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FIN 200: Requisitions

BEST Advantage System – Financial

Training Course Guide

Version 3.5 – 6/23/2021

Business **E**nhancement **S**ystem **T**ransformation

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1 About This Course

1.1. Course Description

The focus of this course is creating requisitions for goods and services in the BEST Advantage System – Financial (FIN). This course includes a brief introduction to navigating in the BEST Advantage System – Financial. For more information on navigation, refer to the FIN-101: Getting Started in Financial guide.

The BEST Advantage System – Financial will be referred to as Financial or FIN throughout this course.

Course Elements

The course has two essential elements: instruction and hands-on navigation. The instructor will guide you through the course guide and then you will have an opportunity to log in to the system to complete activities on your own in the training environment. You will receive a data card which includes the necessary information to complete the hands-on activities.

The guide also includes procedure steps which are intended to provide reference material after training.

	*The data in this training guide and the training environment was created specifically for training purposes. The data you will see in training is not the same data you will see in production.*

1.2. Course Objectives

The following are the objectives of this course:

- Navigate and search in Financial.
- Verify budget availability.
- Create a Requisition (XREQ) document for goods and services using the following methods:
    - By direct entry through the Document Catalog
    - By copying an existing requisition
    - From a document template
- Create a Requisition (XREQ) document template.
- Modify a Requisition (XREQ) document.
- Search for Requisition (XREQ) document.

1.3. Course Contents

The following topics are covered in this course:

- **Navigation** – Provides an introduction to the BEST Advantage System – Financial (FIN) including basic navigation, searching, and using the Document Catalog.
- **Verifying Budget Availability** – Describes how to look up budget information to determine available budget prior to creating a requisition.
- **Creating Requisitions** – Provides the steps to create a requisition to request goods or services.
- **Modifying and Canceling Requisitions** – Shows how to modify and cancel a requisition document after it is fully approved (final).
- **Searches and Inquiries** – Details how to use inquiry pages to search for requisition-related information.
- **Scenarios** – Provides additional scenarios to practice creating requisitions.

The following appendices are included for additional information:

- **Appendix A – List of Acronyms and Pages** – Includes a list of acronyms used in the course as well as a list of the referenced pages and their page codes.
- **Appendix B – References** – Provides reference material relevant to the course including a crosswalk of terms between PeopleSoft Financial and the BEST Advantage System – Financial, and a table of navigation icons.
- **Appendix C – Check Your Progress Answers** – Provides the answers to the "Check Your Progress" questions available in each topic to test your understanding of the subject matter.
- **Appendix D – Errors and Warning Messages** – Identifies additional help on system error and warning messages.
- **Appendix E – Additional Topics** – Outlines additional information to support the course, including how to use document references, how to attach files to documents, how to use favorites, how to use online help, and how to use wildcards.
- **Appendix F – Chrome Configuration** – Includes steps to update Chrome browser settings to allow pop-ups for online help and allow PDF forms to download automatically.

1.4. Course Duration

The estimated duration of this course is 3 hours.

1.5. Audience

This course is intended for a user who creates requisitions on behalf of their district/agency. This course provides a brief introduction to navigating in Financial. Users who require more in depth instruction on Financial, including workflow, should take the FIN-101: Getting Started in Financial course.

1.6. Prerequisites

This course has no prerequisites.

1.7. Terminology

Key terms and definitions used throughout this course are listed in Table 1. A list of acronyms and referenced pages is provided in Appendix A – List of Acronyms and Pages.

Table 1: Terminology

Term	Description
Award	Used to set up an agreement with a vendor for the purchase of goods or services.
Chart of Accounts (COA)	The accounting string for the financial data.
Commodity Code	A coding structure used as an identification of suppliers' products and services which increases the visibility of how money is spent on products and services.
Component	A unique section within a document that contains tabs and fields for data, such as a Header or Accounting.
Document	Electronic form used to enter and record financial transactions and activities.
Document Catalog	A central location where documents can be generated and reviewed.
Document Code	Each document in FIN has a name and a code. The code is a shortened version of the name, usually 3-5 characters in upper case. The code is used when creating or searching for documents in the Document Catalog.
Document Phase	A point in time within the document processing lifecycle. Common document phases are Draft, Pending, Historical Final, and Final.
Favorite	A way to save frequently visited pages. You can make any page a Favorite by right-clicking on the page, and selecting Add to Favorites from the mouse menu. Favorites are accessed via the Secondary Navigation Panel.
Financial (FIN)	The new BEST Advantage System used for financial and procurement functionality. One of the three applications in the BEST Advantage System (with Budget and Human Capital Management).
History	A list that displays the 25 more recently accessed documents/pages from the current session.
Home Page	The desktop of the application and contains two main navigation panels: Primary Navigation Panel and Secondary Navigation Panel.
Infer / Inferred Value	Values that are automatically populated based on previous entries in FIN.
Inquiries	Display summary and detailed information from successfully processed documents, for viewing only.
Page	A screen within Financial that displays information.
Page Code	Each page in Financial has a name and a code. The name or code can be used for navigation using the Page Search and Jump to functionality.
Page Search	A command used to find and navigate to any page in the application.
Procurement	A need for a good or service which moves as an entity through various stages and activities as it is acquired.

Term	Description
Primary Navigation Panel	A panel with static icons and links that enable a user to personalize their site, access online Help, logout, and search for a page via Jump to.
Production Environment	Refers to the live, online system used by agencies and districts. Non-production environments include training and testing.
Reference Tables	Data is established on these pages that controls how the application functions and provides valid values (codes) for data entry. Some of these pages are updated by batch or document processing while others can be updated by users who have appropriate security authorization.
Secondary Navigation Panel	A menu that changes depending on what type of page the user is on. The Home Page includes standard options and access to History, Worklist, Searching, and Favorites. Multi-page tables include menus to navigate through sections of a table. Documents include menus to navigate through components of a document.
Table	A reference table with data used by the system. May also be referred to as a page.
Wildcard	A character that can be used to represent one or more characters when completing a search in Financial.
Workflow	An online routing and approval process.

1.8. Support

Need Help Logging in?

The BEST Advantage System – Financial (FIN) application can be access via the BEST Portal (https:/bestportal.lacoe.edu). Once you have completed your training and your account has been activated by LACOE's School Financial Services' (SFS) Security Team, you will receive an email from BESTAuthentication@lacoe.edu with your BEST Portal Username and Password. Accounts are activated every Friday for all training courses completed that week.

Want More Learning Opportunities? Join the CRC!

The Customer Resource Center (CRC) is a BEST Project customer-focused website with all kinds of information, supplemental training materials, and more. The CRC aims to provide our users with an opportunity to LEARN about the BEST Advantage System, GROW their knowledge of the system becoming more effective and efficient and CONNECT with peers to discover BEST Practices and help each other navigate the change. Some of our more popular tools include:

- Change Management Planner: Toolkit developed with our customers to help agencies succeed at - and sustain - change on the BEST Project and beyond.
- Computer-Based Training Modules: Short (< 10 Minutes), on-demand demonstration and interactive training videos focused on specific transactions (e.g., Creating a Vendor; Creating a Requisition; Creating an Invoice; Creating a Budget Adjustment; etc.)
- Quick Reference Guides and Fast Functions: Step-by-step process guides to get your transactions submitted!

- User Communities: Stay up to date with module specific user newsletters, updates process guides, and participate in our User Forums where users can teach and learn from each other!

Please note, if you haven't done so already, you will need to register for a CRC User account to gain access. It normally takes a day or two to review account requests and approve them for access. To register, please visit: https://bestcrc.lacoe.edu/register.

Still Have Questions?

1. **Sign up for Office Hours.** Log into the Learning Management System and sign up for one of our many office hours sessions that happen every Friday afternoon. BEST Project Trainers and SFS Experts will be there to answer any and all of your questions to get you ready to use the new system!
2. **Email or call the helpdesk!** BEST Project and SFS subject matter experts are standing by Monday through Friday, 7:00 am to 5:00pm, to answer any and all of your questions.

Phone: (562) 922-8888

Email: helpdesk@lacoe.edu

Want more Training?

If you would like to repeat this course or take an additional class, please reach out to the BEST Project Help Desk and request enrollment in an additional training class!

2 Navigation

Lesson Overview

This section provides a brief instruction on how to navigate in Financial, including how to log in, how to navigate the Home page, and how to search for pages and documents.

Please note additional navigation features, such as page types and using online help, are located in Appendix E.

Learning Objectives

After completing this lesson, you will be able to:

- Log in to Financial.
- Navigate the Financial home page.
- Use the Page Search to open an inquiry page or reference table.
- Search for a document using the Document Catalog.
- Create a document using the Document Catalog.

2.1. Log in to Financial

Financial is accessed via a web browser, such as Chrome. Users must have an active account to gain access to Financial. When your account is activated, you will be provided with login instructions.

Activity 2.1: Log in to Financial

Scenario

You received your User ID and are ready to log in to Financial.

Setup

✓ You have a login ID and password assigned for training.

Steps

A. Log in to Financial training environment.

1. Open the Chrome web browser.
2. Enter the web address as directed by your instructor or use the shortcut provided on your classroom machine (BEST Advantage System – FIN Training) to open the Login page.

3. In the **User ID** field, enter the ***value from your data card***.
4. In the **Password** field, enter the ***value from your data card***.

	User ID and Passwords are case sensitive.



5. Click the **Login** button or press **Enter** on your keyboard to open the Financial home page.

Activity End

2.2. Home Page and Navigation Panels

The Home Page is the starting point for all activities within Financial. The Financial Home Page contains the Primary Navigation Panel and the Secondary Navigation Panel. The Primary Navigation Panel always displays along the top of the screen in Financial as shown in Figure 1. The Secondary Navigation Panel displays along the left-side of the screen. The available options of the Secondary Navigation Panel vary depending on the current document or page. Important information within each panel is discussed in turn.

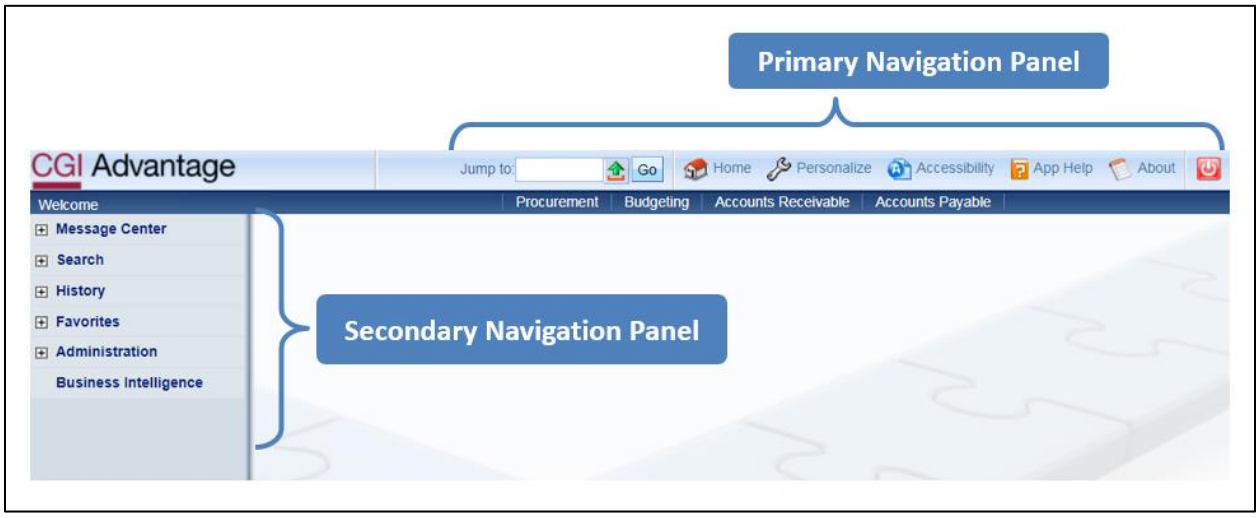
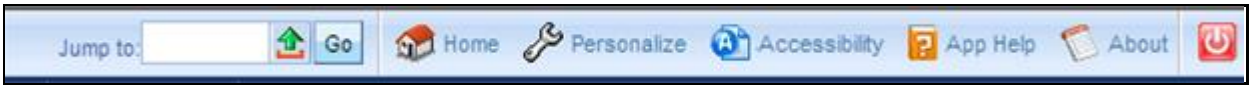


Figure 1: Financial Home Page

Primary Navigation Panel

The Primary Navigation Panel always displays at the top of the screen in Financial.

FINANCIAL PRIMARY NAVIGATION MENU



Jump to

The Jump to 

field allows you to navigate to pages in Financial. The field is used to quickly access a page within Financial, bypassing the Search menu function, saving time and keystrokes when accessing frequently used pages.

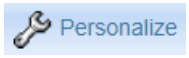
The field uses the page code to access the page. For example, enter VCUST in the Jump to field and click the Go button. This takes you directly to the Vendor/Customer table.

Home

The Home 

icon returns you to the home page from anywhere in Financial.

Personalize

The Personalize 

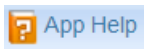
icon opens a new window with options to customize your Financial home page.

Accessibility

The Accessibility 

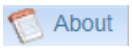
icon opens the online help with information regarding accessibility options available to users with special needs. Select each of the key accessibility topics listed on the accessibility page for additional information regarding each available feature.

App Help

The App Help 

icon provides access to the BEST online help pages. The online help contains detailed information on the baseline Financial functionality available for each major business area. Additional online help is available for a page or field. More information is provided in Appendix E – Additional Topics in the Using Online Help section.

About

The About 

icon provides information about the current version the Advantage Financial software being used.

Logout

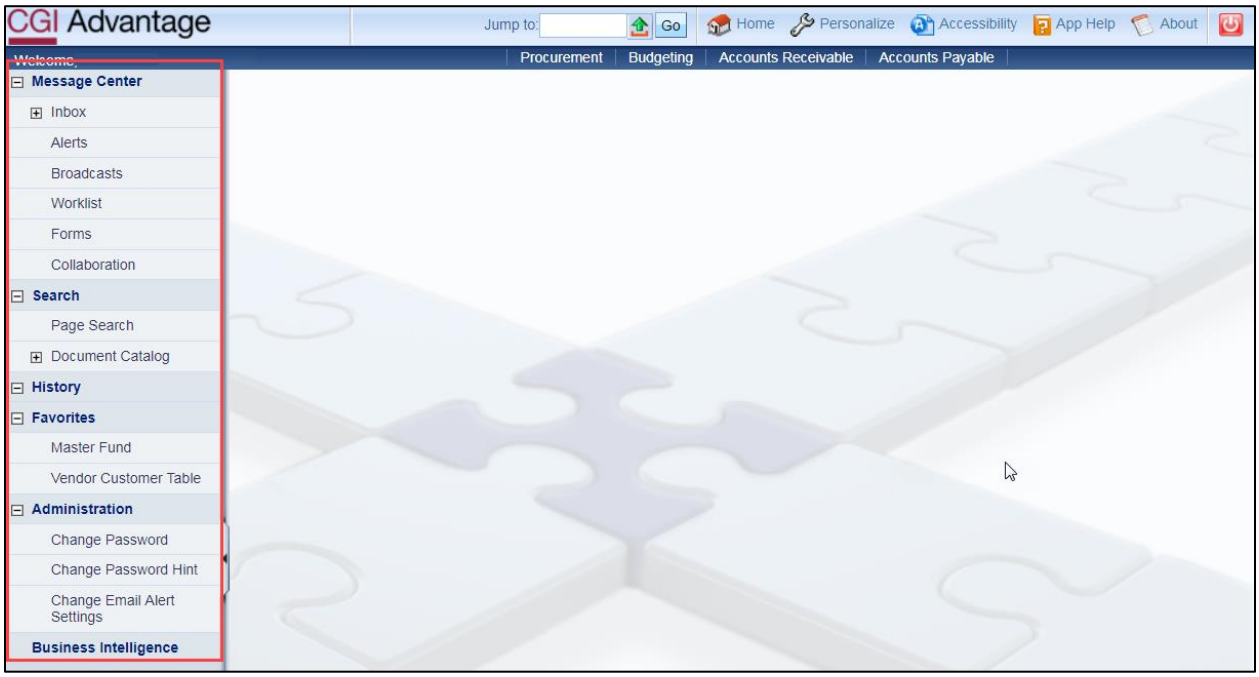
Click the Logout icon to log out of Financial. If you do not log out, then the application remains active until it times out. This situation continues to use system resources even though you are no longer working in the application.

Secondary Navigation Panel

The Secondary Navigation Panel appears on the left side of the window. Unlike the Primary Navigation Panel's icons and links, which remain visible at all times, the menus that appear in the Secondary Navigation Panel change depending on what type of page is displayed.

On the Home page, the Secondary Navigation Panel has options that allow you to search, view favorites, and view history.

SECONDARY NAVIGATION PANEL ON HOME PAGE



Message Center

The Message Center includes links to view Broadcasts and access your Worklist. Worklist is used in the approval process.

Search

Search consists of two options:

- **Page Search** – Used to locate reference data or inquiry pages. To enhance search capabilities, you can enter wildcard characters and enter ranges when entering search criteria. Use of wildcard characters and ranges is discussed later in this course guide.
- **Document Catalog** – All financial and procurement documents created within Financial are stored within the Document Catalog. The Document Catalog is used to search for existing documents, create a new document within Financial, and update an existing document.

Additional information on Page Search and Document Catalog is found in the Page Search and Document Catalog sections of this guide.

History

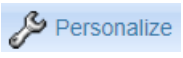
History provides a list of pages that were accessed during a logged in session. This section is especially useful when performing a Page Search or Document Catalog Search to determine pages that were previously referenced.

Financial keeps track of the last 25 pages you have accessed in the current session. Once you end your current session, the history is cleared.

To return to a page previously accessed, select History and then the page name. The pages are listed in the order in which they were accessed, with the most recent page listed first.

To refresh the listing of pages in the History folder, click the expand/collapse icon twice. Clicking the ⊟ icon the first time collapses the folder. Clicking the expand ⊞ icon expands the section and refreshes the list of items in the History folder.

Favorites

Favorites lists the pages that have been added to Favorites. Favorites enable you to identify and easily navigate to specific pages used on a frequent basis. The Personalize  icon available in the Primary Navigation Panel is used to update the list of favorites.

Administration

Administration provides the Change Password link to change your Financial password.

Business Intelligence

The Business Intelligence link opens the BEST Advantage System reporting tool, infoAdvantage. Only users with access to infoAdvantage will see this link.

Procedure Steps: How to Add a Favorite

1. Open the page to be added.
2. Right-click on the page, and click the **Add to Favorites** option.
3. On the pop-up window, in the **New Favorite** box, enter a name for the page.
4. Click **OK**.

Additional information on Favorites is provided in Appendix E – Additional Topics in the Favorites section.

Navigation Icons and Features

On a page, you will see various options, buttons, fields and links that are used to interact with that page. Table 2 outlines the common navigational features used in Financial. Additional navigation icons found in documents are listed in Appendix B – References in the Document Navigation section.

Table 2: Navigational Features

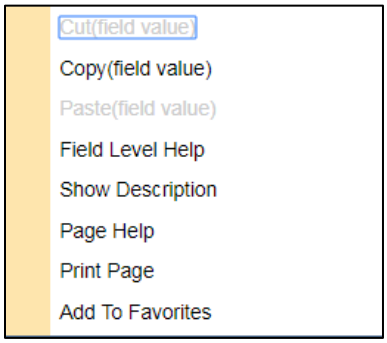
Navigational Feature	Behavior
Minimize 	When selected, the window closes and an icon is placed in the Task Bar on the Desktop. To re-open the minimized window, select the icon in the Task Bar. Located in the top right corner of a window.
Maximize and Restore Down Toggle 	When the Maximize button is selected, the window expands to fill the screen and the button "toggles" to the Restore Down button. When the Restore Down button is selected, the window returns to its original size. Located at the top right corner of a window.
Close Window 	Closes the window when selected. Generally located at the top right corner of a window.
Expand All/Collapse All	By selecting the downward arrow, expands all tabs on the page. By selecting the sideways arrow, collapses all tabs on the page.
Expand icon 	Indicates the option can be expanded. Click the  to expand the section.
Collapse icon 	Indicates the option is expanded. Click the  to collapse the section.
Drill Down/ Magnifying Glass 	Indicates additional drill down information is available.
Action Menu 	Provides a menu of available actions that can be performed on that page.
Drop-down List 	Provides a list of items available for selection.
Pick List 	Opens a Choose page to provide a list of items to search and select.
Calendar Tool 	Selects dates or date ranges from an interactive calendar.
Check Box 	Indicate whether the condition is on (checked) or off (unchecked).

Navigational Feature	Behavior
Copy Line	Copies a line such as a Commodity or Accounting line.
Trash Can	Deletes an item.

Right-Click Commands

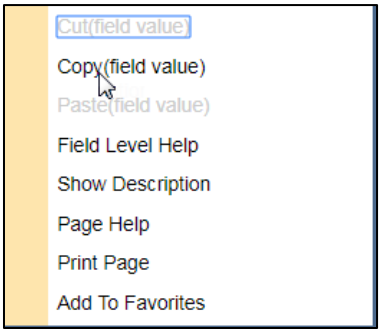
Using your mouse to right-click on a page or field provides with several options, including Page Help, Add to Favorites, and Field Level Help. You can also use the right-click to copy, cut, and paste field values.

RIGHT-CLICK OPTIONS



Procedure Steps: How to Copy Text

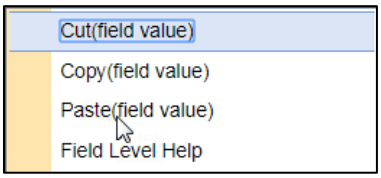
1. Use the mouse or cursor to select the text.
2. Press **Ctrl + C** on your keyboard to copy.
   OR
3. Right-click the highlighted text.
4. On the pop-up menu, select **Copy (field value)**.



Procedure Steps: How to Paste Text

1. Use the mouse or keyboard arrows to move the cursor to the location to paste the text.
2. Press **Ctrl + V** on your keyboard to paste.
   OR
3. Right-click the location to paste the copied text.

4. On the pop-up menu, select **Paste (field value)**.



2.3. Page Search

Page Search allows you to search for and access any active page in Financial. Page Search is accessed through the Search option on the Secondary Navigation Menu.

PAGE SEARCH



Page Search provides access to all inquiries, reference tables, and documents. Inquiries are the most commonly used function for Page Search. Entering information into multiple fields will narrow down the results that are returned. The following search fields are available:

- **Category** – Drop-down list that indicates to which functional grouping a page belongs.
- **Page Type** – Drop-down list used to select one of the three different page types (Documents, Reference tables, or Inquiries).
- **Description** – Text box to enter all or part of the name of a page.
- **Page Code** – Text box to enter all or part of the page code assigned to a page.

2.3.1 Wildcards

You can use wildcards (*) for partial values. The wildcard character (*) can be placed before, after, or anywhere in between a word or code to expand information returned in the search. After entering search criteria, click the Browse link to display the results. More information about using wildcards is in Appendix E – Additional Topics in the Wildcard and Range Characters section.

Procedure Steps: How to Search for a Page Using Page Search

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Page Search** to open the Page Search page.
3. On the Page Search page, enter the search criteria.
   For example, in the **Description** field, enter a word to search. Use a wildcard (*) to expand the search (for example, *REQ* returns all records with REQ in the name).
4. Click the **Browse** link to launch the search. The results display.
5. In the **Description** column, click the link to open the page.

	*This guide includes procedure steps. These are generic steps designed to assist you after training. The Activity sections provide the steps to complete an in-class activity.*

Activity 2.3: Use Page Search and Add to Favorites

Scenario

Use Page Search to locate a requisition inquiry page and add to Favorites.

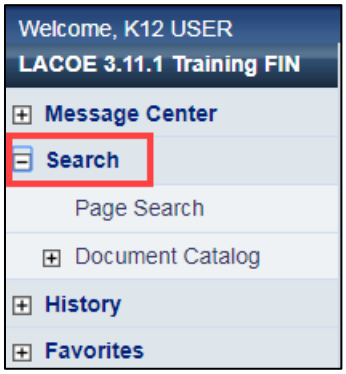
Setup

✓ You are logged in to Financial on the home page.

Steps

A. Search using Page Search.

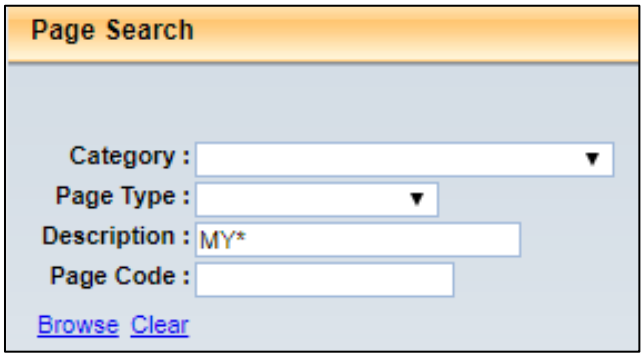
1. On the Secondary Navigation Panel, click the **Search** link to expand the menu.



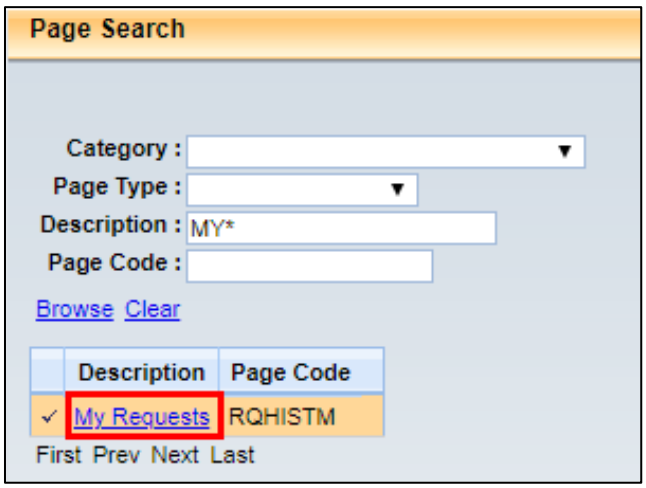
2. On the Secondary Navigation Panel under the Search list, click **Page Search** to open the Page Search.



3. In the **Description** field, enter ***my****. This will search for all pages starting with **my**. The system updates the text to all capitals.

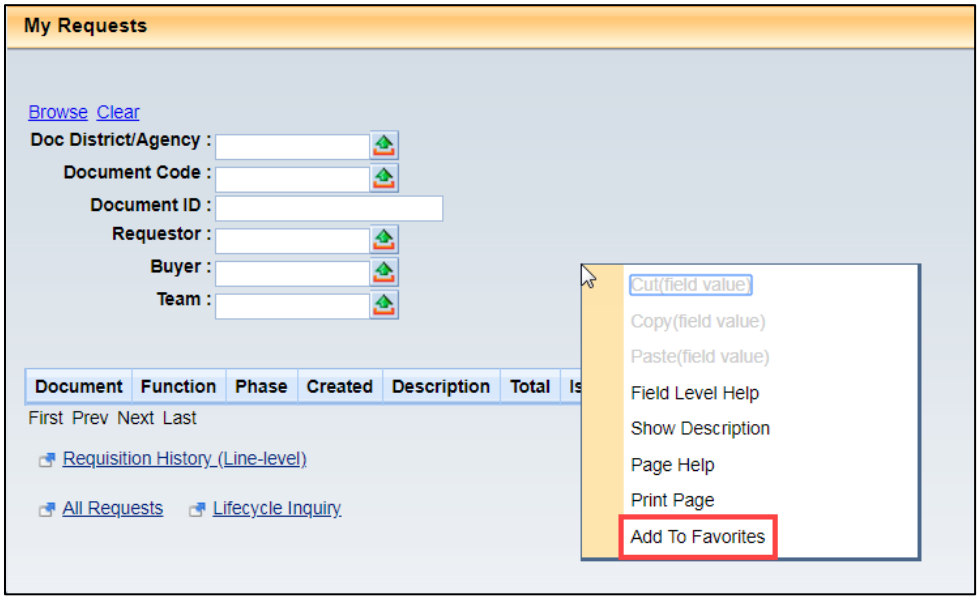


4. Click the **Browse** link or press **Enter** on your keyboard to launch the search.
5. In the results, click the **My Requests** link to open the page.



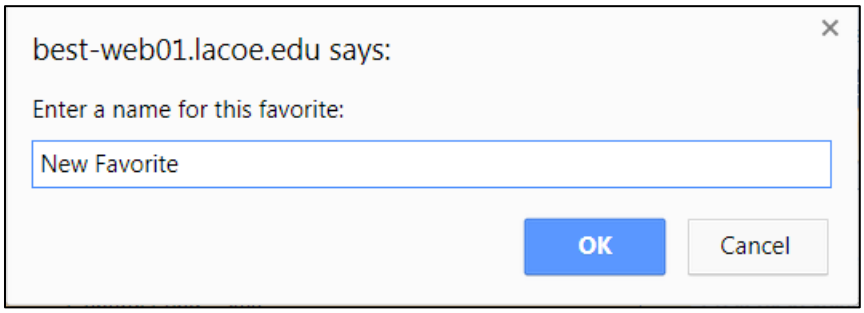
B. Add the My Requests page as a Favorite.

1. On the **My Requests** page, use the mouse to right-click on the page.
2. Click the **Add To Favorites** option.



	The page is blank because you have not created any requisitions yet.

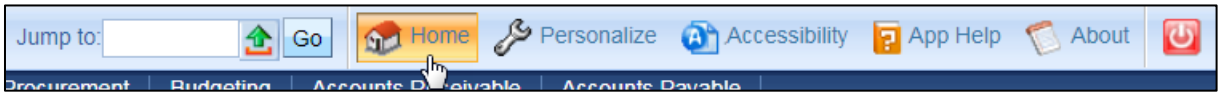
3. In the window, replace the words *New Favorite* with ***My Requests***.



4. Click the **OK** button.
5. A message displays at the top to indicate that the favorite was added.

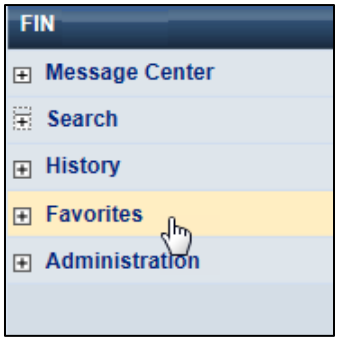


6. On the Primary Navigation Panel, click the **Home** icon.



C. Verify the Favorite was added.

1. On the Secondary Navigation Panel, click the expand ⊞ icon next to **Favorites** to expand.



2. Verify the favorite was added.



Activity End

2.4. Document Catalog

Documents are used to record financial information and administrative events into Financial. Documents collect information into a single form, designed to ease data entry as well as to consolidate information for approval and query purposes. Documents can be routed for approval using workflow.

The Document Catalog serves as a repository for all documents created in Financial. It is the central location where all documents can be queried and processed. New documents can be entered and existing documents can be modified or cancelled. Access to documents is controlled by a user's security level.

The Document Catalog has two modes:

- **Search** – Used to search for existing documents.
- **Create** – Used to create a new document.

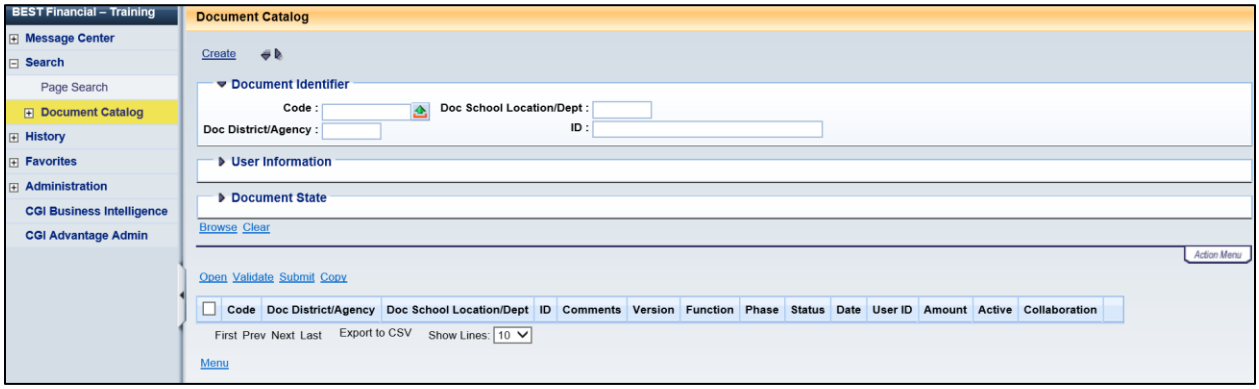
In search mode, the Document Catalog provides access to all documents in Financial. You can search by the following areas:

- **Document Identifier** – Enter the specific document Code, District/Agency, School Location/Dept, or ID.
- **User Information** – Enter the Create User ID, or Create Date.
- **Document State** – Enter the Function, Phase, or Status of the document.
    - **Function**: New, Modification, or Cancellation

- **Phase**: Draft, Pending, Final, Historical (Final), Template

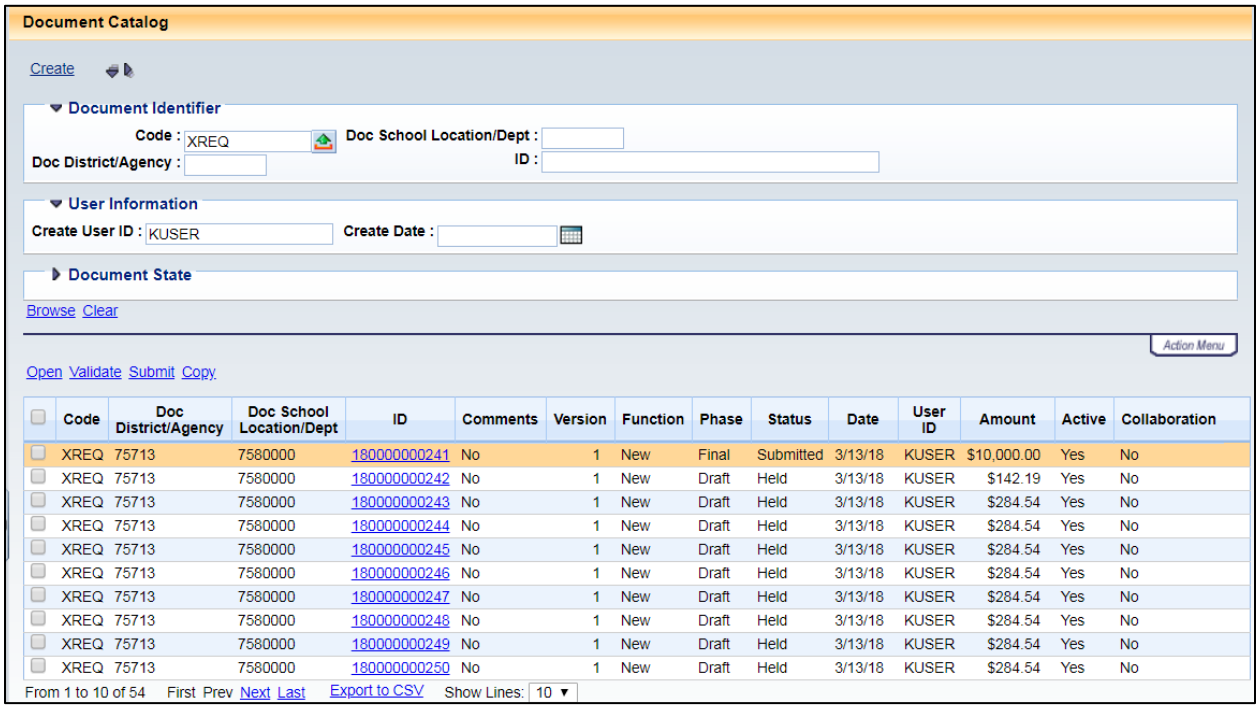
After entering search criteria, click the Browse **link** to display the results in the grid at the bottom of the page. The ID field provides a hyperlink to open the document.

DOCUMENT CATALOG – SEARCH MODE



	To search by multiple search criteria, separate the search terms with commas.

DOCUMENT CATALOG – SEARCH RESULTS



Procedure Steps: How to Search for a Document You Created

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter the document code for the document to be located. The document code for a requisition is XREQ.
4. On the Document Catalog, in the **Create User ID** field, enter your user ID. This will filter the list to display only documents created by you.
5. Narrow the search by selecting a **Function**, **Phase**, or **Status**.
6. Click the **Browse** link to display the results.
7. In the **ID** column, click the link to open the document.

Procedure Steps: How to Search for Documents on the Document Catalog

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog** to open the Document Catalog.
3. In the **Code** field, enter the document code for the document to be located.
   Use a comma (,) between document codes to search for multiple codes. For example, to search for requisitions and purchase orders, enter XREQ, PO3W.
4. In the **Doc School Loc/Dept** field, enter the School Location/Department code.
5. In the **ID** field, enter the document ID.
   Use an asterisk (*) to expand the search. For example, if the document ID is 1800000025, enter 18*25, where the asterisk (*) replaces all zeroes. The first two digits in the document ID represent the fiscal year.
6. In the **User Information** section, enter a **Create User ID** or **Create Date**.
   Use a greater than (>) or less than (<) sign to search for dates before or after a given date. For example, if the document was created before September 1, 2018, enter <9/1/2018. Use an equal (=) sign to include the listed date.
7. In the **Document State** section, select a **Function**, **Phase**, or **Status** from the drop-down list.
8. Click the **Browse** link to begin the search. Results display in the results grid.
9. In the **ID** column, click a document **ID** link to open the document.

Procedure Steps: How to Create a Document from the Document Catalog

1. On the Secondary Navigation Panel, click **Search**.
2. Select **Document Catalog**. The Document Catalog opens in search mode.
3. Click the **Create** link to switch to create mode.
4. In the **Code** field, enter the document code.
   Click the pick list  icon to search for the code, if needed.
5. Enter the **Doc District/Agency** code (required). It may infer.
6. Enter the **Doc School Loc/Dept** code (conditionally required based on document code).
7. Click the **Create** link to create the document.

Activity 2.4: Create a Requisition by Copying Another Requisition

Scenario

You want to create a requisition by copying another requisition so you can follow along with the requisition lesson, which reviews the requisition document.

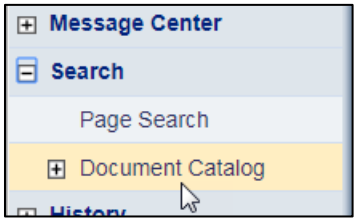
Setup

✓ You are logged in to Financial on the home page.

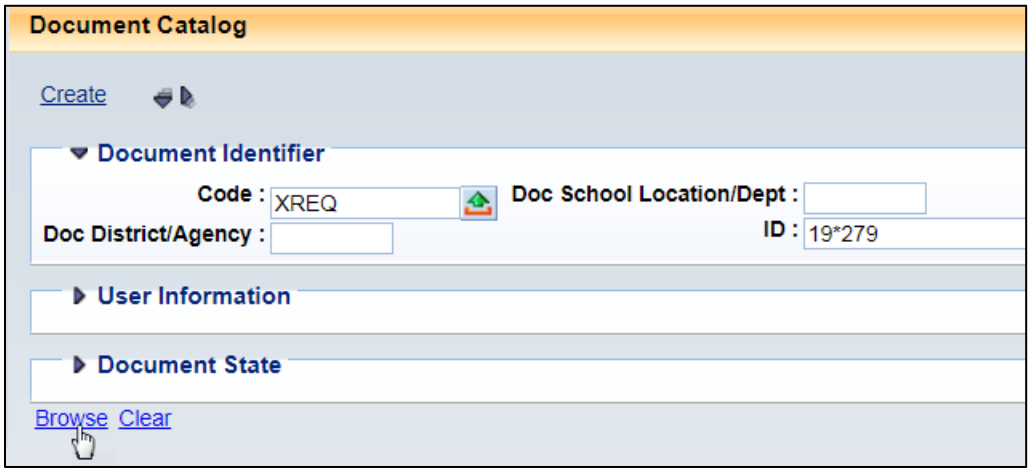
Steps

A. Open the Document Catalog.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog** to open the Document Catalog.

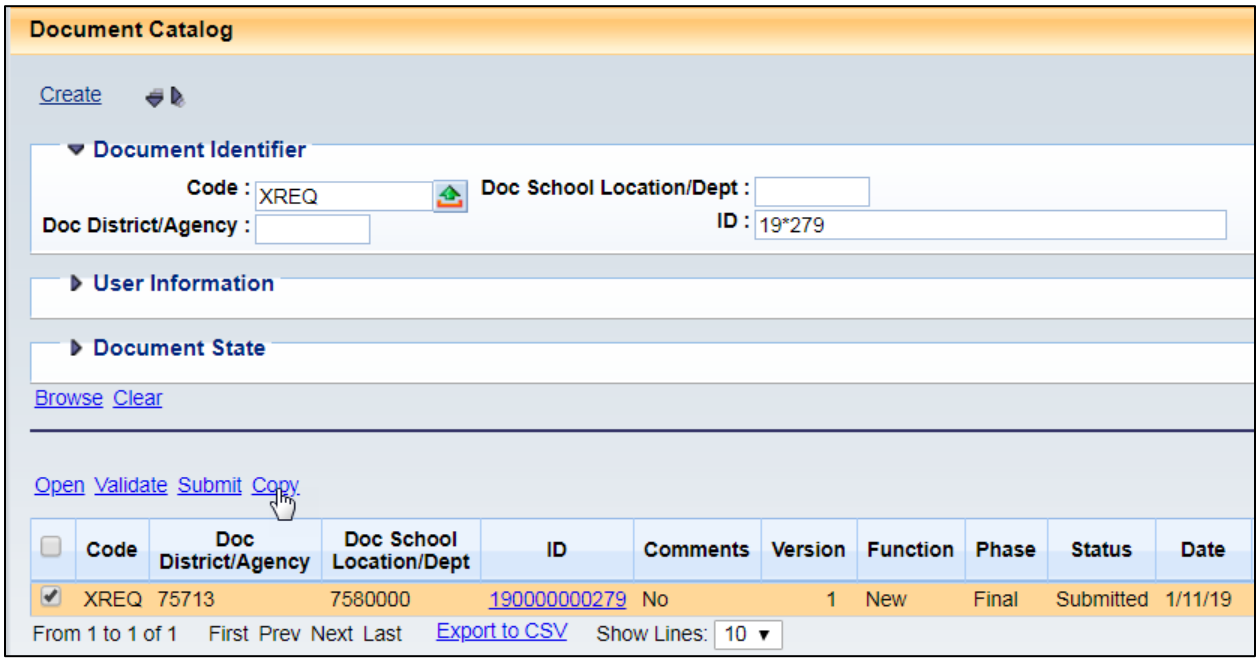


3. In the **Code** field, enter ***XREQ***. This is the document code for a requisition.
4. In the **ID** field, enter ***19*279***.
5. Click the **Browse** link.

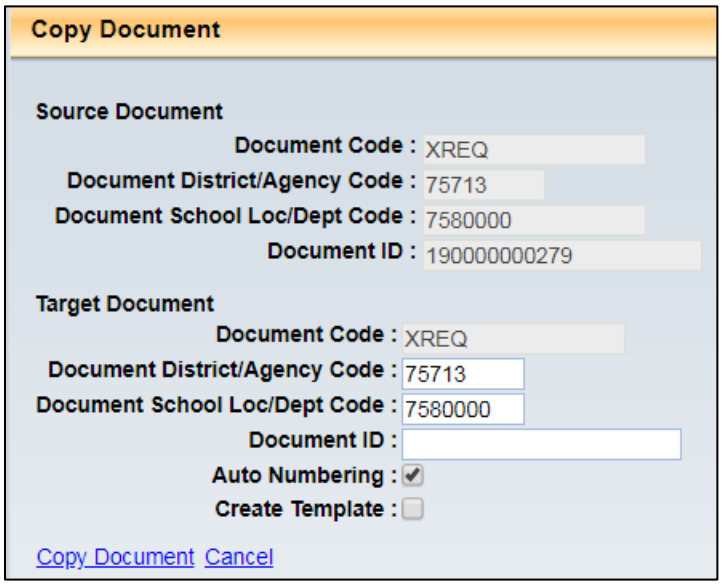


6. Check the corresponding check box for the requisition.

7. Click the **Copy** link.



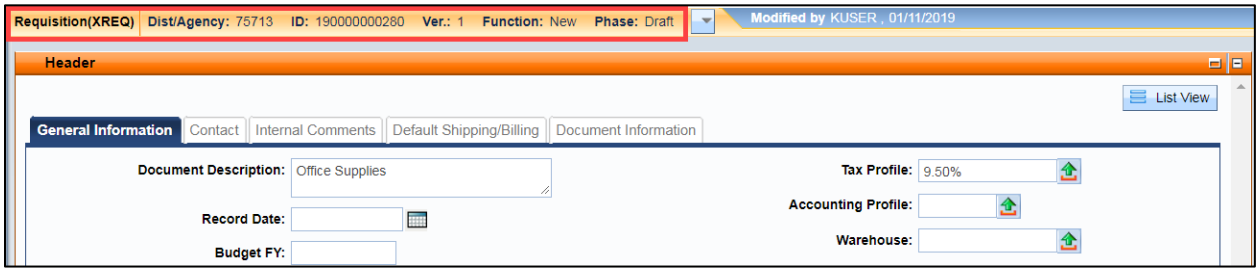
8. On the **Copy Document** page, in the **Document School Loc/Dept Code** field, enter ***7580000***.



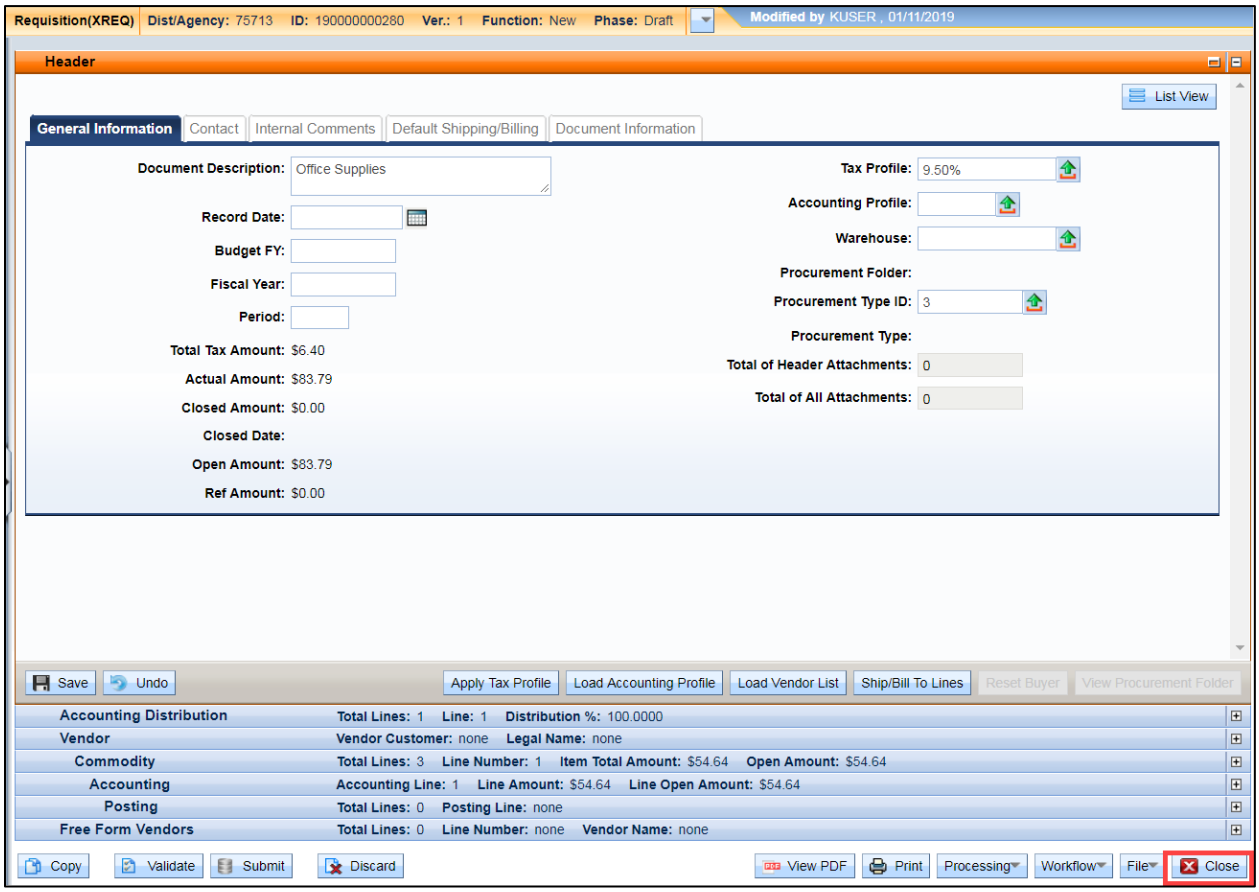
9. Verify the **Auto Numbering** check box is checked.
10. Click the **Copy Document** link to create the document.

B. Review the document.

1. The Document Title Bar shows the type of document (Requisition (XREQ), the **Dist/Agency**, the document **ID**, the version (**Ver.**), the **Function**, and the **Phase**.
   When a new document is created, the version is 1, the Function is New, and the Phase is Draft.



2. In the **Document Description** field, add your last name.
3. Click the **Save** button to save your changes.
4. In the bottom right corner of the requisition, click the **Close** button to return to the Document Catalog.



5. On the Primary Navigation Panel, click the **Home** icon to return to the home page.

Activity End

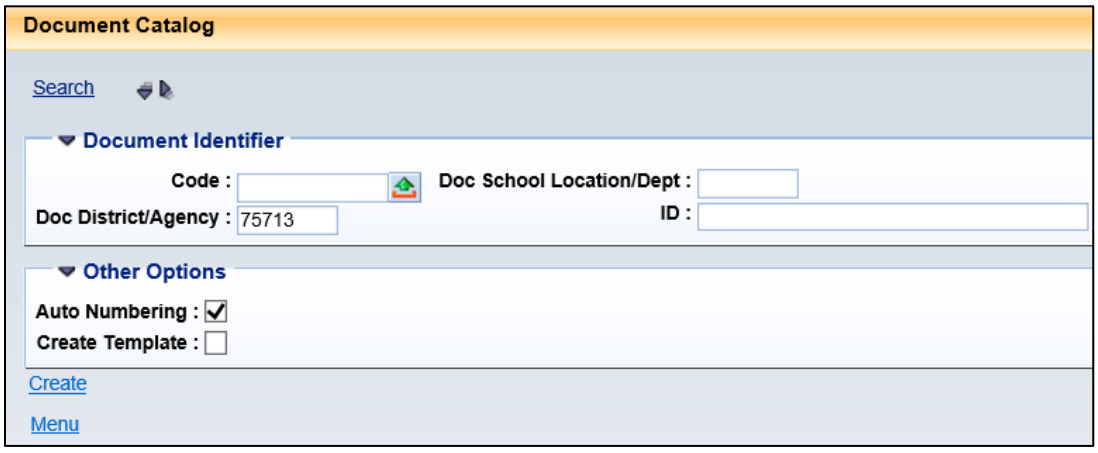
Lesson Summary

Listed below are the key points from this lesson.

- Navigation icons and features are common throughout Financial.
- Use Page Search to open an inquiry page or reference table.
- The Document Catalog is a repository for all documents created in Financial.
- Documents can be created or searched using the Document Catalog.

Check Your Progress

1. You can use the Document Catalog to search for and create documents.
    a. True
    b. False
2. Jump to can be used to access a reference table or inquiry page.
    a. True
    b. False
3. Which Document Catalog mode is illustrated here?
    a. Search mode
    b. Create mode



4. Match the navigation icon to its description.

a. 	1. Opens a Choose page to provide a list of items to search and select.
b. 	2. Deletes an item.
c. 	3. Copies a line such as a Commodity or Accounting line.
d. 	4. Provides a list of items available for selection.
e. 	5. Indicates additional drill down information is available.

3 Verifying Budget Availability

Lesson Overview

Prior to creating a requisition, it is important to determine if you have sufficient budget to make the purchase. This section provides the steps to look up budget information.

Learning Objectives

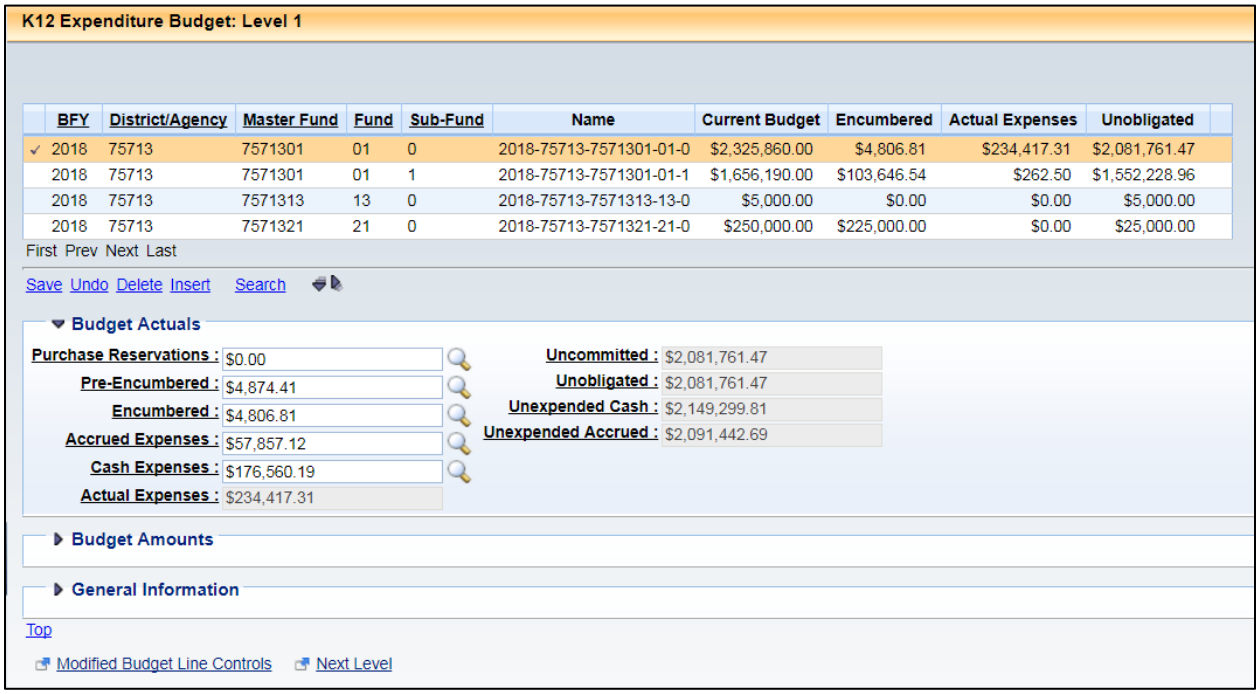
After completing this lesson, you will be able to:

- Look up budget information.
- List the types of budget inquiry pages for Community Colleges or K-12 districts.

3.1. Verify Available Budget Amount

In Financial, you have access to budget inquiries that list all budget lines that have been established for the budget structure and level. The Chart of Accounts elements and name of each budget are displayed and searchable. This page also displays budget tracking amount fields associated with the selected budget as well as non-budgetary information that pertains to the selected budget.

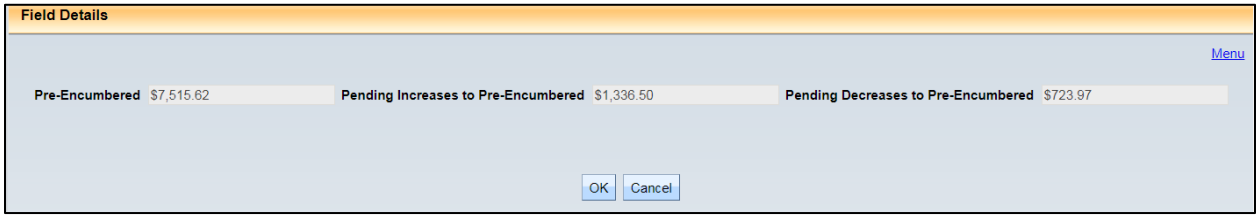
BUDGET LEVEL 1



Click the row in the grid to view the results below. For each stand-alone budget tracking amount field (those directly updated by accounting and budget documents), you can access real-time field details and transaction details.

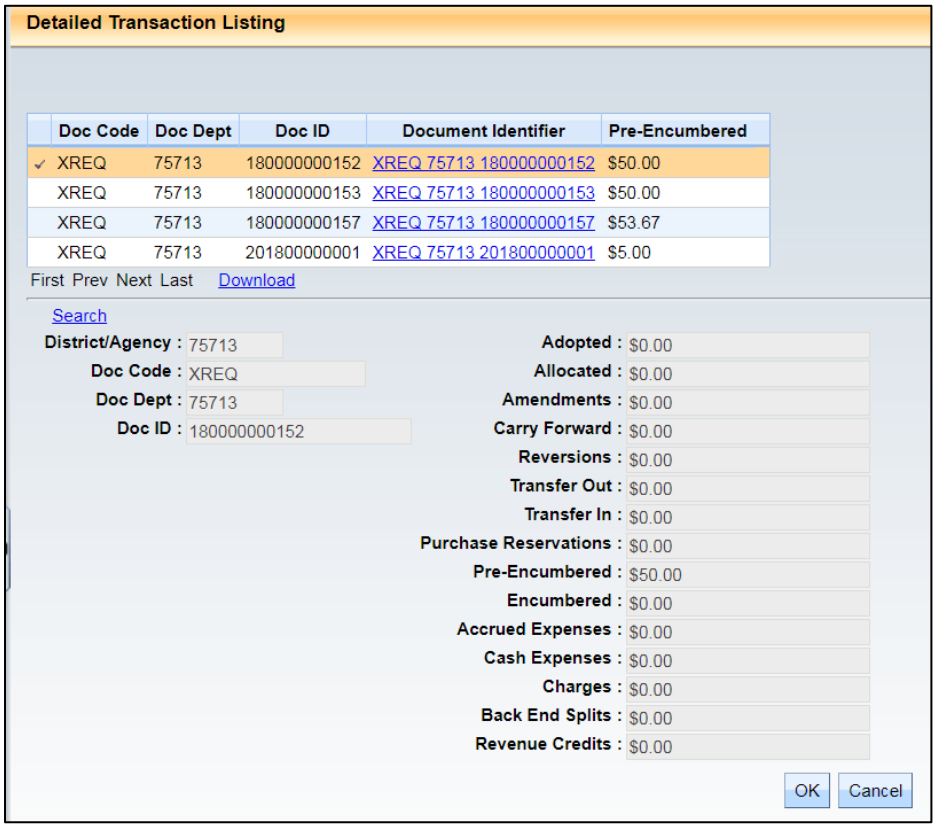
Click the underlined label name to open the Field Details page. The Field Details page shows the actual bucket amount and totals for how much is in pending for the bucket for both increases and decreases. For example, if you click the Pre-Encumbered link, the pending amounts display.

BUDGET FIELD DETAILS



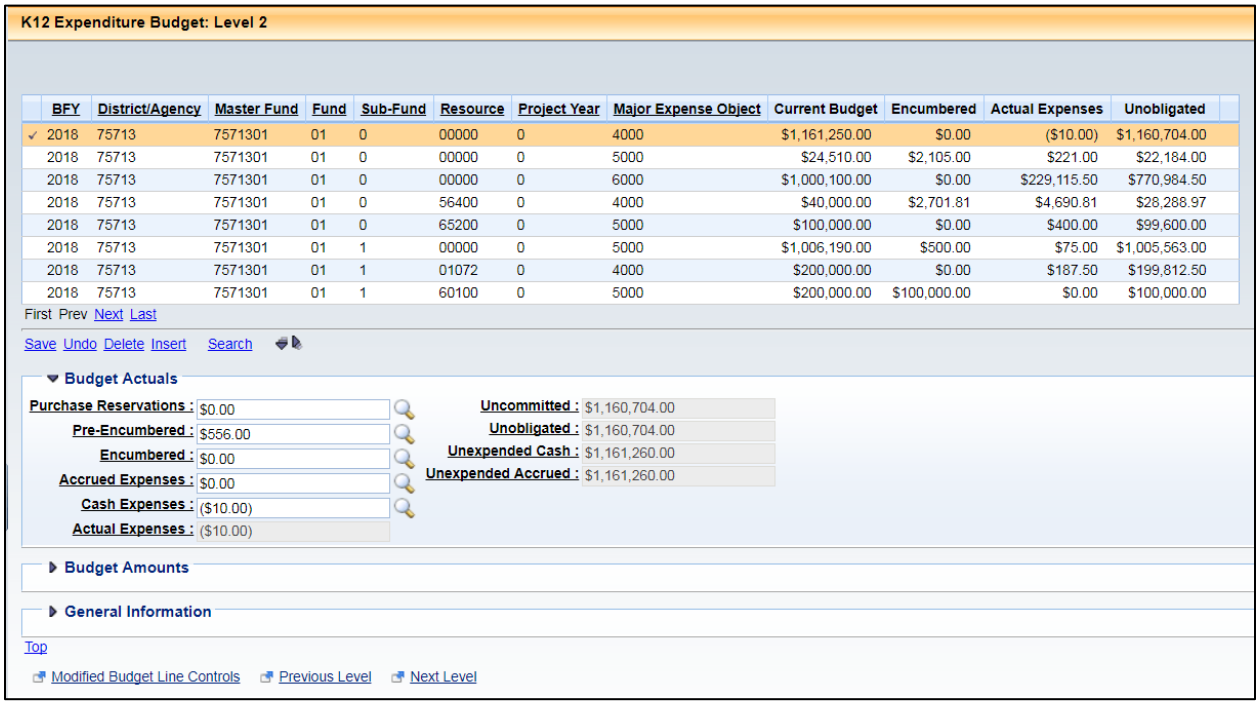
The magnifying glass icon to the right of the bucket opens a window with the list of documents that updated the budget bucket. This is the Detailed Transaction Listing page. Each record has a link to open the document, as your security access allows. The Download link found just below the grid of documents will create an Excel file of all documents for the budget amount being investigated. The file can be saved locally.

DETAILED TRANSACTION LISTING



At the bottom of the Expenditure Budget page, click the Next Level link to view the more detailed level for the selected row (for example, from Level 2 opens Level 3). Click the Previous Level link to view the rolled-up detail (e.g., from Level 2 opens Level 1).

BUDGET LEVEL 2



Community Colleges and K-12 Districts each have four levels for the expenditure budget, each for a different level of detail. Table 3 provides the Description and Page Code as shown in the Page Search.

	Inquire from your Budget Officer at what level budgetary controls are applied for your district/agency. You will only need to check one budget inquiry page prior to making purchases.

Table 3: Expenditure Budget Inquiry Pages

Page Code	Description
BQCCDEL1	CCD Expenditure Budget: Level 1
BQCCDEL2	CCD Expenditure Budget: Level 2
BQCCDEL3	CCD Expenditure Budget: Level 3
BQCCDEL4	CCD Expenditure Budget: Level 4
BQK12EL1	K12 Expenditure Budget: Level 1
BQK12EL2	K12 Expenditure Budget: Level 2
BQK12EL3	K12 Expenditure Budget: Level 3
BQK12EL4	K12 Expenditure Budget: Level 4

Procedure Steps: How to use Page Search to Open the Budget Table

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Page Search** to open the Page Search.
3. On the **Page Search** page, from the **Page Type** drop-down list, select **Inquiries**.
4. In the **Page code** field, enter ***BQ**** (not case sensitive).
5. Click the **Browse** link to launch the search and display the search results
6. In the **Description** column, click the link to open the page for the budget level.
7. On the **Search** window, enter the search criteria.
8. Click the **Ok** button to view the results

Procedure Steps: How to Use Jump to Open the Budget Table

1. On the Primary Navigation Panel, in the **Jump to** box, enter the page code for the budget level.
2. Click the **Go** button to open the page.
3. Enter the search criteria.
4. Click the **Ok** button to view the results.

	*From the Expenditure Budget page, right-click and click Add to Favorites. This will add the search fields to your favorites so you do not have to re-enter each time.*

Activity 3.1: Look up Budget Information

Scenario

You want to check to see if you have sufficient budget to enter a requisition. Look up the level 4 expenditure budget page.

Setup

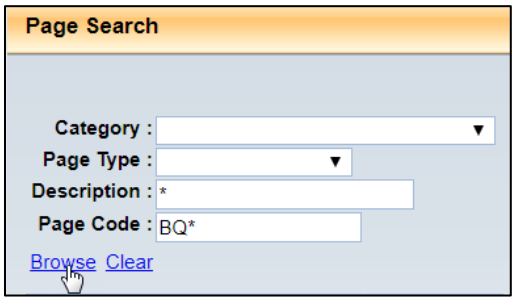
✓ You are logged in to the Financial home page.

Steps

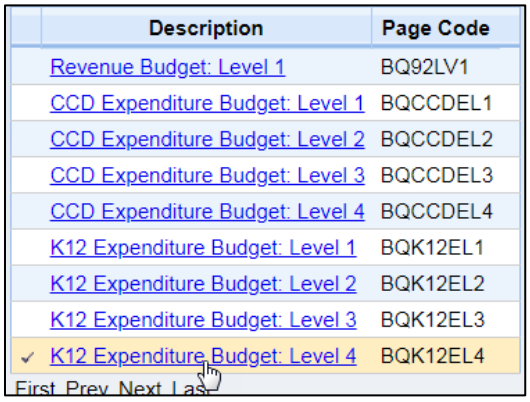
A. Navigate to an Expenditure Budget page using Page Search.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Page Search** to open the Page Search.
3. On the **Page Search** page, in the **Page Code** field, enter ***BQ****. This returns all pages beginning with BQ.

4. Click the **Browse** link to search.



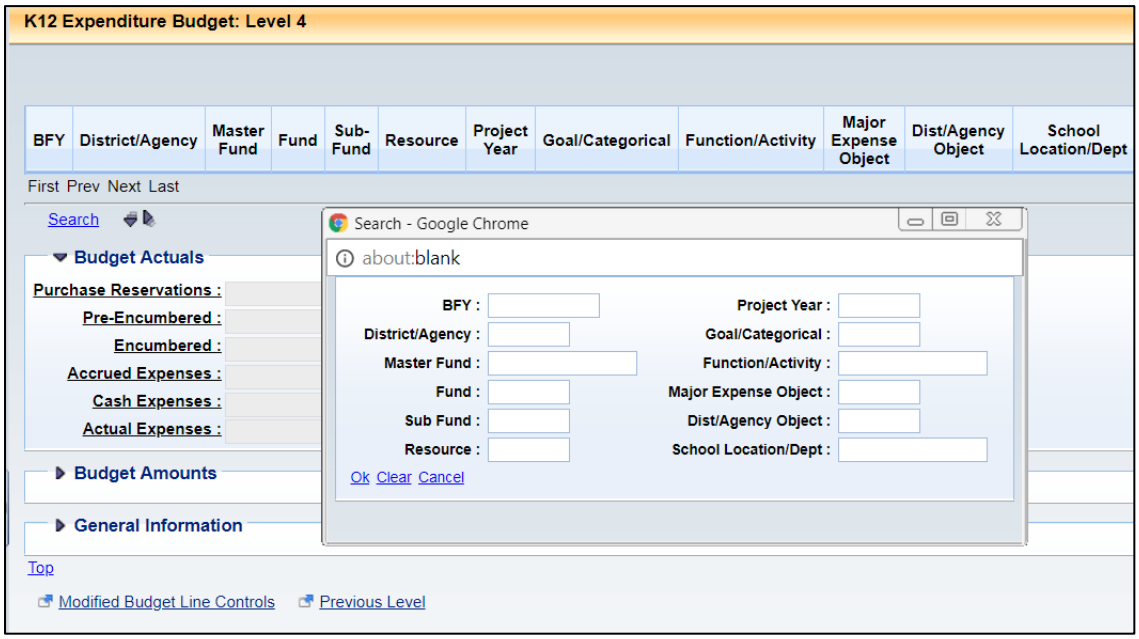
5. In the **Description** column, locate **K12 Expenditure Budget: Level 4**.



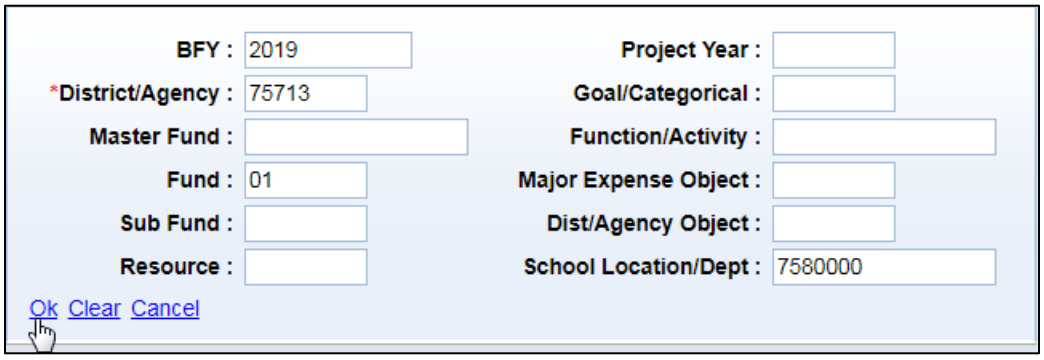
6. Click the link to open the page.

B. Search the Expenditure Budget: Level 4 page.

1. On the **Search** window, in the **BFY** field, enter ***the current budget fiscal year*** in the format ***2019*** for budget fiscal year 2018-2019.

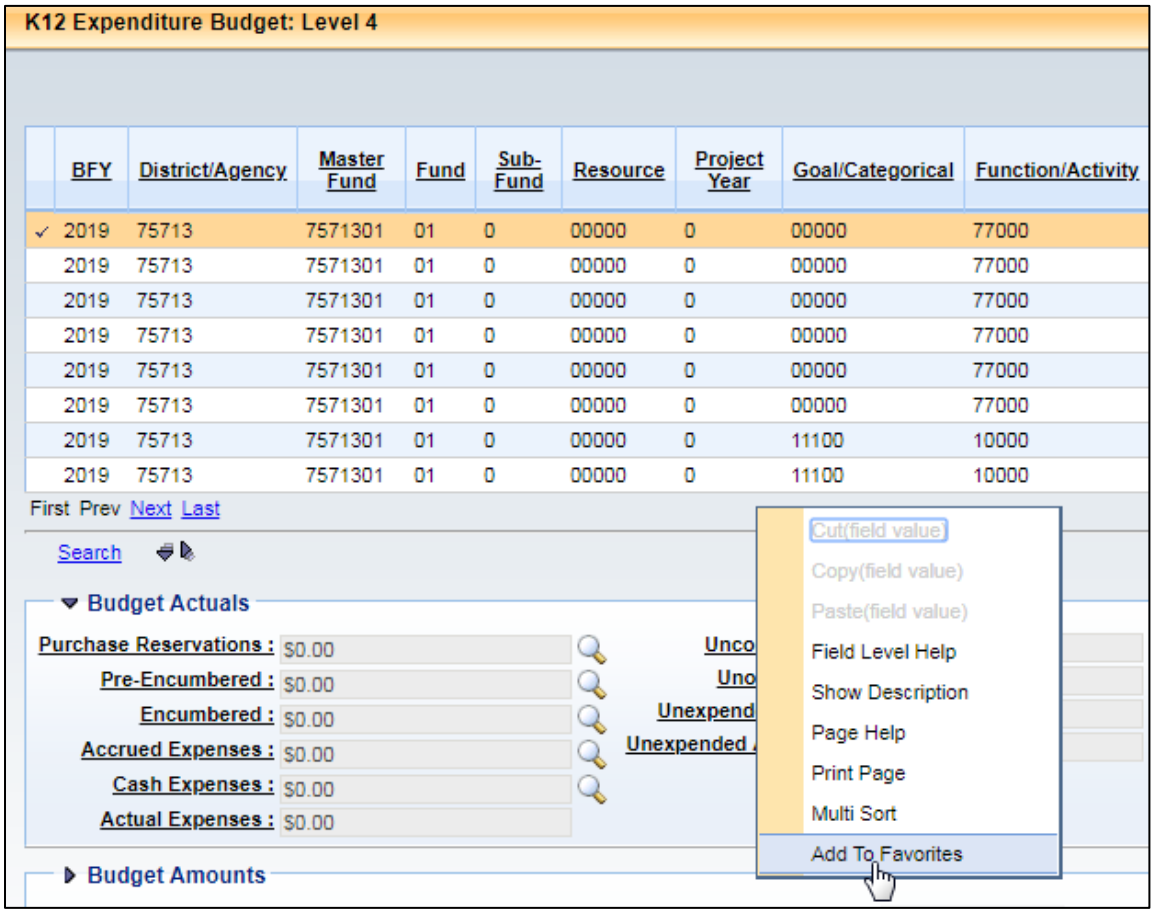


2. In the **District/Agency** field, enter ***75713***.
3. In the **Fund** field, enter ***01***.
4. In the **School Location/Dept** field, enter ***7580000***.
5. Click the **Ok** link to search.

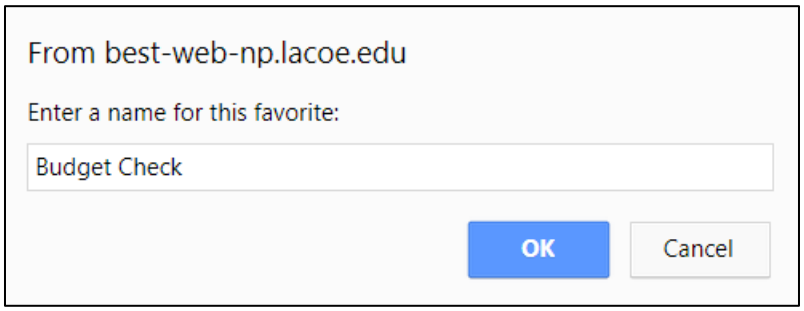


C. Add page to favorites.

1. On the page near the grid, right-click to show the menu options.
2. Click **Add To Favorites**.



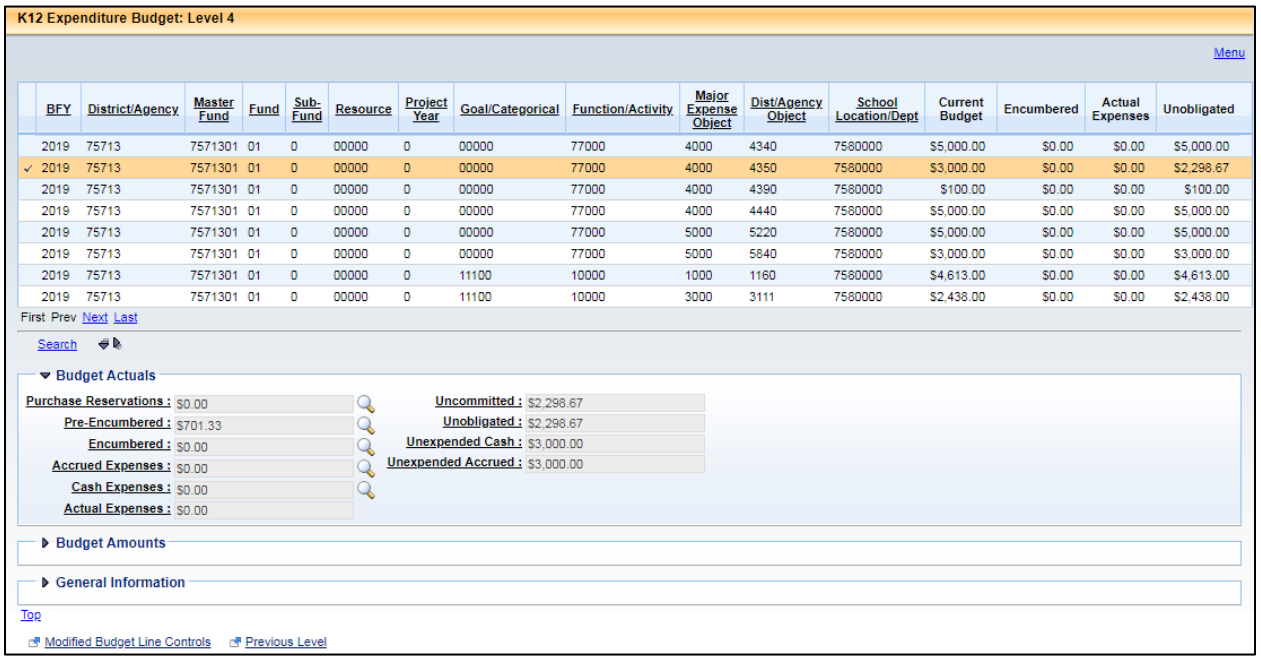
3. In the **Enter a name for this favorite:** field, enter ***Budget Check***.



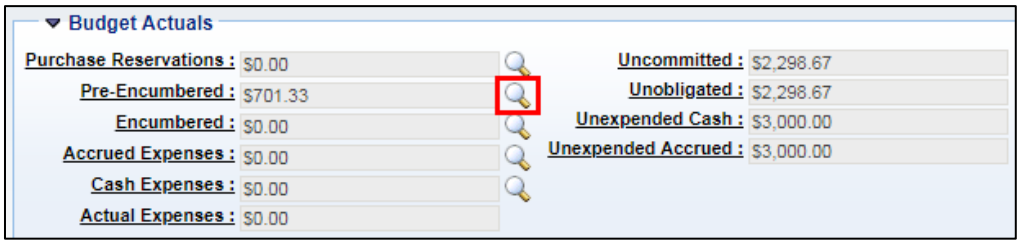
4. Click the **OK** button.
5. Verify the message "The favorite was successfully added." appears at the top of the page.

D. Review budget fields.

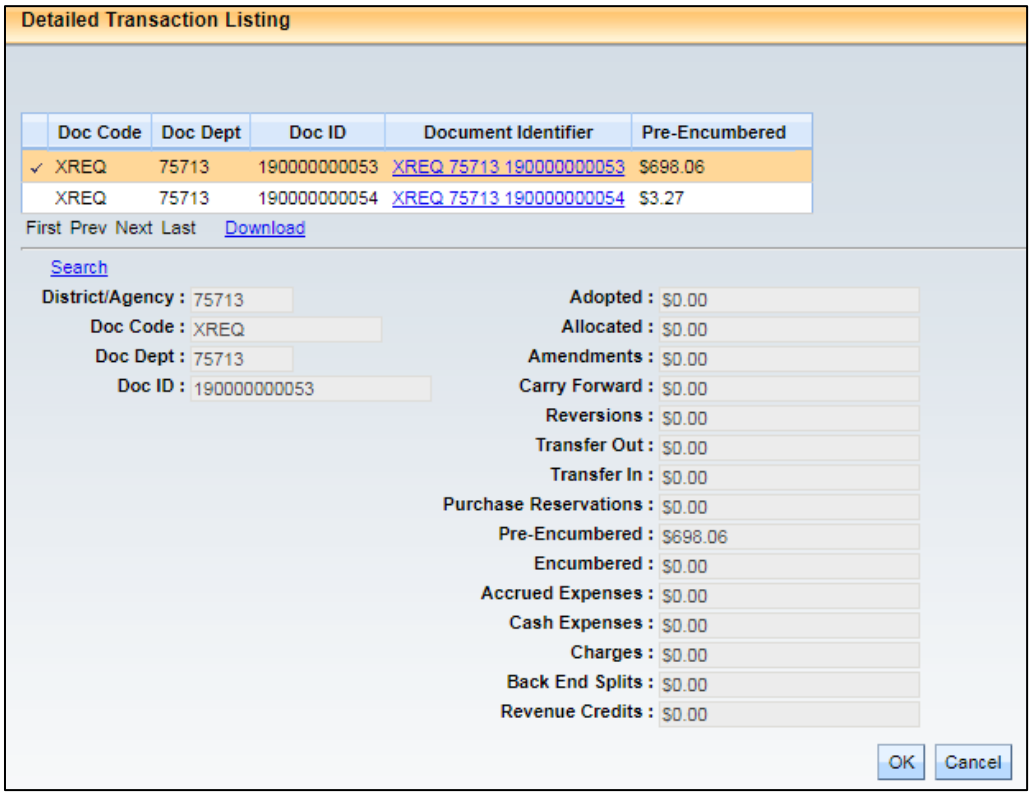
1. In the grid at the top of the page, click the row for **Dist/Agency Object 4350**.



2. View the **Unobligated** column to view if there is available budget.
3. Notice the **Pre-Encumbered** amount. Click the magnifying glass icon to view the Detailed Transaction Listing page.



4. Review the page. The page lists all of the pre-encumbrance documents.



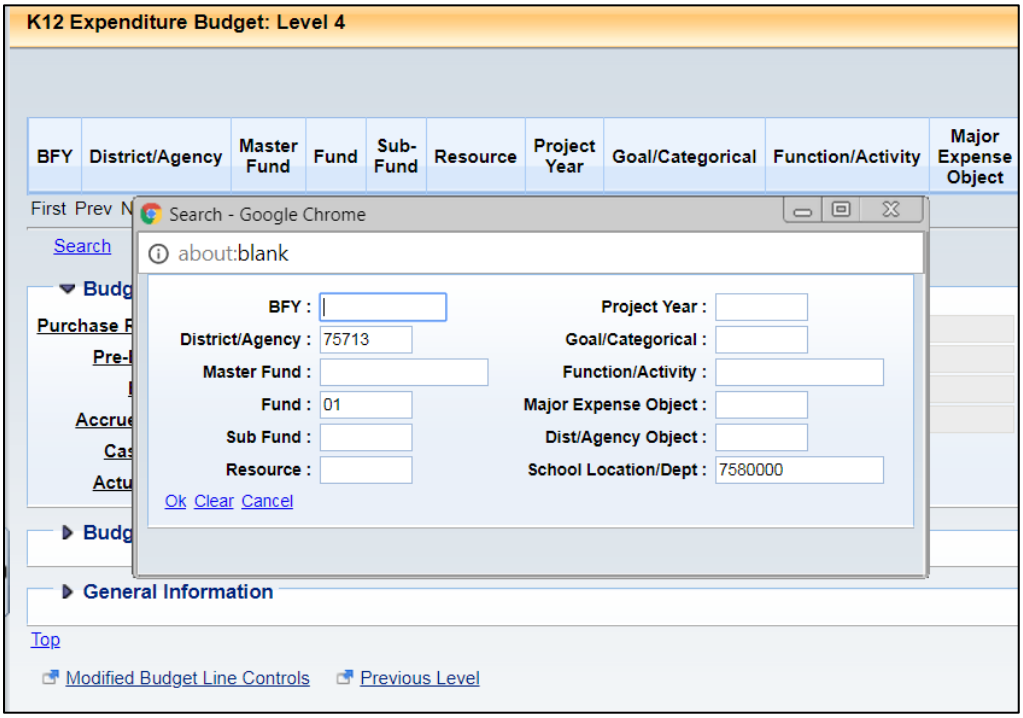
5. Click the **OK** button to return to the previous page.
6. At the bottom of the page, click the **Previous Level** link to view level 3.
7. Review the level 3 budget amounts.
8. On the Primary Navigation Panel, click the **Home** icon to return to the home page.

E. Review your Favorites.

1. On the Secondary Navigation panel, click **Favorites**.
2. Click the link for **Budget Check**.



3. The Budget page opens with the Search page. The Search page displays the saved search fields. Click the **Ok** link to search.



4. On the Primary Navigation Panel, click the **Home** icon to return to the home page.

Activity End

Lesson Summary

Listed below are the key points from this lesson.

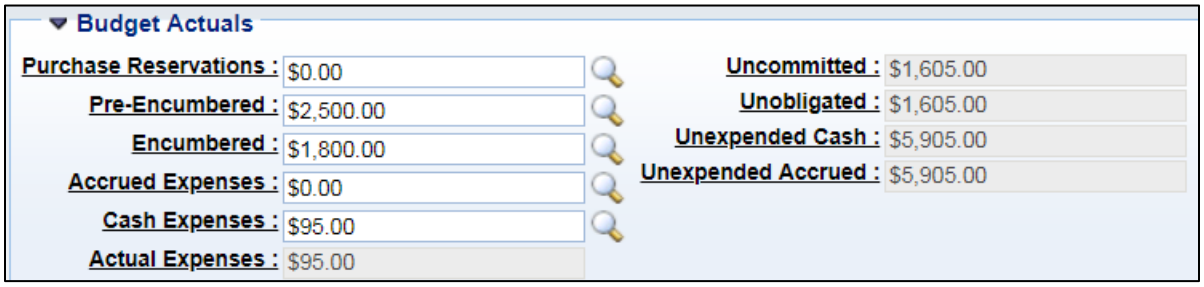
- The Expenditure Budget tables have several levels of data that displays real-time budget information.

Check Your Progress

1. There are multiple levels of the budget inquiry page.
    a. True
    b. False
2. To view additional detail, click the _____ link.
    a. Back
    b. Search
    c. Next Level
    d. Menu
3. Which description corresponds to the icon shown in this screenshot?



    a. Deletes the selected line.
    b. Copies the selected line.
    c. Returns to the previous menu.
    d. Provides more detail for the corresponding item.
4. You want to create a requisition for $2000.



What is the current Pre-encumbered amount? _____

Which field tells you how much budget you have left? _____

Do you have enough money to create the requisition? _____

5. You want to look up information about CCD Expenditure Budget: Level 3, but you don't remember the page code for the table. Can you use Jump to field to look up the information?

    a. Yes

    b. No

6. Which budget inquiry should you click to research level 4 budget information for a community college?

	Description	Page Code
✓	CCD Expenditure Budget: Level 1	BQCCDEL1
	CCD Expenditure Budget: Level 2	BQCCDEL2
	CCD Expenditure Budget: Level 3	BQCCDEL3
	CCD Expenditure Budget: Level 4	BQCCDEL4

4 Creating Requisitions

Lesson Overview

This lesson details how to create, complete, and submit a requisition document.

Learning Objectives

After completing this lesson, you will be able to:

- Navigate the requisition document.
- Create a requisition.
- Validate and submit a requisition.
- Track the approval workflow of a requisition.

4.1. Requisition Process

The Requisition (XREQ) document is used to request goods and/or services. The requisition must go through approval workflow. Once approved, the requisition document is routed to your district/agency's buyer or procurement team. The buyer will review the requisition, source the item(s), and create the award document (contract or purchase order) to send to the vendor. The requisition process is displayed in Figure 2.

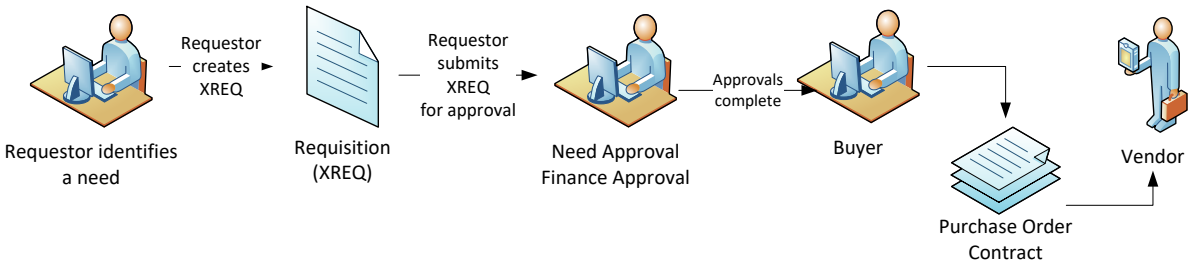


Figure 2: Requisition Process

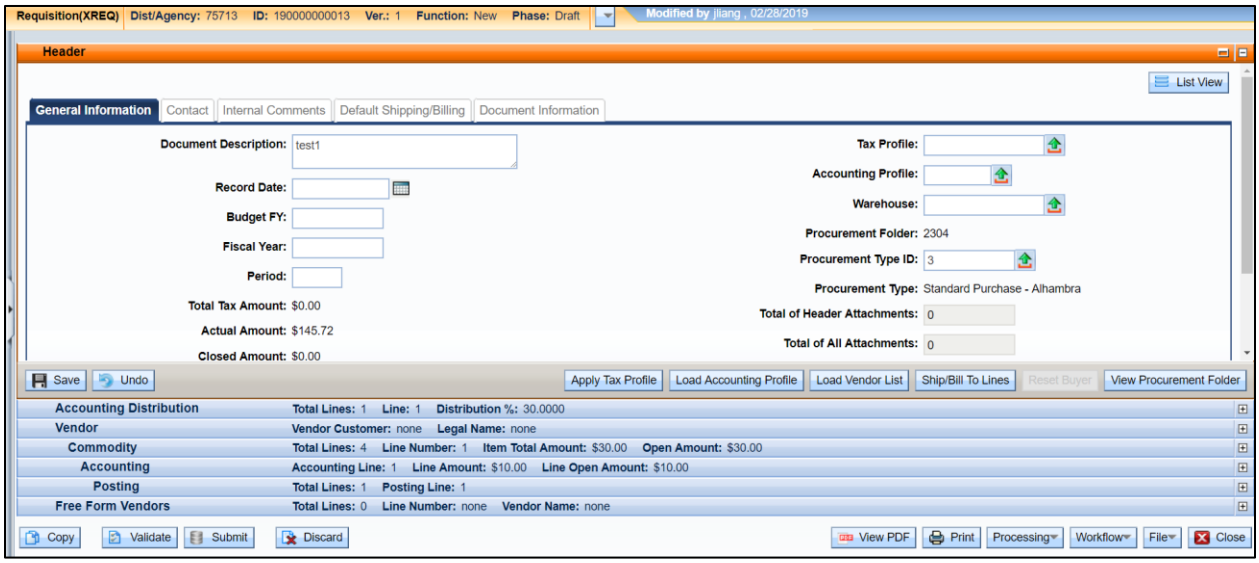
4.2. Requisition Document

The Requisition (XREQ) document has seven components. Each component has one or more fields. Not all fields are required. This lesson will review the required or important fields for successfully processing a requisition. We will also highlight ways to quickly navigate and update the requisition. The XREQ document has the following components:

- Header
- Accounting Distribution (optional)
- Vendor (optional based on your district's policy)
- Commodity
- Accounting
- Posting (system-generated)
- Free Form Vendors (optional)

	*If you want to follow along on your screen, on the Secondary Navigation Panel, click History. Click the requisition (XREQ) document you created in Activity 2.4. If you have not logged out of the system since Activity 2.4, use History on the Secondary Navigation Panel to find your requisition.*

REQUISITION



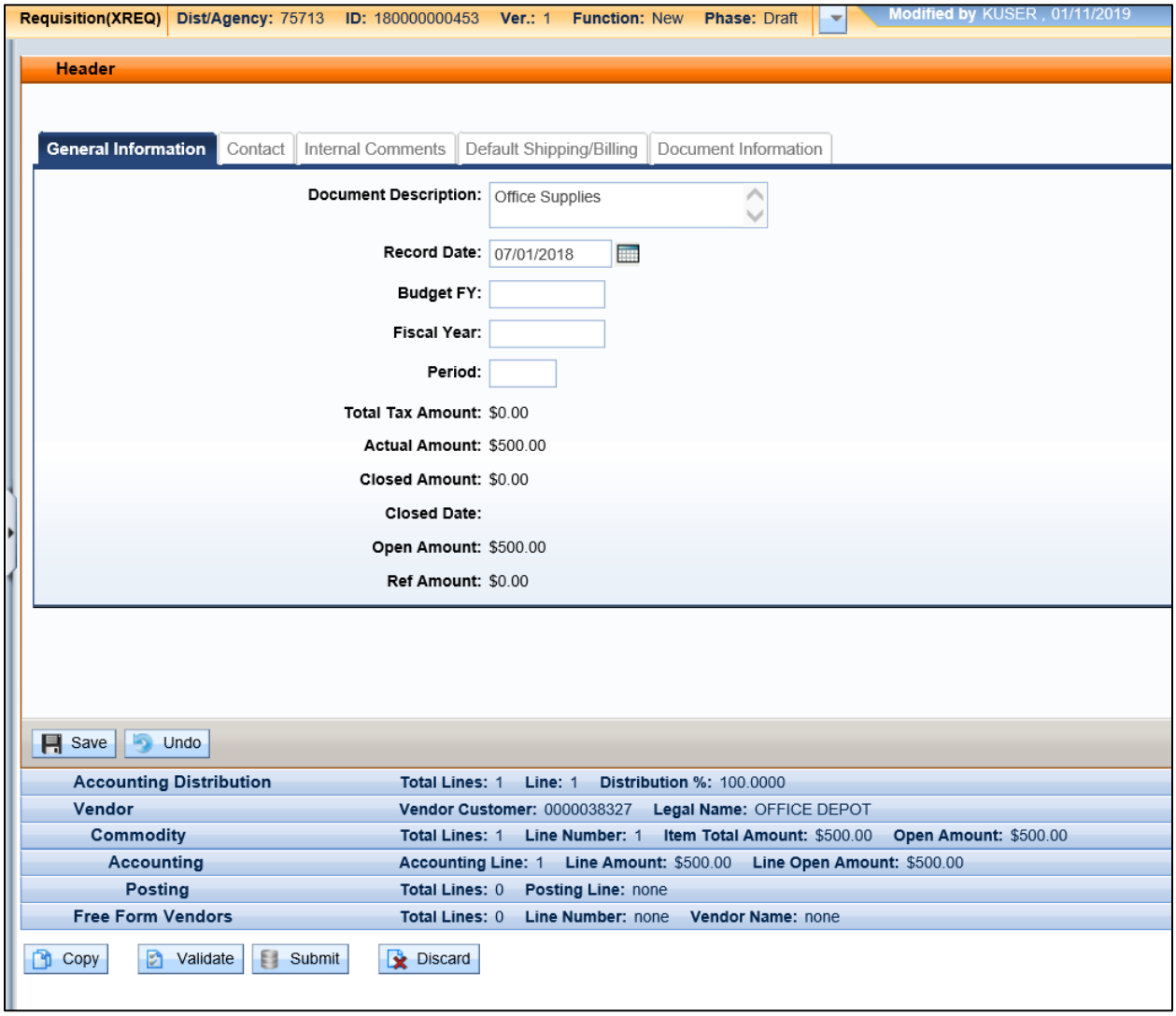
Header Component

The Header component includes general information about the requisition, including the requestor, the shipping and billing information, and any internal comments.

General Information Tab

On the General Information tab, it is helpful to include a relevant Document Description. This will be used for your reference as well as by the buyer assigned to the procurement. The Tax Profile will infer based on the Issuer ID, if it is set up on the user's profile. If it does not infer, it can be selected on the Header and it will infer on the commodity lines. Once all commodity lines are entered, click the Apply Tax Profile button to infer the tax profile on all of the commodity lines. If the tax profile was entered on the commodity line, you will receive a warning message to determine if you wish to overwrite the existing tax profiles.

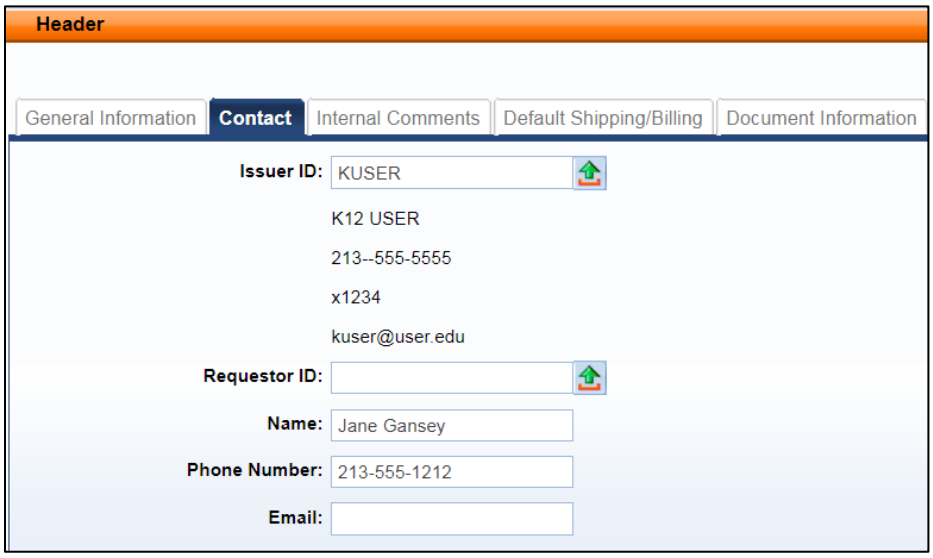
HEADER – GENERAL INFORMATION TAB



Contact Tab

The Contact tab is used to capture the issuer and the requestor. The Issuer ID infers based on the user creating the requisition. The Requestor may be the same as the issuer, or may be a different user. If the requestor is a user in the Financial application, use the pick list icon to search and select the user's ID from the list of users. Once selected, click the Save button to infer the Name, Phone Number, and Email. If the user is not in the list, enter their name and phone number in the corresponding fields. If known, include their email. Name and Phone Number are required fields.

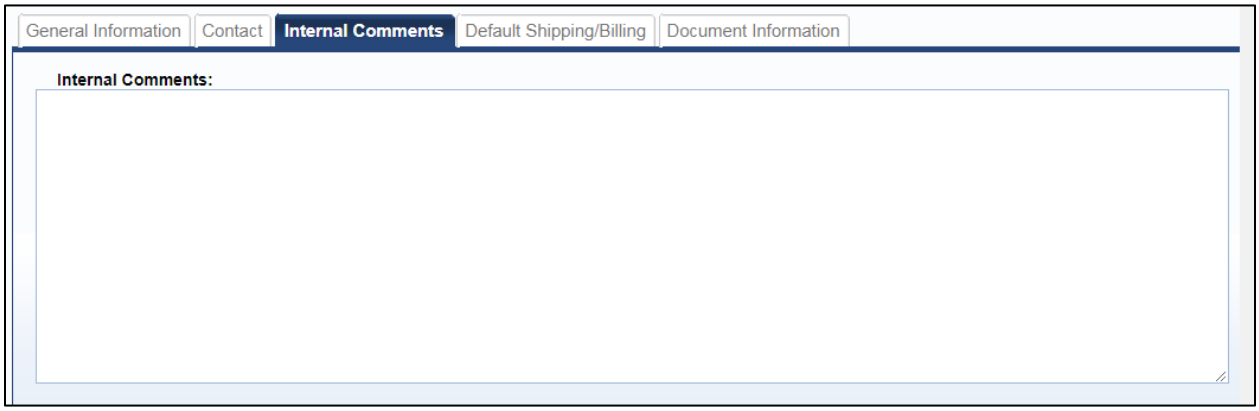
HEADER – CONTACT TAB



Internal Comments Tab

The Internal Comments tab is used to enter internal information. This field allows you to enter up to 4000 characters (optional).

HEADER – INTERNAL COMMENTS TAB



Default Shipping/Billing Tab

The Default Shipping/Billing tab is used to define the location where the vendor should send the items/services. The Shipping Location will infer based on the Issuer ID, if it is set up on the user's profile. If it does not infer or the requisition or items should be shipped to a different location, use the pick list to select the shipping location. Click the Ship/Bill To Lines button to infer the Shipping Location on all commodity lines.

In some districts/agencies, a warehouse location receives the vendor shipments then distributes them to their final destination. In that case, the warehouse address will be used on the Header component on the Default Shipping/Billing tab, while the final destination address will be used on the commodity line(s). Both will infer when you click the Save button if it is set up on the Issuer's user profile.

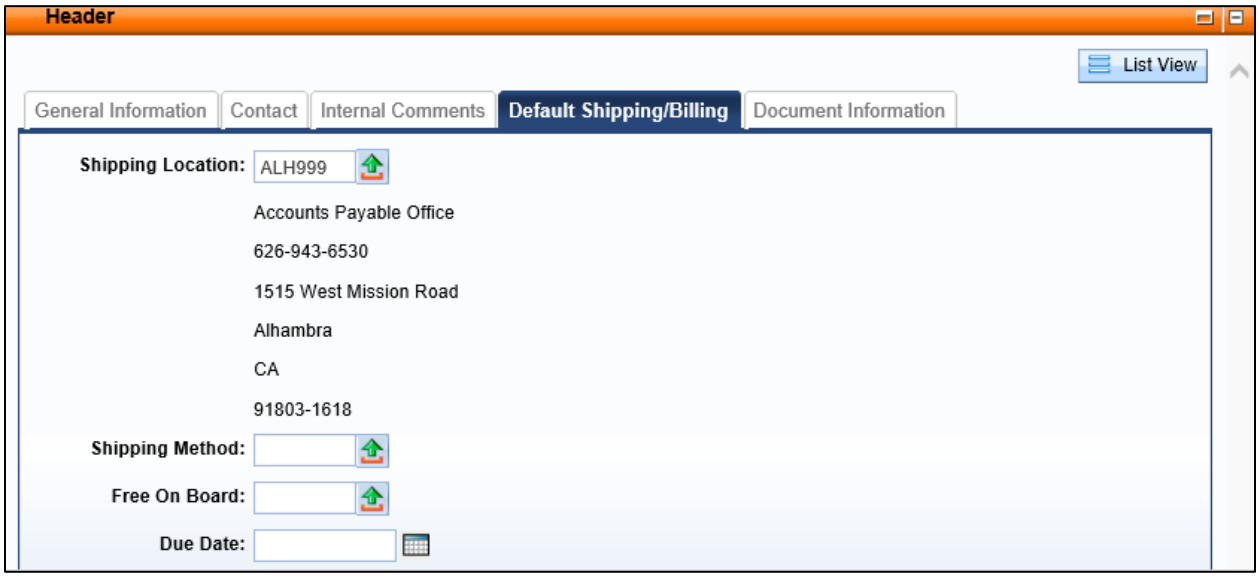
For districts/agencies that do not use any central receiving, the Default Shipping/Billing information on the header will be the same as on the commodity line(s).

In the Shipping Method field (optional), you can select the method of shipping. Click the pick list icon to select a method, for example, Best Way or Vendor Transport.

The Free On Board field (optional) is used to define how the freight is paid, either pre-paid, paid at the origin, or at the destination.

If you have a Due Date when you need the items, enter it or use the calendar icon to select (optional).

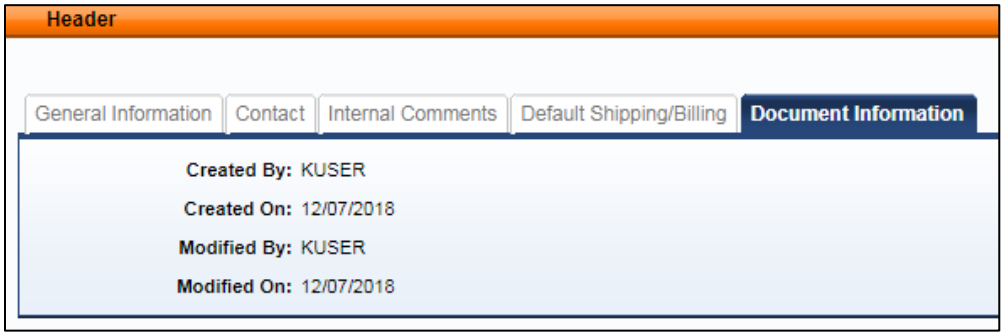
HEADER – DEFAULT SHIPPING/BILLING TAB



Document Information Tab

The Document Information tab indicates who created the document, and the date when the document was created. If the document was modified, the tab indicates the user who modified the document and the date when it was modified.

HEADER – DOCUMENT INFORMATION TAB



	When transitioning between components in a document, you do not have to click the Save button, but it is always a good idea to save the document regularly so that changes are not lost unintentionally.

Accounting Distribution Component

The Accounting Distribution component can be used to update the accounting lines for all commodity lines. This is helpful when you have multiple commodity lines with the same accounting information or you want to distribute cost across multiple accounting strings for a commodity line(s). The accounting information is set on the Accounting Distribution component then distributed to all commodity lines.

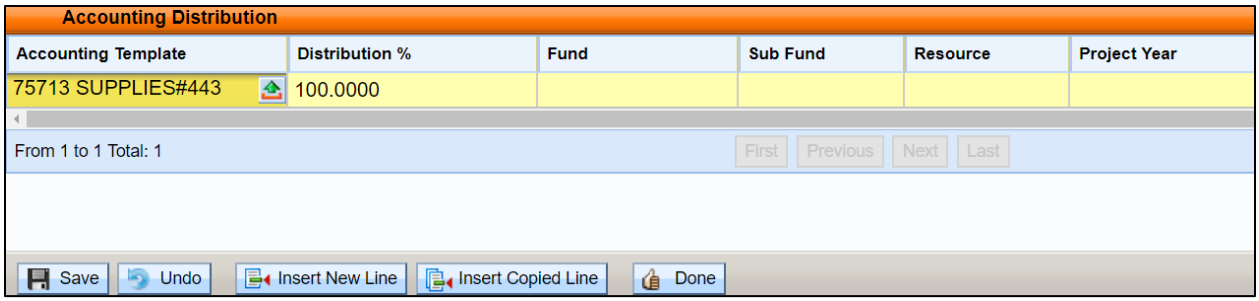
	It is recommended to add the commodity lines first then distribute the accounting information. Each commodity line requires at least one accounting line.

Click the Insert New Line to add an accounting distribution line. Multiple lines can be added as long as the Distribution % totals 100. This can be used if the commodity line amount is to be divided between more than one accounting strings. For example, if the cost of computers and the accessories are to be shared between two accounting strings, add two lines with the appropriate percentage (%).

Accounting Distribution – Edit in Grid Mode

When you create a requisition, the Accounting Distribution component will default to the Edit in Grid mode. This mode allows you to tab through the fields to enter data. Click the Done button to close grid.

ACCOUNTING DISTRIBUTION – EDIT IN GRID MODE



Procedure Steps: How to Use an Accounting Template

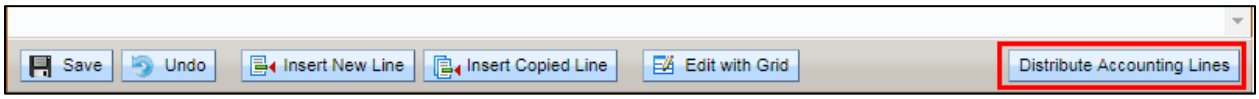
1. In the **Accounting Distribution** component, in the **Accounting Template** field, click the pick list icon.
2. On the **Choose** page, in the **Name** field, enter a keyword to search. Use a wildcard (*) to expand your search.
3. Click the **Browse** link to search.
4. Locate the appropriate template and click the corresponding **Select** link.
5. Enter the **Distribution %**.
6. If not 100, click the **Insert New Line** to add additional lines. Repeat steps 1-5.

Procedure Steps: How to Distribute Accounting Information to All Commodity Lines

1. Add the commodity line(s).
2. Add accounting lines using an accounting template or by entering accounting string information.
3. Click the **Save** button to save the accounting information.
4. When you click the **Save** button, the **Distribute Accounting Lines** button appears on the bottom right.
5. Click the **Distribute Accounting Lines** button to distribute the accounting to all commodity lines.
6. The screen will blink. Accounting lines will be added to all commodity lines.

	The accounting template will not populate the chart of accounts fields on the Accounting Distribution component. Click the Validate button to infer the chart of accounts fields from the accounting template on the Accounting Component.

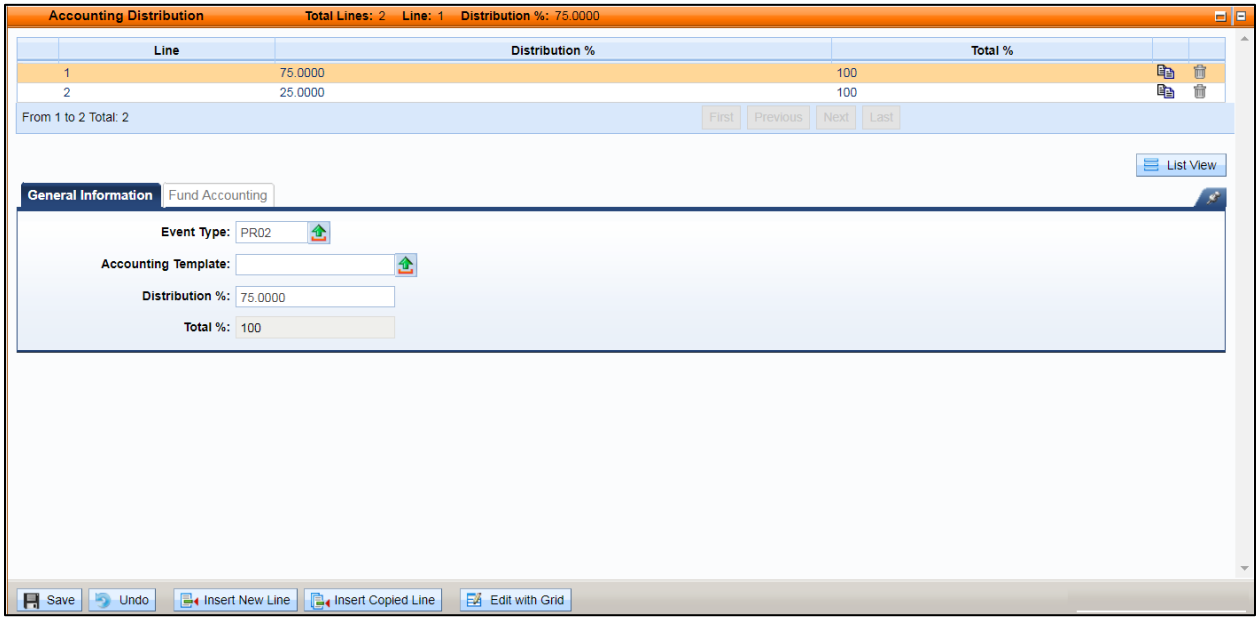
ACCOUNTING DISTRIBUTION – DISTRIBUTE ACCOUNTING LINES BUTTON



Accounting Distribution – General Information Tab

This tab can only be viewed in tabular mode (Edit with Grid mode is closed).

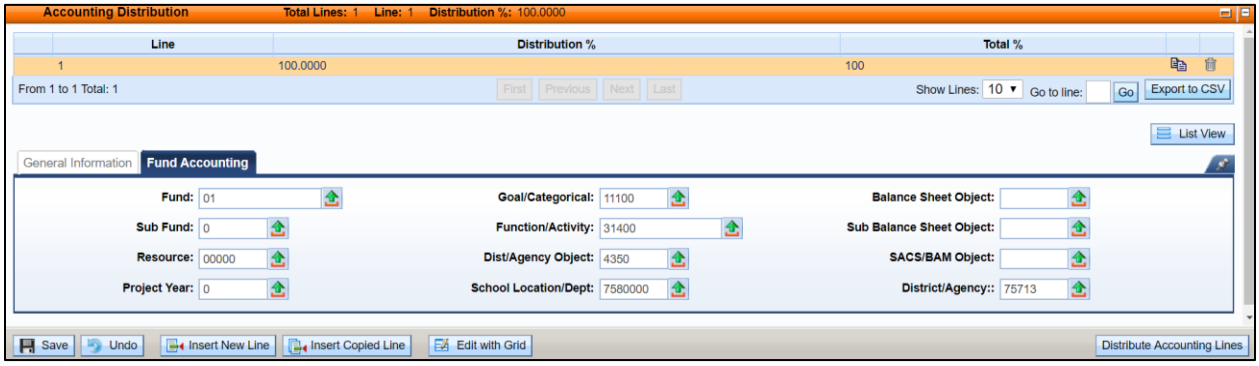
ACCOUNTING DISTRIBUTION – GENERAL INFORMATION TAB



Fund Accounting Tab

The Fund Accounting tab outlines all of the chart of accounts fields for the accounting line. This tab can only be viewed tabular mode (Edit with Grid mode is closed).

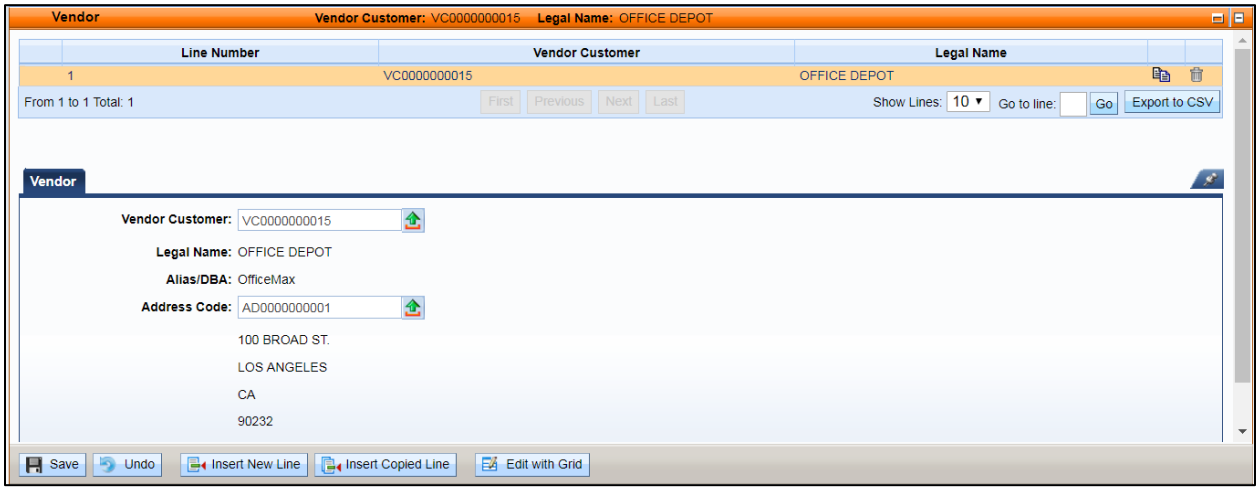
ACCOUNTING DISTRIBUTION – FUND ACCOUNTING DISTRIBUTION TAB



Vendor Component

The Vendor component is used to suggest a vendor for the requisition. The vendor selected must be an existing vendor with a record on the Vendor/Customer (VCUST) page. This may be optional, depending on your district/agency's policy. For vendors that are not current vendors (on VCUST), you may use the Free Form Vendor component to suggest a vendor.

VENDOR – VENDOR TAB – EDIT WITH GRID MODE



Procedure Steps: How to Add a Vendor

1. On the **Vendor** component, click the **Insert New Line** button.
2. On the **Vendor Customer** field, click the pick list icon to open the **Choose** page.
3. In the **Legal Name** field, enter a keyword. Use the asterisk (*) wildcard to expand your search.
4. Use the **Alias/DBA** field to search by keyword.
5. Click the **Browse** link to search.
6. Use the **First**, **Prev, Next**, and **Last** links to navigate the list.
7. Click the **Select** link to select the vendor.
8. Click the **Save** button to infer the Vendor Address Code and Vendor Contact information from the Vendor/Customer table.
9. In the **Address Code** field, click the pick list icon to select a different location, if necessary.

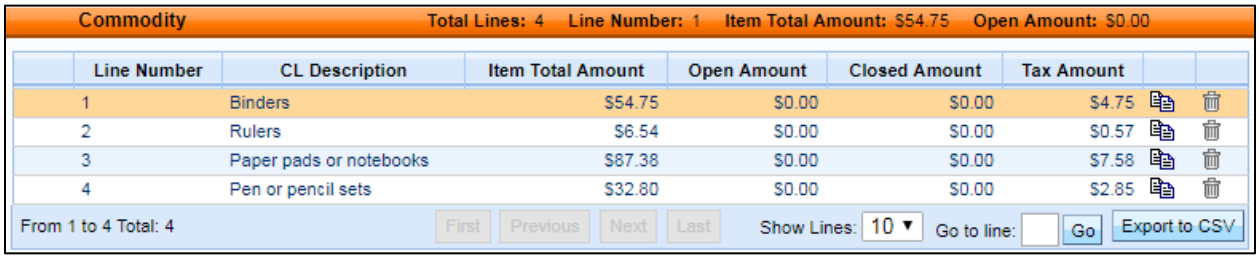
Commodity Component

The Commodity component is used to identify and describe the requested items. Be sure to include as much information as possible to ensure the buyer or procurement team orders the correct goods and/or services.

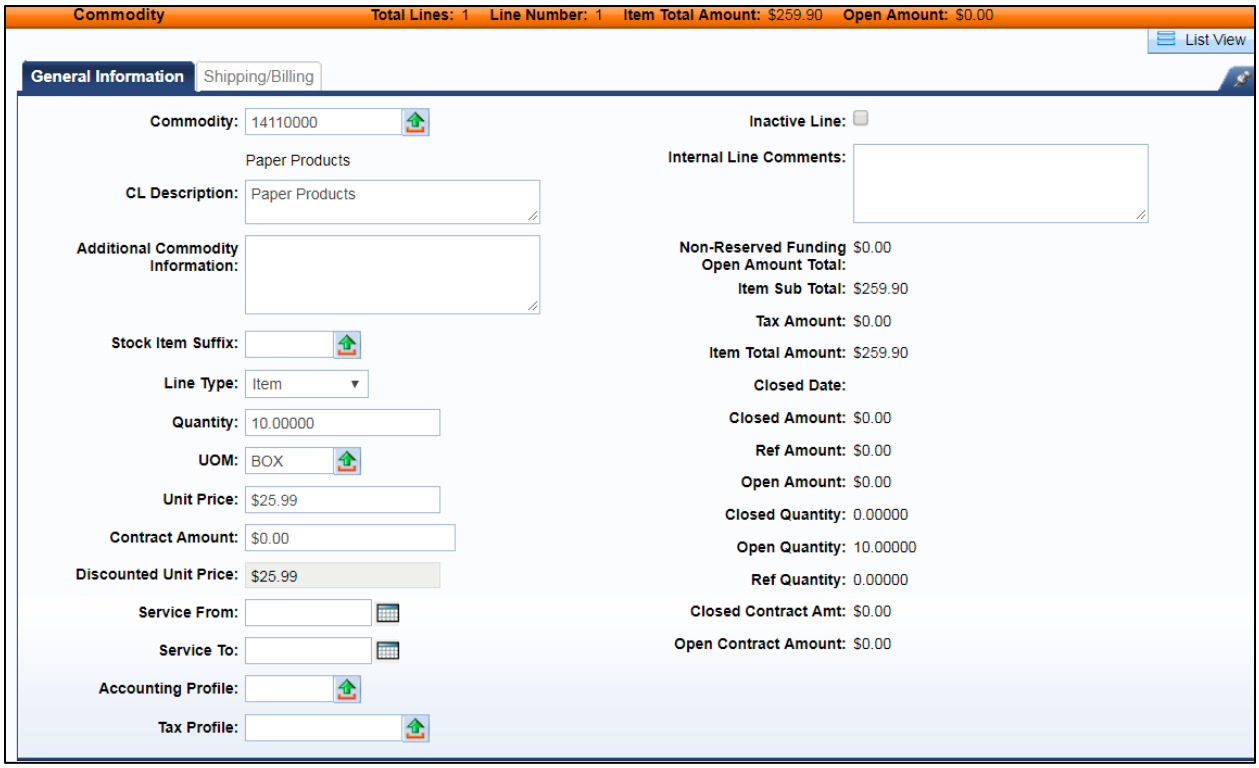
General Information Tab

The General Information tab shows the information about the commodity line. The line selected in the grid displays in the details area below.

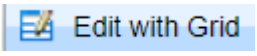
COMMODITY – GENERAL INFORMATION TAB



COMMODITY – GENERAL INFORMATION TAB FIELDS

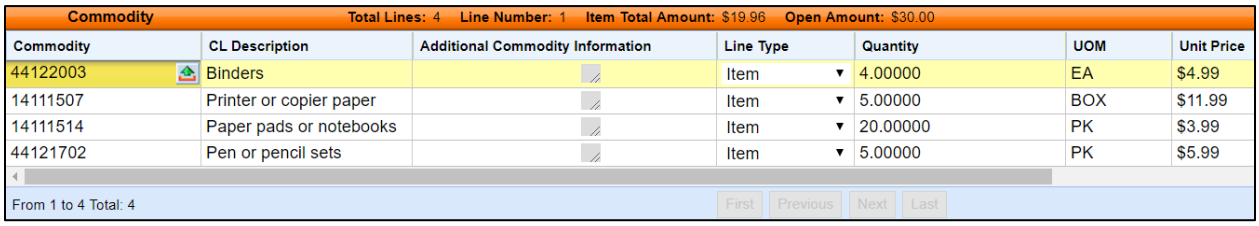


Edit with Grid

At the bottom of the component, click the Edit with Grid  button to view in grid mode.

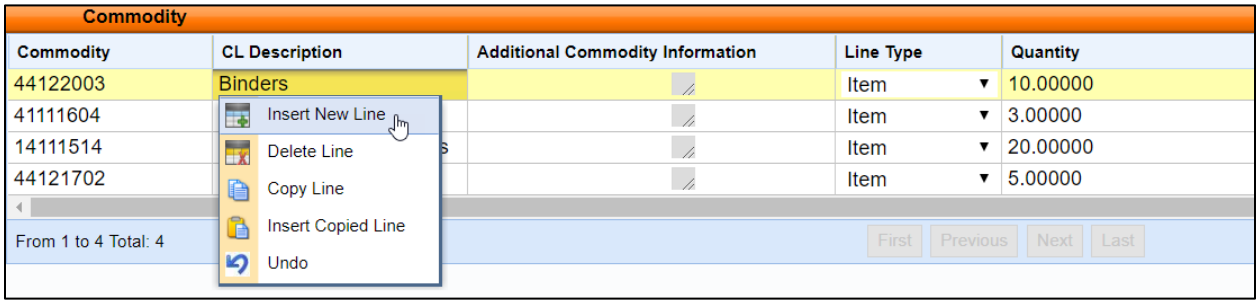
In Grid mode, you can tab through the fields. Scroll to the right to view the Shipping/Billing information. Click the Done button to return to the tab view.

COMMODITY – GENERAL INFORMATION TAB – EDIT WITH GRID MODE

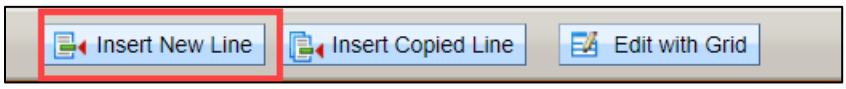


To add a commodity line in Edit with Grid mode, right-click in a line and select Insert New Line or click the Insert New Line button. When you add a new line, the first step is to enter or select a commodity code. If you do not know the code, click the pick list  icon to search.

COMMODITY COMPONENT – INSERT NEW LINE



COMMODITY COMPONENT – INSERT NEW LINE BUTTON



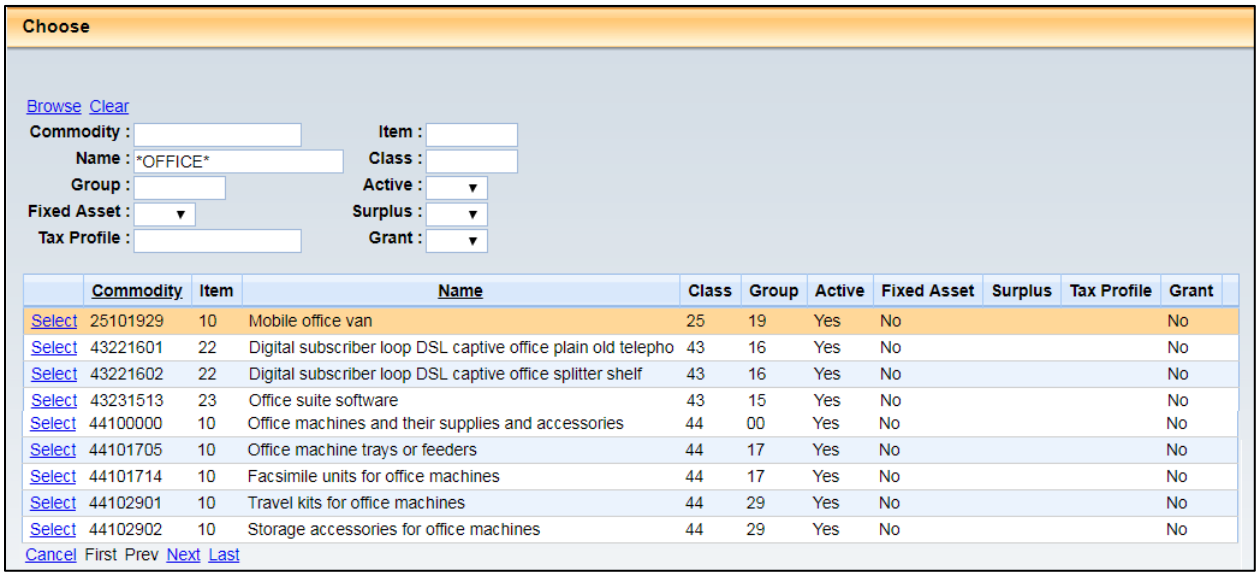
Procedure Steps: How to Add a Commodity Code

1. Click the **Insert New Line** button to add a commodity line.
2. On the **Commodity** field, click the pick list  icon.
3. On the **Choose** page, search for the commodity code.
4. In the **Name** field, enter a keyword. Use the asterisk (*) wildcard to expand your search.
5. Click the **Browse** link to search.
6. Use the **First**, **Prev, Next**, and **Last** links to navigate the list.
7. Click the **Select** link for the correct commodity code.

8. Click the **Save** button to infer any commodity-related information.

The commodity code structure has eight digits. On the Choose page, use the Name field to search by key word. Use the wildcard (*) before and/or after a word to expand your search. In the **Commodity** field, you can enter *0000 to search for a list of higher-level commodities to select from. Click the Select link to select the commodity code.

COMMODITY CHOOSE PAGE



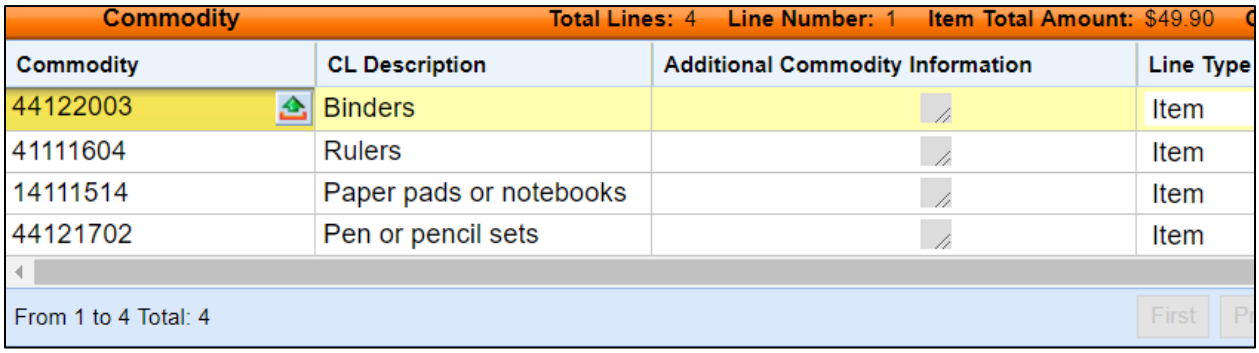
Once you select or enter the Commodity code, click the Save button. This will infer any information related to the commodity.

Update the CL Description field to describe your item, including vendor part number, size or color. For example, 3” binders, 3 hole, blue. You will also need to specify the Quantity, Unit of Measure (UOM), and Unit Price for items. For services, select a Line Type of Service and enter the service amount in the Contract Amount field. You will also need to enter the Service From and Service To date fields.

If the Tax Profile was set on the Header and applied to all lines, it will infer. If it does not infer, is incorrect, or will be different than other lines, use the pick list icon to select.

Click the Save button to save your changes.

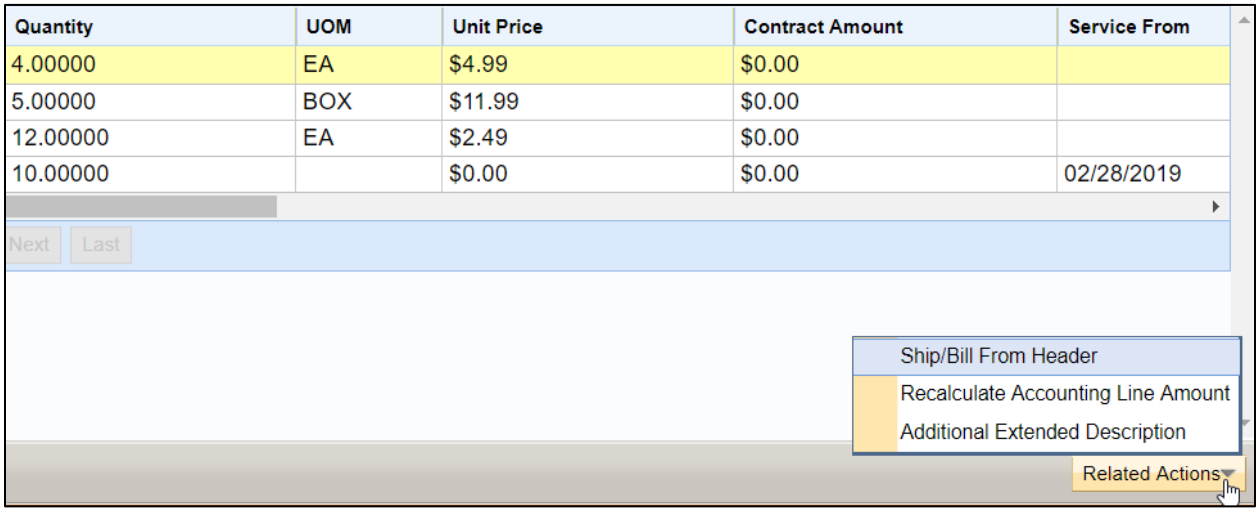
COMMODITY FIELDS – EDIT WITH GRID MODE



The Related Actions button allows you to infer the Ship/Bill From Header. It also has an option to Recalculate Accounting Line Amount. This is important to ensure that the commodity line amount is equal to the accounting line amount for all lines. If the amount is not equal, you will receive an error when you validate.

The Additional Extended Description option allows you to edit the Additional Commodity Description field in a larger screen.

COMMODITY – RELATED ACTIONS BUTTON

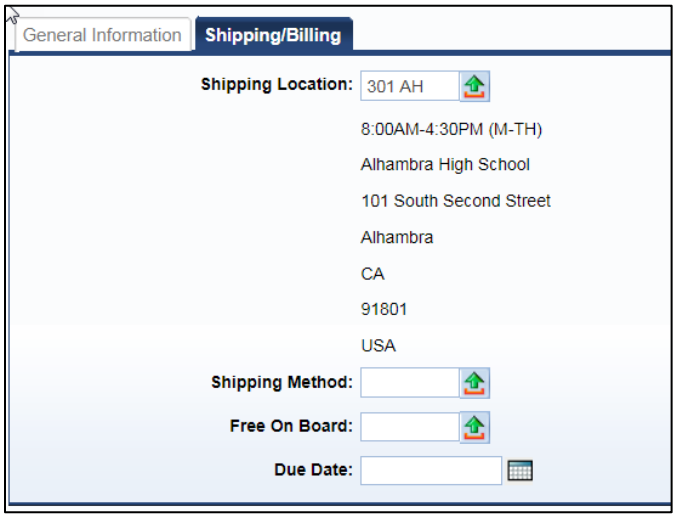


Shipping Tab

The Shipping tab is used to specify the Shipping Location for the item. The Shipping Location may infer but can be updated, if necessary. In some districts/agencies, a warehouse location receives the vendor shipments then distributes them to their final destination. In that case, the warehouse address will be used on the Header component on the Default Shipping/Billing tab, while the final destination address will be used on the commodity line. Both will infer when you click the Save button if it is set up on the Issuer's user profile.

For districts/agencies that do not use any central receiving, the Default Shipping/Billing information on the header will be the same as on the commodity line.

COMMODITY – SHIPPING/BILLING TAB



Click the Edit with Grid button to view the Commodity line fields on a single line for more efficient data entry.

COMMODITY – SHIPPING/BILLING TAB – EDIT WITH GRID MODE

Commodity

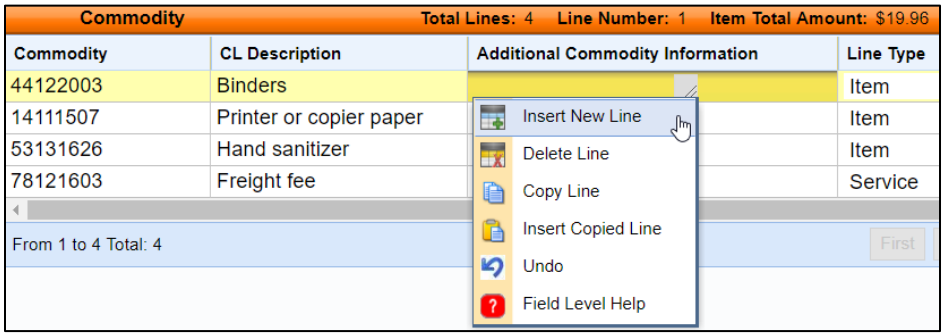
Unit Price	Contract Amount	Service From	Service To	Tax Profile	Stock Item Suffix	Shipping Location
$4.99	$0.00			9.5%		ALH007
$1.99	$0.00			9.5%		ALH007
$3.99	$0.00			9.5%		ALH007
$5.99	$0.00	02/28/2019	05/28/2019	9.5%		ALH007

Edit with Grid Navigation

While in Edit with Grid mode in the Commodity component or any component, you have several options when navigating between fields:

- Tab through fields on a line for more efficient data entry
- Use the Up and Down arrows on the keyword to move up or down multiple lines.
- Right-click with your mouse to:
    - Insert New Line
    - Delete Line
    - Copy Line
    - Insert Copied Line
    - Undo
    - Field Level Help

EDIT WITH GRID NAVIGATION



Accounting Component

The Accounting component is used to enter the accounting (chart of accounts) information for the referenced commodity line. Each commodity line must have one or more accounting lines.

	The total accounting line amount must equal the commodity line amount.

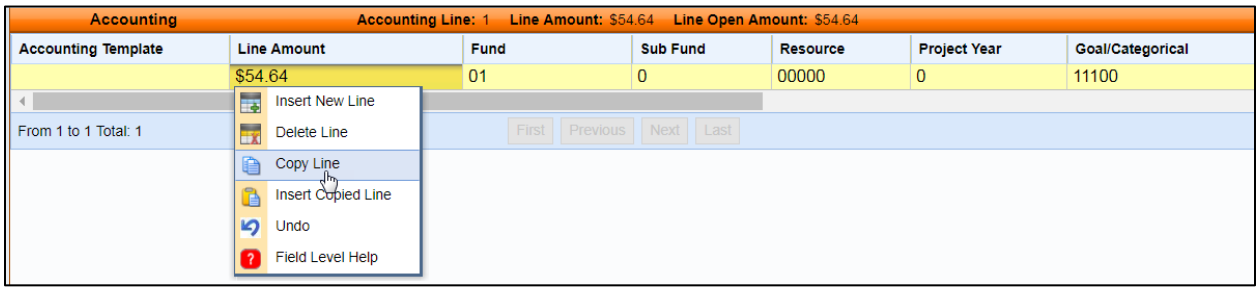
Chart of accounts information can be added on the Accounting component or using the Accounting Distribution component. To add a line using the Accounting component, click the Insert New Line button. Multiple accounting lines can be added as long as the total accounting line amount is equal to the commodity line amount.

An Accounting Template can be used to infer the chart of accounts information.

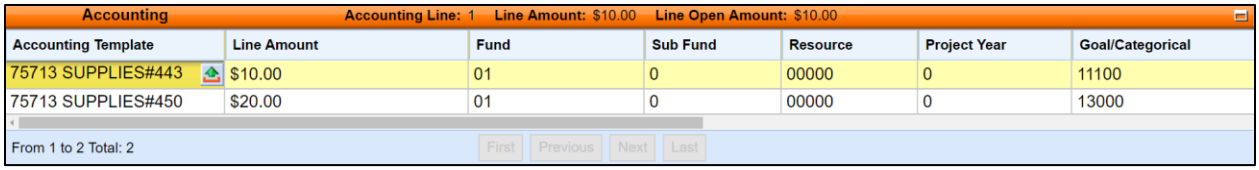
Accounting – Edit with Grid Mode

When you create a requisition, the Accounting component will default to the Edit in Grid mode. This mode allows you to tab through the fields to enter data. Similar to the Accounting Distribution component, you can select an Accounting Template or you can tab through the columns to add the account string information. Right-click on the line to Copy Line then click Insert Copied Line to insert a duplicate line.

ACCOUNTING COMPONENT – EDIT IN GRID MODE – COPY LINE



ACCOUNTING COMPONENT – EDIT IN GRID MODE

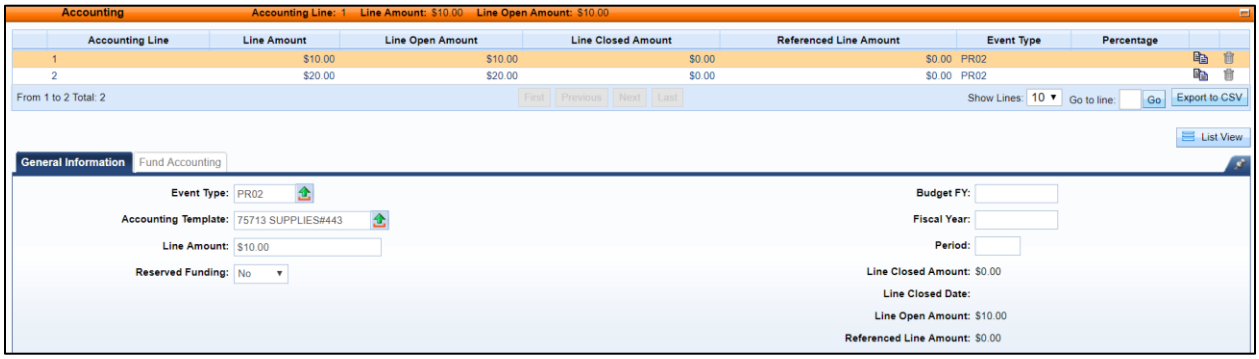


Click the Done button to close grid to view the Fund Accounting tab.

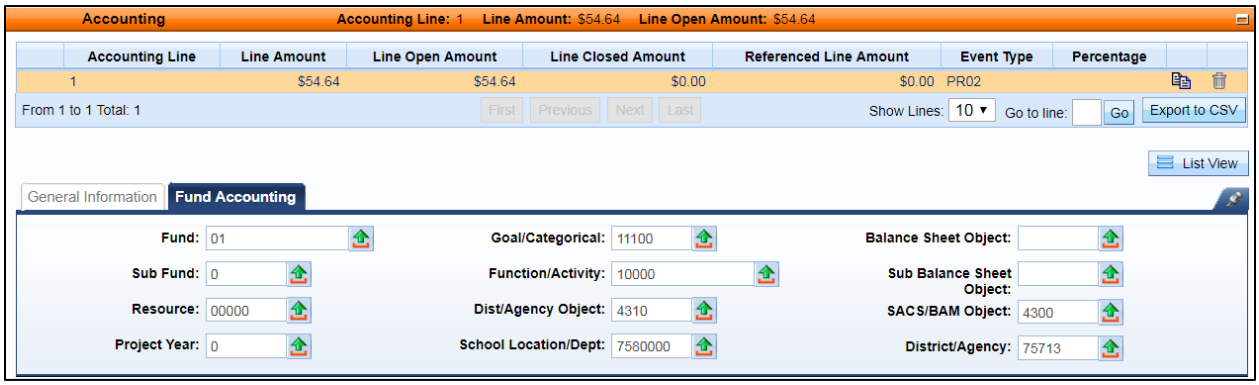
Accounting – General Information Tab

This tab can only be viewed in tabular mode (Edit with Grid mode is closed).

ACCOUNTING – GENERAL INFORMATION TAB

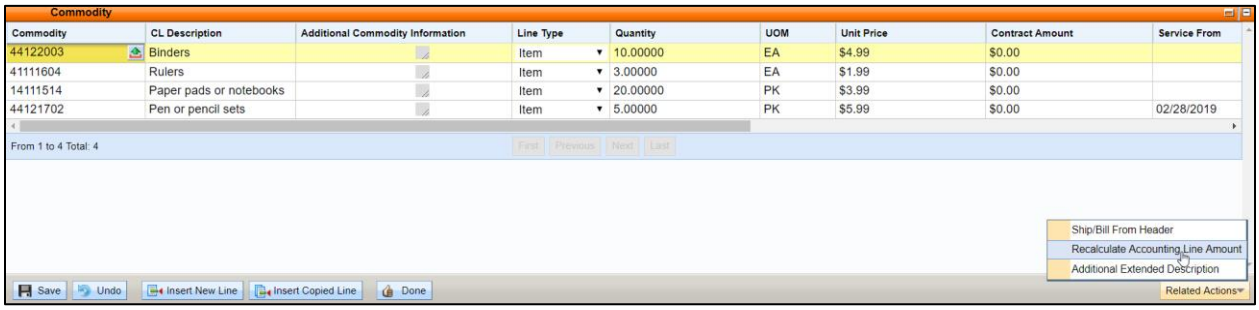


ACCOUNTING – FUND ACCOUNTING TAB



The total of all accounting line amounts must equal the commodity line amount. If the amounts are not equal, they can be set manually, or they can be set automatically for all lines by returning to the Commodity component and clicking the Related Actions button then Recalculate Accounting Line Amount.

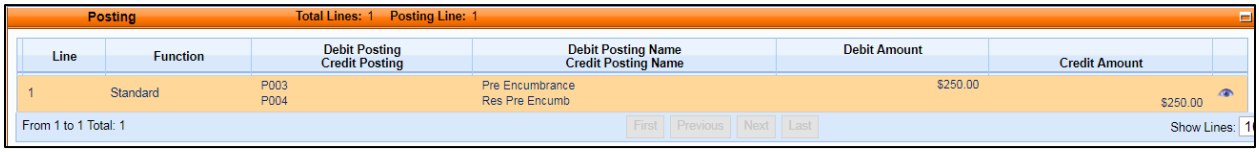
COMMODITY – RECALCULATE ACCOUNTING LINE AMOUNT



Posting Component

The Posting component infers the journal and budget posting information. This information is generated by the system after validate/submit action. The line(s) are system-generated. No user input is needed.

POSTING

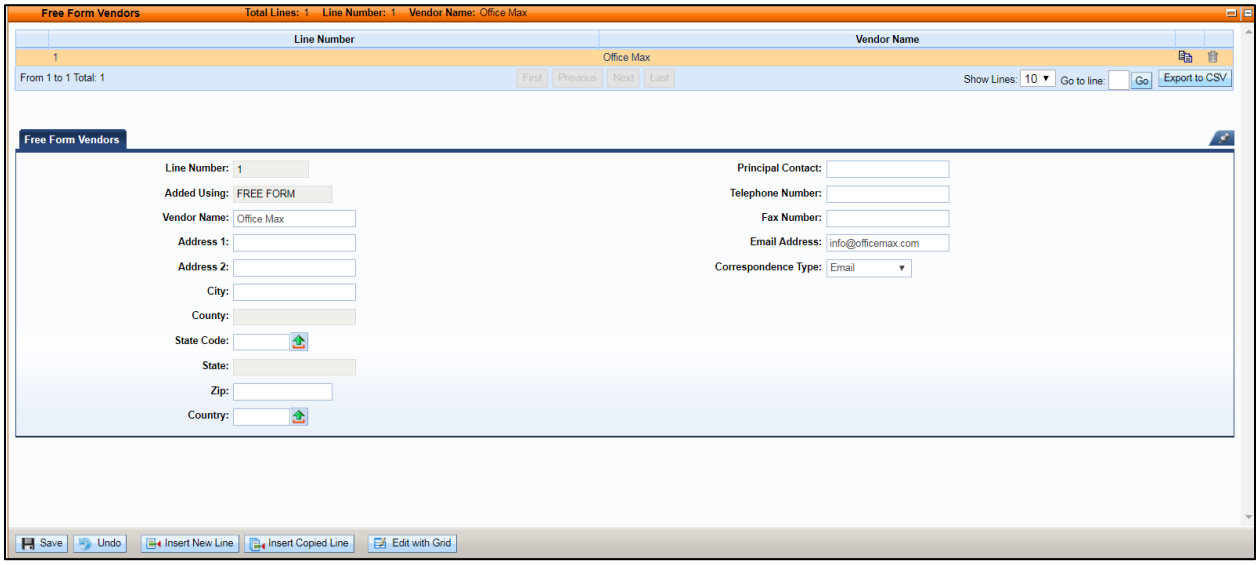


Free Form Vendors Component

This component is used to suggest possible vendor(s) for procurement of goods/services that is not on the Vendor/Customer (VCUST) page. Multiple vendors can be added. This may be especially helpful to the buyer for specialty procurements.

Click the Insert New Line button to add a free form vendor. Enter the Vendor Name. Correspondence Type is required. Once selected, other fields may be required. For example, if Email is selected, the Email Address field is required.

FREE FORM VENDORS



4.3. Requisition Creation Overview

There are several ways to create a requisition document:

- Create from the Document Catalog
- Copy from another requisition document
- Create from a requisition document template

Each of these methods will be reviewed in the next sections of this lesson.

Once you create a requisition, you have to complete the required and recommended fields. If you created a requisition by copying an existing document or template, many of the fields will already be filled in. Update, as needed. For example, a template may be set up with a list of items and you will only need to update the Quantity field for each commodity line.

Procedure Steps: How to Complete a Requisition

1. On the **Header** component, in the **Document Description** field, enter a description for the request.
2. Click the **Contact** tab.
3. In the **Requestor ID**, enter the user ID of the person requesting the goods/service. Use the pick list  icon to search by name.
4. Click the **Save** button.
5. Click the **Default Shipping/Billing** tab.
6. The **Shipping Location** will infer based on the **Issuer ID**. If the **Shipping Location** was set on the template, or is incorrect, update, as required.
7. **Shipping Method**, **Free On Board**, and **Due Date** are optional fields.
8. Depending on your district/agency policy, you may need to recommend a vendor. If so, click the **Vendor** component.
   a) In the **Vendor Customer** field, click the pick list  icon to select the vendor.
   b) On the **Choose** page, search for the vendor.
   Use the **Legal Name** field to search by name. The **Vendor/Customer** field is the vendor code.
   Use the asterisk (*) wildcard to expand your search.
   c) Click the **Select** link to select the vendor.
   d) Click the **Save** button. Address information will populate if set up as a default on the vendor record.
   e) If the **Address Code** field is incorrect or does not infer, click the pick list  icon to select an address.
9. Click the **Commodity** component.
10. Click the **Edit with Grid** button.
11. If you need to add a commodity line, click the **Insert New Line** button to add a new line, as needed.

a) In the **Commodity** field, click the pick list icon to search for the commodity code.
b) On the **Choose** page, in the **Name** field, enter a keyword to search. Remember to use a wildcard (*) before or after the word to assist your search.
c) Click the **Select** link for the desired commodity.
d) Click the **Save** button to populate the **CL Description** field.

12. Update the **Additional Commodity Information** field to include additional product information, such as color, size, or manufacturer.
13. For items, update the Quantity, UOM (Unit of Measure), and Unit Price fields:
    a) In the **Quantity** field, enter the quantity of the item required.
    b) In the **UOM** (Unit of Measure) field, click the pick list icon to select the unit of measure. For example, EA is for each, BOX is for box.
    c) In the **Unit Price** field, enter the price based on the unit of measure.
14. For freight, update the Line Type, Contract Amount, and Service From and Service To fields:
    a) In the **Line Type** drop-down, select **Service**.
    b) In the **Contract Amount** field, enter the freight fee.
    c) In the **Service From** field, enter the current date or use the calendar icon to select.
    d) In the **Service To** field, enter three months from the current date or use the calendar icon to select.
15. For services, enter the service details:
    a) In the **Line Type** drop-down, select **Service**.
    b) In the **Contract Amount** field, enter the amount.
    c) In the **Service From** and **Service To** fields, enter the dates of service or use the calendar icon to select.
16. In the **Additional Commodity Information** field, enter any additional product information.
17. If the **Tax Profile** field is unique for the commodity line, use the pick list icon to search and select the appropriate tax rate. If the **Tax Profile** is the same for all lines, use the Header component. However, the **Tax Profile** field on the Header will overwrite the Tax Profile field on the commodity line(s).
18. Click the **Save** button.
19. To add additional commodity lines, repeat steps 10 to 17.
20. To apply the same Tax Profile to all lines:
    a) Click the **Header** component.
    b) Click the **General Information** tab.
    c) On the **Tax Profile** field, click the pick list icon to select the tax profile.
    d) Click the **Apply Tax Profile** button to apply the tax profile to all commodity lines.
    e) If you set a Tax Profile in step 16, you will get a Warning message: “By clicking the Apply Tax Profile button, one or more Tax Profile fields on the Commodity Line will be overwritten.” To continue, click the **Apply Tax Profile** button.
21. To apply the same accounting string(s) to all commodity lines, click the **Accounting Distribution** component.

a) Click the **Insert New Line** button.
b) To use an accounting template:
   (1) In the **Accounting Template** field, click the pick list icon to search.
   (2) On the **Choose** page, select the appropriate template.
c) To enter the accounting string:
   (1) Click the **Tab** key to tab through the chart of accounts fields.
d) In the **Distribution %** field, enter the percentage for this accounting line.
   The **Distribution %** for all accounting lines must be 100.
   You can set the line amount for each accounting string on the Accounting component.
e) To add another accounting string, repeat steps a – d.
f) Click the **Save** button.
g) Click the **Distribute Accounting Lines** button.
   This button does not appear until you click the **Save** button.
h) The screen refreshes.
i) Click the **Save** button.

22. To apply accounting to a single commodity line:
    a) Click the **Commodity** component.
    b) Click the commodity line to apply the accounting string.
    c) Click the **Accounting** component.
    d) Click the **Insert New Line** button.
    e) To use a template, in the **Accounting Template** field, click the pick list icon to search and select a template.
    f) To enter the accounting string, tab through the fields to enter.
    g) Update the **Line Amount**, as needed.
    h) Click the **Save** button.
    i) Repeat steps d – h for additional accounting strings.
23. The total line amount on the Accounting component must equal the total commodity line amount. To update:
    a) Click the **Commodity** component.
    b) Click the **Related Actions** button.
    c) Click **Recalculate Accounting Line Amount**.
24. Attach supporting files, as required.

	*Refer to Appendix E – Additional Topics in the Document Attachments section for more information on attaching files to your requisition.*

25. Validate and submit the document to workflow.

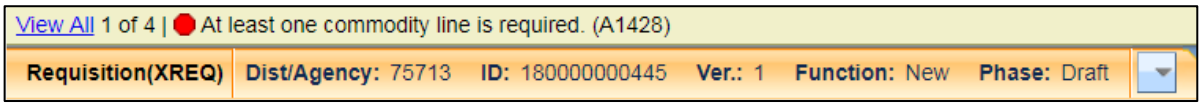
Validate

The Validate button is used to check for errors. Some information infers when you click the Validate button. For example, when you use an accounting template, the chart of accounts fields infer on validation. Error messages display at the top of the page.

If more than one error is found, the first error message is displayed along with the total number of errors. For example, 1 of 6 indicates that there are six error messages and the first is displayed.

To see all of the error messages, select the View All link. Use the scroll bar to view additional messages, as required. To move to the component of the document that is causing the error, click on the hyperlink for the error that appears in the Line Number column.

ERROR MESSAGE



ERROR MESSAGES – VIEW ALL

Severity	Component	Line Number	Override	Message
Error	RQ_DOC_HDR	Header	---	At least one commodity line is required. (A1428)
Error	RQ_DOC_HDR	Header	---	Requestor Phone Number is required. (A1428)
Error	RQ_DOC_HDR	Header	---	Name is required. (A1428)

Error Messages

Error messages have different severity levels:

- **Informational** – Alert only. The information does not affect document processing.
- **Warning** – User is given the chance to review warnings before the document is accepted for the next phase.
- **Error** – Document is rejected. The document remains in Draft until the user fixes errors and validates/submits the document again.
- **Severe** – Document processing is terminated immediately. All updates or changes made to the document and made outside of the document are not committed to the database.

INFORMATIONAL MESSAGE

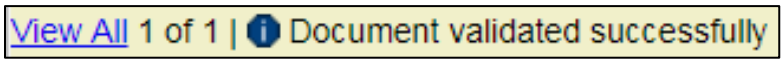
Severity	Component	Line Number	Override	Message	Description
Information	---	---	---	Document validated successfully	

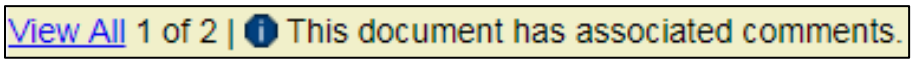
ERROR MESSAGES

Severity	Component	Line Number	Override	Message
Error	DOC_COMM	COMMGP Line 1 COMM Line 1	---	Line Type is ITEM, Unit of Measure is required. (A211)
Error	RQ_DOC_COMM	COMMGP Line 1 COMM Line 1	---	At least one accounting line is required for this commodity line. (A1627)
Warning	DOC_HDR	Header	---	Document Actual Amount is less than or equal to the allowable Minimum Amount

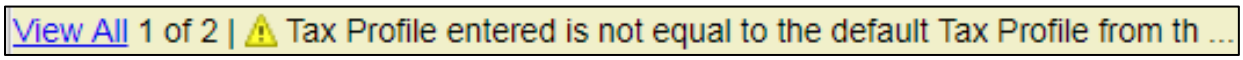
EXAMPLES OF INFORMATIONAL MESSAGES

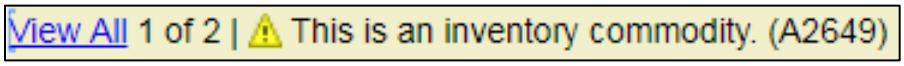




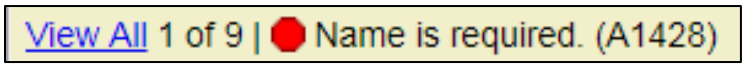


EXAMPLES OF WARNING MESSAGES



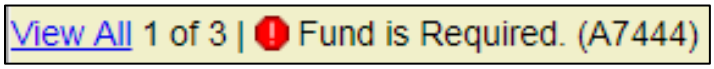


EXAMPLES OF ERROR MESSAGES





EXAMPLES OF SEVERE ERRORS



Procedure Steps: How to Validate a Document

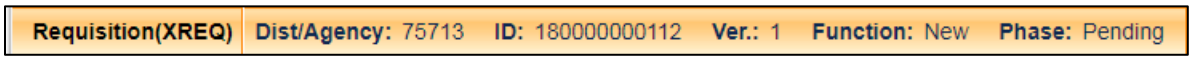
1. On the document, click the **Validate** button.
2. Error messages display at the top of the page.
3. Click the **View All** link to view all messages.
4. If error messages are displayed, locate the field and correct the error.
5. Click the **Validate** button.
6. Repeat steps 3-5 until the "Document validated successfully" message displays.

	*Some of the error messages you may see on this document are listed in Appendix D – Errors and Warning Messages with the steps to resolve the error.*

Submit

The Submit button is used to submit the document into the system. The system also performs a validation. If the document does not require approvals, the document Phase updates to Final. If the document requires approvals, the document Phase updates to Pending. Once the necessary approvals have been made, the document Phase updates to Final. A requisition will not create the necessary pre-encumbrance until it is in Final phase.

EXAMPLE OF REQUISITION IN PENDING PHASE



EXAMPLE OF DOCUMENT IN FINAL PHASE



Procedure Steps: How to Submit a Document

1. On the document, click the **Submit** button.
2. If no validation errors are found, the "Document submitted successfully" message displays.

4.4. Create Requisition from Document Catalog

A new requisition can be created from the Document Catalog. The requisition will be blank and will require commodity and accounting lines to be added.

Procedure Steps: How to Create a Requisition from the Document Catalog

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. On the Document Catalog, click the **Create** link to switch to create mode.
4. In the **Code** field, enter **XREQ**.
5. In the **District/Agency**, enter the District/Agency code if it does not infer.
6. In the **School Loc/Dept**, enter the School Location/Department code.

	*Please check with your purchasing department if you are unsure of the School Location/Department code to be used. This School Location/Department is important in determining the appropriate approval path for the requisition.*

7. Click the **Create** link to create the document.
8. Complete the requisition.

Activity 4.4: Create a Requisition from the Document Catalog

Scenario

You need to create a requisition for office items and need to include freight. Create a new requisition from the document catalog.

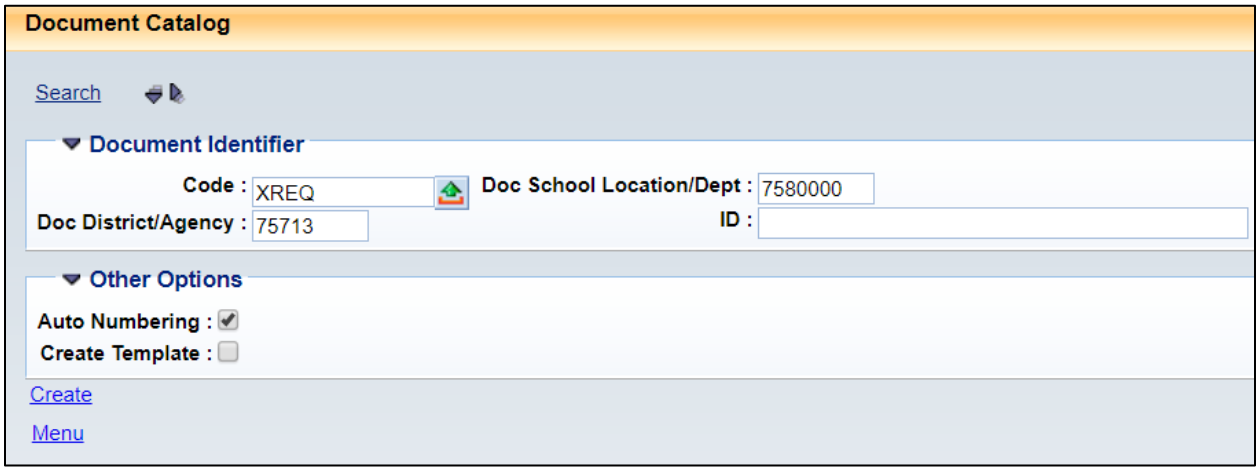
Setup

✓ You are logged in to the Financial home page.

Steps

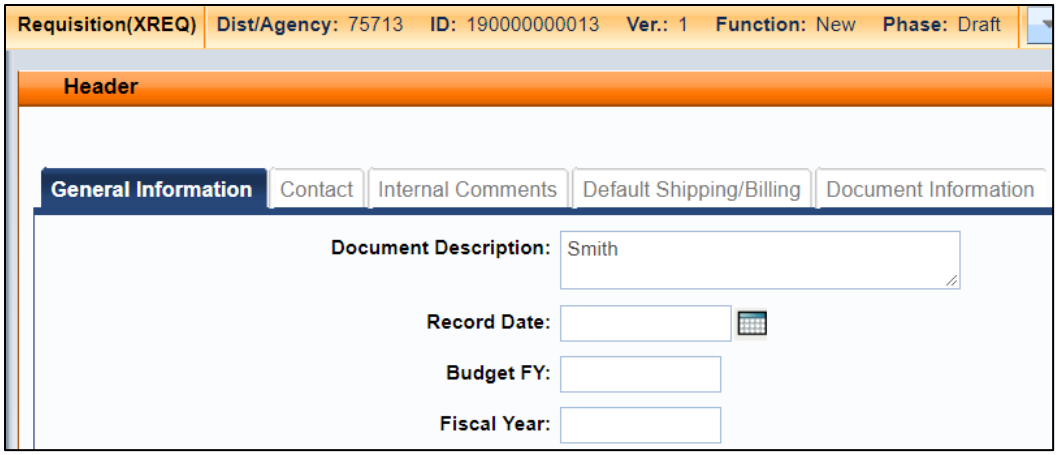
A. Create a requisition document from the Document Catalog.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog** to open the Document Catalog.
3. Click the **Create** link to switch to create mode.
4. In the **Code** field, enter ***XREQ***.
5. The **Doc District/Agency** infers based on the district/agency on your profile.
6. In the **Doc School Location/Dept** field, enter ***7580000***.
7. Click the **Create** link to create a new document.

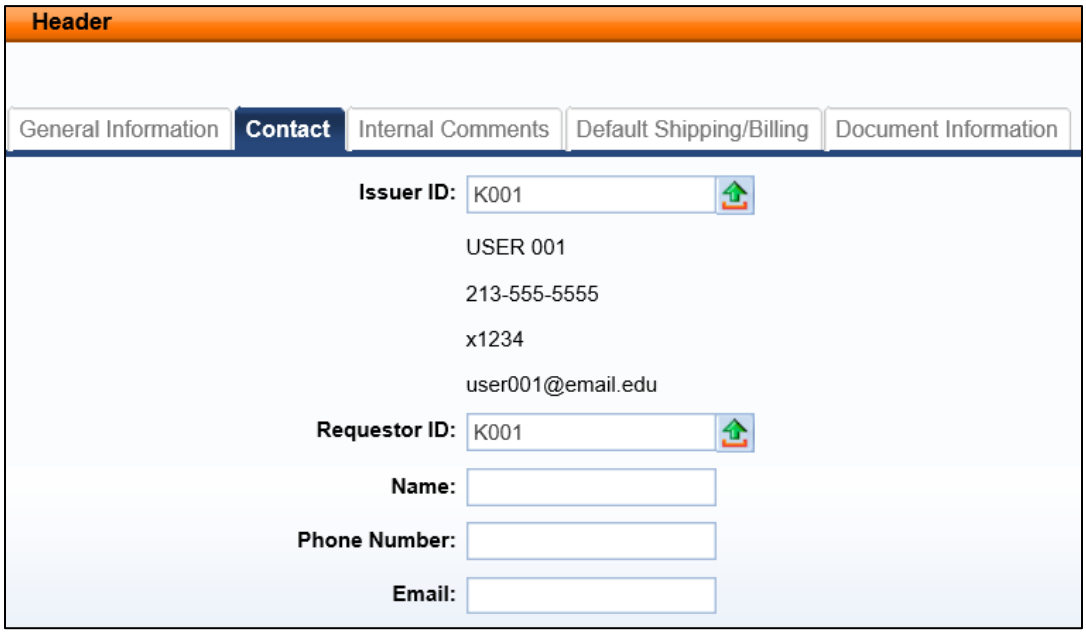


B. Update the Header component.

1. In the **Document Description** field, enter **your last name**.



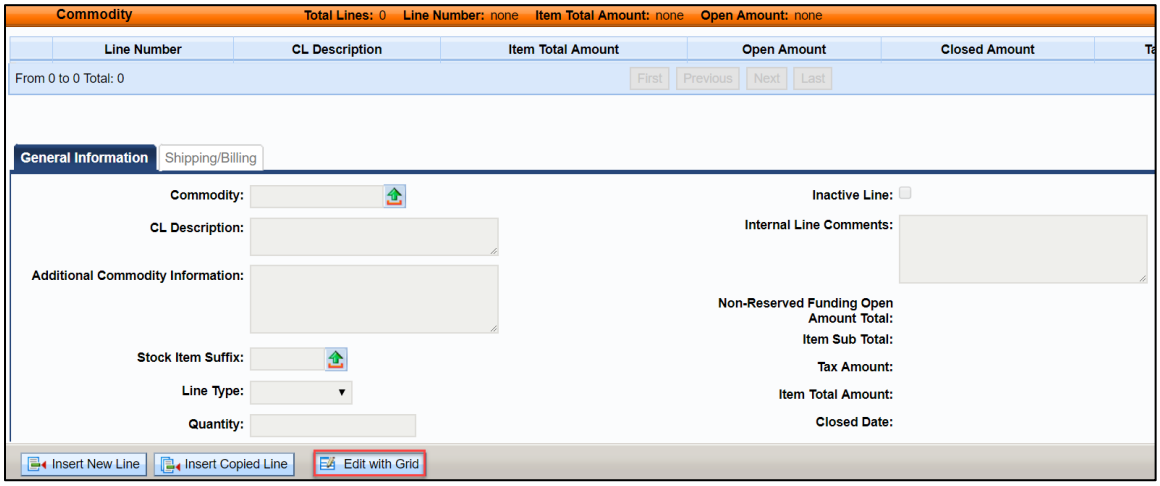
2. Click the **Contact** tab.
3. The **Issuer ID** field should infer based on your User ID.
4. In the **Requestor ID**, enter your user ID from your data card. This is your training User ID. For example, K001.



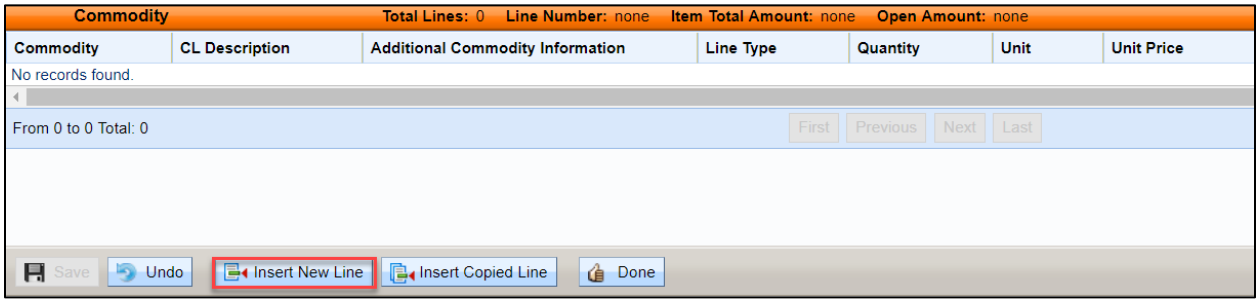
5. Click the **Save** button to infer the **Name** and **Phone Number** fields.
6. Click the **Default Shipping/Billing** tab.
7. Verify the **Shipping Location** inferred. This is based on the Issuer ID field.

C. Add a commodity line for notebooks.

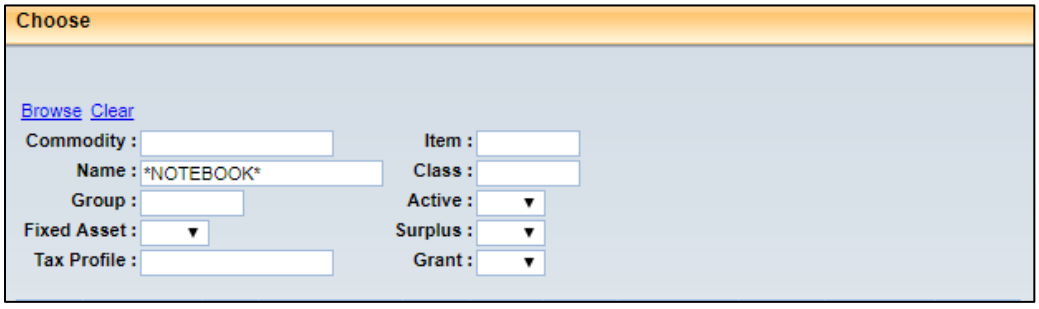
1. Click the **Commodity** component.
2. Click the **Edit with Grid** button.



3. Click the **Insert New Line** button to add a commodity line.

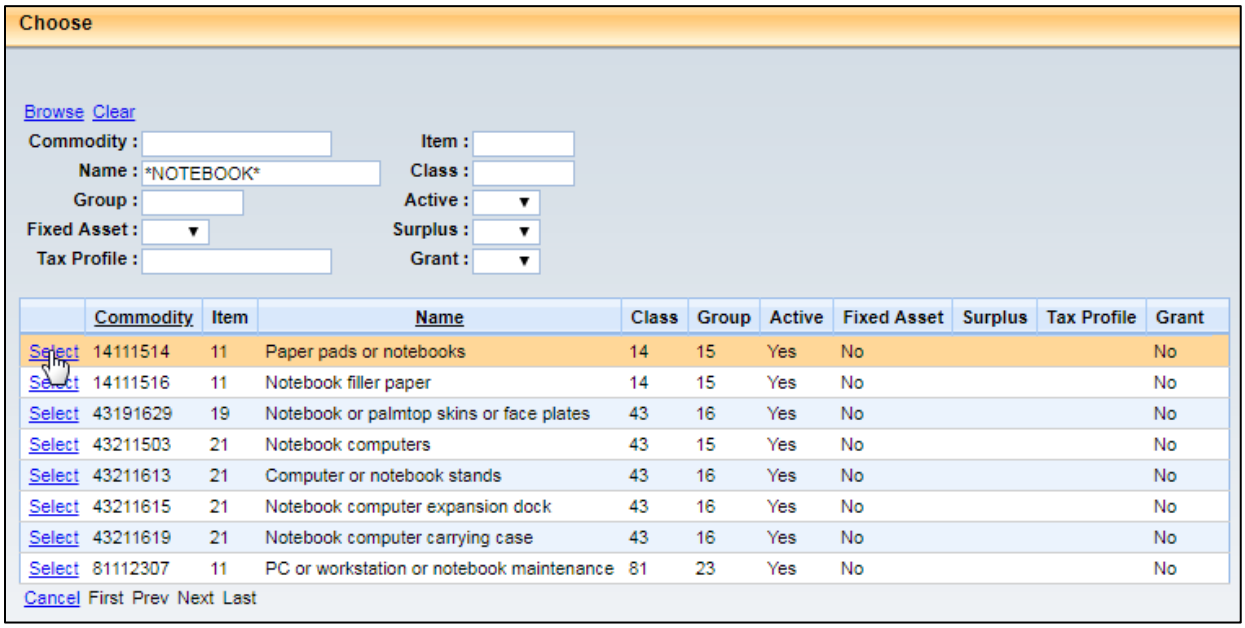


4. In the **Commodity** field, click the pick list  icon.
5. On the **Choose** page, in the **Name** field, enter ***notebook***.

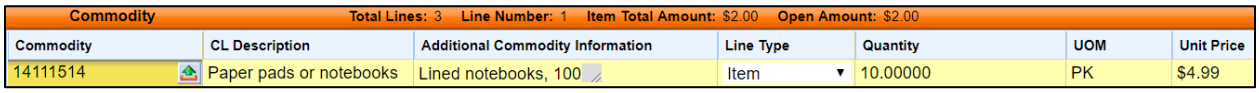


6. Click the **Browse** link to search.

7. Click the **Select** link for **Paper pads or notebooks**.



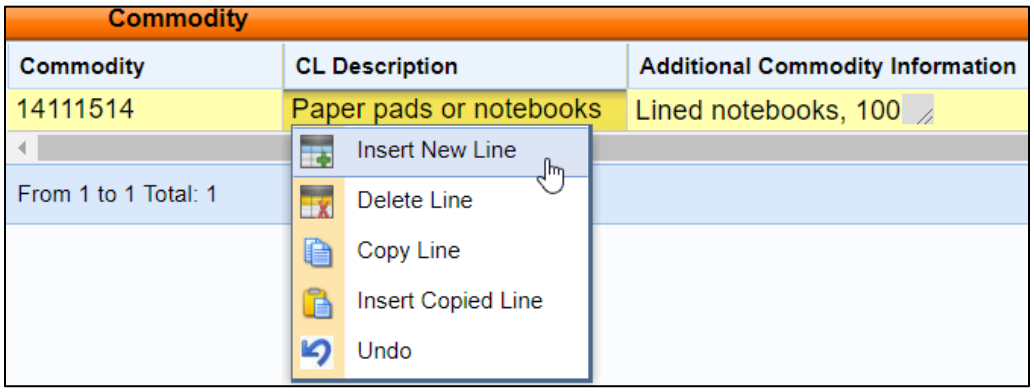
8. Click the **Save** button.
9. Tab or scroll to the **Additional Commodity Information** field.
10. In the **Additional Commodity Information** field, enter ***Lined notebooks, 100 pages, pack of 10***.



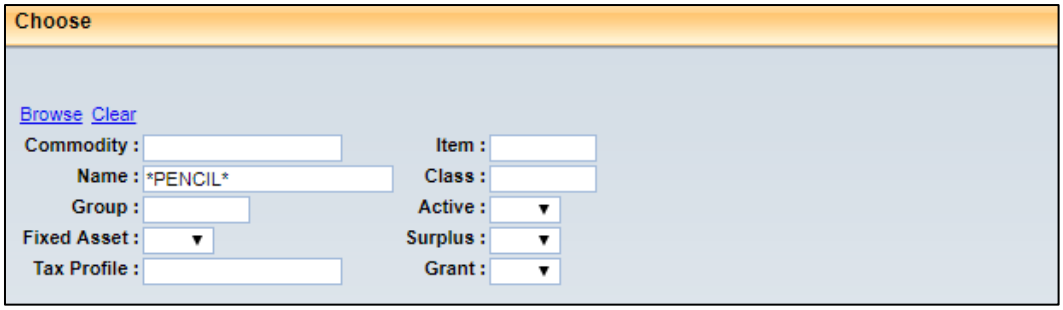
11. Tab or scroll to the **Quantity** field. Enter ***10***.
12. Tab or scroll to the **UOM** field. Enter ***PK*** (for pack) or use the pick list icon to select.
13. Tab or scroll to the **Unit Price** field. Enter ***4.99***.
14. Click the **Save** button.

D. Add a second commodity line for pencils.

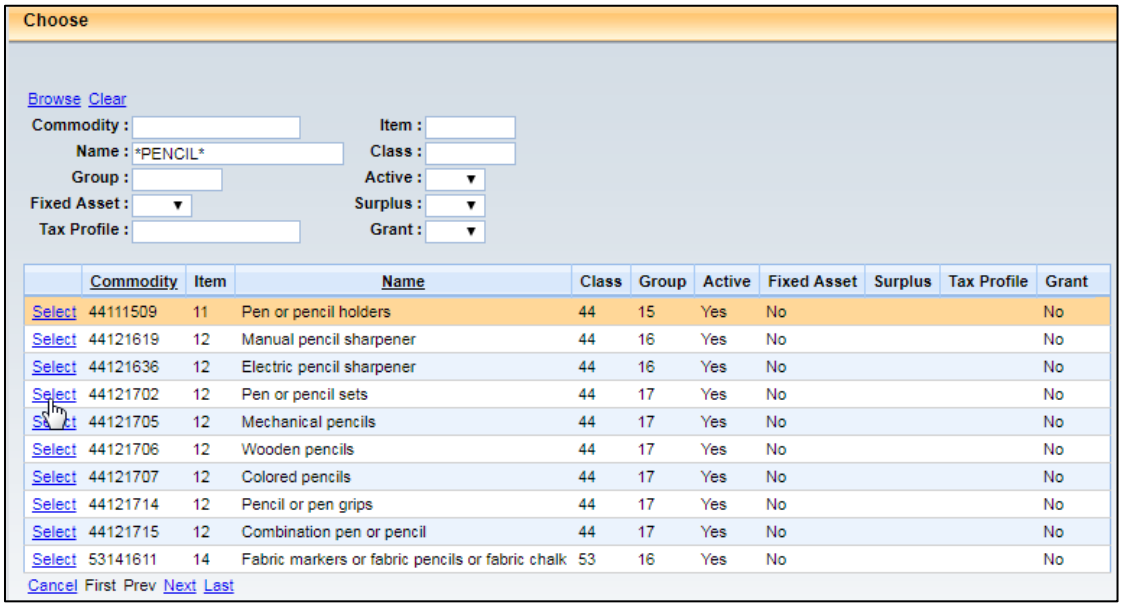
1. Right-click in the first line and select **Insert New Line**.



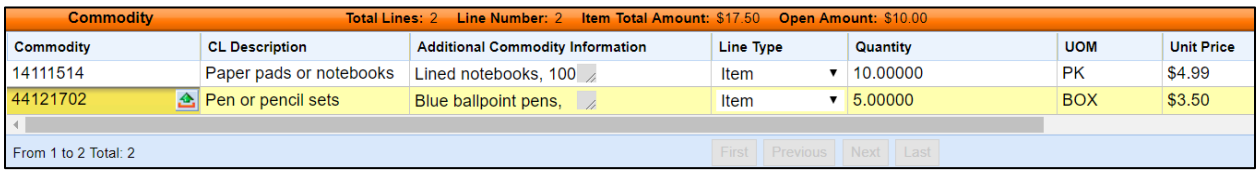
2. In the **Commodity** field, click the pick list icon.
3. On the **Choose** page, in the **Name** field, enter ***pencil***.



4. Click the **Browse** link.
5. Click the **Select** link for **Pen or pencil sets**.



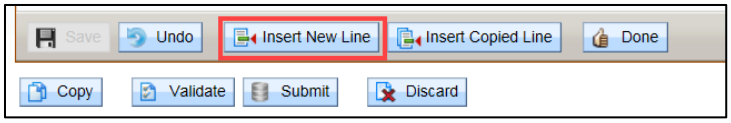
6. Click the **Save** button.
7. In the **Additional Commodity Information** field, enter ***Blue ballpoint pens, box of 12***.



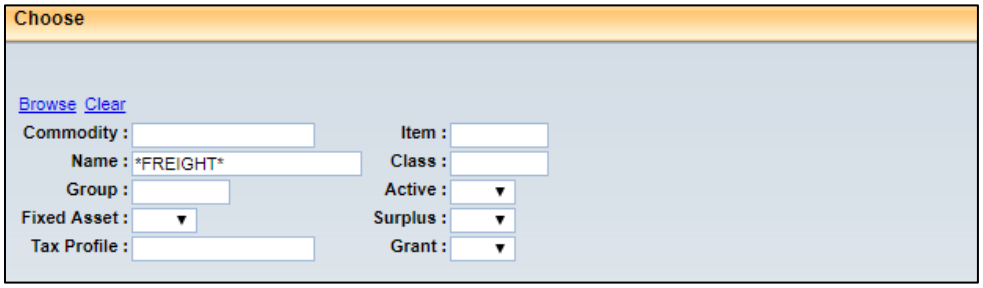
8. Tab or scroll to the **Quantity** field. Enter ***5***.
9. Tab or scroll to the **UOM** field. Enter ***BOX*** (for box) or use the pick list icon to select.
10. Tab or scroll to the **Unit Price** field. Enter ***3.50***.
11. Click the **Save** button.

E. Add a third commodity line for freight.

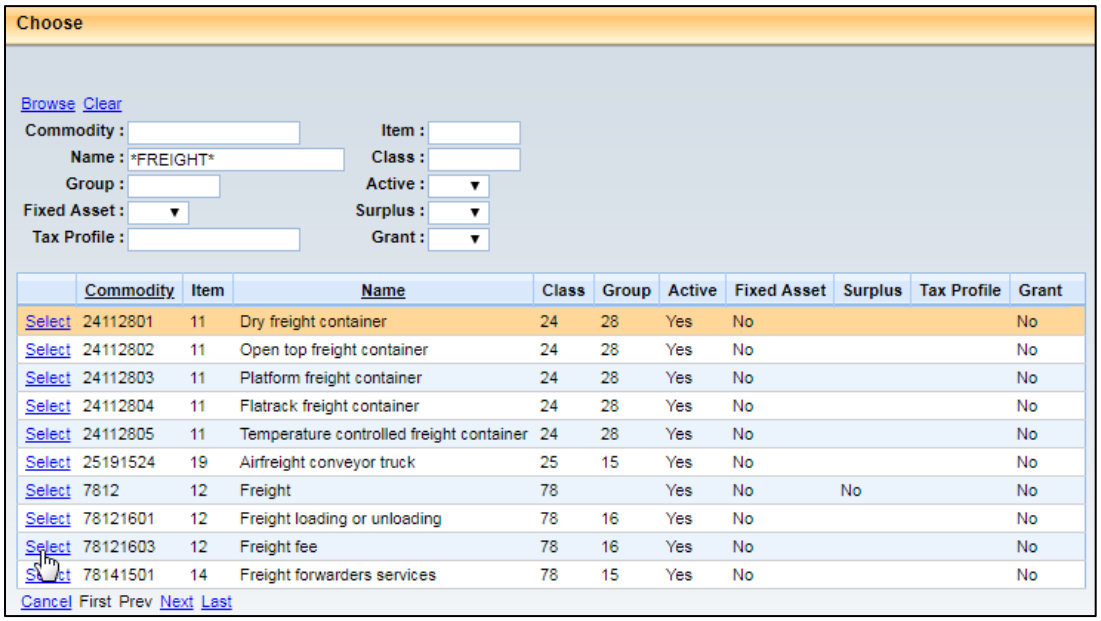
1. Click in the **Insert New Line** button.



2. In the **Commodity** field, click the pick list icon.
3. On the **Choose** page, in the **Name** field, enter ***freight***.

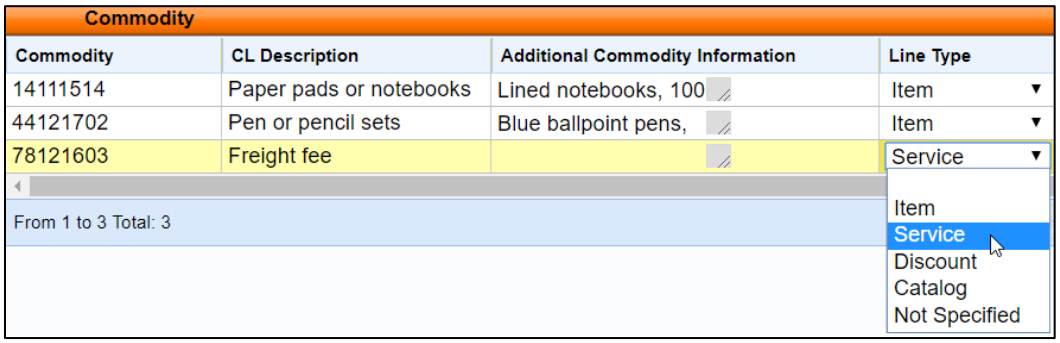


4. Click the **Browse** link.
5. Click the **Select** link for **Freight fee**.

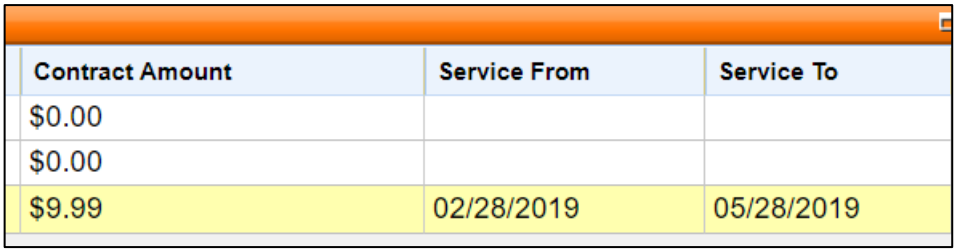


6. Click the **Save** button.

7. In the **Line Type** drop-down, select **Service**.



8. In the **Contract Amount** field, enter ***9.99***.
9. Tab or scroll to the **Service From** field. Enter **the current date.**
10. Tab or scroll to the **Service To** field. Enter **three months from the current date.**



Contract Amount	Service From	Service To
$0.00		
$0.00		
$9.99	02/28/2019	05/28/2019

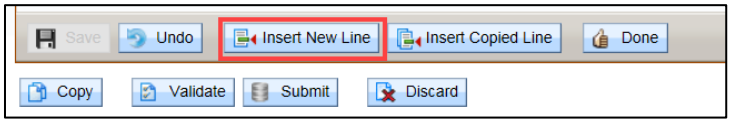
11. Click the **Save** button.

F. Add tax rate for requisition.

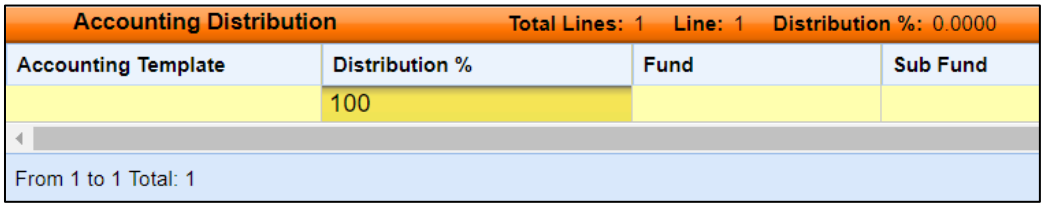
1. Click the commodity line for **Paper pads or notebooks**.
2. Tab or scroll to the **Tax Profile** field.
3. In the **Tax Profile** field, update to **9.5%** or use the pick list icon to select.
4. Click the down arrow on your keyboard to move to the **Tax Profile** field for the commodity line for **Pen or pencil sets**.
5. In the **Tax Profile** field, update to **9.5%** or use the pick list icon to select.
6. Click the down arrow on your keyboard to move to the **Tax Profile** field for the commodity line for **Freight fee**.
7. In the **Tax Profile** field, update to **0% NO TAX** or use the pick list icon to select.
8. Click the **Save** button.

G. Add the Accounting lines.

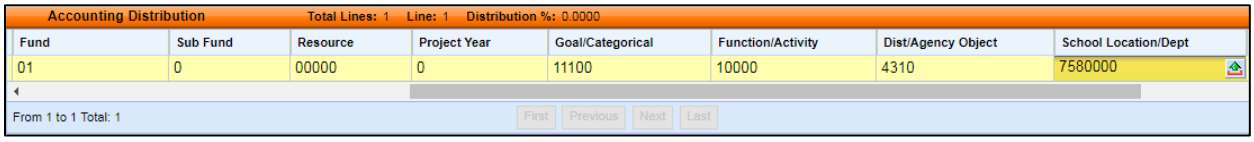
1. Click the **Accounting Distribution** component.
2. Click the **Insert New Line** button.



3. In the **Distribution %** field, enter ***100***. This field can be used for splitting the cost of items to multiple accounting strings.



4. Tab or scroll to the **Fund** field. Enter ***01***.
5. Tab or scroll to the **Sub Fund** field. Enter ***0***.
6. Tab or scroll to the **Resource** field. Enter ***00000***.
7. Tab or scroll to the **Project Year** field. Enter ***0***.
8. Tab or scroll to the **Goal/Categorical** field. Enter ***11100***.
9. Tab or scroll to the **Function/Activity** field. Enter ***10000***.
10. Tab or scroll to the **Dist/Agency Object** field. Enter ***4310***.
11. Tab or scroll to the **School Location/Dept** field. Enter ***7580000***.



12. Click the **Save** button.
13. Click the **Distribute Accounting Lines** button. This button does not appear until you click the **Save** button.

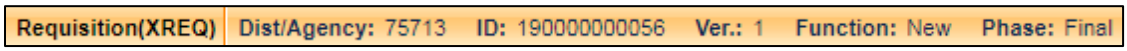


14. The screen refreshes. Accounting lines are added for each commodity line.
15. Click the **Save** button.

H. Validate and submit the requisition.

1. On the bottom left of the document, click the **Validate** button.
2. At the top of the page, click the **View All** link to view the error messages.
3. Fix any errors. If no errors are displayed and the message displays “Document validated successfully”, click the **Submit** button.

4. In training, no approvals are required. The document **Phase** updates to Final.



5. Note the Document ID: _____. This will be used later in an activity.
6. Click the **Close** button.

	Check to make sure the "Document submitted successfully" message is displayed. Subsequent activities are dependent on successful completion of this activity. You will not be able to perform them if this document does not submit.

Activity End

4.5. Create a Requisition for Blanket Purchase

Districts/agencies may create requisitions for a blanket purchase. For these requisitions, on the commodity line, use a Line Type of Service. This will require you to enter the amount of the blanket purchase in the Contract Amount field. The Service From and Service To dates must be entered. In the Service To date, enter the end of the fiscal year or, if you expect to use the blanket up until the end of the fiscal year, enter 7/31/YY. This will allow payments to be made in the new fiscal year.

Procedure Steps: How to Create a Requisition for Blanket Purchase

1. Create a requisition from the Document Catalog by copying another requisition document, or from a requisition document template.
2. Complete the **Header** component.
3. Complete the **Vendor** component, if required by your district/agency business process or policy.
4. Click the **Commodity** component.
   a) Click the **Edit with Grid** button for grid view.
   b) Click the **Insert New Line** button to add a new line.
   c) In the **Commodity** field, click the pick list icon to search for the commodity code.
   d) On the **Choose** page, in the **Name** field, enter a keyword to search. Remember to use a wildcard (*) before or after the word to assist your search.
   e) Click the **Select** link for the desired commodity.
   f) Click the **Save** button to populate the **CL Description** field.
5. Use the **Additional Commodity Information** field to include additional information.
6. In the **Line Type** drop-down, select **Service**.
7. In the **Contract Amount** field, enter the amount for the blanket purchase.
8. In the **Service From** field, enter the start date for the blanket purchase
9. In the **Service To** field, enter 7/31/YY where YY is the next fiscal year.
10. In the **Tax Profile** field, enter **0% NO TAX** or use the pick list icon to select.
11. Click the **Save** button.
12. Add accounting information.

13. Validate and submit the requisition.

Activity 4.5: Create a Requisition for a Blanket Purchase

Scenario

You need to create a requisition for a blanket purchase for prepared food with Smart and Final. Create a new requisition from the document catalog.

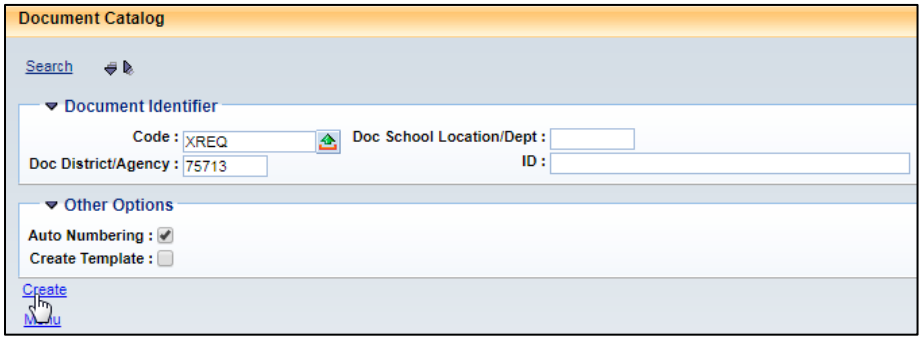
Setup

✓ You are logged in to the Financial home page.

Steps

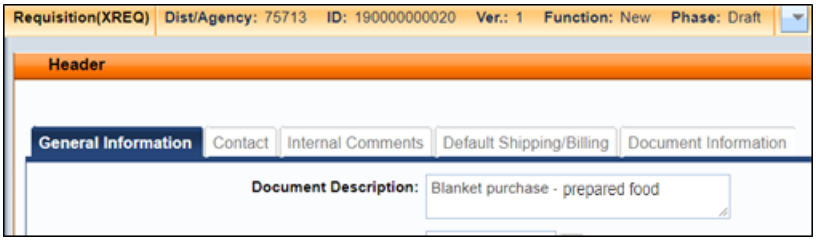
A. Create a requisition document from the Document Catalog.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog** to open the Document Catalog.
3. Click the **Create** link to switch to create mode.
4. In the **Code** field, enter ***XREQ***.
5. The **Doc District/Agency** infers based on the district/agency on your profile.
6. In the **Doc School Location/Dept** field, enter ***7580000***.
7. Click the **Create** link to create a new requisition document ID.

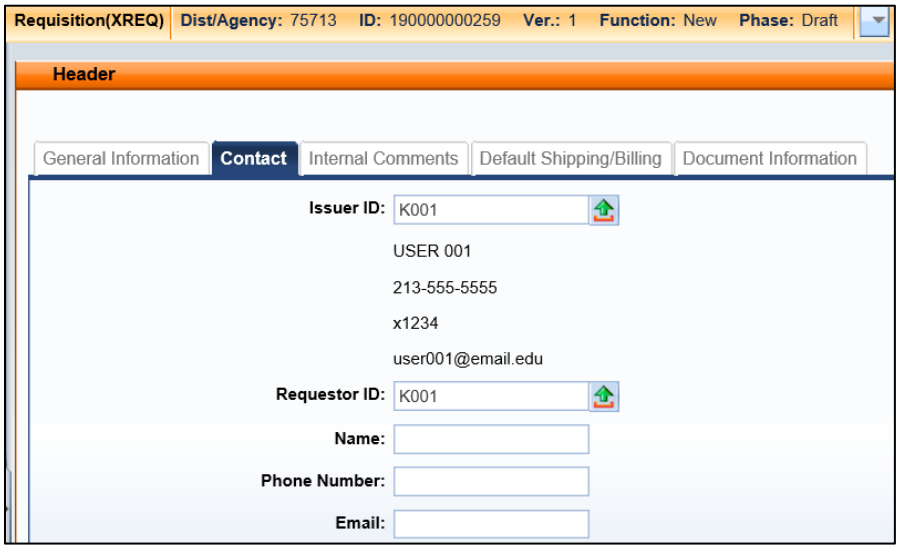


B. Update the Header component.

1. In the **Document Description** field, enter ***Blanket purchase – prepared food***.



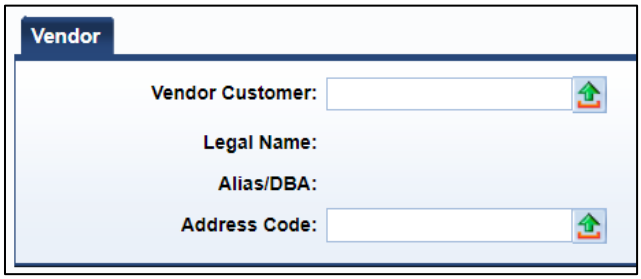
2. Click the **Contact** tab.
3. The **Issuer ID** field should infer based on your User ID.
4. In the **Requestor ID**, enter the ***value from your data card***. This is your training User ID. For example, K001.



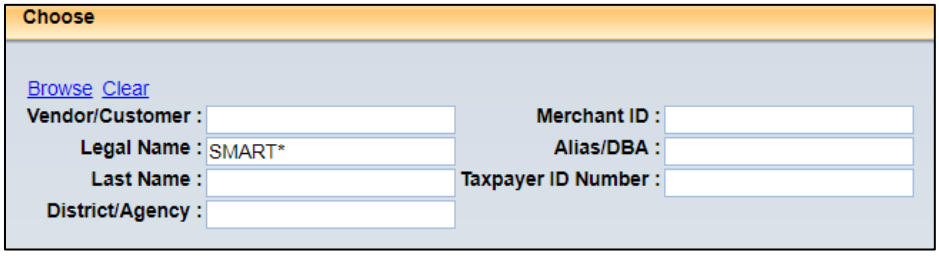
5. Click the **Save** button.
6. Click the **Default Shipping/Billing** tab.
7. The **Shipping Location** infers based on the Issuer ID.

C. Add a vendor.

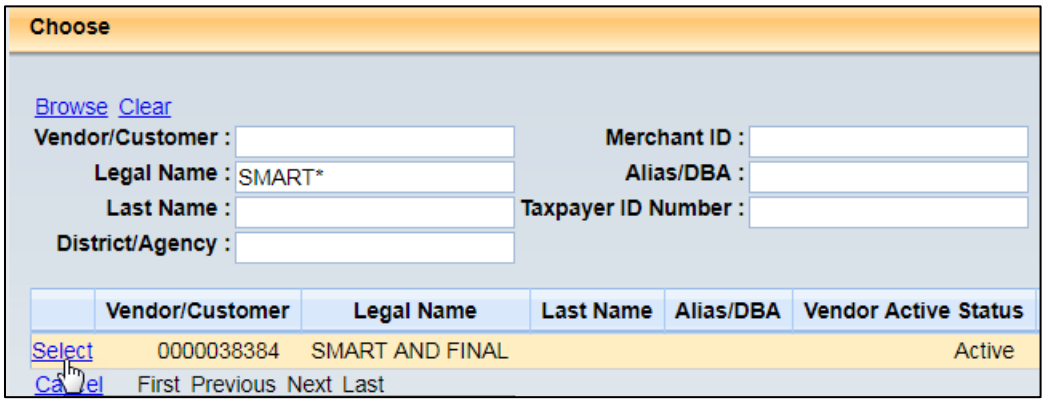
1. Click the **Vendor** component.
2. Click the **Insert New Line** button.
3. In the **Vendor Customer** field, click the pick list icon.



4. On the **Choose** page, in the **Legal Name** field, enter ***smart****.



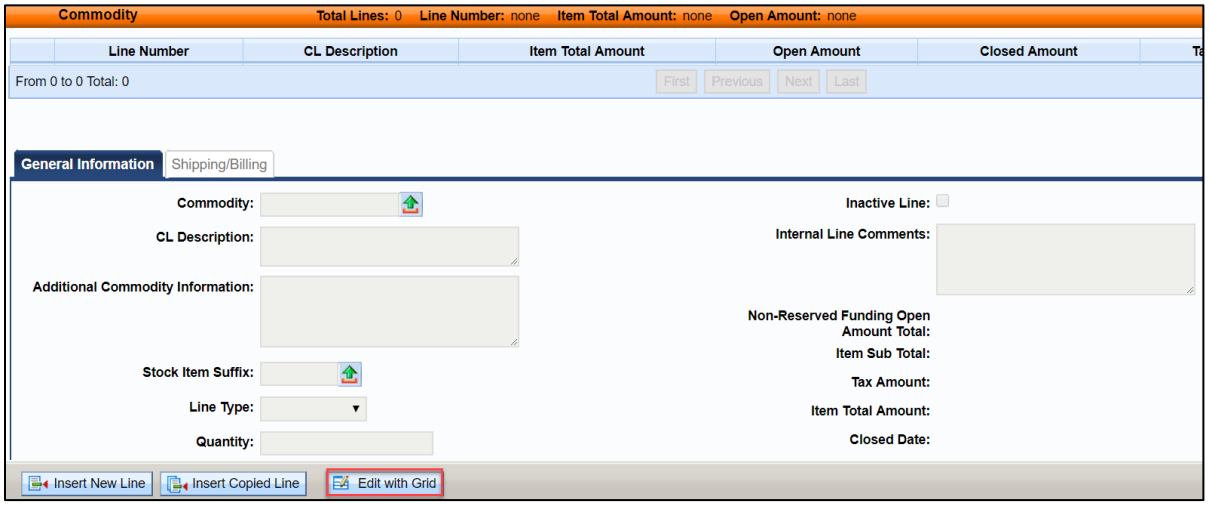
5. Click the **Browse** link to search.
6. Click the **Select** link for **Smart & Final**.



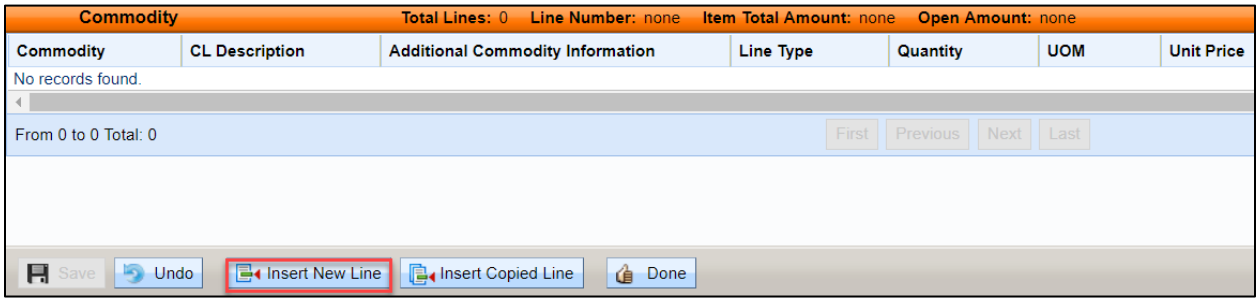
D. Click the **Save** button to infer the **Address Code** and **Vendor Contact Phone** fields.

E. Add commodity line for blanket purchase.

1. Click the **Commodity** component.
2. Click the **Edit with Grid** button.

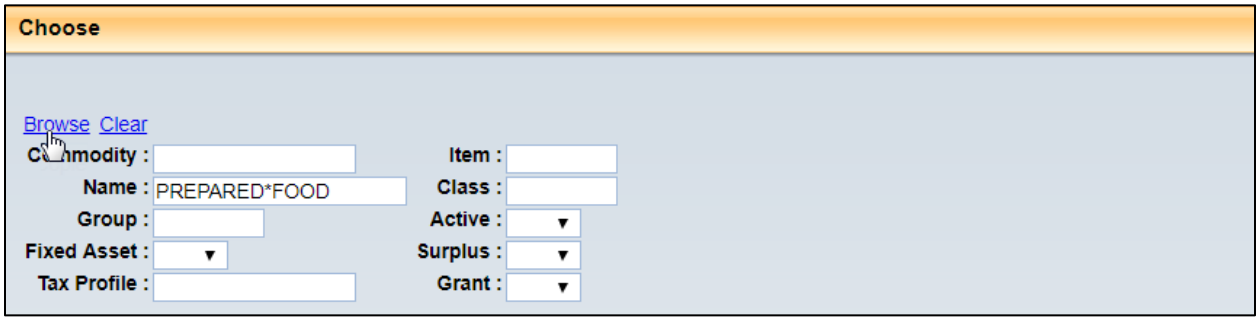


3. Click the **Insert New Line** button.

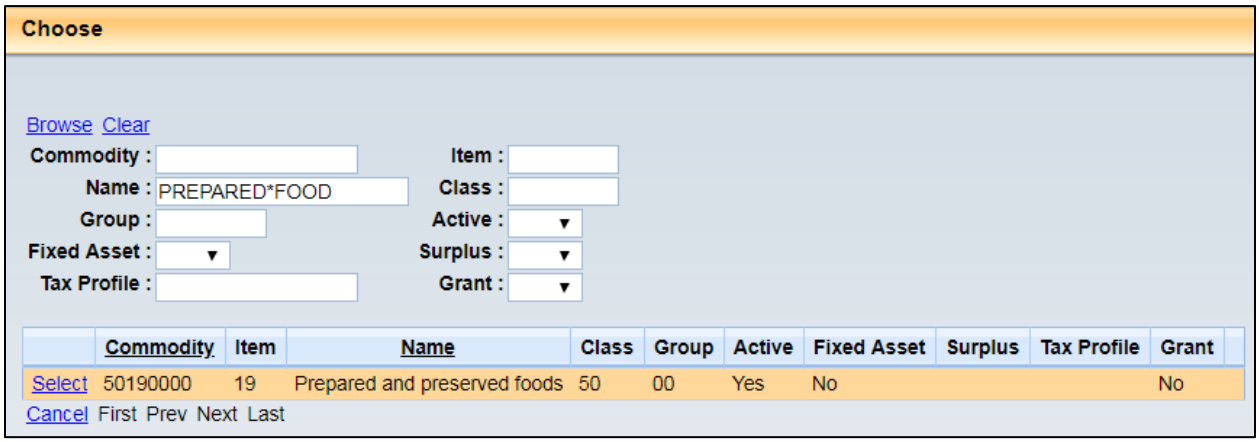


4. In the **Commodity** field, click the pick list  icon.

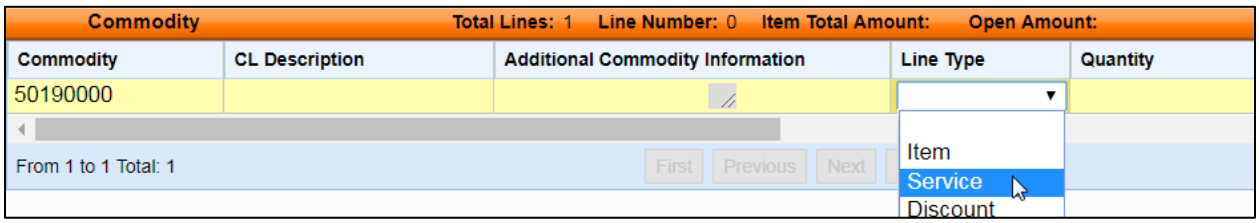
5. On the **Choose** page, in the **Name** field, enter ***prepared*food***. The asterisk (*) wildcard replaces any words between prepared and food.



6. Click the **Browse** link.
7. Click the **Select** link for **Prepared and preserved food**.



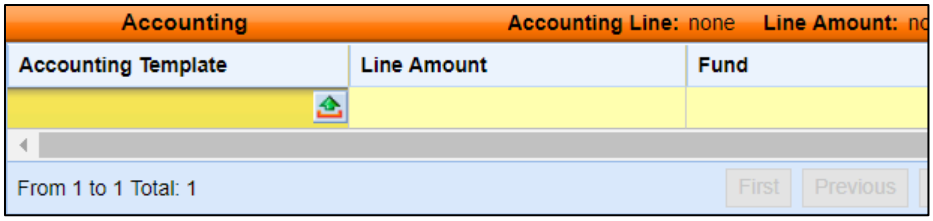
8. Click the **Save** button.
9. Tab or scroll to the **Line Type** field. In the **Line Type** drop-down, select **Service**.



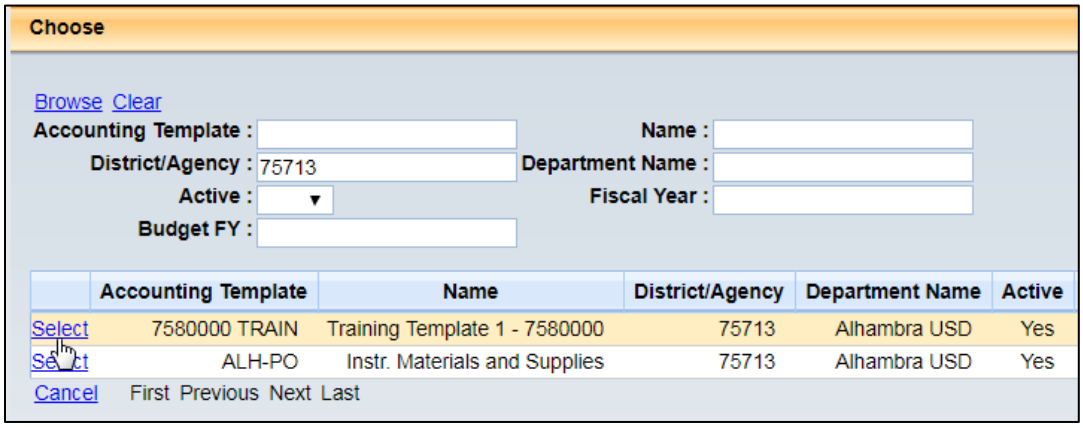
10. Tab or scroll to the **Contract Amount** field. Enter ***1000***.
11. Tab or scroll to the **Service From** field. Enter the **current date**.
12. In the **Service To** field, use the calendar icon to select 7/31/YY where YY is the next fiscal year.
13. In the **Tax Profile** field, enter **0% NO TAX** or use the pick list icon to select.
14. Click the **Save** button.

F. Add the Accounting lines.

1. Click the **Accounting** component.
2. Click the **Insert New Line** button.
3. In the **Accounting Template** field, click the pick list icon.



4. On the **Choose** page, click **Select** for Accounting Template **7580000 TRAIN**.



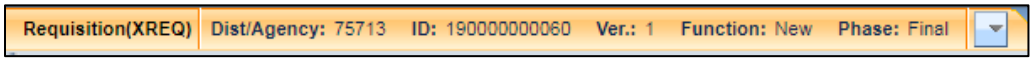
5. Tab or scroll to the **Dist/Agency Object** field, enter ***4700***.



6. Click the **Save** button.

G. Validate and submit the requisition.

1. On the bottom left of the document, click the **Validate** button.
2. At the top of the page, click the **View All** link to view the error messages.
3. Fix any errors. If no errors are displayed and the message displays “Document validated successfully”, click the **Submit** button.
4. In training, no approvals are required. The document **Phase** updates to Final.



5. Click the **Close** button.

Activity End

4.6. Create Requisition by Copy

A new requisition can be created by copying an existing requisition. The Copy Document function is used to create a new draft document from an existing document of the **same** type. This saves time in creating a new document by copying information (commodity and accounting) from an existing document and then making changes to the new copied document version. The new document **is not** linked to the original document.

Procedure Steps: How to Copy a Requisition

These steps are performed from the document you want to copy. To locate the document, use the Document Catalog to search for the document.

1. Open the document you want to copy.
2. On the bottom left, click the **Copy** button to open the **Copy Document** page.
3. In the **Document District/Agency Code** field, enter the code, if it does not infer.
4. In the **Document School Loc/Dept Code** field, enter the code.

	*Please check with your purchasing department if you are unsure of the School Location/Department code to be used. This School Location/Department is important in determining the appropriate approval path for the requisition.*

5. Click the **Copy Document** link to create a new document with information from the original document.

	*You can also copy a document using the Copy link on the Document Catalog action menu.*

Activity 4.6: Create a Requisition using Copy

Scenario

You need to create another requisition for office items. Copy a requisition from the document catalog which already has office item commodities identified. Due to your district/agency policy, you also need to suggest a vendor for this requisition.

Setup

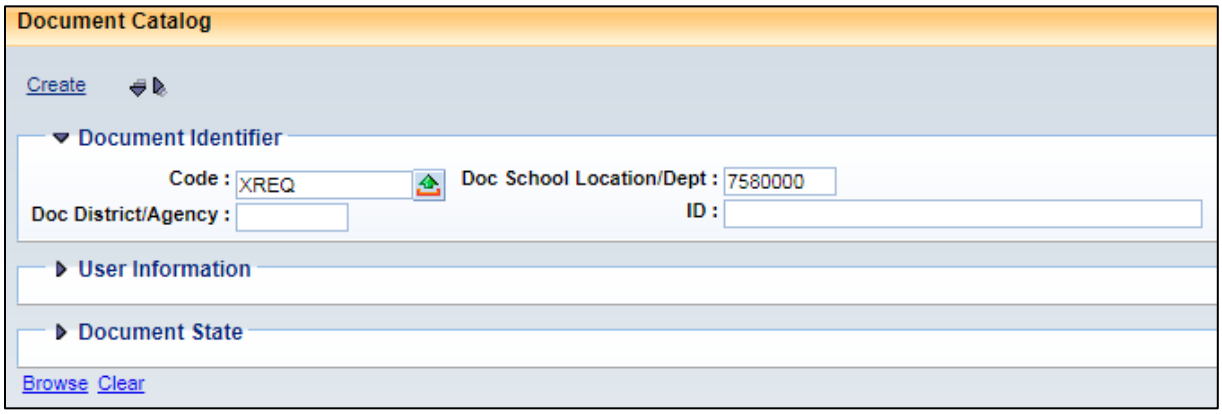
✓ You are logged in to the Financial home page.

Steps

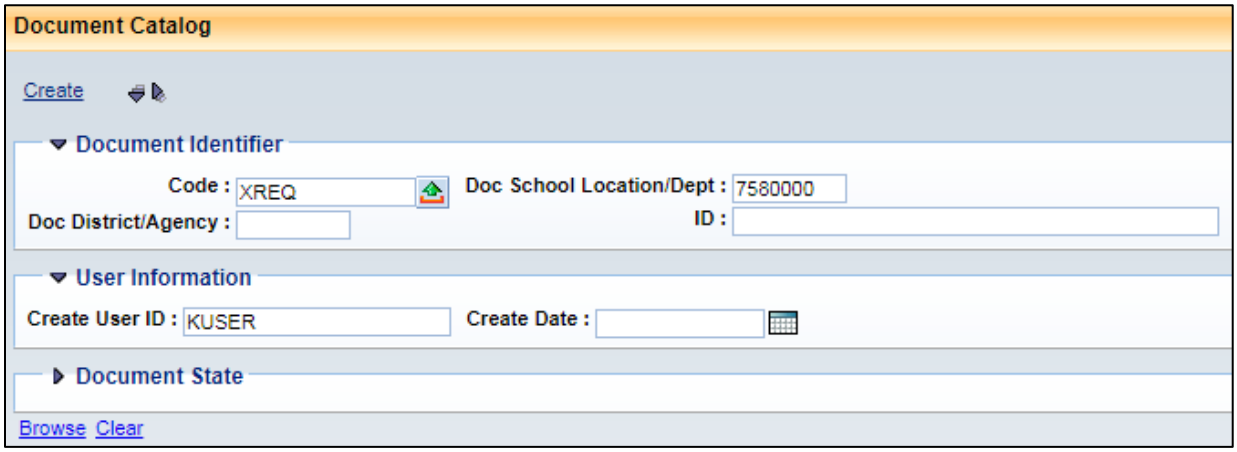
A. Search for a requisition document from the Document Catalog.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog** to open the Document Catalog.

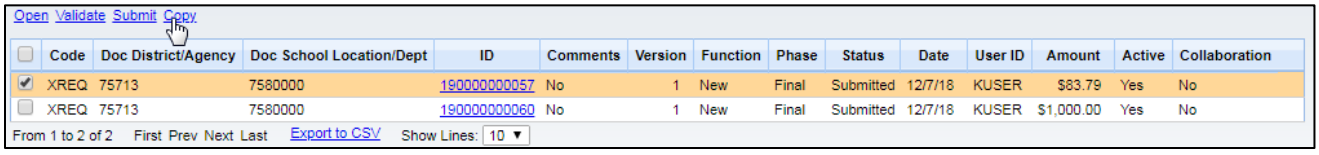
3. In the **Code** field, enter ***XREQ***.
4. In the **Doc School Location/Dept** field, enter ***7580000***.



5. Expand the **User Information** section.
6. In the **Create User ID** field, enter the ***value from your data card***. This is your training User ID. For example, K001.

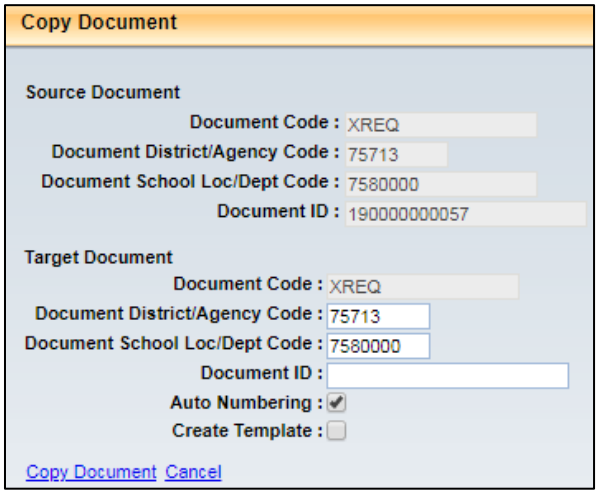


7. Click the **Browse** link to search.
8. Locate the requisition for $83.79.
9. Check the corresponding check box for the requisition.
10. Above the grid, click the **Copy** link.



B. Copy document.

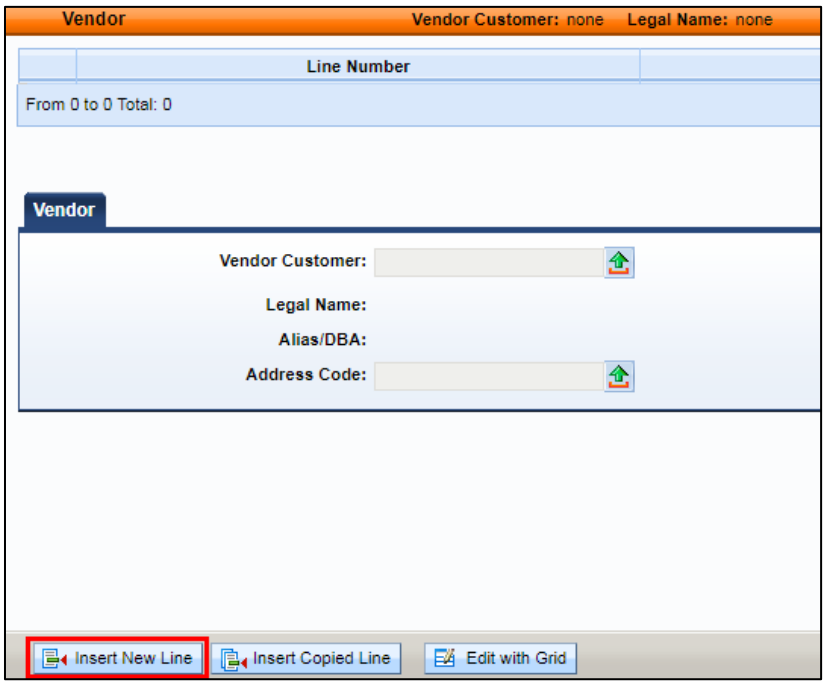
1. On the **Copy Document** page, the **Document District/Agency Code** should infer.
2. In the **Document School Loc/Dept Code**, enter ***7580000***.



3. Click the **Copy Document** link to create a new requisition document.

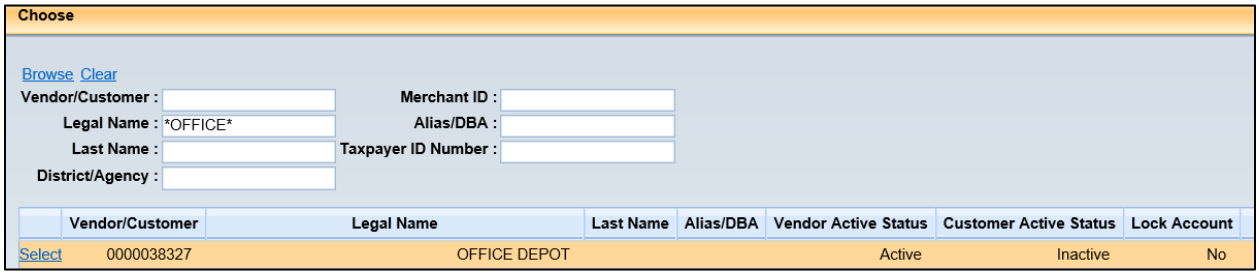
C. Add a Vendor.

1. Click the **Vendor** component.
2. Click the **Insert New Line** button.



3. In the **Vendor Customer** field, click the pick list icon.

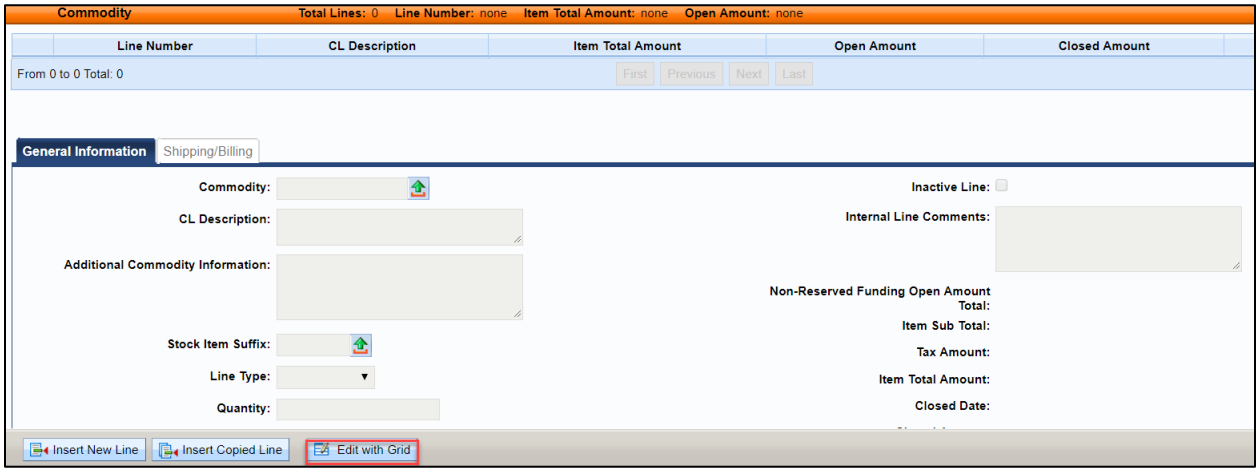
4. On the **Choose** page, in the **Legal Name** field, enter ***office***.
5. Click the **Browse** link.
6. Click the **Select** link next to **OFFICE DEPOT**.



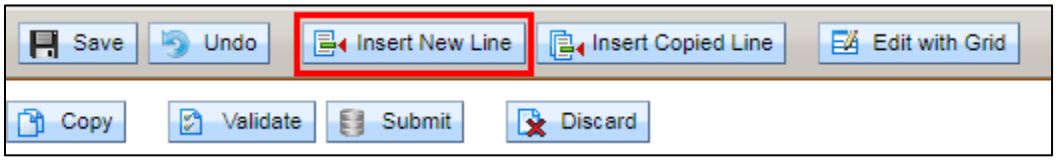
7. Click the **Save** button.

D. Add an additional commodity line.

1. Click the **Commodity** component.
2. Click the **Edit with Grid** button.

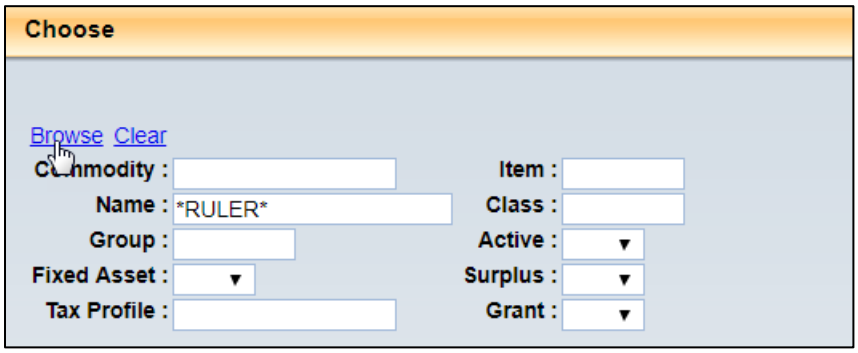


3. Click the **Insert New Line** button.

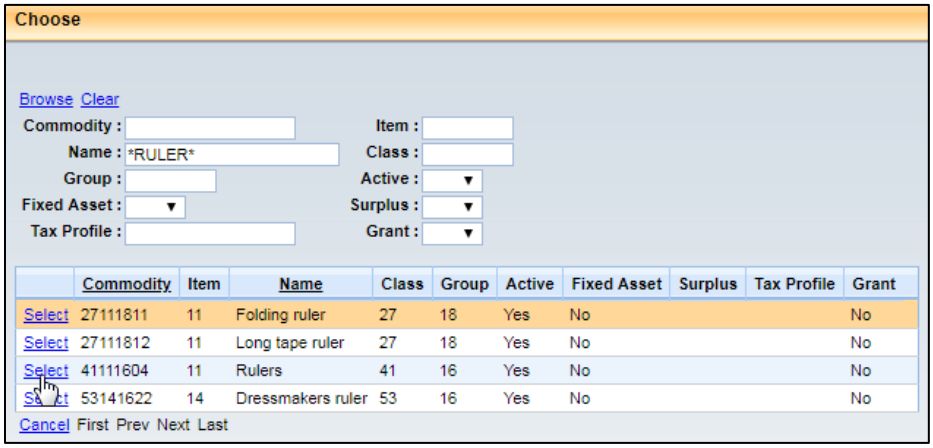


4. In the **Commodity** field, click the pick list icon.

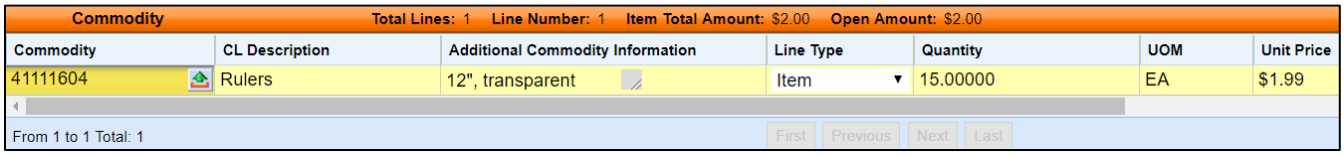
5. On the **Choose** page, in the **Name** field, enter ***ruler***.



6. Click the **Browse** link.
7. Click the **Select** link for **Rulers**.



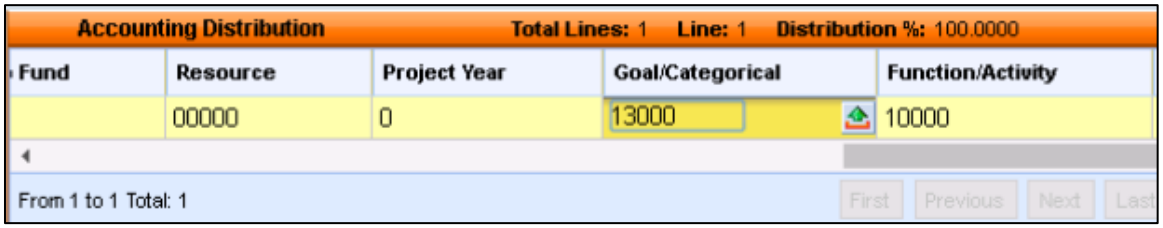
8. Click the **Save** button.
9. In the **Additional Commodity Information** field, enter ***12", transparent plastic rulers***.



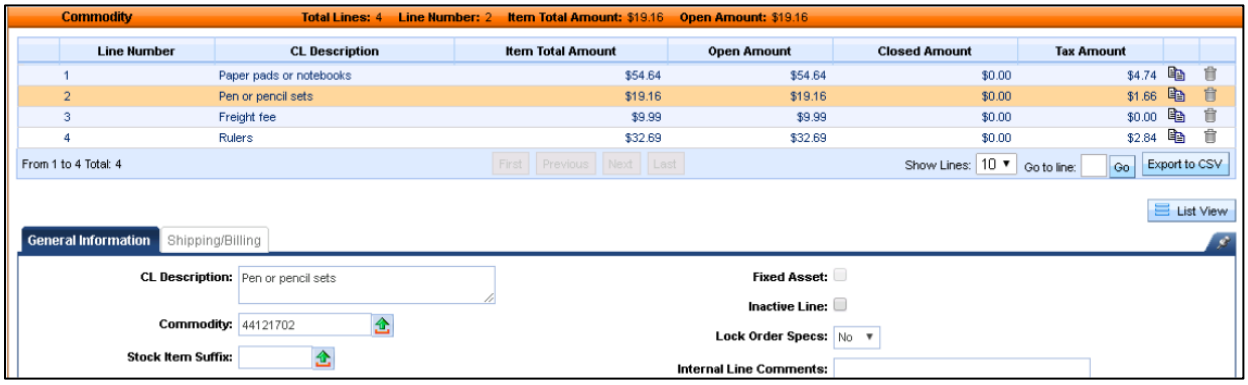
10. In the **Quantity** field, enter ***15***.
11. In the **UOM** field, enter ***EA*** (for each) or use the pick list icon to select.
12. In the **Unit Price** field, enter ***1.99***.
13. In the **Tax Profile** field, enter **9.50%** or use the pick list icon to select.
14. Click the **Save** button.

E. Update the Accounting lines.

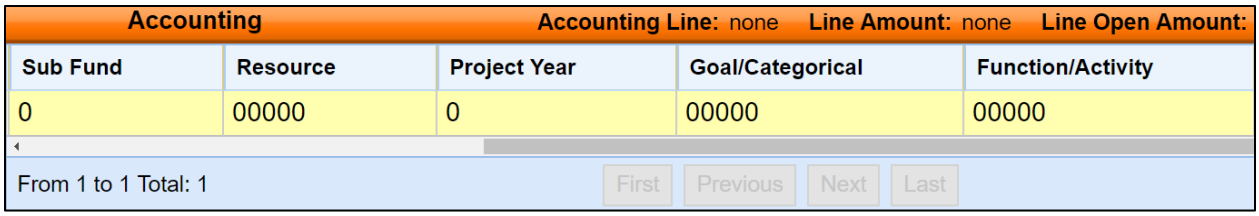
1. Click the **Accounting Distribution** component.
2. Tab or scroll to the **Goal/Categorical** field, update to ***13000***.



3. Click the **Distribute Accounting Lines** button. The screen refreshes. Accounting lines are added for each commodity line.
4. Click the **Save** button.
5. Click the **Commodity** component.
6. Click the second commodity line for Pen or pencil sets.



7. Click the **Accounting** component.
8. Tab or scroll to the **Goal/Categorical** field, update to ***00000***.
9. Tab or scroll to the **Function/Activity** field, update to ***00000***.



10. Click the **Save** button.

F. Validate and submit the requisition.

1. On the bottom left of the document, click the **Validate** button.
2. At the top of the page, click the **View All** link to view the error messages.
3. Fix any errors. If no errors are displayed and the message displays “Document validated successfully”, click the **Submit** button.

4. In training, no approvals are required. The document **Phase** updates to Final.



5. Click the **Close** button.

Activity End

4.7. Create a Service Requisition

Requisitions can be created for services in addition to items. Service requisitions can be created from the document catalog, from copying an existing requisition, or by using a document template. For services, you must select a Line Type of Service. Rather than entering a quantity, unit of measure (UOM), and unit price, you need to enter the service amount in the Contract Amount field and enter the Service From and Service To date fields.

Procedure Steps: How to Create a Service Requisition

1. Create a requisition from the Document Catalog, by copying another requisition document, or from a requisition document template.
2. Complete the **Header** component.
3. Complete the **Vendor** component, if required by your district/agency business process or policy.
4. Click the **Commodity** component.
   a) Click the **Edit with Grid** button to view in Grid mode.
   b) Click the **Insert New Line** button to add a new line.
   c) In the **Commodity** field, click the pick list icon to search for the commodity code.
   d) On the **Choose** page, in the **Name** field, enter a keyword to search. Remember to use a wildcard (*) before or after the word to assist your search.
   e) Click the **Select** link for the desired commodity.
   f) Click the **Save** button to populate the **CL Description** field.
5. Use the **Additional Commodity Information** field to include additional information.
6. In the **Line Type** drop-down, select **Service**.
7. In the **Contract Amount** field, enter the service amount.
8. In the **Service From** field, enter the start date for the service.
9. In the **Service To** field, enter the end date for the service.
10. In the **Tax Profile** field, enter **0% NO TAX** or use the pick list icon to select.
11. Click the **Save** button.
12. Add accounting information.
13. Validate and submit the requisition.

Activity 4.7: Create a Service Requisition from the Document Catalog

Scenario

You need to create a service requisition for a school psychologist. The professional services will be split between two school locations. No tax is required.

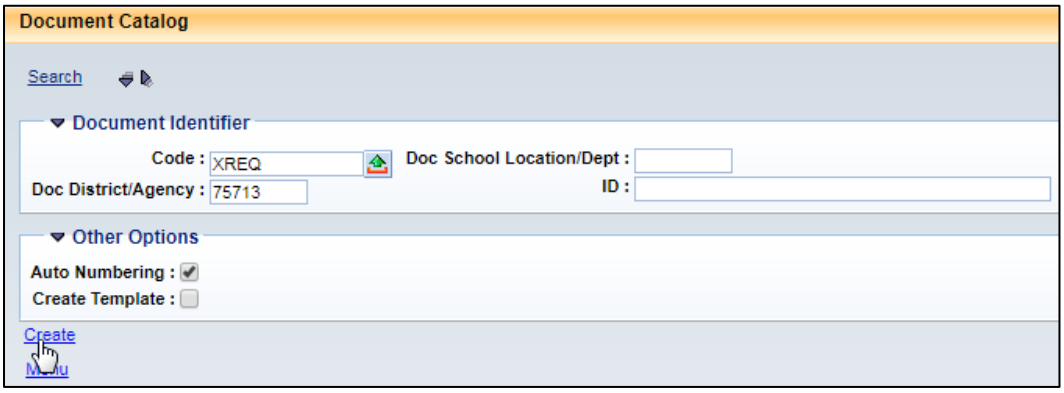
Setup

✓ You are logged in to the Financial home page.

Steps

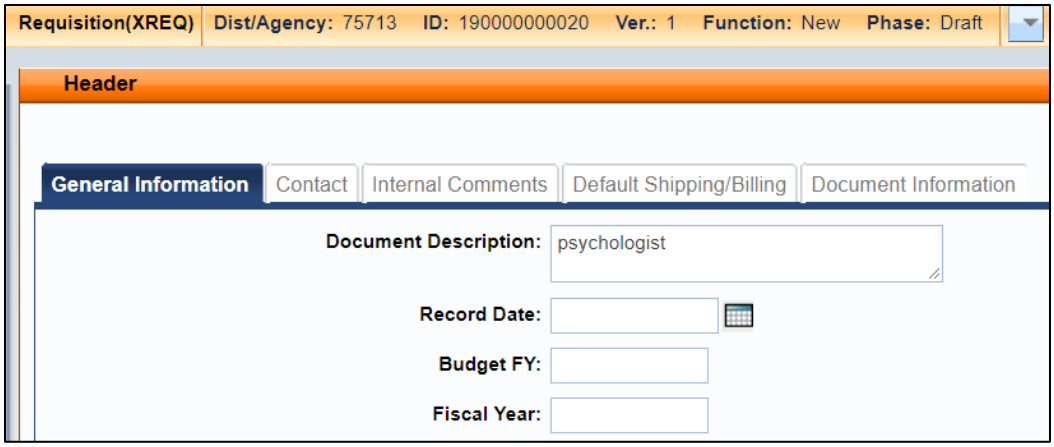
A. Create a requisition document from the Document Catalog.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog** to open the Document Catalog.
3. Click the **Create** link to switch to create mode.
4. In the **Code** field, enter ***XREQ***.
5. The **Doc District/Agency** infers based on the district/agency on your profile.
6. In the **Doc School Location/Dept** field, enter ***7580000***.
7. Click the **Create** link to create a new document.

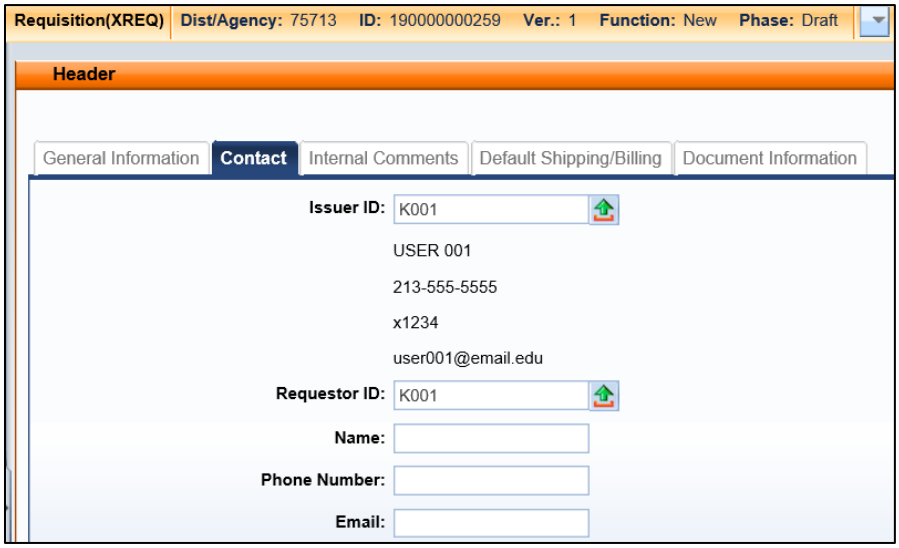


B. Update the Header component.

1. In the **Document Description** field, enter ***psychologist***.



2. Click the **Contact** tab.
3. The **Issuer ID** field should infer based on your User ID.
4. In the **Requestor ID**, enter the ***value from your data card***. This is your training User ID. For example, K001.

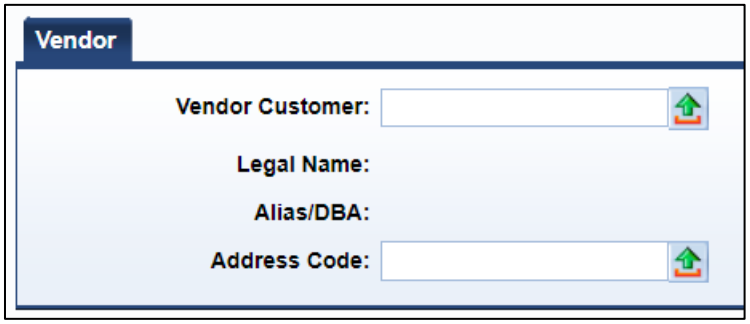


5. Click the **Save** button.
6. Click the **Default Shipping/Billing** tab.
7. The **Shipping Location** infers based on the Issuer ID.

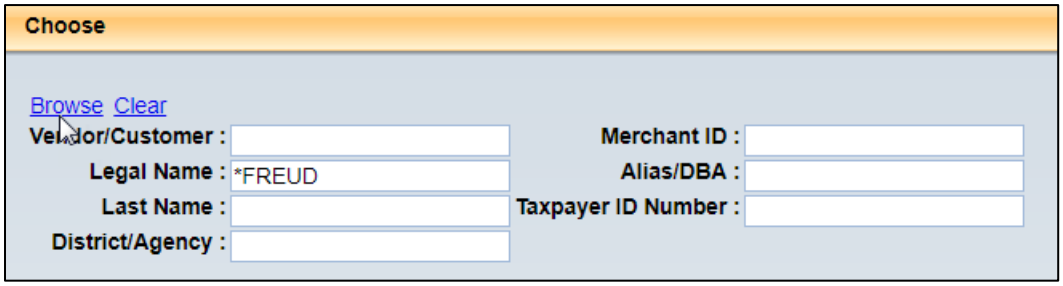
C. Add a vendor.

1. Click the Vendor component.
2. Click the **Insert New Line** button.

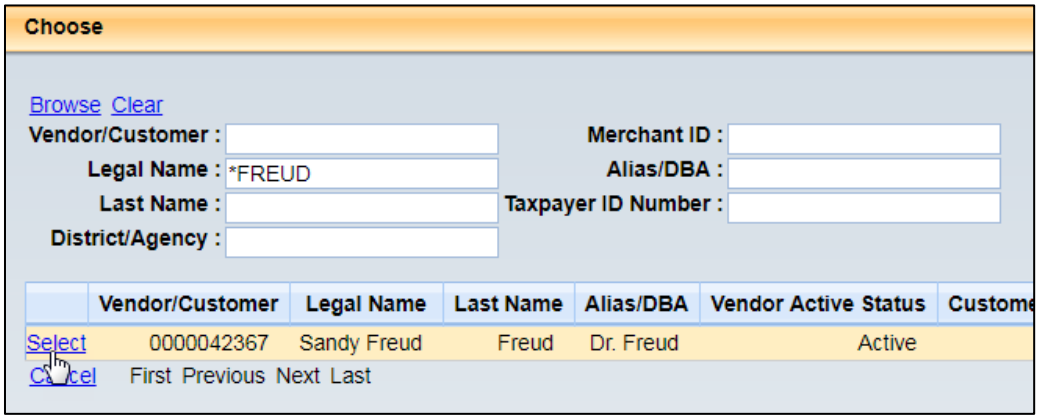
3. In the **Vendor Customer** field, click the pick list icon.



4. On the **Choose** page, in the **Legal Name** field, enter ***FREUD.***



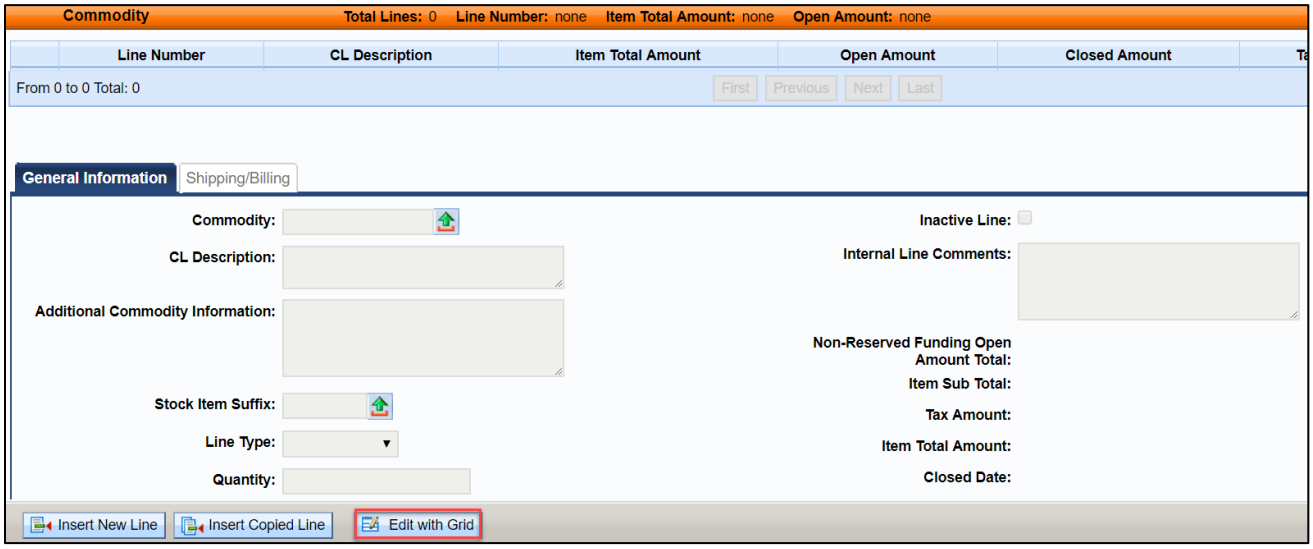
5. Click the **Browse** link to search.
6. Click the **Select** link for **Dr. Freud**.



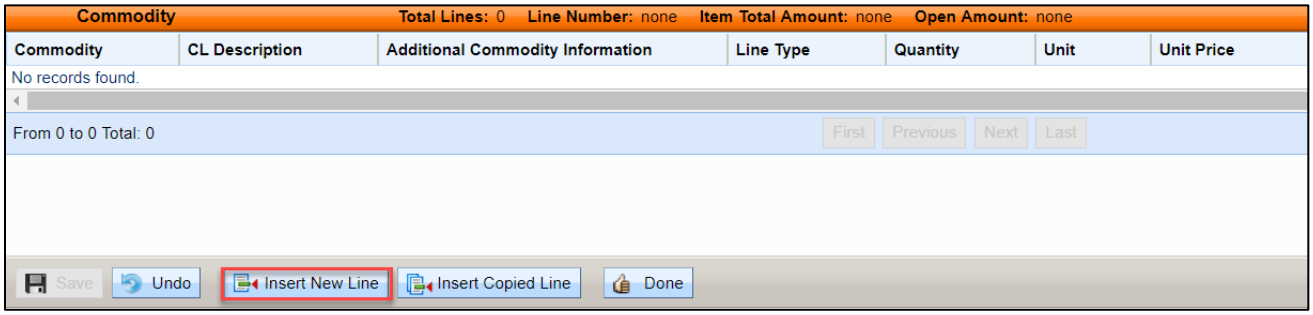
7. Click the **Save** button to infer the **Address Code** and **Vendor Contact Phone** fields.

D. Add one service commodity line.

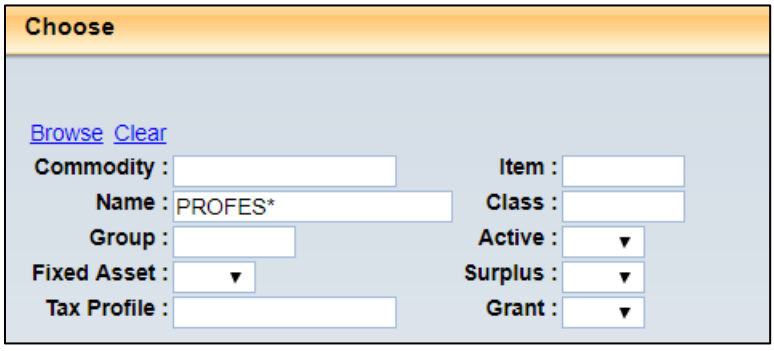
1. Click the **Commodity** component.
2. Click the **Edit with Grid** button.



3. Click the **Insert New Line** button.

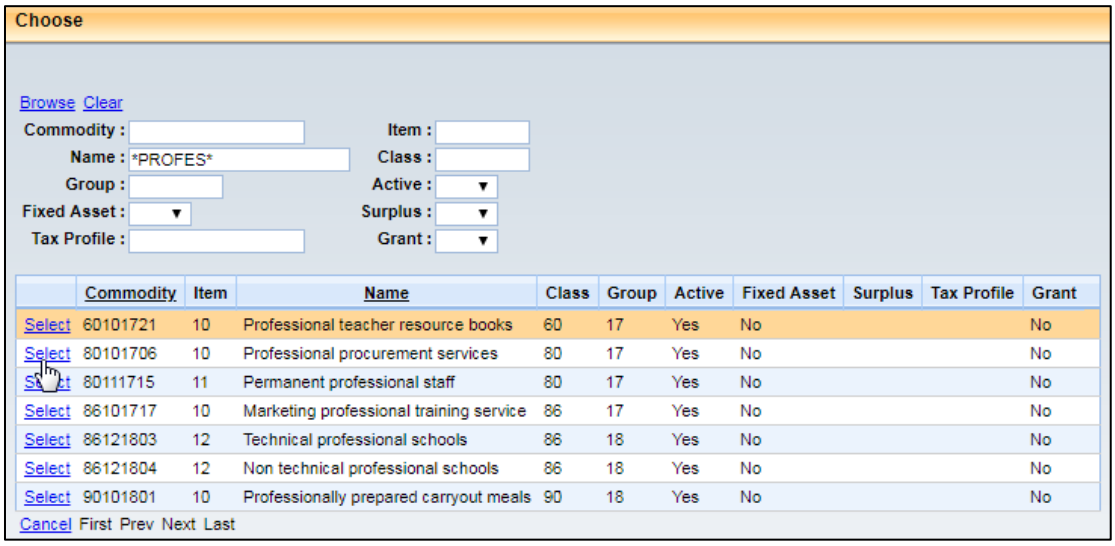


4. In the **Commodity** field, click the pick list icon.
5. On the **Choose** page, in the **Name** field, enter ***profes****.

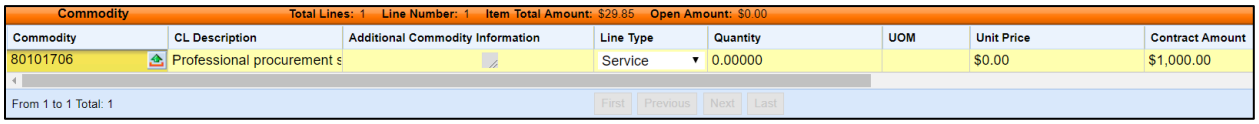


6. Click the **Browse** link.

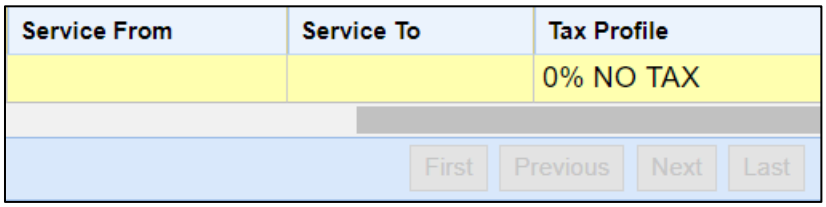
7. Click the **Select** link for **Professional procurement services**.



8. Click the **Save** button.
9. In the **Line Type** drop-down, select **Service**.
10. In the **Contract Amount** field, enter ***1000***.



11. In the **Service From** date field, enter **the first day of the calendar year**, in the format 1/1/2019.
12. In the **Service To** date field, use the calendar icon to select the **last day in June**.
13. In the **Tax Profile** filed, enter **0% NO TAX** or use the pick list icon to select.

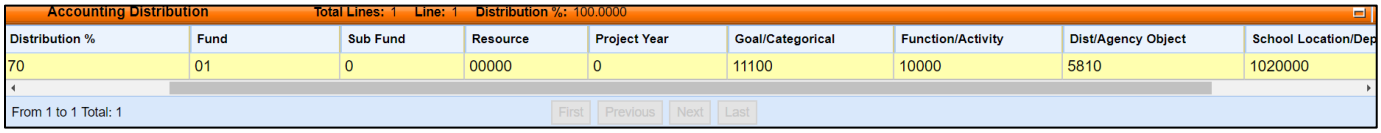


E. Add the Accounting lines.

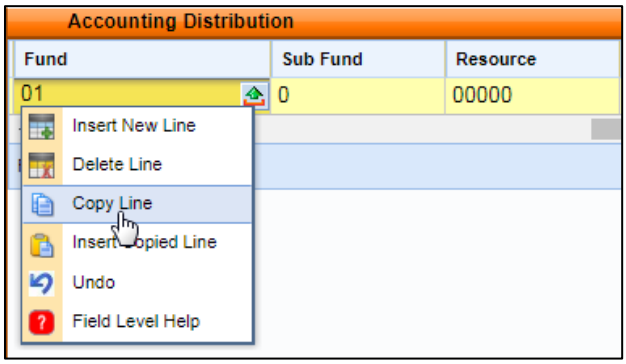
1. Click the **Accounting Distribution** component.
2. Click the **Insert New Line** button.



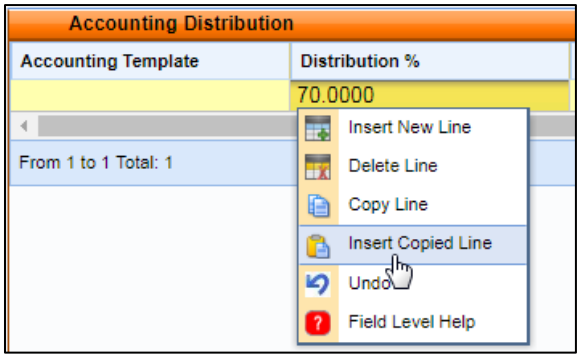
3. In the **Distribution %** field, enter ***70***.
4. Tab or scroll to the **Fund** field, enter ***01***.
5. Tab or scroll to the **Sub Fund** field, enter ***0***.
6. Tab or scroll to the **Resource** field, enter ***00000***.
7. Tab or scroll to the **Project Year** field, enter ***0***.
8. Tab or scroll to the **Goal/Categorical** field, enter ***11100***.
9. Tab or scroll to the **Function/Activity** field, enter ***10000***.
10. Tab or scroll to the **Dist/Agency Object** field, enter ***5810***.
11. Tab or scroll to the **School Location/Dept** field, enter ***1020000***.



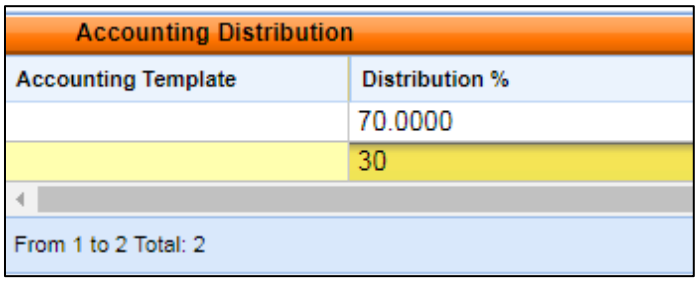
12. Click the **Save** button.
13. Right click anywhere on the accounting line.
14. Click **Copy Line**.



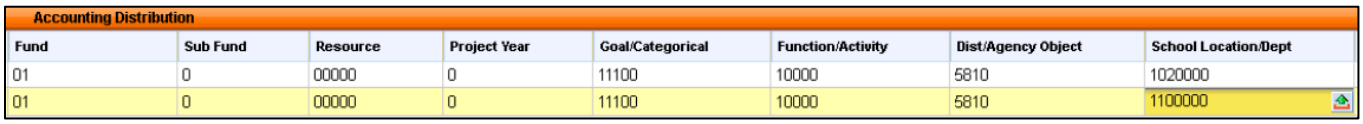
15. Right click anywhere on the accounting line.
16. Click **Insert Copied Line**. You can also click the **Insert Copied Line** button at the bottom of the Accounting Distribution component.



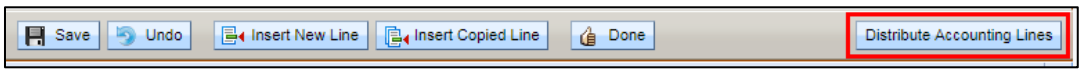
17. In the **Distribution %** field, on the second accounting line, enter ***30***.



18. Tab or scroll to the **School Location/Dept** field, update to ***1100000***.



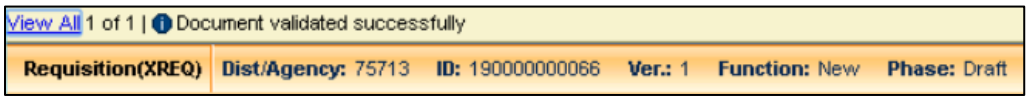
19. Click the **Save** button.
20. Click the **Distribute Accounting Lines** button. This button does not appear until you click the **Save** button.



21. The screen refreshes. Accounting lines are added for each commodity line.
22. Click the **Save** button.

F. Validate and submit the requisition.

1. On the bottom left of the document, click the **Validate** button.
2. At the top of the page, click the **View All** link to view the error messages.
3. Fix any errors. If no errors are displayed and the message displays “Document validated successfully”, click the **Submit** button.



4. In training, no approvals are required. The document **Phase** updates to Final.



5. Click the **Close** button.

Activity End

4.8. Create a Requisition from a Document Template

Districts/agencies may create requisition templates to assist their users when creating standard requisitions. Templates are pre-populated documents that serve as a starting point for a new document. They can be set up based on common, standard, or recurring purchase requests. For example, a template may be created for office supplies with multiple commodity lines for commonly purchased items (for example, pens, paper, and paper clips). You can create a new requisition from a template then adjust the quantity and/or delete commodity lines for items that are not needed. This can save you time and effort. The new document **is not** linked to the original template. The steps to create a document template can be found in the next section.

Please take care that you do not alter or delete a document template that you did not create.

Procedure Steps: How to Create a Requisition from a Template

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Document Identifier** section, in the **Code** field, enter **XREQ**.
4. Expand the **Document State** section.
5. From the **Phase** drop-down list, select **Template**.
6. Click the **Browse** link.
7. Locate the appropriate template.
8. In the **ID** column, click the link to open the template.
9. Verify this is the correct template to copy.
10. On the template, click the **Copy** button.
11. In the **Document District/Agency Code** field, enter your district/agency code, if it does not infer.
12. In the **Document School Loc/Dept Code** field, enter your school location or department code.
13. Click the **Copy Document** link to create a new document opens with a unique document ID.

	*Be careful that you do not edit or delete a template that was created by another user.*

Activity 4.8: Create a Requisition from a Document Template

Scenario

Your district created a requisition template for office supplies. Copy the template to create a new requisition and update the commodity lines and quantities.

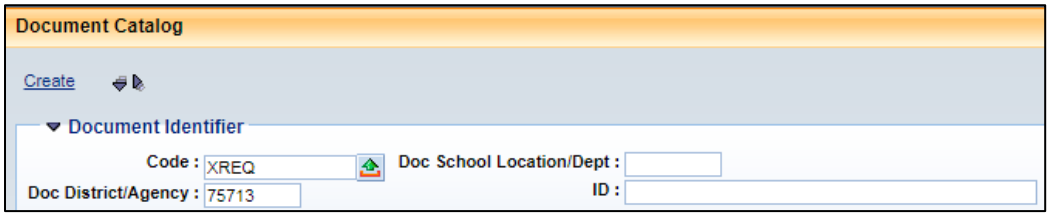
Setup

✓ You are logged in to the Financial home page.

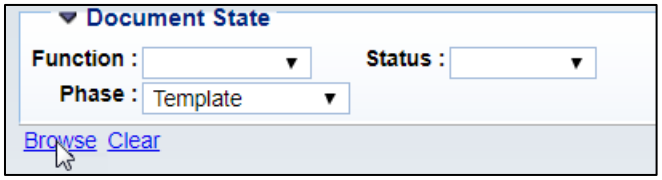
Steps

A. Create a requisition document from a template.

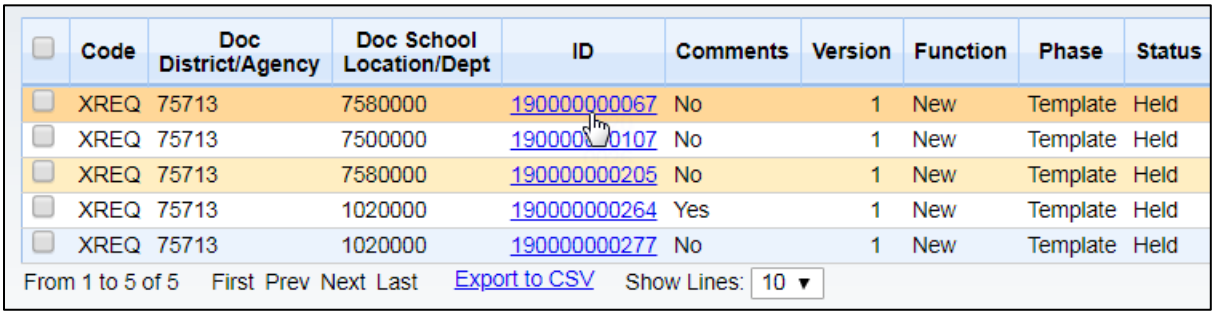
1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog** to open the Document Catalog.
3. In the **Code** field, enter ***XREQ***.
4. In the **Doc District/Agency** field, enter ***75713***.



5. Expand the **Document State** section.
6. From the **Phase** drop-down list, select **Template**.



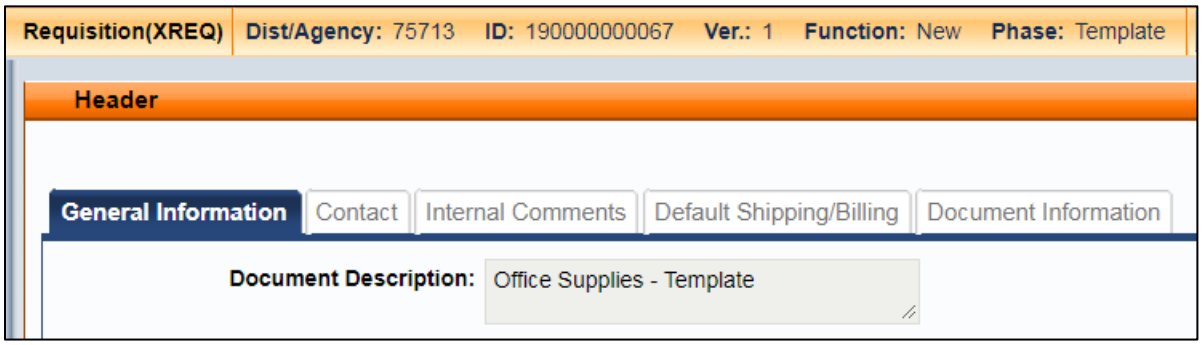
7. Click the **Browse** link.
8. In the **ID** field, locate document **190000000067.** Click the link to open the document.



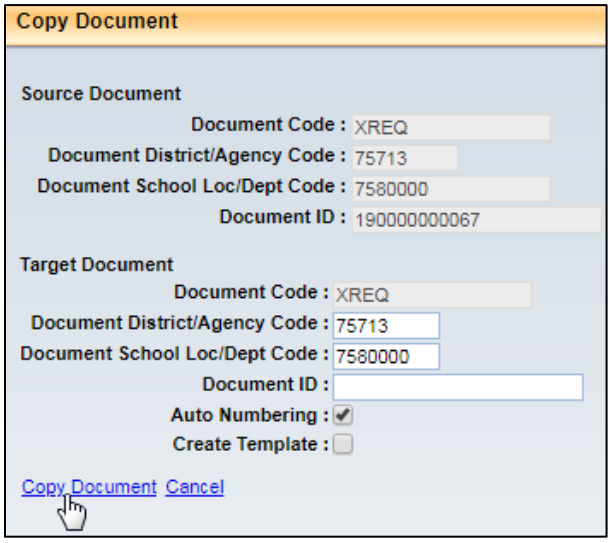
Code	Doc District/Agency	Doc School Location/Dept	ID	Comments	Version	Function	Phase	Status
XREQ	75713	7580000	190000000067	No	1	New	Template	Held
XREQ	75713	7500000	190000000107	No	1	New	Template	Held
XREQ	75713	7580000	190000000205	No	1	New	Template	Held
XREQ	75713	1020000	190000000264	Yes	1	New	Template	Held
XREQ	75713	1020000	190000000277	No	1	New	Template	Held

From 1 to 5 of 5 First Prev Next Last Export to CSV Show Lines: 10

9. Notice that the document **Phase** is **Template**.
10. Verify the **Document Description** is **Office Supplies – Template**.

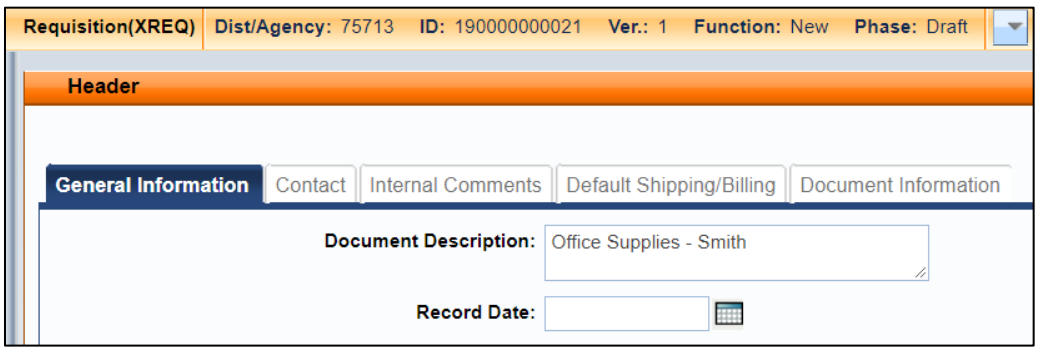


11. At the bottom of the document, click the **Copy** button.
12. On the **Copy Document** page, in the In the **Document School Loc/Dept Code** field, enter ***7580000***.
13. Click the **Copy Document** link to create a new document with a unique document ID.

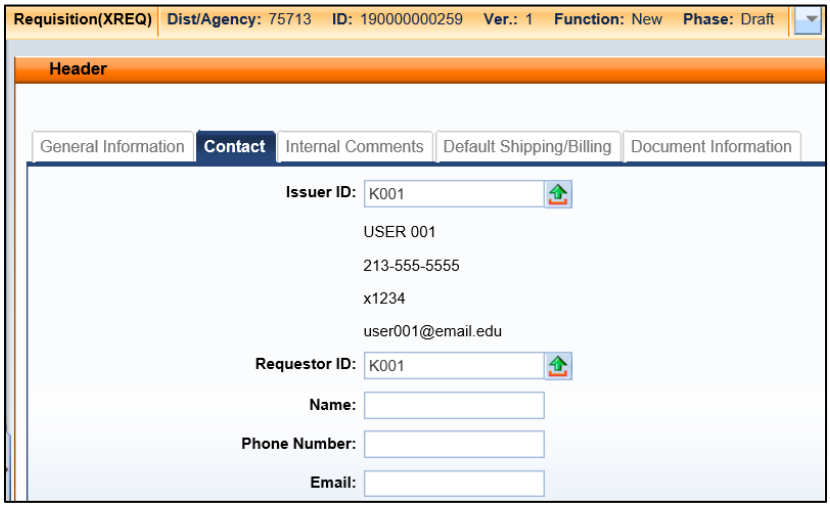


B. Update the Header component.

1. Verify that the document **Phase** is **Draft**.
2. In the **Document Description** field, remove the word **Template** and enter **your last name**.



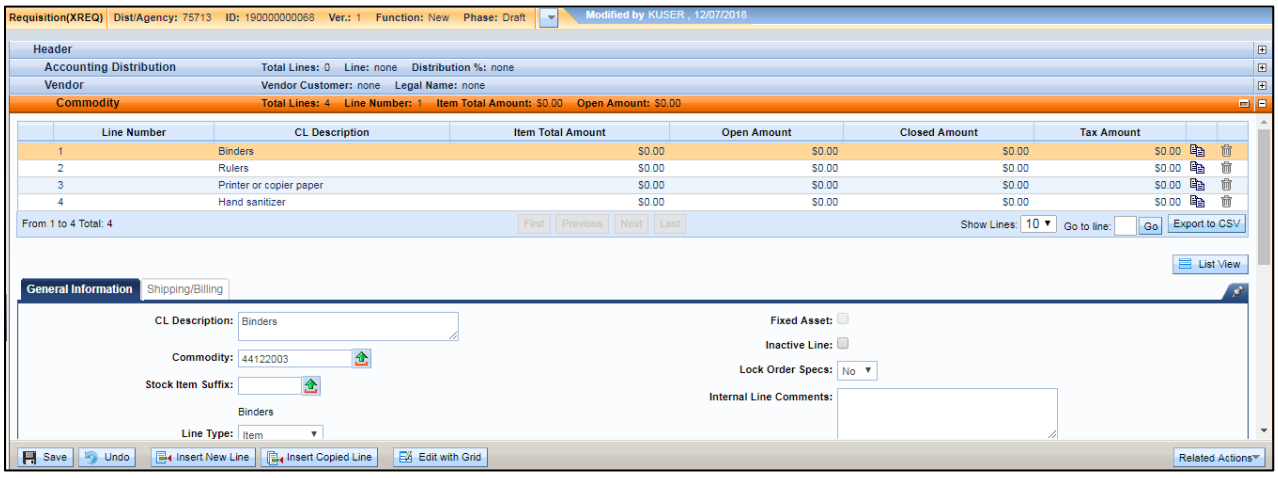
3. Click the **Contact** tab.
4. The **Issuer ID** field should infer based on your User ID.
5. In the **Requestor ID**, enter the **User ID** ***from your data card***. For example, K001.



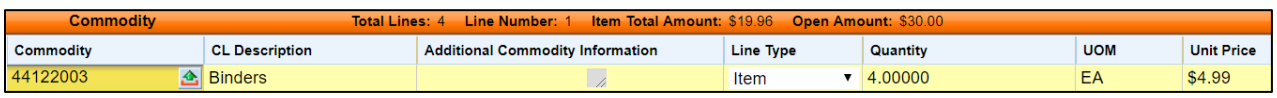
6. Click the **Save** button to infer the **Name** and **Phone Number** fields.
7. Click the **Default Shipping/Billing** tab.
8. Verify the **Shipping Location** infers based on the Issuer ID.

C. Update the Commodity component.

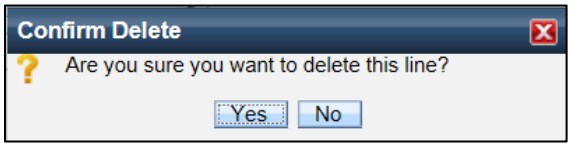
1. Click the **Commodity** component.
2. Notice that four lines infer from the template.



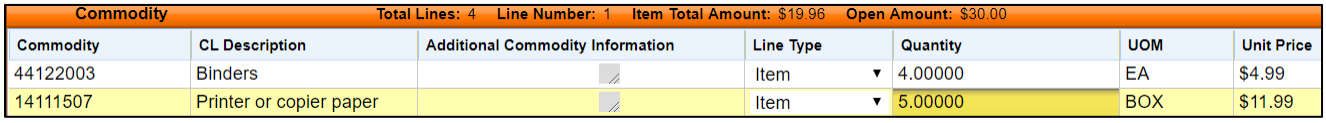
3. Click the **Edit with Grid** button.
4. Click the line for Binders.
5. In the **Quantity** field, enter ***4***.



6. Click the **Save** button to update.
7. Right-click the commodity line for Rulers and select **Delete Line**.
8. On the **Confirm Delete** pop-up, click **Yes** to confirm deletion.



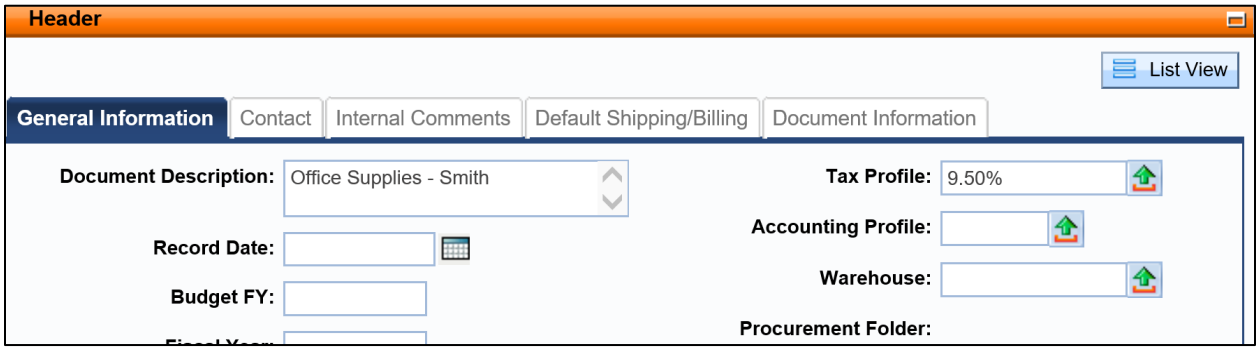
9. Click the line for Printer or copier paper.
10. Update the **Quantity** to ***5***.



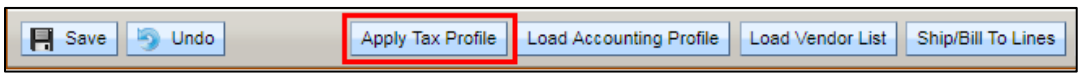
11. Click the **Save** button.
12. Click the line for Hand sanitizer.
13. In the **Additional Commodity Information** field, enter ***instant hand sanitizer, 8 oz***.
14. In the **Quantity** field, enter ***12***.
15. In the **UOM** field, enter ***EA*** (for each) or use the pick list icon to select.
16. Click the **Save** button .

D. Update the Tax Profile.

1. Click the **Header** component.
2. Click the **General Information** tab.
3. In the **Tax Profile** field, enter **9.50%** or click the pick list icon to select.



4. Click the **Apply Tax Profile** button to apply the tax profile to all commodity lines.

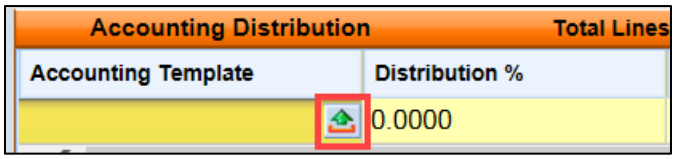


E. Add the Accounting lines.

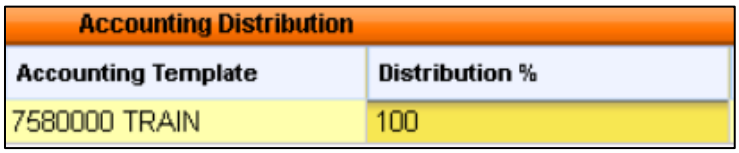
1. Click the **Accounting Distribution** component.
2. Click the **Insert New Line** button.



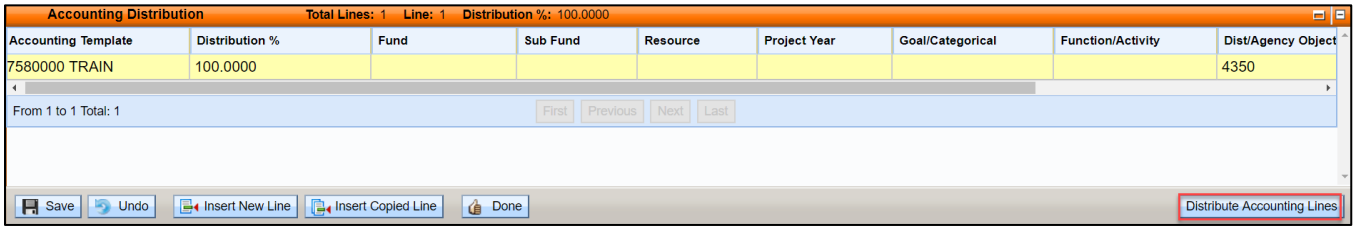
3. In the **Accounting Template** field, click the pick list icon.



4. Click the **Select** link to choose the template **7580000 TRAIN**.
5. In the **Distribution %** field, enter ***100***. This field can be used for splitting the cost of items to multiple accounting strings.



6. Tab or scroll to the **Dist/Agency Object** field, enter ***4350***.
7. Click the **Save** button.
8. Click the **Distribute Accounting Lines** button. This button does not appear until you click the **Save** button.



9. The screen refreshes. Accounting lines are added for each commodity line.
10. Click the **Save** button.

F. Validate and submit the requisition.

1. On the bottom left of the document, click the **Validate** button.
2. At the top of the page, click the **View All** link to view the error messages.
3. Fix any errors. If no errors are displayed and the message displays “Document validated successfully”, click the **Submit** button.

4. In training, no approvals are required. The document **Phase** updates to Final.



5. Write down the document ID. We will use this in another activity.

   Document ID: _____

6. Click the **Close** button to close your Requisition.
7. Click the **Close** button to close the template.

	*Check to make sure the "Document submitted successfully" message is displayed. Subsequent activities are dependent on successful completion of this activity. You will not be able to perform them if this document does not submit.*

Activity End

4.9. Create a Requisition Document Template

As mentioned in the previous section, your district office can create document templates for more efficient requisition entry. You can create a new requisition from a template, and adjust quantity and commodity lines for items, as necessary.

Procedure Steps: How to Create a New Document Template

You can create a new document template from the Document Catalog. You can also copy an existing document and create a template by checking the **Create Template** check box.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter the document code.
4. In the **Doc District/Agency** field, enter your District/Agency code.
5. In the **Doc School Loc/Dept** field, enter your school location or department code.
6. In the **Document ID** field, enter a name for the template.
7. Check the **Create Template** check box.
8. Click the **Create** link to create the document template.
9. In the **Document Description** field, enter a description for the template.
10. Enter the data for the template, including Vendor, Commodity lines, and Accounting lines, as desired.
11. Click the **Save** button.
12. Note: You cannot validate or submit a Document Template.
13. Click the **Close** button.

Activity 4.9: Create a New Requisition Document Template

Scenario

Your district processes many requisition documents that contain similar data. Create a new requisition document template in order for users to perform less data entry.

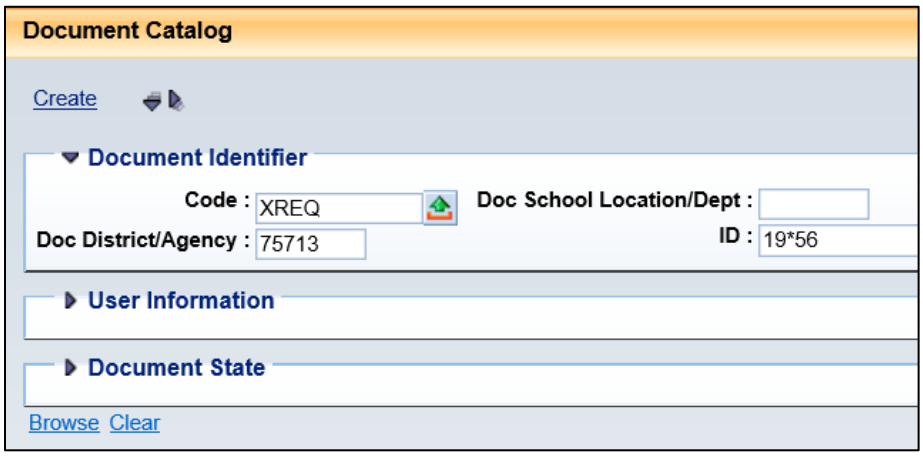
Setup

- ✓ You are logged in to the Financial home page.
- ✓ You have successfully completed Activity 4.4.

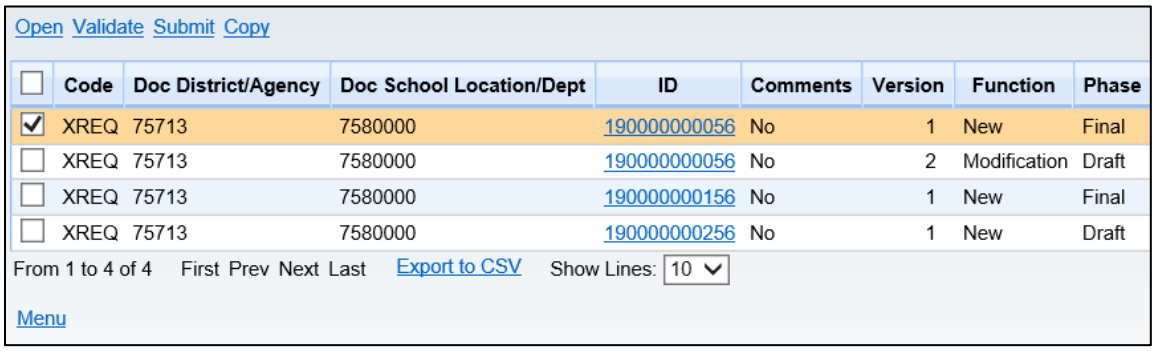
Steps

A. Locate the requisition.

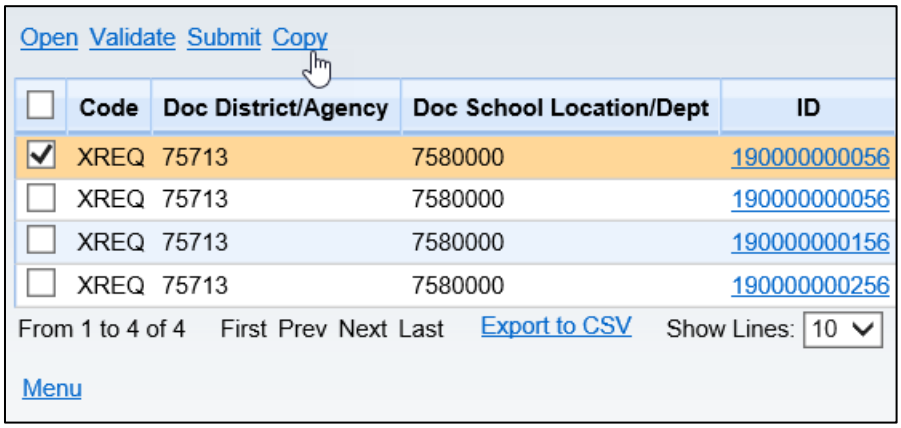
1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter ***XREQ***. This is the document code for requisitions.
4. In the **Doc District/Agency** field, enter ***75713***.
5. In the **ID** field, enter your Document ID that you noted in Activity 4.4.
6. Click the **Browse** link to display the results.



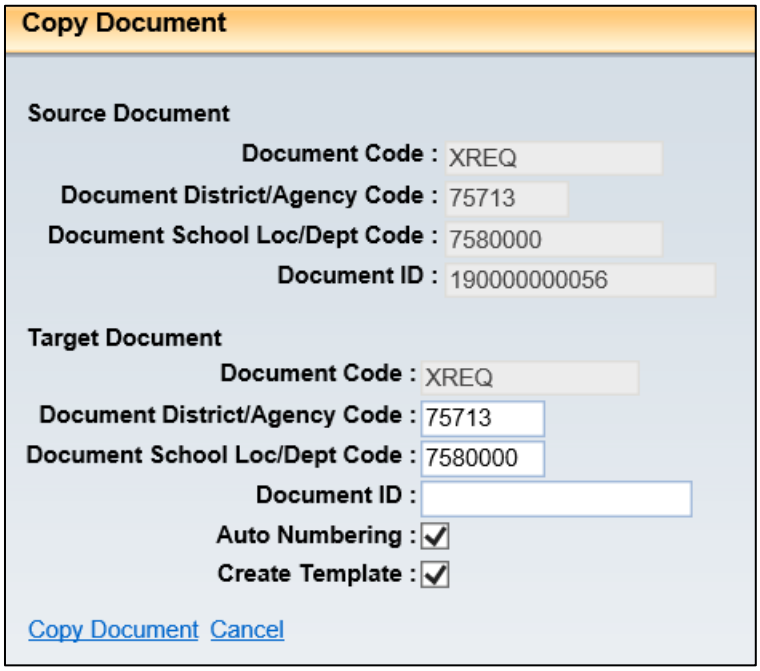
7. In the results, in the **ID** field, locate the corresponding requisition.
8. Check the corresponding checkbox to select the template.



9. Click the **Copy** link to open the **Copy Document** page.

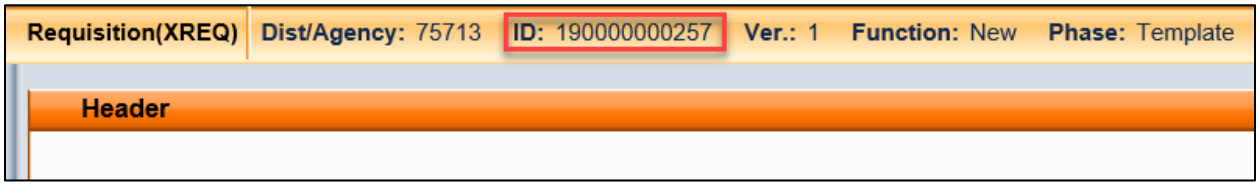


10. In the **Target Document** section, in the **Document School Loc/Dept Code** field, enter *7580000*.
11. Check the **Create Template** check box.
12. Click the **Copy Document** link to create a new requisition document template.



B. Update the template.

1. In the **Document Description** field, update the field by entering ***Template***.
2. Note your document template ID.

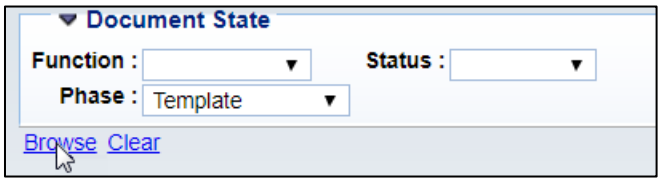


3. Click the **Close** button.

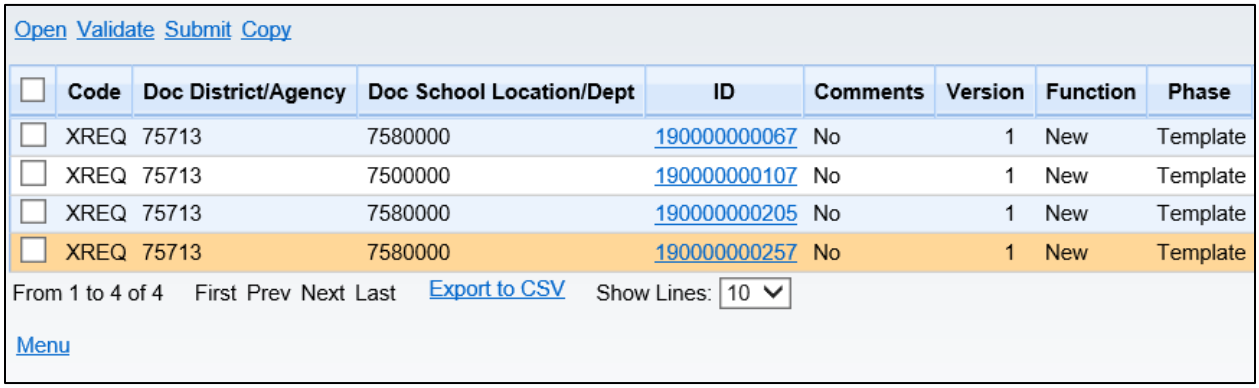
4. On the Primary Navigation Panel, click **Home** to return to the home page.

C. Locate your requisition document template.

1. On the **Document Catalog** page, delete the value in the **ID** field.
2. Expand the **Document State** section.
3. From the **Phase** drop-down list, select **Template**.



4. Click the **Browse** link to display the results.
5. Locate your requisition document template.



Activity End

4.10. Workflow

Document approval processing is a system of routing documents through workflow to groups of users for review and approval prior to finalizing the document. Workflow is the term used to describe the process of electronically routing documents to the next approver. Workflow in Financial is automated; the system determines where documents go based on Document Code, District/Agency Code and information contained on the document.

A document can have multiple levels of approval. For each approval level, rules are defined to require a routing destination (worklist role) and a routing sequence. Figure 3 illustrates the approval workflow with two levels of approval.

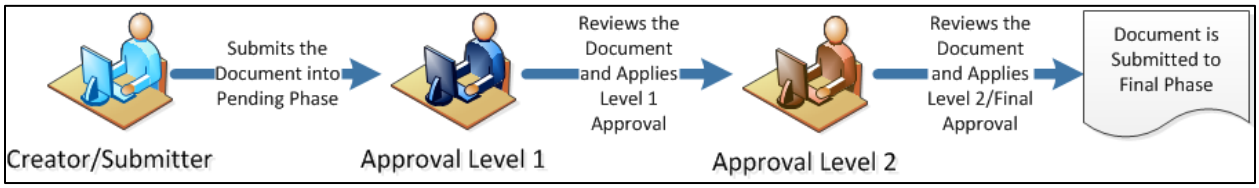


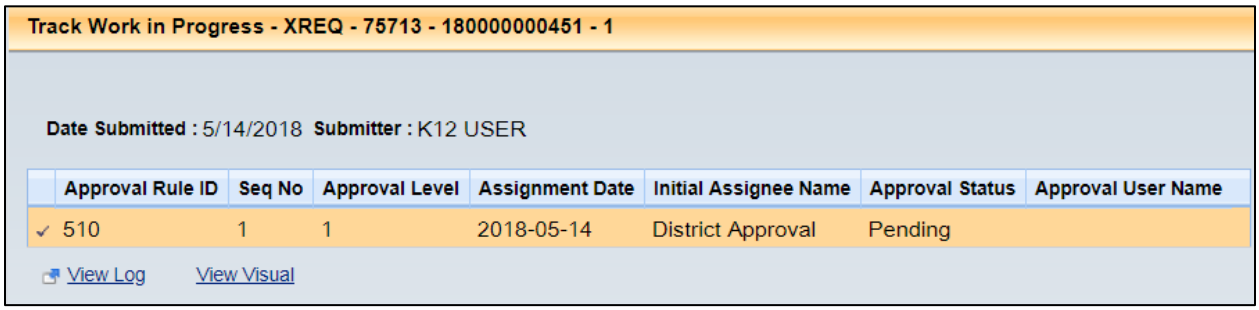
Figure 3: Approval Workflow

All documents in workflow are routed to a worklist role. Each worklist role is assigned to more than one user. Only users with that particular worklist role can approve a document. Approval Level 2 cannot apply approvals until Approval Level 1 has approved the document. In addition, users cannot approve documents they created or submitted.

Track Work in Progress

The Track Work in Progress (TWIP) page is used to track a document's progress/status in workflow. This page shows the complete approvals process for a pending document. As the document moves through the approvals process, the TWIP page is continually updated with any status and assignee changes.

TRACK WORK IN PROGRESS PAGE

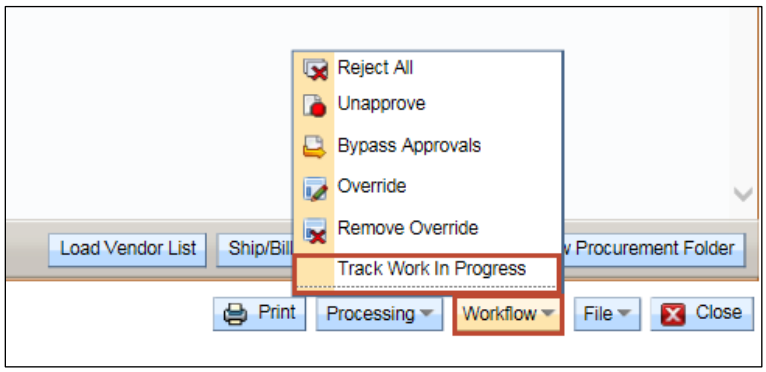


Additionally, from the TWIP page the user can access the TWIP Log Page by clicking the View Log link. The TWIP Log page displays the approval log for a particular document. The page displays all of the approval actions performed on the document. It provides a complete status and history information for a workflow item.

The TWIP page can be viewed in two ways: Grid View or Visual View. At this time, the Grid View (shown above) is recommended.

The TWIP page can be accessed from the Workflow menu on a document.

DOCUMENT WORKFLOW MENU



Once a document is entered into workflow and Pending phase, the TWIP page is automatically created. If the document is subsequently rejected out of the approval process, the TWIP page for that document is automatically deleted. If the same document is later re-submitted into workflow, a new TWIP page is automatically created. The same is not true for the Approval Log. No matter how many times a single document is submitted into and rejected out of the approval process, the Approval Log will keep an accurate record of all approval actions that have been applied to the document, from beginning to end.

The TWIP page is only available for documents in Pending, Final, or Historical (Final) phases that have undergone the approval process. Attempts to access the TWIP page from a document that is not in one of these three phases will result in an error. Attempts to access the TWIP page from a document in Final or Historical (Final) phase that never entered the approval process will also result in an error.

Procedure Steps: How to Check the Workflow Status of a Document

1. Open the document.
2. At the bottom right, click the **Workflow** button.
3. Click **Track Work in Progress**.
4. The Track Work in Progress page shows the workflow group that is assigned to approve the document. There may be more than one workflow group assigned to approve the document.

Lesson Summary

Listed below are the key points from this lesson.

- A requisition can be created from a template, or from the document catalog.
- A requisition can be copied from another requisition.
- A document must be submitted before it can become Final.
- Many documents require approval in order to become Final.
- The Track Work in Progress page can be used to view a document's workflow.

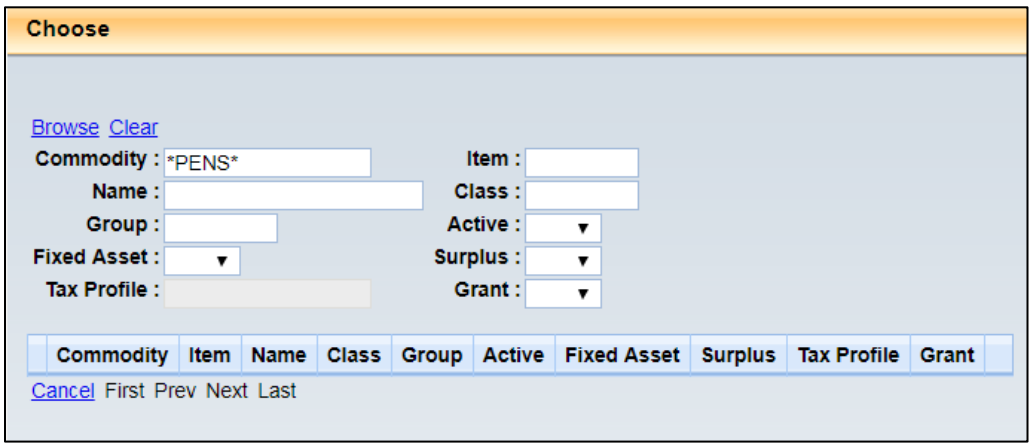
Check Your Progress

1. A requisition copied from another requisition is linked to the original document.

    a. True

    b. False

2. You want to search for pens on the Commodity Choose page. You enter *pens* in the Commodity field, but don't get any results. Why?



3. You want to create a requisition with a vendor that is not on the Vendor/Customer (VCUST) table.

    a. You can enter the name on the Vendor component

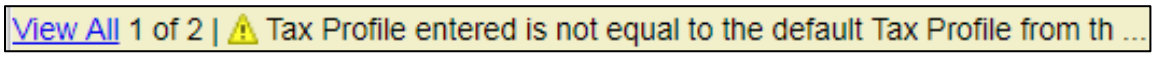
    b. You can enter the vendor as a free form vendor

    c. A vendor is not required to submit a requisition

    d. a and b

    e. b and c

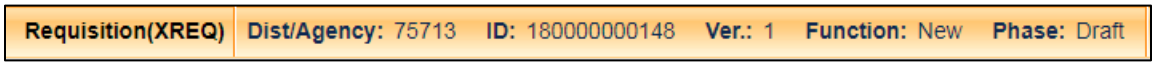
4. Can you submit a document with this type of error message?



   a. Yes. You can submit this document.

   b. No. You cannot submit the document.

5. You are researching information about the workflow status of this document. You go to the TWIP page, but can't find any information there. Why?



   a. This document does not require approvals

   b. This document has already been approved, so it will not show on TWIP

   c. This document has not been submitted yet, so it will not show on TWIP

6. Text entered into the Internal Comments tab will be visible to the vendor.

   a. True

   b. False

5 Modifying and Canceling Requisitions

Lesson Overview

Once a requisition is in Final status, there may be a need to update it. This section reviews how to modify and cancel a requisition.

Learning Objectives

After completing this lesson, you will be able to:

- Modify a requisition.
- Cancel a requisition.

5.1. Modify Requisition

Once your requisition is finalized, you may have a need to modify it. A buyer may have contacted you to ask you to make updates, for example, you may need to include a more detailed description of the products you requested. Alternatively, you may have forgotten an item or put in the incorrect accounting information.

If you have to cancel a commodity line, you will be unable to delete the line on the requisition. Instead, update the Quantity to 0 or, for services, reduce the Contract Amount to 0. You will need to adjust the corresponding accounting line amount. You can do so manually on the accounting line or from the Commodity component by clicking the Related Actions button and selecting Recalculate Accounting Line Amount.

Requisition in Pending Phase

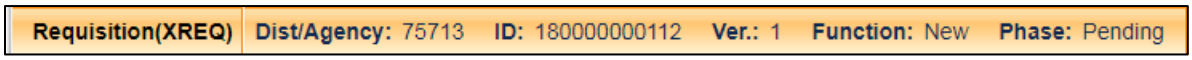
If your requisition is in Pending phase, it is not yet Final. Contact the approver(s) and ask them to reject the requisition. When a requisition is fully rejected (Reject All), it returns to Draft phase. In Draft phase, you are able to edit the requisition and re-submit for approval.

If there are multiple approvers, you can contact the user that has already approved the document. That user can click Recall to retrieve the document, then click Reject All to return the document to Draft phase.

If the document is in Pending phase with the first level approver, the submitter of the document can also click Recall From Workflow to retrieve the document.

You are able to determine where your document is in the approval process by using the Track Work in Progress (TWIP) functionality.

EXAMPLE OF REQUISITION IN PENDING PHASE



Procedure Steps: How to Check the Workflow Status

1. Open the XREQ document.
2. At the bottom right, click the **Workflow** button.
3. Click **Track Work in Progress**.
4. The Track Work in Progress page shows the workflow group that is assigned to approve the requisition.

Procedure Steps: How to Recall from Workflow

1. On the **Track Work in Progress** page, verify the document is with the first level approver workflow group.
2. Click the **Back** link.
3. At the bottom right, click the **Workflow** button.
4. Click the **Recall From Workflow** button.
5. The document will be retrieved from workflow back in to Draft phase.

Requisition in Final Phase

If your document is in Final phase, when you click Edit, you will create a new version of the document. The version number will be incremented by a value of one and the Function will be Modification. The new document version will be in Draft phase. Once you update the requisition, it must be re-validated and submitted for approval via workflow. You may wish to add a comment to explain to the approver(s) what has changed on the document.

	*Some districts/agencies policy may require you to contact Purchasing prior to making any updates.*

If you have not been contacted by a buyer to make the change, you will need to determine if a purchase order has been created for your requisition prior to making any changes. You can look up to see if there are any documents that reference the requisition by using Document References. More information on Document References is provided in Appendix E – Additional Topics.

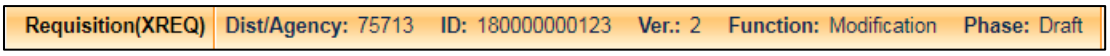
Procedure Steps: How to View the Documents that Reference a Requisition

1. Open the requisition document.
2. On the Top Menu, select **Document References**.
3. On the **Document Reference Query**, click the **Forward Reference** link.
4. If a Purchase Order references the requisition, it displays in the grid.

If the buyer has already created a referencing purchase order, contact your district/agency's purchasing department to discuss the necessary modifications.

Procedure Steps: How to Modify a Requisition in Final Phase

1. Open the requisition document in Final phase.
2. Click the **Edit** button.
3. The document opens. The Document Title Bar shows the version (**Ver.**) number has incremented by a value of one, the **Function** is Modification, and the **Phase** is Draft.



4. Make the necessary updates.
5. To remove a commodity line, change the **Quantity** field to **0**. Be sure to update the corresponding Accounting **Line Amount** to $0. For a service, update the **Contract Amount** to **0**.
6. Click the **Validate** button to check for errors.
7. If errors exist, update the document and repeat step 4.

	*Some of the error messages you may see on this document are listed in Appendix D – Errors and Warning Messages with the steps to resolve the error.*

8. If no errors, click the **Submit** button.
9. The document is submitted into workflow for approval.

Activity 5.1: Modify a Requisition

Scenario

You forgot to add a $10 freight charge to your requisition for office supplies. Edit the requisition to add a commodity line for freight. You will also need to add a corresponding accounting line for the freight. You also realized that you do not need binders so you want to remove that commodity line.

Setup

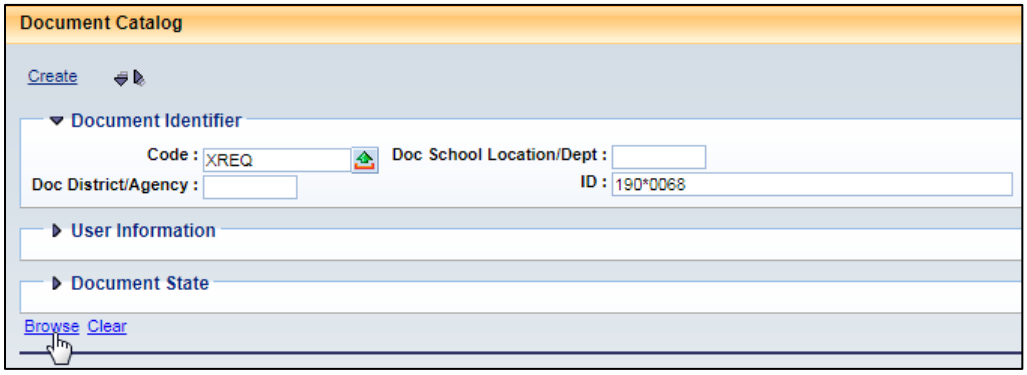
✓ You successfully submitted a requisition in Activity 4.8.

Steps

A. Find the requisition from the Document Catalog.

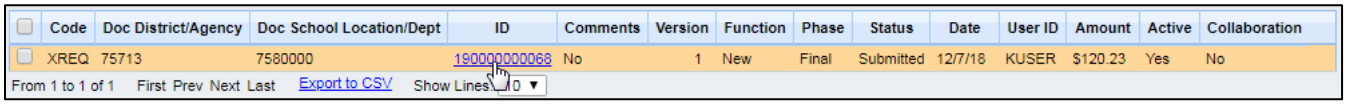
1. On the Secondary Navigation Panel, click **Search**.

2. Click **Document Catalog** to open the Document Catalog.
3. In the **Code** field, enter ***XREQ***.
4. In the **ID** field, enter the document ID you wrote down at the end of Activity 4.8. Use a wildcard (*) to assist your search.
5. Click the **Browse** link.

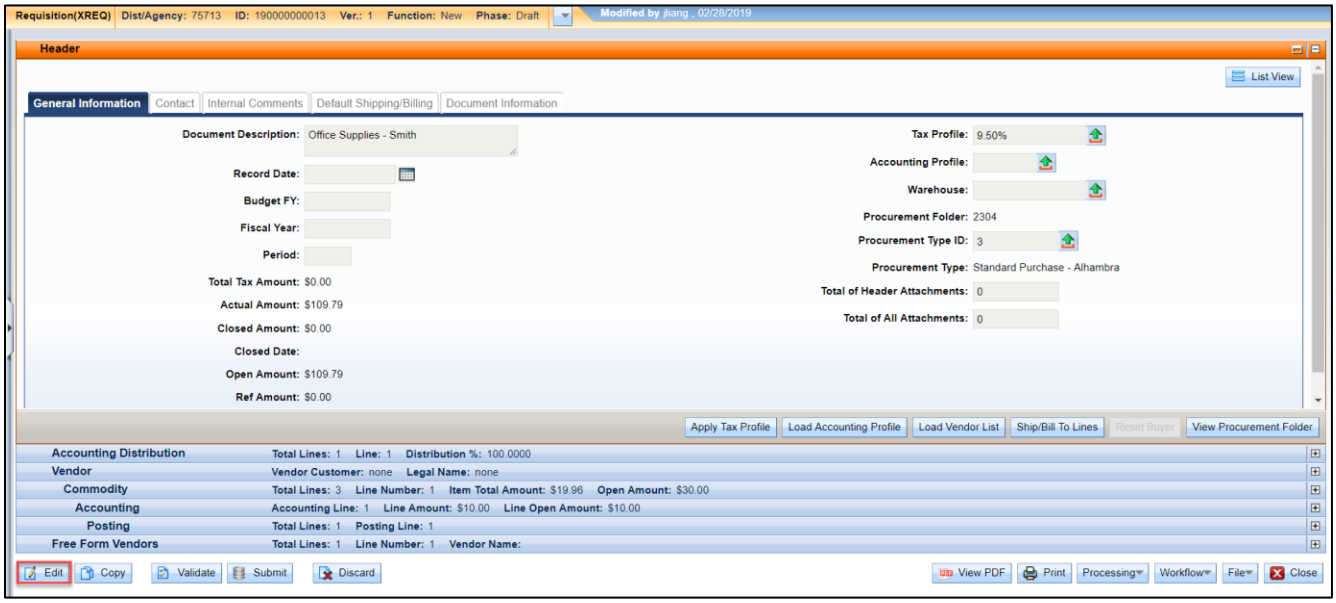


B. Create a modification version of the requisition.

1. Click the document **ID** to open the requisition in Final phase.



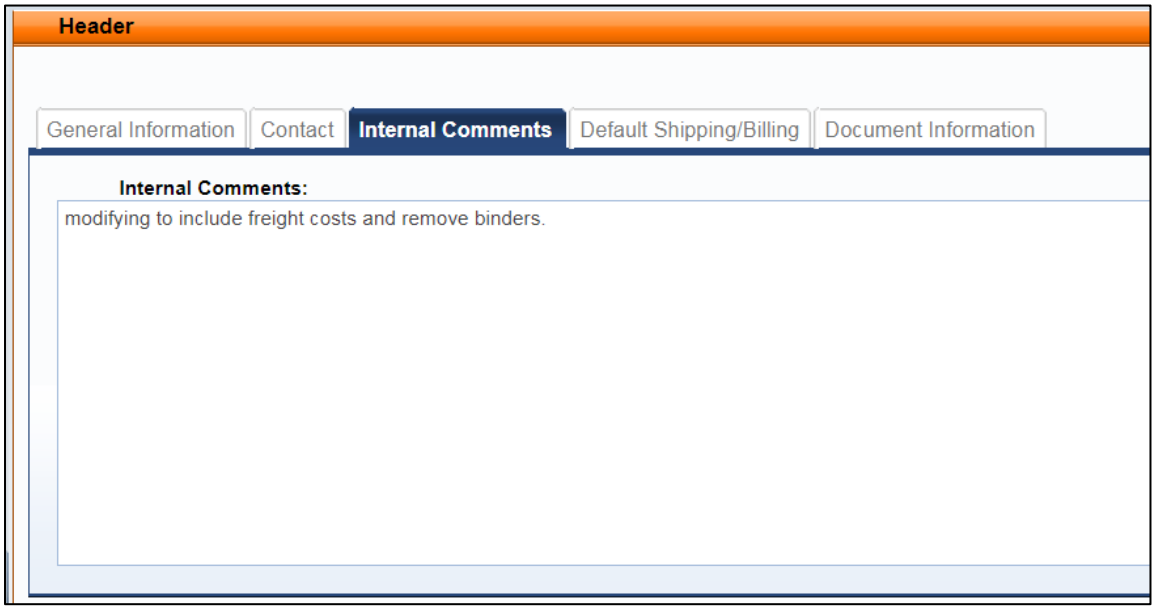
2. In the bottom left corner, click the **Edit** button. The document becomes editable.



3. Notice the Document Title Bar shows the version (**Ver.**) number has incremented by a value of one, the **Function** is Modification, and the **Phase** is Draft.

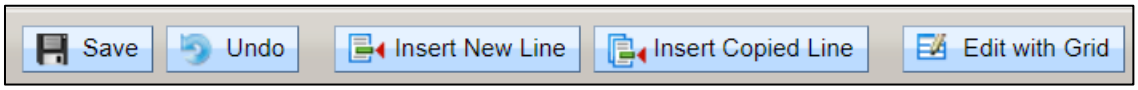


4. On the **Header** component, click the **Internal Comments** tab.
5. In the **Internal Comments** field, enter ***modifying to include freight costs and remove binders***.

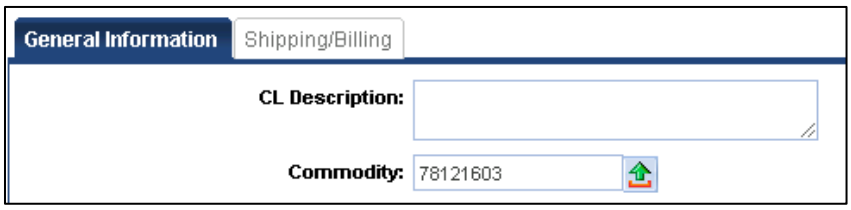


C. Add a line for freight.

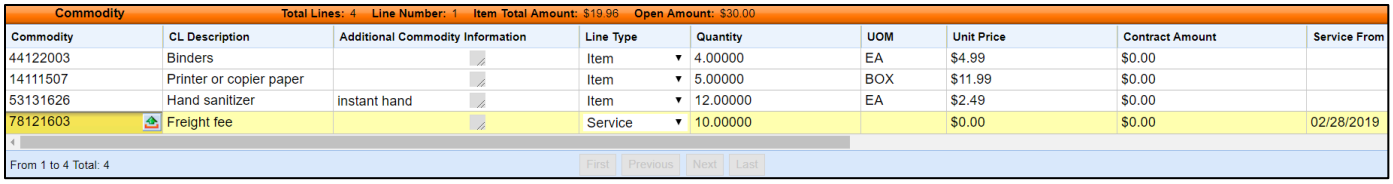
1. Click the **Commodity component**.
2. Click the **Insert New Line** button to add a new commodity line.



3. In the **Commodity** field, enter ***78121603***. This is the commodity code for freight.



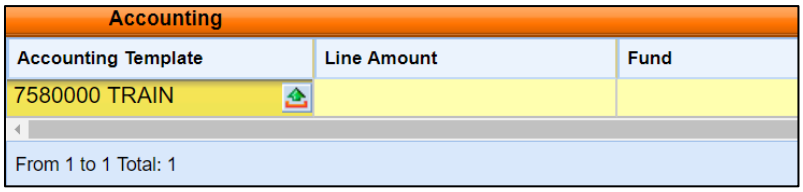
4. Click the **Save** button.
5. In the **Line Type** drop-down, select **Service**.
6. In the **Contract Amount** field, enter ***10***.
7. In the **Service From** field, use the calendar icon to select **the current date**.
8. In the **Service To** field, use the calendar icon to select **three months from the current date**.



9. In the **Tax Profile** field, use the pick list icon to select **0% NO TAX**.
10. Click the **Save** button.

D. Add an accounting line for the new commodity line.

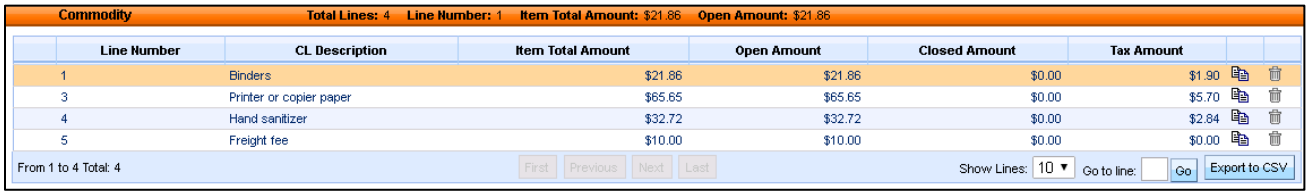
1. Click the **Accounting** component.
2. Click the **Insert New Line** button.
3. In the **Accounting Template** field, use the pick list to select **7580000 TRAIN**.



4. In the **Dist/Agency Object** field, enter ***4350***.
5. Click the **Save** button. The template fields do not infer until you click the **Validate** button.

E. Remove the line binders.

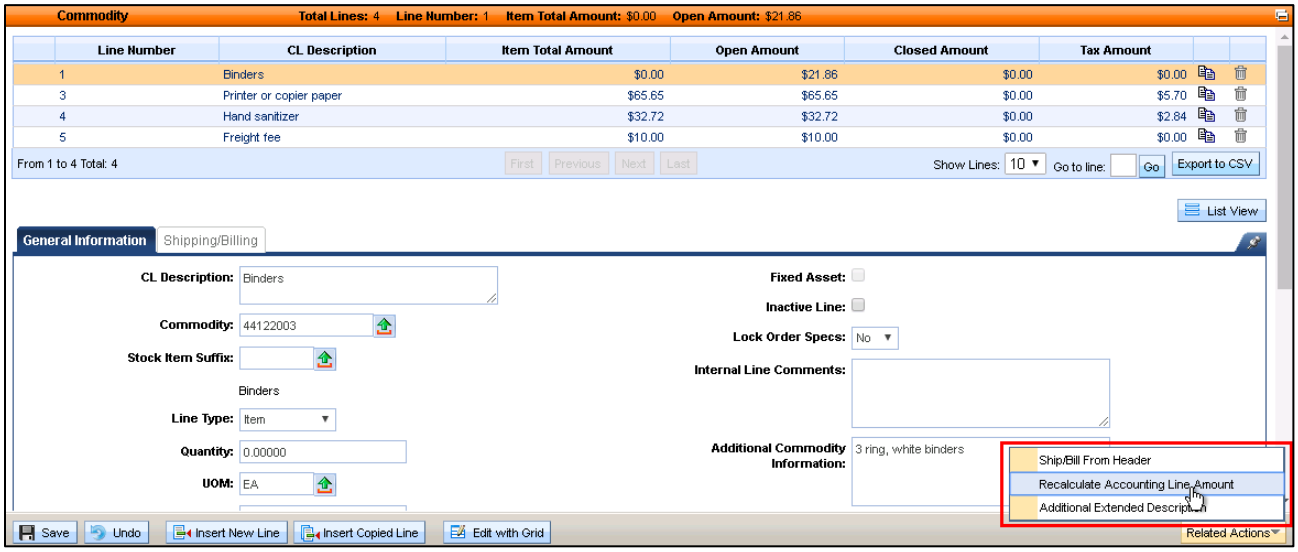
1. Click the **Commodity** component.
2. Click the commodity line for Binders.



3. In the **Quantity** field, enter ***0***. The line cannot be deleted.
4. Click the **Save** button.

F. Recalculate the Accounting Line amount.

1. On the **Commodity** component, on the bottom right, click the **Related Actions** button.
2. Click **Recalculate Accounting Line Amount** to update the Accounting Line Amount.



G. Validate and submit the document.

1. Click the **Validate** button.
2. If no errors message and displays “Document validated successfully”, click the **Submit** button.
3. In training, no approvals are required. The document **Phase** updates to Final.



4. Click the **Close** button.

Activity End

5.2. Cancel Requisition

After you create a requisition, you may realize that you no longer are in need of the product/service. If the requisition is in Final phase, you must cancel the requisition. Canceling the requisition creates a new version of the document with a Function of Cancellation.

If the buyer has already created a referencing purchase order for all commodity lines, you may not be able to cancel the requisition. A requisition cannot be cancelled if any portion has been paid or is referenced on a Purchase Order. You can look up to see if there are any documents that reference the requisition by using Document References. More information on Document References is provided in Appendix E – Additional Topics in the Document References section.

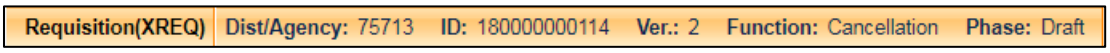
Procedure Steps: How to View the Documents that Reference a Requisition

1. Open the requisition document.
2. On the Top Menu, next to the document Phase, click the drop-down and select **Document References**.
3. On the Document Reference Query, click the **Forward Reference** link.
4. If a Purchase Order references the requisition, it displays in the grid.

If the buyer has already created a referencing purchase order, you will need to contact the buyer or your purchasing unit. In order to cancel the requisition, the associated PO will need to be cancelled.

Procedure Steps: How to Cancel a Requisition in Final Phase

1. Open the requisition document in Final phase.
2. Click the **Discard** button.
3. A new document opens. The Document Title Bar shows the version (**Ver.**) number has incremented by a value of one, the **Function** is Cancellation, and the **Phase** is Draft.



4. Add a comment, if necessary.
5. Click the **Validate** button to check for errors.
6. If errors exist, update the document and repeat step 5.

	*Some of the error messages you may see on this document are listed in Appendix D – Errors and Warning Messages with the steps to resolve the error.*

7. If no errors, click the **Submit** button.

Lesson Summary

Listed below are the key points from this lesson.

- You may be able to modify a requisition in Final phase.
- If you no longer need a requisition, you may be able to cancel it.

Check Your Progress

1. What should you do if need to cancel a requisition but there is already a referencing purchase order?
    a. Click the Edit button on the requisition.
    b. Click the Discard button on the requisition.
    c. Contact the buyer.
2. You can cancel a requisition if a portion of it has been paid.
    a. True
    b. False

6 Searches and Inquiries

Lesson Overview

You may have a need to look up information about your requisitions, including status and referencing documents.

Learning Objectives

After completing this lesson, you will be able to:

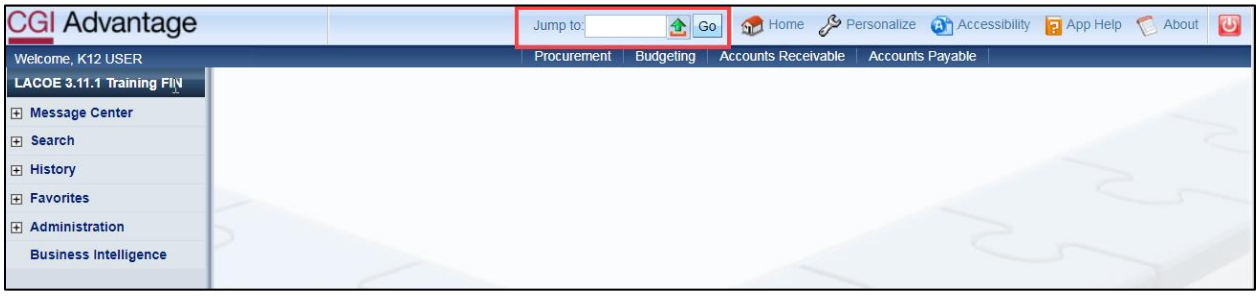
- Look up your requisitions using My Requests Query (RQHISTM).
- Look at requisition document-level detail on the Requisition History (RQHISTD) page.
- Look at requisition line-level detail on the Requisition History (RQHISTL) page.
- Search for a document using the Lifecycle Document Search (LFDOCSCH).

6.1. Jump To Search

The Jump to search field allows you to perform an online inquiry or access a reference data page without abandoning the current document page you may be working on. Once you have reviewed the results of your online inquiry or the reference data information, you may return to your original document page by clicking the Back link.

The Jump to feature also allows you to quickly access pages (inquiries, reference tables, or documents), while bypassing the Search menu function thus saving time and keystrokes when accessing frequently used pages.

PRIMARY NAVIGATION PANEL - JUMP TO



The field uses the page code or document code. For example, enter VCUST in the Jump to field and click the Go button. This takes you directly to the Vendor/Customer table. If you enter a document code, such as XREQ, and click the Go button, the Document Catalog opens with the Document Code field filled in with XREQ.

You must enter the exact page code or document code to use the Jump to feature. If you do not know the code, click the picklist icon to open the Page Search. Searching on the Page Search is the same as described in the Page Search section. However, when you click the Description link, the system returns the page code to the Jump to field. You must click the Go button to navigate to the page.

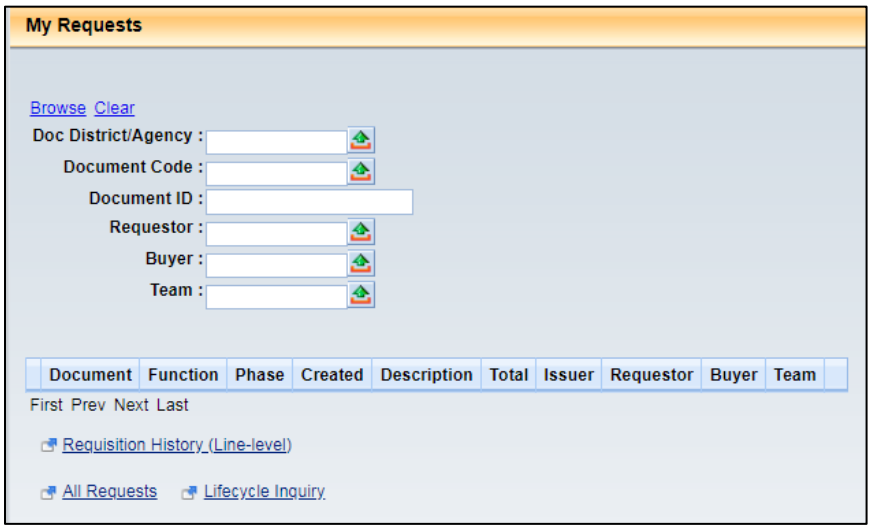
Procedure Steps: How to Search for a Page Using Jump to Without the Page Code

1. On the Primary Navigation Panel, in the **Jump to** box, click the pick list icon.
2. On the **Page Search** page, enter search criteria. Use a wildcard (*) to expand the search. Use the **Category** and **Page Type** drop-down fields to limit the results.
3. Click the **Browse** link to view the results.
4. In the **Description** column, locate the desired page and click the link.
5. In the **Jump to** field, the selected page code infers.
6. Click the **Go** button to open the page.

6.2. My Requests

The My Request (RQHISTM) page enables you to keep an audit trail of every action that affects a requisition that you created. When an original requisition document is submitted for approval, it is moved to the Pending phase. Once an original Requisition moves into the Pending phase, the document will update the Requisition History table with an entry for each line item on the document. Each of these entries will be used to record specific actions that impact the Requisition line that may be of interest to the requesting user.

MY REQUESTS



Procedure Steps: How to View my Requisitions on the My Requests Page

1. In the **Jump to** field, enter **RQHISTM**.
2. Click the **Go** button. The My Requests page displays your requisitions in Pending or Final phase.

Activity 6.2: Access My Requests

Scenario

You want to see what requisitions you have created. Use the My Requests (RQHISTM) page to view your requisitions in Final phase.

Setup

✓ You are logged in to the Financial home page.

Steps

A. Navigate to an inquiry page using Jump to.

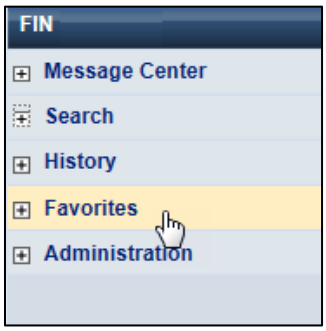
1. On the Primary Navigation Panel, in the **Jump to** field, enter ***RQHISTM***.



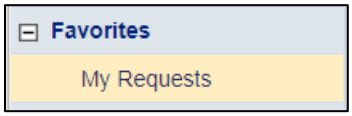
2. Click the **Go** button to open the My Requests page.
3. The page displays the requisitions you created that are in Final phase.

B. Navigate to an inquiry page using your Favorites.

1. On the Secondary Navigation Panel, click the expand ⊞ icon next to **Favorites** to expand.



2. Click on the My Requests favorite you added in an earlier activity.



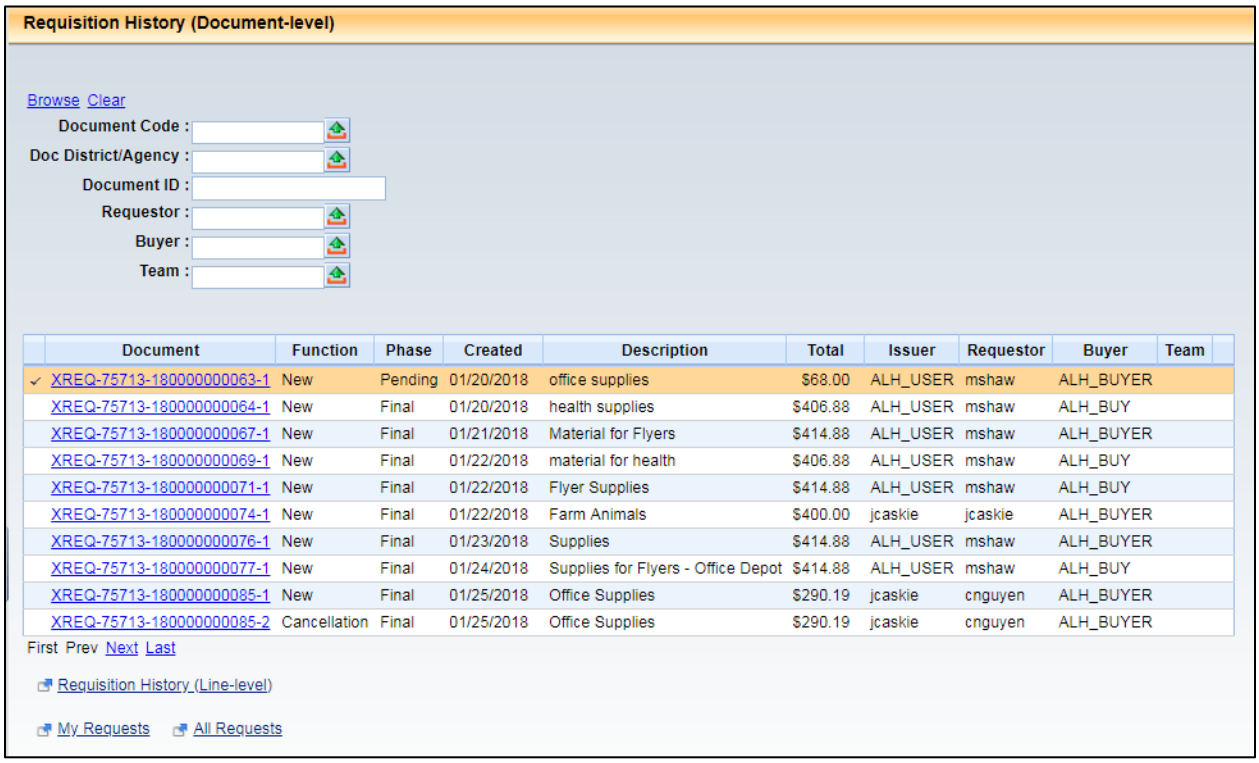
3. Review the requisitions you created.

Activity End

6.3. Requisition History

The Requisition History inquiry has two pages – the document-level detail (RQHISTD) and the line-level detail (RQHISTL). The page can be used to show the current status of a requisition.

REQUISITION HISTORY (DOCUMENT-LEVEL)



To view the line-level detail, click the row, and click the **Requisition History (Line-level)** link.

The actions that are recorded on the Requisition History table are:

- Approved
- Assigned to Buyer
- Cancelled
- Closed PO Line
- Modified
- Procurement Number Changed
- Referenced by (PO)

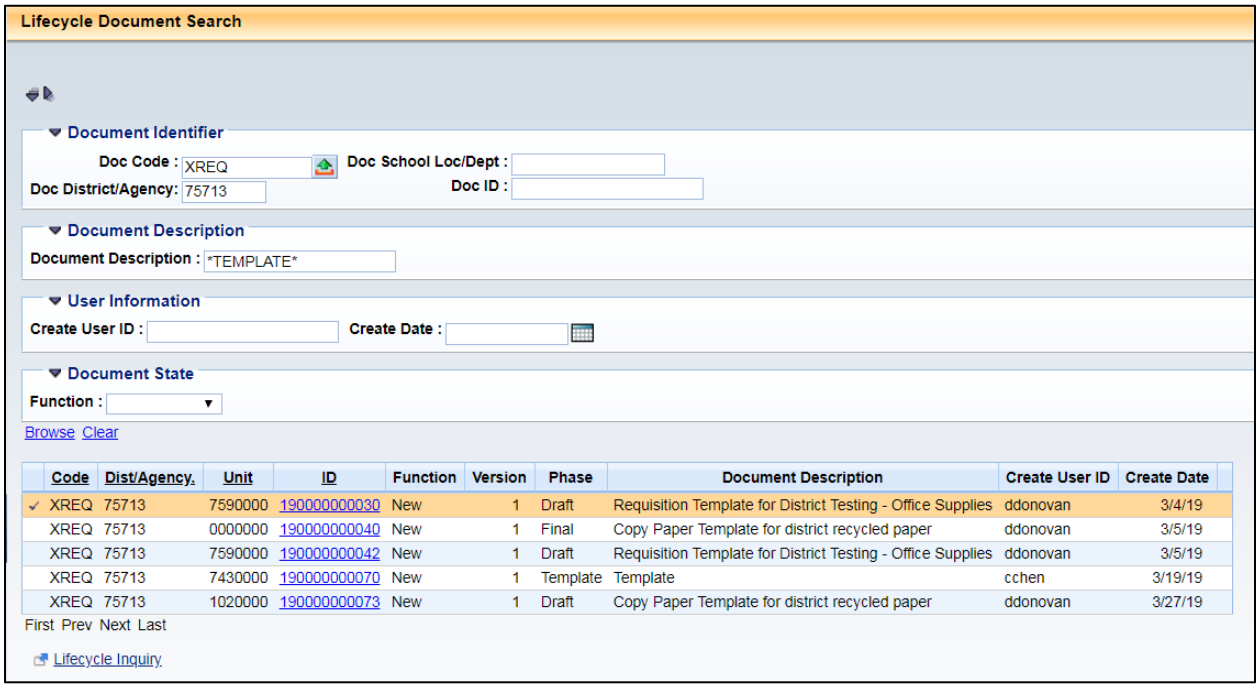
Procedure Steps: How to Use the Requisition History Page to View the Current Status of a Requisition

1. In the **Jump to** field, enter **RQHISTD**.
2. Click the **Go** button to open the Requisition History (Document-level) page.
3. In the grid section, enter the Document ID, if known.
4. Click the **Browse** link to view the results.
5. Click the row of the desired document. Clicking on the **Document** link will open the document.
6. Click the **Requisition History (Line-level)** link.
7. The Requisition History (Line-level) displays the commodity lines on the requisition.
8. Click the row of the desired commodity line.
9. Click the **Requisition History (Line History)** link to view the referencing document.

6.4. Lifecycle Document Search

The Lifecycle Document Search (LFDOCSCH) is similar to the Document Catalog search, however, it provides additional fields for searching. You can search by Document Description, which is sometimes helpful if you have a reference number or description of a requisition (or purchase order) but you cannot remember the document ID.

LIFECYCLE DOCUMENT SEARCH PAGE



The Lifecycle Document Search page displays documents with a Phase of Final, Historical Final, Draft or Pending. You must enter a value in the Doc Code field and at least one of the following fields:

- Doc District/Agency

- Doc School Loc/Dept
- Doc ID
- Document Description
- Create User ID
- Create Date

The Doc Code, Doc District/Agency, Doc School Loc/Dept, Doc ID, Document Description, and Create User ID fields support wildcard (*) searches, and the Create Date field also supports greater than (>) and less than (<) sign searches (for example, > 7/1/2018).

The Lifecycle Document Search page has a link to the Lifecycle Inquiry (LINQ) page. Select a document by clicking on the row and click the Lifecycle Inquiry link. This will show the complete chain of documents associated with the selected document. The Lifecycle Inquiry only shows documents in Final phase.

Procedure Steps: How to Search for a Document Using the Lifecycle Document Search

1. On the Secondary Navigation panel, click **Search**.
2. Click **Page Search**.
3. In the **Description** field, enter **life***.
4. Click the **Browse** link to display the results.
5. Click the **Lifecycle Document Search** link.
   To access the page, you can also use the **Jump to** field. Enter **LFDOCSCH** and click **Go**.
6. In the **Doc Code** field, enter the document code for the document you are searching.
7. Enter one of the following: **Doc District/Agency**, **Doc School Loc/Dept**, **Doc ID**, **Document Description**, **Create User ID**, or **Create Date**.
   Use a wildcard (*) to expand your search.
8. From the **Function** drop-down list, select a value, if desired.
9. Click the **Browse** link to display the matching documents.

Procedure Steps: How to Link to Lifecycle Inquiry Page from the Lifecycle Document Search

1. Select the row for the document to view the lifecycle.
   Do not click the document link.
2. Click the **Lifecycle Inquiry** link to open the Lifecycle Inquiry page for the selected document.
3. On the Lifecycle Inquiry page, click the **Forward** button to view documents later in the document lifecycle or click the **Backward** button to view documents earlier in the lifecycle.

Activity 6.4: Search Using Lifecycle Document Search

Scenario

Search for your requisitions with a specific document description.

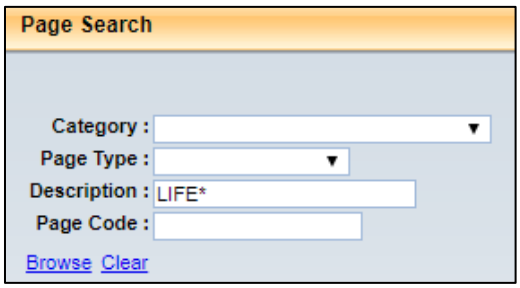
Setup

✓ You are logged in to the home page.

Steps

A. Open the Lifecycle Document Search.

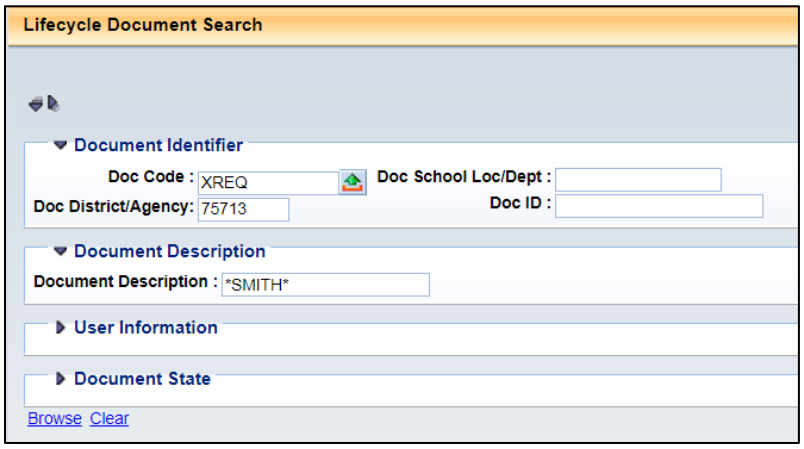
1. On the Secondary Navigation Panel, click **Search**.
2. Click **Page Search**.
3. In the **Description** field, enter ***life*.***



4. Click the **Browse** link to display the results.
5. Click the **Lifecycle Document Search** link.

B. Search for your documents.

1. In the **Doc Code** field, enter ***XREQ***.
2. Expand the **Document Description** section.
3. In the **Document Description** field, enter your last name with the wildcard (*) on either side. For example, if your last name is smith, enter *smith*. This will search for the documents you created with your last name in the description field.



4. Click the **Browse** link to display the matching documents.
5. Click the **Home** button.

Activity End

Lesson Summary

Listed below are the key points from this lesson.

- Use Jump to and Page Search to open an inquiry page or reference table.
- The My Requests page displays my requisitions that are in Pending or Final phase.
- The Requisition History page has several sub-pages to view the line item and history detail of a requisition.
- The Lifecycle Document Search can be used to search for a document by the Document Description.

Check Your Progress

1. Page Search and Jump to can both be used to access a reference table or inquiry page.

    a. True

    b. False

2. Match the Requisition History page with its Page Code.

a. RQHISTD	1. Requisition History (Line-level)
b. RQHISTM	2. Requisition History (Document-level)
c. RQHISTL	3. My Requests

3. Match the page code with the action.

a. RQHISTL	1. View my requisitions
b. LFDOCSCH	2. Show the current status of a requisition at the detail level
c. RQHISTM	3. Search by a document description

7 Scenario

Lesson Overview

This lesson is intended to provide you with a scenario so you can practice creating requisitions. Refer to the procedure steps in the guide.

Learning Objectives

After completing this lesson, you will be able to:

- Create a requisition with four commodity lines.
- Enter a tax rate on the header and commodity components.
- Split the accounting between two school locations for a requisition.

7.1. Scenario 1

You want to create a requisition for District/Agency 75713. The requisition workflow rules should be applied for School Location 7580000. You are requesting the following items:

- 20 rulers which are $1.39 each
- 10 notebooks which come in packs for $3.75
- 10 binders which are each $5.00

The three items above have a tax rate of 9.50%. You want to request the items to be delivered in one month from the current date. You want to add information to specify the rulers should be plastic. There will also be a $9.99 freight charge to your requisition for office supplies. The freight charge has no tax.

The following accounting lines should be used for all items, including freight:

- Fund: 01
- Sub-Fund: 0
- Resource: 00000
- Project Year: 0
- Goal/Categorical: 11100
- Function/Activity: 10000
- District/Agency Object: 4310

- School Location/Dept:
    - 70% to school location 7002060
    - 30% to school location 7002100

Lesson Summary

Listed below are the key points from this lesson.

- The requisition document has seven components with both required and optional fields.
- Requisitions can have split accounting.
- The tax rate can be specified on the header component or on the commodity component.

Appendix A – List of Acronyms and Pages

Table 4 lists the acronyms used in this guide.

Table 4: List of Acronyms

Acronym	Definition
CBT	Computer-Based Training
CL	Commodity Line
CRC	Customer Resource Center
FAQs	Frequently Asked Questions
FIN	BEST Advantage System - Financial
PO	Purchase Order
QRG	Quick Reference Guides
UOM	Unit of Measure

Table 5 lists the pages (document, inquiries, and reference tables) referenced in this guide.

Table 5: Pages

Page Code	Page Name
BQCCDEL1	CCD Expenditure Budget: Level 1
BQCCDEL2	CCD Expenditure Budget: Level 2
BQCCDEL3	CCD Expenditure Budget: Level 3
BQCCDEL4	CCD Expenditure Budget: Level 4
BQK12EL1	K12 Expenditure Budget: Level 1
BQK12EL2	K12 Expenditure Budget: Level 2
BQK12EL3	K12 Expenditure Budget: Level 3
BQK12EL4	K12 Expenditure Budget: Level 4
COMM	Commodity
LFDOCSCH	Lifecycle Document Search
LINQ	Lifecycle Inquiry
PO1	Purchase Order without Matching
PO2W	Purchase Order for Two-Way Matching
PO3W	Purchase Order for Three-Way Matching
PRCUID	Procurement Management (Procurement Folder)
RQHISTD	Requisition History (Document-Level)
RQHISTL	Requisition History (Line-Level)
RQHISTM	My Requests
TWIP	Track Work In Progress
VCUST	Vendor/Customer Table
XREQ	Requisition

Appendix B – References

This section provides reference material including a terminology crosswalk and a list of commodity codes.

Terminology Crosswalk

Table 6: Terminology Crosswalk lists the crosswalk of key legacy systems (e.g., PeopleSoft Financial System) commonly used terms to the new BEST Advantage System that are used in this manual.

Table 6: Terminology Crosswalk

PeopleSoft Financial System (PSFS)	Page Code	BEST Advantage System - Financial
Budget Check icon	n/a	Validate and Submit buttons on document
Category	COMM	Commodity Reference Table
Edit Check icon	n/a	Validate and Submit buttons on document
Location/Ship-To Location	PLOC	Procurement Location Reference Table
n/a	RQHISTM	My Requests
n/a	PRCUID	Procurement Management Reference/Inquiry
PO by eMail (after approval)	n/a	System can be configured to automatically produce Vendor PO Form, and email PO Form to vendor
PO Dispatch	n/a	After document is Final, Vendor PO Form in PDF format is generated by background processing
Print icon	n/a	Click Print and select Output Method (PDF, eMail, Fax)
Purchase Order	PO1	Purchase Order document (no matching)
Purchase Order	PO2W	Purchase Order document (two-way matching)

PeopleSoft Financial System (PSFS)	Page Code	BEST Advantage System - Financial
Purchase Order	PO3W	Purchase Order document (three-way matching)
Receiver	RC	Receiver Document
Requisition	XREQ	Requisition Document
Requisition Approval History	TWIP	Track Work in Progress
Sales/Use Tax Code by Business Unit	TAXPRFL	Tax Template
Send for Approval icon	n/a	Submit button on document
Speedchart		Accounting Template
Unit of Measure	UOM	Unit of Measure Reference Table
Vendor	VCUST	Vendor/Customer Table/View
Workflow Approval History	TWIP	Track Work In Progress Inquiry

Icons

Icons used throughout this course are listed in Table 7.

Table 7: Icons Used in Course Guide

Icon	Description
	The Information icon identifies key pieces of information that you need to know.
	The Warning icon identifies important notices such as “once a document is Final, it cannot be deleted.”
	The Reminder icon identifies hints and tips for the user such as short cut keys, etc.

Formats

Formatted text is used throughout this course to highlight key fields and information. Definitions are listed in Table 8.

Table 8: Text Formatting in Course Guide

This convention…	Is used for these items…	Examples
Bold	Fields Buttons Links Checkboxes Menu options	In the **School Loc/Activity** field, enter the code. Click **Save** to save the changes on the document. Click the **Document ID** link to open the document. Check the **Auto Numbering** check box. In the dropdown box, select **Yes**.
Bold Italics	User-entered values	In the **Vendor** field, enter ***145395847.*** In the **ID** field, enter the ***value on your data card.*** In the **Description** field, enter ***paper order***.
“Double quotes**”**	Example text	An example of a broadcast message is “BEST Advantage System – Financial (FIN) will be unavailable after 5:00pm tonight due to scheduled maintenance.”
(Parentheses)	Acronyms Page codes associated with tables, documents, or inquiries.	The BEST Advantage System – Financial (FIN) is used to track financial transactions. Journal Voucher (JV) document Vendor Customer (VCUST) table
<u>Underline</u>	Sections within the document	Refer to <u>Appendix A</u> for the list of acronyms.

Document Navigation

Table 9 outlines the navigation icons found on documents.

Table 9: Common Document Icons

Navigation Icon	Icon	Behavior
Action Menu		Displays a menu of available actions that can be performed on that page.
Calendar Tool		Available for selecting dates or date ranges from an interactive calendar.
Check Box		Used to indicate whether the condition is on (checked) or off (unchecked).
Close Window		This button is located at the top right corner of a window and closes the window when selected.
Copy Line		Used to copy the current line. Use with the Insert Copied Line link.
Delete		Used on a line (accounting, commodity) to delete the current line.
Drop-down List		Provides a static list of values available for selection.
Eyeball		Used to display additional details.
Pick List		Provides a list of related reference data items available for selection.
Rollups		Used to expand and collapse sections of a page. The down arrow expands all of the available sections. The side arrow collapses the sections.

Appendix C – Check Your Progress Answers

Below are answer keys to the Check Your Progress quizzes provided at the end of each lesson.

Lesson 2: Navigation

1. **a. True.** You can use the Document Catalog to search for and create documents.
2. **a. True.** Jump to can be used to access a reference table or inquiry page.
3. **b. Create mode.** The screenshot shows the Document Catalog in Create mode. Click the **Search** link to switch to Search mode.
4. Match the navigation icon to its description.

a. 	5. Indicates additional drill down information is available.
b. 	4. Provides a list of items available for selection.
c. 	1. Opens a Choose page to provide a list of items to search and select.
d. 	2. Deletes an item.
e. 	3. Copies a line such as a Commodity or Accounting line.

Lesson 3: Verifying Budget Availability

1. **a. True.** There are four levels for the budget inquiry page.
2. **c. Next Level.** Click the Next Level link to view more detail for the selected row.
3. **d.** The magnifying glass icon provides more detail for the corresponding item.
4. The current Pre-encumbered amount is $2,500.
   The Unobligated field tells you how much budget you have left.
   You do not have enough money to create the requisition.
5. **Yes.** You can use the Jump to pick list icon to search for a page code. Once you select the page code, click the Go button to open the page.
6. Click **CCD Expenditure Budget: Level 4** to research level 4 budget information for a community college.

Lesson 4: Creating Requisitions

1. **b. False**. When you copy a document, it does not maintain a link to the original document. This differs from Copy Forward which does maintain a link.

2. The Commodity field is a numeric field. Enter the search words, for example *pens*, in the Name field.

3. **e. b and c.** If the vendor you want to use is not on the VCUST table, (b.) you can enter the vendor as a free form vendor on the Free Form Vendors component. Also, (c.) a vendor is not required to submit the requisition. You can make a note on the Internal Comments tab for the buyer. Do not enter the vendor information on the Vendor component, you will get an error.

4. **a.** Yes. You can submit this document. Since the type of error is a warning message, you can submit the document.

5. **c.** This document has not been submitted yet, so it will not show on TWIP

6. **b. False**. Text entered on the Internal Comments tab will not be visible to the vendor.

Lesson 5: Modifying and Canceling Requisitions

1. **c. Contact the buyer.** If you need to cancel a requisition and there is a referencing purchase order, contact the buyer to discuss how to cancel.

2. **b. False**. You cannot cancel a requisition if any portion has been paid.

Lesson 6: Searches and Inquiries

1. **a. True**. Both Page Search and Jump to can be used to access a reference table or inquiry page

2. a. RQHISTD 2. Requisition History (Document-level)
   b. RQHISTM 3. My Requests
   c. RQHISTL 1. Requisition History (Line-level)

3. a. RQHISTL 2. Show the current status of a requisition at the detail level
   b. LFDOCSCH 3. Search by a document description
   c. RQHISTM 1. View my requisitions

Appendix D – Errors and Warning Messages

This section is used to list any error messages and warning messages related to the course topics.

Requisition

Table lists some of the error messages you may see on the requisition document.

Table 10: Requisition Document Error Messages

Severity	Message	Reason	Solution
Error	At least one accounting line is required for this commodity line.	Each commodity line needs at least one accounting line.	Click the Accounting Distribution component or the Accounting: Fund Accounting tab to enter accounting information.
Error	Fund is required.	Fund must be entered on the accounting line.	Click the Accounting Distribution component and update the accounting information.
Error	Funding Total does not equal Commodity Line Total.	The **Line Amount** on the Accounting component must equal the **Item Total Amount** on the Commodity component.	Click the Commodity: General Information tab. Click **Related Actions: Recalculate Accounting Line Amount**.
Error	Requestor Phone Number is required.	The requestor phone number is required.	Click the Header: Contact tab. In the **Phone Number** field, enter the phone number of the requestor or click the Requestor ID pick list icon to select the requestor.
Error	Name is required.	The Requestor name field is required.	Click the Header: Contact tab. In the **Name** field, enter the name of the requestor or click the Requestor ID pick list icon to select the requestor.
Error	Document Description is required.	A description is required for the document.	On the Header, in the **Document Description** field, enter a brief description of the document.
Error	Commodity Line Requires Service Dates	For a commodity line with a Line Type of Service, the service dates must be entered.	On the Commodity: General Information tab, enter the **Service From** and **Service To** dates or use the calendar icon to select.

Severity	Message	Reason	Solution
Error	Tax Profile is required.	Tax Profile is required on each Commodity line.	To set for all commodity lines, click the Header: General Information tab. In the **Tax Profile** field, enter or select the tax profile then click the Apply Tax Profile button. To set for each commodity line, click the Commodity component. Click the Edit with Grid button to view in grid format. Enter the Tax Profile for all commodity lines.

Requisition Modification / Cancellation

Table lists some of the error messages you may see on the requisition document.

Table 11: Requisition Modification / Cancellation Document Error Messages

Severity	Message	Reason	Solution
Error	Cannot delete the current line from this version of the document	You cannot delete a line when modifying a requisition	Reduce the quantity to zero
Error	Funding Total does not equal Commodity Line Total.	The **Line Amount** on the Accounting component must equal the **Item Total Amount** on the Commodity component	Click the Commodity: General Information tab. Click **Related Actions: Recalculate Accounting Line Amount**.
Error	Cannot modify Line Amount below the Referenced Amount on the current Accounting Line. (A1602)	A purchase order has been created that references the accounting line	Contact the buyer to modify the quantity on the purchase order
Severe	Fatal error while cancelling document.	A purchase order has been created. The document cannot be cancelled	If the items are no longer needed, contact the buyer to cancel the purchase order
Severe	Cannot cancel a document if there is any expended (paid) amount against the document (A345)	A purchase order has been created. The document cannot be cancelled	If the items are no longer needed, contact the buyer to cancel the purchase order

Appendix E – Additional Topics

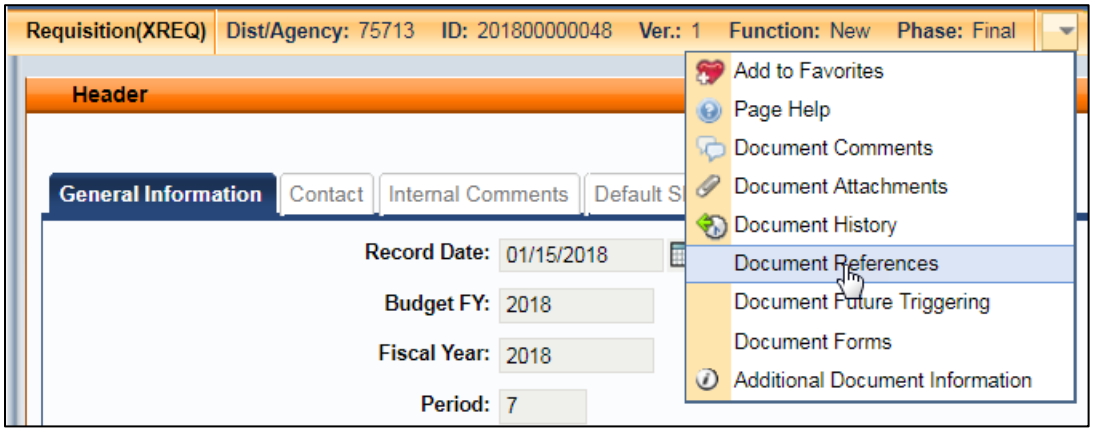
This section includes other reference material that may be helpful to the user, including how to look up document references, how to add file attachments, and how to add favorites. This section also includes how to use online help and how to search with wildcard and range characters.

Document References

A reference is between documents that are linked. For example, to create a purchase order, the buyer can copy forward from the requisition. This creates a link or reference between the requisition and the purchase order. This link ensures that the pre-encumbrance created by the requisition is liquidated and an encumbrance is created for the purchase order. By using the copy forward functionality, there is less data entry necessary since this functionality allows data from the reference document (for example, requisition) to infer on the new document (for example, purchase order).

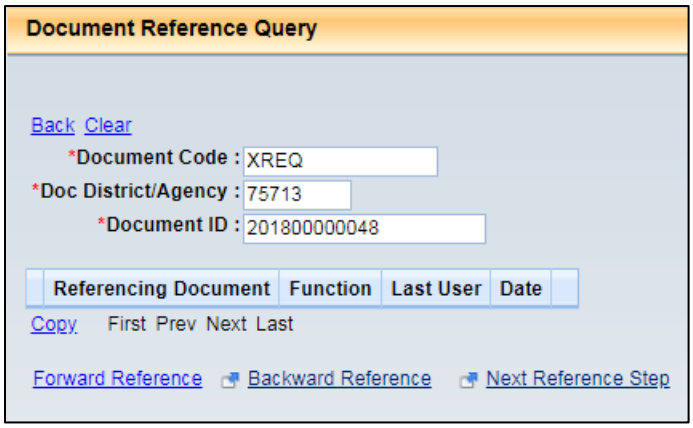
You can look up document references from a document using the Document Top Menu.

DOCUMENT TOP MENU



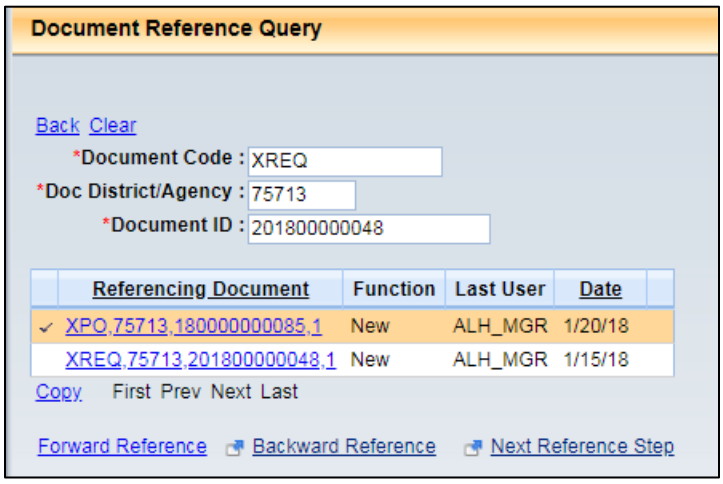
When accessed from a document, the Document Reference Query page infers the Document Code, Doc District/Agency, and Document ID.

DOCUMENT REFERENCE QUERY



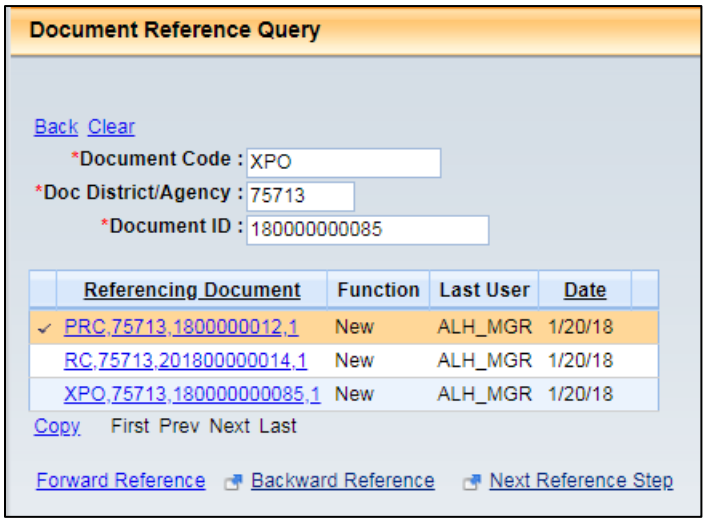
Click the Forward Reference link to view documents that come after the current document. Click the Backward Reference link to view documents that come before the current document. For a requisition, click the Forward Reference link.

DOCUMENT REFERENCE QUERY – FORWARD REFERENCE



To view the documents that reference one of the documents, for example a Purchase Order, highlight the line and click the Next Reference Step link. This will display any documents that reference the selected line.

DOCUMENT REFERENCE QUERY – NEXT REFERENCE STEP



Procedure Steps: How to View the Documents that Reference a Requisition

1. Open the requisition document.
2. On the Top Menu, select **Document References**.
3. On the **Document Reference Query**, click the **Forward Reference** link.
4. If a Purchase Order, references the requisition, it displays in the grid.
5. In the **Referencing Document** column, click the document link to open the document.

Document Attachments

Financial provides users with the capability to upload attachments to documents. Attachments can be added to documents on one of the components, however, it is recommended to add on the Header component. The maximum attachment file upload size is 10MB. Valid file types include Word, PDF, Excel and Zip Files. Some common files attached to documents include bill of lading, vendor invoice, vendor quotes, and internal reference documents.

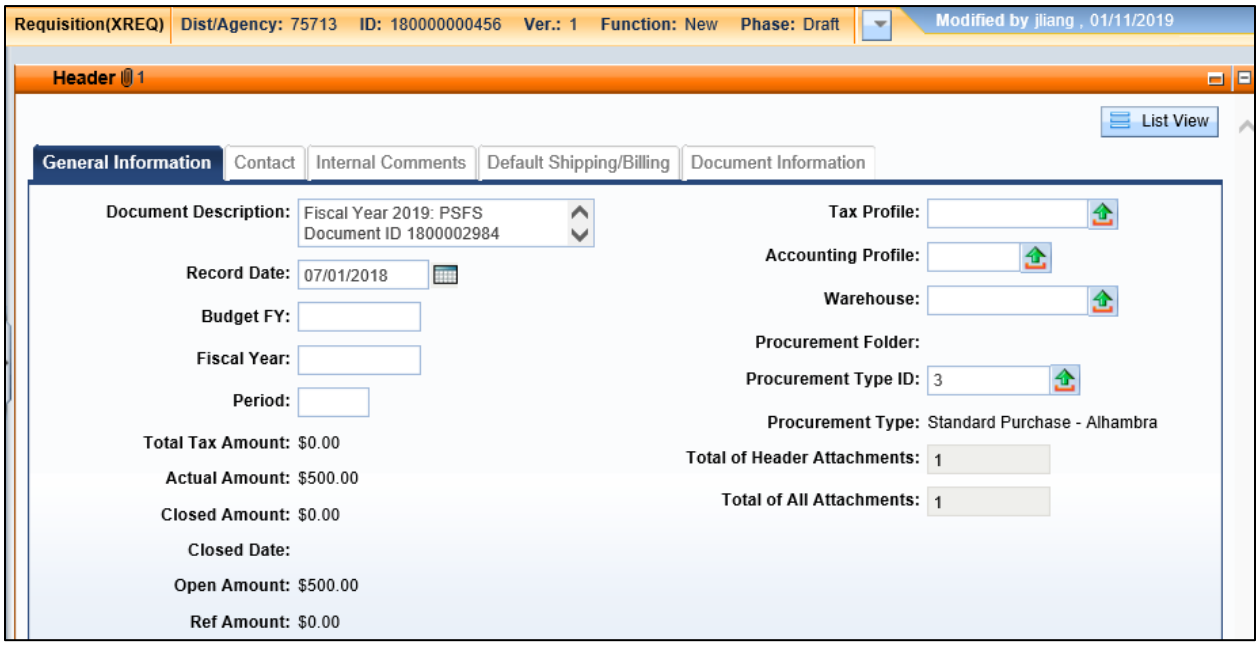
The number of attachments display on the component title. Click the component to view the attachments.

	It is recommended to attach all files on the Header component.

To add an attachment to a document in Draft phase, click the File button then Attachments.

To add an attachment to a document in Pending or Final phase, add an attachment using Document Comments.

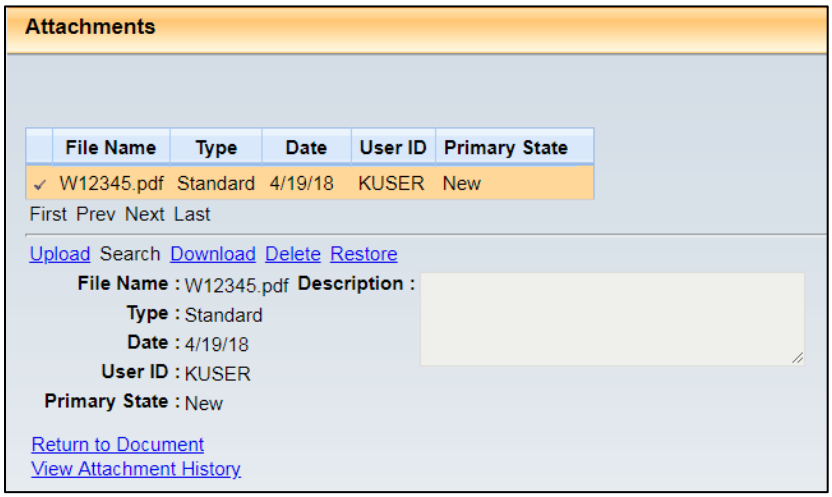
EXAMPLE OF A DOCUMENT WITH AN ATTACHMENT



Attachments Page

The Attachments Page is used to upload, download, and delete attachments from a document. Each uploaded attachment is listed separately and creates a new line on the Attachments page. If an attachment needs to be updated, upload the updated file then delete the older file.

ATTACHMENTS



Procedure Steps: How to Add an Attachment to a Document in Draft Phase

The document must be in Draft and in Edit mode.

1. In the lower right corner, click the **File** button.
2. Select the **Attachments** option to open the Attachments page.
3. On the **Attachments** page, click the **Upload** link.
4. On the **Upload** page, click the **Browse** button.
5. On the **Choose File to Upload** page, select the file to upload.
6. Click the **Open** button.
7. On the Upload Attachment page, in the **Description** field, enter a short description of the file.
8. In the **Attachment Type** drop-down, select **Standard** or **Proprietary**.
9. Click the **Upload** link. The Attachment page displays the uploaded file.
10. Click the **Return to Document** link.

Procedure Steps: How to Add an Attachment to a Document in Pending or Final Phase

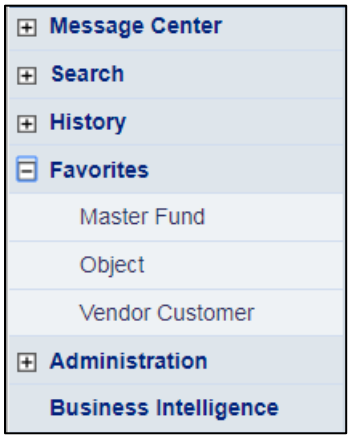
If you want to attach a file when the document is in Pending or Final Phase, you must attach the file to a Document Comment. The attachments will not list with the other document attachments, but with the Document Comments.

1. From the Document Top menu, select **Document Comments**.
2. On the **Document Comments** page, click the **Insert** link.
3. Enter a **Subject**.
4. Enter a **Comment**. Be sure to include a reference to the attachment.
5. Click the **Save** link. The Document Comments page refreshes.
6. Click the **Attachments** link.
7. On the **Reference Table Attachments** page, click the **Upload** link.
8. On the **Upload Attachment** page, click the **Browse** link.
9. On the **Open** page, locate the file to upload and click the file name to select.
10. Click the **Open** button.
11. On the **Upload Attachment** page, add a **Description**, as necessary.
12. Click the **Upload** link.
13. Repeat steps 8 to 12 to attach multiple files.
14. Click the **Done** link to return to the Reference Table Attachments page.
15. Click the **Return** link to return to the Document Comments page.
16. On the **Document Comments** page, the **Attachments** column indicates the number of files attached to the comment.
17. In the top right corner, click the **Back** link.
18. The Document Title Bar displays the Comments icon indicating comments have been added.

Favorites

From the home page, the Secondary Navigation Panel displays the Favorites option. You can add commonly used pages and documents to your favorites so they are easily accessible. Folders can be used to group certain favorites together, such as all accounts payable-related tables and inquiries.

EXAMPLE OF FAVORITES LIST ON SECONDARY NAVIGATION PANEL



Procedure Steps: How to View your Favorites

1. On the Secondary Navigation Panel, to the left of **Favorites**, click the Expand ⊞ icon to expand.

Procedure Steps: How to Modify the Name of a Favorite

1. On the Primary Navigation, click the **Personalize** icon. A new window opens.
2. On the Secondary Navigation Panel, to the left of **Favorites**, click the Expand ⊞ icon to expand.
3. Click on the name of the favorite to modify.
4. Update the **Name** field.
5. Click the **Save** button to save your changes.

Procedure Steps: How to Delete a Favorite

1. On the Primary Navigation, click the **Personalize** icon. A new window opens.
2. On the Secondary Navigation Panel, click **Favorites**. You must click the word.
3. On the Favorites page, locate the favorite to be deleted. Click on the line to highlight.
4. Click the **Delete** link.

Procedure Steps: How to Add a Folder

1. On the Primary Navigation, click the **Personalize** icon. A new window opens.
2. On the Secondary Navigation Panel, click **Favorites**.
3. On the Favorites page, click the **Insert Folder** link.
4. Follow the steps to name the folder.

Procedure Steps: How to Modify the Name of a Favorite Folder

1. On the Primary Navigation, click the **Personalize** icon. A new window opens.
2. On the Secondary Navigation Panel, to the left of **Favorites**, click the Expand ⊞ icon to expand.
3. Click the name of the folder to modify.
4. Update the **Name** field.
5. Click the **Save** button to save your changes.

Procedure Steps: How to Put Existing Favorites into a Folder

1. On the Primary Navigation, click the **Personalize** icon. A new window opens.
2. On the Secondary Navigation Panel, click **Favorites**.
3. On the Favorites page, click the row for the favorite you wish to add to the folder.
4. Click the **Copy** link.
5. On the Secondary Navigation Panel, to the left of **Favorites**, click the Expand ⊞ icon to expand.
6. Click the name of the folder.
7. On the Favorite Folder Properties page, click the **Paste** link.

Page Types

A page is a screen that displays data stored within Financial. Financial uses pages to display data stored within Financial, to enter new data into Financial, and to maintain or update existing data. Financial has three types of pages: document, inquiry, and reference table, shown in Figure 4.

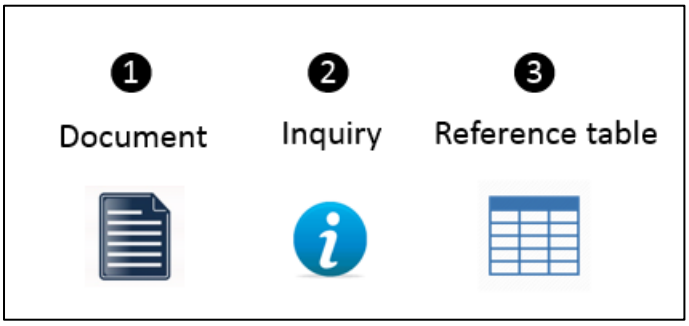


Figure 4: Types of Pages

Each page is identified in two ways: the Page Description and the Page Code. The Page Description is the full name of the page (for example, My Requests). The Page Code is a shortened version of the name, usually 3-5 characters in upper case (for example, XREQ or RQHISTM). Each page type is described in Table 12.

Table 12: Types of Pages and Examples of each Page Type

Page Type	Definition	Example	
		Page Code	Page Description
Document	An electronic form used to enter and record transactions and activities in Financial.	PO1	Purchase Order
		XREQ	Requisition
Inquiry	A page that displays summary and detailed information from successfully processed documents, for viewing only.	LFDOCSCH	Lifecycle Document Search
		RQHISTM	My Requests
Reference table	Pages that control how the application functions and provide valid values (codes) for data entry.	COMM	Commodity
		UOM	Unit of Measure
		VCUST	Vendor/Customer

Only the document has workflow for approval. Inquiries and reference tables do not have approvals.

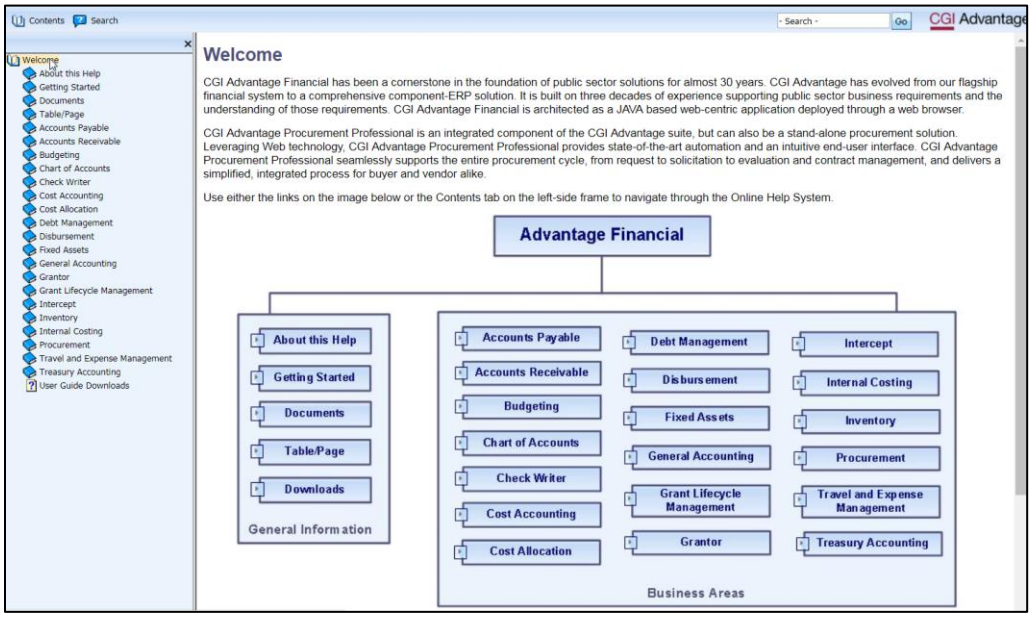
Using Online Help

Financial has application, page, and field-level help to assist you when using the system.

Application Help

The Application Help (App Help) icon on the Primary Navigation Panel opens the online support documentation for Financial in a separate window. The Online Help window has its own navigation panel on the left which includes a Table of Contents and a Search feature. Once a topic is selected in the Table of Contents, the article will display in the Main Content Pane. Some articles may contain links to other related articles for reference.

FINANCIAL ONLINE HELP PAGE



With Contents selected, clicking the Welcome link will expand it to display a list of help topics. These help topics contain further expandable links to information on each topic. The help contents include:

- About this Help
- Getting Started
- Documents
- Table/Page
- Business Areas: including Accounts Payable, Accounts Receivable, Budgeting, Chart of Accounts, Fixed Assets, General Accounting, Inventory, and Procurement

Application help provides general information for Financial and each major business area.

Clicking a topic area, for example Accounts Payable, further expands and displays the subtopics. A corresponding page opens on the right, with each click in the left column. Within each topic area, the following information may be included.

- Business Area Overview
- Common Terminology
- Document Information
- Common Business Tasks

Procedure Steps: How to Search for Information in the Online Help Content

1. On the Primary Navigation Panel, click the App Help 

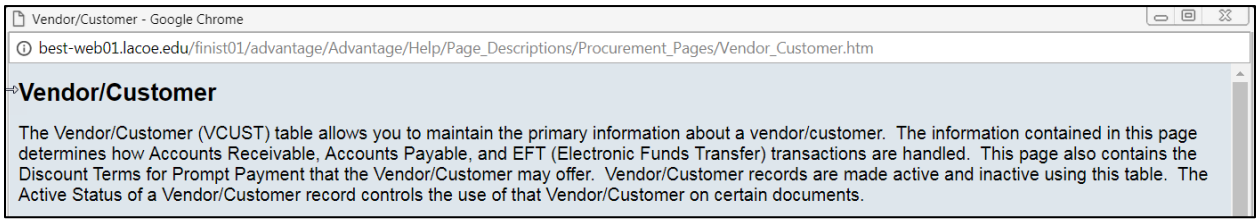
icon.
2. In the top left, click the **Welcome** link to view all topics.
3. To search by key word, in the **Search** field, enter one or more keywords.
4. Click the **Go** button to launch the search. Results display in the left-hand pane.
5. On the left-hand pane, click a topic to view the online help for that page.

	*If help does not open in a new browser window, refer to Appendix E for the steps to update your Chrome configurations to allow pop-ups. For other browsers, refer to the browser help for steps to allow pop-ups.*

Page Help

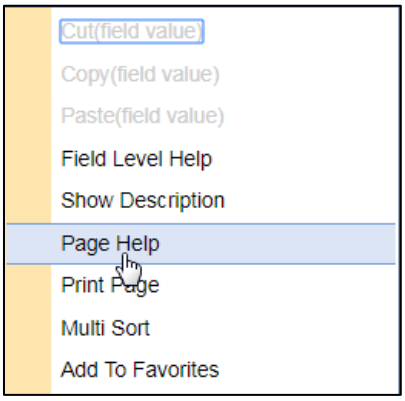
Online help is available from a document page or inquiry page. Help opens up directly to the content for the current document or page.

PAGE HELP SAMPLE



Procedure Steps: How to Access Page Help

1. On the page, right-click with the mouse and select **Page Help**.



2. Depending on your browser settings, the help page may open in a new window.
3. In the top right corner, click the  to close the browser window.

Field-Level Help

From a document or inquiry page, you can access online help for a specific field.

Procedure Steps: How to Access Field Level Help

1. Click in a field.
2. On the page, right-click on the mouse and select **Field Level Help**.



3. Depending on your browser settings, the help page may open in a new window.
4. In the top right corner, click the X to close the browser window.

Wildcard and Range Characters

The Search feature enables users to browse documents and pages by specifying certain criteria. When entering search criteria, text can be typed in upper or lower case. All text is automatically converted to upper case for the search parameter. Entering an exact value (name, date, description, etc.) in a field limits the search results.

Commas can be used to provide multiple search criteria. For data that contains commas, enclose the search criteria within single quotes. For example, enter 'Construction, Inc.' in the Vendor field in order for the criteria to be treated as one entry.

A wildcard is a character that can be used to represent one or many characters when specifying search criteria in FIN. Range characters can be used to narrow search results. Wildcard and Range characters are shown in Table 13.

Table 13: Wildcard and Range Characters

Wildcard/Range Characters	Example
Asterisk (*)	If 01* is entered, FIN returns all records that begin with 01. If *01* is entered, FIN returns all records that contain 01 anywhere in the field. If *01 is entered, FIN returns all records that end in 01. A search consisting of a lone asterisk and no other alphanumeric characters retrieves every record from the database.
Colon (:)	If 1/1/2018 : 6/30/2018 is entered in the Create Date field on the Document Catalog, all documents created on or after 1/1/2018 and on or before 6/30/2018 are returned in the search.
Greater Than (>)	If > 9/1/2018 is entered in the Create Date field on the Document Catalog, all documents created after September 1, 2018 are returned in the search.
Greater Than or Equal To (>=)	Adding the equal sign after the greater than symbol (>=) (for example, >= 9/1/2018) results in documents created on or after September 1, 2018 being returned in the search.
Less Than Sign (<)	If < 12/6/2018 is entered in the Create Date field on the Document Catalog, all documents created before December 6, 2018 are returned in the search.
Less Than or Equal To (<=)	Adding the equal sign after the less than symbol (<=) (for example, <= 12/6/2018) results in documents created on or before December 6, 2018 being returned in the search.

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