BGSU/PeopleSoft

Financial Management Solutions (FMS) 8.9
Requester User Guide
April 2009

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Introduction

This guide is designed for those who have been designated as Requesters for PeopleSoft Financial Management Solutions (FMS). The Requester Role authorizes you to access FMS to perform the following functions:

- Enter and track purchase requisitions
- Access your worklist to process special category, recycled, or denied requisitions
- Enter and track purchase order receipts
- Track vouchers and vendor payments (including those for Check Requests)
- View your DCC or Project/Grant budget
- Enter and track journal entries
- Enter and track budget transfers
- View and confirm vendors for entry in Check Request Form
- View and confirm chartfield values (including those needed for Check Requests)

Guide Organization and Use

This guide is used both for training and as a production reference tool. It is divided in two primary sections. The first section of the manual includes in depth discussion with ample screen captures on understanding the primary FMS Requester documents: Requisitions, PO Receipts, Journal Entries, and Budget Transfers. This section also discusses when and how to track these documents in the system. Additionally, the use of FMS to complete check requests is also covered. The last section of the manual includes quick, step-by-step, procedures for entering these documents.

If you are new to FMS and are unfamiliar with using FMS to purchase goods and services and are not familiar with BGSU's business processes on purchasing, we suggest you read the entire guide.

If you are up-to-date with our purchasing business processes and you just need a guide to help you enter these documents, we suggest you refer to the back of the guide. If you need to, you can always refer to the in depth section on Requisitions, PO Receipts, Budget Transfers, Journal Entries, etc.

Companion Documents

This manual should be used in conjunction with the following documents

- Budget and Journal Transfer Forms **(Academic Departments Only)**

  http://www.bgsu.edu/offices/provost/budgeting/index.html

- Check Request Instructions
  http://www.bgsu.edu/downloads/finance/file60314.pdf

- Check Request (form)

  http://bgsu.edu/downloads/finance/file35613.pdf

- FMS Security Request Form

  http://bgsu.edu/downloads/finance/file35613.pdf

- FMS Item Category Codes

  http://www.bgsu.edu/offices/business/fms/page34858.html

- OnBase Web Client Document Toolbar (for viewing and printing scanned vendor invoices)

  http://www.bgsu.edu/downloads/cio/file52031.pdf

- University Policy on Purchasing, Sales and Disposal of University Property and Inventory Control

  http://www.bgsu.edu/downloads/finance/file57480.pdf

- Vendor Data/Registration Forms

  http://www.bgsu.edu/offices/purchasing/page49621.html

Helpful Web Sites

You may also visit the following Websites for additional FMS information:

Academic Affairs Budget Office

- http://www.bgsu.edu/offices/provost/budgeting/index.html

Business Operations Office

- http://www.bgsu.edu/offices/business/index.html

Controller's Office

- http://www.bgsu.edu/offices/controller/index.html

Grants Accounting (Restricted Fund Accounting)

- http://www.bgsu.edu/offices/controller/page52362.html

Office of Budgeting and Resource Planning

- http://www.bgsu.edu/offices/budget/index.html

Purchasing Department

- http://www.bgsu.edu/offices/purchasing/index.html

Helpful Phone Numbers

Accounts Payable Staff

Linda Leimgruber	Travel and Entertainment, Conference Registration, Airfare	2-2315
Karen Dauterman	Payment Orders, SC Orders (Vendors A-K), Departmental Purchase Orders	2-2314
Teri Gentry	Payment Orders, SC orders (Vendors L-Z), Statements, Report Distribution	2-2312
Connie Cadwallader	Verify and mail Accounts Payable checks, Internal charges	2-2313

Purchasing Card Administration

Teresa Coss	Purchasing Card Administrator	2-8595

FMS Support Staff

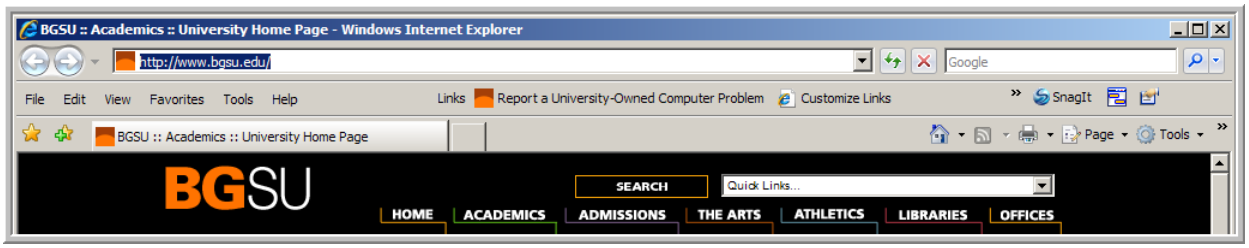
Trish Jenkins -	Functional Lead/GL	2-2208
Maureen Ireland	Functional Lead/AP and PO	2-8418
Cheryl Harouff	Vendor Consultant	2-9289
Chasity L McCartney	Functional Lead Post-Award Grants/AR	2-5807
Tom Kornacki	Functional Lead Pre-Award Grants	2-2481
Linda Larkin	FMS Applications Developer	2-4980
Bob Kupetz	MS Applications Developer	2-4967
Terry Brentlinger	MS Developer	2-2911S
David Hayes	FMS Security	2-9656

Signing in to PeopleSoft FMS Application

Use the following steps to sign in to PeopleSoft FMS Application

1. Open a web browser, for example, *Internet Explorer.*

2. Highlight the *bgsu.edu address* in the **Address** text box and press the **Delete** key.



3. Type the following : *fms*

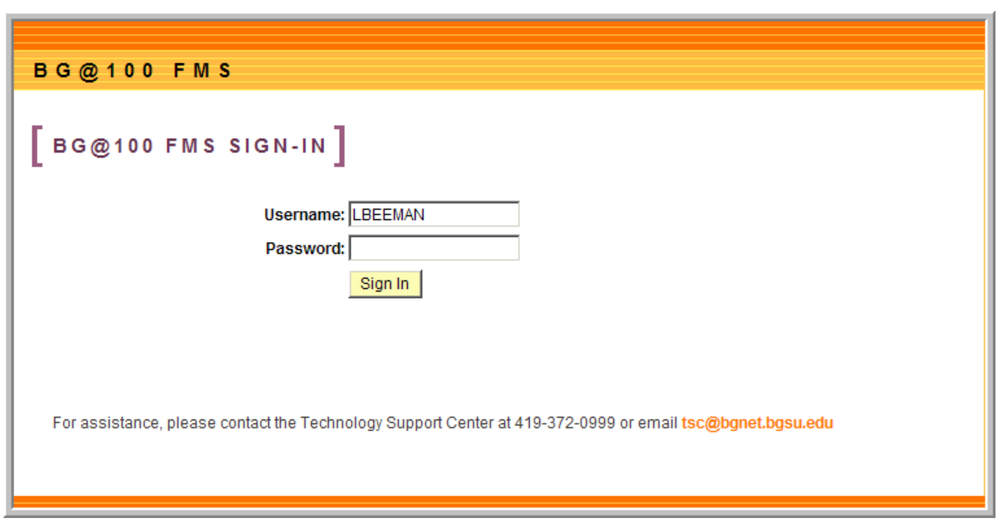
4. Press the **Enter** key.

   ➢ The **FMS Sign In** page is displayed.

5. Enter your BGSU **Username** and **Password**.

6. Click the Sign In button.

FMS Sign-IN Page



Understanding the Maintain Requisition Component

Introduction

There are two methods to enter a purchase requisition. The first method is to enter data on the three primary pages: **Requisition**, **Schedule**, and **Distribution**. The second method is to enter data using the **Requisition Default** page and the Requisition page.

This guide provides detailed instructions for the first method. We suggest you follow this method until you become more familiar with the **Maintain Requisition** component. Instructions are provided for using the Requisition Default page as well. You may try that as you gain experience with using FMS.

Navigation

To navigate to the **Maintain Requisition** component follow the navigation path below. Just click on each heading to move from one menu to the next.

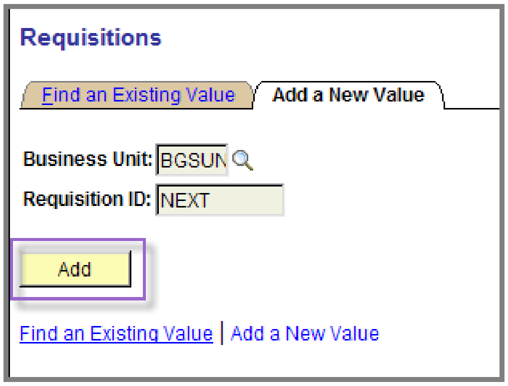
Navigation: From the **Menu Pagelet**, select **Purchasing > Requisitions > Add/Update Requisition**

Click **Purchasing**

Click **Requisitions**

Click **Add/Update Requisitions**

At the **Requisitions** page, click the yellow **Add** button .

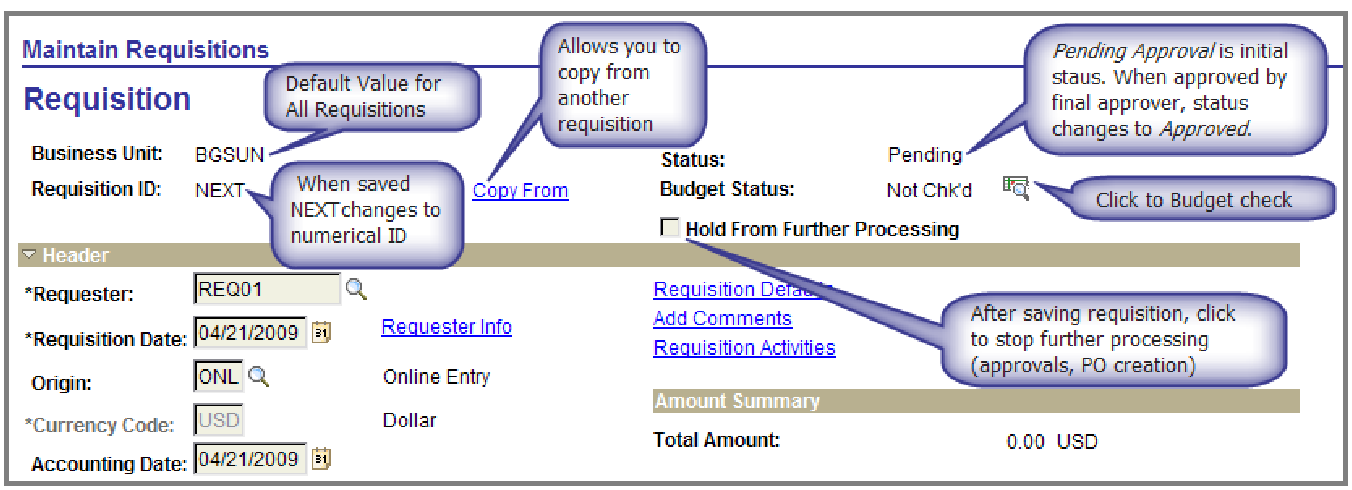


The framework of a requisition includes the following pages

- Requisition
- Schedule
- Distribution
- Requisition Defaults (only used if you are using the Requisition Default method to enter a requisition)

The Requisition Page

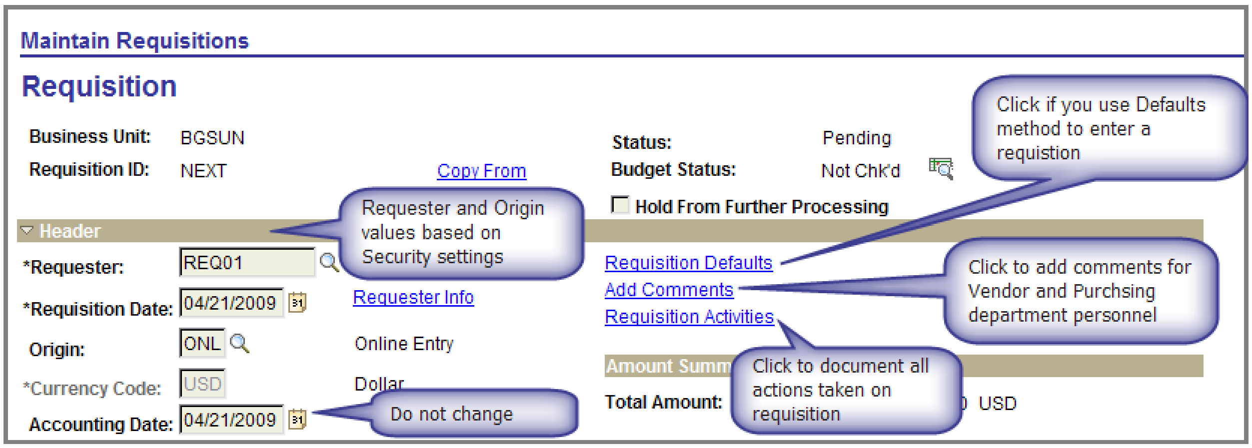
The **Requisition** page contains general information about the requisition. The top part of the page includes identifying information as shown in the following screen capture.



The remainder of the page consists of the **Header** and **Line** sections.

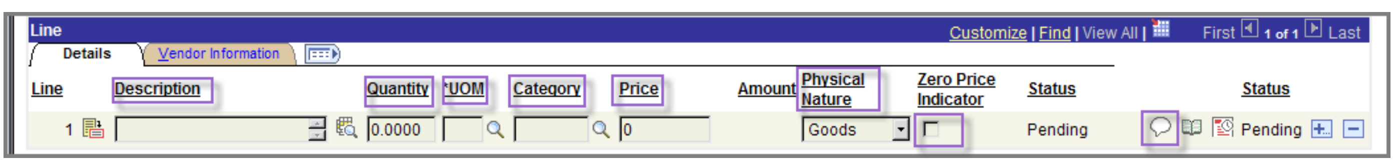
Header—The **Header** contains information about the *Requester*, *Requisition Date*, and *Origin* of the requisition. The required fields are marked with an asterisk.

Note: We do not use the **Add Items From** section.



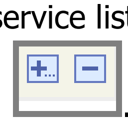
NOTE: The following screen captures show requisition lines that have been customized. The lines may not look exactly like your lines.

Line Details—The Line Details tab contains information about the item(s) being requested. This is where you will enter a detailed *Description* of the product or service, the *Quantity*, the *Unit of Measure*, the *Category* code, and the *Price*. You will also indicate whether you are requesting to purchase goods or a service.

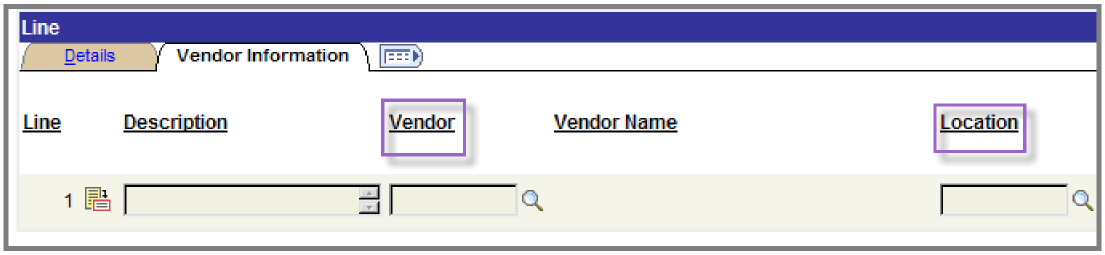


If the vendor is giving you "free goods" with this order, put those items on a separate line and check the box **Zero Price Indicator** (see above screen capture).

You may also add comments specific to the product/service listed in this line by clicking 

.To add additional requisition lines, click the plus sign . To delete lines, click the minus sign.

Line Vendor Information—The Line Vendor Information tab contains information about the *Vendor's Name* and the vendor *Location*.

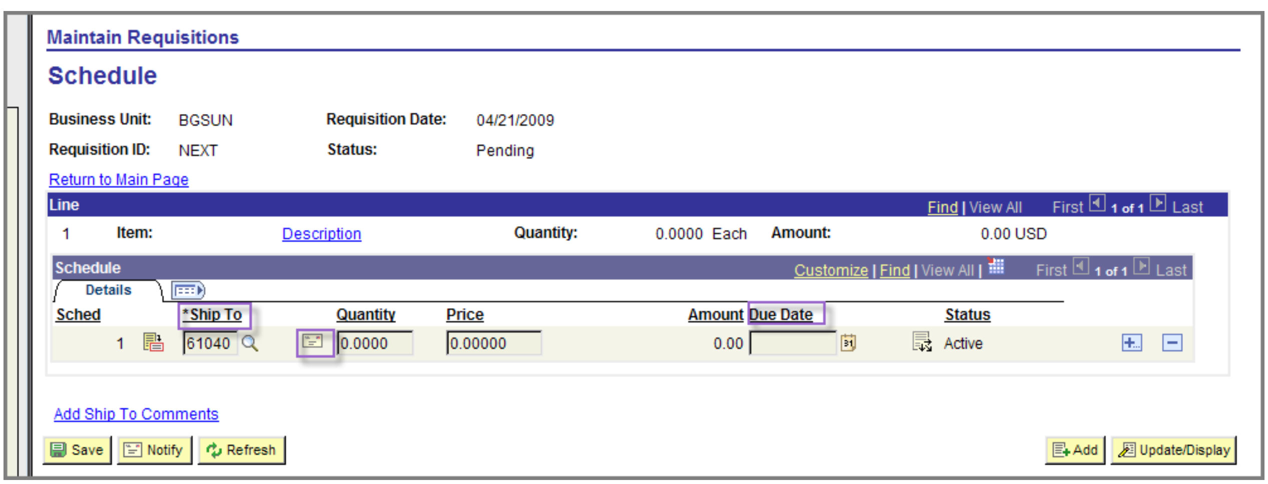


Having completed the required information on the first page, the **Requisition** page, you are ready to move on to the second page, the **Schedule** page. To access the Schedule page, click the **Details** tab.

The Schedule Page

The **Schedule** page contains information related to the delivery of the goods or services. To access the **Schedule** page, click the red and white Schedule icon. See following screen capture.

Schedule Details—The Schedule Details tab contains information about the *Ship To* location (*where you want* the goods to be shipped or the service to be performed) and the *Due Date* (*when you want* the goods to be shipped or the service to be performed).

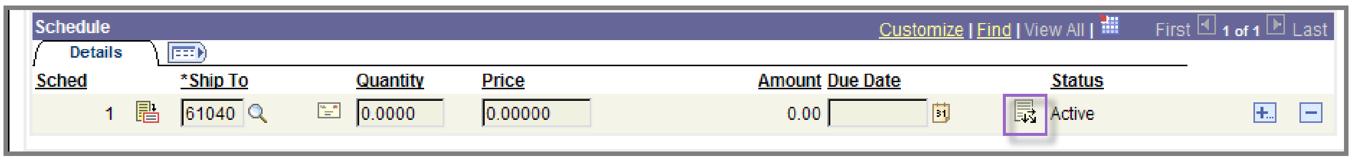


This page also allows you to enter a one-time ship to address. Note the envelope icon.

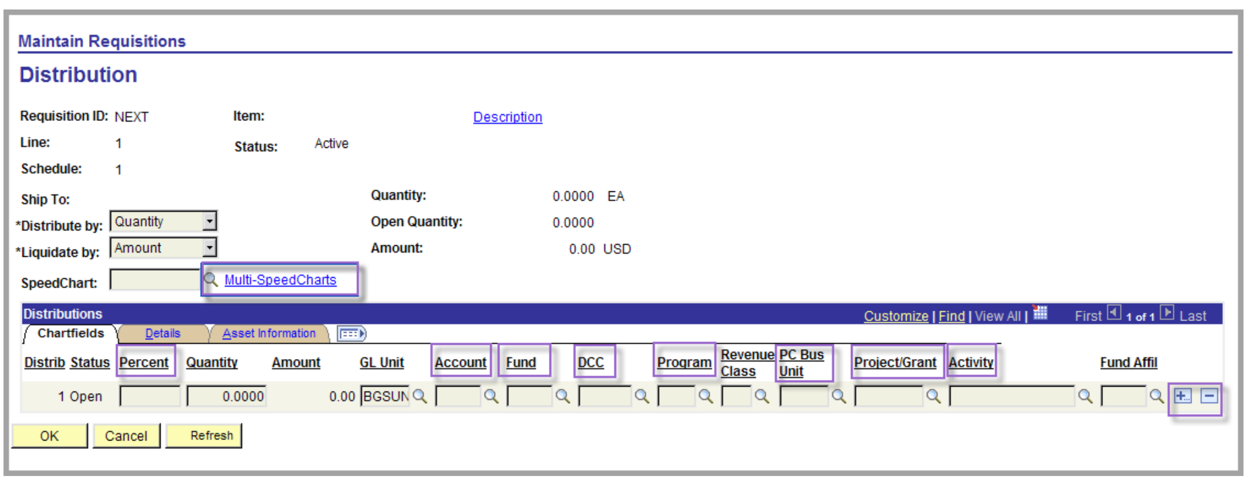
Having completed the required information on the second page, the **Schedule** page, you are ready to move on to the third and final page, the **Distribution** page.

The Distribution Page

The **Distribution** page lists the DCC or Project/Grant that will be charged the expense for the goods or services requested. In some cases, a DCC may share the cost of a purchase with another DCC or a Project/Grant. To access the **Distribution** page, click the black and white Distribution icon. See screen capture below.

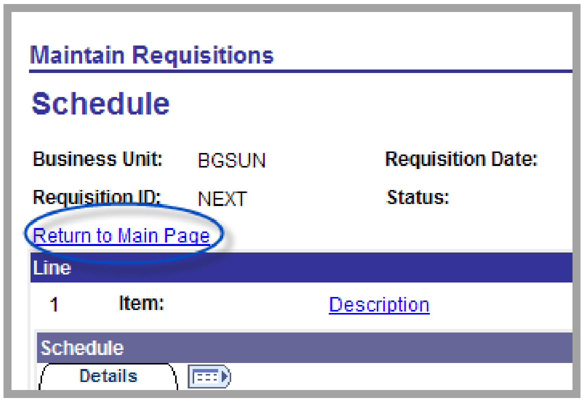


Distribution Chartfields—The Distribution Chartfields tab contains information on the expense *Account* code to be charged, the *Fund* code to be charged, and the DCC code to be charged. If the requisition is for a project or a grant, you will use either the SpeedChart lookup (magnifying glass) or the **Multi SpeedCharts** link to select the correct Fund, PC Business Unit, and Activity for the project or grant code.



If you are splitting a purchase with another DCC or Project/Grant, you will add a Distribution line and enter the **Percent** of the cost that each party will pay.

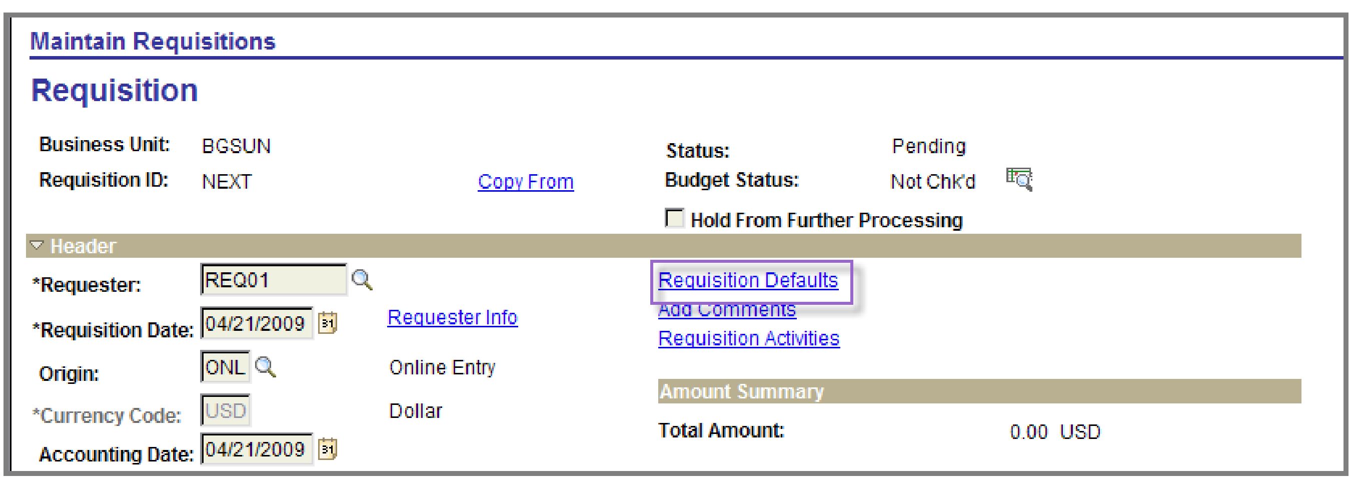
Having completed the **Requisition** page, the **Schedule** page, and the **Distribution** page, you may then save the requisition and then perform a budget check.   To save the Requisition, you will click the **OK** button from the **Distribution** page and then click the **Return to Main Page** link at the **Schedule** page.



Please note that you may save the requisition throughout its completion; you just need to make sure that all required fields on a given page have been entered.

The Requisition Defaults Page

The **Requisition Defaults page** is only used if you are using the Requisition Defaults method to enter a requisition. In this method, you will enter the vendor information, the shipping information, and the distribution information using this single page. You will then complete the information required on the first page, the **Requisition** page. To access the **Requisition Defaults** page, click the **Requisition Defaults** link.



The **Requisition Defaults** page consists of the following sections:

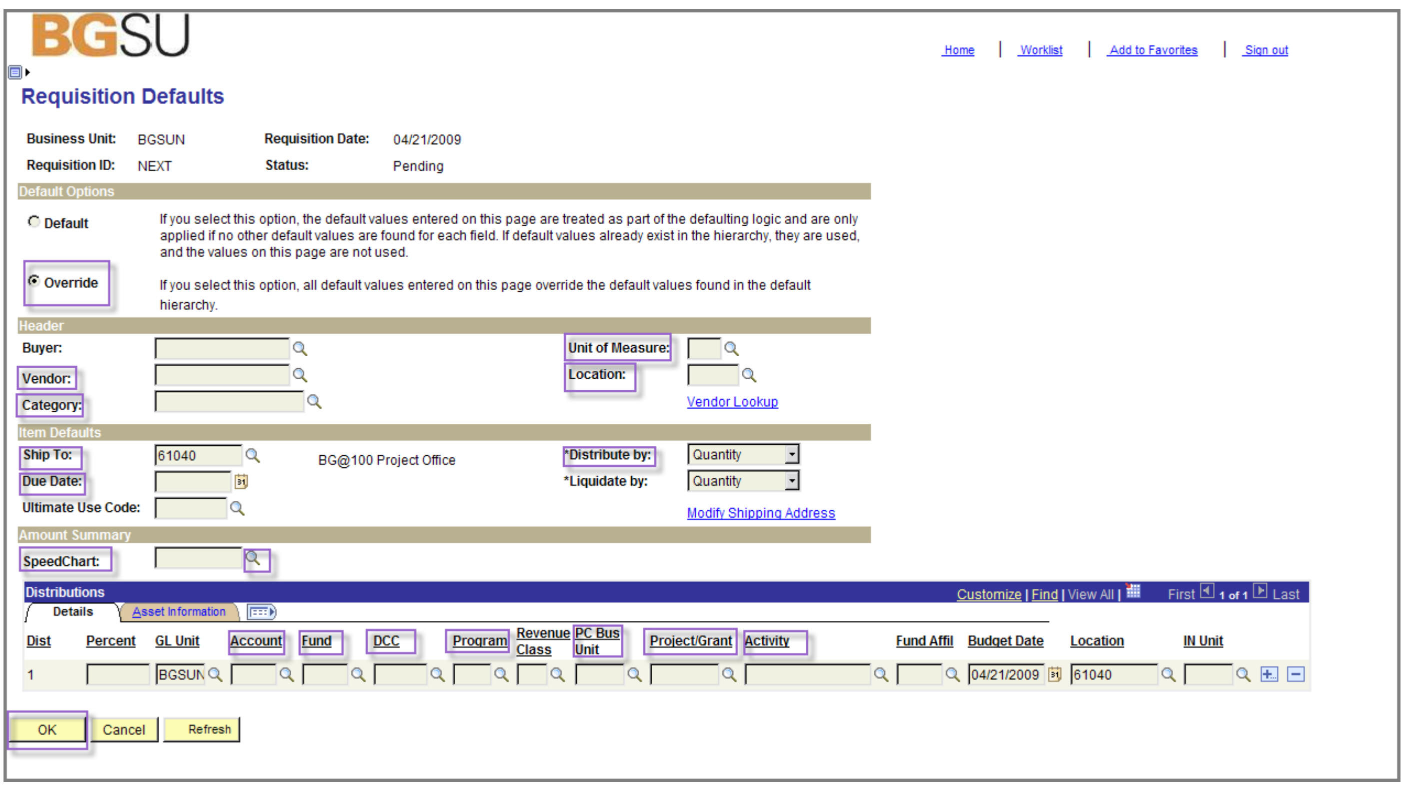
Default Options: The **Override** button should be checked.

Header: Used to select *Vendor*, *Category Code*, *Unit of Measure*, and *Vendor Location* etc.

Item Defaults: Used to change *Ship To* location, add *Due Date*, if needed, and change *Distribute By*. *Distribute By* must be changed to **Amount** for Blanket Requisitions/POs. **If this is not done**, your requisition will not be processed properly.

Amount Summary: Provides Access to a *SpeedChart* that you will use to enter codes for projects or grants.

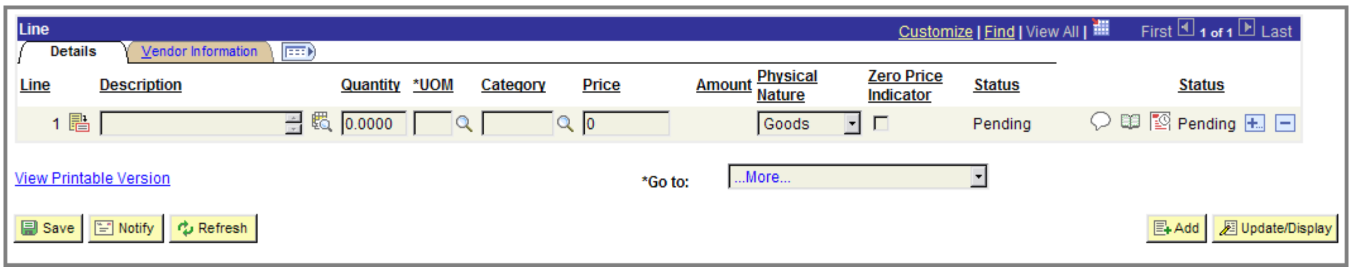
Distributions: Used to select expense *Account*, *Fund*, *DCC*, or *Project/Grant* codes to which this purchase should be charged.



Having completed the **Requisition Defaults** page, you will click the **OK** button to return to the **Requisition** page and complete the information required for that page (Description, Price, etc). After that, you will click **Refresh**, **Save**, and click the **Budget Check** icon.

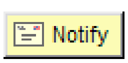
Processing Buttons and Hyperlinks

Finally, there are processing buttons at the bottom of the **Maintain Requisition** component pages and hyperlinks at the top of the pages.

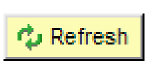


View Printable Version: Click hyperlink to view and print a printable version of the requisition.

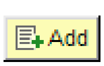
Click to save the requisition. May click as often as desired provided you have the required fields entered for that page.



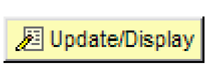
Click to access internal email. **DO NOT USE** for Requisitions. This is not necessary.



Click to update the page with new information entered.



Click to return to the **Add a New Value** tab, where you may add a new requisition.



Click to return to the **Find and Existing Value** tab, where you may search for an existing requisition.

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

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.

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.

Procedures for Entering a Requisition

- You need only enter a requisition under the following circumstances; otherwise, you should use your purchasing card. If the use of the purchasing card is impossible or impractical, you may submit a check request.
  - The purchase is for goods that total more than $3500
  - The purchase is for special category items (computers, audio/visual equipment, etc; see entire list below)

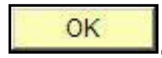
- Each requisition should only include all special category items or all non-special item categories, but not both, unless the items are related and from the same vendor, for example, a computer and a mouse and mouse pad. If both special category and non-special category items are included on the same requisition, the non-special items will be held up until the approval goes through for the special category items.
  - *Special Categories*: computers, computer printers, software, lasers, lab alcohol, radioactive isotopes, and audio/visual equipment.
  - *Non-Special Categories: everything else.*

- Each requisition should only be for a single vendor. One requisition can include multiple lines for a single vendor, but it should not include more than one vendor.

- Each requisition should include either all items being charged to a Department Cost Center (DCC) or all items being charged to Project/Grant. Do not combine DCC items with Project/Grant items on the same requisition unless the DCC and the Project/Grant are sharing the cost of this purchase.

- You must enter the exact price of each item minus sales tax. As a state institution, we do not pay sales tax. You do not need to include shipping charges; this is handled by the purchasing department who will note this on the purchase order itself.

- As a rule of thumb, always add comments to a requisition to help the Purchasing Department or the approvers better understand what is included on the requisition.

- Do not use the navigation buttons from your Web browser to navigate to previous pages. Using the Web browser's navigation buttons, such as a forward or backward arrow key, may cause you to lose data. Instead use the Main Menu Pagelet or links such as Return to Main Page, or buttons such as 

. There will always be a way to navigate directly from the FMS page. The button needed for navigation may be scrolled off the page.

- FMS ensures there is a system of checks and balances. The person who enters the requisition into the system, the *Requester*, cannot be the same person who approves the requisition, the *Approver*. When a requisition is electronically routed to an Approver (a Budget Administrator, for example) that person can take one of three actions:

    - **Approve the requisition.**

    - **Recycle the requisition,** which means the Approver wants a change made to the requisition. For example, the Approver may want the order placed with a Vendor other than the one entered on the requisition. When a requisition is recycled, the following occurs:

        1. The requisition approval page is routed to the Requester's Worklist.
        2. The Requester receives an email indicating the changes to be made.
        3. The Requester accesses the requisition and makes the changes,
        4. The Requester accesses his/her Worklist and the approval page for that requisition and changes the approval action from *recycle* to *approve*.

    - **Deny the requisition,** which means the requisition is cancelled.

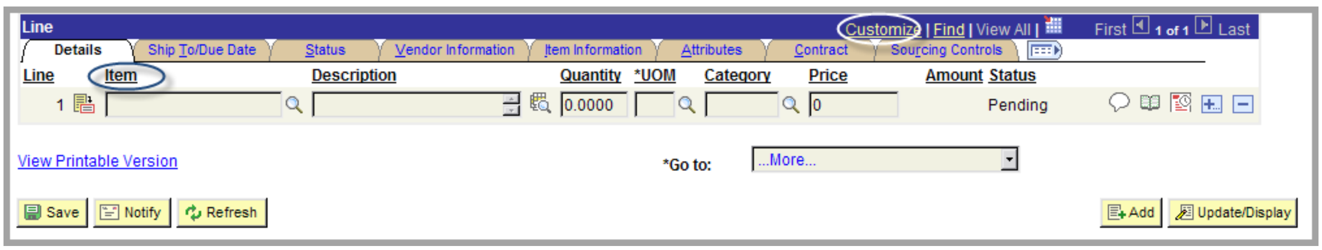
Customizing Your Requisition Lines

Requisition Line Customization

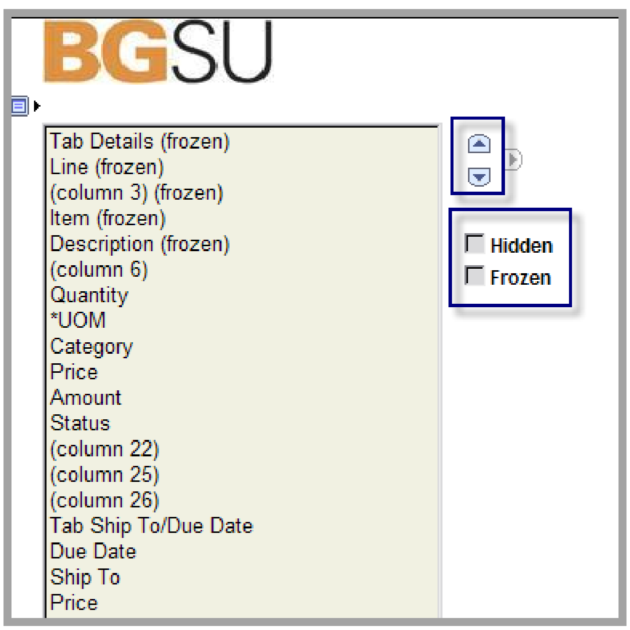
We have been experiencing problems with the **Item** field in the **Line** (Details) section on the **Requisition** page (see below).

You should customize your Requisition Lines and hide the Item field. Follow these instructions.

1. Click the **Customize** link from the lines section.

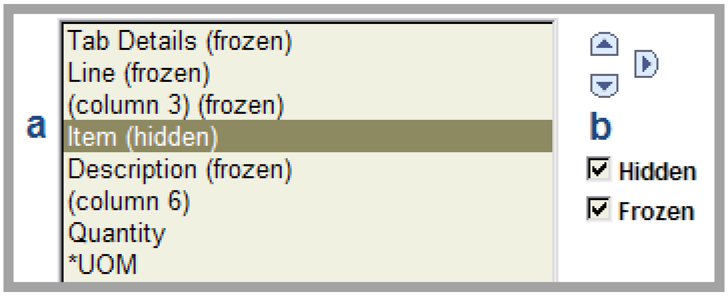


2. From the **Personalize Column and Sort Order** page, you may use the **Hidden** checkbox and the **Up Arrow** and **Down Arrow** buttons to customize this page.

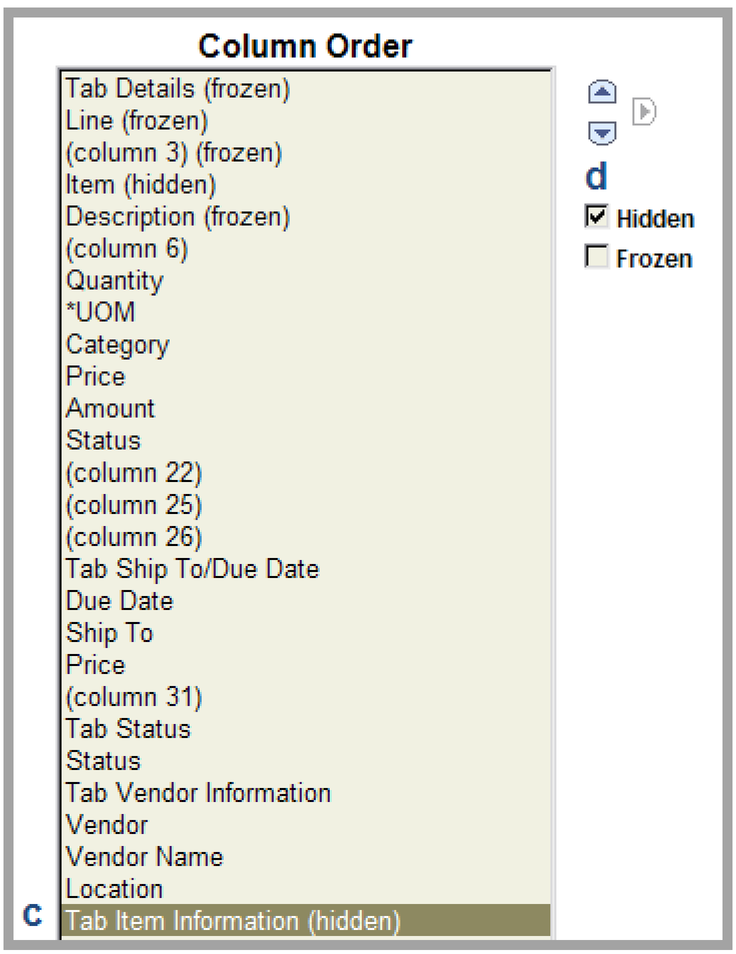


3. First, hide the **Item** field.

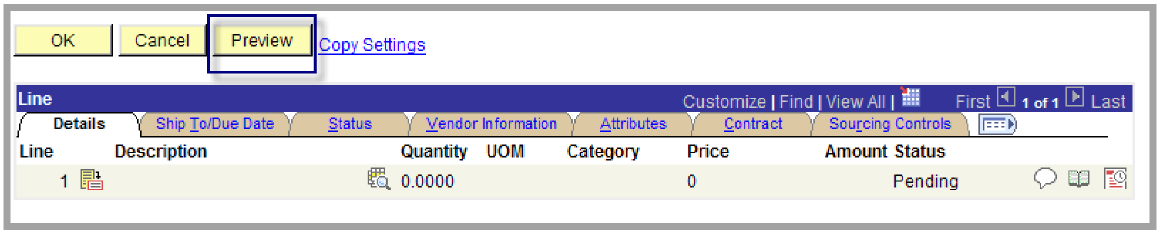
   a. Click **Item** so that it is highlighted in tan
   b. Click the **Hidden** checkbox



   c. Click **Tab Item Information**
   d. Click the **Hidden** checkbox

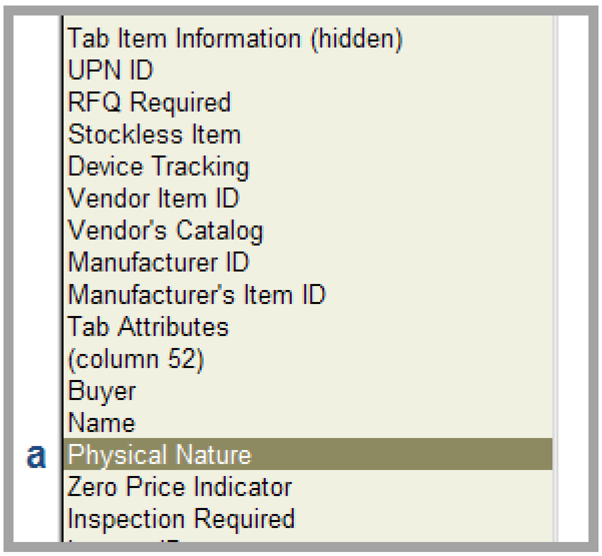


e. Scroll down the page and click the **Preview** button. Note that the **Item fi**eld and Item **Tab Item Information** are not displayed.

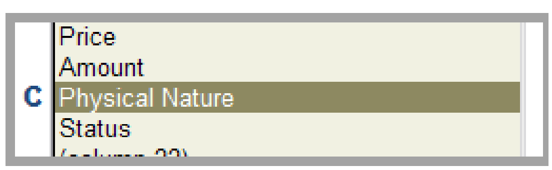


4. Next, you will move two fields up in the order as follows so that you can see them on the page.

a. Click **Physical Nature**

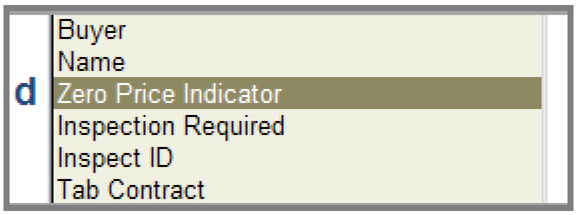


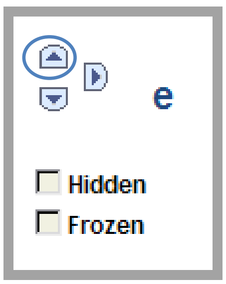
b. Click the **Up Arrow** to move up **Physical Nature**
c. You want **Physical Nature** to appear after **Amount**

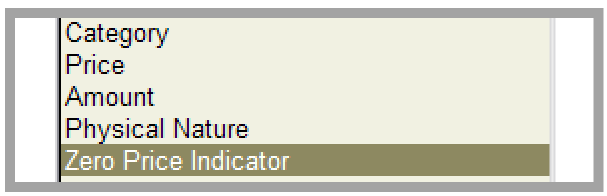


4. (Continued)

d. Click **Zero Price Indicator**
e. Click the **Up Arrow** to move Zero Price Indicator after Physical Nature.







5. Click the **OK** button to save your settings.

6. If you want, you can use the same procedures discussed to further customize your Requisition Lines. **Do not** customize lines on the Schedule, Distribution, or Requisition Default pages.

Checking Requisition Approval Status

After entering a requisition, you should check the **Monitor Requisition Worklist** to check the requisition approval status as it proceeds through workflow. Depending upon if the requisition is for a DCC or Project/Grant and/or the dollar amount of the requested purchase, the workflow approval will vary as follows:

For DCC

- Under 10,000—Budget Administrator
- Under 50,00—Plus Senior Administrator approval
- Under 100,000—Plus Vice President approval
- Over 100,000—Plus VP of Finance and Administration or President approval

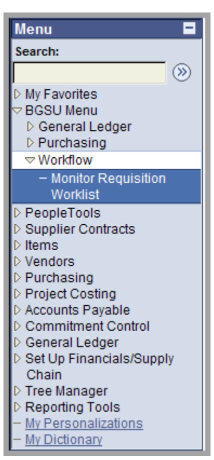
For Project/Grant

- Under 10,000—Principal Investigator for the Grant, Grants Accounting, and Budget Administrator
- Over 10,000—Requistion will be routed for same amount approvals applicable to DCCs(see above)

Special Category items such as computers will be routed from the requester to the special category approver before proceeding through DCC or Project/Grant approvals.

Navigation

From the **Menu Pagelet**, select **BGSU Menu**>**Workflow**>**Monitor Requisition Worklist**.

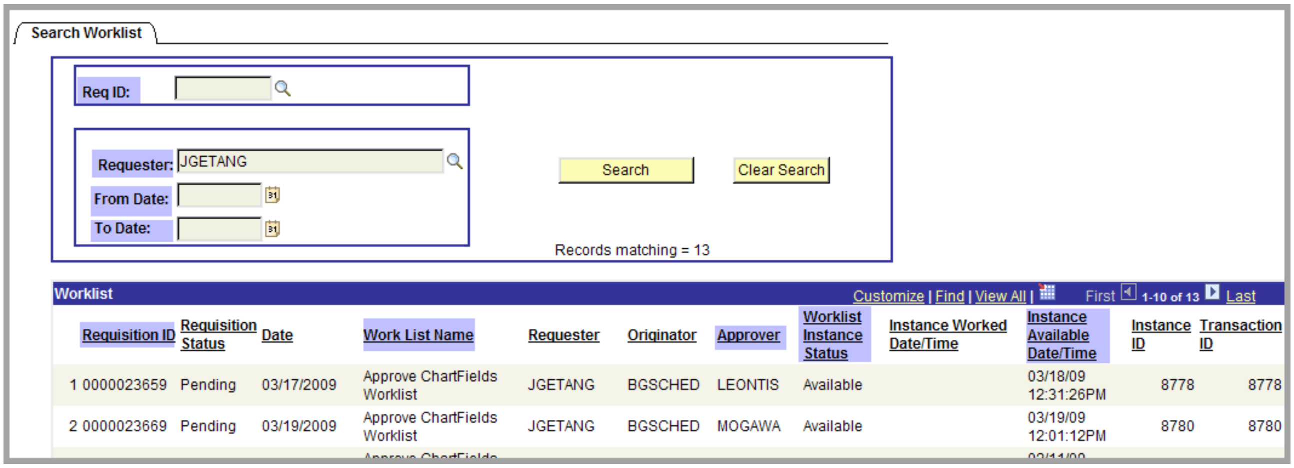


1. Select BGSU Menu
2. Select Workflow
3. Select Monitor Requisition Worklist
4. Enter Search Criteria
   You may search by Req ID, Requester Username and include a Date Range
5. Click the Search Button
6. Review Requisition details displayed

   The sections that follow explain the fields and buttons displayed

Search Worklist Tab

The following explains the various options you may use to search for requisitions.



Field/Button	**Function**
Req ID:	Type Req ID or use Lookup to select ID
Requester:	Type Requester Username in upper case or use Lookup to select Username
From Date	Type From Date for date range search using mmddyyy format or click calendar icon to select From Date
To Date:	Type To Date for date range search using mmddyyy format or click calendar icon to select To Date
Search	After entering search criteria, click the Search button to display matching records
Clear Search	To delete displayed search criteria, click Clear Search
Records matching	Indicates number of worklist records that match search criteria

Worklist Section

The following explains the fields found within in this section.

Requisition ID: System ID assigned to requisition upon saving.

Worklist — Customize | Find | View 10 | First 1-13 of 13 Last

	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	0000023659	Pending	03/17/2009	Approve ChartFields Worklist	JGETANG	BGSCHED	LEONTIS	Available		03/18/09 12:31:26PM	8778	8778
2	0000023669	Pending	03/19/2009	Approve ChartFields Worklist	JGETANG	BGSCHED	MOGAWA	Available		03/19/09 12:01:12PM	8780	8780
3	0000023489	Approved	02/11/2009	Approve ChartFields Worklist	JGETANG	BGSCHED	TCOBB	Worked		02/11/09 3:46:24PM	8672	8672
4	0000023489	Approved	02/11/2009	Approve ChartFields Worklist	JGETANG	BGSCHED	LORIFIR	Worked	02/11/09 4:05:50.000000PM	02/11/09 3:46:24PM	8673	8672

Worklist Name: Name designating type of Worklist:

- Approve Chartfields Worklist: Indicates requisition includes charges to a Project or Grant
- Req Approval Worklist: Indicates requisition includes charges to a DCC
- Recycle Chartfields Worklist: Indicates requisition for a Project or Grant requires or includes changes
- Recycle Req Worklist: Indicates requisition for a DCC requires or includes changes
- Deny Chartfields Worklist: Indicates requisition for a Project or Grant will be or has been denied; cancels requisition.
- Deny Req Worklist: Indicates requisition for a DCC will be or has been denied; cancels requisition.

Approver: Indicates the username of the FMS user who will or has already selected an approval action for a requisition: approve, recycle, or deny.

Worklist Instance Status: Indicates one of four statuses:

- Available: Indicates requisition approval page is in Approver's worklist; no approval action has been selected.
- Selected: Indicates requisition approval page is being reviewed by approver; no approval action has been selected.
- Worked: Indicates requisition approval page is no longer in this approver's worklist; an approval action has been selected.
- Cancelled: Indicates an approver selected the Approval action deny; requisition has been cancelled.
- *Instance Available/Date Time:* Indicates the date and time the requisition approval page appeared in the approver (s) worklist. If no action is taken on a requisition approval page within 2 days, the approver receives an email message request to access worklist.

Entering Purchase Order Receipts

Once you have entered a requisition and it has been approved by all required approvers, your requisition will be sourced to a **Purchase Order** and dispatched (sent via email, fax server, etc) to the Vendor. You will receive an email noting this, as well as the PO number.

> Date: Fri, 16 Mar 2007 15:49:22 -0400 (EDT)
> From: psoft-admin@bgsu.edu
> To: krahrig@bgnet.bgsu.edu
> Subject: Your requisition has been sourced to a Purchase Order.
>
> Content-type: text/plain;
>
> Requisition number 0000001755 has been sourced to PO number 0000101464 . The delivery date is 2007-03-16

The Vendor will send the invoice to Central Scanning and will ship the goods or perform the service. Once you have received the goods or had the service performed, you must enter a purchase order receipt. This is a required document. BGSU will not pay the vendor until the receipt of the goods or services has been acknowledged. The creation of the receipt is the last step in the requisition/purchase order process and is also the easiest step to perform.

The FMS **PO Receipt** will permit you to process the following types of receipts:

- Complete Receipts (meaning that all items listed on the purchase order were shipped to you)
- Partial Receipts (meaning that only some of the items listed on the purchase order were shipped to you).
- Dollar-Based Receipts (from Blanket Requisitions/Purchase Orders; in this case you are receiving a certain dollar amount, based on the purchase that you made with the vendor listed on the Blanket Requisition/Purchase Order).

Be certain to stay on top of the receiving function. This step is often overlooked or "put on the back burner." Keep in mind that vendors cannot be paid until FMS finds a purchase order, a purchase order receipt, and a voucher for each transaction. If any of these items are missing when the matching process runs, a match error will occur.

If the match error is due to a missing purchase order receipt, you will receive an Email with a request to create a purchase order receipt. You will continue to receive an Email until the receipt has been entered and the receipt status is Received.

Understanding the Add/Update Receipts Component

Navigation

From the **Menu Pagelet**, select: Purchasing <Receipts<Add/Update Receipts.

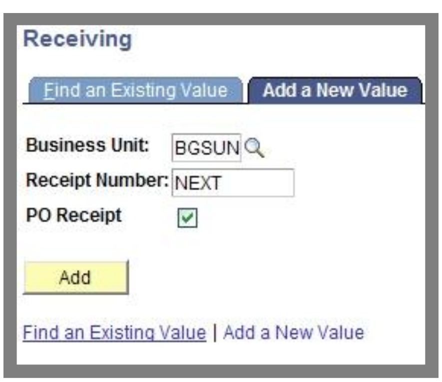
Select **Purchasing**

Select **Receipts**

Select **Add/Update Receipts**

The **Add/Update Receipt** component consists of three pages: **Receiving**, **Select Purchase Order**, and **Maintain Receipts.**

The **Receiving** page permits you to *find* an existing PO Receipt or *add* a PO Receipt.



Find an Existing Value: Access this tab if you want to search for an existing **PO Receipt**.

Add a New Value: Access this tab if you want to add a **PO Receipt**.

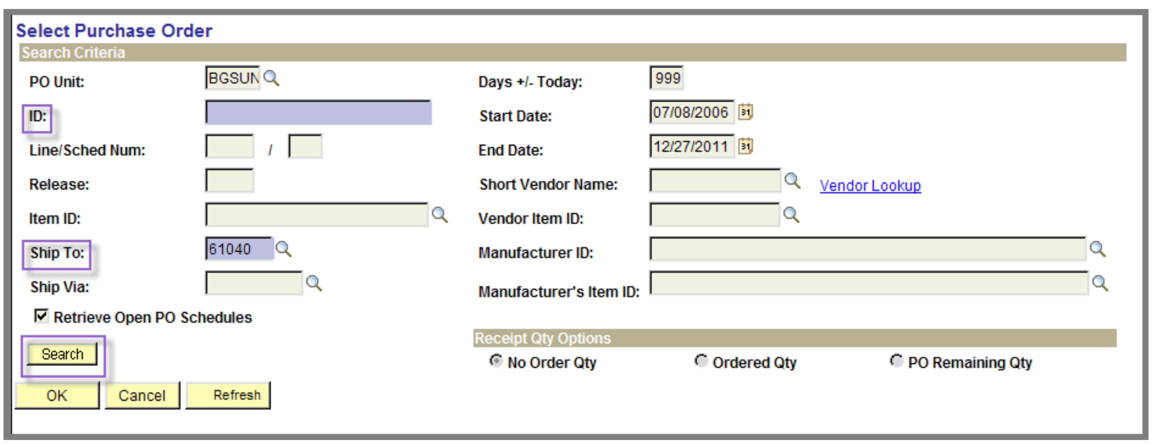
The **Select Purchase Order** page consists of three sections: **Search Criteria** and **Receipt Qty Options**, and **Receipt Rows**. You will only need to be concerned with **Search Criteria** and **Receipt Rows. NOTE:** You will not see the **Receipt Rows** section until you select the **Search** button.

Search Criteria: Includes the following fields: **PO ID**, **Ship To**, **Ship Via**, **Start Date**, **End Date**, and **Vendor Name.**

NOTE: In most cases, you will search by **PO ID** or **Ship to.**

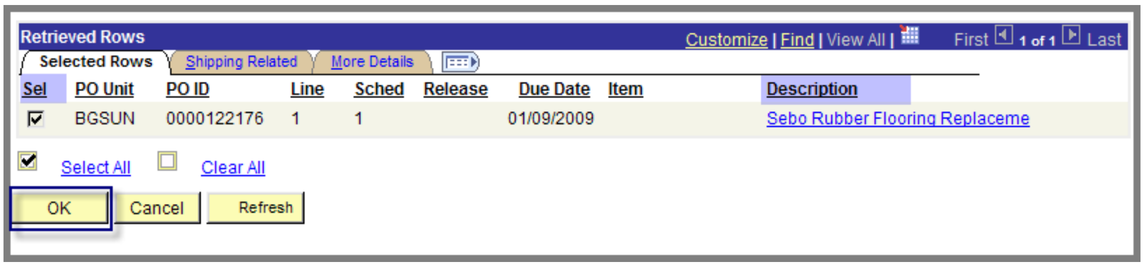
PO ID: Type or paste the *PO ID* listed on the email that you received (see page 34) and click the **Search** button. This will display the purchase order line details for that specific PO.

Ship to: Keep the *Ship to* code displayed or select another one if you have more than one Ship to location and click the **Search** button. This will display only the Purchase Orders for the **Ship To** location code your entered. Should you delete the default **Ship To**:, you will see *all the FMS Purchase Orders* that are ready to be received, not just yours.

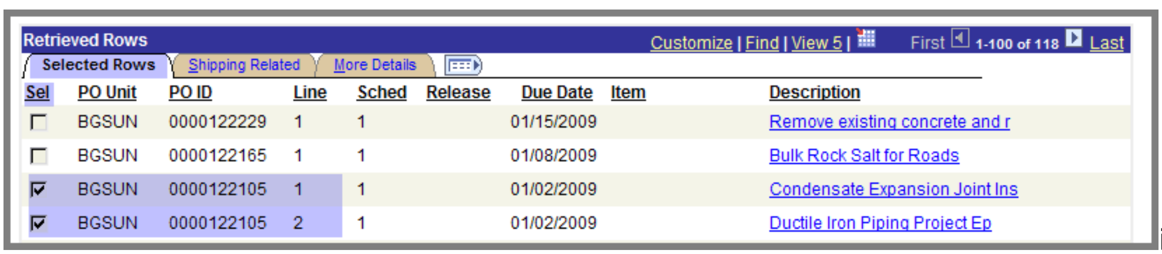


Retrieved Rows: Includes **Selected Rows** tab, **Shipping Related** tab, and other various tabs. To select the **Purchase Order IDs** to receive, you will use the **Selected Rows** tab.

NOTE: To select the purchase orders you wish to receive, you will need to check the **SEL** checkbox for that PO ID and click the OK button.



If the PO has multiple lines and you want to receive all lines, you will need to check the SEL checkbox for each of the PO Lines. The example that follows shows the PO ID 0000122105; note that the PO ID is listed two times (for Line 1 and Line 2).

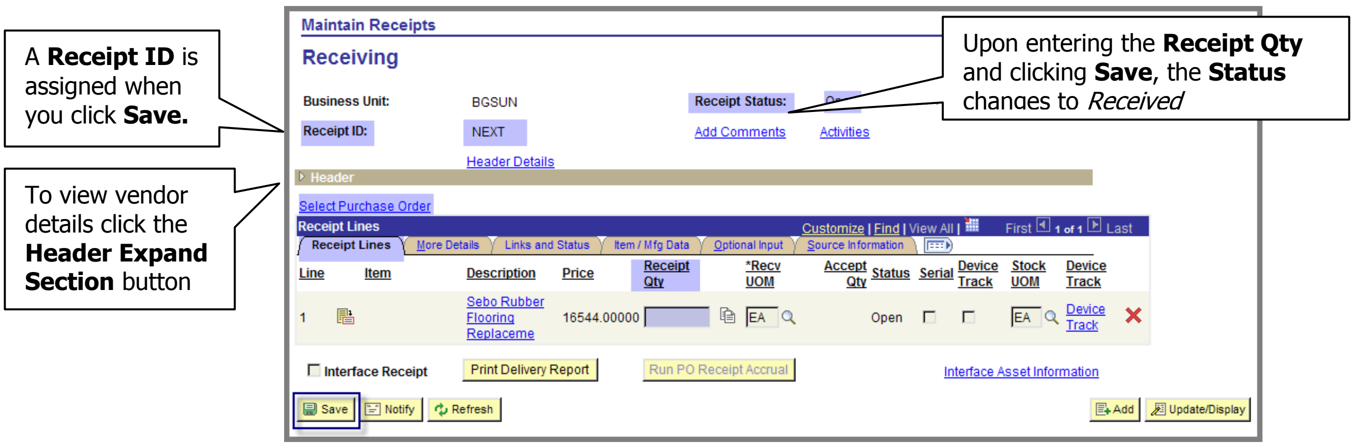


is

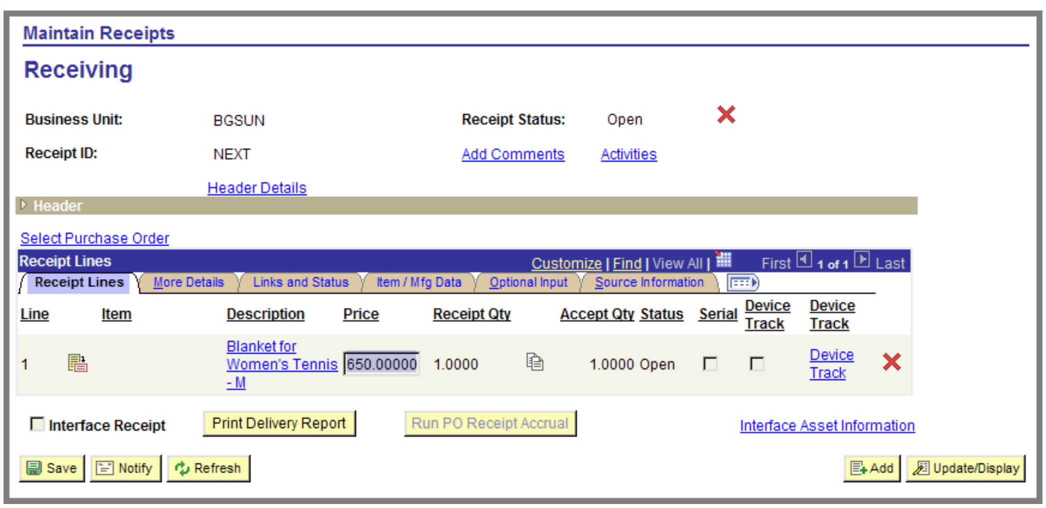
You should also *only select one PO ID at a time*. The example above shows that in addition to PO ID 122105, there are two more: 122165 and 122229. You must select and create receipts for these Pos separately.

The Maintain Receipts page includes three sections**:** General **Receiving** information, **Header**, and **Receipt Lines.** To enter your **Receipt Qty**, you will use the **Receipt Lines** tab.

NOTE: With FMS, we are performing "Blind Receiving." This means that you will just enter the **Receipt Qty**, without seeing the **Order or Open Qty**. If you are receiving goods associated with an ONL, RSV, or SVC Requisition, you should know the quantity that was shipped to you. Enter the quantity in the **Receipt Qty** field.



If you are receiving goods/services associated with a Blanket Requisition, you should know the dollar amount you spent with that particular vendor. Delete the displayed **Price, which is the total price for the Blanket Requisition** and enter the dollar amount of this particular purchase. For example, perhaps you purchased 200.00 in tennis balls.



Procedures for Entering Purchase Order Receipts

If you entered an FMS ONL, BLK, RSV, or SVC requisition **to order goods/services**, here are some receiving procedures to keep in mind.

- You will not be able to enter a Purchase Order Receipt until the Purchase Order has a status of Dispatched. This means that the Purchase Order has been sent to the vendor. The vendor will ship the goods to the Ship To location listed on the Purchase Order that was created from the Requisition and will send the invoice to Hayes Hall Central Scanning. As a Requester, you must now complete your part in the purchasing process by entering a Purchase Order Receipt. Again, our vendors will not be paid until you enter a Purchase Order Receipt.

- Have the necessary documents at hand when you are ready to create a receipt. Such documents may include the following: packing list or a bill of lading. You do not need to know the purchase order number in order to receive. You can search for purchase orders that are ready to receive by Vendor and even by Ship Via codes (e.g., Federal Express shipments, UPS shipments, etc.). Most likely, you will search by your default **Ship To**: This will be automatically displayed when you access the **Select Purchase Order** page. If you delete this default Ship To, the search results will list all purchase orders in the system that are ready to receive, not just your Purchase Orders.

- You will receive an e-mail, shown below, when your requisition has been sourced to a purchase order. The easiest way to receive is to copy the purchase order number from the e-mail and paste it in the ID field on the **Select Purchase Order** page.

Date: Fri, 16 Mar 2007 15:49:22 -0400 (EDT)
From: psoft-admin@bgsu.edu
To: krahrig@bgnet.bgsu.edu
Subject: Your requisition has been sourced to a Purchase Order.

Content-type: text/plain;

Requisition number 0000001755 has been sourced to PO number 0000101464 . The delivery date is 2007-03-16

- Make sure that you only enter the quantity that you actually received. If you did not receive all the items on your Purchase Order, do not indicate that you did. We will issue a partial payment for a partial shipment. When the rest of the items come in, enter a receipt for those, and a payment for those items will be sent to the vendor.

- If you notice any discrepancies on packing slip or other documents, please call Purchasing at 2-8411.

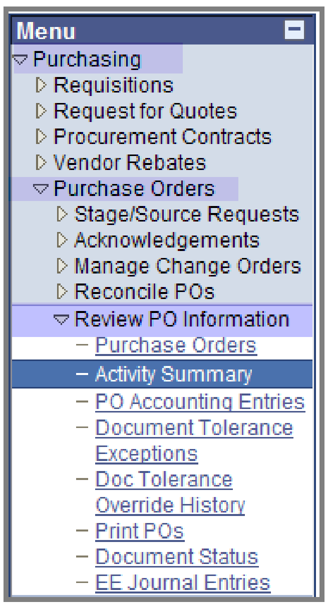
Checking Open Purchase Order Receipt Quantities and Dollars

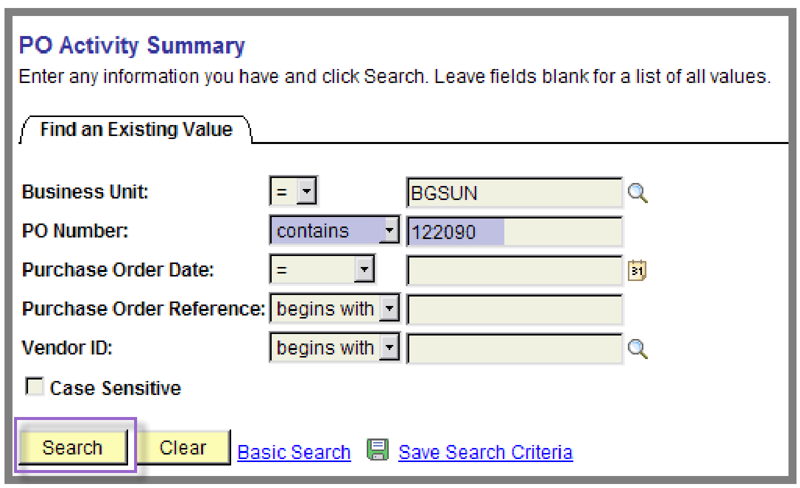
As mentioned earlier, with FMS we do blind receiving. To see open quantities or dollars on your purchase order, you can access **PO Activity Summary**. This is particularly helpful for Blanket Requisition/POs where you need to know the dollar amount left on your Blanket. Follow these simple steps:

1. Click **Purchasing**, **Purchase Orders**, **Review PO Information**, **Activity Summary**.

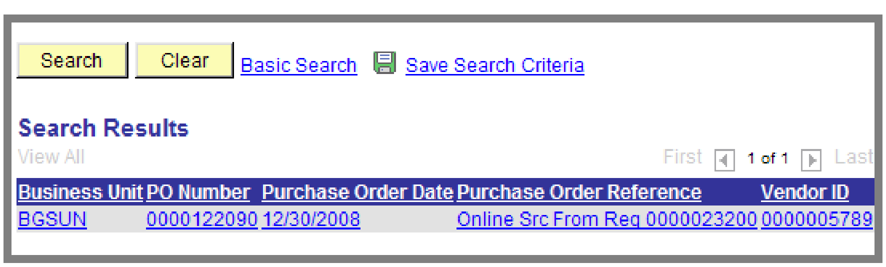
2. At **PO Activity Summary** page, change **PO Number** *begins with* to *contains* and type the PO number. Note you do not need to type the preceding zeros if you use "contains."

3. Click the **Search** Button.

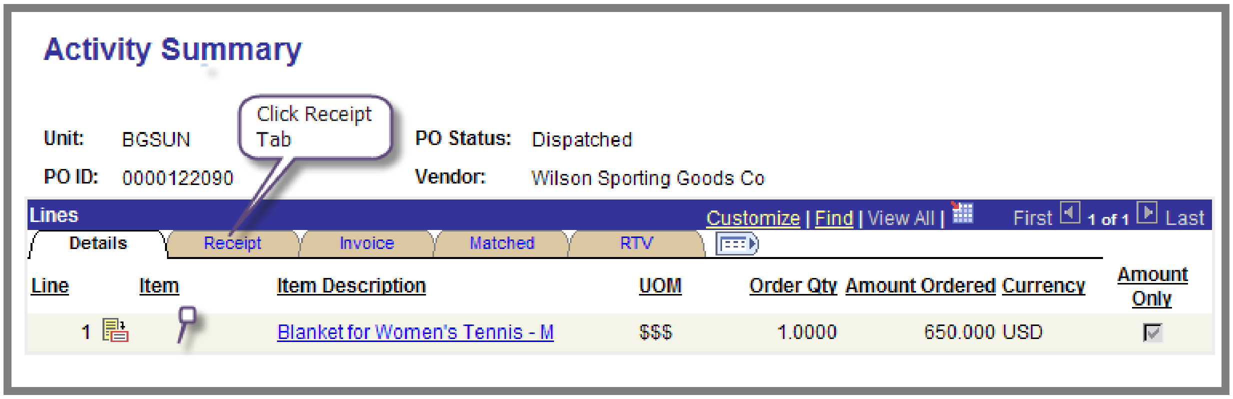




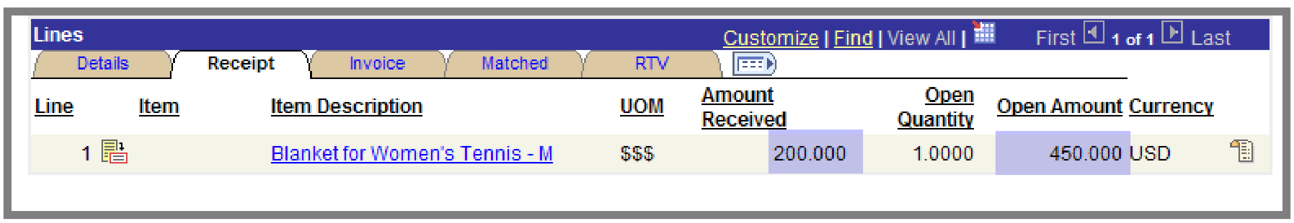
4. At the **Search Results** table, click any of the blue hyperlinks to view the summary for that PO.



5. At the **Activity Summary** page, click the **Receipt** tab.



6. Note the **Amount Received** to date on this **Blanket Requisition/PO** and the **Open Amount** remaining.



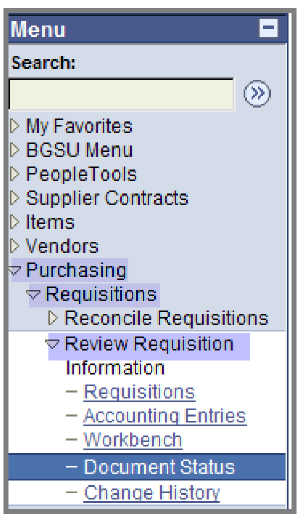
7. Click the **Return to Search** button to search for another PO.

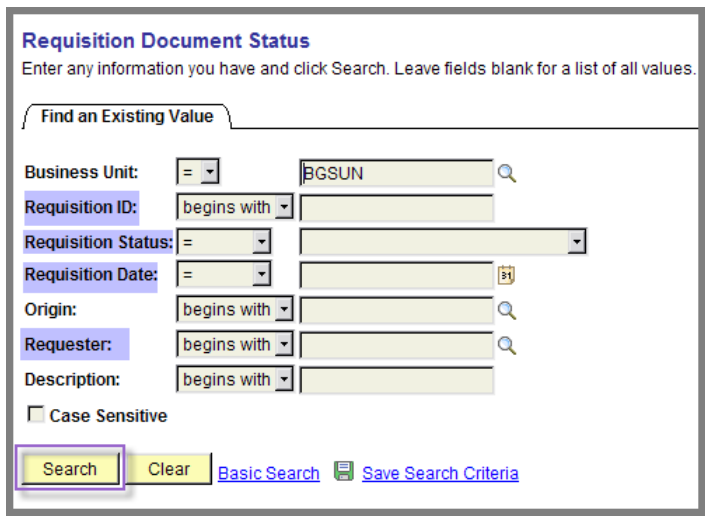
Checking Requisition Document Status

After you have entered a Purchase Order **Receipt**, you should access **Requisition Document Status** to ensure that the process is progressing. With Requisition Document Status, you can see when the payment voucher is approved so the vendor can be paid and also that the payment was processed. You can also view the vendor invoice by accessing this component.

1. From the **Menu Pagelet**, click **Purchasing**, **Requisitions**, **Review Requisition Information**, **Document Status**.

2. Enter your search criteria, and click the **Search** button. A description of the fields follows.





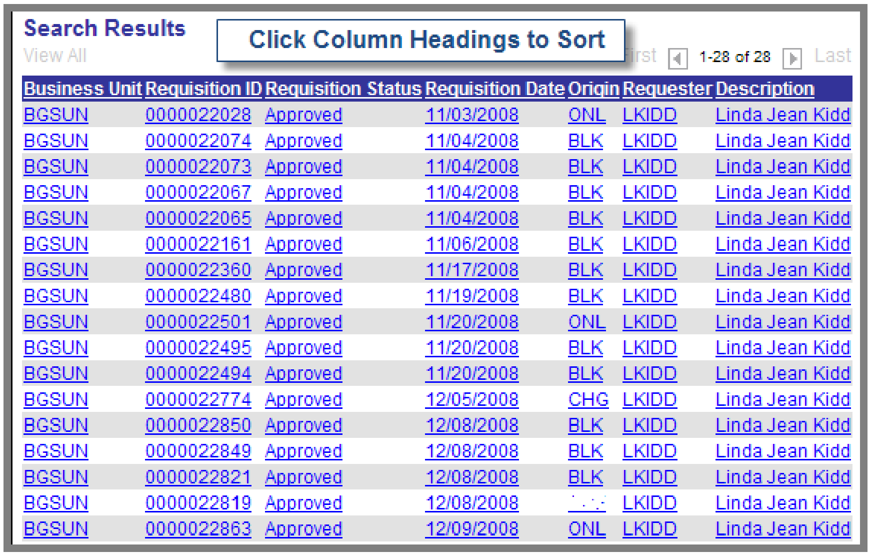
- **Requisition ID**: Use to display a specific requisition. Change *Begins with* to *Contains* and type Requisition ID minus the leading zeroes.

- **Requisition Status**: Use to display a specific status: *Approved*, *Complete*, *Cancelled*, etc.

- **Requisition Date**: Use to display requisitions created on the date selected. May enter a range of dates by changing *=* to *between*.

- **Requester:** Use to display all requisitions entered by you. Type your *username* (does not have to be in upper case).

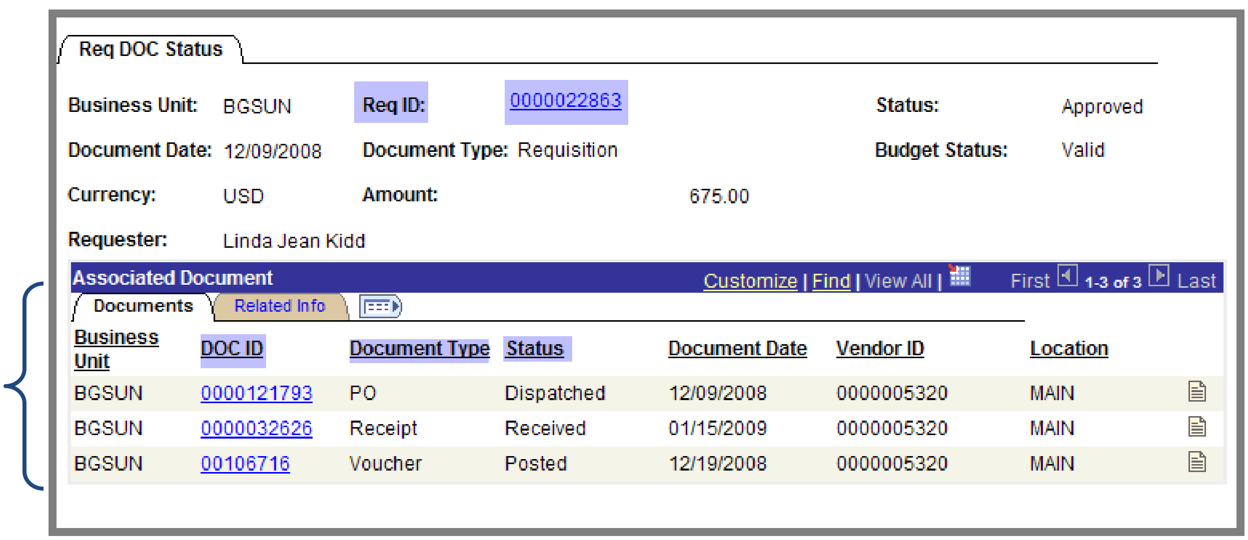
3. Locate the desired requisition from the Search Results table. Click any blue hyperlink in that row to display the **Requisition Document Status** for that requisition. **NOTE:** You can sort this list as desired by clicking any of the column headings. For example, to sort by **Requisition Date**, click the **Requisition Date** column heading.



Search Results
View All
Click Column Headings to Sort
First 1-28 of 28 Last

Business Unit	Requisition ID	Requisition Status	Requisition Date	Origin	Requester	Description
BGSUN	0000022028	Approved	11/03/2008	ONL	LKIDD	Linda Jean Kidd
BGSUN	0000022074	Approved	11/04/2008	BLK	LKIDD	Linda Jean Kidd
BGSUN	0000022073	Approved	11/04/2008	BLK	LKIDD	Linda Jean Kidd
BGSUN	0000022067	Approved	11/04/2008	BLK	LKIDD	Linda Jean Kidd
BGSUN	0000022065	Approved	11/04/2008	BLK	LKIDD	Linda Jean Kidd
BGSUN	0000022161	Approved	11/06/2008	BLK	LKIDD	Linda Jean Kidd
BGSUN	0000022360	Approved	11/17/2008	BLK	LKIDD	Linda Jean Kidd
BGSUN	0000022480	Approved	11/19/2008	BLK	LKIDD	Linda Jean Kidd
BGSUN	0000022501	Approved	11/20/2008	ONL	LKIDD	Linda Jean Kidd
BGSUN	0000022495	Approved	11/20/2008	BLK	LKIDD	Linda Jean Kidd
BGSUN	0000022494	Approved	11/20/2008	BLK	LKIDD	Linda Jean Kidd
BGSUN	0000022774	Approved	12/05/2008	CHG	LKIDD	Linda Jean Kidd
BGSUN	0000022850	Approved	12/08/2008	BLK	LKIDD	Linda Jean Kidd
BGSUN	0000022849	Approved	12/08/2008	BLK	LKIDD	Linda Jean Kidd
BGSUN	0000022821	Approved	12/08/2008	BLK	LKIDD	Linda Jean Kidd
BGSUN	0000022819	Approved	12/08/2008	[illegible]	LKIDD	Linda Jean Kidd
BGSUN	0000022863	Approved	12/09/2008	ONL	LKIDD	Linda Jean Kidd

4. Review the Requisition status details. Under **Associated Document**, you will see that a **Receipt** has been entered and the payment **Voucher** has been created and has posted. The last step in the process is for the payment to be posted and the check sent to the vendor. Note you may click on any blue **Document ID** hyperlink to see more details.



Req DOC Status

Business Unit: BGSUN | Req ID: 0000022863 | Status: Approved
Document Date: 12/09/2008 | Document Type: Requisition | Budget Status: Valid
Currency: USD | Amount: 675.00
Requester: Linda Jean Kidd

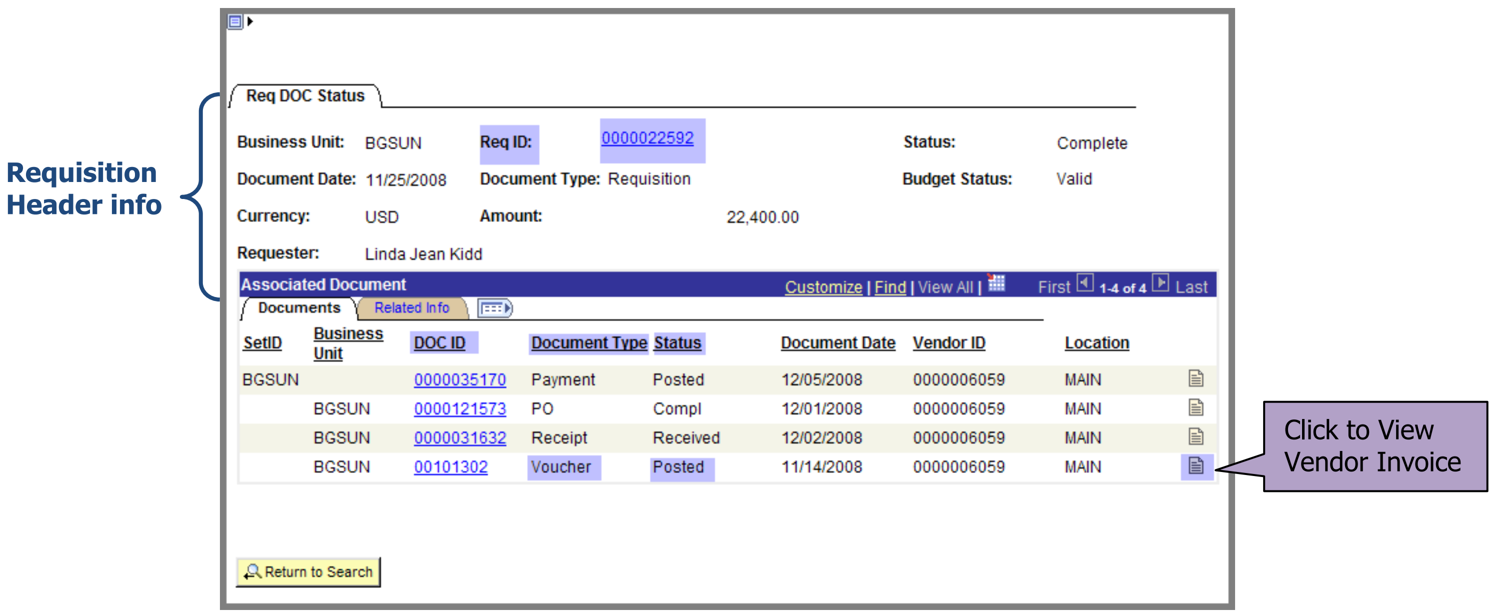
Associated Document — Customize | Find | View All | First 1-3 of 3 Last

Documents | Related Info

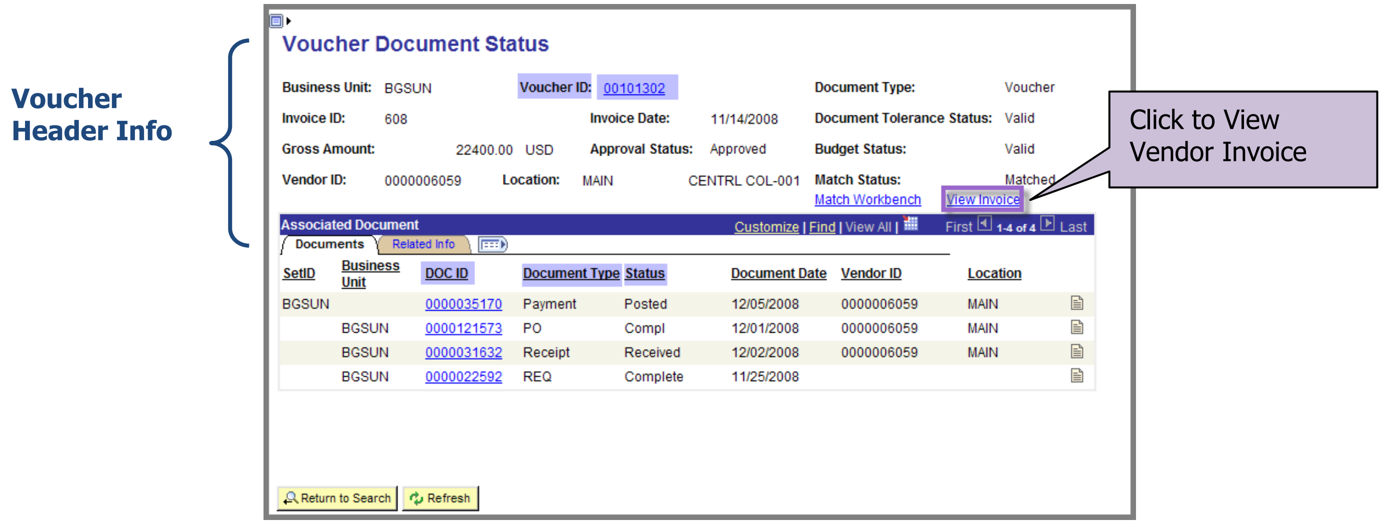
Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
BGSUN	0000121793	PO	Dispatched	12/09/2008	0000005320	MAIN
BGSUN	0000032626	Receipt	Received	01/15/2009	0000005320	MAIN
BGSUN	00106716	Voucher	Posted	12/19/2008	0000005320	MAIN

5. The following example shows a complete transaction: requisition to check. All five required documents have been entered and processed: *Requisition*, *Purchase Order*, *Receipt*, *Voucher*, and *Payment*. The **Document Date** indicates when the document was created in the system.

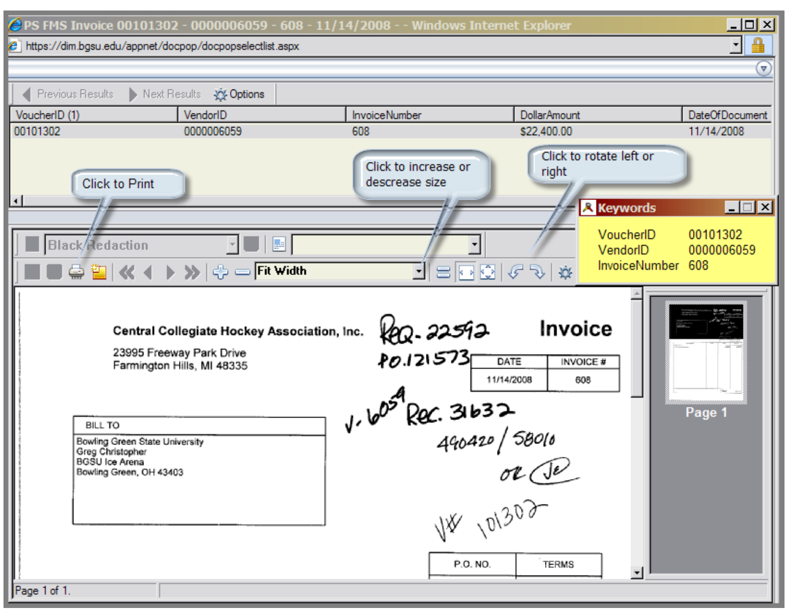
6. To view the vendor invoice, click the **Go to Document Status Inquiry** icon for Voucher (see following screen capture).



7. Upon clicking the **Go to Document Status Inquiry** for the Voucher, you will see the **Voucher Document Status** page. This is just like the **Requisition Document Status** page except all the header information is for the Voucher. Click the **View Invoice** link to access, view, and even print the Vendor Invoice.



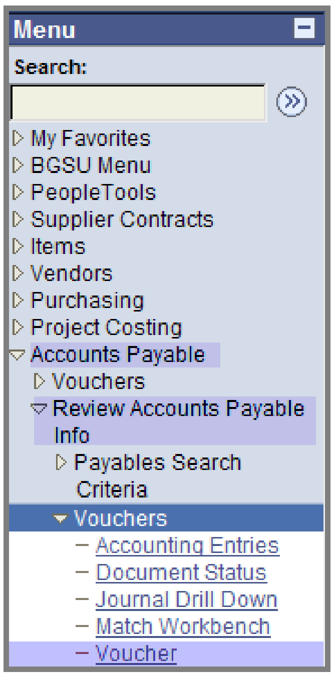
8. From this page, you can view and even print the invoice. You may use your mouse to move the yellow note if it blocks your view. After viewing, close the window.

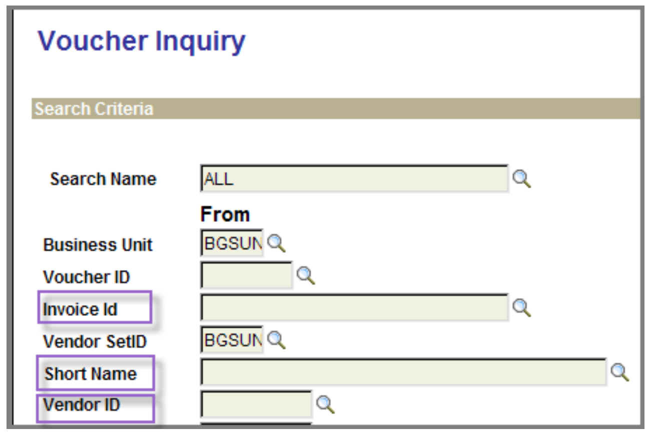


Checking Voucher Document Status (For Check Requests)

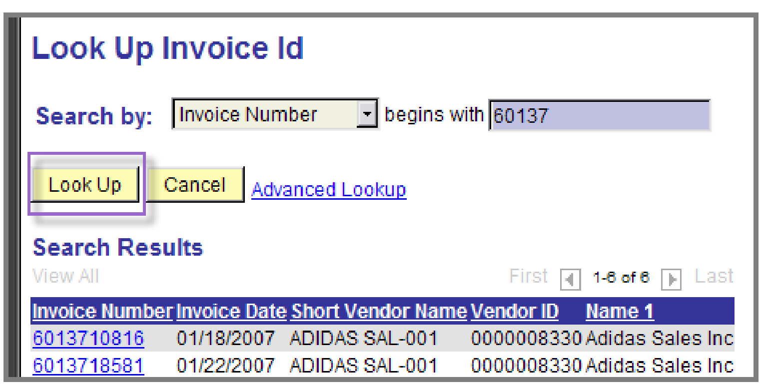
When you submit a check request to the Controller's Office, the staff creates a payment voucher in FMS and sends the check to the vendor. They also scan the *Check Request* form and the invoice associated with the check request. If you need to verify whether the vendor has been paid and/or view the invoice, you should access **Voucher Inquiry**.

From the **Menu Pagelet**, click **Accounts Payable**, **Review Accounts Payable Info**, **Vouchers, Voucher.**

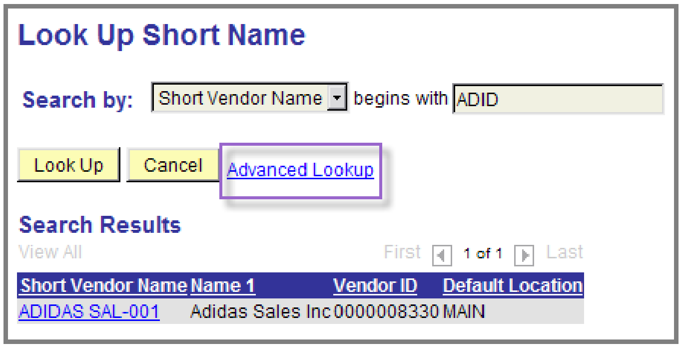


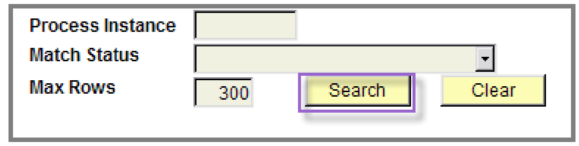


1. Search for and select the **Invoice Id.** If you do not have an Invoice Id, search by vendor **Short Name** or **Vendor Id** and the **Invoice Date**.

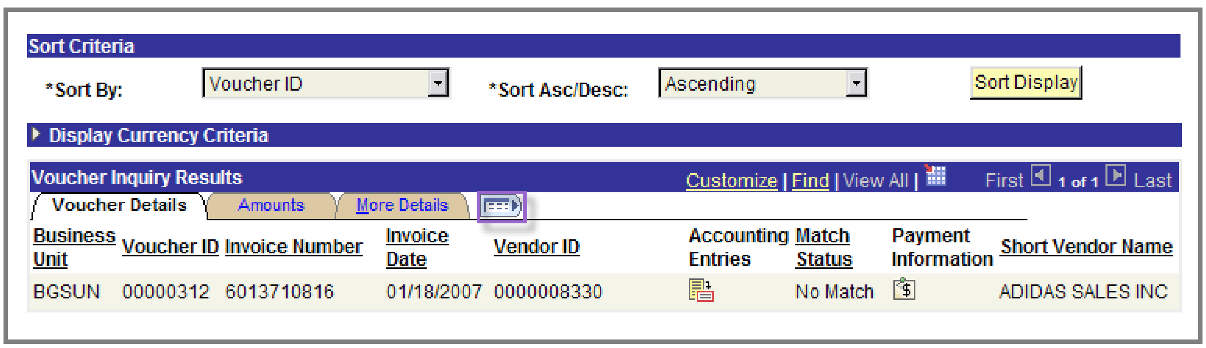


2. Search for and select the Vendor **Short Name**. Click the **Advanced Lookup** if you need more search options. Click the **Search** button.

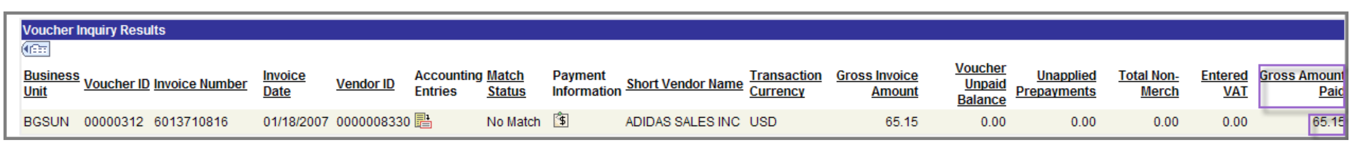




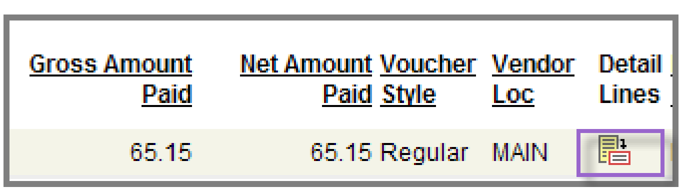
3. At **Voucher Inquiry Results**, click the **Show All Columns** icon (by **More Details** tab).

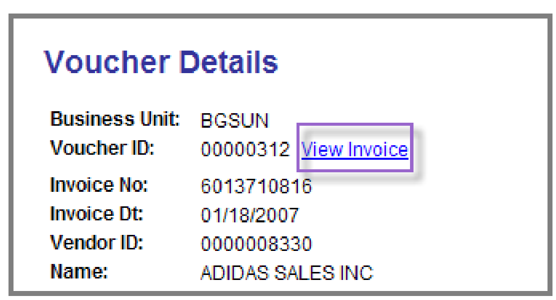


4. Verify the **Gross Amount Paid.** If the vendor has not been paid, an amount will be displayed under **Voucher Unpaid Balance**.



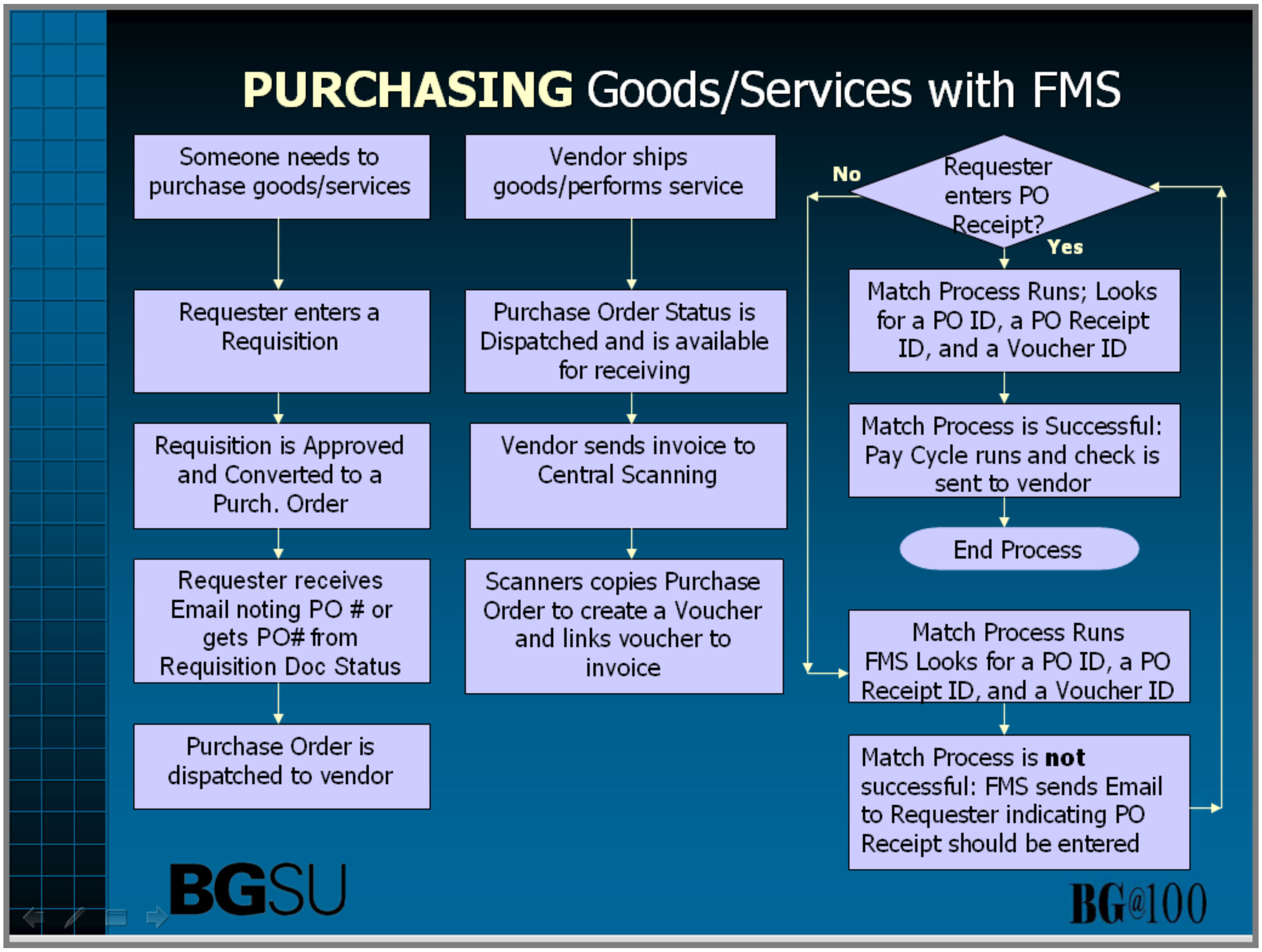
5. To see additional details, including the Invoice, scroll to the right and click the **Detail Lines** icon. To see the invoice, click the **View Invoice** hyperlink.





Understanding the Requisition to Check Process

The following screen capture shows the *requisition to check process*, beginning with the need to purchase goods or services.

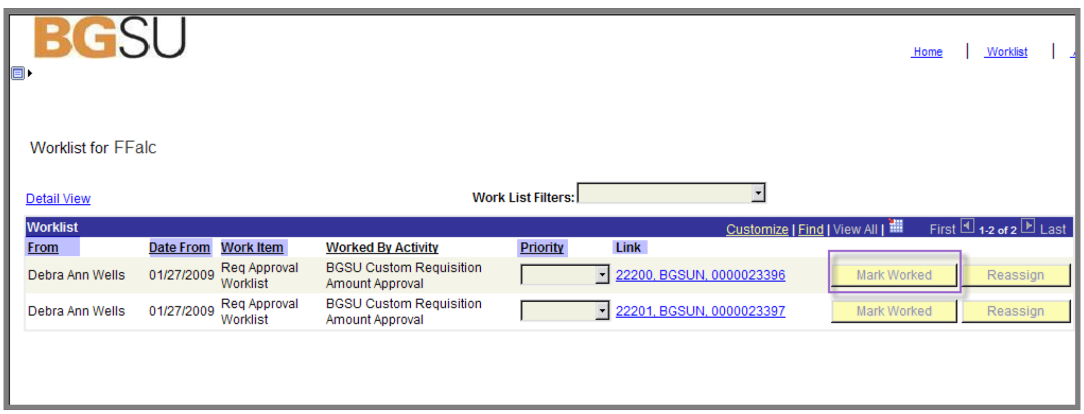


Using Your Worklist

As mentioned previously, you may need to access your Worklist to handle recycled or denied requisitions. You will also have to access your worklist to approve special category (computer, audio/visual equipment) requisitions sent to you by the special category approvers. You will receive an email about recycled or denied requisitions but will not receive an email about special category items like computers. In that case, you will want to check your worklist periodically for those items.

1. To access your worklist, click the blue Worklist hyperlink at the top of FMS home page.

2. Click the blue hyperlink to access the approval page for the desired requisition. Following is a brief description of the fields on the **Worklist** page.



From: The username of the person who last selected an approval action for the requisition

Date From: The date the person selected an approval action for the requisition

Work Item: The type of worklist: Req Approval Worklist, Recycle Req Worklist: Deny Req Worklist, Approve Chartfields Worklist, Recycle Chartfields Worklist, Deny Chartfields Worklist

Priority: *High*, *Medium*, *Low* or no priority.

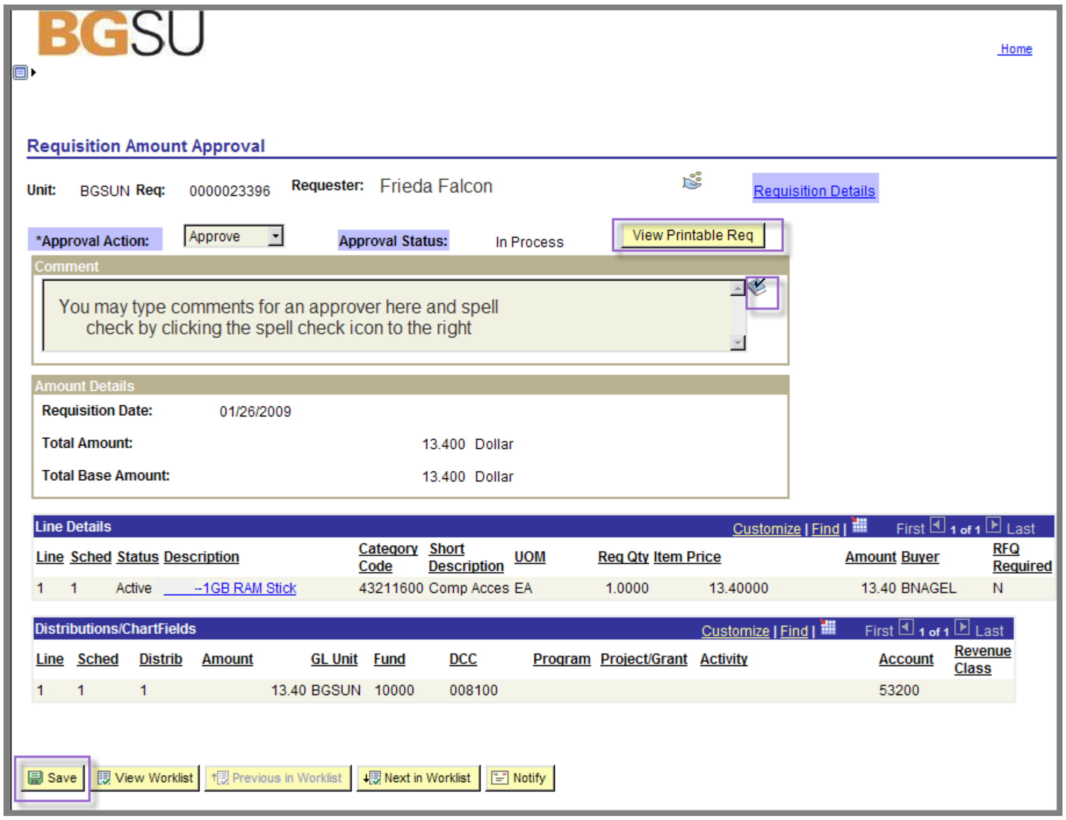
Link: Hyperlink to access the **Requisition Amount Approval** page

Mark Worked: Click to delete Denied requisitions and other notifications from the worklist.

3. At the approval page, review the details of the requisition; to view vendor and ship to information, either click **View Printable Req** button or the **Requisition Details** hyperlink.

4. Select an **Approval Action** (approve, deny, or recycle) and click the **Save** button. Type comments for approver if desired.

NOTE: If you have made changes to a requisition that was recycled to you, be certain to change *Recycle* to *Approve* and then click the **Save** button.



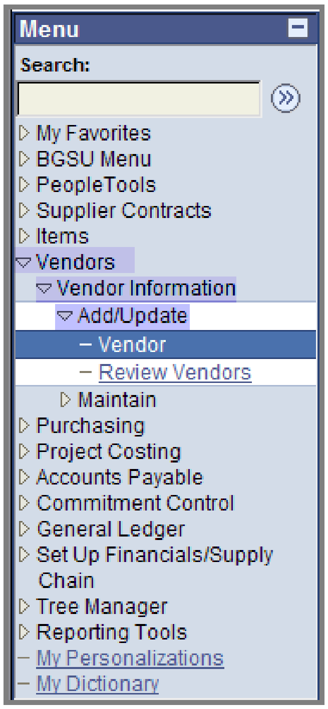
Reviewing Vendor Information

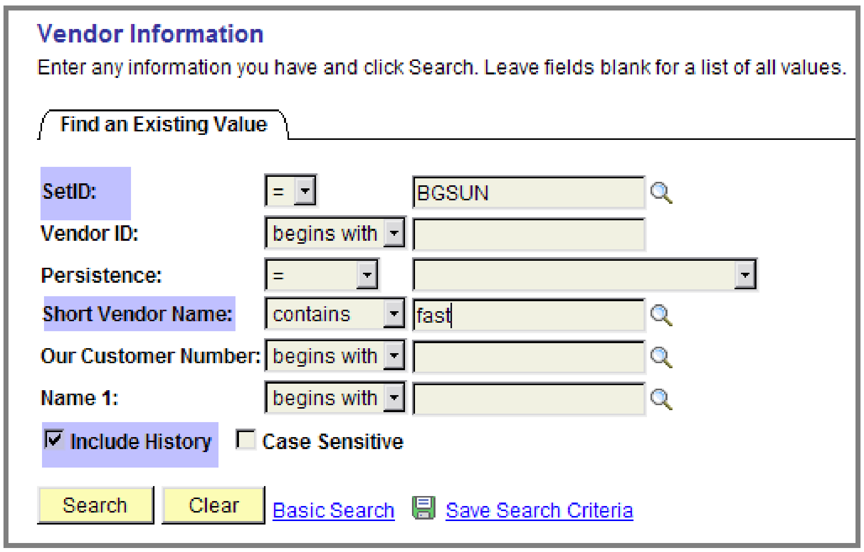
If you are submitting a *Check Request*, you will need to enter the **Vendor ID**. To get this ID and additional details about a vendor, follow these simple steps.

1. From the **Menu Pagelet**, select **Vendors**, **Vendor Information**, **Add/Update Vendor.**

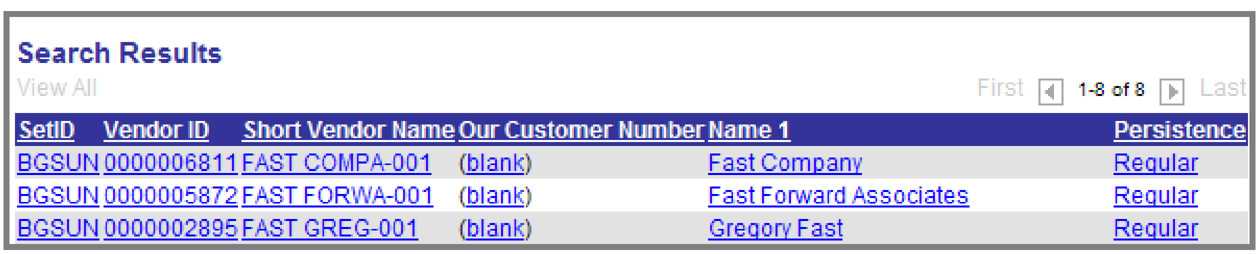
2. At the **Find an Existing Value** tab, select the **SetID** if needed, enter your search criteria, and click the **Include History** box.

3. Click the **Search** button.



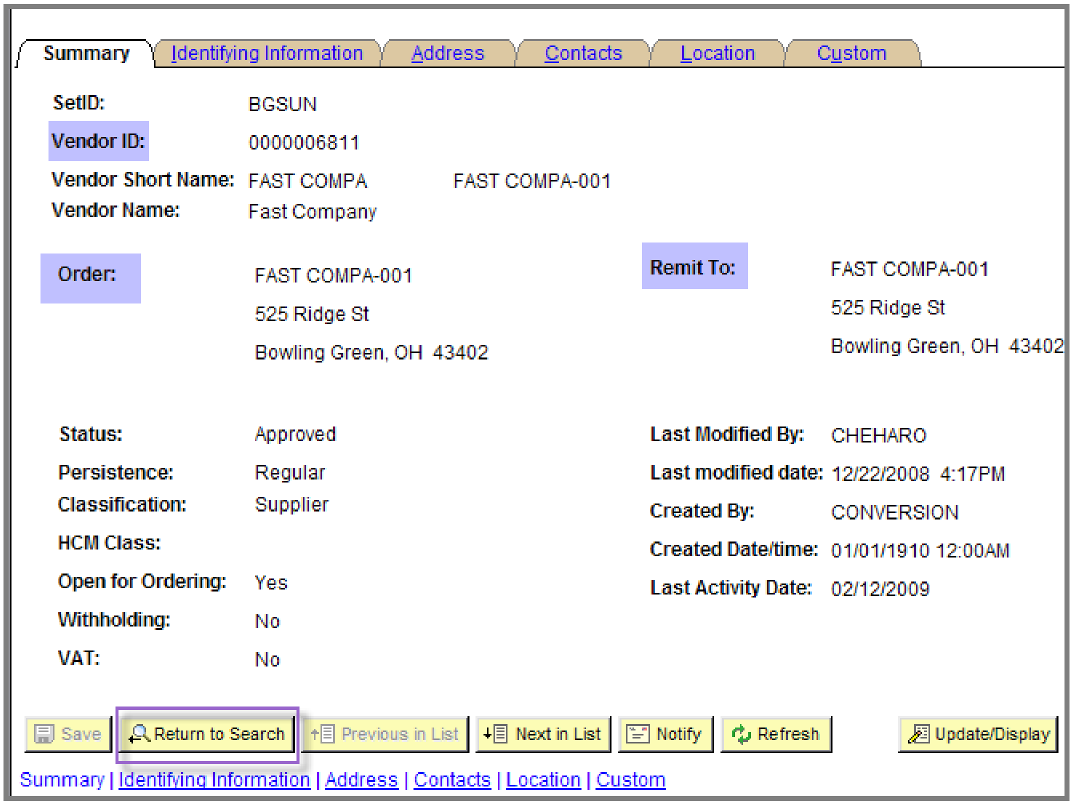


4. Click the desired vendor from the **Search Results** table.



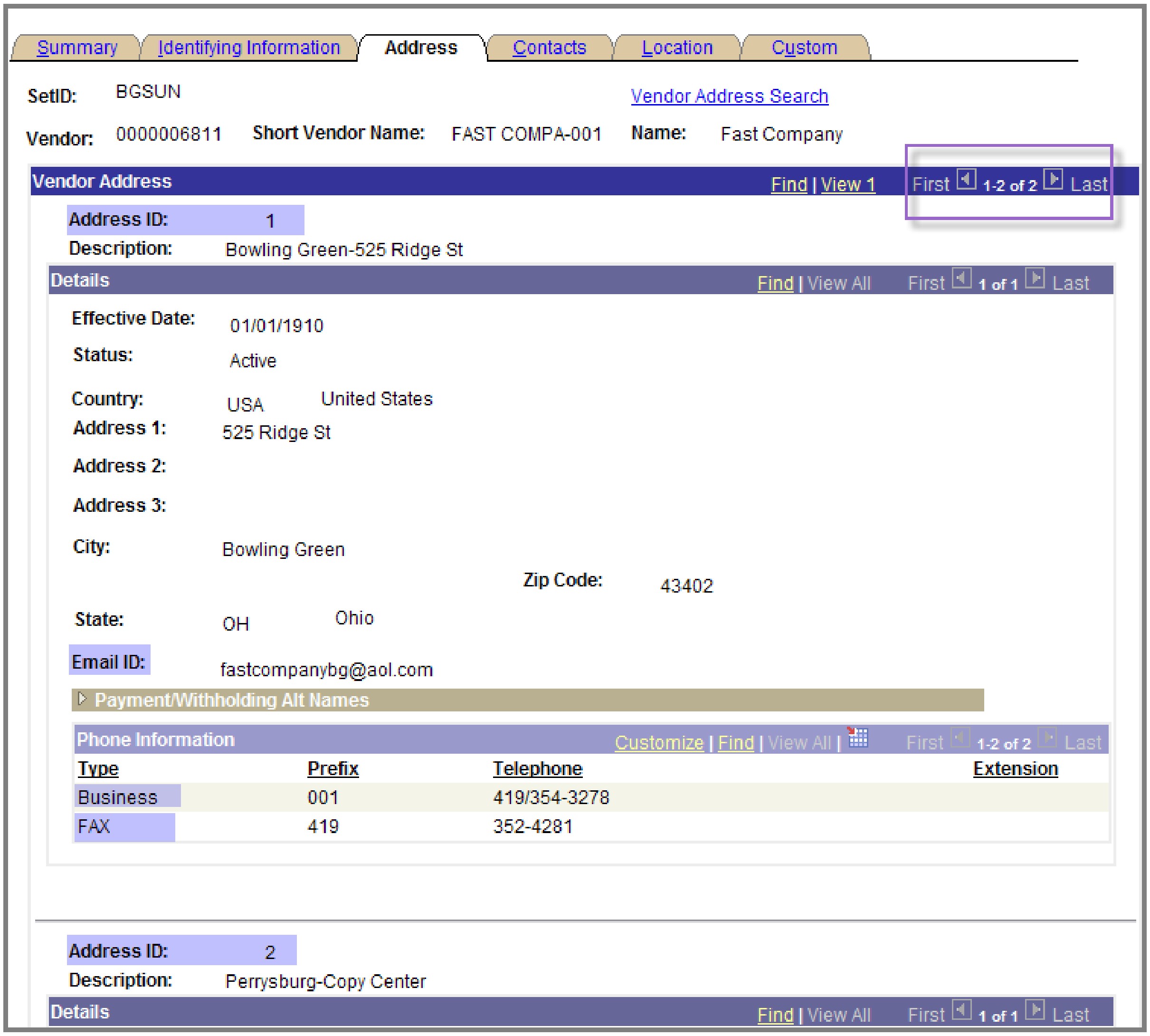
SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1	Persistence
BGSUN	0000006811	FAST COMPA-001	(blank)	Fast Company	Regular
BGSUN	0000005872	FAST FORWA-001	(blank)	Fast Forward Associates	Regular
BGSUN	0000002895	FAST GREG-001	(blank)	Gregory Fast	Regular

5. At the **Summary** Tab, locate and write down the **Vendor ID**. Note also the **Order** and **Remit To** addresses. The **Remit To**: address is the default address that is set up for the vendor. If the vendor has multiple locations, such as the *City of Bowling Green*, click the **Locations** tab.



6. If you want additional details about the vendor, phone number and/or email address, click the **Address** tab.

7. At **Vendor Address**, click the **View All** link so you can see all addresses. This vendor has two addresses: a Bowling Green address and a Perrysburg address. Note the email address and phone and fax numbers.



8. To view another vendor, click the Return to Search button.

Finding Chartfield Combinations

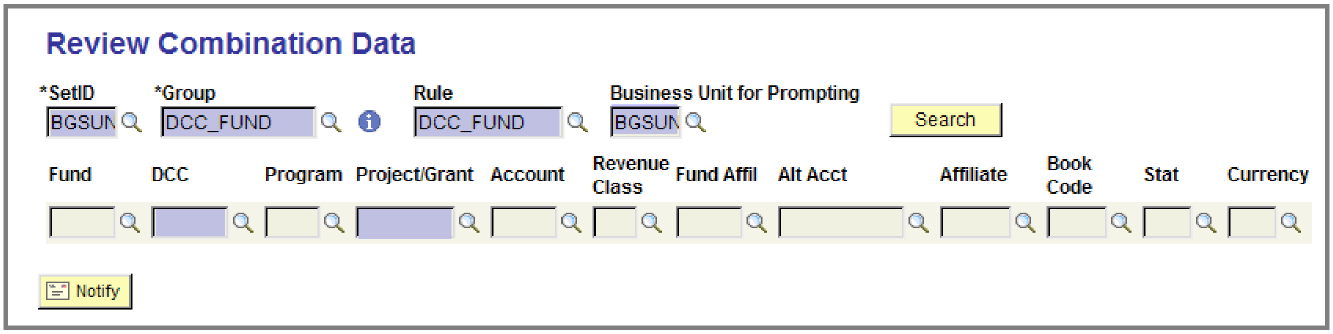
Whether you are entering data in FMS or in the *Check Request* form, it is important that you enter the correct **Fund/DCC** (Department Cost Center) or **Fund/Project-Grant** combination. This section provides instructions on how to find the correct Fund/DCC combination.

Navigation

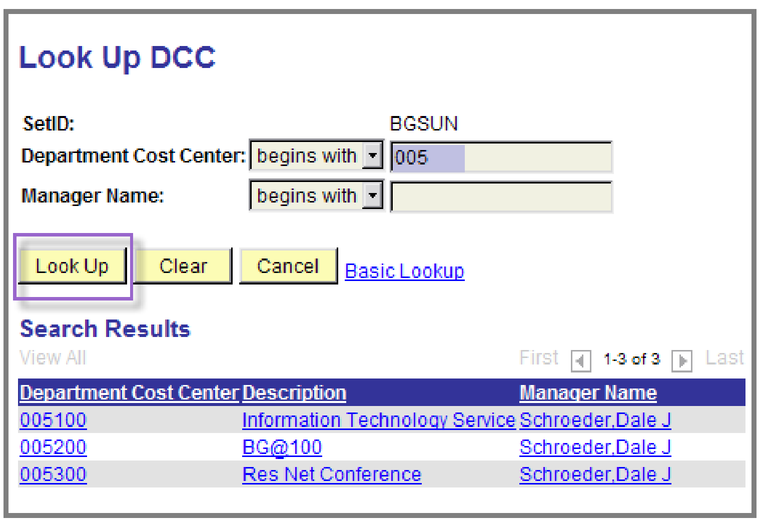
From the **Menu Pagelet**, click **Set up Financials/Supply Chain**< **Common Definitions**<**Design Chartfields**, **Combination Editing**<**Review Combination Data**

Review Combination Data

1. At the **Review Combination Data** page, you will need to enter search criteria.
   Note: If you want to search for Project/Grant-Fund combinations, just change the **Group** and **Rule** to PROJ_FUND

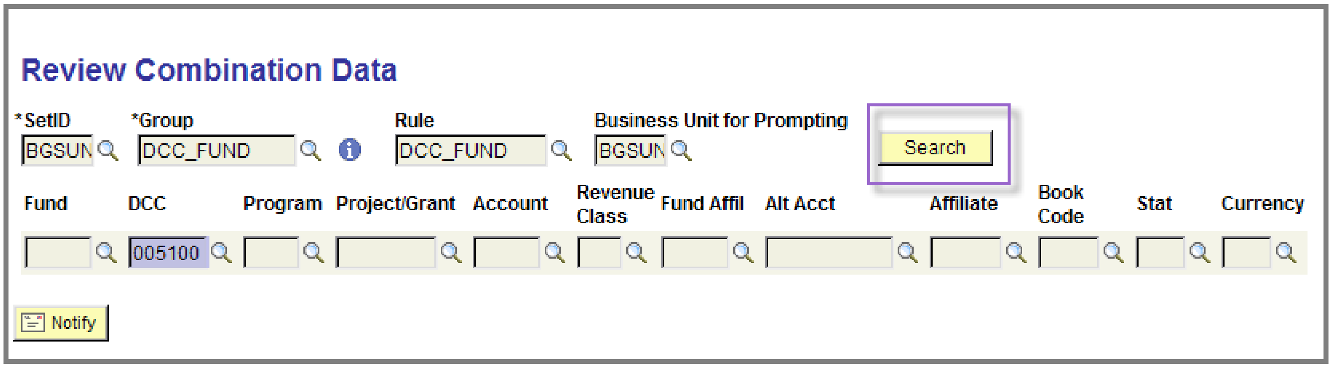


2. Enter the first several digits of the **Department Cost Center or** the **Project/Grant code.** Then click the Look Up button.

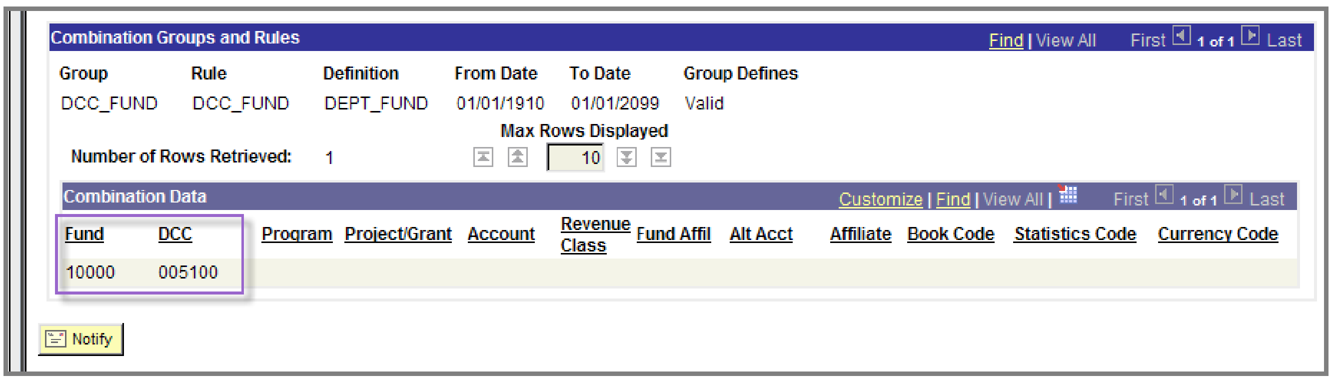


3. At the **Search Results** table, find and then click the desired **DCC or Project/Grant code**.

4. Click the **Search** button to display the correct Fund for this DCC.



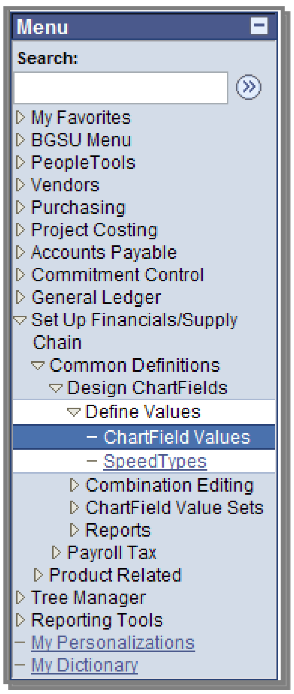
5. Note the correct **Fund** for the **DCC**—for example, 10000.



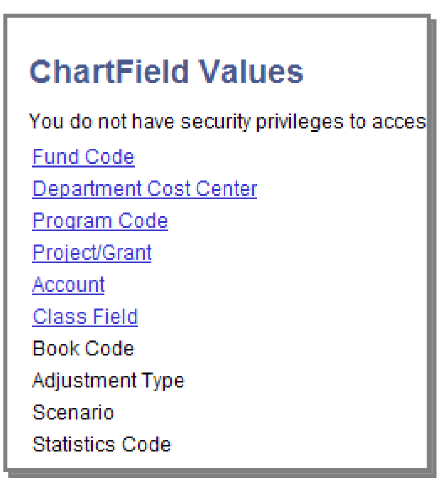
Finding Chartfield Values

If you need to verify a DCC, Project-Grant, Account, or Program code for an FMS document or a Check Request, you can access the **Chartfield Values** page. Follow these simple steps.

1. From the **Menu Pagelet**, click **Set Up Financials/Supply Chain**, **Common Definitions**, **Design Chartfields**, **Define Values**, **Chartfield Values**.

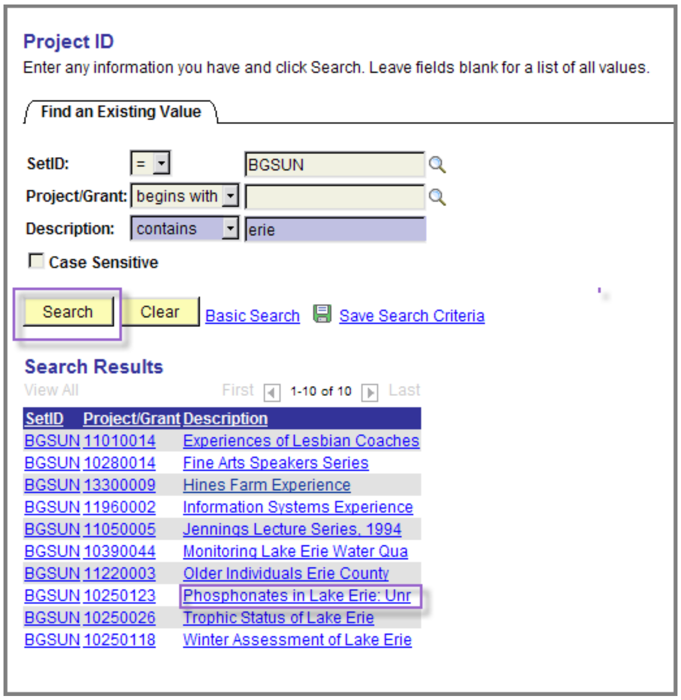


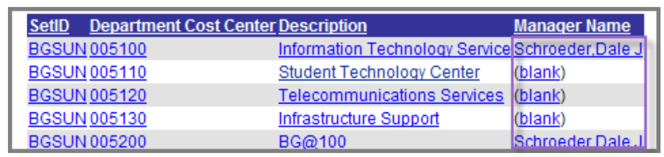
2. Click the **Department Cost Center** link or the **Project/Grant** link.



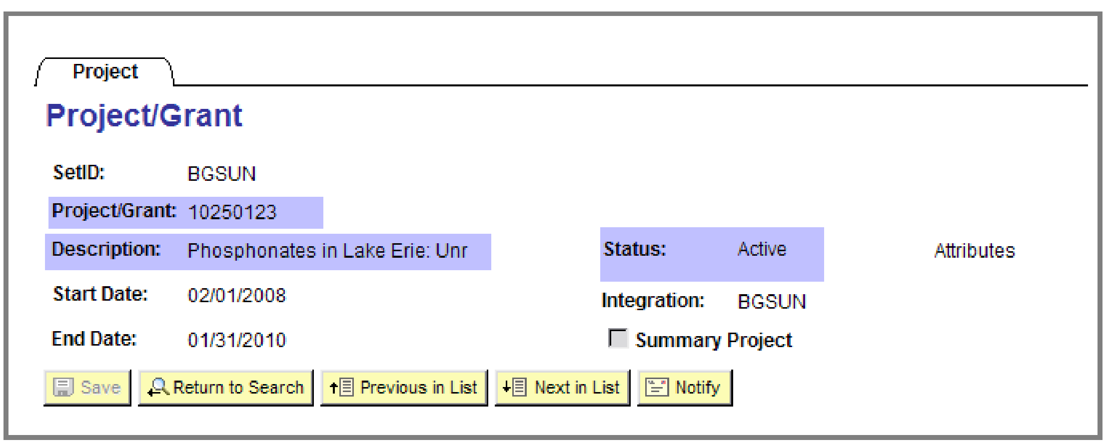
3. Change **Description** begins with to contains and type part of description. Click the **Search** button.

4. Click the link for the desired **Project/Grant** or **DCC** code **NOTE: Search Results** displays all Project/Grant or DCC codes that meet the criteria whether they are active or not. Also, if you are searching for a DCC, the **Manager Name** may be blank.





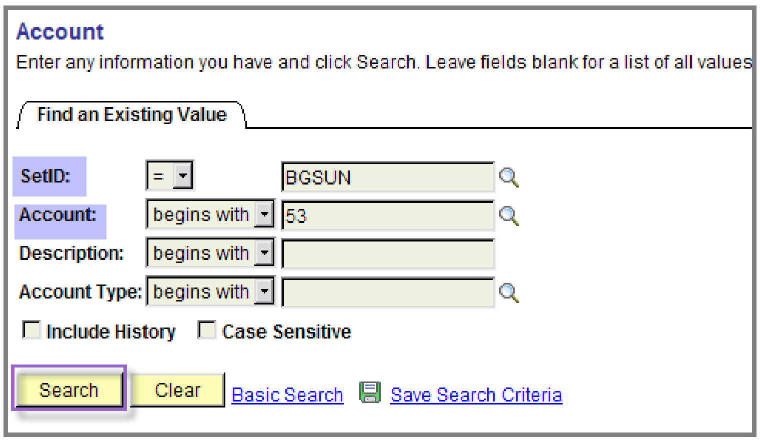
5. Write down the **Project/Grant** code. Note that the **Status** is *Active*.



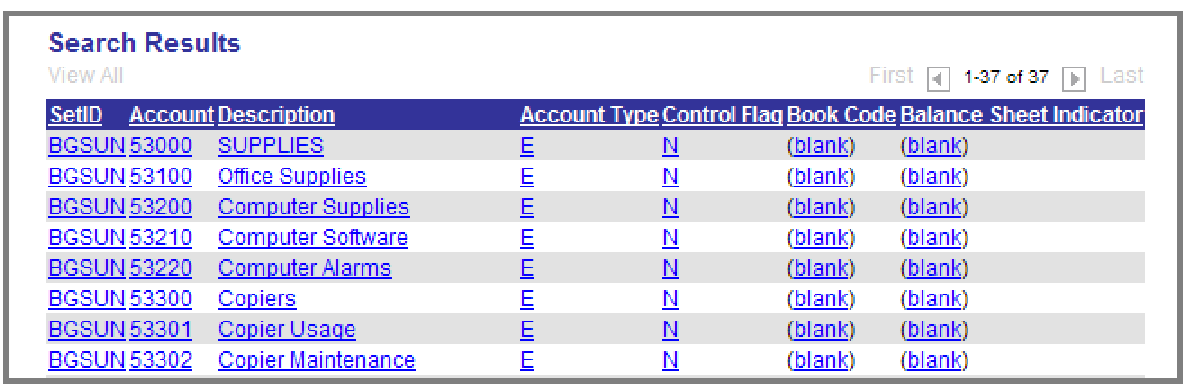
To find an **Account** code, select the **SetID** if needed and enter the first two digits of the desired account code series:

- 53—Supplies
- 54—Travel and Entertainment
- 55—Communication
- 56—Maintenance
- 57—Resale
- 58—Equipment

6. Click the **Search** button.



7. Locate the **Account** code for the **Description** that best describes the purchase.



Search Results

View All First 1-37 of 37 Last

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator
BGSUN	53000	SUPPLIES	E	N	(blank)	(blank)
BGSUN	53100	Office Supplies	E	N	(blank)	(blank)
BGSUN	53200	Computer Supplies	E	N	(blank)	(blank)
BGSUN	53210	Computer Software	E	N	(blank)	(blank)
BGSUN	53220	Computer Alarms	E	N	(blank)	(blank)
BGSUN	53300	Copiers	E	N	(blank)	(blank)
BGSUN	53301	Copier Usage	E	N	(blank)	(blank)
BGSUN	53302	Copier Maintenance	E	N	(blank)	(blank)

8. To verify a **Program** code, search by **Program Code** *begins with* and type a letter; for example, a *C* will display program codes associated with the *Chemistry* dept and an M will display program codes associated with the *College of Musical Arts*.

Using the FMS Comments Function

As discussed previously, insert comments in your requisitions to document special instructions to vendors or explanations to approvers.

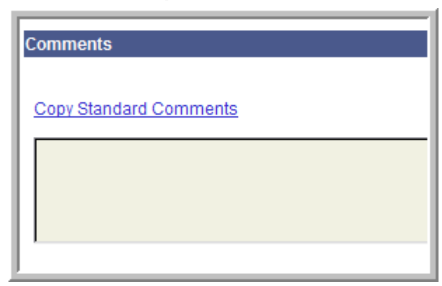
Header Comments

Use Header Comments to insert comments (instructions, UPS Account number etc) for external personnel such as Vendors or internal personnel such as Purchasing Department employees. These comments will be printed on the Purchase Order.

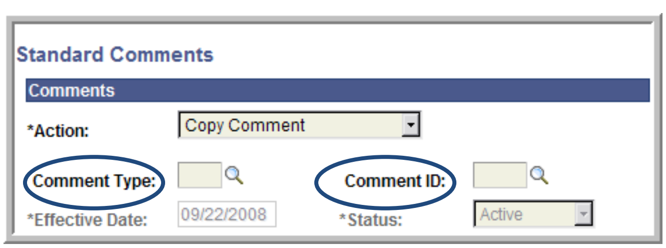
1. Click the **Add Comments** link.

2. Type in your custom comment and click the **OK** Button *OR*

3. Click **Copy Standard Comments** if you want to use one of the predefined comments.

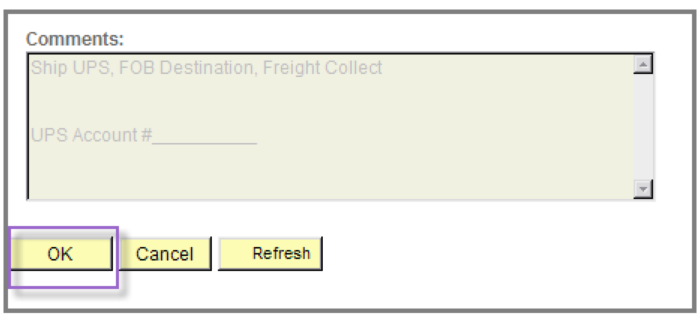


4. Select the desired **Comment Type** and **Comment ID.**

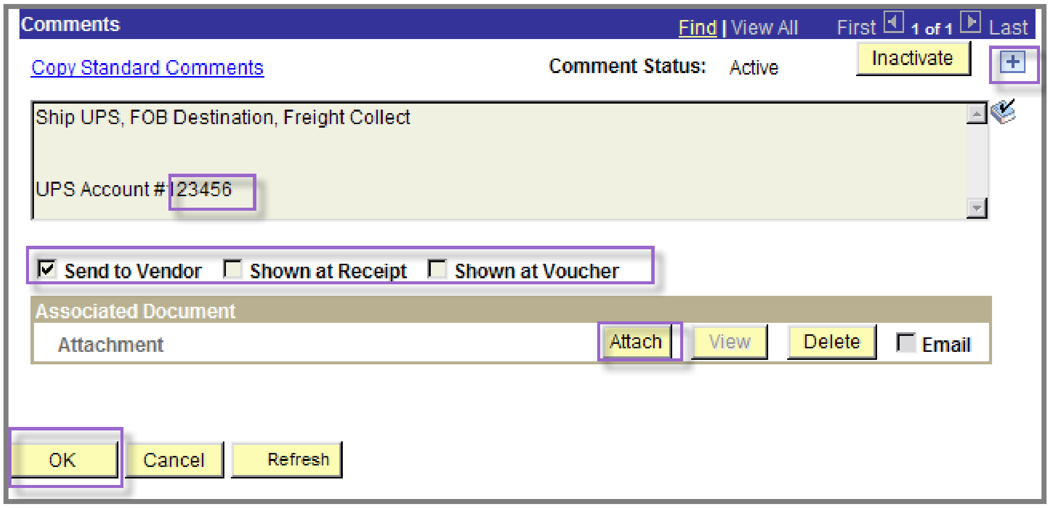


5. The following shows the **Comment Type** *UPS Shipping Terms* and the **Comment ID** for UPS.

6. Click the **OK** button to activate **Comments** text box.



7. The **Comments** text box is now active. Enter text as needed (for example, your UPS Account #) and click **Send to Vendor** so the comment prints on the Requisition and Purchase Order. If you want the comment to show at **Receipt** or at **Voucher**, click those checkboxes.



8. You may add another comment by clicking the **Add a New Row** icon.

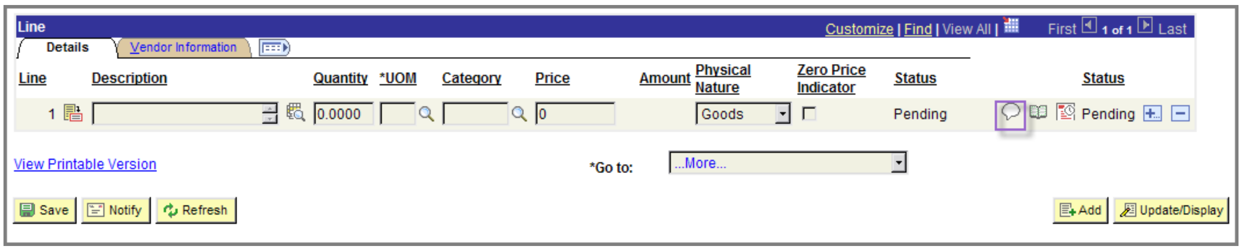
9. To attach a document for the Purchasing dept (for example, a quote), click the **Attach** button, click **Browse** to locate document, and then click **Upload**.

10. Click the **OK** button. *Add Comments* now reads *Edit Comments*.

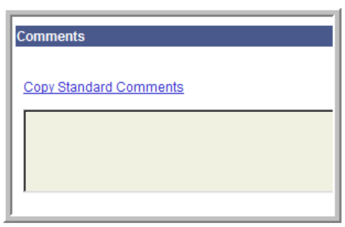
Line Comments

Use Line Comments to insert comments about a specific requisition line. Line Comments will be displayed on the Printable Version of the Requisition and in the Requisition Details section of the requisition **Approval** page. Keep in mind that all people who need to approve this requisition will be able to view these comments.

1. **At Line Details** tab, click the **Line Comments** icon.

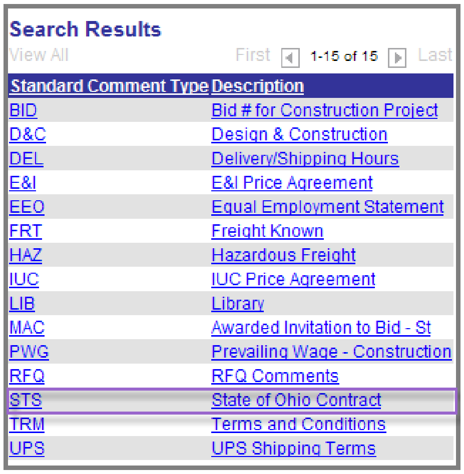


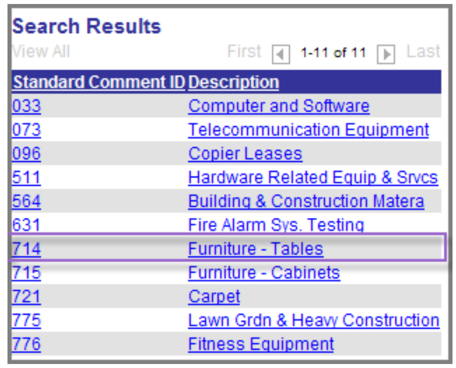
2. Type in your comment and then click the **OK** Button. The Line Comments Icon now displays lines.



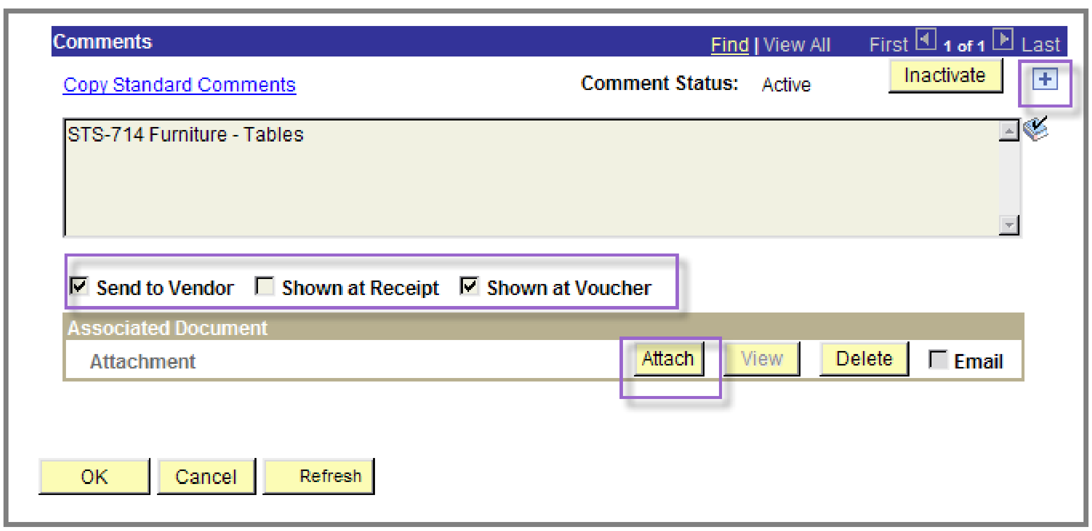
3. If you want to use a Standard Comment, click the **Copy Standard Comments** link and follow the steps described on page 51.

4. Following is an example of using the **Comment Type** *State of Ohio Contract* and **Comment ID** of *Furniture - Tables*.



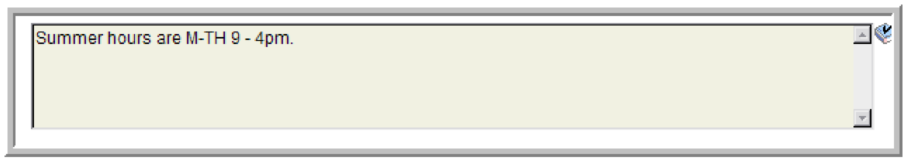


5. The following shows the *Standard Comment* inserted in the active **Comments** text box. If you want to add additional text, you may.

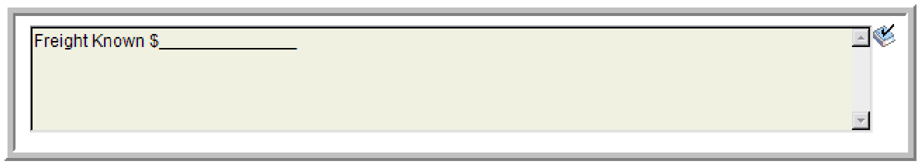


Following are screen captures of four commonly used **Standard Comments**.

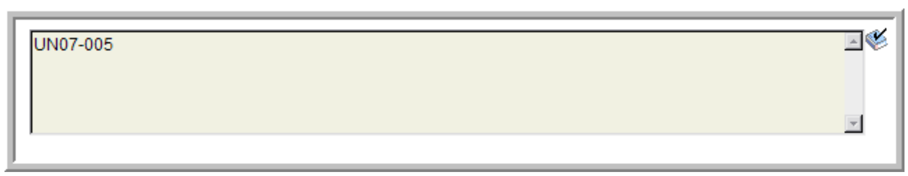
Comment Type: **DEL**
Delivery and Shipping Hours; Modify as desired.



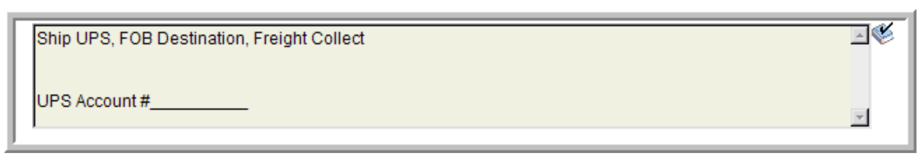
Comment Type: **FRT**
Freight Known: Enter the Freight amount.



Comment Type: **IUC**
Inter-University Council Price Agreement for Computers. Add text as needed.



Comment Type: **UPS**
UPS Shipping Terms: Enter your UPS Account #.



Understanding Your Budget

This section describes the various budget types we use at BGSU and the differences in budget policies for Department Cost Centers and Grants.

DCC Budget Types

BGSU has three **primary** DCC budget types: One Way, Two Way, and Three Way

- A one-way budget consists of one Account—All Expenses, An example is the BGSU Guest House Costs budget.

Budget Overview Results — Customize | Find

	Ledger Group	Fund	DCC	Account	Budget Period	Budget	Expense
1	CC_APPROP	10000	000120	ALL_EXP	2009	21,530.25	1,882.64

- A two way budget consists of two accounts—Personnel with Fringes and Operating. An example is an Intercollegiate Athletics budget.

Budget Overview Results — Customize | Find | View

	Ledger Group	Fund	DCC	Account	Budget Period	Budget	Expense
1	CC_APPROP	22000	450100	OPER	2009	633,148.20	148,935.56
2	CC_APPROP	22000	450100	PERS	2009	1,306,200.00	712,870.94

- A three-way budget consists of three accounts—Fringes, Operating, and Personnel. Many of the academic department's budgets are three-way budgets.

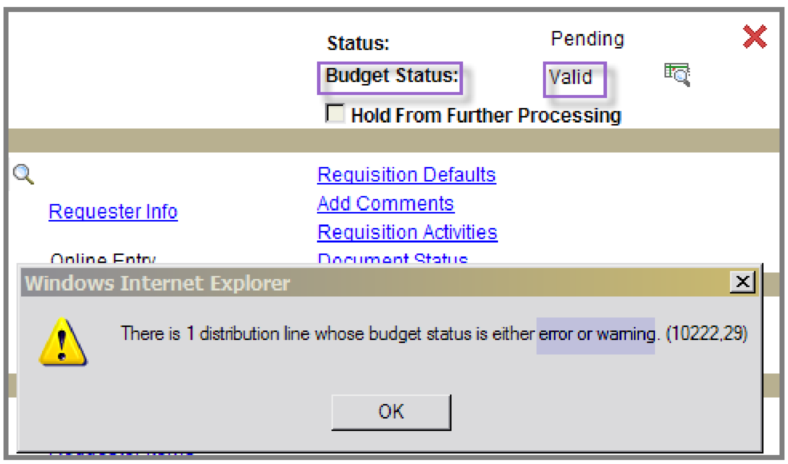
Budget Overview Results — Customize | Find | View All |

	Ledger Group	Fund	DCC	Account	Budget Period	Budget	Expense
1	CC_APPROP	10000	008100	FRINGES	2009	0.00	578,606.73
2	CC_APPROP	10000	008100	OPERATING	2009	1,345,375.53	519,450.66
3	CC_APPROP	10000	008100	PERSONNEL	2009	3,757,251.00	1,803,878.67

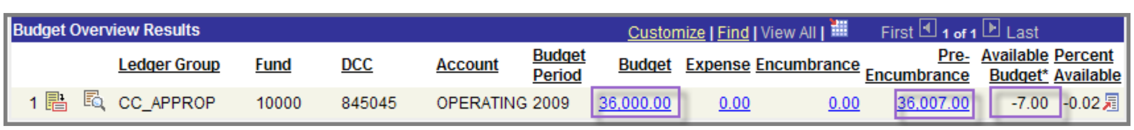
When you use FMS to purchase goods for a DCC, your purchases are paid for from an Operating or an Expense account. Further, FMS is set up to permit deficit spending for Department Cost Centers. This means that your requisitions will be processed through to completion even if you do not have enough money in your operating or expense account to cover the purchase. This does not mean that we encourage irresponsible spending; budget administrators are held accountable for their budgets; any deficit spending will reduce a department's budget for the upcoming budget year. If your operating account is 25,000 and you have expenses totaling 30,000, your operating budget for the next fiscal year will be reduced by $5000.

DCC Budget Check Warnings

If you enter a requisition for which you do not have sufficient operating or expense dollars, you will receive a warning upon budget checking. Note that the Budget Status is *Valid* however. Again, DCC deficit spending is permitted but not without a reduction in the next fiscal year opening budget.



Following is an example of a deficit DCC budget of -$7.00. Please note that is not the true Available Budget for the DCC depicted.


Budget Overview Results

	Ledger Group	Fund	DCC	Account	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	CC_APPROP	10000	845045	OPERATING	2009	36,000.00	0.00	0.00	36,007.00	-7.00	-0.02

Grant Budgets

Grant budgets are a bit different. Such budgets have several accounts arranged by Account categories such as Supplies, Travel, Communication, etc. Not all grants will have the same categories. When you use FMS to purchase goods for a grant, your purchases are paid from one of the account categories. If your requisition lists account code 53450, which is research supplies, that purchase will be paid by Supplies Account. If your requisition lists account code 55500, that purchase will be paid by the Communications Account.

Budget Overview Results — Customize | Find | View

	Ledger Group	PC Bus Unit	Project/Grant	Activity	Account	Budget Period	Budget	Expense
1	CC_PROJECT	BGSUN	10250123	RESEARCH	1.GRADASST	ALL	15,758.00	7,503.00
2	CC_PROJECT	BGSUN	10250123	RESEARCH	2.FRINGE	ALL	107.00	54.41
3	CC_PROJECT	BGSUN	10250123	RESEARCH	3.SUPPLIES	ALL	11,283.12	10,841.49
4	CC_PROJECT	BGSUN	10250123	RESEARCH	4.TRAVEL	ALL	2,716.88	2,716.88
5	CC_PROJECT	BGSUN	10250123	RESEARCH	5.COMM	ALL	1,000.00	109.38

The second digit in the account code corresponds to the following account categories

- 3—Supplies (for example, 5**3**450)
- 4—Travel and Entertainment
- 5—Communication

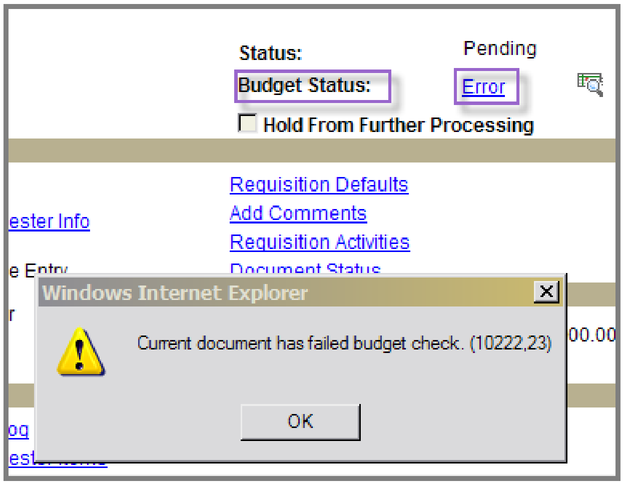
Deficit spending is not permitted for Grants. Before you use FMS to make a purchase for a grant you must ensure that you have sufficient funds in the Account category that corresponds to the **Account** code listed in the requisition. In other words, if you are purchasing $700 in research supplies, from Account code 53450, and the Account category, *Supplies*, has only $500, your requisition will not pass budget checking.

Grant Budget Check Errors

If you enter a requisition referencing an Account code corresponding to a budget account category for which you do not have sufficient dollars, you will receive a budget error upon budget checking. You will not be able to process this requisition. If this happens, you should tell your Budget Administrator.

Following is an example of the message you will receive. Note that the **Budget Status** is *Error*.

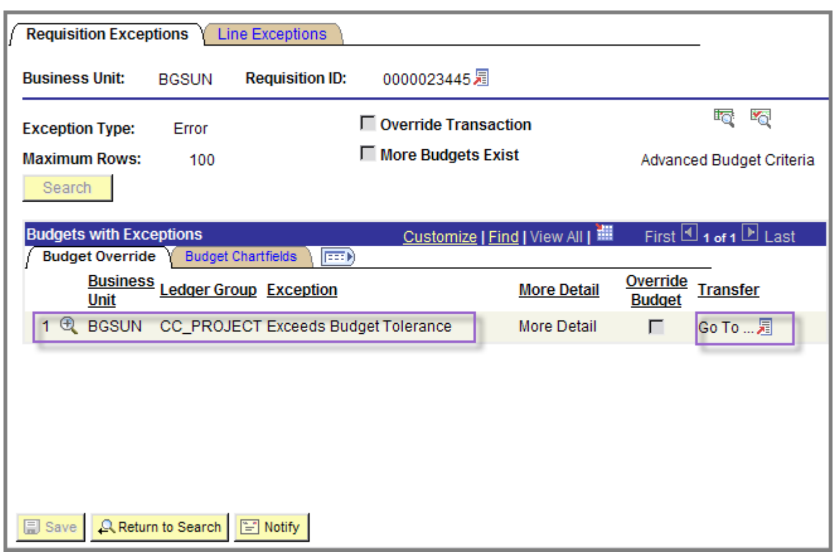
1. To view further details about the error, click the **Error** hyperlink.

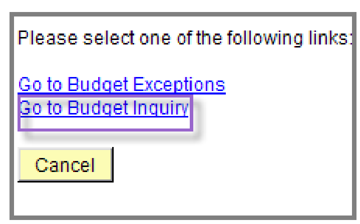


2. Note that the budget check failed because the transaction amount exceeded budget tolerance, meaning insufficient funds.

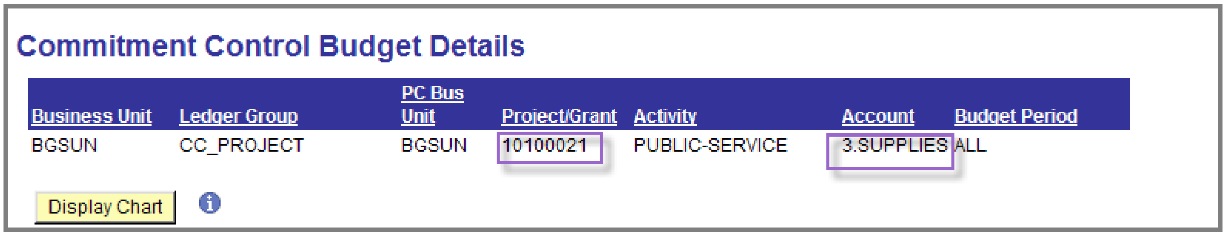
3. To go to the budget inquiry for the grant, click the **Go To** icon.

4. Next, click the **Go to Budget Inquiry** hyperlink.





5. The following shows the **Account** category—*3. Supplies*—that caused the budget check to fail because of insufficient funds.



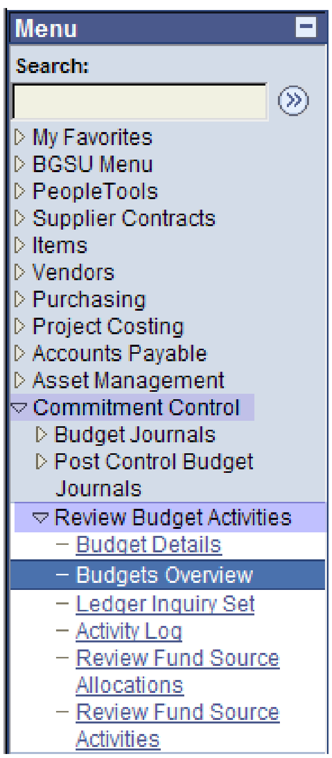
Viewing Your DCC Budget

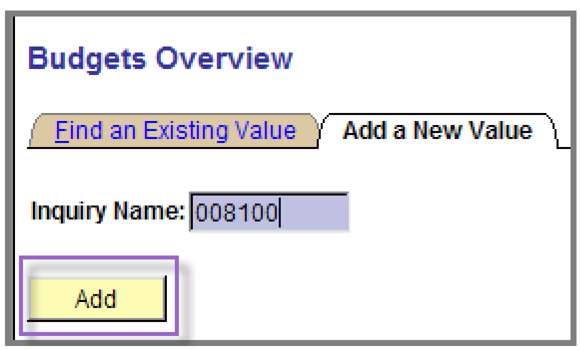
This section shows how to set up a budget inquiry for a DCC budget and view your budget details. The following topics are covered.

- Basic budget terminology
- Your available budget and how it is calculated
- Viewing expenses to date
- Identifying open purchases orders and requisitions
- Drilling down to source documents, such as budget transfers

Navigation

From the **Menu Pagelet**, select **Commitment Control**, **Review Budget Activities**, **Budgets Overview**. The first step to viewing your budget is to create a budget inquiry. Follow these simple steps:

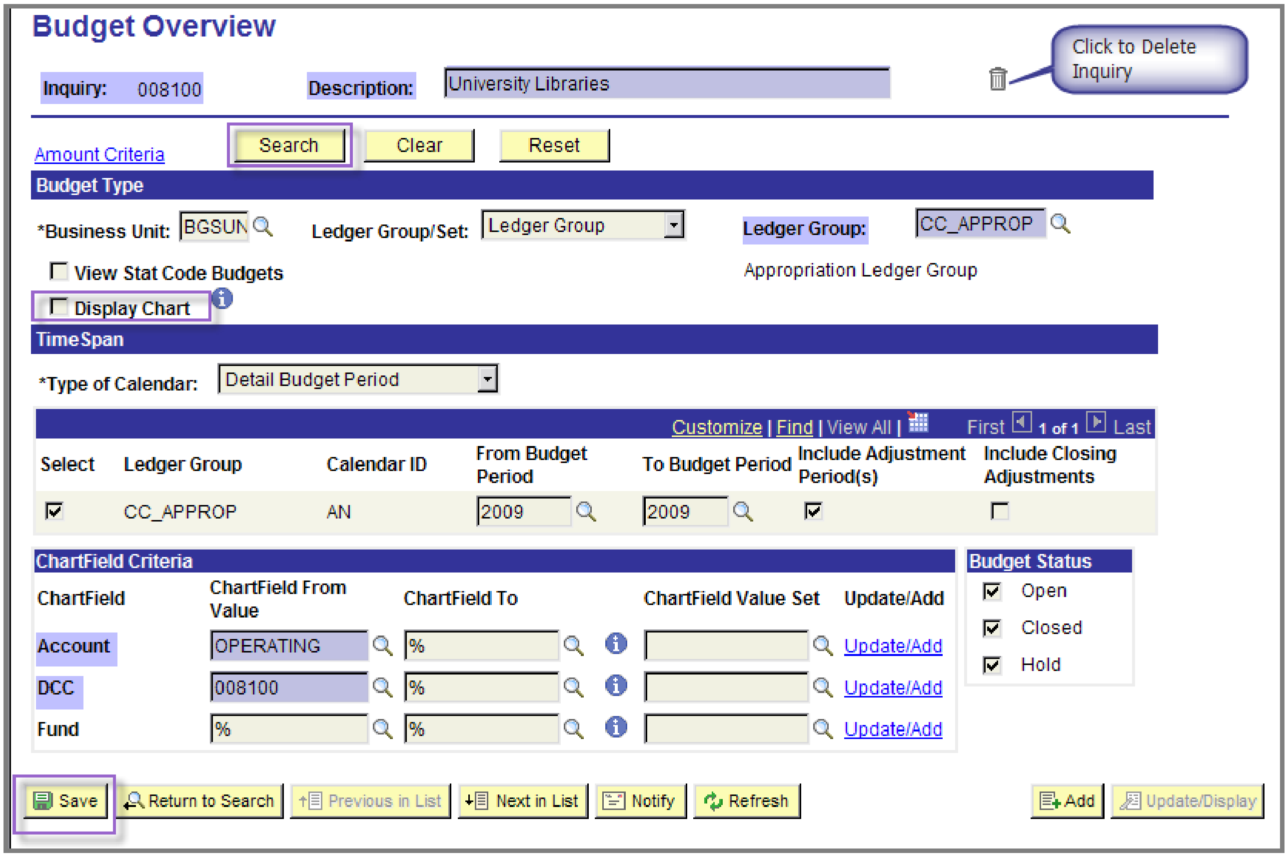




1. At the **Add a New Value** tab, type a name for your inquiry. You may use a DCC code or the name of the DCC.

2. Click the **Add** button.

3. Note the name you gave your **Inquiry** on the top left of the page. Type a **Description** for your Inquiry.



4. Click the **Display Chart** box if you want to see your budget in chart form.

5. Select the **Ledger Group** *CC_Approp*.

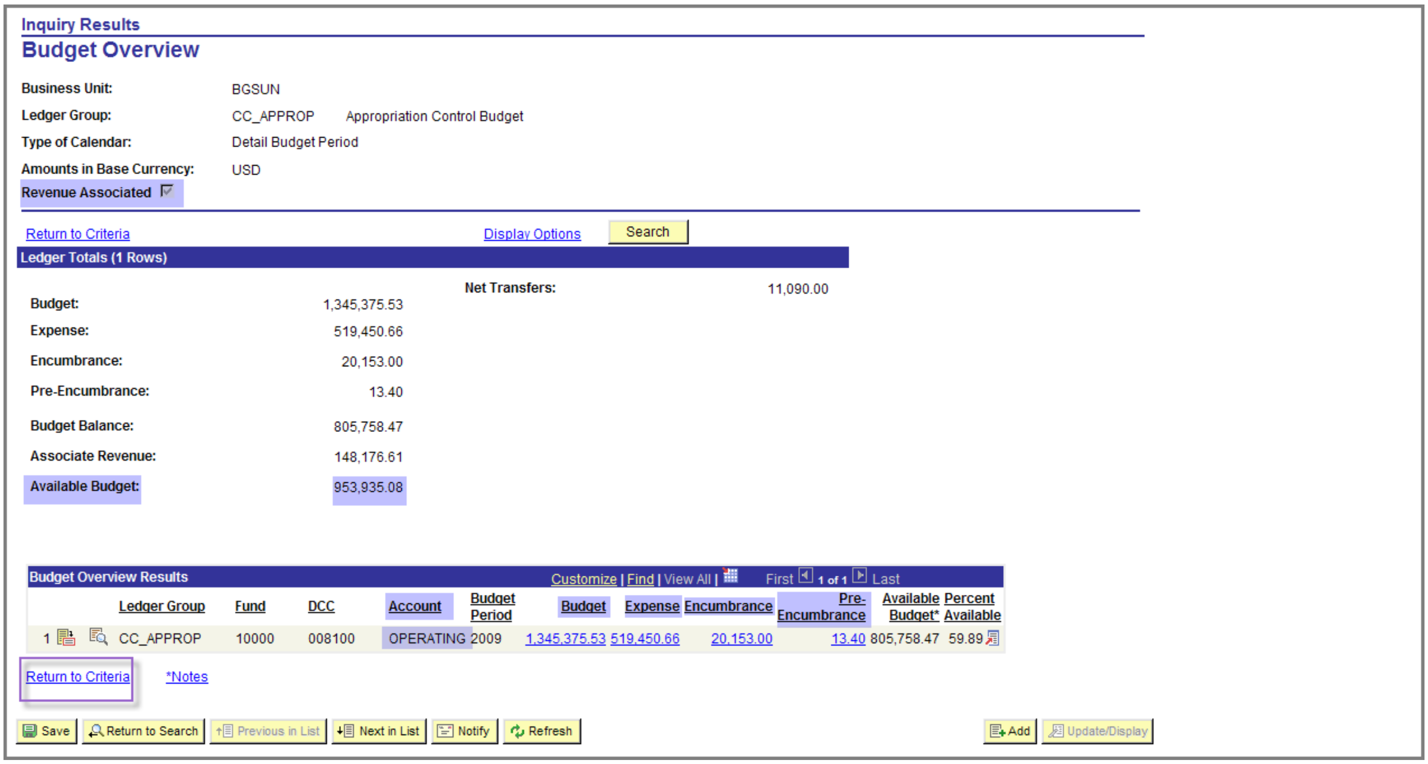
6. Type or select the **Account** *OPERATING*. If you have a one-way expense budget, leave **Account** *blank*.

7. Delete the % sign and type or select the **DCC** code in the **Chartfield From Value** text box.

8. Click the **Save** button to save your criteria for this inquiry. The next time you want to view your budget you will only need to find the Inquiry and click the **Search** button.

9. Click the **Search** button to display your budget **Inquiry results.**

- ➢ This page displays totals for the **Operating** account. As mentioned previously, purchases made from FMS are paid from an ***Operating*** account or ***Expense*** account.



The **Available Budget** of 953, 935.08 is equal to the Budget plus Associate Revenue (if any), minus Expense, Encumbrance, and Pre-Encumbrance. An explanation of those terms follows. **NOTE:** The Available Budget amount listed in **Budget Overview Results** section does not include **Associate Revenue** and is not the true available budget.

- ➢ Budget: Total dollars of current budget
- ➢ Expenses: Total dollars paid to vendors
- ➢ Encumbrances: Total dollars in outstanding purchase orders
- ➢ Pre-Encumbrance: Total dollars in outstanding requisitions
- ➢ Associate Revenue; Total revenue dollars generated by DCC

10. To return to the Criteria page, click the **Return to Criteria** link.

11. To view transaction details:

- For Budget (e.g., budget transfers), click the **Budget** hyperlink
- For Expense (e.g., payment vouchers to vendors, journal entries—expense transfers), click the **Expenses** hyperlink
- For Encumbrance (e.g., outstanding purchase orders), click the **Encumbrance** link
- For Pre-Encumbrance (e.g., outstanding Requisitions), click the **Pre-Encumbrance** hyperlink

Budget Overview Results Customize | Find | View All | First 1 of 1 Last

	Ledger Group	Fund	DCC	Account	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	CC_APPROP	10000	008100	OPERATING	2009	1,345,375.53	519,450.66	20,153.00	13.40	805,758.47	59.89

Following is a screen capture of the **Activity Log** for an Operating budget.

- **Document Label:** Indicates the type of document**,** Journal ID indicates Budget Journal entered in FMS.
- **Document ID**: Indicates the ID of the Budget Journal Entry.
- **Monetary Amount**: The dollar amount of the transaction. A positive number indicates dollars were transferred to this budget; a negative number indicates dollars were transferred from this budget.
- **Budget Entry type**: Indicates whether entry is original load, adjustment or Xfer Adj, which is a Budget Transfer
- **Drill Down**: Click to view actual document, in this case, a Budget Transfer.

Activity Log

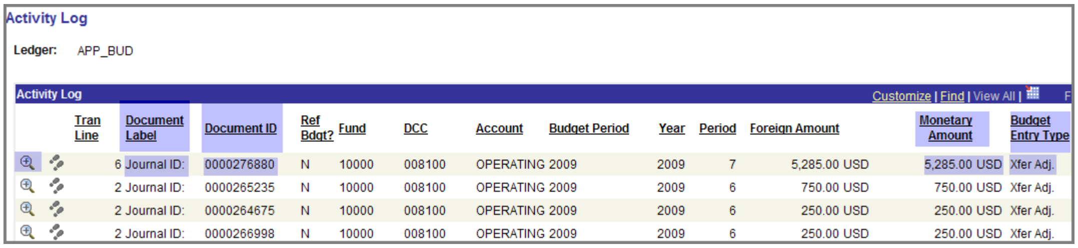
Ledger: APP_BUD

Activity Log Customize | Find | View All |

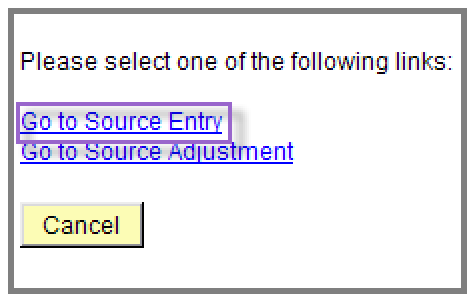
Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	DCC	Account	Budget Period	Year	Period	Foreign Amount	Monetary Amount	Budget Entry Type
6	Journal ID:	0000276880	N	10000	008100	OPERATING	2009	2009	7	5,285.00 USD	5,285.00 USD	Xfer Adj.
2	Journal ID:	0000265235	N	10000	008100	OPERATING	2009	2009	6	750.00 USD	750.00 USD	Xfer Adj.
2	Journal ID:	0000264675	N	10000	008100	OPERATING	2009	2009	6	250.00 USD	250.00 USD	Xfer Adj.
2	Journal ID:	0000266998	N	10000	008100	OPERATING	2009	2009	6	250.00 USD	250.00 USD	Xfer Adj.

Activity Log: Drilling down to Source Documents

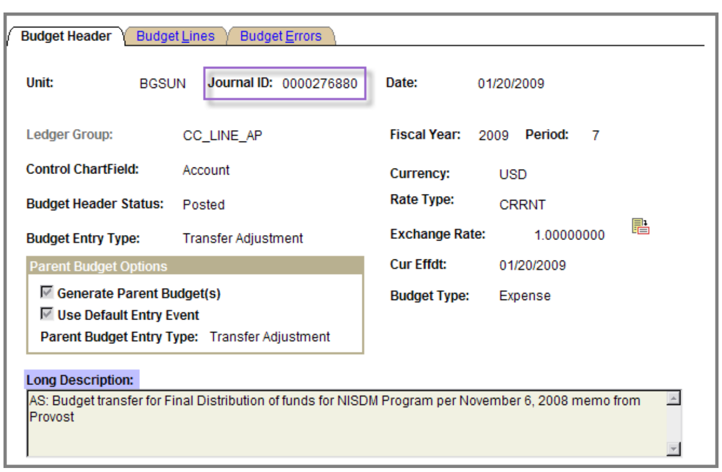
1. To view source documents (e.g., budget transfers, etc), click the Drill Down icon for the desired Document ID.



2. At the **Budget Journal Line Drill Down** page, click the **Journal ID icon**.
3. Next, click the **Go to Source Entry** hyperlink.



4. View the **Budget Transfer** for additional details found in the **Long Description**. Close the Window and click **OK** to return to **Activity Log**.



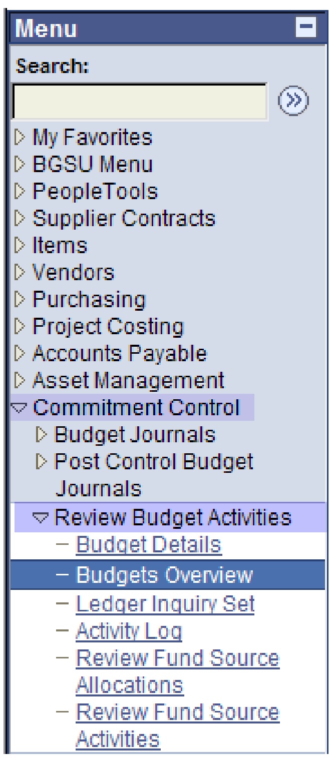
Viewing Your Grant Budget

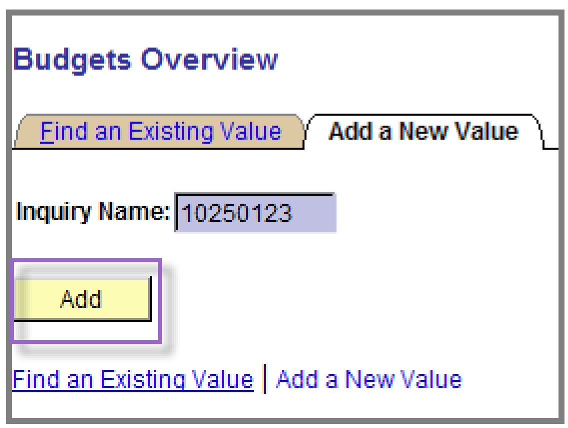
This section shows how to set up a budget inquiry for a Grant budget and view your budget details. The following topics are covered.

- Basic budget terminology
- Your available budget and how it is calculated
- Viewing expenses to date
- Identifying open purchases orders and requisitions
- Drilling down to source documents, such as a requisition

Navigation

From the **Menu Pagelet**, select **Commitment Control**, **Review Budget Activities**, **Budgets Overview**. The first step to viewing your budget is to create a budget inquiry. Follow these simple steps:

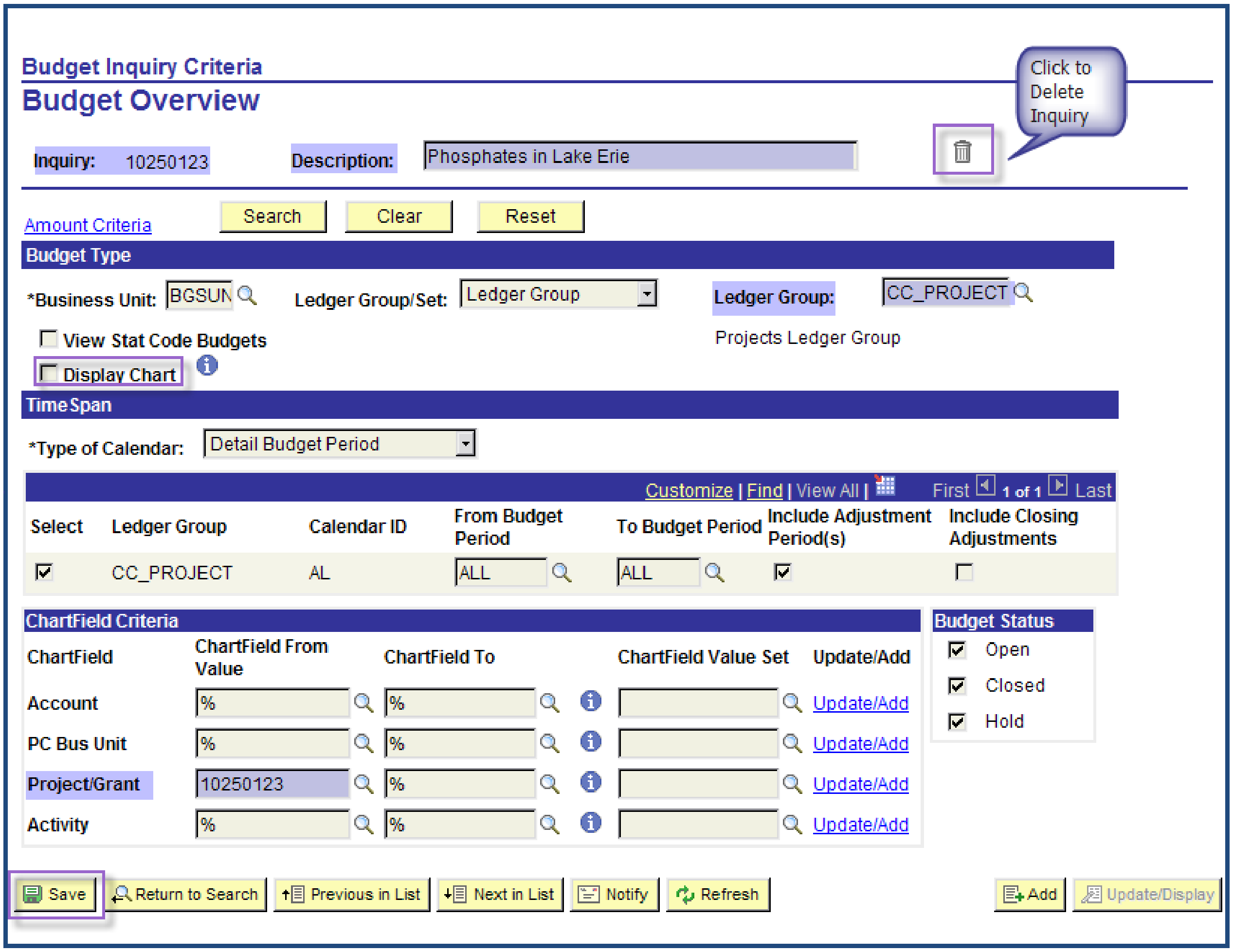




1. At the **Add a New Value** tab, type a name for your inquiry. You may use a Project/Grant code or the name of the Grant.

2. Click the **Add** button.

3. Note the name you gave your Inquiry on The top left of the page. Type a **Description** for your Inquiry.



4. Click the **Display Chart** box if you want to see your budget in chart form.

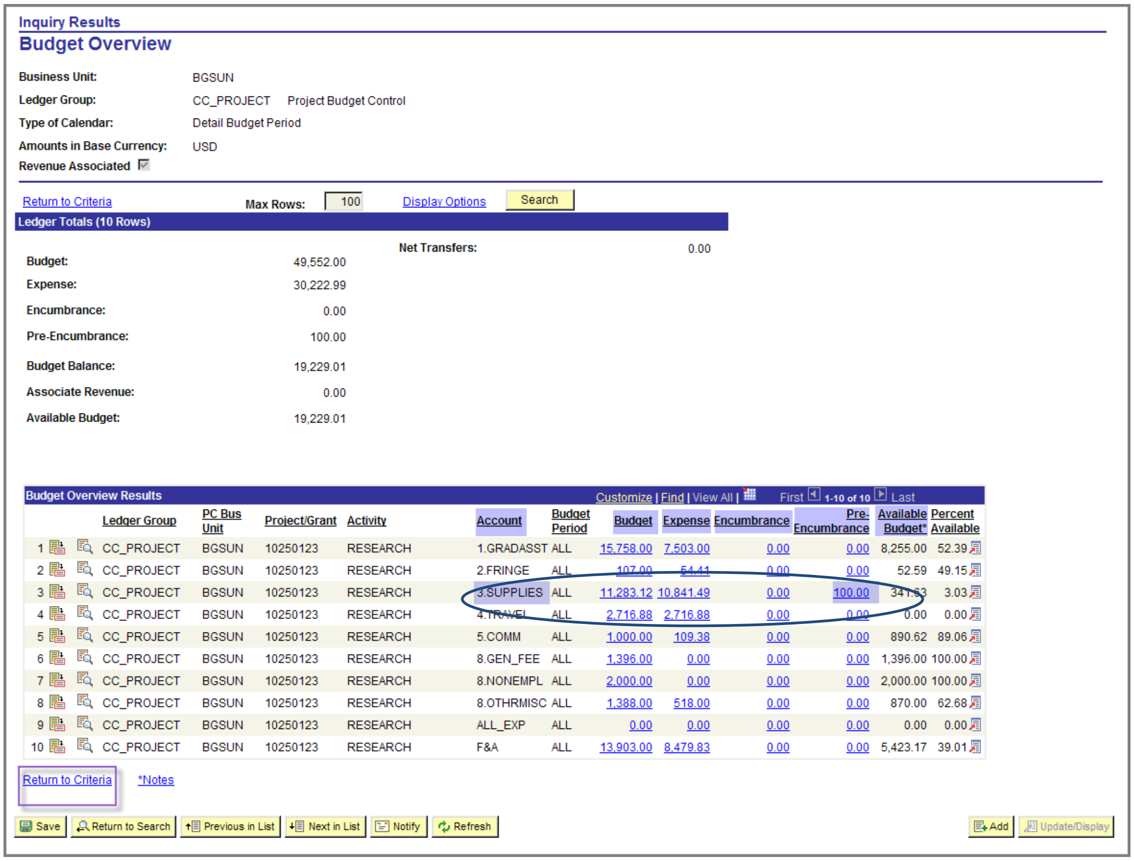
5. Select the **Ledger Group** *CC_PROJECT*.

6. Delete the % sign and type or select the **Project/Grant** code in the **Chartfield From Value** text box.

7. Click the **Save** button to save your criteria for this inquiry. The next time you want to view your budget you will only need to find the Inquiry and click the **Search** button.

8. Click the **Search** button to display your budget **Inquiry results.**

- This page displays totals for all ten **Account** category rows. To see if you have money available in a given category, look at the **Available Budget** for that category, for example, 3**. Supplies**, which shows 341.63 available. Therefore, a requisition totaling $200 referencing Account code 5**3**450 for (Research Supplies) would pass budget checking.



Inquiry Results

Budget Overview

Business Unit: BGSUN

Ledger Group: CC_PROJECT Project Budget Control

Type of Calendar: Detail Budget Period

Amounts in Base Currency: USD

Revenue Associated

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (10 Rows)

Budget:	49,552.00	Net Transfers:	0.00
Expense:	30,222.99		
Encumbrance:	0.00		
Pre-Encumbrance:	100.00		
Budget Balance:	19,229.01		
Associate Revenue:	0.00		
Available Budget:	19,229.01		

Budget Overview Results — Customize | Find | View All | First 1-10 of 10 Last

	Ledger Group	PC Bus Unit	Project/Grant	Activity	Account	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	CC_PROJECT	BGSUN	10250123	RESEARCH	1.GRADASST	ALL	15,758.00	7,503.00	0.00	0.00	8,255.00	52.39
2	CC_PROJECT	BGSUN	10250123	RESEARCH	2.FRINGE	ALL	107.00	54.41	0.00	0.00	52.59	49.15
3	CC_PROJECT	BGSUN	10250123	RESEARCH	3.SUPPLIES	ALL	11,283.12	10,841.49	0.00	100.00	341.63	3.03
4	CC_PROJECT	BGSUN	10250123	RESEARCH	4.TRAVEL	ALL	2,716.88	2,716.88	0.00	0.00	0.00	0.00
5	CC_PROJECT	BGSUN	10250123	RESEARCH	5.COMM	ALL	1,000.00	109.38	0.00	0.00	890.62	89.06
6	CC_PROJECT	BGSUN	10250123	RESEARCH	8.GEN_FEE	ALL	1,396.00	0.00	0.00	0.00	1,396.00	100.00
7	CC_PROJECT	BGSUN	10250123	RESEARCH	8.NONEMPL	ALL	2,000.00	0.00	0.00	0.00	2,000.00	100.00
8	CC_PROJECT	BGSUN	10250123	RESEARCH	8.OTHRMISC	ALL	1,388.00	518.00	0.00	0.00	870.00	62.68
9	CC_PROJECT	BGSUN	10250123	RESEARCH	ALL_EXP	ALL	0.00	0.00	0.00	0.00	0.00	0.00
10	CC_PROJECT	BGSUN	10250123	RESEARCH	F&A	ALL	13,903.00	8,479.83	0.00	0.00	5,423.17	39.01

Return to Criteria *Notes

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

9. To view transaction details:

- For Budget (e.g., budget transfers), click the **Budget** hyperlink for the desired Account Category
- For Expense (e.g., payment vouchers to vendors, journal entries—expense transfers), click the **Expenses** hyperlink for the desired Account category
- For Encumbrance (e.g., fully encumbered purchase orders), click the **Encumbrance** link for the desired Account category
- For Pre-Encumbrance (e.g., outstanding Requisitions), click the **Pre-Encumbrance** hyperlink for the desired Account category.

Following is a screen capture of the **Activity Log** for Pre-Encumbrances.

- **Document Label:** Indicates the type of document (e.g., **Requisition**)
- **Document ID**: Indicates the ID of the document (e.g., **Requisition ID**)
- **Account**: Indicates the Account category to fund this transaction (e.g., 3 Supplies)
- **Drill Down**: Click to view actual document, in this example**, Requisition**.

Activity Log

Ledger: PROJ_PRE

Display open pre-encumbrances only

Activity Log — Customize | Find | View All | First 1-5 of 5 Last

Tran Line	Document Label	Document ID	Ref Bdgt?	PC Bus Unit	Project/Grant	Activity	Account	Budget Period	Year	Period	Foreign Amount	Monetary Amount	Tran ID	Tran Dat
1	Purchase Order:	0000117696	Y	BGSUN	10250123	RESEARCH	3.SUPPLIES ALL		2009	1	-700.00 USD	-700.00 USD	0000759631	07/16/20
1	Requisition ID:	0000018477	N	BGSUN	10250123	RESEARCH	3.SUPPLIES ALL		2007	12	700.00 USD	700.00 USD	0000757358	07/10/20
1	Requisition ID:	0000018477	N	BGSUN	10250123	RESEARCH	3.SUPPLIES ALL		2007	12	-700.00 USD	-700.00 USD	0000757358	07/10/20
1	Requisition ID:	0000018477	N	BGSUN	10250123	RESEARCH	3.SUPPLIES ALL		2009	1	700.00 USD	700.00 USD	0000757358	07/10/20
1	Requisition ID:	0000023441	N	BGSUN	10250123	RESEARCH	3.SUPPLIES ALL		2009	10	100.00 USD	100.00 USD	0000877713	04/15/20

OK

Activity Log: Drilling down to Source Documents

1. To view source documents (e.g., Requisition, etc), click the Drill Down icon for the desired **Document ID**.

Activity Log

Ledger: PROJ_PRE

Display open pre-encumbrances only

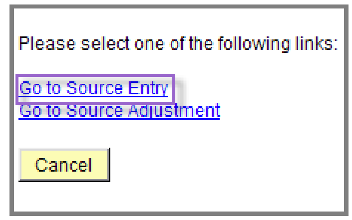
Activity Log — Customize | Find | View All | First 1-5 of 5 Last

Tran Line	Document Label	Document ID	Ref Bdgt?	PC Bus Unit	Project/Grant	Activity	Account	Budget Period	Year	Period	Foreign Amount	Monetary Amount	Tran ID	Tran Dat
1	Purchase Order:	0000117696	Y	BGSUN	10250123	RESEARCH	3.SUPPLIES ALL		2009	1	-700.00 USD	-700.00 USD	0000759631	07/16/20
1	Requisition ID:	0000018477	N	BGSUN	10250123	RESEARCH	3.SUPPLIES ALL		2007	12	700.00 USD	700.00 USD	0000757358	07/10/20
1	Requisition ID:	0000018477	N	BGSUN	10250123	RESEARCH	3.SUPPLIES ALL		2007	12	-700.00 USD	-700.00 USD	0000757358	07/10/20
1	Requisition ID:	0000018477	N	BGSUN	10250123	RESEARCH	3.SUPPLIES ALL		2009	1	700.00 USD	700.00 USD	0000757358	07/10/20
1	Requisition ID:	0000023441	N	BGSUN	10250123	RESEARCH	3.SUPPLIES ALL		2009	10	100.00 USD	100.00 USD	0000877713	04/15/20

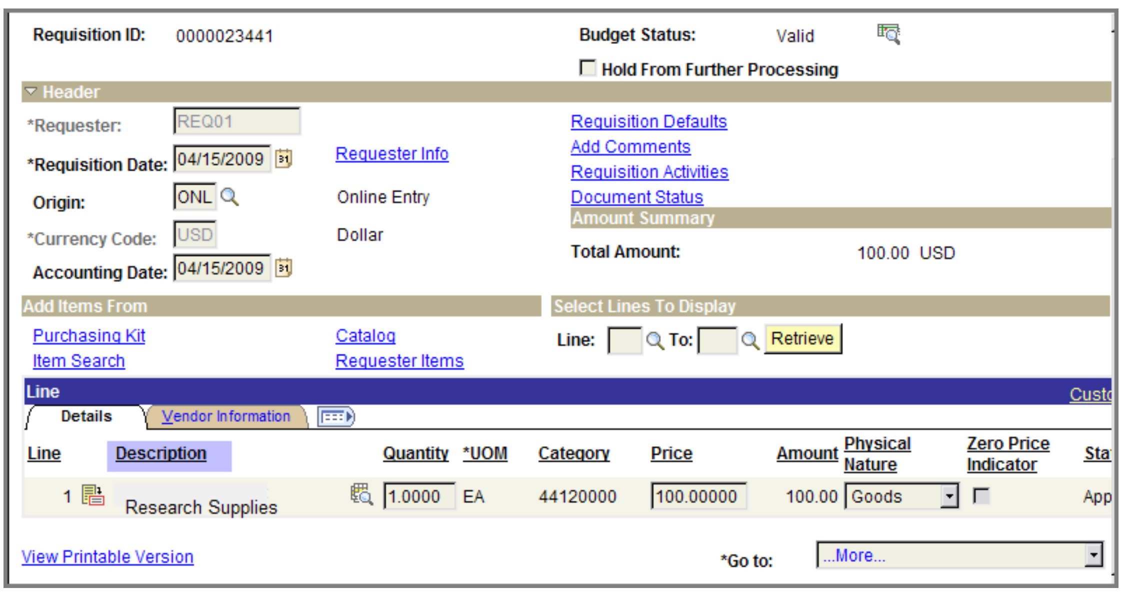
OK

2. At the **Requisition Line Drill Down** page, click the **Requisition ID icon**.

3. Next, click the **Go to Source Entry** hyperlink.



4. View the **Requisition** for additional details found in the **Description**. Close the Window and click **OK** to return to **Activity Log**.



Understanding Budget Transfers and Journal Entries

Budget Transfers and Journal Entries are frequently confused. This section briefly explains the difference between the two.

Budget Transfers

Budget Transfers, which are used to transfer budget dollars from one account code to another or to donate budget dollars to another DCC, affect the **Budget** total. If you are donating dollars to another DCC, the Budget total will be reduced by the amount of the transfer, giving you less money in your budget. If you are transferring budget dollars from one account code to another within your DCC, the budget total will stay the same; you are just moving dollars from one account to another within the same budget.

To see a specific transaction, click the **Budget** total for your *Operating* or *Expense* Budget.

Budget Overview Results — Customize | Find | View All | First 1 of 1 Last

	Ledger Group	Fund	DCC	Account	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	CC_APPROP	10000	008100	OPERATING	2009	1,345,375.53	519,450.66	20,153.00	13.40	805,758.47	59.89

Following are a few guidelines involving Budget Transfers.

- Should be initiated by the DCC who will have its budget reduced.
- Normally involve transfers to and from the **Operating** account. In some cases, transfers involving Personnel account codes are permitted. However, if you are in *Academic Affairs*, you must submit the paper **Budget Transfer Approval Form** to Valita Barnes and receive approval before entering in FMS.
- Require approval by the Budget Administrator for the DCC who is donating the budget dollars. The requester must use the FMS notification process to send an email to the Budget Administrator, who will in turn email the Controller's Office.
- Are not permitted for Grants. Call Restricted Funds (Grants Accounting).
- Are never entered for DCCs with different funds (e.g., Fund 10000 donating to Fund 20000)

Journal Entries

Journal Entries, which are used to transfer an expense resulting from a purchase/invoice, affect the **Expense** total. If you are transferring an expense to another DCC or Project/Grant, the Expense total will be reduced by the amount of the transfer, giving you more money in your budget. If someone is transferring an expense to you, the *Expense* total will be increased by the amount of the transfer, giving you less money in your budget.

Budget Overview Results — Customize | Find | View All | First 1 of 1 Last

	Ledger Group	Fund	DCC	Account	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	CC_APPROP	10000	008100	OPERATING	2009	1,345,375.53	519,450.66	20,153.00	13.40	805,758.47	59.89

To see a specific transaction, click the **Expense** total for your *Operating* or *Expense* Budget. If you are viewing grant budget totals, click the Expense total for the Account category used to pay the expense. In either case, locate the **Journal ID** for the desired Journal Entry.

Following are a few guidelines involving Journal Entries.

- Are normally initiated by the department who incurred the initial expense. For example, the department may have paid for a purchase and is transferring an expense to another department who agreed to share in the costs.
- Are used to correct an incorrectly charged expense. The department who was incorrectly charged should initiate the transfer.
- Are always used when the transfer involves two different funds.
- Require Budget Administrator or Principal Investigator approval. The Requester must use the FMS Notification process to email the Budget Administrator or PI who will in turn email the Controller's Office or Grants Accounting as required.

Checking Budget Transfer and Journal Entry Statuses

Use this quick reference chart to find and view Budget Transfer and Journal Entry statuses.

Budget Transfer Document Status

Navigation: *Commitment Control/Budget Journals/Enter Budget Transfer*

Click the **Find an Existing Value** tab, enter the Journal **ID** and click **Search**.

At **Search Results**, view the status of the **Journal ID**. See **Statuses** to the right.

OR if you put your initials in the **Description** field within the **Budget Transfer**, you can search by **Description** (as shown below).

Ledger Group	Budget Header Status	Description
CC_LINE_AP	Posted	AS Transfer from EVP to Board
CC_LINE_AP	Posted	AS: Budget Transfer from Succ
CC_LINE_AP	Posted	AS: Transfer from Success Cha

Journal Entry Document Status

Navigation: *General Ledger/Journals/Journal Entry/Create/Update Journal Entries*

Click the **Find an Existing Value** tab, enter the **Journal ID** and click **Search**. View the **Status**.

You may also enter just the **Source** of **IX** to see all Expense Transfers, then from the **Search Results** table, sort by **Description** to identify those entered by you (if you put your initials in the **Description** field within the **Expense Transfer**). See below.

Posted	Valid	ACTUAL	IX	USD	20	100260.34	0	AS: Expense Transfer from 2201
Posted	Valid	ACTUAL	IX	USD	2	7816	0	AS: Expense transfer from Gene
Incomplete	Not Chk'd	ACTUAL	IX	USD	2	35.8	0	AS: Expense transfer from Gene

Document Statuses

Budget Transfers (BT)

Error: BT has incorrect Chartfields and/or budget check errors.

None: The initial status when you create a BT for a DCC for which you have security access. This is normal.

Not Balanced: BT includes only one line. Debits do not equal credits.

Posted: BT has a valid budget status and valid chartfield values. The BT has been posted to the CC ledger and the transfer has been made.

Security Error: The initial status when you create a BT for a DCC for which you do not have security access. This is normal.

Journal Entries (JE—Expense Transfer)

Journal Entry Incomplete: JE saved with a journal status of Incomplete (T) and budget status of N (Not Checked). This is normal. This is how FMS is setup.

Journal Has Errors: JE has incorrect Chartfields or has a date not within the open ledger period.

No Status-Needs to be Edited: JEs from interfaces and from online entry that have not had journal and budget statuses checked.

Valid Journal Edits Complete: JE has valid Journal Status but **errors in Budget Check**.

Posted: JE has valid Journal and Budget status. JE has been posted to the General Ledger and the expenses have been transferred.

Express Steps for Creating Requisitions

This section contains quick, step-by-step procedures for creating requisitions that use the following origins: All requisitions, regardless of dollar amount, will be routed electronically for approval.

NOTE: These instructions assume you fully understand when and how to enter FMS requisitions to purchase goods or services. If you do not understand the process, please read the guide as needed.

Origins

- ONL: Online Entry—Use for any dollar amount

- BLK: Blanket Requisitions/PO's—Use when you want to make repeated purchases from a vendor over a given time period without entering a requisition each time. When the requisition is sourced to a Purchase Order Number, you can give the PO# to vendor anytime you wish to place an order. Enter a purchase order receipt each time you make a purchase.

- SVC: Service Contract—Use when you want to pay a fixed fee each month to a vendor, for example, a leased car payment or a copy maintenance fee. Enter a line for each month and enter a purchase order receipt for each monthly payment. **Note:** No separate instructions are provided. Follow the instructions for Multi-Line Requisition and use the **Origin** *SVC*.

- RSV: Reserved Purchase Order Number—Use when you want to take advantage of special pricing or speed up the order process. Call Purchasing and tell them the Vendor Name/No and the DCC or Project/Grant code. Purchasing will give you a reserved FMS Purchase Order Number. Call or Email PO# to the Vendor to get your order underway. Enter a requisition that includes the PO# in the Description. Enter a Purchase Order receipt when you receive the goods or service.

EXPRESS STEPS: Creating a One Line DCC Requisition without using Requisition Defaults

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

- From the **Add a New Value** tab, click Add
- Keep the **Origin** as **ONL**
- To fill in the Line Details: Line Details
    - Enter *a description of the item being purchased* as the **Description**
    - Enter a **Quantity**
    - Enter the **UOM** (unit of measure)
    - Enter a **Category**
    - Enter a **Price**
    - Click the **Vendor Information** tab
    - Click the Look Up icon for the **Vendor** field
    - Search for and select the vendor
    - Click the Look Up icon for the **Location** field
    - Select the correct location
    - Click the **Details** tab
    - Click (Schedule)
    - Change the **Ship To** location if necessary and select a **Due Date** if needed
    - Click (Distribute)
    - Enter a **Fund**
    - Enter a **DCC**
    - Verify or select a different **Account** code
    - Click OK
- Click Save to save the requisition
- Click the Return to Main Page link near the top left of the page
- Click to budget check

EXPRESS STEPS: Creating a One Line Grant Requisition without using Requisition Defaults

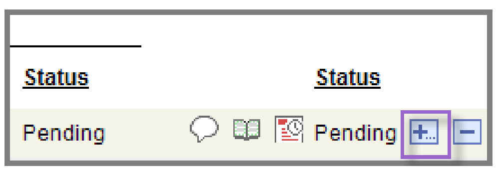
Purchasing > **Requisitions** > **Add/Update Requisition**

- From the **Add a New Value** tab, click Add
- Keep the **Origin** as **ONL**
- To fill in the Line Details: Line Details
  - Enter *a description of the item being purchased* as the **Description**
  - Enter a **Quantity**
  - Enter the **UOM**
  - Enter a **Category**
  - Enter a **Price**
  - Click the **Vendor Information** tab
  - Click the Look Up icon for the **Vendor** field
  - Search for and select the vendor
  - Click the Look Up icon for the **Location** field
  - Select the correct location
  - Click the **Details** tab
  - Click (Schedule)
  - Change the **Ship To** location if necessary and select a **Due Date** if needed
  - Click (Distribute)
  - Click the Look Up icon for SpeedChart
  - Search for/select the correct SpeedChart Key (begins with "g")
  - Verify or select a different **Account** code
  - Click OK **Note:** you may have re-enter quantity
- Click Save to save the requisition
- Click the Return to Main Page link near the top left of the page
- Click to budget check

EXPRESS STEPS: *Creating a Multi Line Requisition without using Requisition Defaults*

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

- From the **Add a New Value** tab, click Add
- Keep the **Origin** as **ONL**
- To fill in the Line Details: Line Details
  - Enter *a description of the item being purchased* as the **Description**
  - Enter a **Quantity**
  - Enter the **UOM**
  - Enter a **Category**
  - Enter a **Price**
- To add the second line, click the **Add Line** icon at the end of the Line Details section



  - Enter the details for the second line (the second item being purchased)
- Click the **Vendor Information** tab
  - Click the Look Up icon for the **Vendor** field
  - Search for and select the vendor
  - Click the Look Up icon for the **Location** field
  - Select the correct location
- Click the **Details** tab
  - Click (Schedule) for the first line
  - Change the **Ship To** location if necessary and select a **Due Date** if needed
  - Click (Distribute)

- Enter a **Fund**
- Enter a **DCC**
- Verify or select a different **Account** code
- Click OK

○ Click the Return to Main Page link near the top left of the page

- Click (Schedule) for the second line
- Change the **Ship To** location if necessary and select a **Due Date** if needed
- Click (Distribute)
- *Enter a **Fund**
- Enter a **DCC**
- Verify or select a different **Account** code.
- Click OK

○ Click Save to save the requisition

○ Click the Return to Main Page link near the top left of the page

○ Click to budget check

***Note:** To use these instructions for a Grant, just click the lookup icon for the SpeedChart key and select the correct SpeedChart key and click **OK**.
Note: you may have to re-enter the quantity.

EXPRESS STEPS: Creating a Blanket Requisition without using Requisition Defaults

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

- From the **Add a New Value** tab, click Add
- Change the **Origin** to **Blanket Requisitions/PO**
- To fill in the Line Details: Line Details
  - Enter a **Description** that starts with the abbreviation *BLK:*
  - Enter a **Quantity** of 1
  - Enter **Dollars for Blankets** in the **Unit of Measure**
  - Enter a **Category**
  - Enter a **Price**
  - Click the **Vendor Information** tab
  - Click the Look Up icon for the **Vendor** field
  - Search for and select the vendor
  - Click the Look Up icon for the **Location** field
  - Select the correct location
  - Click the **Details** tab
  - Click (Schedule)
  - Click (Distribute)
  - Click the **Distribute by** list box and select ***Amount***
  - *Enter a **Fund**
  - Enter a **DCC**
  - Verify or select a different **Account** code
  - Click OK
- Click Save to save the requisition
- Click the Return to Main Page link near the top left of the page
- Click to budget check

***Note:** To use these instructions for a Grant, just click the lookup icon for the SpeedChart key and select the correct SpeedChart key and click **OK**.
Note: you may have to re-enter the quantity.

EXPRESS STEPS: *Creating a Reserved PO Requisition without using Requisition Defaults*

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

- From the **Add a New Value** tab, click
- Change the **Origin** to **RSV (Reserved PO)**
- To fill in the Line Details:
  - Enter as your **Description** "*ASSIGN TO RESERVED PO #xxx" followed by a description of the item being purchased*
  - Enter a **Quantity**
  - Enter the **UOM**
  - Enter a **Category**
  - Enter a **Price**
  - Click the **Vendor Information** tab
  - Click the Look Up icon for the **Vendor** field
  - Search for and select the vendor
  - Click the Look Up icon for the **Location** field
  - Select the correct location
  - Click the **Details** tab
  - Click (Schedule)
  - Change the **Ship To** location if necessary; Select a **Due Date** if needed
  - Click (Distribute)
  - ***Enter a **Fund**
  - Enter a **DCC**
  - Verify or select a different **Account** code
  - Click
- Click to save the requisition
- Click the link near the top left of the page
- Click to budget check ***Note:** For a Grant, click the lookup icon for the SpeedChart key, select the correct SpeedChart key, and click **OK**. **Note:** you may have to re-enter the quantity.

EXPRESS STEPS: *Creating a One Line, Combined Grant and DCC Requisition without using Requisition Defaults*

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

- At the **Add a New Value** tab click Add
- Keep the **Origin** as **ONL**
- To fill in the Line Details:
  - Enter *a description of the item being purchased* as the **Description**
  - Enter a **Quantity**
  - Enter the **UOM** (unit of measure)
  - Enter a **Category**
  - Enter a **Price**
  - Click the **Vendor Information** tab
  - Click the Look Up icon for the **Vendor** field
  - Search for and select the vendor
  - Click the Look Up icon for the **Location** field
  - Select the correct location
  - Click the **Details** tab
  - Click (Schedule)
  - Change the **Ship To** location if necessary and select a **Due Date**
  - Click (Distribute)
  - Click the Look Up icon for the **SpeedChart** field
  - Search for/select the correct **SpeedChart Key** (begins with "g")
  - Verify or select a different **Account** code
  - Enter a new **Percent** according to the split distribution
  - Click the **Add Line** icon to add the next **Distribution** Line

- At the **Explorer User Prompt**, click the **OK** button to add one line or change as desired
- Enter the **Fund**
- Enter the **DCC**
- Verify or select a different **Account** code
- Click OK

○ Click Save to save the requisition

○ Click the Return to Main Page link near the top left of the page

○ Click  to budget check

EXPRESS STEPS: Creating a One Line DCC Requisition with Defaults

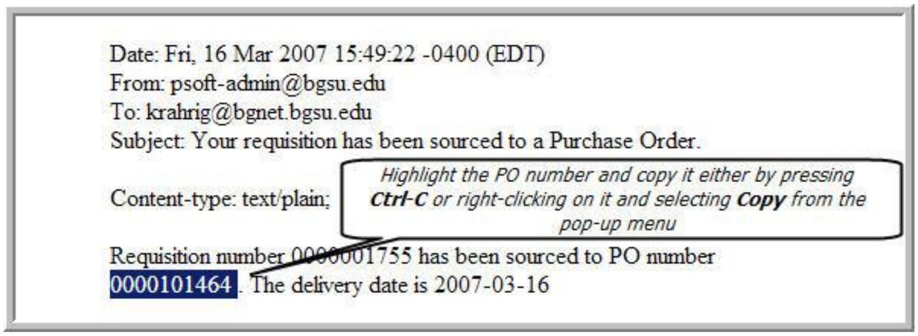
Purchasing > **Requisitions** > **Add/Update Requisition**

- At the Add a New Value tab click Add
- Select the **Origin**
- To enter the Requisition Defaults:
  - Click **Requisition Defaults** link
  - Click **Override**
  - Enter a **Vendor**
  - Verify **Vendor Location**
  - Enter a **Category**
  - Enter a **Unit of Measure;** If necessary, change the **Ship To** location
  - Select a **Due Date** if needed
  - If this is a **BLK** requisition, click the **Distribute by** list box and select ***Amount***
  - *Enter the **Fund**
  - Enter the **DCC**
  - Verify or select a different **Account** code
  - Click OK
- To enter the **Line** Details:
  - Enter a **Description**
  - Enter a **Quantity**
  - Enter a **Price**
- Click Refresh to add default values to the requisition. If you do not, your default chartfield values may not be entered in the **Distribution** page. Check the **Distribution** page to verify that the chartfield values were entered.
- Click and then click to access **Distribution** page. If chartfield values did not come in, enter them now. Return to Main Page.
- Click Save to save the requisition
- Click to budget check **Note:** To use these instructions for a Grant, just click the lookup icon for the SpeedChart key, select the correct SpeedChart key, and click **OK**. **Note:** you may have to re-enter the quantity.

Express Steps: Creating PO Receipts

Purchasing > **Receipts** > **Add/Update Receipts**

1. When you receive the e-mail notifying you that your requisition has been sourced to a Purchase Order, save this email. When you receive the goods or the service has been performed, copy the PO number from the e-mail by highlighting it and either pressing **Ctrl-C** or right-clicking it and selecting **Copy** from the pop-up menu.


Date: Fri, 16 Mar 2007 15:49:22 -0400 (EDT)
From: psoft-admin@bgsu.edu
To: krahrig@bgnet.bgsu.edu
Subject: Your requisition has been sourced to a Purchase Order.
Content-type: text/plain;
Requisition number 0000001755 has been sourced to PO number 0000101464. The delivery date is 2007-03-16

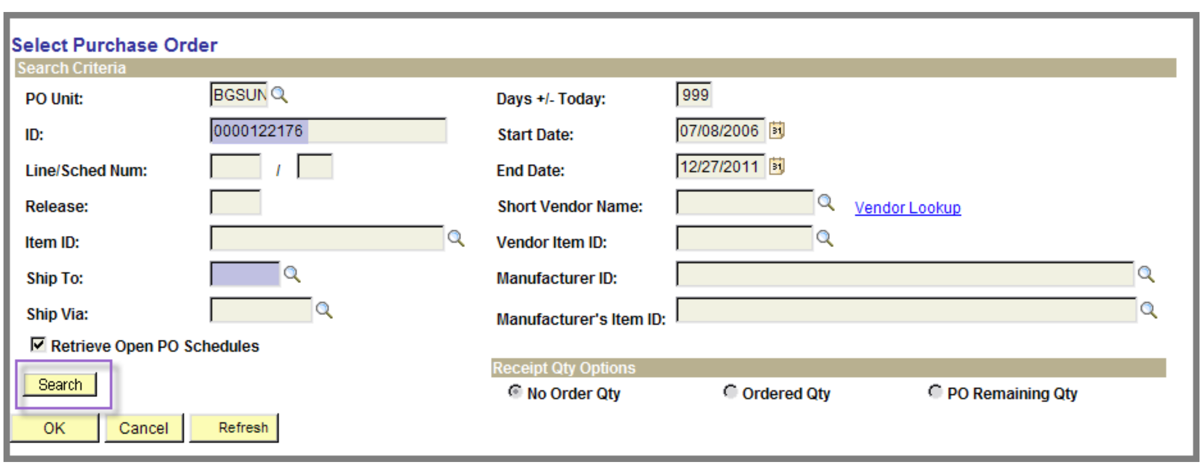
2. From the **Menu Pagelet** select **Purchasing** > **Receipts** > **Add/Update Receipts**.

3. The **Receiving** page is displayed. Make sure **Add a New Value** is the active tab. Click Add.

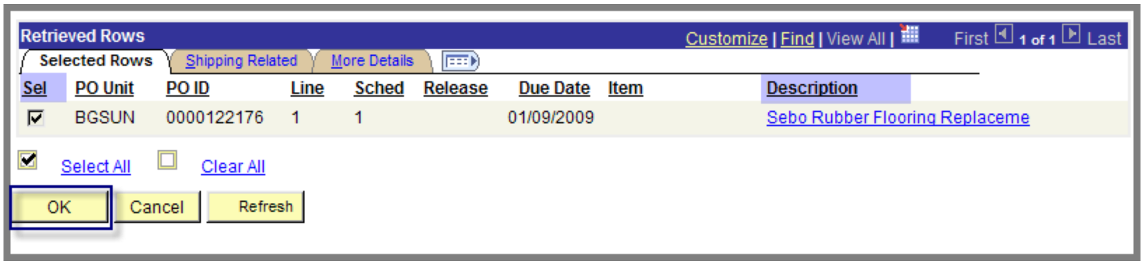
4. The **Select Purchase Order** page is displayed. Paste the PO number you just copied into the **ID** field. Either click the **ID field** to select it and press **Ctrl-V** or right-click in the **ID** field and select **Paste** from the pop-up menu.

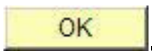
5. Just in case you did not use your default **Ship To** location for this requisition, delete the entry in the **Ship To** field.

6. Click Search.

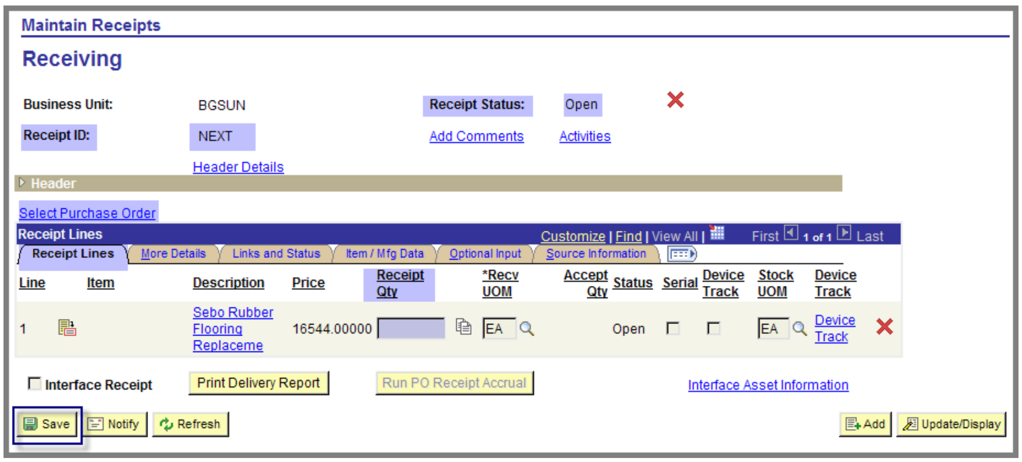

Select Purchase Order
Search Criteria
PO Unit: BGSUN
ID: 0000122176
Line/Sched Num: /
Release:
Item ID:
Ship To:
Ship Via:
☑ Retrieve Open PO Schedules
Search
Days +/- Today: 999
Start Date: 07/08/2006
End Date: 12/27/2011
Short Vendor Name: Vendor Lookup
Vendor Item ID:
Manufacturer ID:
Manufacturer's Item ID:
Receipt Qty Options
No Order Qty | Ordered Qty | PO Remaining Qty
OK | Cancel | Refresh

7. At the **Retrieved Rows** section, click the **SEL** checkbox for the desired **PO ID**.

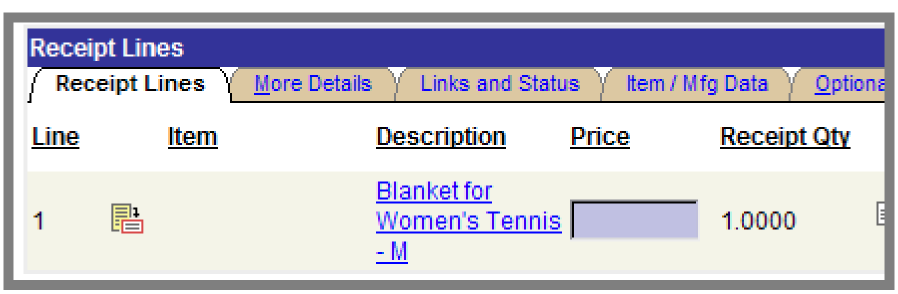


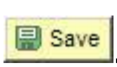
8. Click .

9. The **Receiving** page is displayed. If you are receiving goods, enter the **Receipt Qty**.



10. If you are receiving dollars from a **Blanket Requisition**, enter the **Price** (the amount of this single purchase).

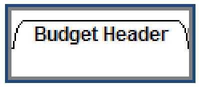


11. Click .

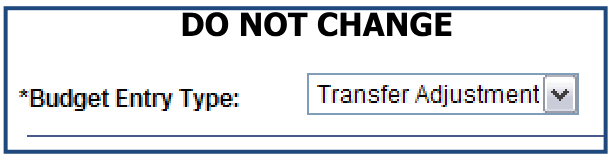
EXPRESS STEPS: Entering a Budget Transfer

Commitment Control > **Budget Journals** > **Enter Budget Transfer**

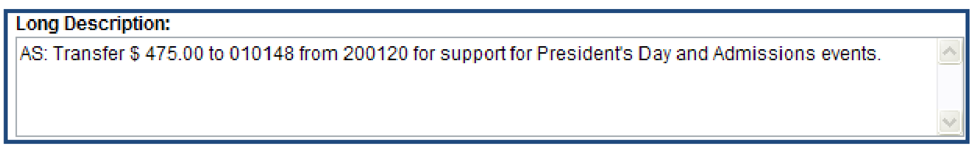
- At the **Add a New Value** tab click 

.
- To enter the 

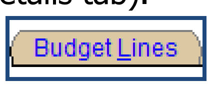
details
  - Enter the **Ledger Group**, *CC Line AP*
  - Keep the ***Budget Entry Type** as *Transfer Adjustment*:



  - Select the **Parent Budget Entry Type**: *Transfer Adjustment*
  - Enter the **Long Description** as follows: Enter your initials so you can easily search for the budget transfers you have entered.

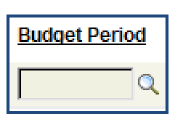


This **Long Description** will be displayed in the **Header Description** column in both DCC's monthly *Budget Summary* report (Budget Details tab).

- To enter the 

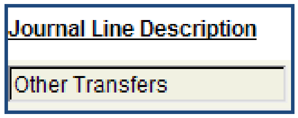
details, complete the following steps.

NOTE: This example lists the DCC who is receiving the budget dollars in the first line. If you prefer to enter the DCC who is giving the budget dollars in the first line, that is fine. Just make sure your **Long Description** reads From/To.

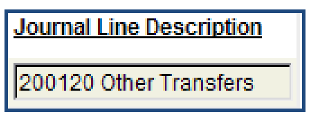
  - Select the 

  - ***First Line:*** Enter the **Fund** and the **DCC** for the department who **will receive** the budget dollars.

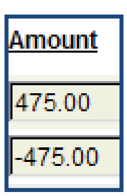
- Enter the **Account** that the dollars should be transferred to. The description for this Account code will automatically be displayed in the **Journal Line Description** as shown.



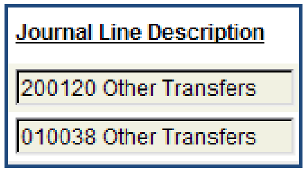
- Enter the **Amount** of the budget transfer. This amount will be *added* to this DCC's budget.
- Click the **Show All Columns** button to see all the fields on this page. Move the scroll bar to the far right.
- Enter information in the **Ref** (reference) field if you want (your initials, for example).
- Enter the DCC who is giving the budget dollars in front of the description in the **Journal Line Description** field. This will serve as a cross-reference for the Controller's Office.



- At  , click the plus sign.
- ***Second Line*:** The values you entered on the first line are copied automatically to the second line. Enter the **Fund**, the **DCC,** and **Account** code for the donating department.
- Enter a minus sign in front of the **Amount**. This amount will be deducted from this DCC's budget.

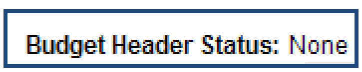


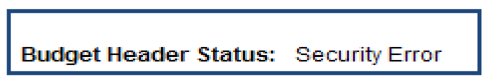
- Enter the DCC who is receiving the budget dollars in front of the description in the **Journal Line Description** field. This will serve as a cross-reference for the Controller's Office.

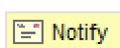


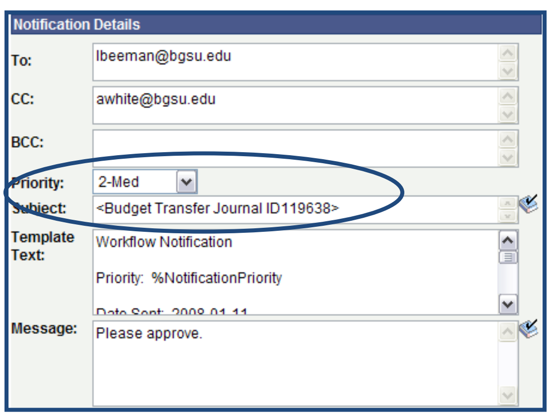
- Click  to save the budget transfer.
- The transfer will be assigned a **Journal ID**. Write this down now. You will need it when you send your **Email notification**.

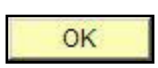
- If your **Budget Header Status** reads "None" or "Security Error", do not worry.





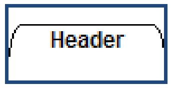
- Click the  button to send an **Email Notification** to your Budget Administrator who must approve this transfer. You may enter your address as the CC (Carbon Copy). Enter a **Priority** if you wish and enter the **Subject** and **Message** as shown in this screen capture.



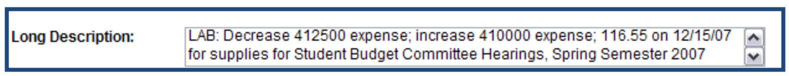
- Click the  button to send the Email Notification.

EXPRESS STEPS: Creating a Journal Entry (DCC to DCC Expense)

General Ledger > **Journals** > **Journal Entry** > **Create/Update Journal Entries**

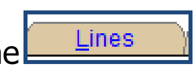
- At the **Add a New Value** tab click 
.
- To enter the 

details, complete the following steps.
  - Enter the **Long Description** as follows: Enter your initials so you can easily search for the journal entries that you have created. Clearly indicate who will have its expenses decreased and who will have its expenses increased. List the reason (sharing costs or correcting an incorrectly charged expense). Also, indicate the date of the original transaction, which you can find on your monthly *Expense Detail* report.



  - Enter or select the ***Ledger Group**, *ACTUAL*
  - Enter or select the ***Source,** *IX*

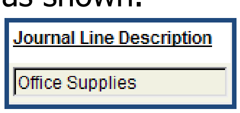
DO NOT UNCHECK THIS BOX

- To enter the 

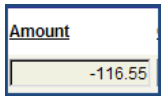
details, complete the following steps.

NOTE: This example lists the DCC whose expenses will be decreased in the first line. You may do the opposite. Just make sure your **Long Description** matches what your lines display.

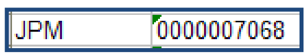
  - ***First Line:*** Enter the **Fund** and the **DCC** for the department who will have its expenses decreased.
  - Enter the **Account** code. The description for this Account code will automatically be displayed in the **Journal Line Description** as shown.

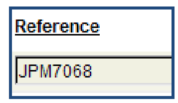


- Enter a minus sign and the **Amount** of the journal entry. This amount will be *deducted* from this DCC's expense total for this **Account** code.



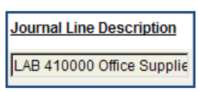
- Enter the **Journal ID** of the original expense transaction in the **Reference** field. You can find this ID in the monthly *Expense Detail* report under the columns **Source** and **Journal ID**. In this example, *JPM* indicates that this is a JP Morgan Chase Purchasing Card transaction from the vendor BioServ, for example.

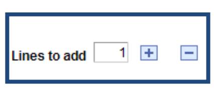




The Journal ID listed in the **Reference** field will appear in the monthly *Expense Detail* report under the **Ref** column.

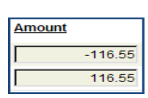
- Enter your initials in front of the Account code description in the **Journal Line Description** field. Next, enter the DCC who will have its expenses increased. This information will appear in your DCC's monthly *Expense Detail* report under the **Line Description** column and will be a helpful cross-reference.



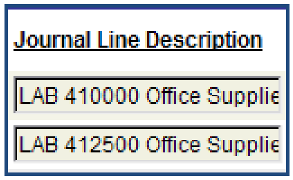
- At  , click the plus sign.

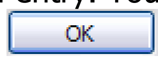
- ***Second Line*:** The values you entered on the first line are copied automatically to the second line. Enter the **Fund** and the **DCC** for the department who will have its expenses increased. Keep the **Account** code and the **Reference** the same.

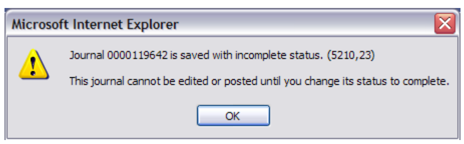
- Note that the **Amount** is now a *positive* value. FMS automatically changes the negative to a positive to balance the journal. This amount will be added to this DCC's expense totals for this **Account** code.

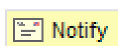


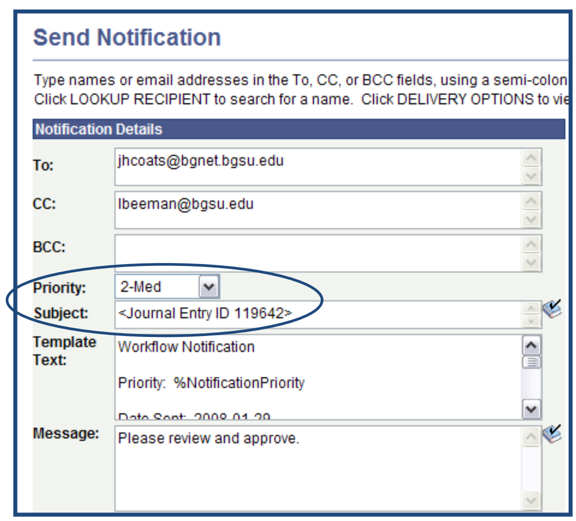
- Verify your initials in front of the Account code description in the **Journal Line Description** field. Next, enter the DCC who will have its expenses decreased. This information will appear in the other DCC's monthly *Expense Detail* report under the **Line Description** column and will be a helpful cross-reference.



- Click  to save the journal entry. You will receive the following message, which is normal. Click  as a response to this message. Write down the **Journal ID**.



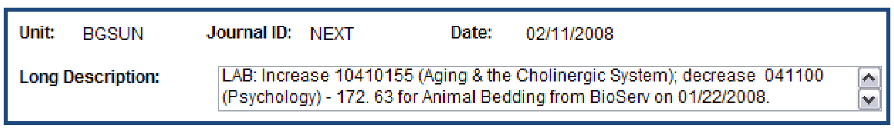
- Click the  button to send an **Email Notification** to your Budget Administrator who must approve this entry. You may enter your address as the CC (Carbon Copy). Enter a **Priority** if you wish and enter the **Subject** and **Message** as shown in this screen capture



EXPRESS STEPS: Creating a Grant-Related Journal Entry (DCC to Grant Expense)

General Ledger > Journals > Journal Entry > Create/Update Journal Entries

- At the **Add a New Value** tab click Add.
- To enter the Header details, complete the following steps.
  - Enter the **Long Description** as follows: Enter your initials so you can easily search for the journal entries that you have created. Clearly indicate who will have its expenses decreased and who will have its expenses increased. List the reason (sharing costs or correcting an incorrectly charged expense). Also, indicate the date of the original transaction, which you can be found on a DCC *Expense Detail* report or a Grant's *Grant Budget Summary* report.



  - Enter or select the ***Ledger Group**, *ACTUAL*
  - Enter or select the ***Source,** *IX*

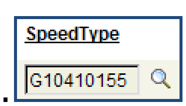
DO NOT UNCHECK THIS BOX

☑ Save Journal Incomplete Status

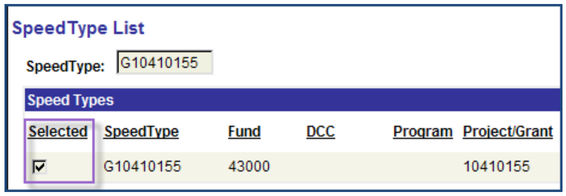
- To enter the Lines details, complete the following steps.

NOTE: This example lists the Grant whose expenses will be increased in the first journal line. You may do the opposite. Just make sure your **Long Description** matches what your lines display.

  - ***First Line:*** Enter the **SpeedType** for the Grant. Enter a "G" for grant, followed by the **Project/Grant** ID.
  - Click the magnifying glass (Lookup).



- Next, click the **Selected** checkbox for the SpeedType code for this grant.



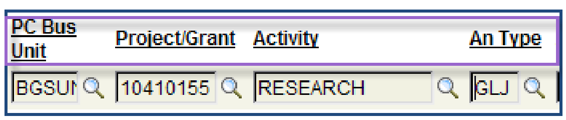
- Click the OK button to insert the **Fund** and **Project/Grant** numbers into the first line.

- Enter or select the **PC (Project Costing) Business Unit** (*BGSUN*). The **Project/Grant** Code will be deleted.

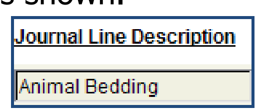
- Re-enter the **Project/Grant Code.** If you do not, you will not be able to select the Activity.

- Select the **Activity**. You will only have one option.

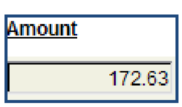
- Select the **An (Analysis) Type**, *GLJ* (General Ledger Journal).



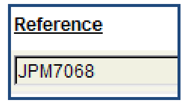
- Enter the **Account** code. The description for this Account code will automatically be displayed in the **Journal Line Description** as shown.



- Enter the **Amount** of the journal entry. This amount will be *added* to this Grant's expense total for this **Account** code.

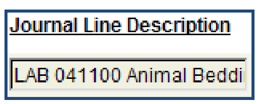


- Enter the **Journal ID** of the original expense transaction in the **Reference** field. You can find this ID in the monthly *Expense Detail* report under the columns **Source** and **Journal ID**. In this example, *JPM* indicates that this is a JP Morgan Chase Purchasing Card transaction from the vendor BioServ, for example.



The Journal ID listed in the **Reference** field will appear in the DCC's monthly *Expense Detail* report and in the Grant's *Grant Budget Summary* report (Expense Detail tab) under the **Ref** column.

- Enter your initials in front of the Account code description in the **Journal Line Description** field. Next, enter the DCC who will have its expenses decreased. This information will appear in the Grant's *Grant Budget Summary* report *(Expense Detail* tab*)* under the **Line Description** column and will be a helpful cross-reference.

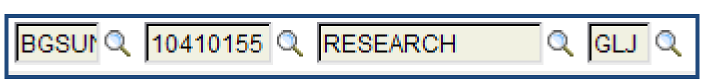


- At 

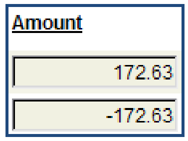
, click the plus sign.

- **Second Line:** The values you entered on the first line are copied automatically to the second line. Enter the **Fund** and the **DCC** for the department who will have its expenses decreased.

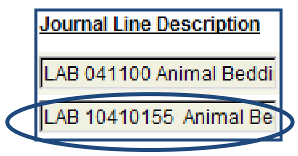
- Delete the **PC Business Unit**, the **Project/Grant** code, the **Activity**, and the **Analysis Type**. Keep the **Account** code and the **Reference** the same.

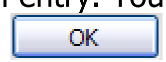


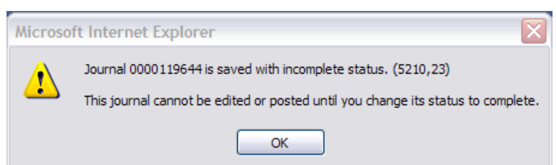
- Note the minus sign in front of the Amount. FMS automatically changes the positive to a negative to balance the journal. This amount will be deducted from this DCC's expense totals for this Account code.

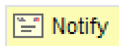


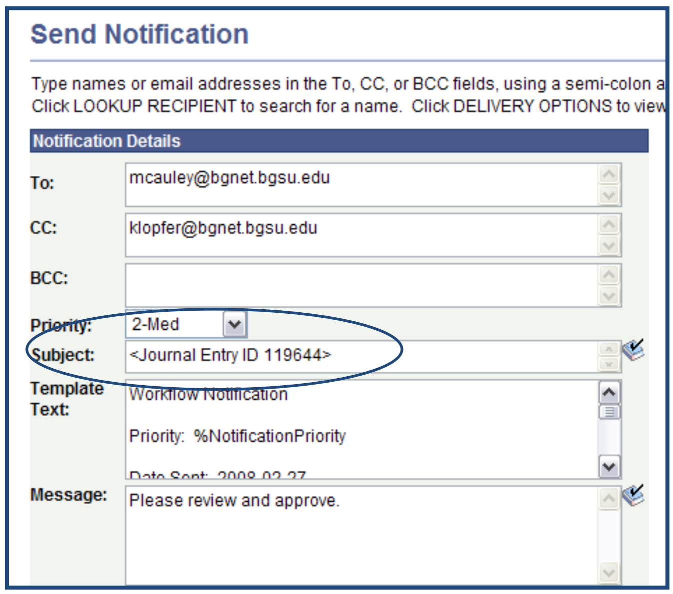
- Verify your initials in front of the Account code description in the **Journal Line Description** field. Next, enter the Grant who will have its expenses increased. This information will appear in the DCC's monthly *Expense Detail* report under the **Line Description** column and will be a helpful cross-reference.



- Click  to save the journal entry. You will receive the following message, which is normal. Click  as a response to this message. Write down the **Journal ID**.



- Click the  button to send an **Email Notification** to the PI for the grant who must approve this entry. If you do not know who the PI is, contact Grants Accounting for his/her name and email address. Enter the Budget Administrator of the DCC in the CC (Carbon Copy) field. You may also CC yourself if you wish. Enter a **Priority** if you wish and enter the **Subject** and **Message** as shown in this screen capture.



Keyboard Shortcuts

PeopleSoft 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.

Hot Keys	Action
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.