CATERING REQUISITIONER REFERENCE GUIDE

In order to automate the processing of invoices and payments for catered events, all catered events must have a purchase requisition and a receiving created.

Note – If you have a catering need for a different fiscal year, you can place the order with Chartwells at any time, but the event data should not be entered in FMS until the fiscal year that the event will be executed, in order to correctly allocate and reserve budget.

Sign into PeopleSoft

1. Use the following URL below to log into the PeopleSoft site: link to FMS system - https://finance.montclair.edu
2. On the sign in screen, enter your CWID and NetID Password and click the Sign In button.

Note – The PeopleSoft system will sign out a user, and not save any information, after 30 minutes of inactivity for any user.

Create A Purchase Requisition

Requisitioners will place an order with Chartwells, either through the Catertrax system, or via an email or phone call to their office.

Chartwells will email a confirmation of the order back to the Requisitioner which includes a 20% overage listed in the Requisition Amount field of the Catering Order Form. The Requisition Amount will need to be entered into the system as the total quantity of the request.

Please note, this Catering Order Form should NOT be attached to the requisition in FMS.

1. Once logged into FMS, navigate to Main Menu > eProcurement > Requisition.
2. In the **Search** field on the **Create Requisition** screen, enter **Catering**, and click the **Search** button.

![Create Requisition Screen](image)

The Catering Services field displays.

3. Enter the **Requisition Amount** from Chartwells in the **Quantity** field, and click the **Add** button.

![Requisition Screen](image)

The system will round the specific quantity that was entered to the nearest whole number.

4. The Express Item Entry form will show “1 Line” in the shopping cart. Click the **Checkout** button to proceed to the requisition screen in PeopleSoft.
NOTE: All requisitions must be budget checked before submitting. The note displayed reinforces that a budget check must occur before a requisition can be submitted.

5. Click the OK button to proceed

Complete the requisition header information:

6. Click in the Requisition Name field and enter the Requisition Name as “CTR#XXXXX – description of the event-date of the event”, using the number from the Chartwells Catering Order Form, and a quick identification of the event.

7. Click the Purchasing Methodology drop down arrow to select University Contract as the correct purchasing method.

8. Click in the Contract/Waiver # field and enter 1072 as the contract number. The contract number will ALWAYS be 1072.

Scroll down to the body of the requisition where the line item details are listed out.
9. Click the arrow to the left of the order line to expand the **Show Ship To and Accounting** button (the right pointing arrow to the far left of the line item) on the order line.

10. In the pop-up window, click the **Ship To Look Up** button (magnifying glass) and select the appropriate ship to location. Note: MSU01 is the default location corresponding to 1 Normal Avenue.

11. The **Attention To** field is required and must include the Requestor’s Name/Building Code and Room Number/Extension. An example of this information is: Sue Johnson/UNIV5100/1234. Note, there is a 30 character space limit in this field, including slashes, spaces, and characters. The list of building codes can be found at: [https://www.montclair.edu/about-montclair/directions/where-is/building-codes/](https://www.montclair.edu/about-montclair/directions/where-is/building-codes/)

12. Enter the event date as the delivery date in the **Due Date** field for the requested items.

13. Click the **Expand Section** button in the **Accounting Lines** section of the screen.
The Accounting information will be pre-populated based on the CWID entered at sign in. Typically, these fields will not need to be changed unless you are ordering for a non-primary business area, or need to split the costs between multiple departments, projects, or funds. When an item’s cost needs to be distributed among multiple areas, the requisitioner can assign portions of the cost to each department.

To split the cost of the event:

14. From the **Create Requisition** screen, select the **Expand Arrow** of the Accounting Line on the line item.

15. On the **Chartfields1 tab** in the **Accounting Lines** section, click the **plus sign** to the right of the line item to add another cost line.

![Accounting Lines](image)

16. Enter the percent of expense for each line. **Note:** the overall percent of the line item MUST equal 100.

To complete the Accounting Information:

17. Click the **Chartfields2 tab** to enter the appropriate Chart of Accounts information for each line. These are the same fund code and department id that are used with Chartwells.

![Accounting Lines](image)

18. To change or enter Chartfield codes, enter the correct code directly into the corresponding field. In an Express Item Entry requisition, the Account field is populated based on the items requested, so it cannot be changed.

![Accounting Lines](image)

19. If you are purchasing for a grant or capital project, you will also need to complete the PC Bus Unit, Project, and Activity fields.

Purchase requisitions cannot be submitted without a budget check performed.
20. Click **Save for Later** to store the purchase requisition information while you perform budget check.

21. Click the **Check Budget** link. If your Budget Check produces an Error code instead of a Valid status, review your budget report to confirm there is enough money in the account and check the Chartfield string to ensure the correct Fund, Department, Account combination are used before contacting your Budget Manager. If the purchase is for a grant, then contact Grant Accounting instead of the Budget Manager for budget issues.

22. Once a Valid status displays for your budget check, you can click the **Save & submit** button to submit the purchase requisition for approval.

The purchase requisition **Confirmation** screen displays with the purchase requisition name, number, and approval flow for the request.

After approval, the purchase order will be processed in the system and sent to the supplier the next business day.
Manage and Receive a Catering Request

Cancel a Requisition

A requisition may need to be canceled in order to withdraw the request from the system and to release the pre-encumbered funds which were held aside for payment at the creation of the request.

1. Search for the requisition from **Main Menu > eProcurement > Manage Requisitions** screen, typically by Requisition Name.
2. Expand the lifecycle of the targeted requisition by clicking the arrow to the left of the corresponding line.

3. Scroll down to the line item details and click the red ‘**X**’ to cancel the line.

4. Click **OK** in the message box to confirm the cancelation.
5. The catering order has been canceled in the FMS system. Call Chartwells to cancel the order with them directly.

6. The system will process the cancel request and send Chartwells a revised purchase order with the word “CANCELED” across the top, after a night batch update. Additionally, funds will be unencumbered and released back into your budget during the night batch processing.

**NOTE - CALL CHARTWELLS AND CANCEL THE ORDER WITH THEM DIRECTLY.**

7. The system will show the Change Request icon lit after the initial acknowledgement has been processed (approx. five minutes).
NOTE - Canceled catering purchase orders cannot be reversed/uncanceled. If needed, a canceled purchase order must be re-entered into the system.

Receiving a Catering Event
All goods and services must be formally received within the FMS system in order to allow for processing of payment to the supplier. It is important to receive accurate, actual quantities within the system.

At the end of the day that an event occurred, the Requisitioner will receive an email from “Montclair State Dining” containing a survey invitation and the Updated Catering Order Form.

The Requisitioner will need to click the “Print Updated Catering Order Form” box to open and view the Updated Catering Order Form and the actual expense of the event.

Once opened, the Requisitioner should save the updated form in order to attach it to the receiving screen in FMS.
To save this form as a PDF, right click anywhere on the body of the form.

1. Click Print… in the menu that displays.
2. In the Print dialog box, select Save as PDF and click the Save button.
3. In the Save As dialog box, name the file, select the destination and click the Save button.

The final line of the Updated Catering Order Form contains the total, actual cost of the event. This is the amount that will be entered as the total received amount in the system.

To attach the Updated Catering Order Form to the receiving:

1. After signing into the system, navigate to the Manage Requisitions screen via Main Menu > eProcurement > Manage Requisitions.
2. In the Search Requisitions section, click the Clear button and then set the Request State to PO(s) Dispatched.
3. Enter the name of the targeted request in the Requisition Name field.
4. Click the Search button.

A list of requisitions meeting the search criteria will display.

5. Locate the target requisition from the list, and click the Select Action drop-down on the corresponding line and select Receive from the list of options.
6. Click the Go button to open the Requisition Lines to Receive screen.
7. Click the **Check All** button at the bottom of the list.
8. Click the **Receive Selected** button at the top of the list.

The **Receive Items** screen displays.

9. In the Received Quantity field, enter the *total cost from the Updated Catering Order Form* sent after the event.

10. Click the **Add Header Comments** link at the top of the Receipt Lines.
11. Attach the Updated Catering Order Form to the receiving by clicking the **Attach** button.
12. Browse to the saved file and select it by clicking on the file name.
13. Click the **Upload** button.
14. Click **OK**.
15. Click the **Save Receipt** button to add this receipt into the system.
The Receipt Saved Successfully screen displays and lists the specific receiving number for this record in the system.

Once Accounts Payable has the invoice from the supplier, they will go into the system to indicate it is a “Final Invoice” and any encumbered amount not received or invoiced will be released back to the department budget.

Over Receiving
In most cases, the receiving on a catering request will be well within the original requisition amount (which includes the 20% overage on the actual order amount). However, at times, an event may exceed the original estimate and overage on the order. When this occurs, the Requisitioner will need to receive the actual expense amount – even if it is more than what was originally reserved. This is called an Over Receiving.

To Over Receive a catering event:
1. From the search results list within the Manage Requisitions screen, locate the target requisition from the list, and click the Select Action drop-down on the corresponding line and select Receive from the list of options.
2. Click the Go button to open the Requisition Lines to Receive screen.
3. Click the **Check All** button at the bottom of the list.
4. Click the **Receive Selected** button at the top of the list to open the *Receive Items* screen.

5. Click the **Add Header Comments** link at the top of the Receipt Lines.
6. Attach the Updated Catering Order Form to the receiving by clicking the **Attach** button.
7. Browse to the saved file and select it by clicking on the file name.
8. Click the **Upload** button.
9. Click **OK**.

10. In the **Received Quantity** field, enter the *total actual cost from the Updated Catering Order Form* sent after the event.
When an actual receipt is larger than the Requisition Amount that was entered in the requisition and encumbered, the system will display a warning message.

11. Click **OK** in the warning message box.

A second message box will display to confirm the receiving.

12. Click **OK** in the message box.

13. Click the **Save Receipt** button to add this receipt into the system.

The *Receipt Saved Successfully* screen displays and lists the specific receiving number for this record in the system.

If there is any additional processing to be done, Accounts Payable will contact the Requisitioner once the invoice from Catering has been received.