University of Maine System
Financial System

Requisitions and Receiving
Reference Manual

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# TFS User Guide to the Requisitions and Receiving Manual

This guide is designed to provide a comprehensive overview of the processes and procedures involved in the creation and management of requisitions and receipts within the TFS system. It is intended for users who are new to the system or those who require a refresher on the various features and functionalities available.

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I. Introduction to the Requisition/Receiving Process

A. Introduction

There are several different ways to handle purchasing in our UMS Financial System: purchasing cards, eMarketplace, and purchase orders. This manual covers the purchase order process. It also covers the procedures for recording shipments that are received.

In the UMS Financial System, each staff member with a responsibility in financials is assigned one or more roles. A role determines what tasks the staff member can perform in the system and what information he or she can view. This manual covers the tasks and access capabilities associated with the Requisitioner/Receiver role.

The manual is intended as a reference for persons in that role. This should not replace formal training in requisitions and receiving.

Some people may be limited to just the Requisitioner role, or just the Receiver role. Accordingly, this manual contains separate sections on requisitions and on receiving.

Throughout the manual, special terms (worklist, receipt) will be in bold italic when they are first used. Refer to the glossary in Appendix A for definitions.

When referring to a series of selections from the on-screen menu, we will use the notation:

Purchasing > Requisitions > Maintain Requisitions

This means: “click the Purchasing menu item, then click the Requisitions submenu item, and finally click the Maintain Requisitions item.”

B. Basic Concepts

1. Accessing the Financial System

Access is through the Portal. This is the same Portal used for the Human Resources system, for example to enter vacation and sick leave hours. Use a web browser such as Internet Explorer and enter the URL:
http://www.maine.edu

Click the link labeled “Employee Access.”

You will see a login page. Enter your primary UMS userid and password and click the “Sign In” button.
The resulting web page will have a menu on the left hand side. This is the portal menu:

Click the “Enterprise Applications” menu item to open the submenu. Then click “Financials” to enter the Financial system.

Navigation:

Enterprise Applications > Financials

A window for the Financial system will appear. In this window, the left-hand menu contains items associated with Purchasing, Vendors and so on.

The menu you see when you are in the Financial system will be tailored to your role or roles. Staff with different roles will see slightly different menus. But the menu you see should give you access to all the tasks you need to perform.

Note that you use your UMS account user name and password to sign on via the portal. However, once you are in the Financial system you will use employee ids (emplids) to specify individuals. For example, if you create a requisition, you need to specify a person in the “Buyer” field. Here and elsewhere in the Financial system, you use an emplid rather than a UMS account user name to designate a person.
2. Navigating: using the left-hand menu and page elements

The left-hand menu contains submenus and links to pages where you do work. A submenu is marked with a little triangle next to its name. Clicking the triangle will open up the submenu so you can see its items. Those items may be more menus or they can be links to pages.

Page links are blue and have a dash rather than a triangle before their names.

If you click a page link, the page will open in the right hand part of your screen, and you can use the page to perform a task. To move on to another task, click in the left-hand menu.

When you have a page open, you can “collapse” the menu to give yourself more room to work. Click the collapse button. The collapse button changes to an "expand" button.

To expand the menu again, click the expand button.

The system uses standard icons and other page elements to help you enter data. It also allows you to customize how certain keyboard keys such as the Tab key behave. Please refer to Appendix B for information on page elements and Section II.J for customizing.

3. Overview of the Purchasing Process

Here is a simplified diagram of the purchasing process:
The process occurs in stages as shown in the above diagram:

- A **requisition** is entered.
- The requisition is **approved** and **budget checked**.
- A **purchase order (PO)** is created (sourced) from the requisition.
- The PO is **dispatched** (sent) to the vendor.
- The vendor ships the order and sends an invoice.
- A **voucher** is entered based on the invoice.
- The contents of the shipment are recorded in a **receipt**.
➢ The purchase order, voucher and receipt are **matched** (compared).
➢ If matching is successful, the vendor will be paid. If there are matching problems (**match exceptions**), the errors must be resolved before payment can be made.

As a Requisitioner/Receiver, you will work on three of the blocks in this diagram:

a. Entering requisitions,
b. Entering receipts,
c. Resolving matching errors.

In the diagram below, we divide the purchasing process into 8 steps.

**Step 1:** The first step is when the requisitioner enters the requisition.

**Step 2:** Staff in the “Requisition Approver” role must manually approve the requisition unless the dollar amount is at or below the requisitioner’s self-approve limit.

**Step 3:** Automatic processes will budget check the requisition and create the purchase order and dispatch it to the vendor. The vendor will send the shipment and an invoice. **The requisitioner may need to print and mail the purchase order to the vendor.**

**Step 4:** Staff in the “Accounts Payable” role will handle voucher entry.

**Step 5:** The receiver will receive the shipment and enter information about it in the Financial system.

**Step 6:** An automatic process will match the PO, voucher and receipt.

**Step 7:** If matching uncovers inconsistencies, there will be match exceptions. In most cases the receiver has to resolve the matching problems.

**Step 8:** Once matching is successful, payment is automatically sent to the vendor according to the payment terms.
Budget checking and sourcing a purchase order (PO) from a requisition are automatic processes that run several times a day. PO dispatch is automatic if it is via FAX or e-mail. But if the dispatch method is “Print” (that is, a paper copy of the PO is mailed to the vendor), then it is usually the job of the requisitioner to do that. The requisitioner will get a file in PDF format containing the PO. He or she will print the PDF file on a local printer (on plain paper) and mail the PO to the vendor. The PO will be correctly formatted and will have an automatic signature.
Matching is also an automatic process, which runs several times a day. Matching on an order occurs once a voucher has been created for the order, whether or not a receipt has been entered. Once matching is successful, a payment will be processed for the vendor at the next appropriate pay cycle.

There are four types of “documents” involved in the process we’ve diagrammed: a requisition, a purchase order, vouchers and receipts. A given requisition may end up with several receipts and vouchers - for example, if some items are temporarily out of stock. These aren’t documents in the normal sense, but they are records stored internally in the Financial system. We’ll see later how you can view all the documents associated with an order.

Each document is identified by a 10-digit ID number (7 for vouchers). The ID numbers always start with the campus Business Unit number. The IDs are unique for each type of document – thus no two requisitions will ever have the same ID number. But the IDs are not unique between document types – a receipt could have the same 10-digit number as a requisition, for example.

4. Requisition Approval

Each Requisitioner has a dollar limit for self approval. Any requisition he/she enters that is at or below the limit will be automatically approved, and sent on to budget checking and sourcing to a PO.

But a requisition over the dollar limit must be manually approved by one or more Requisition Approvers. A campus may have set up an approval chain where a series of approvers may have to look at the requisition, depending on the dollar amount.

For example, your dollar limit may be $50. So any requisition you enter for $50 or less does not need manual approval. Your campus has decided that Approver Richard Roe will do your approvals. Richard Roe can handle requisitions up to $2,500. But a requisition over $2,500 goes to Approver Jane Doe. She can handle amounts up to $25,000, but over that the requisition goes to the System Office for approval – to Approver Joe Blow.

a) You type in a requisition for $1,000. It goes to Richard Roe, who approves it. That’s all the approval it needs, so it goes on to become a PO.

b) You enter a requisition for $3,000. It goes to Richard Roe, who approves it. But then it has to go to Jane Doe for review (it’s over Richard’s limit of $2,500). Jane approves it, and it then becomes a PO.

c) Finally, you enter a requisition for $30,000. This one goes to Richard Roe, then Jane Doe, and finally to the System Office Approver Joe Blow before it can become a PO.
But what if one of those Approvers rejects the requisition? If any approver *denies* (rejects) it, then the requisition is dead and will never become a purchase order.

If an approver *recycles* a requisition (sends it back for more work or error fixes), it returns to the person (Approver or Requisitioner) below him in the “chain.” So in case (b) above, if Jane Doe thinks the requisition needs work and she recycles it, it will go to Richard Roe. Richard can fix it or even *recycle* it back to you, the Requisitioner. Once fixed, the requisition starts back up the approval chain.

5. Workflow and the Worklist

All this sending of requisitions back and forth between Requisitioners and Approvers, or Approver to Approver is called *workflow*. If someone sends you a task to perform (for example to fix a recycled requisition), workflow puts that task into your *worklist*.

You see your worklist by clicking the worklist link at the top of the Financials window:
Example of a worklist:

This worklist (shown above) is for a Requisitioner. One of her requisitions was recycled and one was denied. There are also several matching errors for receipts she entered. We'll see later how to use the worklist to take care of these tasks.

6. Chartfields and Other Default Data
When you enter a requisition, you include **chartfield** data. Some chartfield data, such as Business Unit and Department ID, will be entered automatically based on your employee ID (although you can override these defaults). If you need help with chartfields (and the **translate tool** that will convert legacy account and object codes to the new chartfield equivalents), please see the Chartfield manual.

Some other requisition data will also be filled in automatically with default values (but you can always change it). For example, the **Billing Address Code** will be automatically set, as will the **Ship To** address, **Freight Terms**, and so on. As a Requisitioner, you will need to check those values and override them if necessary.

7. Searching

As you use the Financial system, you will do a lot of searching. For example, you need to look up a vendor, or you need to go back and look at a requisition you entered last week. Searches are all very similar in the Financial system, so we'll take a quick look at a search here.

Suppose you want to review an old requisition. You have used the left hand menu to go to a search page (never mind the details now – we'll see that later). The search page in this example has two tabs: “Find an Existing Value” and “Add
Since this is an existing requisition, you click the “Find and Existing Value” tab to do your search:

You are given several data fields where you can enter values to help narrow down the search. If you leave a field blank the system will pull up all values for that field.

Click the button to do the search. So if you leave all the fields blank in this page (except Business Unit), the search will find ALL requisitions that you are authorized to view in that Business Unit (usually the requisitions for your department). This may be a very long list of items.

There is a hard upper limit of 300 on the number of matches it will give you for a search. So in the above search, you can only get the first 300 requisitions for that department, and that may not include the one you want. Some more search data must be filled in to narrow your search down.

In the next example we are specifying the Requisitioner’s employee ID so we will only see requisitions entered by him. This may reduce the number of matches below the 300 hard limit.
Some of the search fields allow you to specify conditions under which the data in the field will be used to get a match. For example, by pulling down the menu as shown in the image to the left, you can specify that the requisition id number contains, is equal to, is less than, etc. the value you entered in the search field.

The % is a wildcard character in searching. It represents any single character or set of characters. So putting %75 in a search field means “any value that ends with 75.”

The search results may include more items than the system will show all at once:

Notice that we have bumped against the 300 limit in the above example, but also it is only showing us the first 100 matches. Click the triangle icon to see the next set of 100 and so on.
8. Vendors

Every requisition must specify the vendor. The vendor list is a combined list of all vendors for all the campuses. In the former “legacy” system each campus maintained its own vendor list. That is no longer true.

For a given vendor, ordering and remitting addresses may be different for different campuses. In the Financial system, all the addresses used for a vendor are stored, and a page (or pages) called location pages are provided for each campus that uses that vendor. By selecting the vendor’s location for your campus you will automatically get the right ordering and remitting addresses.

Locations always have ID numbers that start with the campus business unit number. If your campus doesn’t have a location for a given vendor, one must be created before you can use that vendor in a requisition.

When you enter a requisition, there are two pieces of vendor information you must supply: the vendor ID and the location ID.
II. Requisitions

A. Getting Started: The Menu and Navigation

1. Maintain Requisitions

There are several areas of the left-hand menu of particular interest to staff entering requisitions (requisitioners or requesters): Purchasing, Vendors, University of Maine System, and Accounts Payable.

The Vendors and Accounts Payable menus are used for reviewing information only (staff in other roles will use those menus for entering data). Sometimes a Requisitioner may need to look at all the data stored for a particular vendor. Or he/she may need to check the vouchers that have been entered for an order.

The Purchasing menu is the most important for Requisitioners.

The Requisitions submenu is where most of the requisition work is performed.

To create a new requisition, or to search for an existing requisition, navigate as follows:

Purchasing > Requisitions > Maintain Requisitions
2. A Requisition has Four Parts
Every requisition has four types of data: header, lines, schedules and distributions.

The header contains data that applies to the entire requisition, such as the Requistioner's emplid and the vendor. The lines contain descriptions, quantities and prices for the items in the order. Schedule data contains the Ship To addresses for the ordered items. The Ship To address is specified in the header but each line can have its own schedule (Ship To addresses) as well. Distribution lines contain chartfield data. The chartfield or distribution data can be specified in the header or separately for each line.
In the examples below, in order to illustrate the four types of requisition data, we will use a requisition for office furniture: 7 desks, 3 bookcases and 5 office chairs. We will specify several different Ship To addresses and will distribute the charges for these items to several different chartfield combinations.

3. Purchase Order Types
The Financial system supports several special purchase order types, in addition to the default type: Regular Order. Each requisition must specify a PO Type in its header. This manual covers each of the special types in Section II.H below.

B. Entering a New Requisition: The Header

1. Requisition Header, Part 1
There are three parts to a requisition header. The first part is at the top of the requisition Form Page (see red boxes below).

All the data in the first part of the header should be filled in automatically. You should not need to enter or change anything here, except (perhaps) the "Hold from Further Processing" box (see below).

Requester and Business Unit
These will be automatically filled with your emplid and your Business Unit. The Accounting Date and Currency fields are also set automatically.
Requisition ID
Note that the Requisition ID is “NEXT.” Once you save the requisition, this ID will change to a 10-digit number which starts with the number of your Business Unit. You can use this number later to search for the requisition.

Hold From Further Processing
The Hold From Further Processing check box can only be used once the requisition has been saved. If you have not finished working on this requisition, and therefore you don’t want it to go through the approval and sourcing processes yet, click the Hold check box and save again. Once you have completed your work on the requisition, click the check box again to remove the check and save. The requisition will then move on to the next stage of processing.

Clicking these icons will process the requisition in certain ways. The check and triangle icons are not used. The “X” cancels the requisition, which means a record of the requisition is kept, but the requisition will not become a PO. The “trashcan” icon is used to completely delete the requisition – no record is kept. The “spreadsheet/magnifying glass” icon is used to budget check the requisition. Budget checking is an automatic process once the requisition has been approved, so the Requisitioner should never need to use this icon.

Until the requisition has been sourced to a purchase order, the Requisitioner can change, cancel or delete it. Once turned into a purchase order however, the requisition can no longer be edited or deleted.

Header Comments
The Header Comments link at the bottom of the Form Page gives you space to enter instructions for special handling or other information you want associated with this requisition. For example, there may be special delivery instructions, or the material may be hazardous, or the requisition is for a standing order and you need to specify a list of people permitted to purchase items using this standing order. If you click the link you see:
You can enter free form comments and/or select standard comments from a prepared list. If you click the Standard Comments link, you see:

You use the icons to select a standard comment type and then a comment ID. There are different comment IDs depending on which Std Type you choose. These standard comments may vary from one campus to the next.

In the above example, the Std Type chosen was “HZ.” Selecting this type and the corresponding ID “MSDS” caused the “Material Safety Data Sheet Required” comment to be entered in the comments field. The “Action” must always be “Cut and Paste.” Some Standard Comments are required for certain PO Types (see section on
PO Types later in this manual). Click the OK button to return to the Header Comments page.

You can have multiple comments. In the Header Comments page, click the button to add more comment pages. Each comment page allows you to specify where the comment will be visible: to the vendor on the PO, to the person receiving the shipment, on the voucher.

We don’t currently use the Associated Document area.

Click the OK button on the Header Comments page to return to the requisition Form page.

2. Requisition Header, Part 2
The second part of the requisition header is accessed by clicking the Header Defaults link at the bottom left of the requisition Form page.

![Header Defaults link](image)

Clicking this link brings up the Header Defaults page:
Data fields in this page are: Vendor, Location, Buyer, PO Type, Ship To Address, Category, UOM, and Distribution. Vendor, Location, Buyer and PO Type are required header fields.

Ship To, Category, UOM and the chartfield data in the Distribution can be entered here or separately for each line of the requisition. Entering the data in the header is a time saver, since you won't have to type in those values for each line in your requisition. You can always override the header Ship To, Category, UOM or distribution data for any given requisition line.

A Speedchart is a pre-entered set of distribution data. If you use a standard set of chartfield values you may create a speedchart with that data and then simply select that speedchart using the lookup icon. This will save you data entry time. See Section II.J of this manual for instructions on speedchart creation.

**Vendor and Location**
There are two ways to search for a vendor: by clicking the icon or by clicking the Vendor Lookup link. The search criteria are slightly different for the two methods – for example, using the link allows you to search by city and state.

After selecting the Vendor, be sure to select the correct Location. The Location will automatically set the correct “remit to” and “order” addresses that your campus uses for that vendor. The Location IDs for vendors converted from the
legacy system will all start with the Business Unit number, making it easy to find the right Location, once the vendor has been chosen. Of course, not all campuses use all the vendors in our vendor list. If your campus has not used a particular vendor in the past, that vendor won’t have a Location for your campus.

**When you enter a requisition, there are two pieces of vendor information you must supply: the vendor ID and the location ID.**

In the example below, we have searched for vendors in Portland, ME. The “Ceilingmart” vendor has ID 0000000040, and has a Location ID for each campus. Each Location ID starts with the campus (Business Unit) number. In this example we have selected the Location for Business Unit 5. If we click the button at the bottom of the window, that Vendor and Location will be filled in on our requisition header.

The [Vendor Detail](#) and [Address](#) links can be used to obtain more information about the Vendor. Or use the Vendors menu in the left-hand menu together with the Vendor ID to view all the details about this vendor:

Vendors > Vendor Setup/Maintenance > Vendor Information

**Buyer**

Enter your own employee ID in the Buyer field.
PO Type
The PO Type pull down menu is set to Regular Order by default. The other PO Types are covered in detail later in this manual. The Requisitioner should always check to make sure the correct PO Type is selected.

Ship To Address
The Ship To Address will normally default to an address associated with your emplid or your Business Unit. However, you can change this. Use the button to search for a standard Ship To Address, or use the One Time Address link at the bottom of the window to enter a non-standard delivery address. To make finding the correct Ship To address easier, the first character of standard Ship To addresses is always the Business Unit number of the campus.

Use the Ship To code ONETIME whenever you enter a one time address.

The Ship To address in the header can be overridden on a line by line basis using the Schedule tab. We will see how to do this below.

Category
Use the button to search for an appropriate category for this order. The category you choose may cause the Account chartfield to default to a certain value (which you can override). The category set in the header can be overridden on a given line if necessary. You can leave the category blank in the header, in which case you must enter it on each line.

UOM
UOM stands for “Unit of Measure.” Use the button to select a unit of measure for the order. As with category, you can override the header UOM on any line, or leave it blank in the header and enter it in each line.

Distributions
By default, you are given one distribution line in the Header Defaults page. You can leave this blank and enter the distribution data separately for each line in the requisition, or you can specify the chartfield data in the header and then override it on a line by line basis where necessary.
You can have more than one header distribution line. To add more lines, scroll to the right and click the **+** button. In the resulting dialog box, enter the number of additional lines you want and click **OK**.

If you need to delete a line, scroll to the right and click the **–** button. When you have more than one distribution line, you can distribute the dollar amount of the requisition across those different chartfield combinations. Enter the percentage that should be applied to each distribution line. The percentages must add to 100, of course. In the example below, we have set our percentages to 60% and 40% for the two distribution lines. For each item in the requisition, 60% of the cost goes to the first set of chartfields and 40% to the other.

The “Distribute By” drop-down menu allows you to set the default way in which the dollar amount of any line schedule is distributed to multiple chartfield combinations. This default can be overridden at the line level. The choices are “Amt” (dollar amount), “Qty” (quantity), and “Pct.” **DO NOT select the Pct option.** If you want to distribute by percent, use the “Amt” option.

The Asset Information tab is not used.
3. Requisition Header, Part 3
The third part of the header data is accessed from the Header Defaults page using the **More PO Defaults** link:

Clicking this link brings up the More PO Defaults page:

Data on this page is comprised of: **Billing Location, Payment Terms, Dispatch Method, Freight Terms Code, Ship Via Code**, and the **Dispatch** and **Amount Only** checkboxes. Each of these data fields will be automatically set based on the Requisitioner’s emplid and either the vendor’s preferences or the system defaults. The Requisitioner must check these fields to ensure the correct values are set. (The Receiving Required checkbox cannot be changed.)

**Billing Location**

If the Requisitioner needs to override the default Billing Location, use the search button to perform a search. The Billing Location IDs start with the letter “B” followed by the Business Unit number.

**Payment Terms**

If the vendor record includes payment terms data, it will be copied into this field on the requisition. The Requisitioner can override it. Click the search button to bring up a list of all the Payment Terms codes (see below) and click the desired choice. The standard system default is “Net 30.”
Dispatch checkbox and Dispatch Method

The Dispatch checkbox is normally checked, indicating that the purchase order derived from this requisition will be sent to the vendor. The Requisitioner can choose how to send the PO: print, FAX, Electronic Data Exchange, phone or e-mail. Pull down the Dispatch Method menu and select which method you want (see next image).

If the vendor record specifies a preferred method, that method will be selected by default. Otherwise, the system default is “Print.”

(a) Print – the PO is created in a PDF file, which is sent to the Requisitioner via the worklist. The Requisitioner prints the PO, places it in an envelope and mails it to the vendor. The Requisitioner or the Approver can choose to have the PDF go to someone other than the Requisitioner. Prepaid orders (PO Type Prepaid) require special handling. For them, the PDF is sent to a designated staff member who will ensure that when the PO is mailed it is accompanied by a check. For more on this, refer to Section VII: The Worklist.
(b) **FAX** – the PO is FAXed to the vendor automatically from the System Office. The Requisitioner must verify that there is a valid FAX number on the vendor’s “order from” Address page before using this method. The Address page must be the one that corresponds to the vendor Location being used for that order. See below.

**PO FAXing is done automatically from the System.**

(c) **E-mail** – not normally used. This method should only be used when a vendor representative has specifically indicated that it should be used. The Requisitioner must verify that there is a valid e-mail address on the Address page of the vendor file that corresponds to the ordering address on the vendor Location being used for the order. See below.

(d) **Phone** – When the dispatch method is Phone, the system assumes that you are calling in the order to the vendor and it does not send the order to the vendor. Use PO Type “Confirming Order” on the requisition (see Section II.H on PO Types below). If the vendor requires a paper copy of the order in addition to your phone call, you should not use the dispatch method of Phone. Instead, in addition to phoning in the order, use Print or FAX dispatch, and use the PO Type of “Confirming Order.”
(e) **Electronic Data Exchange (EDX)** – electronic data exchange should only be used if the vendor is set up for it.

**Finding the Vendor FAX Number or E-mail Address**

To determine whether a vendor has a FAX number or an e-mail address, you must look at the vendor’s information. Use Vendors in the left-hand menu together with the vendor ID and location ID to view all the details about this vendor. Navigate:

**Vendors > Vendor Setup/Maintenance > Vendor Information**

With the vendor ID filled in, click the **Search** button. This brings up the vendor pages. Click the “Location” tab and find the location ID that you are using in the requisition. In the example shown below, there are four locations for this vendor, and we are using the location with ID starting with “3.”
Note that the ordering address in our example is Address 1. Click the Address tab and look at address 1:

<table>
<thead>
<tr>
<th>Location ID</th>
<th>This is the third of four locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: 3CFOCONS. Descr: AUGUSTA OFC</td>
<td></td>
</tr>
<tr>
<td>Vendor: 0000000040 Location: 3CFOCONS. Address: 1 Carol's consulting service</td>
<td></td>
</tr>
<tr>
<td>Vendor: 0000000040 Location: 3CFOCONS. Address: 2 remit address</td>
<td></td>
</tr>
<tr>
<td>Vendor: 0000000040 Location: 3CFOCONS. Address: 3 Carol's consulting service</td>
<td></td>
</tr>
<tr>
<td>Vendor: 0000000040 Location: 3CFOCONS. Address: 4 Carol's consulting service</td>
<td></td>
</tr>
</tbody>
</table>
The vendor in our example above has three address pages. We look at address page 1. Notice that there is no e-mail address given, so we can’t use e-mail dispatch.

To check for a FAX number, click the Telephone link. This vendor has a FAX number, so FAX dispatch can be used.

**Amount Only checkbox**
Normally this is left unchecked. Check this box if you want to receive by dollar amount rather than by quantity of items. For example, a requisition for personal services. The item quantity is set to one in the requisition, since a “quantity” of services makes no sense.

**Freight Terms**
The Freight Terms menu has six choices:
- DEST_ALLWD
- DEST_CHRGED
- DEST_CLLCT
- ORIG_ALLWD
- ORIG_CHRGED
- ORIG_CLLCT
The freight term selected determines two things: who is responsible if there is a problem during shipment, and who pays shipping costs. The default value for Freight Terms is “DEST_ALLWD.”

“DEST” in the code means that the vendor or shipper is responsible for the goods until the shipment reaches its destination. “ORIG” means that the University assumes responsibility as soon as the shipment leaves its origin. “DEST” is better for the University. If the vendor insists on “ORIG” the University might consider insuring the shipment.

“CHRGED” in the code means the vendor prepays shipping and bills the University. “ALLWD” means the vendor pays shipping. And “CLLCT” means the University pays shipping charges on delivery, or receives a bill from the vendor. “ALLWD” is the best choice for the University.

**Ship Via Code**

You may select a method of shipment for your order. The default is “BESTWAY” which means the vendor chooses the method.

Note the “PICK UP” choice.

**C. Entering a New Requisition: Lines**

The lines area in the requisition contains descriptions, quantities and prices for the items being ordered. You use one line per item. There is no limit on the number of lines in a requisition. The “Item ID” field is not used.
In each line the following data is required: **Description, Req Qty, UOM, Category, Price, Ship To, Distribution** (chartfields).

The Ship To address code is copied from the Header. The UOM, Category and Distribution values are also inherited from the Header if they were entered there. These Header values for Ship To, UOM, Category and Distribution can all be overridden in each line. We will talk about the Distribution lines later in this manual.

**Description**

Enter a description of the item. This information will be copied onto the PO.

Click the button to open up a larger description data entry field:

In this larger data entry field, enter the description and click the OK button to return to the requisition Form page.
Req Qty
Enter the number of units for this item. The UOM field defines the unit of measure. For example, if you are ordering 10 pounds of coffee and the UOM is LBS, enter 10 in the Req Qty field.

If this is an Amount Only requisition (the Amount Only box is checked in the Header) the Req Qty should be one. Remember that Amount Only is used for situations such as contractor services where the order is for a certain dollar amount and unit quantities make no sense.

UOM
Unit of Measure. This value can be entered in the Header or in each line separately. The line value overrides the Header setting for that line. Use the lookup button to see the long list of units of measure.

Category
This can be set in the Header and/or in each line. A value in the line overrides the Header setting. The category may set the Account chartfield in the Distribution for that line. However, the Requisitioner can override the Account chartfield value (see Distributions below).

Price
This is the price for one unit of the item. The system will automatically multiply this value by the Req Qty value to obtain the total dollar amount for the line.

Ship To
This is the Ship To address for this line. By default this will be set to the Ship To address given in the Header. A line can have multiple Ship To addresses – see the section on Schedules below.

To add more lines to your requisition, click the button, and in the resulting pop up window, type in the number of additional lines you want.
To the left of each line is a selection box. A check in this box means that line is selected. Click a checked box to remove the check and unselect the line. When a line is selected, the Line Comments, Line Defaults and Line Details links refer to that line. Also, the Schedule page (see below) will refer to the selected line.

**Line Comments**

Line comments are handled in the same way as Header Comments (see Header 1 section above), except they refer only to the one line.

**Line Defaults**

The Line Defaults link gives you a quick way to access and change the chartfield values (the Distribution) for a given line. Another way to access Distributions for a line is via the Schedule page (see details below).

**Line Details**

Most of the fields on this page are not used in our system. We also don’t use the Catalog, Item Search and Item Detail links. However, the “Do Not Print Line” checkbox can be used to prohibit the line from being printed on the purchase order. For example, on a requisition for a personal services contract, we need to enter the dollar amount in one line and an extra amount to cover expenses over and above the contract amount in a second line. We need the expenses line in the requisition because we need to encumber those funds. However, we may not want the PO to show that line.

Here is an example of a requisition with several lines:
D. Entering a New Requisition: Schedules

The Schedule tab allows you to add different shipping addresses for parts of the quantity on a line.

We have seen the Ship To address in two places: the Header and on each line. If we need just one Ship To address for the requisition, then we should save ourselves some work and specify that address in the Header. The lines will inherit that setting from the Header and we are done.

On the other hand, we may need to override the Header Ship To on one or more lines, and we have seen how that can be done. Sometimes, however, we want to split an order for an item and have part of the order delivered to one address and part to another. In that case we need more than one Ship To address for the line.

For example, suppose we have ordered 10 office chairs and we need 4 delivered to one address, 3 to another address and 3 to a third address. We need 3 Ship To addresses for that one requisition line. We use the Schedule page to set up those addresses.

Select the line in question and click the Schedule tab (refer to the previous image for the requisition Form page):
Here we see the Schedule page for requisition line 3 – the office chair order.

We have used the button at the right of the first schedule line to add two more schedule lines. Each schedule line has a different Ship To address. We have specified the number of chairs to be delivered to each address and the system has automatically calculated the dollar amount for each delivery. The sum of the entries in the Req Qty fields must be the same as the total for that item in the requisition line 3 (a total of 10 chairs in our example).

In each case, the Ship To address is identified by a code, which we can look up using the button. These codes begin with the campus business unit number to make finding them easier (there are hundreds of Ship To codes). All these standard Ship To addresses are campus addresses.

What if you need to specify a non-standard address? In that case use a special Ship To code “ONETIME,” and click the One Time Address link near the bottom of the Schedule page. This will bring up a page where you can type in an address. The system will not save this address, so you must type it in every time you use it.

**Use the Ship To code ONETIME whenever you enter a one time address.**

To view the actual addresses for the Ship To codes, select the schedule line using that code (use the selection box) and click the Ship To Address link. To view a one time address (ONETIME code), click the One Time Address link.
E. Entering a New Requisition: Distributions

We have seen chartfield data (Distribution data) in the Header. Each line can have its own chartfield combinations, overriding the Header settings. One way to access a line’s chartfield data is via the Line Defaults link on the requisition Form page (see Section II.C. above).

However, we may need to distribute the cost of an order to different chartfield combinations in association with our Schedule lines. For example, we may have several chairs delivered to a particular Ship To address, but we want to charge some of those chairs to one account and the rest to another. So we might need separate Distributions for each Schedule line.

In our office chair example, we set up three schedule lines with three different Ship To addresses. Now we want to specify Distributions for each schedule line.

In the Schedule page for our office chairs, select the schedule line to work on (put a check in the selection box for that line). Then click the Distribution link:

You get the Distribution page for that schedule line. You can add as many distribution lines as you need (scroll to the right to find the button). In the example below, we have two distribution lines for this one schedule line:
We have chosen to distribute by quantity ("Qty"). This means that we are dividing the charge for the chairs by allocating numbers of chairs ("Req Qty") to the two chartfield combinations. We are charging one combination for 3 chairs and the other for 1 chair. We could instead choose to distribute by dollar amount ("Amt"), in which case we would specify the dollar amount on each distribution line. Use the "Distribute by:" pull-down menu to select "Qty" or "Amt."

[There is a "Pct" choice in the Distribute By menu. This choice should not be used – instead choose either "Amt" or "Qty."]

Note the Speedchart field. We can use a pre-entered set of chartfield data by creating and selecting a speedchart. This could be a time saver. (Refer to the section on how to create a speedchart later in this manual.)

Note the Location field. In the example, the Location field in each distribution line contains the default Location code (NOT the Ship To code from the schedule line). This Location code is used to specify a secondary delivery address - for example, if the University were using a central receiving operation. The University has set up users to have the same Location code as their Ship To code. Don’t confuse this Location field with the Vendor Location.
Click OK to return to the Schedule page and perhaps select another schedule line for entering distributions.

**F. Entering a New Requisition: The Retrofit Page**

When following the path outlined above to entering a requisition, you will rarely make changes on the Header Defaults page after entering data on the main requisition Form page. If however, you have a need to enter the Header Defaults page after customizing individual requisition lines – to alter a ChartField value on the distribution line, for instance – then you will be presented with the Retrofit page.

Information entered on the Header Defaults page applies to all requisition lines subsequently created on a requisition. But what about changes made on the Header Defaults page after requisition lines have already been created (and possibly customized)? The Retrofit page acts as a query, asking you which changes made on the Header Defaults page you’d like to have propagate to pre-existing requisition lines.

Any change to the Header Defaults after you have entered requisition lines will bring up the retrofit page. A common example is when you need to change the vendor or vendor location for a requisition. It is very important to apply header changes in a case like that so that all the existing requisition lines have the correct vendor/location. An easy way of doing that is to click the Mark All link on the Retrofit page and then click ![OK](see image below).

**NOTE:** You can avoid seeing the Retrofit page at all by entering a requisition in the order outlined above in sections A – E. Double-checking values on the Header Defaults page is strongly recommended.

If you change the vendor or vendor location in a requisition header you MUST make sure that the change is retrofitted to all existing requisition lines. If you don’t, the requisition will not source correctly to a purchase order.

To illustrate the use of the Retrofit page, let’s look first at a vendor location change. Suppose we have created a requisition with several lines and then realize we have the wrong vendor location. When we make the change in Header Defaults and click ![OK](see image below), we see:
All we really care about is the Vendor Location field, but the easiest thing to do here is click the Mark All link, which puts checks in each box in the left hand Apply column, and then click OK. Doing this will automatically insert the correct Vendor Location value in each existing requisition line. If we did not do this retrofit, the existing requisition lines would keep the old, bad Location.

Now let's look at an example that involves a change to a chartfield. Here is the original Header Defaults page:
Next, the main requisition *Form* tab:

![Image of requisition form]

Note that no changes have been made on the *Schedule* tab.

At this point, we realize that the Account ChartField value (currently 61000) is incorrect in the Header distribution line. We can fix it on the requisition line. But what if there are 100 requisition lines? We don’t want to have to visit every one to make the correction. Also, if we are going to add more requisition lines, it is more efficient to make the correction in the Header Defaults page, so all new requisition lines will automatically have the correct Account:
Notice that the Account ChartField value now reads **61021**. Clicking presents us with the Retrofit page:

**Retrofit field changes to "all" existing requisition lines/schedules/distributions.....**

<table>
<thead>
<tr>
<th>Apply</th>
<th>Distrib Line</th>
<th>Field Name</th>
<th>Field Value</th>
<th>Apply to All Distrib Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Vendor</td>
<td>0000000001</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location</td>
<td>1000000001</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Buyer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ship To</td>
<td>8000000019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Percent</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Account</td>
<td>61021</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>DeptID</td>
<td>8750100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Budget Date</td>
<td>2005-06-30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Location</td>
<td>8000000019</td>
<td></td>
</tr>
</tbody>
</table>

The Account ChartField value now reads **61021**. Clicking presents us with the Retrofit page.
At first glance, this page can be confusing. Remember that it is asking us whether the Header Defaults change should be applied to our existing requisition line. If we simply click Cancel, the existing requisition line will keep the old incorrect Account number. [Whatever we do, new requisition lines will have the new, correct Account number.]

We are being asked whether we would like the new Account value that we entered on the Header Defaults page to apply to pre-existing requisition lines. There are two options:

- **Apply** – If checked, the first *Apply* option, located on the left of the page, will apply the new *Account* value to only the first distribution line for each existing requisition line, when we click OK.

- **Apply to All Distributions** – If checked, this option will apply the new *Account* value to all distribution lines on the requisition when we click OK.

In our simple example above, we have only one requisition line, which itself has only one distribution line. Therefore, the *Apply* and *Apply to All Distributions* options would have the same result – the Account field in our lone distribution line would change to **61021**, the new value.

Additionally, clicking **Cancel** without checking either the *Apply* or *Apply to All Distributions* lines would change the Account chartfield value only on the Header Defaults page. The distribution of existing requisition lines would remain untouched. Therefore, the change would have no practical effect, as all existing distribution lines would retain the Account value – **61000** - initially copied from the Header Defaults page. However, if we later add more requisition lines, they will inherit the revised Account chartfield value.

The retrofit process can be more complicated when there are several distribution lines and the change is to just one of them. Let’s see an example where we have multiple distribution lines. We have a requisition with three distribution lines in the header.
We enter a couple of lines in the requisition, which automatically inherit these three distribution lines. We then go back in to the header and change the DeptID field on the second of the three header distributions.

Here is the retrofit page:
We didn’t make a change to the first distribution line, so we need to click the button to view the retrofit for distribution line 2:
We can see the change in the DeptID field value. If we check the Apply box and click **OK**, the DeptID field in the second distribution line for each of the two existing requisition lines will be changed. On the other hand, if we check the Apply to All Distribbs box and click **OK**, the change is made to all three distribution lines on both requisition lines.

It is important to note the distinction between **Distribution Lines** and **Requisition Lines**. The Retrofit page is not asking us which requisition lines we would like the new chartfield value to apply to. Instead, it is asking us which distribution lines – for all existing requisition lines – on which to apply the new value.

If you have customized the distributions for some of your requisition lines, overriding the distributions in the header, and then try to retrofit header changes, the retrofit may not work (you will receive a message to that effect). For example, if you have three distribution lines in the header, but only two for one of your requisition lines, the retrofit may not be possible for that line and you may have to update the distribution lines manually.
G. Saving, Status and Further Processing of a Requisition

Once you have created your requisition, you must click the button to save your work. The requisition will be assigned a 10-digit ID number, which begins with your campus business unit number. If you need to set the requisition aside and come back to it later for further data entry, be sure to check the “Hold From Further Processing” box (see Section II.B.1 for more on this).

The saved requisition has Status “Pending” which means that it is waiting for approval. It also has Budget Status “Not Checked” which means it has not been processed by commitment control. The approval process is described in Section II.A.4 and in Section II.G. If the requisition is “recycled” – that is, an Approver in the approval chain feels the requisition needs further work – the Status remains “Pending.” If all required Approvers approve the requisition, or if the requisition is at or below the Requisitioner’s dollar limit, the requisition Status becomes “Approved.” An Approver may reject the requisition entirely (“deny”). In that case the requisition is dead.

Before a requisition has been sourced to a purchase order, it can be changed by the Requisitioner. If the requisition is changed it will have to go through approval again. Any changes after the PO is created will have to be Change Orders on the purchase order. Change Orders are entered by a Campus Administrator.

A requisition will have its status set to one of the following:

- Pending Created, but not approved yet.
- Approved Approved. Ready for next step (sourcing to a PO).
- Canceled Has been canceled, will not be processed further, can’t be changed.
- Denied Approval was denied.

Once a requisition is approved, an automatic process will budget check it, and its Budget Status becomes “Valid.” Another automatic process will source the budget checked requisition to a purchase order. Purchase orders are automatically budget checked and dispatched to the vendor.
H. Requisition Approval and the Worklist

If an Approver denies your requisition, notification is put in your worklist.

In this example, two of this Requisitioner’s orders have been denied. To see what comments the Approver may have entered, click the link.

Needless to say, you would not expect an order for elephants to be approved!
There is no task associated with a denied requisition, so in the worklist click the ‘Mark Worked’ button to remove the item.

If an Approver recycles one of your requisitions so that it returns to you for fixing, you will receive a worklist item like this:

Notice that the ‘Mark Worked’ button is not active. This is because there is a task to be performed. You need to click the link to see the Approver’s comments and then go back to the requisition and make whatever changes are needed.
Click the **Go to Requisition** link to enter the required changes. This link brings up the requisition in a new window. Once you have made your changes, save the requisition and close the window.

In the Approval window (see below), add any comments you want, pull down the Approval Action menu and select “Approve.” Then click **Save**. This will remove the worklist item from your worklist, and will start the requisition through the approval process once again.
In general, if you need to edit or view an existing requisition, navigate:

**Purchasing > Requisitions > Maintain Requisitions**

Click the **Find an Existing Value** tab and enter search criteria. Click **Search**, and in the resulting list, click the requisition you want to work on. If you make changes, be sure to save your work.

### I. Purchase Order Types

In Section II.B.2, where we discussed the Header Defaults page, we talked about the PO Types choice for a requisition. The default value is “Regular Order,” which is the most common type. However there are several special types. If you pull down the PO Types menu you will see the following choices:
The choices are:
Regular Order
Standing Order
Standing Order – Government fiscal year
Standing Order – Fixed Payment
Personal Services
Sponsored Programs
Confirming Order
Confirming Invoice
Prepaid Order
Quote Order
Construction Contract
Construction Quote,
Design Contract
Library Acquisitions.

1. Standing Order, Standing Order – Government Fiscal Year
A Standing Order is an order that establishes a relationship between a vendor and the University for a certain dollar amount over a certain period of time. This creates efficiencies for both parties. Although these orders can be created to cover many scenarios, an example would be a Facilities Department that needs to shop at a local hardware store. The Department knows that over the course of the fiscal year it will spend about $4,000 at the store. To avoid creating a PO every time an employee goes to the store, a Standing Order for $4,000 is created. Employees need only go to the store, pick up what they need and tell the store to charge it to the Standing Order PO number.

This approach allows several departments to have similar relationships with the vendor without confusion over who is paying for what. When invoices are sent to the University for these goods, it is clear what chartfield combination should be charged.
No receiving is required for items purchased under a Standing Order. Matching is two-way: purchase order and voucher.

The only difference between a Standing Order and a Standing Order-Government Fiscal Year is the time period of the order. The federal government uses a fiscal year of October 1 – September 30.

To create a Standing Order, create a normal requisition with the following differences:
(a) Select the PO Type of Standing Order or Standing Order-Government Fiscal Year.

(b) In the requisition line, set the Req Qty to the dollar amount for the Standing Order. Set the Price field to 1. Select an appropriate Category and use the UOM “EA.”

(c) In the item description field specify what can be purchased using this order, a list of persons authorized to do the purchasing, and the dates that the order is valid. Use whatever language your campus requires for Standing Orders. If there is not enough room in the description field, use Line Comments as well.

As an alternative, your campus may want to enter the chartfield string for that line, making it easier for Accounts Payable staff to select the correct lines to charge. If you do this, you will want to check the “Do Not Print Line” checkbox at the bottom of the line details page (see Section II.C) so the vendor is not confused by a line that contains a chartfield string.

If you use the line description field for a chartfield string, use Line Comments to enter information that the vendor will see. For example, “This is a standing order for paint supplies. It should not be used for equipment purchases. The authorized users are: Jane Doe and Joe Jones. Standing order valid through June 30, 2006.”

Enter more lines if needed in the requisition. For each line in the requisition, select the line and click the Schedule tab, just as we described in Section II.C for all requisitions. Click the Distribution link and enter one or more chartfield combinations for the line. Click OK, and save the requisition.

No receiving is required for Standing Orders.

2. Standing Order Renewal
Towards the end of the fiscal year, or whatever time period is specified for the Standing Order, an Administrator will initiate a process to generate new
requisitions from existing Standing Orders. This avoids the need for Requisitioners to reenter Standing Orders from scratch each year.

The new Standing Order requisitions will have their Accounting Dates set to the date when they go into effect – for example, July 1 or October 1. The new requisitions will have their “Hold From Further Processing” boxes checked, and will all have status “Pending Approval.”

The Requisitioner will review his/her department’s new Standing Order requisitions, making any changes necessary. To view all of the Standing Order requisitions waiting for your attention, navigate to Maintain Requisitions, use the Find an Existing Value tab, and search for PO Type of Standing Order and Requisition Status of Pending Approval. Keep in mind that the list of requisitions you get may include new ones you have created as well as the ones up for renewal. In the list, click the requisition you want to review. Note the “Hold From Further Processing” box. This will have a check mark in it if the requisition is one of the renewed standing orders (also the Accounting Date will be a future date).

Make any necessary changes. For example, the dollar amount might be reduced if the previous year’s Standing Order was not completely used. After making any necessary changes, you must uncheck the “Hold From Further Processing” box and save.

The new Standing Order requisitions then go through the normal approval process. If approved, they will be sourced to purchase orders and sent to the vendor on their Accounting Dates.

If you want to delete the requisition, because that standing order is no longer needed, uncheck the “Hold From Further Processing” box, save the requisition, and then click the cancel button: the red x at the top of the page.

3. Standing Order – Fixed Payment

A Fixed Payment Standing Order handles a series of fixed payments such as lease or rent payments. The payment is the same each time and the payment intervals are fixed (monthly, yearly, etc.). The term of the Order may span more than one year and so will the encumbrances.

To set up a Fixed Payment Standing Order, proceed as for a normal requisition, with the following differences.

➢ In the Header, select PO Type “Standing Order – Fixed Payment.”
➢ Enter one line in the requisition, and describe the payments in the description field (e.g., “lease of office space for 3 months @$1200 per month”).

➢ Put the number of payments in the Req Qty field.

➢ Put the dollar amount of one payment in the Price field. See example below:

➢ Click the Schedule tab, and on that page click the Distribution link.

➢ On the Distribution page, create a distribution line for each payment (use the + on the far right side of the window to add more distribution lines).

➢ In each Distribution line, enter 1 in the Req Qty field. If you click the button, you will see all the amount, percent, etc., fields correctly populated (see next image).
Click the “More Details” tab and in each Distribution line in the “Budget Date” fields, enter the payment dates:

No receiving is required.
4. Confirming Invoice
This PO Type is used if you already have an invoice, and the purchase order should not be sent to the vendor. Create the requisition in the usual way, select “Confirming Invoice” as the PO Type. Some campuses may have a Standard Comment to use for this type of PO. Click the Header Comments link on the requisition Form page and check for a Standard Comment (refer to Section II.B.1 for discussion of comments).

No receiving is required for this type of order. Matching is two-way: voucher and purchase order.

5. Confirming Order
If you want to phone in an order and need a PO number, select PO Type Confirming Order. If you do not need to send a copy of the PO to the vendor, select Dispatch method “Phone.” But if the vendor needs a copy, select Print, FAX or e-mail as the Dispatch Method.

If the order is being sent to the vendor, this type of requisition requires a Standard Comment. The Standard Comment language will prevent the vendor from double-shipping. Use the Header Comments link on the requisition Form page. Be sure to check the “Send to Vendor” box on the Comments page.

In the Comments page, click the Standard Comments link. Select Std Type “Typ” and Comment ID “CONF”.

Receiving is required for this PO Type.

6. Construction Contract
All construction contracts should be entered into the Financial system as purchase orders. This will create encumbrances against the project account. Receiving is required.
7. Construction Quote
This PO Type is for construction orders not covered by a contract. Receiving is required.

8. Design Contract
Similar to a Construction Contract order, but for design services.

9. Library Acquisitions
May be used for library acquisitions, if desired.

10. Personal Services
This PO Type may be used to designate orders associated with Personal Services Contracts if your campus wants to track them this way. If so, and they will have multiple payments, set them up using the Amount Only check box. This will permit multiple invoices and receiving by dollar amount.

11. Prepaid Order
Use the Prepaid Order type when you need to send a check with the PO to the vendor. This type of order requires handling by the Accounts Payable staff, so they can create a voucher and generate a check.

The Dispatch Method must be Print. For this type of requisition, when the purchase order is created, the PDF file will not be sent to the Requisitioner to be printed and mailed. Instead, the PDF file containing the PO will be routed to Accounts Payable staff, who will ensure that a check is included with the PO when it is mailed. If there are any special enclosures that must be mailed with the PO and check, arrange with your AP staff how best to do this.

There are two cases: full payment and partial payment (a down payment or deposit).

Full Payment
Create a requisition as usual, using the Prepaid Order PO Type, and Print Dispatch Method. In Header Comments, use the Standard Comment for Prepaid Orders: click the Standard Comments link, select the Std Type of “MIS” and the Comment ID of “CHK.” Make sure the comment will be sent to the vendor on the PO.

Partial Payment
Create the requisition as usual, using the Prepaid Order PO Type and Print Dispatch Method. Do not use
the Header Comments as described for the full payment case.

In the Lines area of the requisition, create two lines: one for the deposit and the other for the balance. Enter the corresponding dollar amounts in the Price fields of the two lines. Use Req Qty one and UOM “EA” in each line.

Select the deposit line (check the select box to the left of the line), and click the Line Comments link. As for the Full Payment case, select the “CHK” Standard Comment. Make sure the comment will be sent to the vendor on the PO by checking the Send To Vendor box on the Comments page.

Receiving is not required for Prepaid Orders.

12. Quote Order
The Quote Order type is used when a vendor has given you a quote for the product or service. The University should never pay more than the quote. Using this PO Type will ensure that if the vendor’s invoice exceeds the quote, the Accounts Payable staff will be warned. Receiving is required.

13. Sponsored Programs
This type may be used to designate orders associated with Sponsored Programs contracts if your campus wants to track them this way. If so, and they will have multiple payments, set them up by using the Amount Only check box, but use the “Sponsored Programs” PO Type. Receiving is required.

J. Re-Dispatching a Purchase Order

You may need to resend a purchase order – for example, the vendor calls to say they have lost the PO. Requisitioners can re-dispatch POs created from their requisitions.

Navigate to:

University of Maine System > Purchasing > Dispatch Distribution > Requester Dispatch PO

You are asking the system to run a process. This is quite similar to running a report (see Section IV on Inquiries and Reports). You are asked for a “Run Control ID.” You can select a pre-existing one or add a new one:
Once you have selected (or created) your Run Control ID, you will see a page where you set the parameters, including your Business Unit and the purchase order ID that you want to re-dispatch. Below is an example. The Run Control ID used (or created) was “REQ_DISPATCH” and the PO to be re-dispatched was 8000000116.

Click the button. This will bring you to a Process Scheduler Request page, where you should check the PO Dispatch & Email box and click .
Click the Process Monitor link:
Find the line with the same Process Instance number. If the Run Status is “Success” and the report is “Posted” there will be a worklist item with a link to the PDF file containing the purchase order. Refer to Section VII below for more on the worklist. If the report Run Status is “Queued” or “Processing”, wait a few minutes and click the button until you get “Success.”

Note that the PO will have “Duplicate” printed on it:

![Purchase Order](image)

For more on running reports and using the Process Monitor, see Section IV on Inquiries and Reports.
K. Time Savers: Speedcharts, Copy From and More

In this section we will look at several tools that may save you data entry time.

1. Speedcharts

We have seen the Speedchart field in the Header Defaults page and also in the Distribution page for a requisition line Schedule.

A speedchart is a pre-entered set of distribution lines containing chartfield data. You would set up a speedchart if there were a set of chartfields that you enter over and over. Setting up that data in advance in a speedchart lets you select the speedchart and automatically fill in the data.

You can set up personal speedcharts that can only be used by you. Or staff with the right role in the Financial system can set up speedcharts that are universally available, or are available to a certain set of people. When you click the lookup button next to the Speedchart field, you will see a list of all speedcharts available to you, including your personal ones and any universal ones or ones made available to you. Click the speedchart you want and it will be brought into your requisition Distribution.
Navigate:

Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart

Click the “Add a New Value” tab if necessary. The “SetID” field should be automatically set to your campus Business Unit and your emplid should be in the “User ID” field. Type in a “SpeedChart Key” which will be a label to help you find your speedchart when you need to use it.

Click the button. This will get you a blank speedchart page:
Put any useful comments you wish into the description field. These comments will help you remember why you set up the speedchart. Add as many distribution lines as you need. To add lines scroll over to the right and click the button:

![Add button example]

Fill in percentages and chartfield values and click the button to save your work:

![Save button example]

2. Copy From
When you bring up a blank Requisition Form page, you can use the Copy From link at the bottom of the page to copy data from an existing requisition. All the data from the existing requisition will be entered for you and all you need to do is make the necessary changes. This is a terrific time saver if some of your requisitions don’t change much from month to month.
3. Add Button

Once you have created and saved a requisition, to bring up a blank requisition Form page so you can enter the next one, click the **Add** button. Be careful to save before clicking this; if you forget to save you may lose your work. Also don’t confuse the **Add** with the **+** button, which is used to add more lines to the requisition.

Alternatively, you can always click “Maintain Requisitions” in your left-hand menu to start a new requisition.

4. Using the New Window Link

If you need to refer to an existing requisition while entering a new one, or at any time when you would like to have several windows open at the same time, you can use the **New Window** link in the upper right corner of your Financials screen:

This link will open another Financials window with its own left-hand menu so you can navigate to whatever you need to see.

Some buttons and links in Financials windows will automatically open new windows – for example, if you look at your Worklist, it will open in a new window. You can get rid of extra windows by clicking the browser’s close box (on a
Windows PC, in the top right corner of the browser window, and on a Macintosh in the upper left). However, if you have only one window open and you close that, you will be signed off of the Financials system and may lose your work.

5. Chartfield Order in Distribution Lines

The order of the chartfields in Distribution lines doesn’t match from one part of the Financial system to another. Also, certain chartfields are always used and they should probably be first in the line – which is not the case for the default ordering in requisitions.

In each place where you enter distributions, you can change the order of the chartfields, and the system will remember your preference. Unfortunately, you have to do this reordering in each distribution location: in the Header, in line Schedules, and if you are also an Accounts Payable person, in vouchers.

To reset the order, bring up a page where you would normally enter chartfield data – for example, the Header Defaults page of a requisition. Scroll to the right. You will see “Customize” in the bar immediately above the chartfields:

![Customize button in Financials system]

You will see a window showing you the current chartfield order. You can rearrange the columns manually, or click the Copy Settings link at the bottom of the page to get the UMS standard order:
Clicking the Copy Setting link you get a search page:

If you use the lookup button, there is currently only one settings choice: UMS_CHARTFIELD_ORDER.

Select that and you get a reordering of the Chartfields, which you can inspect. If you like the new ordering, you can click the OK button to save your setting.
6. Using the Keyboard Shortcuts, Personalizing Options

The system is designed with certain keyboard shortcuts (these may only work with certain browsers). To see a list of shortcuts, hold down the control key and press the letter K (denoted “ctrl-k”). You may find some of these shortcuts useful.

The tab key will move your cursor from one field to the next in a data entry page like the requisition Form page. You can customize this behavior to a certain degree, as well as control some other settings, via the “My Personalizations” Item in the left-hand menu:
For example, selecting the General Options we see a choice to improve accessibility. Clicking the pull-down menu lets us select from several choices as you can see below.

For more information on what this option means, click the Explain link:
L. Miscellaneous: No Charge Items, Order with no Encumbering

1. Entering a No Charge Line in a Requisition
You may need to enter a requisition line where there is no charge. Simply enter a zero price on that line. When you save the requisition, you will get a message:

Is there no charge for this item?

You must set the zero price indicator to "Yes" when the item price is zero prior to save. Answer "Yes" if this is a no charge item. The system will set this item's zero price indicator to "Yes". Answer "No" to go back to the Requisition Form to change to item price.

Yes  No

Click Yes.
2. Creating an Order with no encumbering

When the Requisition or Express PO is entered an Account Code of 16010 should be used:

This is a Purchase Order Clearing Account set up just for this purpose.

When a voucher is entered against the order, the Account code should be changed to the appropriate one.
III. Receiving and the Receiver Role

A. Creating a Receipt

A receipt is a “document” that records a shipment of goods or receipt of services. Navigate:

**Purchasing > Shipments > Maintain Receipts**

You get a choice of searching for an existing receipt or adding a new one. Click the Add a New Value tab.

Note the “PO Receipt” checkbox. This should always have a check in it. Click the Add button.

You will get a page where you can search for purchase orders that correspond to the shipment (see below). Note the “radio button” labeled PO Remaining Quantity. You will need to verify that this button is selected.
As usual with a search, fill in whatever data you can such as a date range, and click **Search**. You can use the calendar buttons to select dates:

Here is a search that resulted in a large number of hits:
Normally a shipment will not combine items from more than one purchase order, but it is possible. Also, note that a shipment can be incomplete so that only some items from the purchase order are included. Thus for the receipt you select by purchase order line, rather than by the whole purchase order.

Note that some receiving has already been done for some of these lines. For example, out of the original order for 5 Macintosh computers, 2 have already been received.

You need to locate the PO lines in the search results list that match the contents of the shipment.

Click the Details link on a line for more information:
Locate the lines that correspond to the items in the shipment and put a check in the select box for each of those lines:

![Image of Purchase Order Schedule]

Click OK.

This creates a new receipt as shown in the next image. Note that the Receipt Number is still “NEXT.” When you save the receipt, that will be changed to a 10-digit ID starting with the Business Unit number.

The example receipt below shows one line. You could use the Select Purchase Order link to return to the PO selection process and add more lines to your receipt.
You must edit the “Receipt Qty” field to match the number of this item in the shipment. The system will automatically fill that field with the quantity remaining to be received. But that may not be correct.

We are not using Inspections and Return to Vendor (RTV) options in the Financial system. You will continue to handle returns as you have in the past. If any items in a shipment are not acceptable, simply don’t count them in the “Receipt Qty” number.

Use the PO Header Comments, PO Line Comments, and PO Ship To Comments links to view any comments that were in the original requisition. These comments may contain important special handling or delivery instructions.

The “…More…” pull-down menu contains a couple of useful informational tools. Select a line in your requisition (in our example there is only one line), and pull down the More menu:

Document Status Inquiry is very useful - we will see it in detail in Section IV on Inquiries and Reports.
The “Line detail information” choice will show the PO number. Select “Line Detail Information” in the More menu:

Notice here that the PO Type is specified (using a code – RO means regular order), as well as other information such as the PO number, which line and schedule in that PO and so on.

If you need to “hold” a receipt – let’s say you don’t have time to finish recording all the contents of the shipment – you can put a hold on a line and that will hold the entire receipt. Click the Receipt Defaults link at the bottom of the Receipt page:

Click the “Hold Receipt” box
As with a requisition, holding a receipt prevents it from further processing until the hold is removed.

Save your receipt! The receipt will be assigned a 10-digit ID beginning with the Business Unit number. Its Status has changed from Open to Received.

You can cancel the receipt:

You will get a warning:

Canceling Receipt cannot be reversed. Do you wish to continue? (1030033)

Click Yes and Save.

B. Amount Only Receipts

You can receive by dollar amount rather than by quantity - for example, if the receipt is for services. The receipt in this situation would correspond to a purchase order with the “Amount Only” box checked (refer to Section II.B.3).

To verify amount only status, on the Receiving page, select that line and in the More... menu, select Line Status Information:
The Line Status page shows that the purchase order is amount only:

In the receipt, fill in the dollar amount for the receipt. The Received Quantity is one.
IV. Inquiries and Reports

As a Requisitioner/Receiver, you will need to review all the documents and activities associated with an order. The Financial system provides some very useful tools for this purpose. We will start with the tools in the Requisitions menu, then look at the Shipments menu, Purchase Orders and Vouchers.

A. Requisition Inquiry and Reports

1. Inquiry Tools

Navigate:

Purchasing > Requisitions > Review Requisition Information

In the Review Requisitions submenu you see:

We don’t use Change Orders on requisitions, so the third item “Change History” is not used. The other two, however, give us very good information about requisitions.

Click the “Requisitions” link in the left-hand menu. You will get a search page:

![Requisition Inquiry](image)

As usual, fill in as much data as you can to limit the search, then click OK. The result of the search looks like:
For each requisition on these two pages, you can click the requisition ID and view details about the items ordered, you can see whether the requisition has been sourced to a PO, whether there are receipts against it and whether there are vouchers.
Clicking on the **Y** link in the “On PO” column will show you the PO ID and other information about the PO. Clicking on the **Y** in the “Received” column will let you examine all the receipts for that requisition, and similarly for the **Y** in the “On Voucher” column.

By selecting a requisition in the list (check the selection box), you can use the links at the bottom of the page. If the requisition has a PO, the **Show PO** link will be live and will take you to the same information as clicking the **Y** link. Similarly, if the requisition has receipts and vouchers, the **Show Receipts** and **Show Voucher/Payment** links will be live. In our example above, the requisition has no receipts or vouchers so those links are not active.

The **Approval History** link will show who approved the requisition and when.

The **Document Status** link will display the same information for the selected requisition, but in a different format. This **Document Status** link is the same inquiry as the Document Status item in the left-hand menu.

Here is the Document Status page for requisition 7000000105 which has a PO, receipts and vouchers:

![Document Status Page](image)

This page shows the IDs of the PO, receipts and vouchers. Clicking the IDs will take you to pages with information about those documents. Clicking the little icon at the far right of each line will perform a Document Status inquiry on that item. Each inquiry will be in a separate window, so you may end up with a number of browser windows open.

Finally, to view the requisition in its entirety, navigate to Maintain Requisitions and search for an existing value.
2. Running Reports

All the predefined Financial reports are run using the same basic steps. In this section we will use a requisition report as an example, but the technique is the same for purchase orders, receipts and so on.

Navigate to the report:  
**Purchasing > Requisitions > Reports**

There is only one predefined requisition report in the menu: PO/Requisition Xref. Select that and you will be asked to either create a new **Run Control ID** or select an existing one.

Here we are creating a new Run Control ID. We enter a name for this report and click the **Add** button. We pick a name that will remind us of what that run control is used for. The system will save some parameters for us using that name (although we can always change the parameters when we use the Run Control ID again).

We get a page where we set parameters for the report. This will vary depending on the report. Some reports have no parameters, other have several. In this case we need to make sure the right Business Unit is entered and a date range.
Once we have entered the parameters, we click the button. This brings up the Process Scheduler Request page. Here we may have some additional data to enter, and we must check that the correct server is selected. There are two servers: PSUNX and PSNT. PSNT is used for all Crystal reports. PSUNX is used for everything else. In our case, we are asking for a Crystal report, so we use PSNT:

We have some choices for the Format of the report. We have selected the default, PDF.

Having made all the required choices, we click the button. This creates a Process Instance number for our report process and returns us to the Process Scheduler Request page. We can use this Process Instance number to identify our
report process in the Process Monitor window.

Click the Process Monitor link to get to the Process Monitor window:

The “Run Status” column will tell you whether or not your report has been run. In the example above, the report has been run and is posted and ready for viewing. If you see “Queued” or “Initiated” or “Processing” in that column, you will need to wait a while, then click the Refresh button. Once you have success, you can click the Details link to get:
Click the **View Log/Trace** link:
In the Log/Trace window you will find the link to your report: **POY1100-6182.PDF** in this example. Clicking that link will bring up Acrobat Reader to display the report:
B. Receipt Inquiry

Receipt inquiries and reports are very similar to those for requisitions. Navigate: Purchasing > Shipments > Review Shipment Information

Receipts Inquiry

Selecting the first of the three inquiries, we get a search page:

We enter sufficient data to locate the receipt in question and click Search. In our search results, we click the requisition we want to view.
The **Document Status** link on this page gets us the same information as the Document Status menu item in the left-hand menu. This is also the same information we saw in Requisition Document Status.
Receipts by Location

This inquiry lists receipts by Ship To Location. Enter the Business Unit and click the flashlight icon.

Enter search data and click **OK**.

The **Quantity and Amount** tab gives useful information as well:
C. Purchase Order Inquiry

There are three categories of inquiries and reports for purchase orders, that Requisitioner/Receivers can view: Change Orders, Review PO Information and Reports:

**PO Change Orders** are entered by Campus Administrators usually at the request of the department. A Requisitioner/Receiver might need to view change orders against POs related to his/her requisitions or receipts. Use the “Review Change History” to see any change orders. The regular view of a PO (Purchasing > Purchase Orders > Review PO Info > Purchase Orders) incorporates all the changes that have occurred to date.

A change order inquiry page will have a tab for Header changes, a tab for Line changes and a tab for Ship (schedule) changes. Here is an example of a Ship change. Note that there are two change pages: the first shows the change and the second (second image) shows the original.
As you can see, the change was to the quantity: from 2,000 to 20,000.

The Review PO Information menu shows three choices:
Selecting Purchase Orders gives us a search page to find the PO we are interested in. Selecting from the search list we get a summary page for the PO:

Note our familiar friend the Document Status link. We can look at all the documents associated with an order starting with the requisition Document Status, or the receipt or the PO.

The Activity Summary inquiry gives us an excellent summary of actions associated with the PO:
D. Voucher Inquiry

Navigate:

Accounts Payable > Review > Vouchers

and

Accounts Payable > Review > Payments

In the Vouchers submenu we have Voucher Inquiry and Document Status which are similar to the requisition, receipt and PO inquiries and document status pages we have already seen. In addition, there is the Match Manager. Match Manager is a tool for viewing match exceptions. Clicking Match Manager in the left-hand menu we get a voucher search page.
Entering search criteria and clicking the search button, we get a list of vouchers.

![Match Manager Search](image)

If there are match exceptions for any of the vouchers, there will be an icon in that column. If you click the icon you will see details on the match exceptions. See the next section for a discussion of matching and match exception handling.

**Payments Inquiry**

There is just one entry under this heading: Document Status. This is once again our old friend the Document Status inquiry, but from the point of view of payments. Click Document Status in the left-hand menu and you get a search page:
Clicking a payment in the list gets you a familiar documents status page:
V. Matching

Once a Voucher has been entered (by the Accounts Payable staff) for an order, the Financial system will attempt to match it against any purchase orders and receipts that correspond to it. This matching process runs several times a day.

Matching is either successful or fails, generating Match Exceptions. If matching is successful, the system will create a payment for the vendor. If there are exceptions, no payment is made until the exceptions are resolved and matching is successful.

Match exceptions result from discrepancies among the documents associated with the order. There is a purchase order, one or more receipts and one or more vouchers. If vendor information does not match, quantities of items and dollar amounts differ too much, or receipts are missing, exceptions are generated.

The Financial system has built in tolerances for item quantities and prices. This means that small discrepancies between dollar amounts on invoices vs on purchase orders, and small differences in the number of items received vs number ordered will not trigger exceptions.

If a match exception occurs, a worklist item is placed in the worklist of a staff member. That person should investigate the cause of the exception and fix the problem. This may require working with other staff – for example the Accounts Payable person who entered the voucher. If a match exception is determined to be unimportant, it can be overridden, which will clear the exception so the vendor can be paid. Normally, overriding an exception is not an appropriate way of handling it. Instead the underlying problem that caused the exception should be fixed.

Exceptions generated by differences in vendor data (e.g. name of vendor) are sent to the worklist of the Accounts Payable person who created the voucher.

Exceptions created because there are no receipts for the order are sent to the Requisitioner’s worklist.

All other match exceptions are sent to the Receiver’s worklist. Here is what match exceptions in a worklist look like:
The link on each match exception line gives the voucher ID and a Rule code such as P400, E200, etc. To find out more, click the link:

This page shows you a PO ID and a receipt ID, so you can use inquiry tools to review those documents. But for an explanation of the match exception code, click the Go to Match Exception Details link:
Note the description of the problem. It may be hard to understand, but if you note the reference to unit price, you can begin to understand the problem. In this case the voucher unit price (probably from the vendor’s invoice) is substantially higher than the unit price on the PO.

Use the View Purchase Order and View Receipt links to see a side-by-side comparison of the voucher and the PO and the voucher and the receipt:
As you can see in the example above, the unit prices are quite different. The Receiver must find out which price is correct. She may need assistance from the Accounts Payable staff, or may need to contact the vendor. If the voucher is wrong, the AP staff can correct it. If the problem was with the purchase order, one option would be to override the match exception. Overriding will allow a payment to go through.

To override an exception (only use this after thoroughly exploring the cause of the exception!), return to the Match Exception Details page:
Click the Override box and then click the button. This will remove this match exception from your worklist.

Certain matching problems may generate several match exception worklist items. To override all the exceptions created by a single problem you can use the radio button and then click . However, be careful that you have in fact resolved all the problems before doing this.

The radio button should not normally be used. If you select it and then click Apply, the voucher will be rejected – made inactive. No payment will be made until a new voucher is entered or the rejected voucher is corrected, and matching is run again. A possible scenario is when a vendor’s invoice is incorrect so that matching fails. The vendor agrees to send a corrected invoice. The voucher based on the original invoice can be rejected (and later deleted by Accounts Payable), and the new invoice entered into a voucher, matched and paid. You need to coordinate with Accounts Payable before using.
VI. Miscellaneous Topics

A. Requesting a New Vendor

You can request that a vendor be added to the System Vendor list. The request will be reviewed by someone in the Vendor Creation role. If approved, a Vendor Creator will add any needed information, such as 1099 data, and will create the vendor record.

To make the request, navigate:
University of Maine System > Vendors > Setup/Maintenance > Create Request

You get the page shown at right:

Make sure that the SetID is UMSYS.

Click .

You get a New Vendor Form page with two tabs: Identifying Information and Address:
Enter all the data you have in the Identifying Information page, click the Address tab and enter information there. When done, click the button to submit the request.

**B. Requesting a New or Changed Ship To Location**

Navigate:
University of Maine System > Locations > Change/Add/Delete > Ship To Address Maintenance

You see:

> You can request modifications, additions, or deletions to Ship To Locations. Make a selection from the list below.

  - Submit changes to an existing Location.
  - Request a new Location.
  - Request the deletion of an existing location.

Click the icons are buttons that take you to pages where you can change, create or delete Ship To Locations.

To submit a change request, click :
Enter the UMSYS SetID and any information you can to limit the search. Remember that the list of Ship To locations is very large. Ship To location IDs will begin with the campus Business Unit number, so in the example above, we are looking at Ship Tos for Business Unit 8. Click to perform the search and in the resulting list click the location you want to change.

If your campus has more than three hundred addresses, you may need to do a second search using the > sign and the last location code that your first search produced.

Your search results will look like:

<table>
<thead>
<tr>
<th>SetID</th>
<th>Location Code</th>
<th>Description</th>
<th>Address Line 3</th>
<th>Attention</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMSYS 30000000001</td>
<td>Academic &amp; Counseling Services</td>
<td>Cyr Hall</td>
<td></td>
<td>Angela Theriault</td>
</tr>
<tr>
<td>UMSYS 30000000002</td>
<td>Administrative Services</td>
<td>Cyr Hall</td>
<td></td>
<td>Lisa A Fournier</td>
</tr>
<tr>
<td>UMSYS 30000000003</td>
<td>Admissions</td>
<td>St. David House</td>
<td></td>
<td>Brenda Fournier Plourde</td>
</tr>
<tr>
<td>UMSYS 30000000004</td>
<td>Academia Archives</td>
<td>Cyr Hall</td>
<td></td>
<td>Nicholas Hawes</td>
</tr>
<tr>
<td>UMSYS 30000000005</td>
<td>Natural &amp; Behavioral Sciences</td>
<td>Cyr Hall</td>
<td></td>
<td>Lisa M Lavoie</td>
</tr>
<tr>
<td>UMSYS 30000000006</td>
<td>Business Office</td>
<td>Cyr Hall</td>
<td></td>
<td>Marcy Lee Ouellette</td>
</tr>
<tr>
<td>UMSYS 30000000007</td>
<td>Development</td>
<td>Madawaska House</td>
<td></td>
<td>Linda M Deprey</td>
</tr>
</tbody>
</table>

Select the address you want to change by clicking on its link. The following page will appear:
Enter any changes you want in this window. Click the Location Detail tab for more fields to edit. When you are finished making changes, click the button to submit your request.

To request a new Ship To location, click the button.

The SetID is UMSYS. The Location Code field will contain a temporary ID created from your emplid and a three digit serial number. The permanent Location Code will be created when the new location is approved. The Location Code will then begin with your campus business unit number. Click the button.
The resulting page lets you enter information for the new Ship To:

Put the Department Name in the Description field **AND** in the Address 1 field. In Address 2 put the name of your institution such as University of Maine at Augusta, UMF, University of Maine System, etc.

Address 3 & 4 are for Building name, Street, PO Box, Room # etc. **Remember to go to the Location detail page to enter a person’s name for an Attention line.** When you are finished click .
Finally, to request that a Ship To location be deleted, click .

This will bring up a search page so you can find the location you want to remove. Do the search and in the search list, click the location you want:

Verify that it is the address you want to delete including the location detail tab!

Click to submit the request.

In each case the request will be reviewed by a staff member with the appropriate role, and the request will be approved or rejected.
VII. The Worklist

A. General Information

The worklist is an automatically generated list of individual work items waiting for a staff member’s attention. Each work item in the worklist contains a link to the pages necessary to perform tasks for that work item.

Work items have built-in timeout parameters, measured in days. A campus can set whatever timeout value it wants for requisition approvals. Match exception timeouts must be the same for all campuses. The match exception timeout is currently set to 5 days, but that may change in the future. When an item times out, e-mail is sent both to the person originally receiving the worklist item, and to his/her supervisor.

To view your worklist, click the link at the top center of your page:

Example of a Worklist
Worklist Page Columns

The worklist page is divided into columns. Each column has a header that denotes a different part of the work item. By default, the work items are sorted by date in ascending order, meaning the oldest work item will appear at the top of the worklist. Clicking on an underlined header will sort the worklist based on the items in that column. Clicking once on a header sorts the work items in ascending order, and clicking a second time sorts the work items in descending order. Following is a description of the worklist page columns:

- **“From”** displays who triggered the work item
- **“Date From”** displays the date the work item was triggered
- **“Work Item”** displays the type of item. **“Worked By Activity”** displays the kind of action needed to perform the task.
- **“Priority”** ranks the work item by priority
- **“Link”** opens the target page where the item can be worked.

Notes on Worklist Page Columns:

**Work Item** – Work items are the types of items that need to be worked on. A single worklist may contain multiple items of the same type. For instance, a requisition approver may have several entries with *Req Approval Worklist* in the *Work Item* column. Each entry represents a separate requisition that needs to be worked. You can use the Work List Filters pull-down menu (immediately
above the worklist) to display only one type of worklist item. This is helpful if there are many items in your worklist.

**Priority** – Each work item has a priority field that consists of a drop-down box that allows an approver to set one of three priorities for that work item: 1-High, 2-Medium, or 3-Low. The worklist can then be sorted based on priority.

**Worklist Page Buttons**

In the lower-left corner of the worklist page, underneath the worklist itself, there is a button labeled [Refresh]. The [Refresh] button redisplay the worklist, showing any changes you may have made (e.g. removed a work item).

Each work item also has two buttons associated with it, labeled [Mark Worked] and [Reassign]. To view these buttons, it may be necessary to scroll to the far right of the worklist page. The right side of the worklist page should look similar to this:

![Worklist Example](image)

**Mark Worked** – This button enables an approver to remove an item from the work list without actually acting on the work item via the target page. This option should not be used unless the item is a simple notification and there is no work required.

**IMPORTANT**: DO NOT use the *Mark Worked* option unless the item is a simple notification and there is no work required, or you have overridden a match exception.

**Reassign** – Enables a person to forward a work item to another user, and removes the item from their worklist.
Using Reassign

Reassign shifts a work item to another staff member. Reassign will shift just that work item to the other person. To reassign an item, click on the Reassign button. You will see a page like this:

![Reassign Page]

In the User ID field, enter the emplid of the person to whom you are reassigning the item. The Comment field is optional, and becomes a part of the work item. Click OK to reassign the item.

Future work items (i.e., items that are not yet on your worklist) may be automatically reassigned to another person for a predetermined period of time. To do this, first click on My System Profile near the bottom of the menu at the left of the screen.

![My System Profile]

This will take you to the General Profile Information page, where you can select a person to receive your work items for a period of time:

![General Profile Information]

John Doe

If you will be temporarily unavailable, you can select an alternate user to receive your readings.

Alternate User ID: 00999999 (example: 12345678)
From Date: 03/29/2005 (example: 12/31/2000)
To Date: 04/08/2005 (example: 12/31/2000)

Save
In the *Alternate User ID* field, enter an emplid to forward your work items to. In the *From Date* field, enter a date on which you would like the forwarding to begin. The *To Date* field specifies the last date on which work items will be forwarded to the alternate you specified. Click ![Save](#) to save your changes.

**Be careful that the person to whom you reassign your worklist items has the security access to do the work.**

---

**B. Print Dispatch and the Worklist**

When a requisition has Print as the dispatch method, the purchase order created from the requisition is generated as a PDF format file. If the order type is Prepaid, the PDF file will be sent to Accounts Payable. In most other cases however, the PDF is sent to the requisitioner for printing and mailing to the vendor.

When a PDF is created, it is stored with other purchase order PDFs for that requisitioner. A worklist item is placed in the requisitioner’s worklist with a link to the storage area. Clicking the link will display a list of all the PDFs currently stored for the requisitioner, including ones that he/she may already have printed and mailed. Each PDF remains stored for 10 days. Each PDF is listed with its expiration date.

Once the requisitioner has used the worklist link to visit the storage area where the PDFs are stored, the worklist link will be removed. If all the worklist items have been removed, the requisitioner can still get back into the Dispatch area using the navigation:

**University of Maine System > Purchasing > Dispatch Distribution > Report Distribution**

The PDF containing a purchase order is created by the PO Dispatch process which is run multiple times a day. If the requisitioner has several POs waiting for dispatch when the process is run, there will be one PDF containing all the POs, and only one worklist item will show up. Please remember that one PDF may contain several purchase orders!
Appendix A: Glossary

Account
A required five-digit PeopleSoft ChartField. Compare to "Object Code" in FAST system.

Accounts Payable Role
The Financials staff who create vouchers from vendor invoices are assigned this role.

Approval Chain (Requisition Approval role)
People assigned this role will approve requisitions that exceed a Requisitioner’s self-approval limit.

A requisition with a dollar amount over the requisitioner’s limit must be approved online. A campus may define a hierarchy of approvers – the chain. Each approver in the chain is assigned a dollar limit and if he/she approves a requisition that is over his limit, the requisition must then be approved by someone higher up in the chain.

Billing Address
The billing address for a purchase order. Required data for a requisition. This defaults to a value depending on the campus and requisitioner. This information is copied to the purchase order created from the requisition.

Budget Check
An automatic process applied to approved requisitions and to purchase orders. Budget check of a requisition creates a pre-encumbrance against the chartfield combination(s) used in the requisition. Budget check of a purchase order changes the pre-encumbrance into an encumbrance.

Business Unit
A required five character chartfield. In our Financial system, each campus and the System Office is a Business Unit. Certain settings are system-wide and others can differ from one Business Unit to another. The Business Unit ids are UMS01 – UMS08. The final digit, or Business Unit number, is used as the first character in requisition, purchase order, voucher and receipt ids.

Chart of Accounts
Foundation of an accounting system. The PeopleSoft Chart of Accounts is composed of informational fields (see "ChartFields") that provide the basic structure for financial transactions. (Financial term)

ChartField
Component within PeopleSoft’s Chart of Accounts. Each ChartField provides
key information related to a financial transaction. Eight primary ChartFields are used by the Financials system. (Financial term)

**ChartField Combination (or String)**
ChartFields joined together in various combinations to tell the system specifically what to record about each financial transaction. Replace what were FAST accounts in legacy system

**Commitment Control**
The processes in the Financial system that create and track pre-encumbrances, encumbrances and expenditures against budgets represented by chartfield combinations.

**Deny**
An approver may reject a requisition, in which case the requisition cannot become a purchase order. The requisition is *denied*.

**Dispatch**
The process of transmitting a purchase order to a vendor. The dispatch process runs automatically several times daily. Each requisition specifies how the corresponding purchase order will be dispatched: printed and mailed, by FAX, etc.

If the status of a PO is “Dispatched”, it means that it has gone to the vendor with two exceptions. If the dispatch method is Print, all it means is that the PO has been sent to the Requisitioner who must print it and then mail or FAX it to the vendor. If the dispatch method is Phone, all it means is that the PO has been through the dispatch process, but it is up to the Requisitioner to phone the vendor.

**Distributions**
A requisition includes at least one set of chartfield data. The chartfield combinations are called *distributions*.

**Emplid**
A seven digit employee id number used internally by the Financial and Human Resources systems. Individuals are identified in the Financial system using their *emplids*.

**Freight Terms**
Codes used on a requisition to designate whether or not the University is responsible for a shipment during transit and whether the vendor or the University pays shipping charges.
Location
This term is used on a requisition in two different ways: Vendor Location and a delivery location code. Different campuses may use different remit to and ordering addresses for a given vendor. The address selection appropriate for a campus is selected by choosing the correct Location ID for that vendor.

On a requisition, portions of the order can have different Ship To addresses. In addition, specific internal delivery location codes can be specified in a Location field if a central receiving office is used.

Matching
An automatic process that compares a voucher to its associated purchase order and shipment receipts.

Match Exception
Created when the purchase order, invoice, and receiving information do not match when the matching process is run in PeopleSoft's Accounts Payable. (Financial term)

Match Manager
Allows the user to view and take action on any match exceptions in PeopleSoft's Accounts Payable.

Page
Financial system display and data entry screen.

Page Element
An icon, link or button with a standard use that appears on pages. For example, the calendar button can be used on many different pages to select a date. Refer to Appendix B.

Payment Term
A code used on a requisition to designate a vendor payment time period, and any discounts allowed. The default is Net 30. This is a required field on a requisition.

PDF Format
A file format created by Adobe (www.adobe.com) to facilitate electronic transfer of formatted files – for example, reports may be generated in PDF format by the Financial system.

Portal
A web page pass-through into PeopleSoft that allows a user access to multiple databases with only one sign-on.

Purchase Order
An order to purchase goods or services. Normally, a purchase order is created (sourced) from a requisition. The purchase order (PO) is dispatched to the vendor.

**Receipt**
A record of a shipment received from a vendor. Entered into the Financial system by someone in the Receiver role.

**Receiver, Receiver role**
A staff person who enters information on shipments into the Financial system.

**Recycle**
A requisition approver can approve, recycle or deny a requisition. Recycling means the requisition is sent back down the approval chain for further work.

**Requester**
Synonym for requisitioner.

**Requisition**
A preliminary order for procurement of goods or services. If approved, it will be converted (sourced) into a purchase order.

**Requisition Approver**
A Financial system role. A requisition approver reviews and approves/denies requisitions.

**Requisitioner**
A Financial staff member who enters requisitions.

**Requisitioner/Receiver Role**
People assigned this role will enter requisitions and receiving information, and will have access to Match Manager.

**Role**
A job title that assumes certain job responsibilities and processes; e.g. "Accounts Payable Technician," which might include the processes of Voucher Entry, Voucher Processing, Matching, AP Inquiry, Voucher Maintenance, and Recurring Payments; or "Requisitions/Receiver," which might include the processes of requisitioning, receiving, and Match Manager.

**Schedule**
Data in a requisition where the Ship To address for items is specified.

**SetID**
An ID that designates a group of default settings or data values in the Financial system. In almost every instance, we use UMSYS as the SetID.
Ship To Location
A code that designates a standard UMS address for delivery of a shipment.

Source (requisition to a purchase order)
An automatic process that converts an approved requisition into a purchase order.

Speedchart
A template used to automatically distribute an expense to a set of ChartField Combinations in Purchasing and Accounts Payable.

Translate tool
Web-based tool used to look up FAST and ChartField Combination information: enter FAST account to obtain associated ChartField Combinations, or enter ChartField Combinations to obtain associated FAST account.

Userid
The UMS account user name. You use your userid and password to identify yourself on the portal page. Once you are authenticated, you can enter data in the HR system or pass through to the Financial system. Inside the Financial system you are referred to using your employee id or “emplid.”

Vendor
A company or person from whom we order goods or services. There is one list of vendors in the Financial system. Each vendor is assigned a vendor ID. Vendor is a required field in a requisition.

Vendor Location
See Location above.

Voucher
A transaction created to pay an invoice related to a purchase order.

Workflow
The automation of a PeopleSoft business process (e.g. Journal approval) that passes work from one participant in the process to the next. Rules are set up that determine workflow paths.

Worklist
Automated to-do list created by Workflow. PeopleSoft tool that enables you to view tasks requiring your attention. The PeopleSoft system sends email to you when a new task has been added to your Worklist.
## Appendix B: Page Elements

The Financial system pages use a large number of icons, buttons and other graphic elements to assist you in entering data and making choices. Below are those elements you are most likely to encounter in the Purchasing process. Note that if you hold your mouse over an icon for a short period of time, a “tool tip” or short description of the icon’s purpose should be displayed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Usage</th>
<th>Graphic Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link</td>
<td>Click to bring up another page.</td>
<td></td>
</tr>
<tr>
<td>Data Entry Field</td>
<td>Type free-form data in field.</td>
<td></td>
</tr>
<tr>
<td>Tab</td>
<td>Set of related pages. Click tab to bring page to front.</td>
<td></td>
</tr>
<tr>
<td>Lookup</td>
<td>Click to display a list of choices. Click item in list to choose.</td>
<td></td>
</tr>
<tr>
<td>Calendar</td>
<td>Displays a calendar:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Click date to enter the date in date field.</td>
<td></td>
</tr>
<tr>
<td>Check Box</td>
<td>Used to select an option or line. Click to place a check mark in the box – this selects the item. Click again to remove the check – this unselects.</td>
<td></td>
</tr>
<tr>
<td>Pull Down Menu</td>
<td>The double arrows on the right of this graphic denote a pull down menu. Click the arrows to display the menu. Click an item in the menu to select it.</td>
<td></td>
</tr>
</tbody>
</table>
Download  Downloads a list into an Excel file.

Enlarge Field  This icon will appear next to a data entry field. Click the icon to enlarge the field so you can enter more data easily.

Cancel  Cancel a document such as a requisition.

Delete  Remove the document entirely.

Budget Check  Once a requisition has been approved, this icon can be used to budget check it. However, budget checking is an automatic process, so this icon is not normally used.

Add Lines  Click this icon to add more lines – for example, more item lines to a requisition or more distribution lines.

Delete Line  Click this icon to delete the line where it appears.

Add  This icon starts a new document – for example, a new requisition or receipt.

Save  Click to save your work!

Refresh  Changes you have made to a page may not be displayed immediately. Click this button to re-display with changes.

Either/Or  Also called Radio Buttons. Select one of two or more options.

OK  Used to verify that you want the changes you’ve made, and to return to the parent page.

Cancel Change  Click to specify that you DON’T want the changes you’ve made, and return to parent page.
<table>
<thead>
<tr>
<th><strong>Move through List</strong></th>
<th>When a portion of a search list is displayed, use these to bring up additional parts of the list.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search</strong></td>
<td>Click to perform a search.</td>
</tr>
<tr>
<td><strong>Clear</strong></td>
<td>Click to blank out search criteria.</td>
</tr>
</tbody>
</table>