LIFE CYLE QUICK LIST

PeopleSoft Financials >eProcurement > Manage Requisitions

Filter the search criteria as desired, i.e. by requisition number, user, status, etc.

Select the yellow triangle on the left side of any requisition to access the life cycle.

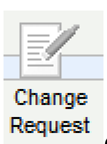
Icons will be highlighted once the requisition has been processed through that stage.

Icons

Requisition – requisition inquiry, information including line detail chartfield and asset management info

Approvals – View approvals or denials, comments, approver information, and dates and times of Actions.

Purchase Orders – PO inquiry, information PO number, buyer, PO date, PO Detail, line detail.



Change Request – view any changes that have been made to a PO

Receiving – Receipt information, including receipt number, date received, PO number, item description, received quantity, Amount and chartfield string.

Returns – view any items returned to the vendor, RTV number, quantity, reason, action needed, return Authorization number and date returned.

Invoice – Invoice inquiry screens including vouchers and amounts; requisition and PO numbers;   Vendor, match rule, etc.

Payment - Payment inquiry screens including vendor; requisition and PO number; date paid; Amount; invoice; voucher; method of payment and check number.

For more detailed information, access Module Six – Life Cycle of a Purchase