REQUISITION STATUS MONITORING AND PURCHASE ORDERS – CONTENTS

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Requisition Status Monitoring

**Roles**

**Initial Approximate Resources:**

- Initiators
- Approvers
- Receivers

**Overview**

This section outlines at a high level the system and end user steps executed to generate a purchase order.

Once an online requisition has been approved, there are several processes, which need to be executed in order to generate a PO. These steps will be set up to run automatically through batch processes. The PO Sourcing will be scheduled to run periodically throughout the day and the PO Dispatch will be scheduled to run nightly. These steps can also be run as needed by purchasing.

- **PO Sourcing** – sourcing consists of several application processes that take approved requisitions and move them to the PO staging tables and then onto purchase orders. The primary steps of the sourcing are:
  - **PO Calculations** – performs all necessary calculations to prepare purchase orders for creation
  - **PO Create** – uses staged rows that have been processed by the PO Calculations to build purchase orders

- **PO Dispatch** – process to dispatch the PO in whatever method is defined (print, fax or phone). At USF the default dispatch method will be print. The nightly batch process will generate the report files, which can then be printed out as necessary.

There will be no automatic notification of the user when the POs have been dispatched. It will be the individual user’s responsibility to monitor their requisitions and know when a PO has been generated and purchase authorized.

The sections below outline the pages used to monitor the status of a requisition through the Procurement cycle.
MONITOR REQUISITIONS

SHORT GUIDE:
Step 1: Navigate to the Review Requisition Page
Step 2: Enter the Search Criteria
Step 3: Review the Requisition
Step 4: Overview of Requisition Status
Step 5: Review Associated Documents (PO, Receipts, Vouchers and Payments)

STEP 1   NAVIGATE TO THE REVIEW REQUISITION PAGE
1.1 Navigate to the Print Requisition page by selecting from the Main Menu – Purchasing – Requisitions - Review Requisition Information – Requisitions

STEP 2   ENTER THE SEARCH CRITERIA
2.1 Enter the purchasing Business Unit

Note: The Purchasing Business Unit represents the entity for which the purchase is being made. The available values are as follows:
- TAMPA – Tampa Campus purchases excluding Physical Plant
- PPLNT – Physical Plant purchases
- STPTE – St Petersburg Campus purchases
- SRSTA – Sarasota Campus purchases
- LKLND – Lakeland Campus purchases
- Exception – All bookstore purchases, no matter what location will be made through the TAMPA business unit

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2.2 The requisition inquiry provides the ability to search for requisitions based on a variety of criteria. Select the criteria to best suit your needs. (i.e. enter a requisition number or a date range and department to find all requisitions charged to your department in a given time frame)

Requisition Initiators (Requesters) will find it helpful to use their user id and a date range to track recent requisition activity

Searches can be limited by requisition status (Approved, Pending Approval, etc.) and/or with department id used in the chartfield

2.3 Click on the ‘OK’ button to go to the Requisitions inquiry page, which will display a list of all requisitions that meet the search criteria provided.

Note that the page displays the first 6 of 12 requisitions. Click the ‘View All’ link to display the full list
STEP 3

REVIEW THE REQUISITIONS

3.1 The status of the requisition is displayed.

Open – Requisition has been saved but not budget checked

Pending – Requisition has been budget checked but not yet approved – Requisition has been or will shortly be sourced into a PO

Canceled – Requisition is canceled and ready to be closed

Complete – Requisition is closed

3.2 To view the line information for a particular requisition click on the Requisition ID, click the hyperlink for that requisition

To drill further and view the requisition shipment information, click on the Schedule Detail Icon on the Line Details page.

To drill to the chartfield distribution, click on the Distribution Details Icon
3.3   Click **Return** on the **Distribution Details** page, then again in the **Shipment Details** page and once again in the **Line Details** page to return to the **Requisitions** inquiry page.
4.1 This page shows the current status of the requisition. If you have not filtered the search by Requisition Status, all requisitions for the time period will be displayed.

In the below example, “Complete” means the requisition is closed. This would be either because it was canceled or the associated Purchase Order was fully matched (fully received and fully vouchered).

Approved indicates that an open Purchase Order should exist.

Pending Approval means the requisition has not yet been approved by Purchasing.

4.2 Click the Status tab
4.3 Requisition Status

This page gives a snapshot of all activity related to a requisition and will indicate what action needs to be taken to complete the purchase.

4.4 The document associated with the requisition; Purchase Order, Receipt or Voucher, will display a “Y” in that documents column indicating that a document does exist.

4.5 A “P” indicates a partial document; partial receipt, partial payment.

4.6 A “P” in the Purchase Order column indicates a problem. There should be only one PO attached to a particular requisition. P indicates that not all lines of the requisition are on a PO. This could be due to a missing vendor or account number on the requisition line.

4.7 A requisition without a purchase order should be reviewed to ensure it has been approved by a requisition manager by clicking on the Approval Status icon

(Click OK to return)
4.8 The Header Comments can be viewed for this purpose. Purchasing should comment on any requests for information or documentation here. This page does not display Recycle or Denial approval statuses.

4.9 A requisition with a PO and a voucher should be reviewed to see if a receipt is needed or if a follow-up with the vendor is necessary.

4.10 The Document Status icon will display all associated documents with document numbers and will provide links to those documents.
5.1 To view the purchase order, receipts, vouchers and approval history associated with the requisition, click on the letter in the document column.

5.2 If there is a Header Comment, the comment icon will appear to have writing in it.

5.3 If there is a document associated with the requisition, a “Y” will appear in the column to the right of the requisition number.

“P” indicates Partial such as a partial receipt or voucher. If P appears under the PO, advise Purchasing that the requisition was not completely sourced

In the sample above, Requisition 0000201381 has a purchase order and is partially received. It has no voucher.

Requisition 0000201383 has a purchase order, is completely received and is vouchered.
5.4 To view the associated document, click on the “Y”. Below shows the PO link for requisition 0000201488.

Both lines of the requisition are displayed. Both should have the same PO number. A missing PO number or a different PO number means that the requisition line was missing a vendor.

It is very important to add the vendor to the requisition prior to entering line information. But if this is not done, this page will display the result.

Click the word ‘Line’ to sequence the line numbers from smallest to largest or largest to smallest.

Both the requisition and PO are both complete (closed.) This happens when the PO has been fully matched or canceled.

5.5 Click on the PO number link to view the Purchase Order Inquiry page which will appear in a separate window. Close the window when finished.
5.7 Click on the Return button to return to the Requisition Status page.

5.8 Click on the “Y” or “P” in the Received column to view receipt information.

5.9 Click on the active link to view the receipt information. Click the Return button when done.
5.10 Click on a voucher link

A link to Voucher Inquiry and one to Payment Information is displayed.

5.11 Click Return to return to the Requisition Inquiry page.