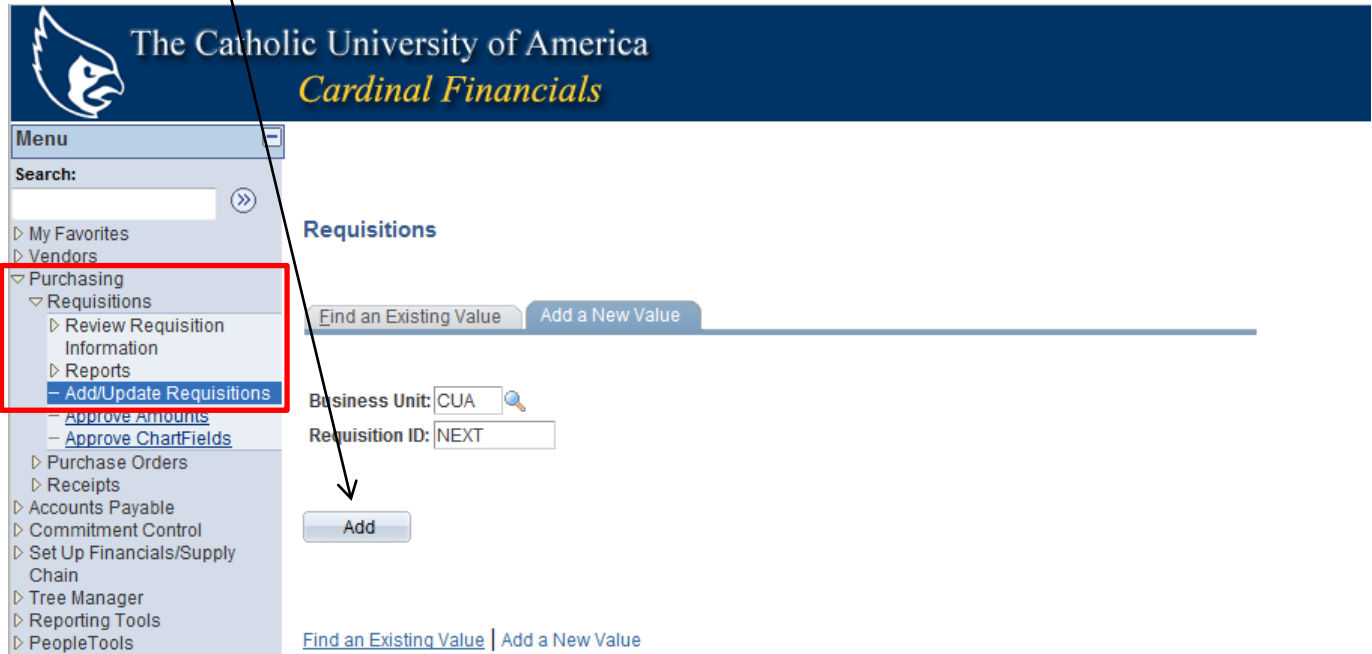


How to create a requisition in Cardinal Financials

Follow the navigation as seen on the left. It is very important that the Business Unit and Requisition ID be left as 'CUA' and 'NEXT'. Click 'Add'.



The screenshot shows the 'Add/Update Requisitions' page in Cardinal Financials. On the left, a navigation menu is visible with 'Add/Update Requisitions' highlighted in a red box. The main form area contains the following fields: 'Business Unit: CUA' and 'Requisition ID: NEXT'. Below these fields is an 'Add' button. The page title is 'The Catholic University of America Cardinal Financials'.

The field 'Requisition Name' is optional, but it is recommended that you fill in an appropriate description, since it can be useful in finding the Requisition in the future. If you would like to view CUA's 'Procurement Policy', click on this [link](#).

Maintain Requisitions

Requisition

Business Unit: CUA [Procurement Policy](#) Status: Pending
 Requisition ID: NEXT Budget Status: Not Chk'd
 Requisition Name: Maintenance Contract [Copy From](#) Hold From Further Processing

Header

*Requester: BSSTEST8 [Requester Info](#)
 *Requisition Date: 09/07/2012 [Add Comments](#)
 Origin: ONL [On Line Purchasing](#) [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 09/07/2012 [Amount Summary](#)

Total Amount: 0.00 USD
 Maximum Line Number: 1

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Maintenance	1.0000	EA	MAINTEN	2500	0.00	Pending Approval

[View Printable Version](#)

[Save](#) [Notify](#) [Refresh](#)

[Add](#) [Update/Display](#)

Fill in the fields (Description, Quantity, UOM – Unit of Measure, Category and Price) with the appropriate information. In case you are creating a requisition with multiple lines, click the '+'. A small window will open with a default value of '1', which can be changed if more lines need to be added. Once you complete filling in the line information click 'Save'.

On clicking 'Save', you'll have a 'Requisition ID'. If you are creating a Requisition with multiple lines, it is recommended that you save frequently. Then click on 'Requisition Defaults'.

Maintain Requisitions

Requisition

Business Unit: CUA [Procurement Policy](#) Status: Pending ✖
 Requisition ID: 0000035355 Budget Status: Not Chkd ✔
 Requisition Name: Maintenance Contract Hold From Further Processing

▼ Header

*Requester: BSSTEST8 [Requisition Defaults](#)
 *Requisition Date: 09/07/2012 [Add Comments](#)
 Origin: ONL On Line Purchasing [Requisition Activities](#)
 *Currency Code: USD Dollar [Amount Summary](#)
 Accounting Date: 09/07/2012

Total Amount: 2,500.00 USD
 Maximum Line Number: 1

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Maintenance	1.0000	EA	MAINTEN	2,500.0000	2,500.00	Pending Approval

[View Printable Version](#)

In the 5 fields below, fill in the chartfields. If your Requisition is associated with a Project or Grant, fill in the 'Project' field.

Maintain Requisitions

Requisition Defaults

Business Unit: CUA Requisition Date: 09/07/2012
 Requisition ID: 0000035355 Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer: Unit of Measure:
 Vendor: Vendor Location:
 Category: [Vendor Lookup](#)

Schedule

Ship To: PURCHASING Purchasing & Risk Management *Distribute By: Quantity
 Due Date:
 Ultimate Use Code:
 Attention To: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Dist	Percent	GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date	Location	IN Unit
1		CUA	2000	11	863000	GEN	INDR		09/07/2012	PURCHASIN	

Click on the radio button 'Override' and then click 'OK'.

On the next page, ensure that all the check boxes are checked before clicking 'OK'. This step will retrofit all the requisition lines with the chartfields that you entered.

[? Help](#)

Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit: CUA Requisition Date: 09/07/2012
 Requisition ID: 0000035355 Status: Pending

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
 For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
 Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.
 Select 'Apply to All Distribs' to apply changes to all distribution lines on the requisition.

[Mark All](#) [Unmark All](#)

Retrofit Field Selection				
Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input checked="" type="checkbox"/>	1	Pct	100	
<input checked="" type="checkbox"/>	1	GL Unit	CUA	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1	Account	2000	<input checked="" type="checkbox"/>

OK Cancel Refresh

To ensure that the right Chartfields were applied to each of your Requisition lines, click here.

[New Window](#) [? Help](#) [Personalize Page](#) [http](#)

Maintain Requisitions

Requisition

Business Unit: CUA [Procurement Policy](#) Status: Pending ✘
 Requisition ID: 0000035355 Budget Status: Not Chkd
 Requisition Name: Maintenance Contract Hold From Further Processing

Header

*Requester: BSSTEST8
 *Requisition Date: 09/07/2012 [Requester Info](#)
 Origin: ONL [On Line Purchasing](#)
 *Currency Code: USD Dollar
 Accounting Date: 09/07/2012

[Requisition Defaults](#)
[Add Comments](#)
[Requisition Activities](#)
[Document Status](#)

Amount Summary

Total Amount: 2,500.00 USD
 Maximum Line Number: 1

Select Lines To Display

Line: To: [Retrieve](#)

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Due Date	Ship To	Status
1	Maintenance	1.0000	EA	MAINTEN	2,500.0000	2,500.00		PURCH	Pending Approval

[View Printable Version](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

[Add](#) [Update/Display](#)

The chartfield information is seen here below.

Help

Maintain Requisitions

Distribution

Requisition ID: 0000035355 Item: [Maintenance Contract FY 12](#)
 Line: 1 Status: Active
 Schedule: 1

Ship To: PURCHASING Purchasing Quantity: 1.0000 EA
 *Distribute By: Quantity Open Quantity: 1.0000
 Merchandise Amt: 2,500.00 USD

Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	Project
1 Open	100.0000	1.0000	2,500.00	CUA	2000	11	863000	GEN	INDR	

OK Cancel Refresh

If you want to split your expense and charge them to different DEPTID's, you can do that by clicking the '+'. This action will open a small window with a default value of '1', which can be changed if more distribution lines need to be added. You can split your expenses either by 'Quantity' or 'Amount'. The default value is 'Quantity', but can be changed by clicking this drop-down.

Help

Maintain Requisitions

Distribution

Requisition ID: 0000035355 Item: [Maintenance Contract FY 12](#)
 Line: 1 Status: Active
 Schedule: 1

Ship To: PURCHASING Purchasing Quantity: 1.0000 EA
 *Distribute By: Amount Open Amount: 2,500.000
 Merchandise Amt: 2,500.00 USD

Distrib	Percent	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	Project
1 Open	50.0000	1,250.00	CUA	2000	11	863000	GEN	INDR	
2 Open	50.0000	1,250.00	CUA	2000	11	861000	GEN	INDR	



OK Cancel Refresh

Then click 'OK'

Once you are done with the distribution for each Requisition line, click 'Save'.

Maintain Requisitions

Requisition

Business Unit: CUA [Procurement Policy](#) Status: Pending 
 Requisition ID: 0000035355 Budget Status: Not Chk'd 
 Requisition Name: Maintenance Contract Hold From Further Processing

Header

*Requester: BSSTEST8 
 *Requisition Date: 09/07/2012  [Requester Info](#)
 Origin: ONL  On Line Purchasing
 *Currency Code: USD Dollar
 Accounting Date: 09/07/2012 

[Requisition Defaults](#)
[Add Comments](#)
[Requisition Activities](#)
[Document Status](#)

Amount Summary

Total Amount: 2,500.00 USD
 Maximum Line Number: 1

Select Lines To Display

Line: To:



Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Due Date	Ship To	Status
1	Maintenance	1.0000	EA	MAINTEN	2,500.0000	2,500.00		PURCH	Pending Approval

[View Printable Version](#)

Then click on this icon to perform a 'Budget Check' on your Requisition. Wait for the 'Budget Check' to complete. Once completed, the status will display here. If you receive an 'Error' status, see below for a list of reasons that may have caused the error.

Maintain Requisitions

Requisition

Business Unit: CUA [Procurement Policy](#) Status: Pending 
 Requisition ID: 0000035355 Budget Status: Valid 
 Requisition Name: Maintenance Contract Hold From Further Processing

Header

*Requester: BSSTEST8 
 *Requisition Date: 09/07/2012  [Requester Info](#)
 Origin: ONL  On Line Purchasing
 *Currency Code: USD Dollar
 Accounting Date: 09/07/2012 


[Requisition Defaults](#)
[Add Comments](#)
[Requisition Activities](#)
[Document Status](#)

Amount Summary

Total Amount: 2,500.00 USD
 Pre-Encumbrance Balance: 2500.00 USD
 Maximum Line Number: 1

Select Lines To Display

Line: To:

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Due Date	Ship To	Status
1	Maintenance	1.0000	EA	MAINTEN	2,500.0000	2,500.00		PURCH	Pending Approval 

[View Printable Version](#)

1. **No Budget Exists** – This could happen for one the following reasons.
 - a.) A budget does not exist for the DEPTID that you have on your Requisition line(s). Ensure that a budget exists by viewing your budget. Click [here](#) to view instructions on how to view your budget.
 - b.) You have used the wrong combination of FUND and DEPTID (e.g. FUND: 11 DEPTID: 863000), which is usually a one to one relationship and can be determined by viewing one’s budget. Click [here](#) to view instructions on how to view your budget.
2. **Exceeds Budget Tolerance** – The amount of the Requisition exceeds the budget and there isn’t enough funds.
3. **Project date out of bounds** – This error will occur only for Projects or Grants when the Requisition date is not within the Project or Grant period.

Maintain Requisitions

Requisition

Business Unit:	CUA	Procurement Policy	Status:	Approved	✘
Requisition ID:	0000035357		Budget Status:	Valid	
Requisition Name:	<input type="text" value="Maintenance Contract"/>		<input type="checkbox"/> Hold From Further Processing		
Header					
*Requester:	<input type="text" value="BSSTEST8"/>	Requester Info	Requisition Defaults		
*Requisition Date:	<input type="text" value="09/10/2012"/>	On Line Purchasing	Add Comments		
Origin:	<input type="text" value="ONL"/>		Requisition Activities		
			Document Status		

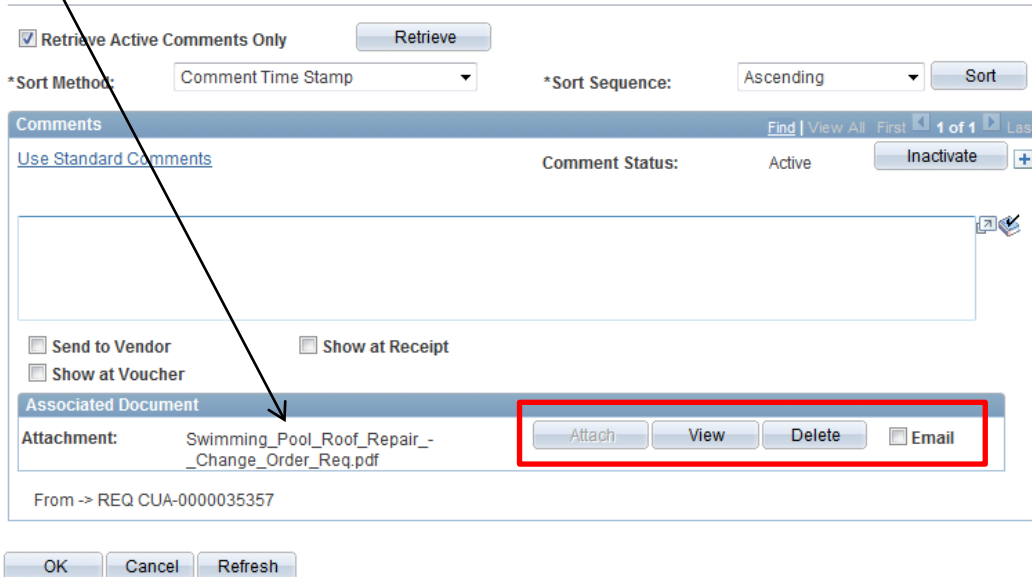
To attach documents relating to the Requisition, click 'Add Comments'. Enter the Vendors Name and Address in this area. On clicking 'Attach', a small window will open; click 'Browse' to locate your scanned document. (Hint: Scan your documents using the Ricoh Copier and on completion of scanning, your documents will be sent to you by the scanner as an email attachment.) Then click 'Upload'.

The screenshot shows the 'Header Comments' window with the following details:

- Business Unit: CUA, Requisition Date: 09/10/2012, Requisition ID: 0000035357, Status: Approved
- Options: Retrieve Active Comments Only, Retrieve, Sort Method: Comment Time Stamp, Sort Sequence: Ascending
- Comments section: [Use Standard Comments](#), Comment Status: Active, Inactivate
- Associated Document section: Attachment: Email

The 'File Attachment' dialog box is open, showing a text field for the filename, a 'Browse...' button, and 'Upload' and 'Cancel' buttons. A red box highlights the empty text area in the 'Comments' section.

Once uploaded, the 'View' and 'Delete' buttons will be active and you can also view the name of the uploaded document here. **Note:** The maximum size of a document that can be attached is **2MB**. You will receive an error if your attachment is larger.



Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status: Active Inactivate +

Send to Vendor Show at Receipt Show at Voucher

Associated Document

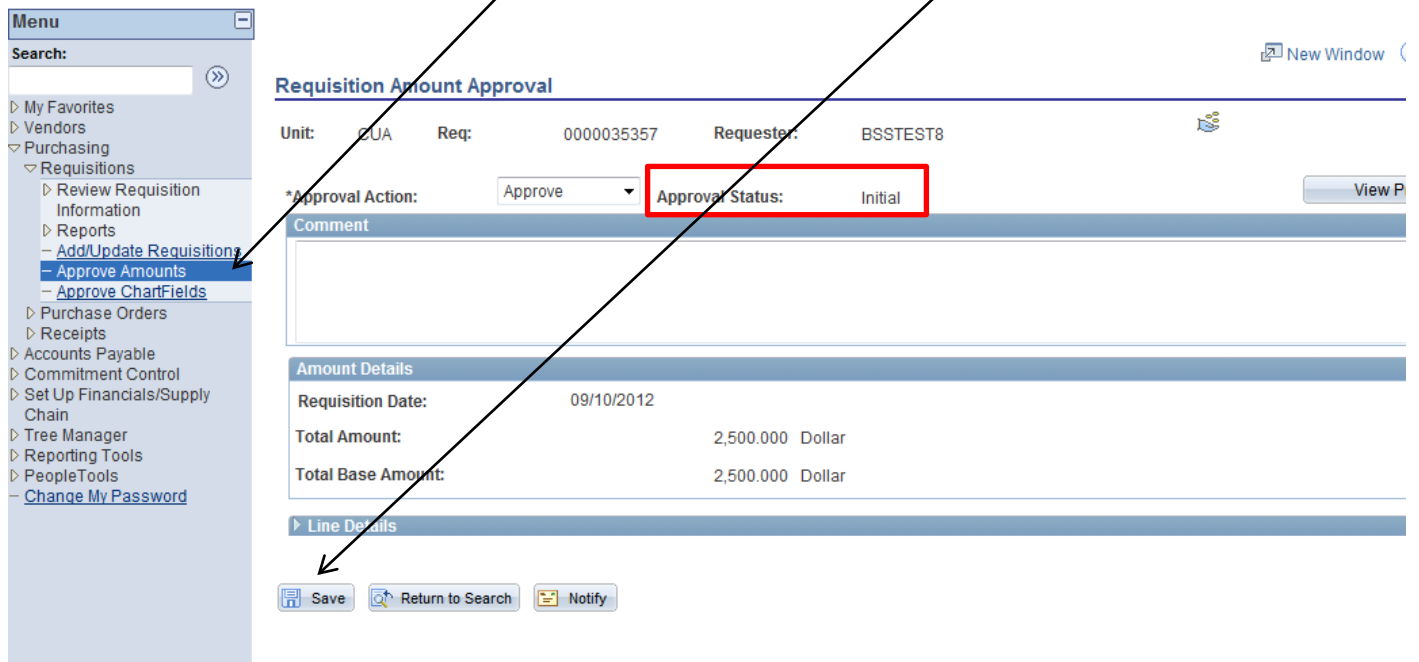
Attachment: Swimming_Pool_Roof_Repair_-_Change_Order_Req.pdf Attach View Delete Email

From -> REQ CUA-0000035357

OK Cancel Refresh

Requisition Amount Approval :

Once you have a Budget Status that is valid, click on 'Approve Amounts' on the menu. Then click 'Save'. On clicking 'Save' the Approval Status will change from 'Initial' to 'In process' or 'Complete' depending on whether you have 'Staff' or 'Manager' level access to the DEPTID(s) used in the Requisition. **If the status goes to 'In Process' you need to have your requisition approved by a person with Managerial access to the DEPTID, as your Requisition will not get processed to a Purchase Order until this happens.** You'll receive an email notification when your Requisition's 'Amount Approval Status' is complete.



Menu Search: >>

- My Favorites
- Vendors
- Purchasing
 - Requisitions
 - Review Requisition Information
 - Reports
 - Add/Update Requisitions
 - Approve Amounts
 - Approve ChartFields
 - Purchase Orders
 - Receipts
- Accounts Payable
- Commitment Control
- Set Up Financials/Supply Chain
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password

New Window

Requisition Amount Approval

Unit: CUA Req: 0000035357 Requester: BSSTEST8

*Approval Action: Approve Approval Status: Initial View P

Comment

Amount Details

Requisition Date:	09/10/2012
Total Amount:	2,500.000 Dollar
Total Base Amount:	2,500.000 Dollar

Line Details

Save Return to Search Notify

Requisition Chartfield Approval :

This step is independent of the previous step 'Approve Amounts'. Click on 'Approve Chartfields' and the click 'Save'. The status will change from 'Initial' to 'In Process'. The chartfields need to be reviewed and approved by General Accounting. As in the previous step, you'll receive an email once your Requisition's 'Chartfield Approval Status' is complete.

Menu

Search:

- My Favorites
- Vendors
- Purchasing
 - Requisitions
 - Review Requisition Information
 - Reports
 - Add/Update Requisitions
 - Approve Amounts
 - Approve ChartFields**
 - Purchase Orders
 - Receipts
 - Accounts Payable
 - Commitment Control
 - Set Up Financials/Supply Chain
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Change My Password

Requisition ChartField Approval

Unit: CUA Req: 0000035357 Requester: BSSTEST8

*Approval Action: Approve Approval Status: Initial View Printable Req

Comment

Distributions/ChartFields

Line	Sched	Distrib	Status	GL Unit	Account	Fund	Dept	Program	Class	Project
1	1	1	Open	CUA	2000	11	863000	GEN	INDR	

Line Details

Save Return to Search Notify

For your Requisition to process into a Purchase Order the following statuses are necessary. Please check these statuses.

Maintain Requisitions

Requisition

Business Unit: CUA Procurement Policy

Requisition ID: 0000035357

Requisition Name: Maintenance Contract FY13

Status: Approved

Budget Status: Valid



Hold From Further Processing

Header

*Requester: BSSTEST8

*Requisition Date: 09/10/2012

Origin: ONL On Line Purchasing

*Currency Code: USD Dollar

Accounting Date: 09/10/2012

Requisition Defaults

Add Comments

Requisition Activities

Document Status

Amount Summary

Total Amount: 2,500.00 USD

Pre-Encumbrance Balance: 2,500.00 USD

Maximum Line Number: 1

Select Lines To Display

Line: To: Retrieve

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Maintenance	1.0000	EA	MAINTEN	2,500.0000	2,500.00	Approved

View Printable Version

Save Return to Search Notify Refresh

Add