FAQ - Requisitions

1. Are there any **possible reports** that departmental users will need to run for **requisitions under $5000.00**? What about **queries**?

   There are no reports that departments will need on either of these. There is a report we will run for requisitions under $5000 as a policing action to for them to use the procurement card for these transactions.

2. My requisition didn't flow into workflow to Approver.
   Did you click the Green checkmark in the upper right hand corner? The Status should change from Open to Pending, which will trigger the workflow process.

3. Can a Requisitioner be a Requester?
   Yes.

4. Can a Requester be an Approver?
   Yes.

5. Why can't a Requisitioner be an Approver? This is not how it is done today.
   An Approver cannot create a requisition for the department that you have approval rights to.

6. Why can't the Approver change the requisition?
   Separation of duty. Only the Approver can deny or approve the req. If denied, the requisition will get routed back to the Requisitioner.

7. If you have an attachment that is not electronic, will the Department Approvers send the attachment to QA?
   Yes, and then QA will send the attachments to Procurement.

8. If there are multiple approvers for requisitions, how will others be aware? How will QA be notified if something was approved? Currently, we don't know unless someone sends an email.
   The System will divide the requisitions to be approved automatically. Only Departmental approvers will receive email. QA will constantly monitor their worklist.

9. Today ORD assigns a sub-recipient specific PO#. How will sub-recipient agreements be handled today that are bought through us but not by us?
   Follow a regular requisition process and then a PO will be created automatically.

   If UMB pays the bill, then we can ship anywhere, and receiving is done by UMB campus.

10. How will the system know how to recognize a sub-recipient?
    It doesn't know. You will have to make note of it in Requisition Header comments.

11. How do I use the comments when a Requester is at another location?
    First, change the Requester on the requisition and add any additional comments to the header comments (Add Comments link on a requisition).

12. I don't see a Vendor in the Vendor Look up list.
    Make sure that you note vendor information in the Add Comments field when the vendor is not in the vendor file.

13. I heard that we have to create a new requisition for quantity increases or change orders. Why?
    PeopleSoft works this way. You can also copy an existing requisition and then change the quantity.

14. How do I know that the requisition and goods were received?
    Do a Requisition Inquiry and look for a Y under the Received column

15. In Pro-Card reallocating is there an area for comments?
    Yes.

16. Can I enter a Requester into the eUMB system?
    No, you will need to either Contact CITS to have the Requester added to the system, or the Requisitioner can be the Requester.

17. Can QA change a sub-code? Will they?
    No, they will deny the requisition and send it back to the Requisitioner. The Requisitioner will then change the sub-code.

18. What happens when the Requisitioner is not available to correct a denied requisition?
    The system is web based, so you can log on and check the status of your requisition.

19. Can an invoice be scanned and sent in with a requisition? Does it have to be a hard copy?
    Vendor documents such as cut sheets can be in a .PDF format. Specifications will need to be in Word format only.

20. Will a denied requisition go back to ALL Requisitioners?
    No, only to the original Requisitioner.

21. Currently, I approve receipt of goods and services on contracts. There are stages when I need to see the invoice. How can I see if an invoice has been received and how do I handle partial payments?
    Same as today. This is a question for Walt. All invoices go to AP. For goods, campus users won't need to see an invoice. For services, there is only a 2 way match. Campus users will need to fax the invoice to the department and sign off and send it to Procurement.

22. What will happen to the old forms
    Old forms will not go away, however, UMB will not use the old forms for Requisitions.

23. How can we tell how much money is left over on a requisition?
    You can do a requisition inquiry and view the Purchase order for details.

24. Who will be responsible for sending back the electronic receiver?
    The person who received the item.

25. Will an email be sent to the Approver or will it just go to the worklist?
    An email will be sent only to Departmental Approvers.

26. Can more than one Approver view the worklist at a time?
    Yes, Approvers will view the same worklist.

27. Can a Requisitioner be an Approver and a Receiver?
    Yes, you may have multiple roles.

28. What about working funds?
    Emergency payments through Working Funds will remain the same.

29. How long can an RFQ sit in a worklist?
    As long as the Buyer allows it to sit in the worklist. There is no time limit.

30. If you have a travel expense and you cannot scan the document, how will this be attached to the requisition? Will I still create the requisition online?
    A hard copy will be attached to the printed requisition and the requisition will still be created online.

31. Will a sole source be required? Attached?
    After creating the requisition online, a hard copy will be attached to the printed requisition.

32. Can the Approver modify the requisition?
    No. the Approver will deny the requisition and then send it back to the original Requisitioner.

33. What happens as we have new users? How do they get access?
    Complete the Security Access forms available on the web
    http://www.umaryland.edu/eumb/security/Financials_Forms

34. Can I be both a Requisitioner and Approver?
    Yes, you can hold multiple roles; however you cannot approve your own transaction.

35. Will we get a copy of a PO?
    No, you can look at the PO through Requisitions Inquiry.

36. If someone in your department is sick, does the system allow you to let another person be a requisitioner?
    Requisitioners need to be designated in order to make changes.

37. Will my personal worklist clean up when another Approver approves or denies the requisition?
    If you are an Approver, any requisition that has been approved or denied will drop off of the worklist. Approvers can see the same worklist.

38. Does each user have his/her own worklist, or is it one worklist for every department?
    One worklist will be shared by the Approvers.

39. What prevents one department approver from approving another department's work list items? How can you prevent, for example, Cardiac from approving something that Peds bought?
    The roles will be separated by security. You should never see requisitions that you don not have appropriate rights to.

40. On a Requisition, can the Approver see the department name in addition to the department id?
    The Approver can only see the department id, however, in the original requisition; you can drill to the owner department level and see the name.

41. What if you as the Approver see a typing error on a requisition? Can you still change it and then approve it?
No. The requisition will be denied and sent back to the original Requisitioner.

42. Does a requisition have unique identifiers?
Yes, it has a unique Chartstring as well as a unique Requisition ID.

43. Where and what is QA? Is it an actual person or an electronic media?
QA is Dave Cheuvront's group.

44. If a requisition was denied due to an incorrect code, does that Requisitioner have to create a new requisition?
No, the original requisition can be modified and only incorrect data needs to be changed.

45. Does PS allow for the scanning of documents to be attached?
Yes, however, the hard document will need to be attached if an original signature is needed. This will be determined on a case by case basis.

46. Can you designate a person to do RFPs in your department?
Departments will have to think through their own process. The system doesn't distinguish whether someone is doing an RFP or requisition.

47. How are other departments handling multiple levels in an organization when doing journal entries?
The Journal Entry Initiator is created at the department level.

48. If another department owes us money, do we initiate the journal entry?
The other department may initiate the journal entry as well as your own department.

49. Can we be notified when another person charges our account in when doing journal entries?
There is a notify button available on journal entry page.

50. When you cash checks, do you need a hard copy of a journal entry as well?
You will take care of this the same way as you would today.

51. When the FAS conversion takes place, will it be at the detailed level or the summary level?
The summary level.

52. We have three people in our department, including our Director; can there be two Requisitioners and one Approver?
Yes.

53. If we are managing a number of funds in different departments, can the Approver be on of those departments?
Yes.

54. Do we have to print the requisition to get a hard copy or will we still use our typewriters to get the hard copy?
Requisitions can be printed online.

55. On an RFP, can attachments be scanned?
No, because the State needs originals.

56. What will the campus-users use to look up their purchase orders that have been converted to PeopleSoft? If so, will they use their old PO numbers?

All the converted POs start with CONV and then the original PO number (i.e. CONVS02068). If you are trying to do a receiver against a converted PO then you will have to enter the complete converted PO number. Please note that you cannot search on a partial PO number.

57. For RFP (PUR02) some of the campus users are saying that they cannot find the correct category to accompany their PeopleSoft Account number. Are the Categories limited based on the new reimbursement policy (no more reimbursements)? I have been suggesting to users that they choose the closest available Category and then change to the appropriate Account number.

Category codes were not really setup for request for reimbursements. They are setup to correspond to the commodities purchased in PUR01. Category is linked to Buyer; the account is just an add-on. They should choose the closest category and change the Account. Even on the PUR01 side a Category could have multiple accounts against it. Financial Services chooses the account used the most for the category and that's what was assigned as the default. Once things settle down some I will look at additional categories.

58. How long will it take the system to send all of the pending requisitions out to the work lists? **The schedule is 10am, 2pm and 4pm. If they can't wait, they can kick it of into workflow manually.**

59. For Change orders that will occur due to a decrease in price on a requisition, users will email Procurement. How will the Department Approvers or QA Approvers know of this change? Will someone be contacting them?
Remember the PO amount overrides the requisition amount, so if Procurement decreases an amount on a PO it will show on the Department's ledgers that the PO amount has decreased.