

**PSFIN v9.2 ePro/GeorgiaFIRST Marketplace Buyers  
Participant Guide**

Version 1.0

GeorgiaFIRST Financials

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**Information Technology Services**  
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## Introduction

This PSFIN ePro Buyer's Training Participant Guide is designed to help you learn how to use the ePro module to process ePro transactions as an ePro Buyer. During this training, we will highlight those areas of the ePro module that have changed due to the upgrade to PSFIN v9.2.

Before this training, all participants should view the PSFIN v9Upgrade ePro video that can be accessed [here](#). The purpose of the video is to prepare you on the basics of the ePro module and the GeorgiaFIRST Marketplace, as well as highlight some of those aspects of the module that are changing. This video is only 17 minutes long, but it will prepare you for this training.

This PSFIN ePro Buyer class consists of seven lessons.

- Lesson 1: Being an ePro Buyer
- Lesson 2: Processing Requisitions
- Lesson 3: Receiving
- Lesson 4: Using the Requester's Workbench
- Lesson 5: Using the Buyer's Workbench
- Lesson 6: Inquiries, Queries and Reports

There will also be plenty of time the conclusion of the training for questions and answers.

## Lesson 1: Being an ePro Buyer

This lesson provides a thorough overview of the responsibilities of ePro Buyers.

### What are eProcurement and the GeorgiaFIRST Marketplace?

eProcurement (ePro) is a module in PeopleSoft Financials that has a primary function of creating electronic requisitions and routing them for approval. In this PSFIN module, ePro is used to create requisitions for goods and services. A requisition is simply an official request to purchase goods and services.

Previously, you may have used paper requisitions, or some other form, to request an item to be purchased. That hardcopy requisition then had to be routed for approval signatures, and then sent to the Purchasing Office. The Purchasing Office then rekeyed the information into the system to create a Purchase Order to send to the vendor.

With ePro, much of this is completely automated. A requisition is created within ePro and then electronically routed for approval. The approval chain is dependent on the Chartstring charged and item type, among other things. Finally, after the last electronic approval is made, the requisition can be copied into, or sourced into an official Purchase Order that is dispatched to a vendor.

The GeorgiaFIRST Marketplace takes the use of ePro to another level. The GeorgiaFIRST Marketplace is an online shopping site that is accessed from PeopleSoft Financials. Through this online shopping site, users can shop online for contract items from a variety of state and institution approved suppliers. Users can select items by placing them in an online shopping cart. They assign these shopping carts to a designated requester when ready, and the requester then turns their shopping cart into an ePro requisition.

### Types of Requisitions

There are two types of requisitions: Marketplace Requisitions and Special Request Requisitions

- Marketplace Requisitions: ePro Requisitions created from contract/catalog items selected from the GeorgiaFIRST Marketplace
- Special Request Requisitions: ePro Requisitions created from non-contract/catalog items; item information is manually inputted into the Requisition

### Types of Roles Involved

As a reminder, that in order for the ePro and GeorgiaFIRST Marketplace functionality to work properly, users are set up with specific roles and responsibilities. They include:

- Shoppers: These users are the ones who select items in the GeorgiaFIRST Marketplace and place them into shopping carts to be assigned to their Requester
- Requesters: These users take the shopping carts created by Shoppers and turn them into ePro Requisitions. Requesters can also build their own shopping carts, just like Shoppers.
- Approvers: These users are set up to approve ePro Requisitions.

- Buyers: These users are responsible for ensuring approved requisitions are sourced into a Purchase Order and dispatched to the supplier.
- AP Personnel: The AP Office processes the resulting invoice from the supplier.
- ePro Administrator: This user monitors the approval workflow, to make sure requisitions are worked in a timely fashion
- Local Security Administrator: This user is responsible for setting up all users in their appropriate roles

### ePro Buyer Responsibilities (dependent on institution)

- Being the Buyer Approver for Special Request Requisitions
- Monitoring Requisition processing batch processes for Marketplace Requisitions
- Expediting Special Request Requisitions and completing their processing
- Receiving items
- Canceling Requisitions as needed
- Monitoring Requisitions
- Closing Requisitions
- Purging Staging Tables

### User Setup

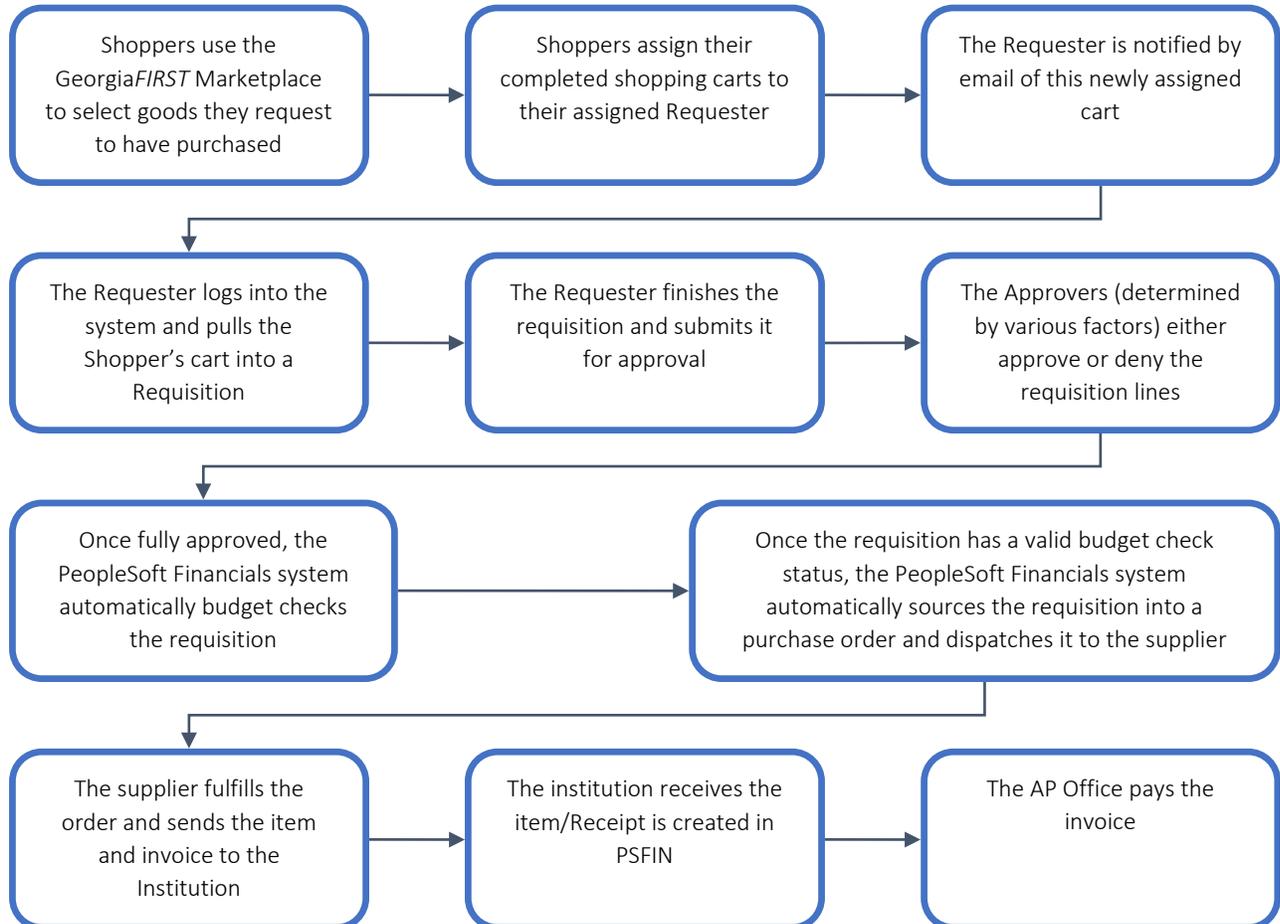
While ePro Buyers are not the ones responsible for setting up ePro users in the system, it is important for them to know the various places within the application that need to be set up. The Local Security Administrator assigns the specific security roles to each user, according to their ePro role. The security roles enable you access to see certain pages.

In order to perform actions related to Purchase Orders, you must be set up as a “Buyer” in the system. The Local Security Administrator or an ePro Administrator performs the Buyer Setup to set that person’s defaults and ensure that they can perform Buyer-related tasks.

In addition to Security Roles and being set up in the system as a Buyer/Requester, User Preferences must also be established. Through the User Preferences, allowable purchase order and requisition actions are set up, such as canceling or closing a requisition and/or purchase order. It is also through User Preferences that you are given the permission to work additional requisitions and purchase orders for other Requesters and Buyers.

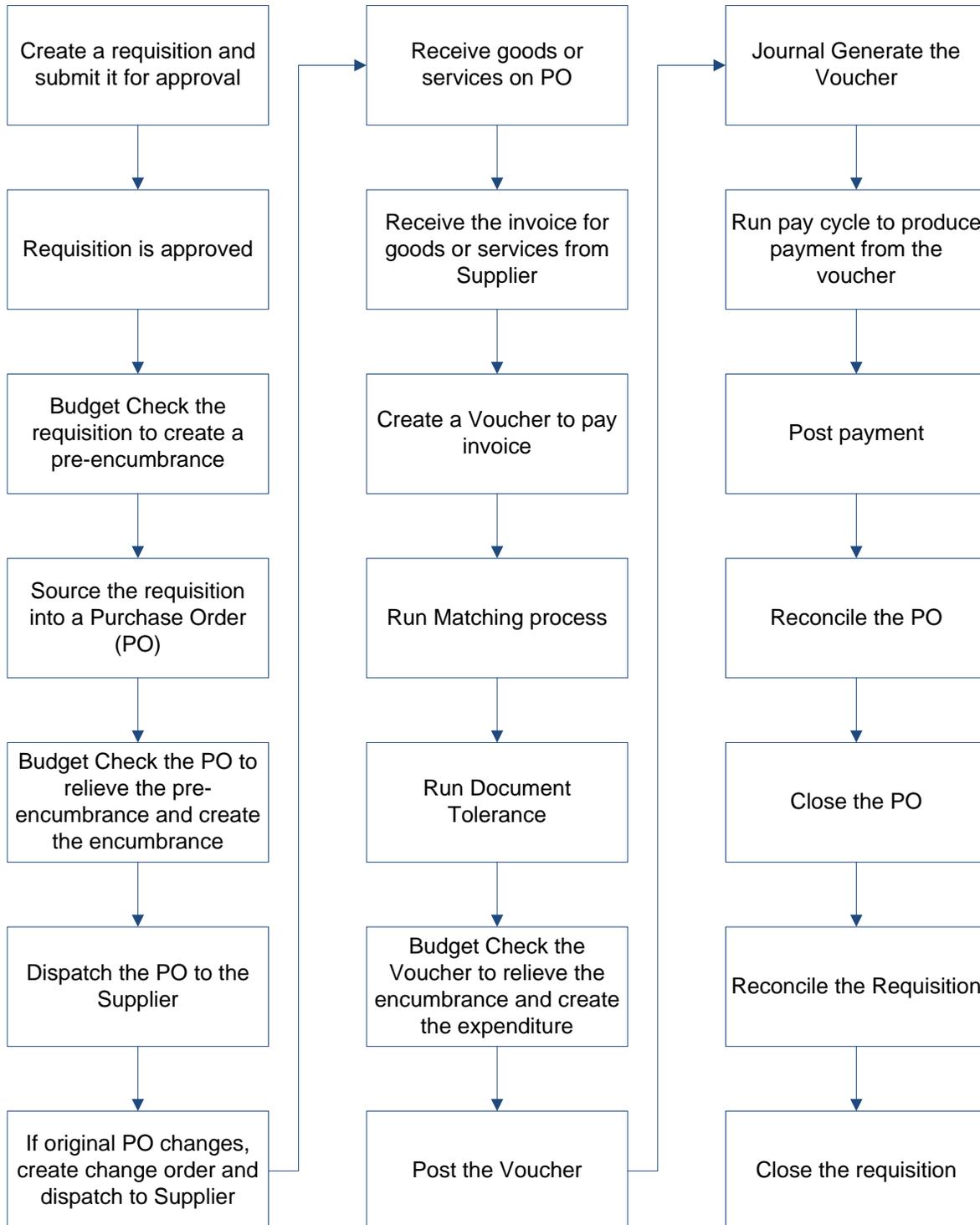
### Basic Process Flow

Now that you know all of the roles involved, below is the process flow beginning with Shoppers and ending with the Accounts Payable office.



### Detailed Procure-to-Pay Process Flow

If your institution has not used requisitions in the past, it is helpful to understand where they fit into the Procure-to-Pay process flow.



## Vendor Changes in PSFIN v9.2

There is a change in PSFIN v9.2 regarding vendors. With this version, Vendors are now being referred to as “Suppliers.” This is primarily just a name change, and not a change to entering or processing Suppliers in the system. GeorgiaFIRST Marketplace Suppliers still have a Supplier ID that begins with “CAT.” If you create your own queries, please note that the term “Vendor” is still used in the PSFIN tables and fields in most cases.

While you may or may not be responsible for setting up suppliers in the PeopleSoft system, there are a few new features with Suppliers in this upgraded version. One change is that you can now see a history of supplier name changes. Suppliers can also be set up in the system so that payment advices are emailed to them. And another option that is available for suppliers is to split a PO by Ship To location.

## Lesson 2: Processing Requisitions

As an ePro Buyer, you are responsible for working requisitions so that they are sourced into Purchase Orders. This includes approving or denying Special Request Requisitions, budget checking requisitions, and sourcing requisitions into Purchase Orders. How a requisition is sourced is dependent upon the type of requisition it is.

### Buyer Approval for Requisitions

ePro Buyers are responsible for approving (and possibly denying) Special Request Requisitions. Buyer Approval is not required for Marketplace Requisitions since all items are contract-approved. For a Special Request Requisition, you are ensuring that it meets all necessary procurement policies and guidelines.

Requisitions requiring Buyer approval will appear in your Worklist. The system also notifies you via email when a requisition is awaiting your action. To access your Worklist in PSFIN Core, you can use the link in the top right corner of the page or in the menu.

As a Buyer Approver, you have the option to approve, deny or push-back a requisition. Buyer Approvers also have the ability to edit the requisition. For Marketplace Requisitions, you can only make certain edits. You cannot edit the Supplier, quantity, price, or Unit of Measurement. You can only edit the schedule and distribution information for a Marketplace Requisition. After editing a requisition, you need to submit it again. After that, go back to your Worklist, pull up the Requisition, and then approve it.

When deciding whether to approve or deny a requisition, the Buyer Approver should review each line's information, shipping and distribution information. To see the description for a line item in the Worklist requiring your approval, select its Item Description link. This will display a page with the item price, category, and supplier (if listed). To see the line details, select the line with a checkmark (can select multiple lines) and select the View Line Details button. This will display a new window with the shipping and distribution information. All Chartfields to be charged for that requisition line will be listed. And if the Requester included any comments on a line item, there will be a call-out icon under Requester's Comments. Select the icon to review the comments. If there are general comments regarding the Requisition, they will be listed in the Requisition header under Requester's Justification. And to see the Approval path the Requisition went through, you can expand the Review/Edit Approvers section.

As mentioned earlier, you can approve, deny or push-back a requisition. If you push-back a requisition, it is sent back to the previous approver. This may be necessary if you have additional questions about a requisition. By pushing it back, the requisition has a Pending status for that approval step. If you push back a Requisition, you will be required to enter comments as to why you are pushing it back. This way, the Approver who receives the pushed-back requisition understand what information you may need.

### Accessing the Worklist

1. Log into PeopleSoft Financials Core System with your **User ID** and **Password**.
2. Click the **Worklist** hyperlink in the upper right corner of the home page (or through the Main menu).
3. Click a **Requisition link** under the “link” column to display a requisition.

### Approve a Requisition

1. Select the **requisition** from your **Worklist**.
2. Review each line item’s descriptions by clicking on the **Item Description** hyperlinks.
3. Review each line item’s details by selecting them with a **checkmark** and clicking the **View Line Details** button.
4. Review the **approval path** if desired. You can insert additional approvers if needed (see lesson #).
5. Enter any **comments** you wish to add to the requisition. Do not include any slashes (/) in the comments field.
6. Select the lines you want to approve with a **checkmark** and then click the **Approve** button.
7. After receiving the approval confirmation, click the **Return to Worklist** link.

### Deny a Requisition

1. Select the **requisition** from your **Worklist**.
2. Review each line item’s descriptions by clicking on the **Item Description** hyperlinks.
3. Review each line item’s details by selecting them with a **checkmark** and clicking the **View Line Details** button.
4. Review the **approval path** if desired.
5. Enter **comments** explaining why you are denying the requisition. Do not include any slashes (/) in your comments.
6. Select the **lines** you want to deny with a **checkmark** and then click the **Deny** button.
7. After receiving the denial confirmation, click the **Return to Worklist** link.

### Push-Back a Requisition to a Previous Approver

1. Select the **requisition** from your **Worklist**.
2. Review each line item’s descriptions by clicking on the **Item Description** hyperlinks.
3. Review each line item’s details by selecting them with a checkmark and clicking the **View Line Details** button.
4. Review the approval path if desired.
5. Enter **comments** as to why you are pushing the requisition back to the previous approver. Do not include any slashes (/) in your comments.
6. Select the lines you want to push back with a checkmark and then click the **Push Back** button.
7. After receiving the Push Back confirmation, click the **Return to Worklist** link.

## Processing Marketplace Requisitions

Once a Requisition has been approved, it is available for processing. How it is processed is dependent on the type of Requisition it is. All Requisitions must first be budget checked. Then, they are sourced into Purchase Orders and dispatched to the Suppliers.

For Marketplace Requisitions, almost all processing is done automatically. Since the requisitions are built from contract-approved catalogs, purchasing policies are built into the process, requiring minimal buyer interaction. Marketplace Requisitions are budget checked via the SCIQUEST batch job that runs at multiple times throughout the day. Once it has a valid budget checking status, it is available to be sourced into purchase orders through that same batch job. The SCIQUEST batch job performs the following actions: Batch budget checking of requisitions, auto-sourcing of requisitions into purchase orders, batch budget checking of purchase orders, batch document tolerance checking of purchase orders, and dispatching purchase orders.

The SCIQUEST batch job runs five times each weekday at 10:00 a.m., 12:00 p.m., 2:00 p.m., 4:00 p.m., and 6:00 p.m. A Marketplace Requisition can be completed processed in the same SCIQUEST batch job. If one of the processes results in error though, it must be corrected before it can move onto the next process. After correcting the error, the next time the SCIQUEST batch job runs, it will pick up the Requisition where it left off in processing.

To review the results of processing, there are various resources you can use.

- Review Budget Checking Results on a Requisition
  - Manage Requisitions page
  - Budget Check Exceptions page
- Review Sourcing Results
  - Manage Requisitions page
  - Sourcing Workbench
- Review Budget Checking Results on a Purchase Order
  - Budget Check Exceptions page
- Review PO Dispatch Status
  - Manage Requisitions page
  - PO Inquiry Page

Instructions on using the Manage Requisitions page was included in the ePro End-User Train-the-Trainer class. The basic instructions for the Manage Requisitions page are listed below. For additional tasks you can perform through the Manage Requisitions page, please see the Participant Guide for the ePro End-User Train-the-Trainer class.

### Manage Requisitions

1. In PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. Enter **search criteria** for your requisitions.
4. Click the **Search** button.
5. To see a requisition's lifespan, click its **expand** button.

6. To see details about a completed stage in the lifespan, click on the **lifespan icon**.
7. To see the approval path for a requisition, click on the **Approvals lifespan icon**.
8. To see requisition line information, click on the **line description**.
9. To see requisition shipping/schedule and accounting/distribution information, click on the **Requisition lifespan icon** and then expand the line.

### Processing Special Request Requisitions

Once a Special Request Requisition has been fully approved, it is also available for processing. Part of this processing is done by the SCIQUEST batch job, while parts are done manually by the ePro Buyer. The SCIQUEST batch job budget checks approved requisitions. Then, the ePro Buyer needs to source the Requisition into a Purchase Order. The preferred method for doing this is by Expediting the Requisition. Once the Purchase Order has been created, it is again picked up by the SCIQUEST batch job where the PO will be budget checked, document tolerance checked and dispatched. The dispatching portion of the SCIQUEST batch job only flips the flag for PO Dispatch. If you normally send a PO to a supplier via fax, you will still need to fax the PO. You still need to physically issue the PO to the appropriate supplier.

### Budget Checking Requisitions

In most circumstances, the SCIQUEST batch job will budget check all of your requisitions. You can run budget checking either manually or via an on-demand batch job. Regardless of how requisitions are budget checked, if the requisition fails budget checking, those errors must be corrected before they can be turned into Purchase Orders.

If you choose to manually budget check a requisition from the Manage Requisitions page, please noted that you should not leave the page while the requisition is processing. Also, manual budget checking tends to take longer than batch budget checking, and it can put extra demands on all processing in the system.

When running batch budget checking, you can process all requisitions that are waiting to be budget checked or specific ones according to their Requisition ID Date, Requester, Origin or Status. You can run batch budget checking on all requisitions, a range of requisitions, or just one requisition.

If budget checking results in exceptions, you can review what those exceptions are through the Commitment Control module. A Budget check exception will either be a warning or an error. Requisitions with budget checking warnings are still processed, while requisitions with budget checking errors cannot be processed until they are resolved. The system also sends periodic notifications to requesters that their requisitions have failed budget checking.

The possible budget check exceptions are Exceeds Control Budget, No Budget Exists, Exceeds Non-Cntrl Budget (warning), Budget is Closed, and Budget Date Out of Bounds.

- Exceeds Control Budget/Exceeds Budget Tolerance
  - Means that there is not sufficient funding to allow a transaction to pass Commitment Control
  - Most common corrective actions:
    - Perform a budget transfer and increase funding

- Spread the charges over multiple budget years by changing the budget date
- Override the budget (dependent upon security)
- Change the Chartfields to charge another cost center
- No Budget Exists
  - Occurs when the Chartfield/Budget Year combination does not exist in Commitment Control
  - Most common corrective actions:
    - Create a budget adjustment to include the new budget Chartfield combination
    - Change the Chartfields to charge another cost center
- Budget is Closed
  - Occurs when a Chartfield value or string is set to close via budget attributes or the ledger control Chartfield definition. Most likely, the error will occur on a project/grant definition when spending occurs outside of the sponsor's start and end dates
  - Error cannot be overridden and must be corrected
  - Most common corrective actions:
    - Change the ending date of the project (in adherence with the sponsor's agreement) and run the Project Sync process
    - Change the budget date on the requisition (dependent on security)
    - Charge another Chartfield string
- Budget Date Out of Bounds
  - Occurs when a budget is still open, but the budget date is outside the ending date of the budget attributes or the ledger control Chartfield definition. Most likely, this error will occur on a project/grant definition, when spending occurs outside of the sponsor's start and end dates
  - Error cannot be overridden and must be corrected
  - Most common corrective actions:
    - Change the ending date of the project (in adherence with the sponsor's agreement) and run the Project Sync process
    - Change the budget date on the requisition (dependent on security)
    - Charge another Chartfield string

After taking corrective action for a budget checking error, that requisition must be re-budget checked. If the budget checking error was overridden, it must also be re-budget checked. As a reminder, automatic batch budget checking runs as part of the SCIQUEST batch job at 10:00 a.m., 12:00 p.m., 2:00 p.m., 4:00 p.m., and 6:00 p.m.

#### [Manual Budget Checking of Requisitions](#)

1. In PeopleSoft Financials, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. Locate the **requisition** you want to manually budget check through the search section.
4. In the requisition's action drop down list, select **Check Budget**.
5. Click the **Go** button.
6. **Remain on this page** while the system is processing your request.

7. Review the budget checking status by bringing up that requisition in the search results again.

### Running Batch Budget Checking on Requisitions

1. In PeopleSoft Financials, select **Purchasing** in the menu.
2. Select **Requisitions**.
3. Select **Budget Check**.
4. Enter or select a **Run Control ID** (add a new one if necessary)
5. Select a Process Frequency of **Always**.
6. Enter a **Description**.
7. Ensure your **business unit** is listed in the **Process Options**.
8. Using the additional process option drop down lists, select which requisitions you want the budget checking process to run on.
9. Click the **Run** button.
10. On the **Process Scheduler Request** page, click the **OK** button.
11. To view the process results, note your process instance number and then select the **Process Monitor** link.
12. Locate your process instance in the Process List. Periodically click the **Refresh** button until your Run Status shows "**Success**" and your Distribution Status shows "**Posted**."
13. Click the **Details** link.
14. Click the **Message Log** link.
15. Review the results of the batch process. It will indicate how many requisitions were processed, as well as how many had a budget checking error or budget checking warning.
16. Click the **Return** button.
17. Click the **OK** button.

### Reviewing Budget Check Exceptions

1. In PeopleSoft Financials, select **Commitment Control** in the menu.
2. Select **Review Budget Check Exceptions**.
3. Select **Purchasing and Cost Management**.
4. Select **Requisition**.
5. On the **Find an Existing Value** page, enter the **Requisition ID**, **Process Instance number**, or **process status**.
6. Select the **Search** button.
7. Locate the **exception** you wish to review and select a link in that line.
8. Review the **Budget Override** tab to determine the actual exception.
9. Review the **Budget Chartfields** tab to determine the Chartfields causing the exception.

### Expediting Requisitions

To source Special Request Requisitions into Purchase Orders, you use the Expedite Requisitions process. On the Expedite Requisitions page, you can search for a specific requisition or display all approved and budget checked requisitions. You can also include requisitions lines that have not been assigned a

supplier yet. Only requisition lines that have been fully approved and that have a Valid budget checking status show up on the Expedite Requisitions page.

If a requisition appears on the Expedite Requisition page and does not have a supplier listed, you can include it from that page. A supplier must be listed in order for it to be sourced into a Purchase Order. In the **PO Qty** field, you should see the quantity requested for that line item on the requisition. You can choose to source a partial quantity if needed. To do this, change the quantity listed. Use the **Default Buyer ID** field to enter the name of the buyer to use on the resulting purchase orders.

To have Purchase Orders created with an “Approved” status, select the “**Build POs as Approved**” checkbox. If selected, the expedite process examines auto approval criteria set at the business unit level. If the auto approval criteria are met, the status is set to “Approved.” If the auto approval criteria are not met, the status is set to “Pending Approval.” If you do not select this checkbox, the Purchase Order is created with a status of “Open.”

When you are ready to expedite the requisitions, select the requisitions that you want to source into Purchase Orders by checking their “**Include**” checkbox. You can select the “**Preview**” button to display a preview of the purchase order before it is actually staged. Before previewing the purchase order, you must select it. Also, once you select a requisition line, you are then unable to change the vendor name, location, and PO quantity.

When you are ready to build your purchase orders, select the “**Submit**” button. The Submit feature stages the items and launches the **PO Calculations** process (PO\_POCALC) and **Create Purchase Order** process (PO\_CREATE). The Purchase Orders are generated in the background. You can monitor the process of PO generation by going to the **Process Monitor**. Once the process has successfully completed and posted, you can review the results through the Sourcing Workbench.

### Expedite Requisitions

1. In PeopleSoft Financials, select **eProcurement** in the menu.
2. Select **Buyer Center**.
3. Select **Expedite Requisitions**.
4. Enter **search criteria** for the requisitions you want to source.
5. If you also want to see all requisitions (that meet your search criteria) that do not have a Supplier assigned yet, check the “**Include Lines With No Supplier**” checkbox.
6. Click the **Search** button.
7. To review information about the requisition, select the Requisition ID link or the Item Description link.
8. To change or add a **Supplier** for a requisition line, continue. Otherwise, go to step 9.
  - a. On the Requisition Line that needs a Supplier, select the **Supplier Name** look up icon.
  - b. Search for the Supplier by either using its Supplier ID or Short Supplier Name.
  - c. Select the Supplier you want applied to that requisition line.
9. To change or add a **Supplier** for multiple requisition lines, continue. Otherwise, go to step 10.
  - a. Select the requisition lines you want to apply the same Supplier to by clicking in their **Select checkboxes**, next to the **Supplier Name** field.

- b. Click the **Look Up** icon for the last **Supplier Name** field, under the “Select All/Deselect All” link.
  - c. Search for the Supplier by either using its Supplier ID or Short Supplier Name.
  - d. Select the Supplier you want applied to the selected requisition lines.
  - e. Click the **Apply Supplier to Selected Lines** button.
10. Update any **PO quantities** if you do not want to source the requested quantity.
  11. Select the lines you want to source to purchase orders by clicking in their “**Include**” checkboxes.
  12. If needed, update the **User ID** in the Default Buyer ID field.
  13. Select the **Build POs as Approved** checkbox.
  14. Click the **Preview** button to see how the PO will be built. When finished, click the **Return to Expedite Requisitions** link.
  15. Click the **Submit** button to initiate the process.
  16. Select the **Process Monitor** link to review the status of the **PV\_PO\_CREATE** process.
  17. Periodically click the Refresh button until the Run Status is **Success** and the Distribution Status is **Posted**.
  18. Click the **Details** link.
  19. Click the **Message Log** link.
  20. On the message log, you should see how many source documents were processed, and how many were completed without error.

## Sourcing Workbench

After running the Expedite Requisitions process, you can review the results through the Sourcing Workbench. On the Sourcing Workbench, you can review results by a variety of criteria, including Buyer, Requisition ID, Stage Status, or Process Instance. The Selected Items tab of the Sourcing Workbench includes the Process Instance, Stage Status, Supplier ID, Requisition ID, and Purchase Order ID. The Stage Info tab includes staging information for the requisition and Purchase Order.

The Sourcing Details can be displayed by selecting the Sourcing Details icon on the Selected Items tab. The Sourcing Details page includes the Purchase Order ID, Requisition ID, where the item is being shipped to, the quantity, and the price.

To see the resulting Purchase Order, you can select the link from the Purchase Order ID column on the Selected Items tab. The system will open a new window for the Purchase Order page. Once the Purchase Order has been created, continue processing that purchase order. If you expedited the requisitions and selected the checkbox of “Build POs as Approved,” then your next step should be budget checking the Purchase Order and then dispatching it.

Remember, the SCIQUEST batch job will budget check the purchase orders, run document tolerance checks on the purchase order, and flip the dispatch flag on the PO. You will still need to physically issue the PO to the appropriate supplier though.

### [Using the Sourcing Workbench to Review Expedite Requisitions Results](#)

1. In PeopleSoft Financials Core system, select **Purchasing** in the menu.
2. Select **Purchase Orders**.
3. Select **Stage/Source Requests**.
4. Select **Sourcing Workbench**.
5. Enter the **Process Instance** from the Expedite Requisitions process.
6. Enter/Select your **Business unit**.
7. Click the **Search** button.
8. To review a resulting purchase order, select its **link**.

### [Creating a Purchase Order by Copying a Requisition](#)

You can manually create a Purchase Order by copying in a requisition. This should only be done if the requisition is a Special Request Requisition. **DO NOT** copy a GeorgiaFIRST Marketplace Requisition into a Purchase Order.

You can perform this action by creating a new Purchase Order through the **Add/Update POs** menu selection. First, you will select a Supplier. Then, you can choose to copy from a Requisition. After selecting the requisition you wish to copy into the new PO, make sure that you adjust the **Max Rows** field if you know that the original requisition has many lines. On the Sourcing tab and the Requisitions tab, you will see links for the item description and for the requisition details (under **Req ID** column). To select a requisition line to copy to a PO, select it with a checkmark. After selecting all desired requisition lines, use the **Copy to PO** button. Once the requisition lines have been copied to the PO, you can process it as you would any other purchase order.

### [Create a PO by Copying a Requisition](#)

1. In PeopleSoft Financials core system, select **Purchasing** in the menu.
2. Select **Purchase Orders**.
3. Select **Add/Update POs**.
4. Click **OK** to add a new purchase order (NEXT should be in the PO ID field).
5. In the PO Header, enter/select the **Supplier ID** for the Purchase Order.
6. In the **Copy From** drop down list, select **Requisition**.
7. In the **Requisition Selection Criteria** group box, enter the search criteria to locate the requisition you want to copy (i.e., Requisition ID).
8. Click the **Search** button.
9. Select the **requisition lines** you want to copy to the PO by checking its **Select** box.
10. Click the **Copy to PO** button.
11. Continue to process the Purchase Order as you would any other purchase order.

## Purging Staging Tables

When requisitions are sourced into Purchase Orders, there are three staging tables that are used:

- PO\_ITM\_STG
  - Core staging table provides line and schedule level information from the requisition destined for the purchase order
- PO\_DISTRIB\_STG
  - Provides distribution information
  - One row is placed here for each distribution destined for the purchase; for requisitions, the information in this table comes directly from the requisition
- PO\_HDR\_STG
  - Used for manually consolidated requisitions to specify information destined for the Purchase Order Header table

The **Purge Stage Tables** process purges entries on the PeopleSoft Purchasing staging tables. Only rows in Completed (C), Error (E), or Ready to Purge (X) status are eligible for purging. It is recommended that your institution run this process at least weekly. At very busy institutions, you should consider running the Purge Staging Tables process daily. If you do not run the Purge Stage Tables process regularly, the staging tables retain old data, which negatively affects performance of processes that act on the tables.

Before purging error rows, the Purge Stage Tables process removes the “In Process” status on the requisition line and sets the source status on the requisition line to “Available” (A). Requisitions in error status are identified as “In Process,” while they are in the staging tables. In Process requisitions cannot be updated. Running the Purge Stage Tables process on error rows frees up requisitions for error correction.

If you run purge on a requisition in “Error” status on the Sourcing Workbench – Sourcing Details page, it frees the requisition and set the stage status on the stage tables to “X”, so it can be purged in this process. If you recycle an error, it has no effect on the requisition, but it sets the stage status on the stage tables to R, so the row can be picked up and processed again.

You can view the contents of the staging tables by going to the Sourcing Workbench. Again, the purge process removes rows that are a completed, error, or ready to purge status. Once the purchase order has been created from the requisition, the Stage Status becomes “Complete” and it can be removed from the staging tables to make them work more efficiently.

When running the Purge Tables process, you can choose to prevent the processing from running on rows with an error status. Also, you should input your Business Unit. You can leave the date selection field set to “N”, which means No Selection by Date.

After running the process, you should return to the Sourcing Workbench and see the results of the purge process. If you choose to purge all rows in a “Completed” stage status, then there should be no remaining results with that status until another requisition is successfully sourced into a purchase order.

### Purge Staging Tables

1. In PeopleSoft Financials Core system, select **Purchasing** in the menu.
2. Select **Purchase Orders**.
3. Select **Stage/Source Requests**.
4. Select **Sourcing Workbench**.
5. Search by **Stage Status** the rows you want to purge (i.e., Completed).
6. Review the rows that will be purged.
7. In the menu, select **Purge Stage Tables**.
8. Select or add a new **run control ID**.
9. In the **Process Request Parameters**, choose which rows to purge.
10. Select/Enter your **business unit**.
11. Select the **Run** button.
12. On the **Process Scheduler Request** page, click the **OK** button.
13. Select the **Process Monitor** link.
14. Periodically click the **Refresh** button until the PO\_POSTGPRG process has a Run Status of Success and a Distribution Status of **Posted**.
15. Select the **Sourcing Workbench** link in the menu.
16. Search by **Stage Status** the rows you just purged.
17. There should be no results if the rows were purged, and you left the date selection field set to **"N."**

### Changes to Requisitions and Purchase Orders

If for some reason you need to make a change to a Requisition or its resulting Purchase Order, how you do so depends on the type of requisition it is.

For Special Request Requisitions, if there is a change, you can create a Change Request which is similar to creating a Change Order for a Purchase Order. However, more often, you will be making a change to the Purchase Order through a Change Order and re-dispatching it to the vendor.

For Marketplace Requisitions, you may not have time to make changes since they are processed quickly and automatically. If the Purchase Order has been dispatched and there is a change, you can create a Change Order. However, you will have to call the supplier directly to communicate the change. They will not receive the change order when it is dispatched in the system. If the change is an addition, have the Requester create another requisition.

## Lesson 3: Receiving

Receiving is the act of indicating that you actually received the items purchased. This is done by creating a receipt in the system, which ensures the Accounts Payable department that they are paying for goods that have actually been received. The receiving requirement is set on the actual requisition that is approved and turned into a Purchase Order. Receiving is required for all items purchased through Marketplace Requisitions. Receipts can be created by Desktop Receiving or through the Purchasing menu. However, receipts for assets need to be created through the Purchasing menu.

### Desktop Receiving

Depending on the institution, some Shoppers and/or Requesters may have the responsibility of receiving items that they have purchased. This is done through Desktop Receiving. The receipt created is tied into the Requisition, Purchase Order and Invoice so that payment can be issued.

Desktop Receiving is a function within the ePro module. It is a simplified version of what your Central Receiving department does on campus in order to create receipts for assets and other items that need to be inventoried. However, this eProcurement Desktop Receiving function will enable you to receive many of the goods you order through the GeorgiaFIRST Marketplace. You will need to proper security setup to perform desktop receiving.

Desktop receiving is done through the PeopleSoft Core system, in the eProcurement module. On the Receive Items page, all of your requisitions that have not been fully received will be listed. Through the Receive Items page, you will be able to indicate whether you have received the full quantity requested, or just a partial quantity, as well as the date the item(s) was received.

Once saved, the Receipt Number is generated and becomes tied to the Requisition number, Purchase Order number, and Voucher number.

An alternative way to receive items is through the Manage Requisitions page. As a Buyer, you can receive items on behalf of a requester through this page. You would use the Action drop down box and select the option of "Receive Order". In order to use this function, the status must indicate "PO(s) Dispatched."

### Create a Desktop Receipt

1. Log into the **PeopleSoft Core** system.
2. Select **eProcurement** in the menu.
3. Select **Receive Items** in the menu.
4. Location the **Requisition Line Item** you need to receive.
5. Select the requisition by placing a **checkmark** in its **Select** box (or to receive all line items, choose the Check All button).
6. Select the **Receive Selected** button.
7. If needed, change the **Received Date**. By default, the current date will be listed.
8. In the **Received Qty** field, enter the **quantity** received.

9. To review details about the actual purchase order, select the **Details...** icon.
10. To attach comments to the Receipt, select the **Comments** icon.
  - a. Here you can indicate the condition and input a comment if needed.
  - b. Do not include any slashes in your comments.
11. Click the **Save Receipt** button.
12. Your Receipt Number will be listed on the “Receipt Saved Successfully” page.

## Receiving Through the Purchasing Menu

In addition to Desktop Receiving, items may be received through the Purchasing Menu. In this method, receipts are created through corresponding Purchase Orders. When going through the Purchasing menu, first you select the Purchase Order. You can search for Purchase Orders through a variety of criteria. If you select the Retrieve Open PO Schedules checkbox, you will only retrieve purchase order schedules that haven't been fully received. If you do not select this checkbox, purchase orders that have been fully received appear in the search, as well as purchase order schedules that haven't been fully received.

The Receipt Quantity options on the search page specify quantities to transfer to the receipt. Accessibility to these fields is set up in the User Preferences. There are three options to choose from to determine the receipt quantity to appear.

- **No Order Quantity:** Select this option to signify that the receiver must enter the actual quantity received. This selection requires a live count of the items prior to receipt in the system. If selected, the copy function does not transfer order quantities to the receipt. You will need to manually enter all receipt quantities.
- **Ordered Quantity:** Select this option to automatically make the received quantity the purchase order quantity. This selection changes the purchase order quantity regardless of any prior receipt quantity.
- **PO Remaining Quantity:** Select this option to have the receipt display the numeric difference between the quantity ordered and the current quantity received. Selecting this option replaces the received quantity with the quantity that has not yet been received.

In the retrieved rows, you select each PO line that you want to create a receipt for. On the Receiving page in the Receipt Lines section are the PO lines that you indicated you want to create a receipt for. For each receipt line, there is:

- **Details icon:** Use this icon to access the Receipt Line Details for Line page
- **Description:** Description from Purchase Order line (which should be the same as the Requisition line)
- **Price:** Line item's Purchase Order price
- **Receipt Qty and Recv UOM:** This is the receipt quantity and received unit of measure. Here, you will enter the quantity delivered and the unit of measure in which it was received. When you

enter the receipt quantity for a line, the Accept Qty value is calculated by subtracting the rejected quantity from the receipt quantity.

- Status: Status of the receipt line
  - Closed (closed schedule)
  - Hold (hold schedule)
  - Open (open schedule)
  - Received (received schedule)
  - Canceled (canceled schedule)

If the item you are receiving is an asset, there are additional steps you need to take. If an item is marked as an asset on the requisition and purchase order, the Receipt Line will have an additional “AM Status” column. The AM Status is the status of the item data in related to PS Asset Management. Pending indicates that the receipt line is asset-related and is pending interface with PS Asset Management. Moved indicates that the receipt line has been interfaced to PS Asset Management.

When receiving a PO line that is an asset, you have to select the Serial checkbox. Then, you can select the Pending link under AM Status. This brings up the Asset Management page where, at a minimum, you input the Serial number for the asset. If you already have the asset’s tag number, you can enter it as well. On the More Details tab, you can enter the asset’s Custodian, location, and manufacturer location. When finished entering the information, you save the receipt, which is then ready to be interfaced into the Asset Management module.

### [Create a Purchasing Receipt](#)

1. In the PeopleSoft Financials Core system, select **Purchasing** in the menu.
2. Select **Receipts**.
3. Select **Add/Update Receipts**.
4. On the **Add a New Value** page, ensure the **PO Receipt** box is checked and click the **Add** button.
5. In the **Search Criteria**, enter the selection criteria for your Purchase Order lines you want to receive.
6. Select the **checkbox** for **Retrieve Open PO Schedules**.
7. Click the **Search** button.
8. Select the **PO lines** you want to receive.
9. Click the **OK** button.
10. Update the **Receipt Quantity** if necessary.
11. Click the **Save** button.

### [Create a Purchasing Receipt for an Asset](#)

1. In the PeopleSoft Financials Core system, select **Purchasing** in the menu.
2. Select **Receipts**.
3. Select **Add/Update Receipts**.
4. On the **Add a New Value** page, ensure the **PO Receipt** box is checked and click the **Add** button.

5. In the **Search Criteria**, enter the selection criteria for your Purchase Order lines you want to receive.
6. Select the checkbox for **Retrieve Open PO Schedules**.
7. Click the **Search** button.
8. Select the **PO lines** you want to receive.
9. Click the **OK** button.
10. Update the **Receipt Quantity** if necessary.
11. Select the **Serial** checkbox.
12. Click on the **Pending** link under AM Status.
13. Enter the asset's **Serial ID**.
14. If desired, enter the asset's tag number, custodian, location, and manufacturer information.
15. Click **OK**.
16. Click the **Save** button.

## Lesson 4: Using the Requester's Workbench

In PeopleSoft version 8.9, the Requisition Reconciliation Workbench was available to retrieve, review, and modify multiple requisitions. In PeopleSoft version 9.2., the Requisition Reconciliation Workbench has been renamed the Requesters Workbench. The functionality remains the same; just the name has changed. You use the Requester's Workbench to analyze, approve, cancel, and close requisitions. If you use the "approve" function on the Requester's Workbench, this acts on open Requisitions to become "Pending Approval" requisitions (to start the Workflow process). GeorgiaFIRST institutions do not use the "Unapprove" function.

### Searching for Requisitions in Requester's Workbench

Before taking any action, you will first need to search for requisitions. Whatever criteria you use, you can save for later use. You can search by Requisition ID, Date, Supplier and Requester. You can search by Request State. You can also choose to display requisitions that have been sourced to a Purchase Order. And you can choose to search for requisitions that are tied to purchase orders with an open balance by selecting "Open Pre-encumbrances." Finally, you can enter multiple Chartfield combinations as search criteria.

After saving your search criteria, you should enter a description in order to save your search parameters. To see more information about a requisition, you can select the Requisition ID link to display the requisition inquiry page. Selecting the Document status icon displays the requisition document status inquiry page. And by selecting the Lines icon, you can access the Requester's Workbench – Requisition Lines page. You can use the Requester's Workbench to Cancel, Close and Budget Check Requisitions.

### Approving Requisitions through the Requester's Workbench

The approve action for requisitions does not mean that the requisition will bypass Workflow approvals. This approve action takes an **open** requisition and makes it "**Pending**" so that it can begin the workflow approval process. To perform this action, you can search for all open requisitions.

Once you have selected the requisition or requisitions that you want to approve, you can select the "**Approve**" button. Then the system will list which of those requisitions are qualified to be approved.

To remove a requisition from the list to approve, select its **Delete** button. To proceed with the approval, select the **Yes** button. To cancel the approval action on all selected requisitions, select the Delete button. Once the system processes the requisition approval, that requisition's status should change from Open to Pending. It will now begin the Workflow approval process.

### Approve an Open Requisition through the Requester's Workbench

1. In PeopleSoft Financials core system, select **Purchasing** in the menu.
2. Select **Requisitions**.
3. Select **Requester's Workbench**.
4. Go to the **Add a New Value** tab.
5. Enter a **Workbench ID** (i.e. Approve).

6. Enter your **search criteria** (i.e., Status = Open)
7. Select the **Search** button.
8. Enter a **Description** (i.e., Approve Open Reqs)
9. Select the **requisitions** you want to move from Open to Pending with a checkmark.
10. Click the **Approve** button.
11. If any requisitions are not qualified to be approved, review the log for that requisition to determine the issue.
12. To approve all requisitions that are qualified, click the **Yes** button.
13. **Confirm** the approval action.
14. Verify the requisition status for the selected requisitions are now "**Pending.**"
15. Click the **Save** button.

### Canceling Requisitions through the Requester's Workbench

You may cancel a Requisition as long as no part of the Requisition has been sourced into a Purchase Order. Once it has been sourced, you will not be able to cancel the requisition. Instead, you will have to work with its corresponding Purchase Order.

After searching for the Requisitions, you then select the requisitions you wish to cancel with a checkmark. Once you select the Cancel button, the Processing Results page lists which requisitions are actually qualified to be canceled. If a requisition is not qualified, you can check its log to determine the reason. Then to cancel all qualified requisitions, you click the Yes button to proceed. The status for those requisitions will change to Canceled.

### Cancel Requisitions through the Requester's Workbench

1. In PeopleSoft Financials core system, select **Purchasing** in the menu.
2. Select **Requisitions**.
3. Select **Requester's Workbench**.
4. Go to the **Add a New Value** tab.
5. Enter a **Workbench ID** (i.e. Cancel).
6. Enter your **search criteria**.
7. Select the **Search** button.
8. Enter a **Description** (i.e., Cancel Reqs)
9. Select the **requisitions** you want to cancel with a checkmark.
10. Click the **Cancel** button.
11. If any requisitions are not qualified to be canceled, review the **log** for that requisition to determine the issue.
12. To cancel all requisitions that are qualified, click the **Yes** button.
13. **Confirm** the cancellation.
14. Verify the requisition status for the selected requisitions are now "**Canceled.**"
15. Click the **Save** button.

## Close Requisitions

To close requisitions, you can use either the Close Requisitions process or the Requester's Workbench. Even if you use the Close Requisitions process, it is recommended that you use the Workbench to see which requisitions are qualified for closure. For a requisition to be closed, it must have been sourced to a Purchase Order that is now complete or the Requisition must have been canceled. By closing qualified requisitions, system performance improves. In addition, closing qualified requisitions enables Commitment Control to liquidate any pre-encumbered budget amounts for outstanding Requisitions.

The **Close Requisitions** process is used to close requisitions that are fully canceled or fully sourced, and no longer need to be modified. When this process is run, the Requisition status changes to "Completed", or C. The benefit of this status change is that completed requisitions no longer appear in your list of available requisitions when you access requisition pages in update or display mode. These completed requisitions are also removed from the view in many other situations in which the available options have been set to exclude completed or canceled requisitions. Removing these requisitions from these prompts improves system performance and decreases the time required to find requisitions that you must modify.

Also, the Close Requisitions process also sets the budget header and line statuses, the KK\_CLOSE\_FLAG option, and PROCESS\_MANUAL\_CLOSE option accordingly so that the Commitment Control Budget Processor process (FS\_BP) can liquidate pre-encumbrance budget amounts for outstanding requisitions.

Although the Close Requisitions process is optional and you can run it at any time, you should run the process at the end of each month to help improve the efficiency of your requisitioning process. If you remember the Procure-to-Pay process flow, requisitions are closed after the accompanying purchase order is closed and the requisition is reconciled.

There are certain criteria a requisition must meet in order to be closed:

- PO Status: The Close Requisitions process verifies that the Purchase Orders to which the Requisition lines are sourced have a "Completed" Status.
- Distribution Line Status: The Close Requisitions process verifies that the requisition distribution line status is set to X (Canceled) or P (Processed). A requisition has a status of P after it is sourced to a purchase order.

The Close Requisitions process closes a requisition if any one of the following is true:

- The Requisition Status is "Canceled" (PS\_REQ\_HDR.REQ\_STATUS = X).
- The Requisition has been sourced to a Purchase Order (PS\_REQ\_LN\_DISTRIB.DISTRIB\_LN\_STATUS = P) and the Purchase Order status is completed.

You can view requisition header information (PS\_REQ\_HDR) and requisition distribution information (PS\_REQ\_LN\_DISTRIB) by accessing the requisition online or by querying these tables.

A requisition's distribution lines, schedules, lines, and header can be closed in intervals by the Close Requisitions process. Distribution lines come first, followed by the schedules, lines, and header. Therefore, it is possible to have a distribution line close before the rest of the requisition. For example,

imagine that a requisition contains 20 lines, each with two schedules. When the necessary distributions close, the schedule qualifies for closure. Once the two schedules close for a line, the line closes. When the 20 lines close, the requisition closes.

When you run the Close Requisitions process, it changes the status of all requisitions that meet closure criteria as shown in these tables:

Requisition Distribution Line	Updated Status
DISTRIB_LN_STATUS	C (completed) unless the distribution line was canceled, in which case the status remains X (canceled)
PROCESS_MANUAL_CLOSE	Y (Yes)
PC_DISTRIB_STATUS	N (None)
BUDGET_LINE_STATUS	N (not checked)
KK_CLOSE_FLAG	Y (yes)
KK_TRAN_OVER_FLAG	N (no)

Requisition Schedule Line	Updated Status
CURR_STATUS	C (closed) unless the schedule was canceled, in which case the status remains X

Requisition Line	Updated Status
CURR_STATUS	C (closed) unless the line was canceled, in which case the status remains X

Requisition Header	Updated Status
REQ_STATUS	C (completed)
ACTIVITY_DATE	Run Date
BUDGET_HDR_STATUS	N (not checked)
IN_PROCESS_FLG	N (no)

[Close Requisitions through the Requisition Reconciliation Workbench](#)

1. In PeopleSoft Financials core system, select **Purchasing** in the menu.
2. Select **Requisitions**.
3. Select **Requester's Workbench**.
4. Go to the **Add a New Value** tab.
5. Enter a **Workbench ID** (i.e. Close).
6. Enter your **search criteria**.
7. Select the **Search** button.
8. Enter a **Description** (i.e., Close Reqs)
9. Select the requisitions you want to **close** with a checkmark.

10. Click the **Close** button.
11. If any requisitions are not qualified to be closed, review the **log** for that requisition to determine the issue.
12. To close all requisitions that are qualified, click the **Yes** button.
13. **Confirm** the close action.
14. Verify the requisition status for the selected requisitions are now "**Complete**" and the Budget Status is "**Not Checked.**"
15. Click the **Save** button.
16. Ensure these completed requisitions are **budget checked**.

### Close Requisitions Process

1. In the PeopleSoft Financials Core system, select **Purchasing** in the menu.
2. Select **Requisitions**.
3. Select **Reconcile Requisitions**.
4. Select **Close Requisitions**.
5. Select or Enter a **Run Control ID**.
6. In the **Process Request Parameters**, choose to run the process on **1 Business Unit** or **1 Document**.
7. Enter/Select your **business unit**.
8. If running the process on one requisition, enter the **Requisition ID**.
9. Select the **Run** button.
10. Select the **Close Requisitions – PO\_REQRQ – PS Job** in the process list.
11. Click **OK**.
12. Select the **Process Monitor** link.
13. Locate the **PO\_REQRQ** process. Periodically click the **Refresh** button until the Run Status is **Success** and the Distribution Status is **Posted**.
14. Click the **PO\_REQRQ** link.
15. Click the **PORQ009 Success** link.
16. Click the **View Log/Trace** link.
17. Click the **porq009\_XXXX.PDF** link.
18. Review the resulting **Requisition Reconciliation Report**.

## Lesson 5: Using the Buyer's Workbench

In PeopleSoft version 8.9, you used the PO Reconciliation Workbench to review and process Purchase Orders after they have been created. In PeopleSoft version 9.2, the PO Reconciliation Workbench has been renamed the Buyer's Workbench. Like the Requester's Workbench, there is no change in functionality with the Buyer's Workbench; there is just a change in what it is called. With the Buyer's Workbench you can analyze, approve, cancel, and close Purchase Orders.

### Searching for Purchase Orders

Before taking any action, you will first need to search for Purchase Orders. Whatever criteria you use, you can save for later use. You can search by PO ID, Date, Supplier and Buyer. You can search by Purchase Order Status. You can also search for POs regarding their Receiving status, as well as their Matching status. And you can choose to search for POs have an open encumbrance. Finally, you can enter multiple Chartfield combinations as search criteria.

After saving your search criteria, you should enter a description in order to save your search parameters. To see more information about a requisition, you can select the Purchase Order ID link to display the PO inquiry page. Selecting the Document status icon displays the PO document status inquiry page that lists all associated documents. And by selecting the Lines icon, you can access the Buyer's Workbench – Purchase Order Lines page. You can use the Buyer's Workbench to Dispatch, Cancel, Close and Print-Preview Purchase Orders.

### Approving Purchase Orders through the Buyer's Workbench

The approve action for purchase orders does not mean that the requisition will bypass Workflow approvals. This approve action takes an **open** purchase order and makes it "**Pending Approval**" so that it can begin the workflow approval process. To perform this action, you can search for all open purchase orders.

### Use Buyer's Workbench to Approve Open Purchase Orders

1. In PeopleSoft Financials core system, select **Purchasing** in the menu.
2. Select **Purchase Orders**.
3. Select **Buyer's Workbench**.
4. Go to the **Add a New Value** tab.
5. Enter a **Workbench ID** (i.e. Approve).
6. Enter your **search criteria** (i.e., Status = Open)
7. Select the **Search** button.
8. Enter a **Description** (i.e., Approve Open Reqs)
9. Select the **Purchase Orders** you want to move from Open to Pending with a checkmark.
10. Click the **Approve** button.
11. If any purchase orders are not qualified to be approved, review the log for that purchase order to determine the issue.
12. To update all purchase orders that are qualified, click the **Yes** button.

13. **Confirm** the approval action.
14. Verify the purchase order status for the selected purchase orders are now "**Pending.**"
15. Click the **Save** button.

### Canceling Purchase Orders through the Buyer's Workbench

You can also use the Buyer's Workbench to cancel purchase orders. A purchase order can be canceled as long as no part of the purchase order has been vouchered. If a PO has been partially vouchered, only the lines that have not been vouchered can be cancelled.

#### Use Buyer's Workbench to Cancel Purchase Orders

1. In PeopleSoft Financials core system, select **Purchasing** in the menu.
2. Select **Purchase Orders**.
3. Select **Buyer's Workbench**.
4. Go to the **Add a New Value** tab.
5. Enter a **Workbench ID** (i.e. Cancel).
6. Enter your **search criteria**.
7. Select the **Search** button.
8. Enter a **Description** (i.e., Cancel Reqs)
9. Select the **Purchase Orders** you want to cancel with a checkmark.
10. Click the **Cancel** button.
11. If any purchase orders are not qualified to be canceled, review the **log** for that purchase order to determine the issue.
12. To cancel all purchase orders that are qualified, click the **Yes** button.
13. **Confirm** the cancellation.
14. Verify the purchase order status for the selected purchase orders are now "**Canceled.**"
15. Click the **Save** button.

### Closing Purchase Orders through the Buyer's Workbench

Finally, you can use the Buyer's Workbench to close purchase orders. While you can use either the Close Purchase Orders process or the Workbench to close purchase orders, it is suggested that you at least use the Workbench to see which purchase orders are qualified for closure. By closing qualified purchase orders, the system performance improves. In addition, closing qualified purchase orders enables Commitment Control to liquidate any encumbered budget amounts for outstanding Purchase Orders.

After searching for the purchase orders, select them as you previously have and then click the Close button. The resulting Non-qualified and qualified purchase orders will appear.

There are many reasons why a Purchase Order may not be qualified to close. Common reasons are the Purchase Order hasn't been fully matched, the Budget Status is in Error, or the PO requires receiving but it hasn't been received. Each of these reasons should be evaluated to determine if the Purchase orders will need to be forced over to the qualified side – it's possible that the PO will never reach a fully matched status, or may not be received. In those scenarios it is acceptable to move the PO from the Not Qualified section to the Qualified section. However, a Purchase Order with an unchecked budget status

or a budget error should NOT be overridden and forced to close. You will need to address the budget issues before proceeding.

After closing the qualified purchase orders, the purchase order status will change to "**Complete**," and the Budget Status will change to "**Not Checked**." Then, these purchase orders will need to be budget checked. The next budget checking batch job should pick these purchase orders up for processing, or you can choose to run the Budget Check process from the Buyer's Workbench.

#### Use Buyer's Workbench to Close Purchase Orders

1. In PeopleSoft Financials core system, select **Purchasing** in the menu.
2. Select **Purchase orders**.
3. Select **Buyer's Workbench**.
4. Go to the **Add a New Value** tab.
5. Enter a **Workbench ID** (i.e. Close).
6. Enter your **search criteria**.
7. Select the **Search** button.
8. Enter a **Description** (i.e., Close Reqs)
9. Select the purchase orders you want to **close** with a checkmark.
10. Click the **Close** button.
11. If any purchase orders are not qualified to be closed, review the **log** for that purchase order to determine the issue.
12. To close all purchase orders that are qualified, click the **Yes** button.
13. **Confirm** the close action.
14. Verify the purchase order status for the selected purchase orders are now "**Complete**" and the Budget Status is "**Not Checked**."
15. Click the **Save** button.
16. Ensure these completed purchase orders are **budget checked**.

## Lesson 6: Inquiries, Queries and Reports

There are various inquiries, queries and reports that you can use to review information concerning Requisitions and Purchase Orders.

### [Inquiry: Review Requisition Activity](#)

This inquiry allows you to review requisition in five stages. These inquiry pages provided information for a requisition and its associated documents. You can search for requisitions by request state, origin, requester ID or name, requisition date, supplier ID, and department.

Navigation Path: PSFIN Core > **Purchasing** > **Requisitions** > **Review Requisition Information** > **Requisitions**

### [Inquiry: Review Requisition Accounting Entries](#)

This inquiry shows you the transaction type, Purchase Order associated with the reversal accounting entry lines, and additional accounting details related to the requisition. You can search for Requisitions by requisition ID, request state, fiscal year(s), and Chartfields.

Navigation Path: PSFIN Core > **Purchasing** > **Requisitions** > **Review Requisition Information** > **Accounting Entries**

### [Inquiry: Review Requisition Document Status](#)

This inquiry allows you to review all documents associated with a Requisition. This includes Purchase Order, Receipt, and Voucher. You can search for a Requisition by Requisition ID, Request State, Date, origin, Requester or description.

Navigation Path: PSFIN Core > **Purchasing** > **Requisitions** > **Review Requisition Information** > **Document Status**

### [Requisition Queries](#)

There are numerous queries that you can use to review requisition information. To run these queries, follow this navigation path: PSFIN Core > Reporting Tools > Query > Query Manager (or Query Viewer) and enter the query name.

The most common queries you may use for requisition information include:

- **BOR\_REQ\_OPEN\_AMOUNT\_BY\_REQ**  
This query returns all open pre-encumbrance amounts for a specified requisition ID. The parameters include the business unit and requisition ID.
- **BOR\_REQ\_OPEN\_AMOUNT\_ALL**  
This query pulls all requisitions that have an open pre-encumbrance in Commitment Control, per the KK\_LIQUIDATION table for a given business unit. The parameter is the Business Unit.

- **BOR\_REQ\_OPEN\_PREENCS\_KK**  
This query lists all requisition lines with an open pre-encumbrance balance in Commitment Control, along with any associated Purchase Order ID. This query is the Commitment Control equivalent of the BOR\_REQ\_OPEN\_AMOUNT\_ALL query that returns the open pre-encumbrance balance within the Purchasing module.

## Requisition Reports

There are many reports that deal with requisitions. The common requisition reports include:

- **Requisition to PO Cross Reference Report (POX1100)**
  - This report lists the cross reference between requisitions and associated purchase orders. The parameters include the From/To Dates and the Business Unit.
  - Navigation Path to run the report: eProcurement > Reports > Requisition to PO Xref
  - Navigation Path to retrieve the report: Reporting Tools > Report Manager > Administration tab
- **Requisition Print Report (PORQ010)**
  - This is a hardcopy of a requisition. You can print this report according to Requisition ID, Date Range, and Requester. When running this, select all requisitions statuses to ensure your requisition prints.
  - Navigation Path to run the report: Purchasing > Requisitions > Print Requisition
- **Requisition Budgetary Activity Report (POS8002)**
  - This report provides budgetary amount information for requisitions according to the parameters you input.
  - Navigation Path to run the report: Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity
  - The parameters include Business Unit and Date range. You can also specify to return only data with a specific amount remaining open, and you can also include specific Chartfield ranges as well.
  - After inputting the parameters, you need to select **Requisition Budgetary Activity – POS8002** on the Process Scheduler Request page.

## Additional ePro/PO Queries

- **BOR\_EPRO\_ADM\_DEPT\_MGR**
  - List of Dept Mgrs Wkflow Route
- **BOR\_EPRO\_ADM\_PROJ\_MGR**
  - List of Proj Mgr Wkflow Route
- **BOR\_PO\_OPR\_PO\_AUTHORITY**
  - PO Authority by Operator
- **BOR\_PO\_OPR\_RECEIVER**
  - Receiver Preferences
- **BOR\_REQ\_OPR\_REQ\_AUTHORITY**
  - REQ authority by Operator
- **BOR\_PO\_MIN\_VEND\_EXCLU\_GOV2**
  - Excluded Gov Vendors for Min

- BOR\_PO\_NOT\_RECEIVED
  - PO Lines Not Yet Received
- BOR\_PO\_VCHR\_NOTRECV
  - POs Vouchered but No Receipt
- BOR\_OPO019D\_PO\_LIST\_BY\_BU\_DTL
  - PO Line Detail by BU and PO Date
- BOR\_PO\_OPEN\_AMOUNT\_ALL
  - All Open Encumbrances
- BOR\_PO\_RECV\_NO\_VOUCHER
  - POs received but not vouchered
- BOR\_POAP\_BUDERR
  - PO Vchr W/Diff Budg Ref
- BOR\_POAP\_CFERR
  - PO Vchr W/Diff Chartfields
- BOR\_PO\_UNRECON
  - PO, Vchr, Recv Info
- BOR\_POAP\_SUPPLIER
  - POs Vchd on Non-PO Vchr
  - Old v8.9 Name: BOR\_POAP\_VENDOR
- BOR\_PO\_OPR\_BUYER\_AUTHORITY
  - Operator Authority by Buyer
  - Old v8.9 Name: BOR\_OPR\_BUYER\_AUTHORITY
- BOR\_PO\_OPR\_VENDOR\_AUTHORITY
  - Vendor Authority by Operator
  - Old v8.9 Name: BOR\_OPR\_VENDOR\_AUTHORITY
- BOR\_REQ\_OPEN\_AMOUNT\_BY\_REQ
  - Prmpt by Req ID BU, Amt>0
  - Old v8.9 Name: BOR\_REQ\_OPEN\_AMOUNT\_4
- BOR\_PO\_NOT\_COMPLETE
  - POs Not Completed
- BOR\_PO\_PARTIAL\_RECVD\_SUM
  - POs partially received
- BOR\_PO\_VCHR\_PYMT
  - Query of PO info related to AP
- BOR\_POAP\_DISCOUNTS
  - Poss Discounts Still Encum
- BOR\_REQ\_OPEN\_AMOUNT\_ALL
  - All REQs with enc balances
- BOR\_REQ\_PENDING\_APPROVERS
  - Requisitions Pending Approval
- BOR\_REQ\_APPROVED\_DETAILS\_BY\_REQ
  - Requisitions Approval by ReqID
- BOR\_REQ\_APPROVED\_DETAILS\_BY\_DATE
  - Requisitions Approval by Date
- BOR\_PO\_ENC\_AND\_VCHR

- PO Amt with Vchr by PO ID
- BOR\_PO\_OPEN\_AMOUNT\_BY\_PO
  - PO Open Amt by PO ID
- BOR\_REQ\_OPEN\_PREENCS\_KK
  - Reqs w/Open Enc & Relatd KK
- BOR\_PO\_LN\_RECEIPT\_ENCUMBRANCE
  - PO Lines with receipt
- BOR\_PO\_OPEN\_ENCS\_KK
  - POs w/Open Enc & Related KK
- BOR\_REQ\_PO\_CATVDR\_IN\_PROCESS
  - CAT Vendor REQ/PO transactions

### Additional ePro/PO Reports

Version 9.2 Report Name	Description	Old v8.9 Name (if different)
<b>Close Purchase Orders (POPO008)</b>	Close Purchase Order Report	
<b>Close Requisitions (PORQ009)</b>	Close Requisition Report	
<b>Duplicate Supplier Report (APX3215)</b>	Duplicate Supplier	Duplicate Vendor Report
<b>Match Exceptions (APX1090)</b>	Matching Exceptions Report	
<b>Minority Supplier Report (BORRP008)</b>	Minority Vendor Report	Minority Vendor Report
<b>Open Purchase Order (POROL001)</b>	Open Purchase Order Report	
<b>PO Activity (POPO009)</b>	PO Activity	
<b>PO Detail Listings by Buyer (POX4032)</b>	PO Detail Listing by Buyer	
<b>PO Detail Listings by PO Date (POX4030)</b>	PO Detail Listing by PO Date	
<b>PO Detail Listings by Supplier (POX4031)</b>	PO Detail Listing by Supplier	PO Detail Listings by Vendor
<b>PO Expediting by Buyer (POX4006)</b>	Expediting Report by Buyer	
<b>PO Expediting by Due Date (POX4008)</b>	Expediting Report by Due Date	
<b>PO Expediting by Supplier (POX4007)</b>	Expediting Report by Supplier	PO Expediting by Vendor
<b>PO Listings by Buyer (POX4012)</b>	PO Listing by Buyer	
<b>PO Listings by PO Date (POX4010)</b>	PO Listing by PO Date	
<b>PO Listings by Status (POX4013)</b>	PO Listing by Status	
<b>PO Listings by Vendor (POX4011)</b>	PO Listing by Vendor	
<b>PO Open Enc as of Acctg Period (BORRP014)</b>	BORRP014	
<b>PO Schedule Listings by Buyer (POX4042)</b>	PO Schedule Listing by Buyer	
<b>PO Schedule Listings by PO Date (POX4040)</b>	PO Schedule Listing by PO Date	

<b>Version 9.2 Report Name</b>	<b>Description</b>	<b>Old v8.9 Name (if different)</b>
<b>PO Schedule Listings by Supplier (POX4041)</b>	PO Schedule Listing by Vendor	PO Schedule Listings by Vendor
<b>PO Statistics (BORRP009)</b>	Purchase Order Statistics	
<b>PO Status Listings by Item (POX4021)</b>	Order Status By Item	
<b>PO Status Listings by Vendor (POX4020)</b>	Order Status By Vendor	
<b>PO Surplus Analysis (BORRP012)</b>	PO Surplus Analysis	
<b>PO/Requisition Xref (POX1100)</b>	Requisition to PO XREF Report	
<b>Print POs (POXMLP)</b>	PO Dispatch/Print	
<b>Print Requisition (PORQ010)</b>	Requisition Print	
<b>PO Budgetary Activity (POS8001)</b>	Procurement Budgetary Activity	
<b>PO Budgetary Activity Report (BORRP015)</b>	Procurement Budgetary Activity	
<b>Receipt Account Details (POX5020)</b>	Receiver Account Detail Report	
<b>Receipt Delivery (RECV_DEL)</b>	Receipt Delivery	
<b>Receipt Ship To Details (POX5010)</b>	Receiver Shipto Detail Report	
<b>Receipt Summary (POX5001)</b>	Receiver Summary Report	
<b>Requisition Approval Exception (BORIF053)</b>	Requisition Approval Exception	
<b>Requisition Budgetary Activity (POS8002)</b>	Requisition Budgetary Activity	
<b>Requisition/PO Xref (POX4100)</b>	PO to Requisition XREF Report	
<b>Supplier Detail Listing (APX3000)</b>	Supplier Detail Listing	Vendor Detail Listing
<b>Supplier Summary Listing (APX3001)</b>	AP Supplier Summary	Vendor Summary Listing

## Purchasing and ePro Security Roles

### Online Security Documentation

You can find all Security Role Changes at [http://www.usg.edu/gafirst-fin/documentation/job\\_aids/category/security](http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security). Make sure to look for the documents beginning with "9.2 Security Role Changes."

### Summary of Security Roles

Below is a summary of the roles needed for users in the module. Please be sure to reference the online document for detailed instructions and additional setup required outside of the security roles.

<p><b>PO Administrator</b> <i>PO ADMINISTRATOR users resolve purchase order routing issues.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> <li>• BOR_PO_ADMINXX</li> <li>• BOR PeopleSoft User</li> <li>• BOR_PO_APPROVE</li> </ul>
<p><b>PO Approver</b> <i>PO APPROVER users approve requisitions and purchase orders in the Purchasing module.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> <li>• BOR PeopleSoft User</li> <li>• BOR_PO_APPROVE</li> <li>• BOR_PO_REQ_APPROVE</li> <li>• BOR_BUYER_APPR</li> <li>• BOR_PO_ASSET_APPR</li> <li>• BOR_PO_BUD_REF_APPR</li> </ul>
<p><b>PO Buyer</b> <i>PO BUYER users perform purchasing-related maintenance tasks. They also enter and maintain requisitions, purchase orders, procurement contracts and vendor information in the Purchasing module. They also process purchasing transactions, run purchasing-related reports and maintain purchasing-related configuration.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> <li>• BOR PeopleSoft User</li> <li>• BOR_EP_BUYER_CENTER</li> <li>• BOR_EP_INQUIRY</li> <li>• BOR_EP_MAINT_REQ</li> <li>• BOR_EP_PROCESSES</li> <li>• BOR_PO_REQ_WORKBENCH</li> <li>• BOR_PO_INQUIRY</li> <li>• BOR_PO_MAINTAIN</li> <li>• BOR_PO_PROCESS</li> <li>• BOR_PO_REPORTS</li> <li>• BOR_PO_REQ_MAINT</li> <li>• BOR_PO_SETUP_CONFIG</li> <li>• BOR_PO_VENDORS_MAINT</li> <li>• BOR_PO_REQUESTER</li> <li>• BOR_AD_HOC_APPROVE</li> <li>• BOR_BUYER_APPR</li> </ul>

<p><b>PO Core Requester</b> <i>PO CORE REQUESTER users enter requisitions in the Purchasing module. They also maintain requisitions.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> <li>• BOR PeopleSoft User</li> <li>• BOR_PO_REQ_MAINT</li> </ul>
<p><b>PO Inquiry &amp; Reporting</b> <i>PO INQUIRY &amp; REPORTING users review purchasing information in the Purchasing module. They also run public queries.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> <li>• BOR PeopleSoft User</li> <li>• ReportSuperUser</li> <li>• BOR_PT_QRY_PRIVATE</li> <li>• BOR_PT_QRY_ALLACGRPS</li> <li>• BOR_FN_ADMIN_REPORTING</li> <li>• BOR_PO_INQUIRY</li> <li>• BOR_PO_REPORTS</li> </ul>
<p><b>PO Manager</b> <i>PO MANAGER users maintain the configuration and setup information used by the Purchasing module.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> <li>• BOR PeopleSoft User</li> <li>• BOR_PO_SETUP_CONFIG</li> </ul>
<p><b>PO Receiver</b> <i>PO RECEIVER users receive all purchases in the Purchasing module.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> <li>• BOR PeopleSoft User</li> <li>• BOR_PO_RECEIVING</li> </ul> <p>If Desktop Receiving is allowed:</p> <ul style="list-style-type: none"> <li>• BOR_PO_RECV_EPRO</li> </ul> <p>If Desktop Receiving is not allowed:</p> <ul style="list-style-type: none"> <li>• BOR_EP_NOCASUAL_RECV</li> </ul>
<p><b>ePro Administrator</b> <i>EPRO ADMINISTRATOR users maintain the configuration and set up information used by the ePro module. They also resolve ePro routing issues.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> <li>• BOR_EP_ADMINXX</li> <li>• BOR_EP_CONFIG_SETUP</li> <li>• BOR PeopleSoft User</li> </ul>
<p><b>ePro Approver</b> <i>EPRO APPROVER users approve requisitions created in the ePro module. They can view requisitions to review chartfields, distributions, etc.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> <li>• BOR_EP_MAINT_REQ (only if they need to edit requisitions)</li> <li>• BOR_EP_REQ_APPROVE</li> <li>• BOR PeopleSoft User</li> <li>• For GAFirst Marketplace Access: BOR_EP_MAINT_REQ_SCI</li> </ul> <p>Special Approver Roles:</p> <ul style="list-style-type: none"> <li>• BOR_AGENCY_FUND_APPR</li> <li>• BOR_EP_CAT_AMOUNT_APPR</li> <li>• BOR_ASSET_APPR</li> </ul>

	<ul style="list-style-type: none"> <li>• BOR_AUDIO_VIS_APPR</li> <li>• BOR_IT_APPR</li> <li>• BOR_CHEMICAL_APPR</li> <li>• BOR_UNIVREL_APPR</li> <li>• BOR_FACILITIES_APPR</li> <li>• BOR_BUYER_APPR</li> <li>• BOR_GRANT_APPR</li> <li>• BOR_TECH_FEE_APPR</li> <li>• BOR_HR_APPR</li> <li>• BOR_FURNITURE_APPR</li> <li>• BOR_PHARM_DRUG_APPR</li> </ul>
<p><b>ePro Buyer</b> <i>EPRO BUYER users enter and maintain requisitions using the ePro module. They also process requisitions and perform purchasing-related maintenance tasks. They also enter and maintain requisitions, purchase orders, change orders, procurement contracts and vendor information in the Purchasing module. They also process purchasing transactions, run purchasing-related reports and maintain purchasing-related configuration.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> <li>• BOR_EP_BUYER_CENTER</li> <li>• BOR_EP_INQUIRY</li> <li>• BOR_EP_MAINT_REQ</li> <li>• BOR_EP_PROCESSES</li> <li>• BOR_PO_REQ_WORKBENCH</li> <li>• BOR_PO_INQUIRY</li> <li>• BOR_PO_MAINTAIN</li> <li>• BOR_PO_PROCESS</li> <li>• BOR_PO_REPORTS</li> <li>• BOR_PO_REQ_MAINT</li> <li>• BOR_PO_REQ_PROCESS</li> <li>• BOR_PO_SETUP_CONFIG</li> <li>• BOR_PO_VENDORS_MAINT</li> <li>• BOR_EP_REQUESTER</li> <li>• BOR PeopleSoft User</li> </ul>
<p><b>ePro &amp; PO Inquiry and Reporting</b> <i>EPRO &amp; PO INQUIRY AND REPORTING users review requisition information in the ePro module, and requisition and purchase order information in the Purchasing Module. They also run public queries.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> <li>• BOR_EP_INQUIRY</li> <li>• BOR_PT_QRY_PRIVATE</li> <li>• BOR_PT_QRY_ALLACGRPS</li> <li>• BOR_FN_ADMIN_REPORTING</li> <li>• ReportSuperUser</li> <li>• BOR PeopleSoft User</li> <li>• BOR_PO_INQUIRY</li> <li>• BOR_PO_REPORTS</li> </ul>
<p><b>ePro Requester</b> <i>EPRO REQUESTER users enter requisitions in the ePro module. They can also insert ad hoc approvers.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> <li>• BOR_EP_MAINT_REQ</li> <li>• BOR_EP_REQUESTER</li> <li>• BOR PeopleSoft User</li> </ul> <p>If user is a GAFirst Marketplace Requester, also</p>

	<p>add:</p> <ul style="list-style-type: none"><li>• BOR_CAT_Requester</li><li>• BOR_EP_MAINT_REQ_SCI</li></ul> <p>If user needs to have their access cutoff at year end, then use these roles instead:</p> <ul style="list-style-type: none"><li>• BOR_EP_MAINT_REQ_YE_CUTOFF</li><li>• BOR_EP_REQUESTER_YE_CUTOFF</li><li>• BOR_EP_MAINT_REQ_SCI_YE_CUTOFF</li></ul>
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