


INSTRUCTIONS FOR ENTERING FY08 REQUISITIONS FOR TELECOMMUNICATION SERVICES

Funds must be pre-encumbered when requesting various services provided by Telecommunication Services. Services provided include long distance, calling cards, toll free, line & equipment, SBC, cellular, MACS (moves, adds & changes), directory advertising, and maintenance. A separate requisition is required for each type of service. When entering your requisition, it is very important that you select the appropriate category that relates to the type of service you are requesting. Follow the instructions listed below.

PeopleSoft Module:

1. PeopleSoft Menu:
 - a. ▼ **eProcurement**
 - b. — **Create Requisition**
2. **New Requisition** page: Select  **Internal Service Dept Request** and press **OK**.
3. Enter Requisition Title: **FY08 XXXXX Charges**. (Replace xxxxx with your type of charge)

4. Click the:  [Special Request](#) hyperlink.
5. **Special Request** page: select



[Special Request - Services](#) Fixed Cost Services

6. **Special Request – Fixed Cost Service** page: Complete the fields as follows:
7. Description: **FY08 XXXXX Charges**. (Replace xxxxx with your type of charge.)
 - a. Category: Type **T** then press the Search button and select the appropriate category that relates to the type of service you are requesting. **Categories are listed below.**
 - b. Value of Service: **Amount of charges for the entire fiscal year.**

Category	Description
TELECOM DIR ADV	TELECOMM DIRECTORY ADVERTISING
TELECOMM CELLULAR	CELLULAR PHONE SERVICE
TELECOMM LINE EQ	TELECOMM LINE/EQUIPMENT
TELECOMM LONG DIST	TELECOMM LONG DISTANCE
TELECOMM MACS	TELECOMM MOVES ADDS CHANGES
TELECOMM MAINTANCE	TELECOMM MAINTENANCE

SBC falls under this category.


Toll Free and Calling Cards fall under this category.

- c. Vendor ID: Type **000000011**
 - d. Start Date: **09/01/2007**
 - e. End Date: **08/31/2008**
 - f. Quote Number: **Leave Blank**
 - g. Quote Date: **Leave Blank**
 - h. Additional Information: Enter the previous year's PO#. If this is not entered, your requisition will be denied. (*Example: Replaces PO# 12345*).
 - i. Please Check **Send to Vendor**.
 - j. Click the **Add Item** button.
8. **Requisition Summary** page: Click on the truck icon (.
 9. **Shipping Information** page: Click the Cost Distribution Information icon () to the right of Total
 10. **Distribution Information** page: **REMINDER**: Only ONE distribution line per order!

- a. Distribute By: **Change to Amt**.
- b. Verify chartfield information.
- c. Press the OK button.
- d. Click  [Review and Submit](#)

11. **Requisition Summary Page**: Click the Line Details () icon.

12. **Item Details** page:


- a. Buyer: **Select the user ID of your departmental buyer**. This is the person who will receive the monthly detail billing statements. **NOTE: This buyer will be the only person in your department who can process a change order on this PO.**
- b. Vendor ID: Should be **000000011**
- c. Vendor Loc: Click the  Search icon and select the correct vendor location that relates to the type of service you are requesting. Vendor locations are listed below.

SetID	Vendor ID	Vendor Location	Description
INT	000000011	CELLULAR	Cellular
INT	000000011	DIRECT_AD	Directory Advertising
INT	000000011	FLD	Fujitsu Long Distance
INT	000000011	FLE	Fujitsu Line Equipment
INT	000000011	FMAC	Fujitsu MACs
INT	000000011	LOCAL_SVC	Local Service
INT	000000011	MAIN	Main
INT	000000011	MAINTENANC	Maintenance
INT	000000011	MISC_LD	Miscellaneous Long Distance
INT	000000011	MISC_MAC	Miscellaneous MACs

SBC falls under this Vendor Location.

Toll Free and Calling Cards fall under this Vendor Location

- d. Physical Nature: Change this to **Services**
- e. Click the OK button.

13. **Requisition Summary** page: Click on the Comments () icon.

14. **Line Comments** page: Make sure the previous year's PO# is referenced and the appears in the **Send Comment to Vendor** box and press **OK**.

15. **Requisition Summary** page: Click the **Save and check budget** button.

16. The following message will appear:

Budget Checking will save your requisition in an Open Status. (18036,39)

In order to perform budget checking on this requisition, it must first be saved in an Open Status. Press OK to continue. Press Cancel to return to your requisition without budget checking.

Press the **OK** button.

17. The following messages will appear to verify fiscal year funding.

Use next Fiscal Year (NEW YEAR) funding? (20001,99)

If YES, this requisition will be recorded using new fiscal year funds and will be dated in the new fiscal year. If NO, this requisition will be recorded using current year funds.

This requisition will use NEW FISCAL YEAR funding. (20001,100)

By answering "YES", your next fiscal year budget will be charged for this requisition; however, the corresponding purchase order will not be sent to the vendor until a time determined by the appropriate processing department. NO payments will be processed against the PO until after the first day of the new fiscal year.

Answering "NO" will charge your current fiscal year funds and dispatched to the vendor.

Yes

No

Press the **Yes** button to verify funding (for both screens).

18. Click on the **Save & submit** button.

Your requisition is now ready for the first approval by Telecommunication Services. After the first approval it will be returned to your department for the second and subsequent approvals (if applicable). Then it will go through budget check and create a purchase order. Please monitor your requisition to make sure it completes the process.

REMINDERS

- ❖ Only **one** line item with **one** distribution line allowed per order.
- ❖ Each service requires a separate requisition.
- ❖ NO Receiver is needed on this type of Internal Service order.

For questions regarding services provided by Telecommunications, see the contact list below.

Fujitsu Long Distance
Calling Cards, Toll Free, Cellular
MACS (Moves, Adds, Changes)

Line & Equipment, SBC & Billing Inquiries
Speech Recognition System

Debra Spencer Carter (x2262)
Patricia Moore (x2261)
Lonney Alldredge (x2284)
Jimmy Quimby (x2242)
Mary Jason (x2259)
Dennie Clemons (x2235)