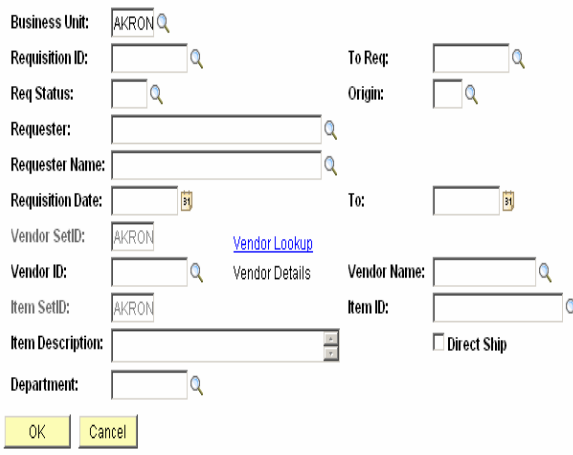




Chapter 6 : Requisition Inquiry

Requisition Inquiry Page

You can use this page to locate the following information:

- Status of the requisition
- The Date the requisition was created
- Total Amount of requisition
- Items on a requisition
- Approval History
- If a Purchase Order has been created
- If the items from the requisition have been received
- If a Voucher has been created
- If payment has been made and the check number

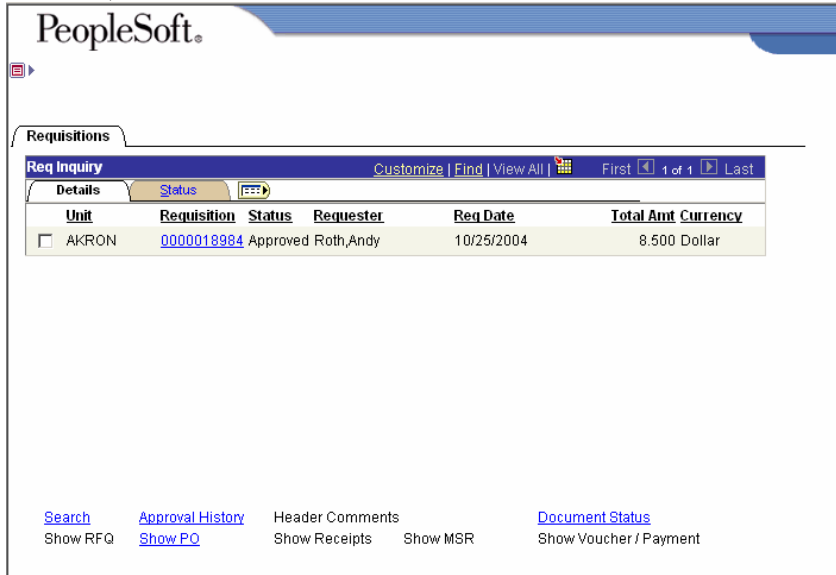
What you do	What happens
<p>1. From the main menu, choose: Purchasing,</p> <p>Click the <u>Review Requisition Information</u> link</p> <p>Click the <u>Requisitions</u> link.</p>	<p>The Requisition Inquiry search page displays:</p> <p>Requisition Inquiry</p>  <p>The screenshot shows a search form with the following fields and controls:</p> <ul style="list-style-type: none"> Business Unit: AKRON (with a magnifying glass icon) Requisition ID: (with a magnifying glass icon) Req Status: (with a magnifying glass icon) Requester: (with a magnifying glass icon) Requester Name: (with a magnifying glass icon) Requisition Date: (with a calendar icon) Vendor SetID: AKRON Vendor ID: (with a magnifying glass icon) Item SetID: AKRON Item Description: (with a dropdown arrow) Department: (with a magnifying glass icon) To Req: (with a magnifying glass icon) Origin: (with a magnifying glass icon) To: (with a calendar icon) Vendor Name: (with a magnifying glass icon) Item ID: (with a magnifying glass icon) Direct Ship: <input type="checkbox"/> Buttons: OK, Cancel Links: Vendor Lookup, Vendor Details

What you do	What happens
<p>2. Fill in search criteria. Using more criteria will return a smaller group of requisitions.</p> <p>However, this panel may be used to review all (limit of 20 at a time) of the Requester's requisitions for a given time period.</p> <p>Business Unit: AKRON.</p> <p>Requisition ID: Enter Requisition ID, including any lead zeros.</p> <p>Requester: User ID. You can use the Look up  button to return search results. This is the ID that you use to log on to PeopleSoft.</p> <p>Requester Name: Search for the requester by entering their name. The format for name is last name,first name. For example: Instructor,Suzie. <i>You can use the Look up  button to search for a Requester by their last name.</i></p> <p>Requisition Date: Date requisition was entered. You can use the Choose a Date button to display a calendar.</p> <p>Vendor: Vendor ID, will list all requisitions for this Vendor.</p> <p>Click on the OK button.</p>	

What you do	What happens
-------------	--------------

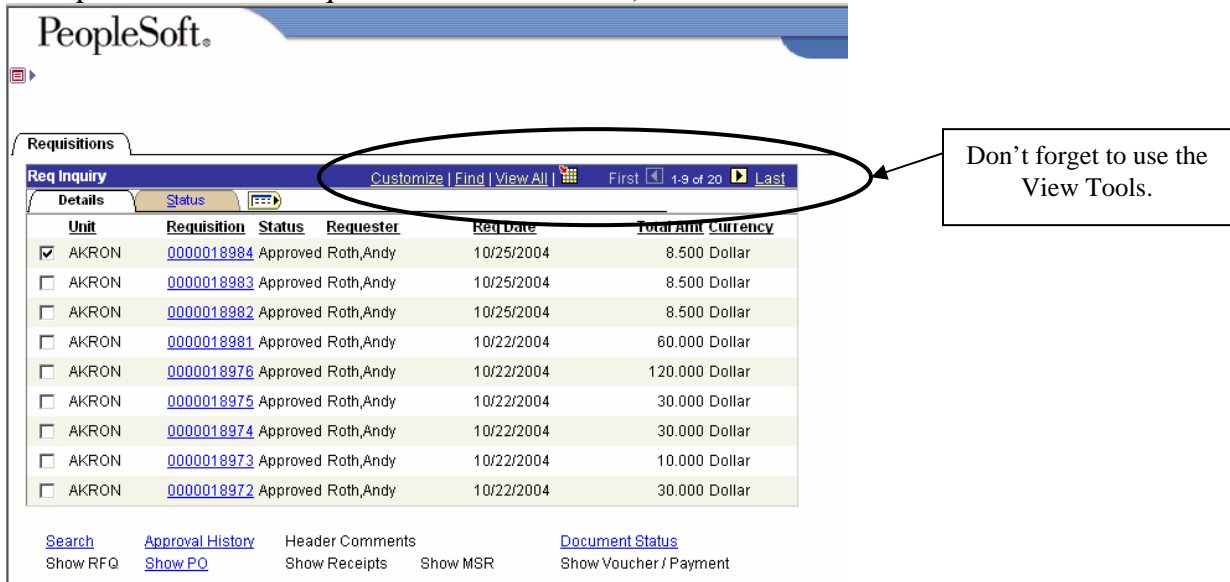
3. The Req Inquiry Details page displays.

This page displays all requisitions that met the search criteria. This is an example of when the search criteria returned one requisition. (This is an example of when the Req ID was entered.)

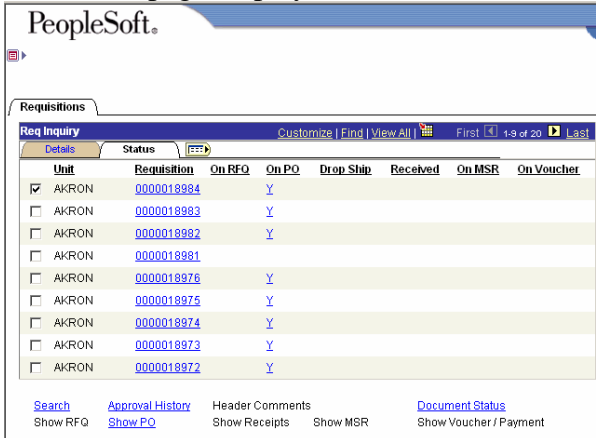


4. The Req Inquiry Details page displays.

This is an example of when the search criteria returned several requisitions. (This is an example of when the Requesters ID was entered.)



Note: You can print this page using the Internet Explorer. Use the Menu option of **File, Print.**

What you do	What happens
<p>5. You can find the following information on this page.</p> <ul style="list-style-type: none"> ■ Status (Approved, Denied, Recycled, Pending Approval, Canceled, or Complete) ■ Requester ■ Requisition Date ■ Total Amount 	
<p>6. Click on the Status tab (link) to obtain additional information.</p> <p>On the Status page you can find the following information:</p> <ul style="list-style-type: none"> ■ If a PO has been created (click on the “Y” link in the On PO column to obtain the PO ID number). ■ If a Receiver has been created (click on the “Y” link in the Received column to obtain the Receipt ID number). ■ If a Voucher has been created (click on the “Y” link in the On Voucher column to obtain the Voucher ID number). <p>You may also click on any of the active links at the bottom of the screen to view Approval History, Header Comments, etc. (The link will become active when a document exists.)</p>	<p>The Status page displays.</p> 
<p>7. To view the requisition items details, click on the Requisition ID link (Requisition Column) from either the Details or Status page.</p> <p>Click on the Return button to go back.</p>	<p>The Requisition Details page displays.</p> 