

The UNIVERSITY of OKLAHOMA

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8	To review any new fiscal year requisitions that have been entered but not budget checked or submitted, change both the Date From and Date To field to July 1st of the next fiscal year. Example: 07/01/25 = FY26.
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9	To review requisitions from others that you have been granted security access to, remove the employee ID from the Requester field. Hint: If you need the ability to review requisitions from other people, request access by completing the Requisitions Authorization form in the <u>Financial Services Applications</u> site.
10	Note that additional selection options from the Search Requisitions field include the ability to search by Requisition ID , PO ID , Org , or Supplier ID .
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The UNIVERSITY of OKLAHOMA

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18 This page will list all of the approval steps for your requisition and the current status. Note that different approval steps may apply if your requisition is on SPNSR funds, includes IT goods/services, involves Independent Contractors, etc. If your requisition is not fully approved, the step that it is currently with will say **Pending** and until that step changes to **Approved**, other approvers are not eligible to work your requisition.

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26 Vouchers related to your requisition will be listed on this page. Voucher Numbers are listed, and the details can be looked up through Regular Entry from the Accounts Payable tile on the Home Screen. Please note that many requisitions will have multiple vouchers, so you may need to look through the different pages of vouchers or click View All to see all vouchers.

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The UNIVERSITY of OKLAHOMA

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	OU Cash Reports
	Process Monitor
	Report Manager
	SPNSR Budget Status Report
	Statement of Operations Report
	SUR Report
	Query Viewer
30	 OU_BUD_REQ_PO – Displays all requisition and PO budget details. OU_BUD_REQ_PO_SP – Displays all requisition and PO budget details for SPNSR funds. OU_PO_LINE_ACTIVITY. Displays all PO line distributions and payments made with a remaining amount encumbered. OU_PO_LINE_ACTIVITY_ALL. Displays all PO line distributions and payments made with a remaining amount encumbered and with zero encumbered funds available. OU_PO_LINE_ACTIVITY_ALL_SPNSR. Displays all grant funded PO line distributions and payments made with a remaining amount encumbered with a remaining amount encumbered funds available.