

# PeopleSoft Financials

## Attaching Supporting Documentation – Requisitions

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### Overview

This document will provide information on how to upload and view supporting documentation for PeopleSoft Financials Requisition transactions. It will also indicate how to view documentation that Contracting and Purchasing Services has uploaded for Purchase Orders.

**Note:** At this time, Contracting and Purchasing Services is the only area that can upload Purchase Order documents. Departments should upload their documentation to the corresponding Requisition.

Supporting documentation is a key component of a Requisition transaction. Together, the documentation and the Requisition create a complete picture of the transaction. The new functionality that has been implemented in PeopleSoft Financials utilizes the OnBase system to attach/view supporting documentation right from the PeopleSoft.

Having all of the information (Requisition transaction and supporting documentation) together in one spot that is accessible from anywhere with internet access allows for:

- Expedited and more informed approval and completion of the Requisition.
- Contracting and Purchasing Services to easily access the documentation needed to create the Purchase Order.
- Easier access to supporting documentation as future questions arise about the transaction.

### Requirements

This functionality is now live. Starting **March 1<sup>st</sup>, 2017**, it is expected that all new requisitions going forward will have supporting documentation uploaded into the system. In the meantime, it is highly recommended that you start uploading the documentation now so that you can evaluate your processes and make adjustments as necessary to be ready for March 1<sup>st</sup>.

**Types of Documentation to Upload to Requisition:**

- Quotes
- Approvals
- Signed Purchase Order (DPT Origin only)
- Any other documentation that you would normally have stored in your paper file

PeopleSoft and OnBase are the systems of record so you **do not** need to keep the paper copies as long as they have been uploaded to OnBase.

**Time Frame:**

Documentation should be available for review by the approver prior to applying their approval. As such, documentation should be uploaded once the Requisition is submitted and before it is approved.

At times, additional documentation may become available after the Requisition is approved. In these cases, documentation can continue to be added to Requisitions even after it is approved and/or the Purchase Order has been created.

**Documentation Upload Process**

This section will detail how to upload supporting documentation for Requisitions.

There are 3 pages in PeopleSoft where Requisition documentation can be uploaded:

1. Requisition Confirmation
2. Requisitions Approval
3. Manage Requisitions

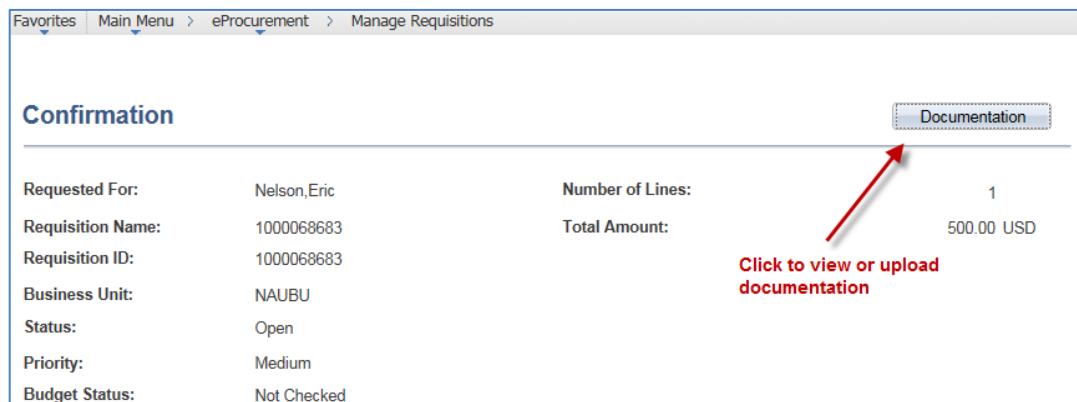
In order to access the Requisition on these pages (and upload documentation) you must have already saved the Requisition and been assigned a Requisition number.

The process for uploading is the same from all 3 pages and is the same as PCard and Journal processes.

Once you have been assigned a number, follow this process to upload documentation:

1. Navigate to any of the 3 pages (not all users have access to all 3 pages) and click the "Documentation" button. See the screenshots below which show the button on each of the 3 pages.

**Requisition Confirmation**



**Requisition Approval**

Favorites Main Menu > Worklist > Worklist

Requisition Approval

Documentation

Business Unit: NAUBU  
 Requisition ID: 1000066038  
 Requisition Name: Great Circle Media  
 Requester: [REDACTED]  
 Entered on: 09/29/2016  
 Status: Pending  
 Priority: Medium  
 Budget Status: Valid  
 Requirer's Justification: No justification entered by requester.

Total Amount:

Click to view or upload documentation

Edit Requisition

**Manage Requisitions**

Favorites Main Menu > eProcurement > Manage Requisitions

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: NAUBU Requisition Name: [REDACTED]  
 Requisition ID: [REDACTED] Request Status: All but Complete Budget Status: [REDACTED]  
 Date From: 12/02/2015 Date To: 12/09/2016  
 Requester: ejn5 Entered By: [REDACTED] PO ID: [REDACTED]

Search Clear

Click to show REQ ID details

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.

Requisition	Requisition Name	BU	Date	Status	Budget	Origin	FY	Total	
1000067175	This is the requisition...	NAUBU	11/22/2016	Open	Not Chk'd			1,066.00 USD	<Select Action> Go

Requester: Nelson, Eric Entered By: Nelson, Eric Priority: Medium Documentation

Pre-Encumbrance Balance: 0.00 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

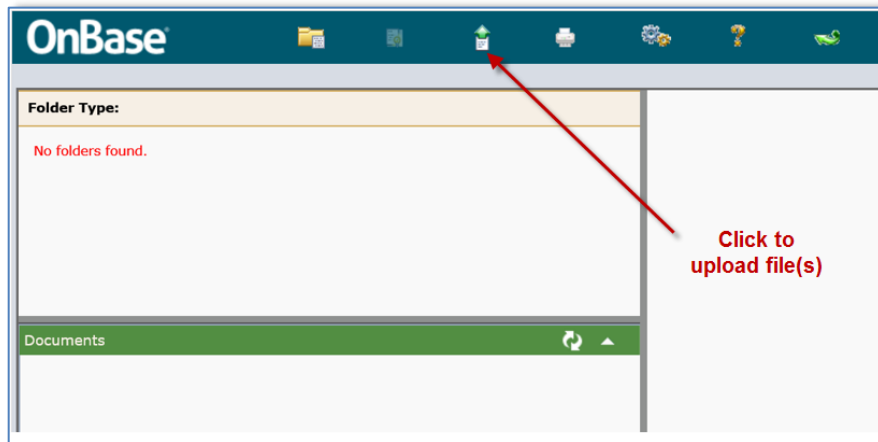
Request Lifespan:

Line	Description	Status	Price	Quantity	UOM	Vendor		
1	Graham County - Recruitment...	Open	500.00000	USD	1.0000	BLK	Graham County	X
2	Test	Open	566.00000	USD	1.0000	EA	Graham County	X

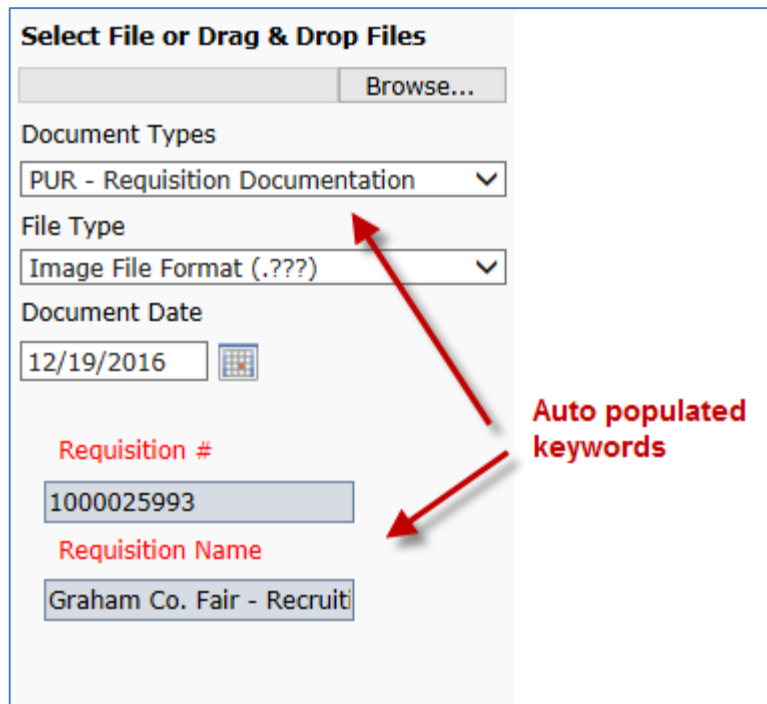
Click to view Documentation

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

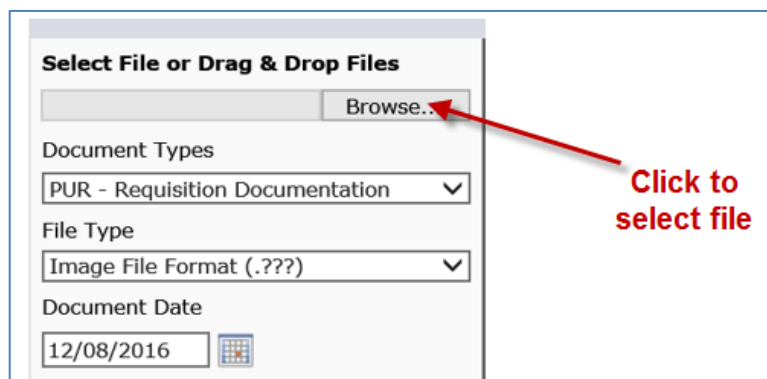
2. You will be taken to the following page. Click the Upload File icon.



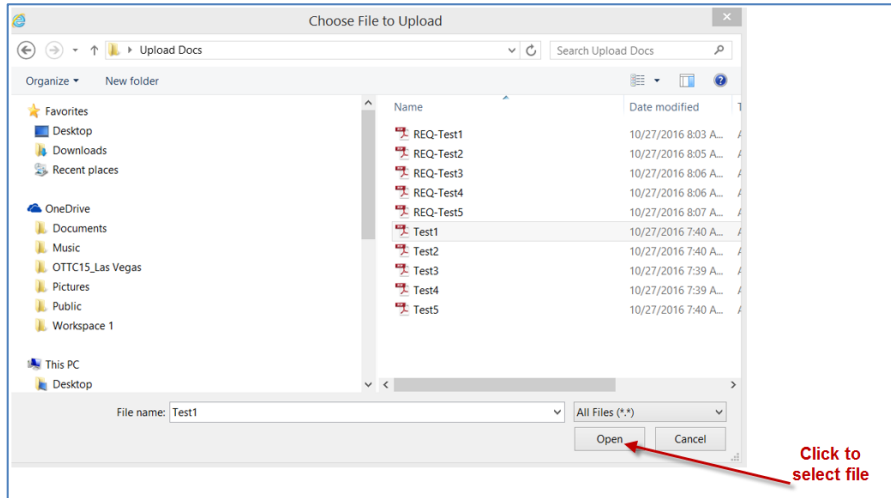
A. The required keywords are automatically populated.



3. To add files to your upload queue, click Browse to select the file or drag and drop file(s).

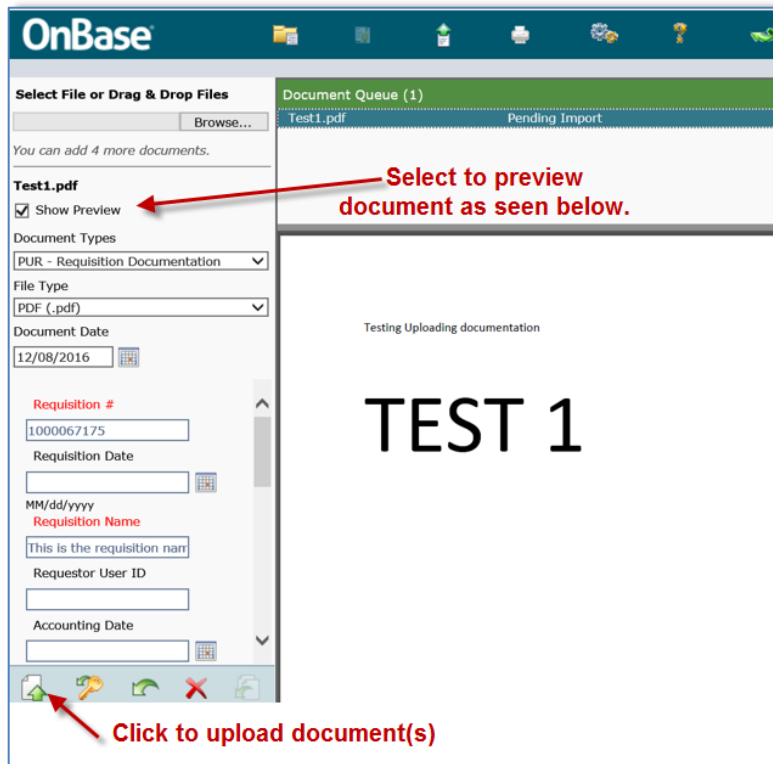


- A. Navigate to the files to upload and select it. Click Open.

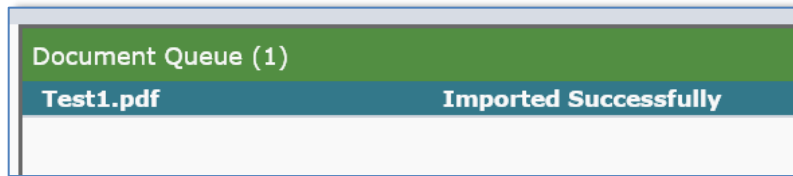


- B. The file will be put into the Document Queue as a pending import. You can select the Show Preview to see documents. You can queue up to (5) documents at a time.

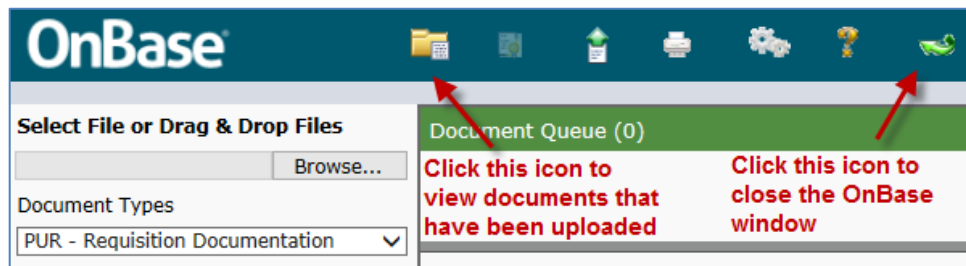
4. After you have queued up the documents to upload for this transaction, select the file you want to upload and click the Import button.



- A. You will get a message saying "Imported Successfully."



- B. Repeat Step 4 for each document in your queue. Each document must be uploaded individually.
5. Once all of your documents have been uploaded, you can:
- A. Click the folder icon at the top of the window to view the documents that were uploaded, or
  - B. Return to PeopleSoft by clicking the green arrow at the top of the window or clicking the x in the upper right. This will close the OnBase window.



## Viewing Uploaded Documentation

You can view the documentation from the same 3 Requisition pages in PeopleSoft that you can upload from (see screenshots above):

1. Requisition Confirmation
2. Requisitions Approval
3. Manage Requisitions

To view the documents, simply click the “Documentation” button on the appropriate page. If documents have been uploaded for that Requisition, they will be displayed in the new Window that pops up.

## Viewing Related (Purchase Order) Documentation

If documents have been uploaded for the Purchase Order related to the Requisition you are looking at, you can view those documents in 2 ways.

1. **Manage Requisitions** – When on the Manage Requisitions screen, you can navigate to the related Purchase Order(s) and see their documents by:
  - a. Clicking on the Purchase Order icon
  - b. On the next screen that opens, click the “Documentation” button. This will show documents for the Purchase Order listed. There could be multiple Purchase Orders and you can scroll through them to view information/documentation on each one.

Favorites | Main Menu > eProcurement > Manage Requisitions

### Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: NAUBU Requestion Name: Requestion ID: Request Status: Budget Status: Date From: 12/13/2012 Date To: 12/20/2016 Requester: ejn5 Entered By: PO ID:

Search Clear

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.

Click here to view related Purchase Orders for current Requisition

Req ID	Requisition Name	BU	Date	Status	Budget	Origin	FY	Total	
1000068683	1000068683	NAUBU	12/20/2016	Open	Not Chkd			500.00 USD	<Select Action> Go
1000025993	Graham Co. Fair - Recru...	NAUBU	10/07/2013	Complete	Valid	DPT	2014	500.00 USD	<Select Action> Go

Requester: Nelson, Eric Entered By: Nelson, Eric Priority: Medium Documentation

Pre-Encumbrance Balance: 0.00 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line Information

Line	Item ID	Description	Status	Price	Quantity	UOM	Vendor
1		Graham County - Recruitment ...	Closed	500.00000	1.0000	BLK	Graham County

Favorites | Main Menu > eProcurement > Manage Requisitions

### Purchase Order Inquiry

Business Unit: NAUBU

Click here to view the documentation for the listed Purchase Order

Click here to scroll through all associated Purchase Orders

Requisition information: Requisition ID: 1000025993 Line Number: 1

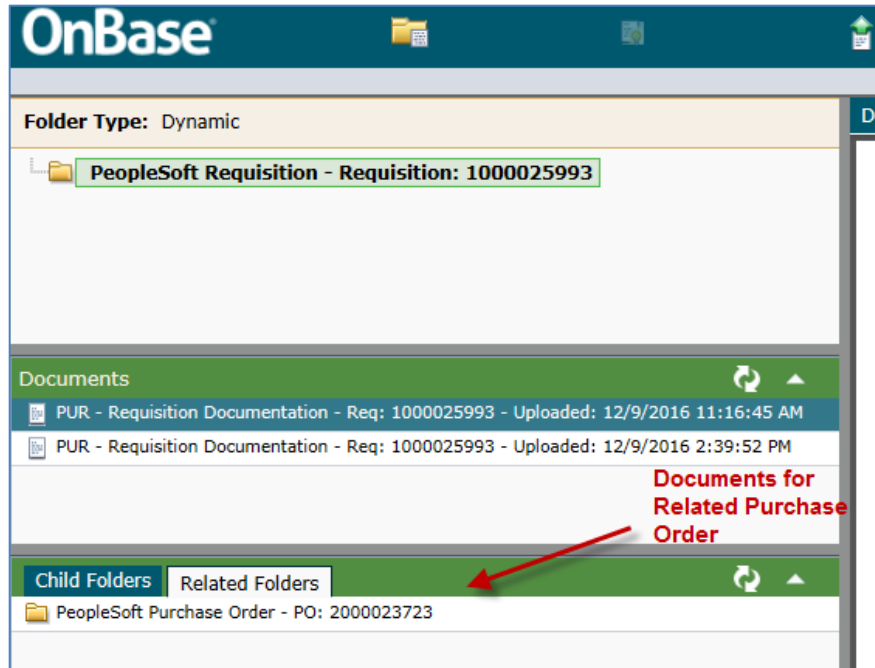
PO information: PO Number: 2000023723 Buyer: ejn5 Change Order: PO Date: 10/08/2013 Vendor ID: 0000008011 Terms: N30 PO Status: Compl

Documentation

Line	Item ID	Description	Merchandise Amt	UOM	PO Qty	Status	Line Details
1		Graham County - Recruitment Booth at Graham County Fair - Oct 10-13, 2013	500.00 USD	BLK	1.0000	Closed	

[Return to Manage Requisitions](#)

2. **Related Folders** – When viewing the documents for the Requisition, there will be a related folder that is visible if documents have been uploaded for the Purchase Order (see below). To view:
  - a. From the OnBase screen showing the Requisition documents, right-click on the Purchase Order folder at the bottom left and click “Open in new Window”
  - b. A similar window will appear except it will now be showing the Purchase Order documents.



## Deleting/Removing Documentation

At this time, users are unable to delete/remove attachments once they're uploaded to OnBase.

- If the wrong attachment is uploaded for a transaction, contact [ASK-FAS@nau.edu](mailto:ASK-FAS@nau.edu) to have the attachments removed. You will then need to upload the correct attachments for the transaction.

If you have any questions on this process, please contact [ASK-FAS@nau.edu](mailto:ASK-FAS@nau.edu).