



## Create Requisition (No Receiving) Activity - FN

State agencies now have the ability to decide if they want their requesters to receive a purchase order. If the agency wants their requesters to receive a purchase orders, they can select Create Requisition. If the agency does not want their requesters to receive purchase orders and ensure only authorized items are purchased, they can select Create Requisition (No Receiving) on the Procurement Security tab.

The manager would log in to the appropriate PeopleSoft database to submit an addition or change security request for an employee or contractor and navigate as follows:

The screenshot shows a web browser window displaying the 'Manager Security Request' application. The browser address bar shows the URL: [https://saofintst.state.ga.us/psp/fscmtst/EMPLOYEE/ERP/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.JScript\\_AppHP?pt\\_fname=DX\\_AGENCY](https://saofintst.state.ga.us/psp/fscmtst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.JScript_AppHP?pt_fname=DX_AGENCY). The application header includes the 'FSCMTST' logo and navigation links for Home, Worklist, Add to Favorites, and Sign In. A left-hand menu lists various categories such as Agency Security, Customers, Products, and Procurement Contracts. The main content area is titled 'Manager Security Request' and contains a search form. The search form includes a 'Find an Existing Value' button, a 'Limit the number of results to (up to 300): 300' field, and several input fields for Business Unit, Request ID, Seq Nbr, Requested Date, Last Name, Empl ID, User ID, Action, Status, Access Type, and Expiration Date. A 'Case Sensitive' checkbox is also present. At the bottom of the search form are buttons for Search, Clear, Basic Search, and Save Search Criteria. The Windows taskbar at the bottom shows the system clock as 5:02 PM on 9/26/2013.

The manager would enter the information on the Security Request tab, Comments tab, and Activity tab as normal for the employee or contractor. On the Procurement Security tab, the manager will select Create Requisition (No Receiving) and enter the Requisition Defaults and Chartfield Defaults. Requisition Defaults are required fields but Chartfield Defaults are optional fields.

**Business Unit:** 40700 State Accounting Office      **Request ID:** NEXT      **Request Seq Num:** 1

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

[Expand All](#)    [Collapse All](#)

**eProcurement**

Activities			Customize	Find	First	1-5 of 5	Last
Add	Remove	Description					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Create Requisition (no receiving)					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)					

  

Requisition Defaults			Customize	Find	First	1-3 of 3	Last
Add	Remove	Description	Value				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin for this requester:	<input type="text"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed):	<input type="text"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):	<input type="text"/>				

For this example, the Default Origin is TRV. The Default Ship To is PO\_001001. The Default Buyer is CLDUGGER. The Chartfield Defaults did not need to be entered.

The screenshot displays the 'Security Request' configuration page for FSCMTST. The page is viewed in Internet Explorer. The main content area is divided into two sections: 'Requisition Defaults' and 'Chartfield Defaults'.

**Requisition Defaults Table:**

	Add	Remove		Value
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Origin for this requester:	TRV
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed):	PO_001001
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):	CLDUGGER

**Chartfield Defaults Table:**

	Add	Remove	Parameter List	Value
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program	
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Class	
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PC Business Unit	
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project	
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Activity (DOT only)	

The left-hand menu is expanded to show 'Security Request' as the selected option. The Windows taskbar at the bottom shows the system time as 4:56 PM on 9/26/2013.

On the User Information, more information is needed.

The Default Ship To, the Default Location, and the Default Origin are required fields on this page. For this example, the Default Ship To and Default Location are PO\_001001. The Default Origin is TRV.



Please review the information and click the Save button.

When the security request is completed by the manager, the manager will change the Status field from Draft to Manager Submitted. This will send an email to the Agency Security Officer and inform them that they have a Security Request to review and approve before it is sent to Pending Approval Status for DOAS to approve. After DOAS approves the Generic Requester ID or any TGM activity, CSC is sent an email to create a ticket before SAO Security can process the security request. When the security request is processed and completed, the Agency Security Officer will receive an email that the request is complete.