

R-12 Creating a Non-Catalog Requisition for Refund – Parent/Student/Guardian (PSG) Reimbursements

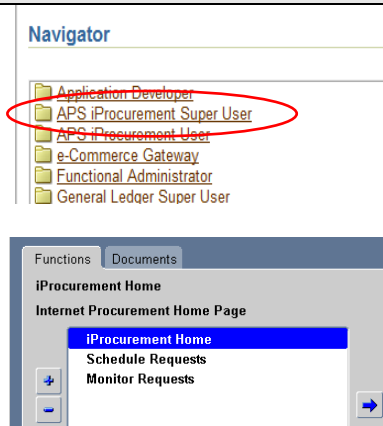
One Supplier (parent/student/guardian) per requisition. One requisition may be used to refund several payments to the same Supplier.

The parent/student/guardian must be set up in Oracle as a supplier before the requisition can be submitted. Please submit an [Oracle Add Parent/Guardian/Student Request](#) Form if necessary

Suppliers will not receive a copy of this order. Purchase orders will be for internal use only. All items to be paid must be receipted by site before a check will be issued by Accounts Payable. Accounts Payable will mail all checks back to the school for disbursement.

IMPORTANT: Before you begin you will need to have access to an electronic copy (scanned) of the item(s) you are using as backup documentation for the refund (copies of receipts issued to parents/students/guardians, IC and/or SDMS screen shots, etc.).

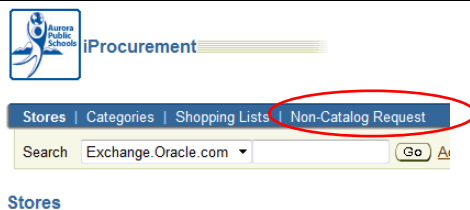
Step 1



Click the APS iProcurement Super User or APS iProcurement User link.

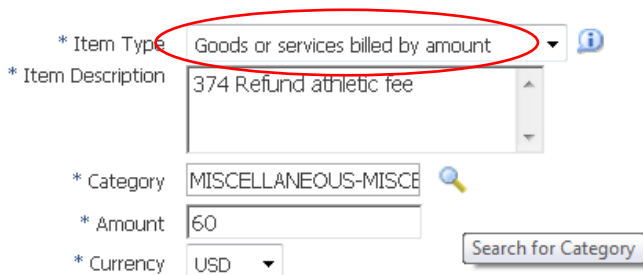
Double click on iProcurement Home.

Step 2



Click the **Non-Catalog Request** link.

Step 3



* Item Type: Goods or services billed by amount

* Item Description: 374 Refund athletic fee

* Category: MISCELLANEOUS-MISCE

* Amount: 60

* Currency: USD

Search for Category

Click the **Item Type** drop down and select appropriate purchase type.

Note: Item Type selected will be determined by the level of detail desired; you may select Goods billed by quantity and enter a requisition line for each reimbursement line by price and quantity if desired.

Step 4

* Item Type: Goods or services billed by amount
* Item Description: 374 Refund athletic fee
* Category: MISCELLANEOUS-MISCE
* Amount: 60
* Currency: USD
Search for Category

Click in the **Item Description** field. Enter the location code and then a description of the fee being refunded.

Example: 374 Refund athletic fee.

Step 5

* Category: MISCELLANEOUS-MISCE
* Amount: 60
* Currency: USD
Search for Category

Click the Search button (flashlight) next to **Category** field.

Step 6

Search
To find your item, select a filter item in the pulldown list and enter a value in the search box.
Search By: Category Code %
Go

Results

Select	Quick Select	Category Code
<input type="radio"/>		MISCELLANEOUS-MISCELLU

About this Page

Enter % in the Search box and click the Go button.

You may also enter %refund% and click the Go button.

Note: You may have to delete the previous contents of the Search box.

Step 7

<input type="radio"/>		POOLS-CO2
<input type="radio"/>		POOLS-HARDWARE
<input type="radio"/>		REFUND-REIMBURSEMENT
<input type="radio"/>		RESTROOM-CLEANING

Click on the **Quick Select** icon next to the appropriate Category Name.

Step 8

* Item Type: Goods or services billed by amount
* Item Description: 374 Refund athletic fee
* Category: REFUND-REIMBURSEME
* Amount: 60
* Currency: USD

Verify that the Category is correct and enter the desired amount in the **Amount** field.

Note: Depending on the Item Type selected, the Quantity and UOM fields may need to be entered.

Step 9

* Category: REFUND-REIMBURSEME
* Amount: 60
* Currency: USD

Currency should always be USD.

Step 10

New Supplier

Supplier Name

Site

Contact Name

Phone

Supplier Item

Enter the beginning of the supplier name and click Tab or Click the **Search for Supplier Name** button.

Note: Check the New Supplier box if you are waiting for parent/student/guardian to be set up in Oracle. Enter as much information as you have for the supplier. Purchasing will hold requisition until supplier is added to Oracle.

Step 11

Search

To find your item, select a filter item in the pulldown list and enter a value in the

Search By **Supplier** **Go**

Enter the desired information into the **Search By** field and click the **Go** button.

Example: Smith% or %Smith%.

Step 12

Select	Quick Select	Supplier	Site
<input type="radio"/>		SMITH, AMY	AURORA.

Select the **Quick Select** icon next to appropriate Supplier Name.

Note: Select the appropriate address if there is more than one. You may not see the pay/remit to address listed. Accounts Payable will select the pay/remit to address when they issue the check.

Step 13

Contract Number

New Supplier

Supplier Name

Site

Contact Name

Phone

Supplier Item

Shopping Cart Home Logout Preferences Help

Click the **Add to Cart** button.

Repeat steps 3 - 9 to add more items to cart as necessary.

Step 14

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

374 Refund athl...	60.00	USD
--------------------	-------	-----

When all items are in cart, Click the **View Cart and Checkout** button.

Step 15

Quantity	Price	Amount (USD)	Delete
60	1 USD	60.00	
Total		60.00	

Click the **Checkout** button.

Step 16

The **Requisition Description** field will auto-populate from the line description of the first item added to the cart.

Example: 374 Refund athletic fee...

Note: If refunding multiple fees with this requisition, either update the description to include all fees or replace with a generic description fitting for all of the fees; e.g., Refund multiple fees.

Step 17

The **Need-By Date** field will auto-populate for two weeks out; the PO is being sent to the supplier so the date will have no impact.

Step 18

Verify the **Charge Account** is correct.

If the Charge Account is not correct, click the Charge Account link to edit the line.

Step 19

Click the **Charge Account** link again.

Step 20

10 key the account into the Accounting Flexfield using decimals to separate segments and click **Return**.

Or click the Search Accounting Flexfield button.

Note: If you 10 key the account skip to Step 26.

Step 21

<p>* FUND 28 Athletic Fund</p> <p>* LOCATION 374 Hinkley High School</p> <p>* SRE 00 None</p> <p>* PROGRAM 0000 None</p> <p>* OBJECT 1740 Fees</p> <p>* JOB CLASS 000 None</p> <p>* GRANT CODE 0000 None</p> <p>* SUB PROGRAM 0000 None</p> <p>* GRADE 00 None</p> <p>* OPTIONAL 545 Principal, High School 374</p> <p>* YEAR 00 None</p>	<p>Enter the correct Account Code. All fields must be entered.</p>
---	--

Step 22

Click the Search button, and verify the results.

Click the Radio button next to the Account Code.

Step 23

Click Select.

Step 24

Click the Return button.

Step 25

Click Return again.

Step 26

Click the Next button.

Step 27

Checkout: Review Approver List
You do not have the authority to approve this requisition. the next step.

Change First Approver

Approver Name
No results found.

Add Approver

Justification

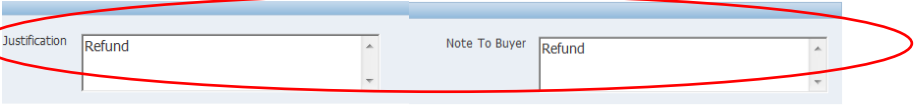
Verify the Approvers of this requisition.

Click Add Approver button if additional approvers are needed.

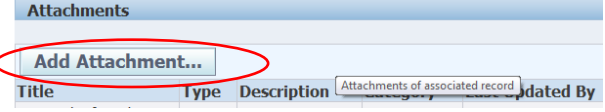
Step 28

Enter "Refund" in the **Justification** box. Other

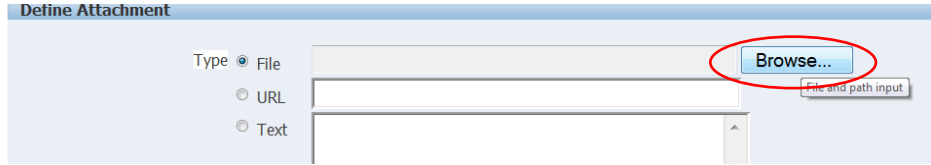
Enter "Refund" in the **Justification** box. Other

	<p>information can be included for the approver if needed.</p> <p>Enter "Refund" in the Note To Buyer box.</p>
---	---

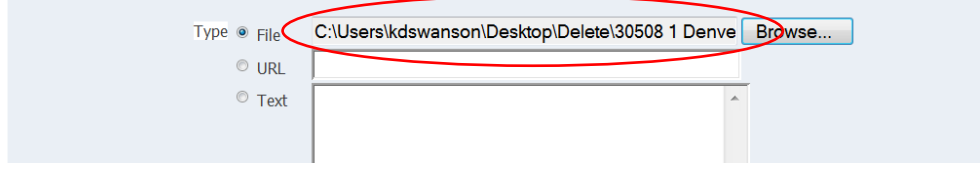
Step 29

	<p>Click the Add Attachments button.</p>
---	---

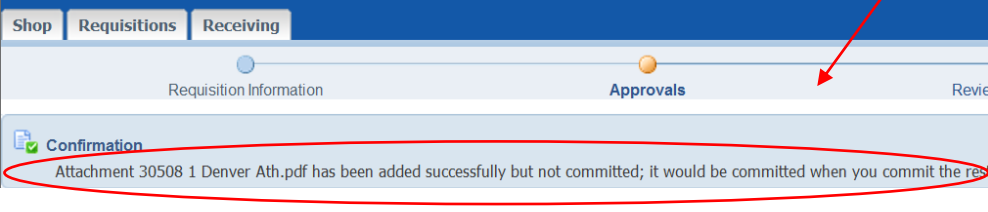
Step 30

	<p>Click the Browse button. Locate and double-click on the electronic copy of the documentation that was scanned and saved down earlier.</p>
--	---

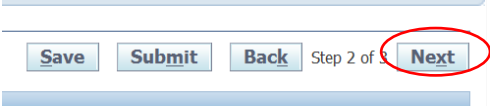
Step 31

	<p>Once attached, the file will appear in the File field.</p> <p>Click the Apply or Add Another button as necessary.</p>
---	---

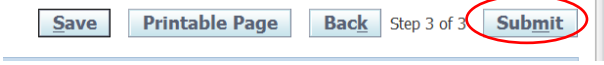
Step 32

	<p>Verify Confirmation after each attachment is added; file(s) will be visible below in the Attachments table.</p>
---	--

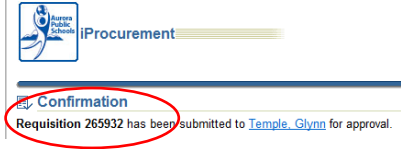
Step 33

	<p>Click the Next button.</p>
---	--------------------------------------

Step 34

	<p>Click the Submit button.</p> <p>Note: For a printed copy of the refund requisition, first click the Show (under details), then click Printable Page. From here you may select File from the menu bar, and Print.</p>
---	---

Step 35

	<p>Verify Confirmation.</p> <p>Note: Write the requisition number on the documentation for your records.</p>
---	---

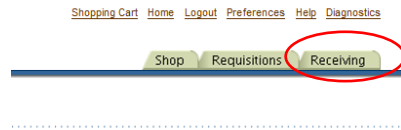
Step 36

Creation Date ▾	Status	Order
17-Oct-2013 15:38:29	Approved	161683
29-Aug-2013 14:02:29	Approved	161027
26-Aug-2013 14:10:18	Approved	161058

You will receive a workflow alert when this requisition is assigned a purchase order number. Purchase order numbers will appear in iProcurement.

Write PO number on the documentation.

Step 37



Click on the **Receiving** Tab and receipt the items on the appropriate PO.

Through 3/26/14: Send documentation with PO number written on it to Accounts Payable. Keep a copy for your records.

After 3/26/14: No hard copy documentation will be sent to Accounts Payable; all documentation will be attached electronically to requisition.

Note: [Help sheet available for receiving items.](#)