# Table of Contents

Overview .................................................................................................................................................................... 1  
Training ...................................................................................................................................................................... 1  
Request Access to FTS ............................................................................................................................................. 1  
Log into FTS............................................................................................................................................................... 1  
Create a Requisition................................................................................................................................................... 4  
  Approval Process ........................................................................................................................................... 23  
  Split Distribution............................................................................................................................................. 24  
General Features ..................................................................................................................................................... 28  
  Upload Support Backup Documentation ................................................................................................. 28  
Search for a Requisition ....................................................................................................................................... 31  
  View Uploaded Support Backup Documentation ..................................................................................... 34  
References ............................................................................................................................................................... 37  
Contact ..................................................................................................................................................................... 37
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, Contracts and Purchasing Services 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

Employees who need FTS access to create a Requisition, Vouchers (Direct Payment and Employee Reimbursement) and Budget/Expense Transfers must complete the Introduction to Finance class (Course No.: FIN009). Approving Officials who need access to approve requests submitted in FTS are required to complete the Finance Overview for Managers class (Course No.: FIN007). Enroll in a session in MySJSU (PeopleSoft). Refer to Courses for more information about training offered by Finance.

Request Access to FTS

Access to FTS can be requested by completing the System Access Request form and returning it to CMS Security, Extended Zip 0042.

Log into FTS

Use your SJSUOne account to login to FTS. If you do not know your SJSUOne login information, contact IT Help Desk for assistance- website: http://its.sjsu.edu/services/sjsuone/ email ithelpdesk@sjsu.edu / or phone 4-1530.
1. Go to [MySJSU](https://mysjsu.sjsu.edu).

2. Click [FTS](https://fts.sjsu.edu) hyperlink.

The SJSUOne login page displays.

3. Enter your [SJSUOne ID](https://mysjsu.sjsu.edu) and [Password](https://mysjsu.sjsu.edu).

4. Click [Log In](https://fts.sjsu.edu) button.
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:

   - **Purchasing/Payments**
   - **Travel** (All SJSU employees have access this module.)
   - **Expense Adjustments** (Depending on your system access)
   - **Transfers** (Depending on your system access.)
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.

In Purchase/Payments module:

1. Click the red + 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**: The system will assign a number when the requisition is saved.

- **Date**: Creation date.
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.

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

Use this field to provide special instructions to Contracts and Purchasing Services or additional information about the order.

**Contact Information:**

4. Select the **Requester** from the dropdown menu (User Preference List). Do not key in the name.
5. If Requester is not in your dropdown menu, select **More** option.

   *Note: Turn off web browsers pop-up blocker first.*

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**User Preferences Search Criteria box appears.**

6. 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,

7. Click **Search**.

---

**Search Results appears.**

8. 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.*
9. Enter the Requester's **Phone** number.

**Shipping Information:**

10. **Ship to:** Defaults to 048-RCVG (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.
Supplier Information:

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

or

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

Note: The Name field cannot be left blank. If supplier is not found in FTS or if you do not have a supplier, then select Suggested Vendor (ID: 0000008733) from the User Preferences List.

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 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.

Note: If supplier is not found, select Suggested Vendor (ID: 0000008733).

Address for selected supplier displays.

16. If the address is not correct, click the dropdown menu in Address field to select a different address for supplier.

Note: Use Header Comments field to provide supplier name and address if the address you have is not in our database or if Suggested Vendor is selected.
Order Detail:

17. 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.

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:

18. Use the to show/hide the dropdown boxes below fields.
19. 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.

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

21. Click Search.
The Search Results appears.

22. 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.

23. 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.

24. Click Save Req to save entry

or

Cancel the requisition and the page becomes read-only and Status changes to Cancelled.
If the requisition is successfully saved, a **Req No.** will be assigned by the system. Record the Req. No. for your reference.

25. To add another requisition line, click the **+** icon.

**Note:** Do not create a requisition line for sales/use tax. Contracts and Purchasing Services will determine the appropriate tax for the order.

If there is freight/shipping totaling of $200 or more, create a requisition line for it. 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.
A new requisition line added.

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

or

 icon to delete a requisition line.

27. Repeat steps 17 to 24 for completing a requisition line.
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 Contracts and Purchasing Services 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.

28. Document Type: Select description for file from the dropdown menu.
29. Select file by clicking **Browse**.

File Upload panel appears.

30. 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.

31. Click **Open**.

The file name displays.

32. Click **Upload Attachment(s)** to complete the upload process.
Message appears to confirm file has been uploaded.

33. Click **OK** to continue.

34. To upload more files, click **+** and repeat steps 27 to 32.

or

**−** to delete an uploaded file.

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

35. Click hyperlink for a file to open document

or

**−** to delete file.
Additional buttons appear at bottom of Requisition page.

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

37. 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.
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 Contracts and Purchasing Services 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.
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 $1800 each. The expense is being funded by two chartfield strings. 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.
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 complete.**
4. Click \( + \) to add Line 2.

Line 2 added.
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 funding for 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 same steps if more than one line is to be split.
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 Contracts and Purchasing Services.

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 Contracts and Purchasing Services 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.
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 the value for one or more 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.
4. To display more lines or navigate between pages or results, utilize the features located at bottom of page to do so.

5. Click on a Req ID hyperlink to view the request.

The Requisition page displays.

6. Click Search tab to return to results list.
View Uploaded Support Backup Documentation

Users can view backup documentation for requisitions submitted.

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 Support Documents.

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

4. In **Documents**, click on a file to view content.
5. The right side of panel displays content of the selected document file.

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

7. Click Printer icon to print page(s) in a file.
References

**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)

**MySJSU:** IT website to log into the all applications used on campus. (http://my.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)

Contact

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