



ePro – View Status of Requisitions

Introduction

eProcurement provides the Requestor with the ability to review the progress or status of their requestion from the initial submission and purchase order creation through to receipting, invoicing and payment.

Overview of Procedure

The Manage Requisition page is used to review and monitor the status of requisitions, as well being the launching page to receipt all goods and services.

Review Requisition Status

From the Main Menu, select eProcurement, then Manage Requisitions.

The screenshot shows the 'Manage Requisitions' search interface. It includes a title bar, a search instructions section, and several input fields for filtering requisitions. The fields are: Business Unit (UNIAD), Requisition Name (empty), Requisition ID (empty), Request Status (All but Complete), Date From (24/09/2015), Date To (01/10/2015), Requester (a1221079), Entered By (empty), Budget Status (empty), and PO ID (empty). There are 'Search' and 'Clear' buttons at the bottom.

Manage Requisitions			
Search Requisitions			
To locate requisitions, edit the criteria below and click the Search button.			
Business Unit:	<input type="text" value="UNIAD"/>	Requisition Name:	<input type="text"/>
Requisition ID:	<input type="text"/>	Request Status:	<input type="text" value="All but Complete"/>
Date From:	<input type="text" value="24/09/2015"/>	Date To:	<input type="text" value="01/10/2015"/>
Requester:	<input type="text" value="a1221079"/>	Entered By:	<input type="text"/>
		Budget Status:	<input type="text"/>
		PO ID:	<input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

By default, the requisitions that you have created in the last seven days will be displayed.

To change the date range or to search for another Requester, update the relevant fields and click Search.

Manage Requisitions

Search Requisitions

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

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

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	
0000002836	Contractor - Dec 2015	UNIAD	01/10/2015	Partially Received	Valid	100,000.00 AUD	<Select Action> <input type="button" value="Go"/>
0000002824	E Purchase order	UNIAD	29/09/2015	Approved	Valid	367.00 AUD	<Select Action> <input type="button" value="Go"/>

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

Locate the Requisition you wish to review and click on the ▷ triangle next to a request ID.
 This will display the Line Information and also the Request Lifespan.
 Click the ▾ triangle to return to the previous view.

Manage Requisitions

Search Requisitions

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

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

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 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	
0000002836	Contractor - Dec 2015	UNIAD	01/10/2015	Partially Received	Valid	100,000.00 AUD	<Select Action> <input type="button" value="Go"/>

Requester: Monaghan,Leah Entered By: Monaghan,Leah Priority: Medium
 Pre-Encumbrance Balance: 0.00 AUD

Request Lifespan:

Line Information

Line	Description	Status	Price	Quantity	UOM	Vendor
1	hays consultant	Partially Received	100.00000	AUD	1,000.0000	HR Hays Specialist Recruitment

0000002824 E Purchase order UNIAD 29/09/2015 Approved Valid 367.00 AUD <Select Action>

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The Request Lifespan will show a series of icons showing the default PeopleSoft steps in the life of a Requisition.

It should be noted that not all of the PeopleSoft steps are used in the University of Adelaide (UofA) process.

The normal process steps at the UofA is:

- Requisition
- Purchase Order
- Receiving
- Invoice
- Payment

If an icon is 'greyed' out, that indicates that the step has not commenced yet. If the icon appears brighter, the user will be able to select the icon and review the associated detail of that step, as the below examples show:

Manage Requisitions

Search Requisitions

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

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

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Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000002836	Contractor - Dec 2015	UNIAD	01/10/2015	Partially Received	Valid	100,000.00 AUD	<Select Action> Go

Requester: Monaghan,Leah Entered By: Monaghan,Leah Priority: Medium
Pre-Encumbrance Balance: 0.00 AUD

Request Lifespan:

Requisition Approvals Inventory **Purchase Orders** Change Request Receiving Returns Invoice Payment

Line Information

Line	Description	Status	Price	Quantity	UOM	Vendor
1	hays consultant	Partially Received	100.00000 AUD	1,000.0000	HR	Hays Specialist Recruitment

0000002824 E Purchase order UNIAD 29/09/2015 Approved Valid 367.00 AUD <Select Action> Go

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Purchase Order Inquiry

Business Unit: UNIAD

Requisition information Find | View All | First 1 of 1 | Last

Requisition ID: 0000002836 Line Number: 1

PO information Find | View All | First 1 of 1 | Last

PO Number: 0000285483 Buyer: SchAgricultureFood&Wine Change Order:
 PO Date: 01/10/2015 Vendor ID: 0000010155 Terms: 07D PO Status: Dispatched

Line	Item ID	Description	Merchandise Amt		UOM	PO Qty	Status	Line Details
1		hays consultant	100,000.00	AUD	HR	1,000.0000	Approved	

[Return to Manage Requisitions](#)

Manage Requisitions

Search Requisitions

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

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

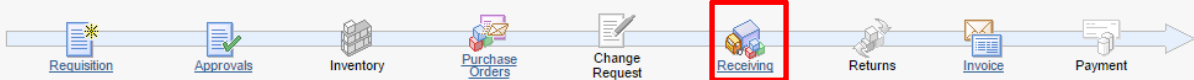
To view the lifespan and line items for a requisition, click the Expand triangle icon:

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	
0000002836	Contractor - Dec 2015	UNIAD	01/10/2015	Partially Received	Valid	100,000.00 AUD	<Select Action> Go

Requester: Monaghan, Leah Entered By: Monaghan, Leah Priority: Medium

Pre-Encumbrance Balance: 0.00 AUD



Request Lifespan:

Line	Description	Status	Price		Quantity	UOM	Vendor
1	hays consultant	Partially Received	100.00000	AUD	1,000.0000	HR	Hays Specialist Recruitment

0000002824	E Purchase order	UNIAD	29/09/2015	Approved	Valid	367.00 AUD	<Select Action> Go
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Business Unit:	UNIAD	Requisition ID:	000002836								
Scroll Area Find View All First 1 of 1 Last											
Business Unit:	UNIAD	PO Number:	0000285483								
Vendor ID:	0000010155	Vendor Location:	000001								
Purchase Order Date:	01/10/2015	Match Rule:	THREE_WAY								
Hays Specialist Recruitment											
PO Line Find View All First 1 of 1 Last											
Line Number:	1	Sched #:	1								
Item ID:											
Merchandise Amount:	100000.000	PO Quantity:	1000.0000								
Match Status PO:	Not Matched										
PO Voucher Lines Personalize Find View All First 1 of 1 Last											
AP Unit	Voucher	Line	Entry Status	Match Status	Amount	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized Distribution
UNIAD	01168777	1	Postable	To Be Matched	500.000	HR	5.0000				
PO Receiver Lines Personalize Find View All First 1-2 of 2 Last											
BU Recv	Receipt No	Receipt Line	Match Status	Amount	UOM	Recv Qty	Accept Qty				
UNIAD	0000349409	1	To Match	1000.000	HR	10.0000	10.0000				
UNIAD	0000349410	1	To Match	200.000	HR	2.0000	2.0000				
Return to Manage Requisitions											

When reviewing the existing receipts for a Requisition, if an Invoice has already been recorded, it is easier to review these details via the Invoice Icon. If however there is no Invoice recorded yet, use the Receipt Icon. For this option you will need to enter the Purchase Order number so it is suggested that you review the Purchase order Details first to copy the PO Number.

Manage Requisitions

Search Requisitions

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Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

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Req ID	Requisition Name	BU	Date	Status	Budget	Total	
000002836	Contractor - Dec 2015	UNIAD	01/10/2015	Partially Received	Valid	100,000.00 AUD	<Select Action> Go

Requester: Monaghan,Leah Entered By: Monaghan,Leah Priority: Medium

Pre-Encumbrance Balance: 0.00 AUD

Request Lifespan:

Line Information Personalize | Find | First 1 of 1 | Last

Line	Description	Status	Price	Quantity	UOM	Vendor	
1	hays consultant	Partially Received	100.00000	AUD	1,000.0000	HR	Hays Specialist Recruitment

000002824 E Purchase order UNIAD 29/09/2015 Approved Valid 367.00 AUD <Select Action> Go

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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 Vendors](#)

Enter search criteria and click Search to view existing receipts.

In this example there have been to multiple Receipts for the Purchase Order. Select the icon to review the exact Receipt details.

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 Vendors](#)

Business Unit	Receipt ID	Date	PO ID	Vendor	Status					
UNIAD	0000349410	01/10/2015	0000285483	HAYSPEREC-002	Received					
UNIAD	0000349409	01/10/2015	0000285483	HAYSPEREC-002	Received					

[Return to Manage Requisitions](#)

Maintain Receipts

Receiving



Business Unit: UNIAD Receipt Status: Fully Received

Receipt ID: 0000349411 [Add Header Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

[Select Purchase Order](#)

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	Device Track
1		hays consultant	<input type="text" value="10.0000"/>	 HR	100.00000	10.0000	Received	FEE03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HR	Device Track

Interface Receipt Run Close Short [Interface Asset Information](#)

Contact Us

For further support or questions, please contact the Finance and Procurement Support Team:
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