BUDGET CHECKING A REQUISITION

AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

CHAPTER 5



PEOPLESOFT ENTERPRISE

Bowie State University September 2010

2

BUDGET CHECKING A REQUISITION

Overview

Budget Check is the term used to describe the PeopleSoft system's process of checking a purchase against a budget prior to committing to a vendor. This process occurs after Authorized Approver approves a purchase requisition.

If the funds are available for the purchase, the system creates a pre-encumbrance for the amount of the requisition, thereby holding the funds until the invoice is ready to be paid. If the funds are not available, the system will display an error and the purchase requisition will not move forward.

The Budget Check batch process will be automatically run each evening and should check the budget for all approved requisitions. If you want to see the result of the budget check before the process is run, you can run the manual Budget Check process.

Objectives

By the end of this chapter, you will be able to:

• Successfully Budget Check a Requisition.

Budget Checking A Requisition

ORACLE

Navigate to the Manage Requisitions component. From here you will be able to run the budget check to encumber funds for the selected requisition.

Navigation

• eProcurement

• Manage

Requisitions

and the second							1103	at I was	rase south recording	1 5
vorces Man Me	nu > errocurement > M	lanage Kequations					New Win	idow 🕐	lelp 📝 Customize Paje	
lanage Re	quisitions							_		
 Search Requisit 	1005	AS CLOSED & CANCER PURSO								
Resinant Init	BSU Q	Remisition Name						a		
Requisition ID:	0	Receivest Status	All but Com	plete 🐱	Budget Status:			~		
Date From:	08/23/2010	Date To:	08/27/2010	143						
Requester	4	Entered By:		Q.	PO ID:			Q.		
Search	Clear									
Requisitions										
To view the lifespa	n and line items for a requisit	ton, dick the Expand trian	ale icon:		P.					
lo edit or perform	another action on a requisitio	n, make a selection from t	he Action dropdow	in list and click Go.				-		
Reg ID	Requisition Name	UU Date	Status	Deskard	Ictal					
0000015753	Ext HD for CTRLR laptops	BSU 08/25/2010	Pending	Not Child	917.93 USD	<select action="" td="" ~<=""><td>✓ Go</td><td>></td><td></td><td></td></select>	✓ Go	>		
0000015752	New computer for Janet	BSU 08/25/2010	Pending	Not Child	1,199.00 USD	<select action=""></select>	✓ Go	2		
0000015751	Replacement Printers fo	BSU 06/25/2010	Pending	Not Child	4,243.00 USD	Select Action>	✓ Go	>		
P 0000015750	TEST WF-21	BSU 08/25/2010	Approved	Valid	10.00 USD	<select action=""></select>	~ 60			
0000015749	Color printer for Joe R.	BSU 08/25/2010	Approved	Prov Valid	499.00 USD	Select Action>	👻 Go			
0000015748	Color Initiet for Joe Ro	BSU 08/24/2010	Approved	Valid	499.00 USD	<select action=""></select>	✓ Go	2.00		

The Manage Requisitions page provides a place to search for requisitions that match specific criteria. When it is first displayed, by default it will list the requisitions that are in any status except complete that were created in the last seven days.

If the requisition you want to budget check does not appear, you can search for requisitions by entering data in any of the fields found in the *Search Requisition* section. These fields include the following:

Business Unit	Defaults to BSU , the only valid entry.
Requisition Name	The description you assigned when you created the requisition.
Requisition ID	The ID number assigned by the system.
Request Status	The default status is <i>All But Complete</i> . There are many other options you can select from the drop-down list.
Budget Status	The budget status of the requisition(s) you want to see.

Date From	The first requisition date to include in the search.
Date To	The last requisition date to include in the search.
Requester	The requester who submitted the requisition.
Entered by	The person who entered the requisition if not the Approved Requestor.
PO ID	The PO identifier assigned by the system, if the requisition has already been turned into a purchase order.

After you enter the criteria for your search, click the **Search** button. The requisitions that match the criteria will appear in the list at the bottom of the page.

Navigation

- eProcurement
- Manage
 Requisitions
- Enter search criteria
- Click Search

- 7	ATT THE R. P. LEWIS CO., LANSING MICH.	Juisidons										
To	locate requisitin	ons, edit the criteria below r	and dick the S	earch tutton.								
Bur	siness Unit:	BSU	Requisitio	n Name:				9,				
Requisition ID: Date From: 08/20/2010 Requester:		· · · · · · · · · · · · · · · · · · ·	Request Status: Date To: Entered By:		All but Complete	~	Budget Status:			*		
		08/23/2010			08/27/2010	B						
						9	PO ID:			9		
	Search	Clear										
	axtillions dew the lifespan idit or perform a	1 and line items for a requisi nother action on a requisiti	illion, click the on, make a se	Expand triangle election from the	e icon: • Action dropdown list	P and click Go.						
	puisitions devithe lifespan edit or perform a Reg (0	1 and line items for a requisi inother action on a requisiti Reculation Name	ilion, click the on, make a se Bu	Expand triangle election from the Date	e icon e Action dropdown list Status	P and click Go.	Total					
	exisitions dew the lifespan edit or perform a <u>Reg.10</u> 0000015753	and line items for a requision inother action on a requisiti Requisition Name Ext HD for CTRLR laptops	ilion, dick the on, make a se OU i BSU	Expand triangle election from the Date 08/25/2010	e icon: e Action dropdown list Statux Pending	P and click Go. Buckett Not ChKd	Total 917.93 USD	<select action=""></select>	v	Go		
	dev the lifespan edit or perform a Rog t0 0000015753 0000015752	n and line items for a requisition of the second se	illion, dick the on, make a se (U) S BSU BSU	Expand triangle election from the Date 08/25/2010 08/25/2010	e icon: e Action dropdown list Schur Pending Pending	and click Go. Bootost Not Chird Not Chird	Tetal 917.93 USD 1,199.00 USD	<select action=""></select>	× ×	Go Go		
	patsitions dew the lifespar adit or perform a <u>Reg.10</u> 0000015753 0000015752	n and line items for a requisition of the second strength of the sec	allion, dick the on, make a se Out BSU BSU BSU	Expand triangle election from the Date 08/25/2010 08/25/2010 08/25/2010	e icon: e Action dropdown list <u>Straw</u> Pending Pending Pending	P and click Go. Not Child Not Child Not Child	Tetal 917.93 USD 1,199.00 USD 4,243.00 USD	<select action=""> <select action=""></select></select>	× ×	Go Go Go		
	2010/00/15 dew the lifespar adit or perform a Reg.10 0000015753 0000015751 0000015750	nand line items for a requisit another action on a requisit Record scional record Exit HD for CTRLR laptopt New computer for Janet Replacement Printers fo. TEST WF - 21	itton, dick the on, make a se (b) BSU BSU BSU	Expand triangle lection from the Date 08/25/2010 08/25/2010 08/25/2010	e icon: e Action dropdown list <u>Stehen</u> Pending Pending Pending Approved	Pand click Go. Postort Not Child Not Child Not Child Valid	7044 917.93 USD 1,199.00 USD 4,243.00 USD 10.00 USD	<select action=""> <select action=""> <select action=""> <select action=""></select></select></select></select>	2 2 2 2	Go Go Go Go		
	2350000 dew the lifespar edit or perform a Res.10 0000015753 0000015751 0000015750 0000015750	n and line items for a require norther action on a requiret Received the new second second second Ext HD for CTRLR laptopt New computer for Janet Replacement Printers fo TEST WF-21 Color printer for Joe R.	altion, dick the ion, make a si iou BSU BSU BSU BSU	Expand triangle election from the Date 08/25/2010 08/25/2010 08/25/2010 08/25/2010	e icon: e Action dropdown list strenn Pending Pending Pending Approved Approved	and click Go. Rocket Not Chird Not Chird Valid Prov Valid	Teld 917.93 USD 1,199.00 USD 4,243.00 USD 10.00 USD 499.00 USD	<pre> Select Action> Select Action> Gelect Action> Gelect Action> Select Action> </pre>	2 2 2	Go Go Go Go Go		

A drop-down box appears on each line with actions that you can perform for each requisition. These actions include the following:

- Cancel Requisition
- Check Budget
- Copy Requisition
- Edit Requisition
- Pre-Check Budget
- View Approvals

To budget check your requisition from this page, select the **Check Budget** action and click **Go**.

Navigation

- eProcurement
- Manage
 Requisitions
- Select Check
 Budget action
- Click Go

The second		DCI I	and originitie pr	earch obion.						0		
Busin	ness Unit:	830	Requisition	n Name:	All but Come	niete 🐱	Burlmat Status			~		
Date	From:	08/23/2010	B Date To:	aus.	08/27/2010	8	budget buddet	1				
Requester:			🔍 Entered By:			9.	PO ID:			2		
	Search	Clear										
Requ	initions											
To vie	ew the lifespar	and line items for a requir	ition, dick the	Expand triangl	e icon:	transfer a sector.	P					
To ed	at or perform a	inother action on a requisit	ion, make a se	lection from th	e Action dropdowr	n list and click Go.	Telei					
Pare	0000015753	Ext HD for CTRLR lapton	RSU	08/25/2010	Approved	Not Chicd	917.93 USD	<select +<="" action="" td=""><td>~</td><td>Go</td><td></td><td></td></select>	~	Go		
P. (0000015752	New computer for Janet	BSU	08/25/2010	Approved	Valid	1.199.00 USD	<select action=""></select>	v	Go		
1	0000015751	Replacement Printers to	BSU	08/25/2010	Pending	Not Chkid	4.243.00 USD	<select action=""></select>	~	Go		
P (0000015750	TEST WF-21	BSU	08/25/2010	Approved	Valid	10.00 USD	<select action=""></select>	~	Go		
P . 5	0000015749	Color printer for Joe R	BSU	08/25/2010	Approved	Prov Valid	499.00 USD	Select Action>	*	Go		
1.	0000015748	Color initiet for Joe Ro	BSU	08/24/2010	Approved	Valid	499.00 USD	<select action=""></select>	*	Go		
Crowle	le New Requis	ition Review (Change Reque	2	Review Change	e Tracking	Manage Receipts	Requisition Rep	0.0			

If your requisition meets all requirements successfully the system will display *Valid* in the *Budget* field.

If your requisition does not meet the requirements successfully, the system will display **Error** in the *Budget* field. [Refer to Chapter 8 for Budget Inquiries.]