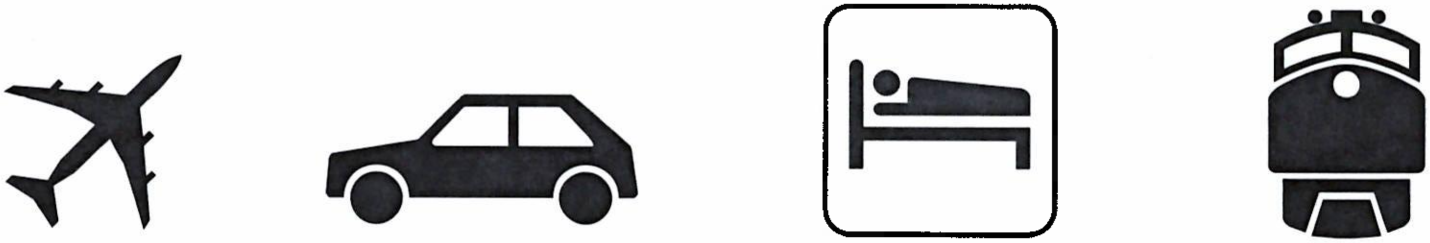
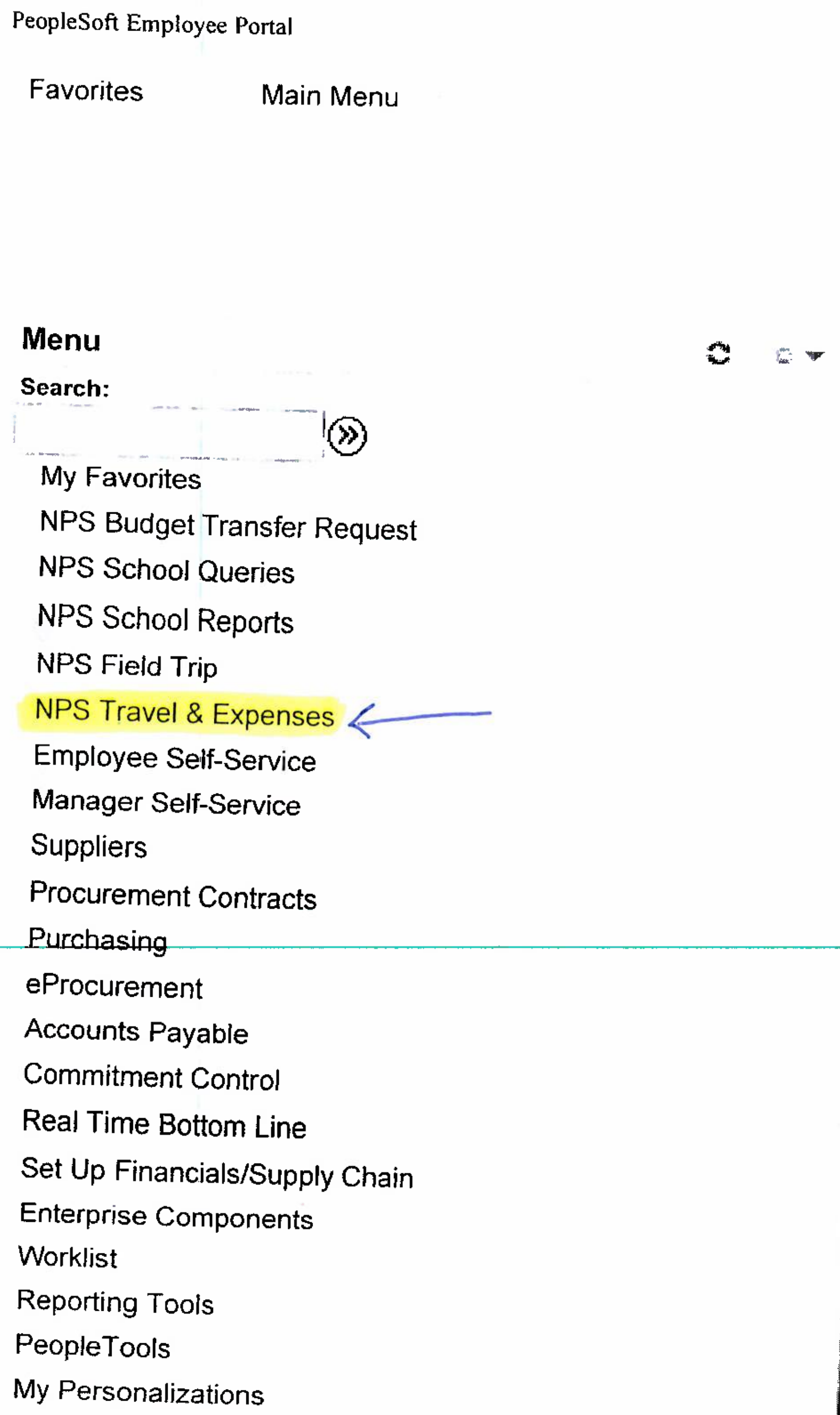


TRAVEL/EXPENSE MODULE

PROCEDURES

PEOPLESOFT ENTRY

UNDERSTANDING THE NPS TRAVEL & EXPENSES TABLES



PeopleSoft Employee Portal

Favorites Main Menu

Menu

Search:

- My Favorites
- NPS Budget Transfer Request
- NPS School Queries
- NPS School Reports
- NPS Field Trip
- NPS Travel & Expenses
- Employee Self-Service
- Manager Self-Service
- Suppliers
- Procurement Contracts
- Purchasing
- eProcurement
- Accounts Payable
- Commitment Control
- Real Time Bottom Line
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- My Personalizations

NPS Travel & Expenses

Favorites ▾ Main Menu ▾ NPS Travel & Expenses ▾

Worklist Home **Sign out**

NPS Travel & Expenses

NPS Travel & Expenses

ExpenseTrave Authorization Inq
ExpenseTrave Authorization Inq

Expense Types
Expense Types

Expense Approval Dates
Expense Approval Dates

Expense GSA Per Diem Rates
Expense GSA Per Diem Rates

Expense Mileage Rates
Expense Mileage Rates

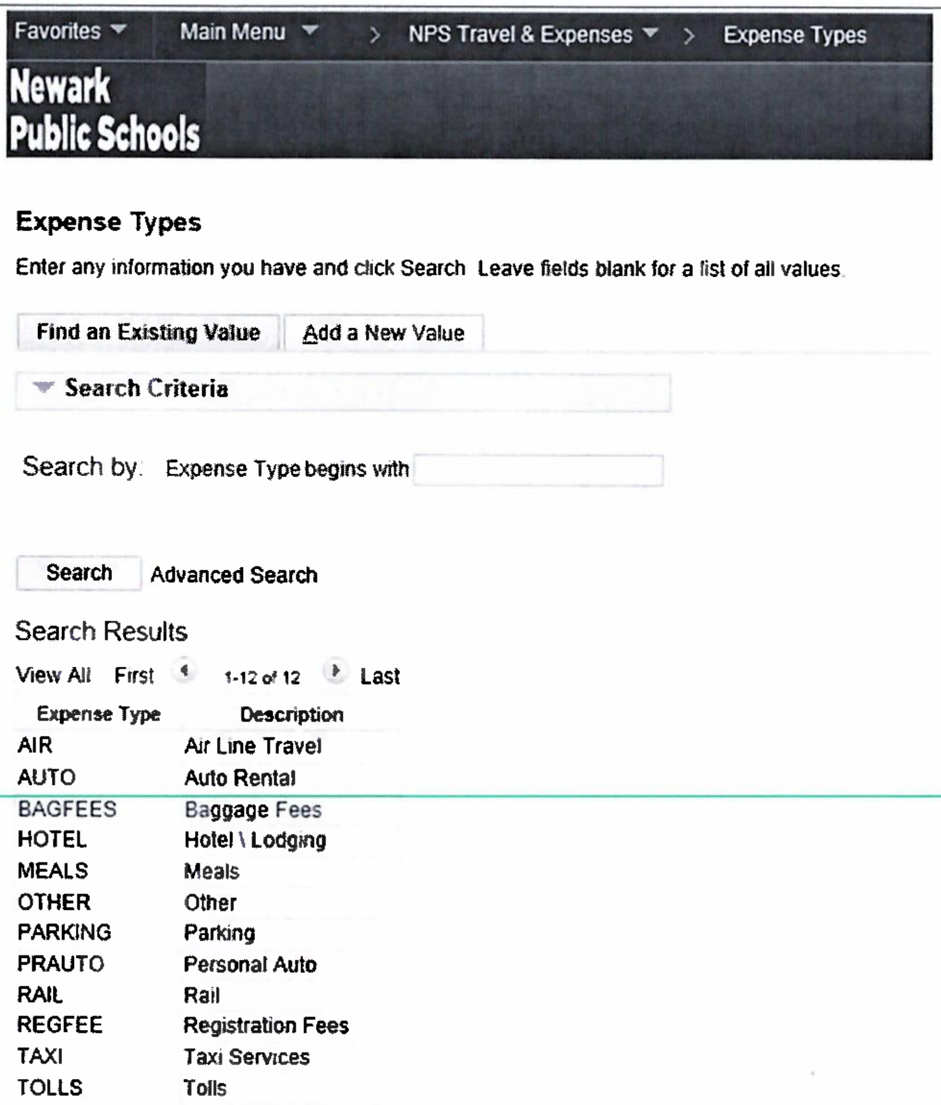
Meals and Incidental Expenses
Meals and Incidental Expenses (M&IE) Breakdown

Tables

Expense Types:

Provides a list of all valid expense types to be used on the expense form.

Once the new expense type is added, additional setup is required to determine what data and format goes with the expense type. This requires a PopleSoft Developer.


Favorites ▼
Main Menu ▼
> NPS Travel & Expenses ▼
> Expense Types
Newark Public Schools

Expense Types

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value
▼ Search Criteria

Search by: Expense Type begins with

Search
Advanced Search

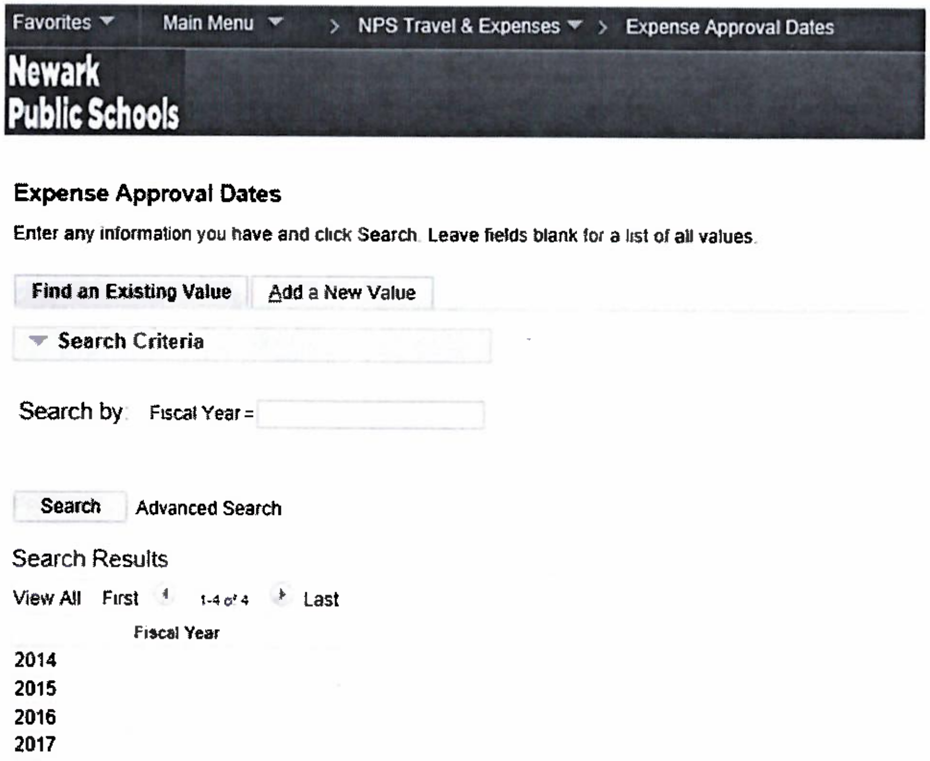
Search Results

View All
First
1-12 of 12
Last

Expense Type	Description
AIR	Air Line Travel
AUTO	Auto Rental
BAGFEES	Baggage Fees
HOTEL	Hotel \ Lodging
MEALS	Meals
OTHER	Other
PARKING	Parking
PRAUTO	Personal Auto
RAIL	Rail
REGFEE	Registration Fees
TAXI	Taxi Services
TOLLS	Tolls

Expense Approval Dates

Maintained by fiscal year.


Favorites
Main Menu
NPS Travel & Expenses
Expense Approval Dates
Newark Public Schools
Find an Existing Value
Add a New Value
Search Criteria
Search
Advanced Search
View All
First
1-4 of 4
Last

Expense Approval Dates

Enter any information you have and click Search. Leave fields blank for a list of all values.

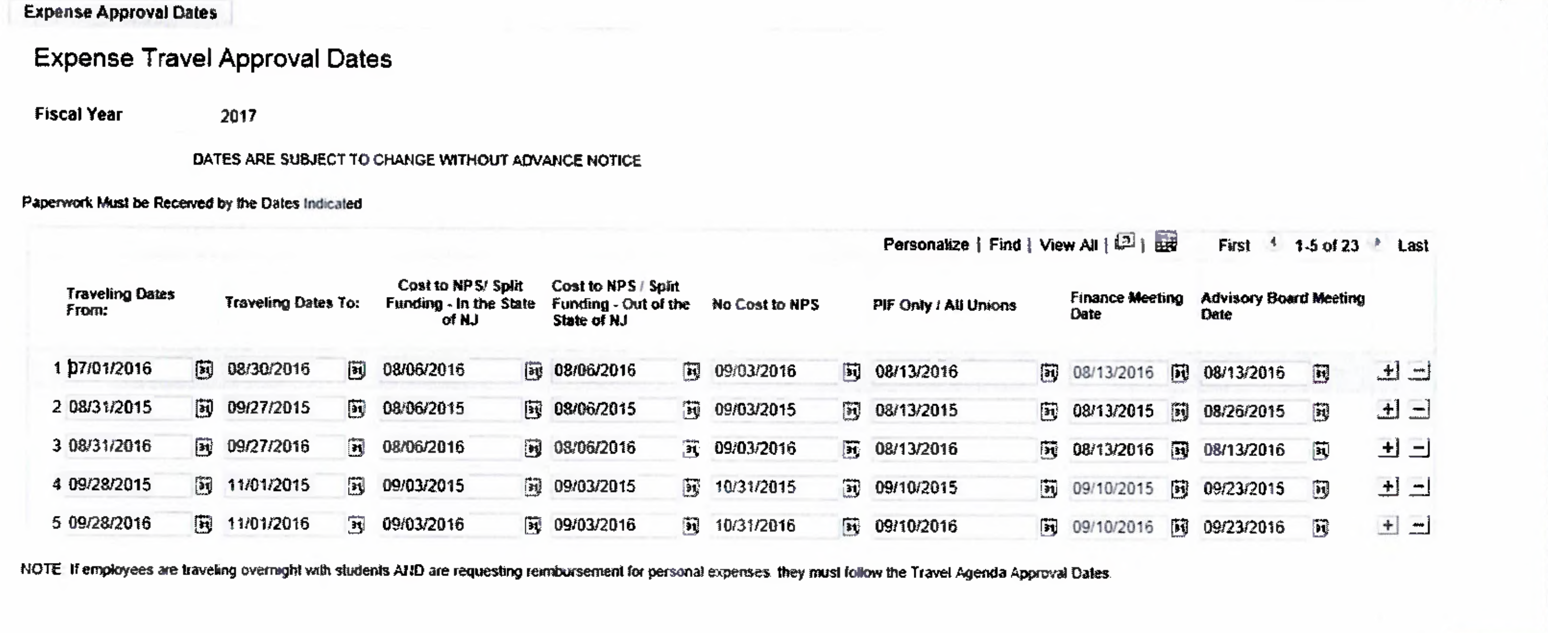
Search by: Fiscal Year =

Search Results

Fiscal Year
2014
2015
2016
2017

Travel dates will be edited against this table to ensure the request for travel is submitted in a timely fashion.

Requestors will have inquiry access to this page so they can see when they need to get their travel in for approval.



Expense Travel Approval Dates

Fiscal Year 2017

DATES ARE SUBJECT TO CHANGE WITHOUT ADVANCE NOTICE

Paperwork Must be Received by the Dates Indicated

	Traveling Dates From:	Traveling Dates To:	Cost to NPS/ Split Funding - In the State of NJ	Cost to NPS / Split Funding - Out of the State of NJ	No Cost to NPS	PIF Only / All Unions	Finance Meeting Date	Advisory Board Meeting Date
1	07/01/2016	08/30/2016	08/06/2016	08/06/2016	09/03/2016	08/13/2016	08/13/2016	08/13/2016
2	08/31/2015	09/27/2015	08/06/2015	08/06/2015	09/03/2015	08/13/2015	08/13/2015	08/26/2015
3	08/31/2016	09/27/2016	08/06/2016	08/06/2016	09/03/2016	08/13/2016	08/13/2016	08/13/2016
4	09/28/2015	11/01/2015	09/03/2015	09/03/2015	10/31/2015	09/10/2015	09/10/2015	09/23/2015
5	09/28/2016	11/01/2016	09/03/2016	09/03/2016	10/31/2016	09/10/2016	09/10/2016	09/23/2016

NOTE If employees are traveling overnight with students AND are requesting reimbursement for personal expenses they must follow the Travel Agenda Approval Dates.

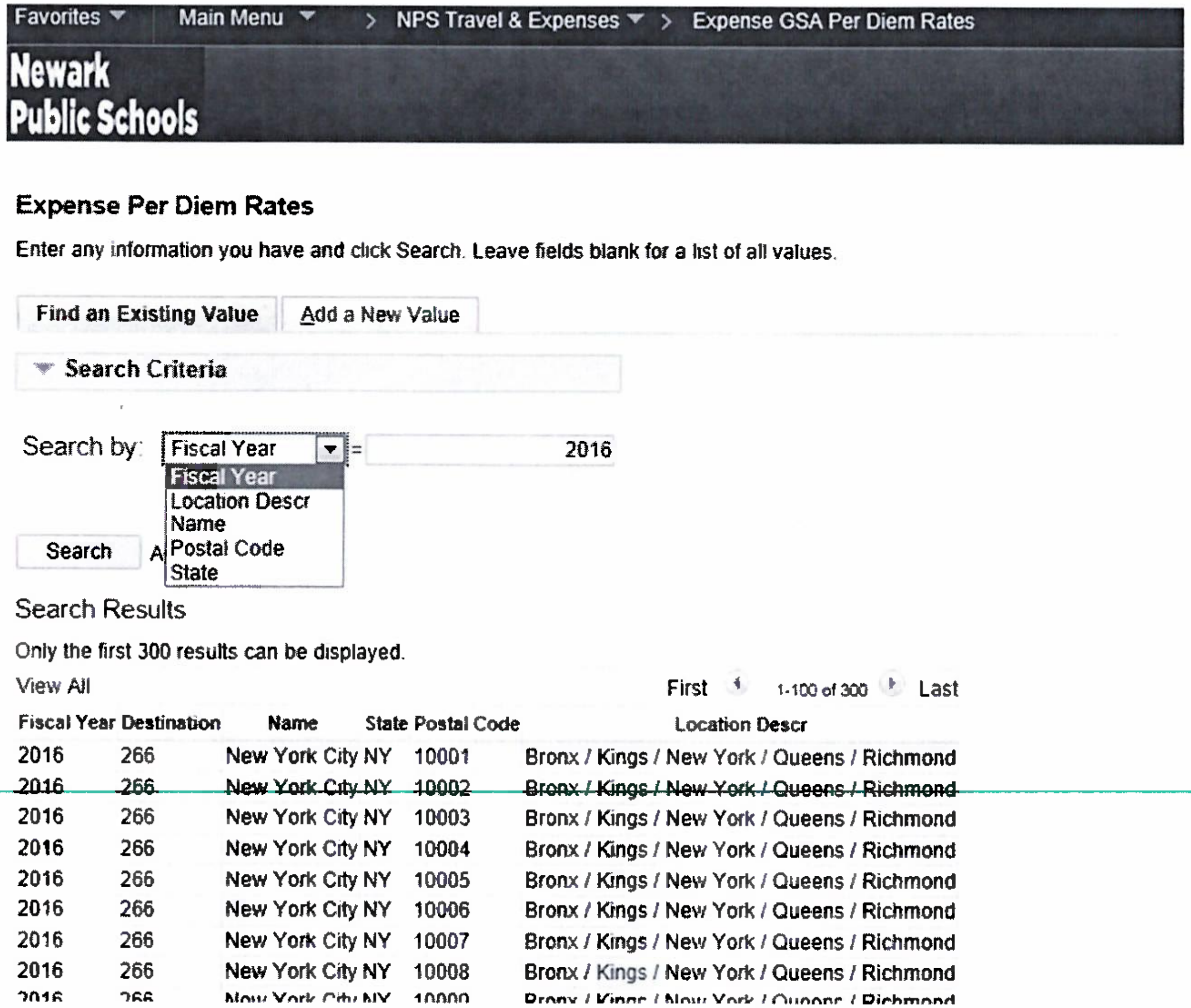
Expense GSA Per Diem Rates

This table lists the governments GSA rates, by zip code for both meals and hotel.

This table is maintained by downloading the GSA rate table in excel format from the GSA web site, and then uploaded.

A separate upload process (not developed) is required to maintain this. Outlined later in this document.

You can search for rates by year, Location, state, name, postal code.



Favorites
Main Menu
> NPS Travel & Expenses > Expense GSA Per Diem Rates
Newark Public Schools

Expense Per Diem Rates

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value
Search Criteria

Search by: Fiscal Year = 2016

Fiscal Year
Location Descr
Name
Postal Code
State
Search

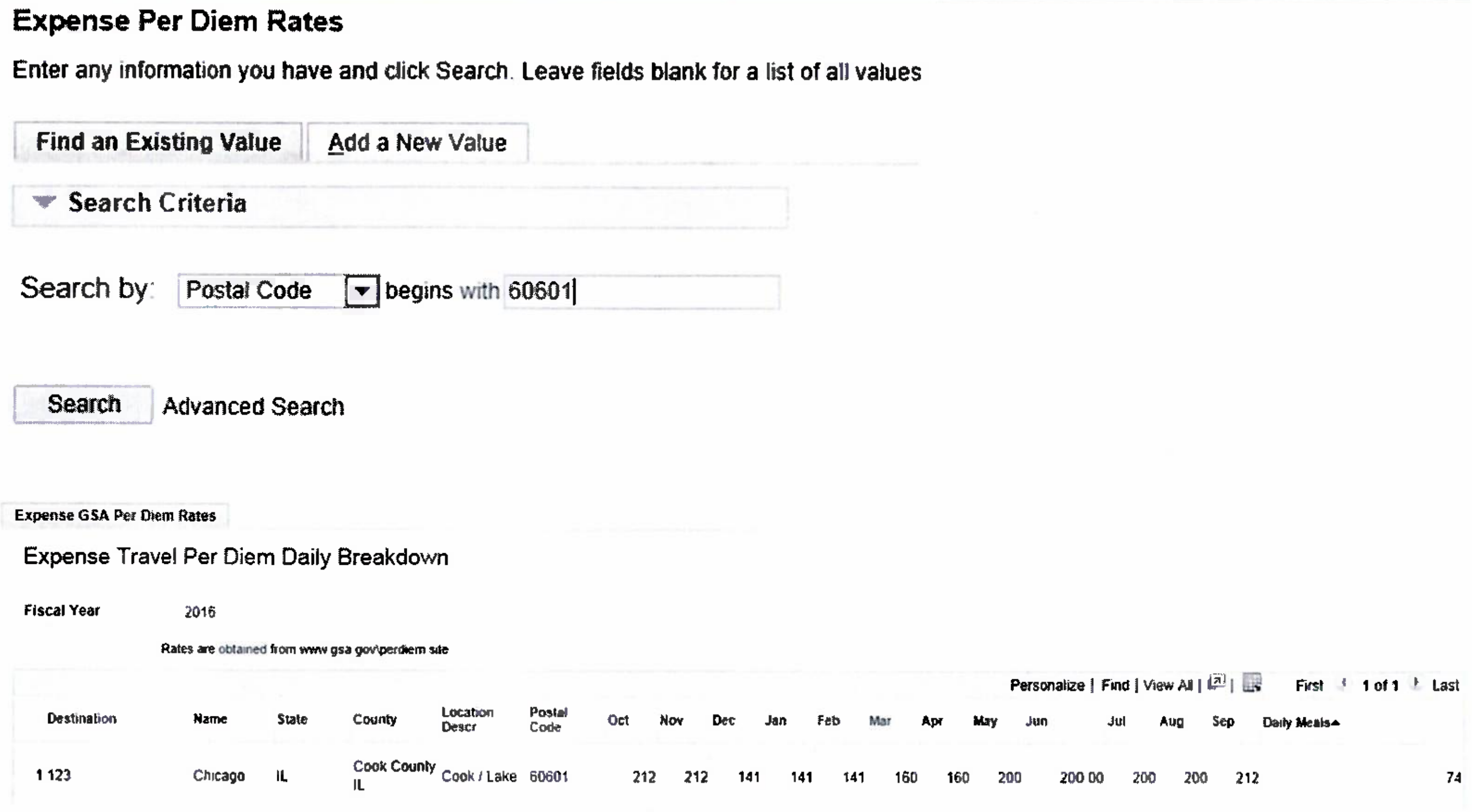
Search Results

Only the first 300 results can be displayed.

View All
First 1-100 of 300 Last

Fiscal Year	Destination	Name	State	Postal Code	Location Descr
2016	266	New York City	NY	10001	Bronx / Kings / New York / Queens / Richmond
2016	266	New York City	NY	10002	Bronx / Kings / New York / Queens / Richmond
2016	266	New York City	NY	10003	Bronx / Kings / New York / Queens / Richmond
2016	266	New York City	NY	10004	Bronx / Kings / New York / Queens / Richmond
2016	266	New York City	NY	10005	Bronx / Kings / New York / Queens / Richmond
2016	266	New York City	NY	10006	Bronx / Kings / New York / Queens / Richmond
2016	266	New York City	NY	10007	Bronx / Kings / New York / Queens / Richmond
2016	266	New York City	NY	10008	Bronx / Kings / New York / Queens / Richmond

Hotel rates are broken out by Month. Daily Meals is a total for the day.



Expense Per Diem Rates

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value
Add a New Value
Search Criteria

Search by: Postal Code begins with 60601

Search
Advanced Search
Expense GSA Per Diem Rates

Expense Travel Per Diem Daily Breakdown

Fiscal Year 2016

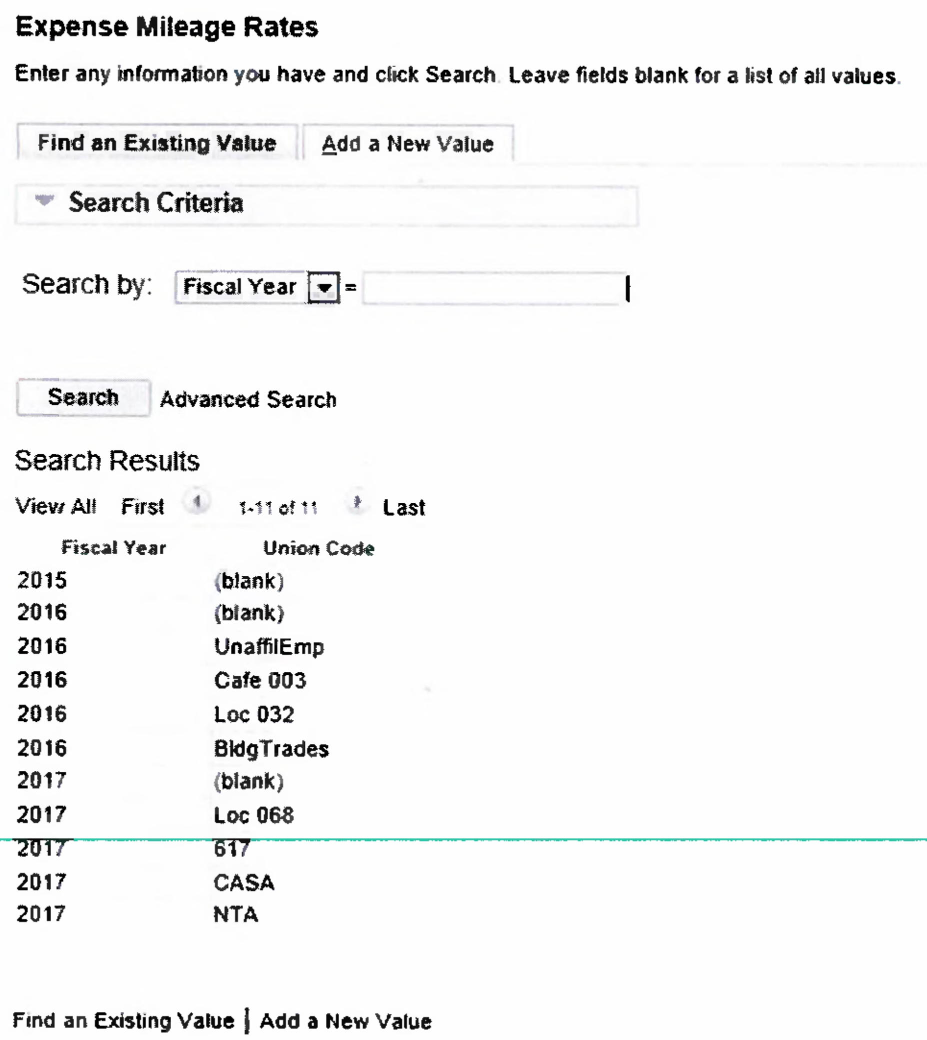
Rates are obtained from www gsa gov\perdiem site

Personalize | Find | View All | First 1 of 1 Last

Destination	Name	State	County	Location Descr	Postal Code	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Daily Meals▲
1 123	Chicago	IL	Cook County IL	Cook / Lake	60601	212	212	141	141	141	160	160	200	200 00	200	200	212	74

Expense Mileage Rates

Expense mileage rates are set by fiscal year by Union.



Expense Mileage Rates

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value
Search Criteria

Search by: Fiscal Year =

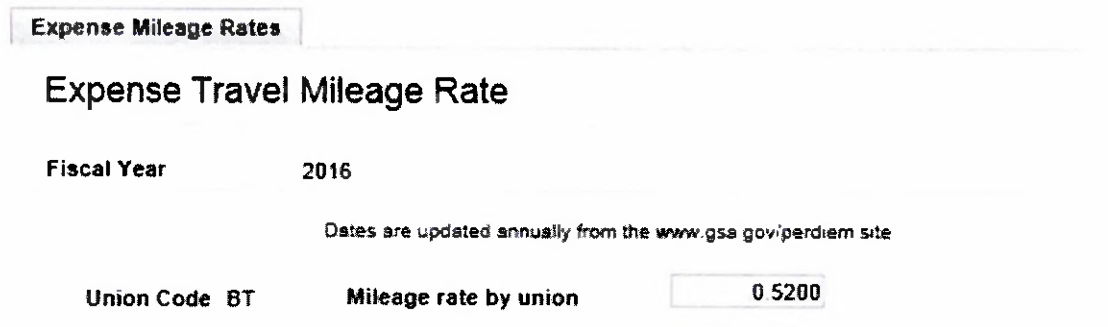
Search
Advanced Search

Search Results

View All
First
1-11 of 11
Last

Fiscal Year	Union Code
2015	(blank)
2016	(blank)
2016	UnaffilEmp
2016	Cafe 003
2016	Loc 032
2016	BldgTrades
2017	(blank)
2017	Loc 068
2017	617
2017	CASA
2017	NTA

Find an Existing Value | Add a New Value

Mileage rates are per/mile.	 Expense Mileage Rates Expense Travel Mileage Rate Fiscal Year 2016 Dates are updated annually from the www.gsa.gov/perdiem site Union Code BT Mileage rate by union 0.5200

CREATING A REQUISITION

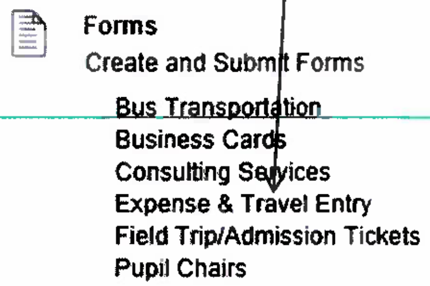
Create Travel/Expense Requisition

Enter a New Expense Requisition

Pick eProcurement

Pick Requisitions

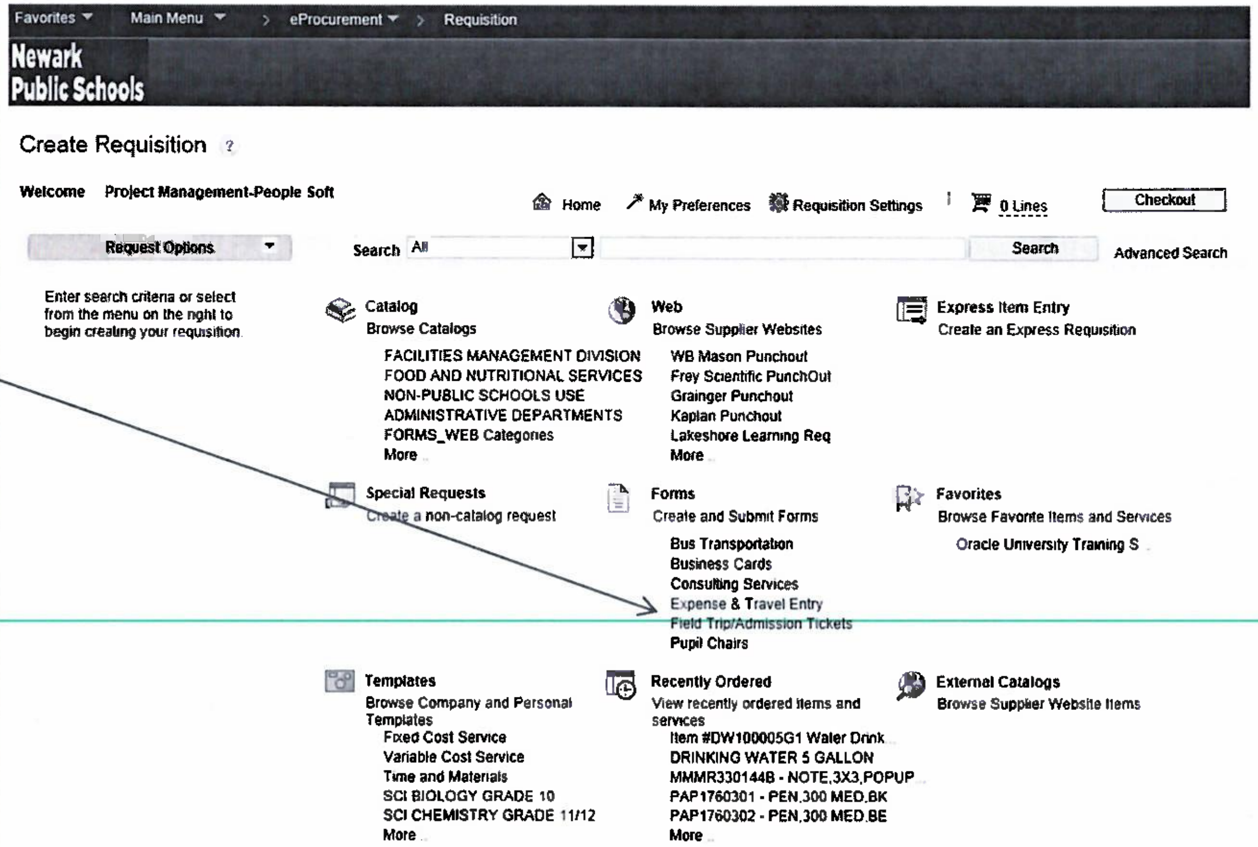
Under the forms section, click on "Expense & Travel"



Forms

Create and Submit Forms

- Bus Transportation
- Business Cards
- Consulting Services
- Expense & Travel Entry
- Field Trip/Admission Tickets
- Pupil Chairs



Favorites
Main Menu
eProcurement
Requisition
Newark Public Schools

Create Requisition ?

Welcome Project Management-People Soft

Home
My Preferences
Requisition Settings
0 Lines
Checkout
Request Options
Search All
Search
Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

Catalog
Browse Catalogs
- FACILITIES MANAGEMENT DIVISION
- FOOD AND NUTRITIONAL SERVICES
- NON-PUBLIC SCHOOLS USE
- ADMINISTRATIVE DEPARTMENTS
- FORMS_WEB Categories
- More

Web
Browse Supplier Websites
- WB Mason Punchout
- Frey Scientific PunchOut
- Grainger Punchout
- Kaplan Punchout
- Lakeshore Learning Req
- More

Express Item Entry
Create an Express Requisition

Special Requests
Create a non-catalog request

Forms
Create and Submit Forms
- Bus Transportation
- Business Cards
- Consulting Services
- Expense & Travel Entry
- Field Trip/Admission Tickets
- Pupil Chairs

Favorites
Browse Favorite Items and Services
- Oracle University Training S

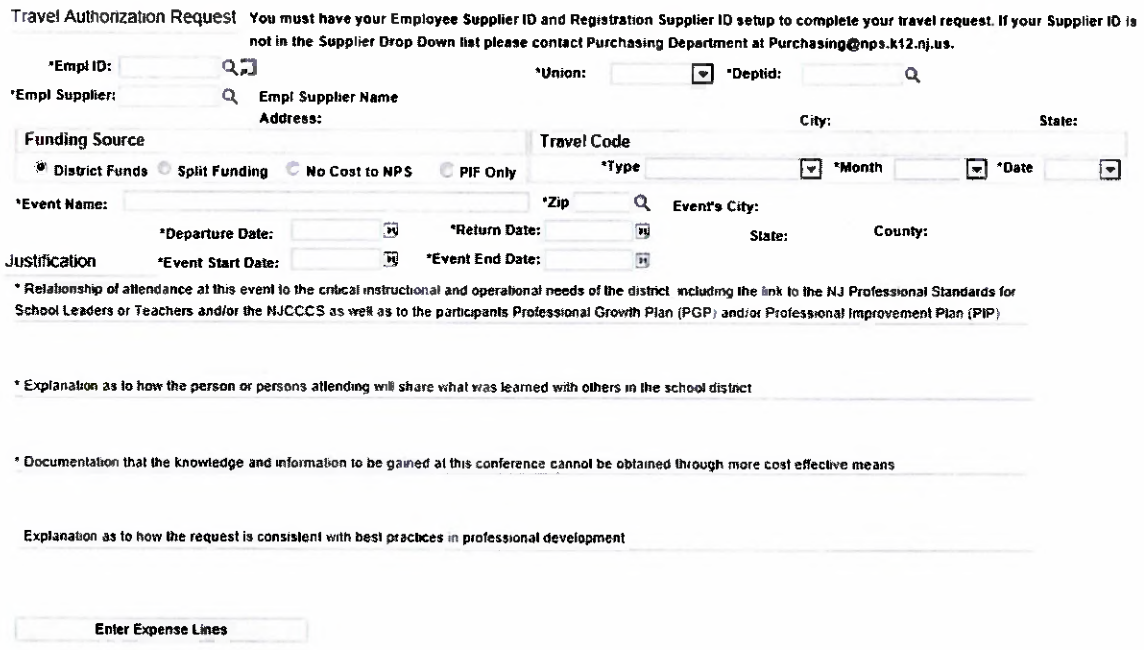
Templates
Browse Company and Personal Templates
- Fixed Cost Service
- Variable Cost Service
- Time and Materials
- SCI BIOLOGY GRADE 10
- SCI CHEMISTRY GRADE 11/12
- More

Recently Ordered
View recently ordered items and services
- Item #DW100005G1 Water Drink
- DRINKING WATER 5 GALLON
- MMMR330144B - NOTE,3X3,POPUP
- PAP1760301 - PEN,300 MED,BK
- PAP1760302 - PEN,300 MED,BE
- More

External Catalogs
Browse Supplier Website Items

Expense Header

First area displayed is the Expense Header. This section needs to be completed first. This information is required and will allow the specific inputs to become available.



Travel Authorization Request You must have your Employee Supplier ID and Registration Supplier ID setup to complete your travel request. If your Supplier ID is not in the Supplier Drop Down list please contact Purchasing Department at Purchasing@nps.k12.nj.us.

*Empl ID:

*Union:

*Deptid:

*Empl Supplier:

Empl Supplier Name

Address:

City:

State:

Funding Source

● District Funds ○ Split Funding ○ No Cost to NPS ○ PIF Only

Travel Code

*Type

*Month

*Date

*Event Name:

*Zip

Event's City:

*Departure Date:

*Return Date:

State:

County:

Justification

*Event Start Date:

*Event End Date:

* Relationship of attendance at this event to the critical instructional and operational needs of the district including the link to the NJ Professional Standards for School Leaders or Teachers and/or the NJCCCS as well as to the participants Professional Growth Plan (PGP) and/or Professional Improvement Plan (PIP)

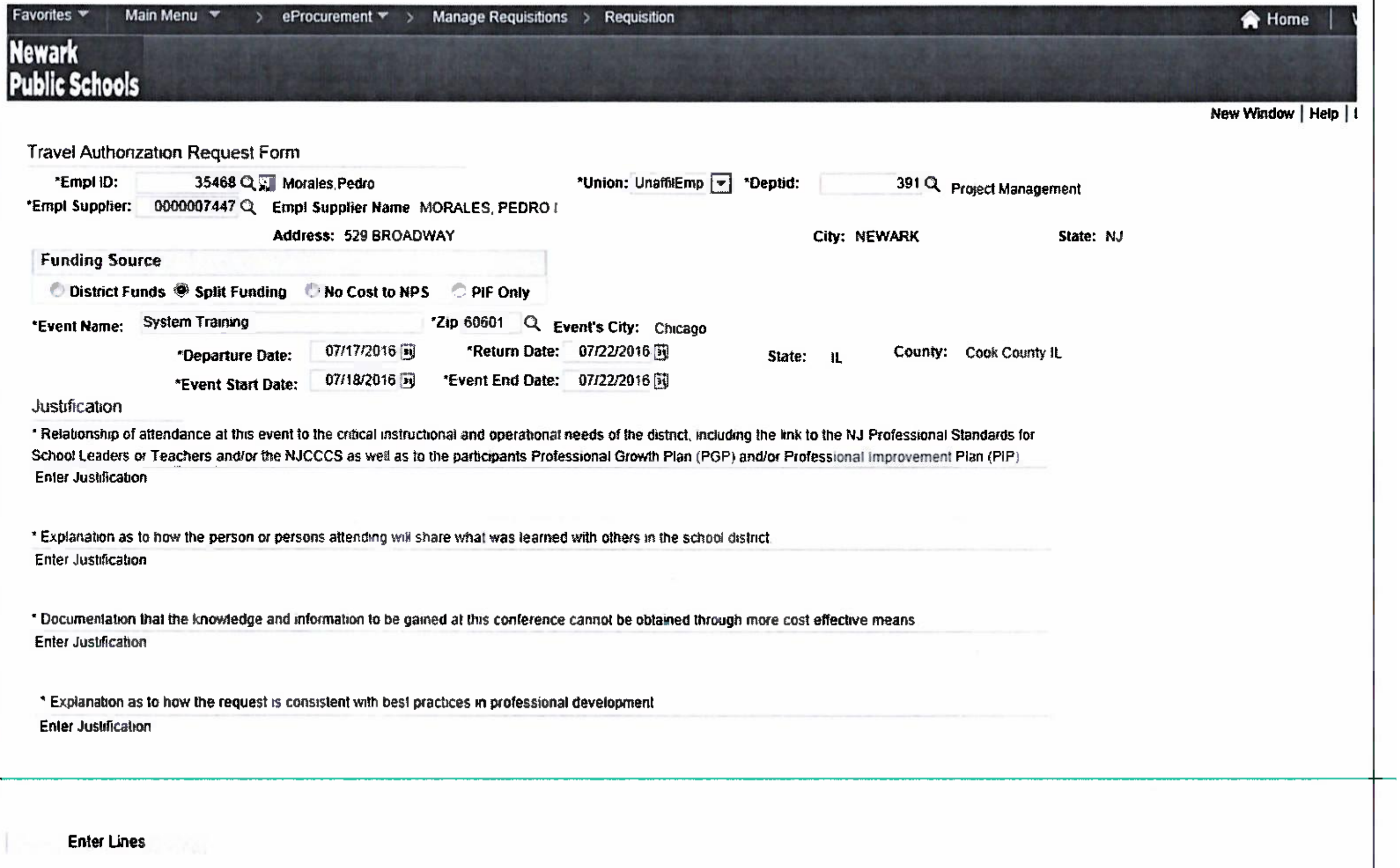
* Explanation as to how the person or persons attending will share what was learned with others in the school district

* Documentation that the knowledge and information to be gained at this conference cannot be obtained through more cost effective means

Explanation as to how the request is consistent with best practices in professional development

Expense Header Fields:

- Empl ID: Enter your HR Employee ID
- Union – The system will default in your union affiliation from your Empl ID
- Deptid – The system will default in your deptid from your Empl ID
- Empl Supplier – Enter your employee Supplier ID. You must have a Supplier ID to complete this form. If you do not have one, click on the link provided to submit a request to Purchasing to create a number.
- Funding Source – Select the option that indicates how your travel or expense will be funded:
    - **District** – Only district monies will be used to fund the travel.
    - **Split Funding** – A combination of both district and PIF monies will be used to fund the travel.
    - **No Cost to NPS** – This is a $0 cost travel. Neither NPS nor PIF will fund the travel
    - **PIF Only** – Only PIF monies will be used to fund the trip.



Travel Authorization Request Form

*Empl ID: 35468 Morales,Pedro *Union: UnaffilEmp *Deptid: 391 Project Management

*Empl Supplier: 0000007447 Empl Supplier Name MORALES, PEDRO

Address: 529 BROADWAY City: NEWARK State: NJ

Funding Source

○ District Funds ● Split Funding ○ No Cost to NPS ○ PIF Only

*Event Name: System Training *Zip 60601 Event's City: Chicago

*Departure Date: 07/17/2016 *Return Date: 07/22/2016 State: IL County: Cook County IL

*Event Start Date: 07/18/2016 *Event End Date: 07/22/2016

Justification

* Relationship of attendance at this event to the critical instructional and operational needs of the district, including the link to the NJ Professional Standards for School Leaders or Teachers and/or the NJCCCS as well as to the participants Professional Growth Plan (PGP) and/or Professional Improvement Plan (PIP)

Enter Justification

* Explanation as to how the person or persons attending will share what was learned with others in the school district

Enter Justification

* Documentation that the knowledge and information to be gained at this conference cannot be obtained through more cost effective means

Enter Justification

* Explanation as to how the request is consistent with best practices in professional development

Enter Justification

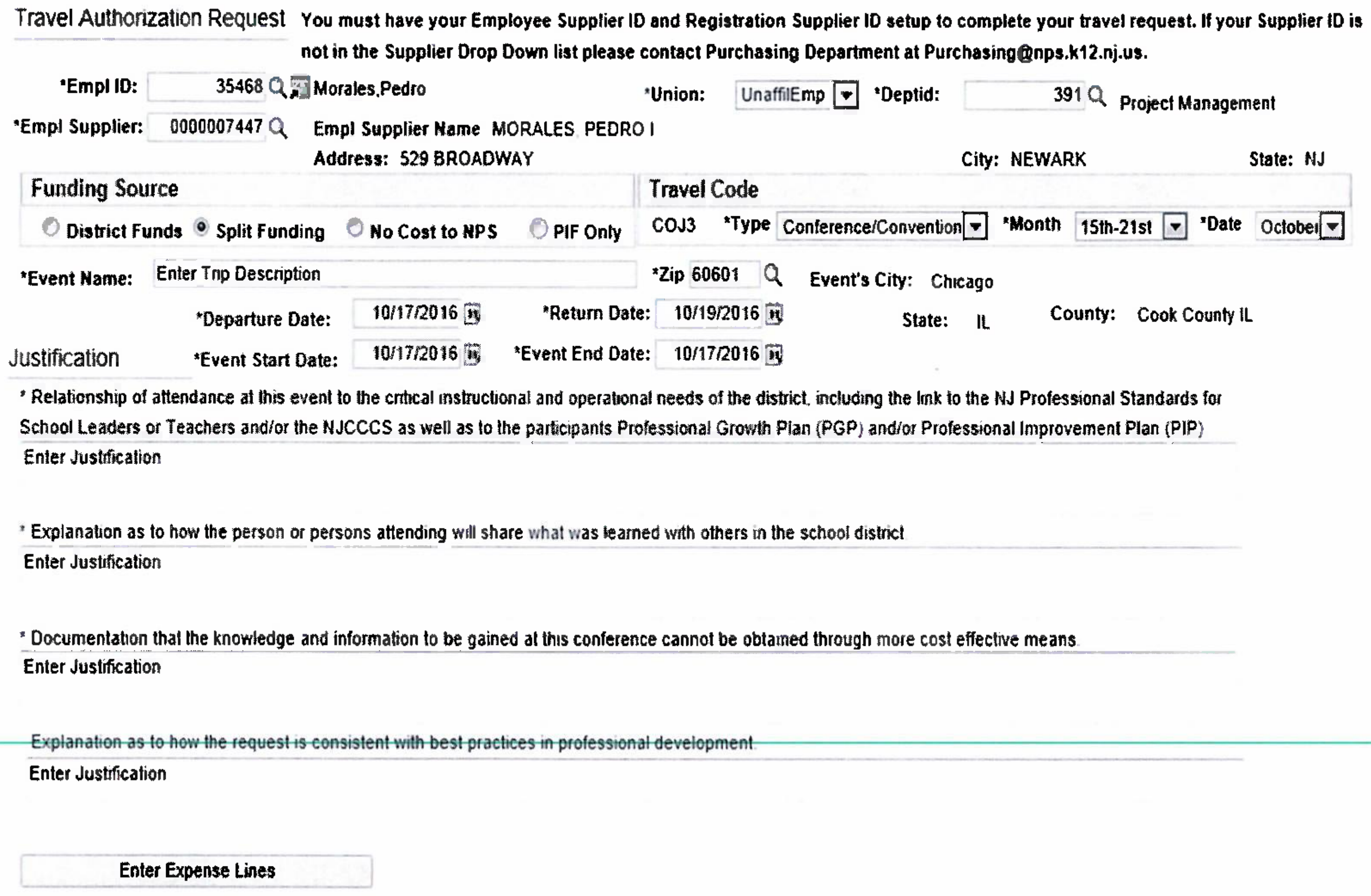
Enter Lines

Expense Header Fields: con't

- Travel Code – Select what type of travel from drop down arrow. System will generate a code. Select the month of travel along with the perimeter dates of travel.
- Event Name – Description of travel activity.
- Zip – Enter the postal code of the place you are traveling. This code will be used to bring in GSA per diem rates.
- Departure Date – Date you are leaving
- Return Date – Date you are returning
- Event Start Date – Date the event starts
- Event End Date – Date the event ends

Justification – Enter your travel & expense justifications.

Click Enter Expense Lines to continue and enter expense information.



Travel Authorization Request You must have your Employee Supplier ID and Registration Supplier ID setup to complete your travel request. If your Supplier ID is not in the Supplier Drop Down list please contact Purchasing Department at Purchasing@nps.k12.nj.us.

*Empl ID: 35468 Morales,Pedro *Union: UnaffilEmp *Deptid: 391 Project Management

*Empl Supplier: 0000007447 Empl Supplier Name MORALES PEDRO I

Address: 529 BROADWAY City: NEWARK State: NJ

Funding Source

○ District Funds ● Split Funding ○ No Cost to NPS ○ PIF Only

Travel Code

COJ3 *Type Conference/Convention *Month 15th-21st *Date October

*Event Name: Enter Trip Description *Zip 60601 Event's City: Chicago

*Departure Date: 10/17/2016 *Return Date: 10/19/2016 State: IL County: Cook County IL

Justification *Event Start Date: 10/17/2016 *Event End Date: 10/17/2016

* Relationship of attendance at this event to the critical instructional and operational needs of the district, including the link to the NJ Professional Standards for School Leaders or Teachers and/or the NJCCCS as well as to the participants Professional Growth Plan (PGP) and/or Professional Improvement Plan (PIP)

Enter Justification

* Explanation as to how the person or persons attending will share what was learned with others in the school district

Enter Justification

* Documentation that the knowledge and information to be gained at this conference cannot be obtained through more cost effective means

Enter Justification

Explanation as to how the request is consistent with best practices in professional development

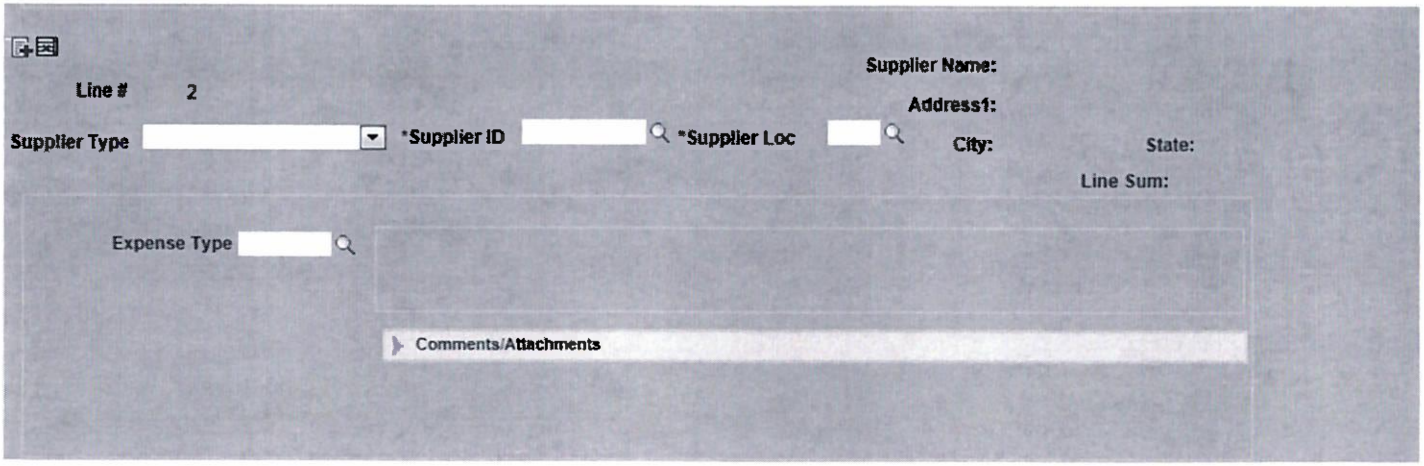
Enter Justification

Understanding the Expense Line

The Expense Line is your Requisition. One requisition line can have multiple expenses rolled up and summed into one line total.

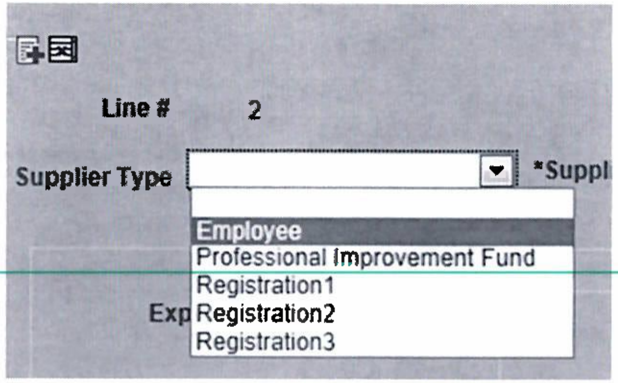
Fields:

- Line# - This is the line number on your requisition. This is system assigned and display only.
- Supplier Type – This is the entity that will be funded and/or reimbursed. You need a new Supplier Type when you are changing re-imbursement vendor.
  - Employee – The employee will be reimbursed for the expenses listed on the line from district funds.
  - Professional Improvement Fund Employee will be reimbursed from PIF funds
  - Registration 1,2,3 – Employee enters the Supplier ID of the entity to be paid.



Line # 2

Supplier Type
*Supplier ID
*Supplier Loc
Supplier Name:
Address1:
City:
State:
Line Sum:
Expense Type
Comments/Attachments



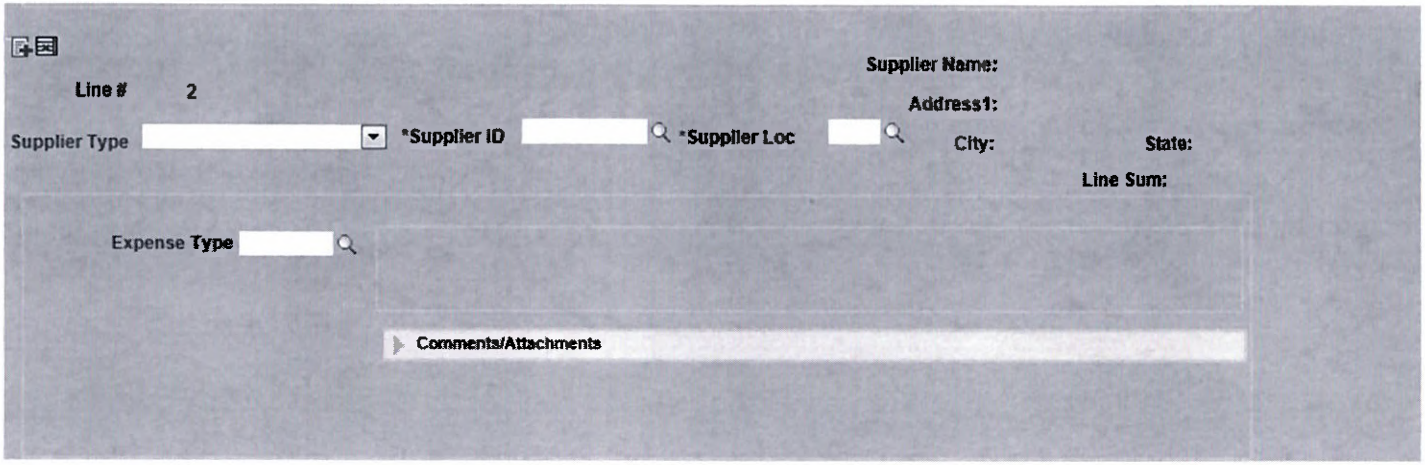
Line # 2

Supplier Type
*Suppl
Employee
Professional Improvement Fund
Registration1
Registration2
Registration3
Exp

Expense Line – con't

Supplier ID – Enter the Supplier ID that will be reimbursed. For Supplier Type Employee and PIF, The system will default the employee Supplier ID from the header.

Supplier Loc – System will default value.

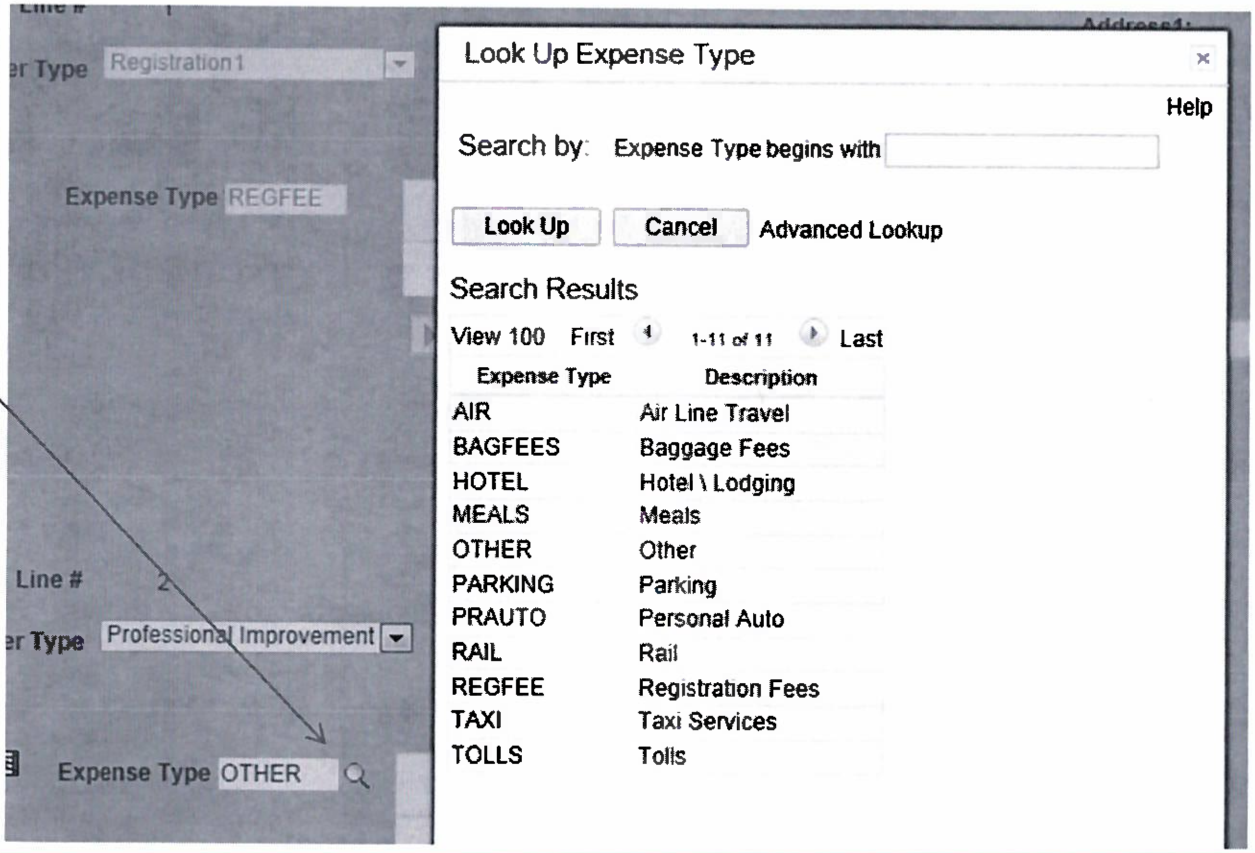


Line # 2

Supplier Name:
Address1:
Supplier Type
*Supplier ID
*Supplier Loc
City:
State:
Line Sum:
Expense Type
Comments/Attachments

Expense Line – con't

Expense Type – Select the type of expense you wish to enter. Click on lookup to see a list of expenses.



Look Up Expense Type

Help

Search by: Expense Type begins with

Look Up | Cancel | Advanced Lookup

Search Results

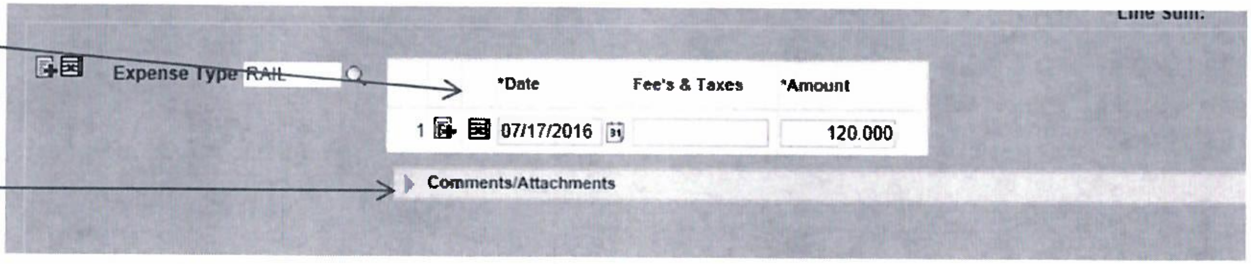
View 100 First 1-11 of 11 Last

Expense Type	Description
AIR	Air Line Travel
BAGFEES	Baggage Fees
HOTEL	Hotel \ Lodging
MEALS	Meals
OTHER	Other
PARKING	Parking
PRAUTO	Personal Auto
RAIL	Rail
REGFEE	Registration Fees
TAXI	Taxi Services
TOLLS	Tolls

er Type Registration1
Expense Type REGFEE
Line # 2
er Type Professional Improvement
Expense Type OTHER

Enter Date and Amount

To add comments and attachments, Click on arrow to expand and un-expand.

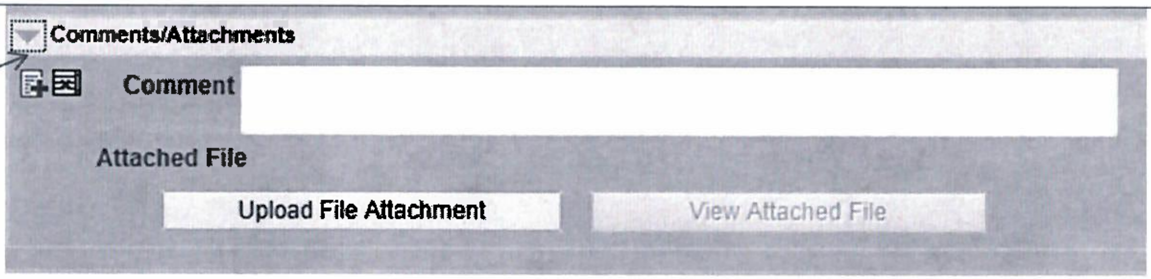


Expense Type RAIL

	*Date	Fee's & Taxes	*Amount
1	07/17/2016		120.000

Comments/Attachments

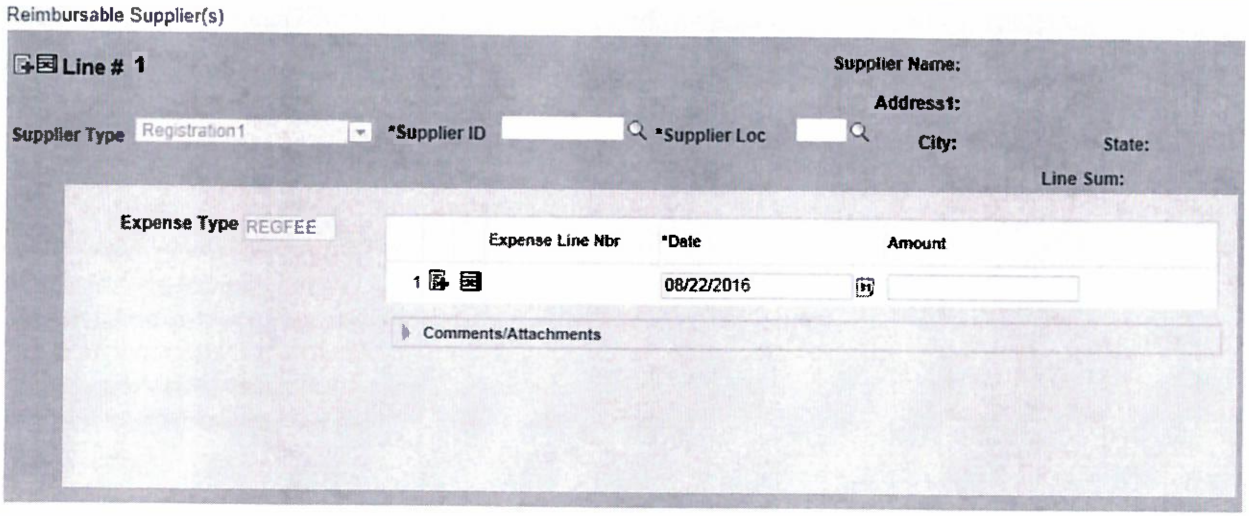
To add comments and attachments, Click on arrow to expand and un-expand.


Comments/Attachments
Comment
Attached File
Upload File Attachment
View Attached File

Enter Expense Data - Registration

Under the justification section, the system will default your first expense. This is line 1 – Registration. This is the expense for your registration. This must be completed and is required for all expenses – included free/no cost.

System Defaults Supplier Type = Registration1


Reimbursable Supplier(s)

Line # 1

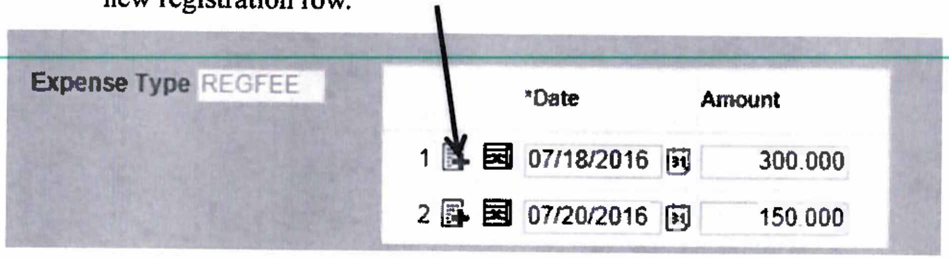
Supplier Type: Registration1
*Supplier ID:
*Supplier Loc:
Supplier Name:
Address1:
City:
State:
Line Sum:

Expense Type: REGFEE

Expense Line Nbr	*Date	Amount
1	08/22/2016	

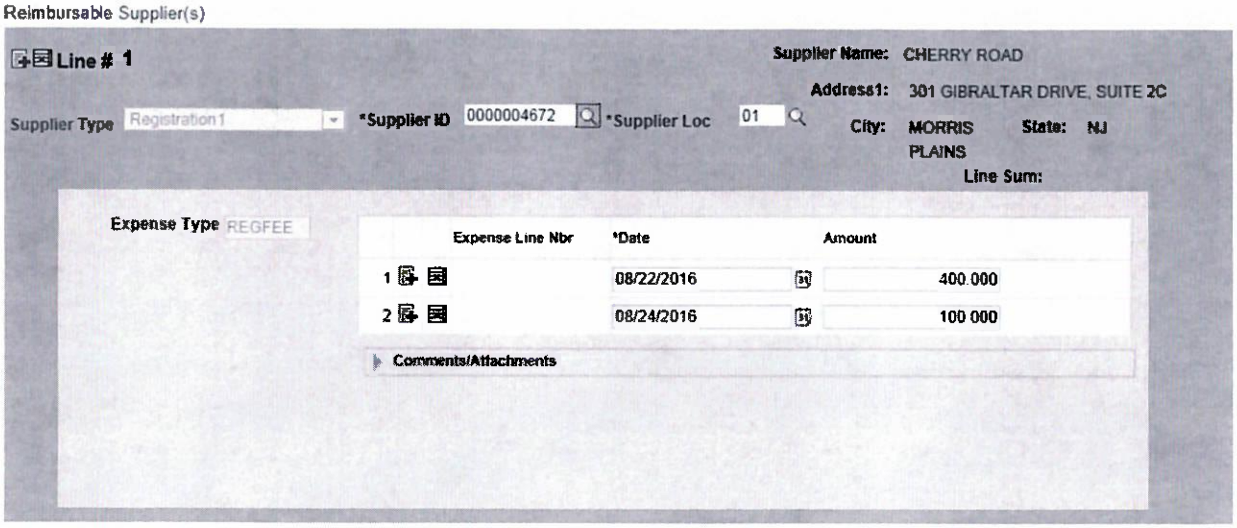
Comments/Attachments

- ➢ Supplier ID is blank. You need to enter vendor who the check will be made out to.
- ➢ Supplier Loc – System Default
- ➢ Expense Type – System Default REGFEE (Registration)
- ➢ Date – The Date the start date of the registration event
- ➢ Amount – Registration fee.
- ➢ If you are attending multiple registrations on the same trip to the same vendor, then click on the plus icon to insert a new registration row.


Expense Type: REGFEE

	*Date	Amount
1	07/18/2016	300.000
2	07/20/2016	150.000

Example – Completed Line 1 Registration.



Reimbursable Supplier(s)

Line # 1

Supplier Type: Registration1

*Supplier ID: 0000004672

*Supplier Loc: 01

Supplier Name: CHERRY ROAD

Address1: 301 GIBRALTAR DRIVE, SUITE 2C

City: MORRIS PLAINS

State: NJ

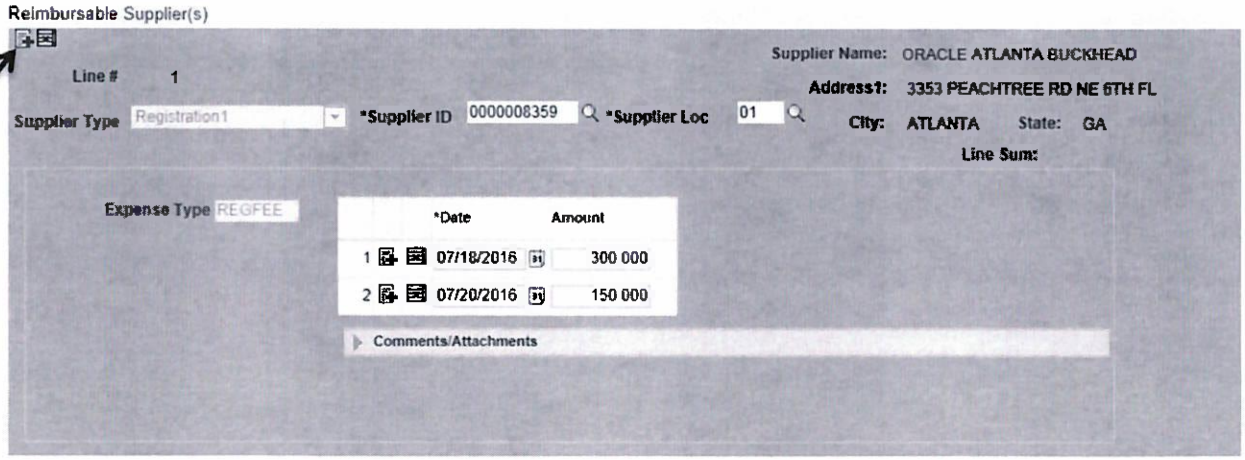
Line Sum:

Expense Type: REGFEE

Expense Line Nbr	*Date	Amount
1	08/22/2016	400.000
2	08/24/2016	100.000

Enter Expense Data - Employee

On Line 1 Registration, click the plus sign to insert a new Requisition Line



Reimbursable Supplier(s)

Line # 1

Supplier Type: Registration1

*Supplier ID: 0000008359

*Supplier Loc: 01

Supplier Name: ORACLE ATLANTA BUCKHEAD

Address1: 3353 PEACHTREE RD NE 6TH FL

City: ATLANTA State: GA

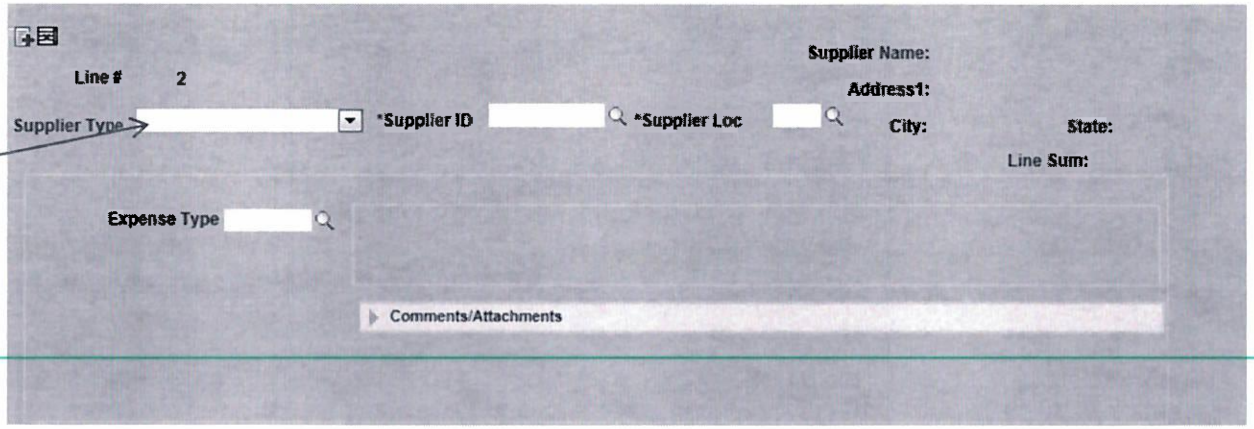
Line Sum:

Expense Type: REGFEE

	*Date	Amount
1	07/18/2016	300 000
2	07/20/2016	150 000

A blank line 2 is now created

In Supplier Type Select Employee



Line # 2

Supplier Type:

*Supplier ID:

*Supplier Loc:

Supplier Name:

Address1:

City:

State:

Line Sum:

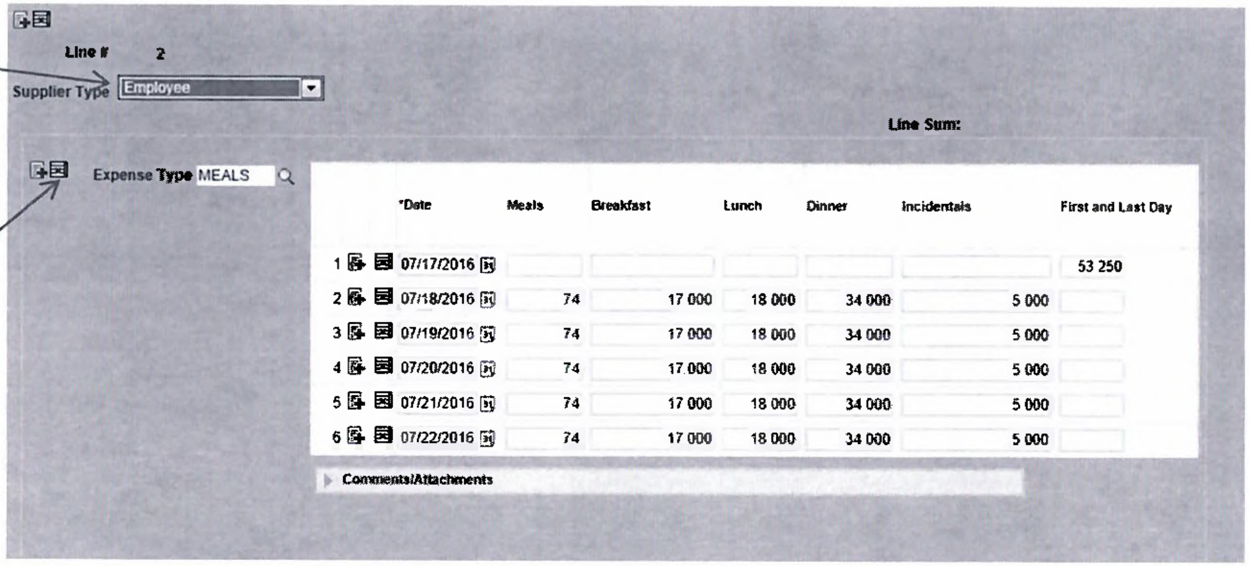
Expense Type:

In Supplier Type; Select Employee

The System will default expense Type Meals and will insert your meal per diem from the GSA tables.

Edit – You are allowed to edit the GSA rates, but only reduce them. You cannot increase them.

If you do not need meals, then click the red x to delete.



Line # 2

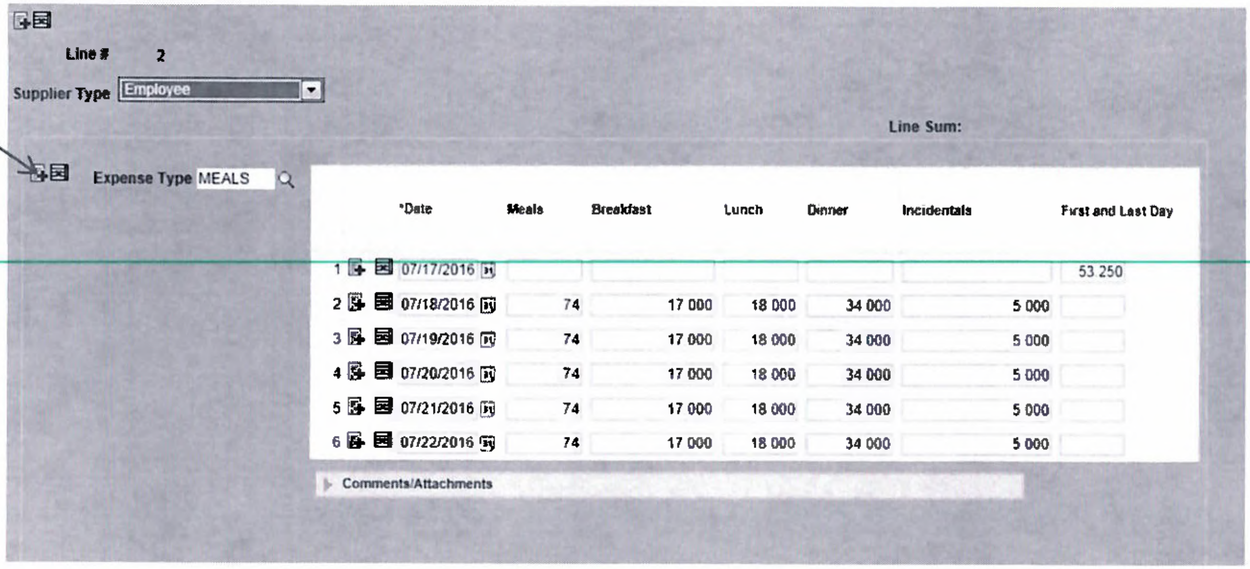
Supplier Type Employee

Line Sum:

Expense Type MEALS

	*Date	Meals	Breakfast	Lunch	Dinner	Incidentals	First and Last Day
1	07/17/2016						53 250
2	07/18/2016	74	17 000	18 000	34 000	5 000	
3	07/19/2016	74	17 000	18 000	34 000	5 000	
4	07/20/2016	74	17 000	18 000	34 000	5 000	
5	07/21/2016	74	17 000	18 000	34 000	5 000	
6	07/22/2016	74	17 000	18 000	34 000	5 000	

To insert another expense type, click on the green plus sign next to meals.



Line # 2

Supplier Type Employee

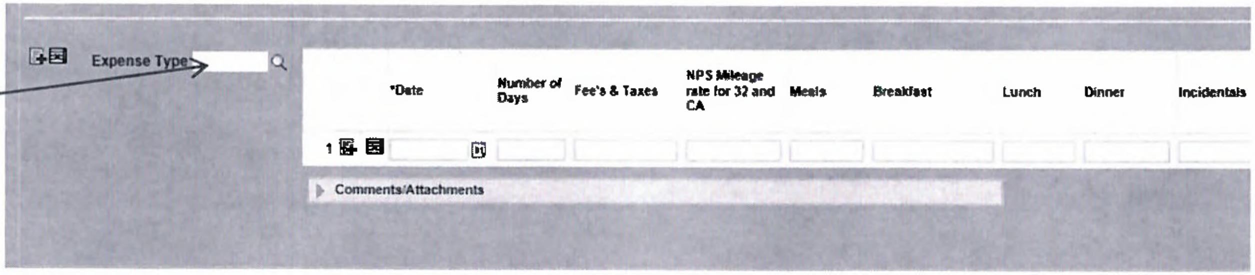
Line Sum:

Expense Type MEALS

	*Date	Meals	Breakfast	Lunch	Dinner	Incidentals	First and Last Day
1	07/17/2016						53 250
2	07/18/2016	74	17 000	18 000	34 000	5 000	
3	07/19/2016	74	17 000	18 000	34 000	5 000	
4	07/20/2016	74	17 000	18 000	34 000	5 000	
5	07/21/2016	74	17 000	18 000	34 000	5 000	
6	07/22/2016	74	17 000	18 000	34 000	5 000	

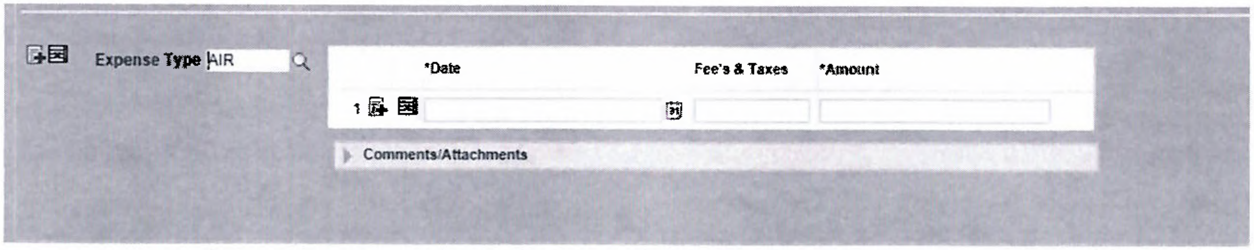
The system will insert a blank expense type for line 2.

Select your expense type


Expense Type
Comments/Attachments

*Date	Number of Days	Fee's & Taxes	NPS Mileage rate for 32 and CA	Meals	Breakfast	Lunch	Dinner	Incidentals
1								

After selecting your expense type, the system insert your employee Supplier ID and will re-format the expense type entry to accommodate the expense type

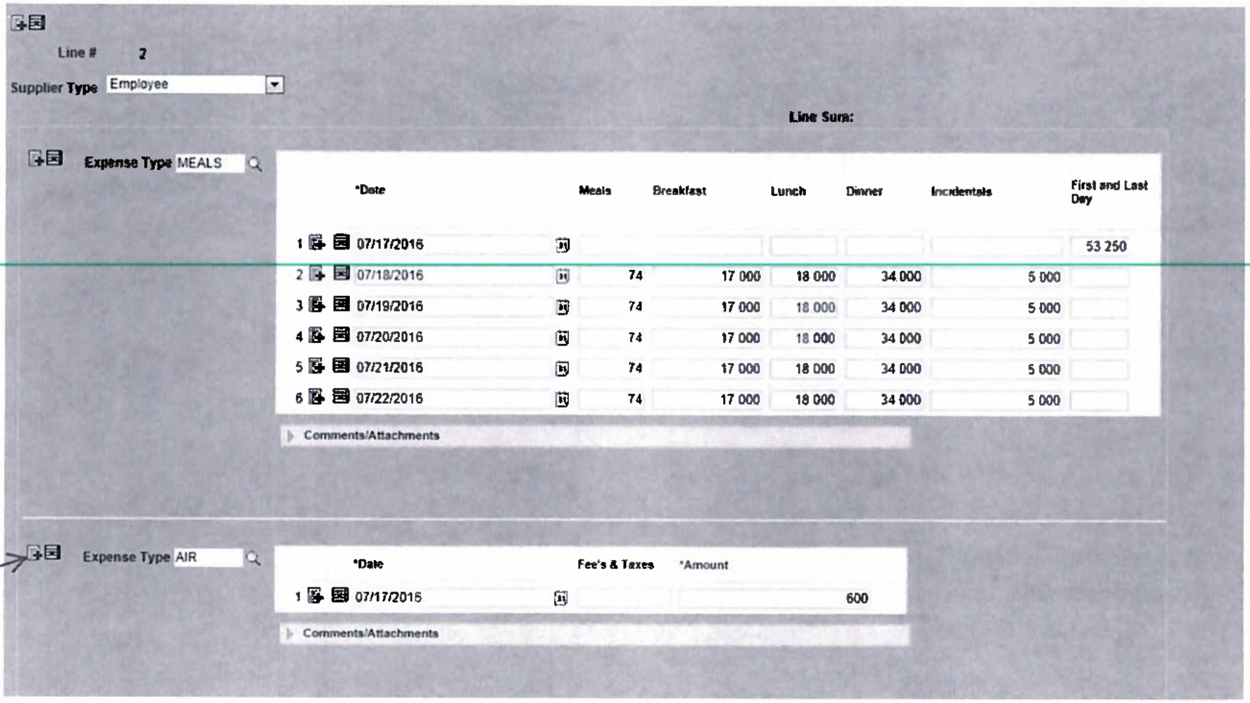

Comments/Attachments

Expense Type AIR

*Date	Fee's & Taxes	*Amount
1		

So Far Line 2 has two expense types, Meals and Air.

Click on the plus sign next to the Expense Type "Air" to insert a new expense Type for Hotel.


Line Sum:
Comments/Attachments
Comments/Attachments

Line # 2

Supplier Type Employee

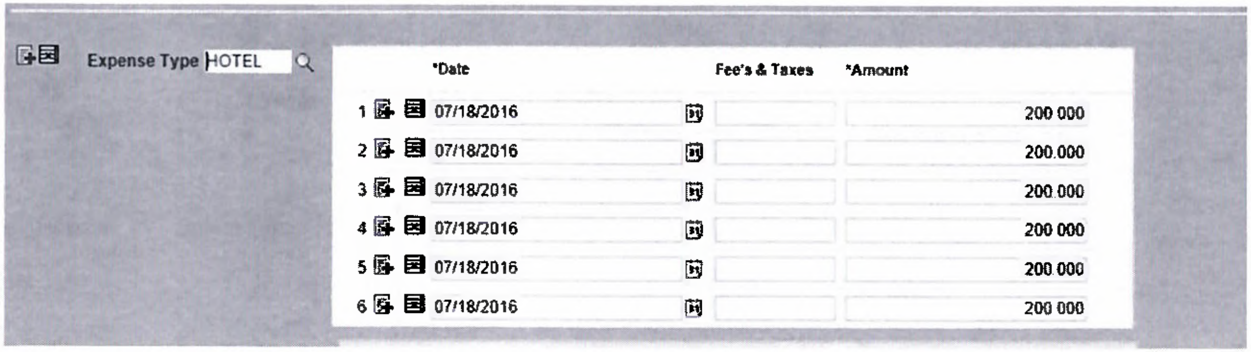
Expense Type MEALS

	*Date	Meals	Breakfast	Lunch	Dinner	Incidentals	First and Last Day
1	07/17/2016						53 250
2	07/18/2016	74	17 000	18 000	34 000	5 000	
3	07/19/2016	74	17 000	18 000	34 000	5 000	
4	07/20/2016	74	17 000	18 000	34 000	5 000	
5	07/21/2016	74	17 000	18 000	34 000	5 000	
6	07/22/2016	74	17 000	18 000	34 000	5 000	

Expense Type AIR

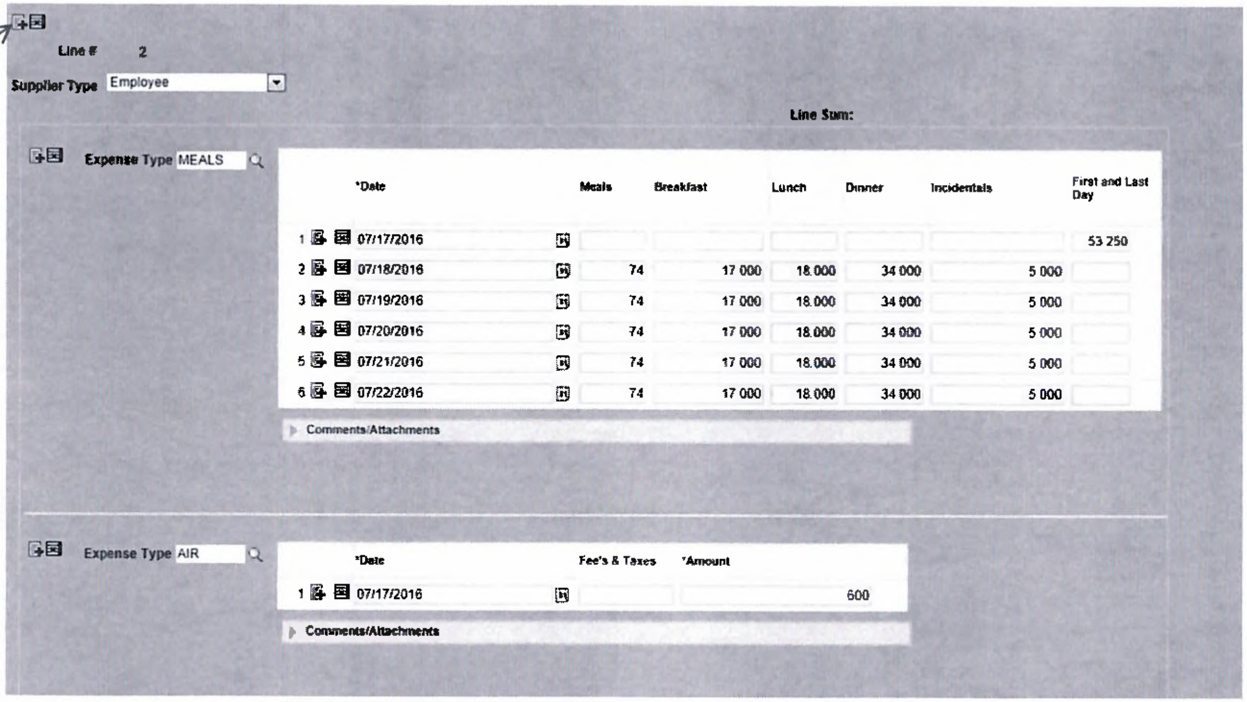
	*Date	Fee's & Taxes	*Amount
1	07/17/2016		600

<table>
<tr>
<td>When Selecting Hotel, the system will insert the GSA rates for the nights you will be away.

Line 2 Now has 3 Expenses. Meals, Air, and Hotel. You can add as many expenses as needed.</td>
<td>
Expense Type HOTEL
<table>
<tr><th></th><th>*Date</th><th>Fee's & Taxes</th><th>*Amount</th></tr>
<tr><td>1</td><td>07/18/2016</td><td></td><td>200 000</td></tr>
<tr><td>2</td><td>07/18/2016</td><td></td><td>200.000</td></tr>
<tr><td>3</td><td>07/18/2016</td><td></td><td>200.000</td></tr>
<tr><td>4</td><td>07/18/2016</td><td></td><td>200 000</td></tr>
<tr><td>5</td><td>07/18/2016</td><td></td><td>200 000</td></tr>
<tr><td>6</td><td>07/18/2016</td><td></td><td>200 000</td></tr>
</table>
</td>
</tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
</table>

Enter Expense Data - PIF

To add Line on the requisition, click the green plus sign next to Supplier Type "Employee"



Line # 2

Supplier Type: Employee

Line Sum:

Expense Type: MEALS

	*Date	Meals	Breakfast	Lunch	Dinner	Incidentals	First and Last Day
1	07/17/2016						53 250
2	07/18/2016	74	17 000	18.000	34 000	5 000	
3	07/19/2016	74	17 000	18.000	34 000	5 000	
4	07/20/2016	74	17 000	18.000	34 000	5 000	
5	07/21/2016	74	17 000	18.000	34 000	5 000	
6	07/22/2016	74	17 000	18.000	34 000	5 000	

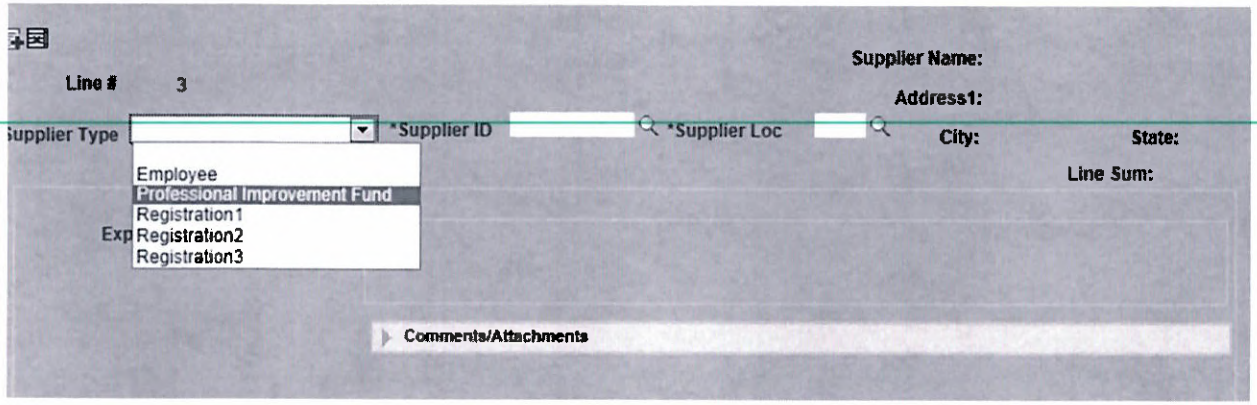
Comments/Attachments

Expense Type: AIR

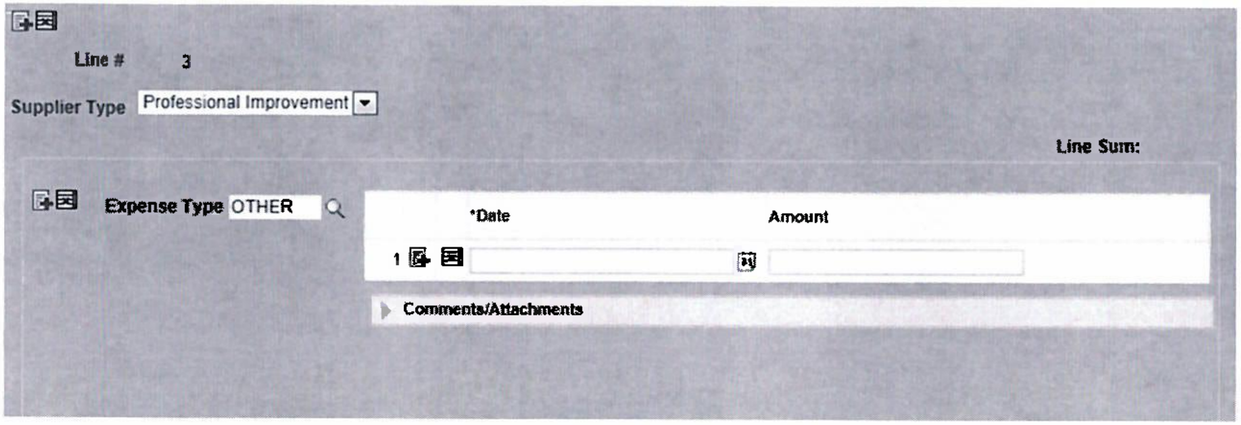
	*Date	Fee's & Taxes	*Amount
1	07/17/2016		600

Comments/Attachments

System Inserts a blank Line 3. In the drop down select PIF.


Line # 3
Supplier Type
*Supplier ID
*Supplier Loc
Supplier Name:
Address1:
City:
State:
Line Sum:
Employee
Professional Improvement Fund
Registration1
Registration2
Registration3
Exp
Comments/Attachments

System will default the supplier to your employee Supplier ID and Insert Other. If Other is not needed, just click in the red X next to Other or click on the Expense Type Lookup and select a different Expense Type.



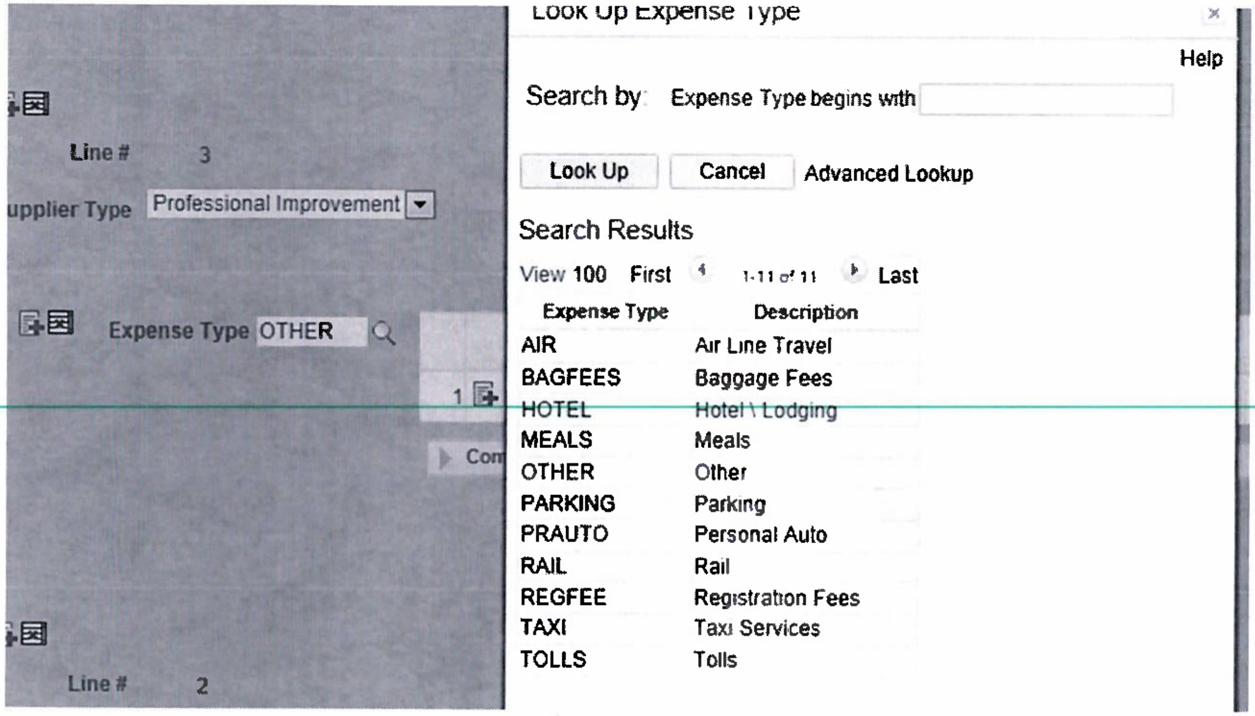
Line # 3

Supplier Type: Professional Improvement

Line Sum:

Expense Type: OTHER

*Date
Amount
1
Comments/Attachments



Line # 3

Supplier Type: Professional Improvement

Expense Type: OTHER

Line # 2

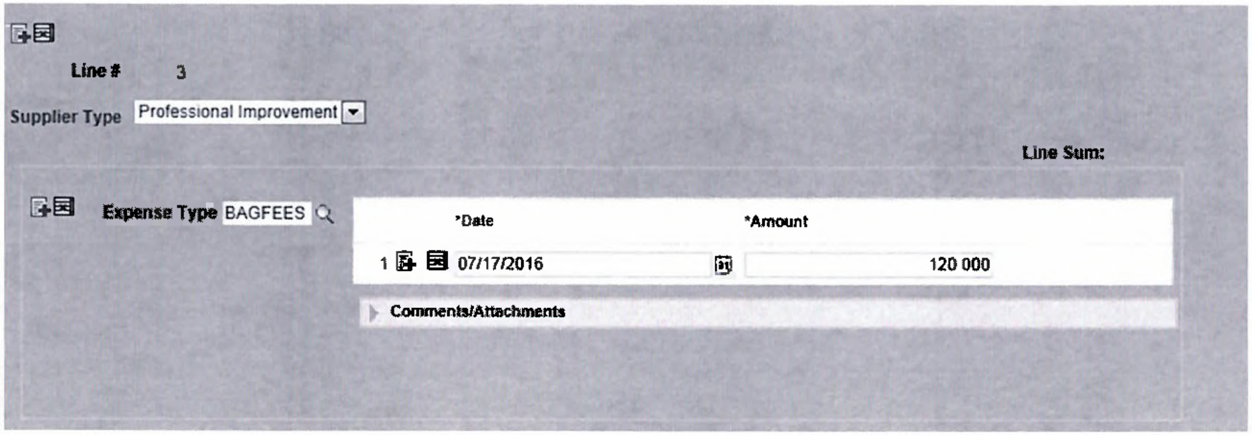
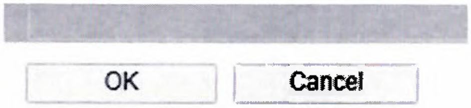
Look Up Expense Type

Help
Search by: Expense Type begins with
Look Up
Cancel
Advanced Lookup
1
Com

Search Results

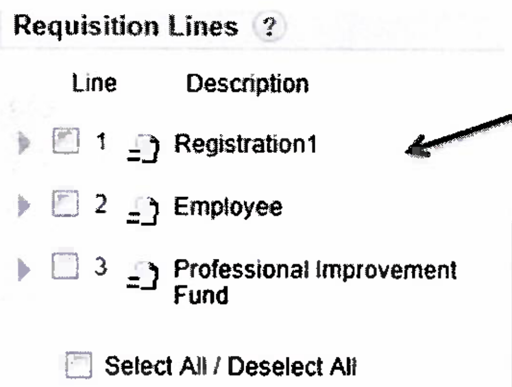
View 100 First 1-11 of 11 Last

Expense Type	Description
AIR	Air Line Travel
BAGFEES	Baggage Fees
HOTEL	Hotel \ Lodging
MEALS	Meals
OTHER	Other
PARKING	Parking
PRAUTO	Personal Auto
RAIL	Rail
REGFEE	Registration Fees
TAXI	Taxi Services
TOLLS	Tolls

	 Line # 3 Supplier Type Professional Improvement Line Sum: Expense Type BAGFEES *Date *Amount 1 07/17/2016 120 000 Comments/Attachments
When You are finished with the requisition Click OK	

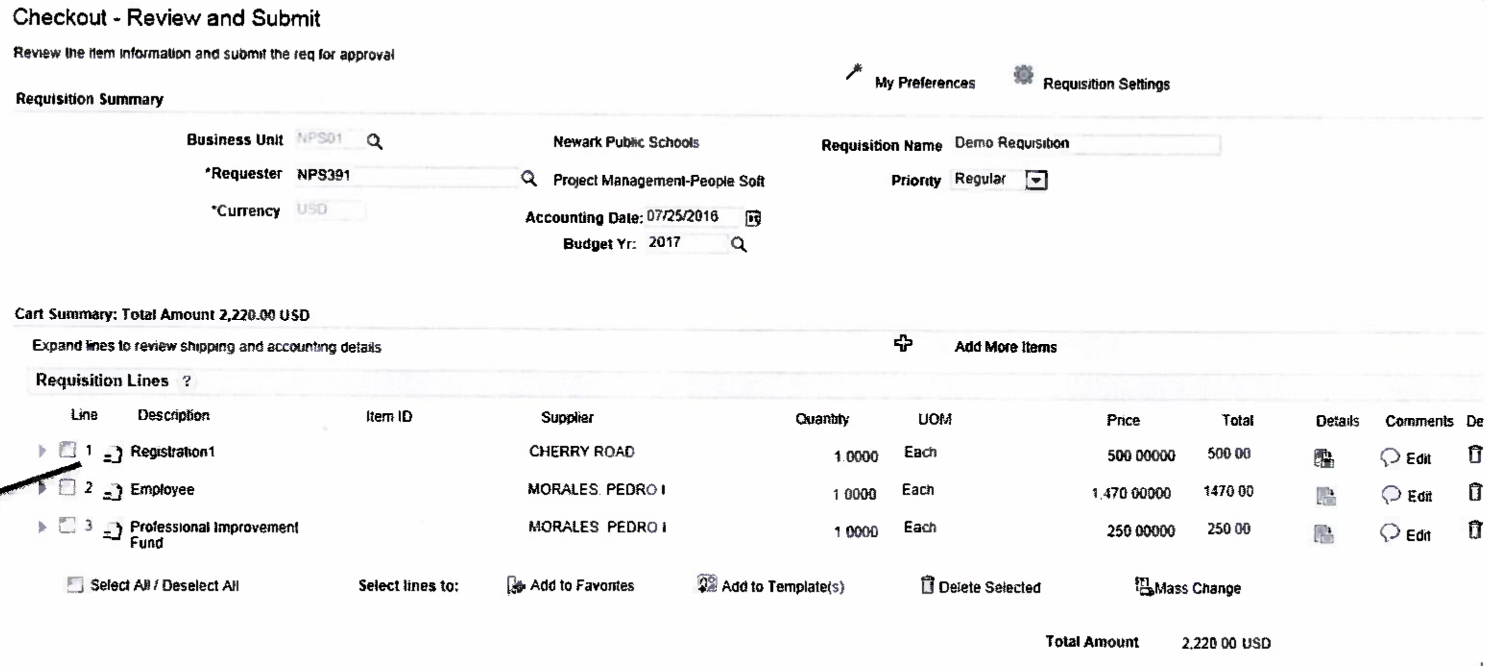
Review and Submit Requisition

Each Supplier Type creates a unique Line on the requisition.


Requisition Lines ?

Line	Description
☐ 1	Registration1
☐ 2	Employee
☐ 3	Professional Improvement Fund

☐ Select All / Deselect All


Checkout - Review and Submit

Review the item information and submit the req for approval

My Preferences
Requisition Settings

Requisition Summary

Business Unit NPS01
Newark Public Schools
Requisition Name Demo Requisition
*Requester NPS391
Project Management-People Soft
Priority Regular
*Currency USD
Accounting Date: 07/25/2016
Budget Yr: 2017

Cart Summary: Total Amount 2,220.00 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	De
☐ 1	Registration1		CHERRY ROAD	1.0000	Each	500 00000	500 00		Edit	
☐ 2	Employee		MORALES PEDRO I	1 0000	Each	1,470 00000	1470 00		Edit	
☐ 3	Professional Improvement Fund		MORALES PEDRO I	1 0000	Each	250 00000	250 00		Edit	

☐ Select All / Deselect All

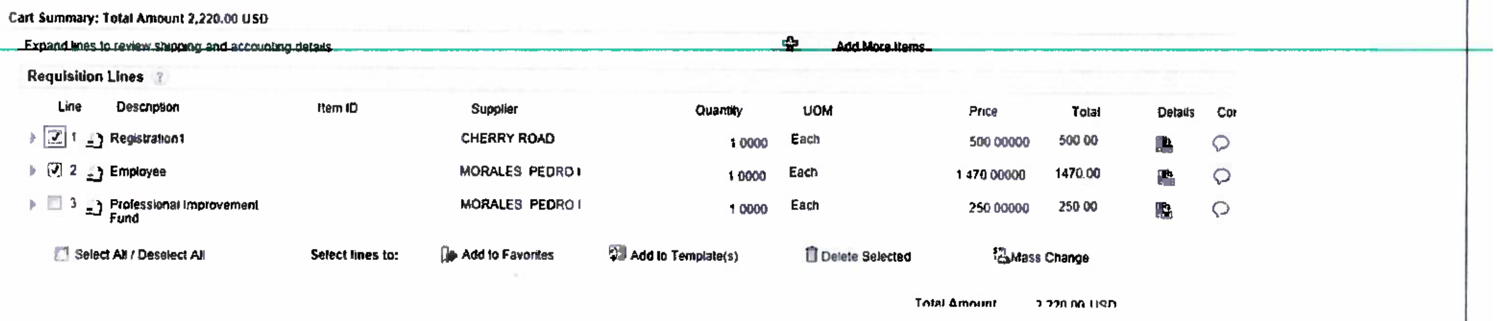
Select lines to:
Add to Favorites
Add to Template(s)
Delete Selected
Mass Change

Total Amount 2,220 00 USD

Entering Account Codes

Lines 1 & 2 Get District Funds accounts. Line 3 PIF must get a PIF Account.

Click boxes on line 1 and 2 and click on Mass update.


Cart Summary: Total Amount 2,220.00 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines ?

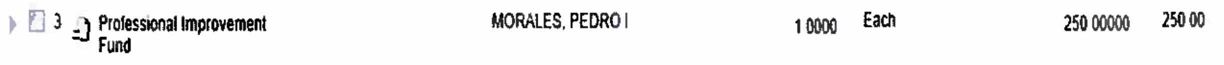
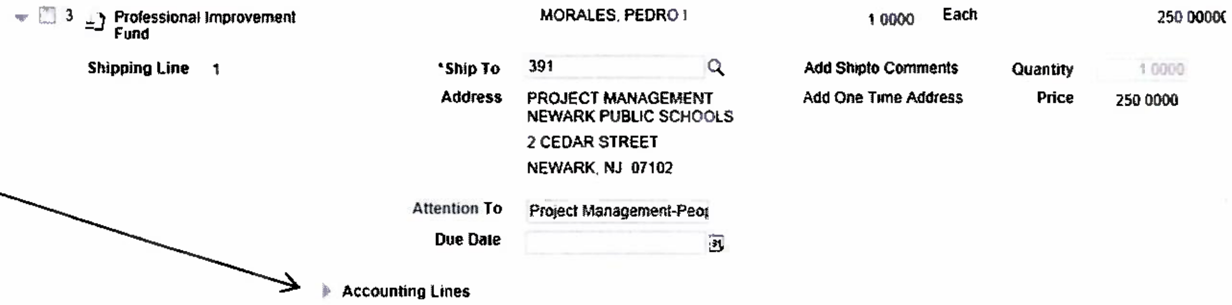
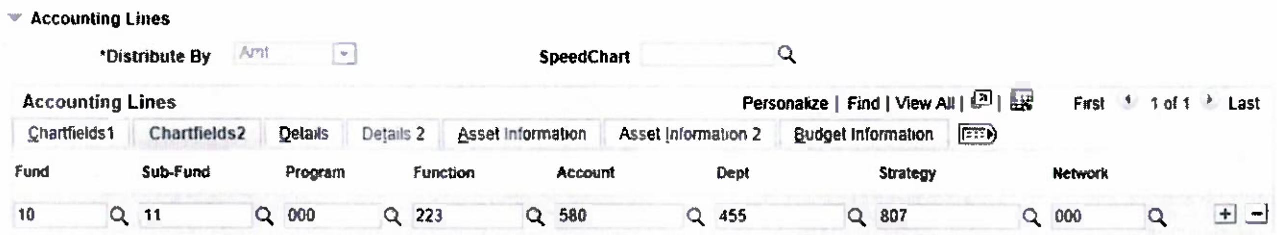
Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Co
☑ 1	Registration1		CHERRY ROAD	1 0000	Each	500 00000	500 00		
☑ 2	Employee		MORALES PEDRO I	1 0000	Each	1 470 00000	1470.00		
☐ 3	Professional Improvement Fund		MORALES PEDRO I	1 0000	Each	250 00000	250 00		

☐ Select All / Deselect All

Select lines to:
Add to Favorites
Add to Template(s)
Delete Selected
Mass Change

Total Amount 2,220.00 USD

To add the account lines, one line only. Click arrow next to line

The account number for the PIF will be populated based on the union selected on the requisition.	 3 Professional Improvement Fund MORALES, PEDRO I 1 0000 Each 250 00000 250 00
Scroll down and click on the arrow next to Accounting Lines Expand the Accounting Line Click on tab Chartfields 2 and enter the account number	 3 Professional Improvement Fund MORALES, PEDRO I 1 0000 Each 250 0000C Shipping Line 1 *Ship To 391 Address PROJECT MANAGEMENT NEWARK PUBLIC SCHOOLS 2 CEDAR STREET NEWARK, NJ 07102 Add Shipto Comments Add One Time Address Quantity 1 0000 Price 250 0000 Attention To Project Management-Peo Due Date Accounting Lines  Accounting Lines *Distribute By Amt SpeedChart Accounting Lines Fund: 10 Sub-Fund: 11 Program: 000 Function: 223 Account: 580 Dept: 455 Strategy: 807 Network: 000

Personalize \| Find \| View All \|
First 1 of 1 Last
Chartfields1
Chartfields2
Details
Details 2
Asset Information
Asset Information 2
Budget Information

Managing Requisitions

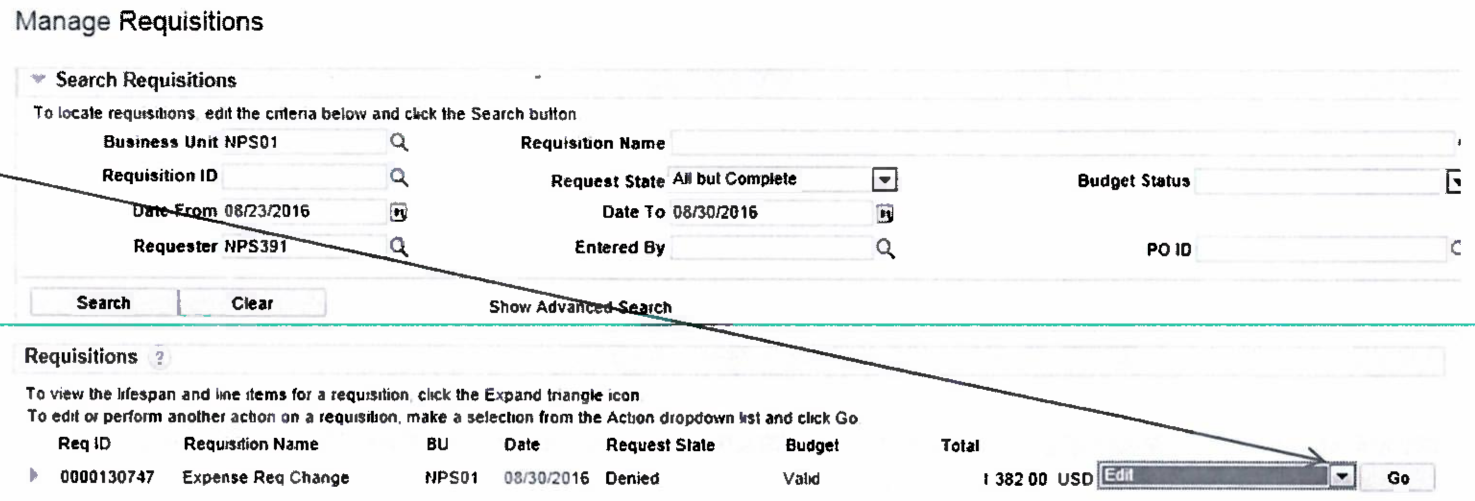
Change Orders

Scenario 1 – Change Funding Source

After a Requisition is submitted for approval and is in pending status, PIF may deny the Request funds. Therefore PIF has to be removed from the Requisition and resubmitted.

Navigate to eProcurement > Manage Requisitions:

Find Requisition to edit.



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

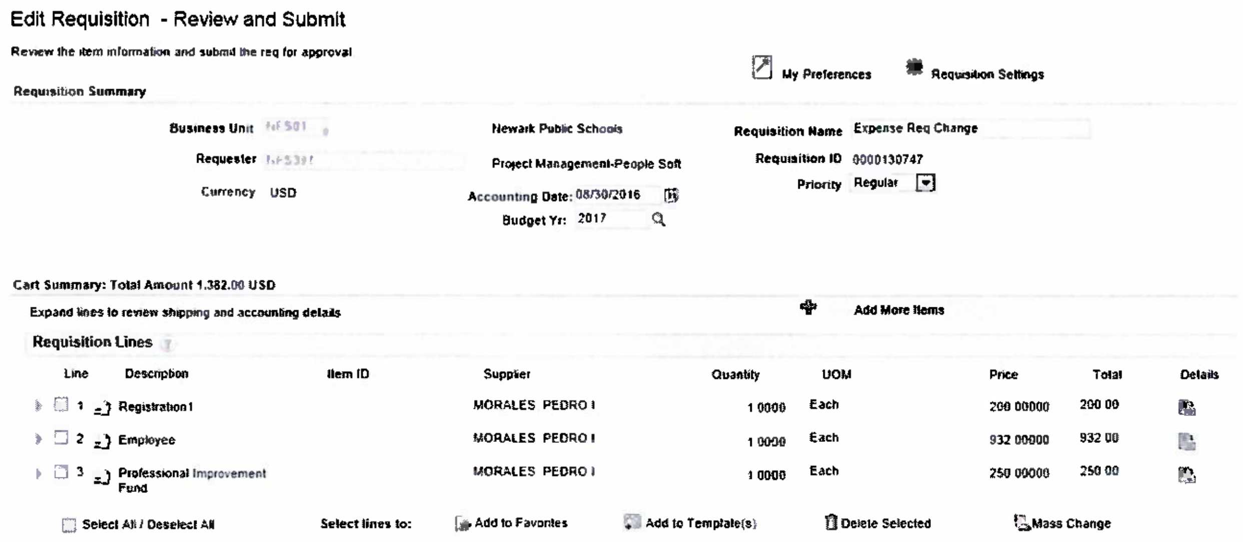
Business Unit NPS01
Requisition Name
Requisition ID
Request State All but Complete
Budget Status
Date From 08/23/2016
Date To 08/30/2016
Requester NPS391
Entered By
PO ID

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

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
0000130747	Expense Req Change	NPS01	08/30/2016	Denied	Valid	1,382.00 USD	Edit	Go

Click on any line to edit the expense form.



Edit Requisition - Review and Submit

Review the item information and submit the req for approval

Requisition Summary

Business Unit NF501

Requester [illegible]

Currency USD

Newark Public Schools

Project Management-People Soft

Accounting Date: 08/30/2016

Budget Yr: 2017

Requisition Name Expense Req Change

Requisition ID 0000130747

Priority Regular

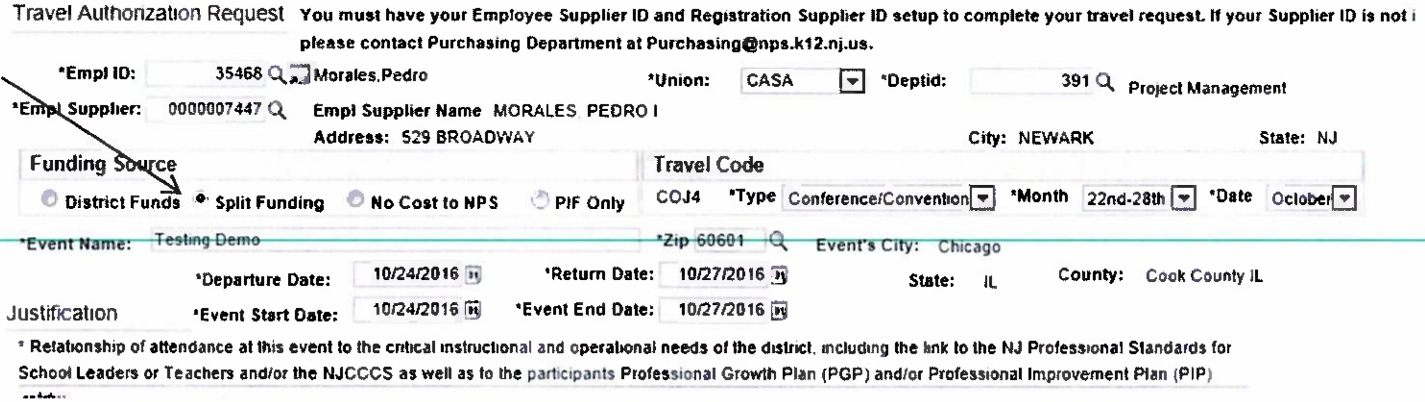
Cart Summary: Total Amount 1,382.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
☐ 1	Registration1		MORALES PEDRO I	1 0000	Each	200 00000	200 00	
☐ 2	Employee		MORALES PEDRO I	1 0000	Each	932 00000	932 00	
☐ 3	Professional Improvement Fund		MORALES PEDRO I	1 0000	Each	250 00000	250 00	

Change Funding to “District Funds”



Travel Authorization Request

You must have your Employee Supplier ID and Registration Supplier ID setup to complete your travel request. If your Supplier ID is not i please contact Purchasing Department at Purchasing@nps.k12.nj.us.

*Empl ID: 35468 Morales,Pedro

*Union: CASA

*Deptid: 391 Project Management

*Empl Supplier: 0000007447

Empl Supplier Name MORALES PEDRO I

Address: 529 BROADWAY

City: NEWARK

State: NJ

Funding Source

○ District Funds ● Split Funding ○ No Cost to NPS ○ PIF Only

Travel Code

COJ4 *Type Conference/Convention *Month 22nd-28th *Date October

*Event Name: Testing Demo

*Zip 60601

Event's City: Chicago

*Departure Date: 10/24/2016

*Return Date: 10/27/2016

State: IL

County: Cook County IL

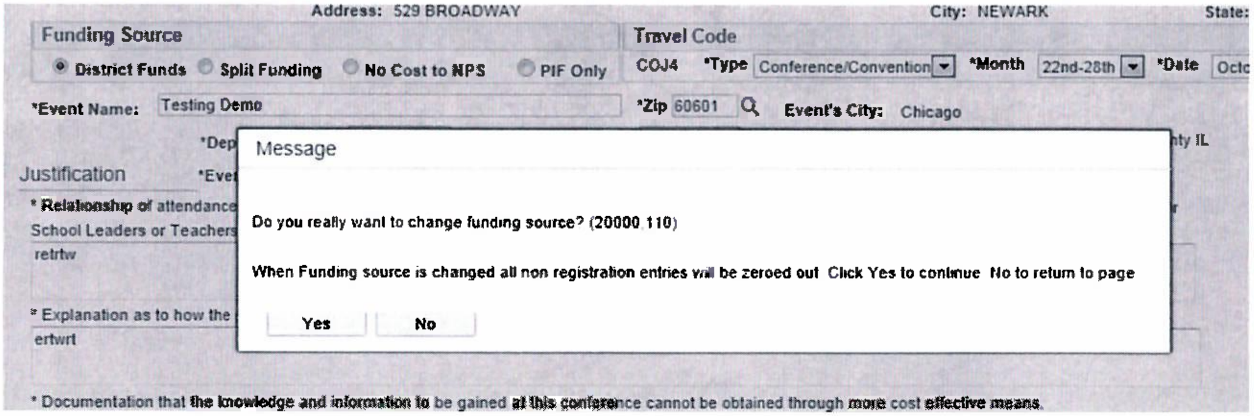
Justification

*Event Start Date: 10/24/2016

*Event End Date: 10/27/2016

* Relationship of attendance at this event to the critical instructional and operational needs of the district, including the link to the NJ Professional Standards for School Leaders or Teachers and/or the NJCCCS as well as to the participants Professional Growth Plan (PGP) and/or Professional Improvement Plan (PIP)

Click Yes


Address: 529 BROADWAY
City: NEWARK
State:
Funding Source
● District Funds ○ Split Funding ○ No Cost to NPS ○ PIF Only
Travel Code
COJ4 *Type Conference/Convention *Month 22nd-28th *Date Octc
*Zip 60601 Event's City: Chicago
*Dep
Justification
*Eve
nty IL

*Event Name: Testing Demo

* Relationship of attendance
School Leaders or Teachers
retrtw

* Explanation as to how the
ertwrt

Message

Do you really want to change funding source? (20000 110)

When Funding source is changed all non registration entries will be zeroed out Click Yes to continue No to return to page

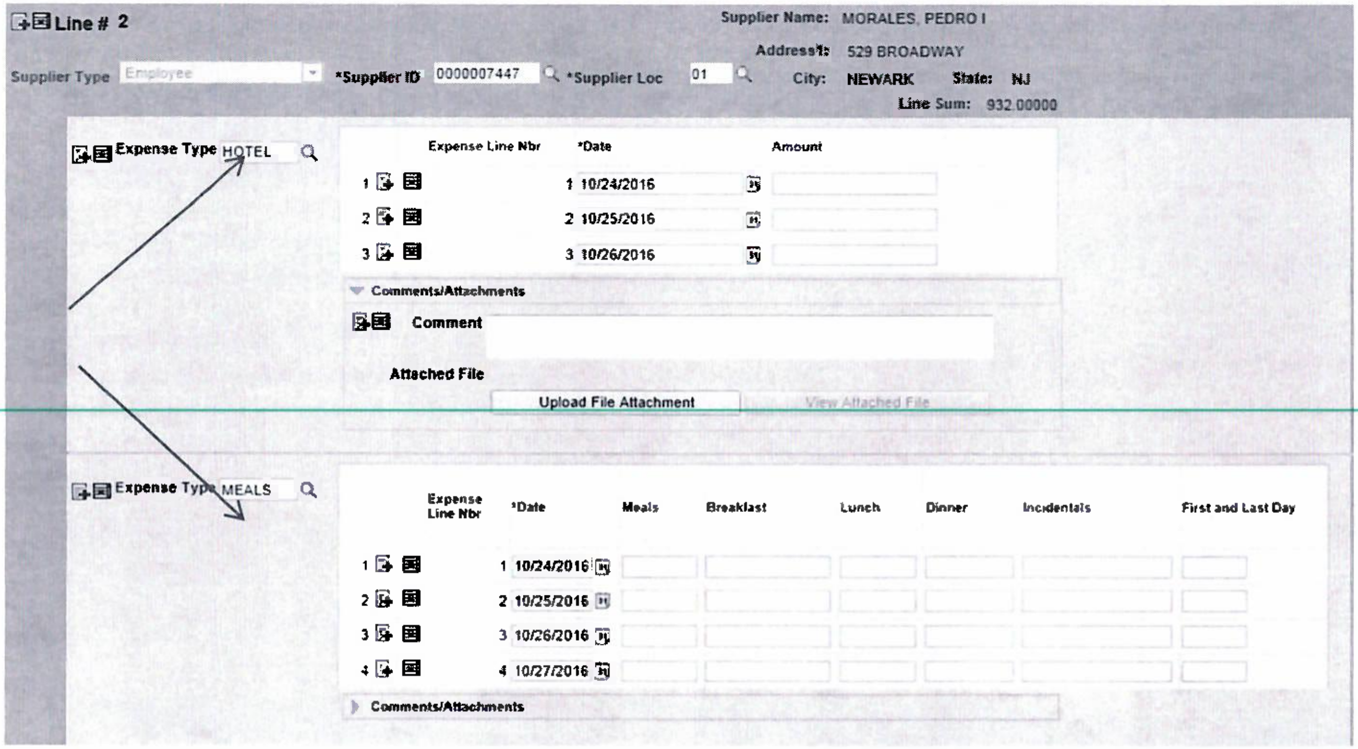
Yes
No

* Documentation that the knowledge and information to be gained at this conference cannot be obtained through more cost effective means.

The system will now set all Expense **values to $0**.

You need to either manually key in the cost or in the case of Meals and Hotels have the system recalculate them.

To recalculate Meals and Hotels, delete the expense and then insert it back in.


Line # 2

Supplier Name: MORALES, PEDRO I

Address1: 529 BROADWAY

Supplier Type: Employee

*Supplier ID: 0000007447

*Supplier Loc: 01

City: NEWARK State: NJ

Line Sum: 932.00000

Expense Type: HOTEL

Expense Line Nbr	*Date	Amount
1	10/24/2016	
2	10/25/2016	
3	10/26/2016	

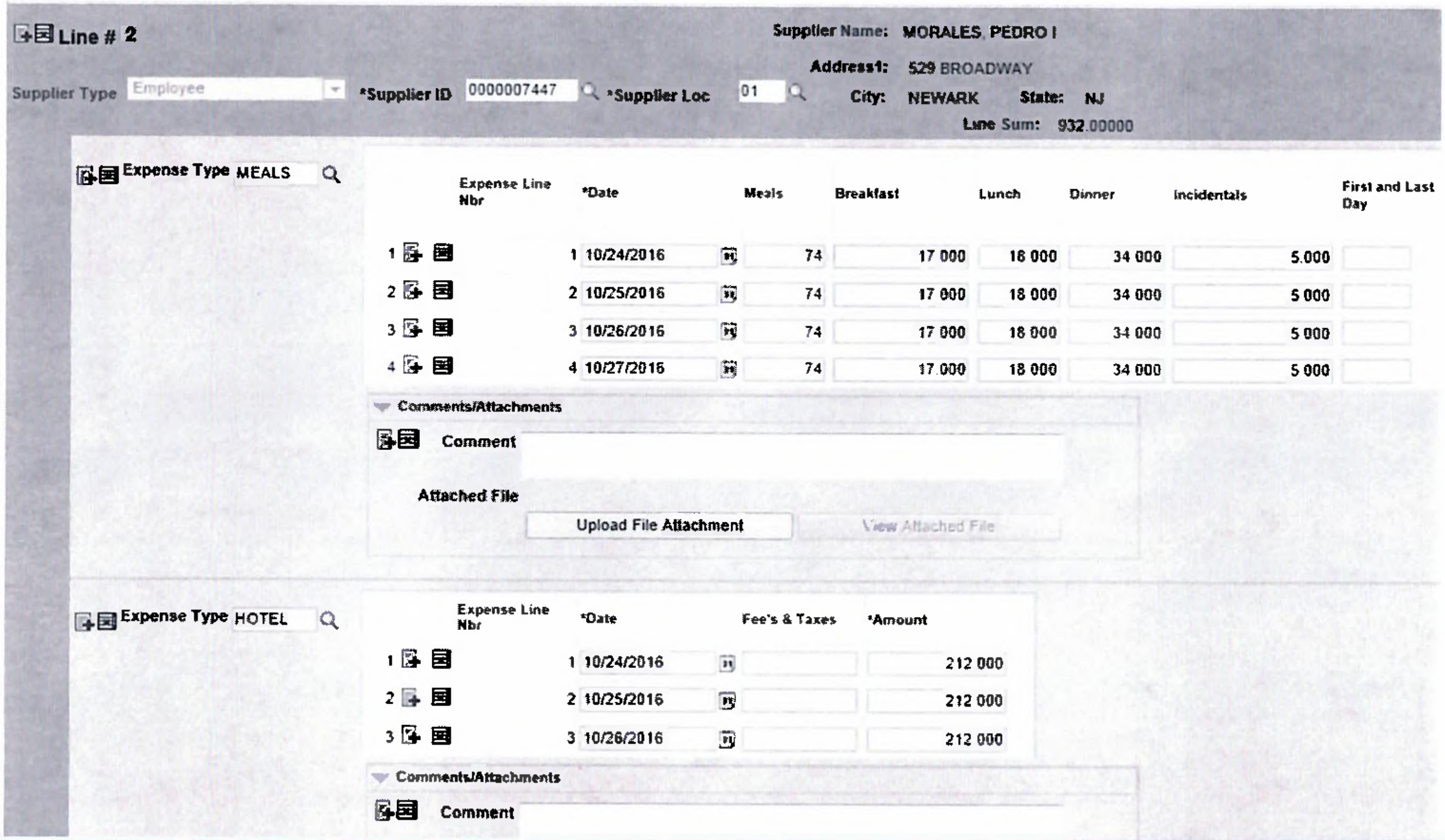
Comments/Attachments
Comment
Attached File
Upload File Attachment
View Attached File

Expense Type: MEALS

Expense Line Nbr	*Date	Meals	Breakfast	Lunch	Dinner	Incidentals	First and Last Day
1	10/24/2016						
2	10/25/2016						
3	10/26/2016						
4	10/27/2016						

Comments/Attachments

Reinsert Meals and Hotels



Line # 2

Supplier Name: MORALES, PEDRO I
Address1: 529 BROADWAY
City: NEWARK State: NJ
Line Sum: 932.00000

Supplier Type: Employee
*Supplier ID: 0000007447
*Supplier Loc: 01

Expense Type: MEALS

	Expense Line Nbr	*Date	Meals	Breakfast	Lunch	Dinner	Incidentals	First and Last Day
1	1	10/24/2016	74	17 000	18 000	34 000	5.000	
2	2	10/25/2016	74	17 000	18 000	34 000	5 000	
3	3	10/26/2016	74	17 000	18 000	34 000	5 000	
4	4	10/27/2016	74	17.000	18 000	34 000	5 000	

Comments/Attachments

Comment:

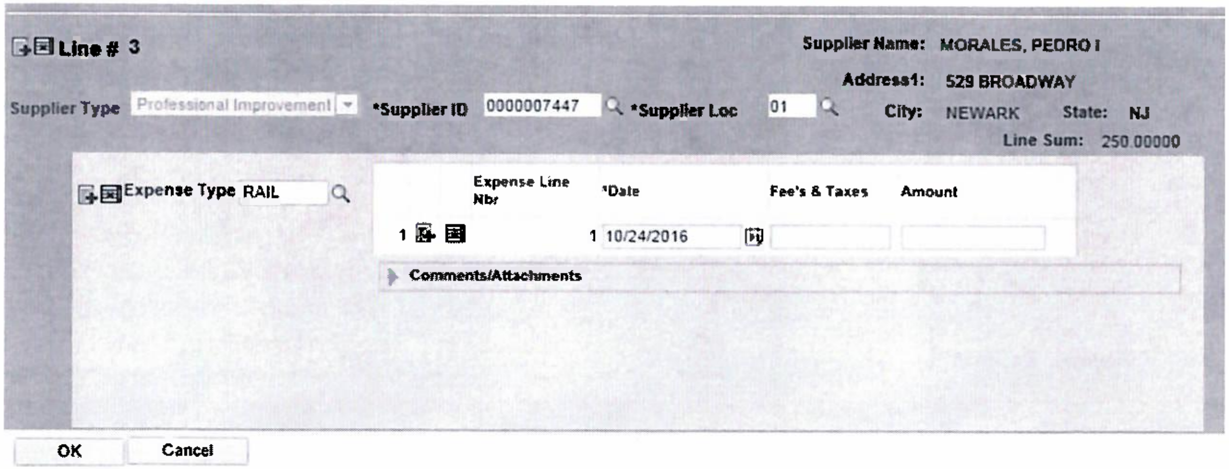
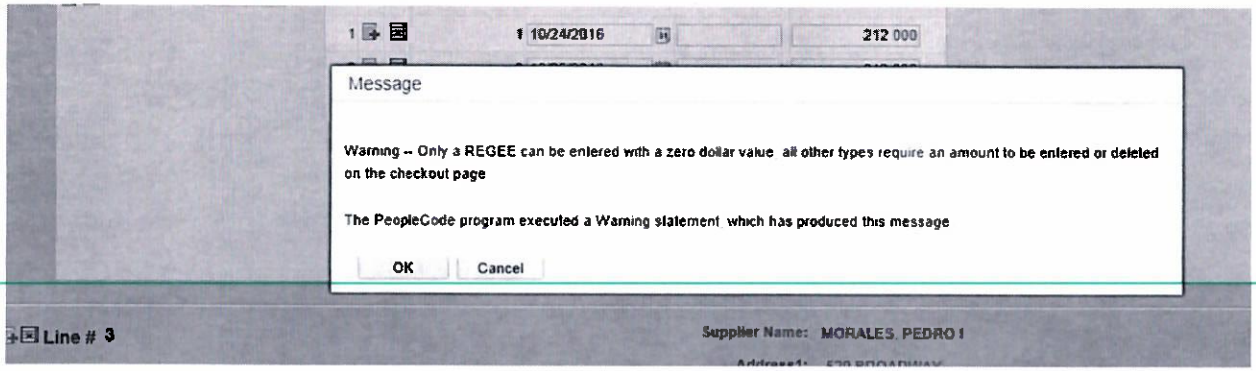
Attached File:

Expense Type: HOTEL

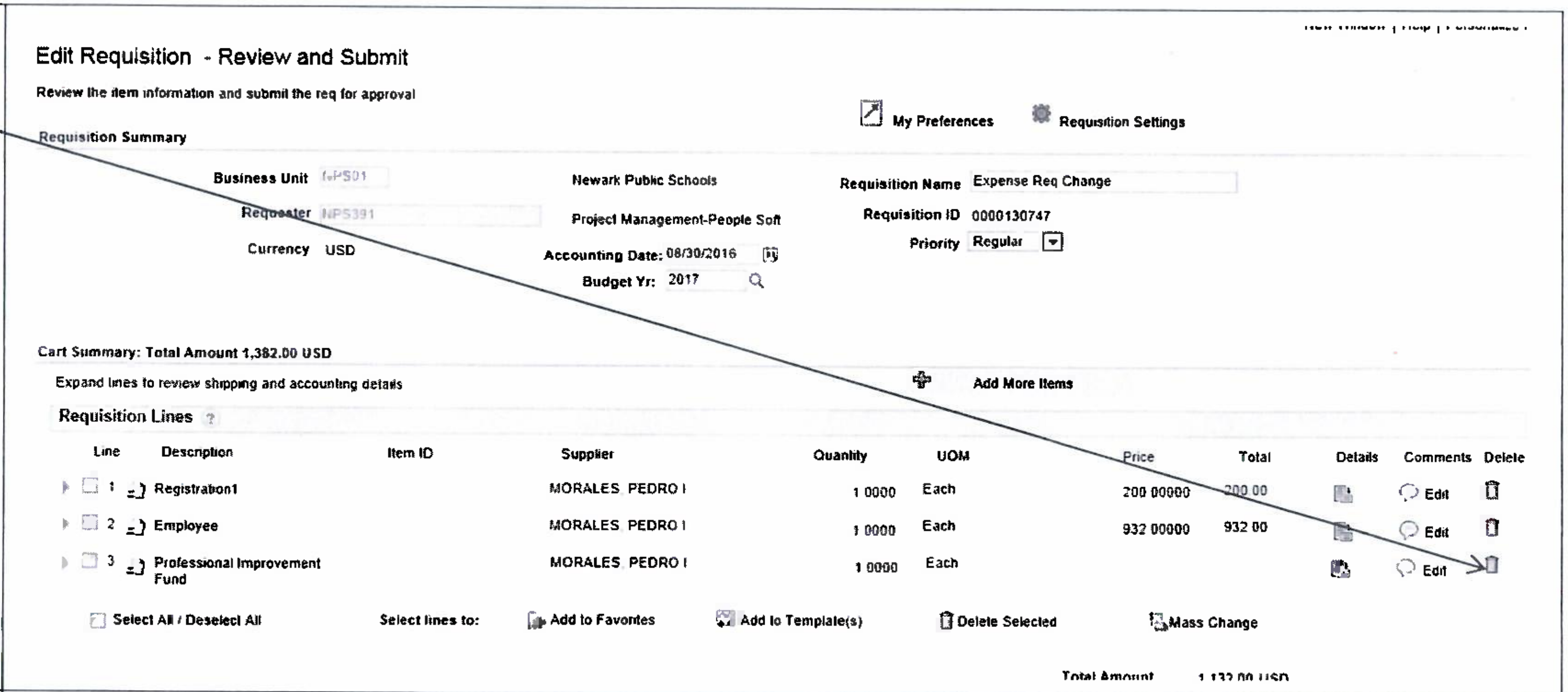
	Expense Line Nbr	*Date	Fee's & Taxes	*Amount
1	1	10/24/2016		212 000
2	2	10/25/2016		212 000
3	3	10/26/2016		212 000

Comments/Attachments

Comment:

Line 3 PIF has been $0 out – Price removed when changing to district funds. This needs to be deleted from the Requisition; **RULE: Once a Requisition is saved; lines can only be deleted on the Requisition Summary page. You cannot delete a line in the Expense form.** **Click OK**	 Line # 3 Supplier Name: MORALES, PEDRO I Address1: 529 BROADWAY Supplier Type: Professional Improvement *Supplier ID: 0000007447 *Supplier Loc: 01 City: NEWARK State: NJ Line Sum: 250.00000 Expense Type: RAIL Expense Line Nbr: 1 *Date: 10/24/2016 Fee's & Taxes Amount Comments/Attachments OK Cancel
Click OK	 1 10/24/2016 212.000 Message Warning -- Only a REGEE can be entered with a zero dollar value all other types require an amount to be entered or deleted on the checkout page The PeopleCode program executed a Warning statement which has produced this message OK Cancel Line # 3 Supplier Name: MORALES, PEDRO I

Line 3 has $0 price. Delete Line 3 PIF



Edit Requisition - Review and Submit

Review the item information and submit the req for approval

Requisition Summary

Business Unit NPS01

Requester NPS391

Currency USD

Newark Public Schools

Project Management-People Soft

Accounting Date: 08/30/2016

Budget Yr: 2017

Requisition Name Expense Req Change

Requisition ID 0000130747

Priority Regular

Cart Summary: Total Amount 1,382.00 USD

Expand lines to review shipping and accounting details

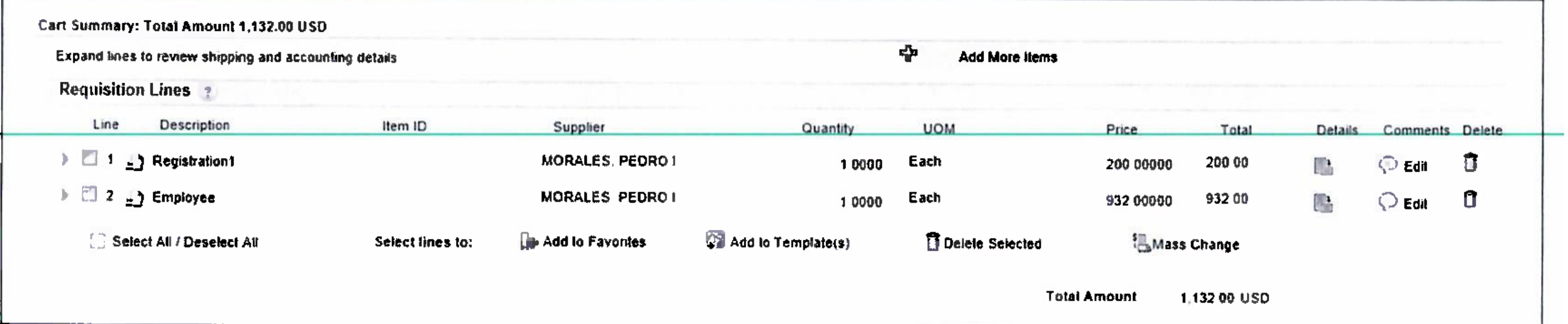
Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Registration1		MORALES, PEDRO I	1 0000	Each	200 00000	200 00		Edit	
2	Employee		MORALES, PEDRO I	1 0000	Each	932 00000	932 00		Edit	
3	Professional Improvement Fund		MORALES, PEDRO I	1 0000	Each				Edit	

Total Amount 1,132 00 USD

My Preferences
Requisition Settings
Add More Items
☐ Select All / Deselect All
Select lines to:
Add to Favorites
Add to Template(s)
Delete Selected
Mass Change

Continue to Budget Check and Submit Requisition.



Cart Summary: Total Amount 1,132.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Registration1		MORALES, PEDRO I	1 0000	Each	200 00000	200 00		Edit	
2	Employee		MORALES, PEDRO I	1 0000	Each	932 00000	932 00		Edit	

Total Amount 1,132 00 USD

Add More Items
☐ Select All / Deselect All
Select lines to:
Add to Favorites
Add to Template(s)
Delete Selected
Mass Change