



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://ssofintst.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. 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 browser's status bar at the bottom indicates 'Internet | Protected Mode: Off' and the system clock shows 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.

Please Note: Please if the request is a change to an existing access you must verify the Activity Security tab and Uncheck the PO RECV if it's checked.

The screenshot shows the FSCMTST web application interface. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main navigation tabs are 'Security Request', 'Comments', 'Activity Security', 'Procurement Security', 'User Information', 'Security Approval', and 'Status History'. The 'Procurement Security' tab is active.

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 | [Print] [Grid] First 1-5 of 5 Last

	Add	Remove	Description
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Create Requisition (no receiving)
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

Requisition Defaults Customize | Find | [Print] [Grid] First 1-3 of 3 Last

	Add	Remove	Value
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin for this requester: <input type="text"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed): <input type="text"/>
3	<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 shows a web browser window titled "Security Request - Windows Internet Explorer" with the URL https://saofntst.state.ga.us/psp/fscmtst/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=DX_AGENCY. The page header displays "FSCMTST" and navigation links for Home, Worklist, Add to Favorites, and Sign out. A left-hand menu lists various system functions, with "Security Request" selected. The main content area is divided into two sections:

Requisition Defaults

	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

	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)	

Below these tables, there are sections for "ARD", "Logic Sourcing", and "Supplier Contracts Management". The browser's taskbar at the bottom shows the date and 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.

The screenshot shows a web browser window displaying a security request form. The form is titled 'Security Request' and is part of the 'FSCMTST' system. The 'Purchasing' section contains three main fields: 'Default Ship To Address', 'Default Location', and 'Default Origin'. The 'Default Ship To Address' field shows 'Ship To SetID: 40700' and 'Ship To: PO_001001'. The address lines are: 'Address Line 1: State Accounting Office', 'Address Line 2: Suite 1604, West Tower', and 'Address Line 3: 200 Piedmont Avenue'. The city is 'Atlanta', the state is 'GA', and the postal code is '30303-3404'. The 'Default Location' field shows 'Location Set ID: 40700' and 'Location Code: PO_001001'. The address lines are the same as above. The 'Default Origin' field is a table with one row: '1' in the first column, a checked checkbox in the second, and 'Default Origin (Location) Code: TRV' in the third. The table has columns for 'Add', 'Remove', and 'Value'. The 'Roles' section is partially visible at the bottom.

Add	Remove	Description	Value
1	<input checked="" type="checkbox"/>	Default Origin (Location) Code:	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 SAO to approve. 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.