PROCUREMENT & CONTRACT SERVICES

Delta Changes to the CFS Requisition Process User Guide

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Section 1 Create Requisitions using Acquisition Defaults

The **Requisition Defaults** screen, shown below, is used to select the vendor and to enter default Chartstring information.

1. The **Default Options** will default to the **Default** setting. If using any chartfields other than your standard defaults select **Override** and manually enter the chartstring below.
Section 2  Creating a Requisition by Line

**UOM:** Enter the Unit of Measure. Select **EA** for all commodities (57800) or **DLR** (96200) for all services.
7.2 Printing using View Printable Version

Click on the **View Printable Version** link at the bottom of the Maintain Requisitions screen.
When you receive the “you do not have permission” message click **OK**.
7.2 Continued

- Navigate to the Process Monitor to retrieve your document.
- **People Tools > Process Scheduler > Process Monitor.**
- Click the **Refresh** button until the Run Status is Success and Distribution Status is posted.
- Click **Details** link.
- Click the **View Log/Trace** link.
- Select the **PDF** document and print the requisition
Section 10 CSU Life Cycle Report Overview

- This report is designed to provide relevant detail information for a Purchase Order and any related documents into a single, convenient format. The report is available to all authorized End Users and will be a resource for use by both the Accounts Payable and Purchasing departments as they investigate issues and finalize purchase orders.

- Departments will primarily utilize this report as an inquiry tool and may optionally print the report for their records. This report can be used to research purchase order issues.

- *Navigation: Purchasing > Purchase Orders > Reports > CSU PO Life Cycle Report*
Life Cycle Report

<table>
<thead>
<tr>
<th>Reg Id</th>
<th>Sr/Po/De Status</th>
<th>Description</th>
<th>Categ Cd</th>
<th>Requisition</th>
<th>Asmt /Proj Id /Fund /Proc /Project Id/Class</th>
<th>Price</th>
<th>UOM</th>
<th>Qty</th>
<th>P0 Inv/Qty</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3689025178</td>
<td>1/1/1</td>
<td>Processed PROVIDE HONORARIUM/OEH $0/800</td>
<td>668903/11600</td>
<td>/C1204/</td>
<td>/7004K</td>
<td>0.00</td>
<td>EA</td>
<td>1.0</td>
<td>17/1/1</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total PO: $0.00

You report should look like this...

End of Report
Section 11 How to identify the Buyer for your Requisition

Navigation: Purchasing>Requisition>Review Requisition Information

1. Enter the Requisition number under **Requisition ID**.

2. Click the **OK** button

3. Click on the **Requisition number** (in the Requisition column).

4. Click the **More** tab displayed below the Requisition Details heading.

   The Buyer number will display
The following table displays corresponding Buyer names and numbers.

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>60000002000</td>
<td>TRAVEL BUYER</td>
</tr>
<tr>
<td>60101020474</td>
<td>Massey.Karen D</td>
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<tr>
<td>60101053312</td>
<td>Clack.Dale M</td>
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<tr>
<td>60101053819</td>
<td>Morris.Janet J</td>
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<tr>
<td>60101058655</td>
<td>Swartz.Suzanne D</td>
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<tr>
<td>60102015301</td>
<td>Davis.Leah J</td>
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<tr>
<td>60102052572</td>
<td>Wessendorf.Chris H</td>
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<tr>
<td>60102079742</td>
<td>Blanco.Michelle J</td>
</tr>
<tr>
<td>60213257006</td>
<td>Guion.John Robert</td>
</tr>
</tbody>
</table>
Resources / Questions