



**SACRAMENTO STATE**  
Administrative Computing Services

# Travel Requisitions

---

## How To Enter Travel

| <b>Contact Us:</b> |  |
|--------------------|--|
| web                | <a href="http://www.csus.edu/irt/acs/reference/cfs/index.html">www.csus.edu/irt/acs/reference/cfs/index.html</a> |
| phone              | (916) 278-7337 Service Desk  |



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## Overview

CFS allows online entry of travel requisitions by end users. The end user may be granted authority to enter travel requests using the travel requisition process, which is similar to the CFS process for purchase requisitions.

To submit a travel requisition you must use the proper Purchasing Business Unit.

| Purchasing Business Unit | Purpose                    |
|--------------------------|----------------------------|
| SACST                    | Commodities and Services   |
| SACTV                    | Travel (for Employee Only) |

SACTV: All Departments and the Procurement will enter and update all travel requisitions using the SACTV Purchasing Business Unit.

|                                    |
|------------------------------------|
| <b>DO NOT USE SACST FOR TRAVEL</b> |
|------------------------------------|

Before entering a Travel Requisition, you must have the following:

- A completed Payee Data Record Form (204) for all outside vendors. This form is not required for employees. If the vendor you want to use is not found in the vendor look-up query, they must complete a Form 204. Blank 204's are available on the Procurement & Contract Services web site at [www.csus.edu/proc](http://www.csus.edu/proc). Advance checks will not be issued until the form is on file.
- Write the Travel PO Number in the Request Number box when submitting a Travel Expense Claim. Travel PO Numbers begin with a '8'.

## Section 1 Verification of Supplier/Vendor Receiving Advances

CFS 9.2 Upgrade Note: The term “vendor” is no longer used in the CFS Purchasing and Accounts Payable modules and has been replaced by the term “supplier”. Although “vendor” may be used in some campus business processes, you will see “supplier” through the pages in the CFS system instead.

Before you begin creating a Travel Requisition, verify that all outside suppliers (previously called “vendors”) receiving an advance are in the SUPPLIER LOOKUP QUERY.

### 1.1 Supplier/Vendor Lookup Query

**Navigation: Reporting Tools > Query > Query Viewer**

1. Enter a query name on the Query Viewer Page. **SA\_CW\_SUPPLIER\_LOOKUP**
2. Click the **Search** button

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

| Query                 | Description             | Owner  | Folder | Run to HTML          | Run to Excel          | Run to XML          | Schedule                 | Add to Favorites         |
|-----------------------|-------------------------|--------|--------|----------------------|-----------------------|---------------------|--------------------------|--------------------------|
| SA_CW_SUPPLIER_LOOKUP | Campus Supplier Look up | Public |        | <a href="#">HTML</a> | <a href="#">Excel</a> | <a href="#">XML</a> | <a href="#">Schedule</a> | <a href="#">Favorite</a> |

3. Click on the **HTML** link in the query row.
4. Enter the short supplier name with a % sign before and after. A short name is 10 characters or less, including spaces. Some names include abbreviations.

**SA\_CW\_SUPPLIER\_LOOKUP - Campus Supplier Look up**

Short Supplier Name Like:

| Supplier | Address 1 | Address 2 | City | St | Postal | Type | Prefix | Phone | Ext | Ven204 Status | Short Name | Supplier | Status | Class |
|----------|-----------|-----------|------|----|--------|------|--------|-------|-----|---------------|------------|----------|--------|-------|
|----------|-----------|-----------|------|----|--------|------|--------|-------|-----|---------------|------------|----------|--------|-------|

5. Click the **View Results** button.

## Travel Requisitions – How To Enter Travel

First 1-55 of 55 Last

|    | Supplier   | Address 1        | Address 2 | City            | St | Postal | Type | Prefix | Phone        | Ext | Ven204 | Status       | Short Name     | Supplier             | Status | Class |
|----|------------|------------------|-----------|-----------------|----|--------|------|--------|--------------|-----|--------|--------------|----------------|----------------------|--------|-------|
| 1  | 0000000112 | 204 E ST         |           | DAVIS           | CA | 95616  | BUSN |        | 530-753-2572 |     |        |              | DAVIS SPOR-001 | DAVIS SPORT SHOP INC | A      | R     |
| 2  | 0000000112 | 204 E STREET     |           | DAVIS           | CA | 95616  | BUSN |        | 530-753-2572 |     |        |              | DAVIS SPOR-001 | DAVIS SPORT SHOP INC | A      | R     |
| 3  | 0000000112 | 204 E ST         |           | DAVIS           | CA | 95616  | BUSN |        | 530-753-2572 |     | H      |              | DAVIS SPOR-001 | DAVIS SPORT SHOP INC | A      | R     |
| 4  | 0000000112 | 204 E STREET     |           | DAVIS           | CA | 95616  | BUSN |        | 530-753-2572 |     | H      |              | DAVIS SPOR-001 | DAVIS SPORT SHOP INC | A      | R     |
| 5  | 0000000112 | 204 E ST         |           | DAVIS           | CA | 95616  | BUSN |        | 530-753-2572 |     |        | Not Required | DAVIS SPOR-001 | DAVIS SPORT SHOP INC | A      | R     |
| 6  | 0000000112 | 204 E STREET     |           | DAVIS           | CA | 95616  | BUSN |        | 530-753-2572 |     |        | Not Required | DAVIS SPOR-001 | DAVIS SPORT SHOP INC | A      | R     |
| 7  | 0000000112 | 204 E ST         |           | DAVIS           | CA | 95616  | BUSN |        | 530-753-2572 |     |        | Received     | DAVIS SPOR-001 | DAVIS SPORT SHOP INC | A      | R     |
| 8  | 0000000112 | 204 E STREET     |           | DAVIS           | CA | 95616  | BUSN |        | 530-753-2572 |     |        | Received     | DAVIS SPOR-001 | DAVIS SPORT SHOP INC | A      | R     |
| 9  | 0000000112 | 204 E ST         |           | DAVIS           | CA | 95616  | BUSN |        | 530-753-2572 |     |        | Sent         | DAVIS SPOR-001 | DAVIS SPORT SHOP INC | A      | R     |
| 10 | 0000000112 | 204 E STREET     |           | DAVIS           | CA | 95616  | BUSN |        | 530-753-2572 |     |        | Sent         | DAVIS SPOR-001 | DAVIS SPORT SHOP INC | A      | R     |
| 11 | 0000012507 | 2782 1/2 21ST ST |           | SACRAMENTO      | CA | 95818  | MAIN | 530    | 665-3969     |     |        |              | DAVIS MICH-003 | DAVIS, MICHAELLE M   | A      | R     |
| 12 | 0000012507 | 2782 1/2 21ST ST |           | SACRAMENTO      | CA | 95818  | MAIN | 530    | 665-3969     |     | H      |              | DAVIS MICH-003 | DAVIS, MICHAELLE M   | A      | R     |
| 13 | 0000012507 | 2782 1/2 21ST ST |           | SACRAMENTO      | CA | 95818  | MAIN | 530    | 665-3969     |     |        | Not Required | DAVIS MICH-003 | DAVIS, MICHAELLE M   | A      | R     |
| 14 | 0000012507 | 2782 1/2 21ST ST |           | SACRAMENTO      | CA | 95818  | MAIN | 530    | 665-3969     |     |        | Received     | DAVIS MICH-003 | DAVIS, MICHAELLE M   | A      | R     |
| 15 | 0000012507 | 2782 1/2 21ST ST |           | SACRAMENTO      | CA | 95818  | MAIN | 530    | 665-3969     |     |        | Sent         | DAVIS MICH-003 | DAVIS, MICHAELLE M   | A      | R     |
| 16 | 0000072613 | 1550 SO RIVER RD |           | WEST SACRAMENTO | CA | 95691  | BUSN | 916    | 371-3282     |     |        |              | DAVIS TRUC-001 | DAVIS TRUCK PAINTING | A      | R     |

6. Verify that the outside supplier you are using is on the list and has a 204 form on file.

- If the supplier is found in the query but the Ven204 STATUS column reads anything other than Received (such as Sent), have the supplier complete a Form 204. Write the Travel Requisition number on the top of the form and forward it to the Procurement & Contract Services office.
- If the supplier is found in the query and the VEN 204 STATUS is RECEIVED, no further action is necessary.
- Blank Payee Data Record (204) forms AKA W9 are located on the Procurement & Contract Services web site at [www.csus.edu/proc](http://www.csus.edu/proc).

7. Close the browser window to return to the Query Search page.

## Section 2 Entering a Travel Requisition

Navigation: Purchasing > Requisitions > Add/Update Requisitions

1. The screen will default to the **Add a New Value** tab.
2. Change the Business Unit to **SACTV**
3. The Requisition ID defaults to **NEXT**
4. Click the **Add** button

**Requisitions**

Find an Existing Value | Add a New Value

Business Unit: SACTV

Requisition ID: NEXT

Add

Find an Existing Value | Add a New Value

The **Maintain Requisition** page will display.

5. If the **Requester** field does not automatically populate, click the magnifying glass icon and select the Travel Requester for your department.
6. Click the **Requisition Defaults** link.

**Maintain Requisitions**

**Requisition**

Business Unit: SACTV

Requisition ID: NEXT

Requisition Name:  Copy From

Status: Open

Budget Status: Not Chk'd

☐ Hold From Further Processing

Header

\*Requester: 60000002106 TRAVEL\_IRT

\*Requisition Date: 03/13/2014

Origin: TRV

\*Currency Code: USD

Accounting Date: 03/13/2014

Requester Info

Travel Request

Dollar

Requisition Defaults

Add Comments

Amount Summary

Total Amount: 0.00 USD

Add Items From

Purchasing Kit

Catalog

Item Search

Requester Items

Line

Details | Status | Supplier Information | Item Information | Attributes | Contract | Sourcing Controls

| Line | Item | Description | Quantity | *UOM | Category | Price | Merchandise Amount | Status |
|------|------|-------------|----------|------|----------|-------|--------------------|--------|
| 1    |      |             | 0.0000   |      |          | 0     | 0.00               | Open   |

View Printable Version

\*Go to ...More...

Save | Notify | Refresh

The **Requisition Defaults Page** will display.

7. The **Default Options** will automatically be set to the **Default** option. Select **Override** and manually enter the chartstring below (unless you are not using any chartstrings other than your standard defaults).

**Note:** This has to be done every time you create a requisition, especially if you are using multiple DeptID's.

8. Select the **Supplier** by clicking the search icon to the right of the Supplier field.
9. When issuing a Travel Requisition the traveler/employee is the supplier. In the Short Supplier Name field, enter up to five characters starting with the employee's first or last name.

10. Click the **Look Up** button.
11. Select the desired vendor from the Search Results list. If the vendor you want to use is not in the system, then leave it blank.



The **Requisition Defaults** page will display with the Supplier information populated.

**Requisition Defaults**

Business Unit: SACTV      Requisition Date: 03/13/2014  
 Requisition ID: NEXT      Status: Open

**Default Options** ?

☐ Default      If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ Override      If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

**Line**

Buyer: [ ]      Unit of Measure: DLR [ ]  
 Supplier: 0000076844 [ ]      John Traveler      Supplier Location: EMPLOYEE [ ]  
 Category: [ ]      Supplier Lookup

**Schedule**

Ship To: NA [ ]      Not Applicable      \*Distribute By: Amount [v]  
 Due Date: [ ] [B]  
 Ultimate Use Code: [ ] [ ]  
 Attention To: [ ]

**Distribution**

SpeedChart: [ ]

**Distributions**

Details      Asset Information      [ ]

| Dist | Percent  | GL Unit   | Account    | Oper Unit | Fund      | Dept      | Program | Class   | Bud Ref | Product |
|------|----------|-----------|------------|-----------|-----------|-----------|---------|---------|---------|---------|
| 1    | 100.0000 | SACST [ ] | 606001 [ ] | [ ] [ ]   | MDS01 [ ] | 42300 [ ] | [ ] [ ] | [ ] [ ] | [ ] [ ] | [ ] [ ] |

OK      Cancel      Refresh

12. In the **Unit of Measure** field enter DLR for “Dollar”.

13. In the **Distribute by** field, click on the drop down menu and select Amount.

14. In the Distributions section, enter the Chart String information.

- **Percent:** enter **100** in the Percent field.
- **Account** number should be 606001 for in State travel or 606002 for out of State travel. See section 10 for instructions on entering multiple accounts to split out registration or conference fees for Professional Development/Training (660009) or non-training events (660090).
- Enter the appropriate **Fund**.
- The **Dept ID** number will populate according to your log in information.

15. Click the **OK** button.

The **Maintain Requisition** page will display.

## 2.1 The Requisition Page

Maintain Requisitions

Requisition

Business Unit SACTV Status Open ☒

Requisition ID NEXT Budget Status Not Chk'd ☐

Requisition Name  Copy From ☐ Hold From Further Processing

▼ Header ?

\*Requester 60000002106 TRAVEL\_IRT

\*Requisition Date 03/13/2014 Requisition Info

Origin TRV Travel Request

\*Currency Code USD Dollar

Accounting Date 03/13/2014

Requisition Defaults Add Comments Amount Summary ?

Requisition Activities

Total Amount 1,000.00 USD

Add Items From ?

Purchasing Kit Catalog

Item Search Requester Items

Line ?

Details Status Supplier Information Item Information Attributes Contract Sourcing Controls (PDF)

| Line | Item | Description    | Quantity | *UOM | Category | Price      | Merchandise Amount | Status |
|------|------|----------------|----------|------|----------|------------|--------------------|--------|
| 1    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 1,000.0000 | 1,000.00           | Open   |

View Printable Version \*Go to ...More...

Save Notify Refresh

The following information is required in the Line section of the Travel Requisition page. Please use ALL CAPS.

The Line section will default to the Details tab.

1. In the Description field enter **TRAVEL REQUEST**.
2. In the **Quantity** field enter "1".
3. In the **UOM** field enter **DLR** for "dollar" (OTH is no longer available)
4. In the **Category** field enter **99999** (this category is used for all travel request)
5. In the **Price** field enter the total estimated expenditure amount for this travel requisition. This is the amount that will be encumbered. Actual amount will be paid per the Travel Expense Claim as authorized by the Approving Authority.

## 2.2 Adding Comments

Click on the **Add Comments** link in the middle of the page.

Requisition Defaults Add Comments

Requisition Activities

*The Add Comments link will change to Edit Comments once a comment has been added.*

The **Header Comments** screen will display.

**Header Comments**

Business Unit SACTV Requisition Date 03/13/2014  
 Requisition ID NEXT Status Open

\*Sort Method Comment Time Stamp \*Sort Sequence Ascending Sort

**Comments** Find | View All First 1 of 1 Last  
 Use Standard Comments Comment Status Active Inactivate +

TRAVEL TO SAN FRANCISCO TO ATTEND THE BPRT MEETING -- MAY 10 -15, 2014

☒ Send to Supplier ☒ Show at Receipt  
☒ Show at Voucher

**Associated Document**  
 Attachment Attach View Delete Email

From -> REQ SACTV-NEXT

OK Cancel Refresh

1. Using ALL CAPS, type the information regarding the trip, such as: where, when and the reason for traveling.
2. If the traveler's name was not in the Look up Supplier search, enter their EMPLID, full name and mailing address in the comments box. They will be added before the PO is issued.
3. Always click the three checkboxes below the comments section; **Send to Supplier**; **Shown at Receipts** and **Shown at Voucher**. This will allow the information to print on the Requisition and the Purchase Order
4. Click the "Attach" button if you need to include an attachment with this request.
5. Only one attachment can be added to each comment. If you need to add more than one attachment, click the plus (+) button to add a new comment after attaching your first file. Then click the Attach button and upload a new attachment to the comment you just added.

**Comments** Find | View All First 1 of 1 Last  
 Use Standard Comments Comment Status Active Inactivate +

6. Click the **OK** button.

## 2.3 Assigning a Requisition ID

After entering the necessary information on the Requisition page, click the **Save** button at the bottom of the screen.

**Maintain Requisitions**

**Requisition**

Business Unit: SACTV  
 Requisition ID: 7000008154  
 Requisition Name: 7000008154

Status: Open  
 Budget Status: Not Chk'd  
☐ Hold From Further Processing

**Header**

\*Requester: 60000002106 TRAVEL\_IRT  
 \*Requisition Date: 03/13/2014  
 Origin: TRV  
 \*Currency Code: USD  
 Accounting Date: 03/13/2014

Requisition Defaults  
 Requisition Activities

**Amount Summary**

Total Amount: 1,000.00 USD

**Add Items From**

Purchasing Kit  
 Item Search

Catalog  
 Requester Items

**Line**

| Line | Item | Description    | Quantity | *UOM | Category | Price      | Merchandise Amount | Status |
|------|------|----------------|----------|------|----------|------------|--------------------|--------|
| 1    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 1,000.0000 | 1,000.00           | Open   |

View Printable Version

**Save** **Notify** **Refresh**

The assigned requisition number will display at the top of the page. Your Requisition is now ready to be approved.

The Travel Requisition Number starts with '7'. If your requisition number starts with a 3, you entered it in SACST instead of SACTV. If that is the case, you must cancel the requisition and re-enter it in the correct business unit.

To cancel the requisition, click the **red X** next to the approval icon and click the Save button. If the requisition has already been approved, you will need to contact the Travel Coordinator in Procurement to have it cancelled.

## Section 3 Entering a Travel Requisition with an Advance

To enter a travel requisition including an advance:

**Navigation: Purchasing > Requisitions > Add/Update Requisitions**

1. The page will default to the **Add a New Value** tab.

2. In the **Business Unit** field, enter SACTV
3. The **Requisition ID** field will default to NEXT
4. Click the **Add** button.

### Requisitions

[Find an Existing Value](#)
[Add a New Value](#)

Business Unit: 
Requisition ID:

[Find an Existing Value](#) | [Add a New Value](#)

The **Maintain Requisitions** screen will display.

### Maintain Requisitions

#### Requisition

Business Unit: SACTV
Status: Open

Requisition ID: NEXT
Budget Status: Not Chk'd

Requisition Name: 
Copy From: ☐ Hold From Further Processing

\*Requester: 
TRAVEL\_IRT

\*Requisition Date: 03/13/2014
Requester Info

Origin: TRV
Travel Request

\*Currency Code: USD
Dollar

Accounting Date: 03/13/2014

Requisition Defaults
Add Comments

Amount Summary

Total Amount: 0.00 USD

Add Items From

Purchasing Kit
Catalog
Item Search
Requester Items

Line

Details
Status
Supplier Information
Item Information
Attributes
Contract
Sourcing Controls

| Line | Item | Description | Quantity | *UOM | Category | Price | Merchandise Amount | Status |
|------|------|-------------|----------|------|----------|-------|--------------------|--------|
| 1    |      |             | 0.0000   |      |          | 0     | 0.00               | Open   |

View Printable Version
\*Go to ...More...

5. If the **Requester** does not automatically populate, click the search icon and select the Travel Requestor for your department.
6. Click the **Requisitions Default** link.

The **Requisition Defaults** page will display.

**Requisition Defaults**

Business Unit SACTV Requisition Date 03/13/2014  
 Requisition ID NEXT Status Open

**Default Options** ?

☐ **Default**  
 If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ **Override**  
 If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

**Line**

Buyer

**Supplier** 0000076844  John Traveler

Category

**Unit of Measure** DLR

**Supplier Location** EMPLOYEE

**Schedule**

**Ship To** NA  Not Applicable

**Due Date**

**Ultimate Use Code**

**Attention To**

**Distribute By** Amount

7. The Default Options section will default. Select **Override**.
8. In the **Supplier** field, click on the search icon and select the appropriate supplier. The Supplier will be the traveler or employee's name.
9. In the **Unit of Measure** field enter **DLR** for dollar.
10. In the **Distribute by** field, click the drop down menu button and select "**Amount**".

**Distributions**

**Details** **Asset Information**

| Dist | Percent  | GL Unit                                     | Account                                      | Oper Unit  | Fund  | Dept  | Program  | Class  | Bud Ref  | Product  |
|------|----------|---|--|--|---|---|--|--|--|--|
| 1    | 100.0000 | SACST <input type="button" value="Search"/> | 606001 <input type="button" value="Search"/> | <input type="text"/> <input type="button" value="Search"/> | MDS01 <input type="button" value="Search"/> | 42300 <input type="button" value="Search"/> | <input type="text"/> <input type="button" value="Search"/> | <input type="text"/> <input type="button" value="Search"/> | <input type="text"/> <input type="button" value="Search"/> | <input type="text"/> <input type="button" value="Search"/> |

The Distributions section at the bottom of the screen will default to the Details tab.

11. In the **Percent** field, enter **100**.
12. Enter your department **Account** number: 606001 for in State travel or 606002 for out of State travel.
13. Enter the appropriate **Fund**.
14. Enter the Department ID in the **Dept** field.
15. Click the **OK** button.

The **Maintain Requisitions** page will display.

When entering a Travel Requisition with an advance you must enter more than one line, each with its unique Chart String information. The following information is required on the Travel Requisition page. Please use ALL CAPS when entering information.


| Line | Item | Description    | Quantity | *UOM | Category | Price      | Merchandise Amount | Status |
|------|------|----------------|----------|------|----------|------------|--------------------|--------|
| 1    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 1,000.0000 | 1,000.00           | Open   |
| 2    |      | ADV-NATIONAL   | 1.0000   | DLR  | 99999    | 100.00000  | 100.00             | Open   |
| 3    |      | ADV-EMPLOYEE   | 1.0000   | DLR  | 99999    | 810.00000  | 810.00             | Open   |

### Line 1

1. The **Description** for Line 1 should always be TRAVEL REQUEST.
2. In the **Quantity** field enter '1'.
3. In the **UOM** field enter DLR for 'dollar'.
4. In the **Category** field enter 99999 for all travel requisitions.
5. In the **Price** field for Line 1, enter the estimated expenditure amount for the travel requisition. This is the amount that will be encumbered to your department.

**NOTE:** Line 1 represents the **total** estimated expenses for the entire trip including any advances listed on additional lines.

### 3.1 Adding Additional Lines

1. To add a line, click on the Plus button at the far right of the first row. 
2. Additional lines will be used for tracking outstanding advances.
3. Line 2 can be used for a conference pre-registration.
  - The Description for this line should be ADV-NAME OF VENDOR TO BE PAID. For example: ADV-NATIONAL.
  - The Quantity, UOM and Category should be the same as Line 1.
  - The Price will be the amount paid to the vendor. This amount is included in the Price on line one and will not be charged separately to your department.

## Travel Requisitions – How To Enter Travel

The screenshot shows the 'Line' details for a travel requisition. The table has columns: Line, Item, Description, Quantity, \*UOM, Category, Price, Merchandise Amount, and Status. Line 2 is highlighted with a red box.

| Line | Item | Description    | Quantity | *UOM | Category | Price      | Merchandise Amount | Status |
|------|------|----------------|----------|------|----------|------------|--------------------|--------|
| 1    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 1,000.0000 | 1,000.00           | Open   |
| 2    |      | ADV-NATIONAL   | 1.0000   | DLR  | 99999    | 100.00000  | 100.00             | Open   |
| 3    |      | ADV-EMPLOYEE   | 1.0000   | DLR  | 99999    | 810.00000  | 810.00             | Open   |

Buttons at the bottom: Save, Notify, Refresh. \*Go to ...More...


4. Line 3, will be an advance to the traveler.


- The Description for this line should be ADV-EMPLOYEE.
- The Quantity, UOM and Category should be the same as Line 1.
- The Price will be the amount advanced to the employee.

The screenshot shows the 'Line' details for a travel requisition. The table has columns: Line, Item, Description, Quantity, \*UOM, Category, Price, Merchandise Amount, and Status. Line 2 is highlighted with a red box.

| Line | Item | Description    | Quantity | *UOM | Category | Price      | Merchandise Amount | Status |
|------|------|----------------|----------|------|----------|------------|--------------------|--------|
| 1    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 1,000.0000 | 1,000.00           | Open   |
| 2    |      | ADV-NATIONAL   | 1.0000   | DLR  | 99999    | 100.00000  | 100.00             | Open   |
| 3    |      | ADV-EMPLOYEE   | 1.0000   | DLR  | 99999    | 810.00000  | 810.00             | Open   |

Buttons at the bottom: Save, Notify, Refresh. \*Go to ...More...

Chart String information must be entered for each individual line. In the second line, click on the **Schedule** icon  to go to the Schedule Page.

On the Schedule page, click the **Distribution** icon. 

The screenshot shows the 'Schedule' page for Line 2. The top section displays Business Unit (SACTV), Requisition ID (NEXT), Requisition Date (03/13/2014), and Status (Open). Below this is a table for the schedule details.

| Sched | *Ship To | Quantity | Price     | Merchandise Amount | Due Date | Attention To | Status |
|-------|----------|----------|-----------|--------------------|----------|--------------|--------|
| 1     | NA       | 1.0000   | 100.00000 | 100.00             |          | TRAVEL_IRT   | Active |

Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display.



The **Distribution** page will display.

Maintain Requisitions

**Distribution**

Requisition ID NEXT  
Line 2  
Schedule 1

Item ADV-NATIONAL  
Status Active

Ship To NA Not Applic

\*Distribute By Amount

Quantity 1.0000  
Open Amount  
Merchandise Amt

SpeedChart Multi-SpeedCharts

**Distributions**

**Chartfields** Details Asset Information Budget Information

| Distrib | Status | Percent  | Merchandise Amount | GL Unit | Account | Oper Unit | Fund  | Dept | Program | Class |
|---------|--------|----------|--------------------|---------|---------|-----------|-------|------|---------|-------|
| 1       | Open   | 100.0000 | 100.00             | SACST   | 107001  |           | RF001 |      |         |       |

OK Cancel Refresh

Fund may also be a Trust Fund (e.g., a fund that begins with T or C).

The Distribution section will default to the Chatfield's tab.

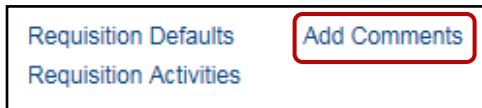
5. Change the **Account** number from 606001 to 107001
6. For travel being expensed from MDS01, change the fund to RF001 only.

When using a Trust Fund, such as a fund that begins with T or C, enter that fund instead.

7. Remove the **Department ID**.
8. Click the **OK** button, then click the **Save** button. Click on The Return to Main Page link Maintain. Requisition page will re-display.
9. Repeat this process for ALL Advance lines.

### 3.2 Add a Comment

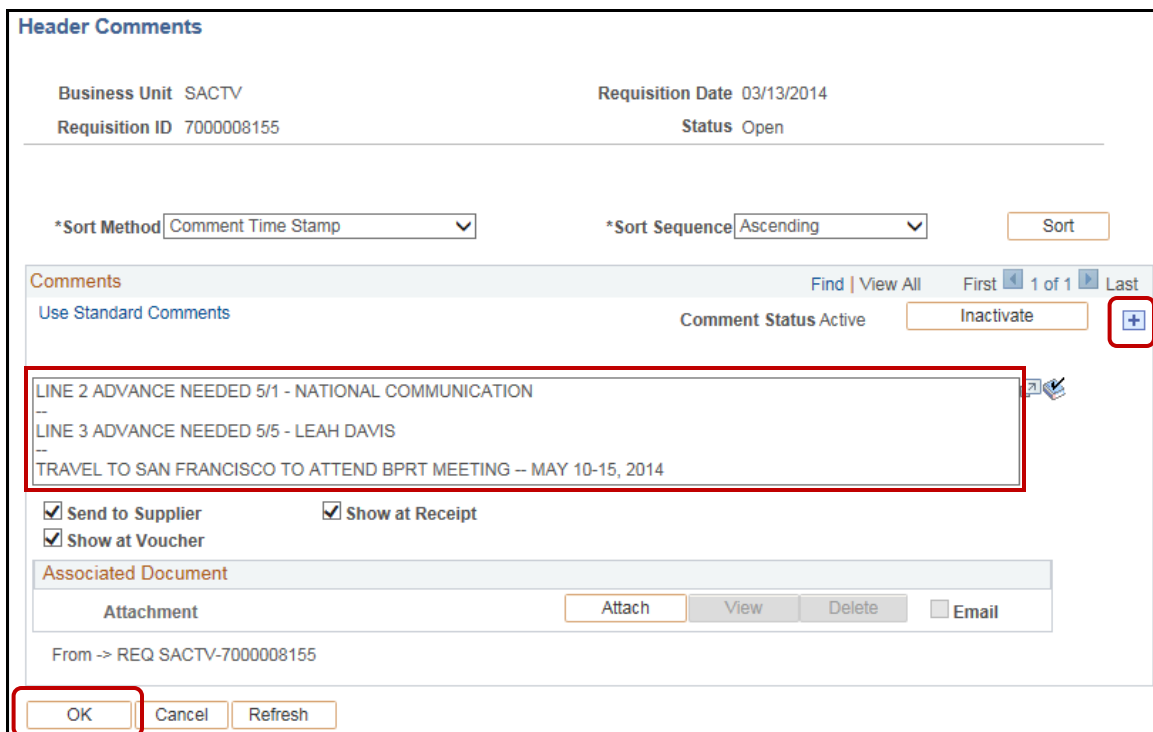
When entering a Travel Requisition with an advance, it is necessary to enter a comment explaining the details of each line of information and to include the traveler's Empl ID number. To add a comment from the Maintain Requisitions page, click on the Edit Comments link to add comments.



Requisition Defaults  
Requisition Activities

**Add Comments**

The **Header Comments** page will display.



**Header Comments**

Business Unit SACTV Requisition Date 03/13/2014  
Requisition ID 7000008155 Status Open

\*Sort Method Comment Time Stamp \*Sort Sequence Ascending Sort

Comments Find | View All First 1 of 1 Last  
Use Standard Comments Comment Status Active Inactivate **+**

LINE 2 ADVANCE NEEDED 5/1 - NATIONAL COMMUNICATION  
---  
LINE 3 ADVANCE NEEDED 5/5 - LEAH DAVIS  
---  
TRAVEL TO SAN FRANCISCO TO ATTEND BPRT MEETING -- MAY 10-15, 2014


☒ Send to Supplier ☒ Show at Receipt  
☒ Show at Voucher

Associated Document

Attachment Attach View Delete Email

From -> REQ SACTV-7000008155

**OK** Cancel Refresh

1. In the Comments text box type in ALL CAPS, **ADVANCE NEEDED** the **MO/DAY/YR** and the **payee name** for each advance. See example above.
2. Other information that should be documented will include information about the trip such as where, when and the reason for traveling. A Spell Check feature is available by clicking on the icon to the right of the text box. 
3. Click the **OK** button.

## Section 4 Adding a Second Chart String

In order to charge travel to more than one ChartString, the ChartString information will have to be entered in the individual requisition line details. In order for this to work properly, you **MUST** leave the Distribution information under Requisition Defaults blank.

**Requisition Defaults**

Business Unit: SACTV      Requisition Date: 03/13/2014  
 Requisition ID: NEXT      Status: Open

**Default Options** ?

☐ Default  
 If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ **Override**  
 If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

**Line**

Buyer: [Search]      Unit of Measure: [Search]  
**Supplier:** 0000076844 [Search]      AVIS, LEAH JUMAO-AS      Supplier Location: EMPLOYEE [Search]  
 Category: [Search]      Supplier Lookup

**Schedule**

Ship To: NA [Search]      Not Applicable      \*Distribute By: Amount [v]  
 Due Date: [Search]      [B]  
 Ultimate Use Code: [Search]  
 Attention To: [Search]

**Distribution**

SpeedChart: [Search]

**Distributions**

Details      Asset Information      [Add]


| Dist | Percent | GL Unit        | Account  | Oper Unit | Fund     | Dept           | Program  | Class    | Bud Ref  | Product  | Project  |
|------|---------|----------------|----------|-----------|----------|----------------|----------|----------|----------|----------|----------|
| 1    |         | SACST [Search] | [Search] | [Search]  | [Search] | 42300 [Search] | [Search] | [Search] | [Search] | [Search] | [Search] |

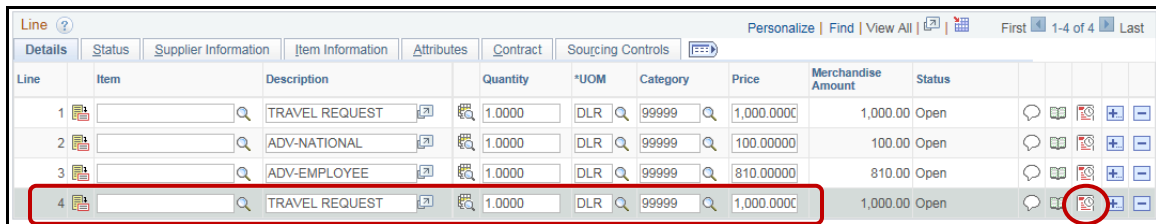
OK      Cancel      Refresh

**LEAVE DISTRIBUTION DETAILS BLANK!**

1. Begin by following the standard steps to create a Travel Requisition.
2. On the Requisition Defaults screen, select Override under Default Options.
3. Enter the Traveler in the Supplier field.
4. Leave the Distributions information BLANK!
5. Click OK.


If you are charging your travel to more than one Chart String, you will enter that Chart String information on an additional line. Complete the following steps.


6. On the Maintain Requisitions page, enter the initial requisition line details as you normally would.
7. Click on the plus icon to add a line. 



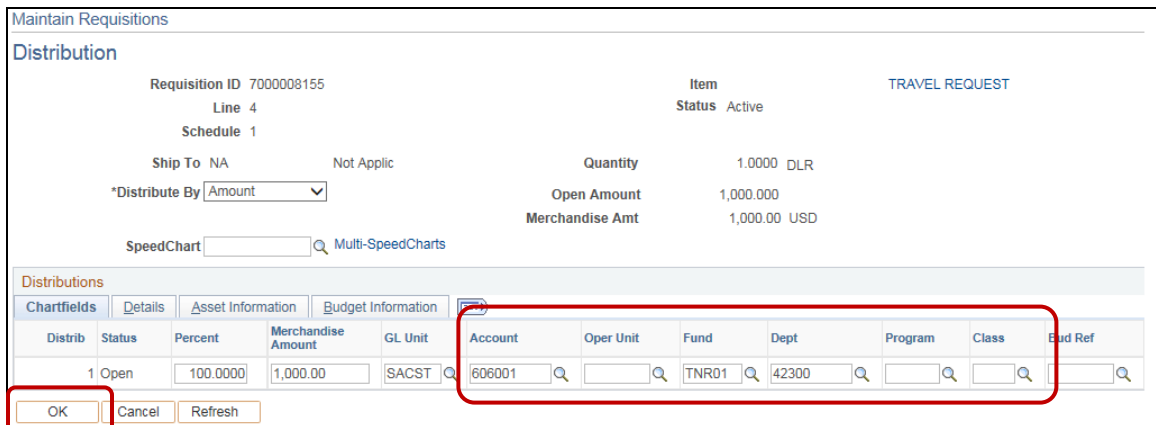
| Line | Item | Description    | Quantity | *UOM | Category | Price      | Merchandise Amount | Status |  |
|------|------|----------------|----------|------|----------|------------|--------------------|--------|--|
| 1    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 1,000.0000 | 1,000.00           | Open   |  |
| 2    |      | ADV-NATIONAL   | 1.0000   | DLR  | 99999    | 100.00000  | 100.00             | Open   |  |
| 3    |      | ADV-EMPLOYEE   | 1.0000   | DLR  | 99999    | 810.00000  | 810.00             | Open   |  |
| 4    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 1,000.0000 | 1,000.00           | Open   |  |

8. Fill in the Description, Quantity, UOM, Category and Price just as it reads in Line 1.

9. Click on the **Schedule** icon to open the Schedule page. 

10. Click on the **Distribution** icon to open the Distribution page. 

11. Enter your second Chart String information using the steps described in Section 3. Also, enter your Class Code in the Class field.



Maintain Requisitions

**Distribution**

Requisition ID 7000008155      Item TRAVEL REQUEST  
 Line 4      Status Active  
 Schedule 1

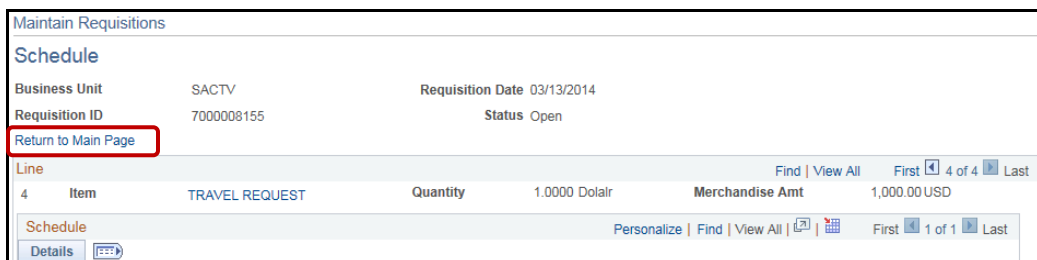
Ship To NA      Not Applic      Quantity 1.0000 DLR  
 \*Distribute By Amount      Open Amount 1,000.000  
 Merchandise Amt 1,000.00 USD  
 SpeedChart      Multi-SpeedCharts

**Distributions**

| Distrib | Status | Percent  | Merchandise Amount | GL Unit | Account | Oper Unit | Fund  | Dept  | Program | Class | End Ref |
|---------|--------|----------|--------------------|---------|---------|-----------|-------|-------|---------|-------|---------|
| 1       | Open   | 100.0000 | 1,000.00           | SACST   | 606001  |           | TNR01 | 42300 |         |       |         |

OK      Cancel      Refresh

12. Click the **OK** button to return to the Schedule page.



Maintain Requisitions

**Schedule**

Business Unit SACTV      Requisition Date 03/13/2014  
 Requisition ID 7000008155      Status Open

[Return to Main Page](#)

| Line | Item           | Quantity      | Merchandise Amt |
|------|----------------|---------------|-----------------|
| 4    | TRAVEL REQUEST | 1.0000 Dolair | 1,000.00 USD    |

[Schedule](#)      [Personalize](#)      [Find](#)      [View All](#)      First 1 of 1 Last

13. Click the **Return to Main Page** link to go back to the Maintain Requisitions page.

## Section 5 Approving a Travel Requisition

CFS allows for on-line approval of Travel Requisitions by authorized end users. Depending on security, the person entering the travel requisition may also approve it or the approval may need to be completed by a manager or supervisor.

Before a Travel Requisition can be sourced to a Travel PO, it must be approved.

### Navigation: Purchasing > Requisitions > Add/Update Requisitions

1. Select the **Find an Existing Value** tab.
2. In the **Business Unit** field enter **SACTV**.
3. In the Requisition ID field enter the requisition number.
4. Click the **Search** button
5. To approve the requisition click on the Approval icon, the green check
6. Click the **SAVE** button

**Requisitions**  
Use the following search to look for an existing Requisition.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

Business Unit: = SACTV  
 Requisition ID: begins with 7000008155  
 Requisition Name: begins with  
 Requisition Status: =  
 Origin: begins with  
 Requester: begins with  
 Requester Name: begins with  
 Hold From Further Processing ☐  
☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**NOTE:** If any changes are made to the requisition before approval, you **MUST** save the changes by clicking the **SAVE** button before clicking the approval icon.

**Your requisition will not be approved unless you click the save button first.**

**Maintain Requisitions**  
**Requisition**

Business Unit: SACTV  
 Requisition ID: 7000008155  
 Requisition Name: 7000008155

Status: Open ☒

Budget Status: Not Chk'd

☐ Hold From Further Processing

**Header**

\*Requester: 6000002106 TRAVEL\_JRT  
 \*Requisition Date: 03/13/2014  
 Origin: TRV Travel Request  
 \*Currency Code: USD Dollar  
 Accounting Date: 03/13/2014

Requisition Defaults  
 Requisition Activities  
 Document Status

Amount Summary  
 Total Amount: 2,910.00 USD

Add Items From: Purchasing Kit, Catalog, Item Search, Requirer Items

Select Lines To Display: Search for Lines, Line, To, Retrieve

| Line | Item | Description    | Quantity | *UOM | Category | Price      | Merchandise Amount | Status |
|------|------|----------------|----------|------|----------|------------|--------------------|--------|
| 1    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 1,000.0000 | 1,000.00           | Open   |
| 2    |      | ADV-NATIONAL   | 1.0000   | DLR  | 99999    | 100.00000  | 100.00             | Open   |
| 3    |      | ADV-EMPLOYEE   | 1.0000   | DLR  | 99999    | 810.00000  | 810.00             | Open   |
| 4    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 1,000.0000 | 1,000.00           | Open   |

View Printable Version  
[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Delete Requisition [Go to ...More...](#)

Once the requisition is approved the status will change from “Open” to “Approved”. During the nightly process the budget check process will take place and the requisition will be ready to be sourced or converted to a Travel PO.

## Section 6 Printing a Travel Requisition

CFS allows on-line printing of travel requisitions. The end user may be granted authority to print travel requisitions using a process that is similar to the CFS process for purchase requisitions.

### Navigation: Purchasing > Requisitions > Report > Print Requisition

1. If you are printing a requisition for the first time, select the **Add a New Value** tab.

Note: If you have already set up a Run Control, click **Search** on the **Find an Existing Value** tab to locate your existing run control. Then skip to step 4.

2. Enter a **Run Control ID** (i.e., a name for this print process) of up to 30 characters (no spaces are allowed). For example, you could use “Req\_Print” as your Run Control ID.
3. Click the **Add** button.

The Requisition Print screen will display.

4. In the Business Unit field click the search icon and select SACTV from the list.
5. In the Requisition ID field enter the Requisition Number you wish to print.
6. In the “Statuses to Include” box, select the desired value by clicking on the checkboxes.

- Click the Run button at the top of the page.

The Process Scheduler Request page will display.

**Process Scheduler Request**

User ID: 60102004862 Run Control ID: Req\_Print

Server Name:  Run Date: 03/13/2014  
 Recurrence:  Run Time: 10:50:44AM  
 Time Zone:

| Select                              | Description           | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-----------------------|--------------|--------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | Requisition Print SQR | PORQ010      | SQR Report   | Web   | PDF     | Distribution |

- This will default to your user ID

- Click the **OK** button

You will return to the Requisition Print page. A Process Instance number will display at the top of the page. Use this number to find your process instance on the Process Monitor page.

**Process Monitor**

Process Instance: 5280684

- Click the **Process Monitor** link at the top of the page.

On the Process List page, monitor the Run Status and Distribution Status of your Process Instance. If the run Status does not display Success, click the **Refresh** button until the Run Status displays Success.

**Process List** **Server List**

View Process Request For

User ID: 60102004862 Type:  Last:  1 Days   
 Server:  Name:  Instance:  to:   
 Run Status:  Distribution Status:  ☒ Save On Refresh

| Select                   | Instance | Seq. | Process Type | Process Name | User        | Run Date/Time             | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|-------------|---------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 5280684  |      | SQR Report   | PORQ010      | 60102004862 | 03/13/2014 10:50:44AM PDT | Success    | Posted              | Details |

- Once the Run Status displays Success and the Distribution Status displays Posted, click the **Details** link.

The **Process Detail** Page will display.

12. Click the **View Log Trace** link.

**Process Detail**

|  |  |
|--|--|
| <b>Process</b>                               |  |
| Instance 5280684                             | Type SQR Report  |
| Name PORQ010                                 | Description Requisition Print SQR  |
| Run Status Success                           | Distribution Status Posted   |
| <div>Run</div> <div>Update Process</div>     |  |
| Run Control ID Req_Print                     | <input type="radio"/> Hold Request<br><input type="radio"/> Queue Request<br><input type="radio"/> Cancel Request<br><input type="radio"/> Delete Request<br><input type="radio"/> Restart Request |
| Location Server                              |  |
| Server PSUNX                                 |  |
| Recurrence                                   |  |
| <div>Date/Time</div> <div>Actions</div>      |  |
| Request Created On 03/13/2014 10:52:15AM PDT | Parameters Transfer  |
| Run Anytime After 03/13/2014 10:50:44AM PDT  | Message Log  |
| Began Process At 03/13/2014 10:52:33AM PDT   | Batch Timings  |
| Ended Process At 03/13/2014 10:52:47AM PDT   | <b>View Log/Trace</b>  |
| <div>OK</div> <div>Cancel</div>              |  |

On the View Log/Trace page, click the link to the PDF file. The requisition will open in a new browser window.

From there you can print the requisition using your normal print procedures.

**View Log/Trace**

| <b>Report</b>               |                             |                                  |
|-----------------------------|-----------------------------|----------------------------------|
| Report ID: 7528             | Process Instance: 5280684   | <a href="#">Message Log</a>      |
| Name: PORQ010               | Process Type: SQR Report    |                                  |
| Run Status: Success         |                             |                                  |
| Requisition Print SQR       |                             |                                  |
| <b>Distribution Details</b> |                             |                                  |
| Distribution Node: FCFSPRE  | Expiration Date: 04/03/2014 |                                  |
| <b>File List</b>            |                             |                                  |
| Name                        | File Size (bytes)           | Datetime Created                 |
| SQR PORQ010_5280684.log     | 1,626                       | 03/13/2014 10:52:47.075898AM PDT |
| <b>porq010_5280684.PDF</b>  | 5,042                       | 03/13/2014 10:52:47.075898AM PDT |
| porq010_5280684.out         | 70                          | 03/13/2014 10:52:47.075898AM PDT |
| <b>Distribute To</b>        |                             |                                  |
| Distribution ID Type        | *Distribution ID            |                                  |
| User                        | 60102004862                 |                                  |
| <div>Return</div>           |                             |                                  |



## Section 7 Copy a Travel Requisition

CFS allows the end user to copy an existing Travel Requisition into a new Travel Requisition. Once it has been copied, changes; such as Supplier, Amount, Description, etc., can be made to personalize the new requisition while not having to re-enter fields that will remain constant.

### Navigation: Purchasing > Requisition > Add/Update Requisition

1. Select the **Add a New Value** tab.
2. In the Business Unit field enter **SACTV**. Leave the Requisition ID as **NEXT**.
3. Click the **Add** button.

The Maintain Requisition page will display and the Status will default to “Open”.

4. In the Requester field click on the search icon and select the Travel Requester for your area.
5. Click the **Copy From** link.

Maintain Requisitions

### Requisition

Business Unit SACTV  
 Requisition ID NEXT  
 Requisition Name  [Copy From](#)

Status Open ☒  
 Budget Status Not Chkd ☐  
☐ Hold From Further Processing

▼ Header ?

\*Requester 60000002106  TRAVEL\_IRT  
 \*Requisition Date 03/13/2014  Requester Info  
 Origin TRV  Travel Request  
 \*Currency Code USD  Dollar  
 Accounting Date 03/13/2014

Requisition Defaults Add Comments  
 Requisition Activities

Amount Summary ?  
 Total Amount 0.00 USD

Add Items From ?  
 Purchasing Kit Catalog  
 Item Search Requester Items

Line ?

| Details | Status               | Supplier Information | Item Information | Attributes           | Contract             | Sourcing Controls |                    |        |  |  |
|---------|----------------------|----------------------|------------------|----------------------|----------------------|-------------------|--------------------|--------|--|--|
| Line    | Item                 | Description          | Quantity         | *UOM                 | Category             | Price             | Merchandise Amount | Status |  |  |
| 1       | <input type="text"/> | <input type="text"/> | 0.0000           | <input type="text"/> | <input type="text"/> | 0                 | 0.00               | Open   |  |  |

## 7.1 Copy a Requisition

1. On the Copy Requisition page, enter the Requisition Number you wish to copy.
2. Click the Search button.

Maintain Requisitions

### Copy Requisition

Header

Business Unit

Requisition ID

Requisition Name

Req Status

Requester

Requester Name

Requisition Date

Supplier SetID  [Supplier Lookup](#)

Supplier ID  [Supplier Details](#)

Item SetID

Item Description

Department

Origin

Card Number

To


Supplier Name

Item ID

☐ Direct Ship

| Requisition                         |            |                  |        |        |             | Personalize | Find | View All |  |  | First | 1 of 1 | Last |
|-------------------------------------|------------|------------------|--------|--------|-------------|-------------|------|----------|--|--|-------|--------|------|
| Sel                                 | Req ID     | Requisition Name | Status | Origin | Requester   |             |      |          |  |  |       |        |      |
| <input checked="" type="checkbox"/> | 7000008155 | 7000008155       | Open   | TRV    | 60000002106 |             |      |          |  |  |       |        |      |

3. The Requisition will appear at the bottom of the page. Select the checkbox next to the Req ID and click OK.
4. The copied requisition information will populate the necessary fields on the Maintain Requisition page.

5. Verify ALL Chart String information in ALL tabs.
6. Make any necessary changes to the **Description** or **Amount**.
7. Add or delete lines as needed by selecting the Plus or Minus icons. 
8. Click on the **Requisition Defaults** link to change the traveler's name.

The Requisition Defaults page will display.

9. To change the traveler's name, click on the search icon next to the Supplier field.
10. Enter the traveler's first or last name in the Short Supplier Name field and click the Look Up button.

11. Select the desired name from the Search Results list and the new name will populate the Supplier field on the Requisition Defaults page.

On the Requisition Defaults page, make the necessary changes to the following fields:

- Enter the **Account number** in the Account field.
- In the Dept field, enter the **Department ID**.

- The **Location** field should be left blank. (There is no need to enter your department location on a travel requisition.)

12. Click the **OK** button.

Requisition Defaults

Business Unit SACTV

Requisition ID NEXT

Requisition Date 03/27/2014

Status Open

Default Options ?

☐ Default
 

If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ Override
 

If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer

Unit of Measure DLR

Supplier 0000076844

DAVIS, LEAH JUMAO-AS

Category

Supplier Location EMPLOYEE

Schedule

Ship To NA

Not Applicable

Due Date

\*Distribute By Amount

Ultimate Use Code

Attention To

Distribution

SpeedChart

Distributions

Details

Asset Information

Dist

Percent

GL Unit

Account

Fund

Dept

Program

Class

Project

Affiliate

Budget Date

Location

1

100.0000

SACS

606001

MDS01

42300

03/27/2014

95\_3010

OK

Cancel

Refresh

From the Maintain Requisitions page, click on the Edit Comments link.

The Header Comments page will display.

Requisition Defaults

Requisition Activities

Edit Comments

Header Comments

Business Unit SACTV

Requisition ID NEXT

Requisition Date 03/13/2014

Status Open

\*Sort Method Comment Time Stamp

\*Sort Sequence Ascending

Sort

Comments

Find | View All First 1 of 1 Last

Use Standard Comments

Comment Status Active Inactivate

LINE 2 ADVANCE NEEDED 5/1 - NATIONAL COMMUNICATION

LINE 3 ADVANCE NEEDED 5/5 - LEAH DAVIS

TRAVEL TO SAN FRANCISCO TO ATTEND BPRT MEETING -- MAY 10-15, 2014

☒ Send to Supplier

☒ Show at Receipt

☒ Show at Voucher

Associated Document

Attachment Attach View Delete Email

From -> REQ SACTV-7000008155

OK


Cancel

Refresh

- In the Comments section, change the trip information such as where, when and the reason for traveling.
- Click the three checkboxes for **Send to Supplier**, **Shown at Receipt** and **Shown at Voucher**. This will ensure that your comments will print on the requisition.
- Click the **OK** button.

## 7.2 Update Chart String Information

Your next step in copying an existing requisition is to update the ChartString information.

- In the Line section of the Maintain Requisition page, click the **Schedule** icon  in the second line. The ChartString information for the first line will always be the same.

| Line | Item | Description    | Quantity | *UOM | Category | Price      | Merchandise Amount | Status |  |  |  |  |
|------|------|----------------|----------|------|----------|------------|--------------------|--------|--|--|--|--|
| 1    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 1,000.0000 | 1,000.00           | Open   |  |  |  |  |

- Click the **Distribution** icon. 

| Sched | *Ship To | Quantity | Price     | Merchandise Amount | Due Date | Attention To | Status |
|-------|----------|----------|-----------|--------------------|----------|--------------|--------|
| 1     | NA       | 1.0000   | 100.00000 | 100.00             |          | TRAVEL_IRT   | Active |

3. Make the necessary changes to the **Account**, **Fund** and **Department ID** fields.

Requisition ID NEXT  
Line 2  
Schedule 1

Ship To NA Not Applic

\*Distribute By Amount

Quantity 1.0000 DLR  
Open Amount 100.000  
Merchandise Amt 100.00 USD

SpeedChart Multi-SpeedCharts

| Distrib | Status | Percent  | Merchandise Amount | GL Unit | Account | Oper Unit | Fund  | Dept  | Program | Class |
|---------|--------|----------|--------------------|---------|---------|-----------|-------|-------|---------|-------|
| 1       | Open   | 100.0000 | 100.00             | SACST   | 606001  |           | MDS01 | 42300 |         |       |

OK Cancel Refresh

4. Click the **OK** button.
5. Repeat the process for all lines in the Requisition.
6. On the Schedule page, click the Return to Main Page link. [Return to Main Page](#)
7. On the Maintain Requisitions page, click the **Save** button and the requisition will be ready to be approved by your department approving officer.

## Section 8 Review Travel Requisition Information

CFS allows the requester to check the status of a requisition online. Requesters can check on the status of a Travel Requisition as it moves through the process.

### 8.1 Travel Requisition Document Status

**Navigation:** Purchasing > Requisitions > Review Requisition Information > Document Status

1. Change the Business Unit to **SACTV**
2. Select a specific category to use as a search method and enter information to retrieve the document status. For example: to search by Req ID number, enter the first portion of the **Requisition ID** followed by “%”.
3. Click the **Search** button

**Requisition Document Status**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Business Unit: [=] SACTV

Requisition ID: [begins with] 700000%

Requisition Status: [=]

Requisition Date: [=]

Origin: [begins with]

Requester: [begins with]

Description: [begins with]

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

The Search Results will display a list of Requisitions. Click on the desired requisition and the Document Status page will display.

**Document Status**

Business Unit SACTV Req ID 7000008116

Document Date 02/05/2014 Status Approved

Currency USD Document Type Requisition

Requester TRAVEL\_Academic\_Advising\_Cente Merchandise Amt 250.00

Budget Status Valid

**Associated Document** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Export](#) First 1 of 1 Last

[Documents](#) | [Related Info](#) | [More](#)

| Actions   | Business Unit | Document Type  | DOC ID     | Status     | Document Date | Supplier ID | Location |                       |
|-----------|---------------|----------------|------------|------------|---------------|-------------|----------|-----------------------|
| ▼ Actions | SACTV         | Purchase Order | 8000026042 | Dispatched | 02/06/2014    | 0000060316  | EMPLOYEE | <a href="#">Print</a> |

[Return to Search](#) [Previous in List](#) [Next in List](#)

The Document Status page will display information associated with the requisition.

## 8.2 Purchase Order Activity Summary

**Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary**

1. In the Business Unit field, enter **SACTV**
2. Enter the PO number
3. Click the **Search** button

**PO Activity Summary**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Business Unit: [=] SACTV

PO Number: [begins with] 80000%

Purchase Order Date: [=]

Purchase Order Reference: [begins with]

Supplier ID: [begins with]

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

The **Activity Summary** page will display.

**Activity Summary**

Business Unit SACTV PO Status Dispatched  
Purchase Order 8000025752 Supplier DOE, JOHN  
Supplier Location EMPLOYEE

Merchandise Amount 2,500.00 USD  
Merchandise Receipt 0.00 USD  
Merchandise Returned 0.00 USD  
Merchandise Invoice 112.00 USD  
Merchandise Matched 112.00 USD


**Lines** Personalize | Find | View All | First 1 of 1 Last

Details Receipt **Invoice** Matched RIV

| Line | Item | Item Description | UOM | Manufacturer ID | Mfg Itm ID | GTIN |
|------|------|------------------|-----|-----------------|------------|------|
| 1    |      | TRAVEL REQUEST   | DLR |                 |            |      |

Each tab in the Lines section will give you details on each line of the Purchase Order.

1. Click the Invoice tab

2. Click on the invoice icon 

**Activity Summary**

Business Unit SACTV PO Status Dispatched  
Purchase Order 8000025752 Supplier DOE, JOHN  
Supplier Location EMPLOYEE

Merchandise Amount 2,500.00 USD  
Merchandise Receipt 0.00 USD  
Merchandise Returned 0.00 USD  
Merchandise Invoice 112.00 USD  
Merchandise Matched 112.00 USD

**Lines** Personalize | Find | View All | First 1 of 1 Last

Details Receipt **Invoice** Matched RIV

| Line | Item | Item Description | UOM | Amount Only                         | Amt Invoiced | Currency | Un-invoiced Amount | Currency |
|------|------|------------------|-----|-------------------------------------|--------------|----------|--------------------|----------|
| 1    |      | TRAVEL REQUEST   | DLR | <input checked="" type="checkbox"/> | 112.000      | USD      | 2,388.000          | USD      |

3. Click on the Invoice icon to get a voucher number and to view the amount that was paid for that specific line.

Unit SACTV PO No. 8000025752 Line 1 Item ID

**Invoice** Personalize | Find | View All | First 1 of 1 Last

| Sched Num | AP Unit | Voucher  | Line | Quantity Invoiced | Amount Invoiced |
|-----------|---------|----------|------|-------------------|-----------------|
| 1         | SACST   | 00380554 | 1    | 1.0000            | 112.000         |





## Section 9 Travel Requisitions using multiple Accounts

### (66009 Related Training and 660090 w/out Related Training)

#### 9.1 Creating the Requisition

When creating this type of Travel Requisition **LEAVE** the Requisition Defaults chart string blank. You will enter a chart string in each line.

1. Navigation:  
Purchasing>Requisition>Add/Update Requisition.

The screen will default to the **Add a New Value** tab.

2. Change the Business Unit to **SACTV**.  
(The Requisition ID defaults to NEXT.)
3. Click the **Add** button

The screenshot shows a web interface titled "Requisitions". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs, there are two input fields: "Business Unit:" with the value "SACTV" and a magnifying glass icon, and "Requisition ID:" with the value "NEXT". Below these fields is an "Add" button. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

The Maintain Requisition page will display.

4. Click the Look Up icon (magnifying glass) for the **Requester** field and select your department Travel Requester.
5. Click the **Requisition Defaults** link.

Maintain Requisitions

### Requisition

Business Unit SACTV Status Open ☒

Requisition ID NEXT Budget Status Not Chk'd ☐

Requisition Name  Copy From ☐ Hold From Further Processing

▼ Header ?

\*Requester 60000002106  TRAVEL\_IRT

\*Requisition Date 03/13/2014  Requisition Info

Origin TRV  Travel Request

\*Currency Code USD  Dollar

Accounting Date 03/13/2014

Requisition Defaults Add Comments Amount Summary ?

Requisition Activities

Total Amount 0.00 USD

Add Items From ?

Purchasing Kit Catalog

Item Search Requester Items

Line ?

Details Status Supplier Information Item Information Attributes Contract Sourcing Controls

| Line | Item                 | Description          | Quantity | *UOM                 | Category             | Price | Merchandise Amount | Status |                      |                      |                      |
|------|----------------------|----------------------|----------|----------------------|----------------------|-------|--------------------|--------|----------------------|----------------------|----------------------|
| 1    | <input type="text"/> | <input type="text"/> | 0.0000   | <input type="text"/> | <input type="text"/> | 0     | 0.00               | Open   | <input type="text"/> | <input type="text"/> | <input type="text"/> |

View Printable Version \*Go to ...More...

Save Notify Refresh

The **Requisition Defaults** page will display.

### Requisition Defaults

Business Unit SACTV Requisition Date 03/13/2014

Requisition ID NEXT Status Open

Default Options ?

☐ Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ **Override** If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer  Unit of Measure

Supplier 0000076844  DAVIS, LEAH JUMAO-AS Supplier Location EMPLOYEE

Category  Supplier Lookup

Schedule

Ship To NA  Not Applicable \*Distribute By Amount

Due Date

Ultimate Use Code

Attention To

Distribution

SpeedChart

Distributions

Details Asset Information

| Dist | Percent              | GL Unit                    | Account              | Oper Unit            | Fund                 | Dept                       | Program              | Class                | Bud Ref              | Product              | Project              |
|------|----------------------|----------------------------|----------------------|----------------------|----------------------|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1    | <input type="text"/> | SACST <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 42300 <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

OK Cancel Refresh

LEAVE DISTRIBUTION DETAILS BLANK!

- The default button will automatically be set to Default, change it to **Override** (you must do this every time you create a requisition).
- Select the **Supplier** by clicking the search icon to the right of the Supplier field.

8. When creating a Travel Requisition, the employee is the supplier. In the Short Supplier Name field, enter up to 5 characters with the employee's last name and/or first name.

9. Click the **Look Up** button.

10. Select the desired employee.

Note: If the employee is not in the CFS Supplier file, leave this field blank. Enter the Employee ID, full name, and full mailing address in the Requisition Header Comments section.

**Look Up Supplier**

SetID: SACST

Supplier ID:

Short Supplier Name:

[Basic Lookup](#)

11. For the **Distribute By** field, select Amount from the dropdown menu.

12. Click **OK**.

The **Requisition** page displays.

Maintain Requisitions

**Requisition**

Business Unit: SACTV      Status: Open ☒      Budget Status: Not Chk'd ☐

Requisition ID: NEXT      Requisition Name:  [Copy From](#)      ☐ Hold From Further Processing

---

**Header** ?

\*Requester: 60000002106  TRAVEL\_IRT

\*Requisition Date: 03/13/2014  [Requester Info](#)

Origin: TRV  Travel Request

\*Currency Code: USD  Dollar

Accounting Date: 03/13/2014

[Requisition Defaults](#)    [Add Comments](#)    [Amount Summary](#) ?

Requisition Activities      Total Amount: 400.00 USD

---

[Add Items From](#) ?

[Purchasing Kit](#)      [Catalog](#)  
[Item Search](#)      [Requester Items](#)

---

**Line** ?

| Line | Item                 | Description    | Quantity | *UOM | Category | Price     | Merchandise Amount | Status |
|------|----------------------|----------------|----------|------|----------|-----------|--------------------|--------|
| 1    | <input type="text"/> | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 400.00000 | 400.00             | Open   |

View Printable Version      \*Go to ...More...

The following information is required in the Line section of the Travel Requisition page. Please use ALL CAPS when typing in the information.

13. In the Description field enter **TRAVEL REQUEST**

14. In the **Quantity** field enter 1

15. In the **UOM** field enter DLR for dollar (OTH is no longer available)

16. In the **Category** field enter 99999

17. In the **Price** field enter the amount for that line

18. Click the Schedule icon 

19. Click the Distribution icon 

20. Enter your Full Chart String for line 1

Maintain Requisitions

**Distribution**

Requisition ID NEXT  
Line 1  
Schedule 1

Item Status Active

TRAVEL REQUEST

Ship To NA Not Applic

Quantity 1.0000 DLR

\*Distribute By Amount

Open Amount 400.000

Merchandise Amt 400.00 USD

SpeedChart Multi-SpeedCharts

**Distributions**

Chartfields Details Asset Information Budget Information

| Distrib | Status | Percent  | Merchandise Amount | GL Unit | Account | Oper Unit | Fund  | Dept  | Program | Class |
|---------|--------|----------|--------------------|---------|---------|-----------|-------|-------|---------|-------|
| 1       | Open   | 100.0000 | 400.00             | SACST   | 606001  |           | MDS01 | 42300 |         |       |

OK Cancel Refresh

21. Click the **OK** button.

22. Click the **Return to Main Page** link.

23. Click the Plus sign  to add a line.

Line ?

Personalize Find View All First 1 of 1 Last

Details Status Supplier Information Item Information Attributes Contract Sourcing Controls

| Line | Item | Description    | Quantity | *UOM | Category | Price     | Merchandise Amount | Status |  |  |  |  |
|------|------|----------------|----------|------|----------|-----------|--------------------|--------|--|--|--|--|
| 1    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 400.00000 | 400.00             | Open   |  |  |  |  |
| 2    |      | CONFERENCE     | 1.0000   | DLR  | 99999    | 300.00000 | 300.00             | Open   |  |  |  |  |

24. Click the Schedule icon 

25. Click the Distribution icon 

26. Enter the Account **660009** for an event related to training or **660090** for an event without training.

Maintain Requisitions

**Distribution**

Requisition ID 7000008157  
 Line 2  
 Schedule 1

Ship To NA Not Applic

\*Distribute By Amount

SpeedChart Multi-SpeedCharts

Item Status Active CONFERENCE

Quantity 1.0000 DLR  
 Open Amount 300.000  
 Merchandise Amt 300.00 USD

Distributions

Chartfields Details Asset Information Budget Information

| Distrib | Status | Percent  | Merchandise Amount | GL Unit | Account | Oper Unit | Fund  | Dept  | Program | Class |
|---------|--------|----------|--------------------|---------|---------|-----------|-------|-------|---------|-------|
| 1       | Open   | 100.0000 | 300.00             | SACST   | 660090  |           | MDS01 | 42300 |         |       |

OK Cancel Refresh

27. Click **OK**.

28. Click the **Return to Main Page** link.

29. Click the **Add Comments** link.

Requisition Defaults  
 Requisition Activities

Add Comments

The Header Comments screen will display.

**Header Comments**

Business Unit SACTV Requisition Date 03/13/2014  
 Requisition ID 7000008157 Status Open

\*Sort Method Comment Time Stamp \*Sort Sequence Ascending Sort

Comments Find View All First 1 of 1 Last

Use Standard Comments Comment Status Active Inactivate

TRAVEL TO SAN DIEGO TO ATTEND THE ACCREDITATION MEETING ON OCT 22-24, 2014  
 FOR QUESTIONS ON THIS REQUISITION PLEASE CONTACT X-XXXX

☒ Send to Supplier ☒ Show at Receipt  
☒ Show at Voucher

Associated Document

Attachment Attach View Delete Email

From -> REQ SACTV-7000008157

OK Cancel Refresh

30. Using ALL CAPS, type the information regarding the trip, such as where, when and the reason for traveling.
31. If the employee was NOT in the Look Up Supplier search, enter their Employee ID, full name, and full address in the comments box.
32. Always check all three boxes
33. Attach any documents (if any) pertaining to this requisition by clicking the Attach icon.
34. Click **OK**
35. Click **SAVE**

Maintain Requisitions

### Requisition

Business Unit SACTV

Requisition ID 7000008157

Requisition Name 7000008157

Status Open

Budget Status Not Chk'd

☐ Hold From Further Processing

▼ Header

\*Requester 60000002106 TRAVEL\_IRT

\*Requisition Date 03/13/2014 Requester Info

Origin TRV Travel Request

\*Currency Code USD Dollar

Accounting Date 03/13/2014

Requisition Defaults Edit Comments

Requisition Activities

Amount Summary

Total Amount 700.00 USD

Add Items From

Purchasing Kit Catalog

Item Search Requester Items

Line

| Line | Item | Description    | Quantity | *UOM | Category | Price     | Merchandise Amount | Status |
|------|------|----------------|----------|------|----------|-----------|--------------------|--------|
| 1    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 400.00000 | 400.00             | Open   |
| 2    |      | CONFERENCE     | 1.0000   | DLR  | 99999    | 300.00000 | 300.00             | Open   |

View Printable Version

Delete Requisition

\*Go to ...More...

Save Notify Refresh

The assigned requisition numbers will display at the top of the page. Your requisition is now ready to be approved.

## 9.2 Cancelling the Requisition

The Travel number starts with 7. If your requisition starts with a 3, you entered it in the SACST Business Unit instead of SACTV. If that is the case, you must cancel the requisition and re-enter it in the correct business unit.

**Navigation: Purchasing > Requisitions > Add/Update Requisitions**

1. Select the **Find an Existing Value** tab.

2. In the **Business Unit** field, enter SACTV.
3. In the **Requisition ID** field enter the requisition number.
4. Click the **Search** button.

The requisition will display.

5. Cancel the requisition by clicking the red X icon next to the approval checkbox icon.



Status Open ☒ ☐

Budget Status Not Chk'd ☐

☐ Hold From Further Processing


Note: If the requisition in question has already been approved, contact the Procurement Office at 8-7322 to have it canceled.

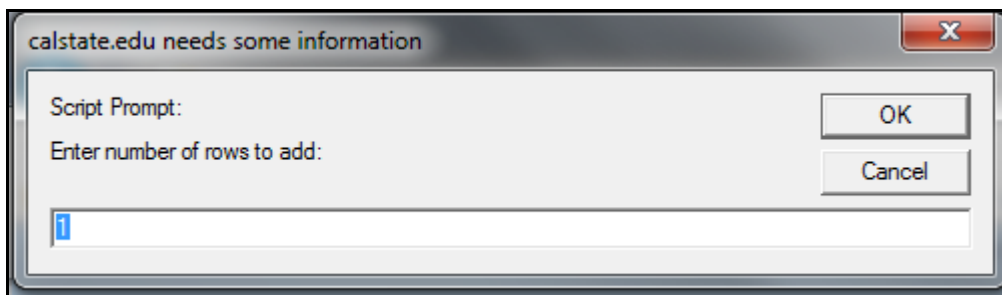
### 9.3 Requisition with an Advance

**Navigation: Purchasing > Requisitions > Add/Update Requisitions**

1. Select the **Find an Existing Value** tab.
2. In the **Business Unit** field, enter SACTV.
3. In the Requisition ID field enter the requisition number.
4. Click the Search button.

The requisition will display.

5. Click the Plus icon  next to the line information to add a new line.
6. Enter “1” when the User Prompt displays.



calstate.edu needs some information

Script Prompt:

Enter number of rows to add:

1

OK Cancel

7. Click the **OK** button.
8. In the Description field enter:
  - The Supplier Name (if for Supplier) as “ADV – SUPPLIER”

OR

- The Employee Name (if for Employee) as “ADV – EMPLOYEE”

9. In the **Quantity** field enter ‘1’.

10. In the **UOM** field enter **DLR** for ‘dollar’.

11. In the **Category** field enter **99999**.

12. In the **Price** field, enter the estimated amount.

13. Click the Schedule icon 

Maintain Requisitions

### Requisition

Business Unit SACTV  
 Requisition ID 7000008157  
 Requisition Name 7000008157

Status Open  
 Budget Status Not Chk'd  
☐ Hold From Further Processing

Header

\*Requester 60000002106 TRAVEL\_IRT  
 \*Requisition Date 03/13/2014 Requisition Info  
 Origin TRV Travel Request  
 \*Currency Code USD Dollar  
 Accounting Date 03/13/2014

Requisition Defaults Edit Comments  
 Requisition Activities

Amount Summary

Total Amount 700.00 USD

Add Items From

Purchasing Kit Catalog  
 Item Search Requisition Items

Line

| Line | Item | Description    | Quantity | *UOM | Category | Price     | Merchandise Amount | Status |
|------|------|----------------|----------|------|----------|-----------|--------------------|--------|
| 1    |      | TRAVEL REQUEST | 1.0000   | DLR  | 99999    | 400.00000 | 400.00             | Open   |
| 2    |      | CONFERENCE     | 1.0000   | DLR  | 99999    | 300.00000 | 300.00             | Open   |
| 3    |      | ADV - JOHN DOE | 1.0000   | DLR  | 99999    | 300.00000 | 300.00             | Open   |

14. Click the Distribution icon 

Maintain Requisitions

### Schedule

Business Unit SACTV  
 Requisition ID 7000008157  
 Requisition Date 03/13/2014  
 Status Open

Return to Main Page

Line

| Line | Item           | Description | Quantity | UOM    | Category | Price | Merchandise Amt | Status |
|------|----------------|-------------|----------|--------|----------|-------|-----------------|--------|
| 3    | ADV - JOHN DOE |             | 1.0000   | Dolair |          |       | 300.00 USD      |        |

Schedule

Personalize Find View All First 1 of 1 Last

Details

| Sched | *Ship To | Quantity | Price     | Merchandise Amount | Due Date | Attention To | Status |
|-------|----------|----------|-----------|--------------------|----------|--------------|--------|
| 1     | NA       | 1.0000   | 300.00000 | 300.00             |          | TRAVEL_IRT   | Active |

Add Ship To Comments

Save Return to Search Notify Refresh Add Update/Display



The Distribution page will display.

Maintain Requisitions

**Distribution**

Requisition ID 7000008157  
 Line 3  
 Schedule 1

Item **ADV - JOHN DOE**  
 Status Active

Ship To NA Not Applic Quantity 1.0000 DLR  
 \*Distribute By Amount Open Amount 300.000  
 Merchandise Amt 300.00 USD

SpeedChart Multi-SpeedCharts

Distributions

| Distrib | Status | Percent  | Merchandise Amount | GL Unit | Account | Oper Unit | Fund  | Dept | Program | Class |
|---------|--------|----------|--------------------|---------|---------|-----------|-------|------|---------|-------|
| 1       | Open   | 100.0000 | 300.00             | SACST   | 107001  |           | RF001 |      |         |       |

OK Cancel Refresh

15. Change the **Account** to 107001.

16. For travel being expensed from MDS01, change the **Fund** to RF001 only.

When using a Trust Fund, such as a fund that begins with T or C, enter that fund instead.

17. Remove the **DeptID**.

18. Click the **OK** button.

19. Click the **Return to Main Page** link.

20. Repeat this process for ALL Advance requests.

21. Click the Edit Comments link.

**Header Comments**

Business Unit SACTV Requisition Date 03/13/2014  
 Requisition ID 7000008157 Status Open

☒ Retrieve Active Comments Only Retrieve

\*Sort Method Comment Time Stamp \*Sort Sequence Ascending Sort

Comments Find | View All First 2 of 2 Last  
 Use Standard Comments Comment Status Active Inactivate **+**

22. Click the Plus **+** button to add a comment. (Click the View All link if you want to view all comments at once.)

Business Unit SACTV

Requisition ID 7000008157

Requisition Date 03/13/2014

Status Open

☒ Retrieve Active Comments Only
 

Retrieve

\*Sort Method Comment Time Stamp

\*Sort Sequence Ascending

Sort

Comments

Find | View 1

First 1-2 of 2 Last

Use Standard Comments

Comment Status Active

Inactivate

+

TRAVEL TO SAN DIEGO TO ATTEND THE ACCREDITATION MEETING ON OCT 22-24, 2014

FOR QUESTIONS ON THIS REQUISITION PLEASE CONTACT X-XXXX

☒ Send to Supplier
 ☒ Show at Receipt
 ☒ Show at Voucher

Associated Document

Attachment

Attach

View

Delete

☐ Email

From -> REQ SACTV-7000008157

Use Standard Comments

Comment Status Active

Inactivate

+

LINE 3 ADVANCE NEEDED OCT 21 - JOHN DOE 102004826

☒ Send to Supplier
 ☒ Show at Receipt
 ☒ Show at Voucher

Associated Document

Attachment

Attach

View

Delete

☐ Email

From -> REQ SACTV-7000008157

OK

Cancel

Refresh




23. Update the **Header Comments** to include details about the advance.

24. Click the **OK** button.





Maintain Requisitions

**Requisition**

Business Unit SACTV  
 Requisition ID 7000008157  
 Requisition Name 7000008157

Status Open    
 Budget Status Not Chk'd   
☐ Hold From Further Processing



▼ Header ?

\*Requester 60000002106  TRAVEL\_IRT  
 \*Requisition Date 03/13/2014  Requester Info  
 Origin TRV  Travel Request  
 \*Currency Code USD Dollar  
 Accounting Date 03/13/2014 













Requisition Defaults Edit Comments  
 Requisition Activities  
 Document Status

Amount Summary ?  
 Total Amount 1,000.00 USD





Add Items From ?  
 Purchasing Kit Catalog  
 Item Search Requester Items

Select Lines To Display ?  
 Search for Lines  
 Line   To   Retrieve

Line ?

| Line | Item  | Description  | Quantity | *UOM   | Category  | Price     | Merchandise Amount | Status |
|------|---|--|----------|--|---|-----------|--------------------|--------|
| 1    |  | TRAVEL REQUEST  | 1.0000   | DLR  | 99999  | 400.00000 | 400.00             | Open   |
| 2    |  | CONFERENCE      | 1.0000   | DLR  | 99999  | 300.00000 | 300.00             | Open   |
| 3    |  | ADV - JOHN DOE  | 1.0000   | DLR  | 99999  | 300.00000 | 300.00             | Open   |

View Printable Version Delete Requisition \*Go to ...More...

 Save  Return to Search  Notify  Refresh




25. Click the **Approve** icon.

26. Click the **Save** button to complete the process.

Maintain Requisitions

**Requisition**

Business Unit SACTV  
 Requisition ID 7000008157  
 Requisition Name 7000008157

Status Approved    
 Budget Status Not Chk'd   
☐ Hold From Further Processing

▼ Header ?

## Section 10 Personalizing the Screens

You will notice when you view the Requisition pages that a number of un-used fields will display on your screen. You can customize each page and hid any unwanted fields or tabs. Once saved, your customizations will remain each time you log on to the system.

## 10.1 Reordering Fields

On any page in the Requisition process, re-arrange the order of columns by clicking an individual column heading (e.g., UOM) and dragging & dropping it to a new location.



## 10.2 Resizing Fields

Adjust column widths by clicking the edge of a column heading and dragging that edge right or left until the desired column width is achieved.



## 10.3 Temporarily Adjusting Sort Order

Perform a one-time sort of information by clicking on a column heading (e.g., Price) by which you wish to sort. An upward or downward facing arrow will appear next to the heading to indicate either ascending or descending order. Click the column heading again to switch between the two sort orders.



## 10.4 Hiding Fields

1. On any page in the Requisition process, click on the **Personalize** link at the end of a line.

The screenshot shows the top navigation bar of the Travel Requisition system. The 'Personalize' button is circled in red. Below the navigation bar is a table with columns: Line, Item, Description, Quantity, \*UOM, Category, Price, Merchandise Amount, and Status. The first row shows a line item with a quantity of 0.0000 and a status of 'Open'.

The **Personalize Column and Sort Order** page will display. A list of all fields will display in the left hand column.

The 'Personalize Column and Sort Order' dialog box is shown. It has two main sections: 'Column Order' on the left and 'Sort Order' on the right. The 'Column Order' list includes: Tab Details (frozen), Line (frozen), Details (frozen), Item (frozen), Description (frozen), Item Search, Quantity, \*UOM, Category (highlighted), Price, Merchandise Amount, Status, Line Comments, and Defaults... The 'Sort Order' section is empty. There are 'Hidden' and 'Frozen' checkboxes in the middle, with the 'Hidden' checkbox circled in red. A 'Descending' button is on the right.

2. Select the fields you wish to hide by clicking on each field name in the left hand column. You can use Ctrl>Click or Shift>Click to make multiple selections.
3. Click on the **Hidden** checkbox.
4. The fields you wish to hide will now read (hidden) after the field name.
5. Click the **OK** button to save.

This is a close-up of the 'Column Order' list from the previous screenshot. The 'Item Search (hidden)' entry is circled in red, indicating it has been selected for hiding. The 'Hidden' checkbox is checked.

## 10.5 Hiding Tabs

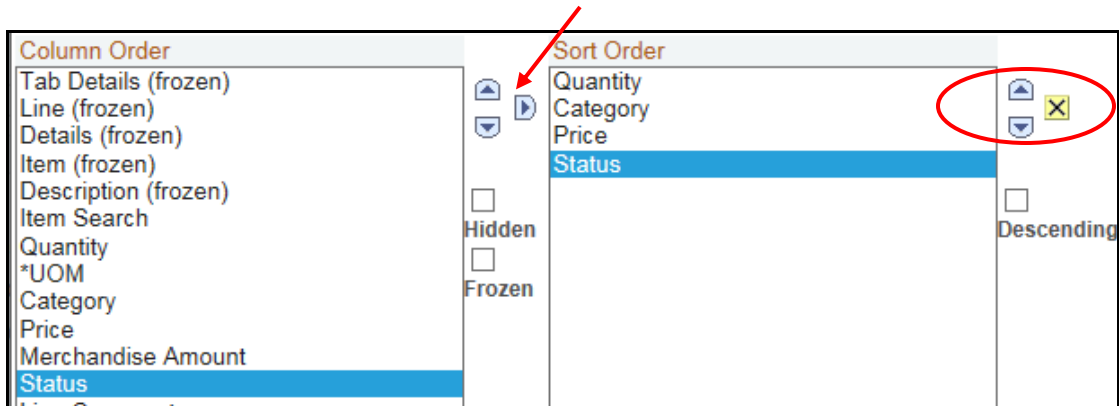
You can hide unwanted tabs using the same method described above.

1. Look for the title of the tab you wish to hide and highlight it. You can highlight multiple tabs by using Ctrl>Click.
2. Select the **Hidden** checkbox.
3. Click the **OK** button and the selected tabs will be hidden.

## 10.6 Adjusting the Sort Order (Long-Term)

You can also adjust the order in which the desired fields will display on a page. To customize the display order:

1. Select the fields you wish to view from the left hand column. Use Ctrl>Click to select multiple items.
2. Once selected, click on the right arrow button. Your selections will appear in the right hand column.



3. Using the Up/Down arrow buttons, select a field and move it to the desired position: First, Second, etc.
4. When you have finished your customizations, click the **OK** button.
5. Each time you log in to these finance pages, your customizations will be saved for you.

**NOTE:** Although these customizations will remain saved each time you log in, they are not permanent. If you find you have hidden a field that is needed, go back into the Personalization page and un-hide the desired field.

## Summary

Before entering a Travel Requisition you must have a completed Payee Data Record Form (204) for all outside vendors. Use Vendor Lookup Query and verify that the VEN 204 Status column displays “Received”.

For all Travel Requisitions, use SACTV Business Unit.

All travel requisition numbers will start with ‘7’. If your requisition number starts with a ‘3’ you have entered it into SACST instead of SACTV.

Navigation for entering or modifying a Travel Requisition is:

**Purchasing > Requisitions > Add/Update Requisitions**

When adding comments to a requisition or when adding line comments, use ALL CAPS.

For more information on how to enter travel requisitions, please visit the CFS training website at [www.csus.edu/irt/ACS/Reference/CFS/index.html](http://www.csus.edu/irt/ACS/Reference/CFS/index.html) where you will find additional tutorials on the subject. For questions contact the Service Desk at 278-7337 or [servicedesk@csus.edu](mailto:servicedesk@csus.edu).