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Overview

Requisition is one of the [Procurement Pathways](#) for campus departments to follow when buying goods and services. Prior to ordering or purchasing items/services, refer to Procurement Pathways for the appropriate process to follow.

A requisition is created in Financial Transaction Services (FTS) and once approved, it is distributed from FTS to the Common Finance System (CFS). In CFS, [Procurement](#) will process the requisition by obtain pricing and availability for the items requested, then converts the requisition into a purchase order and sends it to the supplier. Refer to Finance [Requisition](#) for detailed information about this pathway and for average processing time for Requisition to Purchase Order.

This guideline will demonstrate how to complete and approve a Requisition in FTS.

Training

Administrative staff are required to completed the Introduction to Finance class (Course No.: FIN009) if they need access to the Finance systems: CFS, CFS Data Warehouse

Approving Officials are required to complete the Finance Overview for Managers class (Course No.: FIN007). Enroll in a session in [SJSU@Work](#).

Refer to [Courses](#) for more information about training offered by Finance.

Request Access to FTS

After completing the required Finance course, access to Finance systems: CFS, FTS, and CFS Data Warehouse can be requested by completing the [Finance Systems Access Request](#) form (DocuSign).

Log into FTS

Use your SJSUOne account to login to FTS and with DUO app or FOB key. If you do not know your SJSUOne login information or need assistance with DUO, contact IT Help Desk for assistance- website: <http://its.sjsu.edu/services/sjsuone/> email ithelpdesk@sjsu.edu / or phone 4-1530.

1. Go to one.SJSU.edu.
2. Search for and click on **FTS** tile.

The screenshot shows the SJSU Spartans App Portal search results for 'fts'. At the top, there is a search bar with 'fts' entered. Below the search bar, there is a 'Search Results' section. A red banner at the top of the results section reads 'Take the Campus Climate Survey! Extended to May 8'. Below this, there is a link to 'Go to www.sjsu.edu/belong to take the survey' and a video link 'Shape the Future of SJSU!'. The search results are categorized under 'Search Results: Tasks'. There are three tiles: 'Financial Transaction Services (FTS)', 'PeopleSoft Access Request Form', and 'PO Change Order Request onbase'. A red arrow points to the 'Financial Transaction Services (FTS)' tile. Below the search results, there is a 'Connecting to SJSU' section with the SJSU logo and a 'Sign In' form. The form has fields for 'SJSU ID Number' (with a masked input '#####' and the value '000011111') and 'Password' (with a masked input 'SJSUOne Password' and a series of dots). There is a 'Remember me' checkbox and a 'Sign In' button. At the bottom, there is a link for 'Need help signing in?'.

The SJSUOne login page displays.

3. Enter your **SJSUOne ID** and **Password**.
4. Click **Log In** button.
5. You will be prompted to confirm login with DUO app on your smartphone or with DUO FOB key.

The Main Menu displays.

The Main Menu page displays a list of all **Open Items** for the DeptIDs the user has access to.

1. The Main Menu page also displays the other menus:
 - **Travel** (All SJSU employees have access this module.)
 - **Purchasing/ Payments**
 - **Transfers** (Depending on your system access.)
 - **Other** (All SJSU employees have access to this module.)
 - **Expense Adjustments** (Depending on your system access)

The screenshot shows the main menu interface with a navigation bar at the top containing 'Main Menu', 'Profile', 'Preferences', 'Setup Data', and 'Exit'. Below the navigation bar is a section for 'Open Items' which lists: 'You have 2 Requisitions', 'You have 1 Vouchers', and 'You have 1 Travel Reimbursements'. The main content area is divided into five modules, each with a title bar and a list of items with search and add icons:

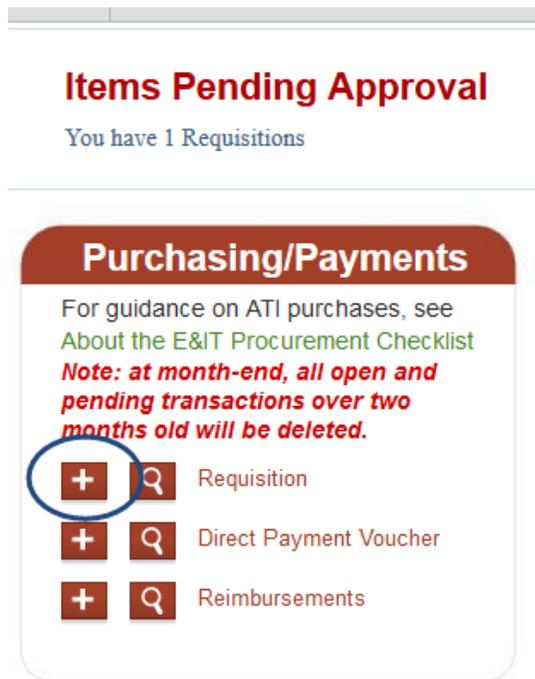
- Travel** (orange header): Includes a note about travel policies and a warning that open and pending authorizations will be deleted one year after the trip departure date. Items listed are Travel Authorization and Travel Reimbursement.
- Purchasing/Payments** (orange header): Includes a note about ATI purchases and a warning that open and pending transactions over two months old will be deleted. Items listed are Requisition, Direct Payment Voucher, and Reimbursement Voucher.
- Transfers** (green header): Includes a note about transfer guidance. Items listed are Budget Journal, Expense Journal, Hospitality Payment, and Interdepartmental Expense Transfer.
- Other** (orange header): Items listed are ProCard/GoCard Statement Submission, PO Change Order Request, and e-Invoice Submission.
- Expense Adjustments** (green header): Item listed is HR Expense Adjustment.

Create a Requisition

The following instructions will go through the steps of creating a requisition, the approval process, and completing a split distribution if an item is being paid for by two chartfield string.

Purchase/Payments Module

1. Click the  icon to add a new requisition.

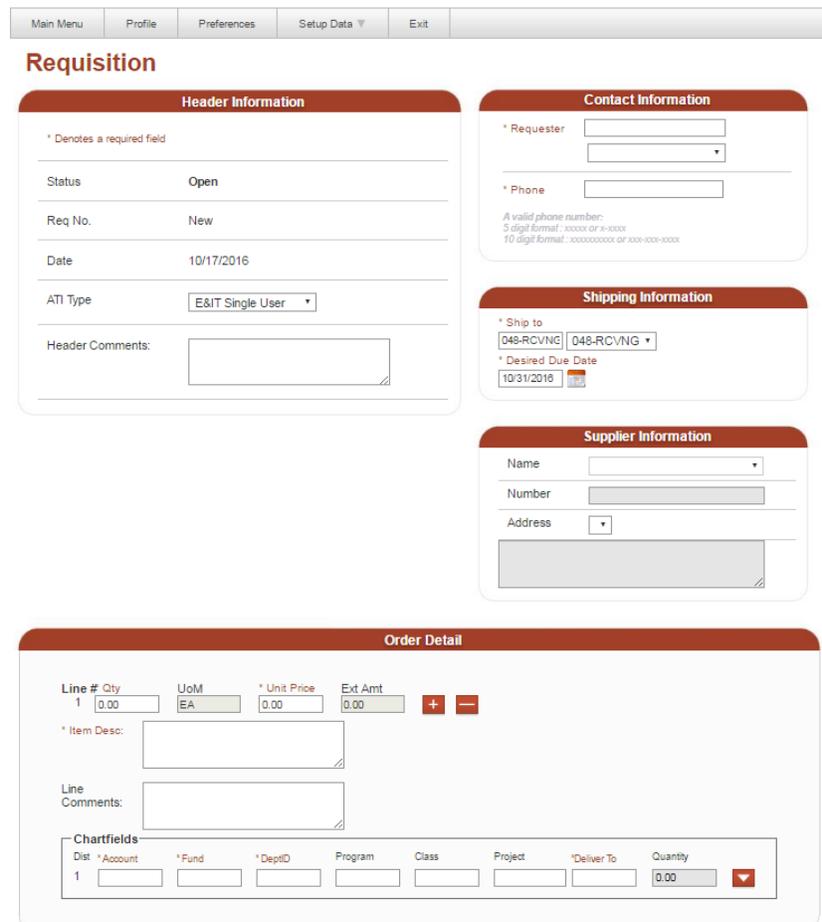


The Requisition page displays.

Note: Red labels with asterisks indicate required fields.

The Requisition page has five sections:

- Header Information
- Contact Information
- Shipping Information
- Supplier Information
- Order Detail (including Chartfields)



Header Information

This section displays the following fields:

- **Status:** There are seven statuses in the requisition process-
 - **Open:** Requisition created, but has not been submitted for approval.
 - **New:** Displays after requisition is saved.
 - **Pending Approval:** Requisition has been submitted to the department Approver for review and approval.
 - **Approved:** Department Approver approves request.
 - **CF Approval:** A second approval from the Central Finance Officer is required for requisitions of \$50,000 or more. This status appears after the department Approver approves request.
 - **CF Approved:** For requisitions of \$50,000 or more, this status displays after Central Finance Officer approves request.
 - **Cancelled:** Request is cancelled either by the department requester or department/CF Approving Official.
- **Req No:** Number will be assigned when requisition is saved.
- **Date:** Creation date.

Requisition

Header Information

* Denotes a required field

| | |
|------------------|----------------------|
| Status | Open |
| Req No. | New |
| Date | 4/26/2020 |
| ATI Type | E&IT Single User ▼ |
| Header Comments: | <input type="text"/> |

ATI Type: Accessible Technology Initiative_(ATI) reflects the CSU's ongoing commitment to provide access to information resources and technologies to individuals with disabilities.

Review for ATI compliance applies to electronic and information technology products (**E&IT**) that will be used by a broad audience such as in a classroom by students or in a public area by guests of the university.

E&IT are products that are electronic, and display and/or convey information. E&IT products include software, computer/laptop/tablet, software and tv/monitor.

Refer to [Accessible Technology Initiative](#) for instructions on buying E&IT products.

2. From the dropdown menu, select the appropriate **ATI Type** for request-

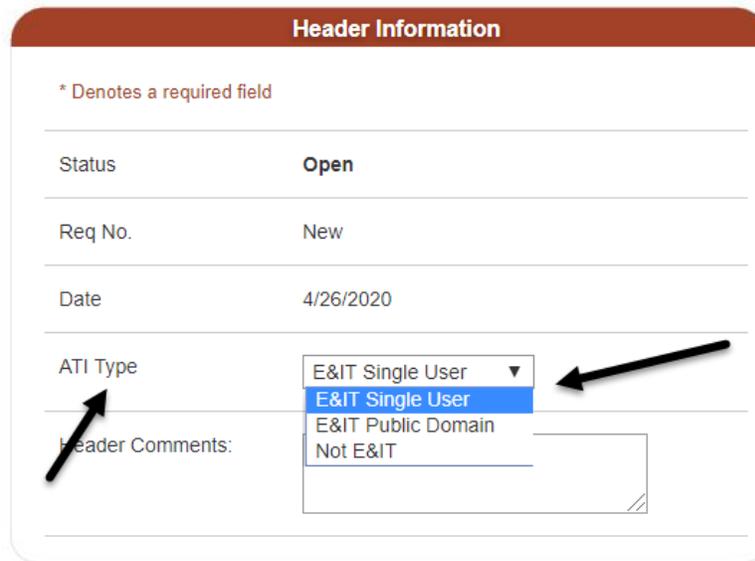
- **E&IT Single User:** Product will be used by an employee.
- **E&IT Public Domain:** Product will be used by a broad audience (e.g. by students and guests/public).
- **Not E&IT:** Product is not electronic and information technology related.

Requisition

Header Information

* Denotes a required field

| | |
|------------------|---------------------------------------------------|
| Status | Open |
| Req No. | New |
| Date | 4/26/2020 |
| ATI Type | <input type="text" value="E&IT Single User"/> |
| Header Comments: | <input type="text"/> |



3. Enter **Header Comments** (if needed).

Use this field to provide special instructions to Procurement or additional information about the order.

Requisition

Header Information

* Denotes a required field

| | |
|----------|----------------------|
| Status | Open |
| Req No. | 1 |
| Date | 4/26/2020 |
| ATI Type | E&IT Public Domain ▼ |

Header Comments:

Computers from Dell Quote # 234444232. Items will be used by employees for training in Clark 200. Quote will expire on 5/31/20. Sales Rep: Abigail Smith.

Contact Information

4. Select the **Requester** from the dropdown menu (User Preference List). Do not key in the name.

Contact Information

* Requester

* Phone

A valid phone number:
5 digit format : xxxxx or x-xxxx
10 digit format : xxxxxxxxxx or xxx-xxx-xxxx

- If Requester is not in your dropdown menu, select **More** option.

Note: Turn off web browser's pop-up blocker first.

Contact Information

* Requester: Chan,Amy

Chan,Amy

* Phone: More...
Chan,Amy

A valid phone number
5 digit format : xxxxx or x-xxxx
10 digit format : xxxxxxxxxx or xxx-xxx-xxxx

User Preferences Search Criteria box appears.

- Enter the Requester's (full or part of name) or Employee ID number.

To search by name, start with last name and comma at the end of it. For example: Chan,Amy or Chan,

- Click **Search**.

User Preferences

Field : Requester Criteria : Chan, Search

Search Results appears.

- Click the icon to use the requester for this transaction only

or

click the icon to use the requester for this transaction and add it to your dropdown menu (User Preferences List) for field.

Note: If name is not found, please contact Finance Support by email at financeconnect@sjsu.edu for assistance.

User Preferences

Field : Requester Criteria : chan, Search

| Select | Name | ID |
|-------------------------------------------------------------------------|----------|-----|
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Chan,Amy | 000 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Ch... | 001 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Ch... | 000 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Ch... | 000 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Ha... | 008 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Ng... | 000 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Tz... | 011 |

Pages: 1 of 1 No. of Items: 20 Items 1 to 7 of 7 First Prev Next Last

9. Enter the Requester's **Phone** number.

Contact Information

* Requester

* Phone

*A valid phone number:
5 digit format : xxxxx or x-xxxx
10 digit format : xxxxxxxxxxxx or xxx-xxx-xxxx*

Shipping Information

10. **Ship to:** Defaults to 048-RCVNG (central receiving for SJSU campus)

or

for departments located off-campus such as Athletics and Moss Landing Marine Lab, select **More** to choose the appropriate central receiving area.

11. **Desired Due Date:** Defaults to two weeks from the current date, but the field can be edited.

Shipping Information

* Ship to

* Desired Due Date

Supplier Information

12. Select the supplier from the **Name** dropdown menu (User Preferences List)

or

if supplier is not in your dropdown menu, then click on **More**.

Note: The **Name** field cannot be left blank.

The screenshot shows a web form titled "Supplier Information". It has three main sections: "Name", "Number", and "Address". The "Name" field is a dropdown menu that is currently open, displaying a list of supplier names. The "Number" field is a text input field. The "Address" field is a larger text input area. The dropdown menu lists the following suppliers: More..., AAA BUSINESS SUPPLIES & INTERIORS, ASSETWORKS INC, CPO LTD, DEPARTMENT OF CONSUMERS AFFAIRS, INTERNAL REVENUE SERVICE, KUALI INC, MAGEN M SHAW, OFFICEMAX, PACIFIC OFFICE AUTOMATION, PLANETBIDS INC, PRESSTEK INC, PROTIVITI GOVERNMENT SERVICES INC, PUBLIC SURPLUS, ROBERT HALF COMPANY, SIERRA OFFICE SUPPLIES & PRINTING, STANDARD BUSINESS MACHINES, STATE CONTROLLER'S OFFICE, and STATE OF CALIFORNIA OFFICE OF.

If **More** is selected, **User Preferences Search Criteria** panel appears.

13. In **Criteria** field, enter Supplier's name (full or part of it).

14. Click **Search**.

The screenshot shows a panel titled "User Preferences". It contains a search form with the following elements: "Field : Supplier" (a dropdown menu), "Criteria : Dell" (a text input field), and a "Search" button.

The Search Results appears.

15. Click the  icon to use the supplier for this transaction only

or

The  icon to use the supplier for this transaction and add it to your dropdown menu (User Preferences List) for the field.

User Preferences

Field : Criteria :

| Select | Name | ID |
|-------------------------------------------------------------------------|--------------------------|-------------------|
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | BROKERS WORLDWIDE LLC | 0000015593 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | DAWNA LINSDELL | 0000028086 |
| <input checked="" type="checkbox"/> | DELL MARKETING LP | 0000005468 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | DELL SCHOLARSHIP | 0000028486 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | DELL SOFTWARE INC | 0000036547 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | GW & WADE LLC | 0000032751 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | JACQUIE MARDELL | 0000032117 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | LORI D O'DELL | 0000033420 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | RACHAEL ODELL | 0000035630 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | RICHARD KNOWDELL | 0000009632 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | RIDDELL/ALL AMERICAN | 0000001377 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | WENDELL K DALIT | 0000034441 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | WENDELL RIDER | 0000029702 |

Pages: of 1 No. of Items: Items 1 to 13 of 13

Supplier is selected.

Note: Procurement will determine the correct address to send the purchase order to.

If you have special instructions, do provide that in the **Header Comments** field of the requisition.

Supplier Information

* Name
 ▼

16. If the Supplier is **not** in FTS, then select one of the following as the Supplier:

- **Supplier NEW** (ID 0000042333): Select this supplier ID when you've identified a supplier you intend to do business with **AND** the supplier ID does not exist in FTS. You will be prompted to complete the invitation request form in PaymentWorks.
- **Supplier TO BID** (0000043480): Select this one if supplier is unknown or purchase meets/exceeds CSU's threshold or requires competitive bidding.
- **Supplier NO \$ VALUE** (0000043479): Select this supplier when submitting a requisition for a contract or a document that requires the signature of the University, but it has no dollar value. Example: free services and products and internship/student placement agreements.

17. **Skip to Step 24** if you selected one of the following in Supplier Information:

- a Supplier that already exists in FTS
- **Supplier TO BID**
- **Supplier NO \$ VALUE**

User Preferences

Field : Criteria :

| Select | Name | ID |
|-------------------------------------------------------------------------|----------------------|------------|
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Supplier NEW | 0000042333 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Supplier NO \$ VALUE | 0000043480 |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Supplier TO BID | 0000043479 |

Pages: of 1 No. of Items: Items 1 to 3 of 3 First Prev. Next Last

Supplier Information

* Name

18. If **Supplier NEW** was selected, pop-up message will appear requesting you to complete the invitation request form in PaymentWorks.

Supplier Information

* Name

19. Click **OK**.

ftstst.sjsu.edu says

You have selected 'Supplier New' and must initiate an invitation through PaymentWorks.
Please complete and save this FTS transaction.
Return to this page after receiving notification the vendor has completed registration and has been assigned a supplier ID.

[OK](#)

20. Click on the **PaymentWorks** hyperlink appears.

Supplier Information

* Name

[PaymentWorks](#) 

PaymentWorks opens.

21. Click **Send Invitation**.

| Filter Results: | ONBOARD START | UPDATED | VENDOR NAME | INVITATION | VENDOR ACCOUNT | NEW VENDOR REGISTRATION | % COMPLETE |
|------------------------------------------------|---------------|------------|---------------------------|------------------|-----------------|----------------------------------|----------------------------------|
| Vendor Name: <input type="text"/> | 04/26/2020 | 04/26/2020 | Patricia Patio | Clicked | No Account | Not Started | <div style="width: 10%;"></div> |
| Vendor #: <input type="text"/> | 04/26/2020 | 04/26/2020 | Madhouse Party Rentals | Delivered | No Account | Not Started | <div style="width: 10%;"></div> |
| Contact E-Mail: <input type="text"/> | 04/24/2020 | 04/25/2020 | Merry Maids Inc. | Delivered | No Account | Not Started | <div style="width: 10%;"></div> |
| Invitation Approval: <input type="text"/> | 04/20/2020 | 04/20/2020 | Bob Smith | Pending Approval | No Account | Not Started | <div style="width: 10%;"></div> |
| Invitation Delivered: <input type="text"/> | 04/20/2020 | 04/20/2020 | Healthcare International | Pending Approval | No Account | Not Started | <div style="width: 10%;"></div> |
| Account Created: <input type="text"/> | 04/17/2020 | 04/17/2020 | Spartan Solutions | Undeliverable | No Account | Not Started | <div style="width: 10%;"></div> |
| Registration Form: <input type="text"/> | 04/14/2020 | 04/14/2020 | Priscilla Furniture Store | Clicked | Email Validated | Approved | <div style="width: 100%;"></div> |
| Source: <input type="text"/> | 04/14/2020 | 04/14/2020 | Fish and Chips Company | Clicked | Registered | Not Started | <div style="width: 10%;"></div> |
| Invitation Initiator: <input type="text"/> | 01/22/2020 | 04/14/2020 | RUTLAND TOOL & SUPPLY CO | Clicked | Email Validated | Complete Vendor #: 0000000333 | <div style="width: 100%;"></div> |
| <input type="button" value="Clear Filters"/> | 04/22/2020 | 04/14/2020 | Test ACH Payments | Clicked | Email Validated | Processed | <div style="width: 100%;"></div> |
| <input type="button" value="Send Invitation"/> | 01/21/2020 | 04/09/2020 | Carlisle | Clicked | Email Validated | Complete | <div style="width: 100%;"></div> |

Invite New Vendor window displays.

22. Complete the following fields:

- **Company/Individual Name**
- **Contact E-Mail**
- **Verify Contact E-Mail**
- **Description of Service or Product**
- **Initiator Phone Number:**
Your phone number; not the supplier.
- **Personalized Message:**
Optional. Enter a message for the Accts. Payable Vendor Maintenance Coordinator. This message will not be shared with the supplier.

23. Click **Send**.

An email invitation will be sent to the Supplier to register in PaymentWorks.

Invite New Vendor

Company/Individual Name:*

Contact E-Mail:*

Verify Contact E-Mail:*

Description of Service or Product:*

Initiator Phone Number:*

*Required Field

Order Detail

24. Create a line for each product or service by entering values in following fields:

- **Quantity:** Number you want to request for the item.
- **Unit Price:** Price for each quantity.
- **Item Desc:** Provide full description of item to order (e.g. brand name, model number, and supplier's item number, service period).
- **Line Comments:** If needed, enter additional information about the line item.

The screenshot shows the 'Order Detail' form with the following data:

| Line # | Qty | UoM | * Unit Price | Ext Amt | |
|--------|-----|-----|--------------|-----------|-----|
| 1 | 12 | EA | 1,218.47 | 14,621.64 | + - |

* Item Desc:
Dell Optiplex 7040 SFF i7

Line Comments:
Computers are to be installed in Clark 505.

Note: Maximum character limit in Item Desc field is 250. If you enter more than 250, you'll receive an error message when you save.

If you require more than 250 characters to describe an item, then use **Line Comments** to continue your description. Do not use Line Comments for general information. General information pertaining to entire order should be entered in the **Header Comments** field.

Order Detail- Chartfields

25. Use the  to show/hide the dropdown boxes below fields.

The screenshot shows the 'Chartfields' section with the following fields:

| Dist | * Account | * Fund | * DeptID | Program | Class | Project | *Deliver To | Quantity |
|------|-----------|--------|----------|---------|-------|---------|-------------|----------|
| 1 | | | | | | | | 6 |

More...
660003

A red square icon with a white triangle pointing up is circled in red, and an arrow points to it from the right.

26. Select chartfield values from the dropdown menu (User Preference List). This is where the expense will be charged.

- **Account**
- **Fund**
- **DeptID**
- **Program** (optional)
- **Class** (optional)
- **Project** (optional)

or

if value is not in your User Preferences List, click on the **More** option.

Note: If there are multiple chartfields for a requisition line, please refer to the [Split Distribution](#) section for instructions.

If More is selected, User Preferences search criteria panel appears.

27. In **Criteria** field, enter the Account code or account description (full or partial name).

28. Click **Search**.

Chartfields

| Dist | *Account | *Fund | *DeptID | Program | Class | Project | *Deliver To | Quantity |
|------|----------|-------|---------|---------|-------|---------|-------------|----------|
| 1 | 660802 | 77018 | 1534 | | | | CL 0542 | 12 |



San José State University Financial Transaction Services

Main Menu Profile Preferences Security Setup Data Exit

User Preferences

Field: Account Criteria: hardware Search Update DB

| Select | Name | Description |
|--------------------------|--------|-------------------------|
| <input type="checkbox"/> | 616002 | I/T Hardware |
| <input type="checkbox"/> | 616803 | IT Hardware Maintenance |

Pages: 1 of 1 No. of Items: 20 Items 1 to 2 of 2 First Prev Next Last

The Search Results appears.

29. Click the  icon to use the value for this transaction only

or

The  icon to use the value for this transaction and add it to your dropdown menu (User Preferences List) for the field.

30. In **Deliver To**, select department delivery location from the drop dropdown menu (User Preferences List).

Note: Locations in the **User Preferences List** are ones that Distribution Services have determined as the main delivery site for a department or building.

31. Click **Save Req** to save entry

or

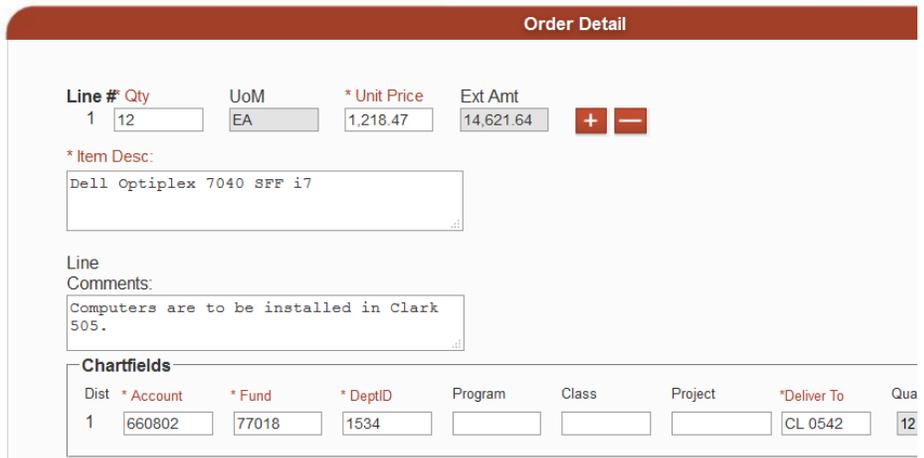
Cancel the requisition and the page becomes read-only and **Status** changes to Cancelled.



The screenshot shows the 'User Preferences' search interface. At the top, there is a search bar with 'Field' set to 'Account' and 'Criteria' set to 'hardware'. Below the search bar is a table with columns: 'Select', 'Account', and 'Description'. The table contains two rows: one for '616002 I/T Hardware' and one for '616803 IT Hardware Maintenance'. The '616803' row is highlighted. Below the table, there are controls for 'Pages' (1 of 1), 'No. of Items' (20), and navigation buttons (First, Prev., Next, Last).



The screenshot shows the 'Chartfields' section of a form. It includes fields for 'Dist', '*Account', '*Fund', '*DeptID', 'Program', 'Class', 'Project', '*Deliver To', and 'Quantity'. The values shown are: Dist: 1, *Account: 660802, *Fund: 77018, *DeptID: 1534, *Deliver To: CL 0542, and Quantity: 12. A red arrow points to the '*Deliver To' field.



The screenshot shows the 'Order Detail' form. It displays a table with columns: 'Line #', 'Qty', 'UoM', '* Unit Price', and 'Ext Amt'. The first row shows Line # 1, Qty 12, UoM EA, Unit Price 1,218.47, and Ext Amt 14,621.64. Below the table, there are sections for '* Item Desc:' (Dell Optiplex 7040 SFF i7), 'Line Comments:' (Computers are to be installed in Clark 505.), and another 'Chartfields' section with the same values as the previous screenshot.



The screenshot shows two buttons: 'Save Req' and 'Cancel'.

If the requisition is successfully saved, a Req No. will be assigned by the system. Record the Req. No. for your reference.

Requisition

Header Information

* Denotes a required field

| | |
|---------|------------|
| Status | Open |
| Req No. | WR00087682 |

Date: 4/26/2020

ATI Type: E&IT Public Domain ▼

Header Comments:

Computers from Dell Quote # 234444232. Items will be used by employees for training in Clark 200. Quote will expire on 5/31/20. Sales Rep: Abigail Smith.

32. To add another requisition line, click the  icon.

Note: Do not create a requisition line for sales/use tax. Procurement will determine the appropriate tax for the order.

Create a new requisition line if freight/shipping is \$200 or more. Accounts Payable requires a freight bill from the supplier if delivery is made by a non-common carrier (e.g. UPS or FedEx). Refer to [Invoice Criteria](#) for more information about invoice requirements.

Order Detail

| Line # | Qty | UoM | * Unit Price | Ext Amt | |
|--------|-----|-----|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 20 | EA | 800.00 | 16,000.00 | <div style="display: flex; justify-content: center; gap: 5px;"> + - </div> |

* Item Desc:

Dell Xperion computer 23100444 with 27" monitor and upgrade software package.

Line Comments:

Refer to quote for specs. Contact Jean Taylor at ext. 4-1111 in IT for access to Clark 200.

Chartfields

| Dist | * Account | * Fund | * DeptID | Program | Class | Project | * Deliver To | Quantity |
|------|----------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------|
| 1 | 660003 | 70000 | 1606 | | | | CL 0500 | 20 |
| | More... ▼ | 70000 ▼ | 1606 ▼ | More... ▼ | More... ▼ | More... ▼ | CL 050 ▼ | ▲ |

A new requisition line added.

33. Click  icon to add another requisition line. You can add as many lines as needed.

or

 icon to delete a requisition line.

Repeat steps 24 to 33 for next requisition line as needed.

Order Detail

| Line # | Qty | UoM | * Unit Price | Ext Amt | |
|--------|-----|-----|--------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 20 | EA | 800.00 | 16,000.00 |   |

* Item Desc: Dell Xperion computer 23100444 with 27" monitor and upgrade software package.

Line Comments: Refer to quote for specs. Contact Jean Taylor at ext. 4-1111 in IT for access to

| Dist | * Account | * Fund | * DeptID | Program | Class | Project | *Deliver To | Quantity | |
|------|-----------|--------|----------|---------|-------|---------|-------------|----------|-------------------------------------------------------------------------------------|
| 1 | 660003 | 70000 | 1606 | | | | CL 0500 | 20 |  |
| | More... | 70000 | 1606 | | | | CL 05C | | |

| Line # | Qty | UoM | * Unit Price | Ext Amt | |
|--------|------|-----|--------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | 0.00 | EA | 0.00 | 0.00 |   |

* Item Desc:

Line Comments:

| Dist | * Account | * Fund | * DeptID | Program | Class | Project | *Deliver To | Quantity | |
|------|-----------|--------|----------|---------|-------|---------|-------------|----------|-------------------------------------------------------------------------------------|
| 1 | 660003 | 70000 | 1606 | | | | CL 0500 | 0.00 |  |
| | More... | 70000 | 1606 | | | | CL 05C | | |

The File Upload section appears when the requisition is saved.

If any, upload support backup documentation pertaining to this request. Documentation can include:

- Scope of Work form
- Quote/estimate
- Printout of webpage showing product specification
- Correspondence
- Unsigned contract/agreement
- Vendor Data 204 Form

Note: A file can include multiple pages, but we recommend users create a separate file for each document type. This will help users easily identify and retrieve files to view.

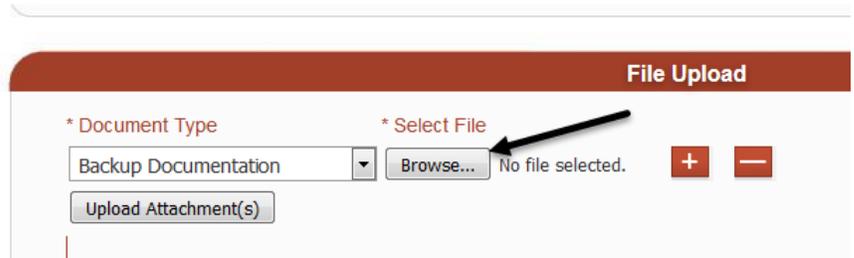
Important: If uploading an invoice, it will serve as a backup documentation for the Requisition. **It will not be forwarded to Accounts Payable by Procurement for payment.**

For payment, users are to send the invoice to Accounts Payable online using [e-Invoice](#) after the purchase order is issued.

Upload backup documentation.

34. **Document Type:** Select description for file from the dropdown menu.

35. Select file by clicking **Browse**.



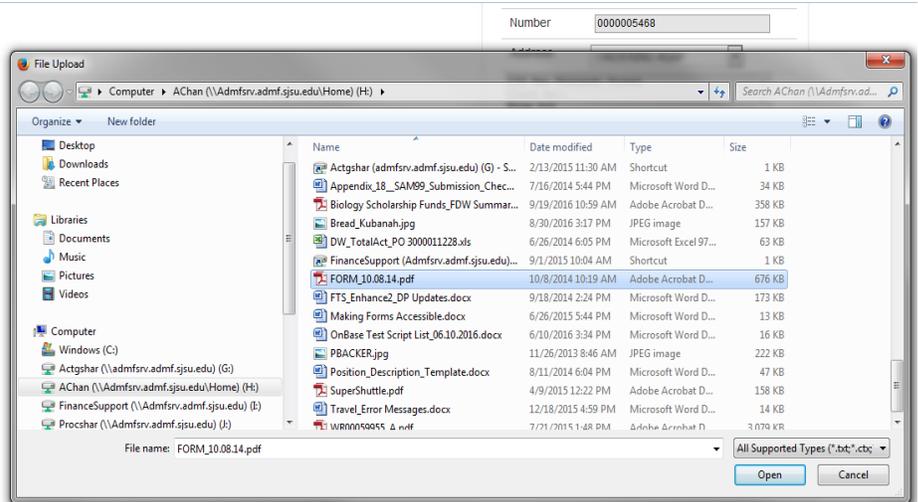
File Upload panel appears.

36. Select file to upload from your desktop.

Note: File names **cannot** contain special characters such as #, \$, and %.

Accepted file formats: pdf, txt, doc, docx, xls, xlsx, jpg, jpeg, gif, png, and bmp.

37. Click **Open**.



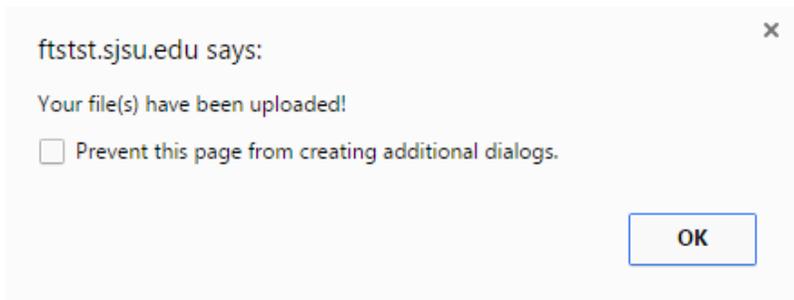
The file name displays.

38. Click **Upload Attachment(s)** to complete the upload process.



Message appears to confirm file has been uploaded.

39. Click **OK** to continue.



40. To upload more files, click  and repeat steps 34 to 40.

or

 to delete an uploaded file.



File(s) uploaded will be listed in Related Files section.

41. Click hyperlink for a file to open document

or

 to delete file.



Additional buttons appear at bottom of Requisition page.

*If **Supplier NEW** is selected as the Supplier, then you can only Save Req. The requisition **cannot** be submitted for approval until the Supplier completes registration in PaymentWorks. Skip to [Supplier New: After Supplier Completes Registration](#) section for instructions.*

42. For Supplier **other than** Supplier NEW, click the appropriate button:

- **Submit for Approval:** The requisition **Status** will change to **Pending Approval**.

An email notification will go to the Approving Official(s) who has access to the DeptID listed in the requisition. Approver will go into FTS to review and approve request.

Important: *If the primary Approving Official is not available, please directly contact the next Approver. For example, if the Department Chair is unavailable to approve, then contact the approver in the Dean's Office to do so.*

- **Cancel:** A message will appear asking if you want to cancel the request. Requisition will be cancelled and page becomes read-only. The requisition Status will change to **Cancelled**.
- **Print Req:** Use to print the requisition for your records. We recommend you use this feature to print instead of the web browser's print feature.

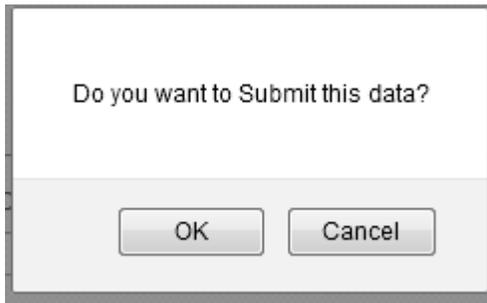
The screenshot shows a 'File Upload' dialog box with a red header. It contains a dropdown menu for 'Document Type' set to 'Backup Documentation', a 'Browse...' button, and a file name 'FORM_10.08.14.pdf' with '+' and '-' icons. Below is an 'Upload Attachment(s)' button. A section titled 'For File Upload:' includes two asterisked notes: '* The upload functionality works in browser IE 10 and above, Firefox and Chrome.' and '* Accepted most common file types for upload are pdf, txt, doc, docx, xls, xlsx, jpg, jpeg, gif, png'. Below the dialog is a button bar with four buttons: 'Save Req', 'Submit for Approval', 'Cancel', and 'Print Req'.

If **Submit for Approval** is selected, a message box appears asking if you want to submit the data.

43. Click **OK** to submit for approval

or

Cancel to return to Requisition page.



In Header Information, the **Status** section displays the activity history for the request.

Once Approving Official has approved, Status will display Approved and name of Approver and approval date. Request will feed to CFS for Procurement to process into a Purchase Order (PO).

Requisition

Header Information

Status
Submitted by Amy M A Chan on 04/26/2020
Approved by Marna Genes on 04/26/2020

Req No. WR00087682

Date 4/26/2020

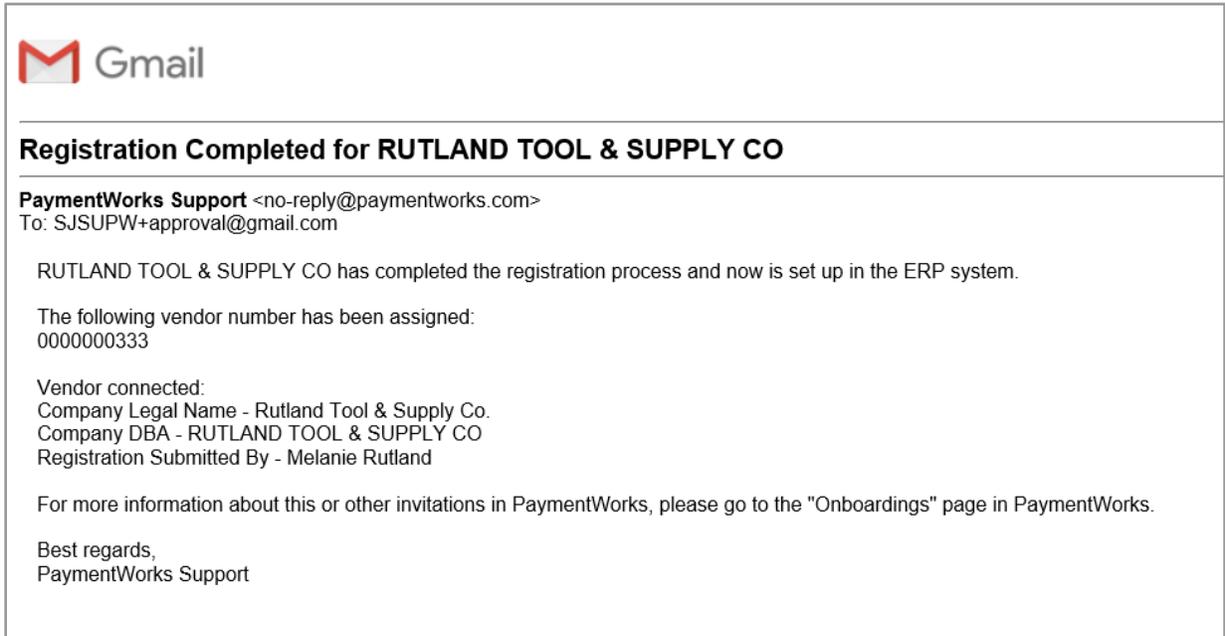
ATI Type E&IT Public Domain

Header Comments: Computers from Dell Quote # 234444232. Items will be used by employees for training in Clark 200. Quote will expire on 5/31/20. Sales Rep: Abigail Smith.

Supplier New: After Supplier Completes Registration

If **Supplier NEW** was selected in the Supplier Information on the requisition, the supplier will receive the invitation and complete their registration with PaymentWorks. After completion, the Initiator (department Requester) will receive an email informing them the supplier has completed their registration and they have been added to CFS.

This is an email to the Initiator informing them the supplier has completed onboarding. The email includes the supplier's DBA, legal name, and the CFS Supplier ID.



Update Supplier Information.

1. After receiving the email confirming supplier has completed registration process, the Initiator will return to the saved Requisition in FTS. Refer to [Search for a Requisition](#) to locate the request.

2. Update the **Supplier Information** to reflect the supplier recently added.

Go to **More** in the dropdown to search and select the supplier.

3. Click **SAVE**.

The image shows a screenshot of the "Supplier Information" form in FTS. The form has a red header with the title "Supplier Information". Below the header, there is a field for "* Name" with the value "000042333". Below that is a dropdown menu currently showing "Supplier New". A dropdown menu is open, showing a search bar and a list of suppliers: "More...", "ADVENTURES IN ADVERTISING FRANCHISE, INC", "ANDY CHEUNG", and "ASSN OF PROFESSIONAL RSCHERS - ADVCMNT".

4. Click **Submit for Approval** to send request to your Approving Official.

The Status will change from Open to Pending Approval.

Requisition

| Header Information | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Status Submitted by Amy M A Chan on 04/26/2020 Pending Approval | |
| Req No. | WR00087682 |
| Date | 4/26/2020 |
| ATI Type | E&IT Public Domain |
| Header Comments: Computers from Dell Quote # 234444232. Items will be used by employees for training in Clark 200. Quote will expire on 5/31/20. Sales Rep: Abigail Smith. | |

After the Requisition is approved by the Approving Official, the request will feed from FTS to CFS. In CFS, Procurement will process the requisition.

Approval Process

A requisition must be reviewed and approved by the department Approving Official in order for it to feed from FTS to CFS in a nightly batch process. CFS is used by Procurement to process requisitions.

In the approval process, the Approver will not be able to modify the requisition, except to upload additional backup documentation file(s).

If changes need to be made to the request, the Approver will have to cancel the requisition and the Requester will create a new one with the correct information.

If the department Approving Official approves the request, the action will be recorded as **Approved** with the Approver's name and date.

Note: If the requisition is \$50,000 or over, it will be routed to the Central Finance (CF) Officer for a second approval. The CF Official is an Approving Official within the [Finance Service Group](#). The approval action by the CF Officer will be recorded on the requisition.

After the Approving Official and if applicable, the CF Approver, the request will feed to Common Finance System (CFS) in a nightly batch process. By next day, the requisition **Status** becomes **Distributed**.

Requisition

Header Information

Status

Submitted by Amy M A Chan on 04/26/2020

Approved by Marna Genes on 04/26/2020

Req No. WR00087682**Date** 4/26/2020**ATI Type** E&IT Public Domain**Header Comments:** Computers from Dell Quote # 234444232. Items will be used by employees for training in Clark 200. Quote will expire on 5/31/20. Sales Rep: Abigail Smith.

Requisition

Header Information

Status

Submitted by Amy M A Chan on 04/26/2020

Approved by Marna Genes on 04/26/2020

Distributed

Req No. WR00087682**Date** 4/26/2020**ATI Type** E&IT Public Domain**Header Comments:** Computers from Dell Quote # 234444232. Items will be used by employees for training in Clark 200. Quote will expire on 5/31/20. Sales Rep: Abigail Smith.

Split Distribution

A split distribution allows the user to charge an item or service to two or more Chartfield string.

The example in this section is for an order for 10 computers at \$800 each. The expense will be charged to two different chartfield strings at 50% each. Each requisition line will represent one Chartfield string and the portion it is to be charged.

1. Create Line 1, by entering values in the **Order Detail** section. Enter the information for the first item and portion:

- **Quantity:** Number you want to request for this line.
- **Unit Price:** Price for each quantity.
- **Item Desc:** Provide full description of item to order (e.g. brand name, model number, and supplier's item number, service period). 264 maximum character limit.
- **Line Comments:** If needed use field to continue with line description or to provide additional info/instructions about the line.

| Line # | Qty | UoM | * Unit Price | Ext Amt | |
|--------|-----|-----|--------------|---------|-----|
| 1 | 5 | EA | 800.00 | 4000.00 | + - |

* Item Desc:
Dell Xperion computer 23100444 with 27" monitor and upgrade software package.

Line Comments:
Refer to quote for specs. Contact Jean Taylor at ext. 4-1111 in IT for access to Clark 200.

2. Under **Chartfields**, enter the first chartfield string:

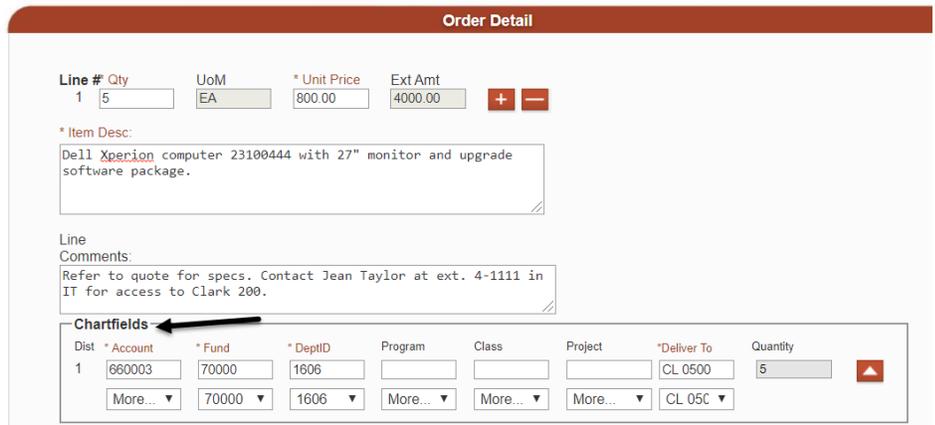
- **Account**
- **Fund**
- **DeptID**
- **Program** (optional)
- **Class** (optional)
- **Project** (optional)

- **Deliver To:** Location where items are to be delivered to by Distribution Services.

3. Click **Save**.

Line 1 is completed.

4. Click  to add Line 2.



Order Detail

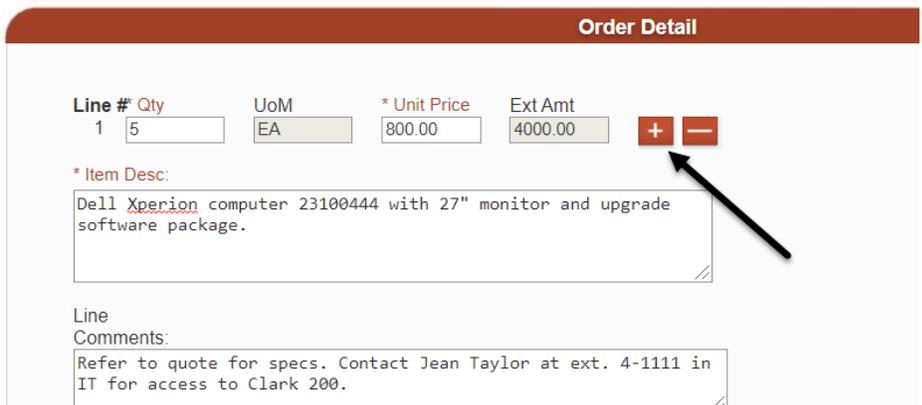
| Line # | Qty | UoM | * Unit Price | Ext Amt | | |
|--------|-----|-----|--------------|---------|---|---|
| 1 | 5 | EA | 800.00 | 4000.00 | + | - |

* Item Desc:
Dell Xperion computer 23100444 with 27" monitor and upgrade software package.

Line Comments:
Refer to quote for specs. Contact Jean Taylor at ext. 4-1111 in IT for access to Clark 200.

Chartfields

| Dist | * Account | * Fund | * DeptID | Program | Class | Project | *Deliver To | Quantity | |
|------|-----------|--------|----------|---------|---------|---------|-------------|----------|---|
| | 660003 | 70000 | 1606 | | | | CL 0500 | 5 | ▲ |
| | More... | 70000 | 1606 | More... | More... | More... | CL 05C | | |



Order Detail

| Line # | Qty | UoM | * Unit Price | Ext Amt | | |
|--------|-----|-----|--------------|---------|---|---|
| 1 | 5 | EA | 800.00 | 4000.00 | + | - |

* Item Desc:
Dell Xperion computer 23100444 with 27" monitor and upgrade software package.

Line Comments:
Refer to quote for specs. Contact Jean Taylor at ext. 4-1111 in IT for access to Clark 200.

Line 2 added.

Chartfield section will auto-populate with values from same section in previous requisition line. Update fields as needed.

Order Detail

| Line # | Qty | UoM | * Unit Price | Ext Amt | | |
|--------|-----|-----|--------------|----------|---|---|
| 1 | 5 | EA | 800.00 | 4,000.00 | + | - |

* Item Desc: Dell Xperion computer 23100444 with 27" monitor and upgrade software package.

Line Comments: Refer to quote for specs. Contact Jean Taylor at ext. 4-1111 in IT for access to

| Dist | * Account | * Fund | * DeptID | Program | Class | Project | * Deliver To | Quantity | |
|------|-----------|--------|----------|---------|-------|---------|--------------|----------|---|
| 1 | 660003 | 70000 | 1606 | | | | CL 0500 | 5 | ▲ |
| | More... | 70000 | 1606 | | | | CL 05C | | |

| Line # | Qty | UoM | * Unit Price | Ext Amt | | |
|--------|------|-----|--------------|---------|---|---|
| 2 | 0.00 | EA | 0.00 | 0.00 | + | - |

* Item Desc:

Line Comments:

| Dist | * Account | * Fund | * DeptID | Program | Class | Project | * Deliver To | Quantity | |
|------|-----------|--------|----------|---------|-------|---------|--------------|----------|---|
| 1 | 660003 | 70000 | 1606 | | | | CL 0500 | 0.00 | ▲ |
| | More... | 70000 | 1606 | | | | CL 05C | | |

5. In **Order Detail** section for Line 2, enter the information for the second portion:

- **Quantity:** Number you want to request for this line.
- **Unit Price:** Price for each quantity.
- **Item Desc:** Enter the same product/service description as entered in Line 1.
- **Line Comments:** Enter “**Split distribution for Req Line 1 (%)**”

Note: The total percentage for Line 1 and 2 must be 100%.

6. Under **Chartfields**, enter the second chartfield string:

- **Account**
- **Fund**
- **DeptID**
- **Program** (optional)
- **Class** (optional)
- **Project** (optional)
- **Deliver To:** Location where items are to be delivered to by Distribution Services.

7. Click **Save**.

Split distribution is complete.

Repeat above steps 1 to 7 if more than one line is to be split.

| Line # | Qty | UoM | * Unit Price | Ext Amt | | |
|--------|-----|-----|--------------|---------|---|---|
| 2 | 5 | EA | 800.00 | 4000.00 | + | - |

* Item Desc:
 Split distribution for Req Line 1. 50% of total to be charged to 660003-78010-1606-4716

Line Comments:

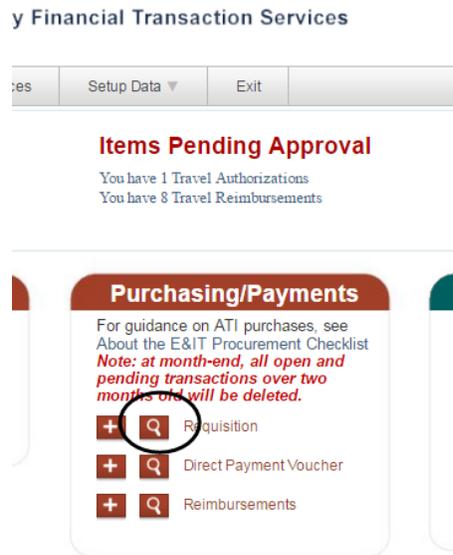
| Chartfields | | | | | | | | |
|-------------|-----------|--------|----------|---------|---------|---------|--------------|----------|
| Dist | * Account | * Fund | * DeptID | Program | Class | Project | * Deliver To | Quantity |
| 1 | 660003 | 78010 | 1606 | | 4716 | | CL 0500 | 5 |
| | More... | 70000 | 1606 | More... | More... | More... | CL 05C | |

General Features

Upload Support Backup Documentation

Additional backup documentation related to the requisition can be uploaded anytime, even after it is in Distributed status. There is no need to forward hardcopies of the requisition and backup to Procurement.

1. Refer to [Search Feature](#) for instructions to locate a requisition.



2. When the requisition has been located and on the page, scroll down to **File Upload**.



To upload support backup documentation files-

- 3. **Document Type:** Select description for the file from the dropdown menu.

Note: A file can include multiple pages, but we recommend users create a separate file for each document type. This will help users easily identify and retrieve files to view.

Important: If uploading an invoice, it will serve as a backup documentation for the requisition. **It will not be forwarded to Accounts Payable by Procurement for payment.**

For payment, users are to send the invoice to Accounts Payable online using [e-Invoice](#) after the purchase order is issued.

- 4. Click **Browse** button to select file.

The screenshot shows a web form with a 'Comments:' field at the top. Below it is a dropdown menu for 'Document Type' with the following options: Agreement, Student Placement Agreement, Amendment, Backup Documentation, Formal Solicitation File, Insurance Certificate, Lease, Quote/Proposal, Scope of Work Specification, Sole Brand/Sole Source, VPAT, and 204 Form. To the right of the dropdown is a table with columns: * DeptID (value: 1534), Program, Class, and Project. Below the table is a red header 'File Upload'. Underneath, there is a '* Select File' label, a 'Browse...' button, and the text 'No file selected.' with '+' and '-' buttons. At the bottom left of this section is an 'Upload Attachment(s)' button.

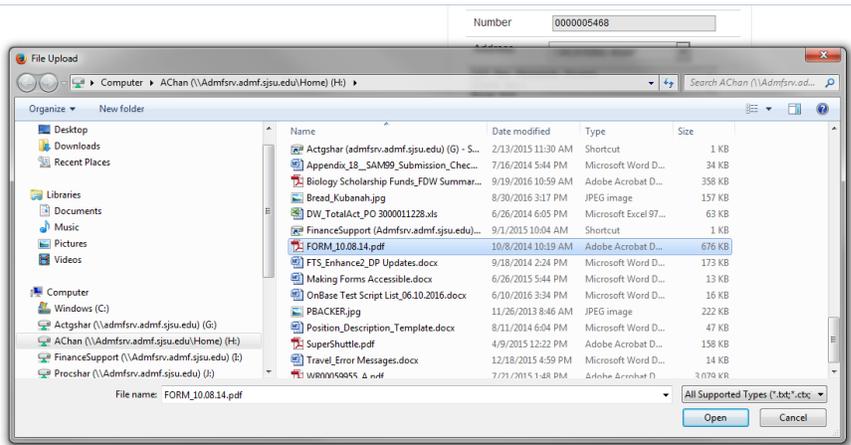
This is a close-up of the 'File Upload' section. It features a red header 'File Upload'. Below the header, there is a '* Document Type' dropdown menu with 'Backup Documentation' selected. To its right is a '* Select File' label, a 'Browse...' button, and the text 'No file selected.' with '+' and '-' buttons. An arrow points to the 'Browse...' button. At the bottom left is an 'Upload Attachment(s)' button.

File Upload panel appears.

5. Select file to upload.

Note: File names cannot contain special characters such as #, \$, and %.

6. Click **Open**.



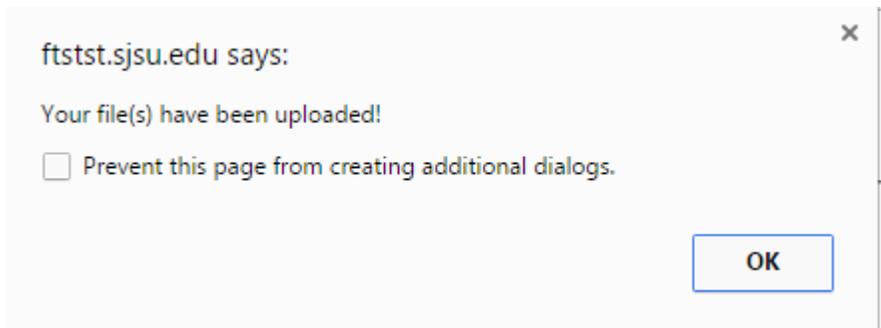
The file name displays.

7. Click **Upload Attachment(s)** to complete the upload process.



Message appears to confirm file has been uploaded.

8. Click **OK** to continue.

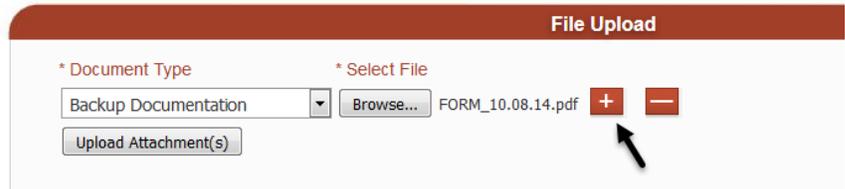


9. To upload more files, click  and repeat steps 1 to 8.

or

 to delete file upload line.

Note: If uploading file(s) for a Distributed status requisition, links to the new uploads will not appear in the requisition until the next day.

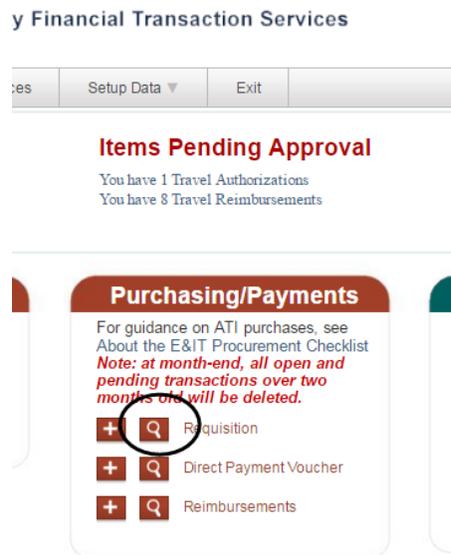


Search for a Requisition

Locate a requisition by using the search feature. Only requisitions within your DeptID access will display.

From the Main Menu:

1. Click the  button.



Section expands.

The requests displayed are associated to your DeptID access.

2. Key in or select from dropdown menu one or more values in fields:

- **ReqID:** Requisition Number
- **Name:** Name of person who created the request.
- **Supplier ID**
- **Supplier Name**
- **PO Number**
- **Status**

3. Click **Go**.

Results display.

By default, 20 lines of results display at one time.

Results display:

- **Requisition ID**
- **Requester**
- **Entered Date**
- **Status**
- **Supplier Number**
- **Supplier Name**
- **PO Number (if issued)**

Purchasing/Payments

For guidance on ATI purchases, see [About the E&IT Procurement Checklist](#)

Note: at month-end, all open and pending transactions over two months old will be deleted.

  Requisition

  Direct Payment Voucher

Voucher ID

CFS Voucher ID

Supplier Name

Supplier Number

Name

Status

Main Menu Profile Preferences Setup Data ▾ Exit

| Req ID | Entered By | Entered Date | Status | Supplier Number | Supplier Name | PO Number |
|----------------------------|---------------|--------------|-------------|-----------------|-----------------------------------|------------|
| WR00087683 | Amy M A Chan | 04/26/2020 | Open | 000005468 | DELL MARKETING LP | |
| WR00087682 | Amy M A Chan | 04/26/2020 | Approved | 000005468 | DELL MARKETING LP | |
| WR00087681 | Amy M A Chan | 04/26/2020 | Open | 000042333 | Supplier NEW | |
| WR00086771 | Ana Harris | 02/07/2020 | Distributed | 0000041713 | PAYMENTWORKS INC | 3000036616 |
| WR00085728 | Kim Gamblin | 10/29/2019 | Distributed | 0000008733 | SUGGESTED VENDOR | |
| WR00083152 | Ana Harris | 06/10/2019 | Distributed | 0000041824 | MARK ANDY PRINT PRODUCTS | 3000033578 |
| WR00083106 | Ana Harris | 06/06/2019 | Cancelled | 0000041824 | MARK ANDY PRINT PRODUCTS | |
| WR00081970 | Ana Harris | 03/28/2019 | Distributed | 0000019694 | ROBERT HALF COMPANY | 3000032124 |
| WR00081036 | Ana Harris | 01/24/2019 | Distributed | 0000041824 | MARK ANDY PRINT PRODUCTS | 3000031330 |
| WR00080759 | Ana Harris | 12/20/2018 | Distributed | 0000041824 | MARK ANDY PRINT PRODUCTS | 3000031221 |
| WR00075540 | Ana Harris | 01/19/2018 | Distributed | 0000022102 | SIERRA OFFICE SUPPLIES & PRINTING | 3000026646 |
| WR00071118 | Ana Harris | 03/27/2017 | Distributed | 0000022102 | SIERRA OFFICE SUPPLIES & PRINTING | 3000022780 |
| WR00069259 | Ana Harris | 10/10/2016 | Cancelled | 0000032242 | ASSETWORKS INC | |
| WR00064988 | Cecilia Hoang | 11/24/2015 | Cancelled | 0000001420 | A TO Z BUS SALES | |
| WR00064987 | Cecilia Hoang | 11/24/2015 | Cancelled | | | |
| WR00064448 | Ana Harris | 10/06/2015 | Distributed | 0000017509 | PRESSTEK INC | 3000016917 |
| WR00062794 | Ana Harris | 06/16/2015 | Distributed | 0000002657 | OFFICEMAX | 3000015293 |
| WR00062715 | Ana Harris | 06/10/2015 | Distributed | 0000008733 | SUGGESTED VENDOR | 3000015200 |
| WR00060866 | Jasjit Singh | 12/10/2014 | Distributed | | | 3000013891 |
| WR00059025 | Ana Harris | 06/12/2014 | Distributed | 0000017509 | PRESSTEK INC | 3000012242 |

Pages: of 2 No. of Items: Items 1 to 20 of 32 First Prev [Next](#) [Last](#)

- To display more lines or navigate between pages or results, utilize the features located at bottom of page to do so.

| | | | | | | |
|----------------------------|--------------|------------|-------------|------------|------------------|------------|
| WR00062794 | Ana Harris | 06/16/2015 | Distributed | 0000002657 | OFFICEMAX | 3000015293 |
| WR00062715 | Ana Harris | 06/10/2015 | Distributed | 0000008733 | SUGGESTED VENDOR | 3000015200 |
| WR00060866 | Jasjit Singh | 12/10/2014 | Distributed | | | 3000013891 |
| WR00059025 | Ana Harris | 06/12/2014 | Distributed | 0000017509 | PRESSTEK INC | 3000012242 |

Pages: of 2 No. of Items: Items 1 to 20 of 32 First Prev [Next](#) [Last](#)

- Click on a **Req ID** hyperlink to view the request.

| Req ID | Entered By | Entered Date | Status | Supplier Number | Supplier Name | PO Number |
|----------------------------|--------------|--------------|-------------|-----------------|--------------------------|------------|
| WR00087683 | Amy M A Chan | 04/26/2020 | Open | 0000005468 | DELL MARKETING LP | |
| WR00087682 | Amy M A Chan | 04/26/2020 | Approved | 0000005468 | DELL MARKETING LP | |
| WR00087681 | Amy M A Chan | 04/26/2020 | Open | 0000042333 | Supplier NEW | |
| WR00086771 | Ana Harris | 02/07/2020 | Distributed | 0000041713 | PAYMENTWORKS INC | 3000036616 |
| WR00085728 | Kim Gambtin | 10/29/2019 | Distributed | 0000008733 | SUGGESTED VENDOR | |
| WR00083152 | Ana Harris | 06/10/2019 | Distributed | 0000041824 | MARK ANDY PRINT PRODUCTS | 3000033578 |

The Requisition page displays.

- Click **Search** tab to return to the list of results.

Main Menu Profile Preferences **Search** Setup Data ▾ Exit

Requisition

| Header Information | | Contact Information |
|----------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------|
| Status Submitted by Ana Harris on 02/07/2020 Approved by Marna Genes on 02/07/2020 Distributed | | Requestor Harris, Ana <hr/> Phone 4089241660 |
| Req No. WR00086771 <hr/> PO Number 3000036616 <hr/> Date 2/7/2020 <hr/> ATI Type E&IT Single User | | Shipping Information <hr/> Ship to 046-RCVNG Desired Due Date 2/21/2020 |
| Header Comments: | | Supplier Information <hr/> Name PAYMENTWORKS INC Number 0000041713 |

View Uploaded Support Backup Documentation

Users can view backup documentation for requisitions submitted.

1. Refer to [Search Feature](#) for instructions to locate a requisition.

Financial Transaction Services

Setup Data ▾ Exit

Items Pending Approval

You have 1 Travel Authorizations
You have 8 Travel Reimbursements

Purchasing/Payments

For guidance on ATI purchases, see
About the E&IT Procurement Checklist

Note: at month-end, all open and pending transactions over two months old will be deleted.

- + 🔍 Requisition
- + 🔍 Direct Payment Voucher
- + 🔍 Reimbursements

2. When the requisition has been located and on the page, scroll down to **Support Documents**.
3. Click on **Document Retrieval**.

File Upload

* Document Type * Select File
 Choose File No file chosen + -

For File Upload:

- * The upload functionality works in browser IE 10 and above, Firefox and Chrome.
- * Accepted most common file types for upload are pdf, txt, doc, docx, xls, xlsx, jpg, jpeg, gif, png and bmp.

Support Documents

Document Retrieval ←

OnBase window displays.

OnBase is the imaging system used to store backup documentation associated to the request.

There are three sections on the page:

- **Folder Type:** Requisition folder (package).
- **Documents:** List of backup documents files associated to the requisition.
- **Image:** Displays file content.

The screenshot shows the OnBase interface for a requisition folder. The top navigation bar includes 'Document', 'Previous Document', and 'Next Document'. The folder name is 'PUR Requisition - WR00069641'. Below the folder name, there is a 'Documents' section with a list of files:

- PUR Quote/Proposal (WR00069641-) - 11/15/2016 4:46:37 PM
- PUR Backup Documentation (WR00069641-) - 11/15/2016 4:46:37 PM
- PUR Requisition (WR00069641-) - 11/16/2016 2:42:25 PM

The main content area displays the document content, which includes a PDF of a charter and a summary table. The summary table is as follows:

| Origin and Destination: | Charter Information: | P.O.#: 9000917825 | Charge: |
|----------------------------|-------------------------------------------------------|-----------------------------------------|-------------------------|
| San José State University | Group: WATSONVILLE RETREAT - OUTRICK Work Order #1523 | Hours: 2 | Base Charge: \$576.00 |
| Kolonika Conference Center | Dep#: 02/05/17 Time: 14:30 Bus City: 1 | Taxes: 2.88 FCS: \$43.20/Deadhead: 0.00 | |
| San Jose DELOUXE 47 PAX | Return: 02/05/17 Time: 16:30 Passenger: 47 | Extrac: 00 | Total Charges: \$600.88 |
| Kolonika Conference Center | Group: WATSONVILLE RETREAT - RETUR Work Order #1525 | Hours: 15 | Base Charge: \$576.00 |
| San José State University | Dep#: 02/05/17 Time: 11:00 Bus City: 1 | Taxes: 2.88 FCS: \$43.20/Deadhead: 0.00 | |
| San Jose DELOUXE 47 PAX | Return: 02/05/17 Time: 12:45 Passenger: 47 | Extrac: 00 | Total Charges: \$600.88 |

Below the table, there are 'Terms & Conditions' and a 'Total Transportation Charges' summary:

| | |
|------------------------------------|-------------------|
| Total Transportation Charges: | \$1,152.00 |
| Total Transportation Taxes & Fees: | \$5.76 |
| Deadhead Charges: | \$0.00 |
| Extra Services and Fees: | \$0.00 |
| Grand Total: | \$1,301.76 |
| Prepayments/Deposits: | \$0.00 |
| Balance Now Due: | \$1,301.76 |

The bottom panel presents a list of backup documentation files associated to the requisition. They identify the Document Type, Requisition Number, and date/time it was uploaded.

4. In **Documents**, click on a file to view content.

This screenshot is similar to the one above, but with a red arrow pointing to the first document in the 'Documents' list: 'PUR Quote/Proposal (WR00069641-) - 11/15/2016 4:46:37 PM'. The arrow highlights the document name and its associated date and time.

- The right side of panel displays content of the selected document file.

OnBase Document Previous Document Next Document

Folder Type: Dynamic

PUR Requisition - WR00069641

Documents

- PUR Quote/Proposal (WR00069641-) - 11/15/2016 4:46:37 PM
- PUR Backup Documentation (WR00069641-) - 11/15/2016 4:46:30
- PUR Requisition (WR00069641-) - 11/16/2016 2:42:25 PM

El Camino Charter Lines, Inc.
 212 Shaw Road, Suite # 2
 South San Francisco, CA 94080
 E-Mail: Accounting@ElCaminoCharters.com
 Tel: 650.989.2600, eFax: 650.989.9939

Master Confirmation
 Federal Authority: US-DC
 State Authority: TCP-11

Customer Information:
 SJSU
 SAN JOSE STATE UNIVERSITY

Order#: SJSU
 Terms: NET 16
 Date: 11/4/2016
 Payment Due: 2/13/2017

| Origin and Destination: | Charter Information: | P.O.#: 3000017825 | Charges: |
|------------------------------|----------------------------------------------------------------------------------|-------------------|------------------------|
| San José State University | Group: WATSONVILLE RETREAT - OUTBK Work Order: #1533 | Hours: 2 | Base Charge: \$576.00 |
| Kalifornia Conference Center | Depart: 02/05/17 Time: 16:30 Bus City: 1 Taxes: 2.88 FCS: \$43.20/Deadhead: 0.00 | | |
| Bus: DELUXE 47 PAX | Return: 02/03/17 Time: 16:30 Passengers: 47 Extras: .00 | | Total Charge: \$600.00 |
| Kalifornia Conference Center | Group: WATSONVILLE RETREAT - RETUR Work Order: #1533 | Hours: 1.75 | Base Charge: \$576.00 |
| San José State University | Depart: 02/05/17 Time: 11:00 Bus City: 1 Taxes: 2.88 FCS: \$43.20/Deadhead: 0.00 | | |
| Bus: DELUXE 47 PAX | Return: 02/05/17 Time: 12:45 Passengers: 47 Extras: .00 | | Total Charge: \$600.00 |

Terms and Conditions:
 Invoice terms - Federal regulations require the payment of this invoice on or before the due date. Failure to pay on or before the due date will result in suspension of credit, until the balance is paid. If you dispute an invoice amount, you must contest in writing within 5 days of receipt in order to validate any claim. Failure to do so will void any claim.

Total Transportation Charge
 Total Transportation Taxes & Fees
 Deadhead Charge
 Extra Services and Fees
Grand Total
 Prepayments/Deposit
Balance Now Due

Thank You For Your Order!

- A file can contain multiple pages. Click **Previous Document** or **Next Document** to change page in file.

OnBase Document Previous Document Next Document

PdfHandler.aspx 1 / 5

Folder Type: Dynamic

PUR Requisition - WR00069641

Documents

- PUR Quote/Proposal (WR00069641-)
- PUR Backup Documentation (WR000)
- PUR Requisition (WR00069641-) - 11/16/2016 2:42:25 PM

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 212 Shaw Road, Suite # 2
 South San Francisco, CA 94080
 E-Mail: Accounting@ElCaminoCharters.com
 Tel: 650.989.2600, eFax: 650.989.9939

Master Confirmation
 Federal Authority: US-DOT307130
 State Authority: TCP-102-A

Customer Information:
 SJSU
 SAN JOSE STATE UNIVERSITY

Order#: SJSU
 Terms: NET 16
 Date: 11/4/2016
 Payment Due: 2/13/2017

| Origin and Destination: | Charter Information: | P.O.#: 3000017825 | Charges: |
|------------------------------|----------------------------------------------------------------------------------|-------------------|------------------------|
| San José State University | Group: WATSONVILLE RETREAT - OUTBK Work Order: #1533 | Hours: 2 | Base Charge: \$576.00 |
| Kalifornia Conference Center | Depart: 02/05/17 Time: 16:30 Bus City: 1 Taxes: 2.88 FCS: \$43.20/Deadhead: 0.00 | | |
| Bus: DELUXE 47 PAX | Return: 02/03/17 Time: 16:30 Passengers: 47 Extras: .00 | | Total Charge: \$600.00 |
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| Bus: DELUXE 47 PAX | Return: 02/05/17 Time: 12:45 Passengers: 47 Extras: .00 | | Total Charge: \$600.00 |

- Click **Printer** icon to print page(s) in a file.

OnBase Document Previous Document Next Document

PdfHandler.aspx 1 / 5

Folder Type: Dynamic

PUR Requisition - WR00069641

Documents

- PUR Quote/Proposal (WR00069641-)
- PUR Backup Documentation (WR000)
- PUR Requisition (WR00069641-) - 11/16/2016 2:42:25 PM

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References

Accessible Technology Initiative (ATI): For information related to purchasing Electronic and Information Technology (E&IT) products. (https://www.sjsu.edu/finance/policies_guidelines/ati/index.html)

Courses: List of available Finance related training.
(<https://www.sjsu.edu/finance/financeconnect/training/training/>)

e-Invoice: Web portal used to submit PO invoices to Accounts Payable (<http://einvoice.sjsu.edu/>)

Invoice Criteria: Accounts Payable's requirements for paying an invoice.
(http://www.sjsu.edu/finance/policies_guidelines/invoice_criteria/index.html)

One.SJSU: SJSU website to log into the all applications used on campus. (one.sjsu.edu)

Procurement Pathways: A collection of processes for campus departments to follow when procuring goods and services. (<http://www.sjsu.edu/finance/financeconnect/resources/pathways/index.html>)

Requisition: (<http://www.sjsu.edu/finance/financeconnect/resources/pathways/requisition/index.html>)

Finance Systems Access Request Form: A DocuSign form used to request Finance systems access: FTS, CFS, and Data Warehouse.
(<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=86a452d7-b2bb-47a5-9821-1558df13a3e4>)

Contact

If you have any questions, please contact Finance Support at financeconnect@sjsu.edu or 4-1558.