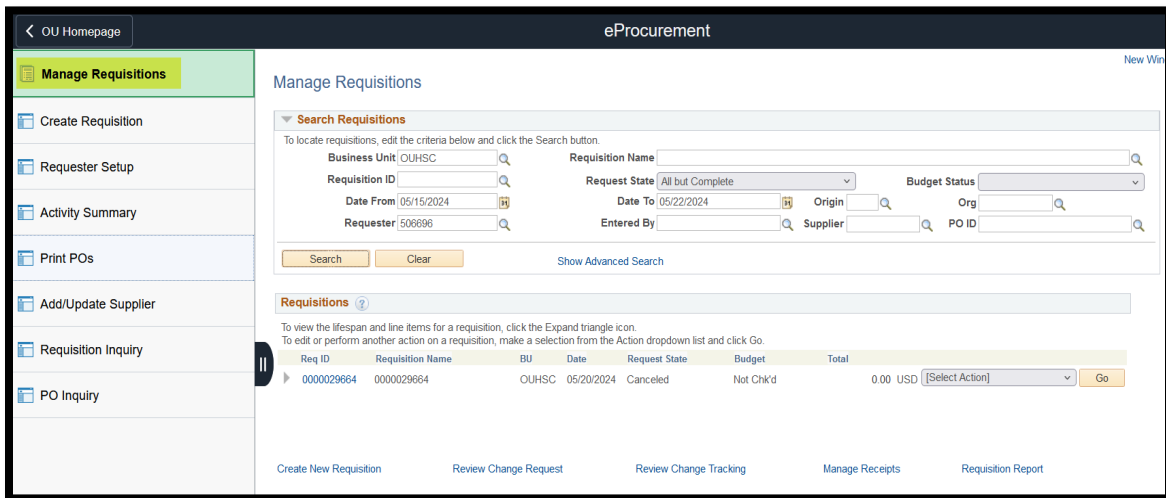
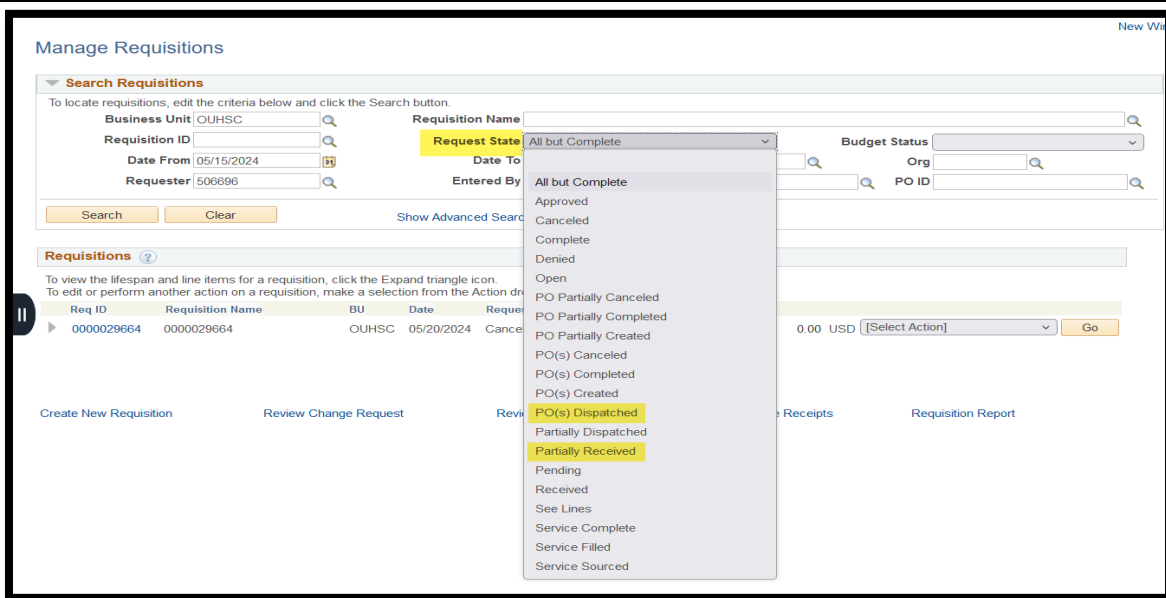




Step	Action
1	The majority of information related to Requisitions and Purchase Orders can be found from the Manage Requisitions screen.
2	To access the Manage Requisitions screen, click on the eProcurement tile from the Home Screen .
3	By default, you will be on the Manage Requisitions section as noted from the left side menu.



4	This page will default to showing all active requisitions for the user for the last seven days.
5	To see requisitions in other statuses, click on the Request State dropdown and review the other statuses.
6	Requisitions that have Dispatched PO's or that are Partially Received are the most common selections.



7	To review requisitions older than one week, delete the Date From date and click Search .
---	--



Manage Requisitions New Window

Search Requisitions

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

Business Unit: OUHSC

Requestion Name:

Requestion ID:

Request State: All but Complete

Budget Status:

Date From:

Date To: 05/22/2024

Origin:

Org:

Requester: 506696

Entered By:

Supplier:

PO ID:

[Show Advanced Search](#)

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: 07/01/24 = FY25.

Manage Requisitions New Window

Search Requisitions

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

Business Unit: OUHSC

Requestion Name:

Requestion ID:

Request State: All but Complete

Budget Status:

Date From: 07/01/2024

Date To: 07/01/2024

Origin:

Org:

Requester: 506696

Entered By:

Supplier:

PO ID:

[Show Advanced Search](#)

9 To review requisitions from others that you have been granted security access to, remove the employee ID from the **Requester** field.

10 Note that additional selection options from the **Search Requisitions** field include the ability to search by **Requestion ID**, **PO ID**, **Org**, or **Supplier ID**.

Manage Requisitions New Window

Search Requisitions

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

Business Unit: OUHSC

Requestion Name:

Requestion ID:

Request State: All but Complete

Budget Status:

Date From:

Date To:

Origin:

Org:

Requester:

Entered By:

Supplier:

PO ID:

[Show Advanced Search](#)

11 Once you've located your requisition, click on the **dropdown arrow** to the left of the Req ID to expand the **Request Lifespan**.



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

Business Unit: OUHSC Requisition Name: _____

Requisition ID: 0000024391 Request State: All but Complete Budget Status: _____

Date From: _____ Date To: _____ Origin: _____ Org: _____

Requester: _____ Entered By: _____ Supplier: _____ 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	
0000024391	DG FY24 MIDCON	OUHSC	07/01/2023	Partially Received	Valid	510.80 USD	[Select Action] Go

Requester: _____ Entered By: _____ Priority: Medium

Pre-Encumbrance Balance: Not Available

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	Currency	Quantity	UOM	Supplier
1	Recycling Bins	Partially Received	510.80	USD		1.00 LOT	MIDCON DATA SERVICES LLC

12 This **lifespan** will allow you to access details of the requisition. Note that only the icons that are colored and hyperlinked will have activity. For example, Inventory and Returns are not something utilized in PeopleSoft, so they will remain grayed out.

13 To review the details of the requisition, click on the **Requisition** icon.

Requester: _____ Entered By: _____ Priority: Medium

Pre-Encumbrance Balance: Not Available

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	Currency	Quantity	UOM	Supplier
1	Recycling Bins	Partially Received	510.80	USD		1.00 LOT	MIDCON DATA SERVICES LLC

14 This will take you to the requisition summary page where you can view attachments, by clicking on the **paperclip** icon, review header comments, shipping details, and accounting lines.



Requisition Summary

Business Unit	OUHSC	Requisition Name	DG FY24 MIDCON
Date	07/01/2023	Requisition ID	0000024391
Request State	Partially Received	Total Amount	510.80 USD
Requested For		Pre-Encumbrance Balance	Not Available

[Header Custom Fields](#)

Header Comments

Comment 1: Agreement on file Period of Performance Services: 7/1/2023 - 6/30/2024 4 Recycling Bins to be emptied once every 3 weeks Invoice to: OUHSC-Financial Services Attn: Twyla Taylor 865 Research Parkway, Suite 560 Oklahoma City, OK 73104 OU Contract #R-19014-19 Replaces PO 0000017100

Expand lines to review shipping and accounting details

Requisition Lines

Line	Item Description	Source Status	Amount Only	Quantity	Price	Status	Total
1	Recycling Bins	Complete	Yes	1.0000	Batch Lot 510.80	USD Approved	510.80

Line Comments
Comment 1: 1
[Line Custom Fields](#) [PO information](#)

Shipping Line 1 Ship To RP865_0560
865 RESEARCH PKWY
ROOM 0560
OKLAHOMA CITY, OK 73104-3609
Quantity 1.0000
Price 510.80
[Price Adjustment](#)
[Schedule Custom Fields](#)

Attention To
Due Date

Accounting Lines

Distribute By	Amt	Liquidate By	Amt
---------------	-----	--------------	-----

Accounting Lines

Fund	Org	Function	Entity	PC Bus Unit	Project	Activity	Source	Purpose
EDGEN	ADH03001	00116	00000					

15 By clicking on the **Header Custom Fields**, you will also be able to see the **Contract Specialist** in Procurement that is working your order, the **date** they began to work your order, and any **comments** noting why the requisition is pending full approval.



Requisition Details
 Requisition Summary

Business Unit	NORMN	Requisition Name	TONICS INC
Date	05/13/2024	Requisition ID	0000052240
Request State	Pending	Total Amount	242,943.40 USD
Requested For		Pre-Encumbrance Balance	Not Available

Header Custom Fields

Custom Fields for Requisition Header

Custom Character 1
 Custom Character 2
 Custom Date 05/15/2024
 Custom Field 1 Tara Crites
 Custom Field 2 Pending Legal -5.22.24 TNC
 Custom Field 3
 Custom Field 4

Return

16 To return to the lifespan, click on the **Manage Requisitions** hyperlink at the bottom of the page.

17 To review the approvals for your requisition, click on the **Approvals** icon.

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.

Your requisition has been submitted.

Requested For		Number of Lines	2
Requisition Name	0000015665	Total Amount	596.90 USD
Requisition ID	0000015665	Pre-Encumbrance Balance	Not Available
Business Unit	NORMN		
Status	Pending		
Priority	Medium		
Budget Status	Valid		

View printable version Edit This Requisition Check Budget

Department Manager Approval

Requisition 0000015665: Pending

Department Manager Approval

Pending

Multiple Approvers
 Req Department Managers

IT Approvals

Line 1: Initiated
 Smith-Victor 36" pro-duty copy stand w/LED light KI/REG

IT Approvals

Not Routed

Multiple Approvers
 Req IT Approvers UL

Line 2: Initiated
 Vello Wired Remote #Canon DSLR w/3-PIN #REG

IT Approvals

Not Routed

Multiple Approvers
 Req IT Approvers UL

Purchasing Approval

Requisition 0000015665: Awaiting Further Approvals



19 Once your requisition has been fully approved and turned into a Purchase Order, click on the **Purchase Orders** icon to review the details.

20 This page will display the **status** of your Purchase Order and the official **PO number**.

Requisition information 1 of 1 | View All

Requisition ID 0000024391 Line Number 1

PO information 1 of 1 | View All

PO Number 0000022588 Buyer 534324 Change Order
 PO Date 07/19/2023 Supplier ID 9100051657 Terms NET45 PO Status Dispatched

Lines 1-1 of 1 | View All

Line	Item ID	Description	Merchandise Amt	UOM	PO Qty	Status	Line Details
1		Recycling Bins	510.80 USD	LOT	1.0000	Approved	

21 If you have previously entered receipts against your requisition, the **Receiving** icon will be highlighted, and you can click on the icon for more receipt details.

22 This page will show you receipts that have been entered against your requisition and their **ID**. Note that many requisitions will have multiple receipts, so you may need to look through the different pages of receipts or click **View All** to see all receipts.

Manage Receipts

Search Criteria

Received Date From To Show Status

Business Unit Receipt ID Ship To

PO Unit PO ID

[Add New Receipt](#) [Process Receipts](#) [Inspection](#) [Review ASN Receipt](#) [Manage Return To Suppliers](#)

Receipts 1-7 of 7 | View All

Business Unit	Receipt ID	Date	PO ID	Supplier	Status					
OUHSC	0000099554	02/08/2024	0000022588	MIDCON DAT-002	Received					
OUHSC	0000097212	01/08/2024	0000022588	MIDCON DAT-002	Received					
OUHSC	0000095799	12/14/2023	0000022588	MIDCON DAT-002	Received					
OUHSC	0000093396	11/09/2023	0000022588	MIDCON DAT-002	Received					
OUHSC	0000091115	10/09/2023	0000022588	MIDCON DAT-002	Received					
OUHSC	0000088753	09/11/2023	0000022588	MIDCON DAT-002	Received					
OUHSC	0000086187	08/07/2023	0000022588	MIDCON DAT-002	Received					



- 23 If a change order has been entered against your requisition, the **Change Request** icon will be hyperlinked, and you can click on the icon for more change order details.
- 24 Please note that in this screen, the **Requisition Approval Status** must show as **Approved**, and the **Change Request Status** must show as **Completed** to indicate that your change order has been fully processed.

Review Change Requests

Search Requisitions

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

*Business Unit

Requisition ID From

Requester

PO ID

Change Date From

Requisition Name

Requisition ID To

Entered By

Change Request Status

Change Date To

Requisition Change Requests

To view requisition change request detail records, click the Expand triangle icon.

Requisition ID	Requisition Name	Purchase Order	Change Date/Time	Requisition Approval Status	Change Request Status	Processing Error
▶ 0000023750	BW Convergent Technologies	0000022565	11/09/2023 12:10:58PM	Approved	Completed	

- 25 After receipts are created, PO vouchers should also be created, although there may be a day or two delay in between receipt entry and voucher creation. To review any vouchers against your requisition, click on the **Invoice** icon.
- 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.

Business Unit OUHSC Requisition ID 0000024391

Associated Document

Business Unit OUHSC PO Number 0000022588 Purchase Order Date 07/19/2023 Match Rule STANDARD
 Supplier ID 9100051657 Supplier Location EFT MIDCON DATA SERVICES LLC

PO Line

Line Number 1 Schedule 1 Item ID
 Merchandise Amount 510.800 PO Quantity 1.0000 Match Status PO Partially Matched

PO Voucher Lines

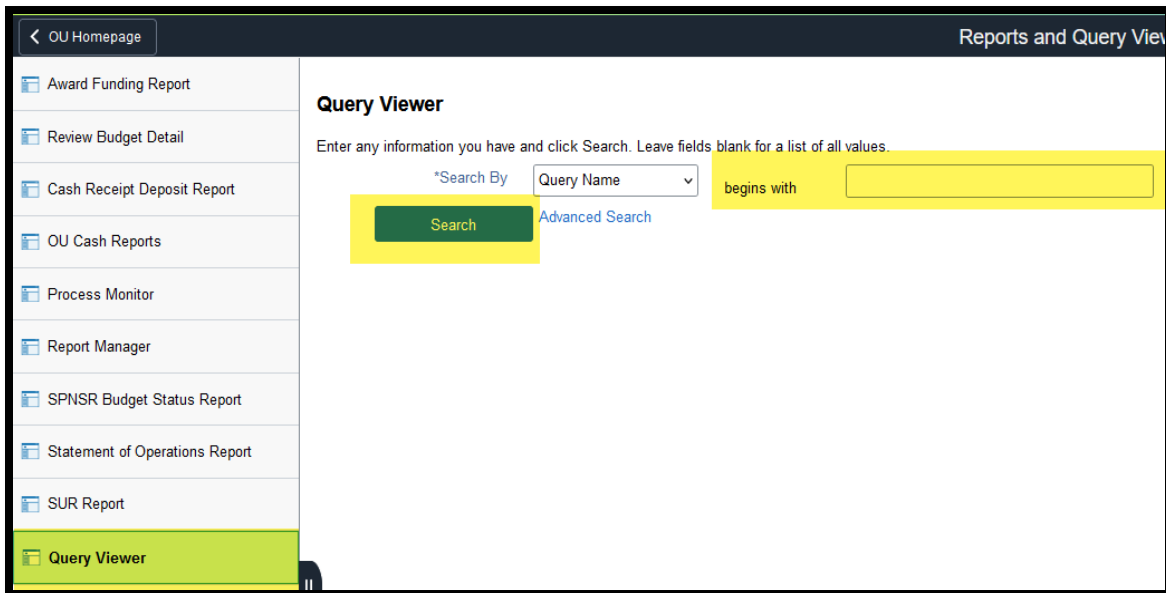
AP Unit	Voucher	Line	Invoice Number	Entry Status	Match Status	Amount	UOM	Quantity	Receiving BU	Receipt ID	Receipt Line	Finalized Distribution
OUHSC	10215551	1	125611	Postable	Matched	32.000	LOT	1.0000	OUHSC	0000086187	1	
OUHSC	10221097	1	127094	Postable	Matched	32.000	LOT	1.0000	OUHSC	0000088753	1	
OUHSC	10226314	1	0128968	Postable	Matched	48.000	LOT	1.0000	OUHSC	0000091115	1	

PO Receiver Lines

Receiving BU	Receipt ID	Receipt Line	Match Status	Amount	UOM	Recv Qty	Accept Qty
OUHSC	0000086187	1	Matched	32.000	LOT	1.0000	1.0000
OUHSC	0000088753	1	Matched	32.000	LOT	1.0000	1.0000
OUHSC	0000091115	1	Matched	48.000	LOT	1.0000	1.0000



27	Please note that the last icon on the lifespan is Payment, but all payment information that may be necessary to relate to a supplier can be found from the OU Info tab on the voucher. Please refer to the job aid on Voucher Entry for more information.
28	Aside from the Manage Requisitions tab, there are some queries that can provide more information on pending requisitions. To access these queries, click on the Reports and Query Viewer tile from the Home Screen .
29	Select Query Viewer from the left side of the screen in the Begin With field, type in any of the query names below, and click Search .



30	<ul style="list-style-type: none"> • 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 and with zero encumbered funds available.
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