

Modifying CFS Requisitions

You can modify a requisition any time *before* it has been approved by your fiscal agent. Changes to a requisition may include adding, canceling, or deleting lines, changing a supplier, changing or adding account codes, changing the quantity ordered, changing the price, and a variety of other changes. The only thing you can't change is the line type from Goods to Service Dollars or to Blanket, and the other way around. You can also delete or cancel an entire requisition.

You can modify a requisition with these two status types:

Incomplete the requisition has never been submitted to the approval process; it has never left your CFS account.

Rejected the requisition was rejected back to you by an approver in the process.

If the requisition's status is In Process, then the person with the requisition in their account must reject it back to you for you to make the modifications.

If the requisition's status is Approved, you'll have to check with your fiscal agent regarding your next step.

Another important thing to keep in mind when modifying a requisition is that each line has to be changed independently. There is no "global" method of making changes on a requisition. For example, if you want to change an account number on a requisition that contains five lines, you will have to change the account number on each individual line. In other words, you have to change that account number five times!

There are 5 general steps to modifying a requisition:

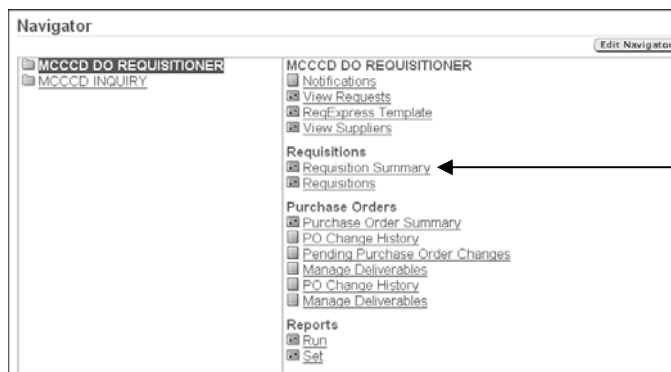
1. Find the requisition – it must be in your account to modify it.
2. Open it.
3. Modify it.
4. Save it.
5. Re-submit it to the approval process.



Find the Requisition

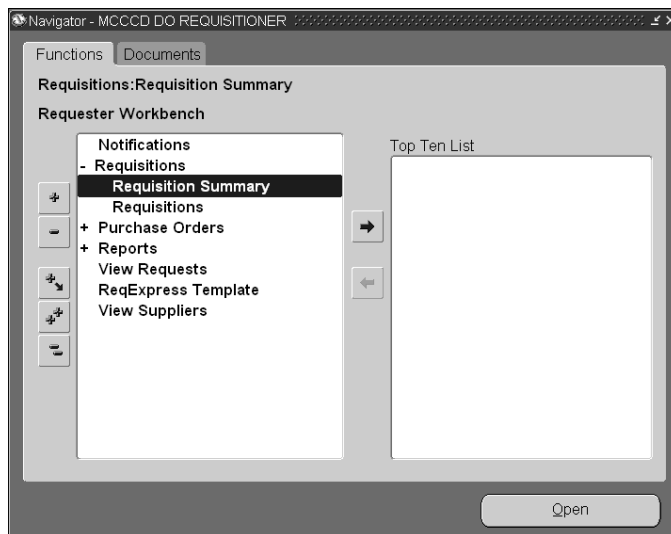
1. If you are **not** in CFS, please log in:

- Start Internet Explorer.
- In the Address field, enter the following url and press Enter.
https://cfs1.dist.maricopa.edu:8000/OA_HTML/AppsLocalLogin.jsp
- Enter your CFS username and password and press Enter.
- Click once on the MCCCD Requisitioner link.
- Below the Requisitions heading, click once on the Requisition Summary link.



1. If you **are** in CFS, close any current windows until you are back at the Navigator.

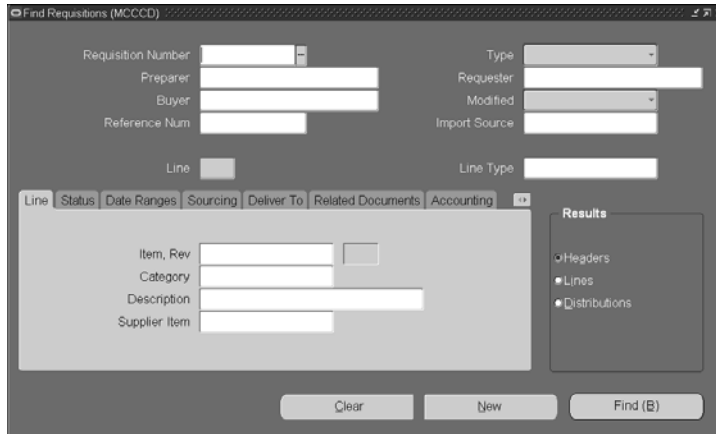
2. Double-click on Requisitions.



3. Double-click on Requisition Summary.



- The Find Requisitions form displays:



4. In the Requisition Number field, enter your requisition number, and press Enter.

- **If you do not have your requisition number:**

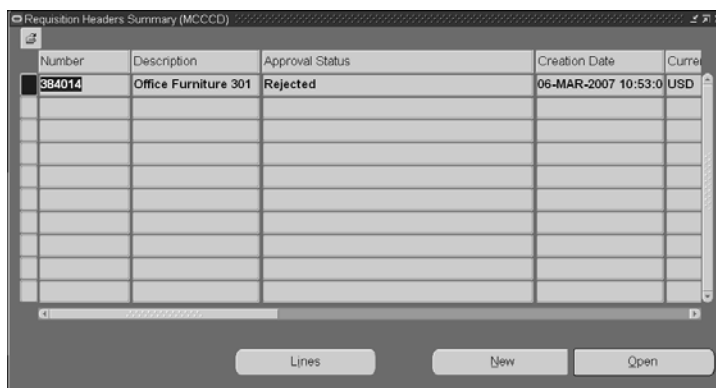
- Click in the Preparer field, enter your name, and **TAB**.
 - Enter your name in this format: Connors, Paula, and press TAB.
(Or use the List of Values to enter your name.)
- Enter information in several of the search fields, and press Enter.

- **To find Rejected requisitions:**

- Click the Status Tab (next to the Line tab).
- Click in the Approval field, select Rejected, and click Find.

• There is more information in the “Finding Requisitions” handout.

- The Requisition Headers Summary displays your found requisition:




Number	Description	Approval Status	Creation Date	Currency
384014	Office Furniture 301	Rejected	06-MAR-2007 10:53:0	USD



- To view any requisition notes, from the Tools menu, select View Action History.

Seq	Date	Rev	Action	Performed By	Note
5	06-MAR-2007 11:0		Reject	TRAIN, ONE	Please delete the add
4	06-MAR-2007 11:0		Forward	CONNORS, PAULA A.	
3	06-MAR-2007 11:0		Submit	CONNORS, PAULA A.	I have added the Shipp
2	06-MAR-2007 10:5		Reject	TRAIN, ONE	
1	06-MAR-2007 10:5		Forward	CONNORS, PAULA A.	
0	06-MAR-2007 10:5		Submit	CONNORS, PAULA A.	Please review account

- If there are any notes, they will be in the Note fields. If you cannot see an entire note, click in the Note field, and click the Edit Field icon  in the Toolbar or press Ctrl+E.

Editor

Please delete the added shipping charges. TO

OK Cancel Search

- Click OK to close the Editor window.
- Close the History window.

Number	Description	Approval Status	Creation Date	Curre
384014	Office Furniture 301	Rejected	06-MAR-2007 10:53:0	USD

Lines New Open

- To open the requisition, click the Open button.
 - Remember, you can only open the requisition if it is in your account. It can only be in your account if it is Incomplete or if it has been Rejected. (Or if someone forwarded it to you, then it is in your Notifications, not here.)
 - The requisition opens in the Requisition Summary to Requisitions form.




Change Fields on a Requisition

Almost any field on a “regular” requisition line can be modified by simply making the change in the field and saving the requisition. These line fields include Category, Description, UOM (Unit of Measure), Quantity, Price, and Need-By Date. (Account codes are changed in a different area. This is on page 7.)



The only field which cannot be changed is the *line Type of Goods*. If you need to change the Goods type to Service Dollars, you need to cancel the entire line and enter a brand new line. (Canceling a line is covered later.)

On a “blanket” requisition, UOM (Unit of Measure) and Price are auto-filled and cannot be changed. Also, the line Type of Blanket can be changed to Service Dollars and vice versa, but that is rarely needed.

1. First, find and open your requisition. (Instructions for this start on page 2.)
2. At the Items tab, click in the field that is to be changed.
3. Delete the current information and make your changes.
4. When finished making changes, save  the requisition.
5. To forward your requisition, click the Approve button.
6. Click the Forward checkbox.
7. In the Forward To field, delete Click to Pick, and enter the last name of the person to whom you are sending the requisition, and press **TAB**. If a list displays, select the appropriate name and **click OK**.
8. In the Note field, enter a note for your buyer, your supervisor, or for anyone in the approval process.
9. Click the OK button to submit your requisition to the approval process.

Note: Changing an account number and changing a Supplier are done a bit differently. We'll change account numbers next. Following that, we'll change a supplier.



Change an Account Number

An important thing to keep in mind when changing an account number for a multiple-line requisition is that the account number needs to be changed individually for each line. There is no “global” way of making the change for the entire requisition.

1. First, find and open your requisition. (Instructions for this are on page 2.)
2. At the Items tab, click on the line of the account code you want to change.

The screenshot shows a table with columns: Num, d-By, Tax Code, Amount, Charge Account, and Secondary UOM. The Charge Account field is highlighted and has a callout box labeled "Charge Account" pointing to it. A scroll bar is visible on the right side of the table, with a callout box labeled "Scroll Bar" pointing to it.

Num	d-By	Tax Code	Amount	Charge Account	Secondary UOM
1	IAR-2007 00:0		300.00	110-700-151090-54100-000	
2	IAR-2007 00:0		250.00	110-700-151090-54100-000	
3	IAR-2007 00:0		250.00	110-700-151090-54100-000	
4	IAR-2007 00:0		64.80	110-700-151090-54100-000	
5	IAR-2007 00:0		75.00	110-700-151090-54100-000	

- Use the scroll bar to scroll right to view the Charge Account field.
- Notice that the Charge Account is grayed out. This means you cannot change it here. Account codes need to be changed in the Distributions window.

3. Click the Distributions button at the bottom of the form:

The screenshot shows a requisition form with fields for Destination Type (Expense), Requester (CONNORS, PAULA A.), Organization (MCCCD), Location (DO), Source (Supplier), Supplier (FURNITURE DESIGN SOLU), Site (PHOENIX), Contact (NOLEN, MICHAEL), and Phone (602 442-0428). At the bottom, there are buttons for Catalog..., Distributions, and Approve... A callout box labeled "Distributions Button" points to the Distributions button.

- The Distributions window displays:

The screenshot shows the Distributions window for requisition 384014. It contains a table with columns: Num, Quantity, Charge Account, Recovery Rate, GL Date, and Budget Account. The Charge Account field is highlighted and has a callout box pointing to it. Below the table, there are fields for Account Description, Charge, Budget, Accrual, and Variance.

Num	Quantity	Charge Account	Recovery Rate	GL Date	Budget Account
1		110-700-151090-54100-000-00		06-MAR-2007	110-700-151090-5410

Account Description:
 Charge: GENERAL OPR-DIST-TRAINING SERV
 Budget: GENERAL OPR-DIST-TRAINING SERV
 Accrual: GENERAL OPR-DIST-TRAINING SERV
 Variance: GENERAL OPR-DIST-TRAINING SERV

4. Click in, or Tab to, the Charge Account field.




5. Click the List of Values icon.

Charge Account

FUND	110	GENERAL OPR FUND
UNIT	700	DISTRICT OFFICE
CHARGE CENTER	151090	TRAINING SERVICES
OBJECT CODE	54100	GENERAL SUPPLIES
SUB OBJECT	0000	NONE
GRANT	00000	NONE
TBD_0	000	Default for tbd_0
PROJECT	000000	NONE
PROGRAM	00000	NONE
TBD_1	00000	NONE
TBD_2	00000	NONE

OK Cancel Combinations Clear Help

6. Make your changes and click OK or press Enter.
7. Click the X close box of the Distributions window.
8. If there are more account codes to change, repeat steps 2-7.
9. When finished making changes, save  the requisition.
10. To forward your requisition, click the Approve button.

Approval

Submit for Approval

Forward

Forward From

Approval Path

Forward To

Note

Change Summary

11. Click the Forward checkbox.
12. In the Forward To field, delete Click to Pick, and enter the last name of the person to whom you are sending the requisition, and press **TAB**. If a list displays, select the appropriate name and **click OK**.
13. In the Note field, enter a note for your buyer, your supervisor, or for anyone in the approval process.
14. Click the OK button to submit your requisition to the approval process.



Change a Supplier (Vendor)

An important thing to keep in mind when changing a supplier (vendor) for a multiple-line requisition is that the supplier needs to be changed individually for each line. There is no “global” way of making the change for the entire requisition.

1. First, find and open your requisition. (Instructions for this start on page 2.)
2. At the Items tab, click on the first line of the requisition.

Requisition Summary to Requisitions (MCCCD) - 394014


Number: 394014 Type: Purchase Reqt Preparer: CONNORS, PAULA A.
Description: Office Furniture 3 Status: Rejected Total: USD 1,089.80

Lines	Source Details	Details	Currency
1			
2			
3			
4			
5			

Destination Type: Expense
Requester: CONNORS, PAULA A.
Organization: MCCCD
Location: DO
Subinventory:

Source: Supplier
Supplier: FURNITURE DESIGN SOL
Site: PHOENIX
Contact: NOLEN, MICHAEL
Phone: 602 442-0428

Buttons: Catalog, Distributions, Approve...

3. In the bottom-right corner of the form, click in the Supplier field.
4. Delete the contents in the Supplier field.
5. Click, or tab, in the Site field and the contents will auto-delete.
- This action also auto-deletes the contents in the Contact and Phone fields.
6. Click back in the Supplier field.
7. Click the List of Values icon  ... or press Ctrl+L.

Suppliers

Enter a partial value to limit the list, % to see all values.
Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

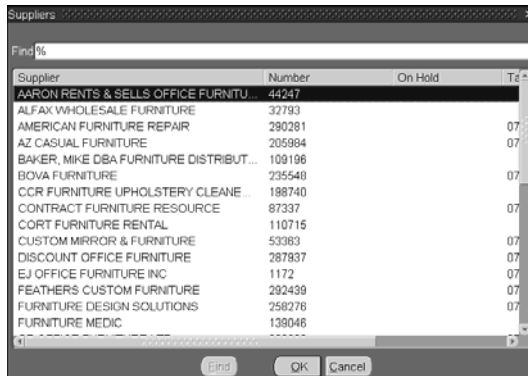
Find: _____


Supplier	Number	On Hold	Tax
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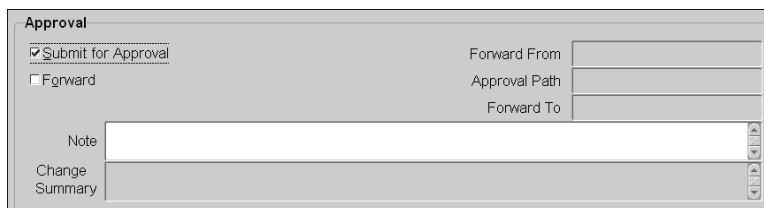
Buttons: Find, OK, Cancel



- In the Find field, enclosed in % signs, enter a key word of the supplier name, and then press Enter. For example, %furniture%.



- Double-click your new supplier.
- Click in the Site field, and click the List of Values. If necessary, select a site.
- Click in the Contact field, and click the List of Values. If there's no list, leave blank.
- Click in the Phone field, and click the List of Values. If there's no number, leave blank.
- For a multiple line requisition, place your cursor on the next line of the requisition and repeat steps 3-12.
- When finished making changes, save  the requisition.
- To forward your requisition, click the Approve button.



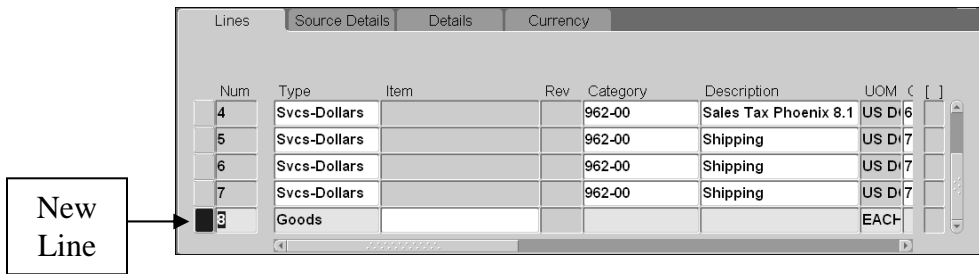
- Click the Forward checkbox.
- In the Forward To field, delete Click to Pick, and enter the last name of the person to whom you are sending the requisition, and press **TAB**. If a list displays, select the appropriate name and **click OK**.
- In the Note field, enter a note for your buyer, your supervisor, or for anyone in the approval process.
- Click the OK button to submit your requisition to the approval process.




Add a Line

To add new lines to a requisition, it is best to set or edit preferences. Preferences are default options that will be applied to each new line. Although you set preferences when you created the requisition, these preferences were saved with the requisition, and are no longer available in the system temporary buffer.

1. First, find and open your requisition. (Instructions for this start on page 2.)
2. From the Tools menu, select Preferences.
3. Enter or edit your preferences. (See the “Creating Requisitions” handout for more info.)
4. Click the Apply button, and close the Preferences window.
5. At the Items tab, click in the Num field of the new line.



6. Continue to enter information into the respective fields of that line.
7. Save  the requisition.
8. To forward your requisition, click the Approve button.

Approval

Submit for Approval
 Forward

Forward From: _____
Approval Path: _____
Forward To: _____

Note: _____
Change Summary: _____

9. Click the Forward checkbox.
10. In the Forward To field, delete Click to Pick, and enter the last name of the person to whom you are sending the requisition, and press **TAB**. If a list displays, select the appropriate name and **click OK**.
11. In the Note field, enter a note for anyone in the approval process if needed.
12. Click the OK button to submit your requisition to the approval process.



Delete vs Cancel a Line

You can only delete lines on an Incomplete requisition – a requisition that has never left your account. Once the requisition has been submitted to the approval process, you can only cancel lines. Deleting a line is on page 16.

Cancel a Line


Requisition lines in any stage of the approval process (before your fiscal agent approves the requisition) can be canceled by *anyone*.

1. First, find your requisition. (Instructions for this start on page 2.)



Number	Description	Approval Status	Creation Date	Currency
384014	Office Furniture 301	Rejected	06-MAR-2007 10:53:0	USD

- Do not open your requisition.
 - If your search results provide multiple requisitions, Down Arrow to the requisition that contains the lines you want to cancel.
2. Click the Lines button to view the lines on the requisition.

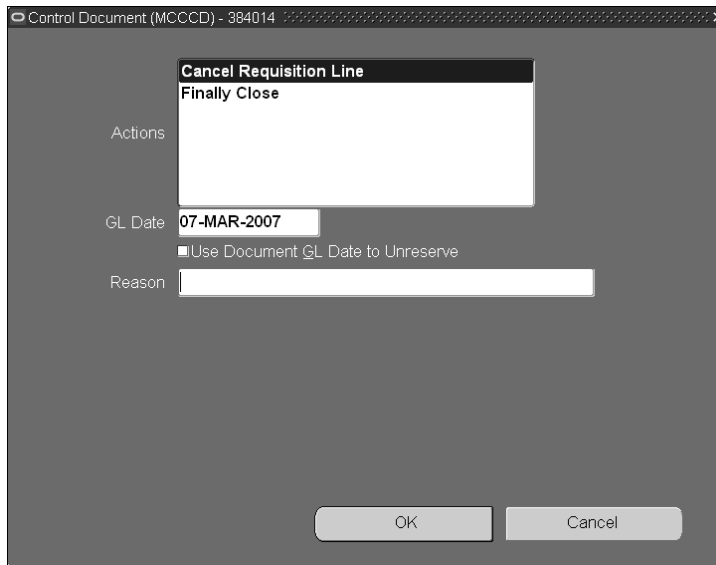


Requesting Org	Number	Line	Rev	Item	Description	Category
	384014	1			Item #245, Desk, Cherrywood	425-00
	384014	2			Item # 3874, Swivel Chair, Gra	425-00
	384014	3			Item # 4567, Bookcase, Cherr	425-00
	384014	4			Sales Tax Phoenix 8.1 %	962-00
	384014	5			Shipping	962-00
	384014	6			Shipping	962-00
	384014	7			Shipping	962-00

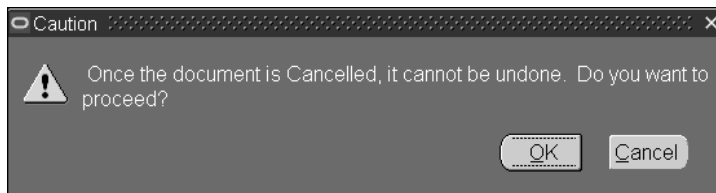
3. Down Arrow to the line you want to cancel.



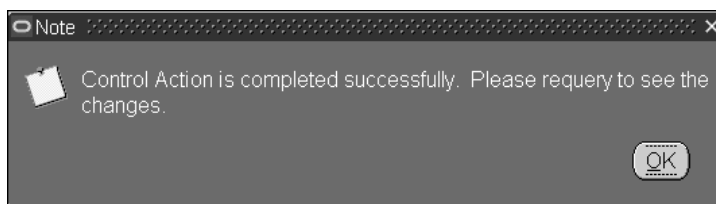
4. From the Tools menu, select Control.



- The Cancel Requisition Line option is already selected.
5. In the Reason field, enter a reason for canceling the line, and click OK.



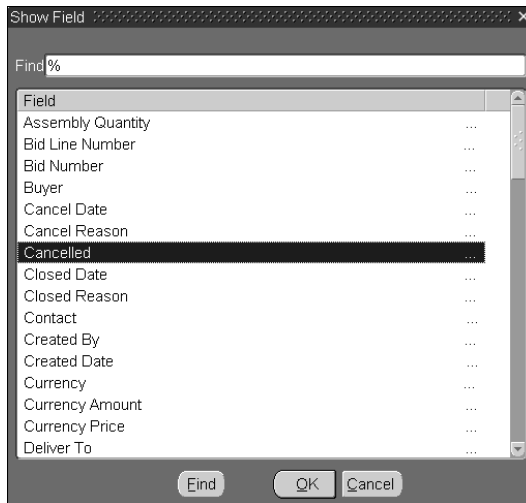
- This note warns you that this action cannot be undone.
6. Click OK.



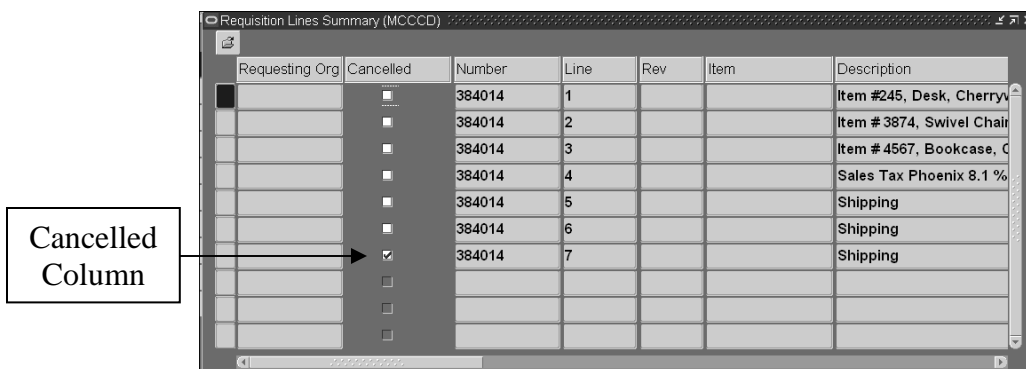
- This note says you can see the canceled changes when you perform the search again. However, it doesn't work that way. There are some steps you need to take to see the canceled line status. A simple requery doesn't do it. These steps are on the next page.
 - You can see the change if you Open the requisition – if the requisition is in your account.
7. Click OK.



8. To see the canceled changes, close the Lines Summary, and close the Headers Summary to return to the Find Requisitions window.
9. Click Find to requery your requisition.
10. Click the Lines button.
 - Your canceled line is still listed.
11. From the Folder menu, select Show Field, then select Cancelled, and click OK.



- The Cancelled column displays a checkmark in the line you cancelled:



12. Close all the windows.



Delete vs Cancel a Requisition

You can only delete an Incomplete requisition – a requisition that has never left your account. You cannot cancel an Incomplete requisition. Once the requisition has been submitted to the approval process, you can only cancel it and not delete it.

Cancel a Requisition


Requisitions in any stage of the approval process (before your fiscal agent approves the requisition) can be canceled by *anyone*. Make sure you are canceling the right requisition!

1. First, find your requisition. (Instructions for this start on page 2.)



Number	Description	Approval Status	Creation Date	Currency
384014	Office Furniture 301	Rejected	06-MAR-2007 10:53:0	USD

- Do not open your requisition.
 - If your search results provide multiple requisitions, Down Arrow to the requisition you want to cancel.
2. Click the Lines button to view the lines on the requisition.

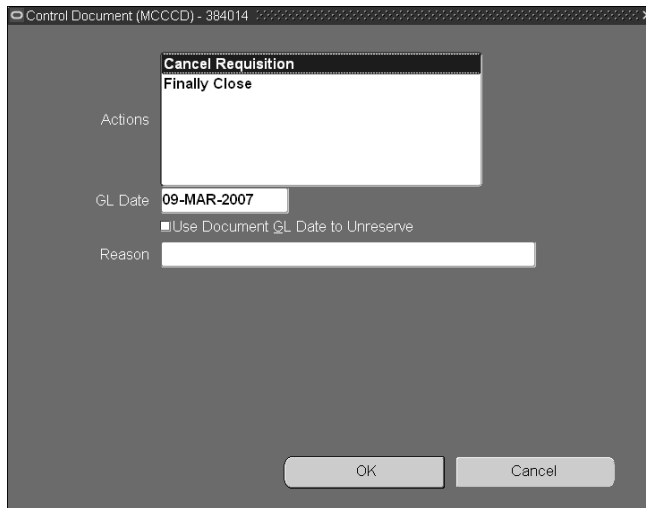


Requesting Org	Number	Line	Rev	Item	Description	Category
	384014	1			Item #245, Desk, Cherrywood	425-00
	384014	2			Item # 3874, Swivel Chair, Gra	425-00
	384014	3			Item # 4567, Bookcase, Cherr	425-00
	384014	4			Sales Tax Phoenix 8.1 %	962-00
	384014	5			Shipping	962-00
	384014	6			Shipping	962-00
	384014	7			Shipping	962-00

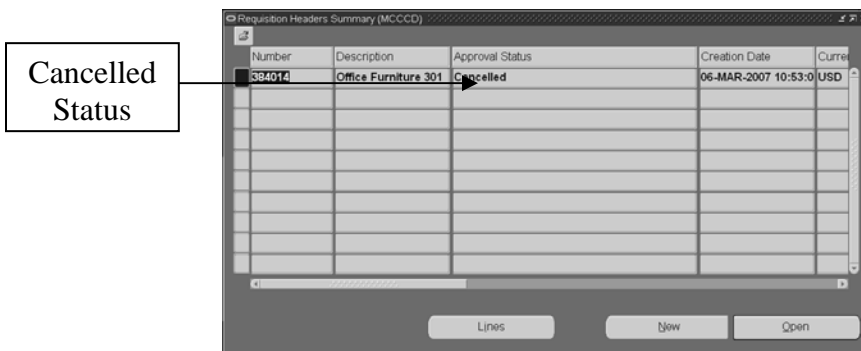
3. After making sure this is the requisition you want to cancel, close this Lines Summary and return to the Headers Summary.



4. From the Tools menu, select Control.



- The Cancel Requisition option is already selected.
5. In the Reason field, enter a reason for canceling the requisition, and click OK.
- A note warns you that this action cannot be undone.
6. Click OK.
- A note says you can see the canceled requisition when you perform the search again.
7. Click OK.
8. To see the canceled requisition, close the Headers Summary.
9. In the Find Requisitions window, click Find to requery your requisition.



- The Approval Status is now Cancelled.

10. Close all the windows.

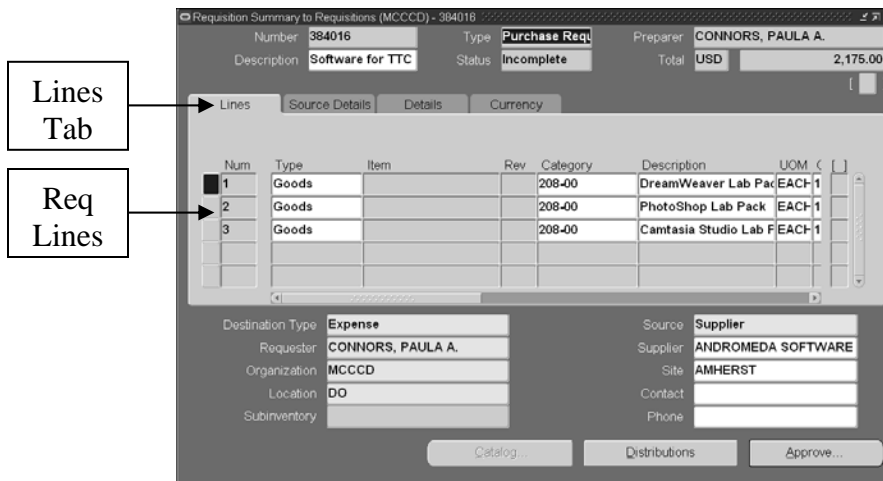


Delete vs Cancel a Line

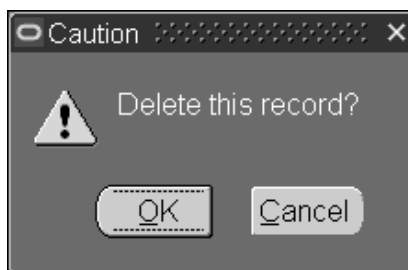
You can only delete lines on an Incomplete requisition – a requisition that has never left your account. Once the requisition has been submitted to the approval process, you can only cancel lines. Canceling a line is on page 11.

Delete a Line

1. First, find and open your requisition. (Instructions for this start on page 2.)



2. At the Lines tab, click on the requisition line you want to delete.
3. From the Edit menu, select Delete.



- A caution note asks if you want to delete this record.
4. Click OK.
 5. Save your requisition.



Delete vs Cancel a Requisition

You can only delete lines on an Incomplete requisition – a requisition that has never left your account. Once the requisition has been submitted to the approval process, you can only cancel lines. Canceling a line is on page 11.

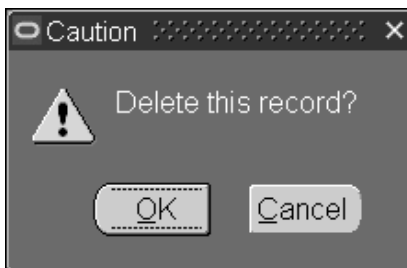
Delete a Requisition


1. First, find and open your requisition. (Instructions for this start on page 2.)

Header Fields

Num	Type	Item	Rev	Category	Description	UOM
1	Goods			208-00	DreamWeaver Lab Pac	EACH-1
2	Goods			208-00	PhotoShop Lab Pack	EACH-1
3	Goods			208-00	Camtasia Studio Lab F	EACH-1

- Your cursor is already in a Header field. (It is in the Type field.)
2. From the Edit menu, select Delete.

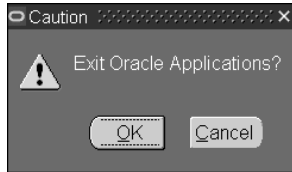


- A caution note asks if you want to delete this record.
3. Click OK.
 4. Save  the deletion.
 5. Close all your windows.

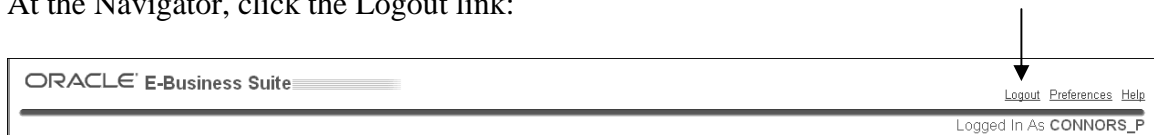


To Exit CFS

1. In the upper-right corner, click the Oracle red X.
2. When prompted to exit Oracle Applications, click OK.



3. Close the JInitiator applet window.
4. At the Navigator, click the Logout link:



5. At the Login page, click the red X to close your session.

