



Requisition

Job

Aide



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Accessing Oracle Financial Application

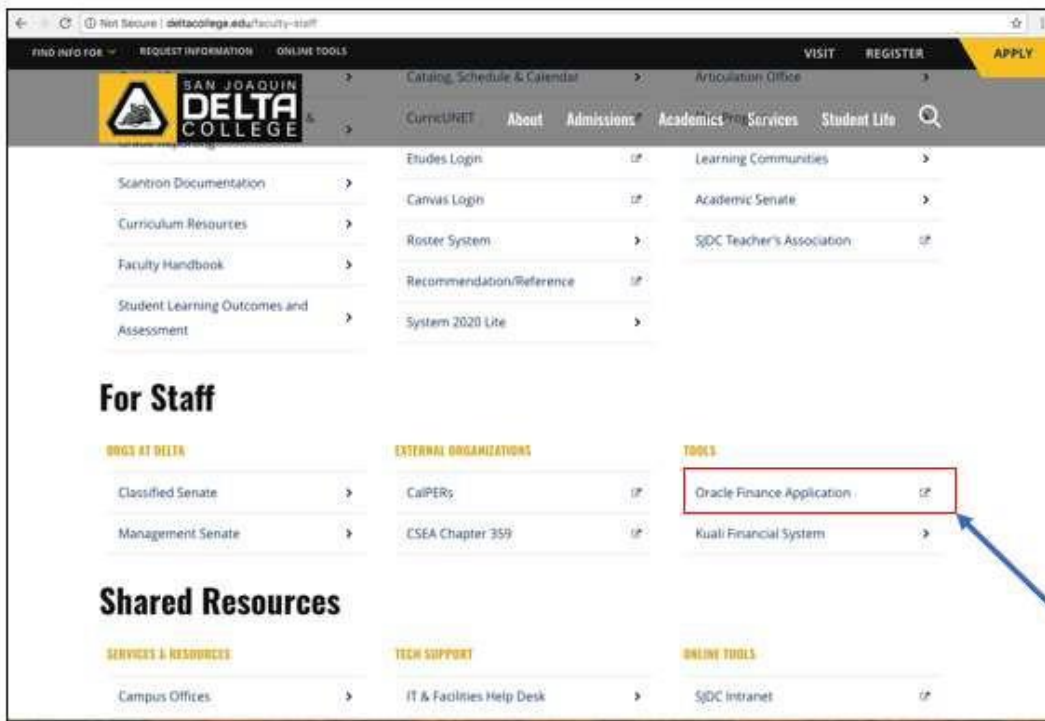
1. Open San Joaquin Delta College Website



- Go to the San Joaquin Delta College website by entering the URL deltacollege.edu in the browser of your choice.

Recommendations: Use Chrome or Mozilla Firefox (Internet Explorer is not a recommended browser for the use of the Oracle Financial Application)

- Scroll to the bottom of the page and select **Faculty & Staff Resources**.



- Scroll to the **For Staff** section and select **Oracle Finance Application**.

The login page for the Oracle Financial Application will appear in a separate browser window.



2. Login to the Oracle Finance Application

San Joaquin Delta College

Username
Email Username

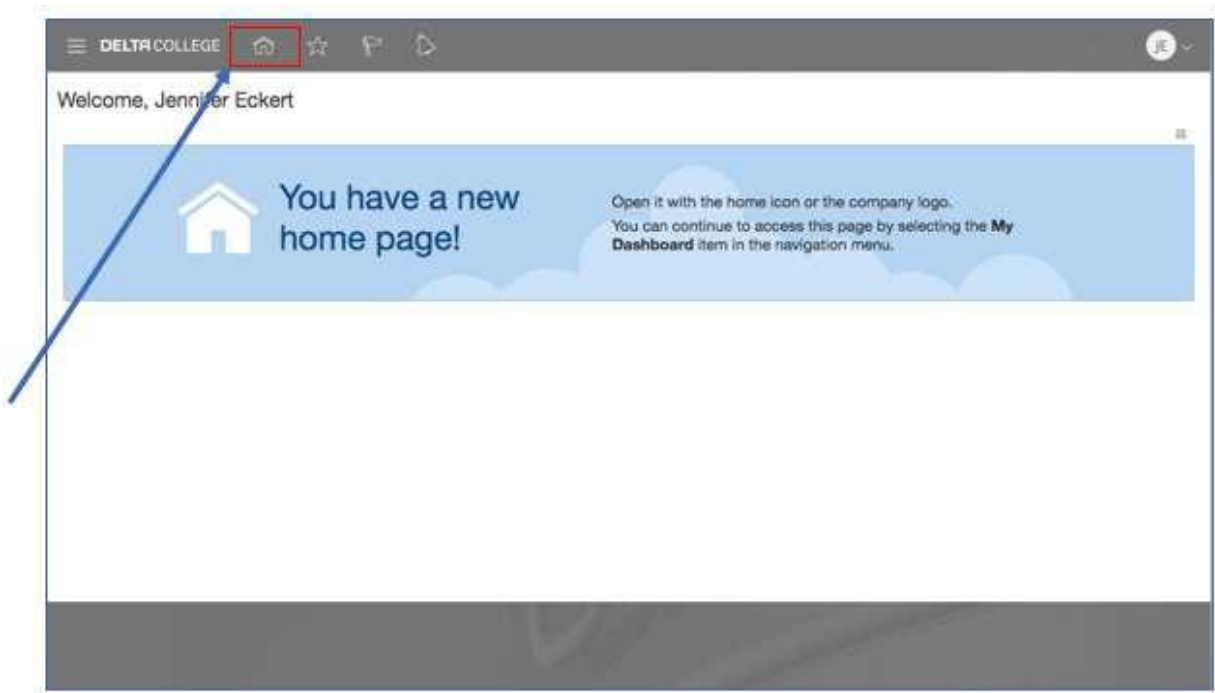
Password
Email Password

Student Login Help
Employee Login Help

Login

San Joaquin Delta College • 5151 Pacific Ave • Stockton, California 95207 • (209) 954-5151

- Enter your **email username** and **email password** and select **Login**. The Oracle Finance Application will appear.



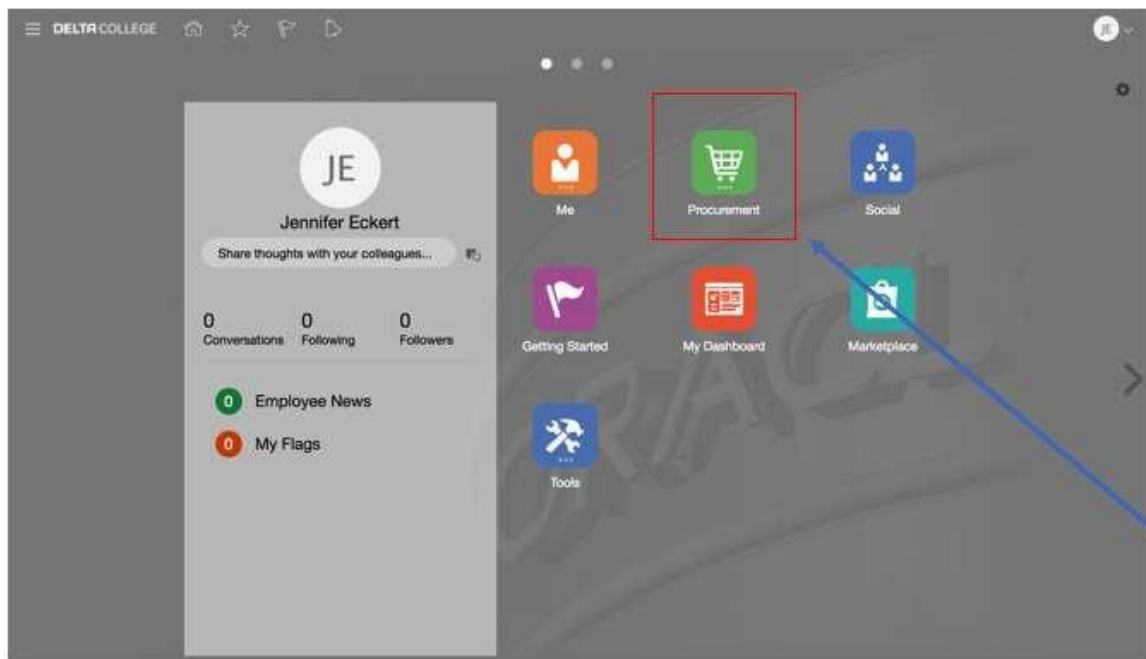
- Select the Home icon.

The Oracle application springboard will appear.



Creating Requisitions

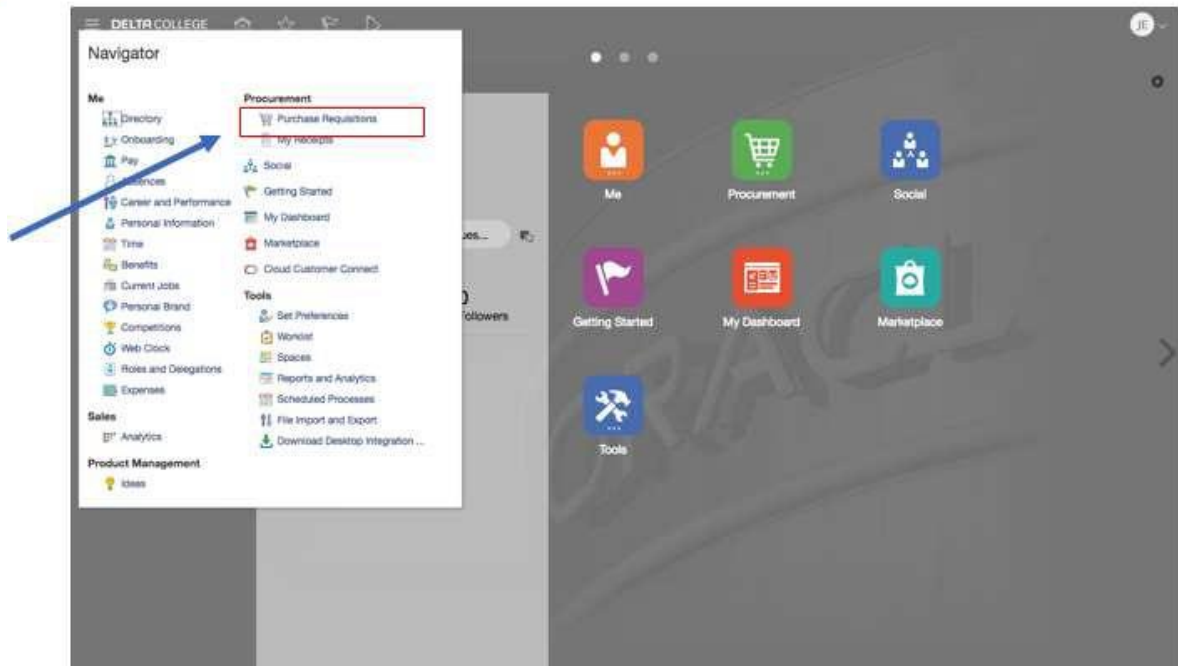
1. Access Requisitions Page



- Select the **Procurement** icon to open the Procurement folder.

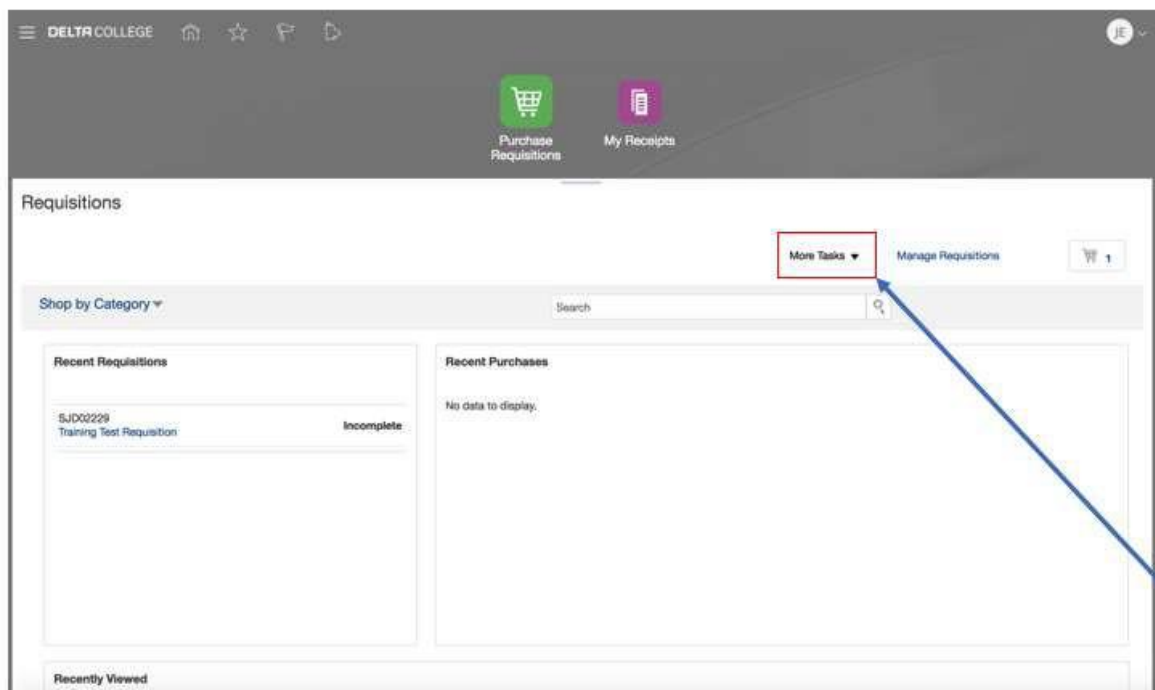


- Select the **Purchase Requisitions** icon.

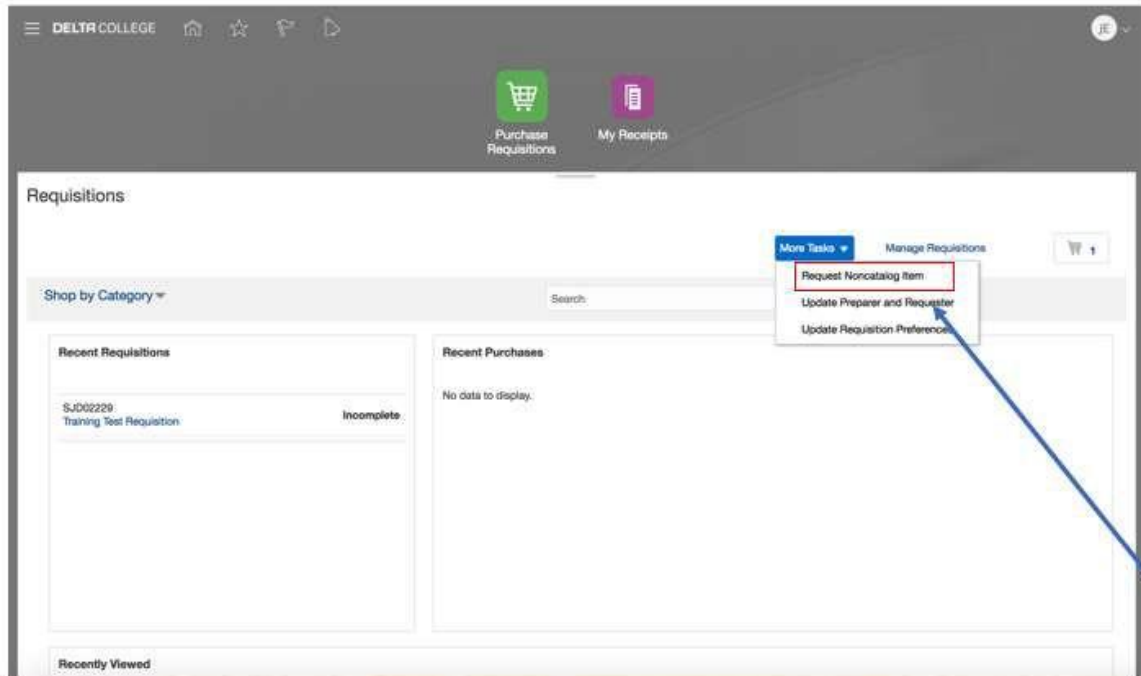


Note: You can also select the Purchase Requisitions link in the Navigator menu.

The Requisitions page will appear.



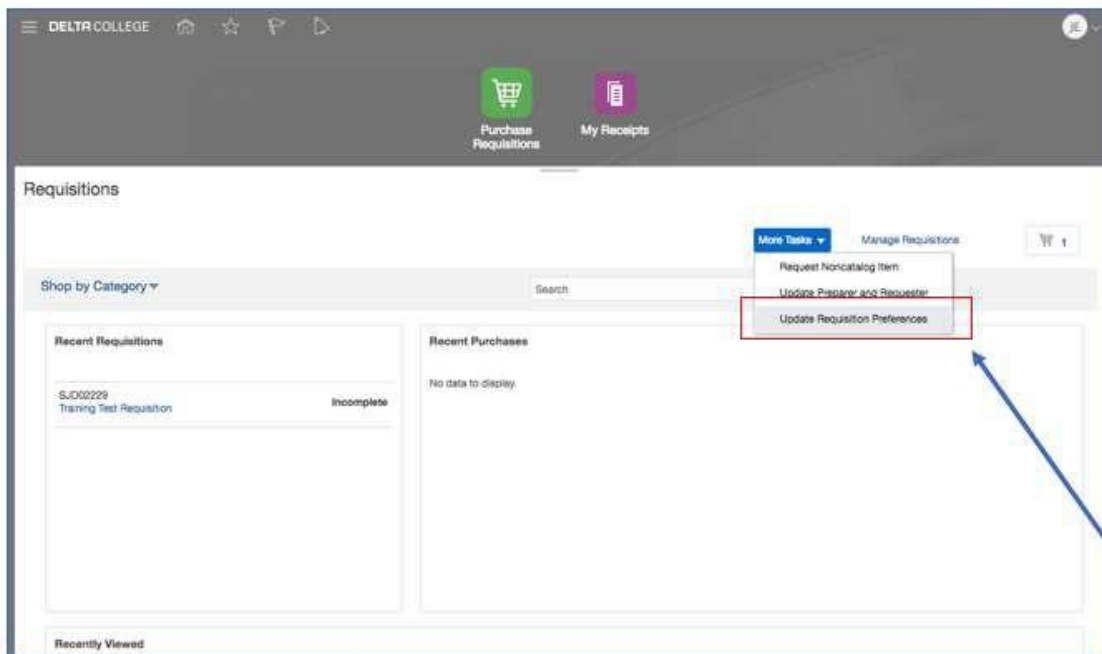
- Select the **More Tasks** dropdown.



- Select the **Request Noncatalog Item** dropdown.



2. Update Requisition Preferences



- Select the **More Tasks** dropdown and then **Update Requisition Preferences**.

The Edit Requisition Preferences page will appear.

Primary	* Nickname	* Charge Account	Delete
<input checked="" type="checkbox"/>	academic lab	1100.00000.4501.679000.40027.0	X
<input type="checkbox"/>	office supplies	1100.00000.4501.679000.00000.0	X

- Select the check next to the charge account you wish to make the primary default charge account.

Note: This charge account will be the charge account that will be charged if a requisition is submitted and you do not change the account within the requisition details.

*Note: Select **+** to add charge accounts or **X** to delete charge accounts.*



- *Optional: Set up your Requisition Preferences to reflect the appropriate Business Unit (Funds) you will use when creating your purchase requisitions.*

Note: You must set your Requisition Preferences initially, prior to creating any requisition.

See below for the Business Units and their corresponding funds.

SJDC Business Unit		Auxiliary Business Unit		Foundation Business Unit	
1100	General Fund	5100	Bookstore	8300	Foundation
1200	Grants/Categoricals	5200	Food Services		
1300	Parking Fund	7100	ASDC - Assoc Stud		
3400	Farm	7200	ASDC - Rep Fee		
4200	Bond	7500	Scholarships		
3300	Child Development	7900	Trust		
6100	Self Insurance	8100	Clubs		
3900	RDA				
4100	Capital Projects				

If you are not sure what Business Unit to choose, please call your Fiscal Analyst and they will be happy to assist you.



3. Create Noncatalog Request

The screenshot shows the 'Create Noncatalog Request' form. The 'Item Type' dropdown is highlighted with a red box and a blue arrow pointing to it. The form includes fields for Item Description, Category Name, Amount, Currency (USD), Supplier, Supplier Site, Supplier Contact, Phone, Fax, Email, and Supplier Item. There are also buttons for 'Add to Shopping List', 'Add to Cart', and 'Done'. An 'Attachments' section at the bottom shows a table with columns: Type, Category, File Name or URL, Title, Description, Attached By, and Attached Date. The table currently displays 'No data to display'.

- Select **Goods or services billed by amount** in the **Item Type** dropdown to create a requisition by amount (i.e., Yearly open PO, Contracts, etc...).

The screenshot shows the 'Create Noncatalog Request' form. The 'Item Type' dropdown is highlighted with a red box and a blue arrow pointing to it. The form includes fields for Item Description, Category Name, Quantity, UOM Name, Price, Currency (USD), Supplier, Supplier Site, Supplier Contact, Phone, Fax, Email, and Supplier Item. There are also buttons for 'Add to Shopping List', 'Add to Cart', and 'Done'. An 'Attachments' section at the bottom shows a table with columns: Type, Category, File Name or URL, Title, Description, Attached By, and Attached Date. The table currently displays 'No data to display'.

- Select **Goods or services billed by quantity** in the **Item Type** dropdown to create a requisition by quantity.

Note: The Quantity and UOM Name will appear.



- Enter the required fields (displayed with an asterisk), supplier, and attachments:
 - **Item Description:** This description of the item to be purchased. The detail of this description should follow the Purchasing Policy Guidelines.
 - **Category Name:** The category name (i.e., commodity code) represents the item type and associated buyer.
 - **Quantity:** The quantity field is required when creating a requisition billed by quantity.
 - **UOM Name:** This unit of measure field is required when creating a requisition billed by quantity.
 - **Supplier:** The supplier should represent an existing supplier that is searchable. If the supplier is a new supplier, select the **New supplier** checkbox directly above the **Supplier** field so that the Purchasing Department can create the supplier in the system. *Note: For all new suppliers, please attach all required supporting documentation.*
 - **Attachments:** Select the **+** symbol to add attachments to the requisition.



Create Noncatalog Request

Item Type: Goods or services billed by quantity \$

* Item Description:

* Category Name:

* Quantity:

* UOM Name:

* Price:

* Currency:

Attachments

View

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Buttons: Add to Shopping List, Add to Cart, Done,

Supplier fields: ☐ New supplier, Supplier , Supplier Site , Supplier Contact , Phone , Fax , Email , Supplier Item

- Select **Add to Cart** to add the line item to the requisition.

Note: All line items should be added to cart before you will submit the requisition.

Note: Each line item will be added to the cart and the cart number will display.

Note: Include the shipping and freight charges as separate line items (Category Name of these lines should match the original line item's category name).

Note: Only one supplier per requisition is allowed, thus you only need to enter the supplier on the first line item of the requisition.

Create Noncatalog Request

Item Type: Goods or services billed by quantity \$

* Item Description:

* Category Name:

* Quantity:

* UOM Name:

* Price:

* Currency:

Attachments

View

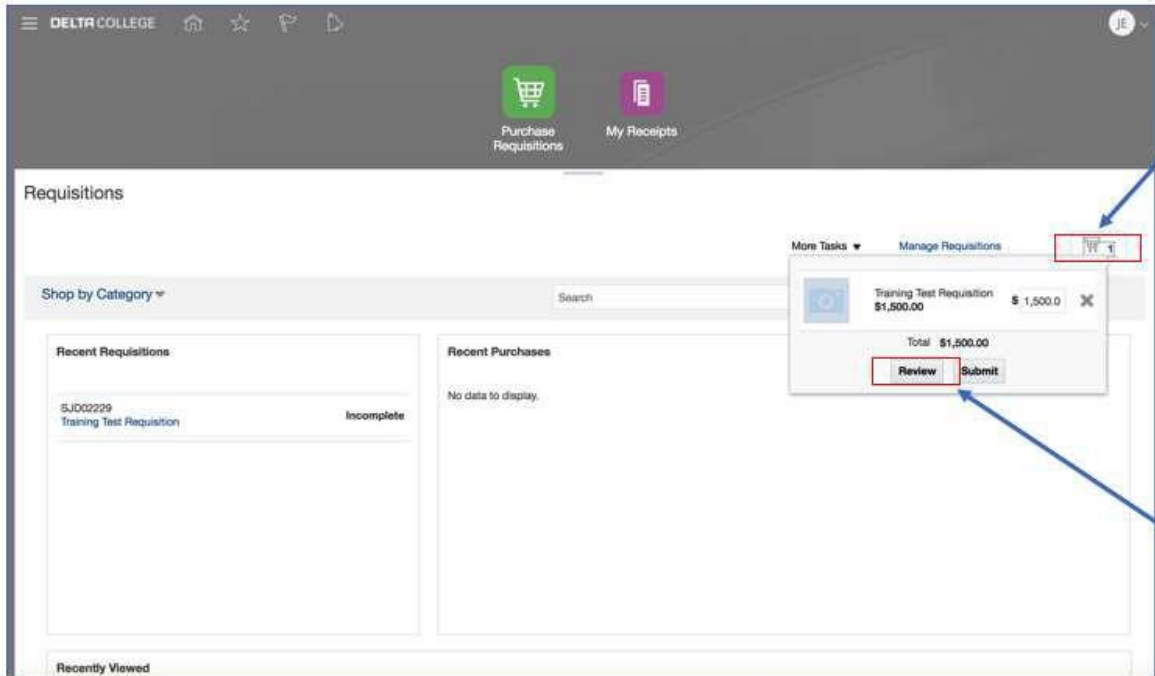
Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Buttons: Add to Shopping List, Add to Cart, Done,

Supplier fields: ☐ New supplier, Supplier , Supplier Site , Supplier Contact , Phone , Fax , Email , Supplier Item

- Select **Done** once all requisition lines have been added to the cart.

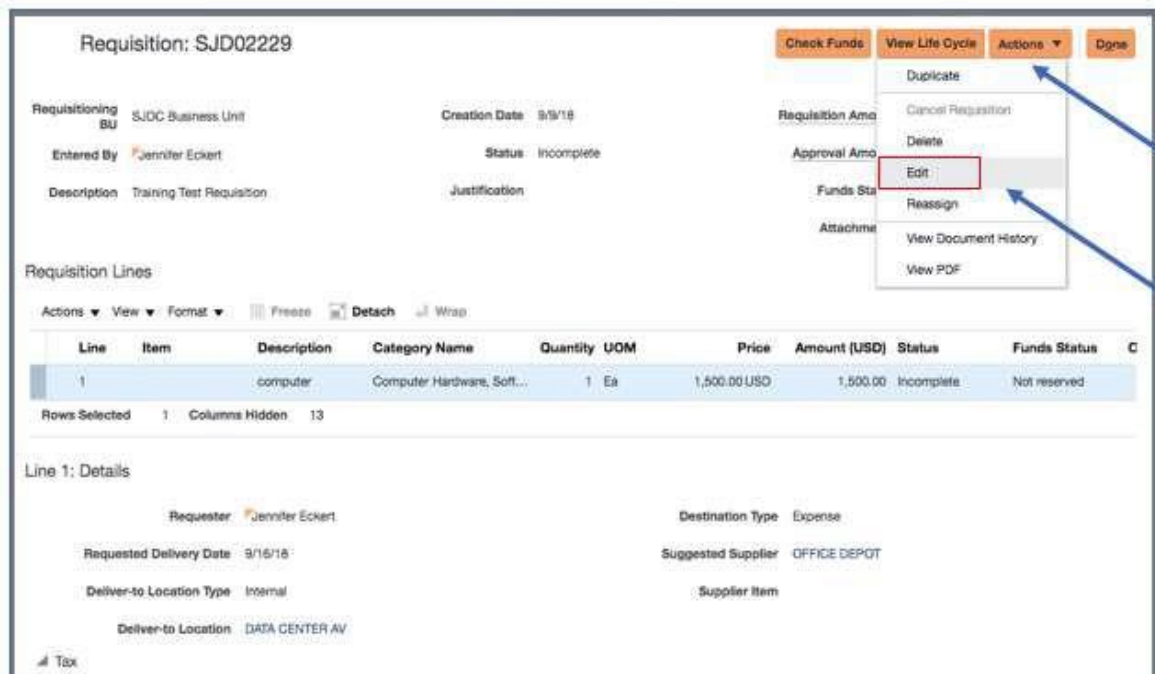
The **Requisitions** summary page will appear.



- Select the cart icon to view the items in the cart, then select **Review** to open the requisition to review the line item details before submitting the requisition.

Note: It is important to review the requisition first to confirm the charge accounts you wish to use.

The **Requisition** page will appear.





- Select the **Actions** dropdown and then select **Edit**.
The **Edit Requisition** page will appear.

Edit Requisition: SJD02229

Shop Check Funds Manage Approvals View PDF Save Submit

Requisitioning BU: SJOCC Business Unit Justification: Requisition Amount: 1,500.00 USD
* Description: Training Test Requisition Approval Amount: 1,835.00 USD
Funds Status: Not reserved Attachments: None

Requisition Lines

Actions View Format Print Freeze Detach Wrap

Line	Description	Category Name	* Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	computer	Computer Hardware, ...	1	EA	1,500.00 USD	1,500.00	Not reserved	X
Total						1,500.00		

Rows Selected: 1 Columns Hidden: 8

Line 1: Details

Delivery

Requester: Eckert, Jennifer * Deliver-to Location: DATA CENTER AV
Urgent: No Deliver-to Address: 5151 Pacific Ave, STOCKTON, CALIFORNIA 95207, UNITED STATES

Requisition Lines

Actions View Format Print Freeze Detach Wrap

Line	Description	Category Name	* Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
2	computer	Computer Hardware, ...	1	EA	1,500.00 USD	1,500.00	Not reserved	X
Total						1,500.00		

Rows Selected: 1 Columns Hidden: 8

Line 2: Details

Delivery

Requester: Eckert, Jennifer * Deliver-to Location: DATA CENTER AV
Urgent: No Deliver-to Address: 5151 Pacific Ave, STOCKTON, CALIFORNIA 95207, UNITED STATES
Requested Delivery Date: 9/15/18

Billing

View Format Print Freeze Detach Wrap

Charge Account Nickname	Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Delete
office supplie	1100.00000.4501.679000.00000.0	9/9/18	100	1	1,500.00	Not reserved	X
Total				100	1	1,500.00	

Tax

Transaction Business Category: Purchase Transaction Tax Classification Code:

- Select down the page to view the line item details below and verify the charge accounts used for each line item in the requisition.



DELTA COLLEGE

Edit Requisition: SJD02229

Shop Check Funds Manage Approvals View PDF Save **Submit**

Requisitioning BU: SJDC Business Unit

* Description: Training Test Requisition

Justification:

Requisition Amount: 1,500.00 USD

Approval Amount: 1,635.00 USD

Funds Status: Not reserved

Attachments: None

Requisition Lines

Line	Description	Category Name	* Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	computer	Computer Hardware, ...	1	Ea	1,500.00 USD	1,500.00	Not reserved	X
Total						1,500.00		

Rows Selected: 1 Columns Hidden: 8

Line 1: Details

Delivery

Requester: Eckert, Jennifer

* Deliver-to Location: DATA CENTER AV

Urgent: No

Deliver-to Address: 5151 Pacific Ave, STOCKTON, CALIFORNIA 95207, UNITED STATES

- Select **Submit** at the top of the page when ready to submit the requisition.

Purchase Requisitions My Receipts

Edit Requisition: SJD02229

Shop Check Funds Manage Approvals View PDF Save **Submit**

Requisitioning BU: SJDC Business Unit

* Description: Training Test Requisition

Justification:

Requisition Amount: 1,500.00 USD

Approval Amount: 1,635.00 USD

Funds Status: Not reserved

Attachments: None

Requisition Lines

Line	Description	Category Name	* Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
2	computer	Computer Hardware, ...	1	Ea	1,500.00 USD	1,500.00	Not reserved	X
Total						1,500.00		

Rows Selected: 1 Columns Hidden: 8

Line 2: Details

Delivery

Requester: Eckert, Jennifer

* Deliver-to Location: DATA CENTER AV

Urgent: No

Deliver-to Address: 5151 Pacific Ave, STOCKTON, CALIFORNIA 95207, UNITED STATES

Requested Delivery Date: 9/18/18

Billing

Optional: Select the **Save** dropdown and then **Save and Close** to save the requisition as a draft.



Search for a Charge Account

You can search for charge accounts in both the Preferences and Requisition pages by selecting the icon next to the charge account field. Once you select the field, a dialog will appear that gives you the option to either search by an alias (i.e., KFS account # and object code) or by entering one or more segment fields.

- Select the **Search Charge Account** icon to search for a charge account.

The **Charge Account** search page will appear.

- *Optional: Select the **Alias** dropdown to search for a charge account using the account alias.*

*Note: If you know the **Fund**, **Source**, **Organization**, **Program**, **Activity**, **Sub Activity**, or **Object Code**, you can enter those segments and then *Ok* directly in this window.*

*Note: The **Interfund** and **Future1** segments are currently not being used and will always display "0000". Although these segments are not used, they are needed as part of the Oracle charge account number and must always be included.*



Charge Account

Hide Segments

Alias

Fund

Source

Organization

Program

Activity

SubActivity

Object

InterFund

Future1

Search...

Search Reset OK Cancel

1201167-0000F-5907	1200.26586.2002.660000.00000.0000F.5907.0000...	Student Equity Program - Reserves
1201167-0000G-5907	1200.26586.2002.660000.00000.0000G.5907.0000...	Student Equity Program - Reserves
1201167-0000H-5907	1200.26586.2002.660000.00000.0000H.5907.0000...	Student Equity Program - Reserves
1201167-0000I-5907	1200.26586.2002.660000.00000.0000I.5907.0000...	Student Equity Program - Reserves
1201167-0000J-5907	1200.26586.2002.660000.00000.0000J.5907.0000...	Student Equity Program - Reserves
1100367-2191	1100.00000.4501.679000.40027.00000.2191.0000...	Academic Lab Support - Cfd Reg...
5100006-8848	5100.00000.7050.661000.10049.00000.8848.0000...	Merchandise - Merchandise Sales
5100005-4860	5100.00000.7050.661000.10048.00000.4860.0000...	Used Books - Used Book Purchases
7600002-8981	7600.00000.4930.721000.10231.00000.8981.0000...	Other Post Employment Benefits - ...
1100747-2191	1100.00000.1410.677000.10221.00000.2191.0000...	Publications Center - Cfd Regular...

- Select **Search**.

Search

Basic

Alias

Search Reset

Alias	Combination	Description
1201167-0000F-5907	1200.26586.2002.660000.00000.0000F.5907.0000...	Student Equity Program - Reserves
1201167-0000G-5907	1200.26586.2002.660000.00000.0000G.5907.0000...	Student Equity Program - Reserves
1201167-0000H-5907	1200.26586.2002.660000.00000.0000H.5907.0000...	Student Equity Program - Reserves
1201167-0000I-5907	1200.26586.2002.660000.00000.0000I.5907.0000...	Student Equity Program - Reserves
1201167-0000J-5907	1200.26586.2002.660000.00000.0000J.5907.0000...	Student Equity Program - Reserves
1100367-2191	1100.00000.4501.679000.40027.00000.2191.0000...	Academic Lab Support - Cfd Regular ...
5100006-8848	5100.00000.7050.661000.10049.00000.8848.0000...	Merchandise - Merchandise Sales
5100005-4860	5100.00000.7050.661000.10048.00000.4860.0000...	Used Books - Used Book Purchases
7600002-8981	7600.00000.4930.721000.10231.00000.8981.0000...	Other Post Employment Benefits - OP...
1100747-2191	1100.00000.1410.677000.10221.00000.2191.0000...	Publications Center - Cfd Regular No...

OK Cancel

- Enter the alias in the Alias text field and the select **Search** to find the associate Oracle Account.



Alias	Combination	Description
5100005-4860	5100.00000.7050.691000.10048.00000.4860.0000...	Used Books - Used Book Purchases

Alias	Combination	Description
7600002-8981	7600.00000.4930.721000.10231.00000.8981.0000...	Other Post Employment Benefits - OP...

- Select the line to add and then select **Ok**.

The appropriate account segments will appear in the Charge Account window.

Charge Account

Hide Segments

Alias: 7600002-8981

Fund: 7600 Other Trust - OPEB

Source: 00000 None

Organization: 4930 General

Program: 721000 Long Term Debt

Activity: 10231 OPEB

SubActivity: 00000 None

Object: 8981 Interfund Transfer In

InterFund: 0000 Default

Future1: 0000 None

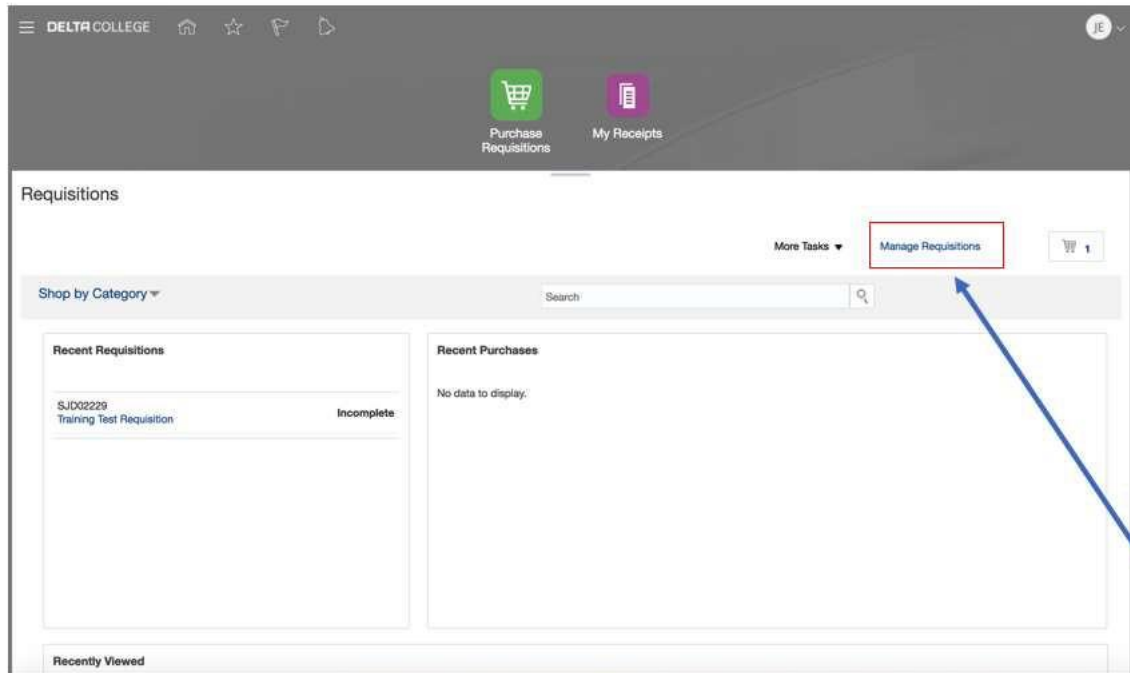
Search Reset OK Cancel

- Select **Ok**.



Search for or check the status of a Requisition by Requester, Requisition #, or Purchase Order

You can search requisitions in the system that have been created by you or another user. The Manage Requisitions page allows you to search for these requisitions by either the requestor name, requisition number, or purchase order number.



- Select the **Manage Requisitions** link.



The **Manage Requisitions** page will appear.

The screenshot shows the 'Manage Requisitions' interface. On the left, under the 'Search' section, there are three input fields: 'Requisitioning BU', '** Entered By' (containing 'Eckert, Jennifer'), and '** Requisition'. The 'Order' field is also present. On the right, there are dropdown menus for 'Status' (set to 'All') and 'Requisitions Requiring Attention'. A 'Search' button is located at the bottom right of the search filters. Below the search filters, the 'Search Results' section displays a table with the following data:

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
SJD02229	Training Test Requisition	9/9/18	1,500.00 USD	Incomplete	Not reserved	
SJD00005	smoke test	7/1/18	0	Canceled	Not reserved	

Below the table, it indicates 'Columns Hidden: 5'. Blue arrows point to the 'Entered By', 'Requisition', and 'Status' fields, and the 'Search' button.

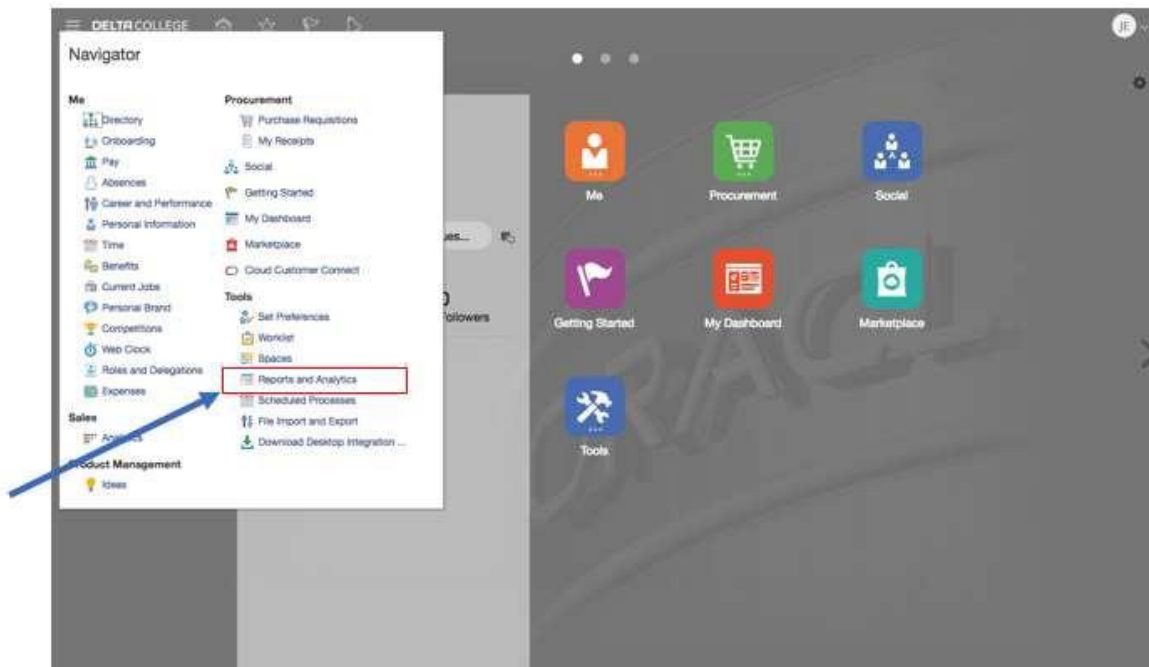
- Enter the following to search for a requisition:
 - A user name in the **Entered by** field will allow you to search for a requisition created by another user.
 - A requisition number in the **Requisition** field will allow you to search for a requisition by the requisition number.
 - A purchase order number in the **Order** field will allow you to search for a requisition by the purchase order number.
- Select **Search** once you have entered a field to search on. The results will display in **Search Results** section at the bottom of the page.

Status defined:

- Approved: Requisition is in the purchasing queue for processing
- Canceled: The requisition has been canceled
- Incomplete: The requisition has not been submitted
- Pending Approval: Requisition is pending Fiscal Officer approval
- Returned: Requisition has been returned to requestor for correction

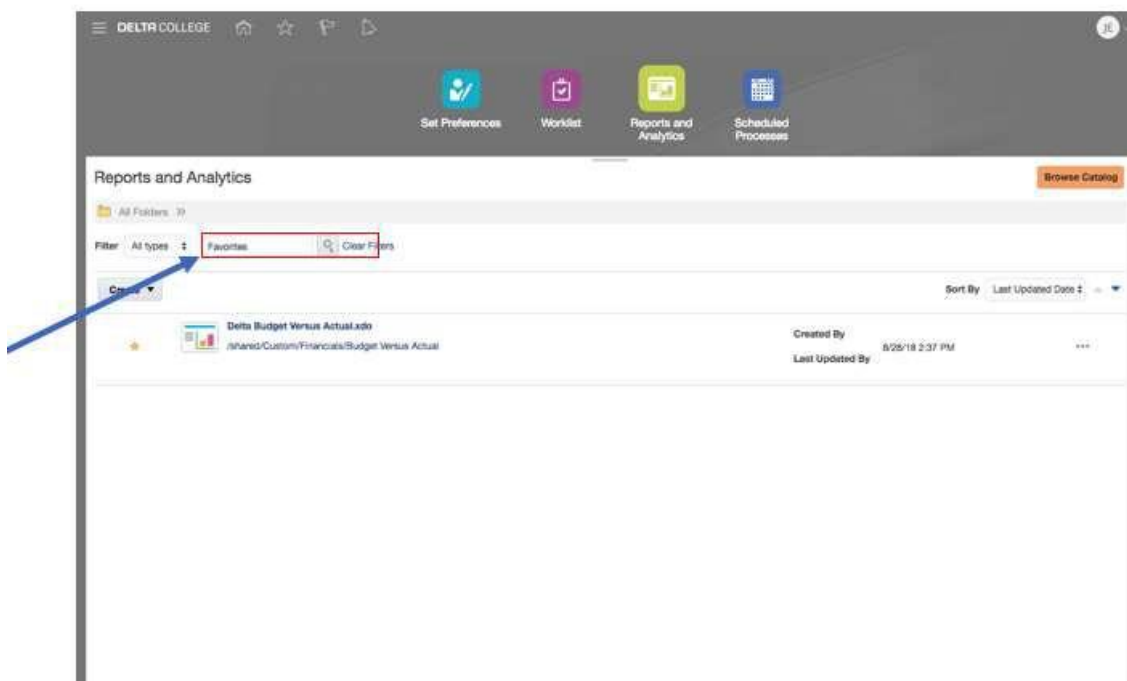


Access the Delta Actual Versus Budget Reports

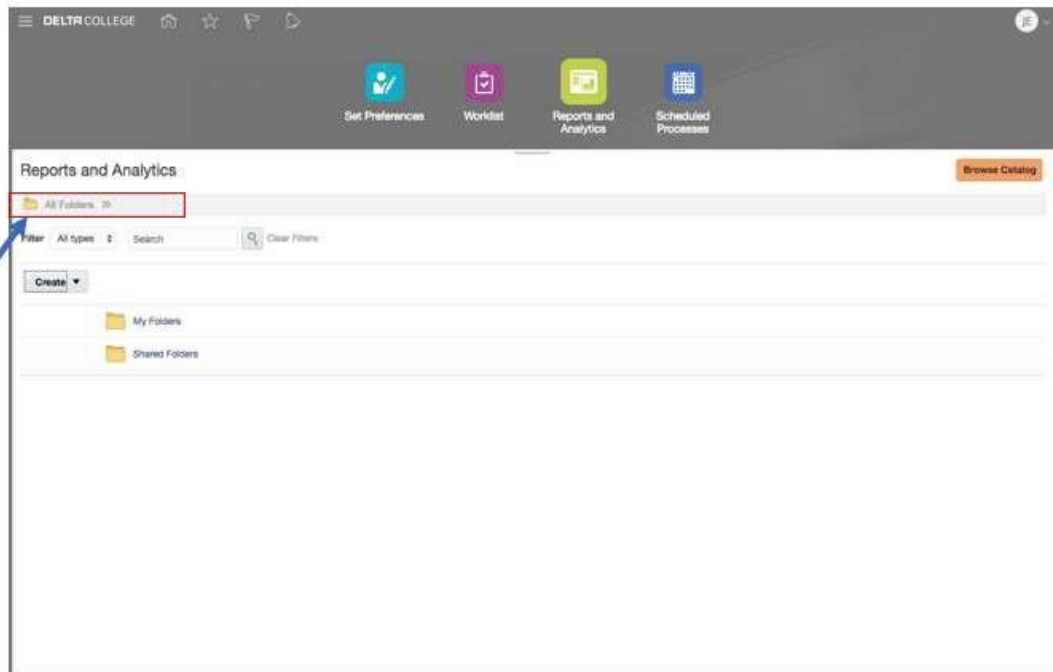


- Select the **Reports and Analytics** link in the **Navigator** menu.

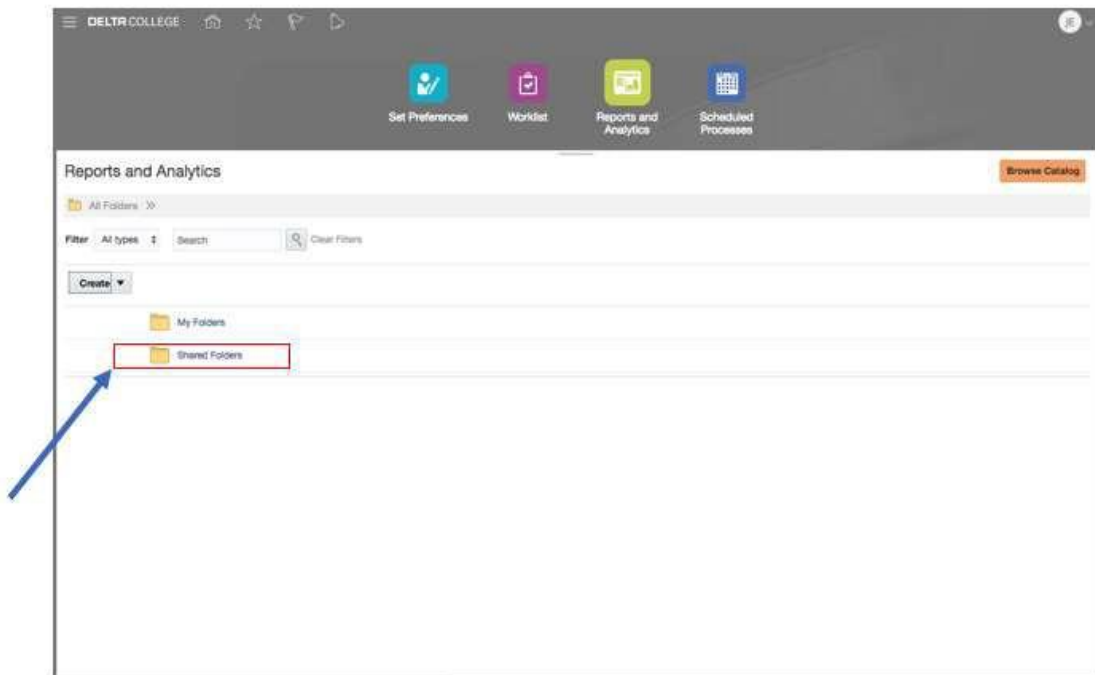
The Reports and Analytics page will appear.



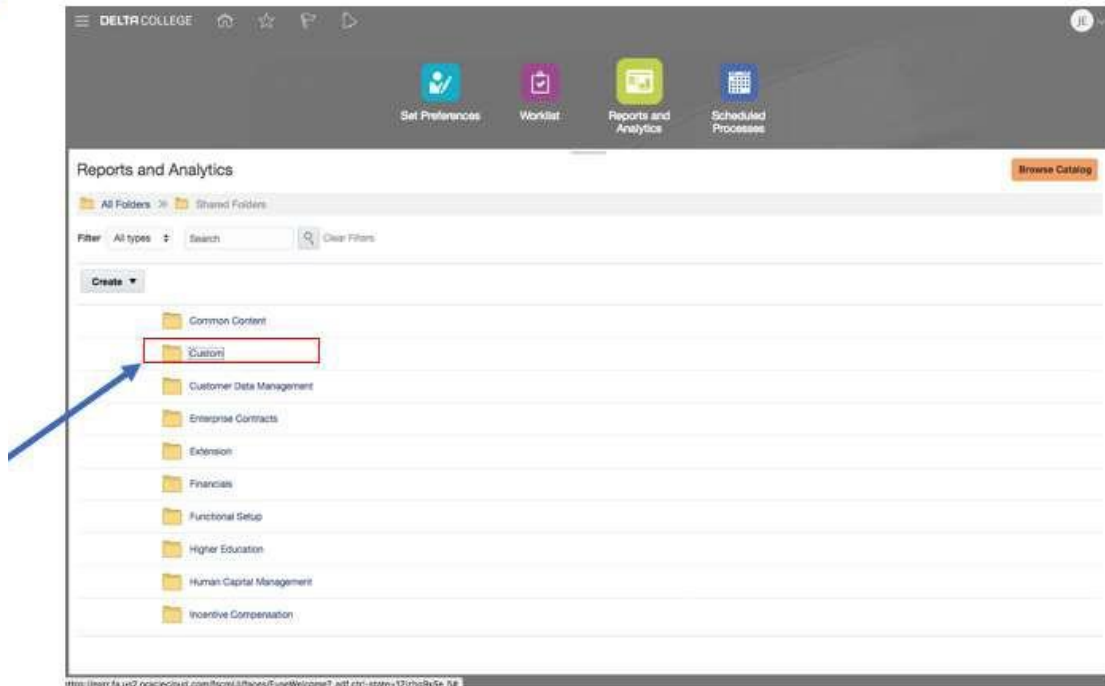
Note: Selecting the star next to the report will allow you to see favorites.



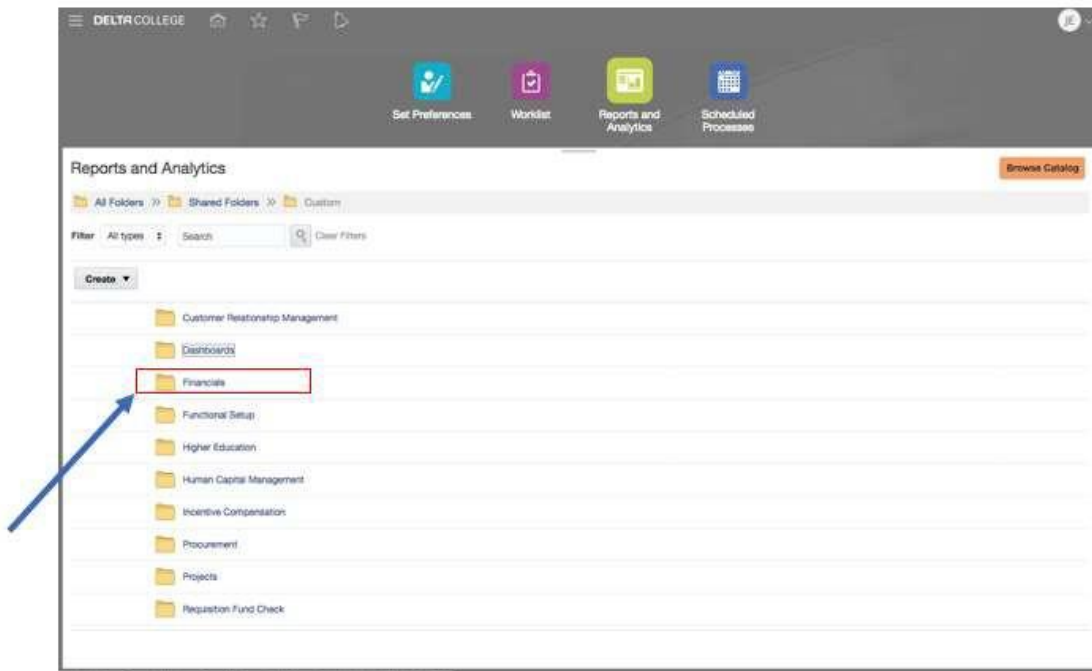
- Select **All Folders** to view the folders in the system.



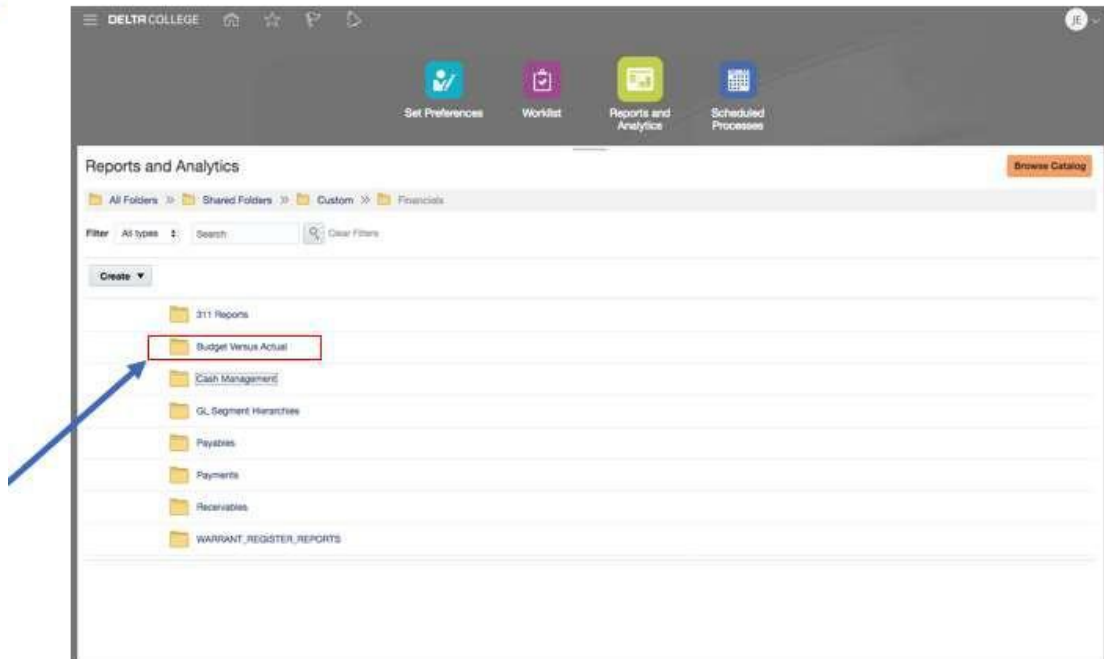
- Select the **Shared Folders** folder.



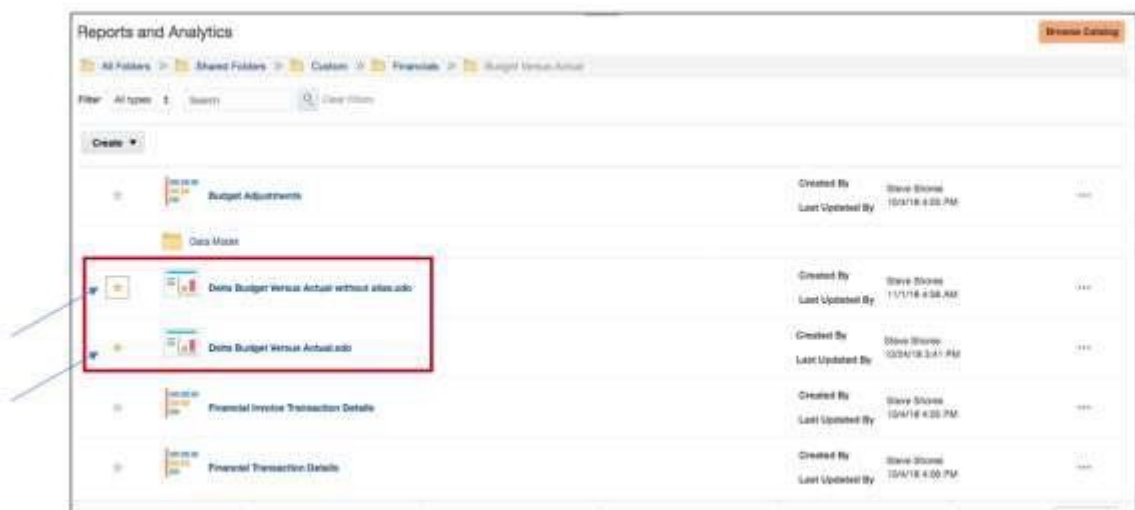
- Select the **Custom** folder.



- Select the **Financials** folder.



- Select the **Budget Versus Actual** folder.



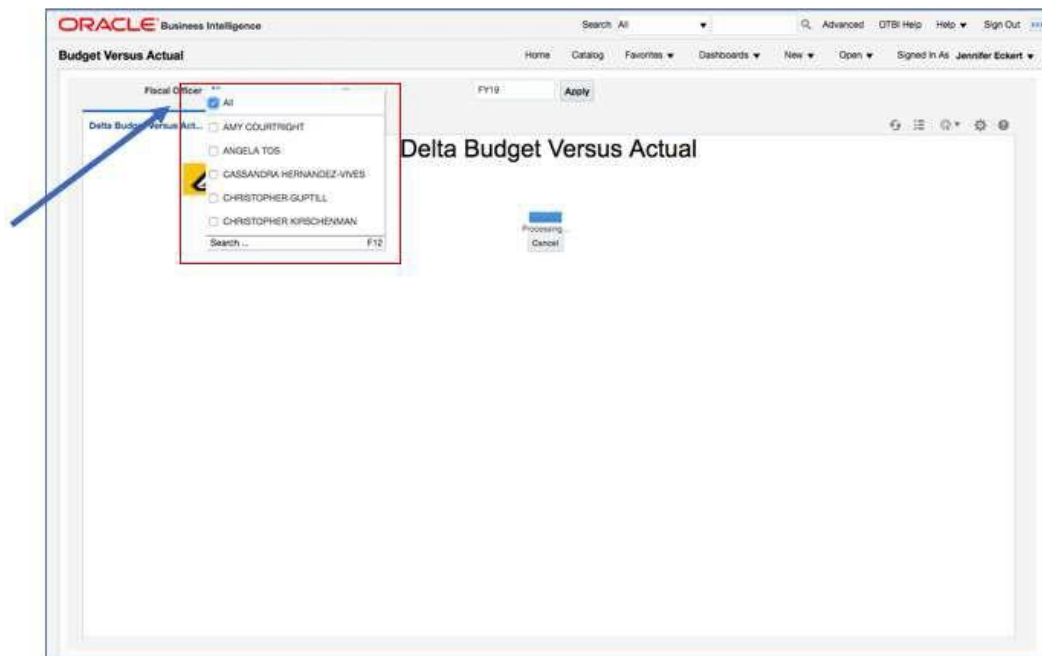
- Select either the **Delta Budget Versus Actual** or **Delta Budget Versus Actual without Alias** report.

Note: The Delta Budget Versus Actual without Alias report defines all accounts from all Business Units with or without budget, regardless of an Alias associated or not.

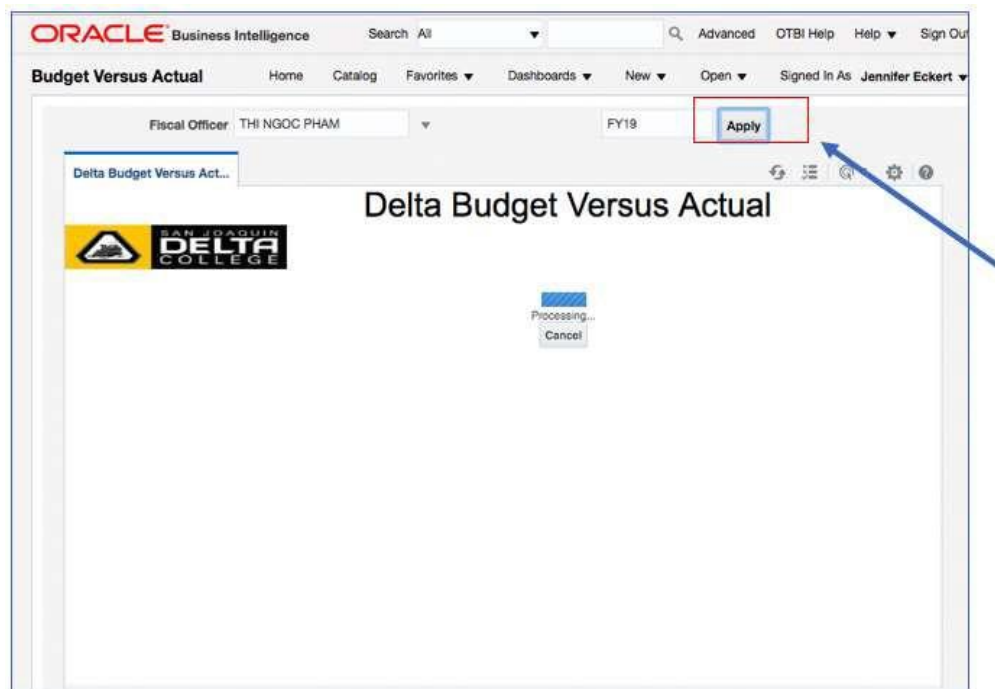
Note: Select the star to the left of the report name to save the report as a Favorite.



Note: Due to role permissions, you may or may not see the data in other reports displayed on the page.



- Select the **Fiscal Officer** Dropdown to view accounts for the specified Fiscal Officer(s).



- Select **Apply**.



The Delta Budget Versus Actual Report will appear.

Delta Budget Versus Actual

FISCAL OFFICER	ALIAS	DESCRIPTION	ACCOUNT	BUDGET	ENCUMBERED	ACTUAL	AVAILABLE	AVAILABLE PERCENT	COMMITTED
THE NGOC PHAM	1100053-2111	IT Print and Scan Image Services - CTR Reguler Noninstructional	110000000.4500.6790000.00000.000 90.3111.0000.0000	81267			81267	100.00	
THE NGOC PHAM	1100053-2191	IT Print and Scan Image Services - CTR Reguler Noninstructional	110000000.4500.6790000.00000.000 90.3191.0000.0000	262357			262357	100.00	
THE NGOC PHAM	1100053-3210	IT Print and Scan Image Services - CallPERS	110000000.4500.6790000.00000.000 90.3210.0000.0000	81279			81279	100.00	
THE NGOC PHAM	1100053-3310	IT Print and Scan Image Services - GASDH	110000000.4500.6790000.00000.000 90.3310.0000.0000	22734			22734	100.00	
THE NGOC PHAM	1100053-3320	IT Print and Scan Image Services - Medicare	110000000.4500.6790000.00000.000 90.3320.0000.0000	5318			5318	100.00	
THE NGOC PHAM	1100053-3410	IT Print and Scan Image Services - Health Insurance	110000000.4500.6790000.00000.000 90.3410.0000.0000	81262			81262	100.00	
THE NGOC PHAM	1100053-3430	IT Print and Scan Image Services - Group Life Insurance	110000000.4500.6790000.00000.000 90.3430.0000.0000	648			648	100.00	
THE NGOC PHAM	1100053-3450	IT Print and Scan Image Services - Disability Insurance	110000000.4500.6790000.00000.000 90.3450.0000.0000	851			851	100.00	
THE NGOC PHAM	1100053-3510	IT Print and Scan Image Services - Unemployment Insurance	110000000.4500.6790000.00000.000 90.3510.0000.0000	182			182	100.00	
THE NGOC PHAM	1100053-3610	IT Print and Scan Image Services - Workers' Compensation Insurance	110000000.4500.6790000.00000.000 90.3610.0000.0000	6364			6364	100.00	

The Delta Budget Versus Actual Report provides the following:

- **Fiscal Officer** name(s) – names of those Fiscal Officers selected.
- **Alias** – KFS account number and object code.
- **Description** – description of the account
- **Account** – Oracle account number, where the segments include:
 - Fund
 - Source
 - Organization
 - Program
 - Activity
 - Sub Activity
 - Object
 - Interfund
 - Future1
- **Budget** – Account budgeted amount.
- **Encumbered**
- **Actual**
- **Available**
- **Available Percent**
- **Committed**