

Step	Action
1	The fiscal year runs from July 1 <sup>st</sup> to June 30 <sup>th</sup> . Purchase Orders, unless allocated to CAPTL or SPNSR funds, cannot extend for more than one year and/or past June 30 <sup>th</sup> . Therefore, most recurring services set up on Purchase Orders must be reentered and renewed every fiscal year.
2	New fiscal year requisitions can be entered prior to July 1 <sup>st</sup> . Notifications will be sent to campus when the advanced entry of new fiscal year requisitions can begin in PeopleSoft Financials.
3	Functionality is available to copy requisitions from previous years to facilitate easier entry of the renewal orders. However, if time permits, copying is not recommended, especially for requisitions allocated to SPNSR funds. The copy functionality can inadvertently pick up unused data which may cause change order or closure issues with the order at a later time.
4	To copy an existing requisition, navigate to the <b>eProcurement tile</b> from the PeopleSoft Financial homepage and select <b>Manage Requisitions</b> .
	○       ○
	Approvals     P-Card     Cash Receipts     Sconer/Track Homepage       Image: Comparison of the second s
5	From Manage Requisitions, locate the requisition to be copied. Note that you can narrow down your requisitions by using the filters at the top to show those with a particular Org or Supplier.
	← I ③ ♀ eProcurement Manage Requisitions
	Search Requisitions       contrast below and click the Search button.         Business Unit OUHSC       Requisition Name         Requisition ID       Request State         Date From 07/01/2024       Date To 03/28/2025         Requester       Entered By         Supplier       Po ID
	Search     Clear     Show Advanced Search       Requisitions     ??       To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.
	Req ID         Requisition Name         BU         Date         Request State         Budget         Total           0000036046         0000036046         0UHSC         11/05/2024         Partially Received         Valid         6,078.08 USD [Select Action] < Go
	00000037796         0000037796         0UHSC         03/24/2025         Pending         Valid         10.00         USD         [Select Action]         Go



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	Requisitions ② To view the lifespan and line items for a requisition, click the Expand triangle icon.
	To edit or perform another action on a requisition, make a selection from the Action dropolym list and click Go.           Req ID         Requisition Name         BU         Date         Request State         Budget           0000036046         0000036046         OUHSC         11/05/2024         Partially Received         Valid         6,078.08         USD         Select Action         Go
	Create New Requisition Review Change Request Review Change Tracking Manage Receipts Edit Process Return Receive View Print [Select Action]
	The requisition details will need to be updated to reflect the agreement for the new fiscal year. Changes may include updating the requisition name, adding lines, deleting lines, or updating quantities and/or amounts.
	Hint: To update <b>amounts</b> or <b>quantities</b> , click on the <b>name of the description</b> to return to edit requisition page. More information on this process can be found in the <b>Change Orde</b> aid.
	Review the item information and submit the reg for approval.
	Requisition Summary Business Unit OUHSC Q OU Health Sciences Center Requisition Name [FY26 Checks]
	*Requester 506696 Q *Currency USD
	Carl Summary: Total Amount 500:00 USD Expand lines to review shipping and accounting details
	Requisition Lines © Line Description Supplier Quantity UOM Price Total Details Comments Delete
	Clinic Check Print by Client BOTTOMLINE 1.00 Batch Lot 500.00 500.00 Edit II TECHNOLOGIES INC
	Select All / Deselect All Select lines to:
	Total Amount 500.00 USD Shipping Summary
	Edit for All Lines         RP865_0560         Invoice Email Address
	Address 865 RESEARCH PK/VY ROOM 0560 Supplier Email Address OKLAHOMA CITY, OK 73104-3609 Decise 20 High File
	Previous PC Number
	Attention To Comments Event/Service Start Date
	Attention To Comments Event/Service Start Date
	If the accounting information needs to be changed for the new fiscal year, click the Select All/Deselect All hyperlink and then the Mass Change hyperlink to update the accounting information for all requisition lines.
	If the accounting information needs to be changed for the new fiscal year, click the Select All/Deselect All hyperlink and then the Mass Change hyperlink to update the accounting information for all requisition lines.
	If the accounting information needs to be changed for the new fiscal year, click the Select All/Deselect All hyperlink and then the Mass Change hyperlink to update the accounting information for all requisition lines.
	If the accounting information needs to be changed for the new fiscal year, click the Select All/Deselect All hyperlink and then the Mass Change hyperlink to update the accounting information for all requisition lines.         Cart Summary: Total Amount 750.00 USD         Expand lines to review shipping and accounting details         Requisition Lines @         Line       Description         Suppler       Quantity         UOM       Price         Total       Details
	Attention To Comments       Event/Service Start Date         If the accounting information needs to be changed for the new fiscal year, click the Select All/Deselect All hyperlink and then the Mass Change hyperlink to update the accounting information for all requisition lines.         Cert Summary: Total Amount 750.00 USD         Expendition Lines ()         Line Description       Supplier         Quantity       UOM         Price       Total         Details       Comments         Details       Comments         Line       Description         Supplier       Quantity         1       get PCM Check Print by Client
	If the accounting information needs to be changed for the new fiscal year, click the Select All/Deselect All hyperlink and then the Mass Change hyperlink to update the accounting information for all requisition lines.         Cart Summary: Total Amount 750.00 USD         Expand lines to review shipping and accounting details         Requisition Lines @         Line       Description         Suppler       Quantity         UOM       Price         Total       Details         Comments       Delete         I graph PCM Check Print by Client       BOTTOMLINE         TECHNOLOGIES INC       1.00         Batch Lot       250.00         Stoppies       BTOM NUNKE         TECHNOLOGIES INC       1.00         Batch Lot       250.00
	If the accounting information needs to be changed for the new fiscal year, click the Select All/Deselect All hyperlink and then the Mass Change hyperlink to update the accounting information for all requisition lines.
	Attention To Comments       Event/Service Start Date       Image: Comments       Comments       Event/Service Start Date       Image: Comments       Comments



	Cart Summary: Total Amount 750.00 USD								
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	CM Check Print by Client	BOTTOMLINE	1.00	Batch Lot	500.00	500.00		Edit	
	PCM Envelopes	BOTTOMLINE TECHNOLOGIES INC	1.00	Batch Lot	250.00	250.00		$\heartsuit$ Add	Î
	Select All / Deselect All	Select lines to:		Delete Select	ed 🖏 Ma	ss Change			
					Total Amount	750.00 USD			
10	The Line Details checkbox, and cli	popup will appear and ck <mark>OK</mark> .	from h	ere, sele	ect the Fi	scal \	ear Re	enewa	l
	Line Details								×
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	No Image Line	1 음 <sup>와</sup> PCM Check Print by Client		Li	ine Status Op	en			
	✓ Item Details (2)				Waiting on Bid				
	Physic	cal Nature Services ~			Fiscal Year Rei	iewal			
	OK Cancel								
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11	Note that the Fise	cal Year Renewal box	only ne	eds to b	e check	ed for	the first	t line o	of the
	requisition, even i	if multiple lines exist.							
12	Once the renewa	I box is checked the o	ptions t	o <b>budae</b>	t check	or sul	omit the	e reai	uisition
12	Once the renewa disappear. This is PeopleSoft Finan indicates for Proc	l box is checked, the o s intentional because u cials, budget checking surement which requisit	ptions t ntil the will fail tions ha	o <b>budge</b> new fisc for ever ive been	<b>t check</b> al year b y renewa submitte	or <b>sul</b> udget al requ ed for	omit the is avail iisition. renewa	e requ lable i This l Il, allo	iisition n box also wing
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	Shipping Summary			
	Lines			
	Ship to Location Address	RP865_0560 865 RESEARCH PKWY	Invoice Email Address	
		ROOM 0560	Supplier Email Address	
	Attention To	OKLAHOMA CITY, OK 73104-3609	Previous PO Number	
	Comments	Randy Requester	Event/Service Start Date	ji ji
15	Supplier Email Add OU Marketplace ord sent to once the PO	dress is a required field lers. This is the supplie process is complete.	d for regular requisitio r email address that t	ns, but it is not required for he Purchase Order will be
16	Previous PO Numb	<b>er</b> is an optional field b	out should be used to	indicate the previous
	Purchase Order nur	nber. The field can also	be used to list a mor	re relevant RFP number,
	relevant documenta	tion is not attached to t	the new order or if sim	nilar orders need to be
	distinguished from c	thers.		
17	Event/Service Star	<mark>t Date</mark> is an optional fie	eld that can be used to	o indicate when an event is
	occurring or when a	service agreement is a	anticipated to begin. I	he calendar field is replacing
	on actual start dates	rather than perceived	urgency. Orders for g	goods, not services, should
	leave this field blank	ζ.		
18	With the addition of	these new fields, the R	Requisition Entry For	m will no longer be a
	checklist for potentia	al details needed for a	requisition, but it does	s not need to be included as a
	separate attachmen	t for new requisitions.		
		<b>Q</b> Requisition	a Intry form	
		Supplier name: Supplier enail address:		
		University contact name (Infriridual flat can best assurer questions about the requisition, not necessarily the requisition sources): Theorem assures are and behavior.		
		Providence and a solution of the solution of t		
		[Bid/Contract/RFF Astic.] ORA SconerTrack routing ID. if applicables Sole Source?		
		If this request is a sole scores, places attach the sole fources form: 	Please Select -	
		additional details/notes that may help with processing your requisition. Entrice start date / Anticipated delivery date		
		(PBN/DD/PT) Will this construct be renewable? Will the goods or services needed involve accessing	Please Select	
		intering transming or receiving protocally identifiable information protoceted health information, educational records, or other confidential correstricted informations?	Please Select •	
		you use support save access to student records (TERFA)?:	Picase Select	
		Independent contractor form Informal competition bid worksheet IT Security Sink Assessment Foldsource form	Please Select   Please Select  Please Select  Please Select	
		Euppher quarte	IPRase Select	
19	At the bottom of the	requisition entry scree	n there will be two se	ctions for comments. The first
	comment section is	reserved for Procurem	ent, but the Add Atta	coments nyperlink and the
	the order and/or atta	achments related to the	order. This information	on will be visible to all
	approvers and Proc	urement but will not be	sent to the supplier.	



	Purchasing Comments  Enter requisition comments  Send to Supplier Show at Receipt Shown at Voucher Add Attachments  Requester Comments  Enter approval justification for this requisition
20	Once the requisition entry information is complete, click on <b>Save for Later</b> to save your new fiscal year renewal requisition.
	Return to Requisition Budget Checked StatusNot Checked Save for Later Add More Items 60 Preview Approvals FAdd Request Document
21	Procurement will begin to work your fiscal year renewal requisitions when they are in the <b>Save for Later</b> status to attempt to have all approvals and details finalized prior to July 1 <sup>st</sup>
22	If you need to add additional information to your fiscal year renewal requisition, you will need to update the search criteria in <b>Manage Requisitions</b> . Update both the default <b>Date From</b> and <b>Date To</b> fields to July 1 <sup>st</sup> of the new fiscal year and click <b>Search</b> .
	Manage Requisitions          Search Requisitions         To locate requisitions, edit the criteria below and click the Search button.         Business Unit OUHSC       Requisition Name         Requisition ID       Request State         Date From 07/01/2024       Date To 07/01/2024         Requester       Entered By         Search       Clear
23	New fiscal year requisitions, not just renewals, can also be entered in advance of July 1 <sup>st</sup> . Follow the same instructions to enter a requisition as you normally would, just ensure that the <b>Fiscal Year Renewal</b> box is checked under <b>Details</b> on the first requisition line. Please see the job aid on <b>Requisition Entry</b> for more information.
24	At the beginning of July, a notification to campus will be sent saying that the new fiscal year is open, and new budgets are available. Once new budgets are available, the renewal requisitions will automatically be budget checked, but they must still be reviewed for any budget errors and submitted for approvals.
25	Budget errors may exist, so it is important that each renewal requisition is reviewed to ensure that the budget is valid and that it is submitted into workflow.
26	To submit the renewal requisitions after the budget is made available, navigate to <b>Manage</b> <b>Requisitions</b> and locate the fiscal year renewal requisitions using the instructions noted above. Select <b>Edit</b> under the <b>Select Actions</b> dropdown menu and click <b>Go</b> .



	Manage Requisitions
	Search Requisitions
	To locate requisitions, edit the criteria below and click the Search button.
	Requisition ID Q Request State All but Complete Y Budget Status
	Date From 07/01/2024         Date To 07/01/2024         Date To 07/01/2024         Origin         Q         Org         Q
	Requester Q Entered By Q Supplier Q PO ID Q
	Search Clear Show Advanced Search
	Requisitions @
	To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.
	Req ID         Requisition Name         BU         Date         Request State         Budget         Total           ▼ 0000029652         0010029652         01145C         07/01/2024         Open         Frror         9.00         USD         Select Action         ✓
	Requester         Entered By         Priority         Medium         Check Budget
	Pre-Encumbrance Balance 0.00 USD Copy
	Requisition Approvals Inventory Purchase Change Receiving Returns [Select Action]
	Paguast Lifasnan:
27	If your requisition has a budget error, this popup message will appear, and the budget statu
	at the bottom of the screen will show Error.
	Approval Justification Message
	Enter approval justification for this requisition
	Current document has failed budget check. (10222,23)
	Check Budget Checked StatusError Return to Requisition
	Check Budget Checked StatusError Return to Requisition
	Check Budget     Budget Checked StatusError     Return to Requisition       Save & submit     Save for Later     Add More Items     69 Preview Approvals     SAdd Request Document
	Check Budget     Budget Checked StatusError     Return to Requisition       Check Budget     Budget Checked StatusError     Budget Checked StatusError       Save & submit     Bave for Later     Add More Items     63 Preview Approvals     Add Request Document
28	Return to Request Document         Budget Checked StatusError         Save & submit       Save for Later         Add More Items       69 Preview Approvals         Save A submit       The chartfield information will need to be updated to clear up the budget error. Once the
28	Return to Adduget       Budget Checked StatusError       Return to Adduget         Save & submit       Save for Later       Add More Itoms       60 Preview Approvals       Sadd Request Document
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28	Return to Requisition         Save & submit       Save for Later         Add More Items       60 Proview Approvals         Find Request Document
28	Return to Requisition   Return to Requisition   Image: Check Budget   Save & submit   Image: Check Budget   Return to Requisition   Image: Check Budget   Save & submit   Image: Save & submit   Save for Later   Image: Check Budget   Add More Items   Image: Check Budget   Return to Requisition   Image: Check Budget   Return to Requisition   Image: Check Budget   Save & submit   Image: Save & submit   Save for Later   Image: Check Budget   Return to Requisition   Image: Save & submit   Save for Later   Image: Check Budget   Return to Requisition   Image: Save & submit   Save for Later   Image: Check Budget   Return to Requisition Image: Save for Later Add More Items Image: Save Add Request Document
28	Image: Check Budget       Budget Checked StatusError         Image: Save & submit       Image: Save
28	Image: Check Budget       Budget Checked StatusError         Image: Save & submit       Image: Save
28	Check Budget       Budget Checked StatusError         Save & submt       Save for Later         Add More Items       64 Preview Approvals         Check Budget       Check Budget icon so that the status is reflected as valid.
28	Image: Check Budget       Budget Checked StatusError         Image: Save & submit       Image: Save
28	Check Budget       Eudget Checked StatusError         Image: Save & submit       Image: Save & submit         Image: Save & s
28	Check Budget       Budget Checked StatusError         Image: Status       Status         Image: Status       The chartfield information will need to be updated to clear up the budget error. Once the update has been made, select the Check Budget icon so that the status is reflected as valid.         Image: Status       Budget Checked Status         Image: Status       Budget Checked Status         Image: Status       Budget Checked Status         Image: Status
28	Check Budget       Budget Checked StatusError       Budget Checked StatusError         Save & submit       Save for Later       Add More Items       Budget Checked StatusError         Check Budget       Budget Checked StatusError       Return to Requisition         Return to Requisition       Budget Checked StatusError       Budget Checked StatusError         Once the new fiscal year budgets are available and the requisition has a valid budget, the ability to submit your requisition will reappear. Click the Save & Submit to submit the requisition for processing.
28	Check Budget       Every Checked StatusErrer       Every Approvals       The chartfield information will need to be updated to clear up the budget error. Once the update has been made, select the Check Budget icon so that the status is reflected as Valid.
28	Check Budget       Euged Checked Status <u>Period</u> Check Budget error. Once the updated to clear up the budget error. Once the update has been made, select the Check Budget icon so that the status is reflected as valid.         Image: Check Budget       Budget Checked Status <u>Valid</u> Return to Requisition         Image: Save & submit       Save for Later       Add More Items       Image: Checked Status <u>Valid</u> Image: Check Budget       Budget Checked Status <u>Valid</u> Image: Check Budget       Image: Check Budget         Image: Check Budget       Save for Later       Add More Items       Image: Check Budget       Image: Check Budget         Image: Check Budget       Image: Check Budget       Image: Check Budget       Image: Check Budget       Image: Check Budget         Image: Check Budget       Budget Checked Status <u>Valid</u> Image: Check Budget       Image: Checked Status <u>Valid</u> Image: Checked Status <u>Valid</u>
28	Image: Check Budget       Budget Checked StatusValid       More Items
28	Check Budget       Budget Checked Status       Refurn to Requisition         We have the status       Budget Checked Status       Refurn to Requisition         Refurn to Requisition       Budget Checked Status       Add More Items       Add More Items         Once the new fiscal year budgets are available and the requisition has a valid budget, the ability to submit your requisition will reappear. Click the Save & Submit to submit the requisition for processing.       Return to Requisition         Return to Requisition       Budget Checked Status       Return to Requisition
28	Check Budget       Budget Checked Status       Return to Requisition         Image: Save & submit       Save for Later       Add More Items       Add More Items         Image: Save & submit       Save for Later       Add More Items       Add More Items       Add More Items         Image: Save & submit       Save for Later       Add More Items       Add More Items       Add More Items       Add Request Document