



Financial Management Solutions

FMS User Guide

Budget and Senior Administrator
Processes

Version 8.9

Revision Date: May 8, 2007

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Procedures for Requisition Approvers

- Do not use the back button to navigate to previous pages. Using the back button may cause you to lose data. Instead use the menu or the Cancel button for navigation.
- Check your Worklist on a daily basis.
- Senior Administrators will serve as *Special Category* approvers for institutional memberships. Such requisitions will be routed from the requester to the respective College Dean for approval. This approval is not dollar based. Once approved by the Dean, the requisition will be routed for dollar-amount approvals as required.
- When at all possible, recycle rather than deny a requisition. This will save time for the requester.
- If recycling or denying a requisition, make sure to add a comment in the comment field on why the requisition is being recycled or denied. Include any instructions on what the requester should do next. You can also use the comment function to send comments to the next approver if there is one. For example, if the next approver is a Vice President, the Senior Administrator may want to include a comment for that person. You may also receive comments from prior approvers.
- You may reassign your worklist for a period of time (e.g., vacation or sabbatical leave) to another colleague who has the same or higher security access by filling out the *BG@100 FMS Alternate Workflow Approver Form* which is available at the BG@100 web site. Directions for how to submit the form are included on the form.
- If a requisition sits in an approver's or requester's worklist for three business days, he or she will receive an e-mail reminding him/her to access the worklist. An email will also be sent to the workflow administration alerting him/her that the requisition has gone for three business days without any action being taken on it.



Following is a sample of this e-mail notification.

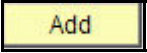


To: lbeeman@bgnnet.bgsu.edu
Subject: Fwd: FMS Worklist Notification

Date: Thu, 11 Jan 2007 08:51:52 -0500 (EST)
From: psoft-admin@bgsu.edu
To: aomar@bgsu.edu
Subject: FMS Worklist Notification

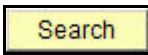

Our records indicate that you have worklist transactions that require your attention.
Please access your worklist in FMS to complete the approval process.

 **EXPRESS STEPS: Budget Inquiry**

➤ **To create a budget inquiry:**


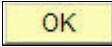

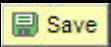
- **Commitment Control > Review Budget Activities > Budgets Overview.**
- Click **Add a New Value** tab.
- Enter a name for the inquiry and click .
- For the **Ledger Group** select **Appropriation Ledger Group** for *Department Cost Centers* or **Projects Ledger Group** for *Projects/Grants*.
- Enter the **Department Cost Center** or the **Project/Grant**.
- Click .
- Click  (Show Budget Details) for Operating.

➤ **To view your budget using an inquiry that has been created:**

- **Commitment Control > Review Budget Activities > Budgets Overview.**
- Click **Find an Existing Value**.
- Enter the name of the inquiry in the **Inquiry Name** text box.
- Click .
- Click  again.


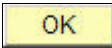

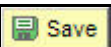
EXPRESS STEPS: Requisition Approval

➤ To Approve a Requisition:

- Click **Worklist**.
- Click the link to the requisition.
- To see the Vendor or comments from the requester, click the **Requisition Details link** and the requisition link. A new window opens.
- To view line comments that were added to the requisition, click . After reading the comments click  to return.
- To see the Ship To address click  (Schedule Details) and click the **Ship To** link.
- Close the new window that was opened.
- Add comments if you desire for the next approver to see.
- Click  to approve the requisition.

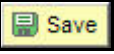
EXPRESS STEPS: Requisition Recycle

➤ To Recycle a Requisition:

- Click **Worklist**.
- Click the link to the requisition.
- To see the Vendor or comments from the requester, click **Requisition Details** and the requisition link. A new window opens.
- To view line comments that were added to the requisition, click . After reading the comments click  to return.
- To see the Ship To address click  (Schedule Details) and click the **Ship To** link.
- Close the new window that was opened.
- Select **Recycle** from the **Approval Action** drop-down list.
- Enter a comment explaining why the requisition was recycled and provide instructions on how to correct it.
- Click  to recycle the requisition.

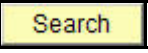
EXPRESS STEPS: Requisition Denial

➤ *To Deny a Requisition:*

- Click **Worklist**.
- Click the link to the requisition.
- Select **Deny** from the **Approval Action** drop-down list.
- Enter a comment explaining why the requisition was denied.
- Click  to deny the requisition.

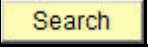
EXPRESS STEPS: Requisition Approval Status


➤ *To check the requisition approval status:*

- **BGSU Menu > Workflow > Monitor Requisition Worklist**
- Enter your departmental requester's name in the **Requester** text box or enter the **Requisition ID** or date ranges.
- Click .
- View the **Worklist** and note the statuses displayed.

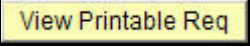

EXPRESS STEPS: Requisition Document Status

➤ *To check the requisition document status:*

- **Purchasing > Requisitions > Review Requisition Information > Document Status**
- Enter your departmental requester's name in the **Requester** text box
- Click .
- Click the desired requisition link.



 **EXPRESS STEPS: Requisition Viewing**

➤ **To View a Printable Requisition:**

- Click **Worklist**.
- Click the link to the requisition.
- Click . A PDF (portable document file) of the requisition will display. You may print this if you desire.
- View the requisition. Click  to close the window.

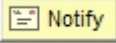

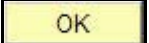
 **EXPRESS STEPS: Detailed Vendor Viewing**

➤ **To Verify Vendor Location and Other Vendor Details:**

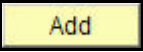
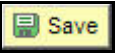

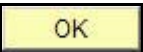
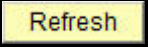
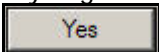
- Click the **New Window** link at the top of the page.
- From the **Menu Pagelet** select **Vendors > Vendor Information > Add/Update > Vendor**.
- Enter the search criteria and click .
- From the **Search Results** list, click desired vendor link.
- Click  to close the window.



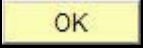
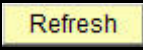
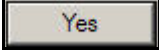
 **EXPRESS STEPS: Notification Email**

➤ **To send a notification Email with a link to the FMS page you are presently viewing. NOTE:** Your recipient must have the same or higher level of security to access this page.

- From the desired FMS page, click .
- Enter the **To** field. If necessary click .
- Enter the **CC and BCC** fields if desired.
- Enter the **Subject**.
- Select the **Priority**.
- Enter the **Message** and click .

 **EXPRESS STEPS: Creating Reports Listing LOW Requisitions**

- **To create a report that lists requisitions for less than \$1500:**
 - **BGSU Menu > Purchasing > Reports > PO Req LT 1500 Report**
 - Click the **Add a New Value** tab
 - Enter a name for your report request in the **Run Control ID** text box
 - Click 
 - Enter the range of dates you want to view in the **From Date** and **To Date** fields
 - Enter the Project/Grant number or DCC number
 - Click 
 - Click 
 - From the Process Schedule Request page, click the drop-down arrow for the Server Name field and select **PSNT**
 - Click 
 - Click the **Process Monitor** link
 - Click  until the **Run Status** is **Success** and the **Distribution Status** is **Posted**
 - Click the **Details** link
 - Under **Actions**, click the **View Log/Trace** link
 - Under **File List** on the View Log/Trace page, click the link to the PDF file
 - If you get a Security Warning box asking if you want to open the site, click 
 - To print the report, click **File, Print**

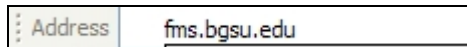
- **To run a report from a run control you have already created:**
- **BGSU Menu > Purchasing > Reports > PO Req LT 1500 Report**
 - Click  at the **Find an Existing Value** tab
 - If necessary, click the name of the Run Control Id from the Search Results list
 - If necessary, change the date range and/or DCC or Project/Grant number
 - Click 
 - Click 
 - Click the **Process Monitor** link
 - Click  until the **Run Status** is **Success** and the **Distribution Status** is **Posted**
 - Click the **Details** link
 - Under **Actions**, click the **View Log/Trace** link
 - Under **File List** on the View Log/Trace page, click the link to the PDF file
 - If you get a Security Warning box asking if you want to open the site, click 
 - To print the report, click **File, Print**

Signing in to PeopleSoft Financial Management Solutions (FMS)



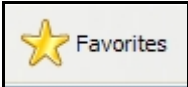
Use the following steps to sign in to PeopleSoft FMS.

1. Open a Web browser.
2. Enter **fms.bgsu.edu** in the **Address** text box.



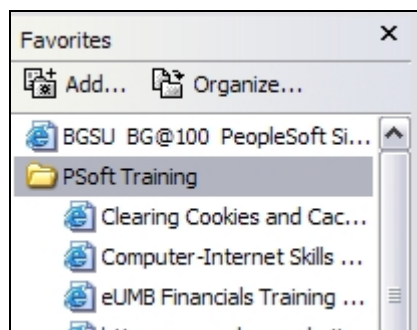
3. Press the **Enter** key.
The FMS Sign-In page is displayed along with the Universal Resource Locator (URL) address for FMS.




4. Add this address to your **Favorites** list by clicking the **Favorites**  icon.
5. Click the **Explorer** icon in front of the address and drag it to the top of your **Favorites** list.



6. The **Address** should now appear in your **Favorites** list. The next time you need to sign in, just click the **Favorites** Icon and click the **Address** from the list.



7. Enter your **BGNet Username** and **Password**.

8. Click .



B G @ 1 0 0 F M S

[BG@100 FMS SIGN-IN]

BGNet Username

Password:

For assistance, please contact the Technology Support Center at 419-372-0999 or email tsc@bgnnet.bgsu.edu

Viewing Your Budget

Before you can view your budget you must first create a new Budget Overview inquiry.



Use the following steps to create a budget inquiry:

1. Sign in to FMS.

The Menu Pagelet is displayed at the left of the screen.



2. Click **Commitment Control**.

The Commitment Control Navigation Page is displayed.



3. Click **Budgets Overview** in the **Review Budget Activities** folder.

The Budgets Overview search page is displayed. In order to create an inquiry you have to select the Add a new Value tab.



You can tell if a tab is selected by its color. The active tab is dark blue.

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

Find an Existing Value | Add a New Value

Inquiry Name: begins with

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

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

BUDGET TYPE

- Click the **Add a New Value** tab.
The Budgets Overview – Add a New Value page is displayed.

Budgets Overview

Find an Existing Value | **Add a New Value**

Inquiry Name:

Add

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

- Enter a name in the **Inquiry Name** text box. *Please note you cannot have embedded spaces in the name.* If you want your name to be two words, format the name as such:

Engl_026100
This names the inquiry for future use.

- Click 
The Budget Inquiry Criteria page is displayed.

Budget Inquiry Criteria
Budget Overview

Inquiry: ENGLISH Description:

Amount Criteria Search | Clear | Reset

Budget Type

*Business Unit: BGSUN Ledger Group/Set: Ledger Group Ledger Group:

View Stat Code Budgets
 Display Chart

Time Span

*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CC_APPROP		<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Customize | Find | View At | First | 1 of 1 | Last

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add	Budget Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Update/Add	<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Closed <input checked="" type="checkbox"/> Hold

- Enter a description of the Budget Inquiry in the **Description** field box. For example you could enter the Department Cost Center number as the description so that you would know exactly which DCC this inquiry is for.

Budget Inquiry Criteria
Budget Overview

Inquiry: ENG_026100 **Description:** DCC 026100

- Click  next to **Ledger Group**.
The possible Ledger Groups are displayed.

Look Up Ledger Group

SetID: BGSUN
Ledger Group: begins with []

[Basic Lookup](#)

Search Results

View All First [] 1-8 of 8 [] Last

Ledger Group	Description	Ledger Group Type
CC_APPROP	Appropriation Ledger Group	Expense
CC_DETAIL	Detail Ledger Group	Expense
CC_GRANT	Detailed Budget	Expense
CC_LINE_AP	Line Item Budget Group	Expense
CC_LN_ATH	BUDGET LEDGER-APPROP-ATHL	Expense
CC_PROJECT	Projects Ledger Group	Expense
CC_REV	Revenue Ledger Group	Revenue
CC_REV_INC	Revenue Incrementation Ldg Grp	Revenue


- Click **Appropriation Ledger Group**.
*Please note that this ledger group is for Department Cost Centers only. If you want to view a grant or project budget, you must select **Projects Ledger Group**.
You are returned to the Budget Inquiry Criteria page.*
- To see a bar chart representing the budget, click the **Display Chart** check box.
A chart reflecting the budget information will be automatically built.

Budget Type

*Business Unit: BGSUN  Ledger Group/Set: Ledger Group [] Ledger Group: CC_APPROP 

View Stat Code Budgets **Display Chart** 

Appropriation Ledger Group


 Right-clicking on the chart enables you to save the chart that is built. Once saved, you can insert the chart into other documents.

CHARTFIELD CRITERIA

- Enter your Department Cost Center number in the DCC text box found in the **ChartField From Value** column. In the example below the DCC for the English Department,

026100, is entered. If you want to view the budgets for a range of Department Cost Centers, you can also enter a DCC in the **Chartfield To** column, for example 026999.

ChartField Criteria				
ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add
DCC	026100 <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add
Fund	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	Update/Add


 The percent sign, %, is the wild card character. If entering search data in a text box that contains a percent sign, you must delete the percent sign.

12. Click 

The totals appear on the **Budget Overview** page.

Inquiry Results
Budget Overview

Business Unit: BGSUN
Ledger Group: CC_APPROP Appropriation Control Budget
Type of Calendar: Detail Budget Period
Amounts in Base Currency: USD
Revenue Associated

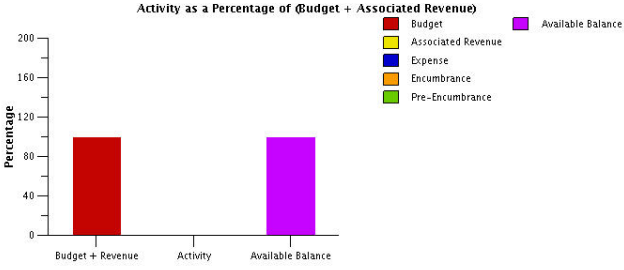
[Return to Criteria](#) Max Rows: [Display Options](#) 

Ledger Totals (2 Rows)

Budget:	2,208,686.00	Net Transfers:	0.00
Expense:	0.00		
Encumbrance:	0.00		
Pre-Encumbrance:	9,002.79		
Budget Balance:	2,199,683.21		
Associate Revenue:	0.00		
Available Budget:	2,199,683.21		

Chart

Activity as a Percentage of (Budget + Associated Revenue)



Budget Overview Results

	Ledger Group	Account	Fund	DCC	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available
1	CC_APPROP	OPERATING	10000	026100	2007	31,043.00	0.00	0.00	9,002.79	22,040.21	71.00
2	CC_APPROP	PERSONNEL	10000	026100	2007	2,177,643.00	0.00	0.00	0.00	2,177,643.00	100.00

[Return to Criteria](#) [*Notes](#)


13. Click  (Show Budget Details) for Operating.

The Budget Details page is displayed.

Ledger Amounts			
Budget:	31,043.00 USD		
Expense:	0.00 USD		
Encumbrance:	10,992.48 USD		
Pre-Encumbrance:	4,551.43 USD		

[Attributes](#)
[Parent / Children](#)
[Associated Budgets](#)

14. Click .

15. Click  to save this inquiry.

Once you have added a Budget Overview Inquiry, you can use that inquiry to view your budget.



Use the following steps to view a budget overview inquiry:



1. Sign in to FMS.
2. Click **Commitment Control**.
3. Click **Budgets Overview** in the **Review Budget Activities** folder.
4. Click the **Find an Existing Value** tab.

The Budgets Overview – Find an Existing Value page is displayed.

5. Click .

If you have only created one budget overview inquiry, you will be taken immediately to the Budget Overview page. If there is more than one budget overview inquiry, the Search Results are displayed, as shown below.

Search Results	
View All	First
1-3 of 3	
Last	
Inquiry Name	Description
ENGALL	dccc026100thru026999
ENGLISH	dcc026100
GRANT1	10250001

6. If Search Results are displayed, click the name of the Budget Overview you want to view.
7. To delete a Budget Overview inquiry, click  from the Budget Overview page.
8. Click **Sign Out** to end your session or click  to add another inquiry.



If you have budgets for Projects or Grants, you should set up Budget Overview Inquiries for those as well.

Understanding the Requisition Amount Approval Page

Let's first look at the anatomy of a **Requisition Amount Approval Page**. At the top of the page is general information about the requisition.

BGSUN will automatically be the default for the Business Unit on all requisitions.

Requisition number

Name of Requester

Clicking the Requisition Details link enables you to see greater detail, such as the Vendor name, Ship To location, and comments entered by the requester.

Requisition Amount Approval
Unit: BGSUN Req: 0000000444 Requester: Training Requester1 [Requisition Details](#)
*Approval Action: **Approve** Approval Status: In Process [View Printable Req](#)

A requisition can be approved, recycled, or denied. Clicking this drop-down box enables you to select the appropriate approval action option.

The options for the Approval Status are In Process and Completed.

Clicking this button builds a PDF file of the requisition which you then can view.

Comments: The **Comments** section is used if you recycle or deny a requisition. In the Comments section you would enter the reason why the requisition was denied. Comments may also be entered by the requester for recycled requisitions. When you receive the corrected requisition back for approval from the requester, any comments that they may have entered in this section will be displayed. You may also see a comment from a prior approver or enter a comment for the next approver.

Comment
This requisition has been denied. The workshop for which we were purchasing this has been canceled.

Clicking this button enables you to spell check whatever you enter in the Comment text box.

Amounts Details: The **Amounts Details** section shows the date the requisition was entered and the total amount.

Amount Details	
Requisition Date:	11/06/2006
Total Amount:	1,797.750 Dollar
Total Base Amount:	1,797.750 Dollar

Line Details: The **Line Details** section provides more detail. Here you see a description of the item(s) ordered, the quantity ordered and the item price.

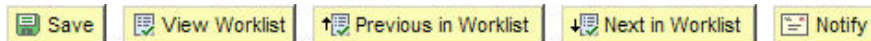
Line Details											
Line	Sched	Status	Description	Category ID	UOM	Req Qty	Item Price	Amount	Currency	Buyer	RFQ Required
1	1	Active	MFG#FA1-12 Background Paper Vh	00055	EA	20.0000	39.95000	799.00	USD	MIRELAN	N
2	1	Active	MFG#FA20-12 Background Paper	00055	EA	15.0000	39.95000	599.25	USD	MIRELAN	N

Distributions/Chartfields: The **Distributions/ChartFields** section shows you the Fund, Department Cost Center, and Account. The Department Cost Center (DCC) is what used to be the Agency/Org number and designates a department that is based on a fiscal year period. If the requisition is for a Project or a Grant, the Project/Grant chartfield and the Activity Chartfields will be displayed instead of the DCC.


You may also see requisition lines referencing other DCCs or Project/Grants outside of your area of appropriation. In this instance, the costs are being shared with another DCC or Project/Grant. Such requisitions will need to be approved by all the parties involved.

Distributions/ChartFields											
Line	Sched	Distrib	Amount	GL Unit	Fund	DCC	Account	Program	Project/Grant	Activity	Rev Class
1	1	1	799.00	BGSUN	10000	006100	53900				
2	1	1	599.25	BGSUN	10000	006100	53900				
3	1	1	399.50	BGSUN	10000	006100	53900				

Processing Buttons: The Processing Buttons enable you to save the approval action, view your entire worklist, view the previous requisition in your worklist, view the next requisition in your worklist and, send an email with a link to the page you are presently viewing. **NOTE:** The recipient of the mail must have the same or higher level of security to access and view the page.



Other Links—In the upper right corner of the page there are a number of other links.

[New Window](#) | [Help](#) | [Customize Page](#) |  | [Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

New Window enables you to open a new window in FMS and perform another task. By opening a new window you can perform more than one task at the same time.

Help accesses PeopleSoft FMS help pages.

Customize Page enables you to make changes to some of the page settings such as the order of where the mouse pointer moves when the tab key is pressed.

http copies the URL of the current page to the clipboard.

Home takes you back to the FMS home page.

Add to Favorites enables you to mark a page you use frequently so that you can open that particular page quickly and easily.

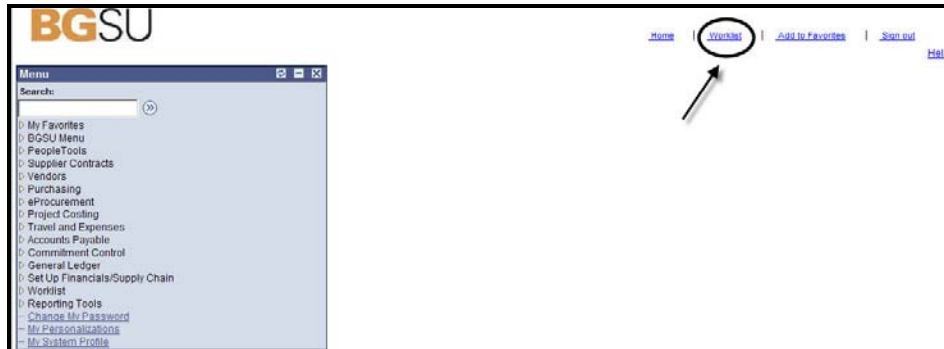
Sign out signs you out of the system. Clicking Sign out is the proper way to end your FMS session.

Approving a Requisition



Use the following steps to view and approve a requisition:

1. If necessary, sign in to FMS.
2. Click **Worklist**.




3. Close the **Menu Pagelet** by clicking on the **Close** button in the upper right corner.



4. Your **Worklist** is displayed. Your worklist should look similar to the one below:

Worklist for APPB01: Training Budget Approver							
Detail View							
Work List Filters: <input type="text"/>							
From	Date From	Work Item	Worked By/Activity	Priority	Link	Mark Worked	Reassign
Requester 1	10/23/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		9. BGSUN_0000000079	Mark Worked	Reassign
Training Requester 1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		25. BGSUN_0000000110	Mark Worked	Reassign
Training Requester 1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		42. BGSUN_0000000138	Mark Worked	Reassign
Training Requester 1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		43. BGSUN_0000000132	Mark Worked	Reassign
Training Requester 1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		44. BGSUN_0000000133	Mark Worked	Reassign
Training Requester 1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		45. BGSUN_0000000135	Mark Worked	Reassign
Training Requester 1	10/31/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		50. BGSUN_0000000156	Mark Worked	Reassign
Training Requester 1	10/31/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		51. BGSUN_0000000152	Mark Worked	Reassign

5. Click the blue link for the desired requisition.
*The **Requisition Amount Approval** page is displayed.*
6. To see more details on this requisition, click the **Requisition Details** link.
A new window is opened.
7. Click the Maximize button  to maximize the window.

8. Click the **Requisition** link.

Your **Requisitions** page will be similar to but will not exactly match the data in the following screen captures.

Unit	Requisition	Status	Requester	Req Date	Total Amt
BGSUN	000000444	ending	Training Requester1	11/06/2006	1,797.750 USD

9. Your page should look similar to the one below. You can now see who the Vendor is.

10. Click the **Shipment Details** button at the end of the line.

Line	Item ID	Description	Vendor ID	Name	Req Qty	UOM	Am
1		MFG#FA1-12 Background Paper Wh	0000006046	Laube Imaging Products	20.0000	Each	799.00 USD
2		MFG#FA20-12 Background Paper	0000006046	Laube Imaging Products	15.0000	Each	599.25 USD
3		MFG#FA26-12 Background Paper	0000006046	Laube Imaging Products	10.0000	Each	399.50 USD

11. The **Shipment Details** page is displayed. Click the **Ship To** link to see the Ship To address.

Sched	Due Date	Ship To	Req Qty	Amount	Revision
1		61040	20.0000	799.00 USD	


12. Click .
The **Shipment Details** page returns.

13. Click .
The **Line Details** page returns.

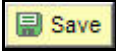
14. The line **Details** page is displayed. If the requester has entered comments, the comments icon at the end of the line will include lines . Click this icon to see the comments .

15. After reading the comments, click . The **Line Details** page returns.

16. Click .
You are back to the **Requisitions** page.

17. Close the window by clicking the close button  in the upper right corner of the window. You are now at the *Requisition Amount Approval* page that you first accessed from your Worklist.


Do not close the window using the Sign Out link. This will exit you out of the FMS session.

18. To approve this requisition, click . Please note that the default **Approval Action** is **Approve**. Don't mistakenly approve a requisition that you want to recycle or deny.

19. Note the **Approval Status**. It will either be **Complete** or **In Process**, depending on the circumstances. If you are the final approver for this requisition, the **Approval Status** will be **Complete**. If you are *not the final approver* for this requisition, the Approval status will be **In Process**.

Regardless of the status, the link for this requisition ID will disappear from your worklist.



20. You can now either click  or you can click **Sign Off** to sign off of the system.



When a requisition has been approved *by all required approvers*, an e-mail will be sent to the requester stating the requisition number that was approved. Following is a sample of this e-mail notification.

```
Date: 15-Nov-2006 14:26:43 -0500
From: <psoft-admin@bgsu.edu>
To: <bg100test3@bgsu.edu>
Subject: Amount Requisition Approved
```

```
Requisition 0000001036 entered on 2006-11-14 has been approved.
```


Recycling a Requisition



Use the following steps to view and recycle a requisition:

1. If necessary, sign in to FMS and click **Worklist**.
2. Close the **Menu Pagelet** by clicking on the **Close** button in the upper right corner.



3. Your **Worklist** is displayed. Your worklist should look similar to the one below:

Worklist for APPB01: Training Budget Approver

[Detail View](#) Work List Filters:

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Requester 1	10/23/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		6_BGSUN_000000076	Mark Worked	Reassign
Training Requester1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		35_BGSUN_000000110	Mark Worked	Reassign
Training Requester1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		42_BGSUN_000000136	Mark Worked	Reassign
Training Requester1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		43_BGSUN_000000132	Mark Worked	Reassign
Training Requester1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		44_BGSUN_000000133	Mark Worked	Reassign
Training Requester1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		45_BGSUN_000000135	Mark Worked	Reassign
Training Requester1	10/31/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		50_BGSUN_000000156	Mark Worked	Reassign
Training Requester1	10/31/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		51_BGSUN_000000152	Mark Worked	Reassign

4. Click the blue link for the desired requisition.
*The **Requisition Amount Approval** page is displayed.*

Requisition Amount Approval



Unit: BGSUN Req: 0000000444 Requester: Training Requester1 [Requisition Details](#)


*Approval Action: Approval Status: In Process

5. To see more details on this requisition, click [Requisition Details](#).
A new window is opened.

6. Click the Maximize button  to maximize the window.

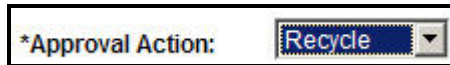
7. Click the **Requisition** link .

The **Line Details** page is displayed. You can now see who the Vendor is. Note if the comments icon include lines. Click the  icon to view the comments. If you want to view the **Ship To** location, click the  icon to access the **Shipment Details** page and then click the **Ship to** link.

8. To return to the **Requisition Amount Approval** page, click the **OK** button, the **Return** Button, and the **Return** button. Close the window by clicking the close button  in the upper right corner of the window.

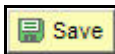
9. You should be back to the window with the **Requisition Amount Approval** page. Click the **Approval Action** drop-down box and select **Recycle**.

Please note that the default **Approval Action** is **Approve**. Don't mistakenly approve a requisition that you want to recycle or deny.



10. When you recycle a requisition you need to add a comment letting the requester know why it is being recycled. This comment will appear in the e-mail notification that is automatically sent to the requester. This message will also appear on the Requisition Amount Approval page that is sent back to the Requester's worklist. Enter an appropriate comment in the Comment text box:



11. You are ready to recycle the requisition. Click . Note the **Approval Status**. It will be **In Process**.

12. You can now either click  or you can click **Sign Off** to sign off of the system.

 When a requisition is recycled, an e-mail will be sent to the requester stating the requisition number that has been recycled. The comment you entered in the **Comment** text box is included in the e-mail. Following is a sample of this e-mail notification.

```

Date: 17-Nov-2006 10:14:03 -0500
From: <psoft-admin@bgsu.edu>
To: <BG100TEST1@bgsu.edu>
Subject: Requisition 0000000228 has been Recycled.

Your Requisition 0000000228 has been recycled by the designated approver (NHWHEEL). Please check your worklist inbox.
cost wrong/ s/b $224
    
```

Denying a Requisition



Use the following steps to view and deny a requisition:

1. If necessary, sign in to FMS and click **Worklist**.
2. Close the **Menu Pagelet** by clicking on the **Close** button in the upper right corner of the **Menu Pagelet**.
3. Your **Worklist** is displayed. Your worklist should look similar to the one below:

Worklist for APPB01: Training Budget Approver							
Detail View							
Work List Filters: <input type="text"/>							
From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Requester 1	10/23/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		6_BGSUN_000000076	Mark Worked	Reassign
Training Requester1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		35_BGSUN_000000110	Mark Worked	Reassign
Training Requester1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		42_BGSUN_000000136	Mark Worked	Reassign
Training Requester1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		43_BGSUN_000000132	Mark Worked	Reassign
Training Requester1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		44_BGSUN_000000133	Mark Worked	Reassign
Training Requester1	10/24/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		45_BGSUN_000000135	Mark Worked	Reassign
Training Requester1	10/31/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		50_BGSUN_000000156	Mark Worked	Reassign
Training Requester1	10/31/2006	Req Approval Worklist	BGSU Custom Requisition Amount Approval		51_BGSUN_000000152	Mark Worked	Reassign

4. Click the blue link for the desired requisition.
*The **Requisition Amount Approval** page is displayed.*
5. Click the **Approval Action** drop-down box and select **Deny**.

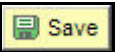
*Please note that the default **Approval Action** is **Approve**. Don't mistakenly approve a requisition that you want to recycle or deny.*


*Approval Action:

6. When you deny a requisition you need to add a comment letting the requester know why it is being denied. This comment will appear in the e-mail notification that is automatically sent to the requester. Enter an appropriate comment in the Comments text box:

Comment

Requisition is denied because it is too close to end of fiscal year. Resubmit after July 1.



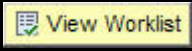
7. You are ready to deny the requisition. Click .

8. You can now either click  or you click Sign Off to sign off of the system.

Viewing a Printable Requisition



Use the following steps to view a printable requisition:

1. If necessary, sign in to FMS and click **Worklist**.
2. Close the **Menu Pagelet** by clicking on the **Close** button in the upper right corner of the **Menu Pagelet**.
3. Your **Worklist** is displayed.
4. Click the blue link to desired requisition.
*The **Requisition Amount Approval** page is displayed.*
5. Click .
6. The requisition is displayed in a new window. After you have viewed the requisition click  to close the window.
7. You can now either click  or you click Sign Off to sign off of the system.

Viewing Detailed Vendor Information



Use the following steps to view detailed vendor information:

1. If necessary, sign in to FMS. You need to access the **Menu Pagelet**.
2. From the **Menu Pagelet**, click **Vendors, Vendor Information, Add/Update**, and **Vendor**.

The Vendor Information Search page is displayed.



If you will be looking up vendor information often, it would be a good idea to put this Vendor Information Search page in your **Favorites**.

3. Click the **Name 1** drop down box and select *contains*.
4. Enter the text for your search criteria in the **Name 1** text box.

5. Click .

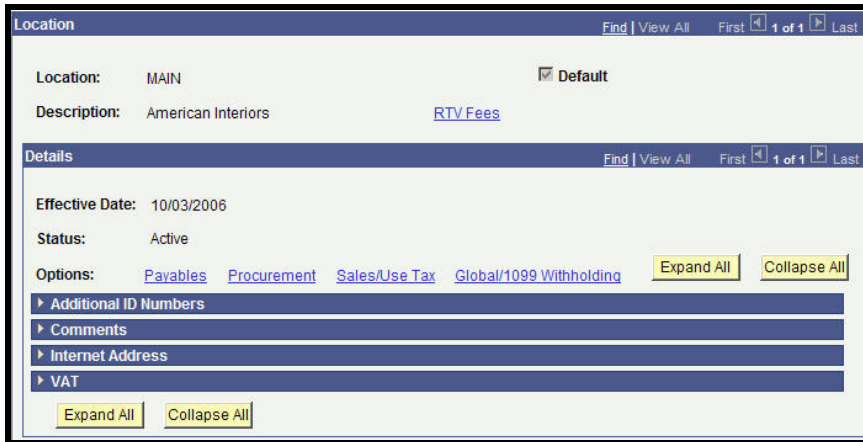
The search results are displayed.

6. Click the desired vendor name.

The summary information for that vendor is displayed. In this example, you can see that the Order and Remit To addresses are different.

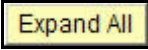
Summary	Identifying Information	Address	Contacts	Location	Custom
SetID:	BGSUN				
Vendor ID:	0000008235				
Vendor Short Name:	AMERINTERI	AMERINTERI-001			
Vendor Name:	American Interiors				
Order:	AMERINTERI-001	Remit To:	AMERINTERI-001		
	302 S. Byrne Rd.		PO Box 73442		
	Toledo, OH 43615		Cleveland, OH 44193		
Status:	Approved	Last Modified By:	MIRELAN		
Persistence:	Regular	Last modified date:	10/10/2006 3:50PM		
Classification:	Supplier	Created By:	MIRELAN		
HCM Class:		Created Date/time:	10/03/2006 7:09PM		
Open for Ordering:	Yes	Last Activity Date:	10/10/2006		
Withholding:	No				
VAT:	No				

7. Click the **Address** tab for further information about the vendor address.
8. Click the **Contacts** tab for further information about the sales representative.
9. Click the **Location** tab for information on how you conduct business with this vendor.



10. Click **Payables**.

The Payables Options page is displayed.


11. To see all the Payables options click .

Scroll down the screen to look at all the payables options.

12. Click .

13. Click **Procurement**.

The Procurement Options page is displayed.

 When you are working in a new window be sure to close it using the close button in the upper right corner of the window. If you close the window by clicking Sign Out, you will sign yourself out of the system.

14. Click .

Checking the Requisition Approval Status

The *Monitor Worklist* will allow you to track the approval status of a requisition, from the requester to all approvers (*Special Category Approvers, Grants/Project Approvers, Budget Administrator, Senior Administrator, Vice-President, and President*). Additionally, the monitor displays one of three statuses: *Available* (requisition is available to be selected by an approver but it has not yet been selected), *Selected* (requisition has been selected by an approver but no action has been taken on it), and *Worked* (approver has selected an Approval Action and has saved the Requisition Approval Page).



Use the following steps to check requisition approval status:

1. If necessary, sign in to FMS.
2. From the **Menu Pagelet** click **BGSU Menu, Workflow, Monitor Requisition Worklist**.



3. The **Search Worklist** page is displayed. Enter the desired search criteria and click **Search**. For example, you may want to see the approval status for the requisition enter by your departmental **Requester**.

The screenshot shows the 'Search Worklist' interface. It includes a search bar for 'Req ID:' and a 'Requester:' field. Below these are 'From Date:' and 'To Date:' fields with calendar icons. To the right of the date fields are two buttons: 'Search' and 'Clear Search'.

- The **Worklist** is displayed. Note the following columns: *Requisition ID, Requisition Status, Date, Worklist Name, Requester (username), Approver (username of approver), Worklist Instance Status, Instance Worked/Date/Time, and Instance Available Date/Time.*

In the following example, the requisition is *available* for the approver to select. The requisition is in the approver's worklist but no action has been taken on it.

Worklist											
Requisition ID	Requisition Status	Date	Work List Name	Requester	Originator	Approver	Worklist Instance Status	Instance Worked Date/Time	Instance Available Date/Time	Instance ID	Transaction ID
1 0000002704	Pending	04/05/2007	Req Approval Worklist	AMYWEST	bgsched	MCBROOM	Available		04/05/07 5:15:53PM	2200	2200

- In the following example, the requisition has been *selected* by the approver but he or she has yet to select an approval action. The approver is reviewing the requisition details.

4 0000001656	Pending	03/14/2007	Approve ChartFields Worklist	ALLEENDA	WMANNIN	JMILLIG	Selected		04/09/07 9:53:56AM	716	716
--------------	---------	------------	------------------------------	----------	---------	---------	----------	--	--------------------	-----	-----

- In the last example, the requisition has been *worked* by the approver. The approver has selected an approval action and has saved the **Requisition Amount Approval** page.

Worklist											
Requisition ID	Requisition Status	Date	Work List Name	Requester	Originator	Approver	Worklist Instance Status	Instance Worked Date/Time	Instance Available Date/Time	Instance ID	Transaction ID
1 0000002670	Pending	04/05/2007	Approve ChartFields Worklist	ALLEENDA	bgsched	WMANNIN	Worked	04/09/07 9:54:26.000000AM	04/09/07 8:02:31AM	712	712

Checking the Requisition Document Status


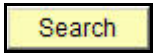
Requisition Document Status inquiry will give you the ability to track and review requisitions through the purchasing and payment cycle.



Use the following steps to check the requisition document status:

1. If necessary, sign in to FMS.
2. From the **Menu Pagelet** click **Purchasing, Requisitions, Review Requisition Information** and **Document Status**.

The Requisition Document Status page is displayed. There are a number of ways you can search for a requisition. You can search using the Requisition ID number, Requisition Status, Requisition Date, Origin, Requester Username, or the Description.

3. If necessary, enter **BGSUN** as the **Business Unit**.
4. Click  for Requester.
5. Search for the username of the desired departmental requester. Click the **Requester** username.
6. Click .

A list of the requisitions entered the Requester's username is displayed.

- Click the desired **Requisition ID** link.

Your page will look similar to the following. You are able to see the **Requisition ID**, **Status** and **Budget Status**. Under **Associated Documents** you can view the other documents connected to this requisition. In the example below you can see that a purchase order was created, the item was received, a voucher was posted and a check was posted.

Req DOC Status											
Business Unit:	BGSUN	Req ID:	0000001128	Status:	Complete						
Document Date:	03/01/2007	Document Type:	Requisition	Budget Status:	Valid						
Currency:	USD	Amount:	106.81								
Requester:	Amani M Snyder										
Associated Document											
						Customize	Find	View All	First	1-4 of 4	Last
Documents		Related Info									
SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location				
	BGSUN	0000100918	PO	Compl	03/02/2007	0000007009	MAIN				
	BGSUN	0000001029	Receipt	Received	03/05/2007	0000007009	MAIN				
	BGSUN	00005416	Voucher	Posted	03/05/2007	0000007009	MAIN				
BGSUN		0000001777	Payment	Posted	03/08/2007	0000007009	MAIN				

- Click  to check the status of another requisition.

Creating Reports Listing LOW Requisitions



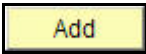
Use the following steps to create a report that lists all LOW Requisitions:

Requesters are approvers for any requisition they enter that is under \$1500. These requisitions go straight to Purchasing to be sourced to a purchase order without coming first to the Budget Administrator for approval. Therefore, Budget Administrators should regularly run the report that lists all requisitions under \$1500 to keep track of what purchases are being made that are under \$1500. The following directions take you step-by-step through the process for creating this report.

21. Sign in to FMS and navigate to **BGSU Menu, Purchasing, Reports, PO Reg LT 1500 Report**.



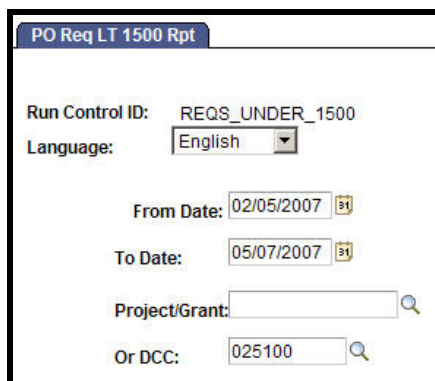
22. The **PO Reg LT 1500 Report** page is displayed. Click the **Add a New Value** tab.


23. Enter a name for your report request in the **Run Control ID** text box. There cannot be any embedded spaces in the name. Click .



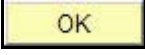
24. Enter the range of dates you want to view in the **From Date** and **To Date** fields.

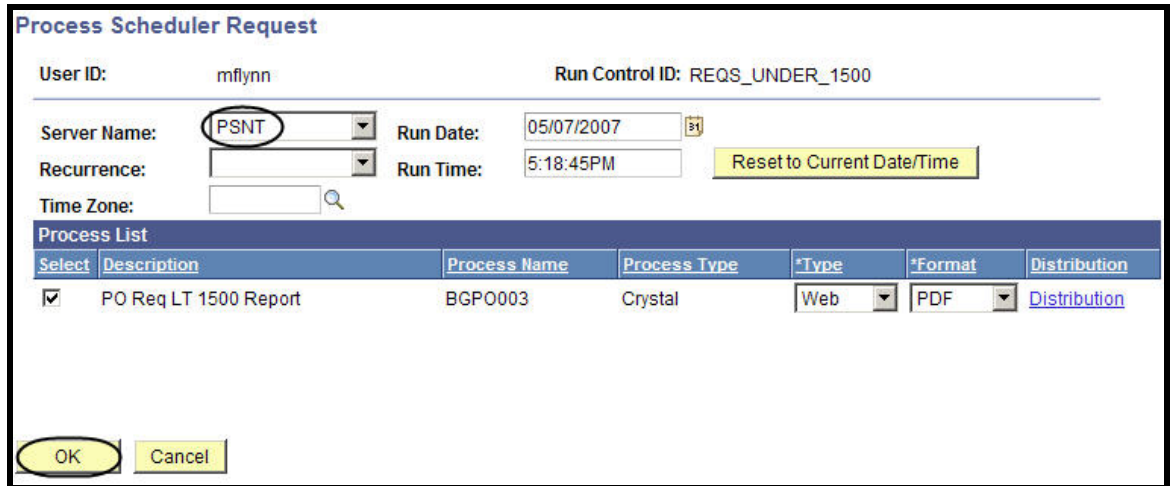
25. Enter the Project/Grant number or DCC number for the requisitions you want to view.



26. Click  to save your report request. The next time you want to view the requisitions under \$1500 you will not have to recreate your request.

27. Click .

28. The Process Schedule Request page opens. Click the drop-down arrow for the Server Name field and select **PSNT**. Click .



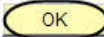

Process Scheduler Request

User ID: mflynn Run Control ID: REQS_UNDER_1500

Server Name: **PSNT** Run Date: 05/07/2007
 Recurrence: [] Run Time: 5:18:45PM
 Time Zone: []

[Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO Req LT 1500 Report	BGP0003	Crystal	Web	PDF	Distribution


29. Click the **Process Monitor** link.

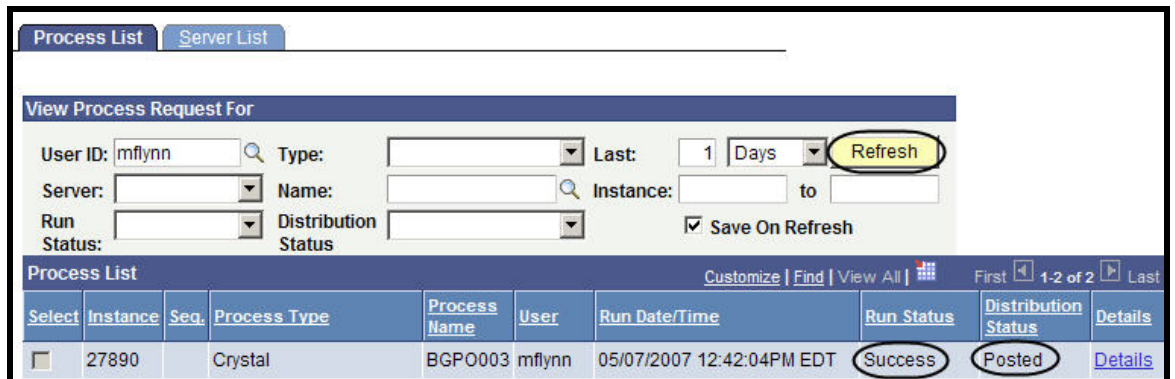


PO Req LT 1500 Rpt

Run Control ID: REQS_UNDER_1500
 Language: English


[Report Manager](#) [Process Monitor](#) 

30. Click  until the **Run Status** is *Success* and the **Distribution Status** is *Posted*.



Process List [Server List](#)

View Process Request For

User ID: mflynn Type: [] Last: 1 Days 
 Server: [] Name: [] Instance: [] to []
 Run Status: [] Distribution Status: [] Save On Refresh

Select	Instance	Seg	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	27890		Crystal	BGP0003	mflynn	05/07/2007 12:42:04PM EDT	Success	Posted	Details

31. Click the **Details** link at the end of the line.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	27965		Crystal	BGPO003	mflynn	05/07/2007 5:18:45PM EDT	Success	Posted	Details

32. Under **Actions**, click the [View Log/Trace](#) link.

Actions

[Parameters](#) Transfer

[Message Log](#)

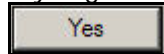
Batch Timings

[View Log/Trace](#)

33. Under **File List** on the View Log/Trace page, click the link to the PDF file.

Name	File Size (bytes)	Datetime Created
BGPO003_27965.PDF	63,609	05/07/2007 5:21:48.000000PM EDT
Message Log	0	05/07/2007 5:21:48.000000PM EDT
PeopleSoft Trace File	512	05/07/2007 5:21:48.000000PM EDT

34. If you get a Security Warning box asking if you want to open the site, click



35. The Report is displayed. At this point you can view it online or go to **File** and **Print** to print it.

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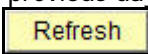
Report ID: BGPO003
Project:
Dept Id: 025100

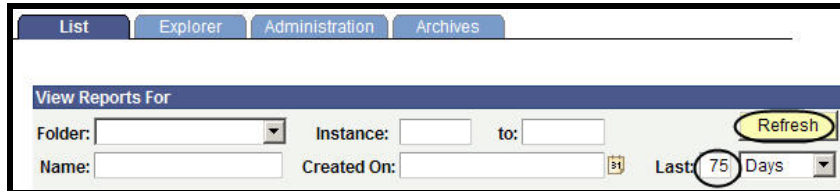
LIST OF REQUISITIONS LESS THAN \$1500

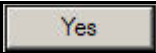
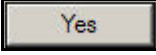
From 2/5/2007 To 5/7/2007


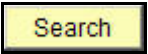
Run Date 5/7/2007
Run Time 9:46:23 AM

REQ ID	STATUS	DATE	ORIGIN	REQUESTER	REQ TOTAL AMT					
000000196	Approved	2/5/2007	LOW	LNTREEG	530.00					
Line: 1 Item: Copier service for Jan Vendor: Goodremont's Inc Category: 44120000 Office supplies										
Sched Ln	Sched Amt	Dist Line	Amount	Account	Dept Id	Fund	Class	Program	Project	Activity
1	530.00	1	530.00	53100	025100	10000				
			Req Dist Amt:	530.00						
000000477	Approved	2/22/2007	CNF	Req11	250.00					
Line: 1 Item: Confirming - pipettes, Vendor: Fisher Scientific Co Category: 41121600 General laboratory glassware a										
Sched Ln	Sched Amt	Dist Line	Amount	Account	Dept Id	Fund	Class	Program	Project	Activity
1	100.00	1	100.00	53450	025100	10000				
Line: 2 Item: Beakers Vendor: Fisher Scientific Co Category: 41121600 General laboratory glassware a										
Sched Ln	Sched Amt	Dist Line	Amount	Account	Dept Id	Fund	Class	Program	Project	Activity
1	150.00	1	150.00	53450	025100	10000				
			Req Dist Amt:	250.00						

-  Once you have run your report, another way you can access it is from the Menu Pagelet by navigating to **Reporting Tools** and **Report Manager**.
- The default setting is for only the reports created in the past day to be displayed. If you want to view a report you created on a previous day you need to enter the number of days you want to display and click . Reports are available for up to 75 days.




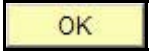

Click the link to the report. Click  if you get security warnings. Under **File List**, click the link to the PDF file. If you get a Security Warning box asking if you want to open the site, click . The Report is displayed. At this point you can view it online or go to **File** and **Print** to print it.

36. When you have finished with the report click  to close the window. This report will remain in your Report Mgr for 75 days.
37. If you want to run the report you created for a new time frame or different DCC or Project/Grant, click **BGSU Menu, Purchasing, Reports, PO Reg LT 1500 Report**.
38. The **Find an Existing Value** tab should be selected. Click .
39. If you have only created one Run Control ID you will be taken directly to the **PO Req LT 1500 Rpt** page. If you have created more than one Run Control ID, click the Run Control ID for the Under \$1500 Report from the list that is displayed.



Run Control ID	Language Code
DISPATCH_PO	English
PO_AUTO_SOURCE	English
REQS UNDER 1500	English
REQ_AMOUNT_APPROVAL	English
REQ_APP_WORKFLOW	English

40. If necessary, change the date range and/or the DCC or Project/Grant number for the requisitions you want to view.
41. Click .

42. Click .
43. Click the **Process Monitor** link.
44. Click  until the **Run Status** is *Success* and the **Distribution Status** is *Posted*.
45. From the Menu Pagelet, click the **Details** link at the end of the line.
46. Follow steps 12 through 16 to display the report.

Keyboard Shortcuts

People Soft includes keyboard shortcuts that can be used as alternatives to using the mouse. There are two categories of these keyboard shortcuts: hot keys and access keys. A printable list of these shortcuts is available while online by pressing Ctrl+K while on a search or transaction page.

Hot Keys

When any one of the following hot key combinations is pressed the corresponding action occurs. Several of the hot key combinations perform different actions depending on the currently active page. The following table outlines the shortcuts that you can use in place of clicking the equivalent action button.

<u>Hot Keys</u>	<u>Action</u>
ALT + 1	Save a page in a transaction. Moves to the Search or Add button on a search or look up page. Moves to the OK button on a secondary page.
ALT+2	Returns to the search page from the transaction page.
ALT+3	View the next row in the list when the button is active.
ALT+4	View the previous row in the list when the button is active.
ALT+5	Accesses the Look Up page in place of the magnifying glass or calendar prompt. Opens the Calendar Prompt.
ALT+6	Opens the pop-up window on a page.
ALT+7	Inserts a row in a grid in place of the plus sign or scroll area.
ALT+8	Deletes a row in a grid in place of the minus sign or scroll area.
ALT+9	Accesses the Help line.
ALT+0	When in Expert Entry mode, activates the Refresh button, which validates the data entered on the page.
ALT+.	View the next set of rows in a grid or scroll area.
ALT+,	View a previous set of rows in a grid or scroll area.
ALT+/	Finds data in a grid or scroll area.
Alt+'	Views all rows of data in a grid, scroll area, or search page results list.
Alt+\	Toggles between Add a New Value and Find an Existing Value on a search page.
CTRL+J	Displays the system information page.

CTRL+K	When on a search or transaction page, accesses a page with a list of keyboard navigation shortcuts using hot keys and access keys.
CTRL+Y	Toggles the Menu Pagelet between collapse and expand.
CTRL+Z	Accesses the menu search box.
CTRL+TAB	Toggles the focus through the frame set.
ENTER	Activates the OK button, where appropriate. On a search page, activates the Search button. On a Look Up page, activates the Lookup button.
ESC	Activates the Cancel button, where appropriate.

Access Keys

Access keys can be used for page tabs to help you move between pages in a component. Access keys are identified by the underlined letter in the page tab name. To access a page, press ALT plus the underlined letter, and then press ENTER.