TRACKING A REQUISITION

AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

CHAPTER 7

Bowie State University
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TRACKING A REQUISITION

Overview

Throughout the entire **Procurement Process**, from Requisition Entry to Payment of the invoice for goods and/or services received, you can view the **status** of the requisition using the **Manage Requisitions** page.

Objectives

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

- Successfully view the status of a requisition.
- Successfully obtain the PO number for the corresponding requisition.
Monitoring the Requisition Lifespan

You need to view the details of an older requisition that was cancelled after partial receipt. You will use the Manage Requisitions page to track all requisitions, even those that have been completed.

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 review 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 *All But Complete*. 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.
Click Search. The results that match the criteria you entered appear in the list shown below.

![Image of search results]

Click the **Expand Section** icon on the row you want to review. The details on the requisition appear beneath the summary line in the expanded section know as the requisiton cycle.

![Image of expanded requisition]

Information that appears in this section includes the following:

**Requestor**

The name of the authorized requestor.

**Entered By**

The name of the person who entered the requisition.
**Priority**
The priority assigned to the requisition.

**Pre-Encumbrance Balance**
The balance before the encumbrance was subtracted.

**Life Cycle graphic**
Displays the business process steps displays icons for each step in the requisition lifespan. These include:
- Requisition
- Approvals
- Inventory
- Purchase Orders
- Change Request
- Receiving
- Returns
- Invoice
- Payment
Each icon will be hyperlinked to other documents, when the requisition reaches that stage in the lifespan.

**Line Information**
The line information section lists each line in the requisition and provides information including:
- Line (number)
- Description
- Status of PO line
- Price
- Currency Code
- Quantity
- UOM (unit of measure)
- Vendor
- Cancel icon (click to cancel the line)
Tracking the Requisition Information

Click the **Requisitions** link.

This displays the **Requisition Details** page that provides the requisition data.

**Navigation**

- eProcurement
- Manage
- Requisitions
- Enter search criteria
- Click **Search**
- Click **Expand**
- Section icon
- Click **Requisitions** hyperlink

The requisition provides the following header information:

- Requisition Name
- Requisition ID
- Business Unit **BSU**
- Date
- Status (of requisition)
- Total (of requisition lines)
- Pre-encumbrance balance with currency code
- Header comments

Each line of the requisition displays the following:

- Line (number)
- Item Description
- Source Status
- Amount Only
- Qty (with unit of measure)
- Price (with currency code)
- Status (of line)
- Total (of line)
- Line Comments

Click the Expand Section icon to display information on the purchase order.

**Navigation**

- eProcurement
- Manage
- Requisitions
- Enter search criteria
- Click Search
- Click Expand Section icon
- Click Requisitions hyperlink
- Expand PO section

The PO information includes the following:

- PO No.
- PO Status
- Vendor
- Receipt Status
- Receipt icon (¶) to display receiver information
- PO Line (number)
- Sched #
- Due Date
- Ship to = BSU_RECV
- PO Qty
- Price of item and currency code
At the bottom of the *Requisition Details* page is a link to the **Requisition Schedule and Distribution**. Click the hyperlink to access the *Requisition Schedule and Distribution* page.

**Navigation**

- eProcurement
- Manage
- Requisitions
- Click
- **Requisitions**
- hyperlink
- Click
- **Requisition Schedule and Distribution**
- hyperlink

The navigation controls for the *Line* section allow you to review the shipping schedules and the distribution lines for each line item. Navigate to the line you want to review.

The *Schedule* section on this page displays the following information for the selected line:

- Schedule (number)
- Ship To = **BSU_RECV**
- Due Date
- Attention To
- Quantity
- Item Price
- Merchandise Amount

The *Distribution* section on this page displays the following information for the selected line:

**Details**

- Dist #
- Status
- Dist Type
• Location
• Req Qty
• Merchandise Amt
• Percent (of line allocated to this financial distribution)
• GL Unit = BSU
• Entry Event
• Fund
• Program
• Dept
• Project
• Job ID
• Class
• Account
• Affiliate

More Details
• IN Unit

More Details 2
• Stat Code
• Open Amt
• Open Quantity
• Merch Amt Base
• Exchange Rate Detail icon (i) that accesses the Currency Information page

Asset Information
• Asset Mgmt Bus Unit = BSU
• Profile ID
• CAP #
• Sequence
• Tag Number
• EmplID
• Capitalize
• Cost Type
**Budget Information**

- Budget Status
- Budget Date
- Pre-Encumbrance Balance
- Currency
- Pre-Encumbrance Base Balance
- Base Currency
- Commitment Control Close Flag

The Return to **Manage Requisitions** hyperlink at the bottom of the page takes you back to the **Manage Requisitions** page.

**Tracking Requisition Approvals**

The easiest way to inquire on who approved the requisition and the status of that approval is to click the **Approval** hyperlink on the Lifespan graphic.

**Navigation**

- eProcurement
- Manage
- Requisitions
- Enter search criteria
- Click **Search**
- Click **Expand**
- Section icon
- Click **Approvals**
- hyperlink

The header section of the **Approval Status** page contains the following information.

- Business Unit = **BSU**
- Requisition ID
- Requisition Name
- Requester
• Entered on
• Status
• Amount of requisition
• Priority
• Budget Status
• Requester’s Justification comments

The line information section provides information for each line that includes the following:

• Line (number)
• Item Description
• Vendor Name
• Quantity (requested)
• Unit of Measure
• Price
• Currency Code
• Comments - If available, they will be indicated by this icon 🛠. Click the icon to review the comments.

Clicking in one of the checkboxes and clicking the View Line Details button gives additional information.

If there are many lines on the requisition, use the navigation controls in the Line Information section or you can use the Requisition Lines fields in the Review Edit/Approvers section to locate specific lines.
Tracking Purchase Orders Related to the Requisition

Once a requisition has been approved, it is turned into a purchase order. To see the purchase orders generated from your requisition, click the Purchase Orders hyperlink.

**Navigation**

- eProcurement
- Manage Requisitions
- Enter search criteria
- Click Search
- Click Expand Section icon
- Click Purchase Orders hyperlink

The navigation controls for the *Requisition Information* section allow you to review the purchase order data for each line item. Navigate to the line you want to review.

The *PO Information* header section for each line displays the following information:

- PO Number
- Buyer
- Change Order (identifier)
- PO Date
- Vendor ID
- Terms

In the Lines page, you can view the line-specific data including:

- Line (number)
- Item ID
- Description (of the item)
- Merchandise Amt
- Currency Code
- UOM
- PO Qty
- Status (for PO)

Click the Line Details icon (_bold) to see more detailed PO information for that line.

**Navigation**

- eProcurement
- Manage
- Requisitions
- Enter search criteria
- Click Search
- Click Expand Section icon
- Click Purchase Orders hyperlink
- Click Line Details icon

Additional PO information you can review includes the following:

- Item ID and Description
- Merchandise Amt and currency code
- PO Quantity
- Status (of the purchase order)
- Buy Agreement ID
- Buying Agreement Line Nbr
- RFQ ID
- RFQ Line
• Receiving Required indicator
• Category (of purchase)
• Inspection Required
• Withholding Applicable
• Vnd Itm ID
• Manufacture ID
• Price Date
• Price Qty
• Config Code
• Template

Click the **OK** button to return to the *Purchase Order Inquiry* page.

Click the **Return to Manage Requisitions** hyperlink to return to the search page.
Tracking Changes to Purchase Orders

If changes to the purchase order for the requested items have been made, you can review them by clicking the **Change Request** hyperlink. The details of any change orders will be available for review.

**Navigation**

- eProcurement
- Manage Requisitions
- Enter search criteria
- Click **Search**
- Click **Expand Section** icon
- Click **Purchase Orders** hyperlink

Tracking Receipts Against Purchase Orders

If receipts from the purchase order generated by this requisition, you can review them by clicking the **Receipts** hyperlink.

**Navigation**

- eProcurement
- Manage Requisitions
- Enter search criteria
- Click **Search**
- Click **Expand Section** icon
- Click **Receipts** hyperlink
The Manage Receipts page provides additional search field to search for receipts. When you open this page from the Manage Requisitions page, you will see the receipts against the requisition you are reviewing.

Each line in the Receipts section offers the following information.

- Business Unit = **BSU**
- Receipt ID
- Date (of the receipt)
- PO ID
- Vendor
- Status of Receipt
- - Accesses the Receiving page for the selected line
- - Accesses the Maintain Activity and Comments page for the selected line
- - Accesses the Delivery Location page for details on delivery
- - Accesses the Maintain ChartFields page to review or update the ChartFields for the receipt.
- - Access the Manual Cost Landed Close component

**Tracking Returns to Vendor**

If returns to vendor have been made as part of the receiving process, click the **Returns** hyperlink to access the Manage Returns to Vendor page.
Tracking Invoices

After the receipts have been made and the invoice has been entered into PeopleSoft, you can review the invoice numbers by clicking the Invoices hyperlink. The page that is displayed will relate the selected requisition lines to the purchase order number, the receipt number and the AP invoice number.

<table>
<thead>
<tr>
<th>Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>eProcurement</td>
</tr>
</tbody>
</table>

The *Scroll Area* section is related to the purchase order. If more than one purchase order was generated for the requisition, use the navigation controls on the line to locate the correct purchase order. This section contains purchase order and matching information including the following:

- **Business Unit** = **BSU**
- **PO Number**
- **Purchase Order Date**
- **Match Rule** (that governs matching the invoice to PO and receipts)
- **Vendor ID**
- **Vendor Location**
- **Vendor Name**

The **PO Line** section allows you to scroll through each line of the PO using the navigation controls. Header information appears that includes the following:

- **Line Number**
- **Sched #**
- **Item ID**
• Merchandise Amount
• PO Quantity
• Match Status PO

For each PO line, you can find the invoice information in the *PO Voucher Lines* section. The information displayed here includes the following:

• AP Unit = **BSU**
• Voucher – the number of the voucher to be paid
• Line – the number on the voucher
• Entry Status – the status of the invoice entry
• Matched Status – the status of the matching process
• Amount – the dollar amount of the line
• UOM
• Quantity – the matched amount recorded
• BU Recv – the business unit who received
• Receipt No – the receipt number recorded
• Receipt Line – the line on the receipt that includes this item
• Finalized Distribution

You can also review the *PO Receiver Lines* section to see the receiver information.

• BU Recv = **BSU**
• Receipt No
• Receipt Line
• Match Status
• Amount (dollar)
• UOM
• Received Quantity
• Accept Qty

Click **Return to Manage Requisitions** to view other information.
Tracking Payments

You can review information to determine if an item from your requisition has been processed for payment by clicking the *Payment* hyperlink.

**Navigation**

- eProcurement
- Manage Requisitions
- Enter search criteria
- Click **Search**
- Click **Expand Section** icon
- Click **Payment** hyperlink

The payment page that is displayed has several sections.

The *PO Voucher* section identifies the different documents that are referenced on this payment. These fields are:

- Business Unit = BSU
- Requisition ID
- PO Number
- Voucher ID

The PO Payment section provides payment details. These fields include the following:

- Bank Name
- Bank Account #
- Pay Cycle (in which the payment was generated)
- Pay Cycle Seq #
- Payment Reference ID
- Accounting Date (used for processing)
- Payment Date
- Days Outstanding
- Payment Clear Date
- Reconcile Date
- Payment Date
- Vendor Name and Address info
- Payment Amount and Method
- Description

This section also includes the Review Payments section. The Details tab includes the following information:

- Business Unit = BSU
- Voucher ID
- Advice Sequence
- Advice Date
- Invoice Number
- Gross Paid Amount
- Paid Amount
- Payment Currency

**Other Tracking Information**

The Manage Requisitions page has several hyperlinks at the bottom that let you search and manage other processes in the procurement process.

These include the following:

**Create New Requisition**  
Accesses the Create Requisition page to create a new requisition.

**Review Change Request**  
Accesses the Review Change Requests page that allows you to search with PO and Change Order numbers.
**Review Change Tracking**  
Accesses the Requisition Change Tracking History page to review all changes to requisitions within the criteria specified.

**Manage Receipts**  
Accesses the Manage Receipts page that allows you to search for requisitions based on PO and Receipt IDs. Hyperlinks on this page allow you to perform additional activities related to receipt processing.

**Requisition Report**  
Accesses the Requisition Print page where you can create or use a prior Run Control ID to print Requisitions.