



Step	Action
1	<p>After logging into PeopleSoft Financials, you will access Requisition Inquiry via the Homescreen under eProcurement and then click on Requisition Inquiry. You can also get to the screen via Nav Bar > Navigator > Purchasing > Requisitions >> Add/Update Requisitions >> Find an Existing Value</p>
<p>The screenshot shows the 'OU Homepage' with a grid of tiles: Accounts Payable, Approvals, Cash Receipts, Cost Transfer, eProcurement (highlighted), P-Card, Reports and Query Viewer, and Service Unit Request (OUHSC). Each tile contains an icon representing its function.</p>	
2	<p>The Requisition Inquiry screen allows users to search for requisitions for departments that they have access to. Users can use the different search options available below to find the requisition.</p>
<p>The screenshot shows the 'Requisitions' search screen. It includes a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. Below is a 'Search Criteria' section with fields for Business Unit, Requisition ID, Requisition Status, Origin, Requester, and Buyer, each with a 'begins with' dropdown and a search input field. There is also a 'Case Sensitive' checkbox and 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons at the bottom.</p>	
3	<p>If you are a departmental purchasing approver or do not have access to the requester's requisitions, you will get the below message. Click OK to transfer to the inquiry screen.</p>



You do not have authority to UPDATE requisitions for 0000030284. (10100,41)

You do not have authority to UPDATE Requisitions for this Requester. Your system administrator must give the proper authority. Select 'OK' to transfer to Inquiry. Select 'Cancel' to Return.



4 To review the requisition header and line comments, click on the **Status** tab. Under the **Details** section, click **Details**.

<div style="display: flex; justify-content: space-between;"> Details Status > </div>											
Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card	Details
OUHSC	0000010761	0000010761									Details

5 The Header Comments Attachments can be found using the paperclip icon next to the **Header Comments** field. The Line Comment Attachments can be found using the paperclip icon next to the **Line Comments** field.

Requisition Details

Requisition Summary

Business Unit	OUHSC	Requisition Name	0000010761
Date	04/21/2022	Requisition ID	0000010761
Request State		Total Amount	1.00 USD
Requested For		Pre-Encumbrance Balance	Not Available

Header Comments [Header Custom Fields](#)

Comment 1: Testing for Req Comments on Summary

Expand lines to review shipping and accounting details

Requisition Lines

Line	Item Description	Source Status	Amount Only	Quantity	Price	Status	Total
1	Testing for attachments	Not Source	Yes	1.00 Batch Lot	1.00	USD Pending	1.00

Line Comments [Line Custom Fields](#)



Comment 1: Comments on Header

6 To review more detailed information, click on the **Requisition #** that is hyper-linked under the **Requisition** field on the **Details** tab.

<div style="display: flex; justify-content: space-between;"> Details Status > </div>		
Unit	Requisition	Requisition Name
OUHSC	0000010761	0000010761

7 The Details tab has information regarding the Supplier ID, Requisition Quantity, Unit of Measure, Merchandise Amount, Amount Only and Schedule Details. To find the detailed chartfield spread information, click on the **Schedule Details** icon which is located to the far right and is the last icon on the line item details.



Supplier ID	Supplier	Req Qty	UOM	Merchandise Amt	Amount Only	Custom Fields
9100011975	AMERISOURCEBERGEN DRUG CORPORATION	1.0000	Batch Lot	1.00 USD	<input checked="" type="checkbox"/>	Custom Fields  

8 The Schedule Details icon, shows more information including Shipping Address, Price, Requisition Quantity, Merchandise Amount and the Distribution Details. To find the chartfield spread distribution details, click on the **Distribution Details** icon which is located to the far right and is the last icon on the line item details.


Ship To	Ship Via Code	Freight Terms	One Time Addr	Price	Req Qty	Merchandise Amt
RP865_0560	STANDARD	DP		1.00000	1.0000	1.00 USD

GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Project
OUHSC	821520	EDGEN	ADH03001	00116	00000				

9 More Detailed information regarding the Asset Information and the Budget Information can be found on the **More, Asset Information, and Budget Information** tabs.

Details		More	Asset Information	Budget Information								
Distrib	Status	Location	Req Qty	Budget Status	Budget Date	Merchandise Amount	Pre-Encumbrance Balance	Currency	Pre-Encumbered Base Balance	Base Currency	Commitment Control Close Flag	
1	Open	RP865_0560	1.0000	Valid	04/21/2022	1.00	0.000	USD	0.000		<input type="checkbox"/>	

10 To review the Workflow Approval information, click on the **Approval Status** icon on the **Status** tab. This will show where the requisition is in the workflow process. The Reviewer/Approver is the buyer that was assigned to the Requisition. You may reach out the buyer directly via email or email askpurchasing@ouhsc.edu with any questions you might have.

Details		Status										
Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card		Details
OUHSC	0000010761	0000010761										Details

Department Manager Approval

Requisition 0000010759:Approved

Department Manager Approval

Approved

Req Department Managers
04/18/22 - 10:22 AM

Purchasing Approval

Requisition 0000010759:Approved

Purchasing Approval

Approved

Purchasing Approval
04/18/22 - 10:24 AM

Reviewer
60 Reviewer

[Return to Requisition Inquiry](#)