

Business Process	Navigation
1. To inquire on requisition status (life cycle).	1. Main Menu > eProcurement > Manage Requisitions

Use the following navigation to inquire on a requisition status (life cycle).

1. From the Main Menu page, select **eProcurement > Manage Requisitions**.
2. Enter a **Business Unit** – 62500 (should default from your user preferences).

The screenshot shows the 'Manage Requisitions' search page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > eProcurement > Manage Requisitions'. Below this is a section titled 'Manage Requisitions' with a sub-header 'Search Requisitions'. A note states: 'To locate requisitions, edit the criteria below and click the Search button.' The search criteria include:

- Business Unit:** 62500
- Requisition ID:** (empty)
- Date From:** 05/07/2013
- Requester:** (empty)
- Requisition Name:** (empty)
- Request Status:** All but Complete (dropdown menu)
- Date To:** 05/14/2013
- Entered By:** (empty)
- PO ID:** (empty)

 There are 'Search' and 'Clear' buttons at the bottom of the criteria section. Below the search area are five links: 'Create New Requisition', 'Review Change Request', 'Review Change Tracking', 'Manage Receipts', and 'Requisition Report'. At the very bottom, a text prompt says 'Enter search criteria to find Requisitions.'

3. Enter any additional search criteria such as **Requisition ID, Requisition Name, Requisition Status, Date From**(this defaults to one week, make sure to change the date or delete it, if you want to see requisitions that are older than one week), **Date To, Requestor, or Entered By** in order to limit your search results. After entering all the appropriate search criteria, click **Search**
4. The list of requisitions meeting the search criteria will display at the bottom of the page.
5. Statuses Defined:
 - Approved – requisition has been approved, but has not yet had a Purchase Order created for it.
 - Cancelled – someone has cancelled the requisition.
 - Complete –requisition is complete, meaning it has been received and paid for.
 - Denied – requisition was denied by one of the approvers.
 - Open – requisition has been created but not submitted by the creator.
 - Pending – The requisition has not yet been approved by all approvers.
 - PO(s) Created – PO has been created but not yet sent to the vendor.
 - PO(s) Dispatch – PO has been sent to the vendor
 - Received – Items have been received in eProcurement against the Purchase Order.

Favorites | Main Menu > eProcurement > Manage Requisitions

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	Status	Budget	Total		
0000000426	0000000426	62500	05/15/2013	Pending	Not Chk'd	560.00 USD	<Select Action>	Go
0000000425	Quick Reference Guide C...	62500	05/15/2013	Pending	Not Chk'd	2,159.40 USD	<Select Action>	Go
0000000424	Asset Req	62500	05/15/2013	Partially Received	Valid	1,140.35 USD	<Select Action>	Go
0000000423	0000000423	62500	05/15/2013	Pending	Valid	2,237.35 USD	<Select Action>	Go
0000000422	0000000422	62500	05/14/2013	Pending	Valid	2,237.35 USD	<Select Action>	Go
0000000421	0000000421	62500	05/14/2013	Partially Received	Valid	1,935.40 USD	<Select Action>	Go
0000000420	0000000420	62500	05/14/2013	PO(s) Created	Valid	144.15 USD	<Select Action>	Go
0000000419	0000000419	62500	05/14/2013	Open	Valid	239.40 USD	<Select Action>	Go
0000000418	Comments & Attachments	62500	05/13/2013	Pending	Valid	2,500.00 USD	<Select Action>	Go
0000000417	Quick Reference Quice Req	62500	05/13/2013	Pending	Not Chk'd	239.40 USD	<Select Action>	Go
0000000416	Quick Reference Guide Req	62500	05/13/2013	Pending	Valid	239.40 USD	<Select Action>	Go
0000000415	0000000415	62500	05/13/2013	Pending	Valid	5,478.00 USD	<Select Action>	Go
0000000414	0000000414	62500	05/13/2013	Pending	Valid	2,530.00 USD	<Select Action>	Go
0000000413	0000000413	62500	05/13/2013	Pending	Valid	400.00 USD	<Select Action>	Go
0000000412	PO03.1BJK - Outside	62500	05/13/2013	Pending	Valid	150,000.00 USD	<Select Action>	Go
0000000411	PO03.1BJK - Furniture	62500	05/13/2013	Pending	Valid	5,000.00 USD	<Select Action>	Go
0000000410	PO03.1BJK - Furniture	62500	05/13/2013	Pending	Valid	10.00 USD	<Select Action>	Go
0000000409	PO03.1BTM	62500	05/13/2013	Pending	Valid	101.72 USD	<Select Action>	Go
0000000408	PO03.1BJK- Outside	62500	05/13/2013	Pending	Valid	50,000.00 USD	<Select Action>	Go

6. Click on the Expand Section icon  beside the requisition you want to view more details and the system will display the additional details below the line you expanded as shown below.

0000000408 PO03.1BJK- Outside 62500 05/13/2013 Pending 50,000.00 USD <Select Action> Go

Requester: Patricia Kelly Entered By: Brian Kinder Priority: Medium

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line Information

Line	Description	Status	Price	Quantity	UOM	Vendor
1	CONSULTING SERVICES	Pending Approval	1.00000 USD	50,000.0000	EA	

7. Displayed is the life cycle of a requisition. You can tell where in the life cycle the requisition is by the active hyperlinks under the pictures. If the process is not applicable to this requisition or has not been executed on this requisition yet, then the hyperlink to more detail is not active. In the example above the **Requisition** and **Approvals** hyperlinks are active, but no other processing has occurred for this requisition.
8. Below is another example where the requisition has gone further in the process therefore in addition to the **Requisition** and **Approvals** hyperlinks being active, the **Purchase Order** and **Receiving** are also active.

0000000347 PO 09.3 037754 62500 04/21/2013 Received 30,000.00 USD <Select Action> Go

Requester: Jim Groskoph Entered By: Kenneth Schumacher Priority: Medium

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

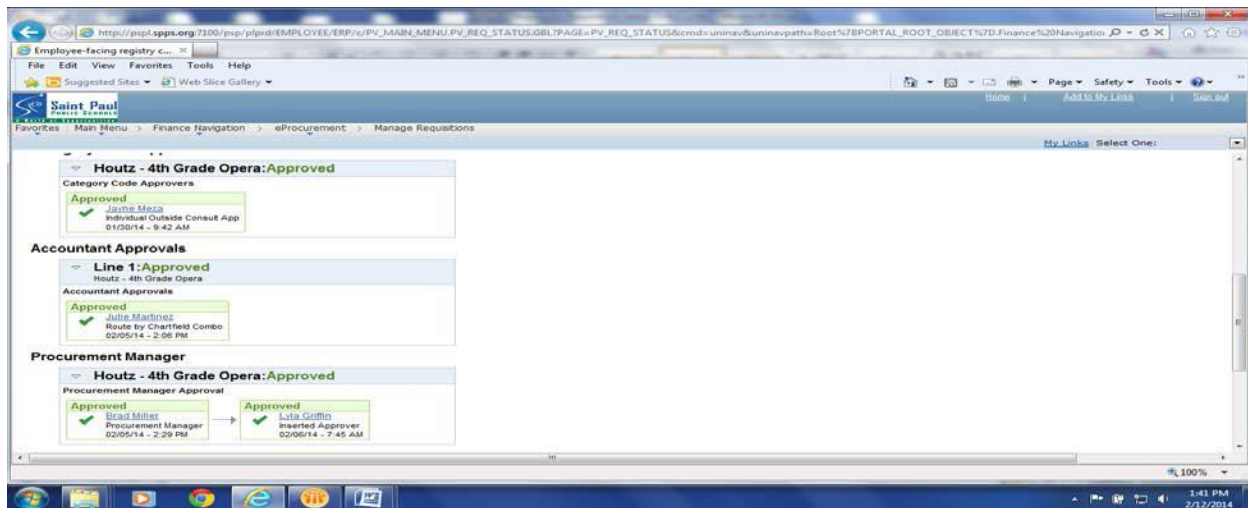
Request Lifespan:

Line Information

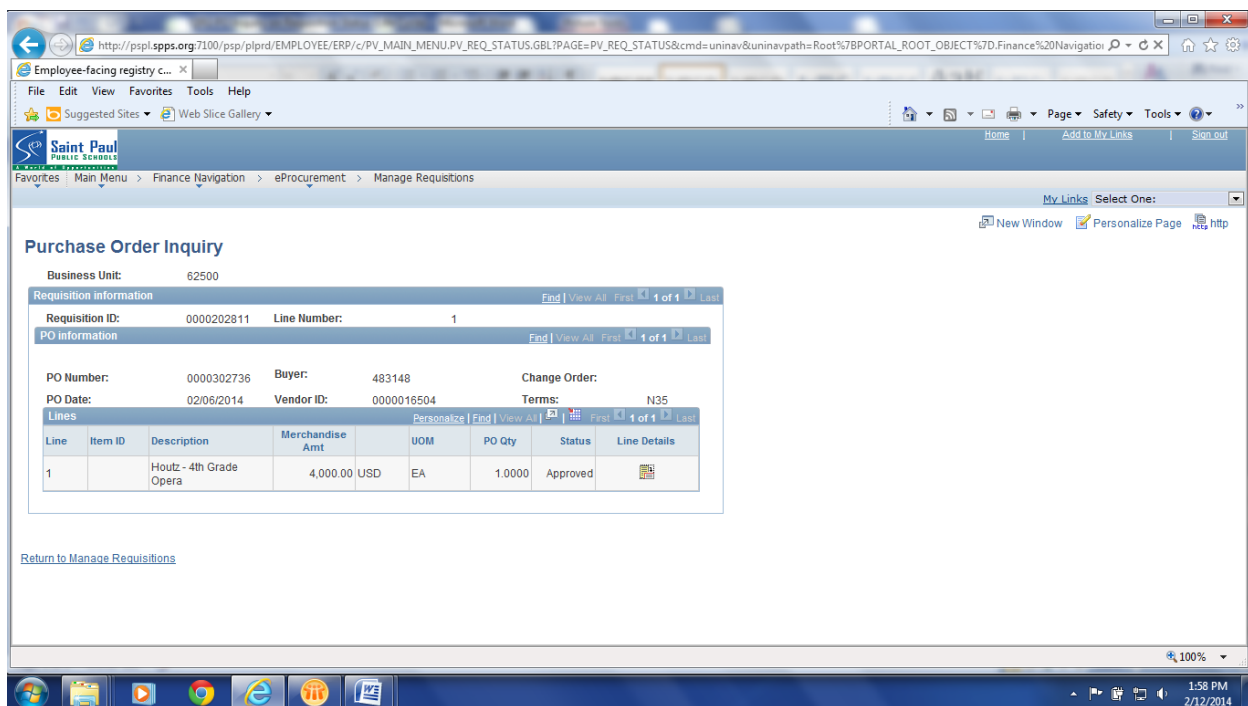
Line	Description	Status	Price	Quantity	UOM	Vendor
1	Receive within tolerances	Received	200.00000 USD	150.0000	EA	SISTER ROSALIND GEFRE MASSAGE & WELLNESS

9. Click on any of the active hyperlinks to view more details about the requisition.

APPROVALS: If you click on an active **Approvals** hyperlink you will see the information below, this will tell you who may have the requisition, and when the requisition approvals occurred.



PURCHASE ORDERS: If you click on an active **Purchase Orders** hyperlink you will see information related to the Purchase Orders(s). If there is more than one purchase order, it will say 1 of 2(or more) in the upper right corner, you will have an arrow next to this area you can click on to see the additional purchase orders. Also under Line Details you can click on this link to see additional line details.



RECEIVING: If you click on the active **Receiving** hyperlink you will get the page below where you can receive against the requisition. (See Quick Reference Guide ePro/PO Enter a Receipt (Ship-To)).

Manage Receipts

Search Criteria

Received Date From: 01/13/2014 To: 02/12/2014 Show Status: Received/Open

Business Unit: 62500 Receipt ID: Ship To:

PO Unit: PO ID:

[Search](#) [Clear](#)

[Add New Receipt](#) [Process Receipts](#) [Inspection](#) [Review ASN Receipt](#) [Manage Return to Vendors](#)

Enter search criteria and click Search to view existing receipts.

[Return to Manage Requisitions](#)

INVOICE: If you click on the active **Invoice** hyperlink you will get invoice details as shown below.

Business Unit: 62500 **Requisition ID:** 0000200075

Business Unit: 62500 **PO Number:** 0000300127 **Purchase Order Date:** 06/28/2013 **Match Rule:** STD_PO_TOL

Vendor ID: 0000039656 **Vendor Location:** DEFAULT **UNIQUE SOFTWARE CORP**

PO Line

Line Number: 1 Sched #: 1 Item ID:

Merchandise Amount: 661.400 PO Quantity: 1.0000 Match Status PO: Matched

PO Voucher Lines

AP Unit	Voucher	Line	Entry Status	Match Status	Amount	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized Distribution
62500	00021235	1	Postable	Matched	661.400	EA	1.0000				

PO Receiver Lines

BU Recv	Receipt No	Receipt Line	Match Status	Amount	UOM	Recv Qty	Accept Qty
62500	0000000339	1	Matched	661.400	EA	1.0000	1.0000

[Return to Manage Requisitions](#)

PAYMENT: If you click on an active **Payment** hyperlink you will see the payment details.

The screenshot displays the Saint Paul Public Schools eProcurement system interface. The browser address bar shows the URL: http://pspl.spps.org:7100/psplprd/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL?PAGE=PV_REQ_STATUS&cmd=uninav&uninavpath=Root%7BPORTAL_ROOT_OBJECT%7D.Finance%20Navigation. The navigation menu includes: Home, Add to My Links, Sign out, Finance Navigation, eProcurement, and Manage Requisitions. The main content area shows the following details:

Business Unit: 62500
PO Voucher: Find | View All | First | 1 of 1 | Last

Business Unit: 62500 **Requisition ID:** 0000200075 **PO Number:** 0000300127 **Voucher ID:** 00021235

PO Payment: Find | View All | First | 1 of 1 | Last

Bank Name: U.S. Bank **Payment Reference ID:** 603605
Pay Cycle: DAILY **Accounting Date:** 09/12/2013
Pay Cycle Seq #: 83 **Payment Date:** 09/12/2013
Vendor Name: UNIQUE SOFTWARE CORP **Days Outstanding:** 153
Address: 3140 NEIL ARMSTRONG BLVD #127 **Payment Clear Date:**
Address Line 2: **Reconcile Date:** 09/12/2013
City: EAGAN MN 55121 USA **Payment Date:**
Payment Amount: 661.40 USD **Payment Method:** CHK
Description:

Review Payments: Personalize | Find | First | 1 of 1 | Last

Business Unit	Voucher ID	Advice Sequence	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Payment Currency
62500	00021235	1	08/05/2013	233292	661.40	661.40	USD