# PeopleSoft Financials

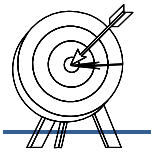
## ePro Process Guide

### Pre-Travel Requisitions

***Information Management Client Support Services | DCATS***
***210-567-7777 / Option 5***
*ePro Process Guide | Version 2 | May 2011*

WE MAKE LIVES BETTER
UT HEALTH SCIENCE CENTER
SAN ANTONIO

## Introduction to the PeopleSoft Financials: Travel Requisition



The PeopleSoft Web Requisition is a web-based application, which means that it can be accessed using a web browser such as Microsoft® Internet Explorer. It can be run on either a personal computer or a Macintosh computer, without having to load the PeopleSoft software on your desktop computer.

UTHSCSA developed the PeopleSoft Financials Web Requisition to provide the University with a uniform purchase requisition and a uniform method of processing requisitions. The PeopleSoft Financials Web Requisition can be used to process a Basic purchase requisition, General Stores requisition, Direct Connect Requisition, or to request authorization to travel. It is also used by satellite purchasing sites to process their requisitions.

The major processes we will review are:

- Processing a requisition
- Sending notification to the approvers
- Approving and denying a requisition
- Inquiring upon the status of a requisition
- Printing a requisition
- Copying, deleting, and canceling a requisition

After familiarizing yourself with the subject matter contained in this Process Guide, you will have a basic understanding of how to process all of the following type of requisition using the PeopleSoft Web Requisition:

- A Travel Requisition

## Table of Contents

# Chapter 1
# Signing onto the Health Science Center (HSC) Portal

To use the PeopleSoft Financials, one must first open a Microsoft Internet Explorer browser session.

## Health Science Center - Portal Logon

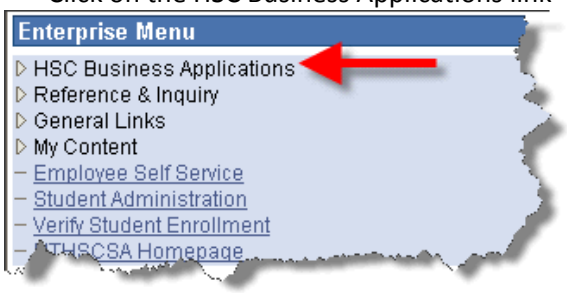
- Enter the web address for the HSC Homepage in the address field of your Microsoft Internet Explorer window – www.uthscsa.edu
- Click on the link titled inside.uthscsa (portal). This will be located on the bottom of the page.


- This will bring up the HSC Portal logon.

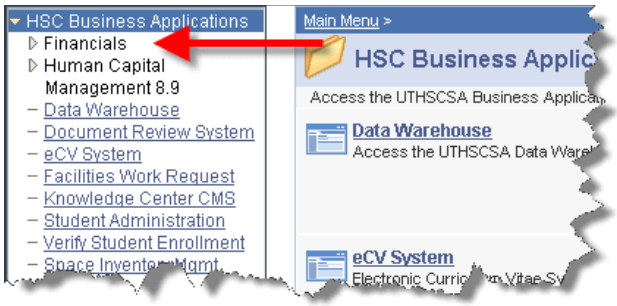

- Enter your NT User Name (Domain ID) and Password.

After successfully logging into the Portal, a Portal Menu resembling the one shown below will appear. Clicking the text *HSC Business Applications* will cause the menu to expand, revealing sub-menu options.

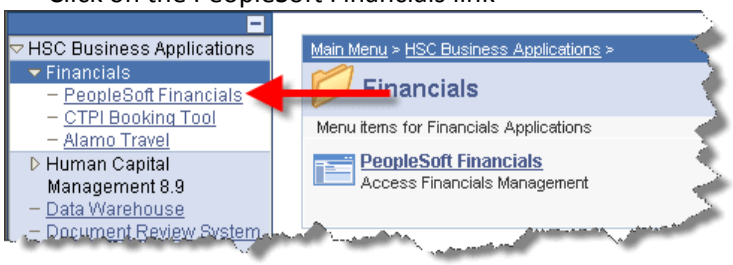
- Click on the HSC Business Applications link




- Click on the Financials link

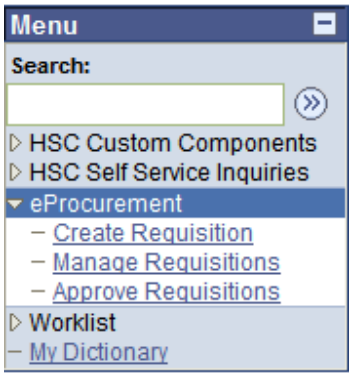



- Click on the PeopleSoft Financials link




Once the PeopleSoft Financials link has been selected, a new browser window will display.

## The Financials Management Menu




To expand a menu, click the menu text. For example, clicking the text *eProcurement* will cause the menu to expand, revealing sub-menu options. Clicking on a sub-menu item, such as *Create Requisition*, causes the Financials Menu to change and display a new page to work from.

An expanded menu is denoted by an inverted▼. Once expanded, you can collapse a menu by clicking the menu text.

Note: Click the small symbol at the top right corner to collapse this menu. This action will allow you a broader view of the PeopleSoft Web Requisition in your browser session. Clicking the symbol a second time causes the menu to expand again.

## A Closer Look at the Financials Menu

### HSC Self Service Inquiries

Clicking on HSC Self Service Inquiries causes the menu options shown at right to become available. Each of its sub-menu items are explained below.


**Account Chartfield**
The Account Chartfield inquiry will allow you to enter an account and see the description for the account and its monetary type (example: revenue, expense, fund equity).

**Blanket Travel Inquiry**
The Blanket Travel Inquiry will display a listing of individuals who are authorized to travel for the Health Science Center.

**Fund Chartfield**
The Fund Chartfield Inquiry will allow you to enter a fund code and see the description for the fund.

**Historical Req Approval Inquiry**
The Historical Req Approval Inquiry will allow you to view the approval inquiry for requisitions created prior to December 2, 2010.

**Offsite Property Inquiry**
The Offsite Property Inquiry will provide a record of individuals and the items they are in possession of at an off campus location.

**PO Quick View**
This feature offers a view of the entire purchase order in a new window which offers individuals the option to print from this format.

**Print A Requisition/Print A Purchase Order**
The requisition printing process in PeopleSoft will generate an e-REQ (electronic Requisition) that is sent via e-mail to the person requesting it. The email has an attachment of the requested requisition or purchase order. The attachment can be viewed and printed using the free Adobe Acrobat® Reader™ that is included as part of the UTHSCSA standard desktop configuration.

**HSC Self Service Inquiries continued….**


**Procure-to-Pay Inquiry**
This inquiry will allow you to research Requisitions, PO's, Vouchers and Checks. You are able to perform drill-downs on the search results. You will be able to see who entered the requisition and date it was entered. It will also show if your requisition has a valid budget check.

**Project Budget Inquiry**
The Project Budget Inquiry is a real-time inquiry that shows the amount of pre-encumbrances, expenditures, and free balance for a Project ID.

**Project Chartfield**
The field Principal Investigator has been added to the Project Chartfield inquiry. For projects other than grants and contracts, the PI field will be blank.

**Req Quick View**
This feature offers a view of the entire requisition in a new window which offers individuals the option to print from this format.

**Signature Inquiry by Project**
This Signature Inquiry by Project will list all the Project Approvers on a specific project number.

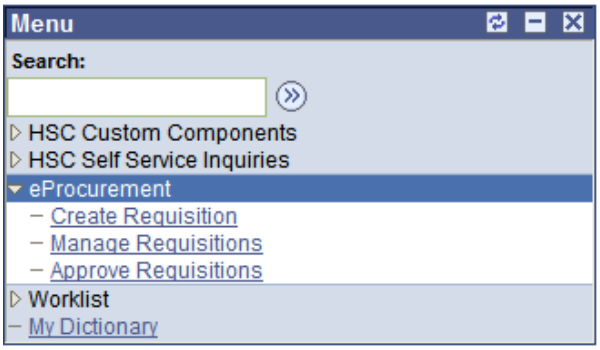
**Signature Inquiry by Project Approver**
The Signature Inquiry by Project Approver will list all the project numbers a Project Approver is authorized to approve on.

**Vendor**
The vendor search will list information regarding vendors the UT Health Science Center has made purchases with. The listing will display general information regarding the vendor and proper contact information.

**Voucher Quick View**
This feature offers a view of the entire voucher in a new window which offers individuals the option to print from this format.

## eProcurement

Clicking on eProcurement causes the menu options shown at right to become available. Each of its sub-menu items are explained below.




**Create a Requisition**

Requesters will click here to prepare a new requisition.

**Manage Requisitions**

Manage Requisitions will contain options which will allow a Requester to review, edit, view the status, cancel or copy requisitions.

**Approve Requisitions**

Approvers will use this menu option to take actions on requisitions which need attention. Both the **Department Approver** and **Project Approver** will access this menu option.

# Chapter 2
# Preparing a Travel Requisition

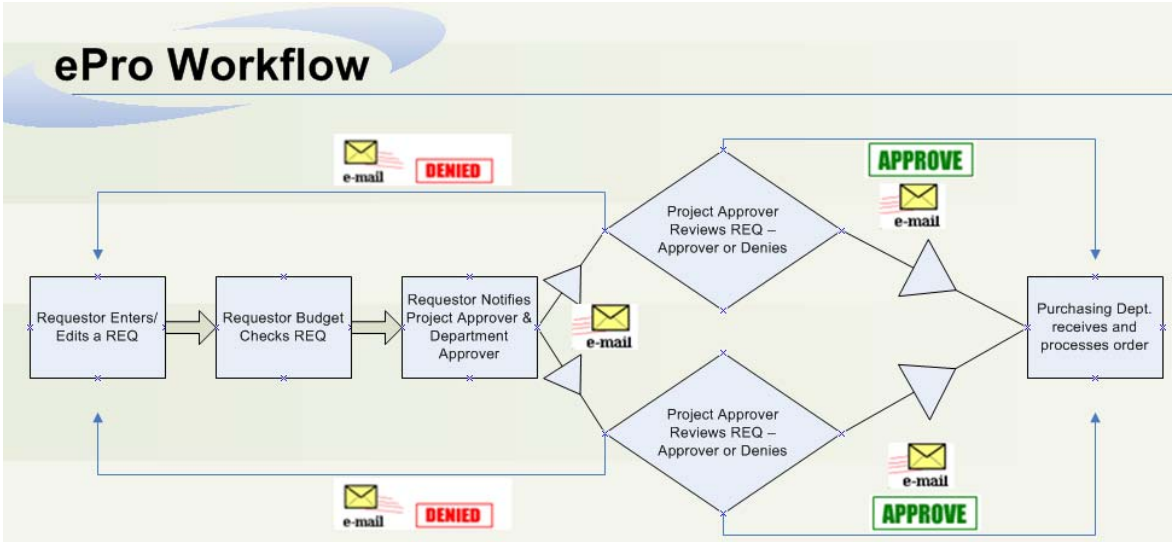
The PeopleSoft Web Requisition is a multi-purpose requisition. It can be used to prepare a Basic purchase requisition, a General Stores requisition, a Travel requisition, or a Direct Connect requisition. The ultimate recipient of a basic purchase requisition is the UTHSCSA Purchasing Department.

A travel requisition serves two purposes. The first purpose is to communicate the estimated costs of a trip to an approver, while the second purpose is to authorize a person to leave campus on a trip.

Processing a travel requisition using a generic requisition process, has the advantage of immediately pre-encumbering the total estimated dollar amount of the items included on the lines of the requisition. The costs of items included on the travel page, of which there are only three types, are not pre-encumbered, however. These costs include UPT airfare, prepaid room deposit, and prepaid registration fees. The University is direct-billed by the contract travel agency for UPT airfare and the Accounting Department does a journal entry to charge the appropriate departments' projects for their respective share of the bill. Prepaid room deposit and registration fees are paid on a purchase voucher. As a consequence, the costs of these items should <u>not</u> be entered on the lines of the requisition. Doing so would result in these costs being inappropriately pre-encumbered.

Processing a Travel purchase requisition involves four basic steps. First, the Requester enters the requisition, specifying the traveler and the travel expenses. Next, the Requester must save and check budget to ensure valid budget status. This will ensure the Project ID specified on the requisition has sufficient funds to cover the purchase. If the requisition passes the Check Budget process, the Requester must then select the preferred approvers and notify one or more persons to approve the requisition. These approvers, known as the Project Approver and Department Approver, may either approve or deny the Requester's purchase requisition. If one person is approving as both Project Approver and Department Approver, the approver must complete both approval steps for the requisition's status to change from *Pending* to *Approved*.

If either approver denies the Travel purchase requisition, the Requester must make the necessary changes. In some cases, the Requester will be required to Check Budget the requisition again. The Requester can then notify the approver(s) to review the requisition to ensure the requested changes were made. Upon approval of the requisition by <u>both</u> Project Approver and Department Approver, the status of the requisition becomes *Approved*, at which time the travel requisition will be held in Travel Services until the trip has taken place.


ePro Workflow
e-mail
DENIED
APPROVE
e-mail
Project Approver Reviews REQ – Approver or Denies
Requestor Enters/ Edits a REQ
Requestor Budget Checks REQ
Requestor Notifies Project Approver & Department Approver
e-mail
Purchasing Dept. receives and processes order
Project Approver Reviews REQ – Approver or Denies
e-mail
APPROVE
e-mail
DENIED

## Requisition Defaults

The Requisition Defaults page is the first page the Requester will complete when adding a requisition. This page contains the REQ type, Vendor name, basic delivery information, and contact information.
***All required fields must be completed before proceeding to the next page.***

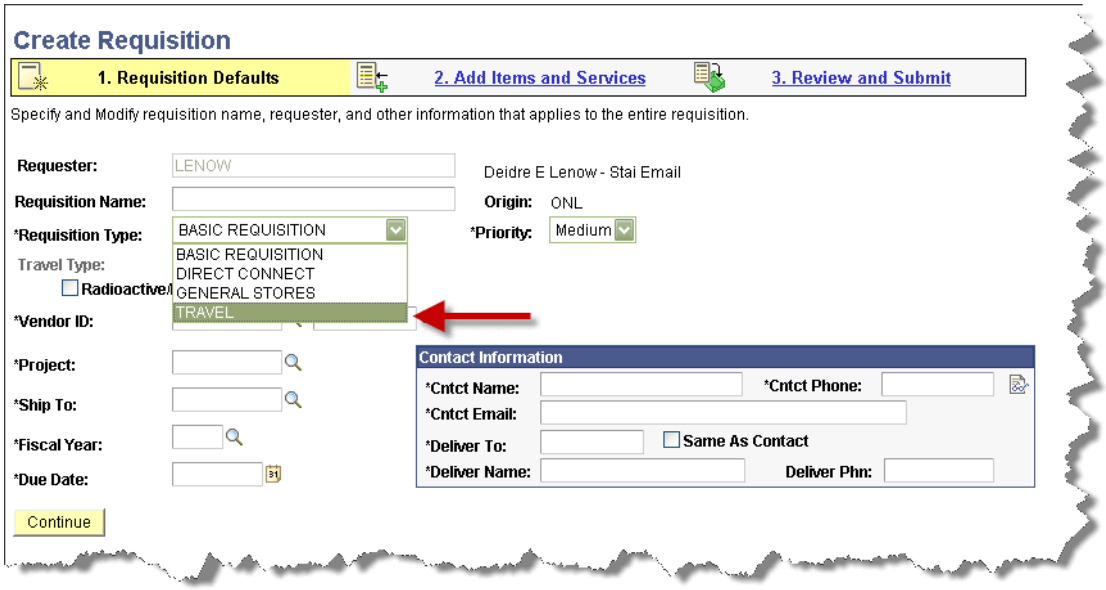
When the **Requisition Defaults** have been completed, click the Continue button on the lower left corner of the screen to continue to the next page.

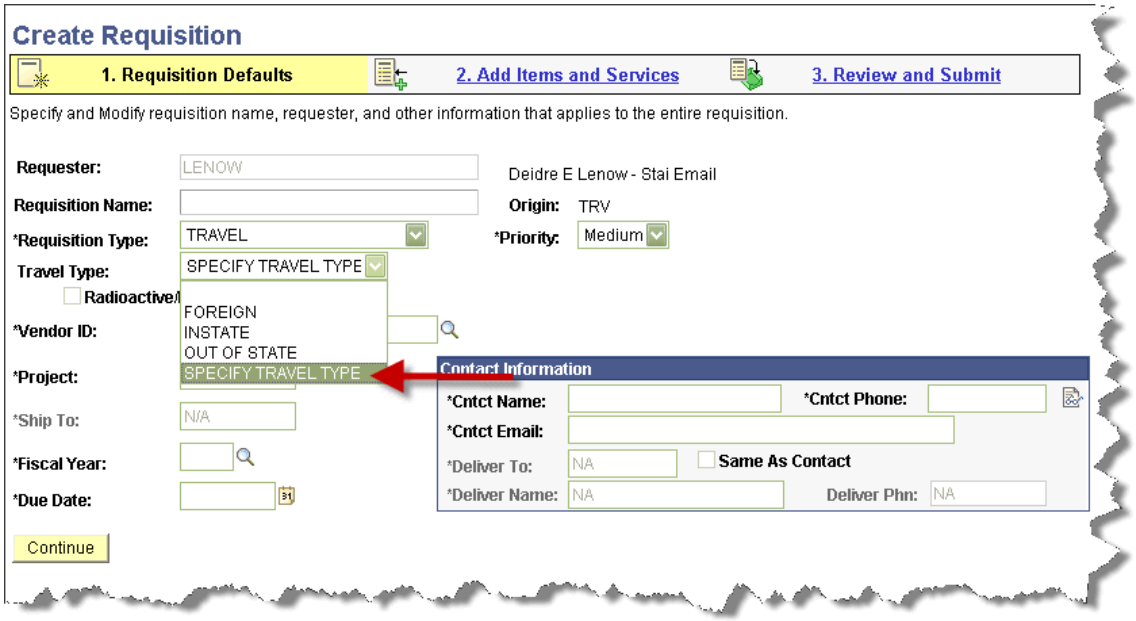
**Requester:** The Requester is defaulted into the first field and represents the individual who is currently signed on to the UTHSCSA Portal.

**Requisition Name:** A 30 character text field is optional and can be used by a Requester to include a meaningful note about a requisition. You can search for a requisition based on the text entered in the Requisition Name. It will not be reviewed by Purchasing, nor does the comment carry forward to a purchase order.

Note: Be sure your Requisition Name is descriptive, as this field is also used as the *Subject Line* on the email notification sent to your approvers.

***Requisition Type:** This is a required field used to distinguish which type of requisition will be generated. The Requisition **Type** chosen will then be used to default fields in the proceeding pages. TRAVEL must be selected when preparing a Travel Web requisition. ***When you click Continue, the Requisition Type cannot be adjusted.***
Travel type should be used to specify the type of travel being taken; Foreign, In-State or Out-of-State.

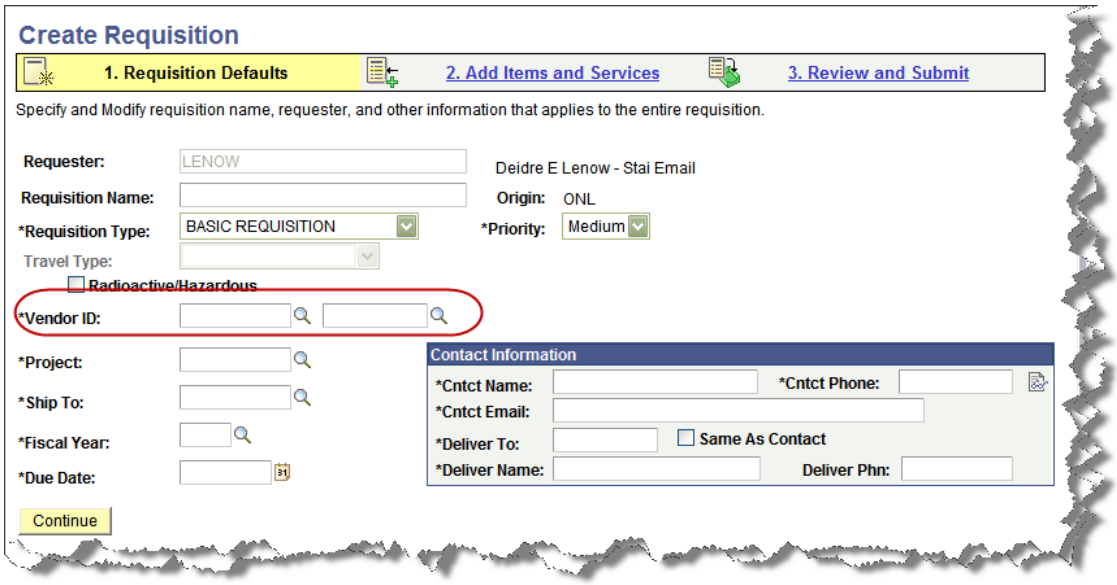




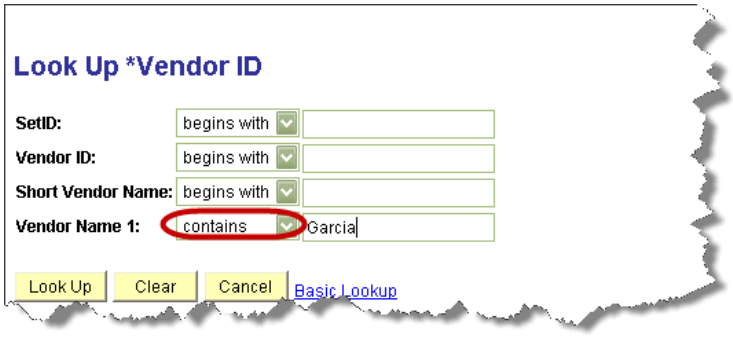

***Priority:** The priority option is not used for Travel, General Stores or Direct Connect requisitions.

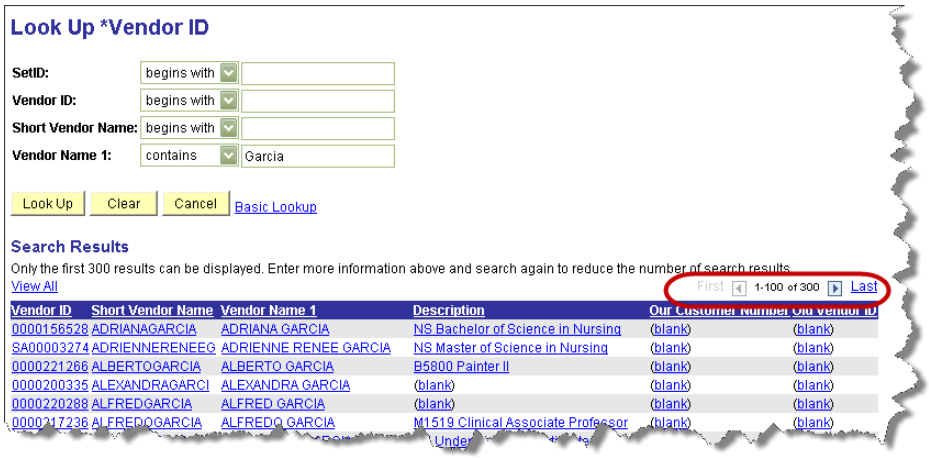
**Radioactive / Hazardous:** This is not used for Travel, General Stores or Direct Connect requisitions.

**Vendor ID:** This is a required field. To search for a traveler, click the Look Up icon using the vendor search page shown below. If a suggested traveler cannot be found in the vendor file, contact Accounting to have them add the traveler to the vendor file.

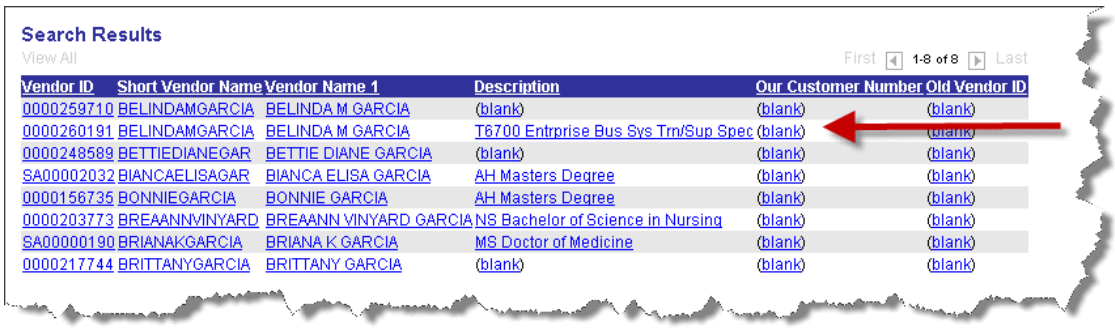


**Short Vendor Name:** You will find it useful when searching for a traveler's name to select **contains** from the drop down OR surround your search term with a wildcard symbol (% sign). Once you have entered a portion of the vendor name click the Look Up pushbutton.

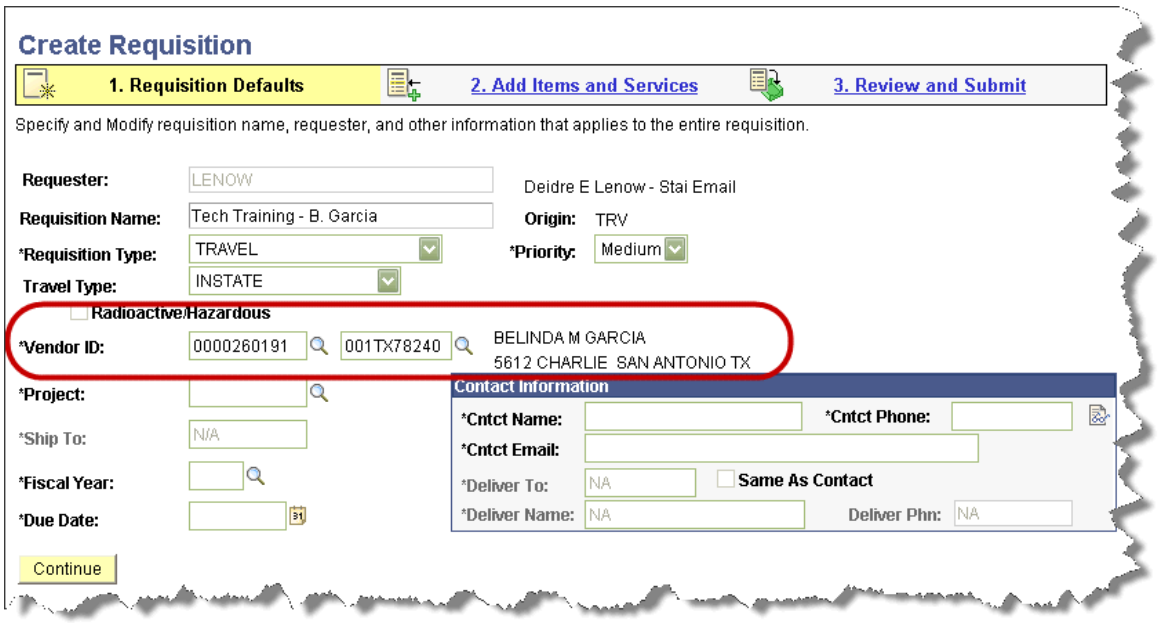



All employees, faculty and staff containing the specified criteria will be displayed in the search results. Select the desired individual by clicking on the name. The traveler's ID number will populate the Vendor field and the name and default order location will appear when you tab out of the Vendor field.



**Vendor Location:** A default location of the traveler's address will populate this field. If a different address is needed, click on the drop-down arrow and select the desired location.




***Project:** This is a required field. The Project ID is the source of funds to be used to reimburse the traveler. Project IDs listed within the Requester's profile is based on their security. The Project ID Look Up will list only those Project IDs which are active. **You can use only one Project ID per Travel requisition.**

***Ship To:** Travel Requisitions do not have a ship to address, therefore N/A will be defaulted.

***Fiscal Year:** This is a required field. The fiscal year (Budget Period) will default in. If the Fiscal Year needs to be changed, click the Look Up icon .

***Due Date:** This is a required field. You must enter the **last day** of the trip or the end date of the trip.

***If a different end date is entered into the Travel page, the Due Date within Requisition Defaults will reflect the date entered into the Travel page.***

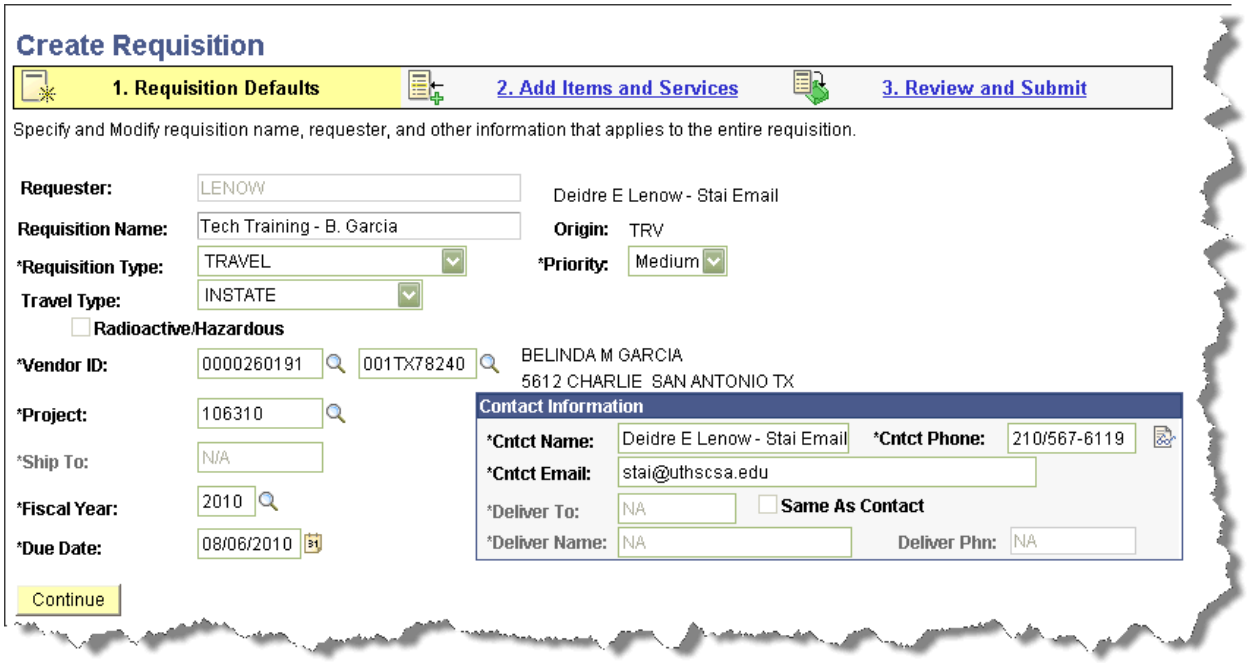
## Contact Information

***Cntct Name:** This is a required field. List the person to be contacted if there are questions about this order.

***Cntct Phone:** This is a required field. List the phone number of the contact person. It is recommended that you enter the full phone number, including the area code.

***Cntct Email:** List the email address (@uthscsa.edu) of the contact person; optional, but recommended.

**Load Contact Information:** Clicking on this pushbutton will automatically load the contact information of the person who is logged onto the UTHSCA portal.




***Deliver To:** Travel Requisitions will have no deliver to address; N/A will be defaulted.

**Same as Contact:** Check this box if the contact person is also the person to whom the goods should be delivered. Checking this box will default in the Deliver Name and Deliver Ph fields.

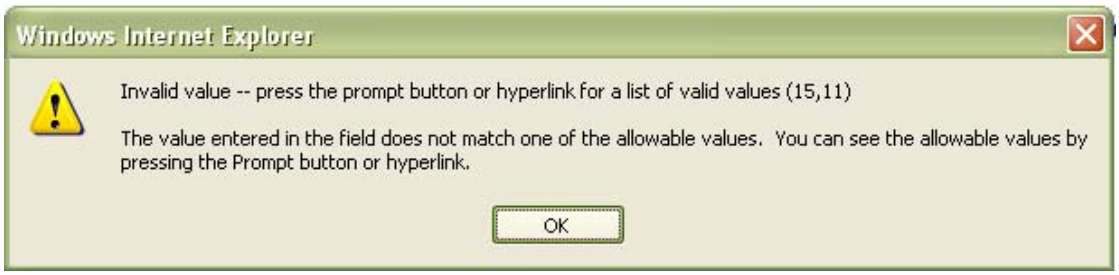
***Deliver Name:** Travel Requisitions will have no deliver name; N/A will be defaulted.

***Deliver Ph:** Travel Requisitions will have no deliver phone number; N/A will be defaulted.

**Problems with Proceeding**

In the event you are not allowed to continue to the Add Items and Services page, any field missing information or contains incorrectly entered information, will display a red background. This will inform you information must be re-entered into the field. The next two issues are the most frequent with users.

**Issue:** Project ID is incorrect and the below message displays

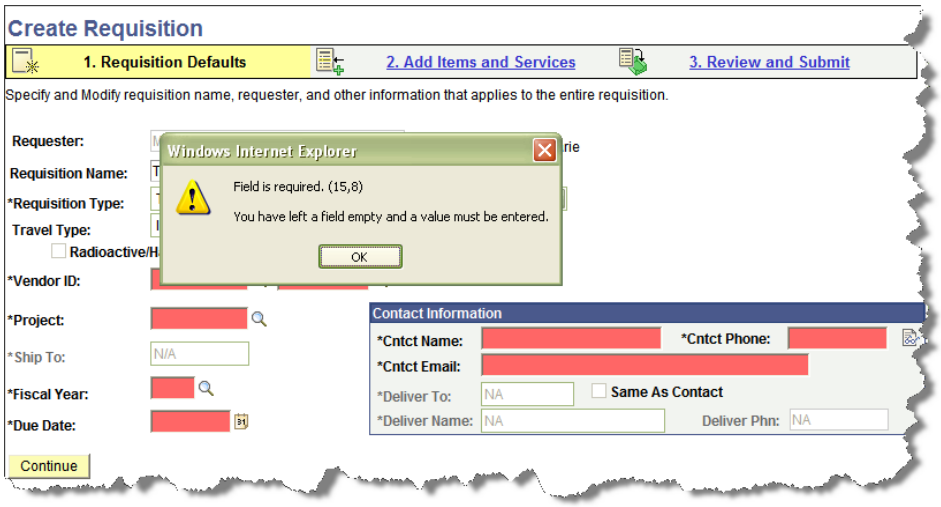



**Resolution:** Click the Ok button and select the PID Look Up icon to select a valid Project ID. To confirm a Project ID being used does in fact belong to a department which you have access for, navigate to:

***PeopleSoft Financials → HSC Self Service Inquiries → Project Chartfield***

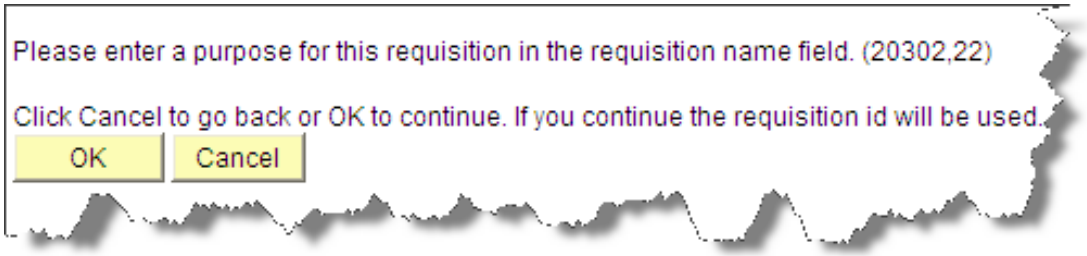
This will display information pertaining to the Project ID and display the department who is the owner of the project id.

**Issue:** You cannot proceed to the next page when selecting the Continue button.



**Resolution:** If you are prevented from proceeding to the next page, you will receive a red background(s) in the required fields which are causing the error. Proceed by clicking OK to the error message and entering the data inot the fields with the red background.

**Issue:** You receive a message regarding the Requisition name.




**Resolution:** You will not be prevented from proceeding, but be aware, if a Requisition Name is not entered, an Approver will only view the Requisition ID within the subject line of the approval notification.

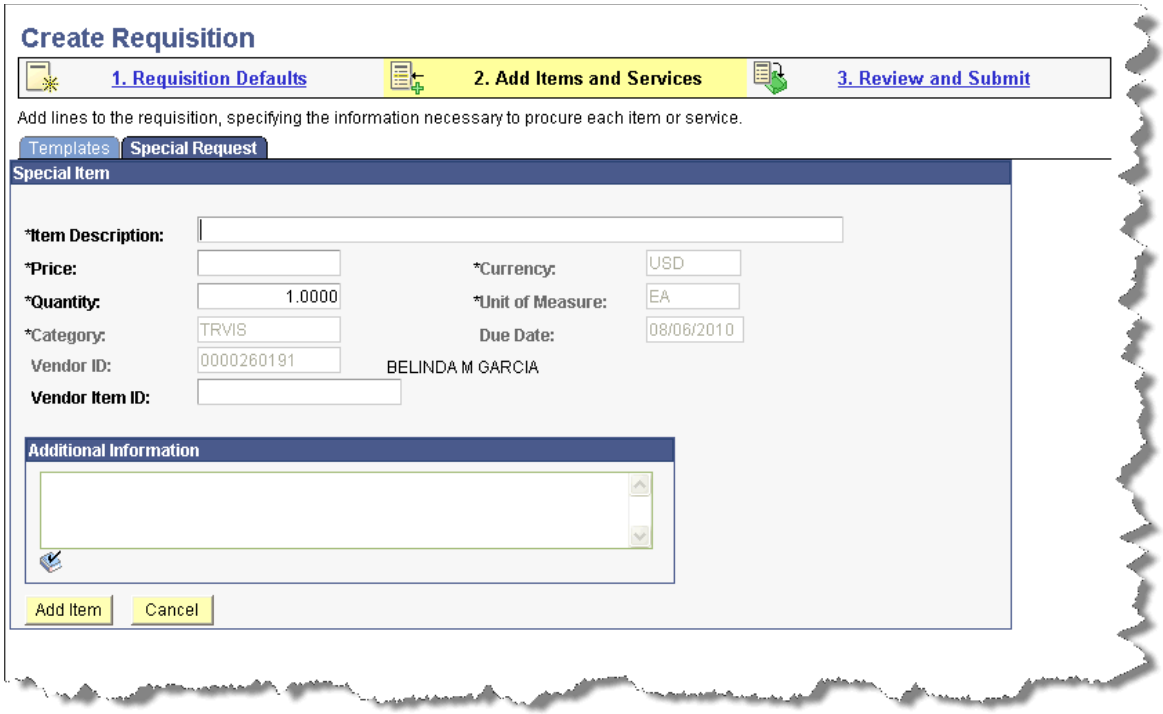
To add a Requisition Name: Click Cancel

To continue: Click OK

## Add Items and Services

The second page the Requester will complete when creating a Travel Web Requisition is the **Add Items and Services** page. When the Traveler leaves on the trip, expenses may incur which were not prepaid for by the department. ***Any items which will be reimbursed to the employee must be listed within the Add Items and Services page.***

Fields which are defaulted are the *Currency; *Category; Due Date; and the Vendor ID which were populated from the Requisition Defaults page.




***Item Description:** Type in a clear and basic description of the expenses to be reimbursed to the traveler. Although this field holds up to 254 characters, only 30 characters will be viewable when the requisition is reviewed.

***If one line item will be entered for all reimbursed items, insert 'All Travel Expenses' within the Item Description. (Example: AAMC Annual Meeting / All Travel Expenses).***

***Price:** Enter the unit price of the total amount of the travel expense. The price remains at zero if there is no charge for the item. You must always attempt to estimate the cost of the item, or entire trip.
It is the Department's discretion to enter an itemization of reimbursed items, or one line to include the total for all reimbursement items.

***Quantity:** The quantity will always be 1(one) for Travel Requisitions. 1.0000 is the defaulted quantity.

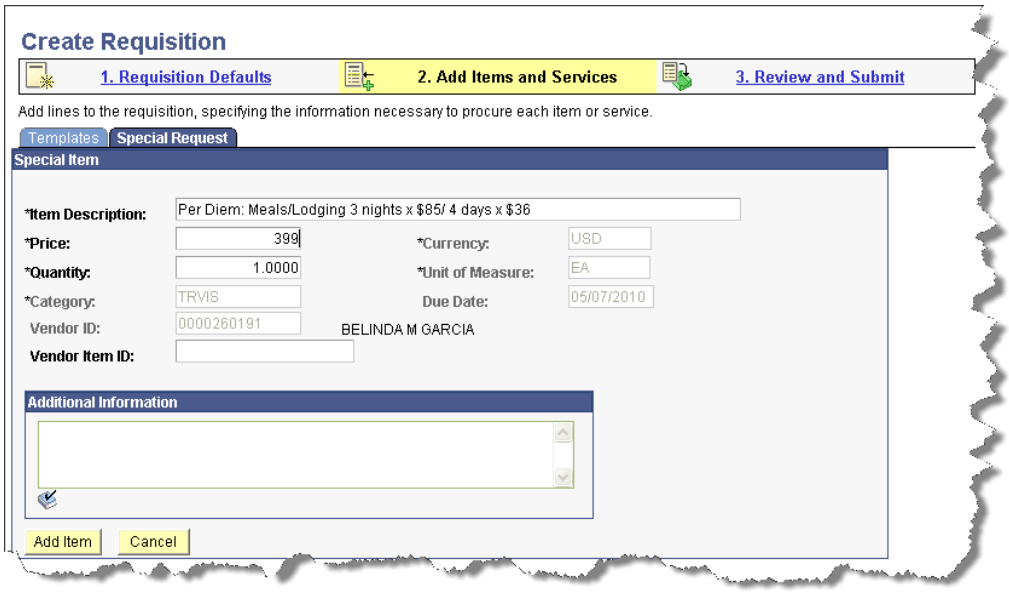
***Unit of Measure(UOM):** The UOM will always be EA for Travel Requisitions. EA is the defaulted UOM.

**Vendor Item ID:** This is not used for a travel requisition.

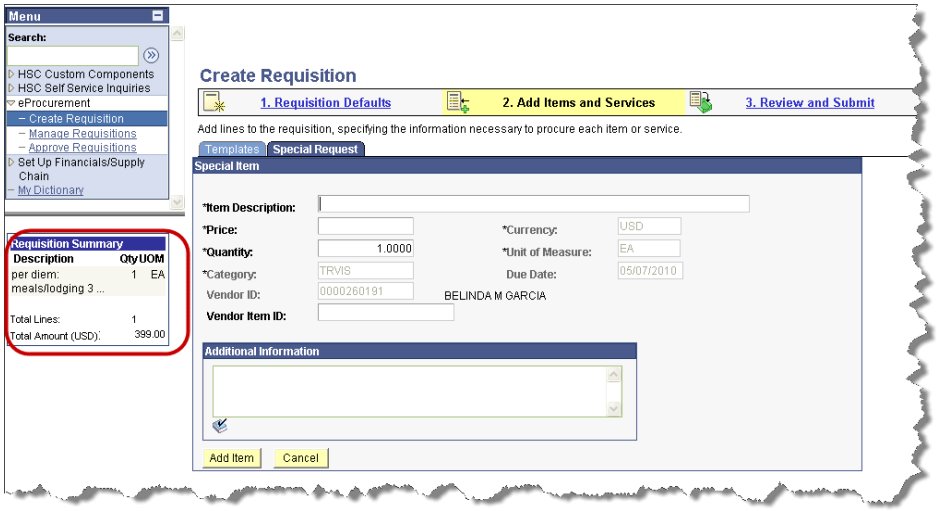
**Additional Information:** Any additional information regarding the item being reimbursed should be entered into the Additional Information box. With a 2,000 character limit, you must be detailed when ordering. To spell check the information entered, select the spell check icon .

**Adding Requisition Lines**

When entering items for a travel requisition, you must only list items which will be reimbursed to the employee. To add items to your requisition, complete all **required*** fields, then click the Add Item button within **Special Request** tab.

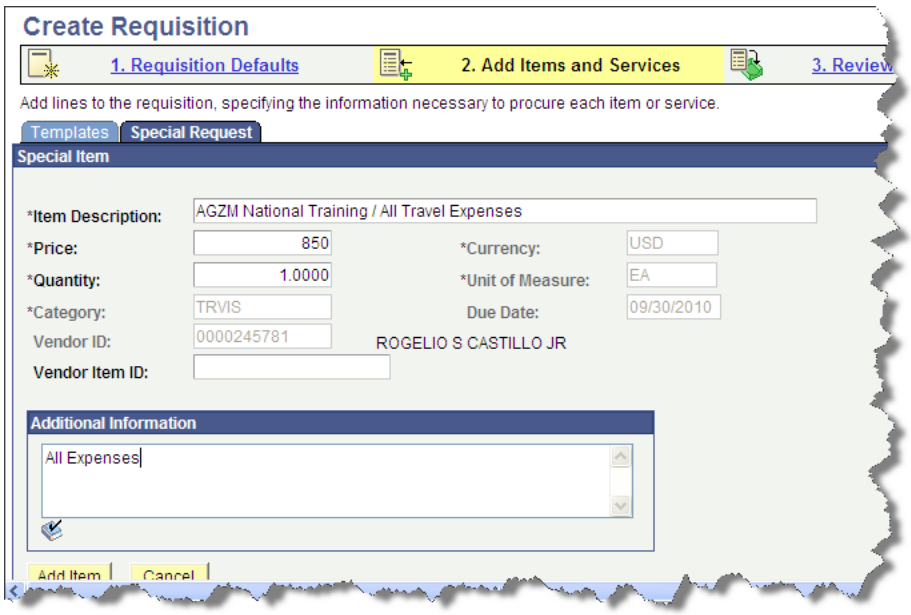



Your item will display within the **Requisition Summary.** The fields within the **Special Request** tab will then reset, allowing you to add additional items.




**Single Line Requisition**

If your department prefers a one line requisition, enter the total cost of reimbursement for the traveler. Please contact your departmental administrator or ACE for more information. Below is an example of a one( 1) line travel requisition:




To become familiar with travel rates for In-State, Out-of-State and Foreign Travel, visit the Travel Services website - http://www.uthscsa.edu/business/travel/index.html

## Review and Submit

The third page the Requester must complete when creating a Travel Web Requisition is the **Review and Submit** page. This page is used to edit and delete line item information and add comments to the requisition. These comments may be added free from or Standard Comments.

The comments you enter on this page may be included for the benefit of anyone who views the requisition including but not limited to: the Requester, the Approver and the Vendor.

Comments should be entered as separate rows. To format comments click the **Enter Key** on the keyboard. From the Header Comments window, use the scroll bar to view comments entered.

### Travel Page

The Travel page located within the **Review and Submit** page, should be used to list items for the trip which are pre-paid, also the Purpose and Benefit for this trip. The Purpose and Benefit should include the intent and benefit of the trip in detail. All fields in the Description section **must be completed**. If information is not completed, a warning message will display.

**Disposition of work while away**: Enter the name of the person who will cover the duties for traveler while he/she is away.

**Honorarium received:** Click this box if an honorarium or consultant fee will be received. Complete and submit a *Request for Approval of Outside Employment, Consultation, or Related Activities* form.

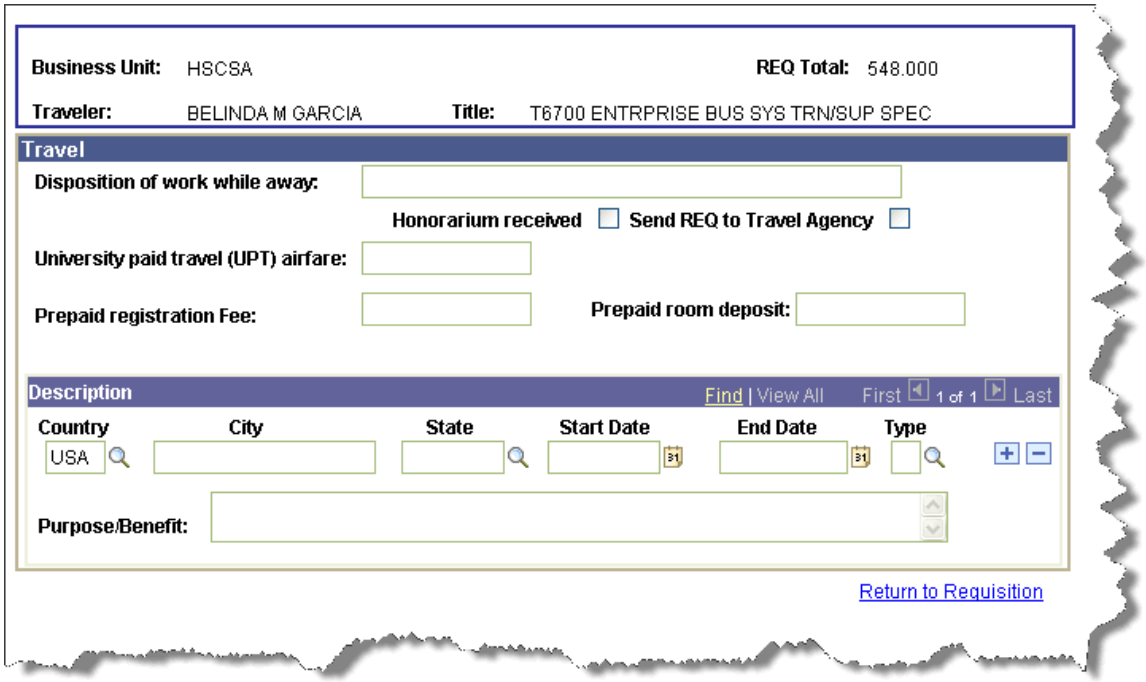
**Send REQ to Travel Agency**: Click this box if the requisition should be transmitted to a contract travel agency. This will reveal a hidden field in which you can specify the contract travel agency.

*If this box is not checked, Travel Agencies to select from will not be listed, thus not submitting notice to the travel agency once the Requisition has been approved.*

**University Paid Travel (UPT) airfare**: If UPT will be used, enter amount of airfare, with the ticketing fee.

**Travel Agency:** This field only becomes visible if a check appears in the *Send REQ to Travel Agency* field. Click to select a travel agency.

**Prepaid registration fee**: Enter amount of any registration fee prepaid via a purchase voucher.
**Prepaid room deposit**: Enter amount of any room deposit prepaid via a purchase voucher.




**Country**: Enter the destination country for trip. USA is the default.

**City:** Enter the destination city for trip.

**State:** Enter the destination state for trip.

**Start Date**: Enter trip start date.

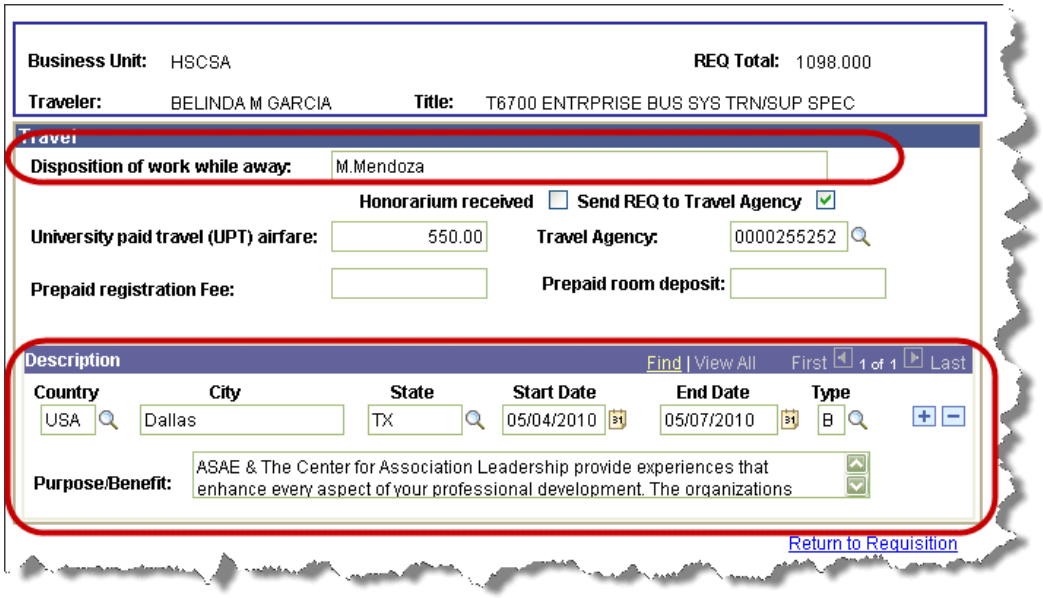
**End Date**: Enter trip end date.

*End date must match Due Date in the Requisition Defaults page. If a different end date is entered in the Description section, the Due Date in the Requisition Defaults page will adjust.*

**Type:** Specify whether the portion of trip designated by start and end dates is business or personal by entering B or P.

**Purpose/Benefit**: Enter purpose and benefit statement.

If necessary, click the button to insert additional rows to list trip details. If a portion of the trip is personal, separate the business and personal details by inserting an additional row. A completed Travel page is shown below. Fields circled in red are required.




Once the Travel page has been completed, the **Return to Requisition** link should be selected. You will be directed back to the Review and Submit page.

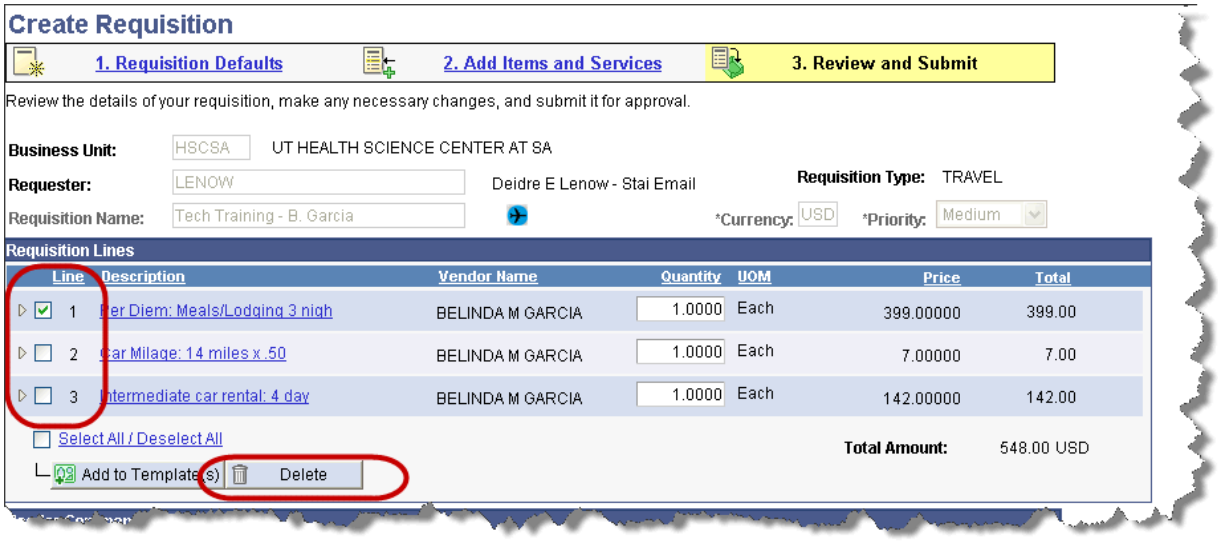
*Note: A primary and secondary travel requisition should not be created when multiple fund sources will be used to reimburse the traveler. These funds will be separated on the reimbursement voucher.*

**Deleting a Requisition Line**

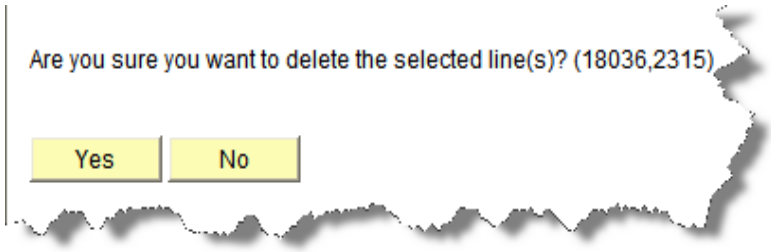
To delete an item, click on the check box preceding the item. Click the Delete icon. This will remove the line item from your requisition.

To delete a line item, follow the steps below:

1. From the Review and Submit page, click the **check box** for the appropriate line
2. Click the Delete button




3. Click the Yes button to delete the row; otherwise, click the No pushbutton.

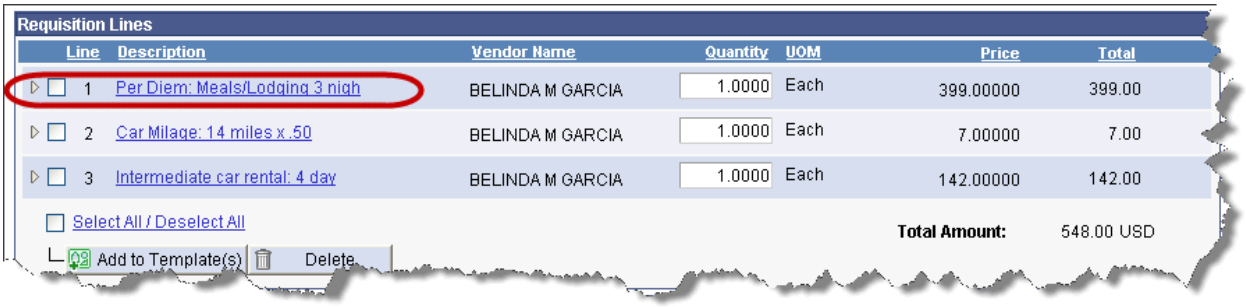



*If your requisition has only one line, it cannot be deleted. You will either need to edit the existing line, or insert a second line and then delete line 1.*

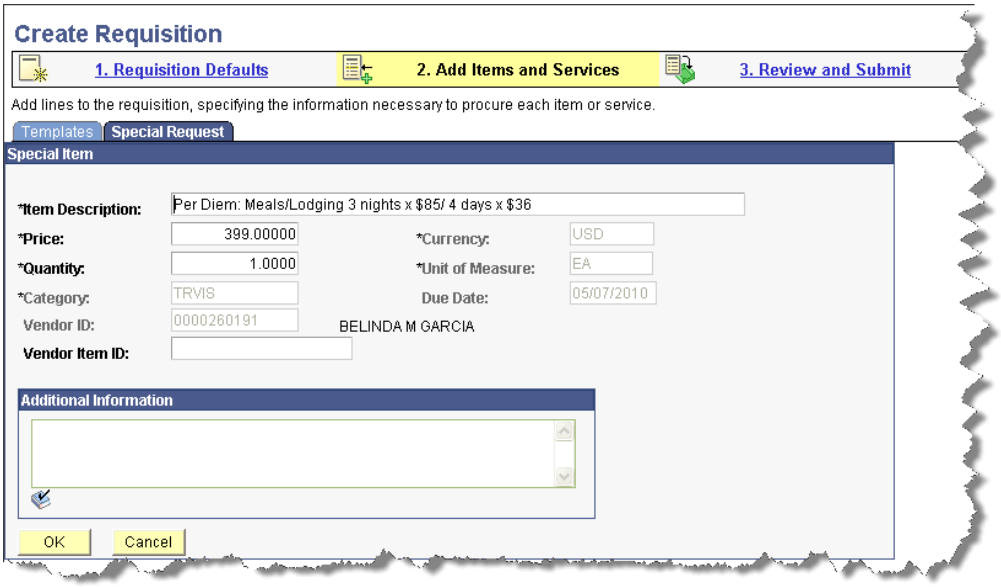
**Editing a Requisition Line**

To edit information which was entered for the specific item being ordered, each line item contains a hyperlink via the Description of the item. By selecting the Description link, you will be directed back to the Add Items and Services page where you will be able to make any edits to your line item.
To edit a line item, follow the steps below:

1. From the Review and Submit page, click the item descirption hyperlink




2. You will be directed to the specific line chosen in the Add Items and Services tab. Enter edits as needed.

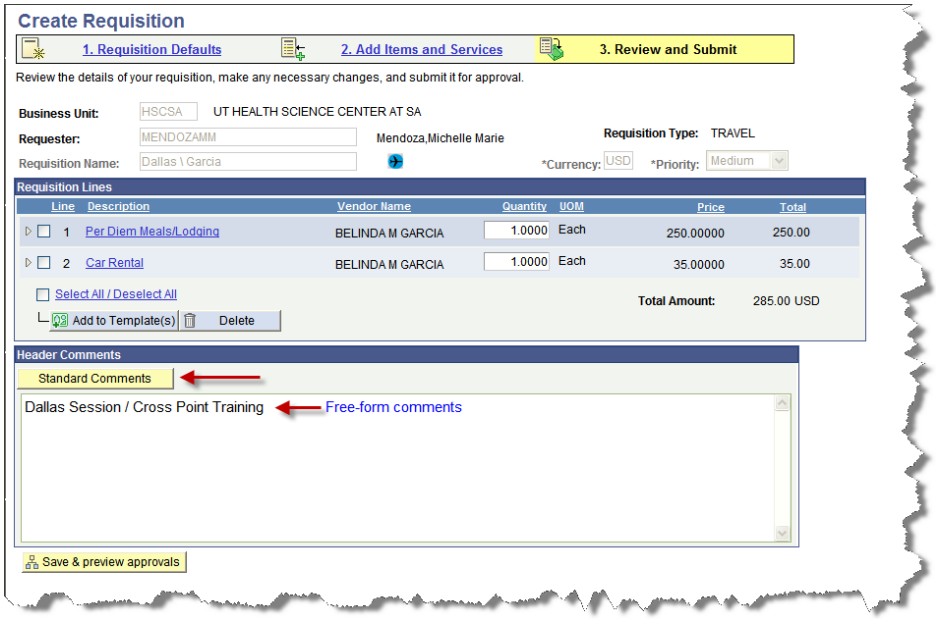



3. Click the OK button once edits have been made
4. Continue completing the requisition line items as necessary

## Adding Comments to Your Requisition

Comments may be added free-form or selected from the Standard Comments options.

The comments you enter on this page may be included for the benefit of anyone who views the requisition, including but not limited to, the Requester and the Approvers.




## Adding Free-form Comments

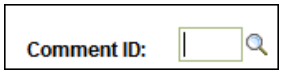
Free-form comments are entered directly by typing in the white comment window labeled Header Comments within the Review and Submit page. The comment will print by default.

## Adding Standard Comments

Standard Comments are templates provided to aid the Requesters to include important details they might otherwise forget to include in their requisition comments.

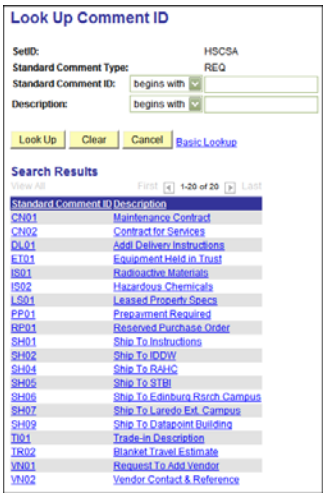
To enter Standard Comments, follow the below steps:

1. Click the Standard Comments pushbutton.
2. The Standard Comments page will display. Click the **Look Up** icon, for the **Comment ID** field.




3. Click the Standard Comment you want to use.
4. The Comment ID field will be populated with the ID number of the Standard Comment you selected. Click the OK pushbutton to accept the Standard Comment.

The Standard Comment template will populate in the Header comments window. Edit the Standard comment as needed. The template text can also be edited to accommodate information.



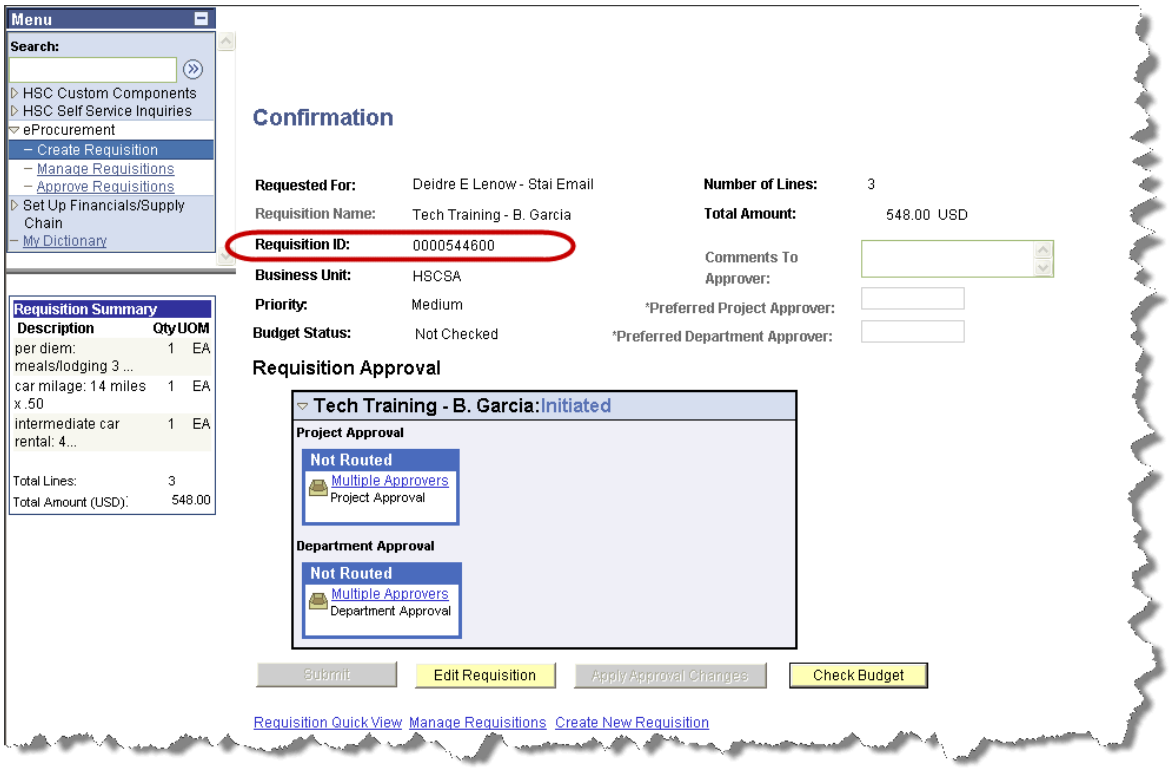

To insert an additional comment(s), select the Standard Comments pushbutton again and repeat the steps. Once the new Standard Comment is in the text box, you may need to edit the spacing to identify and separate instructions between the Standard Comments.

## Saving a Partially Completed Requisition

Before saving a partially completed requisition, certain minimum required fields must be completed. These are shown in the table below. You cannot save a requisition without entering at least one line item on the Add Items and Services page.

| Location of Fields | Minimum Required Fields |
|---|---|
| **1. Requisition Defaults** | All (required fields must be completed before proceeding to the next page) |
| **2. Add Items and Services** | All (one line item must be entered before proceeding to the next page) |
| **3. Review and Submit** | The Travel page |

In order for the system to generate a Requisition ID, you must be on the **Review and Submit** page of the Requisition. Click the Save & preview approvals button. With the minimum required fields completed, you will be assigned a system generated Requisition ID and be directed to the Confirmation page.




At this point, you have the option to exit the system and retrieve your requisition at a later time, or, you can proceed with completing the requisition.

*As long as a Requisition ID has been assigned, you will be able to retrieve your requisition at a later time.*

## Confirmation Page

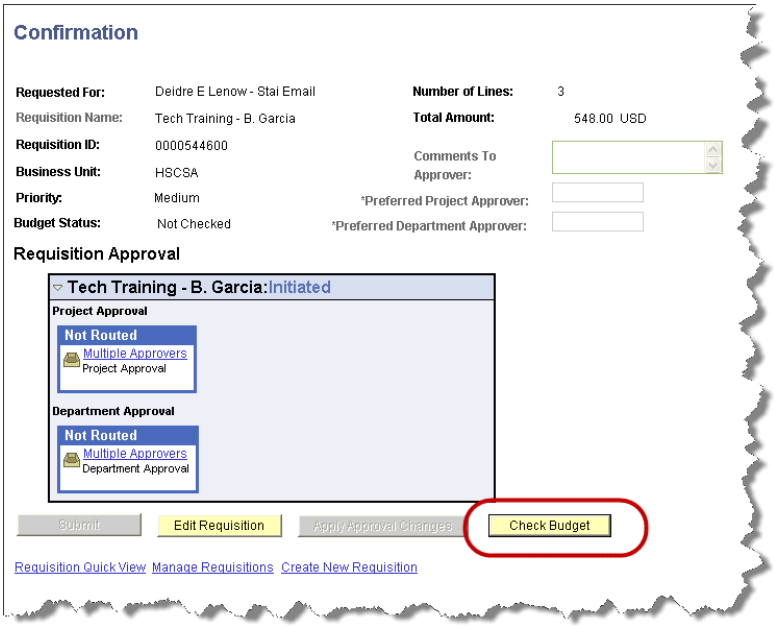
The Confirmation page is the final page when processing a Travel Web Requisition where you will be assigned a Requisition ID number. Once a Requisition ID has been assigned, you have the option to continue with your Requisition or exit the system and process the requisition at a later time.

Available on the Confirmation page is the **Check Budget** and the **Approval Notifications.** The Preferred Approver fields will become available once a Check Budget processes with a status of Valid. After comments are entered and Preferred Approvers are chosen from the available listing, clicking **Submit** will send an email notification to your Preferred Approvers.

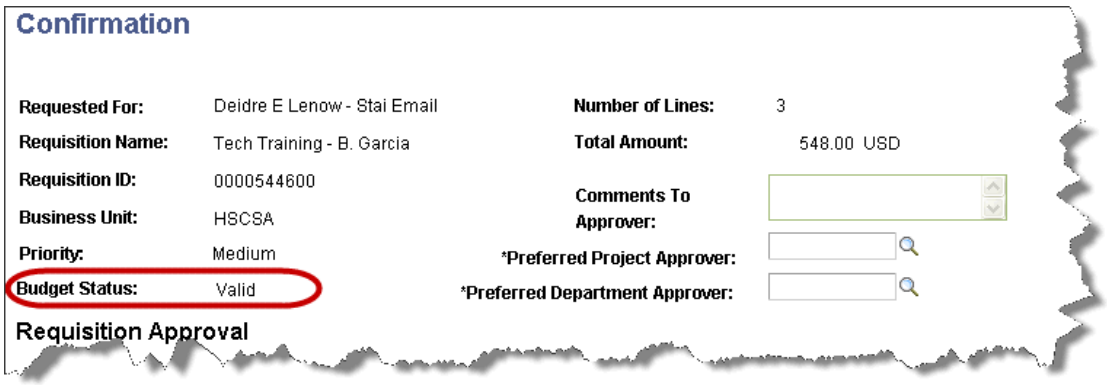
## Check Budget

The **Save & Preview approvals** process builds the accounting entry to prepare for the Check Budget process. It makes certain the necessary information is present on your requisition to proceed to the Check Budget process.

The **Check Budget** verifies the Project ID entered has sufficient funds (for the budget period listed) to cover the total cost of the items on the requisition.



If your requisition passes the Check Budget process, indicated by a Budget Status of Valid, you will then be able to select your Preferred Approvers and **Submit** your requisition.



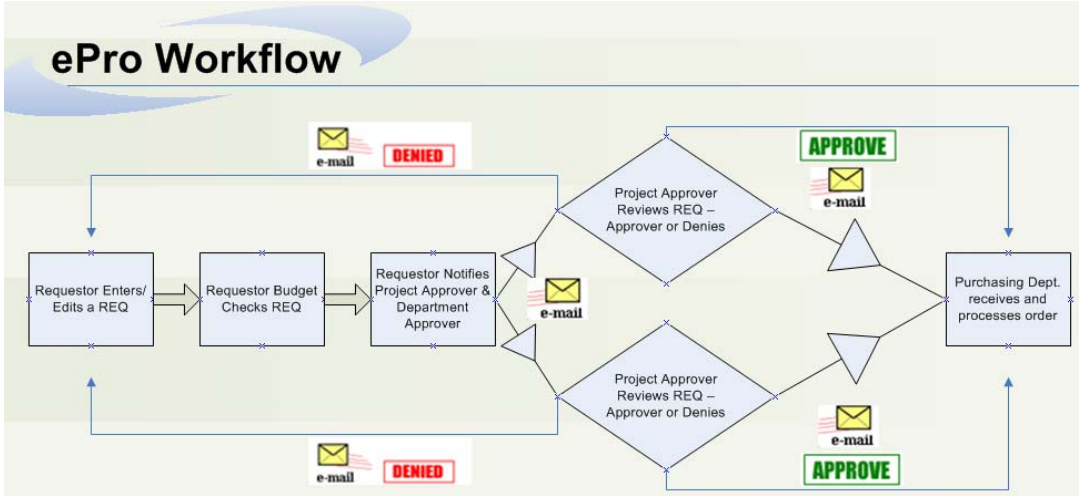

## Requisition Approval Notifications

There are two *approver roles* in PeopleSoft: **Department Approver** and **Project Approver**. Both the Department and Project Approver roles must approve a requisition before it can be processed into a purchase order.

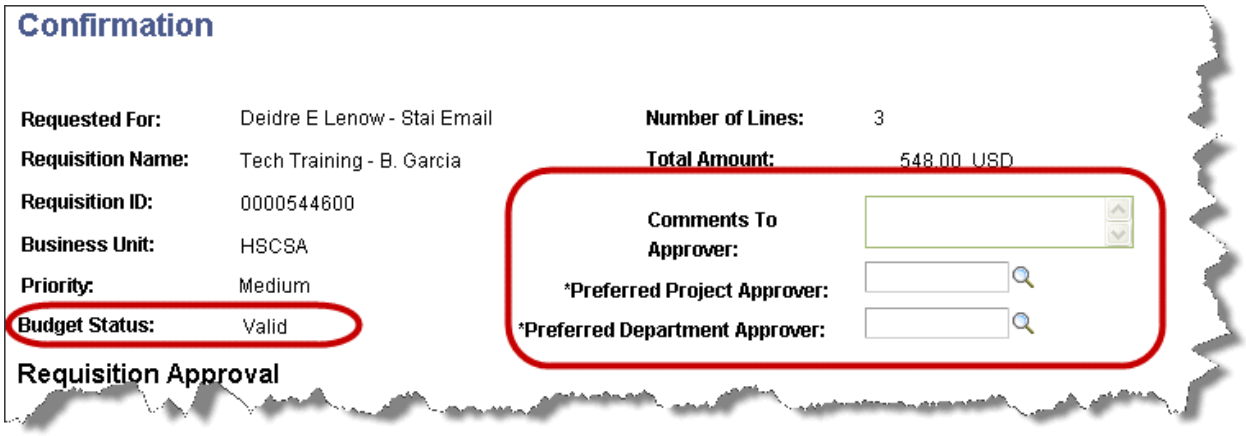
If a Travel Agency was selected on the Travel page, the Travel Services Company selected will not receive a notification until both Approvers have approved the requisition. With flight costs fluctuating from day to day, it is highly important Approvers address Travel requisitions promptly.

Departments determine who will approve a requisition as Department Approver and Project Approver by setting up persons within the department in these approver roles. The Project Approver is the authorized signature for the requisition, while the Department Approver is a reviewer. Either, or both, can *approve* or *deny* the requisition.

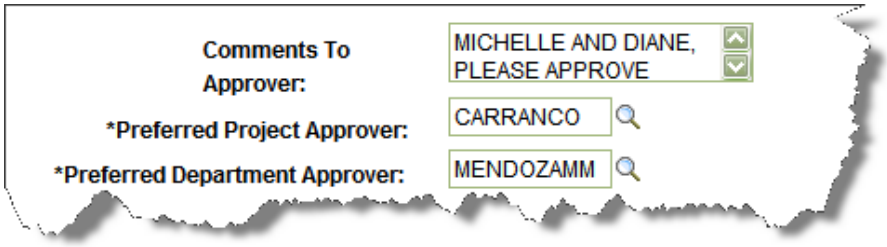
If the requisition is denied, the Requester will receive e-mail notification from the approver who denied the requisition, along with any comments the approver entered. The Requester will also receive e-mail when an approver approves the requisition. If a requisition has not been approved within 24 hours, an escalation notification will be routed to the Requester.



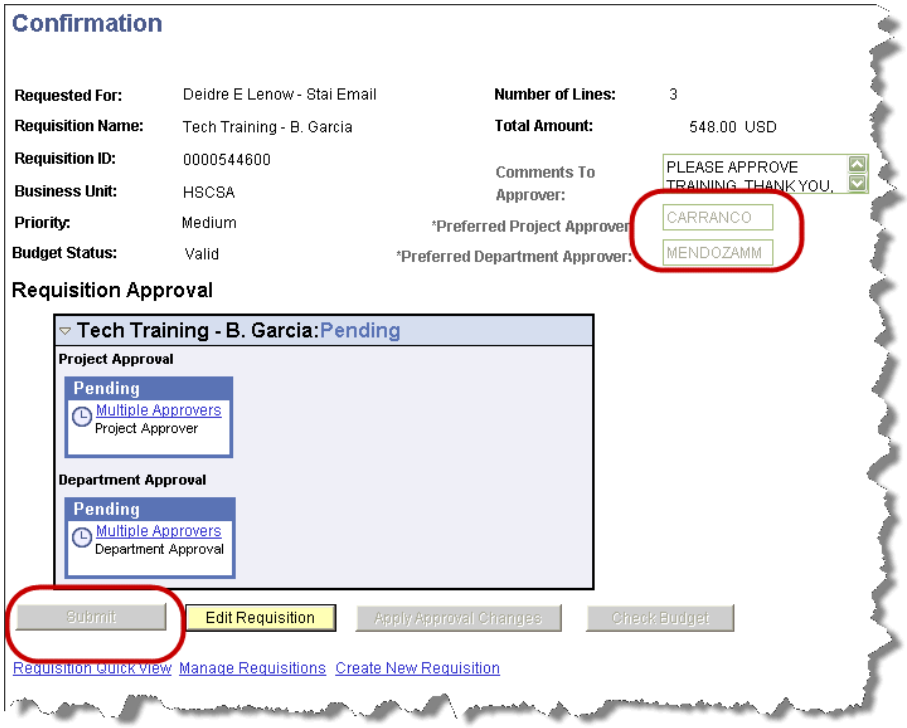

A Requester must notify two persons to approve the requisition. If the Requester will be approving in one of the approver roles, ***the Requester still needs to select their name*** from the Preferred Approver field.
Once the requisition has a Budget Status of Valid the **Comments to Approver, Preferred Project Approver, and Preferred Department Approver** fields become available.




Comments entered will be viewable to both the Preferred Project Approver and Preferred Department Approver. To select a Preferred Project and Department Approver, click the Look Up icon for each.


When Preferred Approvers have been selected, click the Submit pushbutton. The Preferred Approver fields and the Submit button will be grayed out. A notification with request for approval will be sent to the selected Preferred Project and Department Approvers.



An email will be sent to the Requester once the requisition has been either, approved or denied. If no action has been taken by the approvers within 24 hours, an escalation email will be sent to the Requester alerting them that no action has been taken and the requisition is still pending approval.

Keep in mind: If the Submit button is **not** clicked, the Requisition will not be available for approval.

**Preferred Approvers must be assigned and the Submit button must be clicked.**

*Check Budget pre-encumbers the total dollar amount of the requisition, essentially setting aside this dollar amount so that it cannot be spent for other purposes.*

*Until you are absolutely certain your requisition is complete and that you are committed to purchasing the items, you should not 'Submit' your requisition.*

# Chapter 3
# Approval Scenarios

A Requester must notify two persons to approve the requisition. **If a Requester is also in the approval role AND will be approving the requisition, he/she must select his/her name from the Preferred Approver lists.** Various approval scenarios are shown as examples.

## Approval Scenario 1: When a Requester is Only a Requester

If the Requester who completes the requisition is neither in a Department Approver role nor a Project Approver role, the Requester will need to notify another person(s) to approve the requisition. Depending upon how a department has set up its approval roles, the Requester may notifying two separate persons, or a single person who has both the Department Approver and Project Approver roles.

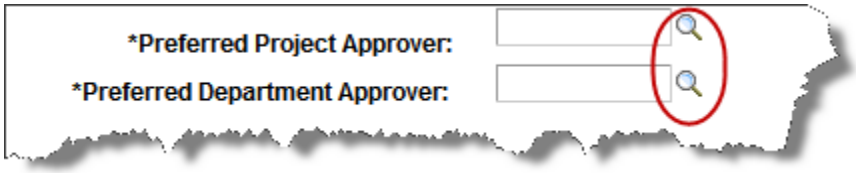
The Requester should begin selecting a **Preferred Project and Department Approver** to approve the requisition. This can be completed as soon as the Requester receives a valid budget check for the requisition. The Requester may include a comment to the Preferred Project and Preferred Department Approver. An email will be sent to both the Project and Department approver once Submit is selected.

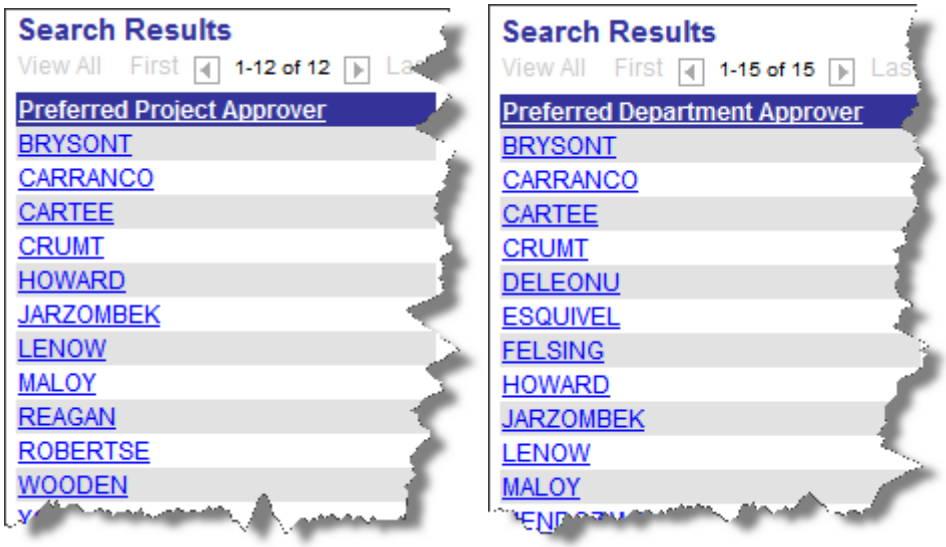
*If the requisition does not have a Budget Status of Valid, the Comments, the Preferred Approver fields and the Submit button will not be available.*

*The comment you enter here is seen by **both** Preferred Project and Department Approver.*

**Preferred Project Approval:** From the menu, click the Preferred *Project Approver* Look Up icon. This will cause the Approval Search Results screen to populate with a list of available approvers to select from.

**Preferred Department Approval:** From the menu, click the Preferred *Department Approver* Look Up icon. This will cause the Approval Search Results screen to populate with list of available approvers to select from.






**Submit:** When optional comments are entered and Preferred Approvers have been selected, click the Submit pushbutton.

An e-mail notification is sent to the Preferred Project and Preferred Department Approvers.

*Clicking SUBMIT sends notice to your Preferred Approvers. If SUBMIT is not clicked the requisition will still not be available for approval action.*

## Approval Scenario 2: When a Requester is also approving as Department Approver

When a Requester is in a role of Department Approver, the Requester must choose his/her self as the Preferred Department Approver and complete the Department Approver action. The Requester must then notify a Project Approver using the same steps outlined in Approval Scenario 1. The steps the Requester must complete are as follows:

**Comments:** If desired, include a comment to the Preferred Project and Department Approver. An email will be sent to both the Project and Department approver once Submit is selected.

**Specify oneself as Department Approver:** From the menu, click the Preferred *Department Approver* Look Up icon. This will cause the Approval Search Results screen to populate with list of available approvers to select from. The Requester would select his/her own name from the approver list.

**Notify a Project Approver:** From the menu, click the Preferred *Project Approver* Look Up icon. This will cause the Approval Search Results screen to populate with list of available approvers to select from.

**Submit:** Click Submit when both approvers have been selected.

## Approval Scenario 3: When a Requester is also approving as Project Approver

When a Requester is in a role of Project Approver, the Requester must choose his/herself as the Preferred Project Approver and complete the Project Approver action. The Requester must then notify a Department Approver using the same steps outlined in Approval Scenario 1. The steps the Requester must complete are as follows:
**Comments:** If desired, include a comment to the Preferred Project and Department Approver. An email will be sent to both the Project and Department approver once Submit is selected.

**Specify oneself as Project Approver:** From the menu, click the Preferred *Project Approver* Look Up icon. This will cause the Approval Search Results screen to populate with a list of available approvers to select from. The Requester would select his/her own name from the approver list.

**Notify a Department Approver:** From the menu, click the Preferred *Department Approver* Look Up icon. This will cause the Approval Search Results screen to populate with a list of available approvers to select from.

**Submit:** Click Submit once approvers have been selected.

## Approval Scenario 4: When a Requester is in Both Approver Roles

When a Requester is the role of Project Approver **and** Department Approver, the steps the Requester must complete are as follows:

**Comments:** If desired, include a comment to the Preferred Project and Department Approver. An email will be sent to both the Project and Department approver once Submit is selected.

**Specify oneself as Department Approver:** From the menu, click the *Preferred Department Approver* Look Up icon. This will cause the Approval Search Results screen to populate with a list of available approvers to select from. The Requester would select his/her own name from the approver list.

**Specify oneself as Project Approver:** From the menu, click the *Preferred Project Approver* Look Up icon. This will cause the Approval Search Results screen to populate with a list of available approvers to select from. The Requester would select his/her own name from the approver list.

**Submit:** Click Submit when both approvers have been selected.

## Approval Scenario 5: When a Requester is an Approver, but needs an approver other than themselves

When a Requester is in a role of Department Approver or Project Approver, but needs additional approval on a requisition from a different approver in the department, the steps the Requester must complete are as follows. This scenario would be necessary for auditing purposes where a Financials user should not be in the role of a Requester and both Approver roles.

**Comments:** If desired, include a comment to the Preferred Project and Department Approver. An email will be sent to both the Project and Department approver once Submit is selected.

**Preferred Project Approval:** From the menu, click the *Preferred Project Approver* Look Up icon. This will cause the Approval Search Results screen to populate with a list of available approvers to select from. The Requester would select the desired alternate approver.

**Preferred Department Approval:** From the menu, click the *Preferred Department Approver* Look Up icon. This will cause the Approval Search Results screen to populate with a list of available approvers to select from. The Requester would select the desired alternate approver.

**Submit:** Click Submit when both approvers have been selected.

## Approval Scenario 6: When a Foreign Travel requisition needs EC-Level Approval

When a Travel Type is checked as Foreign Travel, the Requester will send notification to both the Preferred Department Approver and Project Approver. When the requisition is approved by both approvers, the EVP Office will approve for the final approval action. **Notification <u>does not</u> have to manually be sent to the EVP.**

**Comments:** If desired, include a comment to the Preferred Project and Department Approver. An email will be sent to both the Project and Department approver once Submit is selected.

**Preferred Project Approval:** From the menu, click the *Preferred Project Approver* Look Up icon. This will cause the Approval Search Results screen to populate with list of available approvers to select from.

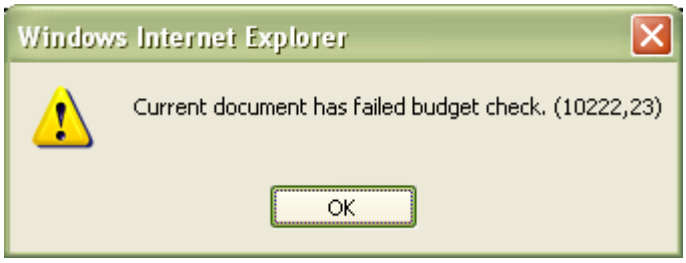
**Preferred Department Approval:** From the menu, click the *Preferred Department Approver* Look Up icon. This will cause the Approval Search Results screen to populate with list of available approvers to select from.

**Submit:** Click Submit once approvers have been selected.

# Chapter 4
# Special Situations- Travel Requisitions

## Resolving Problems with Check Budget

**Problem:** Your requisition does not receive a Check Budget Status of Valid.




**Possible Causes:**

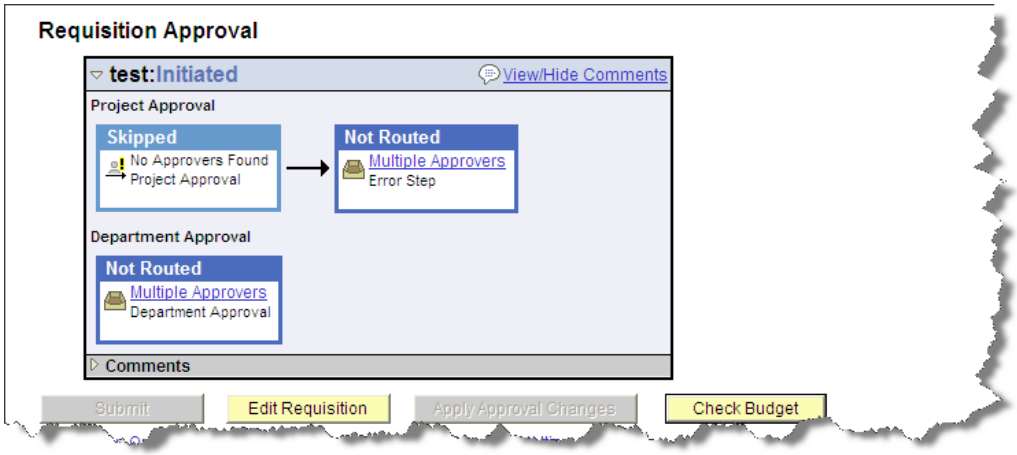
(1) The Project ID you entered on your requisition has insufficient funds for the budget period you entered on the requisition.
(2) The Project ID you entered on your requisition has expired.
(3) There are issues with the setup of the budget category for the Project ID you entered on the requisition.

**Solution:**

(1) To verify your project id has sufficient funds, access the Project Budget Inquiry within Inquiries in the Portal Menu. If you do not have access to Project Budget Inquiry, contact the ACE ofyour department.
(2) To verify the project has not expired, check its expiration date. Click the Look Up icon from the Project /Grant field on the Requisition Defaults page and search for the Project ID you entered on your requisition. View the Project End Date to determine whether the project id can still be used.
(3) The source of funds will determine who to contact for assistance regarding issues with the setup of a project budget category. For projects relating to sponsored programs such as research grants and drug studies, contact the Office of Sponsored Programs. For other sources of funds, contact the Office of Accounting.

## Approvers are not assigned to a Project ID or Department

**Problem:** Approvers are not listed within Project Approver or Department Approver search list




**Possible Causes:**

(1) An approver has not been assigned to a Project ID or a Department ID

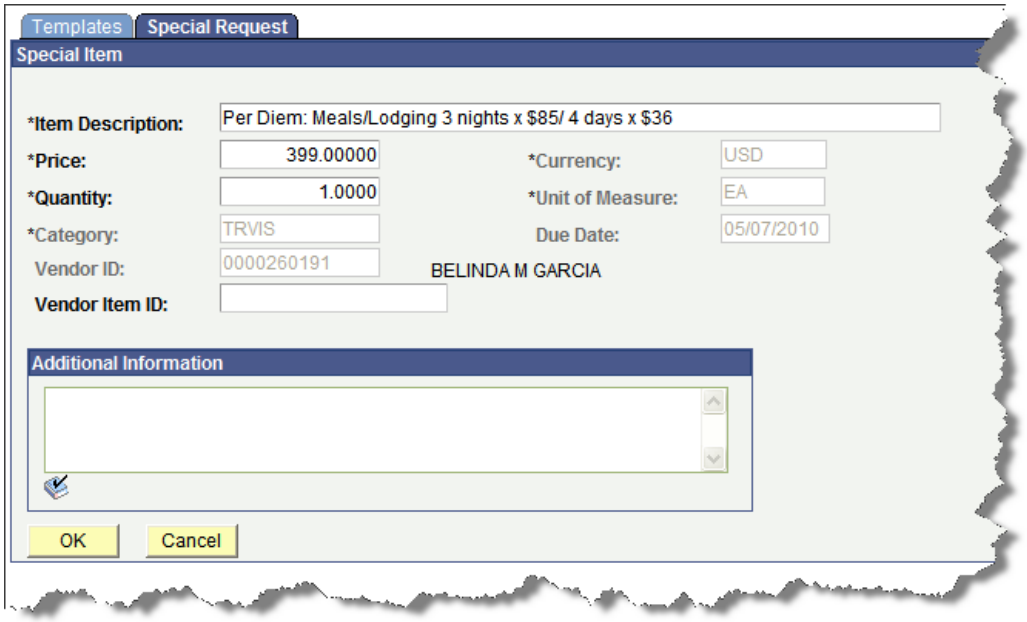
**Solution:**

(1) Contact the ACE of the department the project id is assigned to. You will need to copy the requisition or create a new requisition
(2) To verify the department the project id is assigned to:
**HSC Custom Components → Self Service Inquiries → Project Chartfield**
(3) Please call the DCATS office (567-7777, option 5) for assistance identifying the departmental ACE

## Line Comments

When typing the information for the description for a line item, you may enter up to 254 characters in the **Item Description* field. The *Item Description* field aligns text to the right margin during entry of a requisition, making it impossible to read long item descriptions while the requisition is being added.

The field does left-align the text after the requisition has been saved and then retrieved again.




If you know you have a lengthy description for a line item, you should type a basic high-level description in the *Item Description* field and enter lengthy details in the *Additional Information* field.

Additional information comments print on the requisition immediately below the line with which it is associated.

## Creating a Template

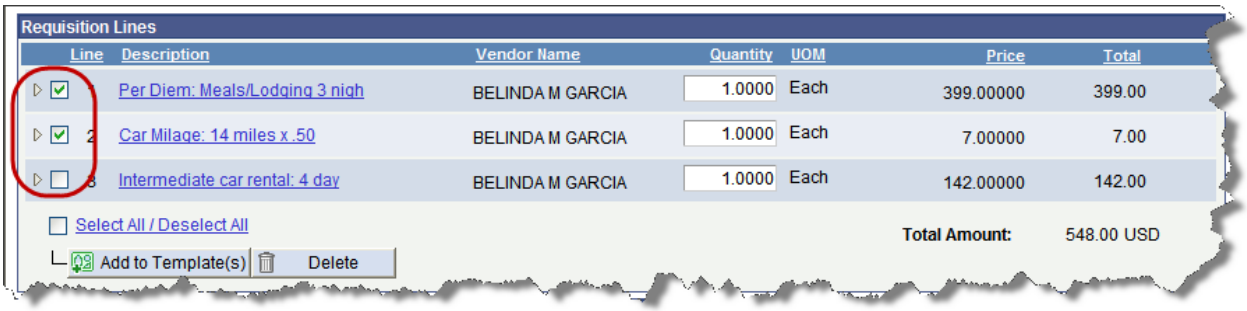
Creating a Template will allow you to choose items entered into a Travel Requisition and place them into a Template for future use. A Template will remain within your profile history until it is deleted by you.

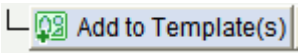
The Template you create can be helpful when trying to locate reimbursement costs for In-State, Out-of-State or Foreign Travel requisitions. Having a Template for each Type of Travel Requisition (In State, Out of State or Foreign) created may help lessen your search time for standard prices.

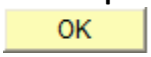
*Remember, when selecting items to add to an existing Template, the total quantity listed will be placed as the default for that item.*

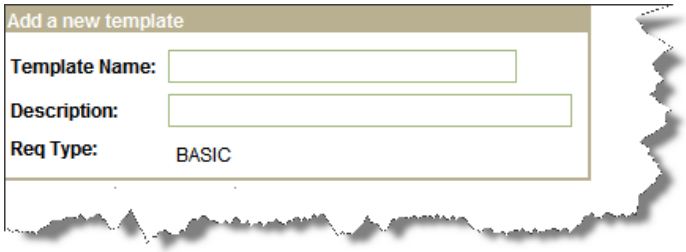
To create a Template, requisition line items must be entered. To place items into a Template, follow the steps listed below:

1. From the **Review and Submit page,** select the line items you would like to put into a Template.




2. Click on 

3. You will be directed to the **Add Selected Items to Template(s)** page
4. Enter a **Template Name**
5. Enter a **Description**
6. Click 


Your template will now be available for future use when generating Travel Requisitions.

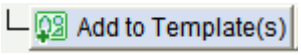
## Adding Additional Items to a Template

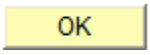
When a Template is created, it will remain in your profile history. As you create Requisitions, it is helpful to update current Templates with new items you may find useful or important.

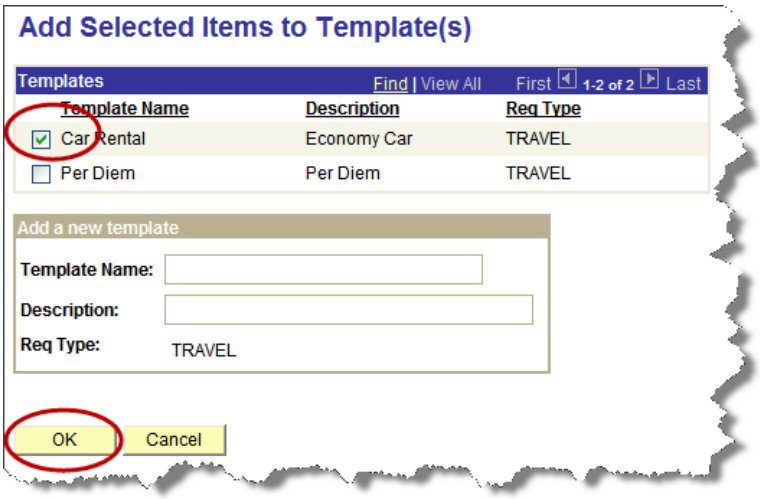
To add line items to an already existing Template:

1. From your Requisition, navigate to the Review and Submit page, select the line items you would like to place into an already existing Template.

*Remember, when selecting items to add to an existing Template, the total quantity listed will be placed as the default for that item.*


2. Click on 

3. You will be directed to the **Add Selected Items to Template(s)** page
4. Select an available Template (for first time users, you will not have Templates listed)
5. Click 

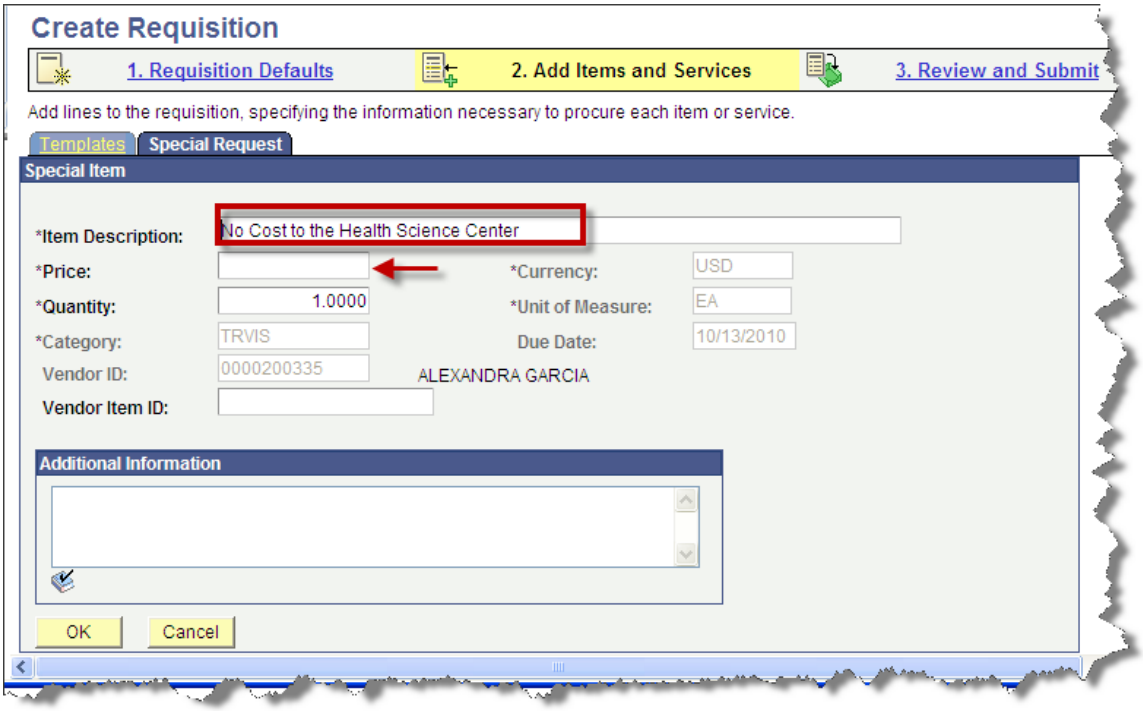
## Suggested Vendor (Employee) Not in Vendor File

If a Requester wants to specify a suggested vendor on the requisition, and searches for but does not find the vendor, the **Office of Accounting** must be contacted. **Do not proceed** with completing your requisition until the Office of Accounting has been contacted and makes the proper update to the system.

## No Cost to the Health Science Center

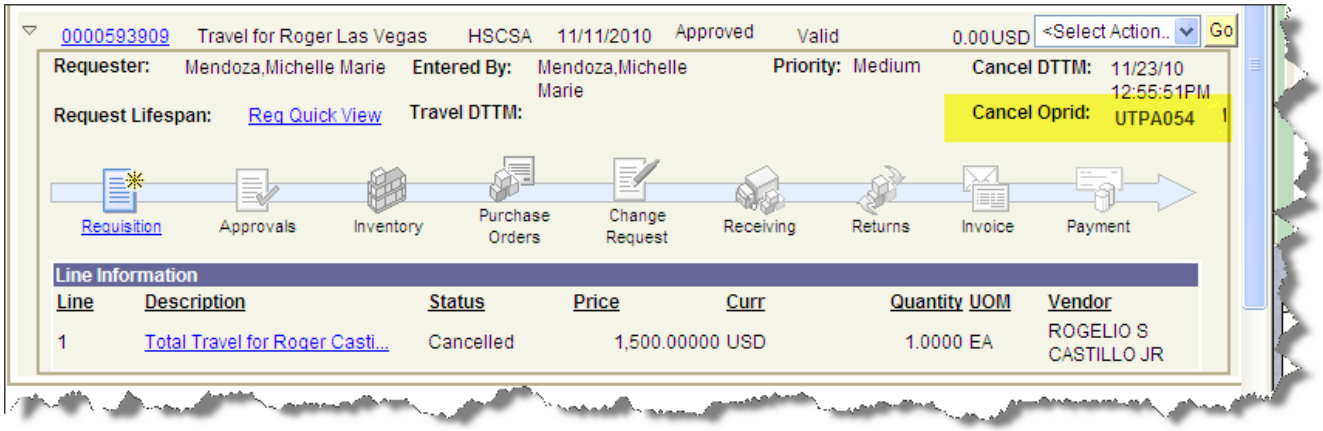
If a Travel Requisition (In-State, Out-Of State or Foreign) will be of no cost to the Health Science Center, an item description **must still** be entered.

1. **Item Description**: No Cost to the Health Science Center
2. **Price**: Leave Blank
3. Click the **OK** to confirm this line item will be of No Expense
4. Click the OK button




## Travel Requisition Status: UTAP054

The Requisition lifecycle will display **Cancel Oprid of UTPA054** when the Travel requisition is cancelled via the PeopleSoft Financials system after the travel reimbursement is paid.




# Chapter 5 Manage a Requisition

Once a requisition has initially been saved, you can review the requisition, or, if you need to make any changes to the requisition, you will access the menu option, ***Manage Requisitions***. Keep in mind, a Requisition ID must be assigned in order for a Requisition to be viewed for later retrieval.

Requisitions with a status of *Open* or *Pending* and *Approved* can be edited, as long as a requisition has not been sourced to a Purchase Order (PO). Examples of situations when a Requester might use this menu option include:

- You add a requisition but decide to finish it later.
- You already submitted your requisition to your approvers, but still need to make edits
- You want to view a requisition, but changes are not needed
- You complete a requisition and later decide additional information is needed
- Your requisition is denied by an approver and correction are needed
- You want to Cancel your requisition
- You want to Copy your requisition

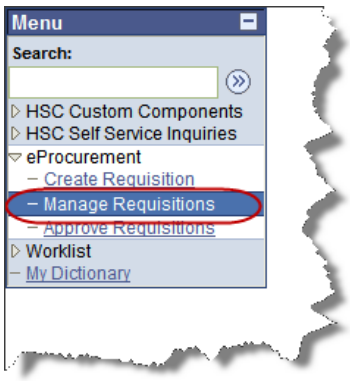
***All requisitions can be edited, if, 'Edit Requisition' is listed in the <Select Action> menu.***

#

## Retrieve a Requisition to Review

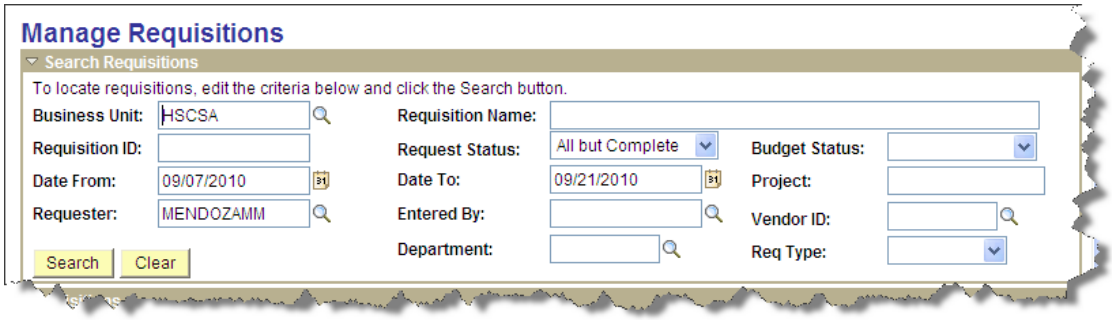
When retrieving a requisition the below path should be followed from PeopleSoft Financials:

***eProcurement → Manage Requisitions → Search for Requisition***




1. Search for your requisition

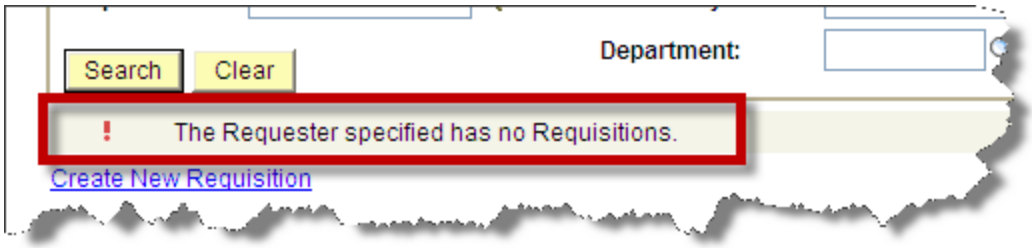
This page permits searching using the below information.



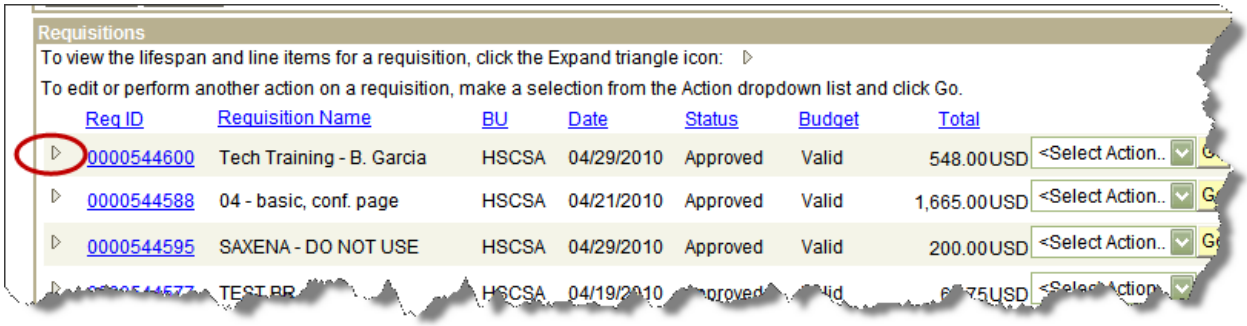

- **Requisition ID**
- **Requisition Status** (e.g. Pending Approval, Approved, Open, etc.)
- **Entered By & Requester** – the operator ID of the operator who first entered the requisition.
- **Requisition Name** – if a personalized name/title was entered, in the Requisition Defaults page, it can be used to search for a requisition
- **Requisition Date** – enter a date in mmddyy format
- **Vendor ID** –Enter a Vendor ID number including all leading zeros
- **Req Type** – Choose the type of requisition you are searching for

2. Enter a single search criterion, or you can combine search criteria to limit the list of requisitions found by the search.
3. After entering the search criteria, click Search. A listing of requisitions will be displayed

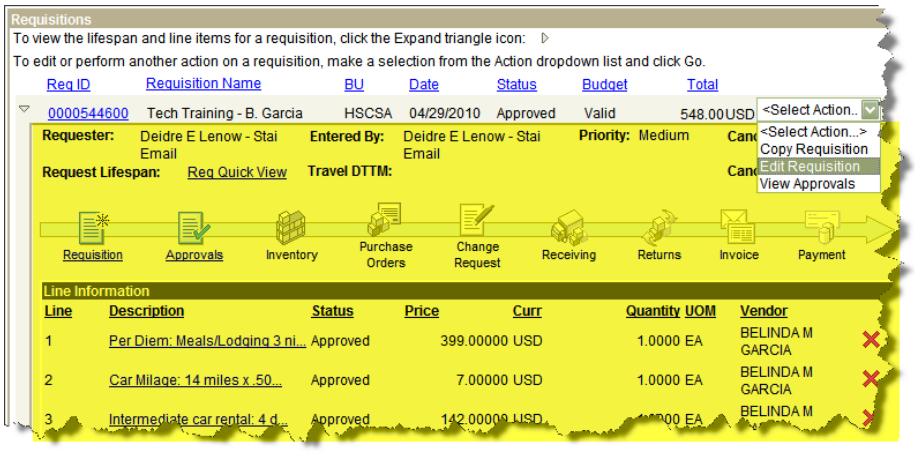
If you do not have access to information which you are searching for, you will see the below warning: ***The Requester specified has no Requisitions.***




To view additional information regarding the requisition, click the Requisition Lifespan's 'expand' button




The Requisition Lifespan, highlighted below, shows the Requisition is Budget checked, and has been approved by an Approver. (Remember, as long as the Edit option is available, the Requisition ***can be*** edited). To review your requisition, the Req Quick View links is available, or simply select the Line item information to view comments you may have entered regarding the requisition.




## Retrieve a Requisition to Edit

Requisitions having statuses of *Open*, *Cancelled, Denied, Approved or Pending* can be edited.

If a Requisition has a valid Check Budget, is submitted and has been approved, it can be edited. Although many requisitions will likely glide through the approval process without incident, some requisitions will be denied. If denied, the Requester will need to make changes. In many cases these changes will necessitate that the Requester, again, Check Budget and then Submit to the Preferred Approvers.

Prior to a Check Budget, none of the Project's budget dollars are set aside, or to use the accounting term, pre-encumbered; however, clicking Check Budget causes budget dollars to be pre-encumbered. Accounting entries are created, which if not properly changed by the system, would result in Project balances being inaccurate.

When editing an approved requisition, one which already has pre-encumbered funds it is highly important to again, Check Budget and Notify Preferred Approvers. Once the Check Budget is selected, again, funds will automatically be adjusted to reflect the new dollar amount. It will not pre-encumber twice, but will adjust the already pre-encumbered funds.

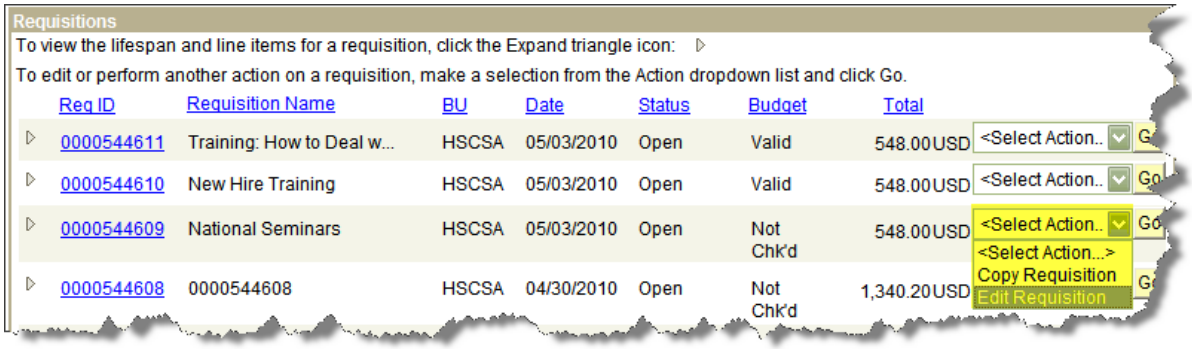
An important item to remember when editing a Requisition is, when a monetary amount regarding the Project Budget is adjusted, a Requester must re-Check Budget and notify the Preferred Approvers once again. If the approvers are not notified, meaning, if the Submit button is not clicked, the requisition will not be available within the Approve Requisition link.

When editing an approved Travel Requisition, the Travel Services Department does not need to be notified.

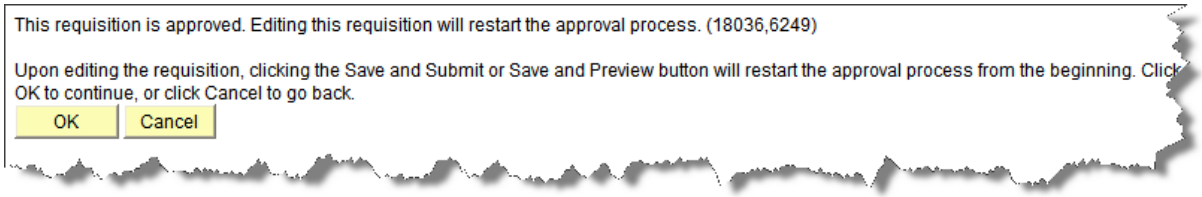
To retrieve a requisition to update, follow the same steps shown in the previous section, *Retrieve a Requisition to Review*.

***eProcurement → Manage Requisitions → Search for Requisition***

1. Search for your requisition
2. To edit, select the '**Edit Requisition**' option
3. Click Go



If a Requisition has been approved, the below message will display, warning you that making changes may re-start the approval process, requiring the Approvers once again, approve the requisition. Select **'OK'** to proceed with Editing your Requisition




If a Requisition is pending approval, the below message will display, warning you that making changes may re-start the approval process, requiring you, the Requester, to re-submit the Requisition.


Once the requisition is edited, saved, has a Valid Budget status and the Preferred Approvers have been notified, the requisition should be submitted. An e-mail notification will be sent to the Preferred Approvers to approve or deny the requisition.

*Clicking Submit allows for the Preferred Approvers to be notified. If Submit <u>is not</u> selected, the Requisition will not be available for Approval and contain a status of 'Open.'*

## Copying a Requisition

Copying a Travel Requisition is convenient when multiple individuals will be taking a trip to the same destination. A Requester has the ability to copy any requisition, as long as they are assigned access. For example, if a Requester has access to T6700, they are allowed to copy any requisitions which have been created with a T6700 Project ID.

To copy a requisition, follow the below steps:

***eProcurement → Manage Requisitions → Search for Requisition***

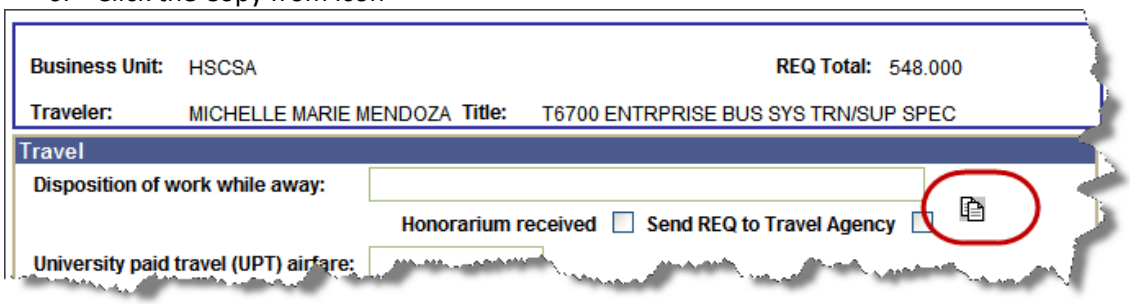
1. Search for your requisition
2. Choose the <Select Action> option **'Copy Requisition'**
3. Click **'Go'**
4. Complete all required requisition fields and process the requisition


Most, but not all fields from the source requisition will be copied into your new requisition. Be sure to closely review the pages and make any necessary changes. Make edits as necessary to the Requisition Defaults and the Add Items and Services page.

A common area often forgotten when copying a Travel Requisition is the **Copy From** icon within the Travel page.

From the Save and Preview page:

5. Navigate to the Travel page
6. Click the Copy from icon




7. Complete all blank fields within the Travel page

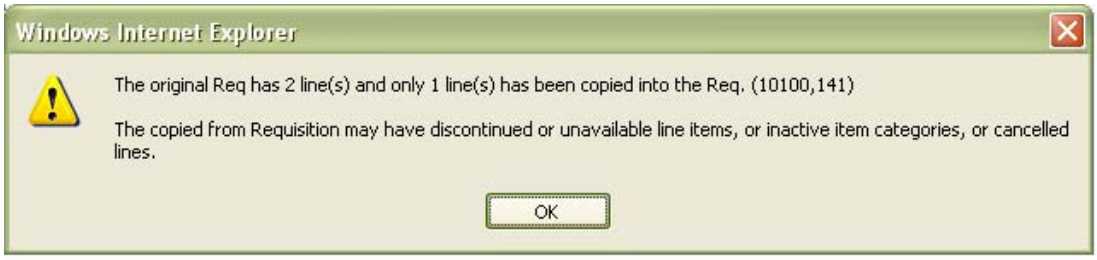
Navigate back to the requisition and complete all necessary areas.

Once the requisition is saved, has a valid Budget status and the Preferred Approvers have been notified, the requisition should be submitted. An e-mail notification will be sent to the Preferred Approvers to approve or deny the requisition.

### *Information Message*

When copying a requisition, there is always a possibility that during the requisitioning process line items were deleted or cancelled. In the event a requisition being copied previously had line items canceled or deleted, a warning message will display. This is to inform the person generating a copied requisition that line items were cancelled or deleted from the source requisition.

The example below informs that the original requisition (Req) contained 2 lines, but only 1 line has been copied onto the new Req.



## Canceling Entire Requisitions

A requisition should be cancelled in the event it is no longer needed. Requisitions which have either been saved, contain a Budget Status of Valid or have been approved can be cancelled. Cancelling a requisition will stop the requisition cycle and return any dollar amount which was pre-encumbered if a Check Budget was processed.

If a Requisition ID has not been assigned to the Requisition, simply exit the session and the Requisition will not be available for retrieval. However, at the minimum, once a Requisition has been saved, and a Requisition ID assigned, the requisition can be cancelled if it is no longer needed.

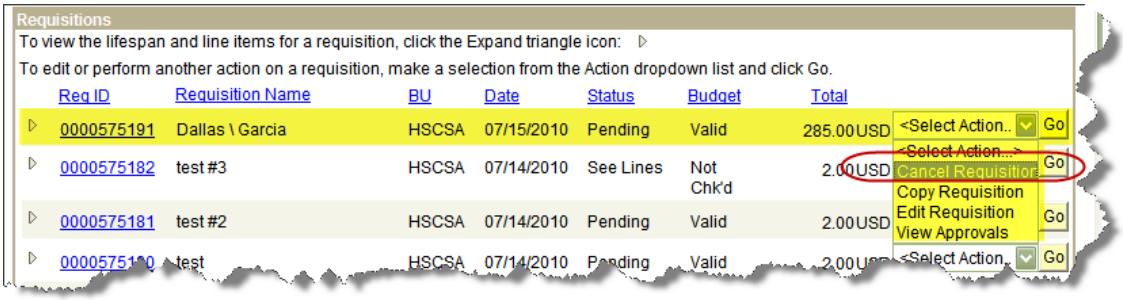
When a requisition's Check Budget is processed and contains a status of Valid funds are set aside, or pre-encumbered. To reverse the pre-encumbrance and return the desired amount of funds to the Project budget, a requisition can be Cancelled if the requisition is no longer needed.

Travel Services does not need to be contacted in order to cancel a requisition. However, if a Requisition will be cancelled and UPT pricing was added to the Requisition, contact the Travel Group which was selected immediately.

To Cancel a requisition, follow the below steps:

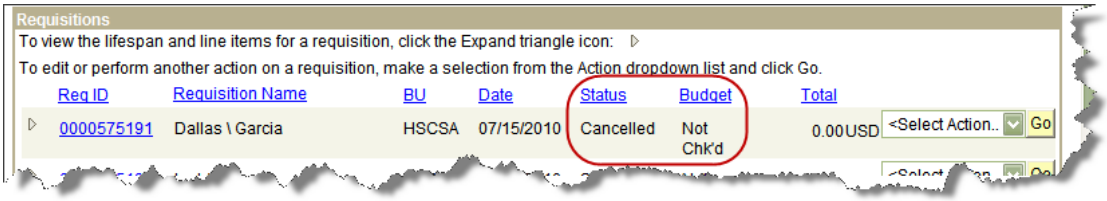
***eProcurement → Manage Requisitions → Search for Requisition***

1. Search for your requisition
2. Choose the <Select Action> option **'Cancel Requisition'**
3. Click **'Go'**
4. Confirm the Cancellation

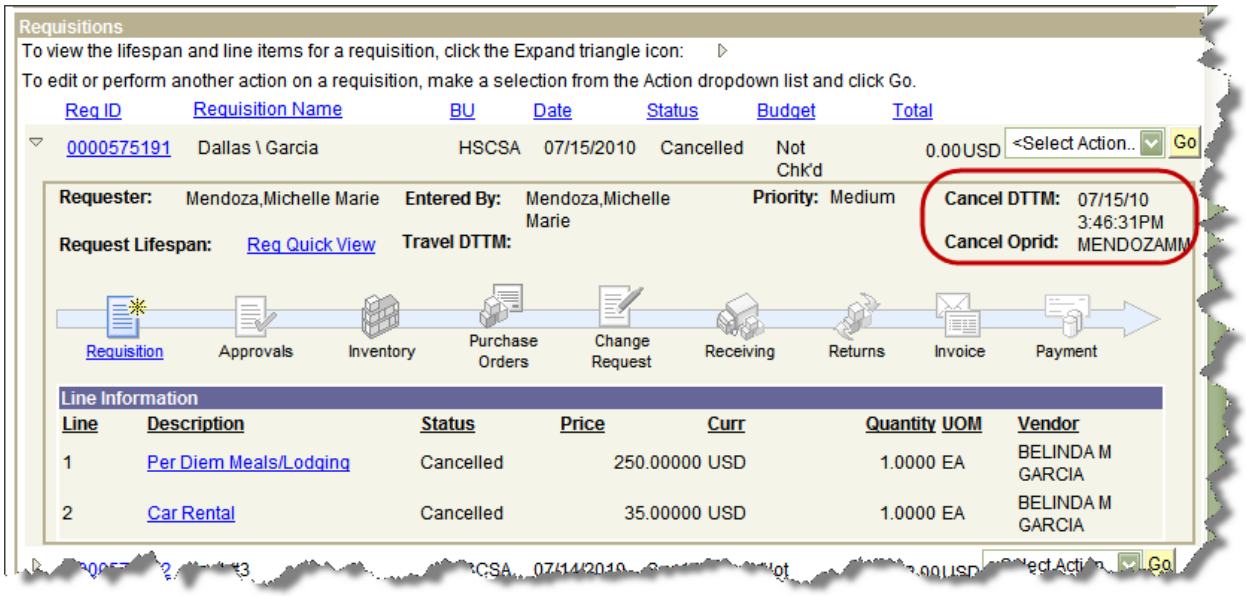



Confirm the requisition to be canceled by clicking 

in the new window.




Clicking the Expand icon will display the Requisition Lifespan and display a time stamp of when the requisition was Cancelled and the domain id of who Cancelled the requisition.




Once a requisition has been cancelled, it will remain available in the history for about a day. A Cancelled requisition can be‘re-opened’ for editing immediately after it is cancelled. Once a Cancelled requisition is processed, and funds are reversed, the status of the requisition will display Complete. At the point in time when a requisition has a status of Complete, the Requisition cannot be ‘re-opened’.

Cancelled Requisitions and those that have a status of Complete can be Copied.

## Updating a Cancelled Requisition

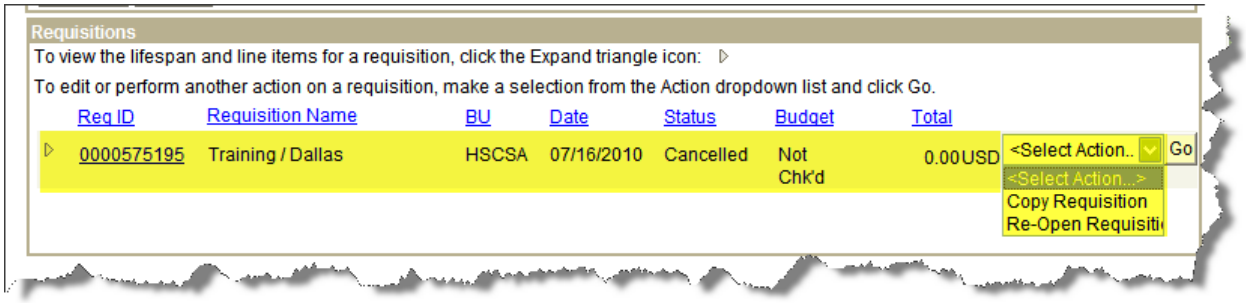
A requisition which has been cancelled will not continue through the requisition business process. The next business day, any requisitions which were cancelled will then contain a status of Complete. However, a requisition which has been 'Cancelled' can be updated, as long as the status has not processed into Complete.

To do so, a <Select Action> option of Re-Open is available. When re-opening a cancelled requisition to edit, most fields within the requisition will be available for editing.

The below steps should be followed when updating a Cancelled requisition:

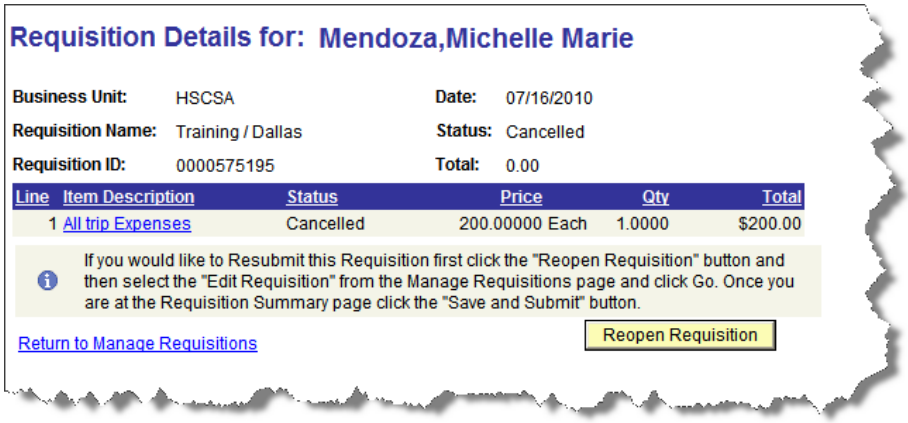
***eProcurement → Manage Requisitions → Search for Requisition***

1. Search for your requisition
2. Choose the <Select Action> option **'Re-Open'**
3. Click on **'Go'**




#

4. A page with the requisition information and an information message, will display.




5. Click the Reopen Requisition button. Once **Reopen Requisition** is clicked, the Requisition is available for editing.
6. Search for your requisition
7. Choose the option **'Edit Requisition'** using <Select Action>
8. Edit your requisition as necessary. Information which can be changed:

- Project ID
- Line Item information
- Quantity
- Price
- Vendor Information

Once the requisition is saved and has a valid Budget status and the Preferred Approvers have been notified, the requisition should be submitted. An e-mail notification will be sent to the Preferred Approvers to approve or deny the requisition.

## Delete Requisition Lines

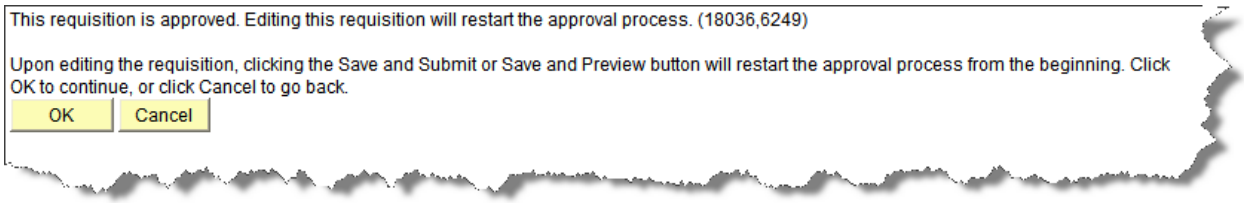
As long as a requisition has not been processed, the Requester can delete requisition lines. If a requisition has been saved, check budget and submitted for approval, the steps to delete a line are the same. Following the Requester's deletion of the line, the Requester will need to, once again: **Check Budget** and **Submit** the requisition for approval to the Preferred Approvers.

To Delete lines from a requisition, follow the below steps:

***eProcurement → Manage Requisitions → Search for Requisition***

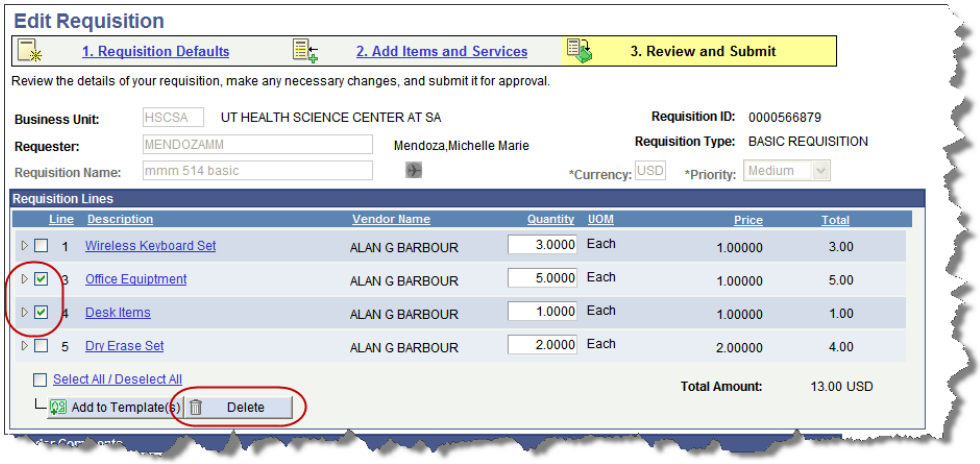
1. Search for your requisition
2. Choose the <Select Action> option **'Edit Requisition'**
3. Click **'Go'**

If a Requisition has been approved, the below message will display, warning you that making changes may re-start the approval process, requiring the Approvers once again, approve the requisition.

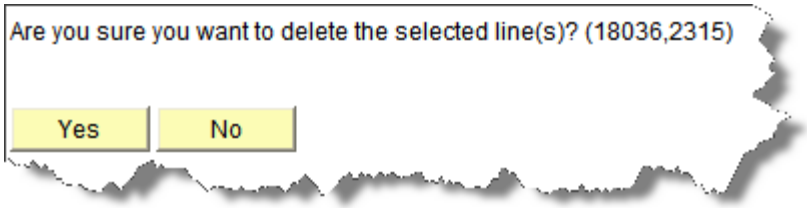



If a Requisition is pending approval, the below message will display, warning you that making changes may re-start the approval process, requiring you, the Requester, to re-submit the Requisition.

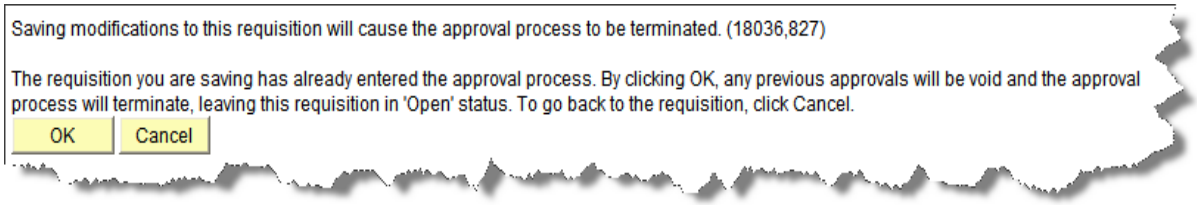

4. Navigate to the Review and Submit page, select the line(s) you would like to delete.




5. A warning message will display. Click Yes




6. A second warning message will display if the Requisition has been Approved or if the Preferred Approvers were notified. Click OK




Once the requisition is saved, has a Valid Budget status and the Preferred Approvers have been notified, the requisition should be submitted. An e-mail notification will be sent to the Preferred Approvers to approve or deny the requisition.

## Cancel Requisition Lines after Approval Notification

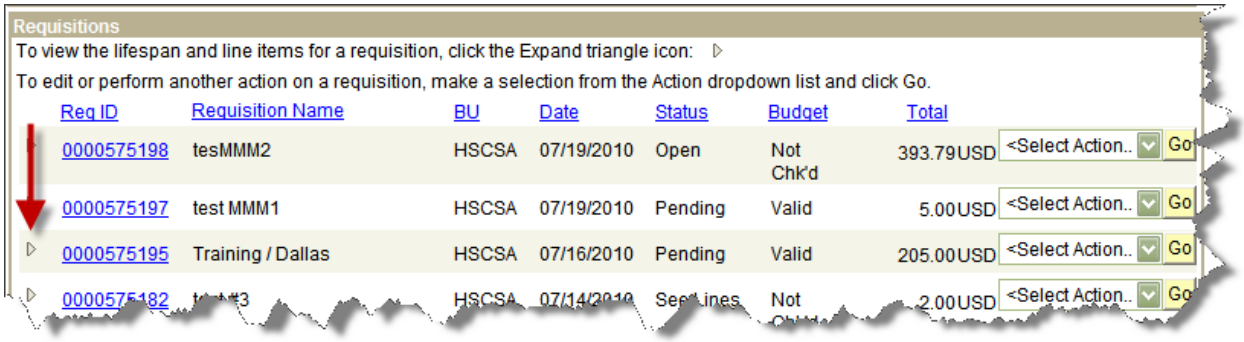
Canceling a line is similar to deleting a line; it places funds back onto the Project and prevents the item from being ordered. The Cancel Line option is beneficial from a documentation standpoint since it shows what was going to be ordered.

The Cancel Line option will be available only after a Requisition is submitted for approval. Prior to submitting for approval, the line must be deleted.

To Cancel a line, access the Requisition Life Span from PeopleSoft Financials:

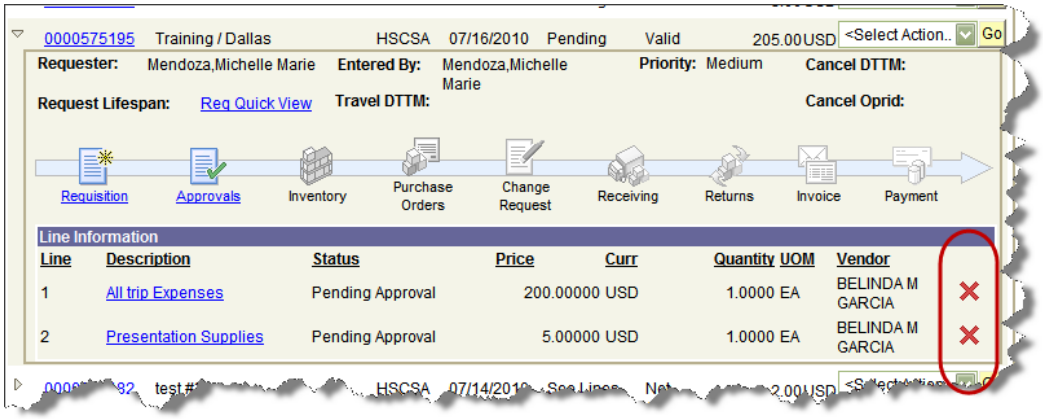
***eProcurement → Manage Requisitions → Search for Requisition***

1. Search for your requisition
2. Click the Expand Icon

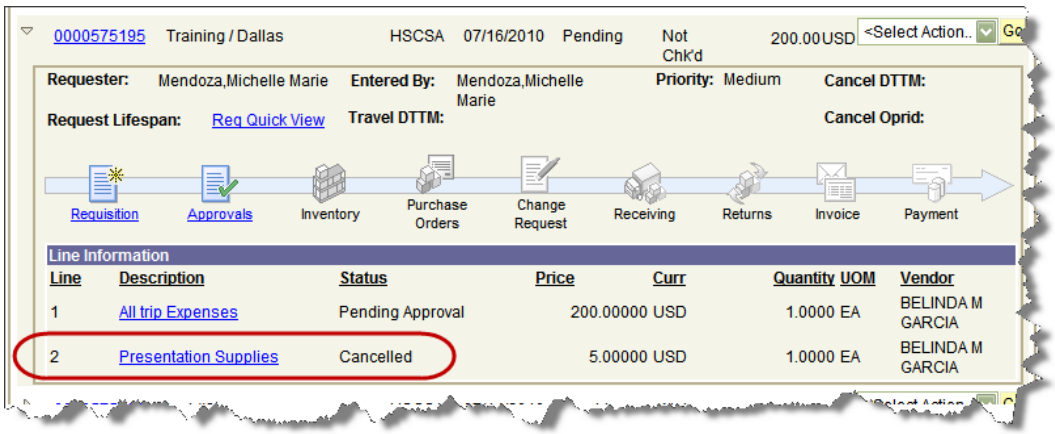



From the Requisition Lifespan each line will contain a Red 'X' to the right, a Cancel Line option. By clicking the Cancel Line Option, the Line Item will be cancelled from the Requisition.

3. Click the Red 'X' for the line which needs to be Cancelled.

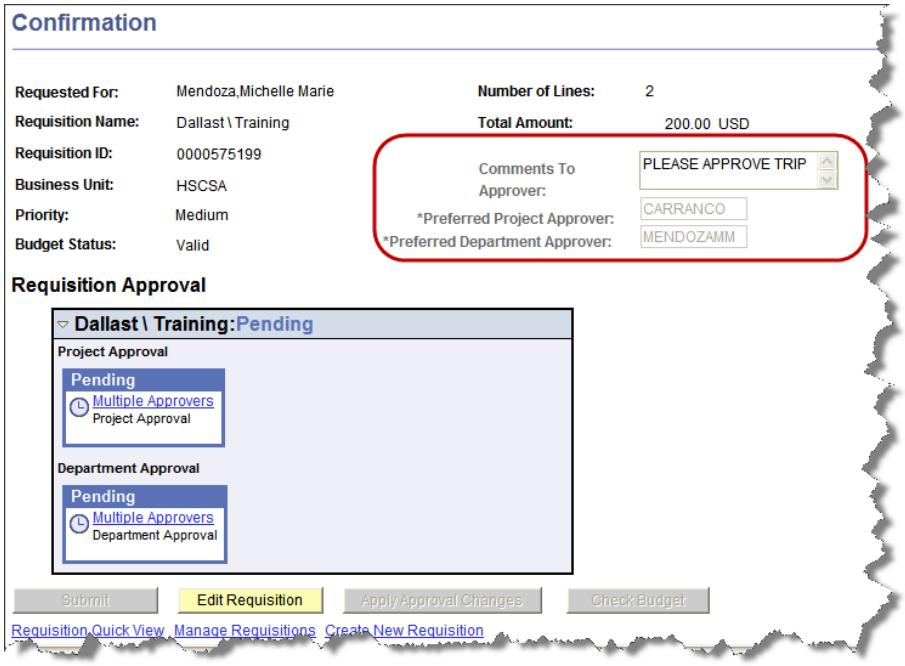



Once the Requisition Line is Cancelled, the line status will display Cancelled and the Budget Status of the Requisition will display Not Chk'd. Next, you will need edit the requisition and click the Check Budget from within the requisition.




4. Choose the <Select Action> option **'Edit Requisition'**
5. Click **'Go'**

Navigate to the Confirmation tab; continue with processing a Check Budget. ***You will not need to re-submit the Requisition to your Preferred Approvers.*** Once the Check Budget is selected, the approver fields will remain grayed out.

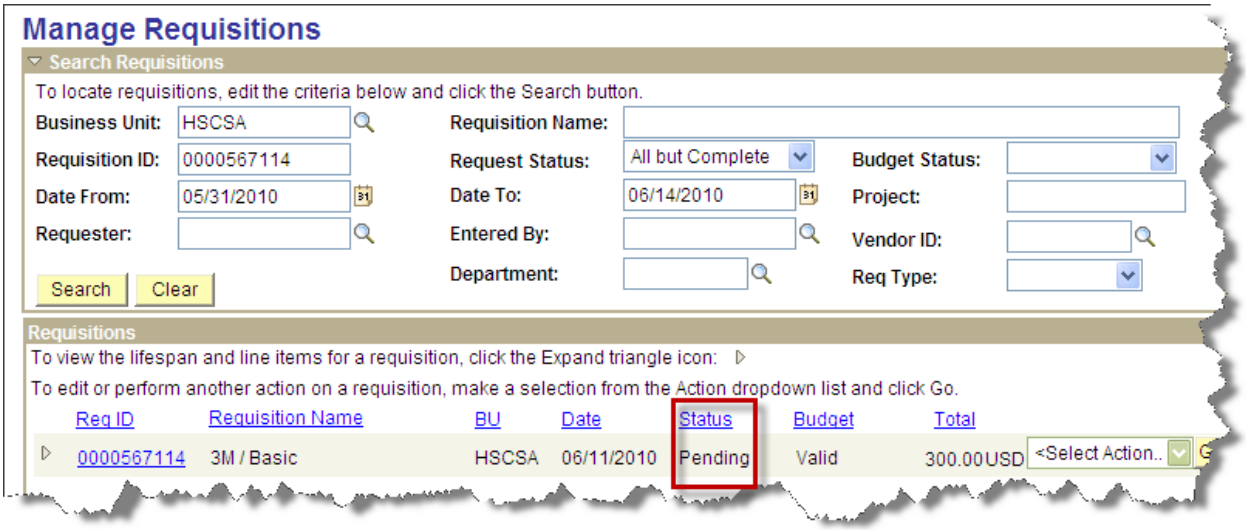



## How to place a Requisition Status to Open

Placing a requisition with a status of Open allows a requisition to be available for editing and prevents approvers from viewing the requisition within the Approval screens. Setting a requisition's status to Open can only be processed for requisitions which have a status of **Pending** (i.e. one or more approvals are pending) or **Approved.**

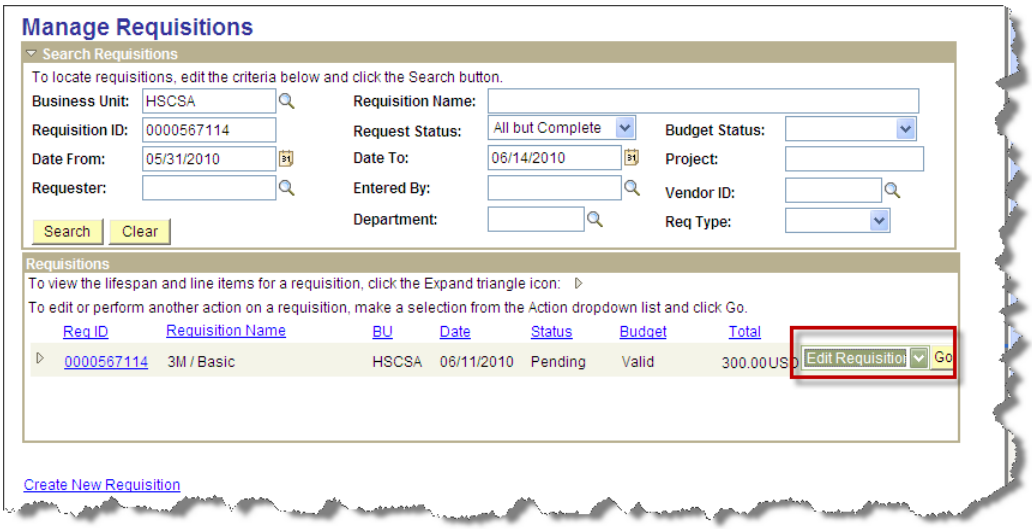
A. For requisitions with an Approved status, this procedure will not work once the requisition has been sourced. **Sourcing** refers to the point at which the requisition lines are being processed into an inventory order, PO, or RFQ (depends on the requisition type). Once lines are sourced for a General Stores requisition, you must contact General Stores for assistance. For a Basic or Direct Connect requisition, you must contact PurchAdmin@uthscsa.edu for assistance.

1. Search for the requisition within Manage Requisitions. In this example, we will select a requisition pending approval.

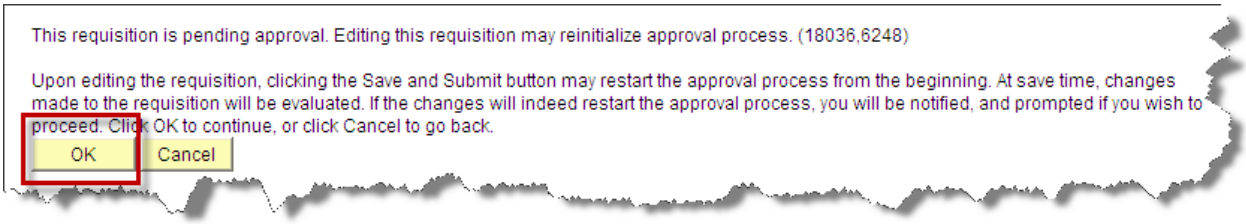



**Note:** We can tell no lines have been sourced for this requisition because the requisition hasn't yet been approved yet. Had it been approved, we'd make certain the appropriate icon in the requisition lifespan was still gray. For example, if this were a General Stores requisition, we'd look at the Inventory icon. For a Basic or Direct Connect requisition, we'd confirm that the Purchase Orders icon was still gray.

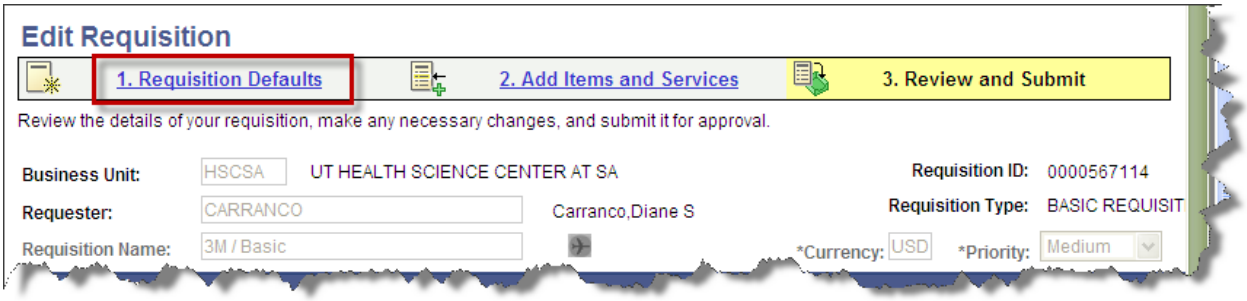
2. From the Select Action box, click **Edit Requisition**, and then click the **Go** button.



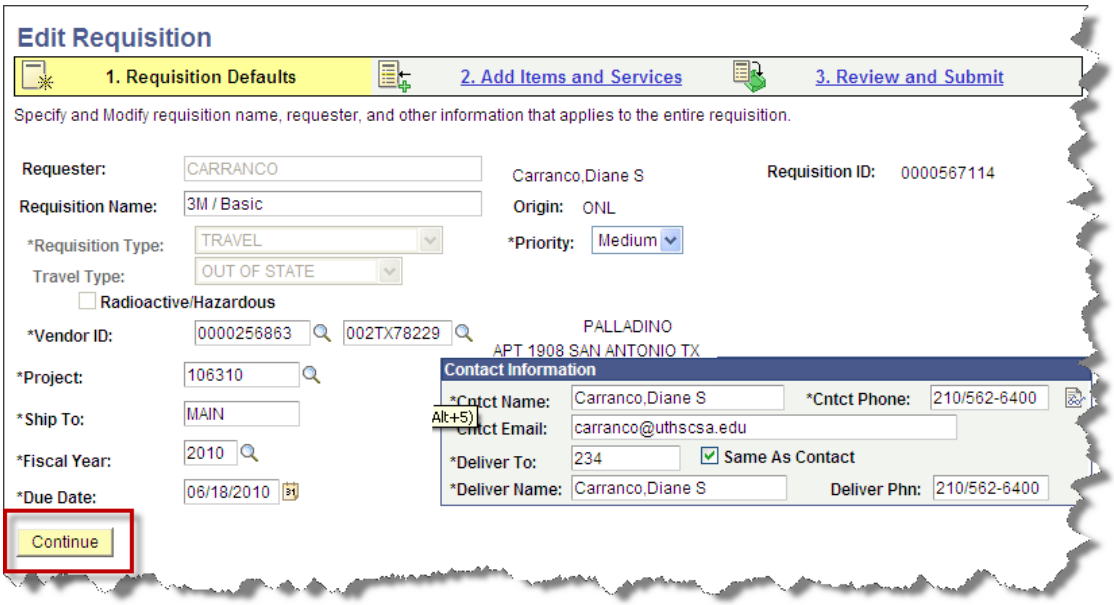
3. The following message appears. Click **OK**.




4. Click **Requisition Defaults**.



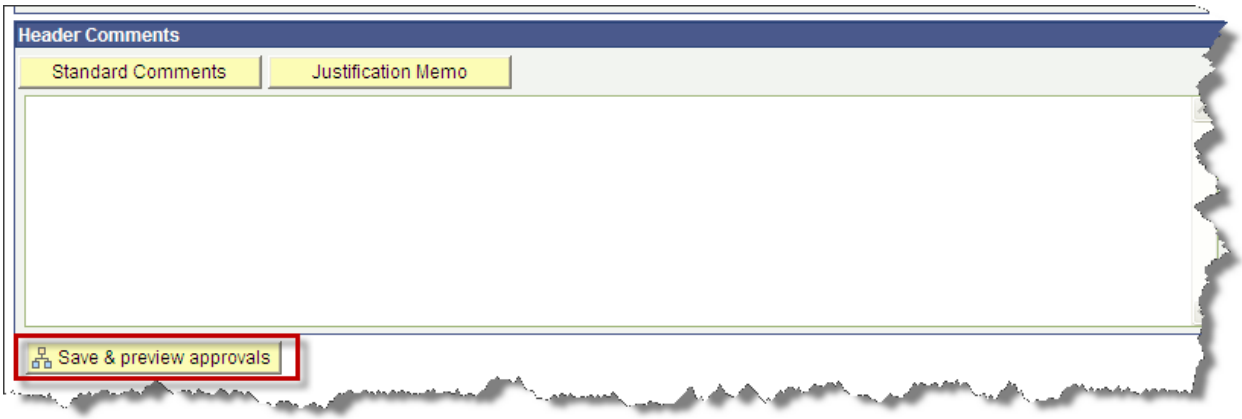

5. Click the **Continue** button.



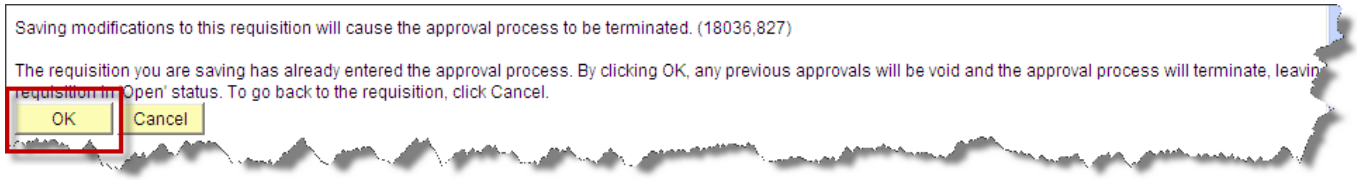
6. The following message appears. Click **Yes**.


7. Leave this page blank and click **Review and Submit**.

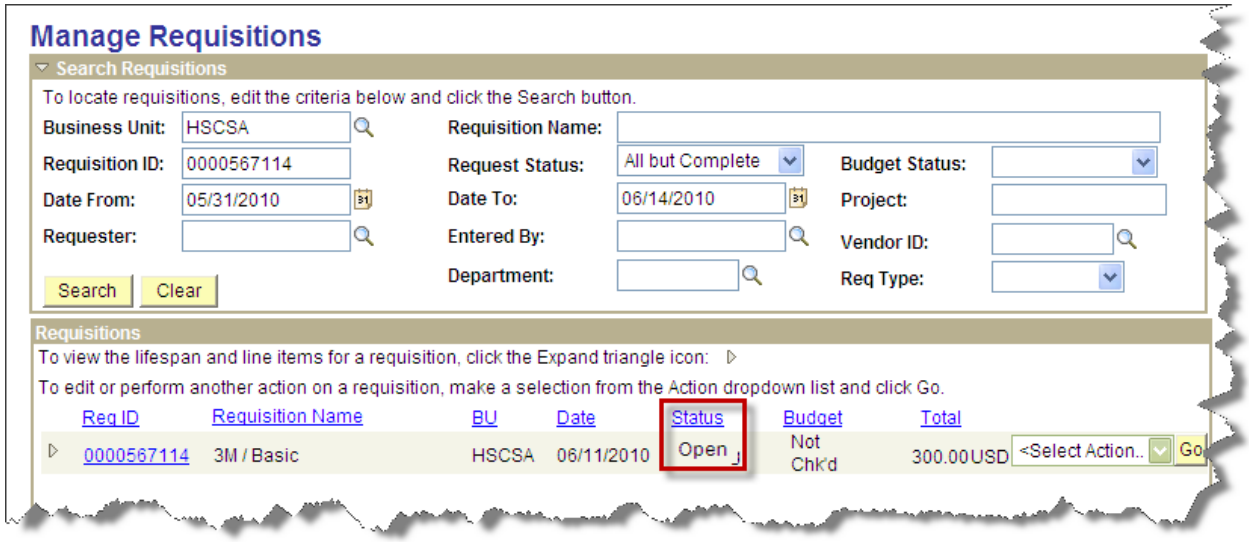

8. Click the **Save & Preview Approvals** button located at the lower, right corner of the Review and Submit page.



9. The following message appears. Click **OK**. Do not continue with submitting the requisition for approval. You can exit the system or to confirm the changed status, access Manage Requisitions.




10. At this point, the requisition will have an **Open** status. You can confirm this in Manage Requisitions.




## How to Retrigger Approval Notifications / Resend to Travel Agency

When a requisition is submitted for approval, the approvers chosen by the Requester are known as the Preferred Approver. Meaning, they are the intended approver for the requisition and will receive an email notification requesting action be taken.

In the event at least one of the approvers should not have received the email notification, the Requester can retrigger the approval notification that was submitted.

Once the approval notification is retriggered, a new email notification will be generated to the new Preferred Approvers chosen.

In another instance, in the event the travel requisition must be resent to the Travel Agency due to a change in the requisition, the below steps should also be followed in order to Resend the Requisition to the Travel Agency.

To retrigger Approval Notifications, follow the below steps:

***eProcurement → Manage Requisitions → Search for Requisition***

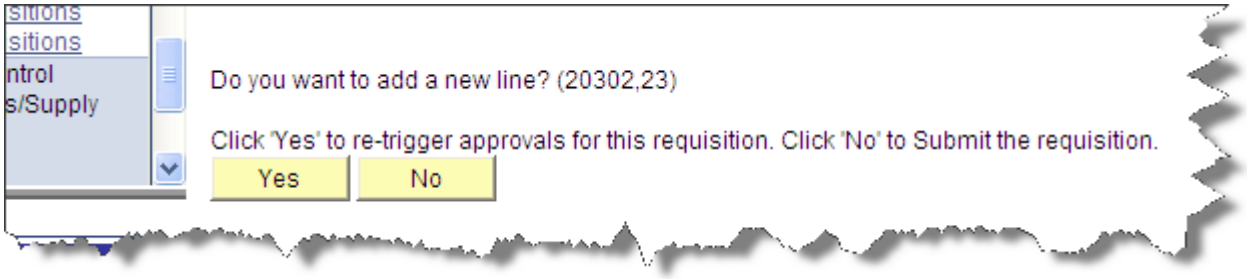
1. Search for your requisition
2. To edit, click the '**Edit Requisition**' option
3. Click Go

Once you click Go, you will be directed to your Requisitions Review and Submit page. From inside the Requisition, follow the below steps:

4. Click the Requisition Defaults link
5. Click the Continue button on the Requisition Defaults page

A message will display. To re-trigger approvals for this requisition, click Yes.

*If No is clicked, you will not be able to select another set of approvers.*




Clicking 'Yes' will allow the Requester to once again, Check Budget, enter new comments to the Preferred Approvers, and select the new Preferred Approvers for the requisition.

6. Click the Review and Submit link
7. Click Save & preview approvals

Upon clicking the Save & preview approvals button, a message will display asking if you would like to resend the requisition to the Travel Agency. If you will need the Travel Agency to receive a revised copy of the requisition, you must click 'Yes.'


The Confirmation page will display. The Requester will be able to again, Check Budget, enter comments to the Preferred Approvers and select the Preferred Project or Department approvers.

Once the requisition has been approved, the Travel Agency will receive the revised copy of the requisition and in the email subject line, the term 'REVISED' will be displayed.

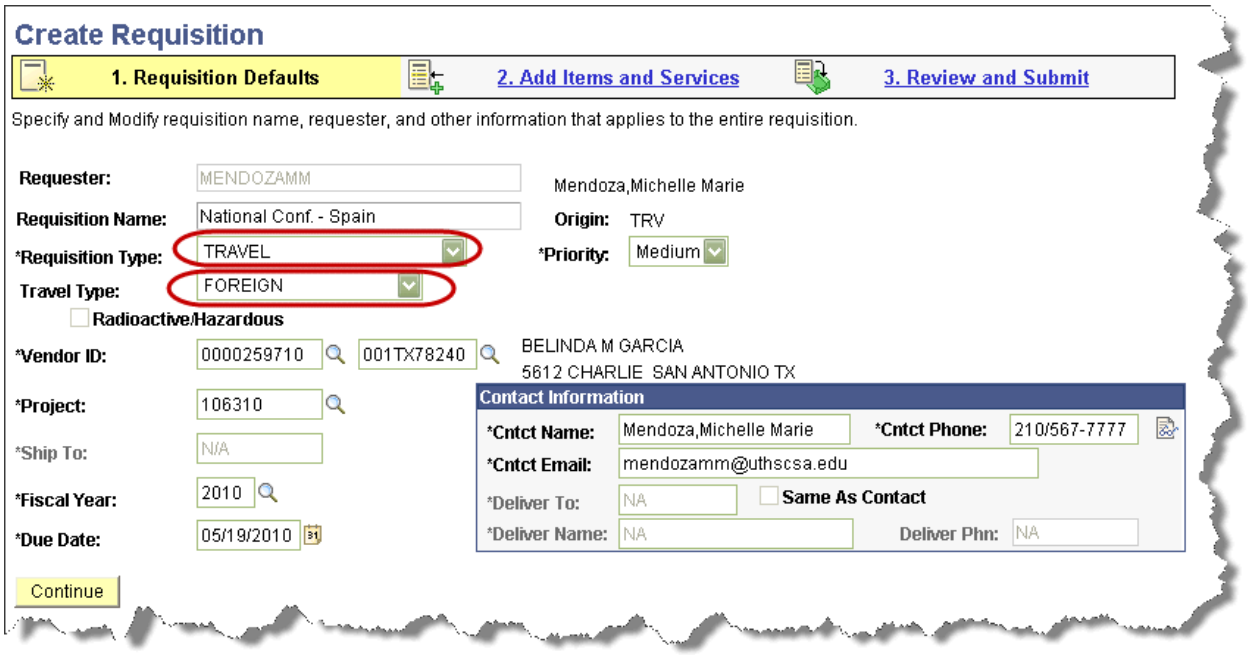
# Chapter 6
# Foreign Travel Requisition

When a Requester prepares a travel requisition involving a trip to a foreign country, the Requester should select the Travel Type as FOREIGN. Within the Requisition Defaults page, TRAVEL AND FOREIGN must be selected. By predefining the type of requisition and the type of Travel, once the Requisition is approved by the Project and Department Approvers, an email notification will be sent to the VP and CFO to approve this requisition.

Be advised, Foreign Travel requisitions should be processed at least one month in advance. This will make certain there is enough time for processing and approvals.

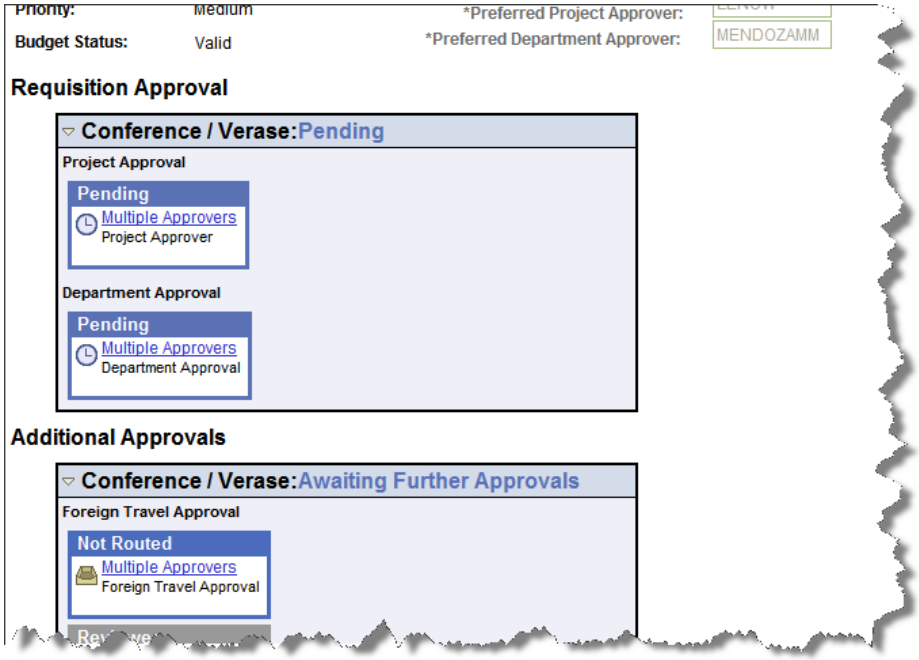
**Requisition Defaults:**

The Requisition Type must be TRAVEL and the Travel Type must be FOREIGN




**Confirmation Page:**

From the confirmation page an **Additional Approvals** section will display. Once BOTH approvers have approved the requisition, the **Additional Approvals** section will change from Not Routed to Pending. Once Foreign Travel Approval has approved the requisition, the **Additional Approvals** section will display Approved.


Priority:
Medium
*Preferred Project Approver:
Budget Status:
Valid
*Preferred Department Approver:
MENDOZAMM
Requisition Approval
Conference / Verase:Pending
Project Approval
Pending
Multiple Approvers
Project Approver
Department Approval
Pending
Multiple Approvers
Department Approval
Additional Approvals
Conference / Verase:Awaiting Further Approvals
Foreign Travel Approval
Not Routed
Multiple Approvers
Foreign Travel Approval

# Chapter 7
# Blanket Travel Authorization

Travel which covers more than one absence from a person's headquarters city during a 12-month time period is called a "blanket" travel. Authorization for Blanket travel is known as Blanket Travel Authorizations, and is generally prepared for two reasons:

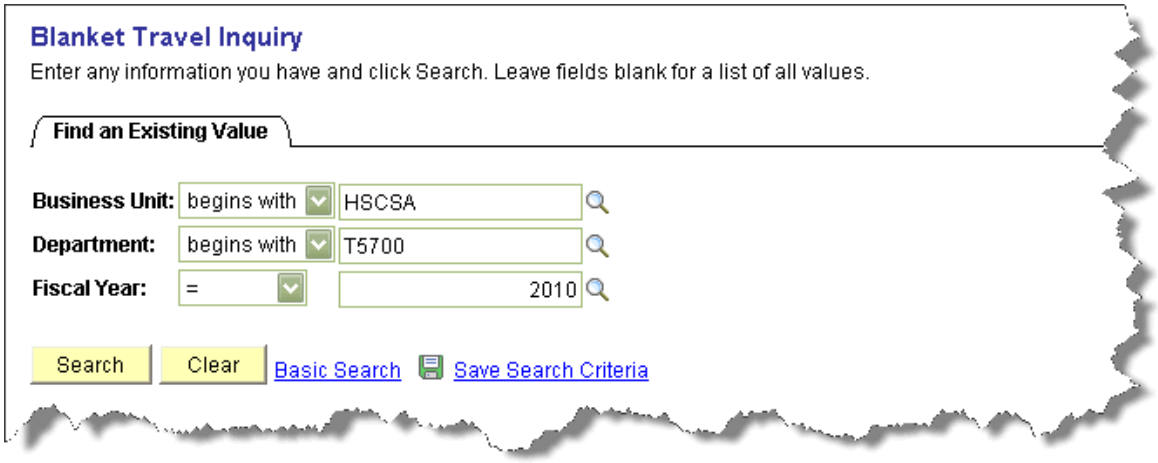
- Convenience – The blanket travel authorization **eliminates** the need to prepare a blanket travel requisition for each trip taken by persons who routinely take multiple trips within the State of Texas. Multiple travel vouchers can be submitted during the 12-month period covered by the authorization.
- Expediency – Official HSC business travel requires an approved travel authorization to be in effect at the time a trip is taken. The blanket travel authorization ensures that persons who routinely need to make last minute trips will have an approved authorization in effect when they travel.

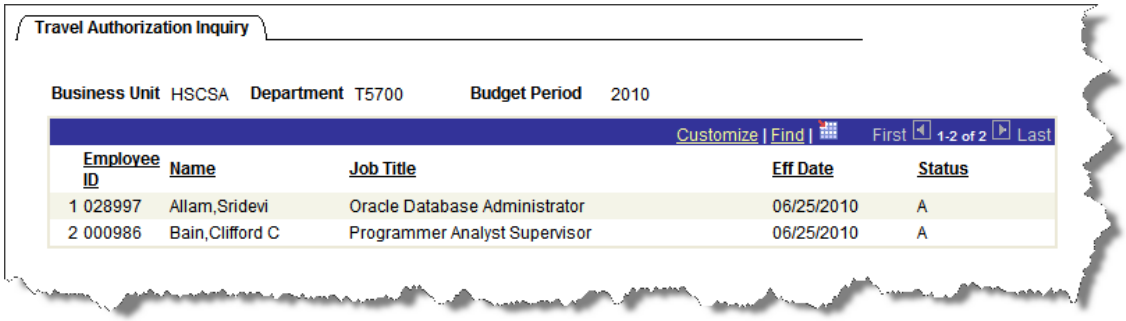
The University does not require a travel authorization to reimburse an employee for allowable travel expenses incurred within the employee's headquarters city. Allowable travel expense reimbursements within the employee's headquarters city are generally limited to reimbursement for automobile mileage and parking fees incurred while on official University business (Source: *Business Affairs Bulletin No. 10 - FY 2002*).

Blanket Travel Authorizations are entered by the A.C.E. of the Department. To locate individuals which are authorized for Blanket Travel, from PeopleSoft Financials:

***HSC Self Service Inquiries → Blanket Travel Inquiry***

1. Enter a Department ID
2. Enter a Fiscal Year
3. Click Search




A listing of individuals authorized for Blanket Travel will populate. Once the trip has been taken, the Traveler must turn in all receipts. The receipts will need to be attached to the Voucher that is submitted to the Office of Accounting.

Upon completing the Travel Voucher, it is important to note enter the terms 'Blanket Travel' and the Home Department of the person going on the trip within the Travel Purchase Order No. (s).

| The University of Texas Health Science Center at San Antonio *(Agency 745)* **Travel Voucher** | Document No. | Agency Voucher No. |
|---|---|---|
| Vendor Number | Department Name | Voucher Amount |
| | | |
| Pay To: | Contact Person | Travel Destination |
| | Name: | |
| | Phone: | Travel Purchase Order No. (s) |
| | E-mail: | Blanket Travel / Home Dept. T6700 |
| Handling – Accounting Use Only | | Project ID / Project ID |

For questions relating to Travel Vouchers and Reimbursements, please contact the Office of Accounting at 210-562-6230

**To add an individual, the A.C.E. of the requesting department must be notified.**

### *Student Blanket Travel*

For Student Blanket Travel, a memo must be submitted to the office of accounting. The following information should be included on each authorization memo:

1. Fiscal Year for Blanket Travel
2. Student Name
3. Student PeopleSoft Vendor ID Number
4. Authorized Signature of Department Chair / Director or Administrator

If you have any questions or concerns, please contact Virginia Rojas in the Office of Accounting at 2-6261 or rojas@uthscsa.edu.

# Chapter 8
# Printing a Requisition/Purchase Order

The requisition printing process in PeopleSoft does not actually print a requisition or purchase order. Instead, it will generate an "e-REQ" (short for electronic Requisition) that is sent via e-mail to the person requesting it. The e-REQ uses a PDF file format, so it can be viewed and printed using the free Adobe Acrobat® Reader™ that is included as part of the UTHSCSA standard desktop configuration.

An e-REQ can be requested as soon as the requisition has been successfully saved and assigned a requisition number. Therefore, an e-REQ can be requested for even a partially completed requisition.

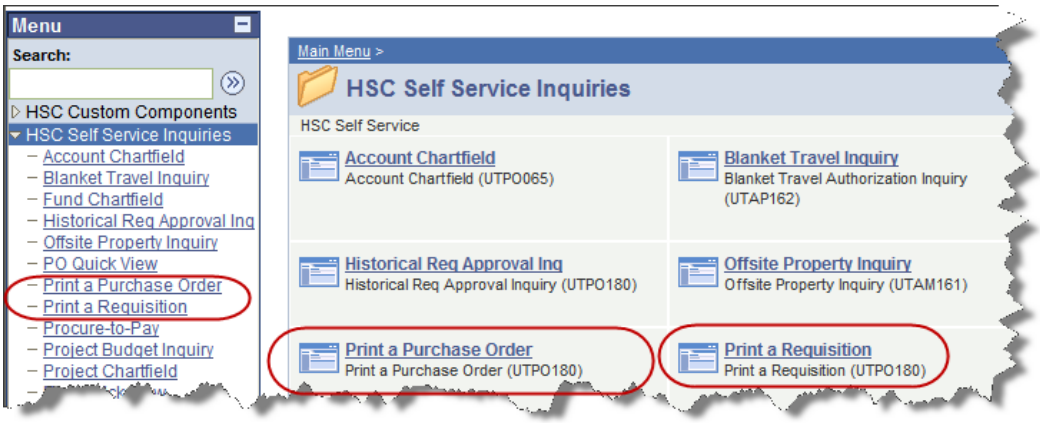
If a user has access to only department B1234 in PeopleSoft, then the user will be granted access to request an e-REQ for only requisitions or purchase orders prepared by department B1234. Furthermore, any user who is a Requester or approver for department B1234 has access to all of B1234's requisitions and can therefore request an e-REQ for any B1234 requisition without regard to who prepared or approved the requisition.

## Requesting an e-REQ Requisition Print or Purchase Order

To access the Print a Requisition or Print a Purchase order, follow the below steps:

***HSC Self Service Inquiries → Print a Requisition / Print a Purchase Order***

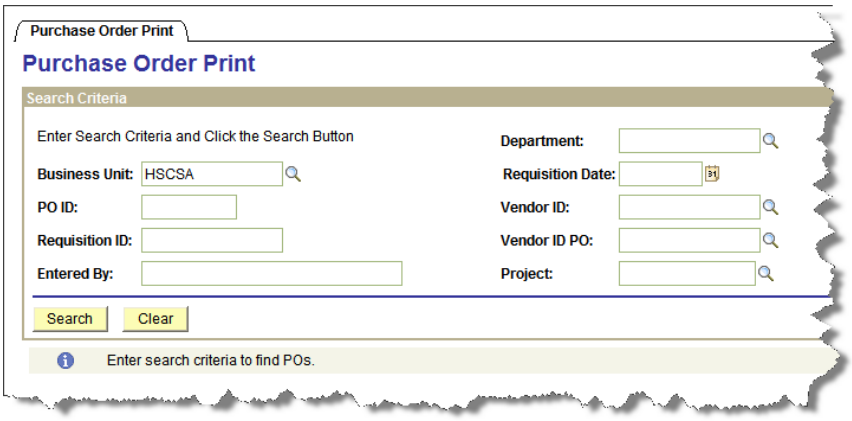
1. Search using one of the available search parameters

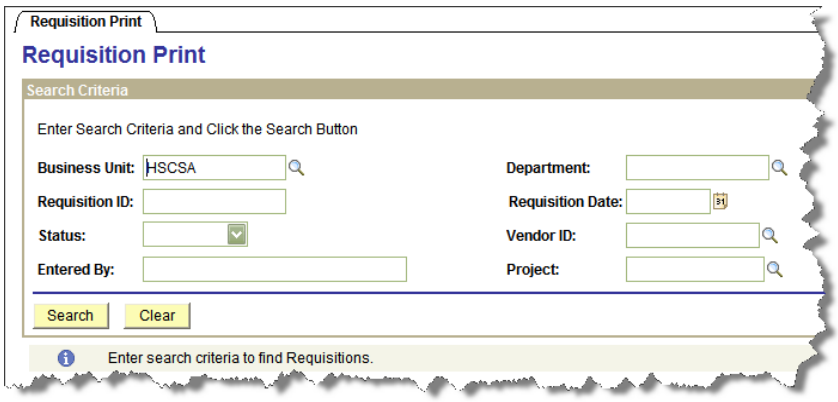



**Business Unit**: Do Not Change

**Requisition ID**: Used to search for a specific REQ ID
**Status**: Used to search for REQs with a specific status

**Entered By**: Used to search by Requester (the individual who generated the requisition)
**Department**: Used to search by a specific Dept. ID
**Requisition Date**: Used to search for a requisition based on the date it was created
**Vendor ID**: Used to search for a requisition by the vendor
**Project**: Used to search for a requisition based on the project id used for the purchase



To search for a requisition by ID number, you must enter the leading zeros. You cannot "wildcard" the ID number. Enter the ten digit requisition ID number as shown below.

**Requisition ID:** 0000123456

To retrieve a list of all requisitions or purchase orders, which you have access to, leave the fields blank, and click the OK pushbutton. The list will be sorted by most recent first.

You can change the default sort order for any column by clicking the column's heading.

Select Requisitions

Find | View 100 | First 1-10 of 8337 Last

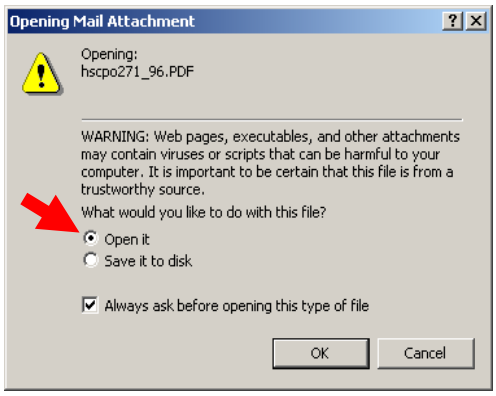
| Sel | Business Unit | Requisition ID | Requisition Status | Entered By | Project | Department | Requisition Date | Vendor ID |
|---|---|---|---|---|---|---|---|---|
| ☐ | HSCSA | 0000544220 | Open | CARRANCO | 123093 | T5700 | 03/12/2010 | 0000007116 |
| ☑ | HSCSA | 0000544219 | Approved | CRUMT | 106310 | T5700 | 03/11/2010 | 0000017271 |
| ☑ | HSCSA | 0000544218 | Approved | CRUMT | 106310 | T5700 | 03/11/2010 | 0000017271 |
| ☑ | HSCSA | 0000544217 | Approved | CRUMT | 106310 | T5700 | 03/11/2010 | 0000017271 |
| ☐ | HSCSA | 0000544216 | Approved | CRUMT | 106310 | T5700 | 03/11/2010 | 0000017271 |
| ☑ | HSCSA | 0000544215 | Approved | CRUMT | 106310 | T5700 | 03/11/2010 | 0000045050 |
| ☐ | HSCSA | 0000544214 | Approved | CRUMT | 106310 | T5700 | 03/11/2010 | 0000045050 |
| ☐ | HSCSA | 0000544213 | Approved | STAI | 106310 | T5700 | 03/11/2010 | 0000017271 |
| ☐ | HSCSA | 0000544212 | Approved | SAMS | 105775 | B5450 | 03/11/2010 | 0000000166 |
| ☐ | HSCSA | 0000544211 | Approved | STAI | 106310 | T5700 | 03/11/2010 | 0000017271 |

Send

2. Select the requisition(s) or purchase order (s) you want e-mailed to you by clicking the box in the Line Select column. Then, click the Send pushbutton.
3. You will see the following messages similar to those appearing below…

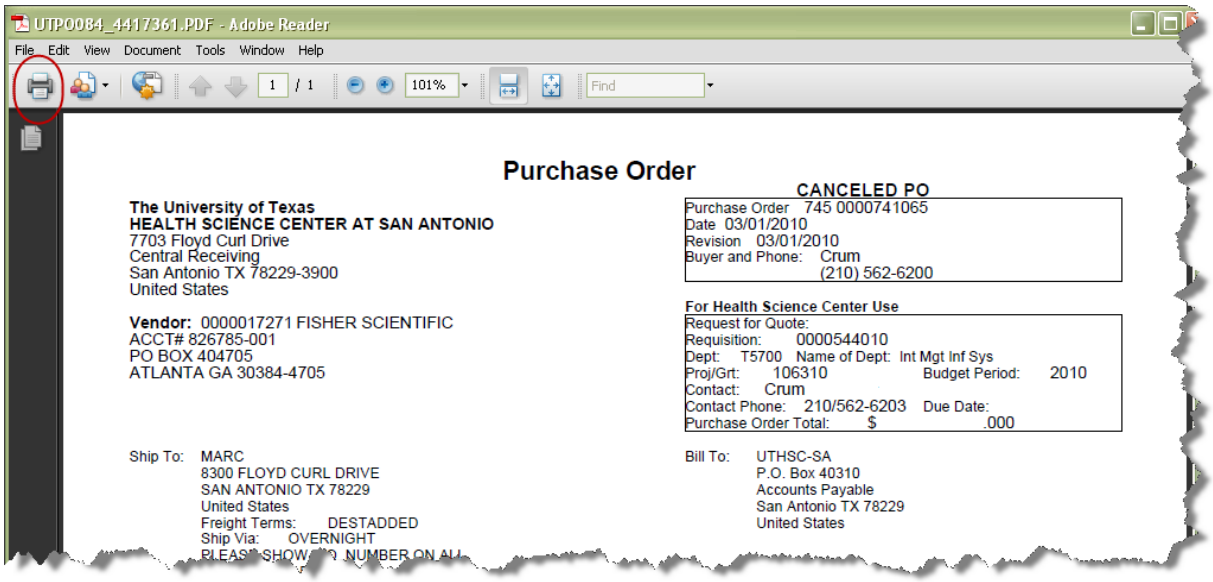

You will receive a message which, when opened, will look similar to the illustration appearing below.


Double-click the PDF attachment appearing in the e-mail message. You may be presented with a message. Click the option to "Open it" and then click the OK pushbutton.


The attachment will open using Adobe Acrobat® Reader™ (see illustration).

To print the requisition or the purchase order, click the  button on the Adobe Acrobat® Reader™ toolbar.



# Chapter 9 HSC Self Service Inquiries

The HSC Self Service Inquiries provides view only access to 16 different inquiries. All 16 inquiries are available to all PeopleSoft Financials Users. Project Budget Inquiry is the only inquiry which requires approval by the ACE of the associated department.

Within HSC Self Service Inquiries, three new inquiries are now available.

1) Blanket Travel Inquiry – this inquiry provides a public listing, by department, of the individuals authorized for Blanket Travel during a fiscal year.

2) Historical Req Approval Inquiry – provides access to the requisition approval history for requisitions created prior to December 2, 2010.

3) Offsite Property Inquiry – provides a listing of UTHSC property which is assigned to employees

The next two sections will review two powerful HSC Self Service Inquiries available to front office users: Procure-To-Pay and Project Budget Inquiry.

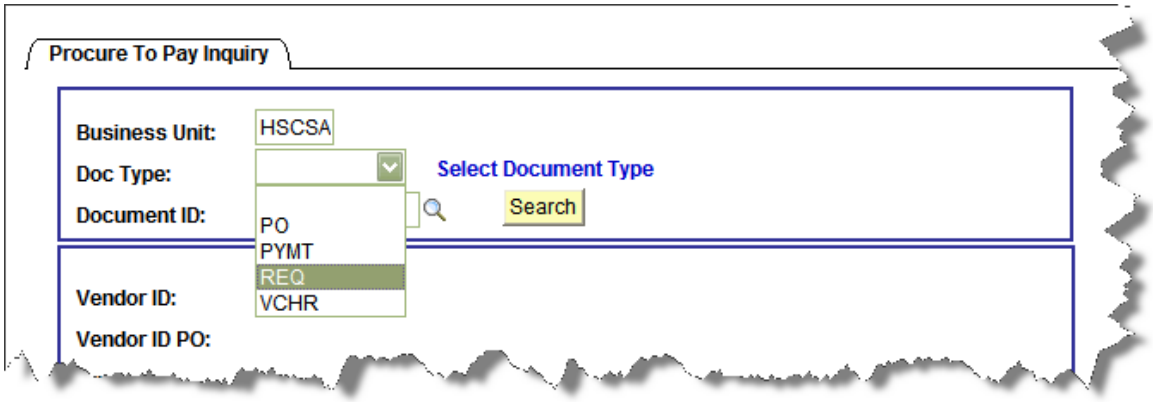
## Procure-To-Pay Inquiry

The real power of this inquiry is in its ability to perform drill-downs on the search results AND provide multiple quick views in one area. This Inquiry will show the PO number assigned to the requisition, and any receivers, vouchers, or payments relating to the purchase order.

To access the Procure to Pay Inquiry, follow the below steps:

***HSC Self Service Inquiries → Procure to Pay***

1. Begin by selecting the Doc Type you are searching for. If you are searching for a Requisition you would select REQ,
2. Enter the requisition number (with preceding zeros) in the Document ID field. If searching for a Purchase Order, keep in mind, the information will not be available until Purchasing has completed processing the order.

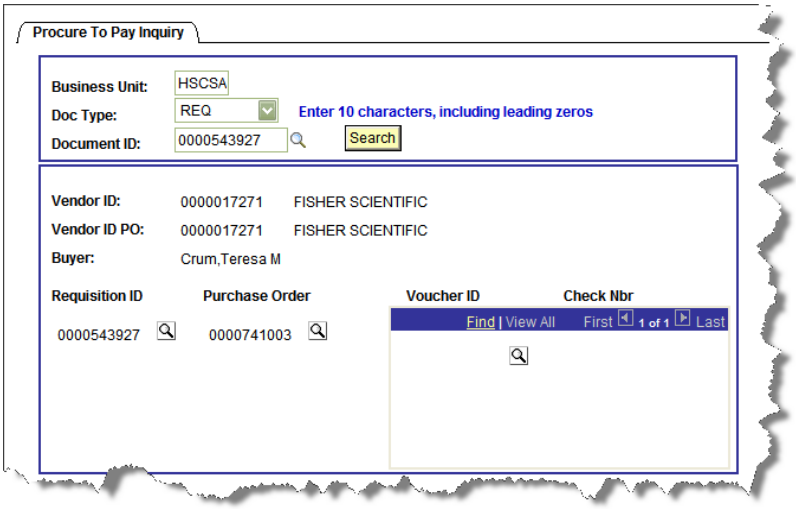



3. Click the Search pushbutton

<u>Tips when searching for documents:</u>

- When searching for a REQ (Requisition), you must enter 10 characters, including all leading zeros.
- When searching for a PO (Purchase Order), you must enter 10 characters, including all leading zeros.
- When searching for a VCHR (Voucher), you must enter 8 characters, including all leading zeros.
- When searching for a PYMT (Payment), you must enter 6 characters, no leading zeros are including in this search.

Each time you search for a different document, you must click on the Search button to bring up the new information. The screen will not update until you do.



To view a detailed image of the Requisition, Purchase Order, Voucher ID or Check Number, click on the pushbutton to the right of the document number. The pushbutton will be grayed out if:

- A purchase order has not yet been assigned to the requisition
- A voucher has not been processed and sent to Accounting
- A payment has not been made on this order

## Project Budget Inquiry

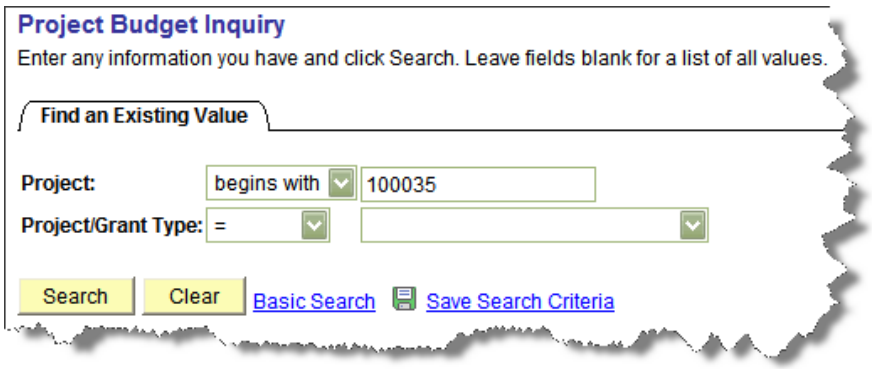
Though all Web Req users will see the menu option for the Project Budget Inquiry on their portal menu by default, no users will have access to actually inquire upon a project. **Access must be granted by the departmental ACE,** on an individual basis, using the ACE Tools (via the Portal) or Security folder (via Financials) →ACE Security.

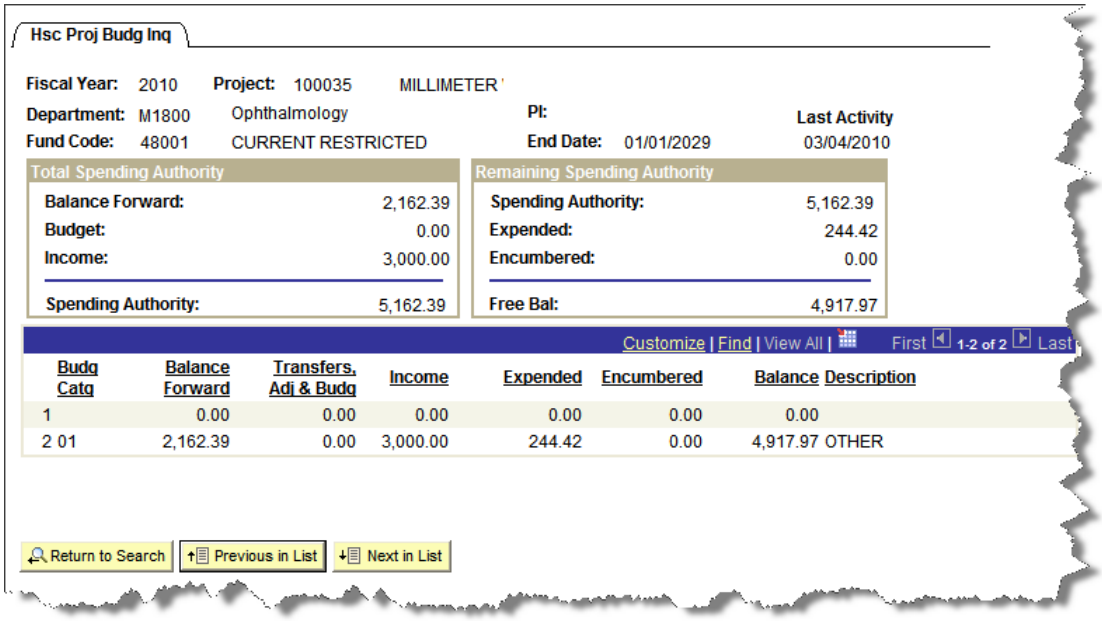
To access Project Budget Inquiry, follow the below steps:

***HSC Self Service Inquiries → Project Budget Inquiry***

1. Enter your Project ID number. You can use the wildcard % on this page
2. Click Search

This page shows real-time balances for the Project ID





Hsc Proj Budg Inq

Fiscal Year: 2010 Project: 100035 MILLIMETER '

Department: M1800 Ophthalmology PI: Last Activity

Fund Code: 48001 CURRENT RESTRICTED End Date: 01/01/2029 03/04/2010

| Total Spending Authority | | Remaining Spending Authority | |
|---|---|---|---|
| Balance Forward: | 2,162.39 | Spending Authority: | 5,162.39 |
| Budget: | 0.00 | Expended: | 244.42 |
| Income: | 3,000.00 | Encumbered: | 0.00 |
| Spending Authority: | 5,162.39 | Free Bal: | 4,917.97 |

Customize | Find | View All | First 1-2 of 2 Last

| Budg Catg | Balance Forward | Transfers, Adj & Budg | Income | Expended | Encumbered | Balance | Description |
|---|---|---|---|---|---|---|---|
| 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2 01 | 2,162.39 | 0.00 | 3,000.00 | 244.42 | 0.00 | 4,917.97 | OTHER |

Return to Search | Previous in List | Next in List

The data appearing in the inquiry does not include the current day's activity.

- Balances shown are as of the previous business day.
- The Last Activity Date indicates the last date for which a transaction was posted to the general ledger for the project.

To view another project id, simply click on the Portal Menu option, Project Budget Inquiry. You will see the search Tab again. Insert the project id number and click on the Search pushbutton.

# Chapter 10
# Support Departments

Below is departmental information for the appropriate requisition type:

| For this type of requisition… | You should contact… | At this number… |
|---|---|---|
| Basic purchase requisition | Purchasing Department | (210) 562-6200 |
| General Stores requisition | General Stores | (210) 567-5982 |
| Travel requisition | Travel Services | (210) 562-6216 |
| Vouchers/Reimbursements | Office of Accounting | (210)562-6230 |
| Questions and Concerns | DCATS | (210) 567-7777 #5 |

# Chapter 11
# Online Training

If you would like at your desk training, or a refresher, please visit our online training tool, UPK. UPK will contain all scenarios available when entering a requisition.

If you have questions while watching the video, please contact DCATS at 210-567-7777, extension #5.

Online Training Link:
http://upk.uthscsa.edu/PSFinancials/Publishing%20Content/PlayerPackage/toc.html

# APPENDIX

## JOB AID: ePro Travel Requisition

*The below Job Aid is an **outline** to follow when completing a requisition.*

*For more detail, please refer to your guide. Elaborate detail and snapshots are provided for any questions you may have.*

*Creating a Travel Requisition is comprised of 4 primary pages. Each must be completed in order to proceed to the next.*

***1) Requisition Defaults --*** First page which contains the type of requisition, Vendor ID, Project, Shipping Information, Due Date, Fiscal year, Contact and Delivery Information.

***2) Add Items and Services --*** Second page where you will input the items needed.

***3) Review and Submit --*** Third page where you will enter comments, make edits to line items entered & Save the requisition.

> **3a) Travel Page** – Contains items pre-paid for by the University, Disposition while away, and Purpose / Benefit of the trip

***4) Confirmation –*** Final page where a Check Budget and Approval Notifications will occur.

| Step | Action |
|---|---|
| 1. | Log onto the PeopleSoft Financials Management page |
| 2. | To begin, click the **eProcurement** link.<br>eProcurement |
| 3. | Click the **Create Requisition** link.<br>Create Requisition |
| 4. | The first page is the **Requisition Defaults** page.<br><br>All ***required** fields must be completed before selecting the **Continue** button. |

| Step | Action |
|---|---|
| 5. | **Requisition Name** can be used to enter information which can help you retrieve your Requisition, similar to a Requisition ID (*this is a 30-character field*).<br><br>Click in the **Requisition Name** field. Enter a name for the requisition. This field is optional. If you leave it blank you will still be assigned a requisition Id. |
| 6. | Click the **Requisition Type** list. |
| 7. | The **Requisition Type** you choose determines specific information on proceeding pages.<br><br>*(Note: Once a '**Type**' has been selected and you navigate to the next page, the type **cannot be changed**).*<br><br>Click **TRAVEL REQUISITION** |
| 8. | For a Travel Requisition, ***Priority** is not used. |
| 9. | Click the **Travel Type** list. |
| 10. | Specify which Travel Type will be processed.<br><br>Options include **FOREIGN, INSTATE, & OUT OF STATE** |
| 11. | Click the **Look up *Vendor ID (Alt+5)** button. |
| 12. | To search for the Vendor (the person taking the trip),<br>Click the **Short Vendor Name** list. |

| Step | Action |
|---|---|
| 13. | Selecting ***"contains"*** acts as a wild card, and all vendors with the name/phrase you type in the field will be retrieved.<br><br>Click **contains**<br>contains |
| 14. | Click in the **Vendor Name 1** field. |
| 15. | A portion of the vendor's name should be entered into the **Short Vendor Name** field.<br><br>Enter a portion of the vendor's (person taking the trip) name you are searching for |
| 16. | Click the **Look Up** button.<br>Look Up |
| 17. | Scroll through your results.<br><br>Select your vendor from the results |
| 18. | Click in the **Project** field. |
| 19. | Enter the Project ID, to be charged for this order, into the **Project** field. |
| 20. | **FISCAL YEAR** should be the current Fiscal Year. |
| 21. | Remember, the ***Due Date** should be the last day of the trip.<br><br>Click the **Choose a date (Alt+5)** button. Select the date. |
| 22. | If the Requester will also be the contact person, click the **Load Contact Information** button. |
| 23. | Once the **Requisition Defaults** page is complete, proceed by clicking the **Continue** button.<br>Continue |

| Step | Action |
|---|---|
| 24. | The **Add Items and Services** page will be used to enter Items which will be reimbursed to the employee after the trip has been taken.<br><br>To add items, you will be working within the **'Special Request'** tab. |
| 25. | Enter the first item which will need to be reimbursed into the **Item Description** field.<br><br>Example: Car Mileage |
| 26. | Click in the **Price** field. |
| 27. | Enter the total amount of reimbursement for the first item into the **Price** field. |
| 28. | **Quantity** field will be defaulted to 1. You do not have to change or adjust the field. |
| 29. | Click in the **Additional Information** field. Enter additional information regarding your item here. ***The more detailed the information, the better.***<br><br>Example: Car Mileage from UTHSCSA to the SA Airport |
| 30. | Click the **Add Item** button.<br>Add Item<br><br>Once the item has been added, the **Requisition Summary** will display the item description, quantity (Qty), unit of measure (UOM), and total dollar amount. |
| 31. | **To add additional items for reimbursement, repeat steps 25 – 30**<br><br>**If this will be a 1 line item Travel Requisition, type "All Travel Expenses" into the Description field, QTY – 1, with Price equaling the total reimbursement cost of the trip.**<br><br>**Please confirm with your department that a single line Travel Requisition is allowed. If you are not sure, continue with an itemized listing of all travel reimbursements.** |
| 32. | Once you have completed adding Items to your requisition, proceed to the next page by selecting the **3. Review and Submit** link.<br><br>3. Review and Submit |

| Step | Action |
|---|---|
| 33. | Once you are in the **Review and Submit** page click the **Travel** button.<br><br>The **Travel** page will be used for those items which will be paid for in advance, (UPT, Registration Fee and Room Deposit), in addition to inputting a Purposes/Benefit for the trip. |
| 34. | If anyone will cover for the traveler while he/she is away, enter their name within the **Disposition of work while away** field. |
| 35. | If Honorarium is received click the **Honorarium received** option.<br><br>You must also complete and submit a *Request for Approval of Outside Employment, Consultation or Related Activities* form. |
| 36. | If a ticket will be purchased, select **Send REQ to Travel Agency** option. |
| 37. | Click in the **University paid travel (UPT) airfare** field.<br><br>Enter the airfare amount, which should also include the ticketing fee. |
| 38. | Click the **Look up Travel Agency (Alt+5)** button.<br><br>Select one of the Travel Agencies listed.<br><br>**If a Travel Agency is not selected, routing for ticketing will not be sent to the Travel Agency.** |
| 39. | Click in the **Prepaid registration Fee** field. Enter an amount if this trip requires a pre-paid registration fee. |
| 40. | Click in the **Prepaid room deposit**. Enter an amount into the **Prepaid room deposit** field. |
| 41. | If necessary, select a **Country**. |
| 42. | Click in the **City** field. Enter the city your traveler will be going to. |
| 43. | Click in the **State** field. Enter the state your traveler will be going to. |
| 44. | Choose the **Start Date** of the trip. Click the **Choose a date (Alt+5)** button. |

| Step | Action |
|---|---|
| 45. | Choose the **End Date** of the trip. Click the **Choose a date (Alt+5)** button. |
| 46. | Select a **Type**. Click the **Look up Type (Alt+5)** button.<br><br>Select either **'B'** for Business Travel or **'P'** for personal Travel.<br>For training purposes, click the **Business Travel** link.<br>Business Travel |
| 47. | Click in the **Purpose/Benefit** field. The **Purposes/Benefit** should state, in detail the reason for the trip. |
| 48. | Once you have completed the **Travel** page, click the **Return to Requisition** link.<br>Return to Requisition |
| 49. | If you need to enter comments, any comments can be entered in the **Header Comments** field.<br><br>To enter **Standard Comments** or a Justification memo, select the available option. |
| 50. | Once comments have been entered into the Requisition, click<br>Save & preview approvals button must be selected in order to save your requisition.<br><br>If the *Save & Preview approvals* button is **not selected**, a Requisition ID **<u>will not be</u>** assigned. |
| 51. | To confirm funds are available for the Project ID being used click the **Check Budget** button.<br>Check Budget |
| 52. | The Budget Status has now been updated to Valid. Next, comments to your Preferred approvers should go into the **Comments To Approver** field. |
| 53. | Comments entered will be viewed by both **Preferred Project and Department Approvers.** |

| Step | Action |
|---|---|
| 54. | To specify a **Project Approver**<br>click the **Look up Preferred Project Approver (Alt+5)** button<br><br>Select the appropriate approver. |
| 55. | To specify a **Department Approver**<br>Click the **Look up Preferred Department Approver (Alt+5)** button.<br><br>Select the appropriate approver. |
| 56. | Once the approvers have been selected click the **Submit** button.<br>Submit |
| 57. | Notice the Project and Department Approval status has changed from **Not Routed** to **Pending.**<br><br>Both the Preferred Project and Department Approvers will receive an email requesting action be taken.<br><br>If no approval action is taken within 24 hours, an escalation email will be sent to the Requester for follow-up. |
| 58. | This completes your training session.<br>**End of Procedure.** |