Code** field displays the requisition transaction currency. This value is populated from the Requester Setup page by default.
8. The value in the **Accounting Date** field determines the open period or allowable open date range for budget checking a requisition when you are using commitment control. If the requisition's accounting date falls before or after the open period date range, the system provides a message or warning to prevent you from running budget checking.
9. Select the **Add Comments** link to enter comments for a transaction at the Header level. You can enter a unique comment or select from predefined standard comments. After comments/attachments have been added, the link name changes to **Edit Comments**.
10. Go to the Requisition **Line** subsection and select the **Details** tab. The Details tab displays.
11. DO NOT enter the **Item ID.** Note: This is intended to be linked to a catalog which does not exist in ctcLink.
12. Enter item information in the **Description** field.
13. Enter the desired information into the **Quantity** field.
14. Use the **Unit of Measure** (UOM) field to enter a default unit of measure for the requisition.
15. Enter the **Category**, if you choose to order the item by description only.

Ship To/Due Date

16. In the **Line** section, select the **Ship To/Due Date** tab.
17. Enter the desired information into the **Due Date** field.
18. Use the **Ship To** field to enter the default location to where the supplier will ship the order. **Ship To** should default if based on the requester, but can be changed for each line item.

Supplier Information

19. Select the **Supplier Information** tab.
20. You may get "Supplier item price is not available - use item standard price" message. If applicable, select the **OK** button to return to the Supplier Information tab.
21. Enter the desired **Supplier** ID.
22. Select the correct supplier location in the **Location** field. Supplier location will default in, but can be changed for each line item.

Details tab > Schedule icon

23. Select the **Details** tab.
24. Select the **Schedule Icon** button to access the Schedule page, where you can view schedule shipment details and distribution information for each line item.

25. The **Schedule** page displays. Use the **Attention To** field to define the person to whom or place where the services or goods are to be. Field displays requester name by default but can be changed.
26. Select the **Distribution Icon** button on right-hand side.

Distribution > Chartfields

27. The **Distribution Detail** window displays. Use the **Distribute By** list to select to distribute by either amount or quantity.
28. Enter the desired information into the **Percent** field. The sum of the line distribution percentages must equal 100 percent.
29. Enter the **Distribution** (ChartField) details. Use the **scroll bar** to scroll to the right of the page to enter the valid ChartString(s).

> ⚠️ NOTE: for Grant or Project-related ChartStrings, enter the **PC Business Unit** to access the **Project** and **Activity** fields.

30. Back on the left-side of the Distributions page, select the **Details** tab within the Distributions subsection.
31. Enter the **Location**. Location will be defaulted, but can be changed.

Asset Information

32. Select the **Asset Information** tab to add asset information if needed.

> ⚠️ Use the **Asset Information** tab to add asset information;
>
> - **AM Unit** = Business Unit
> - **Profile ID**: Use the lookup tool to search for the Profile ID. The Profile ID contains default values for the Asset Class, Type, Subtype, and Threshold ID. It also determines, when this is a capital asset, the useful life of the asset for depreciation purposes. For non-capital assets, the Profile ID should always end with "-SA" to indicate that this is a non-capital asset.
> - The **Capitalize** checkbox will be automatically checked when a Profile ID is entered.
> - The **Cost Type** is how PeopleSoft recognizes the proper template for creating the Accounting lines in Asset Management. Select either;
>   - **G** = Governmental, Fund 997, a governmental asset will process a debit to depreciation amortization expense and a credit to allowance for depreciation.
>   - **P** = Proprietary Funds, if not Fund 997.

33. Select the **OK** button.

34. The **Schedule** page displays. Select the **Save** button.
35. Select the **Return to Main Page** link.

Comments & Attachments

💡 Comments can be added at the **Header** level or at the **Line** level. To add at the line level, select the line **comment icon** (or talking bubble icon). Within the **Comments** links, you can add, review, or delete existing Attachment(s).

36. To edit Header level comments, select the **Add/Edit Comments** link.
37. The **Header Comments** window displays. Optional to add comments, attachments, and/or customize what is visible to Supplier.
38. Select **OK** to save and close out window.

> ℹ️ Example of **Header Comments:**

39. To edit Line level comments, select the **Line Comment icon** or talking bubble.
40. The **Line Comments** window displays. Optional to add comments, attachments, and/or customize what is visible to Supplier.
41. Select **OK** to save and close out window.

> ℹ️ Example of **Line Comments:**

Add Price, Budget Pre-Check, and Submit Requisition

42. The **Maintain Requisitions** page displays. From the **Line** subsection and on the **Details** tab, enter the desired information into the **Price** field.
43. Optional to select the **Line Comments Icon** button to access the **Line Comments** page. Use that page to maintain line comments.
44. Select the **Save** button.

45. Notice that the **Requisition ID** and **Requisition Name** (optional to customize) fields have been updated with the new requisition values. The Status field displays the requisition status.
46. Select the **Budget Pre-Check** icon to the right of "Budget Status".
47. If passed Budget Pre-Check process, the Requisition **Budget Status** will be in "Prov Valid" for provisionally valid.

48. To the right of Status, select the **Submit for Approval** icon or the green check box icon. The **Status** will update from "Open" to "Pending".

49. The process to create a requisition is now complete. The Requisition is ready to be Approved and Budget Checked.
50. Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video. - coming soon!

Video Tutorial via Panopto

View the link to Creating a Requisition. This link will open in a new tab/window. coming soon!