



eProcurement and GeorgiaFIRST Marketplace

User's Guide

for

Buyers

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Introduction

This User's Guide is designed for Buyers who will be working with ePro requisitions and sourcing them into purchase orders. Buyers will work with two types of requisitions: GeorgiaFIRST Marketplace and Special Request. Each type of requisition requires buyers to follow specific procedures. This guide will detail how to work with both kinds of requisitions.

In this User's Guide, you will find an overview of what the eProcurement module does, as well as what the function of the GeorgiaFIRST Marketplace is. You will also learn how to recognize Marketplace Suppliers, how to approve requisitions assigned to you, and how to process requisitions. You will also learn the primary role that the Buyer plays in the entire process.

Topics covered in this User's Guide:

- Overview of eProcurement and the GeorgiaFIRST Marketplace
- Suppliers
- eProcurement Approvals
- Approving and Denying Requisitions
- Using the Manage Requisitions Page
- Budget Checking Requisitions
- Sourcing Requisitions into Purchase Orders
- Additional Requisition Maintenance
- Receiving Items
- ePro Inquiries, Queries and Reports

Chapter 1: eProcurement and GeorgiaFIRST Marketplace Overview

What is eProcurement?

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 format, to request an item to be purchased. That hardcopy requisition then had to be routed for approval signatures and sent to the Purchasing Office. The Purchasing Office then had to rekey the information into the system to create a Purchase Order to send to the Supplier.

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

What is the GeorgiaFIRST Marketplace?

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.

Because users are shopping from approved Suppliers with contract prices, very little buyer intervention is required. After a requisition that is built from the GeorgiaFIRST Marketplace is approved, it is designed to be picked up for batch processing that will budget check it, source it into a purchase order, and then dispatch the purchase order. These batch processes are designed to run at different times throughout the day. As a Buyer, you may be responsible for monitoring these batch processes and resolving any errors. In addition, you will still be able to process these requisitions manually if needed.

Types of Requisitions

With the implementation of the GeorgiaFIRST Marketplace into the eProcurement module, there are now two types of requisitions: GeorgiaFIRST Marketplace requisitions and Special Request Requisitions.

- GeorgiaFIRST Marketplace Requisitions: Shoppers build these requisitions from items in the GeorgiaFIRST marketplace.
- Special Request Requisitions: Requesters build these requisitions by entering item descriptions directly onto the requisition. They are not built from the contractually-approved items in the marketplace.

Within ePro, users will not be able to combine items from the GeorgiaFIRST Marketplace with items from a Special Request Requisition into one requisition. Each requisition must be completely from the marketplace (CAT) or from a Special Request Requisition (ONL).

Benefits of ePro and the GeorgiaFIRST Marketplace

With this new system of online shopping and electronic requisitioning, you will see some immediate benefits, including:

- Reduction in paper forms routing through different offices
- Online browsing and shopping for items
- Comparison shopping
- You only need one login to shop from multiple Suppliers
- You can request goods from multiple Suppliers through one shopping cart
- All items in the GeorgiaFIRST Marketplace are contractually approved items
- Faster routing for approvals
- Ability to save items as ‘favorites’ in the GeorgiaFIRST Marketplace
- Automatic batch processing of approved requisitions

Types of Roles Involved

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.
- Browsers: Users without any GeorgiaFIRST Marketplace roles assigned will default to a Marketplace Browser. Browsers can view the items, contracts, and prices in the Marketplace but cannot shop or create requisitions.
- 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 others users in their appropriate roles.

As a Buyer, you are primarily responsible for ensuring requisitions are budget checked, sourced into Purchase Orders, and then dispatching the Purchase Orders. GeorgiaFIRST Marketplace requisitions should require very little manual intervention, if any, for these processes to happen. Special Request Requisitions may need more interaction, since they are not built from contractually-approved items.

Role Setup

For PeopleSoft Financials and the GeorgiaFIRST Marketplace to know what you can and cannot do in the systems, each role has a specific setup. All setup is accomplished in the PeopleSoft Financials system and transfers to the GeorgiaFIRST Marketplace. In this section, we are going to discuss the setup involved. It includes Security Roles, Requester Assignment and User Preferences.

Security Roles

Your Local Security Administrator assigns specific security roles to each user. These Security Roles enable you to access certain pages. For this reason, you may be able to see eProcurement in the menu but not see Accounts Payable, for example.

Role Name	Description	Dynamic	
BOR_EP_REQUESTER	ePro Requester	<input type="checkbox"/>	Route Control
SUPERVISOR	[WF] SUPERVISOR	<input type="checkbox"/>	Route Control
BOR_EP_ADMIN	[WF] Approval Prcs Dfn-Role	<input type="checkbox"/>	Route Control
BOR_PT_WORKFLOW_ADMIN	Workflow Admin	<input type="checkbox"/>	Route Control
BOR_FN_TREE_VIEW	Tree Manager Viewer	<input type="checkbox"/>	Route Control
ReportSuperUser	Report Super User	<input type="checkbox"/>	Route Control
BOR_FN_ADMIN_REPORTING	Report Mgr-Admin/Archive	<input type="checkbox"/>	Route Control
ReportDistAdmin	Report Distribution Admin	<input type="checkbox"/>	Route Control
BOR_PT_QRY_PUBLIC	Query Create Public	<input type="checkbox"/>	Route Control
ProcessSchedulerAdmin	Process Scheduler Admin	<input type="checkbox"/>	Route Control
BOR_SEC_IB	Integration Broker Monitoring	<input type="checkbox"/>	Route Control
BOR_FN_ALLPAGES	Finance All Pages	<input type="checkbox"/>	Route Control
BOR_FN_CONFIG_SETUP	Fin Setup/Config	<input type="checkbox"/>	Route Control
BOR PeopleSoft User	FN Base PeopleSoft User	<input type="checkbox"/>	Route Control
BOR_QRY_21000	Campus specific query records	<input type="checkbox"/>	Route Control

Buyer Assignment

To perform actions related to Purchase Orders, you must be set up as a “Buyer” in the system. Someone such as your Local Security Administrator or ePro Administrator will create you as a “Buyer.” It is through this Buyer Setup that the following Defaults are set:

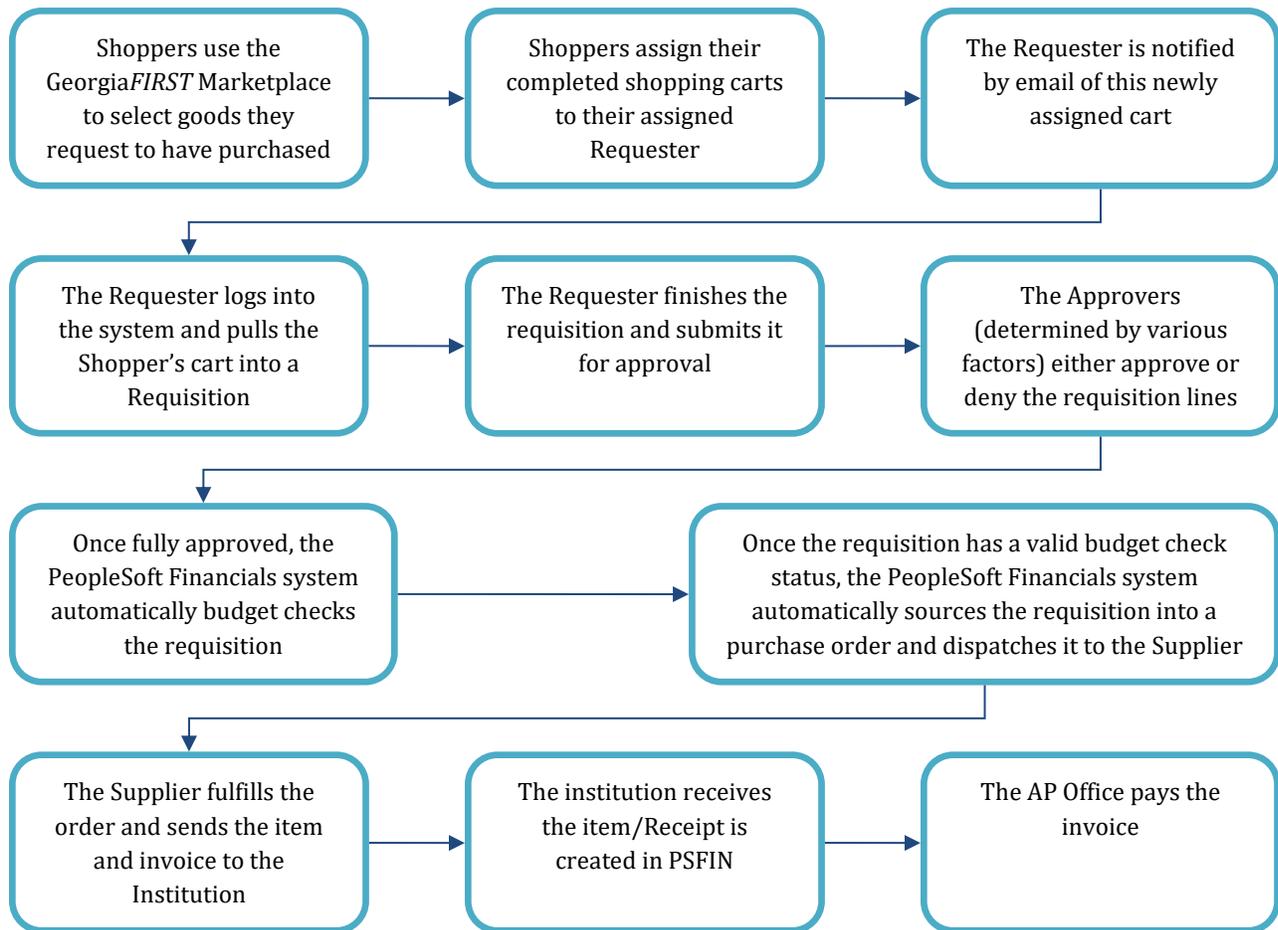
User Preferences

In addition to being created or setup as a Buyer in the system, a buyer must have their user preferences established before creating a requisition. Through the User Preferences, allowable purchase order and requisition actions are set up, such as canceling or closing a requisition and/or purchase order. In addition, it is through the User Preferences that you receive permission to work additional requisitions and purchase orders for other requesters and buyers.

Buyers User Authorized For	Description	Add	Update	Cancel	Delete	Close	Reopen
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.



If the process involves a Special Request Requisition, then the shopper is eliminated from this process flow and the requester enters the items directly onto the requisition.

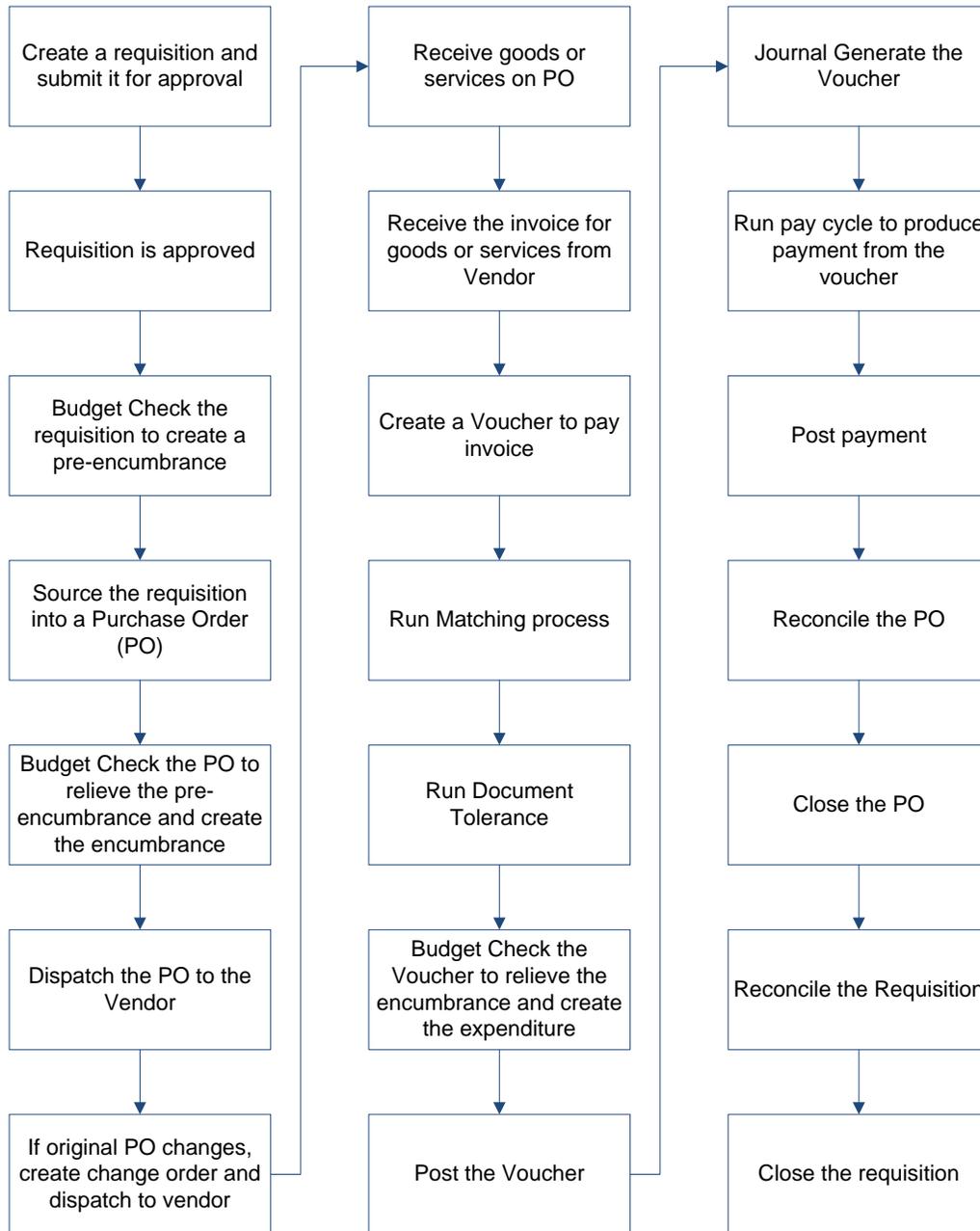
How does PSFIN pass along user information to GeorgiaFIRST Marketplace?

Shoppers and Requesters access the GeorgiaFIRST Marketplace through the eProcurement module in PeopleSoft Financials. By using their PeopleSoft User ID and Password, they can access the PeopleSoft system. Once in PeopleSoft, they proceed to the GeorgiaFIRST Marketplace through a hyperlink.

By logging in through PeopleSoft, the system sends the user's information to the GeorgiaFIRST Marketplace, allowing them to log in only once and shop from multiple Suppliers. In addition, their PeopleSoft User ID is used to store the ChartFields that should be charged for their requested goods.

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.



Chapter 2: Suppliers

As a Buyer, you may or may not be responsible for setting up Suppliers in the PeopleSoft system, depending on your institution. However, you will work with Suppliers through Purchase Orders. The implementation of the GeorgiaFIRST Marketplace requires that changes are made to some of the Suppliers in your system.

GeorgiaFIRST Marketplace Suppliers

Most of the Suppliers in the list of Marketplace Suppliers are ones that you have used in the past. Some of the Suppliers include Fischer Scientific, Staples, and Grainger. All Suppliers in the GeorgiaFIRST Marketplace are considered catalog Suppliers. These Suppliers are created under the “SHARE” SetID and are maintained centrally.

These catalog Suppliers will have a Supplier ID that begins with “CAT” (i.e., CAT0000001). The catalog Suppliers are synched to JAGGAER (SciQuest), which is the company that hosts and maintains the GeorgiaFIRST Marketplace.

In PeopleSoft Financials, there is a custom process that copies this “SHARE” SetID Supplier and populates within each SetID. The Supplier ID will be the same, but you will be able to access the Supplier under your regular SetID.

These copied Suppliers under your institution’s SetID will be read-only. The only area that you can control is Supplier Pre-Noting and Pay Groups.

How to Use Catalog Suppliers

New Catalog Suppliers should be used for all procure-to-pay transactions. This includes any GeorgiaFIRST Marketplace Requisitions, Special Request Requisitions, and all Purchase Orders. Under AP the new Catalog Suppliers are to be used on all Vouchers as well.

After your institution goes live with eProcurement and the GeorgiaFIRST Marketplace, you should not use any old Supplier ID that has become a Catalog Supplier. For example, imagine that Staples is a Supplier that your institution routinely uses and that their current Supplier ID under your SetID is 000000107. Staples is now a Catalog Supplier that you can access through the GeorgiaFIRST Marketplace.

Under the SHARE SetID, the new Supplier ID for Staples is CAT000000201. Even though this Supplier ID is created and maintained under the SHARE SetID, it has been copied to your institution’s SetID so that you can access it for all your purchasing documents.

If a GeorgiaFIRST Marketplace Requisition is created, the Supplier ID completes into the requisition automatically from the shopping cart. If a Special Request Requisition is created for an item from Staples, then the Requester should use the new “CAT000000201” Supplier ID, even though it is not a Marketplace Requisition. The old Supplier ID should no longer be used.

Any current requisitions or purchase orders that are open with the old Supplier ID will still be processed. However, the system will prevent you from creating new documents with the old Supplier ID.

Chapter 3: eProcurement Approvals

A critical component to the whole eProcurement process is the ability to submit requisitions for approval electronically. Because approvals are handled online within the PeopleSoft Financials system, each institution can customize the approval process to their own specifications.

How Do Approvals Work?

As mentioned earlier, a Requester builds a requisition in ePro. Each item on a requisition is placed on its own requisition line. Theoretically, each line in a requisition can be charged to a different set of ChartFields. Therefore, each line on a requisition may have different approval paths.

Once the Requester submits the requisition for approval, each line has its own approval path. This approval path is determined by a number of factors. At a minimum, each requisition line will go to the Department Manager and Project Manager (if a Project is to be charged). These managers are tied into the Department and Project ChartFields on that requisition line.

Depending on how your institution has set up approvals for eProcurement, the requisition line may go to many additional approvers as well, including approvers for assets, IT items, and items above a certain amount. Below is a summary of all of the approval stages and paths available for eProcurement. To determine what stages and paths your institution uses, check with your Purchasing Department or Local Security Administrator.

Approval Stages

Overall, there are five approval stages that can be used for eProcurement requisitions. They include:

- Stage 1: Department and Project Approval
- Stage 2: Agency Fund Approval
- Stage 3: Amount Approval (for requisitions built from the GeorgiaFIRST Marketplace)
- Stage 4: Item-Type Based Approvals
- Stage 5: Federal Fund Approval
- Stage 6: Buyer Approval (for requisitions not built from the GeorgiaFIRST Marketplace)

Here is a summary of each stage:

Stage 1: Department and Project Approval

This is a mandatory approval stage for all requisition lines. Each requisition line must be charged to a Department. In addition, requisition lines can be charged to a Project. The requisition line is routed to the Department Manager (as entered in PeopleSoft) for approval. If the Project ChartField is used on the requisition line, the system also routes it to the Project Manager.

Stage 2: Fund Approval

This approval stage is an optional one for institutions.

Agency Fund Approval:

Agency Fund Approval is set up so that any requisition line charged to an Agency Fund Code must go to an individual specified for Agency Fund Approvals. Agency funds are used to account for resources held by an institution as custodian or fiscal agent for individual students, faculty, staff members, or other organizations. Agency Fund Codes include 60000, 61000, and 62000.

Grant Fund Approval:

Grant Fund Approval is set up so that any requisition line charged to fund 20000 must go to an individual specified for Grant Fund Approvals.

Tech Fee Fund Approval:

Tech Fee Fund Approval is set up so that any requisition line charged to fund 16000 must go to an individual specified for Tech Fee Fund Approvals.

If your institution chooses to employ the Fund Approval stage, there may be multiple Agency Fund Approvers, Grant Fund Approvers, and Tech Fee Fund Approvers. Each Agency Fund Approver will have the role BOR_AGENCY_FUND_APPR, each Grant Fund Approver will have the role BOR_GRANT_APPR, and each Tech Fee Fund Approver will have the role BOR_TECH_FEE_APPR. The institution will determine whether all fund approvers must approve the requisition or if only one from the group of multiple approvers has to approve it. If any of the above mentioned fund codes are not used on a requisition line, the system bypasses this approval stage.

Stage 3: Amount Approval

The Amount Approval stage is also an optional one. This stage is for all requisitions that were built from the GeorgiaFIRST Marketplace, although you may choose to have it implemented for your Special Request requisitions as well. Institutions have the following options when using Amount Approval and may select **one** of the options below:

- If the monetary amount is \$10,000 or more per line, route to Amount Approver.
- If the total monetary amount of the requisition is \$10,000 or more, route to Amount Approver and have a monetary amount of \$10,000 or more per line.

Again, your institution may set up multiple approvers to serve as the Amount Approver. Each Amount Approver will have the role BOR_EP_CAT_AMOUNT_APPR. The institution will determine whether all amount approvers must approve the requisition or whether only one from a group of multiple approvers has to approve it. The institution does not have to use the \$10,000 threshold and can edit this if needed.

If the requisition was not generated from the GeorgiaFIRST Marketplace, it will bypass this approval stage (this can be changed by the institution). If the requisition is below the set threshold and was generated from the GeorgiaFIRST Marketplace, it will also bypass this approval stage.

Stage 4: Item-Type Based Approvals

In Approval Stage 4, approvals are based upon the type of item being requested. Within this stage, there are seven potential approval paths. Each path is optional for the institutions.

- **Stage 4, Path 1: Asset Approval**

If the item on a Requisition line is an asset and charged to an Asset Account, it will be routed to the person set up as the Asset Approver. The accounts included in this path are 743200, 744200, and 800000 through 899999.

An Asset Approver must have the role “BOR_ASSET_APPR.” If your institution chooses to use the Asset Approver path, there can be multiple asset approvers. The institution will determine whether all asset approvers must approve the requisition or if only one from the group of multiple approvers has to approve it. In addition, institutions may identify additional account codes for asset approval, and they may add monetary amount criteria (i.e., item charged to Account 743200 and is greater than \$5,000.).

- **Stage 4, Path 2: Audio Visual Approver**

This is an optional approval path and is for any item on a requisition line that contains an NIGP code related to Audio Visual items or services. NIGP stands for National Institute of Governmental Purchasing Commodity Services Code. The NIGP Code is a coding classification used primarily to classify products and services procured by state and local governments.

In PeopleSoft, the Category ID is tied into the NIGP Code. In the GeorgiaFIRST Marketplace, the NIGP code is already tied into item. For requisition line items not generated from the Marketplace, the Requester enters the proper Category ID. For those line items that have an NIGP Code related to Audio Visual items and services, the system will route the requisition line to the Audio Visual Approver.

An Audio Visual Approver must have the role “BOR_AUDIO_VIS_APPR”. If your institution chooses to use the Audio Visual (AV) Approver path, there can be multiple AV approvers. The institution will determine whether all AV approvers must approve the requisition or if only one from the group of multiple approvers has to approve it. In addition, institutions may identify additional NIGP codes for audio visual approval, and they may add monetary amount criteria (i.e., item has an NIGP code of 06400 and is greater than \$1,000.).

- **Stage 4, Path 3: Chemical Approver**

This path is also an optional one, and is for any requisition line with an NIGP code associated with chemicals. If the NIGP code for the requisition line is associated with a chemical purchase, the line will route to the Chemical Approver.

A Chemical Approver must have the role “BOR_CHEMICAL_APPR”. If your institution chooses to use the Chemical Approver path, there can be multiple Chemical Approvers. The institution will determine whether all chemical approvers must approve the requisition, or if only one from the group of approvers must approve it. In addition, institutions may identify additional NIGP codes for chemical approval, and they may add monetary amount criteria.

- **Stage 4, Path 4: Facilities Planning and Design Approver**

This optional path is for any requisition line with an NIGP code associated with the facilities planning and design.

A Facilities Planning and Design Approver must have the role “BOR_FACILITIES_APPR”. If your institution chooses to use the Facilities Planning and Design Approver path, there can be multiple approvers in this path. The institution will determine whether all Facilities Planning and Design approvers must approve the requisition, or if only one from the group of approvers must approve it. In addition, institutions may identify additional NIGP codes for facilities planning and design approval, and they may add monetary amount criteria.

- **Stage 4, Path 5: IT Approver**

This approval path is for any IT hardware or software approvals, and is also optional. For any requisition line that is for an computer hardware or software purchase or service (based on NIGP Code), the system routes the line to the IT Approver.

An IT Approver must have the role “BOR_IT_APPR”. If your institution chooses to use the IT Approver path, there can be multiple approvers in this path. The institution will determine whether all IT Approvers must approve the requisition, or if only one from the group of approvers must approve it. In addition, institutions may identify additional NIGP codes for IT approval, and they may add monetary amount criteria.

- **Stage 4, Path 6: University Relations Approver**

The sixth approval path in stage 4 is also optional and is for the University Relations Approver. For any requisition line that relates to media contact, logo use or copyright items (based on NIGP code), the system routes it to the University Relations Approver.

The University Relations Approver must have the role “BOR_UNIVREL_APPR”. If your institution chooses to use the University Relations Approver path, there can be multiple approvers in this path. The institution will determine whether all University Relations Approvers must approve the requisition, or if only one from the group of approvers must approve it. In addition, institutions may identify additional NIGP codes for University Relations approval, and they may add monetary amount criteria.

- **Stage 4, Path 7: Default NIGP Code – 00000**

The seventh approval path in stage 4 will route to a Buyer Approver in the event that a GeorgiaFIRST Marketplace Requisition line does not have an NIGP code. If the line item does not have an NIGP code, it will default to the “00000” NIGP code. This requisition line will automatically route to a Buyer Approver for correction.

- **Stage 4, Path 8: Furniture Approver**

This path is optional. The Furniture Approver must have the role “BOR_FURNITURE_APPR”. If your institution chooses to use the Furniture Approver path, there can be multiple approvers in this path. The institution will determine whether all Furniture Approvers must approve the requisition, or if only one from the group of approvers must approve it. In addition, institutions may identify additional NIGP codes for Furniture approval, and they may add monetary amount criteria.

- **Stage 4, Path 9: Human Resource Approver**

This path is optional. The Human Resource Approver must have the role “BOR_HR_APPR”. If your institution chooses to use the Human Resource Approver path, there can be multiple approvers in this path. The institution will determine whether all Human Resource Approvers must approve the requisition, or if only one from the group of approvers must approve it. In addition, institutions may identify additional NIGP codes for Human Resource approval, and they may add monetary amount criteria.

- **Stage 4, Path 10: Pharmaceutical Drug Approver**

This optional path is for any requisition line with an NIGP code associated with pharmaceutical drugs. The Pharmaceutical Drug Approver must have the role “BOR_PHARM_DRUG_APPR”. If your institution chooses to use the Pharmaceutical Drug Approver path, there can be multiple approvers in this path. The institution will determine whether all Pharmaceutical Drug Approvers must approve the requisition, or if only one from the group of approvers must approve it. In addition, institutions may identify additional NIGP codes for Pharmaceutical Drug approval, and they may add monetary amount criteria.

- **Stage 4, Path 11: Budget Reference Approver**

This optional path of approval will route to a Budget Reference approver for any requisition line where the Budget Reference does not equal the Fiscal Year. The Budget Reference approver must have the role “BOR_EP_BUD_REF_APPR”. If your institution chooses to use the Budget Reference Approver path, there can be multiple approvers in this path. The institution will

determine whether all Budget Reference Approvers must approve the requisition, or if only one from the group of approvers must approve it.

Stage 5: Federal Fund Approval

The Federal Fund Approval stage is an optional one. The system will route all requisitions that have a class code of 61000 defined. The purpose of this stage is to assist institutions in identifying requisitions where federal funds have been used.

If your institution chooses to employ the Federal Fund Approval stage, the approver must have the role BOR_FEDERAL_FUND_APPR.

Stage 6: Buyer Approval

In Approval Stage 6, the system will route all special request requisitions (those requisitions not built from the GeorgiaFIRST Marketplace) to the person designated to give buyer approval. This stage is primarily used for Special Request Requisitions since they are not built from contract-approved catalogs. The Buyer Approver can then ensure the line item meets all procurement policies.

Institutions may choose to have multiple Buyer Approvers. In addition, the Institution can choose whether all Buyer Approvers must approve the requisition or if only one needs to act on it. Finally, the institution may choose to inactivate this stage or include it for all requisitions.

Approver's Worklist

As a Buyer, you may have the responsibility of approving ePro requisitions. When it is routed to you, it will appear in your Worklist. You can approve the requisition through your Worklist. The system will also notify you with an email indicating that you have a requisition awaiting your action.

The Worklist is a queue which holds items waiting for approval. Once an approver works a transaction, it is removed from their Worklist. Once a requisition has been placed in your Worklist, you have a limited time in which to act upon it. After three days of inactivity on a requisition, the system will send you a reminder notification that the requisition must be worked. After four days without approving or denying a requisition, that transaction will escalate to another level and be removed from your Worklist. The ePro Administrator will then need to reassign that transaction to another approver. Each institution can customize the notification and escalation timeframes.

As you are reviewing a requisition, you have the ability to either approve or deny it. As the Buyer, you should be the last step in the approval path. After approving the requisition, the requisition status should change to "Approved" and be available for budget checking. If you deny the requisition, the system will notify the Requester of this. The system will require you to input a comment before denying it so that the Requester will know why it was denied. Do not include any slashes (/) in your comments. If

the requisition just needs to be adjusted, you can indicate this in the comments and then deny it. The Requester can make the necessary adjustments and resubmit it for approval.

Chapter 4: Approving and Denying Requisitions

In this chapter, we will walk you through the details of how to approve or deny a requisition line assigned to you. Remember, Special Request Requisitions include a Buyer in the approval chain to ensure that the requisition meets all necessary procurement policies and guidelines.

Retrieving Your Worklist

When a requisition line has been routed to you for approval, it will appear in your Worklist. You will also be notified via email that a requisition is awaiting your action. You can access your Worklist from the home page in PeopleSoft Financials Core system. Keep in mind that to approve requisitions, you must be in the Core system and not the Self Service system (used for Expenses).



After entering your PeopleSoft User ID and Password, you can sign into the system. Remember, your User ID and Password are case sensitive. Also, if you attempt to sign-in five times with the incorrect login information, the system will lock you out. To unlock your account, notify your Local Security Administrator.



You can access the Worklist through either the link in the upper-right corner of the page or in the Main Menu.

Reviewing Your Worklist

From	Date From	Work Item	Worked By Activity	Priority	Link
Ferrell,Rosiland	12/20/2013	Approval Routing	Approval Workflow		Requisition BUSINESS UNIT:71000 REQ ID:0000415226.2282200

Your Worklist is separated into different columns. First, the person who submitted the requisition is listed in the “**From**” Column. The “**Date From**” column indicates when the requisition was submitted. The “**Work Item**” column indicates what action is required. The “Priority” column is not used. And the “**Link**” column displays the link to the Requisition needing approval. Note that the “Reassign” button has been inactivated on this page.

On your Worklist, you can sort the page by clicking on a column heading. For example, if you wanted to sort your Worklist by the Requester, you would click the “From” column heading.

[Requisition](#)
[BUSINESS UNIT:71000](#)
[REQ ID:0000415226.2282200](#)

Each Requisition link provides certain pieces of information. First, the link begins with the term “Requisition” and is followed by your institution’s Business Unit. The Requisition ID is listed next. In the example above, the Requisition ID is 0000415226. To go to the Requisition Approval page, simply click on that Requisition link.

ORACLE
Favorites | Main Menu > Worklist > Worklist

Requisition Approval

Req Name: HL Laserjet MFP-GPC/OIT Aprvd
Total: 876.95 USD

Requisition Alert
Special Request Requisition

Requester: Ferrell, Rosiland
Entered on: 12/20/2013
Status: Pending
Requester's Justification: Please view attachments for each item; additional information is available.
[Edit Requisition](#)

Business Unit: 71000
Requisition ID: 0000415226
Priority: High

Line Information

Line	Item Description	Vendor Name	Qty	UOM	Price	Curr	Requester's Comments
1	LaserJet Pro 400 color MFP M	HEWLETP-001	1.0000	EA	659.75	USD	
2	HP 3-year Next Business-day...	HEWLETP-001	1.0000	EA	207.20	USD	

Select All / Deselect All
[View Line Details](#) Approve Deny

Review/Edit Approvers

Department and Proj. Approval

Line 1: Pending
LaserJet Pro 400 color MFP M475dn [Start New Path](#)

Department and Proj. Approver
Pending
Hickman-Brown, Marj
Req-Dept Mgr-Line Level

Line 2: Pending
HP 3-year Next Business-day Exchange Color LJ Hardware Support [Start New Path](#)

Department and Proj. Approver
Pending
Hickman-Brown, Marj
Req-Dept Mgr-Line Level

NIGP Item Category Approval

Line 1: Awaiting Further Approvals
LaserJet Pro 400 color MFP M475dn [Start New Path](#)

IT Approval
Not Routed
Multiple Approvers
IT Approval

Line 2: Awaiting Further Approvals
HP 3-year Next Business-day Exchange Color LJ Hardware Support [Start New Path](#)

IT Approval
Not Routed
Multiple Approvers
IT Approval

Logistical Services Approval

HL Laserjet MFP-GPC/OIT Aprvd: Awaiting Further Approvals [Start New Path](#)

Purchasing Manager Approval
Not Routed
Multiple Approvers
Buyer Approval

Enter Approver Comments

[Return to Worklist](#)

Here's a brief description of what is on the **Requisition Approval** page:

- If the Requester gave the requisition a specific name, it will be listed. If not, the Requisition ID will be listed next to Req Name.
- The Requisition total amount is listed.

- The Requester is listed. If you select the Requester’s Name link, the system will display the Requester’s Name, Employee ID and Department.
- The date the Requisition was entered in the system is listed.
- The Requisition Status is listed.
 - Pending: The requisition is pending approval.
- If the Requester entered any comments about the whole requisition, they will be listed next to Requester’s Justification.
- The Business Unit, Requisition ID, and Priority are also listed.
- For some approvers, the “Edit Requisition” button will be available above the Line Information section so that they can modify the requisition. After an approver modifies and saves the requisition, Workflow approvals may need to be restarted depending on their role action security.

The screenshot shows the 'Requisition Approval' page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Worklist > Worklist'. The main heading is 'Requisition Approval'. Below this, there are two columns of information. The left column contains: 'Req Name: HL Laserjet MFP-GPC/OIT Apprvd', 'Total: 876.95 USD', 'Requester: Ferrell,Rosiland', 'Entered on: 12/20/2013', 'Status: Pending', and 'Requester's Justification: Please view attachments for each item; additional information is available.' The right column contains a red 'Requisition Alert' box with the text '-Special Request Requisition', and below it, 'Business Unit: 71000', 'Requisition ID: 0000415226', and 'Priority: High'. A yellow 'Edit Requisition' button is highlighted with a red box. Below the details is a 'Line Information' section with a table of requisition lines. The table has columns for Line, Item Description, Vendor Name, Qty, UOM, Price, Curr, and Requester's Comments. There are two lines: Line 1 for 'LaserJet Pro 400 color MFP M...' and Line 2 for 'HP 3-year Next Business-day...'. Both lines have a 'clock' icon in the first column, indicating they are pending approval. Below the table are buttons for 'Select All / Deselect All', 'View Line Details', 'Approve', and 'Deny'. At the bottom, there is a 'Review/Edit Approvers' section.

Line	Item Description	Vendor Name	Qty	UOM	Price	Curr	Requester's Comments
1	LaserJet Pro 400 color MFP M...	HEWLETP-001	1.0000	EA	669.75	USD	
2	HP 3-year Next Business-day...	HEWLETP-001	1.0000	EA	207.20	USD	

In the **Line Information** section, the system will display all requisition lines that you are required to act upon. The ‘clock’ icon indicates that the line is pending your approval.

Line Information								
	Line	Item Description	Vendor Name	Qty	UOM	Price	Curr	Requester's Comments
<input checked="" type="checkbox"/>	1	LaserJet Pro 400 color MFP M...	HEWLETPP-001	1.0000	EA	669.75	USD	
<input checked="" type="checkbox"/>	2	HP 3-year Next Business-day ...	HEWLETPP-001	1.0000	EA	207.20	USD	

[Select All / Deselect All](#)
 [View Line Details](#) [Approve](#) [Deny](#)

If you select the Item Description's hyperlink in a line, the **Item Description** page is displayed.

Favorites Main Menu > Worklist > Worklist

Item Description

LaserJet Pro 400 color MFP M475dn

No image for this item

Requisition Price: 669.75000

Item ID:

Category: Printers, Laser

Vendor: HEWLETT-PACKARD

Vendor Item ID: N/A

Manufacturer: N/A

Mfg Itm ID: N/A

Long Description: Please see the attached details from the site provided by GPC/OIT for HP Laserjet Printers

[Return to Previous Page](#)

The **Item Description** page will list the item **price**, **Category**, and **Supplier** if listed. Select the “**Return to Previous Page**” link to return to the Requisition Approval page.

To see the **line details**, select the requisition line through its **checkbox** and then select the **View Line Details** button. You can select multiple lines at one time to view those line details simultaneously.

Requisition: HL Laserjet MFP-GPC/OIT Apprvd

Requester: Ferrell,Rosiland **Business Unit:** 71000 **Requisition ID:** 0000415226 **Date:** 12/20/2013

Comments: Please view attachments for each item; additional information is available.

Line	Description	Qty	Price	Curr	UOM	Total
1	LaserJet Pro 400 color MFP M475dn...	1	669.750	USD	EA	669.75

Line Comments
<< Please see the attached details from the site provided by GPC/OIT for HP Laserjet Printers >>

Sched Line	Ship To	Attention	Due Date	Qty	Total
1	SA2100	M. H-Brown or Ros Ferrell	1/6/2014	1	669.75

Line	Location	Req Qty	Amount	Pct	GL Unit	Account	Fund	Dept	Program
1	SA2100	1	669.75	100	71000	714100	10600	5103100	15100

Class	Bud Ref
11000	2014

A new window will open and the **shipping and distribution** information will be displayed. You will be able to see the **ChartFields** that are charged for that requisition line. When you are done reviewing the line details, you can close the pop up window.

The “Requester’s Comments” call-out icon appears for those lines that have line comments or attachments. To review these comments, you can select the call-out icon.

▼ Line Information

	Line	Item Description	Vendor Name	Qty	UOM	Price	Curr	Requester's Comments
<input checked="" type="checkbox"/>	1	LaserJet Pro 400 color MFP M...	HEWLETPP-001	1.0000	EA	669.75	USD	
<input type="checkbox"/>	2	HP 3-year Next Business-day...	HEWLETPP-001	1.0000	EA	207.20	USD	

Select All / Deselect All

 View Line Details Approve Deny

Here, you can review the line comments and attachments. To return to the line information, select the “Return to Previous Page” link.

The screenshot shows the Oracle Requisition Comments interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Worklist'. Below this is the 'Requisition Comments' section. It features a 'Line Information' table with two rows:

Line	Item Description	Vendor Name	Qty	UOM	Price	USD
1	LaserJet Pro 400 color MFP M...	HEWLETP-001	1.0000	EA	\$669.75	USD
2	HP 3-year Next Business-day ...	HEWLETP-001	1.0000	EA	\$207.20	USD

Below the table is a 'Comments' section with a text area containing: '<< Please see the attached documentation on the HP 3-year Next-business-day Exchange Color Laserjet M475 Hardware Support >>'. At the bottom, there is an 'Attachments' table with one entry:

Attached File	View	Send to Vendor
1 Maintenance_HP_Laser_C475-Mary_Hickman-Brown.pdf	View	<input checked="" type="checkbox"/>

A 'Return to Previous Page' link is located at the bottom left of the screenshot.

To see the approval path for a requisition, select the “expand” icon next to **Review/Edit Approvers**.

The screenshot displays the 'Review/Edit Approvers' section. It is titled 'Line Dept and Project Approval' and shows 'Line 1: Pending' for the 'Augusta Chamber Map Project'. A '+ Start New Path' link is visible. Under 'Department Approval', there is a 'Pending' status box for 'Kathy D Schofe' at the 'Req-Dept Mgr-Line Level'. Below this is a text area labeled 'Enter Approver Comments' with a scroll bar and a save icon.

The **Review/Edit Approvers** section expands and lists all approvers that have acted or need to act on a requisition. In addition, there will be an approval path for each requisition line, since each line can have a different set of approvers, depending on their ChartFields and item type.

Under the approval path, you can enter any comments that you wish to attach to the requisition. Do not include any slashes (/) in your comments.

When you are ready to act on the requisition, you select your requisition lines and then click the **Approve** or **Deny** button.

Once approved, the **Requisition Approval** page should update, indicating that you have completed your approval action.

Requisition Approval

Confirmation

 **Augusta Chamber Map Project has been approved.**

Review/Edit Approvers

Line Dept and Project Approval

▼ **Line 1: Approved**
Augusta Chamber Map Project

Department Approval

Approved

 [Kathy D Schofe](#)
Req-Dept Mgr-Line Level
11/22/2010 - 12:52 PM

[Return to Worklist](#)

A requisition line will go to “**approved**” once all approvers have acted on it. Until then, the Requisition Status is still **Pending**.

To return to your Worklist to work another requisition, select the **Return to Worklist** link.

How To: Access your 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.
3. Click a **Requisition link** under the “link” column to display a requisition.

How To: 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.

How To: 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.

Ad Hoc Approvers

eProcurement gives you the ability to insert additional approvers if you feel it is necessary. After reviewing a requisition's approval path, you can insert additional approvers if you have the **BOR_AD_HOC_APPROVE** security role.

While you are reviewing the approval path for a requisition, you can insert the ad hoc approver wherever you see a **green plus sign (+)**.

Requisition Approval

Req Name: Atlanta Billboards 9-15/12-14
 Total: 3,900.00 USD
 Requester: [Kim L Ratliff](#) Business Unit: 27000
 Entered on: 11/19/2010 Requisition ID: 0000403966
 Status: Pending Priority: Medium
 Requester's Justification:
No justification entered by requester.

Line Information

Line	Item Description	Vendor Name	Qty	UOM	Price	Curr
1	Atlanta Billboards 9-15/12-1...	LAMARCOM-001	1.0000	EA	3,900.00	USD

Select All / Deselect All

Review/Edit Approvers

Line Dept and Project Approval

Line 1: Pending [Start New Path](#)

Atlanta Billboards 9-15/12-14

Department Approval

Pending

[Kathy D Schofe](#) +

Req-Dept Mgr-Line Level

Enter Approver Comments

After clicking the green plus sign where you want to insert the additional approver, the system will display a pop-up box allowing you to select the ad hoc approver.

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:

Insert as: Approver
 Reviewer

If you select the User ID look up icon, you will be able to search for the approver by User ID or by name. After selecting the additional approver, you can specify whether you want that approver to be inserted as an **Approver** or a **Reviewer**.

- Approver: If you select another person to be an approver, that person will be required to approve the requisition before it can move onto the next step.
- Reviewer: If you select another person to be a reviewer, that person will see the requisition in their Worklist, but they will not need to approve the requisition line.

If you have inserted an approver and then decide to remove them, you must do this before you approve the requisition.

Review/Edit Approvers

Line Dept and Project Approval

Line 1: Pending + Start New Path

Atlanta Billboards 9-15/12-14

Department Approval

Pending

[Kathy D Schofe](#)

Req-Dept Mgr-Line Level

➔

Not Routed

[Mary Filpus-Luyckx](#)

Inserted Approver

-

➔

To remove a user you added as an Ad Hoc approver, select the **red minus sign (-)** in that person's approval box.

When you insert another person in the approval path for a requisition, that user will need the proper 'approver' security setup to work the requisition. If you are unsure whether the user has the correct security setup, contact that user and your Local Security Administrator.

How To: Insert Ad Hoc 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.
5. Click the **green plus sign (+)** where you want to insert the ad hoc approver.
6. Click the **User ID** look up icon in the pop-up window.
7. **Search** for the name or User ID of the approver you want to add. Click on that person's name.
8. Select either **Approver** or **Reviewer**.
9. Click the **Insert** button.
10. Click the **Apply Approval Changes** button.
11. Enter any **comments** you wish to add to the requisition. Do not include any slashes (/) in the comments field.
12. Select the lines you want to approve with a checkmark and then click the **Approve** button.
13. After receiving the approval confirmation, click the **Return to Worklist** link.

Requisition Push Back

All approvers can approve or deny a requisition that is submitted to them. Some approvers also have the ability to push a requisition back to the previous approver. This may be necessary if an approver has additional questions about a requisition. Initial approvers for a requisition will be unable to push back a requisition since there are no previous approvers in the approval path. Project approvers and inserted ad hoc approvers can use the push back function.

Pushing back a requisition returns that requisition to Pending status for that approval step. If you receive a requisition that was pushed back, you will be required to approve it again or deny it.

Requisition Approval

Req Name: 11-42 (PC)
 Total: 1,005.00 USD
 Requester: [Virginia L Loveless](#) Business Unit: 27000
 Entered on: 11/11/2010 Requisition ID: 0000403871
 Status: Pending Priority: Medium
 Requester's Justification: No justification entered by requester.

Line Information

Line	Item Description	Vendor Name	Qty	UOM	Price	Curr
1	Computer Desktop - Dell Opti...	DELLCOMP-001	1.0000	EA	1,005.00	USD

Select All / Deselect All

Review/Edit Approvers

Line Dept and Project Approval

Line 1: Pending [Start New Path](#)

Computer Desktop - Dell Optiplex 780 3.0GHz Small Form Factor w/17" monitor Quote #548886060

Department Approval

```

    graph LR
      A[Approved  
Camilla B Reid  
Req-Dept Mgr-Line Level  
11/11/2010 - 12:30 PM] --> B[Pending  
Catherine A Barner  
Inserted Approver]
    
```

Enter Approver Comments

[Return to Worklist](#)

In the example above, you can see the **Pushback** button. As the approver Catherine Barner, you could push the requisition back to the first approver. When you push back a requisition, you will be required to enter **comments** explaining why you are pushing the requisition back. Do not include any slashes (/)

in your comments. After pushing it back, you will receive confirmation that the requisition has been pushed back to the previous approver.

The screenshot displays the 'Requisition Approval' interface. At the top, a 'Confirmation' section contains a message: '11-42 (PC) has been pushed back to the previous approver.' Below this is the 'Review/Edit Approvers' section, titled 'Line Dept and Project Approval'. It shows 'Line 1: Pending' for a 'Computer Desktop - Dell Optiplex 780 3.0GHz Small Form Factor w/17" monitor Quote #548886060'. Under 'Department Approval', a flow shows 'Pending' by 'Camilla B Reid' (Req-Dept Mgr-Line Level) being pushed back to 'Catherine A Barner' (Inserted Approver) on 11/22/2010 at 2:10 PM. An 'Approval Comment History' section below shows a comment from Catherine A Barner at the same time: 'Please double-check the price on this item.' A 'Return to Worklist' link is at the bottom left.

As the approver who receives a pushed back requisition, you will easily be able to see that it was pushed back and you can review the comments to determine why it was pushed back.

Requisition Approval

Req Name: 11-42 (PC)
Total: 1,005.00 USD

Requester: [Virginia L Loveless](#)
Entered on: 11/11/2010
Status: Pending
Requester's Justification:
No justification entered by requester.

Requisition Alert

This requisition was pushed back to you. Review previous approver comments for details.

Business Unit: 27000
Requisition ID: 0000403871
Priority: Medium

Line Information

Line	Item Description	Vendor Name	Qty	UOM	Price	Curr
1	Computer Desktop - Dell Opti...	DELLCOMP-001	1.0000	EA	1,005.00	USD

Select All / Deselect All

Review/Edit Approvers

Line Dept and Project Approval

Line 1: Pending [View Comments](#) [Start New Path](#)

Computer Desktop - Dell Optiplex 780 3.0GHz Small Form Factor w/17" monitor Quote #548886060

Department Approval

Pending

[Camilla B Reid](#)
Req-Dept Mgr-Line Level

→

Pushed Back

[Catherine A Barner](#)
Inserted Approver
11/22/2010 - 2:10 PM

Approval Comment History

Catherine A Barner at 11/22/2010 - 2:10 PM
Please double-check the price on this item.

Enter Approver Comments

You can then perform the necessary actions and either approve or deny the requisition. If you approve it, it will proceed on the approval path.

Requisition Approval

Confirmation

✓ **11-42 (PC) has been routed for further approval.**

Review/Edit Approvers

Line Dept and Project Approval

▼ **Line 1: Pending** [View Comments](#)

Computer Desktop - Dell Optiplex 780 3.0GHz Small Form Factor w/17" monitor Quote #548886060

Department Approval

Approved

✓ [Camilla B Reid](#)
Req-Dept Mgr-Line Level
11/22/2010 - 2:17 PM

→

Pending

🕒 [Catherine A Barner](#)
Inserted Approver

▼ **Approval Comment History**

Catherine A Barner at 11/22/2010 - 2:10 PM
Please double-check the price on this item.

[Return to Worklist](#)

How To: Push Back a Requisition to the 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.

Chapter 5: Using the Manage Requisitions Page

In the ePro Module, one of the most productive pages is the Manage Requisitions page. In this chapter, we will detail what the page looks like and explain different tasks you can perform through the page.

Managing Requisitions

Once a Requester has saved a requisition, it is easy to track what stage it is in by using the Manage Requisitions page. From this page, you can see the requisition status, review requisition details, and edit requisitions if needed.

To use the **Manage Requisitions** page, you will first have to search for the requisitions. You can search through the following parameters (leave a field blank to return all values):

- Requisition ID
- Date From/Date To (when was the requisition created)
- Requester (this is the Requester entered on the Requisition)
- Requisition Name
- Request Status (this is the status of the requisition)
- Entered By
- Budget Status (this is the budget checking status)
- PO ID (if the requisition has been sourced to a PO, this is the corresponding PO ID)

The screenshot shows the Oracle Manage Requisitions page. At the top, there is a breadcrumb trail: Favorites > Main Menu > eProcurement > Manage Requisitions. Below this is the Oracle logo and the page title "Manage Requisitions".

The main section is titled "Search Requisitions" and contains the following fields and controls:

- Business Unit: 71000
- Requisition Name: (empty)
- Requisition ID: (empty)
- Request State: All but Complete (dropdown)
- Budget Status: (empty)
- Date From: 03/02/2015
- Date To: 03/02/2015
- Origin: Special Request (dropdown)
- Requester: (empty)
- Entered By: (empty)
- PO ID: (empty)

Below the search fields are buttons for "Search" and "Clear", and a link for "Show Advanced Search".

At the bottom of the search area, there is a message: "The Requester specified has no Requisitions." Below this message are several navigation links: "Create New Requisition", "Review Change Request", "Review Change Tracking", "Manage Receipts", and "Requisition Report".

There are many statuses that a Requisition goes through during its lifecycle.

Requisition Status	Explanation
Open	The requisition has been entered and saved in the system, but it has not yet been submitted for approval.
Pending	The Requisition has been submitted and is awaiting approval.
Approved	The requisition has been fully approved and can become a PO.
Denied	The requisition was denied in the approval process.
Canceled	The requisition was entered and saved, but was canceled. A canceled requisition can be reopened within a certain number of days.
PO(s) Created	The requisition has been placed on a Purchase Order.
PO(s) Dispatched	The requisition has been placed on a Purchase Order, and the PO has been dispatched to the Supplier.
Received	The requisition has been placed on a PO. The PO has been dispatched to the Supplier, and the goods have been partially or fully received.
Complete	After the requisition is dispatched on a PO, the goods are received, and the Supplier is paid. A background process identifies the requisition status as Complete. Canceled requisitions are also identified as Complete.

After a requisition has been approved, it must then go through the Budget Checking process. The Budget Statuses include Not Checked, Error, and Valid.

Budget Status	Explanation
Not Chk'd	The requisition has not had budget checking run on it yet.
Error	The requisition has gone through budget checking and failed; the budget checking error must be corrected before the requisition can be sourced into a purchase order.
Valid	The requisition has passed budget checking and is available to be sourced into a purchase order.

The more **search criteria** that you enter, the narrower your search results will be. In your list of search results, you will see the following for each Requisition:

- Requisition ID
- Requisition Name
- Business Unit
- Date
- Status
- Budget
- Total
- Action Drop Down box and Go button

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: 71000
 Requisition Name:
 Requisition ID:
 Request State: All but Complete
 Budget Status:
 Date From: 02/23/2015
 Date To: 03/02/2015
 Origin: Special Request
 Requester: barnaby
 Entered By:
 PO ID:

Search Clear Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000500043	0000500043	71000	02/25/2015	Approved	Not Chk'd	3,550.00 USD	[Select Action] Go
0000500035	0000500035	71000	02/23/2015	Pending	Not Chk'd	46.95 USD	[Select Action] Go

You can sort by a search result, such as Budget, by clicking on the column heading hyperlink. In the results, you can quickly see the status the requisition is in, as well as its budget checking status. To see the lifespan of the requisition, as well as its line item, you can expand the requisition.

0000418882 AVPEM Position Posting 71000 11/03/2014 Complete Valid 350.00 USD [Select Action] Go

Requester: Parham, Brenda P
 Entered By: Parham, Brenda P
 Priority: High

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line Information

Line	Description	Status	Price	Quantity	UOM	Supplier
1	AVP Enrollment Management P...	Closed	350.00000	USD	1.0000 FEE	AMERICAN ASSOCIATION OF COLLEGIATE REGIS

Once you have expanded a Requisition, you can see its lifecycle represented by the **lifespan icons**. If an icon is in color, that stage has been completed. In this example, you can see that the requisition was sourced into a Purchase Order and dispatched, and the requested items have been received. The items still need to be paid for.

You can review many items from this page. To get a summary of requisition details, select the **Requisition ID** or the **Requisition icon** in the lifecycle.

Requisition Details

Requisition Summary

Business Unit	71000	Requisition Name	AVP EM Position Posting
Date	11/03/2014	Requisition ID	0000418882
Request State	Complete	Total Amount	350.00 USD
Requested For	bparham	Pre-Encumbrance Balance	0.00 USD

[Expand lines to review shipping and accounting details](#)

Requisition Lines

Line	Item Description	Source Status	Amount Only	Quantity	Price	Status	Total
1	AVP Enrollment Management P...	Complete	No	1.0000 Fee	350.00000 USD	Closed	350.00

Line Comments

Comment 1: << DO NOT CONTACT VENDOR - INVOICE WILL BE SUBMITTED TO A/P. >>

[PO information](#)

If the requisition has already been sourced to a PO, you will see a **“PO Information”** link. To get the PO Information for a sourced requisition line, you can click on this bar and see the PO number, receipt status, and PO line information.

If you want to see the requisition schedule and distribution information, you can expand the line from the Requisition Details page.

Oracle

Requisition Details

Requisition Summary

Business Unit	71000	Requisition Name	AVP EM Position Posting
Date	11/03/2014	Requisition ID	0000418882
Request State	Complete	Total Amount	350.00 USD
Requested For	bparham	Pre-Encumbrance Balance	0.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Item Description	Source Status	Amount Only	Quantity	Price	Status	Total
1	AVP Enrollment Management P...	Complete	No	1.0000 Fee	350.00000 USD	Closed	350.00

Line Comments

Comment 1: << DO NOT CONTACT VENDOR - INVOICE WILL BE SUBMITTED TO A/P. >>

PO information

Shipping Line 1

Ship To	RECEIVING	Quantity	1.0000
	Georgia Perimeter College	Price	350.00000
	555 North Indian Creek Dr		Price Adjustment
	Central Receiving		
	Clarkston, GA 30021		
Attention To	Parham, Brenda P		
Due Date			

Accounting Lines

Distribute By Qty Liquidate By Amt

Dist #	Status	Location	Req Qty	Merchandise Amt	Percent	GL Unit	Entry Event	Account
1	Complete	SA3400	1.0000	350.00	100.0000	71000		727350

The **Line section** contains all of the line items on a requisition. The **Shipping Line section** displays shipping information for the item, such as where the item is being shipped, when it is due, the quantity, the price, and the total amount of the line.

The **Accounting Lines section** details the ChartFields and additional information. The Dist # displays the number the system assigned to the distribution. The system uses this numbering to distinguish between multiple distributions for a single requisition line. The distribution statuses include the following:

- Open: The distribution line is open
- Complete: the distribution line is closed
- Processed: the distribution line has been processed and is unavailable for sourcing
- Canceled: the distribution has been canceled

To get the detailed information for a requisition line, you can select the line hyperlink in the **Description** column under the lifespan or from the Requisition Schedule and Distribution page.

Item Description

Part # 7920A001 Canon GL2 Camcorder - 410 Kpix - optical zoom: 20 x - Mini DV - black, silver

Requisition Price: 2131.95000

Item ID:

No image for this item

Category: Video Camera-Recorders, Access

Vendor: Southern Computer

Vendor Item ID: N/A

Manufacturer: N/A

Mfg itm ID: N/A

[Return to Previous Page](#)

If you select the **Approvals** icon in the lifespan, you will see the approval status and path of the requisition lines.

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000418882	AVP EM Position Posting	71000	11/03/2014	Complete	Valid	350.00 USD	[Select Action] Go

Requester Parham,Brenda P Entered By Parham,Brenda P Priority High
Pre-Encumbrance Balance 0.00 USD


Requisition


Approvals


Inventory


Purchase Orders


Change Request


Receiving


Returns


Invoice


Payment

Request Lifespan:

Line Information Personalize | Find | First 1 of 1 Last

Line	Description	Status	Price	Quantity	UOM	Supplier
1	AVP Enrollment Management P...	Closed	350.00000 USD	1.0000	FEE	AMERICAN ASSOCIATION OF COLLEGIATE REGIS

Create New Requisition
Review Change Request
Review Change Tracking
Manage Receipts
Requisition Report

Approval Status

Business Unit	71000	Requisition Alert	
Requisition ID	0000418882	-Special Request Requisition	
Requisition Name	AVP EM Position Posting		
Requester	Parham,Brenda P		
Entered on	11/03/2014		
Status	Complete	Total Amount	350.00 USD
Priority	High		
Budget Status	Valid		

Requester's Justification
No justification entered by requester.

[View printable version](#)

Line Information ?

Review/Edit Approvers

Department and Proj. Approval

Line 1: Approved
AVP Enrollment Management Position Advertisement

Department and Proj. Approver

Approved

Clower, John S
 Req-Dept Mgr-Line Level
 11/03/14 - 4:24 PM

Logistical Services Approval

AVP EM Position Posting: Approved

Purchasing Manager Approval

Approved

Jackson, Vagillia
 Buyer Approval
 11/03/14 - 4:35 PM

[Return to Manage Requisitions](#)

Finally, you can select the Purchase Orders, Receipts, Invoices, and Payments icons after they are enabled to get information from those specific documents.

The choices in the **Action** drop down box for each requisition will be specific to the stage the requisition is in. The choices most often used are “Edit Requisition” and “Cancel Requisition.” We will talk more about these choices later in this chapter.

How To: 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.

Available Actions to Take on the Manage Requisitions Page

Depending on the status of the requisition, you can take various actions through the Manage Requisitions Page. This includes:

- Budget Checking a Requisition
- Edit a Requisition
- View Approvals
- Copy a Requisition
- Cancel a Requisition

Editing a Requisition

There will be times when you need to edit a requisition. This includes those requisitions that you have created and saved, but not yet submitted, as well as requisitions that have been denied and may need to be corrected. And, there may be a few occasions when you need to edit a requisition that has already been submitted for approval.

In order to edit a requisition, you can go through the Manage Requisitions page and search for the requisition in need of editing. When it is displayed in your search results, there will be the option of “Edit Requisition” in its action drop down list. If the requisition is no longer available for editing, that option will not appear in the drop down list. For example, once a PO is created from a requisition, that requisition can no longer be edited.

The screenshot shows the Oracle Manage Requisitions interface. At the top, there are navigation tabs for Favorites, Main Menu, eProcurement, and Manage Requisitions. Below the Oracle logo, the page title is 'Manage Requisitions'. A search section titled 'Search Requisitions' contains several input fields: Business Unit (71000), Requisition Name, Request State (Pending), Budget Status, Date From, Date To (03/03/2015), Origin (Special Request), Requester, Entered By, and PO ID. There are 'Search' and 'Clear' buttons, and a link for 'Show Advanced Search'. Below the search section is a table of requisitions. The table has columns for Req ID, Requisition Name, BU, Date, Request State, Budget, and Total. Three requisitions are listed. For the first requisition (0000500044), an action dropdown menu is open, showing options: Approvals, Cancel, Check Budget, Copy, Edit (highlighted with a red box), View Cycle, View Print, and [Select Action].

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	Action
0000500044	0000500044	71000	02/26/2015	Pending	Not Chk'd	10.00 USD	Approvals, Cancel, Check Budget, Copy, Edit , View Cycle, View Print, [Select Action], Go
0000500035	0000500035	71000	02/23/2015	Pending	Not Chk'd	46.95 USD	[Select Action], Go
0000500034	0000500034	71000	02/23/2015	Pending	Not Chk'd	5.00 USD	[Select Action], Go

Once you select the choice of “Edit Requisition” and click Go, the system will take you to the Edit Requisition page. This page is the same type of page used when creating a requisition. From the Review and Submit page, to edit a line, click on the line description. This will bring up the page where you can edit the price, category, unit of measure, etc.

ORACLE

Edit Requisition ?

Welcome Barnaby,James

Home My Preferences Requisition Settings 2 Lines Checkout

Request Options Search All Search Advanced Search

All Request Options

- Web
 - GAFirstMarketplace
- Express Item Entry
- Special Requests**
- Forms
- Favorites
- Templates
- ePro Services
 - Fixed Cost Service
 - Variable Cost Service
 - Time and Materials
- Recently Ordered

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description audio visual Test

*Price 9.9900 *Currency USD

*Quantity 2.0000 *Unit of Measure EA

*Category 84036 Due Date

Supplier

Supplier ID

Supplier Name Suggest New Supplier

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

Apply

To edit a requisition line’s accounting/distribution and shipping/schedule information navigate back to the Checkout – Review and Submit page and click on the expand icon for that line. The shipping information can be updated, and the ChartFields can be updated if necessary. After making all of your edits, you can select the **Save & Submit** button. If you have made changes to a requisition that is already in the approval process, when you submit the edited requisition, it will reinitiate the approval process, unless you have special role action roles that prevent Workflow from being restarted after you submit a requisition that is currently undergoing approvals. Therefore, it may be helpful to add a comment explaining why an approver may be seeing the same requisition again. After previewing approvals, you can then submit the requisition.

How To: Edit a Requisition

1. In PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. In the search field, enter the **Requisition ID** that needs to be edited (you may need to clear some of the search fields).
4. Click the **Search** button.
5. In the Requisition ID's action drop-down list, select **Edit Requisition**.
6. Click the **Go** button.
7. To update the requisition line information, select the link under **Description**. Make the necessary changes and then select the **Checkout** button.
8. To update an individual requisition line Chartfield information, click its **expand** button. Make the necessary changes.
9. To update multiple requisition lines at one time, select the lines to be edited and then select the **Mass Change** button. Make the necessary edits.
10. Select the **Save & Submit** button.
11. If reinitiating the approval process, consider adding a **comment** to inform your approvers of this. Do not include any slashes (/) in your comments.
12. Insert any **ad hoc approvers** if necessary.
13. Click the **Apply Approval Changes** button.

Delete a Requisition Line

You can delete a requisition line if needed, as long as the requisition line has not been budget checked. To delete a requisition line, you will again go through the Manage Requisitions page and select "**Edit Requisition**." From the "**Edit Requisition – Review and Submit**" page, you can select the line to be deleted by placing a checkmark in its select box. You can select multiple lines at one time if needed. To delete the selected lines, simply click the **Delete** button. The system will ask you to confirm the deletion before proceeding. Since you have modified the overall requisition, you will need to **Save and Submit** the requisition again.

ORACLE

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit: 71000 Georgia Perimeter College Requisition Name: 0000500035
 Requester: barnaby Barnaby, James Requisition ID: 0000500035
 *Currency: USD Priority: Medium

Cart Summary: Total Amount 46.95 USD

Expand lines to review shipping and accounting details [Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	audio visual Test			2.0000	Each	9.9900	19.98		Add	
2	chemical test			3.0000	Each	8.9900	26.97		Add	

Select All / Deselect All
 Select lines to:
 [Add to Favorites](#)
 [Add to Template\(s\)](#)
 [Delete Selected](#)
 [Mass Change](#)

Total Amount 46.95 USD

Shipping Summary

[Edit for All Lines](#)

Requisition Comments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

Approval Justification

Enter approval justification for this requisition

[Check Budget](#)

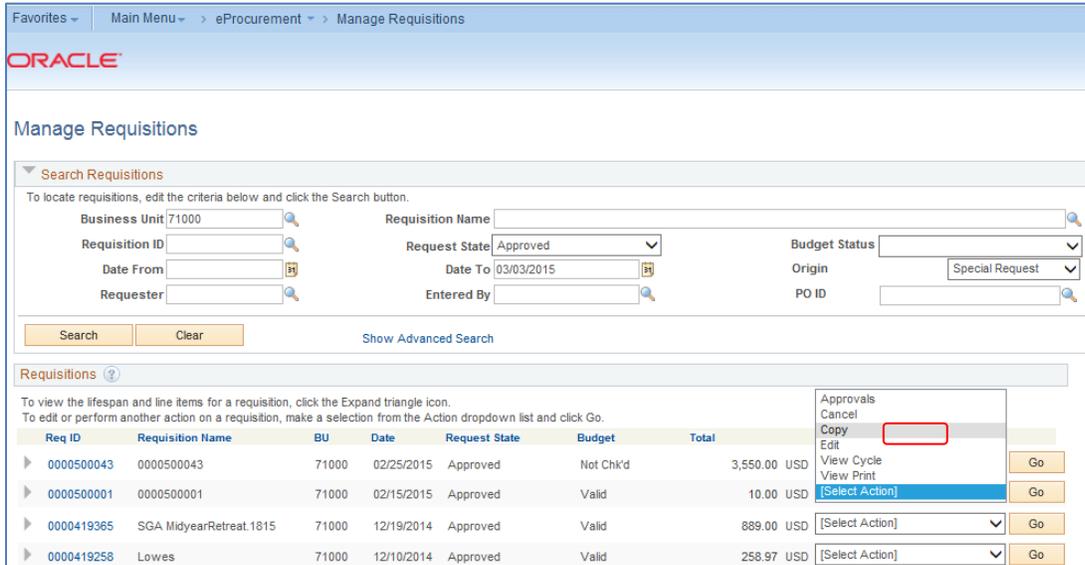
[Save & submit](#)
 [Save for Later](#)
 [Add More Items](#)
 [Preview Approvals](#)

How To: Delete a Requisition Line

1. From the PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. Enter the **Requisition ID** in the Search Criteria (you may need to clear some of the search fields).
4. Click the **Search** button.
5. In the Requisition ID's action drop-down list, select **Edit Requisition**.
6. Click the **Go** button.
7. **Select** the line(s) you want to delete.
8. Click the **Delete** button.
9. To confirm the deletion, click the **OK** button.
10. Click the **Save and Submit** button.

Copying a Requisition

Need description

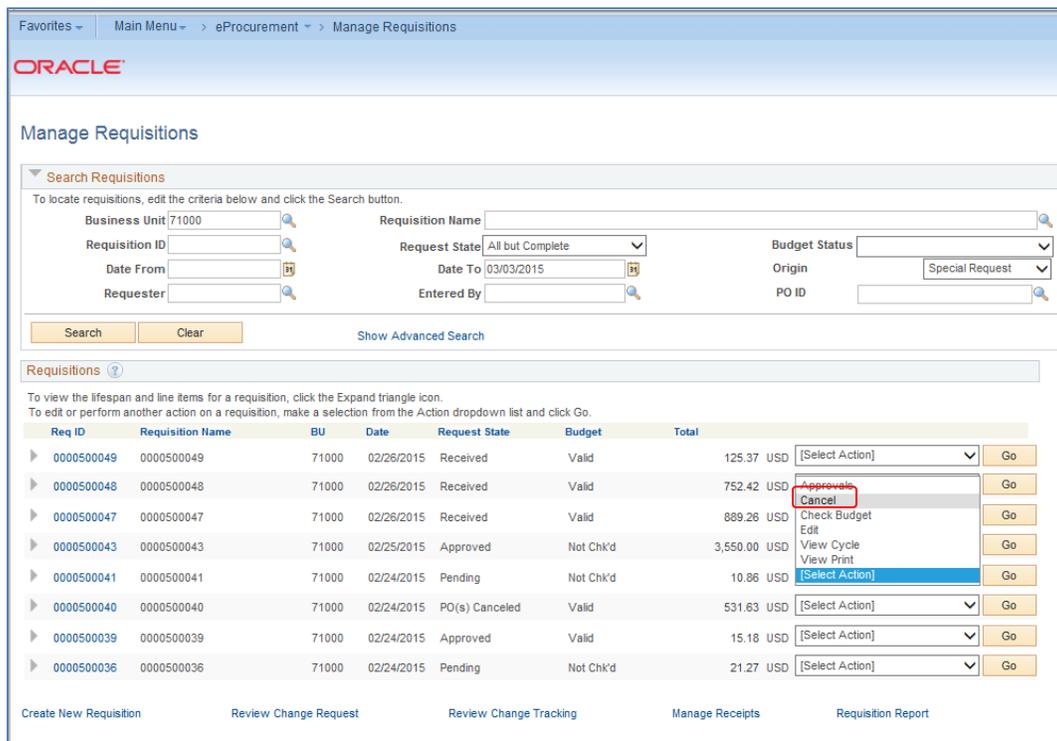


How To: Copy a Requisition

1. From the PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. Enter the **Requisition ID** in the Search Criteria (you may need to clear some of the search fields).
4. Click the **Search** button.
5. In the Requisition ID's action drop-down list, select **Copy**.
6. Click the **Go** button.
7. Select **Yes** when notified that the 'copied defaults will remain unchanged – do you want to copy?'.
8. To update the requisition line information, select the link under **Description**. Make the necessary changes and then select the **Checkout** button.
9. On the **Checkout – Review and Submit** page, you can make changes to the Quantity, Shipping, and Accounting/Distribution information.
10. Click the **Save and Submit** button.

Canceling a Requisition

On occasion, you may find the need to cancel a requisition. If you need to cancel a requisition, you can do so as long as the requisition has not been sourced into a Purchase Order. Once it has been sourced into a purchase order, the requisition can no longer be canceled and you will have to work with the purchase order. To cancel a requisition, you will go through the **Manage Requisitions** page.



How To: Cancel a Requisition

11. From the PeopleSoft Financials Core system, select **eProcurement** in the menu.
12. Select **Manage Requisitions**.
13. Enter the **Requisition ID** in the Search Criteria (you may need to clear some of the search fields).
14. Click the **Search** button.
15. In the Requisition ID's action drop-down list, select **Cancel Requisition**.
16. Click the **Go** button.
17. On the Requisition Details page, select the **Cancel Requisition** button.
18. On the Manage Requisitions page, the requisition state should change to Canceled.

Chapter 6: Budget Checking Requisitions

Budget Checking is the process that determines whether the budget has enough funds to cover the purchase. In this chapter, we are going to discuss how budget checking works, how to perform budget checking, and how to review budget checking errors.

What is Budget Checking?

Budget Checking is the comparison of a pending transaction amount against the budget it is set to be charged to. This ensures that a budget has been adequately set up and that there are sufficient funds to post the pending transaction, before the transaction is actually posted. The Commitment Control (KK) module of PeopleSoft is used to budget check transactions against Appropriation, Organization, Revenue Estimate, Grant, and Project budgets.

Based on a number of factors, Commitment Control is able to distinguish whether a particular ChartField combination has sufficient funding available in order to validate the transaction amount or whether an exception should be issued. Budget exceptions are the result of transactions that have failed the budget checking process for one of the following reasons:

- Exceeds Control Budget
- No Budget Exists
- Budget is Closed
- Budget Date Out of Bounds

Other errors exist, but these are the most common.

Budget exceptions can fall into two categories: warnings and errors. Warnings are exceptions that do not conform to the rules of the control budget, but have been passed along and update the Commitment Control ledgers nonetheless. Errors are exceptions that have failed budget checking because they do not conform to the rules established for that control budget. Transactions with errors are not allowed by the system to update the Commitment Control budget ledgers.

When Requisitions are budget checked and receive a “Valid” budget checking status, the system creates a pre-encumbrance. A pre-encumbrance is a Commitment Control ledger type for an amount that you expect to expend, but which you have no legal obligation to expend.

After a Requisition is sourced into a Purchase Order, that Purchase Order is also budget checked. If the Purchase Order passes budget checking, the system relieves the pre-encumbrance from the Requisition and creates an encumbrance for the Purchase Order. An encumbrance is a Commitment Control ledger type for an amount that you are legally obligated to spend.

After the goods on the Purchase Order are received and the Supplier sends the invoice, the Voucher is created. When the Voucher is budget checked, the system relieves the encumbrance from the Purchase Order and creates the expenditure for the Voucher.

Budget Checking Requisitions

After a Requisition has completed the approval process, it is available for Budget Checking. You can budget check requisitions in batch or manually. In addition, the system has automatic budget checking batch processes run periodically throughout the day. So, if anything is ready to be budget checked, the system automatically runs the process on it.

This scheduled budget checking job is a part of the overall “SCIQUEST” scheduled batch job. This SCIQUEST batch job includes budget checking requisitions, sourcing Marketplace Requisitions into Purchase Orders, budget checking purchase orders, running document tolerance on purchase orders, and dispatching purchase orders.

The automatic batch budget checking process runs at the following times:

- 10:00 a.m.
- 12:00 p.m.
- 2:00 p.m.
- 4:00 p.m.
- 6:00 p.m.

Manual Budget Checking

You can manually budget check a fully approved requisition on the **Manage Requisitions** page. There are a couple of things to keep in mind when manually budget checking a requisition. When you initiate budget checking for this page, you should not leave the page while it is processing. In addition, manual budget checking tends to take longer than batch budget checking, and it can put extra demands on all processing in the system.

The screenshot shows the Oracle Manage Requisitions interface. At the top, there are navigation tabs for 'Favorites', 'Main Menu', and 'eProcurement > Manage Requisitions'. Below this is the 'Manage Requisitions' header. A search section titled 'Search Requisitions' contains various filters: Business Unit (71000), Requisition Name, Requisition ID, Request State (All but Complete), Budget Status, Date From (02/24/2015), Date To (03/03/2015), Origin (Special Request), Requester (jarnaby), Entered By, and PO ID. There are 'Search', 'Clear', and 'Show Advanced Search' buttons. Below the search section is a table of requisitions. The table has columns for Req ID, Requisition Name, BU, Date, Request State, Budget, and Total. A dropdown menu is open for the first requisition (0000500049), showing options: Approvals, Cancel, Check Budget (highlighted with a red box), Copy, Edit, View Cycle, View Print, and [Select Action]. At the bottom of the interface, there are links for 'Create New Requisition', 'Review Change Request', 'Review Change Tracking', 'Manage Receipts', and 'Requisition Report'.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	Actions
0000500049	0000500049	71000	02/26/2015	Received	Valid	125.37 USD	Approvals, Cancel, Check Budget , Copy, Edit, View Cycle, View Print, [Select Action], Go
0000500048	0000500048	71000	02/26/2015	Received	Valid	752.42 USD	[Select Action], Go
0000500047	0000500047	71000	02/26/2015	Received	Valid	889.26 USD	[Select Action], Go
0000500043	0000500043	71000	02/25/2015	Approved	Not Chk'd	3,550.00 USD	[Select Action], Go
0000500041	0000500041	71000	02/24/2015	Pending	Not Chk'd	10.86 USD	[Select Action], Go
0000500040	0000500040	71000	02/24/2015	PO(s) Canceled	Valid	531.63 USD	[Select Action], Go
0000500039	0000500039	71000	02/24/2015	Approved	Valid	15.18 USD	[Select Action], Go
0000500036	0000500036	71000	02/24/2015	Pending	Not Chk'd	21.27 USD	[Select Action], Go

However, at times, you may find it necessary to perform manual budget checking. If so, you should select the “**Check Budget**” option in the drop down list for that requisition. Note that only approved requisitions will actually budget check. If a requisition is not yet fully approved, the system will not budget check it. All requisition lines need to be approved for budget checking. The system then processes this action. If the budget check is successful, the budget status will be “**Valid.**” Depending on your initial search criteria, you may need to change your criteria to see the requisition again on this page.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: 71000 Requisition Name: Request State: Approved Budget Status: Valid
 Requisition ID: Request State: Approved Date From: Date To: 03/03/2015 Origin: Special Request
 Date From: Date To: Requirer: Entered By: PO ID:

Search Clear Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
0000500001	0000500001	71000	02/15/2015	Approved	Valid	10.00 USD	[Select Action]	Go
0000419365	SGA MidyearRetreat.1815	71000	12/19/2014	Approved	Valid	889.00 USD	[Select Action]	Go

Requester: Reid,Marshontri S Pre-Encumbrance Balance: 889.00 USD Entered By: Reid,Marshontri S Priority: High

Requisition Lifespan: Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

Request Lifespan:

Line Information

Line	Description	Status	Price	Quantity	UOM	Supplier	
1	Midyear Retreat held at WinS...	Approved	889.00000	USD	1.0000	BDL	X

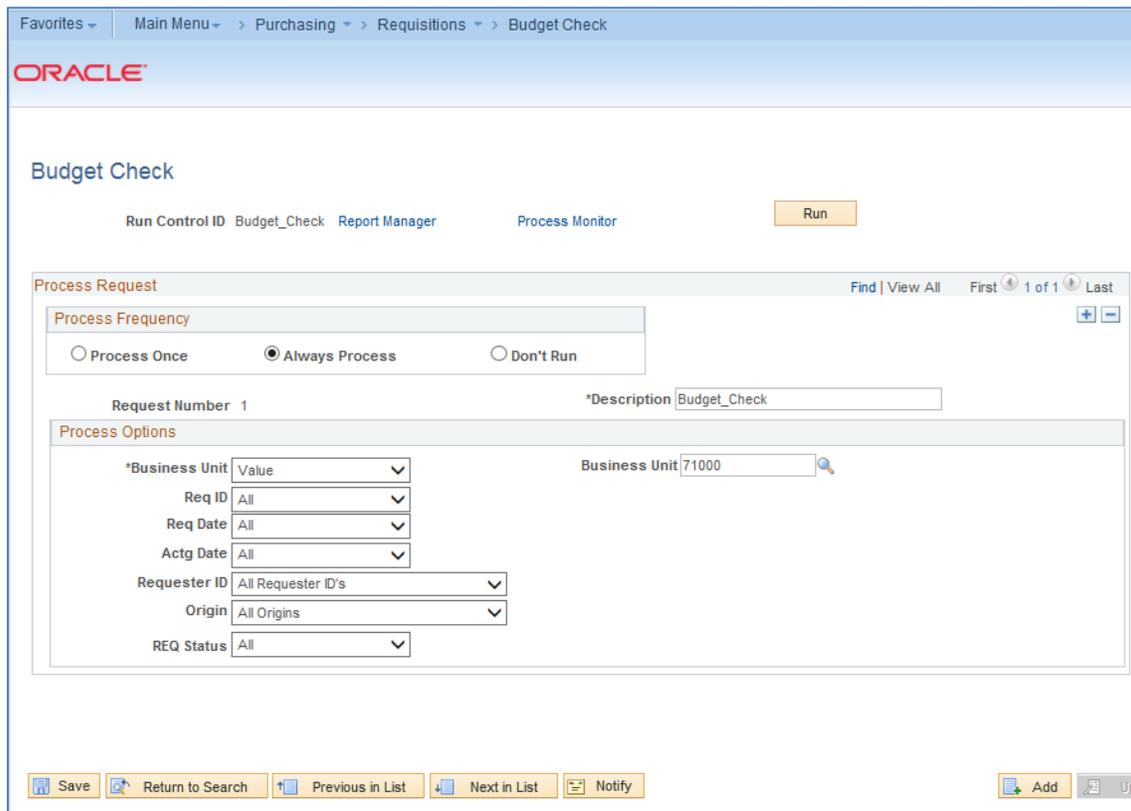
How To: Manually Budget Check a Requisition

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.

Batch Budget Checking

In addition to manually budget checking a requisition on the Manage Requisitions page, you can also initiate budget checking batch, outside of the normally set automatic batch processing. When budget checking requisitions in batch, you can process all requisitions that are waiting to be budget checked, or just select ones according to their Requisition ID, Date, Requester, Origin or Status.

To run budget checking in batch on requisitions, you will have to go to the Purchasing menu in PeopleSoft.



When running batch budget checking on your requisitions, you can run it on all requisitions, a range of requisitions, or just one requisition. In addition, you can select requisitions by date, requester, origin, and status. After inputting your process parameters, you can run the process and monitor the status of the process through the Process Monitor.

After the process successfully completes and the results are posted, you can view the results through the **View Log/Trace** link or through the **Message Log** link. By looking at the Message Log, you can see that the number of documents processed, and how many have a budget error or budget warning.

The screenshot shows a 'Message Log' window with the following details:

- Process:** Instance: 6888264, Type: Application Engine, Name: FS_BP, Description: Comm. Cntrl. Budget Processor
- Table Headers:** Severity, Log Time, Message Text, Explain
- Table Content:**

Severity	Log Time	Message Text	Explain
10	3:08:24PM	Commitment Control Budget Processing has begun.	Explain
10	3:08:24PM	Begin request number 1 for User ID "jbarnaby" and Run Control ID "Budget_Check_PO".	Explain
10	3:08:47PM	Request 1 for "jbarnaby" / "Budget_Check_PO" completed successfully.	Explain
10	3:08:47PM	Request 1 Statistics. Documents Processed: 8, Errors: 8, Warnings: 1	Explain
10	3:08:47PM	Begin request number 2 for User ID "jbarnaby" and Run Control ID "Budget_Check_PO".	Explain
10	3:08:47PM	No documents were selected to process for request number 2.	Explain
10	3:08:47PM	Request 2 for "jbarnaby" / "Budget_Check_PO" completed successfully.	Explain
10	3:08:47PM	Request 2 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	Explain
10	3:08:47PM	Commitment Control Budget Processing Complete.	Explain
	3:08:56PM	Published message with ID cbc2d52-bb97-11e4-9a94-8ac9b4b80005 to create entry in folder GENERAL.	Explain
	3:08:56PM	Successfully posted generated files to the report repository	Explain

How To: Run Batch Budget Checking on Requisitions

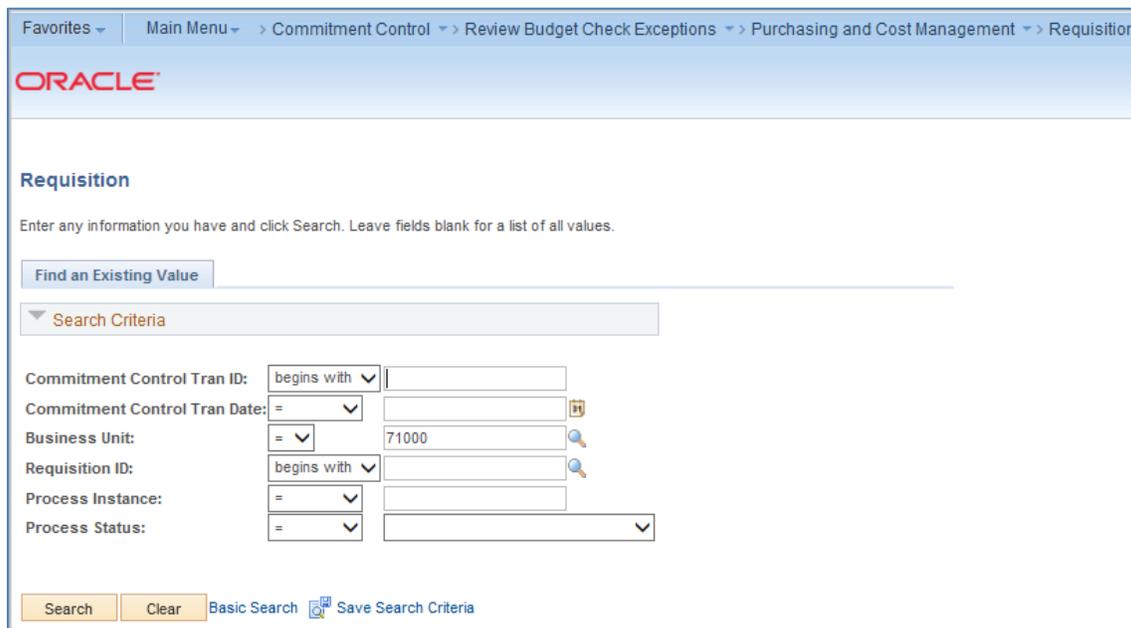
1. In PeopleSoft Financials, select **Purchasing** in the menu.
2. Select **Requisitions**.
3. Select **Budget Check**.
4. Enter or select a **Run Control ID** (add a new one if necessary)
5. Select a Process Frequency of **Always**.
6. Enter a **Description**.
7. Ensure your **business unit** is listed 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

If your budget check process (either manual or batch) results in a budget checking exception, you can review what those exceptions are through the Commitment Control module. Remember, a budget check exception will either be a warning or an error. Warnings are still processed. Errors cannot be processed until they are resolved. The system will also send periodic notifications to requesters that their requisitions have failed budget checking.

When searching for budget check exceptions, you can search by the Commitment Control Transaction ID or Date, the Requisition ID, the Process Instance or Process Status. For example, if the routine budget check process was run at 4:00 p.m., you can find that process instance number and enter it on the search page to review any budget check exceptions during that batch process.



If there are multiple results, they will be listed on the page. If a transaction has a process status of **“Warning”**, it has been posted to Commitment Control and the transaction requires no further action. If a transaction has a process status of **“In Process,”** the transaction is stuck and will be ignored by the budget checking status. Users must use the online reset process to change the process status back to **“none.”** If a transaction has a process status of **“Error,”** the transaction has failed budget checking and must be corrected before it will post to Commitment Control ledgers and the general ledger.

Requisition

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Commitment Control Tran ID:

Commitment Control Tran Date:

Business Unit:

Requisition ID:

Process Instance:

Process Status:

[Basic Search](#)

Search Results

View All First 1-23 of 23 Last

Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Requisition ID	Process Instance	Process Status
0006914201	07/25/2013	71000	0000413416	5350045	Error
0006931475	08/07/2013	71000	0000413481	5350045	Error
0007021819	09/13/2013	71000	0000414067	5470109	Warning
0007154204	12/02/2013	71000	0000415015	5683978	Warning
0007158984	12/04/2013	71000	0000415079	5693911	Error
0007535818	06/30/2014	71000	0000417213	6328963	Warning
0007535825	06/30/2014	71000	0000417220	6328963	Warning
0007538835	06/30/2014	71000	0000417228	6333881	Warning
0007540067	07/01/2014	71000	0000417227	6337006	Warning
0007564512	07/16/2014	71000	0000417254	6392527	Warning

On the **Review Exceptions** page, the exception type is listed for that requisition. In addition, the actual exception is listed in the **Budget Override** tab. The possible exceptions are:

- Exceeds Control Budget
- No Budget Exists
- Exceeds Non-Cntrl Budget
- Budget is Closed
- Budget Date Out of Bounds

The screenshot shows the Oracle Requisition Exceptions interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Requisition. Below this is the Oracle logo and two tabs: "Requisition Exceptions" (selected) and "Line Exceptions".

Key fields include:

- Business Unit: 71000
- Requisition ID: 0000413416
- *Exception Type: Error (dropdown menu)
- Maximum Rows: 100
- Override Transaction:
- More Budgets Exist:

A "Search" button is located below the fields. Below the search area is a section titled "Budgets with Exceptions" with a "Personalize | Find | View All" link and pagination "First 1 of 1 Last".

Two tabs are visible: "Budget Override" and "Budget Chartfields" (highlighted with a red box). Below the tabs is a table with the following data:

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		71000	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

On the **Budget ChartFields** tab, you can review the ChartFields that are in error. To see the Budget Override tab combined with the Budget ChartFields tab, select the **“Show all Columns”** button.

This screenshot is similar to the previous one but shows the "Budget Chartfields" tab selected. The "Show all Columns" button (represented by three arrows) is now highlighted with a red box.

The table below shows a more detailed view of the budget exception:

	Details	Business Unit	Ledger Group	Account	Fund	Dept	Program	Class	Bud Ref	Budget Period
1		71000	APPROP	700000	10000	7109300	16500	11000	2014	2014

Back on the Budget Override tab, there is an **“Override Transaction”** checkbox. If you have the proper security authority and the circumstances are appropriate, you may be able to override the budget error. If you don’t have the authority to override the error, or if the error cannot be overridden, this checkbox will be grayed out.

Navigation: Favorites > Main Menu > Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Requisition

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Requisition Exceptions | Line Exceptions

Business Unit 71000 Requisition ID 0000413416

*Exception Type Error Override Transaction

Maximum Rows 100 More Budgets Exist

Search Advanced Budget Criteria

Budgets with Exceptions Personalize | Find | View All | First 1 of 1 Last

Budget Override	Budget Chartfields	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
		1	71000	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

Also on the **Budget Override** tab, you can transfer to the **Budget Exceptions** or **Budget Inquiry** page by selecting the “View Related Links” icon.

The **Budget Exceptions** page allows you to see the detailed ChartFields that are in error.

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Commitment Control Budget Exceptions

Budget Type APPROP Appropriation
Business Unit 71000 Georgia Perimeter College

Budget Period 2012

ChartField	ChartField Value	Description
Account	700000	Operating Supplies & Expenses
Fund Code	10500	Tuition
Department	5502100	ACRS-DUN
Program Code	15300	Counseling and Career Guidance
Class Field	11000	Gen Opns - General
Budget Reference	2012	2012

*Exception Type Error Maximum Rows 100 More Transactions Exist

Advanced Transaction Criteria Budget Detail Search

Transactions with Budget Exceptions Personalize | Find | View All | First 1-10 of 12 Last

Transaction Data	Budget Override	Drill Down	Date	Transaction Type	Exception	Amount	Currency	ID Name	ID Value
		🔍	02/23/2015	REQ_PREENC	Exceeds Budget Tolerance	203.88	USD	Requisition ID:	0000407273
		🔍	02/23/2015	REQ_PREENC	Exceeds Budget Tolerance	103.47	USD	Requisition ID:	0000407273
		🔍	02/23/2015	REQ_PREENC	Exceeds Budget Tolerance	214.50	USD	Requisition ID:	0000407273

The **Budget Inquiry** criteria page displays and the ChartFields must be entered into the appropriate fields. After selecting Search, select the View Details link. The Budgeted, Expensed, Encumbered, Pre-Encumbered, and available budget for the ChartField combination used on the requisition will display. This page will not display if the budget exception is that “No Budget Exists.”

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Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Program	Class	Bud Ref	Budget Period
71000	APPROP	700000	10500	5502100	15300	11000	2012	2012

Display Chart Return to Inquiry Criteria

Ledger Amounts

Budget:	10,966.00 USD			Max Rows <input type="text" value="100"/>
Expense:	10,962.97 USD			Attributes
Encumbrance:	0.00 USD			Parent / Children
Pre-Encumbrance:	0.00 USD			Associated Budgets

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	3.03 USD	Percent (0.03%)
With Tolerance	3.03 USD	Percent (0.03%)

Budget Exceptions

Exception Errors	12	Exception Warnings	0	Budget Exceptions
------------------	----	--------------------	---	-------------------

Return to Search Notify

How To: Review Budget Checking Exceptions for Requisitions

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.

Budget Checking Errors

As we mentioned earlier, budget checking errors will prevent a requisition from moving forward to be sourced into a purchase order. Budget Checking errors must be cleared up first. The responsibility of clearing up budget checking errors differs at each institution. This section will briefly explain how budget checking errors may be cleared up for requisitions.

Exceeds Control Budget/Exceeds Budget Tolerance: This error means that there is not sufficient funding to allow a transaction to post to Commitment Control. In most instances, this means that the APPROP or one of the Project ledgers is under-funded. The most common corrective action are to:

- Perform a budget transfer and increase the funding
- Spread the charges over multiple budget years by changing the budget date
- Override the budget (depending on security)
- Change the Chartfields to charge another cost center

After completing the corrective action, the requisition must be re-budget checked.

No Budget Exists: This error occurs when the Chartfield/Budget Year combination does not exist in Commitment Control. The most common corrective actions are to:

- Create a budget adjustment to include the new budget Chartfield combination
- Change the Chartfields to charge another cost center

The No Budget Exists error must be corrected and cannot be overridden. After completing the corrective action, the requisition must be re-budget checked.

Budget is Closed: This error 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. To correct this error, perform one of the following:

- 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

The Budget is Closed error must be corrected and cannot be overridden. After completing the corrective action, the requisition must be re-budget checked.

Budget Date Out of Bounds: This error 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. To correct the issue, perform one of the following:

- 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)
- Change another Chartfield string

The Budget Date Out of Bounds error must be corrected and cannot be overridden. After completing the corrective action, the requisition must be re-budget checked.

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. You can perform the budget checking on that requisition through the different means mentioned earlier in this lesson, or you can perform it directly on the Requisition Exceptions page.

Breadcrumbs: Favorites > Main Menu > Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Requisition

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Requisition Exceptions | Line Exceptions

Business Unit 71000 Requisition ID 0000407273

*Exception Type **Error** Override Transaction More Budgets Exist

Maximum Rows 100

Search Advanced Budget Criteria

Budgets with Exceptions Personalize | Find | View All | First 1-10 of 12 Last

Budget Override	Budget Chartfields	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
			71000	APPROP	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
			71000	APPROP	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

Select the **Budget Check** icon to re-initiate budget checking on just this transaction. If the budget checking exception remains, you can use the same process to review the exception.

Chapter 7: Sourcing Requisitions into Purchase Orders

Once a requisition has been fully approved and has a Valid budget checking status, the next step is to source it into a Purchase Order. There are many ways a requisition can be sourced into a purchase order. First, we will discuss how GeorgiaFIRST Marketplace requisitions are typically sourced into Purchase Orders. Then, we will discuss how you can source Special Request Requisitions into Purchase Orders.

Sourcing of GeorgiaFIRST Marketplace Requisitions

GeorgiaFIRST Marketplace requisitions are designed to require minimal buyer intervention. Because the items are selected through the marketplace catalogs, the Supplier Information is already completed on the requisition. In addition, because the catalog items are all contractually approved, adherence to purchasing policies is built into the process.

Ideally, after a GeorgiaFIRST Marketplace Requisition is fully approved and has received a Valid budget check, it is then available for the auto-sourcing process. This automatic process runs at different times throughout the day to source these requisitions into purchase orders. The auto-source job is a part of the overall “SCIQUEST” batch job.

The SCIQUEST batch job runs at 10:00 a.m., 12:00 p.m., 2:00 p.m., 4:00 p.m., and 6:00 p.m. In addition to auto-sourcing Marketplace Requisitions, the SCIQUEST batch job includes batch budget checking of requisitions, batch budget checking of purchase orders, batch document tolerance checking of purchase orders, and dispatching purchase orders.

Once a Marketplace Requisition has been fully approved, it can proceed through all steps of the SCIQUEST scheduled batch job during the same batch run, unless it encounters an error during one of the jobs (i.e., fails budget checking). If there is an error, once it has been corrected, it is then available to be picked up by the next available SCIQUEST batch jobs. During the dispatch job, Marketplace Requisition/Purchase Orders are automatically sent back to SciQuest, who then transfers it automatically to the Supplier.

Sourcing of Special Request Requisitions

In PeopleSoft Financials, there are a couple of ways to source a requisition into a purchase order. You can expedite requisitions, allowing you to process multiple requisitions at one time. Or you can copy a requisition into a purchase order. Using the Expedite Requisitions process is the preferred method, however, we will discuss both.

Expediting Requisitions

By using the **Expedite Requisitions** page, you can manually review and process requisition lines. Your first step will be to search for the requisition lines. You can specify one requisition or display all approved and budget checked requisitions. In addition, you can also include requisition lines that have not been assigned a Supplier yet. If you want to display all requisition lines ready to be sourced from a specific Requester, you can do that as well.

Expedite Requisitions

Search Requisition Schedule Lines

To locate requisition schedule lines that have been approved and are available for manual conversion into purchase orders, edit the criteria below and click the Search button.

*Business Unit: 71000
 Requisition ID:
 Requisition Name:
 Requester:
 Buyer:
 Category:
 Supplier Name:
 Include Lines With No Supplier
 Origin:
 Search Clear

Include	Requisition ID	Line	Sched	Item Description	Select	Supplier Name	Location	PO Qty	UOM	Price	Curr.	Amount Only
<input type="checkbox"/>	0000500039	1	1	StrengthsFinder	<input type="checkbox"/>	COMPBK-CAT-001	ORDREMCHK	1.0000	EA	15.18 USD		N
<input type="checkbox"/>	0000500038	1	1	Rolodex Metal R	<input type="checkbox"/>	STAPLE-CAT-001	ORDER	1.0000	EA	20.13 USD		N
<input type="checkbox"/>	0000500038	2	1	Staples Perfora	<input type="checkbox"/>	STAPLE-CAT-001	ORDER	1.0000	DZ	2.80 USD		N
<input type="checkbox"/>	0000500038	3	1	Staples Correct	<input type="checkbox"/>	STAPLE-CAT-001	ORDER	1.0000	PKG	3.56 USD		N
<input type="checkbox"/>	0000500037	1	1	Sanford Sharpie	<input type="checkbox"/>	STAPLE-CAT-001	ORDER	1.0000	DZ	8.55 USD		N
<input type="checkbox"/>	0000500037	2	1	Post-It Super S	<input type="checkbox"/>	STAPLE-CAT-001	ORDER	1.0000	PKG	9.08 USD		N
<input type="checkbox"/>	0000500001	1	1	test	<input type="checkbox"/>			1.0000	EA	10.00 USD		N
<input type="checkbox"/>	0000419365	1	1	Midyear Retreat	<input type="checkbox"/>			1.0000	BDL	889.00 USD		N
<input type="checkbox"/>	0000419258	1	1	Frigidaire 3.1	<input type="checkbox"/>			1.0000	EA	258.97 USD		N
<input type="checkbox"/>	0000419246	1	1	EMERGENCY TROUB	<input type="checkbox"/>			1.0000	JOB	1200.00 USD		N

Include All/Exclude All Select All/Deselect All

Build Purchase Order

To send all included requisition schedule lines to the staging tables where they will be converted into purchase orders, select a default buyer and click the Submit button. The default buyer is used on the purchase order only if another buyer is not found on the staging tables or default hierarchy, or if the transactions are consolidate by buyer.

*Default Buyer ID: jbaraby Build POs as Approved
 Submit Preview
 Go to Process Monitor

There are certain conditions that a requisition line must meet before it will show up on this page, ready to be sourced. This includes being **fully approved** and having a **Valid** budget checking status. If a requisition line is not ready to be sourced, according to the system, it will not display on this page.

If you select the **Requisition ID** link, the system will open a new window and provide the details regarding the requisition, including a link to the requisition schedule and distribution. If you select the **Item Description** link, you will see the basic description for the line item.

In the **Supplier Name** field, you can change a Supplier listed, or add a Supplier if it is missing. Keep in mind that you should not change any Suppliers on the Expedite Requisitions page for GeorgiaFIRST Marketplace requisitions. If the Supplier Name field is blank for a requisition line, you will not be able to expedite it. Also, if you have multiple lines that you want to include the same Supplier for, enter/select that Supplier's name in the last Supplier name field on the page. Then, you can select the requisition lines you want to apply the Supplier to. Next, select the **"Apply Supplier to Selected Lines"** button.

The Location field is default Supplier location.

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. The default buyer is used on the purchase order only if another buyer is not found on the staging tables or default hierarchy.

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 Supplier 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.

How To: 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.

Review Expedite Results through the Sourcing Workbench

After running the **Expedite Requisitions** process, you can review the results through the **Sourcing Workbench**. When using the Sourcing Workbench, you can review the results by a variety of criteria, including Buyer, Requisition ID, Stage Status, or Process Instance. If you search by Process Instance, you should use the Process Instance from the Expedite Requisitions process previously run.

The screenshot shows the Oracle Sourcing Workbench interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench. Below this is the Oracle logo and the page title 'Sourcing Workbench'. The main section is titled 'Sourcing' and contains a 'Search Criteria' form. The form has two columns of input fields:

- Process Instance (text input)
- Business Unit (text input)
- Requisition ID (text input)
- Requisition Name (text input)
- Buyer (text input)
- Contract SetID (text input)
- Contract ID (text input)
- System Source (dropdown menu)
- PO Stage Type (dropdown menu)
- PO Stage ID (text input)
- Stage Status (dropdown menu)
- Item ID (text input)
- Line Number (text input)
- Schedule Number (text input)

 Below the search criteria are buttons for 'Search', 'Select All' (checked), 'UnSelect All', 'Purge', and 'Recycle'. At the bottom are buttons for 'Save', 'Notify', and 'Refresh'.

In the results, there will be two tabs. There is a **Selected Items** tab, with the Process instance, Stage Status, Supplier ID, Requisition ID, and Purchase Order ID.

The screenshot shows the Oracle Sourcing Workbench search results. The search criteria form is filled with the following values:

- Business Unit: 71000
- Requisition ID: 0000500039
- System Source: (dropdown)
- PO Stage Type: (dropdown)
- Stage Status: (dropdown)

 Below the search criteria is a 'Search Results' section with a tabbed interface. The 'Selected Items' tab is active, showing a table with the following data:

Sel	Instance	*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order
<input type="checkbox"/>	6889857	Completed	71000	Barnaby,James	CAT0000060	ORDREMCHK	Item	StrengthsFinder 2.0	0000500039	0000510144

 Below the table are buttons for 'Select All' (checked), 'UnSelect All', 'Purge', and 'Recycle'. At the top right of the results section are links for 'Personalize', 'Find', 'View All', and 'First 1 of 1 Last'.

The second tab is the **Stage Info** tab. This tab contains the staging information for the requisition and purchase order.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Stage/Source Requests](#) > [Sourcing Workbench](#)

ORACLE

Sourcing Workbench

Sourcing

Search Criteria

Process Instance	<input type="text"/>	System Source	<input type="text"/>
Business Unit	71000	PO Stage Type	<input type="text"/>
Requisition ID	0000500039	PO Stage ID	<input type="text"/>
Requisition Name	<input type="text"/>	Stage Status	<input type="text"/>
Buyer	<input type="text"/>	Item ID	<input type="text"/>
Contract SetID	<input type="text"/>	Line Number	<input type="text"/>
Contract ID	<input type="text"/>	Schedule Number	<input type="text"/>

Search Results [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) | First 1 of 1 Last

Selected Items	Stage Info	Error Messages								
Sel	Instance	*Stg Status	Src Method	PO Stg Type	PO Stg ID	Line	Sched Num	Sys Source	Contract ID	Contract Version
<input type="checkbox"/>	6889857	Completed		Other	0000149293	1	1	eProcurement Requisition	Contract not Assigned	

Select All
 UnSelect All

On the **Selected Items** tab, you will see an icon for **Sourcing Details**. The Sourcing Details page will provide the Purchase Order ID, the Requisition ID, where the item is being shipped to, the quantity, and the price.

Sourcing Workbench

Sourcing Details

[Return to Sourcing Page](#)

Process Instance 6889857	Item ID Item
Business Unit 71000	StrengthsFinder 2.0
Line 1	PO Stg Type Other
Schedule 1	PO Stage ID 0000149293

[Expand All](#) [Collapse All](#)

Staging Information

*Stage Status Completed	PO Process Onln Srce
Staged Supplier CAT0000060 COMPBK-CAT-001 Eligible Suppliers	System Source eProcure
Supp Loc ORDREMCHK	Sourcing Method
<input type="checkbox"/> Let POCalc Override Supplier?	
Contract not Assigned	Pricing Information
PO ID 0000510144	Schedule Details

Source Transaction Information

Req ID 0000500039	Source Document	<input type="checkbox"/> Inventory Source Flag
Req Line 1		Qty Demand
Req Sched 1		Physical Nature Goods
<input type="checkbox"/> Consolidate with other Reqs		

Requested Price

Ship To RECEIVING	<input type="checkbox"/> Amount Only
Due Date	<input type="checkbox"/> Zero Price Ind
	<input type="checkbox"/> Calculate Price
Quantity 1.0000 EA	Price Tol Over 99999999.99999
Std Quantity 1.0000 EA	Under 99999999.99999
Price 15.18000 USD	%Price Tol Over 0.00
Base Price 15.18000 USD	% Under 0.00

Save
Notify
Refresh
[Related Links](#)

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.

Oracle
Maintain Purchase Order
Purchase Order

Business Unit 71000
PO ID 0000510144
Copy From []
PO Status Approved
Budget Status Not Chk'd
Hold From Further Processing

Header

*PO Date 03/03/2015
*Supplier COMPBK-CAT-001
*Supplier ID CAT0000060
*Buyer jbaraby
Supplier Search
Supplier Details
Complete Book & Media Supply, Inc
Barnaby, James
PO Reference Eandl Exempt 001

Doc Tol Status Not Chk'd
Receipt Status Not Recvd
*Dispatch Method EDX
Amount Summary
Merchandise 15.18
Freight/Tax/Misc. 0.00
Total Amount 15.18 USD
Encumbrance Balance

Add Items From []
Catalog
Purchasing Kit
Item Search
Select Lines To Display []
Search for Lines Line [] To []
Retrieve

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		StrengthsFinder 2.0	1.0000	EA	71510	15.18000	15.18	Approved

View Printable Version
View Approvals
Delete PO
Close Short All Lines
*Go to ... More ...
Save Return to Search Notify Refresh Add Update/Display

Once the Purchase Order has been created, continue with the processing of that purchase order. If you selected the checkbox “Build POs as Approved”, then your next step should be budget checking the Purchase Order and then dispatching it.

How To: Use 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. **You should not copy a GeorgiaFIRST Marketplace Requisition into a Purchase Order.**

When creating a new Purchase Order from a Requisition through the **Add/Update POs** menu selection, you must first select a Supplier ID before doing anything else. Once you have selected the Supplier ID, you can then choose to copy from a requisition.

After choosing to copy from a requisition, the system will display the “**Copy Purchase Order from Requisition**” page, where you can select for the actual requisition to copy. First, you need to enter your requisition selection criteria. If you know the actual Requisition ID, enter that. If not, you can search using other criteria available.

Make sure that you adjust the **Max Rows** field if you know that your requisition has many lines. This field defaults to 20 rows. You can update it if needed though.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)

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Maintain Purchase Order
Copy Purchase Order from Requisition

[Return to Main Page](#)

Requisition Selection Criteria

Business Unit: 71000
 Supplier ID:
 Category:
 Requisition ID:
 Requisition Name:
 Contract ID:

Buyer:
 Origin:
 Max Rows: 20
 Include Reqs With No Supplier
 Include Inventory Items
 Exclude Auto Source Item

Select Requisition Lines Personalize | Find | View All | | First 1 of 1 Last

[Sourcing](#) | [Requisitions](#) | [Contract Information](#) | [Item Substitution](#) | [Item](#)

Select	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
<input type="checkbox"/>	<input type="text"/>				Descr	Req ID				

Select All Clear All

After entering your search criteria and selecting the **Search** button, you should see the resulting requisition lines.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)

ORACLE

Maintain Purchase Order
Copy Purchase Order from Requisition

[Return to Main Page](#)

Requisition Selection Criteria

Business Unit: 71000
 Supplier ID:
 Category:
 Requisition ID: 0000419223
 Requisition Name:
 Contract ID:

Buyer:
 Origin:
 Max Rows: 20
 Include Reqs With No Supplier
 Include Inventory Items
 Exclude Auto Source Item

Select Requisition Lines Personalize | Find | View All | | First 1 of 1 Last

[Sourcing](#) | [Requisitions](#) | [Contract Information](#) | [Item Substitution](#) | [Item](#)

Select	Fixed Cost Service Item	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1.0000	EA		Bronze Sponsor Ad for NC100BM	0000419223	1		N	

Select All Clear All

On both the Sourcing tab and the Requisitions tab, you can see links for the item description and for the requisition details (Req ID). To select a Requisition line item to copy over to the purchase order, select it with a checkmark in its Select box. Then, you can use the **Copy to PO** button.

Oracle
Maintain Purchase Order
Copy Purchase Order from Requisition

Return to Main Page

Requisition Selection Criteria

Business Unit: 71000
Supplier ID:
Category:
Requisition ID: 0000419223
Requisition Name:
Contract ID:

Buyer:
Origin:
Max Rows: 20

Include Reqs With No Supplier
 Include Inventory Items
 Exclude Auto Source Item

Search

Select Requisition Lines

Personalize | Find | View All | First 1 of 1 Last

Select	Fixed Cost Service Item	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
<input checked="" type="checkbox"/>			1.0000	EA		Bronze Sponsor Ad for NC100BM	0000419223	1		N	

Select All Clear All

Copy To PO

Save Notify Refresh

Once the requisition lines have been copied over to the Purchase Order, you can process it as you would any other purchase order. You can manually enter the Contract Number into the PO Reference field if you desire.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)

ORACLE

Maintain Purchase Order

Purchase Order

Business Unit 71000 PO Status Pend Appr
 PO ID NEXT Budget Status Not Chk'd
 Copy From Hold From Further Processing

▼ Header ?

*PO Date 03/03/2015 Supplier Search Doc Tol Status Valid
 *Supplier STAPLESINC-001 Supplier Details
 *Supplier ID 0000051054 STAPLES
 *Buyer jbaraby Barnaby,James
 PO Reference SPD-XXXXX-99999-1015A

Header Details Activity Summary
 PO Defaults Edit Comments
 PO Activities Add ShipTo Comments
 ▼ Actions

Receipt Status Not Recvd
 *Dispatch Method Print

Amount Summary ?

Merchandise	1,000.00	<input type="button" value="Calculate"/>
Freight/Tax/Misc.	0.00	
Total Amount	1,000.00 USD	

Add Items From ?

Catalog Item Search
 Purchasing Kit

Lines ? Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Bronze Sponsor Ad	1.0000	EA	91503	1000.00000	1,000.00	Pending

View Printable Version Close Short All Lines *Go to ... More ...

How To: 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.

Processing of Purchase Orders Sourced from Special Request Requisition

After a Special Request Requisition has been sourced to a Purchase Order (through the Expedite process or Copy to PO process), it is then available for further processing. The scheduled batch SCIQUEST job will NOT pick up these purchase orders for budget checking, document tolerance checking, and dispatching, unless you request ITS to include them. 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 will still physically issue the purchase order to the appropriate Supplier.

Chapter 8: Additional Requisition Maintenance

When working with requisitions, there are some additional tasks that you will need to complete on a periodic basis. This includes purging the staging tables, reviewing requisition status, and closing requisitions.

Purging Staging Tables

There are numerous staging tables used for sourcing requisitions into Purchase Orders. These tables include:

- **PO_ITM_STG**
This core staging table provides line and schedule level information from the requisition destined for the purchase order.
- **PO_DISTRIB_STG**
This table provides distribution information. One row is placed here for each distribution destined for the purchase order. For requisitions, the information in this table comes directly from the requisition.
- **PO_HDR_STG**
This table is 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 in a completed, error, or ready to purge status.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Stage/Source Requests](#) > [Sourcing Workbench](#)

ORACLE

Sourcing Workbench

Sourcing

Search Criteria

Process Instance	<input type="text"/>	System Source	<input type="text"/>
Business Unit	71000	PO Stage Type	<input type="text"/>
Requisition ID	<input type="text"/>	PO Stage ID	<input type="text"/>
Requisition Name	<input type="text"/>	Stage Status	Completed
Buyer	<input type="text"/>	Item ID	<input type="text"/>
Contract SetID	<input type="text"/>	Line Number	<input type="text"/>
Contract ID	<input type="text"/>	Schedule Number	<input type="text"/>

Search Results Personalize | Find | View 100 | First 1-20 of 207 | Last

Selected Items	Stage Info	Error Messages								
Sel	Instance	*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order
<input type="checkbox"/>	6889556	Completed	71000	Barnaby,James	CAT0000064	ORDREM	Item	OfficeMax - Full-Strip Stapler	0000500049	0000510143
<input type="checkbox"/>	6889556	Completed	71000	Barnaby,James	CAT0000064	ORDREM	Item	OfficeMax - Boxed Invisible Ta	0000500049	0000510143
<input type="checkbox"/>	6889556	Completed	71000	Barnaby,James	CAT0000064	ORDREM	Item	OfficeMax - Compressed Gas Dus	0000500049	0000510143
<input type="checkbox"/>	6889555	Completed	71000	Barnaby,James	CAT0000010	ORDER	Item	HP LaserJet Pro 400 color Prin	0000500048	0000510142
<input type="checkbox"/>	6889555	Completed	71000	Barnaby,James	CAT0000010	ORDER	Item	BANKERS BOX R-KIVE Heavy-Duty	0000500048	0000510142
<input type="checkbox"/>	6889555	Completed	71000	Barnaby,James	CAT0000010	ORDER	Item	Staples Large Binder Clips, 2"	0000500048	0000510142
<input type="checkbox"/>	6889554	Completed	71000	Barnaby,James	CAT0000003	ORDER	Item	HVAC MotorShaded PoleOpen Air-	0000500047	0000510141
<input type="checkbox"/>	6889554	Completed	71000	Barnaby,James	CAT0000003	ORDER	Item	HVAC MotorShaded PoleTotally E	0000500047	0000510141
<input type="checkbox"/>	6889554	Completed	71000	Barnaby,James	CAT0000003	ORDER	Item	HVAC MotorShaded PoleOpen Air-	0000500047	0000510141
<input type="checkbox"/>	6889477	Completed	71000	Barnaby,James	0000051054	MAIN	Item	Asset Item	0000500046	0000510140
<input type="checkbox"/>	6889372	Completed	71000	Barnaby,James	CAT0000010	ORDER	Item	Post-it Super Sticky Full Adhe	0000500042	0000510139
<input type="checkbox"/>	6889372	Completed	71000	Barnaby,James	CAT0000010	ORDER	Item	Nestle Pure Life Purified Bott	0000500042	0000510139
<input type="checkbox"/>	6888626	Completed	71000	Barnaby,James	CAT0000010	ORDER	Item	HP 305A Magenta Original Laser	0000500040	0000510126
<input type="checkbox"/>	6888626	Completed	71000	Barnaby,James	CAT0000010	ORDER	Item	HP LaserJet Pro 400 color Prin	0000500040	0000510126
<input type="checkbox"/>	6888626	Completed	71000	Barnaby,James	CAT0000010	ORDER	Item	Staples Heavyweight Top-Tab Fi	0000500040	0000510126

Select All
 UnSelect All

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.

How To: 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."

Closing 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)

You can close requisitions through the Close Requisitions process (either manually or scheduled through the Process Scheduler), or you can close requisitions by using the Requester's Workbench (next section).

Close Requisitions

Run Control ID close_po Report Manager Process Monitor Run

Process Request Parameters

Requisition Run Option 1 Bus Unit

Business Unit 71000

Requisition ID

ChartField Criteria

GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Date
1								

Accounting Date for Action Use Current Date as Acct. Date

Save Return to Search Notify Add Update/Display

When running the Close Requisitions process, you can run it for your entire business unit or on a particular Requisition. When running it on your business unit, it will reconcile all qualified requisitions. You can also use the Chartfield criteria group box to select requisitions for processing based on Chartfield values.

Process Scheduler Request

User ID jbaraby Run Control ID close_po

Server Name Run Date 03/03/2015

Recurrence Run Time 12:24:17PM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Close Requisition Report	PORQ009	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Close Requisitions	PO_REQRCON	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Close Requisitions	PO_REQRQ	PSJob	(None)	(None)	Distribution

OK Cancel

Once you click the **Run** button and proceed to the **Process Scheduler Request** page, you need to select the **PS Job** for **PO_REQRQ – Close Requisitions**. After starting the process, go to the **Process Monitor** to

view the statuses for the PO_REQRQ PS Job. Once the process successfully completes, select the **PO_REQRQ** link.

On the Process Detail page, select the link for **PORQ009**.

And then, select the link for **View Log/Trace**. On the View Log/Trace page, select the **porq009 PDF** link. The result is the **Requisition Reconciliation Report**. This report lists what requisition lines were successfully closed.

PeopleSoft REQUISITION RECONCILIATION REPORT										
Report ID: PORQ009										Page No. 1
Business Unit: 71000										Run Date 03/03/2015
										Run Time 12:27:28
Req Id	Req Date	Req Status	Budget Status	Line	Line Status	Sched	Sched Status	Dist	Dist Status	Budget Ln Status
0000403454	05/26/2011	See Lines	Not Chk'd	2	Pending	1	Approved	1	Open	Warning
0000403454	05/26/2011	See Lines	Not Chk'd	1	Closed	1	Closed	1	Complete	Not Chk'd
0000403454	05/26/2011	See Lines	Not Chk'd	3	Closed	1	Closed	1	Complete	Not Chk'd
0000403454	05/26/2011	See Lines	Not Chk'd	4	Closed	1	Closed	1	Complete	Not Chk'd
0000403454	05/26/2011	See Lines	Not Chk'd	5	Closed	1	Closed	1	Complete	Not Chk'd
0000403454	05/26/2011	See Lines	Not Chk'd	6	Closed	1	Closed	1	Complete	Not Chk'd
0000406595	12/07/2011	Complete	Valid	1	Closed	1	Closed	1	Complete	Not Chk'd
0000406595	12/07/2011	Complete	Valid	2	Closed	1	Closed	1	Complete	Not Chk'd
0000406595	12/07/2011	Complete	Valid	3	Closed	1	Closed	1	Complete	Not Chk'd

In the above example, you can see that for Requisition 0000403454, lines 1 and 3 through 6 have been closed. Line 2 is not closed, as it is Pending Approval. Since all of the lines have not been closed, the

entire requisition has not been closed. The requisition can be budget checked in order to liquidate any remaining pre-encumbrances for lines 1 and 3 through 6.

How To: Close Requisitions

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**.

Requester's Workbench

The **Requester's Workbench** is a tool that you can use to retrieve, review, and modify multiple requisitions. Institutions should view the Workbench on a daily basis to ensure there are no errors or Requisitions in Error status.

When using the Requester's Workbench, you first have to search for the requisitions. You can do this through multiple criteria on the filter options page.

The screenshot displays the Oracle Requisition Requester's Workbench interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Purchasing > Requisitions > Requester's Workbench. Below this is the Oracle logo and the title 'Requester's Workbench'. The 'Filter Options' section includes fields for Business Unit (71000), WorkBench ID (CLOSE_PR), and Description (CLOSE_PR). A search criteria section prompts the user to enter search criteria and click on Search. Below this are various search filters: Requisition, Requisition Name, Req Date, Activity Date, Due Date, Supplier ID, Item ID, and Requester. There are also checkboxes for Status (Open, Pending Appr, Approved, Canceled, Lines Approved, Denied) and Sourcing (Partially or Fully Sourced). An Encumbrance section has a checkbox for Open Pre-encumbrances. At the bottom, there is a ChartFields section with a table of columns: GL Unit, Account, Fund, Dept, Program, Class, Project, Bud Ref, and Budget Date. The interface includes a Search button, a Return to Requester's Workbench link, and Notify and Refresh buttons.

When searching for requisitions, it is advised that you enter some selection criteria to reduce the number of records retrieved. Whatever you enter in you search criteria, you can save and reuse. If needed, you can search for all requisitions from a particular requester. You can search by requisition status and whether it has been sourced. You can also use the Open Pre-Encumbrances checkbox as a

search parameter. This check box enables you to search for requisitions that are tied to purchase orders with an open balance. Finally, you can enter multiple ChartField combinations as search criteria. Once you enter all of your search criteria, click the Search button to review the Requester’s Workbench page.

Business Unit 71000 WorkBench ID CLOSE_PR
 *Description

Select Reqs for Further Processing

Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input type="checkbox"/> 0000404455		Approved	N	Valid	08/10/2011	08/30/2011	Penly, David M		

Action:

Go To: [Set filter options](#) [View Processing Results](#)

On the Requester’s Workbench page, you should enter a **description**. This enables you to save your search parameters. If you select a **Requisition ID** link, the system will open a new window to take you to the corresponding requisition inquiry page. You can use the **Document Status** icon to access the requisition document status inquiry page. You can select the **Lines** icon to access the Reconciliation Workbench – Requisition Lines page.

The actions that you can take on the Requester’s Workbench including approving open requisitions to become “Pending Approval” requisitions (in order to start the Workflow process), canceling requisitions, or closing requisitions. To process a requisition using one of these actions, you first select it and then click the appropriate button. (GeorgiaFIRST Institutions do not use the “Unapprove” function.)

You can return to the search criteria by selecting the **“Set filter options”** link.

Using the Workbench to Approve Requisitions

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.

The screenshot shows the Oracle Requisition Workbench interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Purchasing', 'Requisitions', and 'Requester's Workbench'. Below this, the Oracle logo is visible. The main area is titled 'Requester's Workbench' and includes fields for 'Business Unit 71000', 'WorkBench ID CLOSE_PR', and '*Description CLOSE_PR'. A section titled 'Select Reqs for Further Processing' contains a table of requisitions. The table has columns for Requisition ID, Doc Status, Status, Hold, Budget Status, Req Date, Last Activity, Name, Track Batch, and Lines. The first row is selected with a checkmark. Below the table, there are buttons for 'Approve', 'Unapprove', 'Cancel', 'Close', and 'Budget Check'. At the bottom, there are links for 'Set filter options', 'View Processing Results', and a 'Save' button.

Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input checked="" type="checkbox"/> 0000412250		Open	N	Not Chk'd	03/22/2013	03/22/2013	Norman, Yolanda		
<input checked="" type="checkbox"/> 0000413416		Open	N	Not Chk'd	07/25/2013	08/08/2013	Williams, Anita J		
<input type="checkbox"/> 0000413481		Open	N	Not Chk'd	07/30/2013	08/22/2013	Williams, Anita J		
<input type="checkbox"/> 0000415087		Open	N	Not Chk'd	12/04/2013	12/04/2013	Jenkins, Jennifer A		
<input type="checkbox"/> 0000415171		Open	N	Not Chk'd	12/17/2013	12/17/2013	Tyler, Mary E		
<input type="checkbox"/> 0000415432		Open	N	Not Chk'd	01/21/2014	01/21/2014	Winston, Robin Marie		
<input type="checkbox"/> 0000415736		Open	N	Not Chk'd	02/20/2014	02/20/2014	McLean, Donna		
<input type="checkbox"/> 0000416755		Open	N	Not Chk'd	04/30/2014	04/30/2014	Davis, Martha S		
<input type="checkbox"/> 0000417271		Open	N	Not Chk'd	07/15/2014	07/15/2014	Young, Patricia Ann		
<input type="checkbox"/> 0000417723		Open	N	Not Chk'd	08/08/2014	08/08/2014	Stanton, Tammy		

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.

Requester's Workbench
Processing Results

Business Unit 71000 WorkBench ID CLOSE_PR
Description CLOSE_PR

Select Reqs for Further Processing

Not Qualified		Qualified			
Personalize View All Personalize		Personalize View All Personalize			
1 of 1 Last		1-2 of 2 Last			
Requisition ID	Log	Requisition ID	Line	Sched	Distrib Line
		0000412250			
		0000413416			

Proceed: [Return to Requester's Workbench](#)

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.

How To: 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.

Using the Workbench to Cancel Requisitions

You can also use the Requester’s Workbench to cancel requisitions. A requisition can be canceled 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 and you will have to work with its corresponding Purchase Order.

The screenshot shows the Oracle Requisitioner's Workbench interface. At the top, there are navigation menus: Favorites, Main Menu, Purchasing, Requisitions, and Requester's Workbench. Below the Oracle logo, the page title is "Requester's Workbench". There are input fields for Business Unit (71000), WorkBench ID (CANCEL), and *Description (CANCEL). A section titled "Select Reqs for Further Processing" contains a "List of Requisitions" table. The table has columns: Requisition ID, Doc Status, Status, Hold, Budget Status, Req Date, Last Activity, Name, Track Batch, and Lines. Two requisitions are selected with checkboxes: 0000415087 (Jenkins, Jennifer A) and 0000415171 (Tyler, Mary E). Below the table are "Select All" and "Clear All" buttons. An "Action:" section contains buttons for Approve, Unapprove, Cancel, Close, and Budget Check. A "Go To:" section has links for "Set filter options" and "View Processing Results", along with a "Save" button.

Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input type="checkbox"/> 0000412250		Open	N	Not Chk'd	03/22/2013	03/22/2013	Norman, Yolanda		
<input type="checkbox"/> 0000413416		Open	N	Not Chk'd	07/25/2013	08/08/2013	Williams, Anita J		
<input type="checkbox"/> 0000413481		Open	N	Not Chk'd	07/30/2013	08/22/2013	Williams, Anita J		
<input checked="" type="checkbox"/> 0000415087		Open	N	Not Chk'd	12/04/2013	12/04/2013	Jenkins, Jennifer A		
<input checked="" type="checkbox"/> 0000415171		Open	N	Not Chk'd	12/17/2013	12/17/2013	Tyler, Mary E		
<input type="checkbox"/> 0000415432		Open	N	Not Chk'd	01/21/2014	01/21/2014	Winston, Robin Marie		
<input type="checkbox"/> 0000415736		Open	N	Not Chk'd	02/20/2014	02/20/2014	McLean, Donna		
<input type="checkbox"/> 0000416755		Open	N	Not Chk'd	04/30/2014	04/30/2014	Davis, Martha S		
<input type="checkbox"/> 0000417271		Open	N	Not Chk'd	07/15/2014	07/15/2014	Young, Patricia Ann		
<input type="checkbox"/> 0000417723		Open	N	Not Chk'd	08/08/2014	08/08/2014	Stanton, Tammy		

After selecting the requisitions you wish to cancel, select the **Cancel** button. The Processing Results page will list which requisitions are qualified to be canceled. If a requisition is not qualified, you can check its log to determine why it is not qualified.

The screenshot shows the Oracle Requisition Requester's Workbench interface. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Requisitions > Requester's Workbench. The page title is "Requester's Workbench Processing Results".

Business Unit: 71000
WorkBench ID: CANCEL
Description: CANCEL

Select Reqs for Further Processing

Accounting Date for Action: 03/03/2015

There are two tables displayed:

- Not Qualified:** A table with one row for Requisition ID 0000415087 and a Log button.
- Qualified:** A table with two rows for Requisition IDs 0000415087 and 0000415171, each with a minus sign button in the Distrib Line column.

At the bottom, there are buttons for "Proceed: Yes", "Proceed: No", "Return to Requester's Workbench", "Notify", and "Refresh".

To cancel the qualified requisitions, you can proceed by clicking the **Yes** button and confirming your decision. The status for these requisitions will change to **Canceled**.

How To: 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.

Using the Workbench to Close Requisitions

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

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

The screenshot shows the Oracle Requisition Requester's Workbench interface. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Requisitions > Requester's Workbench. The page title is "Requester's Workbench" and the sub-section is "Processing Results".

Business Unit: 71000
WorkBench ID: CLOSE
Description: Close PR

Select Reqs for Further Processing

Accounting Date for Action: 03/03/2015

There are two tables displayed:

- Not Qualified:** Contains 4 requisitions with IDs 0000404455, 0000409686, 0000409876, and 0000409911. Each row has a checkbox and a "Log" button.
- Qualified:** Contains 4 requisitions with IDs 0000404455, 0000404455, 0000410550, and 0000410550. Each row has columns for "Line", "Sched", and "Distrib Line", along with a minus sign button.

At the bottom, there are "Select All" (checked) and "Clear All" buttons, and "Proceed:" buttons for "Yes" and "No", and a "Return to Requester's Workbench" link.

Many times, a requisition cannot be closed because the corresponding purchase order has not been closed yet. In addition, if a requisition is on hold, it cannot be closed. Other times, it cannot be closed due to an unchecked or error budget line status. Requisitions 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.

Requester's Workbench

Requisition Logs

Business Unit 71000 WorkBench ID CLOSE

Description

Requisition ID 0000404455

Log					
Line	Sched	Dist	Message Text	Notes	
1	1	1	The Requisition is associated with a Purchase Order that has not been closed.		
2	1	1	The Requisition is associated with a Purchase Order that has not been closed.		
3	1	1	The Requisition is associated with a Purchase Order that has not been closed.		
4	1	1	The Requisition is associated with a Purchase Order that has not been closed.		

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Return

After closing the qualified requisitions, the requisition status will change to **“Complete,”** and the Budget Status will change to **“Not Checked.”** Then, these requisitions will need to be re-budget checked to return the pre-encumbrance to the budget. The next budget checking batch job should pick these requisitions up for processing.

How To: Close 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. 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**.

Chapter 9: Receiving Items

For many items that are purchased, a receipt will be required before payment is issued by your Accounts Payable department. The receiving requirement is set on the actual requisition that is approved and turned into a purchase order. By creating a receipt in the system, your Accounts Payable Department can be sure that they are issuing payment for goods that have been received.

Some requesters will have the responsibility of performing Desktop Receiving, which is creating a receipt in the system. This receipt is tied into the Requisition, Purchase Order, and Invoice so that payment can be issued. Without the receipt, the payment cannot be issued.

Not all requesters will have this responsibility. Some shoppers may be responsible for their own desktop receiving. Check with your institution for your applicable business processes. If you do have the Desktop Receiving responsibility, continue with this chapter to learn how to create receipts in the PeopleSoft system.

Desktop Receiving

Desktop Receiving is a function within the eProcurement module. It is a simplified version of what your Central Receiving department does on campus. Your Central Receiving Department will still be responsible for creating receipts in the PeopleSoft system 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.

Oracle
 Receive Items
 You have 2 lines open for receiving
 Receive Selected and go to the Receive Form.
 Desktop Receiving should not be used for Receipt of Assets. Request the appropriate staff on your campus to create a PO Receipt instead

Requisition Lines to Receive

Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
<input type="checkbox"/>	71000	0000500042	Post-it Super Sticky Full Adhesive Notes, 3" x 3", Rio de Janeiro Collection, 12 Pads/Pack	1	0	PKG	RECEIVING		Jackson, Vagillia	STAPLE-CAT-001	
<input type="checkbox"/>	71000	0000500042	Nestle Pure Life Purified Bottled Water, SL 24/CT	1	0	CRT	RECEIVING		Jackson, Vagillia	STAPLE-CAT-001	

Check All Clear All

Inquire Receipts Manage Return To Supplier

On the Receive Form, you will indicate the Receipt Date and how many you received.

Oracle
 Receive Items
 New Receipt
 *Business Unit 71000
 Receipt Status Open
 *Received Date 03/03/2015

Reject Shipment

Requisition Lines

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Cancel Line
1		Post-it Super Sticky Fu	1.0000	PKG	1.0000				N				X

Save Receipt

Add New Receipt Manage Return To Supplier Inquire Receipts

Once you save your receipt, the system will generate a Receipt Number. This Receipt Number will be tied into the Requisition number, Purchase Order number, and Voucher number.

Oracle
 Receipt Saved Successfully
 You have saved receipt # 0000520007 containing the following items:

Requisition Lines

Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	Post-it Super Sticky Full Adhesive Notes, 3" x 3", Rio de Janeiro Collection, 12 Pads/Pack	1.0000		1.0000

Return to Manage Requisitions Return to Receiving

How To: 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.

If you have a Requisition line item that you previously received a partial quantity for, you will still be able to go back to this same page and receive additional quantities.

An alternate 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”.

The screenshot shows the Oracle Manage Requisitions page. At the top, there is a breadcrumb trail: Favorites > Main Menu > eProcurement > Manage Requisitions. Below this is the Oracle logo and the page title 'Manage Requisitions'. A search section titled 'Search Requisitions' contains several input fields: Business Unit (71000), Requisition Name, Requisition ID, Request State (PO(s) Dispatched), Date From, Date To (03/03/2015), Requester, Entered By, Budget Status, Origin (Special Request), and PO ID. There are 'Search' and 'Clear' buttons, and a link for 'Show Advanced Search'. Below the search section is a table of requisitions. The table has columns for Req ID, Requisition Name, BU, Date, Request State, Budget, and Total. Two requisitions are listed: one with Req ID 0000419336 and another with Req ID 0000419302. For each requisition, there is an expandable action menu with options like Approvals, Copy, Edit, Receive, View Cycle, View Print, and [Select Action].

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	Action
0000419336	PO Profile Display Ad ...	71000	12/16/2014	PO(s) Dispatched	Valid	544.00 USD	[Select Action]
0000419302	Open PO - Leita Cowart	71000	12/12/2014	PO(s) Dispatched	Valid	240.00 USD	[Select Action]

Receiving Through the Purchasing Menu

Receipts for requested items can be created through Desktop Receiving or through the Receiving menu option in the Purchasing Menu. When receiving in this manner, you create receipts through the corresponding purchase orders. Therefore, you don't need to be the requester who created the requisition to create the receipt. However, receipts should only be created for items that you have physically received.

When adding a receipt, first, you need to select the purchase order. You can do this using a variety of criteria.

You can search by the purchase order ID (ID field), as well as the line and schedule number. You can also search for POs according to their Ship To location. You can search with a date range or by Supplier. 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 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.

Once you have entered all of the search criteria, you must hit the Search button (not the OK button). The Purchase Order lines that still need to be received will be listed in the results.

Select Purchase Order

Search Criteria

PO Unit: 71000
 ID:
 Line / Schedule: /
 Release:
 Item ID:
 Ship To:
 Ship Via:
 Retrieve Open PO Schedules

Days +/- Today:
 Start Date: 02/01/2014
 End Date: 03/03/2015
 Supplier Name: Supplier Lookup
 Supplier Item ID:
 Manufacturer ID:
 Manufacturer's Item ID:

Receipt Qty Options
 No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows Personalize | Find | View All | First 1-5 of 72 Last

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	71000	0000411428	4	1		10/04/2014	1.0000			Open PO for armored car servic
<input type="checkbox"/>	71000	0000417058	3	1		05/29/2014	1.0000			Shipping
<input type="checkbox"/>	71000	0000417206	2	1		05/01/2014	2.0000	1.0000		Part# S4745LL/A AppleCare+ for
<input type="checkbox"/>	71000	0000417219	1	1		05/02/2014	12.0000	11.0000		Point Blank Vision II w/2 Carr
<input type="checkbox"/>	71000	0000418048	5	1		10/16/2014	1.0000			PS501 POWER SUPPLY FOR ES 5400

Select All Clear All

In the retrieved rows, you select each PO line that you want to create a receipt for. After selecting the Purchase Order lines, click the OK button.

The screenshot shows the Oracle Receiving interface. At the top, there's a breadcrumb trail: Favorites > Main Menu > Purchasing > Receipts > Add/Update Receipts. Below this is the Oracle logo and the title 'Maintain Receipts'. The main heading is 'Receiving'. Key fields include 'Business Unit 71000', 'Receipt Status Open' (with a red X icon), and 'Receipt ID NEXT'. There are links for 'Add Header Comments' and 'Activities'. A 'Header' section contains buttons for 'Select Purchase Order', 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Accrual'. Below the header is a 'Receipt Lines' table with columns: Line, Item, Description, Receipt Qty, *Recv UOM, Receipt Price, Accept Qty, Status, Close Short, Serial, Device Track, Stock UOM, and another Device Track. The first row shows Line 1, Item (with a details icon), Description 'Open PO for armored car servic', Receipt Qty '1.0000', *Recv UOM 'LOT', Receipt Price '28000.00000', Accept Qty '1.0000', Status 'Open', and a red X icon. At the bottom, there are checkboxes for 'Interface Receipt' and 'Run Close Short', and buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

On the Receiving page, there are a number of items. Until you save this receipt, the Receipt ID will indicate “Next.” The following are the receipt header statuses:

- Closed – Receipt is closed
- Hold – Hold Receipt
- Moved – Moved to destination
- Open – Open
- Received – Fully Received
- Canceled – Canceled

If you need to cancel this receipt, you can click the Cancel Receipt button in the header to cancel the entire receipt. Canceling the transaction cannot be reversed. You can also add comments to the receipt through the Add Comments link. Do not include any slashes (/) in your comments.

If you need to select additional Purchase Order lines, you can do so through the link in the Header for “Select Purchase Order.”

In the Receipt Lines section are the PO lines that you indicated you want to create a receipt for. For each receipt line, you will see the following:

- Details Icon: Select this icon to access the Receipt Line Details for Line page, where you can view details about the receipt. This page formats the information you see here and on the subsequent tabs in a single long-page format.
- Description: This is the description from the Purchase Order line (which should be the same as the Requisition line).
- 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.

- Price: This is the line item's purchase order price.
- Status: This is the status of the receipt line
 - Closed (closed schedule)
 - Hold (hold schedule)
 - Open (open schedule)
 - Received (received schedule)
 - Canceled (canceled schedule)

How To: 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.

Receiving an Asset

If the receipt line item is for an asset, there are addition 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 screenshot shows the Oracle Receiving interface. At the top, it displays the navigation path: Favorites > Main Menu > Purchasing > Receipts > Add/Update Receipts. The main header includes 'Maintain Receipts' and 'Receiving'. Key fields include Business Unit 71000, Receipt ID NEXT, and Receipt Status Open. Below this is a 'Header' section with buttons for 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Accrual'. The 'Receipt Lines' section contains a table with the following data:

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Zero Turn Lawn Tractor	1.0000	EA	7866.50000	1.0000	Open	<input type="checkbox"/>		<input type="checkbox"/>	EA	Pending	Device Track

At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

The **AM Status** is the status of the item data in relation to PeopleSoft Asset Management. The values include:

- Pending: This indicates that the receipt line is asset-related and is pending interface with PeopleSoft Asset Management.
- Moved: Indicates that the receipt line has been interfaced to PeopleSoft Asset Management.

When receiving a PO line that is an asset, you first need to select the **Serial** checkbox. Then, you can select the **Pending** link under AM Status. On the Asset Management Information page, you must input the **Serial number** for the asset at a minimum.

The screenshot shows the 'Asset Management Information for Line 1' dialog box. It includes fields for Business Unit (71000), Receipt ID (NEXT), Receipt Line (1), Item (Zero Turn Lawn Tractor), and Standard UOM (EA). The 'Distribution Information' section contains fields for Capitalize (Capitalize), CAP Sequence, Profile ID (OTHEQ05YR), Employee ID, Distributed Quantity (1.0000), and Merchandise Amount (7866.50). The 'Apply to Details' section has a 'Select Action' dropdown (Assign Tag Ids), a 'Multiplier' field (1), and an 'Enter Starting Number' field. The 'Asset Details' section contains a table with the following data:

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	71000	Open	1.0000			NEXT			OTHEQ05YR

At the bottom, there is a 'PO Comment' section with a text area and buttons for 'OK', 'Cancel', and 'Refresh'.

If you already have the asset's tag number, you can fill that in as well. On the **More Details** tab, you can input the asset's Custodian, Location and Manufacturer information if you want. When you are finished entering the required information, you can save the receipt. The Receipt is then ready to be interfaced into the Asset Management module.

How To: 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.

Chapter 10: ePro Inquiries, Queries and Reports

There are some PeopleSoft inquiries, queries and reports that you can use to review information concerning requisitions.

Review Requisition Activity

You can use the Requisition Activity Inquiry to review requisition information in five stages. These inquiry pages provide information for a requisition and its associated documents. The navigation to the Requisition Activity Inquiry is **Purchasing > Requisitions > Review Requisition Information > Requisitions**.

You can search for requisitions by requisition status, origin, requester ID or name, requisition date, Supplier ID, and Department.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Requisitions](#) > [Review Requisition Information](#) > [Requisitions](#)

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Requisitions

Req Inquiry Personalize | Find | View All | First 1-6 of 20 Last

[Details](#) | [Status](#) | [Print](#)

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt
71000	0000500049	0000500049	Complete	Jackson, Brittany Denisha	04/09/2013	0.00 USD
71000	0000500049	0000500049	Approved	Barnaby, James	02/26/2015	125.37 USD
71000	0000500048	0000500048	Approved	Barnaby, James	02/26/2015	752.42 USD
71000	0000500047	0000500047	Approved	Barnaby, James	02/26/2015	889.26 USD
71000	0000500046	0000500046	Approved	Jackson, Vagillia	02/26/2015	3,500.00 USD
71000	0000500045	0000500045	Pending Approval	Jackson, Vagillia	02/26/2015	12.83 USD

Search

On the **Req Inquiry** page, the requisitions that meet your search criteria will be displayed. On the **Details** page, you will see the Requisition ID, its Status, the Requester, the Requisition Date, and the total amount of the requisition. If you click on the Requisition ID link, the system will display that requisition's line details.

Requisition Details

Business Unit: 71000 Req ID: 0000500049
 Requester: Barnaby, James
 Requisition Date: 02/26/2015 Merchandise Amount: 125.37 USD
 Req Status: Approved Pre-Encumbrance Balance: 0.00 USD

[Details](#) | [More](#) | [Contract](#) | [Print](#)
Personalize | Find | View All | First 1-3 of 3 Last

Line	Status	Item ID	Description	Supplier ID	Sup ID Num	Supplier	Req Qty UOM	Merchandise Amt	Amount Only	
1	Approved		OfficeMax - Boxed Invisible Tl	CAT0000064		OfficeMax North America, Inc.	6.0000 Package	21.54 USD	<input type="checkbox"/>	
2	Approved		OfficeMax - Compressed Gas Dus	CAT0000064		OfficeMax North America, Inc.	12.0000 Package	82.08 USD	<input type="checkbox"/>	
3	Approved		OfficeMax - Full-Strip Stapler	CAT0000064		OfficeMax North America, Inc.	25.0000 Each	21.75 USD	<input type="checkbox"/>	

From here, you can see the line item descriptions, Suppliers, requested quantity, and amount. The description link will bring up the detailed item description. The callout icon displays the line comments. The **Schedule** icon displays the Due Date, Ship To location, and a link to the distribution information that includes the Chartfields and any asset information.

Back on the **Requisition Inquiry** page, there is also a **Status** tab.

Oracle Requisitions

Req Inquiry

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card
71000	TEST									
71000	0000500049	0000500049			Y		Y		Y	
71000	0000500048	0000500048			Y		Y		Y	
71000	0000500047	0000500047			Y		Y		Y	
71000	0000500046	0000500046			Y					
71000	0000500045	0000500045								

Again, you will see the Requisition ID, which when opened, will display the same information as it did through the Details tab. You will also see columns for “On PO,” “Received,” and “On Voucher.”

For the “On PO” column, this indicates whether the requisition has been sourced to a purchase order. “Y” means that all requisition lines appear on purchase orders. “P” means that some lines appear on purchase orders. You can select either link to display the purchase order information.

Requisition to Purchase Order List

Unit 71000 Req ID 0000500049

Purchase Order Details

Line	Sched	Dist	Direct Ship	Purchase Order	Line	Schedule	Dist	Status	Due Date	Item ID	Description
1	1	1	Processed	0000510143	1	1	1	Dispatched	03/28/2015		OfficeMax - Boxed Invisible Ta
2	1	1	Processed	0000510143	2	1	1	Dispatched	03/28/2015		OfficeMax - Compressed Gas Dus
3	1	1	Processed	0000510143	3	1	1	Dispatched	03/28/2015		OfficeMax - Full-Strip Stapler

Selecting either link under the “On PO” column will display the **Requisition to Purchase Order** list, which will display the requisitions lines that have been sourced to a PO. Through this page, you can display the Purchase Order and see its status.

Back on the **Requisition Inquiry – Status** page, the “Received” column indicates whether any of the requisition lines have been received. Again, “Y” means that all lines appear on receipts, and “P” means that some lines appear on receipts.

Requisition Receipts List

Business Unit 71000 Req ID 0000500049

Receiving Details Personalize | Find | View All | First 1-3 of 3 Last

Req Line	Recv Qty	Accept Qty	Reject Qty	Business Unit	Receiver ID Number	Receipt Line	Description	PO Business Unit	PO No.	Line
1	6.0000	6.0000		71000	0000520003	1	Package	71000	0000510143	1
2	12.0000	12.0000		71000	0000520005	2	Package	71000	0000510143	2
3	25.0000	25.0000		71000	0000520005	3	Each	71000	0000510143	3

Return

The **Requisition Receipts** list displays the requisition lines that have been received, along with the Receipt ID. By selecting the Receipt ID link, the system displays the receipt information.

The **“On Voucher”** column displays similar information. Once the requested goods have been received and placed on a voucher, an entry will display in this column. **“Y”** indicates that all requisition lines have been vouchered, while **“P”** indicates that only some of the requisition lines have been vouchered.

Requisition to Voucher list

Business Unit 71000 Req ID 0000500049

Voucher Details Personalize | Find | View All | First 1-3 of 3 Last

Req Line	Req Sched	Req Distr	Voucher ID	Voucher Line Number	Payment Information	Business Unit	Item ID	Quantity UOM	Merchandise Amt	Currency
1	1	1	1 05300050		1 Payment Information	71000		6.0000 PKG	21.540 Dollar	
2	1	1	1 05300050		2 Payment Information	71000		12.0000 PKG	82.080 Dollar	
3	1	1	1 05300050		3 Payment Information	71000		25.0000 EA	21.750 Dollar	

Return

Also on the **Requisition Inquiry – Status** page, there are icons for **Document Status** and **Approval Status**. By selecting the Document Status icon, the system displays a new window for the Document Status Inquiry. We will review this inquiry later in this chapter.

Oracle Requisitions

Req Inquiry Personalize | Find | View All | First 1-6 of 20 Last

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card			
71000	TEST												
71000	0000500049	0000500049			Y		Y		Y				
71000	0000500048	0000500048			Y		Y		Y				
71000	0000500047	0000500047			Y		Y		Y				
71000	0000500046	0000500046			Y								
71000	0000500045	0000500045											

Search

The **Approval Status** icon displays the approval history of the requisition, including when it was approved.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Requisitions](#) > [Review Requisition Information](#) > [Requisitions](#)

ORACLE

Approval Status

Business Unit	71000	Requisition Alert	
Requisition ID	0000500049	Marketplace Requisition	
Requisition Name	0000500049		
Requester	Barnaby,James		
Entered on	02/26/2015		
Status	Approved	Total Amount	125.37 USD
Priority	Medium		
Budget Status	Valid		

Requester's Justification
No justification entered by requester.

[View printable version](#)

[Line Information](#) ?

[Review/Edit Approvers](#)

Logistical Services Approval

[Requisition 0000500049:Approved](#) [View/Hide Comments](#)

Purchasing Manager Approval

<p>Approved</p> <p>  Barnaby,James Buyer Approval 02/26/15 - 12:31 PM </p>
--

Comment History

[Return to Requisition Inquiry](#) [Approval History](#)

Review Requisition Accounting Entries

In addition to reviewing requisition activity, you may also find it necessary to 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. The navigation to the Requisition Accounting Entries Inquiry is **Purchasing > Requisitions > Review Requisition Information > Accounting Entries**.

Selection Criteria

*Business Unit: 71000

From Req: [] To Req: []

Requisition Status: []

Fiscal Year From/To: [] [] Max Rows: 300

*Accounting Line View Option: Standard *Ledger Group: []

ChartFields

*GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref
1	[]	[]	[]	[]	[]	[]	[]

Buttons: OK, Cancel, Refresh

For the selection criteria, you can search by Requisition ID, requisition status, Fiscal Year, and Chartfields.

Requisition Accounting Entries

Business Unit: 71000

From Req: 0000400002 To Req: 0000400002

Status: []

From Fiscal Year: [] To: []

Accounting Line View Option: Standard CommitmentControl Ledger Group: DETAIL

Requisition ID	Requester	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Entry Event	GL Unit	Account	Fund	Dept	Program	Class	Project
0000400002	pyoung_71		REQ_PREENC	0	1	1	1		71000	743100	10000	9929101	17200	11000	
0000400002	pyoung_71		REQ_PREENC	0	1	1	1		71000	743100	10000	9929101	17200	11000	
0000400002	pyoung_71		REQ_PREENC	0	1	1	1		71000	743100	10000	9929101	17200	11000	
0000400002	pyoung_71		REQ_PREENC	0	2	1	1		71000	743100	10000	9929101	17200	11000	
0000400002	pyoung_71		REQ_PREENC	0	2	1	1		71000	743100	10000	9929101	17200	11000	
0000400002	pyoung_71		REQ_PREENC	0	2	1	1		71000	743100	10000	9929101	17200	11000	
0000400002	pyoung_71		REQ_PREENC	0	3	1	1		71000	743100	10000	9929101	17200	11000	
0000400002	pyoung_71		REQ_PREENC	0	3	1	1		71000	743100	10000	9929101	17200	11000	
0000400002	pyoung_71		REQ_PREENC	0	3	1	1		71000	743100	10000	9929101	17200	11000	

On the **Accounting Entries Details** tab, the Requisition ID will take you to the Requisition Activity Inquiry (as detailed earlier in this chapter). The **Details** tab also lists the transaction type, i.e., REQ_PREENC for pre-encumbrance. The Chartfields the pre-encumbrance was charged to are listed.

Analysis Type	Bud Ref	Monetary Amount	Base Curr	Closed Value	Budget Period	Fiscal Year	Journal ID	Tran Date	Reference Reversal ID
	2010	918.55	USD	N	2010	2010	0004036943	07/22/2009	
	2010	918.55	USD	Y	2010	2010	0004036943	07/22/2009	
	2010	-918.55	USD	N	2010	2010	0004036943	07/22/2009	
	2010	430.11	USD	Y	2010	2010	0004036943	07/22/2009	
	2010	430.11	USD	N	2010	2010	0004036943	07/22/2009	
	2010	-430.11	USD	N	2010	2010	0004036943	07/22/2009	
	2010	7,518.28	USD	N	2010	2010	0004036943	07/22/2009	
	2010	7,518.28	USD	Y	2010	2010	0004036943	07/22/2009	
	2010	-7,518.28	USD	N	2010	2010	0004036943	07/22/2009	

The second half of the page lists the budget reference, amount, journal ID, and transaction date. If the transaction is a Reversal (PO Encumbrance to relieve the pre-encumbrance), then the Purchase Order ID will be listed in the Reference Reversal ID column. Also on this second half of the page is the Closed Value column. This column indicates whether the transaction has been closed. "Y" means that it has closed, and "N" means that it is still open. When a transaction is closed, the Budget Processor liquidates all of its remaining un-liquidated commitment control ledger amounts.

The screenshot shows the Oracle Accounting Entries interface. At the top, there are navigation tabs: "Details" and "ChartFields". Below the tabs, there is a table with the following columns: Requisition ID, Requester, Change Order, Trans Type, Unpost Seq, Line, Sched, Dist, Entry Event, GL Unit, Account, and Accounting Period. The table contains 10 rows of data, all with Requisition ID 0000400002 and Requester pyoung_71. The Trans Type for all rows is REQ_PREENC. The Unpost Seq values are 0, 0, 0, 0, 0, 0, 0, 0, 0, and 0. The Line values are 1, 1, 1, 2, 2, 3, 3, 1, 1, and 1. The Sched values are 1, 1, 1, 1, 1, 1, 1, 1, 1, and 1. The Dist values are 1, 1, 1, 1, 1, 1, 1, 1, 1, and 1. The Entry Event values are 1, 1, 1, 1, 1, 1, 1, 1, 1, and 1. The GL Unit values are 71000, 71000, 71000, 71000, 71000, 71000, 71000, 71000, 71000, and 71000. The Account values are 743100, 743100, 743100, 743100, 743100, 743100, 743100, 743100, 743100, and 743100. The Accounting Period values are 1, 11, 11, 11, 1, 11, 11, 1, 11, and 11.

The Chartfields tab lists some of the same information, but includes the accounting period as well.

Review Requisition Document Status

You can use the Requisition Document Status Inquiry to review all documents associated with a requisition. This includes Purchase Order, Receipt, and Voucher. The navigation to the Requisition Document Status Inquiry is **Purchasing > Requisitions > Review Requisition Information > Document Status**.

You can search for a requisition by Requisition ID, Status, Date, Origin, Requester or Description.

Req DOC Status

Business Unit: 27000 Req ID: [0000400993](#) Status: Approved
 Document Date: 01/13/2010 Document Type: Requisition Budget Status: Valid
 Currency: USD Amount: 1,700.00
 Requester: Nancy J Karlberg

Associated Document Personalize | Find | View All | First 1-3 of 3 Last

SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
27000		0000000328	Payment	Posted	04/12/2010	0000400205	MAIN
	27000	0000400869	PO	Dispatched	01/19/2010	0000400205	MAIN
	27000	04006248	Voucher	Posted	01/19/2010	0000400205	MAIN

Return to Search Previous in List Next in List

On the **Requisition Document Status** page, the system displays the requisition ID, date, status, and budget status. The Requester and total amount is also listed. In the Associated Document section, every document that has been created in association with the requisition will be listed. In the example above,

you can see that the Purchase Order was created and is complete, the Receipt was created, the voucher was created and posted, and the payment has been sent and was posted. You can see the date each document was created as well.

If you click on a document ID link, the system will open a new window and will take you to that document's inquiry page.

The screenshot displays the Oracle eProcurement interface. At the top, the breadcrumb trail reads: Favorites | Main Menu > Purchasing > Requisitions > Review Requisition Information > Document Status. Below this, a 'Req DOC Status' section provides key details: Business Unit: 27000, Req ID: [0000400993](#), Status: Approved, Document Date: 01/13/2010, Document Type: Requisition, Budget Status: Valid, Currency: USD, Amount: 1,700.00, and Requester: Nancy J Karlberg. The 'Associated Document' section features a table with columns for SetID, Business Unit, DOC ID, Document Type, Match Workbench, and Accounting Entries. The table lists three associated documents: a Payment (DOC ID: 0000000328), a PO (DOC ID: [0000400869](#)), and a Voucher (DOC ID: [04006248](#)), each with a corresponding 'Accounting Entries' link.

SetID	Business Unit	DOC ID	Document Type	Match Workbench	Accounting Entries
27000		0000000328	Payment		Accounting Entries
	27000	0000400869	PO		Accounting Entries
	27000	04006248	Voucher	Match Workbench	Accounting Entries

On the **Document Status – Related Info** tab, you will see the document ID's again, which takes you to the inquiry page for that particular document. In addition, there is a link to the Accounting Entries for that document. This takes you to the accounting entries for that particular document.

Queries

There are numerous queries that you can use to review requisition information as well. To run these queries, go to **Reporting Tools > Query > Query Manager (or Query Viewer)** and enter the query name.

BOR REQ_OPEN AMOUNT BY REQ Query

This query is designed to return all open pre-encumbrance amounts for a specified requisition ID. The parameters for this query include the business unit and requisition ID.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run
---------	-------	-------------	---------	--------	----------	--------	----------	-----

Unit = 71000,Req ID=0000402255

View All | Rerun Query | Download to Excel | Download to XML First 1-1 of 1 Last

Unit	Req ID	Line	Sched Num	Distribution Li	Account	Fund	Dept	Program	Class	Project	Bud Ref	Amount	Src Stat
1	71000	0000402255	1	1	1 141020	10000	9910100	00000	00000		2011	32.700	A

BOR REQ_OPEN AMOUNT ALL Query

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 of this query is the Business Unit.

Records	Query	Expressions	Prompts	Fields	Criteria	Having	View SQL	Run
---------	-------	-------------	---------	--------	----------	--------	----------	-----

Business Unit = 71000

View All | Rerun Query | Download to Excel | Download to XML First 1-99 of 99 Last

Unit	PO Vendor	Name	Req Date	Req ID	PO No.	Req Line	Req Sched Num	Req Distrib Ln	Account	Fund	Dept	Program	Class	Project	Bud Ref	Req KK Amount	Req Status	PO Status	Due
1	71000	0000001971	03/31/2011	0000402255	0000404120	1	1	1	141020	10000	9910100	00000	00000		2011	32.700	C	C	
2	71000		04/29/2011	0000402790		4	1	1	714100	10500	1402200	11100	11000		2011	260.000	C		
3	71000		04/29/2011	0000402790		5	1	1	714100	10500	1402200	11100	11000		2011	36.000	C		
4	71000		05/26/2011	0000403454		2	1	1	714100	10500	5503100	15300	11000		2011	279.200	LA		
5	71000	0000018595	10/05/2012	0000410527	0000411917	1	1	1	714100	13000	9305139	15920	11000		2013	7.800	A	D	
6	71000	0000018595	10/05/2012	0000410527	0000411917	3	1	1	714100	13000	9305139	15920	11000		2013	1.440	A	D	
7	71000	0000018595	10/05/2012	0000410527	0000411917	5	1	1	714100	13000	9305139	15920	11000		2013	15.800	A	D	
8	71000	0000018595	10/05/2012	0000410527	0000411917	8	1	1	714100	13000	9305139	15920	11000		2013	15.600	A	D	
9	71000	0000018595	10/05/2012	0000410527	0000411917	9	1	1	714100	13000	9305139	15920	11000		2013	14.000	A	D	
10	71000	0000018595	10/05/2012	0000410527	0000411917	12	1	1	714100	13000	9305139	15920	11000		2013	6.600	A	D	
11	71000	0000401081	10/09/2012	0000410550	0000411959	2	1	1	727100	20000	5409151	15100	61000	71_148	2013	90.000	A	C	

BOR_REQ_OPEN_PREENCS_KK Query

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.

Unit	Req ID	Line	Sched Num	Distribution LJ	Vendor	Name	Account	Fund	Dept	Program	Class	Project	Bud Ref	Entered On	Days Since Req Entered	Entered By	Req Status	Tran ID	Activity	Remaining Enc Balance	PO No.	PO Line	PO Sched Num	Buyer
1	71000	0000402255	1	1	1 0000001971	HOWARD BROTHERS OUTDOOR POWER	141020	10000	99101000	00000	00000		2011	03/31/2011	1433	ajackso2	C	0005234484	0.000	32.700	0000404120	1	1	mhansen
2	71000	0000402790	4	1	1		714100	10500	1402200	11100	11000		2011	04/29/2011	1404	liefebvr	C	0005278594	0.000	260.000		0	0	
3	71000	0000402790	5	1	1		714100	10500	1402200	11100	11000		2011	04/29/2011	1404	liefebvr	C	0005278594	0.000	36.000		0	0	
4	71000	0000403454	2	1	1		714100	10500	5503100	15300	11000		2011	05/26/2011	1377	mcowan	LA	0007846390	0.000	279.200		0	0	
5	71000	0000410527	1	1	1 0000018595	UTRECHT ART SUPPLIES	714100	13000	9305139	15920	11000		2013	10/05/2012	879	dhairsto	A	0006375190	57.150	7.900	0000411917	1	1	vgtaylor
6	71000	0000410527	3	1	1 0000018595	UTRECHT ART SUPPLIES	714100	13000	9305139	15920	11000		2013	10/05/2012	879	dhairsto	A	0006375190	7.340	1.440	0000411917	3	1	vgtaylor
7	71000	0000410527	5	1	1 0000018595	UTRECHT ART SUPPLIES	714100	13000	9305139	15920	11000		2013	10/05/2012	879	dhairsto	A	0006375190	119.100	15.800	0000411917	5	1	vgtaylor
8	71000	0000410527	8	1	1 0000018595	UTRECHT ART SUPPLIES	714100	13000	9305139	15920	11000		2013	10/05/2012	879	dhairsto	A	0006375190	134.370	15.600	0000411917	8	1	vgtaylor

Requisition Reports

Just like queries, there are many reports that deal with requisitions that you can generate in the system.

Requisition to PO Cross Reference Report (POX1100)

The Req to PO Cross Reference Report lists the cross reference between requisitions and associated purchase orders. The parameters for this report are the From/To Dates and the Business Unit. The navigation to run this report is eProcurement > Reports > Requisition to PO Xref. The navigation to retrieve the report is Reporting Tools > Report Manager > Administration tab.

ORACLE		Report ID: POX4010	PeopleSoft Purchasing					Page No. 1							
		User ID: vgtaylor	REQUISITION TO PO XREF REPORT					Run Date 3/3/2015							
		Run Control: ReqtoPO						Run Time 17:33:05 PM							
Req Dates Included:		01/01/2015	Thru:		03/03/2015										
Business Unit:		71000													
Requisition								Purchase Order							
ID	Lin/Sch/Dst	Date	Item ID	Description	Quantity	UOM	PO ID	Contract ID	Rel	Ship Date	Lin/Sch/Dst	Quantity	CUR	Price	
0000500012	2 1 1	02/20/2015		Test Item #2	1.00	EA	0000510009		0	03/23/2015	2 1 1	1.00	USD	10.00	
Requisition Name: 0000500012								Attention To: Bamaby,James							
0000500039	1 1 1	02/24/2015		StrengthsFinder 2.0	1.00	EA	0000510144		0	04/02/2015	1 1 1	1.00	USD	15.18	
Requisition Name: 0000500039								Attention To: Bamaby,James							
0000500042	1 1 1	02/25/2015		Post-it Super Sticky Full Adhesive Notes, 3" x 3", Rio de Janeiro Collection, 12 Pads/Pack	1.00	PKG	0000510139		0	03/27/2015	1 1 1	1.00	USD	8.07	
Requisition Name: 0000500042								Attention To: Jackson,Vagillia							
	2 1 1	02/25/2015		Nestle Pure Life Purified Bottled Water,.5L 24/CT	1.00	CRT	0000510139		0	03/27/2015	2 1 1	1.00	USD	4.22	
Requisition Name: 0000500042								Attention To: Jackson,Vagillia							
0000500046	1 1 1	02/26/2015		Asset Item	1.00	EA	0000510140		0	03/28/2015	1 1 1	1.00	USD	3,500.00	
Requisition Name: 0000500046								Attention To: Jackson,Vagillia							
0000500047	1 1 1	02/26/2015		HVAC MotorShaded PoleOpen Air-OverContinuous 120 HP1550 Nameplate RPM115 Voltage3.3 FrameService Factor 1.0Full Load Amps 2.160 HzMotor Shaft Rotation CWSEInsulation Class BMax Ambient Temp.	5.00	EA	0000510141		0	03/28/2015	1 1 1	5.00	USD	98.28	
								Page 1 of 4							

Requisition Print Report (PORQ010)

This report is a hardcopy of a requisition. You can print according to Requisition ID, Date range, and Requester. When running this, select all requisition statuses to ensure your requisition prints. The navigation to this report is **Purchasing > Requisitions > Reports > Print Requisition**.

Requisition							
Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt Due Date
1-1		test		1.0000	EA	10.00	10.00
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Ship To: Georgia Perimeter College 555 North Indian Creek Dr. Building CS Room 1115 Clarkston GA 30021</p> <p>Attn: T.Page OIIT</p> <p>ePro line comments - send comments to supplier</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p>Business Unit: 71000 APPROVED</p> <p>Req ID: 0000500001 Date: 02/15/2015 Page: 1</p> <p>Requisition Name: 0000500001</p> <hr/> <p>Requester: T.Page OIIT Currency: USD</p> <p>Requester Signature: _____</p> </div> </div>							
<u>Line Total:</u>							10.00
<u>Total Requisition Amount:</u>							10.00
Approval Signature			Approval Signature			Approval Signature	

Requisition Budgetary Activity Report (POS8002)

The Requisition Budgetary Activity report provides budgetary amount information for requisitions according to the parameters you input. The navigation to this report is **Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity**. The parameters for this report include Business Unit and Date range. You can also specify to return only data with a specific amount remaining open. You can also include specific Chartfield ranges as well.

After inputting your parameters, you will need to select Requisition Budgetary Activity – POS8002 on the Process Scheduler Request page.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Procurement Budgetary Activity	POS8001	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Requisition Budgetary Activity	POS8002	SQR Report	Web	PDF	Distribution

Report ID: POS8002		PeopleSoft Purchasing REQUISITION BUDGETARY ACTIVITY REPORT				Page No. 1	
Business Unit: 71000		Budget Date From 01-JAN-2015 To 03-MAR-2015 Remaining Amount >				Run Date: 03/03/2015	
Account: ALL						Run Time: 17:47:24	
REQ ID	Line/Sched/Dist	Original REQ Amount	- Liquidated Amount	- Remaining Amount	PO Amount	Account	
0000500001	1/1/1	10.00	0.00	10.00	0.00	118100	
0000500009	1/1/1	10.00	0.00	10.00	0.00	714120	
0000500020	1/1/1	20.00	0.00	20.00	0.00	714100	
0000500020	2/1/1	120.00	0.00	120.00	0.00	714100	
0000500037	1/1/1	8.55	0.00	8.55	0.00	714100	
0000500037	2/1/1	9.08	0.00	9.08	0.00	714100	
0000500038	1/1/1	20.13	0.00	20.13	0.00	714100	
0000500038	2/1/1	2.80	0.00	2.80	0.00	714100	
0000500038	3/1/1	3.56	0.00	3.56	0.00	714100	
0000500039	1/1/1	15.18	0.00	15.18	0.00	714100	
0000500046	1/1/1	3,500.00	0.00	3,500.00	0.00	118100	
Totals:		3,719.30	0.00	3,719.30	0.00		