

Managing eProcurement Requisitions

Version Date: May 11, 2023

Table of Contents

Managing eProcurement Requisitions	
Entering an eProcurement Requisition	
Speedcharts	
Create a Punchout Requisition	
Create a Special Request Requisition	
Split a Distribution on a Requisition	
Find/Edit a Save for Later Requisition	
Add Comments and Attachments	
Copy a Requisition	
Cancelations	105
Cancel a Requisition	
Cancel a Requisition Line	
-	
Budget Check a Requisition	
Budget Check a Requisition	
Inquiries	
Conduct Requisition Searches in eProcurement	
Inquire on a ePro Requisition	
Inquire on a ePro Purchase Order	
Inquire on Document Status	
View Print Requisitions	
Print via the Requisition Report Process	
Requisition Basics	
Use the Lookup Feature	
Create/Find a Run Control ID	

Managing eProcurement Requisitions

Entering an eProcurement Requisition

Speedcharts

Procedure

In this topic you will learn how to use **SpeedCharts** to simplify data entry.

Step	Action
1.	<i>NOTE: Speedcharts are referred to as Accounting Tags in eProcurement.</i> <i>However, the process for looking up Speedchart (Accounting Tag) information</i> <i>remains the same.</i>
2.	A SpeedChart is a shortcut the users can enter to automatically fill in the individual ChartField values on the distribution line. The use of SpeedCharts can greatly increase data entry efficiency by reducing the number of keystrokes required to enter frequently used combinations of ChartField values and by reducing keystroke errors.
3.	<u>Please review the following definitions on SpeedChart, ChartField and</u> <u>ChartString used in this training document.</u>
	•SpeedChart – is a combination of ChartFields, excluding the Account Code. The Account Code is not part of the SpeedChart values and needs to be entered on the distribution line to complete the ChartString. It is also known as <u>SpeedType.</u>
	•ChartField – In Peoplesoft, the Chart of Accounts is comprised of information fields that provide the basic structure to segregate and categorize transactional and budget data. Each informational field is called a <u>CHARTFIELD.</u>
	•ChartString – is combining a series of chartfield values into one string.
	SpeedCharts are utilized on the Requisition Defaults and line distribution page: •Single SpeedCharts are accessed on the Requisition default page and the Distribution line.
	•Multiple SpeedCharts are accessed on the Distribution lines.
4.	Lookup SpeedChart Information:
	The SpeedChart information can be found in the SpeedType lookup.
	Click the NavBar button.
	\oslash

💳 Homepage	× +		~	-	٥	×
← → C ∆	dpsb.psfs.lsuhsc.edu/psc/fstrn/EMPLOYEE/ERF	י/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL? 역 ובי	☆ 👩	* 0	1 🛓	:
1		Ham Financials	TRN 1	ት 🗘	:	Ø
My Finan	cials Home ▼				NavB	ar
	System Notifications PS9FSTRN Notice: PeopleSoft Financials Training: This system is numing PeopleTools 8:50.05 for upgrade training. This is a fest instance for LSU Health PS Financisis. Lsat refree date: 2023-02-08				Fave	orites enu

Step	Action
5.	Click the Menu button.
6.	Click the Down scrollbar.
7.	Click the LSU Processes link.
8.	Click the LSU SpeedType Lookup link. LSU Speedtype Lookup

Step	Action
9.	NOTE: In this example we are searching for all the SpeedCharts for a specific Department.
	Enter your Business Unit in the SetID field and the Department ID you wish to search for.
	Click the Search button.
	Search

3	LSU Speedtype	e Lookup	×	+								× –	Ø	
÷	→ C 1		dpsb.psfs.lsul	hsc.edu/psp/fstrn/EMPLOYEE/ER	P/c/ZZ	GL_MO	DULE.ZZ	GL_SPEE	DTYPE.GBI		€ ☆	🖾 🗯 (
< №	ly Financials	Home		LSU	Spee	edtyp	e Look	up			1	ት 🗘	:	(
Accou	nt:	1	begins with 🗸 🛙	Q										
)enar	ment:	i i	begins with 🗸	1673000										
Projec			begins with V	-										
				٩										
edera	al A-21 Cost Ca	ategory: 1	egins with 🗸											
Sea				J Case Sensitive Save Search Criteria										
earc ew A	h Results										Firs	st 🕢 1-32 of 3	2 🕞	La
etID	SpeedType Key	LSU IA Number	LSU Account Number	Description	Fund Code	Class Field	Program Code	Account	Department	Project	Federal A-21 Cost Category	HR Account Code	Cost Report Line	t
SUSH	1 0067301001	(blank)	(blank)	SBS Alloc to Hosp	111	10105	00101	(blank)	1673000	(blank)	GA	A006730100	19300	1
SUSH	0673000001	(blank)	(blank)	Information Tech	111	10105	54000	(blank)	1673000	(blank)	GA	0673000001	(blank))
SUSH	0673001003	(blank)	(blank)	Computer System Conv	111	10105	54114	(blank)	1673000	(blank)	GA	(blank)	(blank))
SUSH	167301001A	(blank)	(blank)	ARRA:LHCQF EHR	113	35200	20001	(blank)	1673000	167301001A	OSA	N/A	19301	
SUSH	1 2011201002	296473	588142506	Comp Sys - Pelican Support	115	10305	54118	(blank)	1673000	(blank)	UNAV	A2011201002	99.01	
SUSH	12673001001	281670	588142500	COMPUTING SERVICES	115	10305	54000	(blank)	1673000	(blank)	UNAV	A2673001001	(blank))
SUSH	12673001002	281671	588142501	COMPUTING-SHARED SYS	115	10305	54112	(blank)	1673000	(blank)	UNAV	A2673001002	(blank))
SUSH	12673001003	281675	588142502	COMPUTER SYSTEM CONV	115	10305	54114	(blank)	1673000	(blank)	UNAV	A2673001003	(blank))
SUSH	12673001004	281673	588142503	COMPUTER SERVICE SUP	115	10305	50001	(blank)	1673000	(blank)	UNAV	A2673001004	(blank))
SUSH	12673001005	281677	588142504	COMPUTER SVC SUPPORT EAC	115	10305	54117	(blank)	1673000	(blank)	UNAV	A2673001005	(blank))
SUSH	12673001006	281680	588142505	COMPUTER SVC SUP-EAC	115	10305	54150	(blank)	1673000	(blank)	UNAV	A2673001006	(blank))
SUSH	1 5673001001	361672	588148221	MAINFRAME COM UPGRAD	113	40130	20001	(blank)	1673000	5673001001	GA	A5673001001	(blank))
SUSH	1 5673001003	361676	588148501	ADM COMPUTER SYS	113	40130	50001	(blank)	1673000	5673001003	GA	A5673001003	(blank))
	5673001004	640525	588148502	COMP. NETWORK/SUPPOR	113	90145	50001	(blank)	1673000	5673001004	GA	A5673001004	(blank))
SUSH	15673001005	640524	588148500	COMP SRV COMM CARE	113	40300	50001	(blank)	1673000	5673001005	GA	A5673001005	(blank))
		361673	588148503	COMPUTER SERVICE-PBS	113	40300	50001	(blank)	1673000	5673001006	GA	A5673001006	(blank))
SUSH	1 56/ 3001006	264674	588148504	COMPUTER SERV SUPPOR	113	40300	50001	(blank)	1673000	5673001007	GA	A5673001007	(blank))
SUSH SUSH	5673001006	301074			113	40300	50001	(blank)	1673000	5673001008	GA	A5673001008	99.01	
SUSH SUSH SUSH			588148505	COMP SER-CHANCEL SUP	113									
SUSH SUSH SUSH SUSH	5673001007	361677	588148505 588148222	COMP SER-CHANCEL SUP CHAN SPPT-COMP SER-UPL	113	90170	20001	(blank)	1673000	5673001009	GA	A5673001009	(blank))
SUSH SUSH SUSH SUSH SUSH	5673001007 5673001008	361677 361675					20001 20010			5673001009 5673001010		A5673001009 A5673001010		
SUSH SUSH SUSH SUSH SUSH SUSH	5673001007 5673001008 5673001009	361677 361675 640716	588148222	CHAN SPPT-COMP SER-UPL	113	90170		(blank)	1673000		GA)

Step	Action
10.	Select SpeedType Key for the department you wish to review.
	Click the SpeedType Key link.

S LSU Speedtype Lookup	× +		~	-	٥	×
\leftarrow \rightarrow C \triangle $\stackrel{\bullet}{\bullet}$ dpsb.p	sfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/ZZGL_MODULE.ZZGL_SPEEDTYPE.GBL	ê t	۲ (C	*) :
My Financials Home	LSU Speedtype Lookup		ŵ	Δ	:	Ø
LSU Speedtype Additional Field:		New V	Vindow I	Help	Personali	ze Page
SetID: LSUSH Speed Typ	e: 2673001001 COMPUTING SERVICES					
Legacy Account Information						
Acct Number: 5881	42500 IA Number: 281670					
Chartfields Department: 1673000 Account: Project	Information Technology-Admin					
Fund Code: 115 Program Code: 54000 Class Field: 10305	RESTRICTED BUDGETED FUND General And Administrative State Restr Bud-Acct Ctgy					
🔚 Save 🔯 Return to Search	† Previous in List 📮 Next in List 😢 Notify 🖉 Update/Display 🍃 Include History	🕑 C	orrect Hist	огу		
LSU Speedtype Additional Fields						

Step	Action
11.	The SpeedChart information is displayed.
	NOTE: If you want to use this SpeedChart when creating your information, please make a note of the SpeedType Key to enter in the SpeedChart search field.
	NOTE: Only SpeedChart that begin with a numeric value can be used when creating the Requisitions. Speed Charts that begin with a ''G'' or ''R'' cannot be used.
	Note the LSU Speedtype field value.
	Press [Enter] to <u>continue</u> .
12.	Single SpeedChart
	The Single SpeedChart field is located on the Requisition Defaults page above the distribution line. The SpeedChart always overwrites any existing Chartfield values entered on the requisition Distributions line. You will need to enter the SpeedChart before you input the Account Code chartfield value on the Distributions line.
13.	NOTE: If you know the SpeedChart you want to use you can enter the complete SpeedChart Key into the SpeedChart field. Or you can enter part of the SpeedChart Key, click the lookup icon and select a SpeedChart from the list.

Requi	sition		× +			*									C	þ
- >	сû	🗎 dpst	.psfs.lsuhsc.edu/	psc/fstrn/EM	PLOYEE/ERP,	/c/NUI_F	RAMEWOR	K.PT_AGST	ARTPAGE_NU	I Q	Ċ	☆	e	*		
		10	USD		Re	quisitio	on Settings									×
	Dofault O	*Currency	030													
			If you select this op	ion, the defaults	specified below	will be app	lied to requisiti	on lines wher	n there are no pre	defined valu	ues for	these				
			fields.													
	Overr	ide	If you select this opt	ion, the defaults	specified below	will overrid	le any predefin	ed values for	these fields,only	non-blank v	alues	are assi <u>c</u>	gned.			
Lir	ne Default	s 🕐														
	Note: Th replace	e information i	n this page does not corresponding fields	reflect the data on the selecte	a in the selected d lines that are	l requisiti available	on lines. When for sourcing.	the 'OK' bu	tton is clicked, t	he data ent	ered o	on this p	age will			
		Supplier		Q			y 00000		Q							
	Su	pplier Location			Unit o	of Measure		0								
			CTAYL2	Q												
Shi	ipping Def	-														
		Ship T	o LSUSH	Q												
		Due Dat	-			Attentio	MB010303	- WDOOL1								
Di	stribution															
		Accounting T	ag	Q	Acc	ounting D	ate 04/25/2023	Ē								
	Accou	nting Defaults	;				Pe	rsonalize F	Find 🖉 🔡	First 🕢) 1 of	1 🕑 L	.ast			
	Chartf	elds1 Chart	fields2 <u>D</u> etails	Asset Informati	on 💷											
	Dist	Percent	Location	GL Unit	Account	. 0	ept	Fund	Program	Class	P	roduct				
		1		Q LSUSH	Q	Q	٩	Q	Q		٩		C			
	4												Þ			
OI	К	Cancel														
															_	

Step	Action
14.	Enter the desired information into the SpeedChart field. Enter "2673%".
15.	Click the SpeedChart Look up button.
16.	Click the 2673001001 link. 2673001001
17.	The Chartfield values are filled in as indicated in the screenshot. Please enter the account number to complete the ChartString.
18.	NOTE: If you cannot find a SpeedChart that contains the values for which the item(s) is being charged, you can manually enter the ChartString values on the distribution line. Click in the Account button.
19.	 If you want to split the charges between multiple ChartStrings on the Requisition Default page, you can add another distribution line by clicking on the Add Multiple New Rows button (+) located at the end of the distribution line. <i>NOTE: You cannot select a SpeedChart for the second distribution line; doing so will overwrite the ChartField values on the <u>first distribution line</u>.</i> Click OK to continue.

Step	Action
20.	The new row will display the values from distribution line 1. Update the ChartString values on line two to charge to the correct ChartString, and apply the percentage of distribution to each line.
	NOTE: If there are multiple items being ordered and charged to different ChartStrings, you can choose to enter the ChartString on each line instead of on the Requisition Defaults.

	Requisition X +	~	-	Ć	ס	×
←	🔿 C 🏠 🗎 dpsb.psfs.lsuhsc.edu/psc/fstm/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI Q 🖄 🏚		*			:
<	Requisition Settings				×	Ø
	Currency USD Default Options @ Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields. @ Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are a Line Default @ Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this replace the data in the corresponding fields on the selected ines that are available for sourcing. Supplier Category 00000 Buyer CTAYL2 Shipping Defaults Ship To Supplier Attention MB010303 - WDOOL1 Distribution Defaults	signed.	11			Page
	Accounting Tag Q Accounting Date [04/25/2023] Accounting Defaults Personalize Find [2]] First () 1 of 1 (Chartfields1 Obstrifields2 Details Asset Information IIII) GL Unit Account Dept Fund Program Class Product Project (SUSH Q 546700 Q 1673000 Q 115 Q 54000 Q 10305 Q Q Q Q Q ((Last				9

Step	Action
21.	This completes the SpeedCharts section.
	End of Procedure.

Create a Punchout Requisition

Procedure

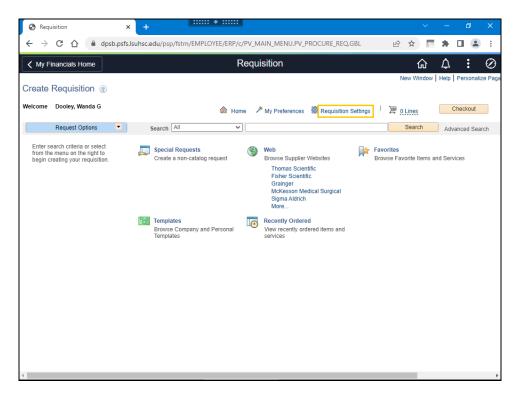
In this topic you will learn how to Create a Punchout Requisition.

A <u>Web Punchout</u> is a method for requesters to buy from a supplier's website from within the requester's own procurement system.

Step	Action
1.	NOTE: eProcurement is the new requisition module for LSUSH. The module provides electronic commerce transactions with certain vendors by web punchout to their catalog, returning the request to the PeopleSoft Financials application, then submitting the order to the vendor. All other requisitions may be created through the Special Requests feature. Click the NavBar button.
2.	Click the Menu link.
3.	Scroll the eProcurement scrollbar with the mouse wheel.
4.	Click the eProcurement link. eProcurement

	Homepage X	+	· - 0 >	×
÷	→ C ☆ 🏾 dpsb.psfs.lsu	hsc.edu/psc/fstrn/EMPLOYEE/ERP/	NUI_FRAMEWORK.PT_LANDINGPAGE.GBL 🖻 🖈 🗖 😩	:
			🛲 Financials TRN 🏠 🗜 🤅	Ø
	My Financials Hom	e 🔻	NavBar: Menu	ŵ
			Menu	
	System Not PS9FSTRN Noti	ce: PeopleSoft	Recently Visited eProcurement	
	Financials Training running PeopleTo upgrade t This is a test ins	ools 8.59.05 for raining. tance for LSU	Buyer Center	>
	Health PS Financials. Last r date: 2023-02-08		Favorites Manage Requisition Approvals	
<u>(</u>			Manage Requisitions	
\bigcirc			Menu E Receive Items	
			Reports	
			Create Requisition	
			in/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PTNUI_MENU_COMP.GBL?sa=&FLDR=EP_PV_BUYER_C	

Step	Action
5.	Click the Requisition link.
	Requisition
6.	There are three (3) steps to creating a Punchout Requisition:
	1. Enter Requisition Settings
	2. Enter punchout line items and checkout
	3. Review, Save and Print the punchout requisition
	NOTE: Changing the order of these steps may cause default errors which will result in the re-entering of the requisition by the requester.



Step	Action
7.	Step 1: Enter Requisition Settings
	The Requisition Settings are used to set the default values for the requisition.
	Click the Requisition Settings link.
	Requisition Settings

C) Re	equisi	ition		:	×	-			: * :														~	-		o	×
←	-	> (C		dpsb.psf	s.lsuhso	.edu/p	sp/fsti	m/EMPl	.OYEE/	/ERP	P/c/PV_N	MAIN.	_MENI	U.PV	_PRO	CURI	E_REC	Q.GBL			Ê	☆		*) :
<	F	Requ	iisiti	on Se	ettings																							ר
Cre Weld					Business Unit *Requester *Currency	LSUS WDO				Q		LSUHSC : Dooley, W						Rec	quisitic	n Nam Priorit	_	Aediun	n	~		H	elp	Page
		[Defa	ult O	ptions (?)	000																						n
e			0	Defau	ilt	lf you s fields.	elect thi	s optio	n, the def	aults sp	pecif	fied below	w will b	e appli	ied to	requis	sition	lines v	vhen th	ere are	e no j	predef	ined	l values	for th	ese		
fi b			0	Overi	ide	If you s	elect thi	s optio	n, the def	'aults sp	pecif	fied below	w will o	override	e any i	predef	fined	alues	s for the	ese fiel	ds,or	nly non	ı-bla	ink valu	ies are	assig	ned.	
		Li	ne D	efault	s 🕐																							
					ne information in the data in the c													e 'OK	' butto	n is cli	icked	i, the (data	a enter	ed on	this p	age \	
					Supplier				٩				Cat	tegory	000	00			Q									
				Su	pplier Location				Q			Unit	of Me	asure			C											
					Buyer				2																			
		Shi	ippir	ng Del	faults																							
					Ship To Due Date				Q				Att	tention	n 🗌													
		Di	strib	ution	Defaults																							
					Accounting Ta	g				Q		Acc	counti	ing Da	te 04	/18/20)23	Ħ										
			_		nting Defaults ields1 Chartfi	elds2	Details	s A	sset Info	mation	6					1	Perso	nalize	e Fino	1		I	First	t 🕢 1	l of 1	🕑 La	ist	
	•					_	_					_															×	Ĭ
1	-	-	-	-		-	-	-								_												
javas	cript	t:subr	nitAc	tion_v	vin0(document.wi	in0,'PV_F	EQ_BU_	WRK_C	ESCR');																			Þ

Step	Action
8.	The Requisition Settings page will display.
	The Requisition Settings page allows users to enter supplier, shipping, charstring, etc., information on one page rather than for each line item of the requisition. Fields such as the Business Unit, Requester, Currency , and Location information should default from your profile. Any entries or changes made on the Requisition Settings page automatically default for all Line Items if made prior to adding any lines to the requisition.
9.	The top section of the Requisition Settings page allows the user to enter a <i>Requisition Name</i> , change the priority, as well as change the requester if entering the request for another user (<i>i.e., a Department Approver can change the Requester to any Requester that they approve. Buyers can do the same for all requesters</i>). Enter the desired information into the Requisition Name field. Enter " SHV Test Punchout Requisition ".
10.	Requisitions <u>do not</u> have to be approved in any particular order. However, you may click the Priority drop-down arrow next to the requisition links to make a notation of the priority order in which you wish the Approver to approve the requisitions in his/her Worklist. <i>NOTE: This <u>does not</u> reorder the requisitions on the Worklist.</i> Click the down arrow to the right of the Priority field.

ଟ) R	lequisitio	on	× +	+					\sim	-	Ć	ר	×
←		→ C	仚	dpsb.psfs.lsuhsc.edu/psp/fs	trn/EMPLOYEE/ERP/c/F	PV_MAIN_MENU.PV_PROCURE_R	EQ.GBL	È	☆		*			:
<		Requis	ition S	ettings									×	\oslash
				LSUSH Q			QUB/ Tool Durach			Help				Page
Cre		Busine	ss Unit juester	· · ·	LSUHSC Shreveport	Requisition Name	SHV Test Punch	iout Re	quistuc	ווס				
Weld			rrency	WDOOL1 Q	Dooley, Wanda G	Priority	High							
)pt	tions (Low					1		n
E	ult			If you select this option, the defaults sp fields.	ecified below will be applie	ed to requisition lines when there are n		ies for t	nese					
t t	rric	le		If you select this option, the defaults sp	ecified below will override	any predefined values for these fields	only non-blank va	alues ar	e assi	gned.				
	lts	?												
				this page does not reflect the data ir prresponding fields on the selected l			ked, the data ente	ered on	this p	page wi	II			
		Su	pplier	٩	Category	00000 Q								
	up	plier Lo	cation	٩	Unit of Measure	٩								
			Buyer	Q										
	əfa	ults												
			Ship To	Q										
		D	ue Date	31	Attention									
		efaults												
	_	Accoun	-	۹۹	Accounting Date	e 04/18/2023 🕅 Personalize Find 🔄	First 🕢	1 of 1	A 1	act				
		lds1	C <u>h</u> artfi	elds2 Details Asset Information		reisonalize rinu go j	Fiist 🕔	1011	© L	.dSl				
	4) }	
1	-	-	-					-	-	-	-	-		
4														•

Action
NOTE: The priority could be the importance of the requisition or the expected turnaround time. In the Worklist, the priority of the requisition is displayed and can be sorted by priority by clicking on the Priority column header.
Low - Turnaround time is not a priority.
$\underline{\mathbf{Medium}}$ - The default value for all requisitions, the expectation for approval is within a few days.
<u>High</u> - Very important, approval is expected within a day. For example, an emergency requisition needed to be ordered and paid for quickly.
Choose the desired Priority .
Under the Line Defaults section, <i>Buyer</i> is a required field. If you know the Buyer's UserID, you may enter directly into the field, or search for it using the Look up Buyer (magnifying glass) to the right of the Buyer field.
Click the Look up Buyer button.

6	Requisition ×	+									×
-	→ C A and a dpsb.psfs.lsu	sc.edu/psp/fstrn/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCURE_REQ.GBL			e t	ž		* [1 (:
:	Requisition Settings	Look Up Buyer	×	Γ	_	_		_	_	×	Z
1			elp 🔺						Help	<u>^</u>	P
e	Business Unit	Buyer: begins with V		e Ľ	SHV Test	t Punch	nout F	Requisit	ion	- 1	
L	*Requester W	Name: begins with 🗸		l F	Medium	~					
k											l
L	*Currency U	Look Up Clear Cancel Basic Lookup									
1	Default Options (?)	Search Results								- h	l
L	O Default If y	View 100 First 🕢 1-141 of 141 🕟 Last		no	predefin	ed valu	ies fo	r these		11	
9	Default	Buyer Name			producini	ou ruio		in unoco			
	Override If v	AALFO3 Alford Annette Foster									
1	Override If years	AANDER1 Anderson, Alison		S,0	nly non-b	plank va	alues	are as	signed.		
L		ABREN2 Brennan Andrew J.									
L	Line Defaults 👔	ACRAIG Craig, Alethea									
L	Note: The information in this	ADELAT Delatte. Adam T.		cke	d, the da	ata ente	ered	on this	page	۱.	
L	replace the data in the corre	AFUSSE Fussell, Alice R									
L		AHOOD Hood, Ava									
L	Supplier	AJOHN7 Butler, Amanda Francesca									
	Supplier Location	AMALB2 Malbrough, Amanda R.									
		ANEAL Neal, Angela									
	Buyer	ASALTA Saltaformaggio, Anthony									
	Shipping Defaults	ASTEPH Stephany, Atwood									
	Shipping Defaults	BBELL2 Bell, Barbara S.		H							
	Ship To	BBELL6 Bell, Barbara S.									
	Ship to	BBELL7 Bell,Barbara S									
	Due Date	BBROWN5 Brown, Bessie BDANIE1 Koonce, Brenda L									
	Distribution Defaults										
	Distribution Defaults	BHARGR Hargroder-Barr, Brady BIVANO Ivanova,Biliana P.		H						- 1	
	Accounting Tag	BLEE8 Lee, Barbara L									
		BMECHE Meche. Bonnie									
	Accounting Defaults	CCOLWE Colwell, Carol Ann			E FI	st 🕘	10	f1 🕑	Last		
I	Chartfields1 Chartfields	CDAVIS5 Davis, Candy D								-	
l	4	CFLETC Fletcher, Carol A.	-						Þ		
ľ											

Step	Action
13.	Enter the desired information into the Name field. Enter "COX".
	NOTE: If you enter the full name, the name must be entered in proper PeopleSoft format (i.e., last name, first name).
14.	Click the Look Up button.
	Look Up

Sequisition × +							
← → C ☆ arr dpsb.psfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCURE_REQ.GBL		Ê	☆	Ċ	* 0		:
Requisition Settings Look Up Buyer	×					[×Z
Cre Werk "Requester W "Currency U Default Options @ Default Options @ Default If ye O Default If ye O Default If ye O Default If ye Note: The information in this replace the data in the corres Supplier Location Buyer Shipping Defaults Ship To Due Date Distribution Defaults Accounting Tag Accounting Tag Accounting Defaults Chartfieldst Chartfields		, Medii no pred s,only ni sked, th	lefined v on-blan e data e	values fo	or these	igned.	← Pa

Step	Action
15.	A name or list of names will display in the Search Results area.
	Click the CTAYL2 link.

0	Requisitio	on		×	+													~	—		٥	×
←	→ C	合	🗎 dpst	b.psfs.ls	uhsc.edu/p	sp/fst	rn/EMPLO	YEE/E	RP/c/PV	_MAIN	_MENI	J.PV_PRO	OCURE_R	EQ.	GBL	QĽ	3 ☆	2	*			:
< Req	uisition	Dogujajti	ion Cottingo						Re	nuisiti	on							,	^	^	:	Ø
Create Welcome	Req Req search	Defa O Eine D No re	*Re *C ault Options Default Override Defaults @ ote: The inform place the data	equester burrency (?) If intion in th in the cor supplier [ocation [LSUSH Q WDOOL1 USD / you select this elds. / you select this responding file CTAYL2	option, t not refle	he defaults spe	Doole cified b cified b the sele es that	elow will ove ected requis are availab	applied to erride any sition line sle for so gory 00	predefine es. When urcing.	n lines when d values for the 'OK' but	these fields,	o prec	jefined values ion-blank valu	s for these	signed.			x Help	Persona	~
		Distrit	E oution Default	Ship To Due Date	20001		8		Atte	ntion												
				inting Tag			Q		Accounting	g Date 0	4/18/2023	1								- 1		
		_	Accounting D	efaults	ds2 Details	0.00	et Information				Per	sonalize F	ind 🚑 🚦		First 🚯	1 of 1 🛞	Last			- 1		
		Di			Location	- Eas	GL Unit	_	count	Dept		Fund	Program		Class	Produc	t			- 1		
		4	1			٩	LSUSH	a 🗌			Q			٩		2	ŀ					
	(ОК	Cancel																			

Step	Action
16.	The Due Date is the date you expect to receive the goods from the Vendor.
	Under Shipping Defaults section, click the Due Date button.

Step	Action
17.	Choose a date. For this example, click the October 26 , 2021 date.

3	Requisit	ion ×	+							_		\sim		٥	×
÷	\rightarrow C	ට 🏠 🔒 dpsb.psfs.	lsuhsc.edu/psp/	fstrn/EMPLC	YEE/ERP/c/PV	_MAIN_MEN	U.PV_PROCUR	E_REQ.G	GBL G	26) ☆		*		. :
< Re	equisition	Requisition Settings												×	: 0
Creat Welcom		Business Uni *Requester *Currency	WDOOL1	Q	LSUHSC Shrever		Requisition N	ame SHV ority Medi	Test Punchout	Requisit	ion		н	elp Per	sonalize Page
	Requ er search o	O Default	If you select this optic fields.	n, the defaults sp	ecified below will be	applied to requisit	on lines when there	are no pred	efined values	or these					
	the menu in creating	Override	If you select this optic	n, the defaults sp	ecified below will ow	erride any predefir	ed values for these f	ields,only n	on-blank value	s are ass	igned.				
		Line Defaults @ Note: The information in replace the data in the c Supplier Location Buyer Shipping Defaults	corresponding fields (eflect the data in in the selected li Q Q Q	nes that are availab	gory 00000	a the 'OK' button is	clicked, th	e data entered	l on this	page wil	1			
		Ship Te Due Dat Distribution Defaults	e 04/25/2023	Q 19		ntion									
		Accounting Table	-	٩	Accountin	g Date 04/18/202 P	3 🛐 ersonalize Find 🖟	2 📑	First 🛞 1	of 1 🛞	Last				
			fields2 Details	Asset Information GL Unit Q LSUSH	Account	Dept	Fund Progra		Class	Product	¢				
		OK Cancel						_		_	_	_	_	.:	

Step	Action
18.	In the Attention field, enter the location and user ID/name of the person to whom the delivery will be made.
	Enter the desired information into the Attention field. Enter " MB010303 - WDOOL1 ".
19.	In the Distribution Defaults section, the <i>Accounting Tag</i> is the same as the Speedtype. The chartstring information in the <i>Accounting Defaults</i> section may be changed by selecting an Accounting Tag or by manually changing each of the values in the Accounting Defaults section. Entries or changes made on the Requisition Settings page, prior to selecting any requisition lines will carry forward to all lines.
20.	The Accounting Date defaults to the current date. When creating requisitions for the upcoming fiscal year at year-end, this field may be changed as needed.
21.	Location
	LSUSH uses an 8-10 alphanumeric code, so the default will be changed for all LSUSH requisitions. Each department has an assigned code. Below are examples of two LSUSH Location codes:
	1. Surgery Department - MB010303: MB designates Medical Building, 01 designates that it is located on the 1st floor of the building, and 0303 is room 303; or
	2. Hospital Anesthesiology - HH03H0015A: HH designates Hospital H wing, 03 designates it is located on the 3rd floor, and H0015A is room H315A

Step	Action
22.	The Location entered in the Accounting Defaults indicates where the delivery will be made. If the Location does not default it may be entered, or you may use the Look Up Location button to the right of the Location field.

🚱 Requisi	tion	×	+		• • • • • • • • • • • • • • • • • • • •							~	-	(7	×
$\leftarrow \rightarrow 0$	C 🗘 🖷	dpsb.psfs.l	suhsc.edu/ps	p/fstrn/EMPL	OYEE/ERP/c/PV_N	AIN_MENU	J.PV_PROCU	RE_REQ.GBL	Q	Ê	☆	6	*			:
	Requisition Se	ettings												×	:	Ø
Create Req		Business Unit *Requester		1	LSUHSC Shrevepor	t	Requisition	Name SHV Test	Punchout R	Requisitio	n		н	leip F	Personal	lize Pa
		*Currency	USD											1		
Enter search o	Default Op O Defau		If you select this of fields.	option, the defaults	specified below will be ap	plied to requisitio	on lines when ther	e are no predefine	ed values for	r these						
from the menu begin creating	Overr	ide	If you select this of	option, the defaults	specified below will overr	de any predefine	ed values for these	e fields,only non-bl	lank values	are assig	ined.					
	Line Default	s 🛞										_		1		
	Note: Th replace t	e information in the data in the o	this page does n orresponding fiel	ot reflect the data ds on the selected	in the selected requisit lines that are available	on lines. When for sourcing.	the 'OK' button i	s clicked, the dat	ta entered o	on this p	age will					
		Supplier		Q	Catego	y 00000	٩							1		
	Suj	pplier Location		Q	Unit of Measu	e]0							1		
	Shipping Def	Buyer	CTAYL2	Q												
		Ship To	LSUSH	Q										1		
		Due Date	04/25/2023	1	Attent	on MB010303	- WDOOL1							1		
	Distribution													1		
		Accounting Ta	9	٩	Accounting	Date 04/18/2023		(i) · · · ·						1		
	Chartfi	nting Defaults ields1 Chartfi	ields2 <u>D</u> etails	Asset Informatio	n III)	Pe	rsonalize Find	E I 🔤 FIG	st 🕢 1 of	n © L	ast			1		
	Dist	Percent	Location	GL Unit	Account	Dept	Fund Pro	gram Class	s F	Product				1		
	4	1	MB010303	Q LSUSH	aa	Q		a	Q		ŀ					
	ок	Cancel														
		_	_	_		_	_	_	_	-	-	-	-			

Step	Action
23.	The Account field is typically blank on the Requisition Settings page. Users may enter the Account prior to selecting any requisition lines and the Account number will be defaulted for each line item added to the requisition.
	In this example, the Account Code for Office Supplies, General is used.
	Enter the desired information into the Account field. Enter "546700".
24.	The Dept. will be the department number to which the items will charged.
	Enter the desired information into the Dept. field. Enter " 1053000 ".
25.	The Fund Code identifies the funding source for the item(s) being ordered. If the item(s) involves a Project/Grant, you will need to enter the Fund Code associated with the specified Project/Grant (i.e., 113,115,116, etc.)
	Enter the desired information into the Fund field. Enter "111".
26.	Enter the desired information into the Program field. Enter "00001".
27.	Enter the desired information into the Class field. Enter "10105".

9	Requi	isition			× +																		C
	\rightarrow	G	企	🗎 dpsb	psfs.lsuhsc.e	du/psp	/fstrn/EM	IPLOYE	EE/ERP/c	:/PV_N	MAIN_M	ENU.I	PV_PR	οςι	JRE_R	EQ.GB		λĿ	3 ☆		*		(
Þ	loquici		Ì						ı	Real	isition	,								\wedge	C	١	:
1	Requ	isitior	n Setti	ngs									NG.	quiai									
				*Requester	WDOOL1			Q DO	ooley, Wan	da G					Prio	rity Me	dium N	·					
				*Currency	USD																		
	C	Defaul	t Optio	ons 👔																			
		OD	efault		If you select this fields.	s option, I	he defaults	specifie	ed below wi	ill be ap	oplied to re	quisitio	in lines v	when	there a	re no pr	edefined	alues	for these				
		0 (verride	•	If you select this	s option, f	he defaults	specifie	ed below wi	ill overr	ide any pre	edefine	d value	s for t	these fi	elds,only	non-blan	c value	s are as	signed.			
L	Li	ne Def	aults (?																			
4		Note	: The in	nformation in data in the c	this page does prresponding fi	not refle elds on t	ect the data he selected	in the I lines t	selected re that are av	equisit ailable	ion lines. for sourc	When ing.	the 'OK	' but	ton is (licked,	the data (ntere	d on this	page wi	11		
L		repla																					
		repla		Supplier		Q			0	Catego	ry 00000				Q								
		repla		Supplier lier Location		٩	٩		(Unit of I	-			٩		Q								
		repla		lier Location	CTAYL2	् 	٩			-			0		Q								
	Shi			lier Location Buyer	CTAYL2		٩			-			Q		Q								
	<u>Shi</u>		Suppl	lier Location Buyer		Q	Q 1			-			Q		Q								
	Shi		Suppl	lier Location Buyer	LSUSH	(Unit of I	-	re		Q.		Q								
		ipping	Suppl	Buyer	LSUSH	(2		Unit of I	Measu	re												
		ipping	Suppl Defaul	Buyer	LSUSH 04/25/2023	(2		Unit of I	Measu	re	10303	- WDOC										
		ipping	Suppl Defaul tion De	lier Location Buyer Its Ship To Due Date faults	LSUSH 04/25/2023	(۶ ۱		Unit of I	Measu	ion MB0	10303	- WDOC)L1] [First	④ 1	of 1 🛞	Last			
		ipping	Suppl Defaul tion De	lier Location Buyer Its Ship To Due Date faults 	LSUSH 04/25/2023		۶ ۱	on	Unit of I	Measu	ion MB0	10303	- WDOC)L1)	First	۰ (۱	of 1 🛞	Last			
		ipping	Suppl Defaul tion De A counti artfield	lier Location Buyer Its Ship To Due Date faults .ccounting Ta ng Defaults	LSUSH 04/25/2023		2 11 0 0	on	Unit of I	Attent	ion MB0	10303	- WDOC)L1			First	④ 1	of 1 🛞				
		istribut Act	Suppl Defaul tion De A counti artfield	tier Location Buyer Its Ship To Due Date faults accounting Ta ng Defaults ist Chartf	LSUSH 04/25/2023 g elds2 <u>D</u> etailt	() () () () () () () () () ()	l I Q et Informatio		Unit of I Accou	Attent	ion MB0	10303 8/2023 Per	- WDOC)L1	ind	m		 ① 1 					

Step	Action
28.	Click the OK button.
	This completes Step 1: Enter Requisition Settings.
29.	Step 2: Enter punchout line items and checkout
	The Supplier Punchout catalogs are available through the Web section of the page. Select the link for the vendor if it is displayed or select More
	Click the More link.

S Requisition X	+								
\leftarrow \rightarrow C \triangle $ $	hsc.edu/psp/fstrn/EMPLOYEE/ERP	/c/PV_MAIN_MENU.PV_PRO	DCURE_REQ.GBL	È	☆	Ċ.	*		÷
✓ My Financials Home		Requisition			ú	ን	众	:	\oslash
	technologi	es™							*
	À		Miltenyi Biotech, INC						
	Miltenyi Biotec								
	Scientific		Genesee Scientific						
	abcam		Abcam						
	illumina	W/psp/fstm/EMPLOYEE/ERP/c/PV_MAIN_MENUJ.PV_PROCURE_REQ.GBL Requisition Itechnologies* Miltenyi Biotech, INC Miltenyi Biotech Miltenyi Biotech, INC Milten							
				ł					
4	Office DEPOT OfficeMax		Office Depot (ODP)						ľ

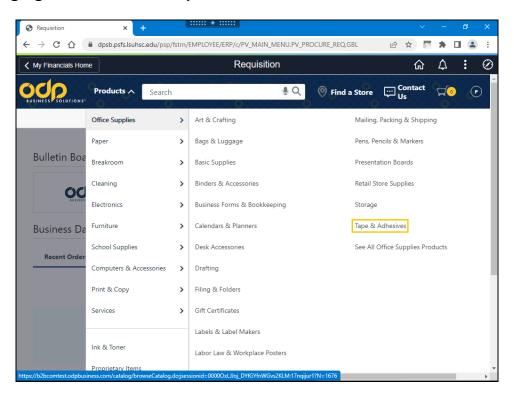
Step	Action
30.	The page displays the supplier logos and a link. Select the link for the desired vendor.
	The system processes the request and the ODP Business Solutions (Office Depot) punchout catalog will load to the screen for display.
	NOTE: Each of the supplier punchout catalog websites will have a different look and feel. This is because you are on the supplier's site, <u>not</u> on the LSU Health PeopleSoft website. For this example, the ODP Business Solutions (Office Depot) punchout catalog is used. Other supplier catalogs will look and function differently, should you need any assistance on a supplier's punchout website, please contact your Buyer.
	Click the Office Depot (ODP) link.
	Office Depot (ODP)

S Requisition × +		~ - 0 X
← → C ☆ 🏾 dpsb.psfs.lsuhsc	.edu/psp/fstrn/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCURE_REQ.GBL	🖻 🖈 🗖 🌲 :
K My Financials Home	Requisition	🟠 🗘 🕄 🖉
Products V	Search 🔮 🔍 🎯 Find a Store	Us Contact
🕅 Orders 🔚	Order By Item 🗘 Shopping Lists 🛛 🗑 Proprietary Items	Account: 05849264
		What's New?
Bulletin Board & Messag	es	
Business Dashboard	Learn more about the newest website enhancements. Re What's New? Check out new features that have been added on some pages or click the What's New link for a quick review.	
Recent Orders Shopping	Got It!	r Q
	No recent orders in the past 90 days.	1.11 11
	View All Order History	

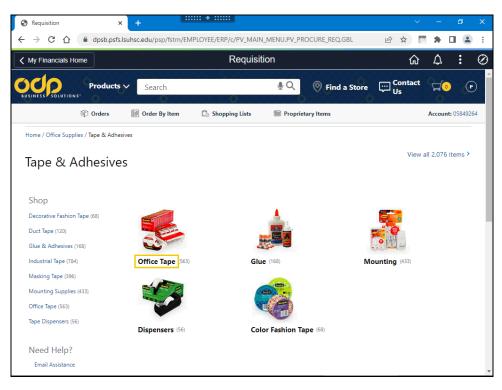
Step	Action
31.	Some vendors, like Office Depot will include tips about new features or items. In this case simply press the Got It! button to move on.
	Click the Got It! button.
	Got It!

Requisition	×		+				\sim	-	٥	×
→ C ☆ (*	dpsb.psfs.lsuhs	edu/psp/fstrn/EM	IPLOYEE/ERP/c/PV_MAIN	I_MENU.PV_PRO	DCURE_REQ.GBL	6 \$	e	*		:
My Financials Home	e		Requisi	tion			ራ	۵	:	Ø
USINESS SOLUTIONS"	Products	Search		₽ Q 0	Find a Store	Cont Us	act	Сц <mark>е</mark>		Ð
Û	🖯 Orders 🛛 🔠	Order By Item	🖒 Shopping Lists	🗑 Propriet	ary Items			Accour	nt: 058492	64
							W	/hat's l	New?	
Bulletin Boar	d & Messad	les								
		,								
ode	0	Learn more ab	out the newest webs	ite enhancem	ents.					
BUSINESS	SOLUTIONS"	Read More								
Business Das	shboard									
Recent Orders	Shopping	Lists								
					Order Numbe	er			Q	
		N	lo recent orders in th	e past 90 days	i.					
			View All Order H	istory						

Step	Action
32.	Click the Products arrow.
	NOTE: Depending on the version you are using; your ODP Business Solutions (Office Depot) screen may differ slightly from the screen you see here. You may have to Click <u>Menu</u> , then click <u>Products</u> .



Step	Action
33.	Hover over the Office Supplies menu option to display the office supply options.
	Click the Tape & Adhesives link.



Step	Action
34.	You can continue to narrow down the search by category or select one of the links on the screen. Click the Office Tape link. Office Tape

Requisition >	+			v –	٥	×
\leftrightarrow \rightarrow C \triangle \triangleq dpsb.psfs	lsuhsc.edu/psp/fstrn/EMPLOYEE/ERP/c/	PV_MAIN_MENU.PV_PROCURE_REQ.(GBL 🖻 ✿	. 🖬 🖈		:
K My Financials Home	R	equisition		<u>م</u> ۵	: (Ø
Products	Y Search	ا ي و الا	a Store	tact	0	Í
🕅 Orders	🔠 Order By Item 🗋 Shopping) Lists 🛛 🕅 Proprietary Items		Accou	nt: 05849264	
Home / Office Supplies / Tape & Adhe	sives / Office Tape					
Office Tape				View all 56	3 items ≻	
Shop						
Double Sided Office Tape (55)						
Invisible Office Tape (70)	Picture		Pictu	ire		
Removable Office Tape (396)	Not		No	-		
Transparent Office Tape (79)	Available		Availa	IDIE		
Need Help?	Invisible Office Tape (70)	Transparent Office Tape (79)	Double Sideo	d Office Tap	e (55)	
Email Assistance						
FAQs	Scotch Removable					
More Ways to Shop						
Office Depot Brand Products						
Greener Office Products						

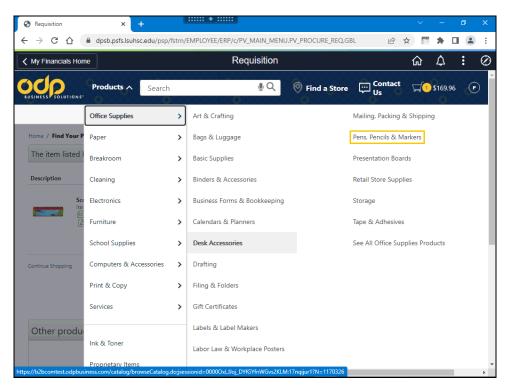
Step	Action
35.	You can continue to narrow down the search by category or select one of the links on the screen. Click the Transparent Office Tape link. Transparent Office Tape
36.	The user can filter further or scroll through the list to select the desired product. In this example, the first product, <i>Scotch Transparent Greener Tape, Pack of 12</i> will be selected.
37.	Enter the desired information into the Qty field. Enter "4".

osfs.lsuhsc.edu/psp/fstrn/EMPLOYEE/ERP/c/	/PV_MAINI MENULDV/ PPOCLIPE PEO GBI 2Page-					
	I V_MAIN_MENO. V_HOCORE_REQ.GDE:Page=	6 \$		*		
R	Requisition		ራ	众	:	Q
					Com	
					Com	Jun
<i>ar 20</i> as 20 (31 (36	A					
Scotch	Item 597020 👁					
Transparent see	****					
					22 ⁹⁹ / pa	ack
	Availability: 131	Qty		Ac	dd to Cart	
	✓ Sold Online					
					_	
					Comp	par
	Item 452949					
Scotto Pres	***** (0)					
	Scotch® Transparent Greener Tape,			s	42⁴⁹ / pa	ack
		Qty	4	Ac	dd to Cart	
	✓ Sold Online					
	ECO Eco-conscious					
	A Recycled content					
MANA						pan
		Imageneration (0) Scotch © Transparent Tape, 3/4" x 1296", Clear, Pack of 6 rolls Availability: 131 ✓ soid Online Imageneration Imageneration <t< td=""><td>(0) Scotch © Transparent Tape, 3/4" x 1296", Clear, Pack of 6 rolls Availability: 131 ✓ Soid Online Net und Scotch © Transparent Tape, 3/4" x Scotch © Transparent Greener Tape, 3/4" x 900", Clear, Pack of 12 rolls Availability: 213 ✓ Soid Online Scotch © Transparent Greener Tape, 3/4" x 900", Clear, Pack of 12 rolls Availability: 213 ✓ Soid Online</td><td>Imageneration (a) Scotch © Transparent Tape, 3/4" x 1296", Clear, Pack of 6 rolls Availability: 131 ✓ soid Online Item 452949 Methods 3/4" x 900", Clear, Pack of 12 rolls Availability: 213 ✓ soid Online</td><td>Imagenerative (i) Scotch © Transparent Tape, 3/4" x 1296", Clear, Pack of 6 rolls Availability: 131 ✓ Soid Online Item 452949 ★ with 00 Scotch ® Transparent Greener Tape, 3/4" x 200", Clear, Pack of 12 rolls Availability: 131 ✓ Soid Online</td><td>Imagenerative (i) Scotch © Transparent Tape, 3/4* x 22299 / pa Scotch © Transparent Tape, 3/4* x 2296* / pa Availability: 131 ✓ soid Online Item 452949 ✓ soid Online Item 452949 ✓ soid Online Scotch © Transparent Greener Tape, 3/4* x State 1 Item 452949 ✓ soid Online Item 452949 ✓ soid Online Scotch © Transparent Greener Tape, 3/4* x State 1 Availability: 213 ✓ soid Online Imageneric State 12 rolls Availability: 213 ✓ soid Online Imageneric Reycled content</td></t<>	(0) Scotch © Transparent Tape, 3/4" x 1296", Clear, Pack of 6 rolls Availability: 131 ✓ Soid Online Net und Scotch © Transparent Tape, 3/4" x Scotch © Transparent Greener Tape, 3/4" x 900", Clear, Pack of 12 rolls Availability: 213 ✓ Soid Online Scotch © Transparent Greener Tape, 3/4" x 900", Clear, Pack of 12 rolls Availability: 213 ✓ Soid Online	Imageneration (a) Scotch © Transparent Tape, 3/4" x 1296", Clear, Pack of 6 rolls Availability: 131 ✓ soid Online Item 452949 Methods 3/4" x 900", Clear, Pack of 12 rolls Availability: 213 ✓ soid Online	Imagenerative (i) Scotch © Transparent Tape, 3/4" x 1296", Clear, Pack of 6 rolls Availability: 131 ✓ Soid Online Item 452949 ★ with 00 Scotch ® Transparent Greener Tape, 3/4" x 200", Clear, Pack of 12 rolls Availability: 131 ✓ Soid Online	Imagenerative (i) Scotch © Transparent Tape, 3/4* x 22299 / pa Scotch © Transparent Tape, 3/4* x 2296* / pa Availability: 131 ✓ soid Online Item 452949 ✓ soid Online Item 452949 ✓ soid Online Scotch © Transparent Greener Tape, 3/4* x State 1 Item 452949 ✓ soid Online Item 452949 ✓ soid Online Scotch © Transparent Greener Tape, 3/4* x State 1 Availability: 213 ✓ soid Online Imageneric State 12 rolls Availability: 213 ✓ soid Online Imageneric Reycled content

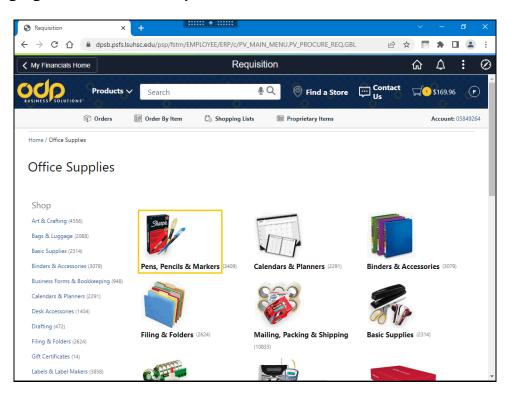
Step	Action
38.	Click the Add to Cart button.
	Add to Cart

→ C ∩	dosh osfs kul	asc.edu/psp/fstrp/FI	MPLOYEE/ERP/c/PV_MAIN		E_REQ.GBL	* 🖉 🔹	
/01		isc.edd/psp/istili/Ei					
My Financials	Home		Requisit	ion		<u>ہ</u> ک	
	Products V	Search	¥ 0	C 🖗 Find a	Store 💬 Conta Us	ct <mark>⊑(1</mark> \$169	9.96
	🕅 Orders	🗐 Order By Item	🖒 Shopping Lists	📾 Proprietary Ite	ms	Αϲϲοι	.int: 05849264
lome / Find Yo	our Product						
The item list	ed below was adde	ed to your shoppi	ng cart.				
Description				Your Pri	ce/unit Qty		
	Scotch® Transparent Item # 452949 Entered Ite Eco Eco-conscious		100", Clear, Pack of 12 rolls	\$42.49	/pack 4		
ontinue Shopping	2			SHOPPING (CART CHECK OUT		
Other pro	oducts you migh	nt be intereste	d in				
				Availability Your	Qty.		

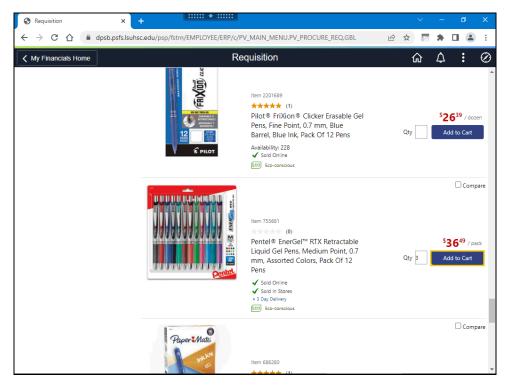
Step	Action
39.	Each time you add an item, you will be brought to the cart for review.
	NOTE: The shopping cart icon at the top right includes a red dot. This indicates that there are goods in the cart and the dollar amount displays.
	Below the item added to the cart you will find the link to Continue Shopping at the bottom left. At the right are the buttons to take you to the SHOPPING CART and CHECK OUT.
	Click the Continue Shopping link.
	Continue Shopping
40.	Click the Products link.
	Products
41.	Click the Office Supplies .
	Office Supplies



Step	Action
42.	Click the Pens, Pencils & Markers link.
	Pens, Pencils & Markers



Step	Action
43.	Click the Gel Pens button.
44.	Click the Pens button.
45.	Click the Gel Pens button.
46.	Select the next item for the cart.
	Enter the desired information into the Qty field. Enter "3".



Step	Action
47.	Click the Add to Cart button.
	Add to Cart

Requisition	×	+					~	-	٥	×
- > C	🖒 🔒 dpsb.psfs.lsu	hsc.edu/psp/fstrn/EM	IPLOYEE/ERP/c/PV_MAIN	MENU.PV_PROC	URE_REQ.GB	L Ø	☆ 🏹	*		:
🕻 My Financia	IIS Home		Requisi	tion			ŵ	\Diamond	:	Ø
		Search	Ų	Q 🖗 Fin	id a Store	Contact	⊒ 2	\$279.4	13 🢽	þ
	🕅 Orders	🔠 Order By Item	🖒 Shopping Lists	Proprietary	y Items			Accoun	it: 0584926	j4
Home / Find	Your Product									
The item li	isted below was adde	ed to your shoppin	g cart.							
Description					Your Price/unit	Qty.				
	Pentel® EnerGel™ RTX R Pack Of 12 Pens Item # 755681 Entered Item		ens, Medium Point, 0.7 mr	n, Assorted Colors,	\$36.49 /pac	3				
Continue Shoppi	ing			SHOPPI	NG CART C	HECK OUT				
Customer S	antica	Company Info	Pa	sources						
Help Center	ervice	Terms of Use		re Locator						
Check Order S	Status	Privacy Policy	Sol	utions						

Step	Action
48.	If the item selection is complete, you may select the SHOPPING CART button to review the cart or CHECK OUT to complete the process.
	Click the CHECK OUT button.
	This completes Step 2: Enter punchout line items and checkout.

S Requisition	× +		◆ :::::				~	-	٥	×
← → C ☆ ●	dpsb.psfs.lsuhsc.ed	u/psp/fstrn/EMPLOY	/EE/ERP/c/PV_MAII	N_MENU.PV_PRO	DCURE_REQ.GBL	?P Q. 🖻	☆	*		:
✓ Web		(Checkout - Reviev	v and Submit				ŵ	∆ :	Ø
Checkout - Review and Sub	omit						New \	Vindow Help	Personalize	e Page 🔺
Review the item information and submit the Requisition Summary	e req for approval.			≁ My Preferences	👹 Requisition Sett	ings				
Business Unit *Requester *Currency		LSUHSC Shrevep		isition Name SHV Test Priority Medium						
Cart Summary: Total Amount 279.43 US Expand lines to review shipping and acco Requisition Lines (2)				🚭 Add N	fore Items					
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete	
1 Scotch(R) Transparent Greener		ODP BUSINESS SOLUTIONS, LLC		4 PK	42.49	169.96	B	🖓 Add	Û	
Pentel(R) EnerGel(TM) R Retr	тх	ODP BUSINESS SOLUTIONS, LLC		3 РК	38.49	109.47		🖓 Add	Ũ	
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Select	ted 🔚 Mas	is Change				
					Total Amount	279.43 USD				
Shipping Summary										- 1
Edit for All Lines Ship To Location Address Attention To Comments	MB010303									
Requisition Comments and Attachment	5						100			
Send to Supplier	Show at Receipt	Shown at Voucher			Add mor	e Comments and Atta	chments			
Approval Justification										-
4										+

Step	Action
49.	Step 3: Review, Save and Print the requisition
	This sends the order back to the eProcurement module for completion. Users may change the Requisition Summary information, details about the line or shipping, enter comments and a justification.
50.	The Requisition Summary section at the top of the requisition displays the header information. You may change the requisition name and priority if needed.
51.	The Requisition Lines section contains information including the description, supplier, quantity, price, and unit of measure. Click the Description link for a particular item to view the full description of the item. Comments are available if entered. You may delete a line from the requisition using the trash can icon.

Requisition	× +		+ :::::					~	-	٥	×
← → C ☆ ●	dpsb.psfs.lsuhsc.ed	u/psp/fstrn/EMPLO	YEE/ERP/c/PV_MAIN	_MENU.PV	_PROCUP	RE_REQ.GBL	?P Q. 16	\$	*		:
∢ Web		(Checkout - Review	and Subr	nit				ធ	∆ :	Ø
Checkout - Review and S Review the item information and submit				* My Preferer		Requisition Sett		New	Vindow Helj	p Personaliz	te Page 🔺
Requisition Summary				My Preterer	nces vev	Requisition Sett	ngs				- 1
*Request	nit LSUSH Q er WDOOL1 sy USD	LSUHSC Shrever		ition Name Si Priority M		out Requisition					
Cart Summary: Total Amount 279.43	USD										
Expand lines to review shipping and ac	counting details			÷	Add More Ite	ms					
Requisition Lines 👔											
Line Description	Item ID	Supplier	Quantity	UOM		Price	Total	Details	Comments	Delete	- 1
1 1 Scotch(R) Transparent Greener		ODP BUSINESS SOLUTIONS, LLC		ţ PK		42.49	169.95		🖓 Add	Û	- 1
2 O Pentel(R) EnerGel(TM) Retr	RTX	ODP BUSINESS SOLUTIONS, LLC		B PK		38.49	109.47		🖓 Add	Û	- 1
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	1 Delete	Selected	15 Mas	is Change				- 1
						Total Amount	279.43 USD				- 1
Shipping Summary											. 1
Ledit for All Lines Ship To Location Address Attention To Comments	ME010303										
Requisition Comments and Attachme	ents										
Enter requisition comments								J.			
Send to Supplier	Show at Receipt	Shown at Voucher				Add mor	e Comments and Att	achments			
Approval Justification											_ •

Step	Action
52.	At the left margin of the line item, there is an arrow to expand the line and view the line's Shipping information. Click the Show Ship To and Accounting arrow.

Requisition	× +						~	-	٥	×
< → C ☆ ●	dpsb.psfs.lsuhsc.edu	ı/psp/fstrn/EMPLOY	EE/ERP/c/PV_MAI	N_MENU.PV_PROCU	JRE_REQ.GE	8L?P Q. 🖻	☆	* 5		:
🗸 Web		C	heckout - Reviev	v and Submit				ŵ	A :	Q
Checkout - Review and Sul Review the item information and submit th Requisition Summary Business Unit "Requester "Currency	e req for approval.	LSUHSC Shrevep Q. Dooley, Wanda G	rt Requ	My Preferences		ttings	New \	Vindow Help	Personaliz	e Page
Cart Summary: Total Amount 279.43 US Expand lines to review shipping and acco Requisition Lines (2)				🚭 Add More	Items					
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete	
 1 Image: Control (R) Transparent Greener 		ODP BUSINESS SOLUTIONS, LLC		4 PK	42.49	169.96		🖓 Add	Û	
Shipping Line 1	*Ship To Address Attention To Due Date	MB010303 04/25/2023	Add Shipto Con	uments Quantity Price	4	Price Adjustment Pegging Inquiry Pegging Workbench				
Pentel(R) EnerGel(TM) R Retr	тх	ODP BUSINESS SOLUTIONS, LLC		3 РК	38.49	109.47	1	♀ Add	Û	
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected		ass Change				
					Total Amount	279.43 USD				
Shipping Summary										_
Edit for All Lines Ship To Location Address Attention To Comments	MB010303									
Requisition Comments and Attachment	ts									•

Step	Action
53.	Select the arrow next to Accounting Lines to expand and view the accounting distribution information for the line.
	Click the Expand Section Accounting Lines arrow.
54.	The vast majority of Punchout Requisitions (Direct Connect Vendors) will have a *Distribute By of Quantity (Default).
	<i>NOTE: <u>Special Request Requisitions</u> can use either Quantity (Default) or Amount. Blanket or Service Requisitions should be set to Amount.</i>
	Click the button to the right of the *Distribute By field.
55.	If the user wants to split the accounting between Chartstrings, the user may select the Add a new row at row 1 (+) to add an additional distribution line.

	:
Requisition Summary: Total Amounting details Cart Summary: Cart Amounting details	Ø
Business Unit USUSH Q LSUH3C Shreveport Regulation Name (SHV Test Punchout Regulation *Regulation Vanda G Priority Mesium V Cart Summary: Total Amount 273.43 USD Espand lines to review shipping and accounting dealls Regulation Lines (2)	
*Requester WDOOL1 Q Dooley, Wands G Priority [Medum ~] *Currency USD Cart Summary: Total Amount 273.43 USD Expand lines to review shipping and accounting details Cart Summary: Total Amount 274.40 More Items Expand lines to review shipping and accounting details Cart Summary: Total Amount 274.40 More Items	ļ
Currency USD Cart Summary: Total Amount 279.43 USD Expand lines to review shipping and accounting details Requisition Lines (2)	
Cart Summary: Total Amount 273 43 USD Expand lines to review shipping and accounting details Requisition Lines (2)	_
Expand lines to review shipping and accounting details 🕸 Add More Items Requisition Lines 👔	
Expand lines to review shipping and accounting details 🕸 Add More Items Requisition Lines 👔	
Line Description Item ID Supplier Quantity UOM Price Total Details Comments Delete	
T 🚳 🗅 Soutol/R) Transparent OOP BUSINESS 4 PK 42.49 199.96 🐘 🖓 Add 📋	
Shipping Line 1 *Ship To Q Add Shipto Comments Quantity 4	
Address Price 42.49 Price Adjustment	
Due Date 04/25/2023 Pegging Inquiry	
Pegging Workbench	
*Distribute By Cty V Accounting Tag Q, Multi-Accounting Tags	
Accounting Lines Personalize Find View All [🖉] 🎆 First 🚯 1 of 1 🛞 Last	
Chartfields1 Chartfields2 Chartfields3 Details 2 Asset Information Asset Information European	
Line Status Dist Type "Location Quantity Percent Merchandise Amt GL Unit	
1 Open (M5010303 Q 4) 100.0000 169.6 (LSUSH Q 4)	
2 @ □ Pentel(R) EnerGe(TM) RTX OOP BUSINESS 3 PK 30.49 109.47 Ref SOLUTIONS, LLC Add	
🗌 Select All / Deselect All Select lines to: 🏨 Add to Favorites 🖓 Add to Template(s) 👔 Delete Selected 🖏 Mass Change	
Total Amount 279.43 USD	
Shipping Summary	
Edit for All Lines Ship To Location	
Address	
Attention To MED/0303 Comments	

Step	Action
56.	Select the arrow to the left of the line number to collapse the Shipping and Accounting information. Click the Collapse Section arrow.

Requisition	×	+		•									\sim	-	Ċ	7	×
← → C ☆ 🗎 dp:	sb.psfs.ls	suhsc.edu/	psp/fstrr	n/EMPLOYEE	/ERP/c/PV	_MAIN_MENU	J.PV	_PROCURE_R	EQ.GBL?	P Q	ŀ	☆	C	*			:
✓ Web				Che	ckout - R	eview and S	Sub	mit					ť		众	:	Ø
	Chartfi	elds1 Char	fields2	Chartfields3	etails Deța	ils 2 Asset Infor	matio	n Asset Informa	ation 2 🛛 🚊	udget Info	ormation						
	Line	Status	Dist Type	*Location		Quantity		Percent	Merch	andise An	nt GL Unit						
	1	Open		MB010303	Q		4	100.0000		169.9	6 LSUS	н	Q	٠	-		
Pentel(R) EnerGel(TM) RT) Retr	ĸ			P BUSINESS LUTIONS, LLC		3	Pł	< c	36.4	9	109.47			B	Q	Add	ť
Select All / Deselect All	Sel	ect lines to:	👍 Ado	to Favorites	😡 Add to	Template(s)		Delete Selected		t⊟_Mas	is Change						
									Total A	Amount	279	9.43 USI	D				
Shipping Summary																	
Edit for Al Lines Ship To Location Address Attention To Comments Requisition Comments and Attachments Enter requisition comments	MB01030	3															
														2			
Send to Supplier	Show at R	eceipt	🗆 Sho	wn at Voucher						Add mor	e Comme	nts and /	Attachme	ents			
Approval Justification Enter approval justification for this requ																	-
Enter approvar jusuication for this requ	15000													2			
😼 Save & submit 🔛	Save for	Later) 🖶 🛛	Add More Items	63	Preview Approvals											
4																	•

Step	Action
57.	The bottom section of the Requisition provides a Shipping Summary , a section for Requisition Comments and Attachments , and a section to enter Approval Justification to be sent to the requisition approver.
58.	Send to Supplier - If the Send to Supplier checkbox is checked, any comments shown will be printed on the PO. Purchasing will check this box if needed.
	Show at Receipt - Comments will be shown on the printed receipt when goods/services are received.
	Shown at Voucher - Comments will be shown on the printed voucher.

S Requisition	× +	* ::				~	-	٥	×
\leftrightarrow \rightarrow C \triangle \oplus dps	sb.psfs.lsuhsc.edu/	psp/fstrn/EMPLOYEE/E	ERP/c/PV_MAIN_MENU.F	V_PROCURE_RE	Q.GBL?P Q 🖻 🛉	☆ 🖉	*		:
< Web		Checl	kout - Review and Su	bmit		б	<i>د</i> د	¢ :	Ø
	Chartfields1 Chart Line Status	fields2 Chartfields3 Deta Dist Type *Location MB010303	Quantity	Percent	on 2 Budget Information Merchandise Amt GL Unit	<u> </u>	•	-	^
2 O Pentel(R) EnerGel(TM) RTX Retr	¢	ODP BUSINESS SOLUTIONS, LLC	3	PK	38.49 109.47		•	Q Add	ť
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	Hass Change				
					Total Amount 279.43	USD			
Shipping Summary									
Edit for All Lines Ship To Location Address									
Attention To Comments	MB010303								
Requisition Comments and Attachments									- 1
Enter requisition comments									
							2		
Send to Supplier	Show at Receipt	Shown at Voucher			Add more Comments	and Attachmer	nts		
Approval Justification									- 1
Enter approval justification for this requ	isition								- 1
							//		
			_						
🕞 Save & submit 🔡	Save for Later	Add More Items	60 Preview Approvals						
							_		Ŧ

Step	Action
59.	If the user wants to add additional lines to the requisition from this vendor use the +Add More Items button which can be found above the Requisitions Line section and at the bottom of the screen.
	<i>NOTE:</i> By clicking the + Add More Items button, this will take the user back to the Create Requisition page. <u>Click the same vendor to return to their website to select another item, repeating steps; starting at step #27.</u>

Requisition	×	+	l										~	-	٥		×
\leftrightarrow \rightarrow C \triangle $\stackrel{\text{\tiny left}}{=}$ dpst	p.psfs.ls	uhsc.edu/p	osp/fstrn,	/EMPLOYEE/	ERP/c/PV	_MAIN_MEN	IU.PV	PROCURE_R	EQ.GBL?F	Q	Ê	☆	e	*			:
< Web				Chec	:kout - F	eview and	Sub	mit					ť	ጔ	¢	:	Ø
	Chartfie	Ids1 Chart	fields2 C	hartfields3	tails Deța	ails 2 Asset Inf	formatio	on Asset Informa	ation 2 Bu	udget Info	mation						-
	Line	Status	Dist Type	*Location		Quantity		Percent	Mercha	indise Amt	t GL Unit						
	1	Open		MB010303	Q		4	100.0000		169.96	B LSUSH		Q	•	-		
Pentel(R) EnerGel(TM) RTX Retr				BUSINESS UTIONS, LLC			3 P	к	38.49		109.47			B	₽ A	dd	ť
Select All / Deselect All	Sele	ct lines to:	Add 🙀	to Favorites	😡 Add t	o Template(s)		Delete Selected		Mass	s Change						
									Total Ar	mount	279	.43 USI	D				
Shipping Summary																	
Edit for Al Lines Ship To Location Address Atdress Attention To // Comments Requisition Comments and Attachments Enter requisition comments	ИВ010303																
														7			
Send to Supplier	how at Re	ceipt	Shov	wn at Voucher						Add more	Commer	nts and A	Attachme	ents			
Approval Justification Enter approval justification for this requise	ition																-1
														2			1
🔓 Save & submit	Save for I	Later	₽▲	dd More Items	69	Preview Approval	5										ļ

Step	Action
60.	To allow the user to save the requisition and come back to it for additional work use the Save for Later button. This is the old function of "Hold From Further Processing" checkbox.

C O	Requisition	× +						~	- 0	×
Chartfields1 Operfields2 Orantfields3 Details 2 Asset Information 2 Budget Informatin 2 Budget Information 2 Budget Information 2 Budget Information 2	\leftrightarrow \rightarrow C \triangle $\stackrel{\circ}{\bullet}$ dps	b.psfs.lsuhsc.edu/	osp/fstrn/EMPLOYEE/E	RP/c/PV_MAIN_MENU.P\	/_PROCURE_REQ.	GBL?P Q	@ ☆			1 :
Line Status Distrype * Location Quantify Percent Mechandise Am GL Unit * Open Mechandise Am GL Unit * 100.0000 190.260 SUSH_Q * 100 * 2000 * 2000 190.260 SUSH_Q * 100 * 2000	✓ Web		Check	out - Review and Sub	omit			ŵ	\Diamond	: ⊘
2 Concerning Concerning<										^
Solutions, LLC Solutions, LLC End of the solution of the sequence										2
Control Section 1 Control Contenter Control Control Control Control Control Control Cont	Retr		SOLUTIONS, LLC	5					1 V A	dd L
Edit for Al Lines Ship To Location Address Address Attention To MB010303 Comments Requisition Comments and Attachments Enter requisition comments Show at Receipt Show at Receipt Show at Receipt Show at Voucher Add more Comments and Attachments Approval Justification Enter approval Justification for this requisiton	Select All / Deselect All	Select lines to:	No. of a contest	ee Add to reinplate(s)	_		-	D		
Enter regulation comments Enter approval justification for this regulation Enter approval justification for this regulation	Ship To Location Address Attention To Comments	MB010303								
Approval justification for this requisition Enter approval justification for this requisition									[]	
Enter approval justification for this requisiton		Show at Receipt	Shown at Voucher			Add more C	Comments and J	Attachments		
		isition								_
Save & submit 🖄 Save for Later (14 Add More Items) 😚 Preview Approvals									J	- 1
· · · · reven Approved	😪 Save & submit	Save for Later	Add More Items	60 Proview Anomyot						
				- Preview Approvais						

Step	Action
61.	The eyeglass icon and Preview Approvals link can be selected once the requisition is saved to check the approval routing for the requisition.

S Requisition	×	+			•												C	p	
\leftarrow \rightarrow C \triangle \triangleq dps	b.psfs.ls	uhsc.edu/	psp/fstrr	n/EMPLOY	'EE/ERP/c,	/PV_MA	AIN_MENU.	PV_PF	ROCURE_	RE <mark>Q</mark> .G	BL?P	Q	È	☆	C	*		-	÷
< Web				C	heckout	- Revi	ew and S	ubmit	t						G	ን	¢	:	Ø
	Chartfie	-		Chartfields3	Details		Asset Inform												^
	Line 1	Status Open	Dist Type	*Location MB010303	3	Quar	ntity	Perc 4	200.0000		Merchandi		GL Unit		٥	•	-1		
2 Pentel(R) EnerGel(TM) RTX Retr				P BUSINESS			3	PK			38.49		109.47			B	- 0	Add	ť
Select All / Deselect All	Sele	ct lines to:	🏚 Add	to Favorites	Q3 A	Add to Tem	plate(s)	Û	elete Selecte	ed	ŧ	Mass	Change						
										т	otal Amo	unt	279.4	43 USD					
Shipping Summary																			
Edit for All Lines Ship To Location																			
Address Attention To	MB010303																		1
Comments																			
Requisition Comments and Attachments																			
Enter requisition comments																7			
																//			
Send to Supplier	Show at Re	ceipt	C Sho	own at Vouche	er						Ade	d more (Comment	s and At	tachmer	nts			
Approval Justification																			-1
Enter approval justification for this requi	isition															2			
																//			
📴 Save & submit	Save for	Later	÷.	Add More Iten	ns	60 Previe	ew Approvals												
4																			*

Step	Action
62.	To save the requisition and submit it to workflow for the approver to review and approve use the Save & Submit button.
	Click the Save & Submit button.
	E Save & submit
63.	The Confirmation page displays the Requisition ID, Amount, Approval Status, etc.
	NOTE: Once the requisition is complete and Approved, the Check Budget process is run. The Check Budget process will be demonstrated in the Budget Check a Requisition topic.

Requisition	× +		J						\sim	-	Ć	7	×
← → C ☆ (dpsb.psfs.lsuhsc.edu/psp/f	strn/EMPLOYEE/ERP/c	/PV_MAIN_MEN	NU.PV_PROCUR	E_REQ.GBL?P	Q	È	☆		*			:
ePro Req Review and S	Submit	(Confirmation						ú	ን	众	:	\otimes
									New Win	dow H	Help F	ersonal	ize Page
Confirmation													
Your requisition has been submi	itted.												
Requested For	Dooley, Wanda G		Number of Lines	2									
Requisition Name	SHV Test Punchout Requisition		Total Amount	279.43 USD									
Requisition ID	0079964												
Business Unit	LSUSH												
	Approved												
-	Medium												
Budget Status	Not Checked												
Wiew printable version	🖉 Edit This Requisition	Reck Budget											
Req approval - one	step												
SHV Test Pr	unchout Requisition:Approved												
Create New Requisition	Anage Requisitions												

on
s may select to print the requisition, if desired.
the View Printable Version link.
/iew printable version
ζ

0	R	equisitio	on				×	+						+															~			٥	×
←	-	→ C	1	ć	ê (lpsb.p	sfs.lsu	hsc.ec	lu/psp,	/fst	trn	/EN	NPLC	DYEE	/ERP	/c/P	V_M	AIN_N	MEN	IU.P\	V_PR	OCUF	RE_R	EQ.G	BL?P	. Q	Ġ	☆	C	*			:
< e	Pro	Req Re	view	and	Submit											Co	nfirr	natio	n										1	۲	۵	:	Ø
																													New Wi	ndow	Help	Person	alize Pag
Con	firr	mation																															
Your n	equi	isition has	been	subm	nitted.																												
		Rec	juesti	ed Fo	r Dooley	, Wanda	G									Nu	umber	of Line	25	2													
		Requis	ition	Name	e SHV T	est Puncl	hout Req	uisition									Total	Amou	nt	279.4	43 USE	þ											
					00799																												
		Bu			it LSUSH																												
					s Approv																												
					y Mediur					-																							
					Not Ch	ecked					Me	essa	age																				
S vi	iew	printable 1	/ersio	n	1	Edit T	his Requ	isition			Do	you	wanti	to print	t the re	quisitic	on with	distribu	ution d	letails	? (180	38,1161	14)										
Red	g a	pprov	al -	one	e ster	,					÷.	1	Yes		No																		
	Ċ						quisiti	on:Ap	proved	, L	-				140	_	_		_	_			_										
^{i∰} Cr	eate	e New Red	quisiti	n	1	🗎 Mana	ge Requi	isitions																									

Step	Action
65.	A message will display asking if you want to print the distribution details. Click the Yes button.
	Yes

🗿 Requ	uisition		×	+		••••									7	
\rightarrow	C 1	<u>ک</u>	dpsb.psfs.lsul	nsc.edu/ps	c/fstrn	/view/%7b\	/2%7dFwZG	9lGdDBp	U1dRh	NvfWdXiXjkD_gxavnhs	Q	È	☆	*		
Requisitio Requisitio Vendor: 00	000041388	HV Test Pur	chout Requisition	Entered Da ODP BUSI	1 By: Doo ate: 4/18/2 NESS SO	ley, Wanda G 23 LUTIONS LLC		Status: App Currency: Requisition	USD 1 Total: 2							
ine: 1		ar, Pack of	cotch(R) Transparent Gr 2 rolls	eener Tape, 3/4	x Qua	ntity: 4	UOM: PK	Price: 42	49	Line Total: 169.96 Line Status: Approved						
hip Line: Attention: hip Via: G	MB010303		Ship To: LS Due Date: 4 Freight Terr	/25/23		Address: 1501 King Shrevepor United Sta	is Highway rt LA 71103 ates		Shipp Shipp	ing Quantity: 4 ing Total: 169.96						
Dist		Status	Location		Qty	PCT	Amount	GL Unit		Account						
1		Open	MB010303		4	100.00	169.96	LSUSH		546700						
	Dept		Fund			P	rogram		Cla	66						
	1673000		111				00001			Back	A	lt+Left	Arrow			
		Open QT	ſ				Open Amt			Forward	Alt	+Right	Arrow			
4.0000							0.000			Reload			Ctrl+R			
	GL Base	Amount	c	urrency		Sequer	100	c					Curren			
169.95				USD		0				Save as			Ctrl+S			
									- [Print			Ctrl+P			
ine: 2	Liquid G	el Pens, Me 12 Pens	entel(R) EnerGel(TM) R dium Point, 0.7 mm, Ass	orted Colors,	Qua	ntity: 3	UOM: PK	Price: 36.		Search images with Google						
										Create QR Code for this pa	ge					
hip Line: ttention: hip Via: G	MB010303		Ship To: LS Due Date: 4 Freight Terr	/25/23		Address: 1501 King Strevenor	is Highway rt LA 71103			Translate to English						
hip Via: G	SKND		i teigint teit	IIB.FFOR		United Sta	ates			View page source		(Ctrl+U			
Dist		Statue	Location		Qty	PCT	Amount	GL Unit		Inspect						
1		Open	MB010303		3	100.00	109.47	LSUSH		546700						
	Dept		Fund			P	rogram		Cla	99						
	1673000		111				00001		101	05						
		Open QT	1				Open Amt									
3.0000							0.000									
	GL Page	Amount	C	urrency		Sequer	109	c	apitalize							
109.47	OL Dates			USD		0			N							

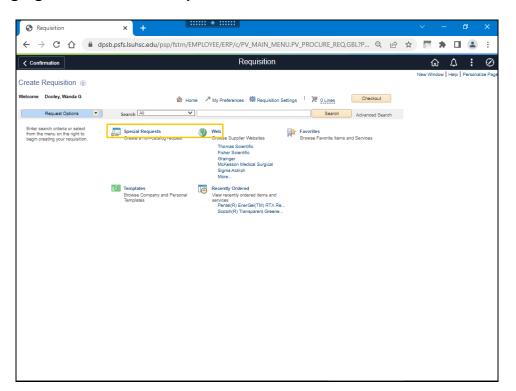
Step	Action
66.	The requisition will process and display for printing. To print, right click anywhere in the requisition and select Print .
	Click the Print link.
	Print
67.	The requisition opens the print pdf window for printing and the user would print the requisition.
	For <u>training purposes</u> <u>only</u> , click the <u>Cancel</u> button.

• • • • • • • • • • • • • • •	Requisition 🗙 🕂				
Find the state of the state	C 🛆 🔒 dpsb.psfs.lsuhsc.edu/psc/fstrn/	view/%7bV2%7dFwZG9IGdDBpl	I1dRhNvfWdXiXjkD_gxavnhs G	2 🖻 🖈 🖪 🛊	
Iter: Brochestering Hammer	Business Unit: LSUSH Requester: WDOCL1 Requestion: 007954 Requested By: Dockey, Wanda G Requisition Name: SH/ Test Purchout Requisition Entered Date: 4/18/23	Status: Approved Currency: USD	Print	1 she	et of paper
Pages All Implementation Implem	Line: 1 New Description: South/R) Transparent Greener Tape, 34 x Quantity: 4 500, Clear, Plack of 12 roles	Line Status: Approved	Destination	🖶 Microsoft XPS Do	ocum 🔻
Image: Serie of the serie o	Attendore: MSIC10303 Dea Date: 45523 1317 Korg Intel Billip Visc (2RAC) Prelight Terms: PFILA Developed IA 7 United States Date States Day PCT	way Shipping Total: 161.36 1103 Amaunt OL Unit Account	Pages	All	•
image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image image	Days Fund Preprint 1673000 111 0000 Open QTY Open Open	n Cissa 1 10/25 s Ant	Layout	Portrait	•
Aud of Drag Data Manage Data Manage Print Baging Bage Manage More settings V	19326 USD 0 Line: 2 New Description: Period RD Energy (1) Retractable Quantility: 3	N	Color	Color	Ŧ
List un	Address Data Sec. (2022) Data Sec. (2022) Diff Sec. (2022) <thdiff (2022)<="" sec.="" th=""></thdiff>	Way 103 Bhipping Heat: 105.47 Annuel 01.3H Annuel 105.47 L03.0H S4070 N Class 100.61	More settings		~
	2.000 0 DL Base Amount Currency Sequence	000 Capitalas			
	Teps://dpsb.pafs.bu/hac.edu/psofb8m/view%720/21%7d%w2C89C4008pU14fRNN4W40X9LD_gxa	whsBGCYicxELB202VYgROxOK58Y_sb8K_PAGI2nG 1/1		Print	Cancel

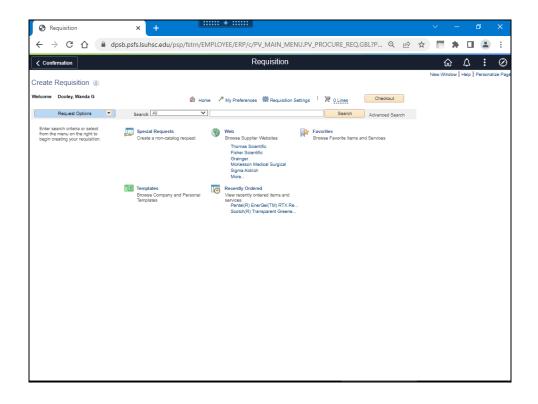
Step	Action
68.	Once the requisition has printed, the two-toned requisition remains displayed on the screen. Click the Close tab.

Requisition	× +		+								\sim	-	Ć	2	×
← → C ☆	dpsb.psfs.lsuhsc.edu/psp/f	fstrn/EM	1PLOYEE/E	RP/c/PV_N	1AIN_ME	NU.PV_PROC	URE_REQ.GBL?P.	. Q	Ê	☆		*			:
ePro Req Review and Section 1	ubmit			Confir	mation						ú	_	众	:	Ø
Confirmation											New Win	dow I	Help F	'ersonal	ize Pag
our requisition has been submitt	ted.														
Requested For	Dooley, Wanda G			Numbe	r of Lines	2									
Requisition Name	SHV Test Punchout Requisition			Tota	al Amount	279.43 USD									
Requisition ID	0079964														
Business Unit	LSUSH														
	Approved														
Priority	Medium														
Budget Status	Not Checked														
View printable version	🖉 Edit This Requisition	R Cher	ck Budget												
Req approval - one	step														
SHV Test Pu	nchout Requisition:Approved														
Create New Requisition	Manage Requisitions														

Step	Action
69.	You are returned to the requisition Confirmation page.
	If you want review other requisitions, select the Manage Requisitions link.
	To create a requisition for another supplier, click the Create New Requisition link.
	Create New Requisition



Step	Action
70.	You may choose Web then a supplier for a punchout requisition or select Special Request to create a Special Request Requisition .



Step	Action
71.	This completes the <i>Create a Punchout Requisition</i> .
	End of Procedure.

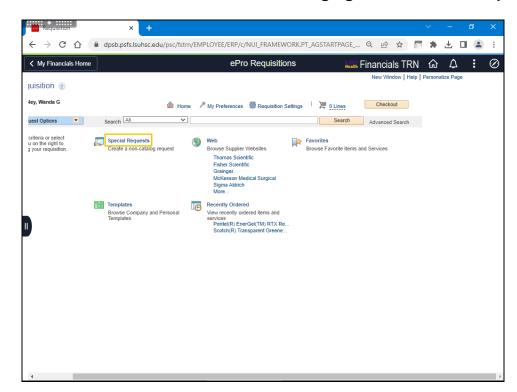
Create a Special Request Requisition

Procedure

This topic will show how to Create a Special Request Requisition.

NOTE: eProcurement is a new requisition module which provides electronic commerce transactions with certain suppliers by web punchout to their catalog, returning the request to the PeopleSoft Financials application, then submitting the order to the supplier. All other requisitions may be created through the Special Requests feature.

Step	Action
1.	Click the Main Menu link.
	\bigotimes
2.	Click the Main Menu link.
	Menu
3.	Click the eProcurement link.
	eProcurement
4.	Click the Requisition link.
	Requisition
5.	There are four (4) steps to creating a Special Request Requisition:
	 Enter Requisition Settings Enter Item Information
	3. Checkout and Review the Requisition
	4. Enter Requisition Comments and Submit and Print the Requisition
	NOTE: Changing the order of the steps may cause default and save errors which may result in the re-entering of the requisition by the Requester.



Step	Action
6.	The Create Requisition screen will display.
	Click the Special Requests link. Special Requests

	C 🕜 🔒 dpsb.psfs	insuriscieda, psc/ istri/ Ettil		WORK.PT_AGSTARTPAGE G				
My Fi	nancials Home		ePro Requisit	ons 😽 👬 Fin	ancials TRN	ል 🇘	:	Q
					New Windo	ow Help P	Personalize	Pag
reate	e Requisition @							
elcome	e Dooley, Wanda G		🙆 Home 🥕 My Preference	s 🕷 Requisition Settings 🕴 🎘	0 Lines Chec	kout		
	Request Options	Search	~		Search Advance	ed Search		
	I Request Options pecial Requests eb	Special Requests) non-catalog item you would like to	order:				
	Thomas Scientific Fisher Scientific Grainger	Item Details *Item Description						
	McKesson Medical Surgical Sigma Aldrich	*Price		*Currency	USD			
	Lowes Agilent Technologies BIO RAD LABORATORIES	*Quantity		*Unit of Measure Due Dat				
INC	Eppendorf North America		00000 Q	540 541				
_	More	Supplier Supplier ID	Q					
	molates	Supplier Name	٩		Suggest New Supplier			
	ecently Ordered	Supplier Item ID						
		Manufacturer						
		Mfg ID	Q					
		Manufacturer						
		Mfg Item ID						
		Additional Information				~		
					[] (
		Send to Supplier	Show at Receipt	Show at Voucher	li			

Step	Action
7.	Step 1: Enter Requisition Settings
	The Special Requests page will display for data entry.
	Click the Requisition Settings link.
	Requisition Settings

0	Requisition	× +	~	-	٥	×
←	→ C 🏠 🔒 rcba.ps	s.lsuhsc.edu/psp/fstrn/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCURE_REQ.GBL?FolderPath= Q	☆	¢.	* =	:
Favorit	Requisition Settings	orunneel 🔻 🖒 Bequicition Worklet	- A F	Home	1	
Fina Crea Welco	Business Uni Requeste *Currency	r WDOOL1 Dooley, Wanda G Priority Medium V			Help	vBar e 4
	replace the data in the c	this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on th orresponding fields on the selected lines that are available for sourcing. I have a subject to sourcing when there are no predefined values for these field Category 00000 Category 00000 Q Unit of Measure		II		
INC	Buyer Shipping Defaults Ship To Due Dat	LSUSH Q Add One Time Address				
	Distribution Defaults Accounting Ta Accounting Defaults	gQ Accounting Date 10/27/2021 👔 Personalize Find [20] ا 📖 First 🕠 1 of 1 ن) Last			
	Chartfields1 Chart Dist Percent		Proj			
	OK Cancel					

Step	Action
8.	The Requisition Settings page allows users to enter supplier, shipping, chartstring, etc., information on one page rather than for each line item of the requisition. Thus, this page represents the default settings for the user's eProcurement requisition. The Requester , Location , and Chartstring information are defaulted from the Requester's profile. You may change the information if you desire.
9.	 The top section of the Requisition Settings page allows the user to enter a <i>Requisition Name</i>, change the priority, as well as change the requester if entering the request for another user (<i>i.e., a Department Approver can change the Requester to any Requester that they approve. Buyers can do the same for all requesters</i>). Enter the desired information into the Requisition Name field. Enter "SHV Test Special Requisition".
10.	Requisitions <u>do not</u> have to be approved in any particular order. However, you may click the Priority drop-down arrow next to the requisition links to make a notation of the priority order in which you wish the Approver to approve the requisitions in his/her Worklist. <i>NOTE: This <u>does not</u> reorder the requisitions on the Worklist.</i>

Step	Action
11.	NOTE: The priority could be the importance of the requisition or the expected turnaround time. In the Worklist, the priority of the requisition is displayed and can be sorted by priority by clicking on the Priority column header.
	Low - Turnaround time is not a priority.
	<u>Medium</u> - The default value for all requisitions, the expectation for approval is within a few days.
	<u>High</u> - Very important, approval is expected within a day. For example, an emergency requisition needed to be ordered and paid for quickly.
12.	The Line Defaults section is where you will begin to enter default information. If known, you may enter the supplier information directly into the Supplier field, or you can search for the supplier using the Look Up Supplier button to the right of the Supplier field.
	See Using the Look up Feature in the Requisition Basics - Review for Edit section for information on how to use the Search for Supplier Look up feature.
	Click the Look Up Supplier button.

; ;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;	Requi	sitton		×	+												~	-	ć	7	×
÷	\rightarrow	СĹ	🔒 dpsb.	psfs.lsuh:	sc.edu/ps	c/fstrn/EMPL	.OYEE/EF	RP/c/NU	I_FRAME	WORK	K.PT_AGS	TARTPAG	GE	QÉ) ☆		*	坐			:
<							F	Requisi	tion Set	ttings											Ø
C w	C		*Requester *Currency Options	WDOOL1			Dooley,	Wanda G				Priorit	ty Med	ium 🗸]					нер	ge 🔺
	Lir	replace	rride Its ② he information in the data in the co Supplier upplier Location	fi ²¹⁴⁻	Short	Supplier ID Name Supplier Name				-				He	× Ip ^	are assi <u>c</u>		1			
		Accou	erride Supplier Search × are assigned. Help Help Help Help Help Help Help Hel																		
		Chart			etails <u>A</u> s						Fund	Program		Class	F	Product					ľ
		4	1			LSUSH	Q	Q		Q			Q		Q		•				22
1					Send to	Supplier	0	Show at R	eceipt		Show	w at Vouch	ier								*

Step	Action
13.	ACCUTEMP will be the supplier used for this example.
	<i>NOTE: If the supplier is not located in Supplier Search, please contact your Buyer for assistance.</i>
	Enter the desired information into the Name field. Enter "ACCU".
14.	Click the Find button.
	Find

. →	C	🕈 🗋 dpst	o.psfs.lsuhsc.edu/psc/f	strn/EMPLC	YEE/ERP/c/NUI_	FRAMEWORK.PT_AGST	ARTPAGE	261		± □	
< 1					Supplie	er Search				>	
C w		Stort Suppl Alternate Su				Find Reset				Help	▲ Heip
			City Country stal Code	٩	State	v					
	Se	arch Results				Personalize Find View	AII 🖉 🔢	First 🕢 1-1	10 of 14 🕟 Last		
		Supplier I	D Supplier Name	Default Location	Default Location Description	Address	City	State			
	0	1 0000007590	ACCURATE CHEMICAL	F		**USE ADDRESS #2**	WESTBURY	NY			
	0	2 000008347	ACCULAB INC	000000001	LOCATION-1	5041 TRAVELLA RD	MARRERO	LA			
	0	3 0000010305	ACCUTECH CORPORATION	0000000001	Location - 1	2209B RUTLAND DRIVE	AUSTIN	тх	=		
	0	4 0000013726	ACCUPATH DIAGNOSTIC LABORATORIES, INC	0000000001	Remittance - 01	P O BOX 79331	INDUSTRY	CA			
	0	5 0000013808	ACCUTEMP PRODUCTS, INC	000000001	GENERAL-01	12004 LINCOLN HWY EAST	NEW HAVEN	IN	**		
	0	6 0000013959	WASTEQUIP ACCURITE	0000000001		1031 HICKSTOWN ROAD	ERIAL	NJ	P		
	0	7 0000016902	ACCU CUTTER CO	000000000	GENERAL	160 STOVER DR	CARLISLE	PA			-
	0	8 0000017219	ACCU-CHART PLUS HEALTHCARE SYSTEMS, INC.	001	REMIT TO	1092 GANNON COURT	HOFFMAN ESTATES	IL			
	0	9 0000023027	ACCURATE PRINTER	0000000001		5000 W. ESPLANADE AVE #193	METAIRIE	LA			

Step	Action
15.	Click the Select this row option next to the supplier you would like to choose.
	In this example, the Supplier is located in Supplier Search and the row for <i>ACCUTEMP PRODUCTS, INC.</i> will be selected.
16.	Click the Select button.
	Select

Step	Action
17.	The Supplier Name and Location defaults into the Requisition Settings page.
	Click the Look Up Buyer button to the right of the Buyer field.
18.	Users may enter all or part of the last name of the <i>Buyer</i> in the Name field.
	Enter the desired information into the Name field. Enter "TEMPLE".
19.	Click the Look Up button.
	Look Up
20.	Click the Buyer link.
	Templeton, Mary A.
21.	In the Shipping Defaults section, the Due Date is the date you expect to receive the items ordered. If you know the proper format for the date, click in the Due Date field and type in the desired date.
	If not, click the Calendar button to the right of the Due Date field.
22.	Click the November 10 , 2021 link.
	30
23.	In the Attention field, enter the name of the person to whom the delivery will be made.
	Enter the desired information into the Attention field. Enter " MB010303 - DOOLEY ".
24.	In the Distribution Defaults section, the Accounting Tag represents the Speedtype. The Accounting Date defaults to the current date.
25.	The chartstring information in the Accounting Defaults section may be changed by selecting an Accounting Tag or by manually changing each of the values in the Accounting Defaults section. Entries or changes made on the Requisition Settings page, prior to selecting any requisition lines will carry forward to all lines.

Step	Action
26.	Location
	LSUSH uses an 8-10 alphanumeric code, so the default will be changed for all LSUSH requisitions. Each department has an assigned code. Below are examples of two LSUSH Location codes:
	1. Surgery Department - MB010303: MB designates Medical Building, 01 designates that it is located on the 1st floor of the building, and 0303 is room 303; or
	2. Hospital Anesthesiology - HH03H0015A: HH designates Hospital H wing, 03 designates it is located on the 3rd floor, and H0015A is room H315A
27.	The Location entered in the Accounting Defaults indicates where the delivery will be made. If the Location does not default it may be entered, or you may use the Look Up Location button to the right of the Location field.
	Enter the desired information into the Location field. Enter "MB010303".
28.	The Account field is typically blank on the Requisition Settings page. Users may enter the Account prior to selecting any requisition lines and the Account number will be defaulted for each line item added to the requisition.
	In this example, the Account Code for Scientific Supplies, Equipment will be used.
	Enter the desired information into the Account field under Accounting Defaults section. Enter "549200".
29.	The Dept. will be the department number to which the items will charged.
	Enter the desired information into the Dept field. Enter "1053000".
30.	The Fund Code identifies the funding source for the item(s) being ordered. If the item(s) involves a Project/Grant, you will need to enter the Fund Code associated with the specified Project/Grant (i.e., 113,115,116, etc.)
	Enter the desired information into the Fund field. Enter "111".
31.	Enter the desired information into the Program field. Enter "00001".
32.	Enter the desired information into the Class field. Enter "10105".
33.	Click the OK button.
	This completes Step 1: Enter Requisition Settings.

My Fin	ancials Home		ePro Requisition	is Health Find		<u>م</u> ش	:	(
reate	Requisition @				New Window	w Help P	ersonalize	Pag
elcome	Dooley, Wanda G				Check	aut		
				Requisition Settings	Lines Check	out		
	Request Options	Search All	*		Search Advanced	d Search		
All	Request Options							
Spe	cial Requests	Special Requests (2)	n-catalog item you would like to ord	or:				
Wel			n-catalog lient you would like to ord	21.				
	Thomas Scientific Fisher Scientific	Item Details						
	Grainger McKesson Medical Surgical	*Item Description						
	Sigma Aldrich	*Price		*Currency	USD			
	Lowes Agilent Technologies	*Quantity		"Unit of Measure	Q			
INC	BIO RAD LABORATORIES	*Category 0	0000	Due Date	11			
	Eppendorf North America	Supplier						
	More		Q					
Fav	orites	Supplier ID						
Tem	nplates	Supplier Name	Q.		Suggest New Supplier			
Rec	ently Ordered	Supplier Item ID						
		Manufacturer						
		Mfg ID	Q					
		Manufacturer						
		Mfg Item ID						
		Additional Information						
					20	6		

Step	Action
34.	Step 2: Enter Item Information
	The Item Description is a required field. It is a free-form text field, meaning you can use upper, lower,or mixed case for letters. Numbers and special characters are also usable in this field. The Item Description needs to be descriptive enough for the Buyer's to understand what you wish to purchase, without being overly verbose.
	Enter the desired information into the *Item Description field. Enter " Test Item Ordered for Class ".
35.	Price is a required field. When entering the cost of an item into the Price field, users must enter the decimal point to indicate cents (e.g., 12.99).
	Enter the desired information into the Price field. Enter "25.00".
36.	Quantity is a required field. The Quantity must be entered in whole numbers (e.g., 10 or 11 rather then 10.5).
	Enter the desired information into the Quantity field. Enter " 35 ".
37.	Category is a required field, but will remain as defaulted with the 00000 General Item Category Code.

Step	Action
38.	Unit of Measure (UOM) is a required field and may be entered in upper, lower or mixed case. You may enter the UOM directly into the Unit of Measure field, or you can search for it by clicking the magnifying glass to the right of the Unit of Measure field.
	Click the Look up Unit of Measure button.
39.	In this example, the Each (EA) option will be used for the Unit of Measure .
	Click the EA link.
40.	Click the Add to Cart button.
	This completes Step 2: enter Item Information. Add to Cart
	Add to Call

٣		+	× +				~	-	٥	×
<		\rightarrow C \triangle \triangleq dpsb.psf	fs.lsuhsc.edu/psc/fstrn/EMF	PLOYEE/ERP/c/NUI_FRAM	1ework.pt_agstartpage Q	6 \$	*	₹		1
<	My	/ Financials Home		ePro Requis	itions 🔛 Fin	ancials TRN	۱ ۵	۵	:	Ø
		ate Requisition 🛞							Personalize	e Page 🔺
Ľ	Velco	Request Options	Search	Home My Preferer	nces 🍀 Requisition Settings 🍈 📜 j		Checkoul	_		
	INC	All Request Options Special Requests Web Thomas Scientific Fisher Scientific Grainger McKesson dedical Surgical Lows BIO RAD LABORATORIES	Special Requests (Enter information about the Item Details "Item Description "Price "Quantity "Category Supplier	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	*Currency *Unit of Measure	USD 04/30/2023	l	earch		
			Manufacturer Mfg ID Manufacturer Mfg item ID	Q						
4			Additional Information	Show at Receipt	Show at Voucher				_	•

Step	Action
41.	Step 3: Checkout and Review Special Requests Requisition
	In the top right of the screen you will now see that an item has been added to the cart. The number next to the cart is the item added.
	If this is the only item to purchase from this Supplier, click the Checkout button to the right of the cart.
	Checkout
42.	The Checkout - Review and Submit page appears.
	The Requisition Summary section at the top of the requisition displays the Header information. The <i>Requisition Name</i> and <i>Priority</i> may be changed if desired.
43.	The Requisition Lines section is loaded with information including the Description, Supplier, Quantity, Price, and Unit of Measure .
	Requisition Lines Comments are available if entered.
	Click the Expand Shipping Line arrow to the left of the Line field.

* Reduisition	× +						\sim	—	٥	×
\leftrightarrow \ni C \triangle	dpsb.psfs.lsuhsc.edu	i/psc/fstrn/EMPLOYEE/ER	RP/c/NUI_FRAM	IEWORK.PT_AGS	TARTPAGE Q. L	2 ☆	*	± □		:
K My Financials Hore	me	e	Pro Requis	sitions	Hall Finance	cials T	RN 仚	۵	:	\oslash
JSH Q OOL1 D	LSUHSC Shreveport	Requisition	Name SHV Test	Special Requisition						Â
ı details			🖶 Add Me	ore Items						1
Hem ID *Ship To Address Attention To Due Date Accounting Lines	Suppler ACCUTEMP PRODUCTS, INC LSUSH 1501 Kings Highway Shreveport, LA 71103 Dooley, Wanda G (04/30/2023)	· · · · · · · · · · · · · · · · · · ·	OM A Quantity Price	Price 25.00 35 25.00	Total 875.00 Price Adjustment Pegging Inquiry Pegging Workbench	Details	Comments Add	Delete		
Select lines to: USH 31 Kings Highway reveport, LA 71103 oley, Wanda G	Reference and the Favorites	Add to Template(s)	Delete Selecte	d 📇Ma	ss Change 875.00 USD					
4										• •

Step	Action
44.	The Details icon provides the full description of the item.
	The user may Delete a line from the requisition using the trash can icon located on the far right of the line item.

	× +				~	- 0	×
\leftrightarrow \rightarrow C \triangle $\stackrel{\text{\tiny left}}{=}$ dpsb.pst	fs.lsuhsc.edu/psc/fstrn/l	EMPLOYEE/ERP/c/NUI_FF	AMEWORK.PT_AGSTART	PAGE Q. 🖻	*	* 🗆 😩	:
K My Financials Home		ePro Req	uisitions	骗 Financia	ls TRN 仚	Α :	Ø
Cart Summary: Total Amount 875.00 US	D						
Expand lines to review shipping and account				Add More	Items		
Requisition Lines (2)							
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	
1 Provide the tem Ordered for Class	S	ACCUTEMP PRODUCTS, INC	35	EA	25.00	875.00	
Shipping Line 1	*Ship To	LSUSH	Add Shipto Commen	ts Quantity	35		
	Address	1501 Kings Highway Shreveport, LA 71103		Price	25.00	Price Adjustment Pegging Inquiry	
	Attention To	Dooley, Wanda G				Pegging Workbend	:h
	Due Date	04/30/2023					
	Accounting Lines						
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	1 Ma	ss Change	
					Total Amount	875.00 USD	
Shipping Summary							
🖉 Edit for All Lines							
Ship To Location	LSUSH						- 1
Address	1501 Kings Highway						- 1
	Shreveport, LA 71103						
Attention To Comments	Dooley, Wanda G						
Comments							
Requisition Comments and Attachments							
Enter requisition comments and Attachments	•						
							_
•							•

Step	Action
45.	To view the Accounting Distribution information for the line, click the button to the left of the Accounting Lines field.

Requisition		× +										~		٥	
← → C ☆	🗎 dpsb.psf:	s.lsuhsc.e	du/psc/fst	rn/EMPL	OYEE/ERP/c/PV_M	AIN_MEI	NU.PV_PROCUP	E_REQ	Q	e r	7	*	₹		•
		VDOOL1		Q	Dooley, Wanda G			Priorit	Medium	~					
art Summary: Total Amoun	at 875.00 USD														
expand lines to review shipping	ng and accounti	ng details						÷	Add M	ore Items					
Requisition Lines 👔															
Line Description		Item IE)	Su	oplier		Quantity	UOM			Price		Total		
🔻 1 👷 🗌 Test Item Ord	ered for Class				CUTEMP ODUCTS, INC		35	EA			25.00	t	375.00		
Shipping Line 1			*Ship To	LSUSH	I Q	4	dd Shipto Commer	its	Quantity		35				
			Address		ings Highway port, LA 71103				Price	2	5.00			justment Inquiry	
			Attention To	MB010	303 - DOOLEY									Workben	ch
			Due Date	04/30/	2023										
	-	Accounting	ng Lines		_										
		*0	istribute By	Qty Amt	Accounting	g Tag		Q	Multi-Accoun	ting Tags					
		Accounti	ng Lines	Qty					Personalize	Find	View All (Ø 📑		First 🕚	1 of
		Chartfield	Is1 Char	fields2	Chartfields3 Details	Detail	s 2 Asset Inform	ation	Asset Inform	nation 2	Budget	t Informa	ation	[:::]	
		Line 9	Status	Dist Type	*Location		Quantity	Per	cent	N	lerchandis	e Amt 🤆	GL Unit		
		1 (Open		MB010303	٩		35	100.0000		8	75.00	SUSH		Q
Select All / Deselect	All	Selec	t lines to:	🙀 Ad	d to Favorites	😡 Add to	Template(s)	1	Delete Selecte	ed	1	Mass C	hange		
										Тс	otal Amou	int	875	.00 USD	
ipping Summary															
ipping Summary _ Edit for All Lines Ship To Lo		LSUSH 1501 Kings F													

Step	Action
46.	The Distribute By field indicates whether cost is being allocated by <i>Quantity</i> or <i>Amount</i> . Most blanket requisitions are distributed by amount, especially those covering services.
	The Distribute By defaults based on the information entered on the <i>Requisition Settings</i> page. The Distribute By can be changes on the <i>Accounting Lines</i> for a specific line item as needed.
	Click the button to the right of the *Distribute By field.
47.	If the user wants to split the accounting allocation between Chartstrings, the user may select the (+) at the end of the line to add an additional distribution line.
	See the ''Split a Distribution on a Requisition'' section located later in this manual for additional information.
48.	Click the button to the left of the Line field to Collapse Shipping and Accounting field information.
	This completes Step 3: Checkout and Review Requisition.

	× +											>
← → C ☆ ● d	lpsb.psfs.lsuhsc.edu/psc,	/fstrn/EMPLOYEE/ERP/c/PV	MAIN_MENU.PV_PROCUF	RE_REQ	Q	È	☆	e	* 3	<u>د</u> ا		
Line Description	Item ID	Supplier	Quantity	UOM			Price		То	al		
1 opt Test Item Ordered for	or Class	ACCUTEMP PRODUCTS, INC	35	EA			25.00)	875	00		
Select All / Deselect All	Select lines to	: 🙀 Add to Favorites	Add to Template(s)	Î Dele	te Select	ed		t≞w	lass Chai	ige		
							Total A	mount	t	375.00 L	JSD	
ipping Summary												
Edit for All Lines Ship To Locatio	n LSUSH											
Addres												
	Shreveport, LA 71103	3										
Attention T	MB010303 - DOOLEY	(
Comment	ts											
Comment	ts											
quisition Comments and Attach												
quisition Comments and Attach Enter requisition comments	nments											
quisition Comments and Attach	nments											
quisition Comments and Attach Enter requisition comments	nments	Shown at Voucher										
guisition Comments and Attach Enter requisition comments Enter any comment for the rec	nments	Shown at Voucher						Add m	ore Com	nents an	d Attacl	
equisition Comments and Attach Enter regulsition comments Enter any comment for the rec Send to Supplier proval Justification	quisition here.	Shown at Voucher						Add m	ore Com	nents an	id Attacl	
equisition Comments and Attach Enter requisition comments Enter any comment for the rec	quisition here.	Shown at Voucher						Add m	ore Com	nents an	d Attacl	10
equisition Comments and Attach Enter regulsition comments Enter any comment for the rec Send to Supplier proval Justification	quisition here.	Shown at Youcher						Add m	ore Com	nents an	d Attacl	10
equisition Comments and Attach Enter regulsition comments Enter any comment for the rec Send to Supplier proval Justification	quisition here.	Shown at Voucher						Add m	ore Com	nents an	d Attacl	In
equisition Comments and Attach Enter regulsition comments Enter any comment for the rec Send to Supplier proval Justification	quisition here.	Shown at Voucher						Add m	ore Com	nents an	id Attacl	10
equisition Comments and Attach Enter regulsition comments Enter any comment for the rec Send to Supplier proval Justification	quisition here.	Shown at Voucher						Add m	ore Com	nents an	d Attacl	10
equisition Comments and Attach Enter requisition comments Enter any comment for the rec Send to Supplier Proval Justification Enter approval justification for t	the equisition here.							Add m	ore Com	nents an	d Attaci	
equisition Comments and Attach Enter regulsition comments Enter any comment for the rec Send to Supplier proval Justification	quisition here.	Shown at Voucher	6ð preview Approvats					Add m	iore Com	nents an	id Attaci	
quisition Comments and Attach Enter requisition comments Enter any comment for the rec Send to Supplier proval Justification Enter approval justification for t	the equisition here.		6ð Preview Approvals					Add m	ore Com	nents an	d Attaci	in

Step	Action
49.	Step 4: Enter Requisition Comments and Submit and Print Requisition
	The bottom section of the requisition provides a Shipping Summary , a section for Requisition Header Comments and Attachments and a section to Enter Approval Justification for this requisition to be sent to the requisition approver.
	See the "Add Comments and Attachments" section located later in this manual for additional information.
	Enter the desired information into the Enter requisition comments field. Enter "Enter any comments for the requisition here. ".

Step	Action
50.	The buttons at the bottom allow the user to choose his/her next step.
	<u>Save & Submit</u> - this button is used to save the requisition and submit it to workflow for the approver to review and approve.
	<u>Save for Later</u> - this allows the user to save the requisition and come back to it for additional work at a later time. This button performs the same function as the "Hold from Further Processing" checkbox.
	Add More Items - if the user wants to add additional line to the requisition from this supplier.
	The Eyeglass icon and Preview Approvals link can be selected once the requisition is saved to check the approval routing for the requisition.
	Click the Save & Submit button.
51.	The Confirmation page displays the Requisition ID, Amount, Approval Status, etc.
	NOTE: Once the requisition is complete and Approved, the Check Budget process is run. The Check Budget process will be demonstrated in the Budget Check a Requisition topic.

Requisition	× +								×	/	-	٥	×
← → C ☆ ●	dpsb.psfs.lsuhsc.edu/psc/fstrn/l	EMPLOYEE/	ERP/c/PV_N	1AIN_MENU.PV_PRO	CURE_REQ	Q	È	☆		* 2	Ŀ□		:
									New Wi	ndow H	elp P	ersonaliz	e Page
Confirmation													
Your requisition has been submit	tted.												
Requested For	Dooley, Wanda G			Number of Lines	1								
Requisition Name	SHV Test Special Requisition			Total Amount	875.00 USD								
Requisition ID	0079965												
Business Unit	LSUSH												
Status	Approved												
Priority	Medium												
Budget Status	Not Checked												
Hiew printable version	Edit This Requisition	The Check	k Budget										
Req approval - one	step												
	pecial Requisition:Approved												
Create New Requisition	Anage Requisitions												
- Create New Requisition	— manage Requisitions												

Step	Action
52.	The Confirmation page displays the Requisition ID, Amount, Approval Status, etc.
	Click the Check Budget button.

C C Appb.pds.lsub.sc.edu/psc/fstrr/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCURE_REQ. A <th>y net</th> <th>quisit</th> <th>on</th> <th></th> <th>× +</th> <th></th> <th>o</th> <th></th> <th></th>	y net	quisit	on		× +											o		
Confirmation Your requisition has been submitted. Requested For Dooley, Wanda G Number of Lines Requisition Name SHV Test Special Requisition Total Amount 875.00 Requisition ID 0079965 Business Unit LSUSH Status Approved Priority Medium Budget Status Not Checked Vev printable version Check Budget Requisition - consetep SHV Test Special Requisition: Approved 	• >	0	さん		dpsb.psfs.lsuhsc.edu/psc/	fstrn/EMPLOYEE,	/ERP/c/PV_	MAIN_MENU.PV_PRC	CURE_REQ	Q	Ê	☆	e	*	Ł			1
our requisition has been submitted. Requested For Dooley, Wanda G Number of Lines 1 Requisition Name SHV Test Special Requisition Total Amount 875.00 USD Requisition 10 0079965 Business Unit LSUSH Status Approved Priority Medium Budget Status Not Checked Verw printable version Check Budget Req approval - one step NHV Test Special Requisition:Approved													New W	indow	Help	Perso	onalize	P
Requested For Dooley, Wanda G Number of Lines 1 Requisition Name SHV Test Special Requisition Total Amount 875.00 USD Requisition ID 0079965 Business Unit LSUSH Status Approved Priority Medium Budget Status Not Checked Check Budget Vew printable version	onfirr	mati	on															
Requisition Name SHV Test Special Requisition Total Amount 875.00 USD Requisition ID 0079965 Business Unit LSUSH Status Approved Priority Medum Budget Status Not Checked Vew printable version Image: Check Budget	ır requi	isition	has been	submit	ited.													
Requisition ID 0079965 Business Unit LSUSH Status Approved Priority Medium Budget Status Not Checked View printable version Lett This Requisition Check Budget			Request	ed For	Dooley, Wanda G			Number of Lines	1									
Business Unit LSUSH Status Approved Priority Medium Budget Status Not Checked View printable version C Edit This Requisition Check Budget eq approval - one step SHV Test Special Requisition:Approved		Re	quisition	Name	SHV Test Special Requisition			Total Amount	875.00 USD									
Status Approved Priority Medium Budget Status Not Checked Vew printable version Let This Requisition Check Budget eq approval - one step SHV Test Special Requisition:Approved			Requisit	tion ID	0079965													
Priority Medium Budget Status Not Checked View printable version L Edit This Requisition Check Budget eq approval - one step SHV Test Special Requisition:Approved			Busines	s Unit	LSUSH													
Budget Status Not Checked View printable version			1	Status	Approved													
View printable version Edit This Requisition eq approval - one step > SHV Test Special Requisition:Approved			P	riority	Medium													
eq approval - one step SHV Test Special Requisition:Approved			Budget !	Status	Not Checked													
SHV Test Special Requisition:Approved	View	printal	ble versio	n	🖉 Edit This Requisition	Che	ck Budget											
	eq a	ppr	oval -	one	step													
Create New Requisition		▶ :	SHV Te	st Sp	ecial Requisition:Appro	ved												
	Create	e New	Requisiti	on	B Manage Requisitions													

Step	Action
53.	The user may also select the View Printable Version link to print the requisition if needed.
	Click the View Printable Version button.
	View printable version
54.	A message will display asking if you want to print the distribution details.
	Click the Yes button.

Requisit Requisit Vendor: Header (0000013808 Comments:	i5 SHV Test Spec		Entered D	: WDOOL1 I By: Dooley, W ate: 4/26/23 P PRODUCTS			Status: Appro Currency: US Requisition T	D	375.00				
Line: 1			t Item Ordered for Class		Quantity:	35	 UOM: EA	Price: 25.00		Line Total: 875.00 Line Status: Approved	1			
Ship Line Attention Ship Via:	n: MB010303	- DOOLEY	Ship To: LSUS Due Date: 4/3 Freight Terms)/23		Address 1501 Kin Shrevepi United S	Back Forward Reload		011	Alt+Left Arrow Alt+Right Arrow Ctrl+R				
Di: 1	ət	Status Open	Location MB010303		Qty 35	PCT 100.00	Save as			Ctrl+S				
	Dept 1053000		Fund 111				Print Search im	ages with Goo	ogle	Ctrl+P				
35.000	00	Open QTY						Code for this	page	2	_			
875.0		e Amount		ency SD		Seque 0	Translate t	-		Ctrl+U	_			
							Inspect	500100		00110				

Step	Action
55.	The requisition will process and display for printing. To print, right-click anywhere in the requisition and select Print .
	Click the Print link.
	Print
56.	The requisition opens the print pdf window for printing and the user would print the requisition.
	For <u>training purposes</u> <u>only</u> , click the Cancel button.
	Cancel
57.	Once the requisition has printed, the two-toned requisition remains displayed on the screen.
	Click the Close button.
	×
58.	To create a requisition for another supplier, select the Create New Requisition link.
	If you want to review other requisitions, select the Manage Requisitions link.

Step	Action
59.	This completes the <i>Create a Special Request Requisition</i> . End of Procedure.

Split a Distribution on a Requisition

Procedure

In this topic you will learn to Split a Distribution on a Requisition.

NOTE: When entering a new requisition or editing an existing one, the allocation can be split to distribute to different chartstrings. In this example, an allocation by Quantity will be split to distribute to different departments.

Net	quisition	× +								×	/	-	٥	×
$\leftarrow \rightarrow$	C 🖒 🔒 dpsb.ps	fs.lsuhsc.edu/psp/fstrn/E	MPLOYEE/ER	P/c/PV_MAI	N_MENU.PV_PRO	DCURE_REQ	Q	Ê	☆	C	*	⊥		1
< Mana	age Requisitions			Requisi	ition						ሴ	¢	. :	Ø
Create	Requisition @								Ne	w Wind	ow H	ielp I	Personaliz	e Page 🔺
Welcome	Dooley, Wanda G		🏠 Home 🏒	* My Preferen	ices 🏶 Requisition	Settings	潭 <u>2 Li</u>	nes		Checko	ut			
	Request Options	Search	~				S	earch	Ad	lvanced	Searc	h		
Spe Web	Request Options cial Requests Thomas Scientific Traininger delesson Medical Surgical Sigma Addreb Jowes JIO RAD LABORATORIES Eppendorf North America Are arites plates ently Ordered	Special Requests (Enter information about the Mem Details "Price "Quantity "Category Supplier Supplier ID Supplier Name Supplier Item ID	00000	Q	to order: D & D SALES & SU COMPANY		sure Date	USD 05/03/20 Guggest M		ļ				
		Manufacturer Mfg ID Manufacturer Mfg Item ID		٩										
		Additional Information								.				
4		Send to Supplier	Shov	v at Receipt	Show	v at Voucher								

Step	Action
1.	NOTE: When creating a new requisition, and after adding items to the cart, proceed to checkout and the distribution can be entered and changed in the Checkout - Review and Submit screen. <u>Although, it is HIGHLY recommended</u> <u>that this step be done in the setup (Requisition Settings) prior to adding any items</u> to the cart.

Requisition	× +							×	~	-	٥	×
\leftrightarrow \rightarrow C \triangle \triangleq dpsb.ps	sfs.lsuhsc.edu/psp/fstr	n/EMPLOYEE/ERP/c/PV_N	MAIN_MENU.PV_PROCUI	RE_REQ	Q	Ċ	☆	e	*	₹		1
✓ Manage Requisitions		Checkout - Re	view and Submit						ŵ	۵	:	Ø
Checkout - Review and Subn	nit						Ne	w Wind	iow F	lelp I	Personalia	e Page 🔺
Review the item information and submit the r												- 1
Review the item mormation and submit the i	eq for approval.		/	My Prefe	erences	*	Requis	sition Se	ettinas			- 1
Requisition Summary												
Business Unit	LSUSH Q	LSUHSC Shrevepo	rt Requisiti	ion Name	Split a Dis	stributi	on					
*Requester	WDOOL1	Q Dooley, Wanda G		Priority	Medium	$\mathbf{\vee}$						- 1
*Currency	USD											- 1
Cart Summary: Total Amount 811.84 USD												- 1
Expand lines to review shipping and account	ting details			÷	Add M	lore Ite	ms)				
Requisition Lines (?)												-
Line Description	Item ID	Supplier	Quantity	UOM			Price	e		Total		t
🕨 1 🥵 🗋 Test Item #1		D & D SALES & SUPPLY COMPANY	10	EA			19.9	9	1	99.90		1
▶ 2 👷 🗋 Test Item #2		D & D SALES & SUPPLY COMPANY	6	EA			101.9	9	6	11.94		1
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	🗍 Del	lete Select	ed		₿м	ass Ch	nange		
							Total /	mount		811.	84 USD	- 1
Shipping Summary												
Edit for All Lines												
Ship To Location	LSUSH											
Address	1501 Kings Highway											
	Shreveport, LA 71103											
Attention To Comments	MB010303 - DOOLEY											
Commenta												
javascript:submitAction_win0(document:	win0 'PV REO HDR WRK	MY DREEERENCEST										-

Step	Action
2.	Click the Expand Requisition Lines arrow.

						A 1	
\leftrightarrow \rightarrow C \triangle (\blacksquare dpsb	.psfs.lsuhsc.edu/psp/fstri	n/EMPLOYEE/ERP/c/PV_M	IAIN_MENU.PV_PROCUP	RE_REQ Q	6 ☆ 🛛	** •	
✓ Manage Requisitions		Checkout - Rev	iew and Submit			ል 4 :	(
kpand lines to review shipping and acc	ounting details			中 🛛 Add Mo	re Items		
tequisition Lines 🕐							
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	
1 2 Test Item #1		D & D SALES & SUPPLY COMPANY	10	EA	19.99	199.90	
Shipping Line 1	*Ship To	LSUSH	Add Shipto Commen	ts Quantity	10		
	Address	1501 Kings Highway Shreveport, LA 71103		Price	19.99	Price Adjustment Pegging Inquiry	
	Attention To	MB010303 - DOOLEY				Pegging Workbench	
	Due Date	05/03/2023					
	Accounting Lines						
2 👷 🗋 Test Item #2		D & D SALES & SUPPLY COMPANY	6	EA	101.99	611.94	
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selecte	d 🖫 M	lass Change	
					Total Amount	t 811.84 USD	
pping Summary							
Edit for All Lines Ship To Location	LSUSH						
Address	1501 Kings Highway						
	Shreveport, LA 71103						
Attention To	MB010303 - DOOLEY						
Comments							
uisition Comments and Attachmen	its						
Enter requisition comments							

Step	Action
3.	Click the Expand Accounting Lines arrow.

Nequ			×	+										~	-	٥		×
\leftrightarrow \rightarrow	CÔ	🔒 dpsb	.psfs.lsuhs	sc.edu/psp/fst	rn/EMPLC	YEE/ERP/c/I	PV_MAIN_ME	NU.PV_PF	ROCURE_REQ	Q	Ċ	☆		*	₹		1	:
< Manag	e Requisi	itions			Cł	neckout -	Review ar	d Subr	nit					ŵ	¢			Ć
		*Ship To Address Attention To Due Date		s Highway t, LA 71103 3 - DOOLEY		Add Shipto Cor	mments G	uantity Price	10 19.99	Peg	e Adjust ging Inc ging Wo		1		•	=		
		ting Lines *Distribute By	Qty	Y Account	ing Tag		Q. Mu	Iti-Accountin	g Tags									
		nting Lines				_			Find View All 🔄			t 🕚 (of 1 🤅	🕑 Las	t			
	Chartfi	_	elds2 Ch Dist Type	artfields3 Deta *Location	ails De <u>t</u> a	Ils 2 <u>A</u> sset I Quantity	nformation A Percen	sset <u>I</u> nforma	tion 2 <u>B</u> udget In Merchandise A									
	1	Open	Dist Type	MB010303	٩	quantity		100.0000		.90 LS			2	•				
			COMP				6 EA		101.99		1.94		[<u>.</u>	0	Add	Û	
All	Sel	ect lines to:	Add to	o Favorites	Q3 Add to	o Template(s)	U Del	ete Selected	්සුM	ass Cha	811.84	USD						
ddress		s Highway t, LA 71103																
tion To ments	MB01030	3 - DOOLEY																
ttachments																		
nts																		

Step	Action
4.	 The information entered on the <i>Requisition Settings</i> page will default to all lines items. The Distribute By field indicates whether costs are being allocated by <i>Quantity</i> or <i>Amount</i>. The Distribute By can be changed in the <i>Accounting Lines</i> section for a specific line item as needed. This allows users to not only split line item cost allocations by Quantity or Amount, but to also split allocations between departments, funds, projects, etc. Click the Add a new row at row 1 button.
5.	In this example, the user will split the cost allocation by Quantity between two departments for the specified line item. The chartstring will be split evenly between the two department. Enter the desired information into the Line 1 Quantity field. Enter " 5 ".
6.	Enter the desired information into the Line 1 Percent field. Enter " 50 ".
7.	Enter the desired information into the Line 2 Quantity field. Enter "5".
8.	Enter the desired information into the Line 2 Percent field. Enter " 50 ".

← → < Manage	C 🗅	🔒 dpst	h nefe leub															
Manage			orparatisuri	sc.edu/psp	/fstrn/E	MPLO	(EE/ERP/c/I	PV_MAI	N_MENU.PV	PROCL	JRE_REQ	Q	È	☆	* 1	坐		
	e Requisi	tions				Ch	eckout -	Revie	w and Su	ıbmit					厽	¢	. :	6
		*Ship To Address Attention To Due Date	Shrevepo	ıs Highway rt, LA 71103 13 - DOOLEY	Q 		Add Shipto Co	mments	Quantity Price		10 19.99	Pe	ce Adjust gging Inc gging Wo			.	-	
		ting Lines *Distribute By ting Lines elds1 C <u>h</u> art		Acc nartfields3	counting 1	Tag De <u>t</u> ai	ls 2 Asset	Information			View All 🛛	🔜		④ 1-2 (of 2 🛞 La	st		
	Line 1	Status Open	Dist Type	*Location MB010303		٩	Quantity	5	Percent		Merchandise	e Amt GL 99.95		٩	±	_		
	2 Sel	Open ect lines to:	COM	MB010303 SALES & SPANY o Favorites	UPPLY	Q Add to	Template(s)	5 6 E/		cted	101.99	0.00 LS 6' Mass Ch	11.94	Q			Add	Û
											Total Amou	nt	811.84	USD				
ess	-	s Highway t, LA 71103																
n To ents	MB01030	3 - DOOLEY																

Step	Action
9.	Click the Chartfields2 tab.
	Chartfields2

Nequi			×	+													~	—	đ)	×
\leftrightarrow \rightarrow	C A	dpsb.p	sfs.lsuh	isc.edu/	psp/fstrn/	EMPLO	DYEE/ERF	P/c/PN	_MAIN_N	MENU.PV_	PROCUR	E_REQ	Q	Ŀ	☆	e	*	坐			:
< Manage	e Requisitions]		MPANY		C	heckou	it - R	eview	and Sub	mit						ŵ	¢		:	Ø
	Atte	*Ship To Address ention To Due Date	LSUSH 1501 Kin Shrevep	ngs Highw ort, LA 71 803 - DOC	103		Add Shipi	to Com	ments	Quantity Price	15	10 .99	Pe	ce Adju: gging In gging W		ch		٠	-		
		ibute By	Qty	~	Accounting	Tag				Multi-Accou											ł
	Accounting I	Lines Chartfiel Dept		h <u>a</u> rtfields und	3 <u>D</u> etails Program	Deţ	ails 2 <u>A</u> Class		formation Product	Personalize Asset Infor		w All 🛃 <u>B</u> udget In		tion	() 1.	-2 of 2	الله کې 🚯	st			
	549200 Q	1651000		11 Q		Q	10105]Q		Q		٩				٩		-			
t All	Select line		CON		& SUPPLY		to Template		6 EA	Delete Select	1	01.99	6 ass Cł	11.94 nange		Q			Add	1	1
											Το	tal Amount		811.8	4 USD						
.ocation Address	LSUSH 1501 Kings Hight Shreveport, LA 7																				
ntion To mments	MB010303 - DO	OLEY																			
Attachmonto																					

Step	Action
10.	The chartstring information has been entered on Line 2 to complete the distribution split. Notice the <i>Dept</i> number on Line 2 is different than Line 1. Because the <i>Dept</i> is different, the <i>Fund</i> , <i>Program</i> and <i>Class</i> can remain as defaulted. A user could also use the same <i>Dept</i> for both lines and change the <i>Fund</i> , <i>Program</i> or <i>Class</i> instead.
11.	Once the distribution information has been entered, the updated information will need to be Saved. If the requisition is complete, the user would select the Save & Submit button. If the user is not finished with the requisition but needs to come back to it later, then the Save for Later button would be selected.
	See the Edit an ePro Requisition Add Lines for additional information on retrieving Save for Later requisitions.
	Click the Save & Submit button.

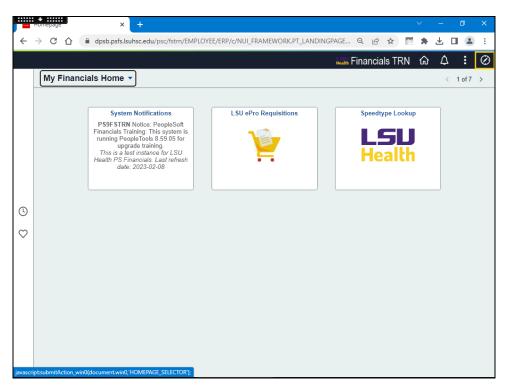
New Window Help Personalize Confirmation Surr requisition has been submitted. Requested For Dooley, Wanda G Number of Lines 2 Requisition Name Spitt a Distribution Total Amount 811.84 USD Requisition ID 0079967 Business Unit LSUSH Status Approved Priority Medium Budget Status Not Checked	Nequisition	× +								~		Ø	×
New Window Help Personalize Confirmation Surrequisition has been submitted. Requested For Dooley, Wanda G Number of Lines 2 Requisition ID 007967 Business Unit LSUSH Status Approved Priority Medium Budget Status Not Checked Wew printable version Checked Status Popovel - one step Split a Distribution: Approved	< → C ☆ ()	dpsb.psfs.lsuhsc.edu/psp/fstrn	/EMPLOYEE/ER	RP/c/PV_MA	IN_MENU.PV_PRO	CURE_REQ	Q	Ċ	☆	*	₹		:
confirmation wer requisition has been submitted. Requisition Name Split a Distribution: Approved Number of Lines Number of Lines Number of Lines Number of Lines Requisition Name Split a Distribution: Approved Number of Lines Num priority	Manage Requisitions			Confirm	ation					ώ	Ĺ	7 :	Q
aur requisition has been submitted. Requised For Dooley, Wanda G Number of Lines 2 Requisition Name Spit a Distribution O079967 Business Unit LSUSH Status Approved Priority Medium Budget Status Not Checked Vew printable version Check Budget Spit a Distribution:Approved Spit a Distribution:Approved										New Windo	w Hel	p Person	alize P
Requested For Dooley, Wanda G Number of Lines 2 Requisition Name Split a Distribution Total Amount 811.84 USD Requisition ID 0079967 Business Unit 15USH Business Unit LSUSH Status Approved Priority Medium Budget Status Not Checked Wew printable version Image: Check Budget Total Amount Total Amount Requisition ID Status Not Checked Total Amount Total Amount Priority Medium Check Budget Total Amount Total Amount Total Amount Requisition ID Not Checked Split a Distribution: Approved Total Amount Total Amount Total Amount	Confirmation												
Requisition Name Split Distribution Total Amount 811.84 USD Requisition ID 0079967 Business Unit LSUSH Status Approved Priority Medium Budget Status Not Checked Wew printable version Check Budget Requisition: Approved	our requisition has been submit	led.											
Requisition ID 0079967 Business Unit LSUSH Status Approved Priority Medium Budget Status Not Checked Wew printable version	Requested For	Dooley, Wanda G			Number of Lines	2							
Business Unit LSUSH Status Approved Priority Medium Budget Status Not Checked Wew printable version Check Budget Req approval - one step Split a Distribution:Approved	Requisition Name	Split a Distribution			Total Amount	811.84 USD							
Status Approved Priority Medium Budget Status Not Checked View printable version Check Budget Req approval - one step Split a Distribution: Approved	Requisition ID	0079967											
Priority Medum Budget Status Not Checked View printable version Check Budget Req approval - one step Split a Distribution:Approved													
Budget Status Not Checked Vew printable version													
Wew printable version Edit This Requisition Req approval - one step Split a Distribution:Approved													
Req approval - one step > Split a Distribution:Approved	Budget Status	Not Checked											
Split a Distribution:Approved	View printable version	🖉 Edit This Requisition	Check B	udget									
Split a Distribution:Approved	Reg approval - one	sten											
Create New Requisition		•											
Create New Requisition													
	Create New Requisition	Manage Requisitions											

Step	Action
12.	The requisition will be submitted for Approval. Once approved, the requisition will have to be budget checked before it can be sourced to a PO.
13.	This completes <i>Split a Distribution on a Requisition</i> . End of Procedure.

Find/Edit a Save for Later Requisition

Procedure

In this topic you will learn how to Find/Edit a Save for Later Requisition.



Step	Action
1.	Click the Main Menu button.
	\otimes
2.	Click the eProcurement link.
	eProcurement
3.	Click the Manage Requisitions link.
	Manage Requisitions

Step	Action
4.	If your requisition does not automatically display in the Requisitions section, users may search the requisition by entering the Requisition ID, Requisition Name, Requisition State, or by changing the Date From or Date To. In this example, the requisition (0079965) will be used. Click the button to the right of the (Select Action) field.

lanag	ge Requ	uisitions							New V	Andow	Help	Personal	lize Pag
🔻 Sea	arch Requi	isitions											
To loca	ate requisitio	ns, edit the criteria below and c	lick the Sea	arch button.									
	Busines	s Unit LSUSH	L	Requisitio	on Name						Q		
	Requisit	tion ID	L.	Reque	st State All but Co	omplete 🗸	Bu	idget Status			~		
		From 04/19/2023	0		Date To 05/02/20	23 🗒							
	Req	uester WDOOL1	L	Ent	ered By	Q		PO ID			Q		
5	Search	Clear		Show Advance	ad Caraab								
	Joaron	Olda		Show Advanc	ed Search								
Requis	sitions 👔												
		and line items for a requisition another action on a requisition,				list and slick On							
	or periorn a	Requisition Name	BU BU	Date	Request State	Budget	Total						
	79968	0079968	LSUSH	04/27/2023		Valid	0.00 USD	[Select Action]	~	Go	1		
007	79967	Split a Distribution	LSUSH	04/26/2023	Approved	Valid	199.90 USD	[Select Action]	~	Go	1		
007	79966	Save For Later	LSUSH	04/26/2023	Open	Not Chk'd	222.54 USD	[Select Action]	~	Go			
	79965					Not Chk'd		[Select Action]	~	Go	1		
007	/9965	SHV Test Special Requis	LSUSH	04/26/2023	Approved	Not Chica	850.00 USD	Approvals		00			
reate N	New Requisi	tion Review Cha	oge Reque	et	Review Change	Tracking	Manage Receipts	Check Budget					
iouto ii	ton requisi		igo reoquo		reston change	, rushing	intendge recoupto	Edit					
								View Print [Select Action]					

Step	Action
5.	Click the Edit list item.
	Edit
6.	Click the Go button.
	Go
7.	<i>NOTE: If the requisition has already received prior approval, making changes will restart the approval process.</i>
	Click the OK button.
	OK

Requisition	× +									٥	
← → C ☆ ê dpsb	.psfs.lsuhsc.edu/psp/fst	rn/EMPLOYEE/ERP/c/PV	_MAIN_MENU.PV_PROCU	RE_REQ.	Q	È	☆	e	* ±		
Manage Requisitions		Edit Requisition	- Review and Subm	it				1	<u>ጉ</u> ቢ	7	(
							Ne	w Windo	w Help	Persona	lize Pag
Edit Requisition - Review a	and Submit										
Review the item information and submit th	e req for approval.		19			sfie					
Requisition Summary			£	My Pref	erences	268	Requis	ition Set	lings		
Business Uni	t LSUSH	LSUHSC Shrever	oort Pequisit	ion Nama	SHV Tes	t Specia	I Requis	sition			
	er WDOOL1	Dooley, Wanda G		isition ID							
Currenc	y USD	Booky, Handa B		Priority	Medium	\mathbf{v}					
			Tra	ck Batch							
					Current C	hange F	Reason				
art Summary: Total Amount 850.00 U	SD			_							
Expand lines to review shipping and acc	ounting details			÷	Add M	Aore Iter	ms				
Requisition Lines 👔											
Line Description	Item ID	Supplier	Quantity	UOM EA			25.0		Total 850.00		
1 🥵 🗋 Test Item Ordered for Cla	155	ACCUTEMP PRODUCTS, INC	34	EA			25.0	,	000.00		
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	🗊 De	elete Selec	ted		🖫 Ma	ss Change	•	
							Total A	mount	85	0.00 USC)
					Pre-E	ncumb	rance B	alance	875	5.00 USE)
ipping Summary											
Edit for All Lines											
Ship To Location	LSUSH										
Address	1501 Kings Highway Shreveport, LA 71103										
Attention To	MB010303 - DOOLEY										
Comments											
vascript:submitAction_win0(docume	nt.win0,'PV_REQ_HDR_WRK	_MY_PREFERENCES');									

Step	Action
8.	Click the Expand Requisition Lines link.

$- \rightarrow C \cap ($ addle dpsb.	.psfs.lsuhsc.edu/psp/fstr	n/EMPLOYEE/ERP/c/PV_	MAIN_MENU.PV_PROCUR	E_REQ Q [4	8 ☆ 👩	* 🖞 🗆 🖺)
Manage Requisitions		Edit Requisition -	Review and Submit		1	2 A E	
Summary: Total Amount 850.00 US	\$D			-			
and lines to review shipping and acco	ounting details			Add More	e Items		
quisition Lines 🕜							
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	
1 🍄 🗌 Test Item Ordered for Cla	55	ACCUTEMP PRODUCTS, INC	34	EA	25.00	850.00	
Shipping Line 1	*Ship To	LSUSH	Add Shipto Comment	s Quantity	34		
	Address	1501 Kings Highway Shreveport, LA 71103		Price	25.00	Price Adjustment Pegging Inquiry	
	Attention To	MB010303 - DOOLEY				Pegging Workbench	
	Due Date	04/30/2023					
	Accounting Lines						
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	[€] ⊒Ma	ss Change	
					Total Amount	850.00 USD	
				Pre-Enc	umbrance Balance	875.00 USD	
ping Summary							
dit for All Lines							
Ship To Location	LSUSH						
Address	1501 Kings Highway Shreveport, LA 71103						
Attention To	MB010303 - DOOLEY						
Comments							
	_						
isition Comments and Attachment	.8						

Step	Action
9.	Click the Expand Accounting Lines link.

S Requisition	× +			V	– o ×
← → C ☆ 🔒 dpsb.p	sfs.lsuhsc.edu/psp/fst	rn/EMPLOYEE/ERP/c/PV_MAI	IN_MENU.PV_PROCURE_REQ	Q @ ☆ 👩	* 🕹 🗆 😩 :
Kanage Requisitions		Edit Requisition - Re	eview and Submit	ſ	Ω Δ : 0
			Cu	irrent Change Reason	
Cart Summary: Total Amount 1,250.00 US	SD				
Expand lines to review shipping and account	nting details		cila	Add More Items	
Requisition Lines ②					
Line Description	Item ID	Supplier	Quantity UOM	Price	Total I
1 opt I Test Item Ordered for Class	3	ACCUTEMP PRODUCTS, INC	50.00 EA	25.00	1250.00
Shipping Line 1	*Ship To	LSUSH	Add Shipto Comments Qua	antity 50	
	Address	1501 Kings Highway Shreveport, LA 71103		Price 25.00	Price Adjustment
	Attention To				Pegging Inquiry
	Due Date	MB010303 - DOOLEY			Pegging Workbench
	Due Date	04/30/2023			
	Accounting Lines				
	*Distribute By	Qty Y Accounting Ta	agQ Multi-	Accounting Tags	
	Accounting Lines		Pers	sonalize Find View All 🔄	First 🕢 1 of 1 🤅
	Chartfields1 Chart	ields2 Chartfields3 Details	Details 2 Asset Information Ass	et Information 2 Budget Info	ormation [
	Line Status	Dist Type *Location	Quantity Percent	Merchandise An	nt GL Unit
	1 Open	MB010303	Q 50 10	0.0000 1,250.0	00 LSUSH
Select All / Deselect All	Select lines to:	🙀 Add to Favorites 🛛 🕅	Add to Template(s)	e Selected 🏭 Mar	ss Change
				Total Amount	1.250.00 USD
				Pre-Encumbrance Balance	875.00 USD
					510.00 030
Shipping Summary					
🖉 Edit for All Lines					
Ship To Location	LSUSH 1501 Kings Highway				
4					•

Step	Action
10.	Users can <i>Add More Items</i> to the requisition, <i>change the Quantity</i> of items ordered, <i>delete an item</i> using the Delete button at the end of Line number desired, etc.
	In this example, the user will change the Quantity from 34 to 50. Enter the desired information into the Quantity field. Enter " 50 ".
11.	If the requisition is still <u>not</u> complete, the user can again select the <i>Save For Later</i> button.
	In this example, the requisition is complete, so the user will save and submit.
	Click the Save & submit button.
	Save & submit
12.	<i>NOTE: Because the requisition had been approved, a Reason Code for the change is needed for tracking purposes.</i>
	Click the OK button.
	ОК

	apsp.psrs.isunsc.edu/psp/fstrr	/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PF	OCURE_REQ	Q	e 1	☆		Ľ		, i
✓ ePro Req Review and Support of the second sec	ıbmit	Confirmation					ŵ	Ĺ	7 :	6
							Vew Windo	ow He	Ip Person	alize P
Confirmation										
our requisition has been submitte	ed.									
Requested For	Dooley, Wanda G	Number of Line:	1							
Requisition Name	SHV Test Special Requisition	Total Amoun	1,250.00 USD							
Requisition ID (0079965	Pre-Encumbrance Balance	875.00 USD							
Business Unit (SUSH									
Status /	Approved									
Priority 1	Medium									
Budget Status	Not Checked									
Track Batch	1									
View printable version	🐔 Edit This Requisition	Check Budget								
Req approval - one	sten									
	ecial Requisition:Approved									
Create New Requisition	Manage Requisitions									

Step	Action
13.	The Confirmation page displays.
14.	This completes <i>Find/Edit a Save for Later Requisition</i> . End of Procedure.

Add Comments and Attachments

Procedure

In this topic you will learn to Add Comments and Attachments.

NOTE: Comments and attachments can be added to the requisition on the Checkout page for <u>new</u> requisitions or on the Edit Requisition page for <u>existing</u> requisitions.

Step	Action
1.	Click the Main Menu link.
2.	Click the eProcurement link.
3.	Click the eProcurement link. eProcurement

Homepage	× +	
	dpsb.psfs.lsuhsc.edu/psc/fstm/EMPLOYEE/ERP/c/NUI_FRAM	ework.pt_landingpage q 😰 🖈 🛅 🕿 🗄 🖬 🕿 🕄
My Financ	cials Home 🔻	NavBar: Menu
© ♥	System Notifications PS9FSTRN Notice: PeopleSoft Financials Training: This system is running People Tools 8.5 9.05 for upgrade training. This is a test instance for LSU Health PS Financials. Last refresh date: 2023-02-08	quisitions

Step	Action
4.	In this example, the user will add comments on the Edit Requisition page by navigating through the Manage Requisition page.
	NOTE: For new requisitions, navigate NavBar > eProcurement > Requisition, add items to the cart, and select the Checkout button to access the Checkout page.
	Click the Manage Requisitions link.
	Manage Requisitions
5.	Search for the requisition you wish to add comments and/or attachments.
	Click the button to the right of the Line 1 Select Action field.
6.	Click the Edit link.
	Edit

Ē	• Wienage N	equisitions X	+							```	~	-	٥	×
←	→ C	🛆 🔒 dpsb.psfs.lsu	hsc.edu/	osp/fstrn/E	MPLOYEE/ER	P/c/PV_MAIN_MEN	U.PV_REQ_STATUS.GBL	QE	? ☆	e	*	⊥) :
<	My Financia	als Home			Ma	nage Requisitio	ons				ŵ	¢	. :	Ø
Ма	nage Ree	quisitions								New V	Vindow	Help	Person	alize Page
	Search Req	uisitions												
То		tions, edit the criteria below and												
	Busin	ess Unit LSUSH	2	Requisitio								0	2	
	Requis	sition ID	2	Reque	st State All but	Complete 🗸	Budget	Status				~]	
	Da	te From 04/19/2023	1		Date To 04/26/2	2023								
	Re	quester WDOOL1	2	En	ered By	Q		PO ID				Q		
	Search	Clear		Show Advance	ed Search									
_														
Re	quisitions (2												
		an and line items for a requisition another action on a requisition,				n list and click Go.								
	Req ID	Requisition Name	BU	Date	Request State	Budget	Total							
►	0079967	Split a Distribution	LSUSH	04/26/2023	Approved	Not Chk'd	811.84 USD Edit			<u>~</u>	Go			
⊧	0079966	Save For Later	LSUSH	04/26/2023	Open	Not Chk'd	222.54 USD [Sel	ect Action]		~	Go			
Þ	0079965	SHV Test Special Requis	LSUSH	04/26/2023	Approved	Not Chk'd	875.00 USD [Sel	ect Action]		~	Go			
Crea	ate New Requ	sition Review Ch	ange Reque	st	Review Chan	ge Tracking	Manage Receipts	Requisit	ion Report					
4														•

Step	Action
7.	Click the Go button.
	Go

	a doch ocfo lou	haa adu (na	p/fstrn/EMPLOYE					10 1			J.	п.	
	upsb.psis.isu	nsc.euu/ps	p/isun/LIMPLOTE	L/LKF/C/FV_IMA		_KLQ_31A103.01				-	Ľ		2
My Financials Home	ļ			Manage Re	quisitions					ŵ	4	:	Q
									New	Window	v Help	Persona	alize P
anage Requisition	5												
Search Requisitions													
o locate requisitions, edit the	criteria below and c	lick the Searc	h button.										
Business Unit LS	USH	2	Requisition Name								0	2	
Requisition ID	C	2	Request State	All but Complete	\mathbf{v}	Budg	et Status				~]	
Date From 04	19/2023	J	Date To	4/26/2023	Ħ								
Requester WI	000L1	2	Entered By		Q		PO ID				Q		
0t	lear												
Search C	ear		now Advanced Search										
		Message	•										
equisitions 🕜													
view the lifespan and line it edit or perform another act	ems for a requisition	This requis	ition is approved. Edit	ting this requisition m	ay restart the ap	proval process. (180	36,6249)						
Reg ID Reguisiti			continue, or click Car	ncel to go back.									
0079967 Split a Di	stribution			2					~	Go			
0079966 Save For	Later	OK	Cancel						~	Go			
						11	Calaat Aatia		~				
0079965 SHV Test	Special Requis	LSUSH 0	4/26/2023 Approved	Not Cł	nk'd	875.00 USD	Seleci Acilo	uj		Go			
							_						
ate New Requisition	Review Cha	nge Request	Review	Change Tracking	Ma	anage Receipts	Req	uisition Re	port				

Step	Action
8.	Click the OK button.
	OK

Ę	 Nequisi 	tion	× +					~	-	٥	×
÷	> (C 🛆 🔒 d	psb.psfs.lsuhsc.edu/psp/	strn/EMPLOYEE/ERP/c/PV	_MAIN_MENU.PV_PR	OCURE_REQ	QB	☆ 👩 :	• ±		:
<	Manage	Requisitions		Edit Requisition	- Review and St	ubmit		ú	ን ር	. :	Ø
1		Select lines to:	COMPANY	Add to Template(s)	Delete Selected	ass	Change	e=	~ ~	uu	
						Total Amount	811.84 US	D			
atio	150	ISH 1 Kings Highway eveport, LA 71103									
on Te		010303 - DOOLEY									ł
tach	ments										-1
5								2]		
	Show	v at Receipt	Shown at Voucher			Add more	Comments and	Attachments			
for t	nis requisitio	n									
			Budget Checking Status:	Not Checked							
	😫 s	ave for Later	Add More Items	6ð Preview Approvals							
											-
java	script:subn	nitAction_win0(doc	ument.win0,'PV_REQ_HDR_W	RK_MY_PREFERENCES');							•

Step	Action
9.	Adding Header Comments and Attachments
	Clicking on the " Display Comment Text in Modal Window " button at the top right corner of the text box will open a popup with a much larger text area for easier editing.
	Click the Display Comment Text in Modal Window button.
10.	Enter the desired information into the ePro Requisitions field. Enter " These are the test comments for the ePro - TEST Add Comments and Attachments Requisition. ".

	New	uisiuo				×	÷																~	-	ć	2	×
÷	\rightarrow	C	仚		dpsb.psf	s.lsuhs	c.edu/p	osp/fs	strn/l	EMPL	.OYEE	E/ERP/	c/PV_	_MAII	N_MEI	NU.PV_I	PROCUF	RE_REQ	. Q	Ê	☆		*	≵			:
<	Mana	ige Re	quisitio	ns					E	Edit	Req	uisiti	ion ·	- Re	eview	and S	Submi	t					ណ៍	Ĺ	7	:	Ø
on 85 fo	15 Sh	USH)1 King	s Highwa t, LA 711 3 - DOOL	iy 103	CO	MPANY I to Favor ePro	rites Requisi	itions	6		e <u>ePro</u>				ents and		ents Requi	Mass (Change	H	eip		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Adu			•
this rec) Sho	w at Re	ceipt		C Sho															4	:hm	ients					
1	ę	Save for	Later		Budget	Retu Add More			6	ið Prev	view Ap	pprovals	5														

Step	Action
11.	Click the Return button.
	Return

• Requisition	× +						·	~	_	n	×
$\leftarrow \rightarrow G \bigcirc (\texttt{a} dp)$	sb.psfs.lsuhsc.edu/psp/fst	trn/EMPLOYEE/ERP/c/P\	/_MAIN_MENU.PV_PROCUR	E_REQ	QĿ	☆	P	*	ا 坐		:
A Manage Requisitions		Edit Requisition	- Review and Submit						\Diamond	:	Ø
		COMPANY	LI 0	5		101.		01	1.04		I
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete S	Selected		ŧЪм	ass Cha	inge		
						Iotai	Amount		811.84	4 USD	
Shipping Summary											
🖉 Edit for All Lines											
Ship To Location	LSUSH										
Address	1501 Kings Highway Shreveport, LA 71103										
Attention To	MB010303 - DOOLEY										
Comments											
Requisition Comments and Attachm	ents										
Enter requisition comments These are the test comments for	the oDro TEST Add Commont	and Attachmente Dequisition									
These are the test comments for	ine grag - rear Aud commenta	and Automnenta Requisition									
Send to Supplier	Show at Receipt	Shown at Voucher									
 Send to Supplier 	Show at Receipt	Shown at voucher					Add m	ore Con	nments	and Attac	hmen
Approval Justification											
Enter approval justification for this	requisition										
											_
Check Budget		Budget Checking Status	Not Checked								
Save & submit	Save for Later	Add More Items	60 Preview Approvals								
4											•

Step	Action
12.	There are also checkbox options to send the comments to the <i>Supplier</i> , to <i>Show on the Receipt</i> , and to <i>Show on the Voucher</i> .

Rednisition	× +						~	-	٥	×
← → C ☆ ●	dpsb.psfs.lsuhsc.edu/psp	/fstrn/EMPLOYEE/ERP/c/	/PV_MAIN_MENU.P	V_PROCURE_REC) Q (d	2 1	*	± [:
Anage Requisitions]	Edit Requisitio	on - Review and	d Submit			ŵ	\Diamond	:	\oslash
	COMPANY	0		101.00	011.04		2	Aaa	ш	*
Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	Mass	Change					
				Total Amount	811.84 USI	D				
LSUSH 1501 Kings Highway Shreveport, LA 71103 MB010303 - DOOLEY										
ients										
the ePro - TEST Add Comments	s and Attachments Requisition.					l	1			
Show at Receipt	Shown at Voucher			Add more 0	Comments and J	Attachments				
s requisition										- 1
	Budget Checking Status:Not	Checked								
Save for Later	Add More Items	60 Preview Approvals								
										-
4										•

Step	Action									
13.	Opening the modal window will also display the same text.									
	To enter more comments and add attachments, click the Add More Comments and Attachments link.									
	Add more Comments and Attachments									

Requisition		× +								~	-	٥	×
$\leftarrow \ \rightarrow \ G$	☆ ●	dpsb.psfs.lsuhsc.edu,	/psp/fstrn/EMPLOYEE	/ERP/c/PV_MA	AIN_MENU.P	V_PROCURE_RE	Q Q	Ê	☆	*	± [:
Anage Red Select	quisitions	COMPANY		uisition - R	eview an	101.00	orn.ov s Change		12	۵ ۶	¢.	:	Ø
						Total Amount	811.84	USD					
LSUSH 1501 Kings Shreveport		usiness Unit LSUSH		Date 04/26/2023							Help		
MB010303	Comments Use Sta	equisition ID 0079967 s andard Comments are the test comments for th		Entered O		Find	First 🛞	1 of 1	 Last + = 				
Show at Rec	OK OK	Add Attachments Cancel	Show at Receipt	Show at Ve	oucher								
s requisition									7				
Save for La	ter	Budget Checking Status	6ð Preview Appr	ovals									
javascript:submitA	Action_win0(d	locument.win0, '\$ICField4\$	ihfind\$0');									-	+

Step	Action
14.	A new window will open displaying the Header Comments . Notice that the original comment is displayed as the first comment. To add more comments, click on the + icon. Click the Add a new row at row 1 (+) link.

Requisitio	₩ × +		 - 	- 0	×				
\leftrightarrow \rightarrow G		☆	1 🗰 🛃	. 🗆 😩) :				
< Manage Re	quisitions Edit Requisition - Review and Submit	1005	ŵ	4 :	Ø				
Select	COMPANY Lines to: I Add to Feroplate(s) Delete Selected Mass Change Header Comments	L.	~ Au	X	-				
	Header Comments Business Unit LSUSH Requisition Date 04/26/2023		ŀ	ielp					
LSUSH 1501 Kings	Requisition ID 0079967 Status Approved Comments Find First () 1-2 of 2	Last							
Shreveport, MB010303	Use Standard Comments Entered On: 04/26/2023 7:19:07PM 1 These are the test comments for the ePro - TEST Add Comments and Attachments Requisition.	* -			ł				
ients	Send to Supplier Show at Receipt Show at Voucher Add Attachments								
r the <u>ePro</u> - TEST ;	Use Standard Comments Entered On: 04/26/2023 7:26:51PM	+ -							
s requisition	Send to Supplier Show at Receipt Show at Voucher Add Attachments OK Cancel								
Budget Checking Status:Not Checked									
B Save for La	ter Add More Items 60 Preview Approvals				Ţ				

Step	Action
15.	The new comment will be Comment 2.
	Attachments can be added to individual comment boxes.
	Click the Add Attachments button for Comment 1.
	Add Attachments

Requisitio	JII JII				×	+																	~	-		D	×
← → C			dp	sb.ps	fs.lsuł	nsc.ec	du/ps	p/fstrr	n/EM	IPLOY	YEE/ER	RP/c/P	PV_MA	AIN_M	ENU.P	V_PRO	CURE_	REQ	C	ŀŀ	☆	e	*	坐			:
Anage Roseler Select	ct lines		£4-	COM Add t	PANY PANY Favor			Q3 Add	L			sition	~	evier		d Sub		ass Ch	ange	<u>u 1100-</u>		UT.		L Rad	7	:	 •
LSUSH 1501 Kings Shreveport MB010303 rents r the g <u>Pto</u> - TEST / Show at Rec	Con	E F nment Use Si These Se Use Si	Busine Requisits tandai e are t and to Add and to Add	ess Ur sition I d Com ne test Suppl d Attac d Com	comme ier ments	ents for		Pro - TE	Fi R Ch	ile Att	File N Can	Ent Ent No file (ered Or]	5/2023 1	7:19:07F	Find M	Fit	rst ()	1-2 of 2	\$	-		Hel			
Save for L	ater		Bu		heckir Id More			ot Cheo		view A	Approval	ls															-

Step	Action
16.	Choose the file location for the attachment. Click the Choose File button. Choose File

A ohen			×							٥	×
← → · ↑	× č	Search Documents	م	E_REQ	QB	☆	e	* 坐			;
Organize 💌 New folder		Bee	• 🔳 🕐	t			4	<u>ہ</u>	ń	:	6
A Quick access	Name Mame Business_Manager_I	lile_and_Navigations	Date modifie	011.0		Lig				·	
Desktop 🖈	cm-73-remote_work	c_agreement - Wand	4/19/23 2:33 I	Mass Change	e						
Downloads	Copy of Desktop Ree	ceiving of ePro items	4/13/22 2:12 1								
Documents	🔊 Electronic SF-6 Leav	e Guide for COVID-1	5/12/21 4:49	unt 0.4	4.04.000						
	🛃 HCM Presentation S	creen	3/8/22 2:26 P						×		
E Pictures 🖈	HCM_Basic_Navigat	tion_Guide_9_2_TRAIN	3/7/22 11:43					н	elp		
2023 Training	🚯 Human Resources N	Anager Inquiry HCM	3/7/22 11:43								
Delta Guide	💼 Item Specifications		11/10/14 1:27								
Delta Guide tWill	😣 LDR - State of LA Em	nployee Travel Exp Li	7/14/21 8:34	nd First	1-2 of 2	2 🛞 Las	t				
FLUID NAVIGATION DOC UPDATES	👳 LO		9/2/21 9:36 A			+	-				
-	🚯 LSUHealth Course C	atalog	3/7/22 11:43	-	30	\$					
💻 This PC	PS FinancialsTools U	lpgrade Delta Guide	3/9/23 11:14								
🗊 3D Objects	ៅ Purchasing Tile		5/18/22 2:09 I								
E. Desktop	DUESTIONS FROM e	Pro TRAINING SESSI	1/28/22 11:52 🗸								
😫 Documents 🗸 🗸	<		>								
File name: Item Specificatio	ons ~	All Files	~			+	-				
L		Open	Cancel		200	\$					
Send to Supplier Add Attachments	Show at Receipt	Show at Voucher									
quisition											
OK Cancel											
Budget Checking Status Not Checked											
Save for Later 1 Add More Items 60 Preview Approvals											

Step	Action								
17.	Select the desired file to attach.								
	Click the Open button.								
18.	Click the Upload button.								
19.	The Attachment can be viewed for validity.								
	Click the View button.								
20.	The File Attachment is displayed.								
21.	Close the processing window.								
	Click the X button.								

Step	Action
22.	Close the processing window.
	Click the X button.

← → C		☆	× *	_		× :
< Manage Re	Edit Requisition - Review and Submit		仚	۵	:	Ø
Select	COMPANY COMPANY IIInes to: Add to Favorites III Add to Template(s) Toelete Selected Adds Change	U	~	Add		^
	Header Comments			×		
	Business Unit LSUSH Requisition Date 04/26/2023			Help		
	Requisition ID 0079967 Status Approved Comments Find First () 1-2 of 2	Last				
LSUSH 1501 Kings	Use Standard Comments Entered On: 04/26/2023 7:19:07PM	+ -				
Shreveport, MB010303	These are the test comments for the ePro - TEST Add Comments and Attachments Requisition.					
	Send to Supplier Show at Receipt Add Attachments					
ients	Attachments Attached File User/Date Time View Send to Supplier WDOOL12023-04-26-					
r the <u>ePro</u> - TEST /	1 Item_Specifications.docx 19.28.57.485 View					
Show at Rec	Use Standard Comments Entered On: 04/26/2023 7:26:51PM	+ -				
s requisition	Send to Supplier Show at Receipt Show at Voucher					
	OK Cancel					
				.:		
Save for La	ter 6ð Preview Approvais					
4						+

Step	Action
23.	Details of the attachment are now displayed under Comment 1.
	Click the OK button.

Requisition	× +						~	-	٥	×
← → C ☆ ●	dpsb.psfs.lsuhsc.edu/ps	p/fstrn/EMPLOYEE/ERP/	c/PV_MAIN_MENU.P	V_PROCURE_REC) Q. Lé	≩ ☆		• 坐) :
✓ Manage Requisitions	D & D SALES & SUPPLY COMPANY	Edit Requisiti	on - Review and	d Submit	011.34	ų	ۍ ۱	ک ⊈ Add	<u></u>	Ø
Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	Mass	Change					
				Total Amount	811.84 USI	0				
LSUSH 1501 Kings Highway Shreveport, LA 71103										
MB010303 - DOOLEY										ł
ients										- 1
r the ePro - TEST Add Comments	and Attachments Requisition.						7			
Show at Receipt	Shown at Voucher			Edit more	Comments and /	Attachment	1000			
is requisition										- 1
							7			
	Budget Checking Status:Ne	ot Checked								
Save for Later	Add More Items	60 Preview Approvals								
javascript:submitAction_win0(e	document.win0,'PV COMM W	RK1 COMMENTS5 PB'):				_				, ,

Step	Action
24.	After Comments have been added you will notice the link now reads Edit instead of Add more Comments and Attachments. Click the Edit More Comments and Attachments link.
	Edit more Comments and Attachments

Requisition	× +									
\leftrightarrow \rightarrow C \triangle	dpsb.psfs.lsuhsc.e	du/psp/fstrn/EMPLOYEE	/ERP/c/PV_MAIN_M	ENU.PV_PROCU	JRE_REQ Q	@ ☆	*	± [1 🛓	:
< Manage Requisiti	ions	Edit Req	uisition - Revie	w and Subm	nit		ώ	۵	:	Ø
q for approval.		7	My Preferences	Requisition Setti	ings					
SUSH	LSUHSC Shreveport	Requisit	ion Name Split a Distribu	tion						
VDOOL1	Dooley, Wanda G	Requ	isition ID 0079967							
JSD			Priority Medium 🗸							
ng details			Add More I	ems						
Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete		1
	D & D SALES & SUPPLY COMPANY	10	EA	19.99	199.90		🖓 Add	Î		
	D & D SALES & SUPPLY COMPANY	6	EA	101.99	611.94	B	🖓 Add	Î		
Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	Mas	ss Change					
				Total Amount	811.84 USD					
SUSH 501 Kings Highway										
Shreveport, LA 71103										
/B010303 - DOOLEY										
	and Attachments Requisition	MM_WRK1_COMMENTS5_P				2				

Step	Action
25.	Adding Line Comments and Attachments
	On the <i>Checkout</i> or <i>Edit Requisition</i> page, comments and attachments can also be added on the requisition line. Entering these comments works similarly to the <i>Header Comments</i> . To add line comments, click on the Comment bubble icon at the end of line 1.
	Click the Comments/Add link.
	Comments

Requisitio	w +		\sim	—	٥	×
$\leftrightarrow \rightarrow G$	🔁 🏠 📦 dpsb.psfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCURE_REQ 🔍 🖄	☆	*	₹		:
Anage Residual Anage R Residual Anage Residual Anage Residual Anage Residual Anage Residual Anage Residual Anage Residual Anage Residua Anage Residual An	Requisitions Edit Requisition - Review and Submit		厽	¢	:	Ø
q for approval.	My Preferences Requisition Settings					
SUSH	LSUHSC Shreveport Requisition Name Split a Distribution					
VDOOL1	Dooley, Wanda G Requisition ID 0079967					
JSD	Line Comment			× Help		
ng details	Business Unit LSUSH Requisition Date 04/26/2023 Reguisition ID 0079957 Status Approved Line 1					
Item ID	Comments Find First & 1 of 1					
Select lines	Use Standard Comments Entered On: 04/26/2023 7/26/51PM	•				
.SUSH 1501 Kings Highwaj Shreveport, LA 711 MB010303 - DOOLI	103	_				
	mments and Attachments Reputed for MAction, win0(document.win0, 31CFeld45hfmd50);	2				

Step	Action
26.	A new window will open displaying the Comment 1.
	Enter the desired information into the Line Comments field. Enter "These are the test comments for the ePro - TEST Adding Line Comments and Attachments to a Requisition.".
27.	There are also options to <i>Send to Supplier</i> , <i>Show at Receipt</i> , and <i>Show at Voucher</i> . Attachments may also be added.
28.	The comment entered can be spell checked. Click the Spell Check link.

Requisition × +								$\mathbf{\vee}$	-		D	×
\leftrightarrow \rightarrow C \triangle (a) dpsb.psfs.lsuhsc.edu	/psp/fstrn/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCURE_	REC	Q	Q	È	☆	C	*	≵			:
✓ Manage Requisitions	Edit Requisition - Review and Submit							ŵ	Ĺ	7	:	Ø
a for approval. SUSH LSUHSC Streveport DOOL1 Dooley, Wanda G JSD Line Comment Ig details Item ID Comments Use Standard Comments I These are the test comments for Sected March 1	Hep Spell Check Field Label: Comment Text Spell Check Text These are the test comments for the Text - TEST Adding Line Comments and Attachments to a Requisition. Change To::::::::::::::::::::::::::::::::::::		First		1 of 1	 La La 				×		
Shreveport, LA 71103 MB010303 - DOOLEY												
ro - TEST Add Comments and Attachments Requisition.			_			1						•

Step	Action
29.	If there is a perceived misspelled word it will take you to a screen where you can pick the correct spelling and then click OK . If there are no misspellings a system message will state " No Misspellings found ".
	In this example, the highlighted word is not in the dictionary, but the spelling is correct. Therefore, we will not change the spelling of the highlighted word.
	Click the Ignore button.
	Ignore

Requisiti				~	-	٥	×
$\leftrightarrow \rightarrow c$	dpsb.psfs.lsuhsc.edu/psp/f	strn/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCURE_R	1EQ Q 🖻 1	* 🖾 🗯	⊻ □		:
🗸 Manage R	equisitions	Edit Requisition - Review and Submit		ώ	\Diamond	:	Ø
q for approval. SUSH	LSUHSC Shreveport	Spell Check					•
VDOOL1	Dooley, Wanda G						
JSD ng details Item ID Select lines	Line Comment Business Unit LSUSH Requisition ID 0079967 Line 1 Comments Use Standard Comments 1 These are the test comments for the eEto Send to Supplier OK Cancel OK Cancel		First (a) 1 of 1 (a)) Last	Help]
SUSH 1501 Kings Highwa Shreveport, LA 711 MB010303 - DOOL ro - TEST Add Cor	103	OK Cancel	j	p			-

Step	Action						
30.	Click the OK button.						
	OK						
31.	Attachments can also be added to individual line comments.						
	Click the Add Attachments button.						
	Add Attachments						

Requisitio	x +		~	-	٥	×
← → C	🖞 🌔 dpsb.psfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCURE_REQ 🔍 🖄 🖈	e	*	₹) :
< Manage R	equisitions Edit Requisition - Review and Submit		ŵ	¢	:	Ø
q for approval.	My Preferences 🛛 🗱 Requisition Settings					^
SUSH	LSUHSC Shreveport Requisition Name Split a Distribution					
VDOOL1	Dooley, Wanda G Requisition ID 0079967					
JSD	Line Comment			×		
				Help		
ng details	Business Unit LSUSH Requisition Date 04/26/2023					
	Requisition ID 0079967 Status Approved					
Item ID	Comments	ast				
	Use Standard Comments Choose File No file chosen					
	These are the test comments for the ePro - TE					
	Upload Cancel					
Select lines	Send to Supplier Show at R					
	Add Attachments					
	OK Cancel					
						- 1
SUSH		_				
1501 Kings Highwa Shreveport, LA 711						
MB010303 - DOOL						
ND010303 - DOOL						
ro - TEST Add Con	nments and Attachments Requisition.					

Step	Action
32.	Click the Choose File button.
	Choose File
33.	Select the desired file.
	Click the File Name link.
	Item Specifications
34.	Click the Open button.
	Open
35.	Click the Upload button.
	Upload

My Preferences Requisition Settings SUSH LSUHSC Shreveport Requisition Name Split a Distribution DOOLI Line Comment Image: Split a Distribution JSD Business Unit LSUSH Requisition Date 04/26/2023 Requisition ID 0079907 Status Approved Heip Jine 1 Image: Split a Distribution Heip Use Standard Comments Entered On: 04/26/2023 7:26:51PM Item ID Send to Supplier Show at Receipt Show at Receipt Select lines Attachments UserDate Time View Attachments UserDate Time View End to Supplier OK Cancel UserDate Time View End to Supplier	Requisitio	on × +			~	—	٥	×
s for approval. Ny Preferences Requisition Settings SUSH LSUHSC Shreveport Requisition Name Poilt a Distribution Line Comment Business Unit LSUSH Requisition Date 04/26/2023 Requisition 10 0079907 Status Approved Line 1 Find First I of 1 Setting Sett	← → C	dpsb.psfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/PV_MAI	N_MENU.PV_PROCURE_REQ Q	. @ ☆	1	⊧±) :
Wy Preference: Requisition Settings SUSH LSUHSC Shrevepolt Requisition Name Split a Distribution VOOLI Line Comment Heip JBD Business Unit LSUSH Requisition Date 04/26/2023 Requisition ID 0079967 Status Approved Heip Ine 1 Ine 1 Find Find View Status Approved Ine 1 Isen ID UserSandard Comments Entered on: 04/26/2023 728.51PM Ime 1 Isen ID UserSandard Comments for the ePro - TEST Adding Line Comments and Attachments to a Requisition. Ime 1 Ime 1 Select line Send to Supplier Show at Voucher Ime 1 Ime 3pecifications docx View Send to Supplier Imp 0/01,12023-04-26- Select lines Send to Supplier Show at Voucher Ime 1 Ime 3pecifications docx View Send to Supplier Imp 0/01,12023-04-26- Supplier Interestioneris Wiewer Send to Supplier Ime 0 Imp 0/01,12023-04-26- Ime 1 Supplier UserSand Time Viewer Send to Supplier Ime 0 Ime 0 Ime 1 Supplier UserSand Time Viewer Send to Supplier<	K Manage Residual Control C	equisitions Edit Requisition - Re	view and Submit		С	<u>ک</u> د	. :	Ø
UDOLI Line Comment Image: Comment Commen	q for approval.	/* My Preferences	Requisition Settings					^
SD Hep Business Unit LSUSH Requisition Date 04/26/2023 Requisition ID 0079967 Status Approved Line 1 Image: Comments Find Find Find Find Find Find Find Find	SUSH	LSUHSC Shreveport Requisition Name Split a D	istribution				_	
June Business Unit LSUSH Requisition Date 04/26/2023 ng details Line 1 Item ID End First • 1 of 1 • Last Select line Send to Supplier Select line Sold Attachments Select line UserDate Time OK Cancel SUSH Sold Sold Sold Sold Sold Sold Sold Sold	VDOOL1	Line Comment					×	
Ing details Ine i Ine i <td>JSD</td> <td></td> <td></td> <td></td> <td></td> <td>Hel</td> <td>p</td> <td></td>	JSD					Hel	p	
Ing details I Line 1 Ide								
Item ID Use Standard Comments Entered On: 04/26/2023 7/26/51PM Select line Interest are the test comments for the ePro-TEST Adding Line Comments and Attachments to a Requisition. Select line Send to Supplier Show at Receipt Attachments Interest and Attachments to a Requisition. Attachments Interest and Attachments Attachments UserDate Time Attachments Interest and Attachments OK Cancel LSUSH Streveport, LA 7/103 Attachments Interest and Attachments	ng details							
Weinded Comments		Comments	Find First ④) 1 of 1 🛞 L	.ast			
Select line Select line Select line Select line Select line Attached File UserDate Time View Send to Supplier I Item_Specifications.docx 20.12 53.273 View Coccel SUSH Soft Kings Highty Soft Kings Soft K	Item ID	Use Standard Comments Entered On:	04/26/2023 7:26:51PM	+				
Select International Attached File UserDate Time View Send to Supplier		Send to Supplier Show at Receipt Show at Vou	· · · · · · · · · · · · · · · · · · ·	A				
Attache File User-Data Time View Send to Supplier I Item_Specifications.docx 20.12.53.273 View OK Cancel SUSH S01 Kings Hightyn Shreveport, LA 71103 H2010303 - DOOLEY	Select lines							
SUSH SOT Kings Highwa Shreveport, LA 71103 MB010303 - DOOLEY		Attached File User/Date Time	View Send to Supplier					
SUSH 501 Kings Highwa di Shreveport, LA 71103 MB010303 - DOOLEY			View					
ISOT Kings Highwa di Shreveport, LA 71103 MB010303 - DOOLEY		OK Cancel					-	
Shrevepart, LA 71103 MB010303 - DOOLEY	.SUSH							
MB010303 - DOOLEY	1501 Kings Highwa							
ro - TEST Add Comments and Attachments Requisition.	MB010303 - DOOL	EY						
ro - TEST Add Comments and Attachments Requisition.								
	ro - TEST Add Con	mments and Attachments Requisition.		2				-

Step	Action
36.	Click the OK button.
	ОК

• Requisition	× +						\sim	-	٥	×
← → C △	dpsb.psfs.lsuhsc.edu/p	sp/fstrn/EMPLOYEE	/ERP/c/PV_MAIN_N	MENU.PV_PROCI	JRE_REQ Q	@ ☆	*	⊻) :
Kanage Requisi	tions	Edit Req	uisition - Revi	ew and Subn	nit		ŵ	4	:	Q
				New Windo	w Help Personalize	Page				
Submit										
or approval.		*	My Preferences	Requisition Sett	ings					
JSH	LSUHSC Shreveport	Requisiti	on Name Split a Distril	oution						
100L1	Dooley, Wanda G	Requi	isition ID 0079967	_						
D			Priority Medium	•						
details			Add More	Items						
Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Dele	te	
	D & D SALES & SUPPLY COMPANY	10	EA	19.99	199.90	B	🖗 Edit	Û		
	D & D SALES & SUPPLY COMPANY	6	EA	101.99	611.94		🖓 Add	Û		
Select lines to:	Add to Favorites 🛛 🕅 A	dd to Template(s)	Delete Selected	ta Ma	ss Change					
				Total Amount	811.84 USD					
USH										
USH 01 Kings Highway reveport, LA 71103										
8010303 - DOOLEY										

Step	Action
37.	Now that comments have been added, the Comment bubble now reads <i>Edit</i> instead of <i>Add</i> .
38.	This completes <i>Add Comments and Attachments</i> . End of Procedure.

Copy a Requisition

Procedure

In this topic you will learn to **Copy a Requisition**.

Step	Action					
1.	Click the Main Menu link.					
	\oslash					
2.	Click the eProcurement link.					
	Menu					

	Homepa		×	+									~	-	٥	×
÷	→ C	企	🗎 dpsb.psfs.	lsuhsc.edu/psc/fstrn/E	MPLOYE	EE/ERP/	/c/NUI_FR	AMEWORK.PT_L	ANDING	GPAGE G) ¢	☆	*	⊻		:
										Health Fir	nancia	als TR	N ŵ	4	:	Ø
	Му	Finan	ncials Home	*					N	lavBar: Me	nu					6
0			Syst PS9FSTF Financials running Pr Up This is a Health PS	em Notifications RN Notice: PeopleSoft Training: This system is eopleTools 8.59 05 for grade training. Test instance for LSU fee 2023-02-08			LSU ePro	Requisitions		Control Visited		Entern ePro I ePro I ePro C	is Work(aluyer Ce Requisiti al Ledge	nponen nter ons	ts	>
													Adminis			>
javascri	ipt:void(0)	:										1301	lucesse	•		>

Step	Action
3.	Click the Manage Requisitions link.
	eProcurement

Step	Action
4.	Click the eProcurement link. Manage Requisitions
5.	The Date From field may need to be changed to search for older requisitions. In this example the date range is going to be expanded to a wider date range. Enter the desired information into the Date From field. Enter "04/01/2023".
6.	 Enter in the requisition ID to be copied. If you don't know the requisition ID you can click the magnifying glass next to the requisition ID field and search by Requestor User ID. If you know the Requisition ID enter the desired information into the Requisition ID field. Enter "0072075".

	Manage Neg	uisitions ×	+						~	-	-	٥	>
	\rightarrow G	🖒 🔒 dpsb.psfs.	lsuhsc.edu/ps	c/fstrn/EMI	PLOYEE/ERP/c/	NUI_FRAMEWORK.	PT_AGSTARTPAGE_NUI.	Q 🖻	☆	2	e I		
N	ly Financials	Home			ePro	Requisitions	Health Fi	nancials T	RN 1		众	:	Q
	D								New Wi	ndow	Help	Persona	alize f
	0	quisitions											
	Search Req												
То		tions, edit the criteria below											
	Busin	ess Unit LSUSH	Q	Requisitio	on Name							۹ 🛛	
	Requi	sition ID 0079964	Q	Reque	st State All but Co	omplete 🗸	Budget S	tatus			~	•	
	Da	te From 04/01/2023	1		Date To 04/27/202	23							
	Re	equester WDOOL1	Q	Ent	tered By	Q		POID			0	2	
	Search	Clear		Show Advance	ed Search								
ò		an and line items for a required in another action on a required in a r				ist and click Go.							
	Reg ID	Requisition Name	BU	Date	Request State	Budget	Total						
×	0079967	Split a Distribution	LSUSH	04/26/2023	Approved	Not Chk'd	811.84 USD [Selec	t Action]	~	Go	1		
ŀ	0079966	Save For Later	LSUSH	04/26/2023	Open	Not Chk'd	222.54 USD Select	t Action]	~	Go			
ŀ	0079965	SHV Test Special Requ	is LSUSH	04/26/2023	Approved	Not Chk'd	875.00 USD [Selec	t Action]	~	Go			
re	ate New Requ	isition Revie	w Change Reque	st	Review Change	Tracking	Manage Receipts	Requisition Re	eport				

Step	Action
7.	Click the Search button.
	Search

Step	Action
8.	The desired requisition will display at the bottom of the screen.
	Click the button to the right of the Select Action field.

My Financials Ho				e Dro	Requisitions	1.1	SU Financiala -		$\sim c$:	Ø
wy Financiais Ho	ne			erio	Requisitions	He	Financials		ስ (J ndow He	D Person	~
/lanage Requi	sitions										
Search Requisi	tions										
	edit the criteria below and c										
	Jnit LSUSH		Requisitio							Q	
	1D 0079964	•		st State All but Cor		В	udget Status			~	
	om 04/01/2023			Date To 04/27/202							
Reque	ster WDOOL1		Ent	ered By	Q		PO ID			Q	
Search	Clear		Show Advanc	ed Search							
			Show Advance	ou Scarch							
Requisitions 👔											
To view the lifespan a	nd line items for a requisition,										
	ther action on a requisition, r										
	tequisition Name HV Test Punchout Requi	BU	Date 04/18/2023	Request State	Budget Not Chk'd	Total 270.42 USF	[Select Action]	~	Go		
P 0075504 3	nv test Puliciout Requi	Louan	04/10/2023	Approved	NUL CHIK U	279.43 036	Approvals		00		
							Cancel Check Budget				
							Copy				
Sector New Description	Device Ober			Review Change 1	Tractica	Manage Descipto	View Print				
Create New Requisitio	n Review Char	ige Reques	st	Review Change	Tracking	Manage Receipts	[Select Action]				

Step	Action
9.	Click the Copy list item.

My Financials Home			D			• .
		ePro	Requisitions	Kall Financials		: (
					New Window Help	Personalize
anage Requisitions						
Search Requisitions						
To locate requisitions, edit the	criteria below and click the S	earch button.				
Business Unit LSU	SH Q	Requisition Name				2
Requisition ID 0079	964 🔍	Request State All but Co	mplete 🗸	Budget Status	~]
Date From 04/0	1/2023	Date To 04/27/202	23			
Requester WD0	OOL1 Q	Entered By	Q	PO ID	a	2
Search Cle	ar	Show Advanced Search				
Requisitions 🕜						
to view the lifespan and line ite fo edit or perform another action		Expand triangle icon. election from the Action dropdown I	ist and click Go.			
Req ID Requisition		Date Request State	Budget Tot			
0079964 SHV Test I	Punchout Requi LSUSH	H 04/18/2023 Approved	Not Chk'd	279.43 USD Copy	Ƴ Go	
reate New Requisition	Review Change Requ	uest Review Change	Tracking Man	age Receipts Requisition	Report	

Step	Action
10.	Click the Go button.
	Go

+								_	
Requisition	× +					\sim	-	Ø	
\leftrightarrow \rightarrow C \triangle $\stackrel{\circ}{\bullet}$ dpsb	.psfs.lsuhsc.edu/psp/fst	rn/EMPLOYEE/ERP/c/PV_	MAIN_MENU.PV_PROCU	RE_REQ.GBL?P (Q B .	☆ 🖉	*		
ePro Requisitions		Checkout - Re	eview and Submit			ŵ	τ L	. :	
					Ner	v Window	Help	Personalia	ze F
heckout - Review and Sul	bmit								
eview the item information and submit th	e req for approval.		*	F	252				
equisition Summary			,	My Preferences	Requisi	tion Settin	gs		
	LSUSH Q	LSUHSC Shrevep	ort Requisiti	ion Name			_		
*Requester	WDOOL1	Q Dooley, Wanda G			-				
*Currency	USD	,,,							
Cart Summary: Total Amount 279.43 US Expand lines to review shipping and acco				Add Mor	e items				
Requisition Lines @	Junting dotails			(
Line Description	Item ID	Supplier	Quantity	UOM	Price		Total		
1 Scotch(R) Transparent Greener		ODP BUSINESS SOLUTIONS, LLC	4	PK	42.49		169.96		
2 Pentel(R) EnerGel(TM) F Retr	tπx	ODP BUSINESS SOLUTIONS, LLC	3	PK	36.49		109.47		
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected		4 Mass	Change		
					Total A	mount	279	43 USD	
hipping Summary									
Edit for All Lines									
Ship To Location	LSUSH								
Address	1501 Kings Highway Shreveport, LA 71103								
Attention To	MB010303								
Comments									

Step	Action
11.	The Checkout - Review and Submit page will display.
	On this page the Schedules and Distributions of the requisition lines can be modified. To access them, click on the Expand Requisition Lines arrow on the left side of the Line Item.
	Click the button to the left of the Expand Requisition Lines field.

Kequisition x +					~ - O	×
← → C ☆ 🔒 dpsb.psfs.lsuhsc.e	du/psp/fstrn/EMPLOYEE/ERP/	/c/PV_MAIN_MENU.PV_PROCUP	RE_REQ.GBL?P C		🖻 🛪 🗆 🔮) E
✓ ePro Requisitions	Checkout	t - Review and Submit			ŵ 🎄 🗄	Ø
Cart Summary: Total Amount 279.43 USD						*
Expand lines to review shipping and accounting details			Add More	Items		
Requisition Lines @						
Line Description Item IE	D Supplier	Quantity	UOM	Price	Total	t I
T 1 Scotch(R) Transparent Greener	ODP BUSINESS SOLUTIONS, LL		РК	42.49	169.96	1
Shipping Line 1	*Ship To LSUSH	Q Add Shipto Commen	ts Quantity	4		- 1
	Address 1501 Kings Highway		Price	42.49	Price Adjustment	- 1
	Shreveport, LA 7110	13			Pegging Inquiry	- 1
	Attention To MB010303 Due Date 04/25/2023				Pegging Workbench	1
	Due Date 04/25/2023	81				- 1
Accountin	ng Lines					
2 Pentel(R) EnerGel(TM) RTX Retr	ODP BUSINESS SOLUTIONS, LL		РК	36.49	109.47	1
Select All / Deselect All Select	t lines to: 🉀 Add to Favorites	Add to Template(s)	Delete Selected	[†] ⊟₀N	lass Change	
				Total Amoun	t 279.43 USD	
Shipping Summary						
Edit for All Lines						
Ship To Location LSUSH						
Address 1501 Kings H Shreveport, I						
	LA /1103					
Attention To MB010303 Comments						
_ 011110110						
Requisition Comments and Attachments						
Foter requisition comments						

Step	Action
12.	Click the button to the right of the Expand Accounting Lines field.
13.	Change the necessary information for the new requisition.

U	Requisitio				× +									~	-	٥	×
÷	→ C	仚		dpsb.psf	s.lsuhsc.eo	du/psp/fs	trn/EM	PLOYEE/ERF	P/c/PV_I	MAIN_MEN	U.PV_PROCURE	REQ.GBL?P Q	2 ☆		*) =
< e	Pro Requ	isitions						Checkou	ıt - Re	view and	l Submit			Ĺ	ት 1	J :	Ø
JSD										_							
count	ing details								6	Add N	fore Items)					
	Item	ID		Suppl	ier			Quantity	UON	1	Price	Total	Deta	ils	Commen	ts Delete	
					BUSINESS JTIONS, LLC)			PK		42.49	169.96			🖓 Add	Î	
		*Sł	hip To	LSUSH		Q	Ad	d Shipto Comr	nents	Quantity	4				+ -		
		Ad	Idress		gs Highway rt, LA 71103					Price	42.49	Price Adjustment					
						·						Pegging Inquiry					
		Attenti	ion To	MB01030	03							Pegging Workbench					
,	Account		e Date	04/25/202	23	31											
,		ting Line 'Distribu	es ute By	04/25/202		B counting Ta	ag			ک Multi-Accou							
	Account	ting Line Distribu	es ute By nes	Qty	❤ Ac	counting Ta	-			Personaliz	e Find View All		f1 🛞	Last			
	Accoun	ting Line Distribu ting Lin Ids1	es ute By nes C <u>h</u> artfi	Qty elds2 Cł	✓ Ac		Details 2		ormation	Personalize Asset Infor	e Find View All mation 2 Budge	t Information	f1 🕑	Last			
	Account	ting Line Distribu	es ute By nes C <u>h</u> artfi	Qty	❤ Ac	counting Ta	Details 2	Asset Inf	ormation	Personaliz	e Find View All mation 2 Budge						
	Accoun	ting Line Distribu ting Lin Ids1	es ute By nes C <u>h</u> artfi	Qty elds2 Cł	✓ Ac	counting Table	Details 2		ormation	Personalize Asset Infor	e Find View All mation 2 Budge Merchandis	t Information	f1 🛞 +				
	Accoun Chartfie Line 1	ting Line Distribu ting Lin Ids1 Status	es ute By nes C <u>h</u> artfi	ODP	Ac	Details	De <u>t</u> ails 2 Q	antity	ormation	Personalize Asset Infor	e Find View All mation 2 Budge Merchandis	t Information [TTT]		-	∽ Add	Û	
	Accoun Chartfie Line 1	ting Line Distribu ting Lin Ids1 Status	es ute By 1es Chartfi	Qty elds2 C1 Dist Type ODP SOLU	Ac	Counting Table	Details 2 Q	antity	ormation Pe 4 3 PK	Personalize Asset Infor	e Find View All mation 2 Budge Merchandis	t Information ETT) se Amt GL Unit 169.96 LSUSH	*	-	∽ Add	Û	
RTX	Accoun Chartfie Line 1	Distributing Line Distributing Line Ids1 Status Open	es ute By 1es Chartfi	Qty elds2 C1 Dist Type ODP SOLU	Active Action Action MB010303	Counting Table	Details 2 Q	iantity	ormation Pe 4 3 PK	Personaliz Asset Infor ercent 100.0000	e Find View All mation 2 Budge Merchandis	Linformation TTT) se Amt GL Unit 169.96 LSUSH Q 109.47 Mass Change	*	-	∽ Add	Û	
	Accoun Chartfie Line 1	Distributing Line Distributing Line Ids1 Status Open	es ute By 1es Chartfi	Qty elds2 C1 Dist Type ODP SOLU	Active Action Action MB010303	Counting Table	Details 2 Q	iantity	ormation Pe 4 3 PK	Personaliz Asset Infor ercent 100.0000	e Find View All mation 2 Eudge Merchandia	Linformation TTT) se Amt GL Unit 169.96 LSUSH Q 109.47 Mass Change	*	-	∽ Add	Û	

Step	Action
14.	In this example, the Quantity has been changed.
	Enter the desired information into the Quantity field. Enter "6".

	Mequisitio		:	× +								-	٥	×
÷	→ C		dpsb.psfs	s.lsuhsc.edu/	psp/fstrn/E	MPLOYEE/ERP/c/	PV_MAIN_MEN	J.PV_PROCURE_	REQ.GBL?P 🔍 L	2 \$	C	*		:
< el	Pro Requi	sitions				Checkout -	Review and	Submit			ŵ	¢	. :	Ø
11 USD														-
account	ing details						🖶 Add M	lore Items						
	Item	ID	Suppli	er		Quantity	UOM	Price	Total	Detai	ls Co	mments	Delete	
ent				BUSINESS ITIONS, LLC		6.00	PK	42.49	254.94		Ç	Add	Î	
		*Ship To Address Attention To	Shrevepo	is Highway it, LA 71103] Q	Add Shipto Commen	ts Quantity Price	6 42.49	Price Adjustment Pegging Inquiry Pegging Workbench		÷	=		
		Due Date	04/25/202	13	31									
		Distribute By			nting Tag		Q Multi-Accour							
	Account	Distribute By ting Lines	Qty	Y Accou	nting Tag	sile 2 Assat Inform	Personalize	Find View All		of 1 🛞 L	ast			
		Distribute By ting Lines	Qty	Y Accou	nting Tag	ails 2 <u>A</u> sset Inform Quantity	Personalize	Find View All	Arnt GL Unit	of 1 🕑 L	ast			
	* Account Chartfiel	Distribute By ting Lines Ids1 Chart	Qty fields2 Ch	Accou artfields3	nting Tag	Quantity	Personalize ation Asset Inform	Find View All mation 2 Budget Merchandise	Information 🚥		ast			
	* Account Chartfiel	Distribute By ting Lines Ids1 Chart Status	Qty fields2 Ct Dist Type	Accou artfields3	nting Tag	Quantity	Personalize ation Asset Inform Percent	Find View All mation 2 Budget Merchandise	Amt GL Unit		-	Add	1	
	* Account Chartfiel Line 1	Distribute By ting Lines Ids1 Chart Status	Qty fields2 Cr Dist Type ODP SOLU	Accou artfields3 D Location MB010303 BUSINESS	nting Tag	Quantity	Personalize ation Asset Inform Percent 6 100.0000	Find View All É mation 2 Budget Merchandise 25 36.49	Amt GL Unit	+	-	Add	Û	
	* Account Chartfiel Line 1	Distribute By ting Lines Ids1 Chart Status Open	Qty fields2 Cr Dist Type ODP SOLU	Accou artfields3 D *Location MB010303 BUSINESS THONS, LLC	nting Tag	Quantity	Personalize ation Asset inform Percent 6 100.0000 PK	Find View All É mation 2 Budget Merchandise 25 36.49	Information ITTT) Amt GL Unit 14.94 LSUSH Q 109.47 Mass Change	+	-) Add	Û	
M) RTX	* Account Chartfiel Line 1	Distribute By ting Lines Ids1 Chart Status Open	Qty fields2 Cr Dist Type ODP SOLU	Accou artfields3 D *Location MB010303 BUSINESS THONS, LLC	nting Tag	Quantity	Personalize ation Asset inform Percent 6 100.0000 PK	Find View All 6 mation 2 Budget Merchandise 25 36.49 ed	Information ITTT) Amt GL Unit 14.94 LSUSH Q 109.47 Mass Change	+	-) Add	Û	_

Step	Action
15.	The Distribution will automatically split based on the percentage distribution indicated.

Requisition	× +					\sim	-	٥	×
\leftrightarrow \rightarrow C \triangle $\stackrel{\text{\tiny left}}{}$ dpsb	.psfs.lsuhsc.edu/psp/fst	rn/EMPLOYEE/ERP/c/PV	_MAIN_MENU.PV_PROCUR	E_REQ.GBL?P Q	Ê	☆ 🦳	*		:
ePro Requisitions		Checkout - R	eview and Submit			습	Ĺ,	. :	\oslash
Retr		SOLUTIONS, LLC							*
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected		Mass	Change		
					Total	Amount	364	41 USD	
Shipping Summary									_
Edit for All Lines Ship To Location Address Attention To Comments Requisition Comments and Attachment Enter requisition comments	LSUSH 1501 Kings Highway Shreveport, LA 71103 MB010303								
Send to Supplier	Show at Receipt	Shown at Voucher				Add more (Commen	ts and Attac	hmen
Enter approval justification for this n	equisition Save for Later	Add More Items	6ð preview Approvals						
4									+

Step	Action					
16.	If all schedules and distributions are ready, scroll to the bottom of the page.					
	Click the Save & Submit button.					
	C Save & submit					

Kequisition	× +							~	-	٥	×
← → C ☆ ●	dpsb.psfs.lsuhsc.edu/psp/fstrn/EN	IPLOYEE/ERP/c/PV_MAIN_ME	NU.PV_PRO	CURE_REQ.GBL?P	Q	Ê	☆	Ċ	*) :
✓ ePro Requisitions		Confirmation						ŵ	¢	:	Ø
							New	Window	Help	Persona	alize Pag
Confirmation											
Your requisition has been submitt	ted.										
Requested For	Dooley, Wanda G	Num	ber of Lines	2							
Requisition Name	0079968	т	otal Amount	364.41 USD							
Requisition ID	0079968										
Business Unit	LSUSH										
Status	Approved										
Priority	Medium										
Budget Status	Not Checked										
View printable version	🖉 Edit This Requisition	Check Budget									
Req approval - one	step										
Requisition	0079968:Approved										
Create New Requisition	Manage Requisitions										
oronio richi riciquisicon	manago requisitorio										
avascript:submitAction_win0(d	locument.win0,'PV_MAINNAV_HTML_PV_	PRINT REO')									

Step	Action
17.	The Requisition Confirmation page will display.
	The requisition will be submitted for approval, and once approved, it will have to be Budget Checked before it can be sourced to a Purchase Order.
18.	This completes <i>Copy a Requisition</i> . End of Procedure.

Cancelations

Cancel a Requisition

Procedure

In this topic you will learn to **Cancel a Requisition**.

Step	Action
1.	 NOTE: A requisition line or a requisition can be canceled if: 1. The requisition is not on hold. 2. You are authorized to cancel and/or update requisitions on the User Preferences. 3. You are authorized to cancel and/or update requisitions for a specified requester on the User Preferences. 4. No requisition lines, or the specific line to be canceled, have been sourced to a PO or RFQ.
2.	Click the NavBar link.
3.	Click the Menu link.
4.	Click the eProcurement link. eProcurement

← → C	dpsb.psfs.lsuhsc.edu/psc/fstrn/EMPLOYEE/ERP/c/NUL_F	AMEWORK.PT_LANDINGPAGE.GBL?	९ 🖻 🖈 🖪 🛔	:
		Health Fin	nancials TRN 仚 :	Ø
My F	nancials Home 👻	NavBar: Me	nu	fo2
			Menu	
	PS9FSTRN Notice: PeopleSoft	Requisitions Recently Visited	eProcurement	
	Financials Training: This system is running PeopleTools 8.59.05 for upgrade training. This is a test instance for LSU		Buyer Center	>
	Health PS Financials. Last refresh date: 2023-02-08	Favorites	Manage Requisition Approval	s
			Manage Requisitions	
		Menu	Receive Items	
2			Reports	
_			E Reports	
		Create Requisition	= Requisition	

Step	Action						
5.	Click the Manage Requisitions link.						
	Manage Requisitions						

Manage r	equisitions ×	+						~	-	٥	×
\leftrightarrow \rightarrow G	dpsb.psfs.lsul	nsc.edu/psp/fs	trn/EMPLOY	EE/ERP/c/PV_MAIN_M	NU.PV_REQ_STATUS.GBL	QÊ	☆	6	*) :
🗸 My Financi	als Home			Manage Requis	tions			ŵ	¢	:	Ø
Manage Re	quisitions						New	Window	Help	Persona	ilize Page
Search Req	uisitions										
	tions, edit the criteria below and c										
Busin	ess Unit LSUSH	L Ree	uisition Name						0		
	sition ID			All but Complete	Dudget Status				~		
	te From 04/24/2023)	Date To	05/01/2023	1						
Re	quester WDOOL1	L .	Entered By	(POIE)			Q		
Search	Clear	Chan	Advanced Searc								
Search	Cical	Snow	Advanced Searc	'n							
Requisitions (2)										
	an and line items for a requisition n another action on a requisition, r			lropdown list and click Go.							
Reg ID	Requisition Name	BU Date	Request	t State Budget	Total		_	1			
0079968	0079968	LSUSH 04/27	/2023 Approve	ed Not Chk'd	364.41 USD [Select Act		~	Go			
0079967	Split a Distribution	LSUSH 04/26	/2023 Approve	ed Not Chk'd	811.84 USD [Select Act	on]	~	Go			
▶ 0079966	Save For Later	LSUSH 04/26	/2023 Open	Not Chk'd	222.54 USD [Select Act		~	Go			
0079965	SHV Test Special Requis	LSUSH 04/26	/2023 Approve	ed Not Chk'd	875.00 USD [Select Act	on]	~	Go			
Create New Requ	Create New Requisition Review Change Request		Revie	w Change Tracking	Manage Receipts Re	quisition Rep	ort				
javascript:submit	Action_win0(document.win0,'P	V_REQSTAT_WR	_PV_REQSTAT	_FINDREQ');							×.

Step	Action
6.	Click the button to the right of the Line 1 Select Action field.
7.	Click the Cancel link.
	Cancel

My Financials												
My Financials				Mon	age Requisitio	20			~	^	•	Ø
	s Home			IVIAI	lage Requisitio	115			សេ	4	• •	~
								New	Window	Help	Persona	lize Pa
anage Requ	uisitions											
Search Requi	isitions											
o locate requisitio	ons, edit the criteria below and	click the Sea	arch button.									
Busines	s Unit LSUSH	Q	Requisitio	n Name						0	2	
Requisit	tion ID	Q	Reque	st State All but C	omplete 🗸	Bu	dget Status			~]	
Date	From 04/24/2023	21		Date To 05/01/20	23							
Req	uester WDOOL1	Q	Ent	ered By	Q		PO ID			Q		
Search	Clear		Show Advance	ed Search								
equisitions 👔												
	n and line items for a requisitio another action on a requisition				list and click Go.							
Reg ID	Requisition Name	BU	Date	Request State	Budget	Total						
0079968	0079968	LSUSH	04/27/2023	Approved	Not Chk'd	364.41 USD	Cancel	~	Go			
0079967	Split a Distribution	LSUSH	04/26/2023	Approved	Not Chk'd	811.84 USD	[Select Action]	~	Go			
0079966	Save For Later	LSUSH	04/26/2023		Not Chk'd	222.54 USD	[Select Action]	~	Go			
							[Select Action]	~	Go	_		
0079965	SHV Test Special Requis	LSUSH	04/26/2023	Approved	Not Chk'd	875.00 USD		•	GO			
at New Decision	Barian Ob			Device Charge	Traction	Manage Descripto	Develotion De					
eate New Requisi	tion Review Ch	ange Reque	st	Review Change	e Tracking	Manage Receipts	Requisition Re	on				

Step	Action
8.	Click the Go button.
	Go

Step	Action
9.	The Requisition Details screen will display. Once the requisition has been canceled, no further changes can be made to the requisition. Click the Cancel Requisition button. Cancel Requisition
10.	The Budget Status updates to Valid .

		sanseredu/	55p/15t11/L		/c/PV_MAIN_MENU		GBL?Pa Q 🖄	☆	B [552]	**) :
Cancel Red	quest			Mar	nage Requisitio	ns			ŵ	Δ	:	Q
	·							New V	Vindow	Help	Persona	alize P
anage Re	quisitions									1		
Course Doo												
Search Req Is leasts requisit	itions, edit the criteria below ar	d aliak the Co	areh hutten									
	ess Unit LSUSH	Q	Requisition.	n Nomo						Q		
	sition ID			st State All but C	omplete 🗸	_						
	ate From 04/24/2023		Reque	Date To 05/01/20		Bu	dget Status			~		
		P										
Re	equester WDOOL1	Q	En	ered By	Q		PO ID			Q		
Search	Clear		Show Advance	od Coareb								
			SHOW Advanc	eu Search								
equisitions												
	an and line items for a requisi	tion, click the F	ivpand trianol	icon								
	m another action on a requisition				list and click Go.							
Reg ID	Requisition Name	BU	Date	Request State	Budget	Total						
0079968	0079968	LSUSH	04/27/2023	Canceled	Valid	0.00 USD	[Select Action] Copy	~	Go			
0079967	Split a Distribution	LSUSH	04/26/2023	Approved	Not Chk'd	811.84 USD	Undo-Cancel		Go			
0079966	Save For Later	LSUSH	04/26/2023	Open	Not Chk'd	222.54 USD	View Print [Select Action]		Go			
								¥				
0079965	SHV Test Special Requis	LSUSH	04/26/2023	Approved	Not Chk'd	875.00 USD	[Select Action]	~	Go			
				Review Chang								
eate New Regu	initian Daviau (Change Reque				Manage Receipts	Requisition Repo					

Step	Action
11.	Canceled requisitions can still be <i>copied</i> or <i>printed</i> from the Manage Requisitions page. All lines from the cancelled requisition are copied and made active on a new requisition.
12.	This completes <i>Cancel a Requisition</i> . End of Procedure.

Cancel a Requisition Line

Procedure

In this topic you will learn to Cancel a Requisition Line.

NOTE: A requisition line or a requisition can be canceled if:

- 1. The requisition is not on hold.
- 2. You are authorized to cancel and/or requisitions on the User Preferences.

3. You are authorized to cancel and/or update requisitions for the requester on the User Preferences.

4. No requisition lines or the specific line to be canceled have been sourced to a PO or RFQ.

Step	Action
1.	 NOTE: A requisition line or a requisition can be canceled if: 1. The requisition is not on hold. 2. You are authorized to cancel and/or update requisitions on the User Preferences. 3. You are authorized to cancel and/or update requisitions for a specified requester on the User Preferences. 4. No requisition lines, or the specific line to be canceled, have been sourced to a PO or RFQ.
2.	Click the NavBar link.
3.	Click the Menu link.
4.	Click the eProcurement link. eProcurement

← → C	dpsb.psfs.lsuhsc.edu/psc/fstrn/EMPLOYEE/E	P/c/NUI_FRAMEWORK.PT_LANDINGPAG	GE.GBL? 🔍 🖻 🕁	🖻 🗯 🖬	:
		He	🔜 Financials TRN	ا	: 0
My Fi	nancials Home 🔻	NavBa	ar: Menu		202 202
			Nenu		
	System Notifications PS9FSTRN Notice: PeopleSoft	LSU ePro Requisitions Recently	eProcureme	ent	
	Financials Training: This system is running PeopleTools 8.59.05 for upgrade training. This is a test instance for LSU		Buyer (Center	>
	Health PS Financials. Last refresh date: 2023-02-08	Favo	orites 📄 Manage	e Requisition Approv	/als
			😑 Manag	e Requisitions	
5		Me	enu 🚍 Receive	e Items	
2		<u> </u>	Reports	\$	
			eate Jisition = Requisi	tion	

Step	Action
5.	Click the Manage Requisitions link.
	Manage Requisitions

	adjustions X	+									~	_	đ		×
Manage N		- T													
$\leftrightarrow \ \ $	🛆 🔒 dpsb.psfs.lsu	hsc.edu/p	osp/fstrn/E	MPLOYEE/ER	P/c/PV_MAIN_M	NU.PV_R	EQ_STATUS.	GBL?Pa	9. B	☆	e	*		-	:
Manage Red	quisitions			Ma	nage Requisi	tions					ŵ	¢		:	\oslash
Manage Req	uisitions									New \	Vindow	Help) Pers	onaliz	e Page
🔻 Search Requ	uisitions														
	ions, edit the criteria below and c		rch button.												ļ
Busine	ss Unit LSUSH	2	Requisitio									(2		
Requis	ition ID	2	Reque	est State All but	Complete 🗸 🗸]	Bu	dget Status				×	1		
Dat	te From 04/24/2023	J		Date To 05/01/2	023	1									
Rec	quester WDOOL1	L.	Ent	tered By	0	L		PO ID				Q	L I		
Search	Clear		Show Advance	ed Search											
Requisitions @	0														
	an and line items for a requisition another action on a requisition.				n list and click Go.										
Req ID	Requisition Name	BU	Date	Request State	Budget	Total									
0079968	0079968	LSUSH	04/27/2023	Canceled	Valid		0.00 USD	[Select Action]		~	Go				
• 0079967	Split a Distribution	LSUSH	04/26/2023	Approved	Valid		811.84 USD	[Select Action]		~	Go				
0079966	Save For Later	LSUSH	04/26/2023	Open	Not Chk'd		222.54 USD	[Select Action]		~	Go				
0079965	SHV Test Special Requis	LSUSH	04/26/2023	Approved	Not Chk'd		875.00 USD	[Select Action]		~	Go				
Create New Requis	sition Review Cha	nge Reques	st	Review Chan	ge Tracking	Mana	ge Receipts	Requis	sition Report						
4															•

Step	Action
6.	Expand the requisition information to see more details; click the button to the right of the Requisition Line 3 Information field.
	\blacktriangleright

	~ (T absp.bsis	isunsc.edu/p	sp/isun/Eiv	IPLOTEE/ERP/0	/PV_IVIAIIN_IVIE	NU.PV	_REQ_STATUS.GBL?Pa		6 \$	1.00	1		
M	lanage l	Requ	isitions			Mana	ige Requisit	ions				ŵ	\Diamond	:	
101			is, euit ine criteria below a												
			s Unit LSUSH	Q	Requisition	-							Q		
			on ID	Q	1 C C C C C C C C C C C C C C C C C C C	t State All but Cor			Budget Star	us			~		
			From 04/24/2023	Ħ		ate To 05/01/202									
		Requ	wbool1	Q	Ente	red By	Q		PC	ID			Q		
	Search		Clear		Show Advance	d Search									
qu	isitions	3													
			and line items for a requis												
		orm a	nother action on a requisiti												
	eq ID 079968		Requisition Name 0079968	BU	Date I 04/27/2023 (Request State	Budget Valid	То	0.00 USD [Select /	Action1	~	Go	-		
											~				
00	79967		Split a Distribution	LSUSH	04/26/2023 A		Valid		811.84 USD [Select /	kclionj	~	Go	-		
			er Dooley, Wanda G mbrance Balance	811.84	USD	looley, Wanda G	Plio	rity Mea	aium						
	_		_	~			1								
		*				-	16	6				->			
	Requis	sition	Approvals	Inventory	Purch Orde		inge Rec	eiving	Returns In	voice	Payment				
ec	uest Lif	espar	1:												
	ne Infoi							Perso	onalize Find 🖉 🔣	First 🕚	1-2 of 2 🛞	Last			
in	e		Description	Status	Price	Currency	Quantity	UOM	Supplier						
									D & D SALES & SUPPLY						
I		P	Test Item #1	Approved	19.99	USD	1	0 EA	COMPANY		×				
2		ea F	Test Item #2	Approved	101.99	USD		6 EA	D & D SALES & SUPPLY COMPANY		×				
0	079966		Save For Later	LSUSH	04/26/2023	Open	Not Chk'd		222.54 USD [Select /	Action]	~	Go	5		
0	079965		SHV Test Special Requis.	LSUSH	04/26/2023	Approved	Not Chk'd		875.00 USD [Select /	Action]	~	Go			
0	079965		Sriv rest Special Requis.	LSUSH	04/26/2023	approved	Not Chk'd		6/5.00 USD LISelecty			60			

Step	Action
7.	To cancel a line on a requisition, click the red \mathbf{X} at the end of the line to be canceled. In this example, line 2 will be canceled.
	Click the X button.
	×
8.	A confirmation message will display.
	Click the OK button.

→ C	🖒 🔒 dpsb.psf	s.lsuhsc.edu/p	osp/fstrn/EN	/PLOYEE/ERF	/c/PV_MAIN_N	IENU.	PV_REQ_STATUS.GBL?Pa	Q	6 \$		*			ļ
Manage Re	quisitions			Mar	nage Requi	sition	IS			습	Ĺ	L	:	ſ
	ons, ean me chiena below	and click the Sea	ICH DUILON.										-	l
Busine	ss Unit LSUSH	Q	Requisition	n Name							(۹		
Requis	ition ID	Q	Reques	st State All but C	Complete	~	Budget Statu	s			~			
Dat	te From 04/24/2023	21	ſ	Date To 05/01/2	023	31								
Re	quester WDOOL1	Q	Ente	ered By		Q	POI	D			0	٤		
Search	Clear		Show Advance	d Search										
equisitions	2)													
	an and line items for a requ	isition. click the E	xpand triangle	icon.										
	another action on a requis				list and click Go.									
Req ID	Requisition Name	BU		Request State	Budget		Total				_			
0079968	0079968	LSUSH	04/27/2023	Canceled	Valid		0.00 USD [Select Ac		_	Ƴ Go	К.,			
0079967	Split a Distribution	LSUSH	04/26/2023 4	Approved	Not Chk'd		199.90 USD [Select Ac	tion]		Ƴ Go				
	ester Dooley, Wanda G ncumbrance Balance	En 811.84	tered By Dool USD	ley, Wanda G	Prio	rity Me	edium							
*				9	1	S		1	5					
Requisitio	n Approvals	Inventory	Purc		Change	Receiving	o Returns Invo	ice	Paymer	*				
			Ord	lers F	Request									
Request Lifes						P	Personalize Find 💷 🔜	First G	0 1-2 of 2	Last				
Line	Description	Status	Price	Currency	Quantity	UC.				0				
Line	Description	Julius	Flice	Currency	Quantity	00								
1 🖁	P Test Item #1	Approved	19.99	USD		10 E4	D & D SALES & SUPPLY COMPANY		×					
2	P Test Item #2	Canceled	101.99	USD		6 E4	D & D SALES & SUPPLY COMPANY							
0079966	Save For Later	LSUSH	04/26/2023	Open	Not Chk'd		222.54 USD [Select Ac	tion]		✓ Go				
	SHV Test Special Requi	s LSUSH	04/26/2023	Approved	Not Chk'd		875.00 USD [Select Ac	tion]		✓ Go	1 - C			
0079965														

Step	Action
9.	Line 2 will update to a Canceled Status and the red X for that line will no longer be available. However, the <i>Budget Status</i> has changed from Valid to <u>Not Checked</u> . The <i>Budget Status</i> will need to be updated to release the encumbrance. Click the button to the right of the Line 2 Select Action field.
10.	Budget check the requisition by selecting the " Check Budget " item from the Drop- down menu. Click the Check Budget link. Check Budget

							_	_				_				
Manage					Man	age Requis	sitio	ons					ώ	4	. :	(
		Unit LSUSH	Q	Requisition I	Jame									0		
	quisitic				State All but C	omplete	~		Budge	t Status				~		
		rom 04/24/2023	Ē		te To 05/01/20		31		Dudge							
	Reque	ester WDOOL1	Q	Enter	ed By		Q			PO ID				Q		
Search		Clear		Show Advanced	Search											
quisition	s 👔															
		and line items for a requis														
edit or per Reg ID		other action on a requisiti Requisition Name	ion, make a sele BU		tion dropdown	list and click Go. Budget		Total								
0079968		0079968	LSUSH		anceled	Valid		Total	0.00 USD [S	elect Action]		~	Go			
0079967	9	Split a Distribution	LSUSH	04/26/2023 Ap	proved	Not Chk'd			199.90 USD Ch			~	Go	-		
R	equest	er Dooley, Wanda G umbrance Balance		tered By Doole USD			rity N	Medium	100.00 0000							
	*] [1	S	1	- S			<u>a</u>				
Requ	uisition	Approvals	Inventory	Purcha Order		Change F lequest F	Receivi	ing	Returns	Invoice	Pay	ment				
Request L																
Line Info	ormati	on						Person	alize Find 💷	📑 First	④ 1-2 0	f 2 🛞	Last			
Line		Description	Status	Price	Currency	Quantity	, I	NON	Supplier							
1	* *	Test Item #1	Approved	19.99	USD		10 E		D & D SALES & SU COMPANY	JPPLY		×				
2	2	Test Item #2	Canceled	101.99	USD		6 8		D & D SALES & SU COMPANY	JPPLY						
0079966		Save For Later	LSUSH	04/26/2023 O	pen	Not Chk'd			222.54 USD [S	elect Action]		~	Go			
0079965		SHV Test Special Requis.	LSUSH	04/26/2023 A	proved	Not Chk'd			875.00 USD [S	elect Action]		~	Go			

Step	Action
11.	Click the Go button.
12.	The Budget Status updates to Valid .
13.	A requisition with cancelled lines can still be <i>copied</i> or <i>printed</i> from the Manage Requisitions page. However, only the active lines on the requisition will be copied or printed.
14.	This completes the <i>Cancel a Requisition Line</i> . End of Procedure.

Budget Check a Requisition

Budget Check a Requisition

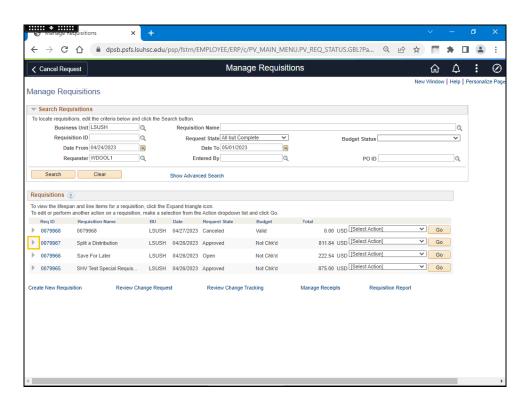
Procedure

In this topic you will learn how to **Budget Check a Requisition**.

Step	Action
1.	Click the NavBar link.
	\oslash
2.	Click the Menu link.
	Menu
3.	Click the eProcurement link.
	eProcurement

; ;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;	Home	age	ļ		× +						~	-	٥		×
~	\rightarrow	з.	Û		dpsb.psfs.lsuhsc.edu/psc/fstrn/EMPLO	YEE/ERP/c/NUI_FRAMEWORK.PT_LAND	DINGPAGE.GBL?	Q	Ê	☆		*		•	:
							Health Fin	anci	als T	RN	ŵ	4		:	Ø
	M	y Fi	nan	cia	Is Home 🔻		NavBar: Mer	nu							100
								Men	u						
				System Notifications PS9FSTRN Notice: PeopleSoft	LSU ePro Requisitions	Recently Visited	eP	rocur	emer	ent					
					Financials Training: This system is running PeopleTools 8.59.05 for upgrade training. This is a test instance for LSU	1	Ø] Bu	yer Ce	enter				>
					Health PS Financials. Last refresh date: 2023-02-08	• •	Favorites	≡	Ma	anage	Requis	ition A	pprov	als	
							=		Ma	anage	Requis	itions]		
<u>(</u>)							Menu		Re	ceive	ltems				
\heartsuit							1		Re	ports					
							Create Requisition	≡	Re	quisiti	on				
javascri	pt:PTN	vBar.	Open	InCo	ntentArea(%27https://dpsb.psfs.lsuhsc.edu/psc	:/fstrn_newwin/EMPLOYEE/ERP/c/NUI_FRAME	EWORK.PTNUL_ME	NU_CC	MP.GE	L?sa=8	&FLDR=	EP_PV	BUYER	₹_C	

Step	Action
4.	Click the Manage Requisitions link.
	Manage Requisitions



Step	Action
5.	Under the Requisitions section, click the arrow to the left of the Line 2 Req ID Information field.

Tranage requisitions × +							~	—	٥	×
← → C ☆ 🏻 dpsb.psfs.lsuhsc.ee	du/psp/fstrn/EMPLOYE	E/ERP/c/PV_MA	IN_MENU.PV_I	REQ_S	TATUS.GBL?Pa Q	e t	7	*) :
✓ Cancel Request		Manage Re	quisitions				ŵ	4	. :	Ø
To tocate requisitions, with the Chiefra Delow and Chick the Business Unit [LSUSH Q Requisition ID Q Date From [04/24/2023]] Requester [WDOOL1 Q	Requisition Name Request State Date To Entered By		~		Budget Status			~]	
Search Clear	Show Advanced Search		Q.		POID]Q	_	
Requisitions ② 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 Req ID Requisition Name BU 0079968 0079968 LSU	e selection from the Action dro Date Request S				00 USD [Select Action]		❤ G	D		
0079967 Split a Distribution LSU: Requester Dooley, Wanda G Pre-Encumbrance Balance 0.00	Entered By Dooley, Wanda	Not Ch a G	ik'd Priority Medium		84 USD [[Select Action]		G	D		
Requisition Approvals Inver	tory Orders	Change Request	Receiving	R	leturns Invoice	Paym	ent	>		
Request Lifespan: Line Information			Perso	nalize I I	Find 🔃 🔜 First 🤇	0 1-2 of 2	🕞 Last			
Line Description	Status Price	Currency	Quantity	UOM	Supplier					
1 Schart Test Item #1	Approved 19.99	USD	10	EA	D & D SALES & SUPPLY COMPANY		×			
2 🐕 Test Item #2	Approved 101.99	USD	6	EA	D & D SALES & SUPPLY COMPANY		×			
0079966 Save For Later LSU		Not Cr			54 USD [Select Action]		✓ G			
0079965 SHV Test Special Requis LSU create New Requisition Review Change Re vascript:submitAction_win0(document.win0,'PV_REC	equest Review	Change Tracking		875.1 age Rec	00 USD [Select Action]	n Report	G	D		

Step	Action
6.	This will display the Request Lifespan which graphically shows where the requisition is in the process. When there are colored icons, it indicates the stage has been completed. In this example, <i>Requisition</i> and <i>Approvals</i> are in color. The other icons are grayed out indicating that the requisition has not been sourced to a PO yet. This is because the requisition still needs to be Budget Checked successfully before it can be sourced to a PO.
	Above the Request Lifespan section, on the right side of the page you will see the " Select Action " option box and the Go button.
	Click the button to the right of the Line 2 Select Action field.

								_	TATUS.GBL?Pa Q, 너소				_
Cancel	Reque	st				Manage Re	equisitions			ώ	۵	:	(
		is, edit me chiena below an Unit LSUSH	-		ition Name						Q		_
	equisiti		Q			I but Complete	~				Q		
Re	1 A A	From 04/24/2023)Q	Re	Date To 0		Ĥ		Budget Status		•		
		ester WDOOL1			Entered By	510112025	Q		POID		Q		
	Requ	ester moocer	~		Lintered by		4		POID		4		
Search	h	Clear		Show Adv	anced Search								
quisitior	ns 🍞												
		and line items for a requisit											
	rform a	nother action on a requisition											
Req ID	_	Requisition Name	BU	Date	Request S				00 USD [Select Action]	✓ Go			
0079968	8	0079968	LSU	SH 04/27/20	23 Canceled	Valid					_		
0079967		Split a Distribution	LSU	SH 04/26/202	3 Approved	Not C			84 USD [Select Action] Approvals	Go			
		ter Dooley, Wanda G umbrance Balance	0.00		Dooley, Wanda	G	Priority Medium		Cancel				
	TO LIN		0.00	050					Check Budget				
	*		8	8			- A2-		Edit				
Reg	uisition	Approvals	Inver	tory	Purchase	Change	Receiving	R	View Print Iselect Action	~			
					Orders	Request							
Request L Line Inf							Persor	alize	Find 🔃 🔣 First 🕢 1-2	of 2 🚯 Last			
Line		Description		Status	Price	Currency	Quantity	UOM	Supplier				
Line		Description		Status	Price	Currency	Quantity	UOM	Supplier				
1	29	Test Item #1		Approved	19.99	USD	10	EA	D & D SALES & SUPPLY COMPANY	×			
2	۴	Test Item #2		Approved	101.99	USD	6	EA	D & D SALES & SUPPLY COMPANY	×			
0079966	6	Save For Later	LSU	SH 04/26/20	23 Open	Not (Chk'd	222.5	54 USD [Select Action]	✓ Go	>		
0079965		SHV Test Special Requis		SH 04/26/20	23 Approved		Chk'd	075 (00 USD [Select Action]	Ƴ Go			

Step	Action
7.	The available actions are:
	Approvals - to view the approvals for the requisition
	<u>Cancel</u> - to cancel the requisition
	<u>Check Budget</u> - to run the budget check process
	<u>Copy</u> - to create a copy of the requisition
	Edit - to open the requisition for editing
	<u>View Print</u> - to print the requisition
	Click the Check Budget link.
	Charle Budget
	Check Budget
8.	Click the Go button.
	Go
9.	The system will process the Budget Check . Notice that the processing icon spins in the top right corner of the screen. Once the process is completed, the Budget Status will change to <i>Valid</i> , <i>Warning</i> , or <i>Error</i> .
L	

	requisitions	× +														
÷ > C	🖒 🔒 dpsb.psf	s.lsuhsc.edu/	psp/fstrn/EN	MPLOYEE/EI	RP/c/PV_MAIN	_MEN	IU.PV_	REQ_STATUS.G	GBL?Pa	Q	È	☆		*		
🔇 Manage Re	equisitions			Ma	anage Requ	uisitio	ons						ŵ	Ĺ	7	l
											Ne	ew Win	dow H	Help	Persor	n
anage Ree	quisitions															
Search Req	uisitions															
	itions, edit the criteria below		arch button.													
Busin	ess Unit LSUSH	Q	Requisition	n Name											۹	
Requis	sition ID	Q	Reque	st State All bu	t Complete	~		Bud	iget Status					~	- C	
Da	ate From 04/24/2023	İİ	1	Date To 05/01	/2023	11										
Re	equester WDOOL1	Q	Ente	ered By		Q			PO ID					0	2	
Search	Clear		Show Advance	ed Search												
Requisitions (~	isition, click the F	Evnand triangle	icon												
o view the lifesp o edit or perforn	oan and line items for a requi m another action on a requisi	ition, make a sel	ection from the	Action dropdo).	Tot	4								
o view the lifesp o edit or perform Req ID	an and line items for a requi n another action on a requisi Requisition Name	ition, make a sel BU	ection from the Date	Action dropdor Request State	Budget).	Tot		[Select Action	1]		~	Go			
o view the lifesp o edit or perform Req ID 0079968	oan and line items for a requi m another action on a requisi Requisition Name 0079968	ition, make a sel BU LSUSH	Date 04/27/2023	Action dropdor Request State Canceled	Budget Valid).	Tot	0.00 USD	[Select Action							
o view the lifesp o edit or perform Req ID 0079968 0079967	oan and line items for a requi m another action on a requisi Requisition Name 0079968 Split a Distribution	ition, make a sel BU	ection from the Date 04/27/2023 04/26/2023	Action dropdor Request State Canceled Approved	Budget Valid Valid			0.00 USD				~	Go Go			
io view the lifesp io edit or perform Req ID 0079968 0079967 Reque	oan and line items for a requi m another action on a requisi Requisition Name 0079968	ition, make a sel BU LSUSH	ection from the Date 04/27/2023 04/26/2023	Action dropdor Request State Canceled	Budget Valid Valid		Tot	0.00 USD								
io view the lifesp io edit or perform Req ID 0079968 0079967 Reque	an and line items for a requi n another action on a requisi Requisition Name 0079968 Split a Distribution ester Dooley, Wanda G	ition, make a sel BU LSUSH LSUSH	ection from the Date 04/27/2023 04/26/2023 Entered By	Action dropdor Request State Canceled Approved	Budget Valid Valid			0.00 USD	[Select Action							
o view the lifesp o edit or perform Req ID 0079968 0079967 Reque Pre-Er	an and line items for a requi manother action on a requisi Requisition Name 0079968 Split a Distribution ester Dooley, Wanda G ncumbrance Balance	ition, make a sel BU LSUSH LSUSH 811.84	ection from the Date 04/27/2023 04/26/2023 Entered By USD	Action dropdoo Request State Canceled Approved Dooley, Wanda	Budget Valid Valid a G	Priorit	ty Medi	0.00 USD 811.84 USD ium	[Select Action			~				
io view the lifesp io edit or perform Req ID 0079968 0079967 Reque	an and line items for a requi manother action on a requisi Requisition Name 0079968 Split a Distribution ester Dooley, Wanda G ncumbrance Balance	ition, make a sel BU LSUSH LSUSH	ection from the Date 04/27/2023 04/26/2023 Entered By	Action dropdo Request State Canceled Approved Dooley, Wanda	Budget Valid Valid		ty Medi	0.00 USD	[Select Action		Pay	~				
o view the lifesp o edit or perform Req ID 0079968 0079967 Require Requisition Requisition	an and line items for a requi an another action on a requisition Requisition Name 0079968 Split a Distribution ester Dooley, Wanda G ncumbrance Balance	ition, make a sel BU LSUSH LSUSH 811.84	ection from the Date 04/27/2023 04/26/2023 Entered By USD USD	Action dropdo Request State Canceled Approved Dooley, Wanda	Budget Valid Valid a G Change	Priorit	ty Medi	0.00 USD 811.84 USD ium Returns	[Select Action	1]		▼] ment	Go			
o view the lifesp o edit or perform Req ID 0079968 0079967 Requir Pre-Er Requisitio	an and line items for a requi an another action on a requisition Requisition Name 0079968 Split a Distribution ester Dooley, Wanda G ncumbrance Balance	ition, make a sel BU LSUSH LSUSH 811.84	ection from the Date 04/27/2023 04/26/2023 Entered By USD USD	Action dropdo Request State Canceled Approved Dooley, Wanda	Budget Valid Valid a G Change	Priorit	ty Medi	0.00 USD 811.84 USD ium	[Select Action	1]	Payr 1-2 of	▼] ment	Go			
o view the lifesp o edit or perform Req ID 0079968 0079967 Require Requisition Requisition	an and line items for a requi an another action on a requise Requisition Name 0079968 Split a Distribution ester Dooley, Wanda G ncumbrance Balance	ition, make a sel BU LSUSH LSUSH 811.84	ection from the Date 04/27/2023 04/26/2023 Entered By USD USD	Action dropdo Request State Canceled Approved Dooley, Wanda	Budget Valid Valid a G Change	Priorit	ty Medi	0.00 USD 811.84 USD ium Returns	[Select Action	1]		▼] ment	Go	-		
o view the lifesp o edit or perform Req ID 0079968 0079967 Request Requisition Request Lifesp Line	an and line items for a requi an another action on a requisi Requisition Name 0079968 Split a Distribution ester Dooley, Wanda G neumbrance Balance Approvals pan: tation	ition, make a sel BU LSUSH LSUSH 811.84 Inventory	ection from the Date 04/27/2023 04/26/2023 Entered By I USD Furo Ore	Action dropdor Request State Canceled Approved Dooley, Wanda	Budget Valid Valid a G Change Request	Priorit	y Medi ving Persor UOM	0.00 USD 811.84 USD ium Returns nalize Find [2]	[Select Action	1]	1-2 of	▼] ment	Go			
o view the lifespo o edit or perform Req ID 0079968 0079967 Request Request Lifes Line Inform Line	an and line items for a requi an another action on a requisition Requisition Name 0073968 Split a Distribution ester Dooley, Walano G no Approvals pan: tation Description	ition, make a set BU LSUSH LSUSH 811.84 Inventory Status	ection from the Date Date 04/27/2023 04/26/2023 Entered By I USD Furce Ord	Action dropdor Request State Canceled Approved Dooley, Wanda	Budget Valid Valid a G Change Request	Priorit Receiv	y Medi ving Persor UOM	0.00 USD 811.84 USD ium Returns nalize Find (2) Supplier D & D SALES &	Invoice	1]	1-2 of	v ment	Go	-		

Step	Action
10.	Now that the status of the Budget Status is Valid , the requisition is available to be sourced to a Purchase Order.
11.	This completes <i>Budget Check a Requisition</i> . End of Procedure.

Inquiries

Conduct Requisition Searches in eProcurement

Procedure

In this topic you will learn how to **Conduct Requisition Searches in eProcurement**.

Step	Action
1.	In eProcurement, searching for requisitions can be done in the Manage Requisitions page. Requisitions created in eProcurement and also in the Purchasing module can be searched.
2.	Click the NavBar link.
3.	Click the Menu link.
4.	Click the eProcurement link. eProcurement

,	Homepage		× +				~	-	٥	×
÷	\rightarrow C	仚	dpsb.psfs.lsuhsc.edu/psc/fstrn/EMPLOY	EE/ERP/c/NUI_FRAMEWORK.PT_LAN	DINGPAGE.GBL?	QB	☆	*		:
					Health Find	ancials TF	RN 命	\Diamond	:	\oslash
	My I	inan	cials Home 🔻		NavBar: Men	iu				502
			System Notifications PS9FSTRN Notice: PeopleSoft Financials Training: This system is running PeopleTools 8.59.05 for upgrade training.	LSU ePro Requisitions	Recently Visited	Menu eProcure	ment er Center			>
			This is a fest instance for LSU Health PS Financials: Last refresh date: 2023-02-08		Favorites		age Requis age Requis		pprovals	
()					Menu	= Rec	eive Items			
\heartsuit					1	😑 Rep				
iavascri	ptPTNav8	ar.Open	InContentArea(%27)https://dpsb.psfs.lsubsc.edu/psc/	5tm newwin/EMPICYEE/ERP/c/NUI FRAM	Create Requisition		visition	EP PV	BUYER C	

Step	Action
5.	Click the Manage Requisitions link.
	Manage Requisitions

• Manage r	requisitions ×	< +											
← → C	ሰ 🔒 dpsb.psfs.	lsuhsc.edu/	psp/fstrn/El	MPLOYEE/ERI	P/c/PV_MAIN_MEN	U.PV_REQ_STATUS.	GBL	QG	, ☆	6	*		:
(My Financi	als Home			Ma	nage Requisitio	ons				仚	\wedge	. :	Ø
(, .									Nev		/ Hel	D Persor	
anage Re	quisitions												
Search Req	quisitions												
To locate requisi	itions, edit the criteria below a	ind click the Sea	arch button.										
Busin	ess Unit LSUSH	Q	Requisitio	n Name							0	2	
Requi	isition ID		Reque	st State All but	Complete 🗸	Bu	dget Status				~	1	
Da	ate From 04/24/2023			Date To 05/01/2		50	- got ovardd L					-	
	equester WDOOL1			ered By	Q		POID				0		
					~		1010					`	
Search	Clear		Show Advanc	ed Search									
Requisitions (
o view the lifesp	oan and line items for a requisi				n list and click Go								
o view the lifesp to edit or perform	oan and line items for a requisi m another action on a requisiti			Action dropdown		Total							
o view the lifesp	oan and line items for a requisi	ion, make a sele	ection from the	Action dropdown Request State	n list and click Go. Budget Valid		[Select Action	1]		Go			
o view the lifesp fo edit or perform Req ID	can and line items for a requisit m another action on a requisiti Requisition Name	ion, make a sele BU	Date	Request State Canceled	Budget	0.00 USD			~				
o view the lifesp fo edit or perform Req ID 0079968	opan and line items for a requisit m another action on a requisiti Requisition Name 0079968	ion, make a sele BU LSUSH	Date 04/27/2023	Action dropdown Request State Canceled Approved	Budget Valid	0.00 USD 199.90 USD	[Select Action [Select Action [Select Action	1]		Go			
To view the lifesp To edit or perform Req ID 0079968 0079967	an and line items for a requisit manother action on a requisiti Requisition Name 0079968 Split a Distribution	ION, MAKE A Selv BU LSUSH LSUSH LSUSH	04/27/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open	Budget Valid Valid	0.00 USD 199.90 USD 222.54 USD	[Select Action	1	v	Go			
To eview the lifesp for edit or perform Req ID 0079968 0079967 0079966	ana and line items for a requisit manother action on a requisit Requisition Name 0079968 Split a Distribution Save For Later	ION, MAKE A Selv BU LSUSH LSUSH LSUSH	04/27/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open	Budget Valid Valid Valid Not Chk'd	0.00 USD 199.90 USD 222.54 USD	[Select Action	1	Ŷ	Go Go			
To eview the lifesp for edit or perform Req ID 0079968 0079967 0079966	ana and line items for a requisit manother action on a requisit Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis.	ION, MAKE A Selv BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD	[Select Action [Select Action [Select Action	1	~	Go Go			
To view the lifesp To edit or perform Req ID 0079968 0079966 0079966	ana and line items for a requisit manother action on a requisit Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis.	ion, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	0] 0] 0]	~	Go Go			
To view the lifesp To edit or perform Req ID 0079968 0079966 0079966	ana and line items for a requisit manother action on a requisit Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis.	ion, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	0] 0] 0]	~	Go Go			
o view the lifesp o o edit or perform Req ID 0079968 0079967 0079966 0079965	ana and line items for a requisit manother action on a requisit Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis.	ion, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	0] 0] 0]	~	Go Go			
To view the lifesp To edit or perform Req ID 0079968 0079966 0079966	ana and line items for a requisit manother action on a requisit Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis.	ion, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	0] 0] 0]	~	Go Go			
To view the lifesp To edit or perform Req ID 0079968 0079966 0079966	ana and line items for a requisit manother action on a requisit Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis.	ion, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	0] 0] 0]	~	Go Go			
To view the lifesp To edit or perform Req ID 0079968 0079966 0079966	ana and line items for a requisit manother action on a requisit Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis.	ion, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	0] 0] 0]	~	Go Go			
To view the lifesp To edit or perform Req ID 0079968 0079966 0079966	ana and line items for a requisit manother action on a requisit Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis.	ion, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	0] 0] 0]	~	Go Go			
To view the lifesp To edit or perform Req ID 0079968 0079966 0079966	ana and line items for a requisit manother action on a requisit Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis.	ion, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	0] 0] 0]	~	Go Go			

Step	Action
6.	By default, the search will fill in the user's User ID and Business Unit in the search parameters, along with dates from the past week and the Request State of <i>All but Complete</i> .
7.	Recommended parameters used in Search are:• Business Unit: User's BU• Requisition Name: Blank• Requisition ID: Enter if known, otherwise leave blank• Requisition State: All but Complete• Budget Status: Blank• Date From and To: Narrow date range to refine search• Requester: Specific UserID if possible, otherwise blank would pull all user's requisitions• Entered By: Blank• PO ID: Enter if searching for requisition sourced to a specific PO
8.	Click in the Show Advanced Search field. Show Advanced Search

0	Manage	e Requisitions	×	+										~	-	٥	×
←	\rightarrow (C 🛆 🔒 dj	psb.psfs.lsuh	sc.edu/p	osp/fstrn/E	MPLOYEE/EF	RP/c/PV_MAIN_	MEN	U.PV_REQ_STATU	IS.GBL	Q	Ê	☆		*		
< 1	My Finan	cials Home				Ma	anage Requ	isitio	ons					仚	4	:	Ģ
vlan	nage R	equisitions											New	Window	Help	Persor	alize P
T §	earch R	equisitions															
To lo	cate requi	sitions, edit the criteri	a below and clic	k the Sear	ch button.												
	Bus	iness Unit LSUSH	Q		Requisitio	n Name									0	2	
	Req	uisition ID	Q		Reque	st State All but	Complete	\mathbf{v}		Budget Status					~		
	1	Date From 04/24/202	23			Date To 05/01	2023	21									
		Requester WDOOL1	Q		Ent	ered By		Q		PO ID					Q		
То	locate rec	quisitions containing s	pecific lines, ed	it the criter	ia below and	click the Search	button.										
		Item ID	Q		Item Des	cription											
		Ship To	Q		Supplier	Item ID											
	Search	Clear		[Hide Advance	d Search											
_																	
	uisitions																
		span and line items for form another action on					vn list and click Go.										
	Req ID	Requisition Nan		BU	Date	Request State	Budget		Total								
Þ	0079968	0079968		LSUSH	04/27/2023	Canceled	Valid		0.00 U	SD [Select Action	on]		~	Go			
Þ	0079967	Split a Distribut	ion	LSUSH	04/26/2023	Approved	Valid		199.90 U	SD [Select Action	on]		~	Go			
Þ.	0079966	Save For Later		LSUSH	04/26/2023	Open	Not Chk'd		222.54 U	SD [Select Action	on]		~	Go			
▶	0079965	SHV Test Spec	ial Requis	LSUSH	04/26/2023	Approved	Not Chk'd		875.00 U	SD [Select Action	on]		~	Go			
Creat	e New Re	quisition	Review Chan	ge Reques	st	Review Cha	nge Tracking		Manage Receipts	Rec	uisition	Repor	t				
		nitAction_win0(docu															

Step	Action
9.	 Recommended <i>Advanced Search</i> parameters are: Item ID: Blank Item Description: Enter if a specific item description is known, otherwise leave blank Ship To: Enter if known, otherwise leave blank Supplier Item ID: Blank
10.	Click in the Hide Advanced Search field. Hide Advanced Search
11.	NOTE: For this exercise, the parameters will remain as defaulted. Click the Search button. Search

Search Requisitions To locate requisitions, edit the criteria below and click the Search button. Business Until (SUSH) Requisition Name Requisition ID Requisition Name Date From (94/24/2023) Bit Date From (94/24/2023) Budget Status Search Clear Search Clear Show Advanced Search	Manage Requisitions A is an analysis New Window Help Personalize Parameters IS ne criteria below and click the Search button. SUSH Requisition Name Requisition Name Image Requisition Name Requisition Name Image Requisition Name Requisition Name Image Requisition Name Requisition Name Image Requisition Name Requisition Name Image Requisition Name Requisition Name Image Requisition Name Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Image Requisition Name Item Strain Name Request State Budget Total Image Request State State State Name Item Name Request State Budget Name Image Requ
New Window Hep Ianage Requisitions Search Requisitions Search Requisitions, edit the criteria below and click the Search button. Business Unit [LSUSH Business Unit [LSUSH Request State All but Complete Budget Status Q Po ID Q Date From [64/24/2023] Date To [05/01/2023] Budget Status V Date From [64/24/2023] Date To [05/01/2023] Budget Status V Search Clear Show Advanced Search PO ID Q Search Clear Show Advanced Search V Q PO ID Q New Unitod In Name BU Date Request State V Q PO ID Q Search Clear Show Advanced Search V Q PO ID Q Orige Bdb Orige Bdb Date Note All budget Total Entered By Q PO ID Q Orige Bdb Orige Bdb Date Note State Budget Total Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q <	New Window Help Personalize Pa IS IS Budget Status IS Budget Status Idea Bible Advanced Search Idea
New Window Hep anage Requisitions Search Requisitions Fo locate requisitions, edit the criteria below and click the Search button. Search Requisition Name Business Unit [SUSH] Requisition Name Page Status Search Date From (44/24/2023) Date To (05/01/2023) Request State[All but Complete Budget Status Request State[All but Complete] Budget Status Very Date From (44/24/2023) Date To (05/01/2023) Request State[WDDOL1] Entered By Search Clear Show Advanced Search tequisitions () Show Advanced Search tequisitions () Over the lifespan and line items for a requisition, click the Expand triangle icon. o evel the lifespan and line items for a requisition, make a selection from the Action dropdown list and click Go. Per DD Request State O regress LSUSH 04/27/2023 Or99665 LSUSH 04/27/2023 Approved Valid 0.00 USD [Select Action] Or99667 Spit a Distribution LSUSH 04/27/2023	New Window Help Personalize Parallelia IS Is e criteria below and click the Search button. USH Requiset to Mame Q Requiset State [All but Complete] Budget Status V V24/2023 B DOOL1 Entered By Q Entered By Q Po to Clear Show Advanced Search
Search Requisition sediments for a requisition, make a selection from the Action dropdown list and cick. Go. Requisition Name Requisitin Name	he criteria below and click the Search button. SUSH Requisition Name Q Leavest State/All but Complete Budget Status Q DoLt Destroid State/All but Complete Budget Status V DOLt Entered By Q Po ID Q Clear Show Advanced Search Po ID Q Herms for a requisition, click the Espand triangle icon. Herms for a requisition, make a selection from the Action dropdown list and click Go. Total Sin BU Date Request State Budget Sin LSUSH 04/26/2023 Approved Valid 0.00 USD [Select Action] Q Visitbution LSUSH 04/26/2023 Approved Valid 199 0 USD [Select Action] Qo Visitbution LSUSH 04/26/2023 Open Not Chick 222 54 USD [Select Action] Go
To locate requisitions, edit the criteria below and click the Search button. Business Unit [EUSH Q Request State All but Complete V Date From [64/24/2023] Request State All but Complete V Date From [64/24/2023] Requester WDDOL1 Q Entered By Q PO ID Q Search Clear Show Advanced Search Clear Show Advanced Se	SUSH Q Requisition Name Q Image: Constraint of the second state of the secon
Business Unit LSUSH Q Requisition Name Budget State All but Complete Search Clear Show Advanced Search Clear Search Clear Show Advanced Search Clear Sea	SUSH Q Requisition Name Q Requisition Name Q Requisition Name Q Requisition Name Q Requisition Name Q Requisition Name Q Budget Status V Request State All but Complete V Budget Status V Request State B Budget Status V PO ID Q Q C State Stat
Requisition ID Q Request State All but Complete Budget Status Date From (Mr24/2023) Bit Date To (05/01/2023) Bit Requester (WDOOL1) Q Entered By Q PO ID Q Search Clear Show Advanced Search Sh	Request State All bul Complete Budget Status V24/2023 B Date To (05/01/2023 B DOOL1 Entered By PO ID PO ID Clear Show Advanced Search PO ID Q Items for a requisition, click the Expand triangle icon. Entered By PO ID Q Items for a requisition, click the Expand triangle icon. Entered Budget Total Items for a requisition, click the Expand triangle icon. Budget total Bodget Items for a requisition, click the Expand triangle icon. Etotal Question from the Action dropdown list and click Go. Go Items for a requisition, LisUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] Go Nathrough 04/27/2023 Canceled Valid 199.90 USD [Select Action] Go Vir Later LSUSH 04/26/2023 Open Not Chick 222.54 USD [Select Action] Go
Date From 04/24/2023 Bit Date To 05/01/2023 Bit Requester (WDOOL1 Q Entered By Q PO ID Q Search Clear Show Advanced Search Requisitions ? Oview the lifespan and line items for a requisition, click the Expand triangle icon. For the Action of copdown list and click Go. Req UD Requisition Name BU Date Total 0079866 0079866 LSUSH 0.42/2/2023 Canceled Valid 0.00 USD [Select Action] Q 0079967 Split a Distribution LSUSH 04/2/2023 Approved Valid 199 90 USD [Select Action] Go	V2242023 IB Date To 05001/2023 IB DDOL1 Q Entered By Q PO ID Dear Show Advanced Search Items for a requisition, click the Expand triangle icon. Entered By Q Items for a requisition, make a selection from the Action dropdown list and click Go. Entered Budget Total 8 LSUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] Q Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Q vir Later LSUSH 04/26/2023 Open Not Chi/d 222 54 USD [Select Action] Q
Date From 64/24/2023 Bate To 05/01/2023 Requester (WDOOL1 Clear Entered By Q PO ID Q Search Clear Show Advanced Search Requisitions Over the lifespan and line items for a requisition, click the Expand triangle icon. For the Action from the Actio from the Action from the Action from the Action from	V2242023 IB Date To [0501/2023 IB DDOL1 Q Entered By Q PO ID Q Clear Show Advanced Search Show Advanced Search PO ID Q Items for a requisition, click the Expand triangle icon. State Budget Total Items for a requisition, click the Action dropdown list and click Go. State Budget Total 8 LSUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] ✓ Go Vistibution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] ✓ Go Vistibution LSUSH 04/26/2023 Open Not Chick 222.54 USD [Select Action] ✓ Go
Requester (WDDOL1 Q Entered By Q PO ID Q Search Clear Show Advanced Search Show Advadvanced Searc	DOOL1 Citerred By PO ID Citerr Show Advanced Search Items for a requisition, click the Expand triangle kon. citorn on a requisition, make a selection from the Action dropdown list and click Go. item Nume BU Date Request State Budget Total 8 LSUSH 04/270202 Canceled Valid 0.00 USD [Select Action] Go Virbution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Go vir Later LSUSH 04/26/2023 Open Not Chi/d 222 54 USD [Select Action] Go
Search Clear Show Advanced Search Requisitions ? To view the lifespan and line items for a requisition, click the Expand triangle icon. . To view the lifespan and line items for a requisition, make a selection from the Action dropdown list and click Go. . Req 10 Requisition Name BU Date Request State Eudoget 0079968 0079968 LSUSH 0.427/2023 Canceled Valid 0.00 USD [[Select Action] Go 0079967 Split a Distribution LSUSH 0.426/2023 Approved Valid 199 90 USD [[Select Action] Go	Clear Show Advanced Search Items for a requisition, click the Expand triangle icon. Items for a requisition, make a selection from the Action dropdown list and click Go. Ison Name BU Date Request State Budget Total 8 LSUSH 04/27/2023 V Date Request State Budget Total 00 USD [Select Action] V Go Valid 199 90 USD [Select Action] V Go V Valeter LSUSH V4/26/2023 Open Not Chick 222.54 USD [Select Action] V Go
Requisitions @ o view the lifespan and line items for a requisition, click the Expand triangle icon. for efform another action on a requisition, make a selection from the Action dropdown list and click Go. Req ID Requisition Name BU Date Request State Budget Total 0079965 0079968 LSUSH 0427/2023 Canceled Valid 0.00 USD [[Select Action] 0 0079967 Split a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [[Select Action] 00	Items for a requisition, cick the Expand triangle icon. cition on a requisition, make a selection from the Action dropdown list and click Go. Ion Name BU Date Request State Budget Total 3 LSUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] V Go justibution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] V Go wr Later LSUSH 04/26/2023 Open Not Chk'd 222.54 USD [Select Action] V Go
oview the lifesan and line items for a requisition, click the Expand triangle icon. 6 wild or perform another action on a requisition, make a selection from the Action dropdown list and click Go. Req ID Requisition Name BU 0079968 0079968 LSUSH 0079967 Split a Distribution LSUSH 0479967 Split a Distribution LSUSH 0479968 Valid 199 90 USD 199 90 USD [[Select Action] 🗸 Go	BU Date Request State Budget Total icon Name BU Pate Request State Budget Total S LSUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] Go Vistibution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Go vir Later LSUSH 04/26/2023 Open Not Ch/cd 222.54 USD [Select Action] Go
No view the lifespan and line items for a requisition, click the Expand triangle icon. So will or perform another action on a requisition, make a selection from the Action from on the Action forgodown list and click Go. Req ID Requisition Name BU Date Budget O79968 LSUSH 042/272023 Canceled Valid 0079967 Split a Distribution LSUSH 04/26/2023 Approved Valid 199 90 USD [[Select Action] Go	BU Date Request State Budget Total ion Name BU Pate Request State Budget Total S LSUSH 04/27/2023 Canceld Valid 0.00 USD [Select Action] Go Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Go vr Later LSUSH 0/42/62/2023 Open Not Chi/d 222.54 USD [Select Action] Go
Deck of perform another action on a requisition, make a selection from the Action dropdown list and click do. Req UD Requisition Name BU Date Request State Budget Total 0079966 LSUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] ✓ Go 0079967 Split a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [[Select Action] ✓ Go	BU Date Request State Budget Total ion Name BU Excursion Action dropdown list and click Go. Total ion Name BU Excursion Action dropdown list and click Go. Total ion Name BU Excursion Action dropdown list and click Go. Total ion Name BU Excursion dropdown list and click Go. Total ion Name BU Excursion dropdown list and click Go. Total ion Name BU Excursion dropdown list and click Go. Total Go visitabulion LSUSH 04/2f20203 Approved Valid 199.90 USD [Select Action] Go vir Later LSUSH 04/2f20203 Open Not Chickd 222.54 USD [Select Action] Go
Req ID Request/sition Name BU Date Request/State Budget Total 0079968 0079968 LSUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] Go 0079967 Split a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Go	BU Date Request State Budget Total 8 LSUSH 04/27/2023 Canceled Valid 0.00 USD [[Select Action] Go isistribution LSUSH 04/26/2023 Approved Valid 199.90 USD [[Select Action] Go vr Later LSUSH 04/26/2023 Open Not Chk/d 222.54 USD [[Select Action] Go
№ 0079968 0079968 LSUSH 04/27/2023 Canceled Valid 0.00 USD [[Select Action]] 00 № 0079967 Split a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [[Select Action]] 00	S LSUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] V Go Nishibution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] V Go vr Later LSUSH 04/26/2023 Open Not ChK/d 222.54 USD [Select Action] V Go
0079967 Split a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [[Select Action] V] Go	Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [[Select Action] V or Later LSUSH 04/26/2023 Open Not ChKd 222.54 USD [[Select Action] V Go
	r Later LSUSH 04/26/2023 Open Not Chk'd 222.54 USD [Select Action]
0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not ChK'd 875.00 USD [Select Action]	It Special Requis LSUSH 04/26/2023 Approved Not Chk'd 875.00 USD [[Select Action] Go
ireate New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report	Review Channe Reguest Review Change Tracking Manage Receipts Requisition Report
reale new nequisition in the contract in the c	Review Onlinge Request Review Onlinge Tracking Manage Receipts Requisition Report

Step	Action
12.	After retrieving requisition search results, several actions can be performed on the requisition. Click the button to the right of the Select Action field.

	+		A T					_			-							
6	y wan	lage ne	equisitions ×	+										~	-	đ		×
~	\rightarrow	C	ሰ 🔒 dpsb.psfs.lsul	hsc.edu/p	psp/fstrn/E	MPLOYEE/EF	RP/c/PV_MAIN_N	MENL	J.PV_REQ_STATUS.	GBL	Q	È	☆	6	*			:
<	My Fir	nancia	Ils Home			Ma	anage Requi	sitio	ns					ŵ	Ĺ			Ø
Ma	nage	Req	quisitions										New	Window	v Helj	p Perso	onaliz	e Pag
	Search	h Requ	uisitions															
То			ions, edit the criteria below and c													_		
			ess Unit LSUSH		Requisitio											۹		
	F		ition ID	4		est State All but		~	Bu	dget Status					~	1		
			te From 04/24/2023	<u>ا</u>		Date To 05/01/	/2023	Ħ										
		Rec	quester WDOOL1	4	Enf	tered By		Q		PO ID					0	4		
	Sear	rch	Clear		Show Advanc	and Search												
					SHOW Auvanu	iou Sealon												
Re	quisitio	ons 🧃	Ď															
			an and line items for a requisition, another action on a requisition, r				wn list and click Go.											
	Req ID		Requisition Name	BU	Date	Request State	Budget		Total									
Þ	00799	J68	0079968	LSUSH	04/27/2023	Canceled	Valid		0.00 USD	[Select Action]			*	Go	()			
Þ	00799) 67	Split a Distribution	LSUSH	04/26/2023	Approved	Valid		199.90 USD	[Select Action]		_	~	Go				
Þ	00799	166	Save For Later	LSUSH	04/26/2023	Open	Not Chk'd		222.54 USD	[Select Action]			~	Go	6			
Þ	00799) 65	SHV Test Special Requis	LSUSH	04/26/2023	Approved	Not Chk'd		875.00 USD	[Select Action]			~	Go				
Crea	ate New	Requis	sition Review Char	nge Reques	st	Review Char	nge Tracking		Manage Receipts	Approvals Cancel Check Budgel Copy Edit View Print Select Action								

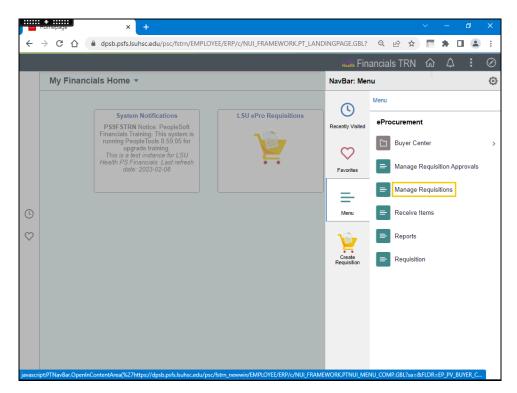
Step	Action
13.	 Available <i>Action</i> options are: Approvals: View requisition approvals Cancel: Cancel the <u>entire</u> requisition Copy: Copy the requisition to a new one, which can then be edited Edit: Edit the existing requisition. If edited, the requisition <u>must</u> be submitted for approval again. View Print: View a printable version of the requisition
14.	This completes <i>Conduct Requisition Searches in eProcurement</i> . End of Procedure.

Inquire on a ePro Requisition

Procedure

In this topic you will learn how to **Inquire on an ePro Requisition**.

Step	Action
1.	eProcurement provides a method to inquire on the status of a requisition to view the detailed information. It also provides the status within the life cycle of the requisition to purchase order, to voucher, and then payment.
2.	Click the NavBar link.
3.	Click the Menu link.
4.	Click the eProcurement link. eProcurement



Step	Action
5.	Click the Manage Requisitions link.
	Manage Requisitions
6.	In this example, the date range of 01/01/23 - 05/01/23 will be entered. The Requester will also be removed prior to searching.
	Enter the desired information into the Date From field. Enter "010123".

Image: Contract State Image: Contract S	My Financials Home Manage Requisitions New Window Heip Personalize F hage Requisitions Search Requisitions, edit the criteria below and click the Search button. Business Unit [SUSH] Requisition Name Requisition ID Requisition Name Date From 01/01/2023] Budget Status Requisition ID Entered By Date To 05/01/2023 By PO ID Clear Search Clear Show Advanced Search	• Manage r	requisitions ×	+												
Anage Requisitions Search Requisitions, edit the criteria below and click the Search button. Business Unit [USH] Request State [] but Complete v Budget Status edit or perform 01/01/2023 But To [50:01/2023] Budget Status Search Clear Show Advanced Search	New Window Help Personalize f Search Requisitions Search Requisition Name Bedge trequisition to D Requisition Name Q Budget Status Q Q Date From 0101/2023 Budget Status V Budget Status V PO ID Q Search Clear Show Advanced Search V Text Began and line items for a requisition, click the Expand triangle icon. Height Porton V Q of or perform and the action on a requisition, click the Expand triangle icon. Height Porton V Q of or perform and the action on a requisition, click the Expand triangle icon. Height Porton V Q of or perform and/or action on a requisition, click the Expand triangle icon. Height Porton V Q of or perform and/or action on a requisition, click the Expand triangle icon. Height Porton V Q of or perform and/or action on a requisition, click the Expand triangle icon. Height Porton V Q of or perform and/or action on a requisition action on a requisition on the Action dropoon list and click Go. Requisition V Q Q Q Q Q Q<	← → C	ሰ 🔒 dpsb.psfs.	lsuhsc.edu/p	osp/fstrn/E	MPLOYEE/ER	P/c/PV_MAIN_MEN	U.PV_REQ_STATUS.	GBL	QB	☆	(c)	*		:	
New Window Help Persona anage Requisitions Search Requisitions, edit the criteria below and click the Search button. Business Unit [SUSH	New Window Help Personalize f Search Requisitions Search Requisition Name Bedge trequisition to D Requisition Name Q Budget Status Q Q Date From 0101/2023 Budget Status V Budget Status V PO ID Q Search Clear Show Advanced Search V Text Began and line items for a requisition, click the Expand triangle icon. Height Porton V Q of or perform and the action on a requisition, click the Expand triangle icon. Height Porton V Q of or perform and the action on a requisition, click the Expand triangle icon. Height Porton V Q of or perform and/or action on a requisition, click the Expand triangle icon. Height Porton V Q of or perform and/or action on a requisition, click the Expand triangle icon. Height Porton V Q of or perform and/or action on a requisition, click the Expand triangle icon. Height Porton V Q of or perform and/or action on a requisition action on a requisition on the Action dropoon list and click Go. Requisition V Q Q Q Q Q Q<	/ My Financi	als Home			Ma	nage Requisitio	ons					\wedge	:	Ø	
Search Requisitions and the criteria below and click the Search button. Business Unit [SUSH	Search Requisitions, edit the criteria below and click the Search button. Business Unit [SUSH										New		/ Helj	D Perso		
To locale requisitions, edit the criteria below and click the Search button. Business Unit USUSH Request State All but Complete Budget Status Budget Status Budget Status Budget Status PO ID Det Fom 01/01/2023 Budget Status PO ID Det Form 01/01/2023 Budget Status	locate requisitions, edit the criteria below and click the Search button. Bespinese Unit [LSUSH Q Request State All but Complete V Date From 01010/2023 By Request State All but Complete V PO ID Clear Show Advanced Search Clear Show Advan	anage Re	quisitions													
To locate requisitions, edit the criteria below and click the Search button. Business Unit [EUSH Requisition Name Request State Blud Complete PO ID Determol 10/12/023 Bi Date To (55/01/2023 Bi) Requester WDDOL1 Clear Show Advanced Search Clear Show Advanced Sear	locate requisitions, edit the criteria below and click the Search button. Bespinese Unit [LSUSH Q Request State All but Complete V Date From 01010/2023 By Request State All but Complete V PO ID Clear Show Advanced Search Clear Show Advan	Search Reg	nuisitions													
Business Unit LSUSH Requisition Name Requisition Name Requisition Name Requisition ID Requisition ID Requisition Name Requisition Name Requisition Name Name Name Name Name Name Name Name	Business Unit LSUSH Requisition Name Requisition Name Requisition Name Requisition Name Requisition Name Requisition Name Requisition Name Requisition Name Requisition Name Requisition Solution Requisition Name Requisition Name Requisiti			nd click the Sea	arch button											
Requisition ID Request State All but Complete Budget Status Date From 01/01/2023 Bit Date To 05/01/2023 Bit Requester (WDOOL1 Entered By Q PO ID Q Search Clear Show Advanced Search Show Advanced Search Requisitions @ 0 view the lifespan and the items for a requisition, click the Expand triangle icon. Search Total 0 view the lifespan and the items for a requisition, make a selection from the Action dropdown list and click Go. Total 00 USD [Select Action] 00 0 079965 Spit a Distribution LSUSH 04/26/2023 Approved Valid 00 USD [Select Action] 00 0 079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chk'd 875.00 USD [Select Action] 00 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chk'd 875.00 USD [Select Action] 00	Requisition ID Request State All but Complete Budget Status Date From 01/01/2023 B Date To 05/01/2023 B Requester (WDOOL1 Entered By PO ID Q Search Clear Show Advanced Search PO ID Q Gorgeson Requisition, nake a selection from the Action dropdown list and click Go. Freq ID Requisition Name BU Date Request State Budget Total O00 USD [Select Action] Q Q 0079665 Split a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Q Go 0079665 Save For Later LSUSH 04/26/2023 Approved Not Chi/rd 875.00 USD [Select Action] Q Go 0079665 SHV Test Special Requis LSUSH 04/26/20					n Name							0			
Date From 01/01/2023 mequester (WDDOL1 Requester (WDDOL1 Entered By Q PO ID Search Clear Show Advanced Search Show Advanced Search Deter To grave and line items for a requisition, click the Expand triangle icon. o view the lifespan and line items for a requisition, click the Expand triangle icon. o view the lifespan and line items for a requisition, make a selection from the Action dropdown list and click Go. Requisitions Po 1D Q 0079965 0079968 LSUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] 0079965 Save For Later LSUSH 04/26/2023 Open Not Chickd 222 54 USD [Select Action] 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chickd 875 00 USD [Select Action]	Date From 010112023 IB Date To 05012023 IB Requester WDDOL1 Entered By Q PO ID Q Search Clear Show Advanced Search State To Stat						Complete 🗸	P.	alaret Ctature [
Requester WDOOL1 Entered By PO ID Search Clear Show Advanced Search Search Clear Clear Search Search Search Search Search Search Search <th co<="" td=""><td>Requester WDDOL1 Entered By PO ID Search Clear Show Advanced Search utilitions @ teve the lifespan and line lems for a requisition, make a selection from the Action dropdown list and cick. Go. Requisition Name BU Date Request State Endapt O079968 0079968 LSUSH 04/27/2023 Canceled Valid 000 USD [Select Action] © 00 0079965 Save For Later LSUSH 04/26/2023 Open Not Chkrd 222 54 USD [Select Action] © 00 0079965 Save For Later LSUSH 04/26/2023 Open Not Chkrd 875.00 USD [Select Action] © Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chkrd 875.00 USD [Select Action] © Go</td><td></td><td></td><td></td><td></td><td></td><td></td><td>DU</td><td>iuger status _</td><td></td><td></td><td></td><td></td><td></td><td></td></th>	<td>Requester WDDOL1 Entered By PO ID Search Clear Show Advanced Search utilitions @ teve the lifespan and line lems for a requisition, make a selection from the Action dropdown list and cick. Go. Requisition Name BU Date Request State Endapt O079968 0079968 LSUSH 04/27/2023 Canceled Valid 000 USD [Select Action] © 00 0079965 Save For Later LSUSH 04/26/2023 Open Not Chkrd 222 54 USD [Select Action] © 00 0079965 Save For Later LSUSH 04/26/2023 Open Not Chkrd 875.00 USD [Select Action] © Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chkrd 875.00 USD [Select Action] © Go</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>DU</td> <td>iuger status _</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Requester WDDOL1 Entered By PO ID Search Clear Show Advanced Search utilitions @ teve the lifespan and line lems for a requisition, make a selection from the Action dropdown list and cick. Go. Requisition Name BU Date Request State Endapt O079968 0079968 LSUSH 04/27/2023 Canceled Valid 000 USD [Select Action] © 00 0079965 Save For Later LSUSH 04/26/2023 Open Not Chkrd 222 54 USD [Select Action] © 00 0079965 Save For Later LSUSH 04/26/2023 Open Not Chkrd 875.00 USD [Select Action] © Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chkrd 875.00 USD [Select Action] © Go							DU	iuger status _						
Search Clear Show Advanced Search Requisitions () Clear Show Advanced Search 0 view the lifespan and line items for a requisition, click the Expand triangle icon. Clear Search 0 view the lifespan and line items for a requisition, click the Expand triangle icon. Clear Search 0 view the lifespan and line items for a requisition, make a selection from the Action dropown list and click Go. Request State Budget 0 0079966 0079967 Split a Distribution LSUSH 04/2702023 Canceled Valid 0.00 USD [Select Action] Clear 0079966 Save For Later LSUSH 04/26/2023 Open Not Chirld 222 54 USD [Select Action] Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chirld 875 00 USD [Select Action] Go	Search Clear Show Advanced Search publicitons @															
Requisitions () Control Market State Budget 0 view the lifespan and line items for a requisition, click the Expand triangle icon. Expander action on a requisition, make a selection from the Action dropdown list and click Go. Req divide performanother action on a requisition, make a selection from the Action dropdown list and click Go. Executive performanother action on a requisition, make a selection from the Action dropdown list and click Go. Req divide D	Distribution Calculate Calculation and line items for a requisition, click the Expand triangle icon. dia dia dia dia dia dia dia dia dia dia	R	equester	X	En	ered By	Q		POID				C	L I		
Requisitions Other Relation Date Requisition from the Action dropdown list and click Go. Requisition Name BU Date Requisition varies Total 0079968 0079968 LSUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] Go 0079968 D079968 LSUSH 04/26/2023 Approved Valid 199 90 USD [Select Action] Go 0079966 Save For Later LSUSH 04/26/2023 Open Not Chi/d 222 54 USD [Select Action] Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chi/d 875 00 USD [Select Action] Go	Distribution Calculate Calculation and line items for a requisition, click the Expand triangle icon. dia dia dia dia dia dia dia dia dia dia	Search	Clear		Ch											
No view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or wir the lifespan and line items for a requisition, make a selection from the Action diopdown list and click Go. Total Req ID Requisition Name BU Date Request State Budget Total 0079965 0079968 LSUSH 04/2/02/02 Canceled Valid 0.00 USD [Select Action] Go 0079966 Save For Later LSUSH 04/26/2023 Open Not Chk'd 222.54 USD [Select Action] Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chk'd 875.00 USD [Select Action] Go	Not the letens for a requisition, click the Expand triangle icon. did or perform another action on a requisition, make a selection from the Action dropdown list and click Go. Req ID Requisition Name BU Date Requisition Click the Expand triangle icon. OVER Select Action on a requisition, make a selection from the Action dropdown list and click Go. Req ID Requisition Name BU Date Requise State Budget Total 0079967 Split a Distribution LSUSH 0/4/26/2023 Canceled Valid 199.90 USD [Select Action] Go 0079966 Save For Later LSUSH 0/4/26/2023 Open Not Chk'd 222.54 USD [Select Action] Go 0079965 SHV Test Special Requis LSUSH 0/4/26/2023 Approved Not Chk'd 875.00 USD [Select Action] Go	oouron	olda		Show Advanc	ed Search										
Over whe lifespan and line items for a requisition, click the Expand triangle icon. Total Req ID Requisition Name BU Date Request State Budget Total 0079966 0079968 LSUSH 04/26/2023 Canceled Valid 0.00 USD [Select Action] © Go 0079966 Save For Later LSUSH 04/26/2023 Open Not Chk'd 222.54 USD [Select Action] © Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chk'd 875.00 USD [Select Action] © Go	Not the letens for a requisition, click the Expand triangle icon. did or perform another action on a requisition, make a selection from the Action dropdown list and click Go. Req ID Requisition Name BU Date Requisition Click the Expand triangle icon. OVER Select Action on a requisition, make a selection from the Action dropdown list and click Go. Req ID Requisition Name BU Date Requise State Budget Total 0079967 Split a Distribution LSUSH 0/4/26/2023 Canceled Valid 199.90 USD [Select Action] Go 0079966 Save For Later LSUSH 0/4/26/2023 Open Not Chk'd 222.54 USD [Select Action] Go 0079965 SHV Test Special Requis LSUSH 0/4/26/2023 Approved Not Chk'd 875.00 USD [Select Action] Go															
0079967 Spilt a Distribution LSUSH 04/26/2023 Approved Valid 199 90 USD [[Select Action] Go 0079966 Save For Later LSUSH 04/26/2023 Open Not ChK'd 222 54 USD [[Select Action] Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not ChK'd 275 00 USD [[Select Action] Go	0079967 Split a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Co 0079966 Save For Later LSUSH 04/26/2023 Open Not Chk'd 222.54 USD [Select Action] Co 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chk'd 875.00 USD [Select Action] Co	o view the lifesp	an and line items for a requisi													
0079966 Save For Later LSUSH 04/26/2023 Open Not ChK'd 222.54 USD [[Select Action] V Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not ChK'd 875.00 USD [[Select Action] V Go	0079966 Save For Later LSUSH 04/26/2023 Open Not Chk/d 222.54 USD [[Select Action] V Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [[Select Action] V Go	o view the lifesp fo edit or perform Req ID	aan and line items for a requisi n another action on a requisition Requisition Name	on, make a sele BU	Date	Action dropdown Request State	Budget		[Salart Artion	1						
0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not ChKd 875.00 USD [[Select Action] V] Go	0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Cht/d 875.00 USD [[Select Action] V Go	o view the lifesp fo edit or perform Req ID	aan and line items for a requisi n another action on a requisition Requisition Name	on, make a sele BU	Date	Action dropdown Request State	Budget	0.00 USD								
		To view the lifesp To edit or perform Req ID 0079968	oan and line items for a requisi m another action on a requisition Requisition Name 0079968	on, make a sele BU LSUSH	Date 04/27/2023	Request State Canceled	Budget Valid	0.00 USD								
reate New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report	te New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report	To view the lifesp To edit or perform Req ID 0079968 0079967	aan and line items for a requisit n another action on a requisitie Requisition Name 0079968 Split a Distribution	on, make a sele BU LSUSH LSUSH	Date 04/27/2023 04/26/2023	Action dropdown Request State Canceled Approved	Budget Valid Valid	0.00 USD 199.90 USD	[Select Action]	~	Go				
reale new requisition requisition requisition requisition requisition report	не ней подазвол полет повлуе подавая полет опелует пасляту неведе посодаз подавают порот.	To view the lifesp To edit or perform Req ID 0079968 0079967 0079966	an and line items for a requisiti manother action on a requisiti Requisition Name 0079968 Split a Distribution Save For Later	on, make a sele BU LSUSH LSUSH LSUSH	ection from the Date 04/27/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open	Budget Valid Valid Not Chk'd	0.00 USD 199.90 USD 222.54 USD	[Select Action	1	~	Go				
		To view the lifesp To edit or perform Req ID 0079968 0079966 0079966	ana and line items for a requisit manother action on a requisiti Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis	on, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	1	~	Go				
		o view the lifesp o edit or perform Req ID 0079968 0079967 0079966 0079965	ana and line items for a requisit manother action on a requisiti Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis	on, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	1	~	Go				
		view the lifespo o edit or perform Req ID 0079968 0079967 0079966 0079965	ana and line items for a requisit manother action on a requisiti Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis	on, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	1	~	Go				
		o view the lifesp o edit or perform Req ID 0079968 0079967 0079966 0079965	ana and line items for a requisit manother action on a requisiti Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis	on, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	1	~	Go				
		To view the lifesp To edit or perform Req ID 0079968 0079966 0079966	ana and line items for a requisit manother action on a requisiti Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis	on, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	1	~	Go				
		o view the lifesp o edit or perform Req ID 0079968 0079967 0079966 0079965	ana and line items for a requisit manother action on a requisiti Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis	on, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	1	~	Go				
		To view the lifesp To edit or perform Req ID 0079968 0079966 0079966	ana and line items for a requisit manother action on a requisiti Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis	on, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	1	~	Go				
		o view the lifesp o edit or perform Req ID 0079968 0079967 0079966 0079965	ana and line items for a requisit manother action on a requisiti Requisition Name 0079963 Split a Distribution Save For Later SHV Test Special Requis	on, make a sele BU LSUSH LSUSH LSUSH	Date 04/27/2023 04/26/2023 04/26/2023 04/26/2023	Action dropdown Request State Canceled Approved Open Approved	Budget Valid Valid Not Chk'd Not Chk'd	0.00 USD 199.90 USD 222.54 USD 875.00 USD	[Select Action [Select Action [Select Action	1	~	Go				

Step	Action
7.	The <i>Date To</i> will remain as defaulted.
	Highlight the Request ID and strike the Delete key on your keyboard.
	Press [Delete].

Ē	y Manage N	equisitions X	+								\sim	-	G)	×
÷	→ C	ሰ 🔒 dpsb.psfs.lsu	ihsc.edu/p	osp/fstrn/E	MPLOYEE/ERF	P/c/PV_MAIN_MEN	U.PV_REQ_STATUS.	GBL Q	Ŀ	☆	6	*			:
1	My Financia	als Home			Ma	nage Requisitio	ons				仚	ŕ	L	:	Ø
	nage Rec									New	Window	Hel	p Pers	sonalia	
~	Search Req	uisitions													
То		tions, edit the criteria below and		rch button.											
			2	Requisitio								(2		
			2	Reque	est State All but (Bu	dget Status				×			
1	Da	te From 01/01/2023	21		Date To 05/01/2	023									
	Re	quester	2	En	tered By	Q		PO ID				C	L		
	Search	Clear													
	Search	Ciedi		Show Advand	ed Search										
Re	quisitions (2)													
		an and line items for a requisition another action on a requisition,				a list and click Go									
10	Reg ID	Requisition Name	BU	Date	Request State	Budget	Total								
Þ	0079968	0079968	LSUSH	04/27/2023	Canceled	Valid	0.00 USD	[Select Action]		~	Go				
⊧	0079967	Split a Distribution	LSUSH	04/26/2023	Approved	Valid	199.90 USD	[Select Action]		~	Go				
►	0079966	Save For Later	LSUSH	04/26/2023	Open	Not Chk'd	222.54 USD	[Select Action]		~	Go				
⊧	0079965	SHV Test Special Requis	LSUSH	04/26/2023	Approved	Not Chk'd	875.00 USD	[Select Action]		~	Go				
Crea	ate New Requi	silion Review Ch	ange Reques	st	Review Chang	ge Tracking	Manage Receipts	Requisitio	n Repo	rt					

Step	Action
8.	Click the Search button.
	Search
9.	A message displays stating the max scroll amount has been reached.
	Click the OK button.
	OK

9	Manage Ne	quisitions ×	+							× .	-	٥	×
←	\rightarrow G	ሰ 🔒 dpsb.psfs.lsul	hsc.edu/p	osp/fstrn/E	MPLOYEE/ERP/c/	PV_MAIN_MEN	J.PV_REQ_STATUS.GBL	2 <i>E</i>	☆	Ċ.	*	•) ÷
< 1	My Financial	s Home			Mana	ge Requisitio	ns			厽	Δ	:	Ø
P	0079954	manageengine desktop	LSUSH	02/08/2023	Approved	Valid	24,912.00 USD [[Ocidea Action]]			GU			
Þ	0079953	0079953	LSUSH	02/08/2023	Pending	Not Chk'd	2,427.00 USD [Select Action]		~	Go			
Þ	0079952	NRH, Fisher Sci, 02082023	LSUSH	02/08/2023	Approved	Valid	677.97 USD [Select Action]		~	Go			
▶	0079951	0079951	LSUSH	02/08/2023	Approved	Not Chk'd	248.06 USD [Select Action]		~	Go			
Þ	0079950	0079950	LSUSH	02/08/2023	Approved	Not Chk'd	273.90 USD [Select Action]		~	Go			
▶	0079949	CPS 20230208	LSUSH	02/08/2023	PO(s) Dispatched	Valid	399.98 USD [Select Action]		~	Go			
Þ	0079948	City Business_Dr. Frida	LSUSH	02/08/2023	Approved	Not Chk'd	380.14 USD [Select Action]		~	Go			
Þ	0079947	NRH, IGT, 02082023	LSUSH	02/08/2023	Approved	Valid	103.48 USD [Select Action]		~	Go			
Þ	0079946	0079946	LSUSH	02/08/2023	PO(s) Dispatched	Valid	114.65 USD [Select Action]		¥	Go			
▶	0079945	0079945	LSUSH	02/08/2023	Approved	Not Chk'd	1,465.53 USD [Select Action]		~	Go			
Þ	0079944	2/8/23 Research - Sutures	LSUSH	02/08/2023	Approved	Valid	508.27 USD [Select Action]		*	Go			
►	0079943	0079943	LSUSH	02/08/2023	Approved	Not Chk'd	3,928.00 USD [Select Action]		¥	Go			
Þ	0079942	Pattillo (NR) CellSigTe	LSUSH	02/07/2023	PO(s) Dispatched	Valid	225.00 USD [Select Action]		~	Go			
Þ	0079941	Pattillo (NR) Fisher 2/	LSUSH	02/07/2023	PO(s) Dispatched	Valid	818.76 USD [Select Action]		~	Go			
Þ	0079940	Pattillo (NR) GoldBio 2	LSUSH	02/07/2023	PO(s) Dispatched	Valid	395.00 USD [Select Action]		~	Go			
Þ	0079939	Biochemistry Witt lab	LSUSH	02/07/2023	Pending	Not Chk'd	353.41 USD [Select Action]		~	Go			
Þ	0079938	Pattillo (NR) Genesee 2	LSUSH	02/07/2023	PO(s) Dispatched	Valid	812.85 USD [Select Action]		~	Go			
Þ	0079937	Biochemistry Witt lab	LSUSH	02/07/2023	PO(s) Dispatched	Valid	151.86 USD [Select Action]		~	Go			
Þ	0079936	Expandable Folders 02/0	LSUSH	02/07/2023	PO(s) Dispatched	Valid	87.89 USD [Select Action]		~	Go			
Þ	0079935	0079935	LSUSH	02/07/2023	PO(s) Dispatched	Valid	671.00 USD [Select Action]		~	Go			
Þ	0079934	0079934	LSUSH	02/07/2023	Pending	Not Chk'd	635.54 USD [Select Action]		~	Go			
Þ	0079933	0079933	LSUSH	02/07/2023	PO(s) Dispatched	Valid	44.67 USD [Select Action]		~	Go			
Þ	0079932	0079932	LSUSH	02/07/2023	PO(s) Dispatched	Valid	1,939.55 USD [Select Action]		~	Go			
Þ	0079931	0079931	LSUSH	02/07/2023	PO(s) Dispatched	Valid	494.70 USD [Select Action]		~	Go			

Step	Action
10.	A list of requisitions displays the most recent to oldest order. As you can see, there are a number of requisitions that may be scrolled through. There are several Request States : Approved, PO(s) Dispatched, Partially Received, Received, etc. Each line displays the Budget Check status as well.
11.	The Action list allows the user to choose an action such as edit, copy, view print, etc.
12.	In this example, the user will select requisition 0079946 . Click the Expand Section for Req ID 0079946 button.

Mana	ige keqt	lisitions X	+											×	_	C	7	
\rightarrow	C 1	🛆 🔒 dpsb.psfs.l:	suhsc.edu/	psp/fstrn/E	MPLOYEE/	ERP/c/P	V_MAIN	_MENU.PV_F	REQ_STA	TUS.GBL	Q	6 1	r		*			
My Fina	ancials	Home			N	lanage	e Requ	uisitions						ŵ	Ĺ	7	:	
007995	2 1	NRH, Fisher Sci, 02082023	3 LSUSH	02/08/2023	Approved		Valid		677.97	USD [Select Action]		~	Go				
007995	1 (0079951	LSUSH	02/08/2023	Approved		Not Chk'd	d	248.06	USD [Select Action]		~	Go				
007995	0 0	0079950	LSUSH	02/08/2023	Approved		Not Chk'd	d	273.90	USD [Select Action]		~	Go				
007994	9 (CPS 20230208	LSUSH	02/08/2023	PO(s) Dispa	tched	Valid		399.98	USD [Select Action]		~	Go				
007994	8 (City Business Dr. Frida	LSUSH	02/08/2023	Approved		Not Chk'd	d	380.14	USD [Select Action	1		~	Go				
007994	7 1	NRH, IGT, 02082023	LSUSH	02/08/2023	Approved		Valid		103.48	USD [Select Action]		~	Go				
0079946		1079946	LSUSH	02/08/2023	PO(s) Dispat	ched	Valid		114 65	USD [Select Action	1		~	Go				
[*			6				05	- 8	Ľ				=>				
Rec	quisition	Approvals	Inventory		rchase Inders	Change Reques		Receiving	Retu	rns Invoice		Payme	nt					
	uisition Lifespan	Approvals 1:	Inventory					-		ms Invoice	st 🕢	Payme 1-2 of 2		Last				
Request I	uisition Lifespan	Approvals 1:	Inventory	c			đ	-			st 🛞			Last				
Request I Line Int	uisition Lifespan	Approvals I: ON	-	c	Inders	Reques	đ	Person	alize Fin	d 🛛 🗐 🔜 🛛 Fir	st 🕢		۲	Last				
Request I Line Int	uisition Lifespan	Approvals Approvals Description HP 952XL/952 High-	Status	d	Price	Reques	đ	Person	alize Fin UOM	d 🕖 🔐 Fir Supplier ODP BUSINESS	st ④	1-2 of 2	۲	Last				
Request I Line Int Line	auisition Lifespan formation	Approvals Approvals Description HP 952XL/952 High- Yield Blac Post-It(R) Pop-Up	Status PO Dispatche	d	Price 97.93 16.72	Currency	đ	Person Quantity	uom 1 EA	d 2 Fit Supplier ODP BUSINESS SOLUTIONS, LLC ODP BUSINESS		1-2 of 2	۲	Last				
Request I Line Int Line 1	auisition Lifespan formation	Approvals Approvals Approvals Control	Status PO Dispatche PO Dispatche	c bd	Price 97.93 16.72 Approved	Currency	đ	Person Quantity	alize Fin UOM 1 EA 1 PK 1,465.53	ODP BUSINESS SOLUTIONS, LLC		1-2 of 2	۲					
Request I Line Inf Line 1 2 0079944	auisition Lifespan formation (************************************	Approvals Approv	Status PO Dispatche PO Dispatche LSUSH	ed 02/08/2023	Price 97.93 16.72 Approved Approved	Currency	t Not Chk'd	Person Quantity	alize Fin UOM 1 EA 1 PK 1,465.53 508.27	d [2] [2] Fir Supplier ODP BUSINESS SOLUTIONS, LLC ODP BUSINESS SOLUTIONS, LLC USD [[Select Action		1-2 of 2	 آ 	Go				
Request I Line Int Line 1 2 007994	auisition Lifespan formation Communication C	Approvals Approvals Approvals Control	Status PO Dispatche PO Dispatche LSUSH LSUSH	c ed 02/08/2023 02/08/2023	Price 97.93 16.72 Approved Approved	Currency USD USD	t Othicid Valid	Person Quantity	alize Fin UOM 1 EA 1 PK 1,465.53 508.27 3,928.00	d [2] [2] Fir Supplier ODP BUSINESS SOLUTIONS, LLC ODP BUSINESS SOLUTIONS, LLC USD [[Select Action USD [[Select Action		1-2 of 2	۲ ۲	Go Go				

Step	Action
13.	Icons in color are: Requisition, Approvals, and Purchase Orders indicating that the requisition has progressed into the life cycle. Users can select colored icons to view information associated with the document.
	Click the Purchase Orders button.
	Purchase Orders
14.	The Purchase Order information for the requisition displays for review.
	Click the Return to Manage Requisitions link.
	Return to Manage Requisitions
15.	Click the Ok button.
	ОК
16.	Click the button to the right of the (Select Action) field.

Step	Action
17.	If the user wants to print the requisition, select the View Print option. Click the View Print list item.
18.	Click the Go button.
19.	A message displays asking if you want to print with the distribution details. This will allow the chartstring information to print. Click the Yes button.
20.	A new tab opens and the printable version of the requisition displays. To print the requisition, right-click anywhere in the requisition to get the print menu to display. Right-click the Window . Address: 1501 Kings Highway Shreveport LA 71103 United States
21.	Click the Print menu.
	Print Ctrl+P

\rightarrow (C 🏠 🔒 dpsb.psfs.lsuhsc.edu/psc/fstrn/view/%7bV2%7dpJswswbnxu2M7	7zMPAaInRagBYhoYwSKRIir	Q	Ê	☆	e	* 🗆	
	51/23, 12.00 PM Republics Basines Web (SUSH Republic OND)77 Status POly Dipathod	Print				1 sl	heet of	pap
	Regulation torrival Registered for Information, Gal Currency UID Regulation Name: 007948 Emine Calar 2: Regulation Name: 114.65 Vender 10000138 COV PROINESS SOLUTIONS LLC Carbon Tommer end agroups and detail bulget.			_				
	Live: 1 New Description: FP 5020,592 Hg/s Veld Stack.Act Cyue, Quantify: 1 UDMEEA Price: 97.33 Live Tests:EF 30 Mageria, Veldor Hx Cartidgue, Yeu C/F, MIRCARK	Destination		ē	Micros	oft XPS	Docum	
	Balg Line 1 Balg Tar, LIND Andreau. Balging Guarding 1 Anandron HydraegusterOfform Dan Dan (2011) 125 King Hydrawy Balgaring Sauthy 1 Balg Vac ORD Proget Lanex (PEA) Devequet A. 2110 Dan Dan Anano (2011) 125 King Hydrawy Balgaring Sauthy 1 Dan Dan Dan (2011)	Pages		All				
	Dat Balan Landes Op PCT Amout OL 201 Amout 1 Possmand AVETTR 1 102.01 21.03.01 140700 Dapt Ford Property Data Total Data Amout	Layout		Port	rait			
	SD400 111 SD00 1015 Open GPY Open Adv 0.000 0.000							
	El. Sins Annuel Convery Bugenes Capitalia U23 U20 0 N Like 2 Iwn Description Frick(R) Pic-L(D)Spectrar Holes, 3 + 1. Guarding: 1 UOD FVC Heis: 15.72	Color		Colo	or			
	Pageness Calculate, Pair O'B Pair Day Low 1 Ray Low 1							
	Alteriors high-square-of-time Begins and Sec. 1931 King Highway Begins Sec. 1921 Sec. 1921 Sec. 1922 S	More settings						`
	1 Prozeni A40115 1 102.0 10,72 L03.09 54010 Dayt Pund Program Case 50428 111 5202 54105							
	Open GPY Open Autr 0.000 0.000 0.000 0.000							
	14.72 UZD 0 N							
						Print		nce

Step	Action
22.	The <i>Print Preview</i> displays. Generally, users would select the Print option.
	For <u>training purposes only</u> , click the Cancel button.
23.	Click the Close button on the <i>Requisition</i> tab.
24.	Click the Collapse Section for Req ID 0079946 button.
25.	Review other requisitions as desired.
26.	This completes <i>Inquire on an ePro Requisition</i> . End of Procedure.

Inquire on a ePro Purchase Order

Procedure

In this topic you will learn how to **Inquire on an ePro Purchase Order**.

Step	Action
1.	Click the NavBar link.
	\oslash
2.	Click the Menu link.
	=
	Menu
3.	Click the eProcurement link.
	eProcurement
4.	Click the Buyer Center menu.
	Buyer Center
5.	Click the Inquiries and Reports menu.
	Inquiries and Reports

inquiries and Reports	× +				~	-	٥	×
→ C ∆ (dpsb.psfs.lsuhsc.edu/psp/fstrn/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_RPT_MAIN.GBL?psInk	Q	È	☆	e	*		. :
Manage Requisitions	Inquiries				ŵ	Ĺ	. :	Ø
				New W	indow	Help	Personali	ze Page
nquiries								
PO Inquiry nquire on purchase orde	details.							
O Activity Summary								
PO Change History nquire on purchase orde	change history.							
Procurement Group								
Reports								
Expediting Report Provides purchase order due dates.	letails such as late days and due date sorted by buyer, supplier, or							
PO Listing Report Provides purchase order status.	nformation sorted by purchase order date, supplier, buyer, or							
PO Status Listings Provides purchase order	tatus information sorted by supplier or item.							
PO Detail Listings Provides detailed purcha: puyer.	e order information sorted by purchase order date, supplier, or							
PO Schedule Listing Provides purchase order purchase order date, sup	chedule information such as ship to and due date sorted by							
PO To Requisition Xr Provides a cross reference requisitions.	If between requisitions and the purchase orders created from those							
PO Item Category Us Provides purchase order	192 em usage information by catalog or supplier.							

Step	Action
6.	Click the PO Inquiry link.
	PO Inquiry
7.	Enter the desired information into the PO ID: field. Enter "6690383".
8.	Click the Search button.
	Search
9.	The <i>Purchase Order Inquiry</i> page displays. Users can view relevant PO information such as Status, Budget Check, Supplier Line Details, etc.
	Click the Line Details button.

Purcha	ise Orders	× +										~	-	٥		×
\leftrightarrow \rightarrow	C Q	dpsb.psfs.lsuhsc	.edu/psp/	fstrn/EMPLOYEE/	/ERP/c/PV_MA	IN_MENU.PV_R	PT_MAIN.GBL?ps	lnk	Q	Ê	☆	¢	*			:
Report:	Details for	Line CELL SIGNALIN	IG											×		Ć
													Help	o ^ o	nalize F	ag
Purchase	PO ID	6690383		Line 1		Catalog No -	13647 STING (D2P2									
Purchas	Status	Closed		Amount Only		В	ackorder Status Not	Backor	dered							
в	Line Details	S														
		Physical Nature	Goods													
🕶 Header		Merchandise Amt		276.00			Curre	ncy Us	SD							
		Category	00000				Categor	y ID 00	0001							
Sup			GENERIC	ITEM CATEGORY												
		Contract SetID	SHARE													
		Contract					Vers	sion								
PO		Contract Line					Category L	ine								
		Group ID					Original Substituted I	tem								
		Release					Descrip	tion								
		Rebate ID														
lines		RFQ ID					RFQ L	ine								
ne		Supplier Item ID														
		Supplier's Catalog														
1		GPO Contract					GPO	D ID								
		Manufacturer ID					UPN T	ype								
							UPI	N ID								
💇 Return t		Mfg Item ID														
		Price Qty	Schedule				Price D	ate P	D							
			Withhold	ding					Device	e Trackir	ng					
		Receiving Required	Do Not				Replenish C	ode St	andard	d						
			Inspect				Inspec									
		Configuration Code												-		
	_		_					_	-	_	_	_	_	.::		

Step	Action
10.	The <i>Line Details</i> page displays information about each line item within the requisition, such as Status, Backorder Status, Merchandise Amt., Category, etc.
	Click the Down scrollbar.
11.	Click the Return button.
	Return
12.	Click the Line 1 - Schedule button.

	~ ^												-
\rightarrow C	* 🗘	i dp	osb.psfs.ls	uhsc.edu/psp/	fstrn/EMPLC	DYEE/ERP/c/PV_MAIN_M	ENU.PV_RP	T_MAIN.GBL	.?psink 역	6 \$			
Reports M	lain					Purchase Orde	ers			1	ŝ	\Diamond	:
										New Wind	dow H	elp Per	sonaliz
irchase Or	rder Inqu	uiry											
chedules	S												
Bu	siness Ui	nit LSUSH		PO ID 6	690383								
		200011			000000								
turn to Main es	Page												
Line 1 Schedules		og No - 136	47 STING (D2P2	PO Qty	1.0000 EA	Merc	chandise Amt	276.0	0 USD			
	Statuses												
ahed	D	ue Date	Time Due	Revision	Ship To	Attention To		PO Qty	Price	Merchandise Amoun		Status	
bried					LSUSH	Jackson, Charlotte Y.	1	1.0000	276.00000	276.0	0 USD	Closed	
		2/04/2024											
	P 02	2/04/2021			200011	ouckson, on anote 1.			270.00000	210.00		010300	
	1 02	2/04/2021			200011	oudeson, onanoite 1.			270.00000	270.0		olosed	
	Ph 02	2/04/2021			200011				270.00000	210.0		0.0304	
		2/04/2021							270.00000	2.10.01		0.0304	
ip To Comm	ients								270.00000	210.0		0.0300	
ip To Comm	ients	2/04/2021							270.0000	210.0		0.0300	
ip To Comm	ients								270.0000	210.0		0.0300	
ip To Comm	ients								270.0000	21000			
ip To Comm	ients								270.00000	2.10.0			
ip To Comm	ients								270.00000				
ip To Comm	ients								270.00000				
ip To Comm	ients								270.0000				
ip To Comm	ients								270.0000				
ip To Comm Return to S	ients								270.0000				
ip To Comm	ients								210.0000				

Step	Action
13.	 The <i>Schedule</i> page contains the <i>Distribution</i> button. It also provides users with shipping information for the item, such as where the item is being shipped to, when it's due, the merchandise amount, and cost of the item. Click the Right scrollbar.
14.	Click the Distributions/ChartFields button.

								-	_MAIN.GBL							
Report	ts Main					Purc	chase Ord	lers					ŵ	¢	:	
				New	Window	Help Pe	ersonalize Page									
Distr	ibutions for	Schedule 1														×
		PO ID 6690383	Lir	ne 1	Sched	1	Item		Catalo	No - 136	47 STING					•
				-) Rabbit n						
		tatus Closed te By Quantity			Marol	Sche handise Ar	ed Qty 1.0000	276.00	ISD.							
	Distribu	to by Quantity				ic. Base Al		276.00 U 276.00 U								
Distr	ributions							210.00								
Char	rtfields De	tails/Tax <u>A</u> sset Inf	ormation	Req Detail	Budget Inf	ormation										
Dist	Status	Percent	PO Qty	Merchandise Amt	e e	GL Unit	Entry Event	Account	Oper Unit	Fund	Dept	Progra	am	Clas	s	Pn
1	Closed	100.0000	1.0000	276.00	USD I	LSUSH		545720		113	1497400	10201	1	352	00	
Ret	turn															
4																
•																۲ د
																_

Step	Action
15.	The <i>Distribution</i> page displays distribution statuses, as well as the chartstring information by which the system allocates or charges an expense account.
	Click the Return button.
16.	Click the Return to Main Page link.
	Return to Main Page
17.	Click the Header Details link.
	Header Details

	lase Orders	X +		strn/EMPLOYEE/ERP/c/P		DDT N		Znalnik	Θ	à	~	~	-			×
5 7	_	upsp.psrs.isurisc.	euu/psp/i		_		AAIN.GDL	psink	Q	Ľ	м	<u>.</u>				
< Reports	s Main			Purci	hase Orders							ŵ	<u></u>		:	Ø
Purchase	Order Inquiry										New W	/indow	Help	Perso	onalize	Page
Purchas																
e	PO Header D	etails				_			_	_	_	_	_	×		
														Help		
🔻 Header		Business Unit	LSUSH	PO ID 669038	33									- 1		
	PO Details													- 1		
Sup		Supplier	CELL SIGN/	ALING TECH	Budget Status	Valid		_								
		PO Date	02/04/2021		Origin	ONL	On-Line E	n 🖾 Tax	Exem	ot						
PO		PO Type	ConfirmPO			720702	2002							- 1		
		Billing Location	SHBILL	Billing Address	Letter of Credit ID									- 1		
	Currency													- 1		
		Currency Code	USD	Exchange Rate Detail	Exchange Rate	1.00000	0000							- 1		
Lines		Rate Date	01/01/1901		Base Currency	USD								- 1		
Line		Rate Type	CRRNT											- 1		
	Process Contr	ol Option												- 1		
·				n Further Processing	Method	Print	:	STANDARD	C					- 1		
2		1	Dispatch		Accounting Date									- 1		
Return t					Accounting Date	06/30/2	021							- 1		
	Return															
						_	_	_	_	_	_	_	_			
javascript:sub	bmitAction_win0(c	locument.win0,'PO_II	NQ_WRK_G	DTO_BILL_ADDRESS');												

Step	Action
18.	The <i>Header Details</i> page contains information relevant to the entire requisition such as Supplier, Billing Address, Budget Check, etc. Click the Return button.
19.	Click the Supplier Details link. Supplier Details

\rightarrow C	🖞 🏠 🌘 dpsb.psfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_RPT_MAIN.GBL?psInk	Q	6 1	7	*		-	:
Reports M	ain Purchase Orders			습	Ĺ	7	:	Ø
_			Ne	w Window	Help	Pers	onalize	Pa
	der Inquiry							
rchase						_		
Bus	Supplier Details CELL SIGNALING TECH					×		
					He	sip		
eader	Business Unit LSUSH PO ID 6690383							
	Location 0000000001 Terms NET30 Net 30 Days							
Suppli	Address 1 Show Address Details Basis Date Type Inv Date							
Su	Contact Show Contact Details Basis Date							
PO Re	Salesperson Show Salesperson Details							
	Address Details							
	Country USA United States Fax							
S	Address 1: 166B CUMMINGS CTR BUILDING 100 Prefix							
	Address 2: Phone Address 3:							
	City: BEVERLY							
	Parish: OUT OF STATE Zip Code: 01915-0000							
	State: MA Massachusetts							
Return to S								
	Return							
		_	_	_	_			

Step	Action
20.	Users are able to view all the supplier detail information on the <i>Supplier Details</i> page, such as Terms, Address, Basis Date Type, etc.
	Return
21.	Click the Document Status link.
	NOTE: This will open a new window.
	Document Status

Docum	ent status		× +									\sim	-	٥	×
$\left\langle \leftarrow \right\rangle \rightarrow 0$	C 🗘	â dpsb.	psfs.lsuhsc.edu/ps	p/fstrn_14/	/EMPLOYEE/EI	RP/c/PROCURE	MENT_ANALYSI	S.PRCR_DOC	Q	È	☆	¢.	*		÷
					Do	cument Sta	tus					ώ	Ĺ	. :	Ø
Document	Status										New	Window	v Hel	Person	alize Pa
	Docun	ness Unit LSI nent Date 02/ Currency US Buyer Bro	04/2021		S Document Merchandise	PO ID 6690383 Status Compl Type Purchase C e Amt 320.00 Status Valid	Irder								
Requisitions(*	Event			Service Work Orders	Receipts	Returns		ents(1)							
Associated	Document	t				Personalize	Find View All 🔁	🔜 First 🤇	i) 1-3 c	f3 🖟	Last				
Documents	Related	Info 💷													
Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location		o Docu tus Inq					
- Actions		LSUSH	Requisition	6690383	Complete	02/04/2021									
+ Actions		LSUSH	Voucher	00645530	Posted	01/25/2021	000006269	000000001							
- Actions	SHARE		Payment	000031	Posted	03/11/2021	000006269	8888888888							
Return to S	Search														

Step	Action
22.	Users are able to view additional documents associated with the PO on the Document Status page. Links associated with each document can be selected to view the various document inquiry pages. Click the Close tab.
23.	Click the Activity Summary link.
	Activity Summary

Activity Summary										•			
Stratus Compl Purchase Order 6690383 Supplier CELL SIONALING TECH Purchandise Amount 320.00 USD Merchandise Receipt 0.00 USD Merchandise Receipt 0.00 USD Merchandise Mutched 0.20 USD Merchandise Matched RIV Merchandise Matched RIV Merchandise Matched RIV Merchandise Matched RIV Merchandise Matched R					Act	ivity Si	ummary			රා	4	•	6
Busines Unit LSUSH PO Status Compl Purchase Order 669033 Supplier CELL SIGNALING TECH Merchandise Receipt 0.00 USD Supplier Supplier Merchandise Marchandise Receipt 0.00 USD Supplier Supplier Merchandise Marchandise Marchandise Marchandise Invoice 320.00 USD Supplier Merchandise Marchandise Ma										New Windo	w Help	Personal	ize P
Busines Unit LSUSH PO Status Compl Purchase Order 669033 Supplier CELL SIGNALING TECH Merchandise Receipt 0.00 USD Supplier Supplier Merchandise Marchandise Receipt 0.00 USD Supplier Supplier Merchandise Marchandise Marchandise Marchandise Invoice 320.00 USD Supplier Supplier Merchandise Receipt 120.00 USD Supplier First 12.012 Last Merchandise Marchandise Marchandise Invoice RIV Supplier UOM Manufacturer/ID Mig Im ID Image: Supplier Catalog No -13847 STING (D2P2 EA Image: Supplier Image: Supplier	tivity	Summa	ry										
Purchase Order 669033 60038. Supplier Supplier CEL SIGNALING TECH Supplier Location Merchandise Anount 320.00 USD Merchandise Roceipt 0.00 USD Merchandise Roceipt 0.00 USD Merchandise Naturet 0.00 USD Merchandise Matchet 320.00 USD													
Merchandise Amount Supplier Location O000000001 Merchandise Receipt 0.00 USD Merchandise Receipt 0.00 USD Merchandise Mutched 320.00 USD Merchandise Mutched 320.00 USD Image: State			Business U	Jnit LSUSH	F	O Status	Compl						
Image: state of the state o		F	urchase Or	der 6690383									
Merchandise Returned 0.00 USD Merchandise Invoice 320.00 USD Merchandise Matched 320.00 USD Personalize First 1-2 of 2 Line Details Item Description UOM Manufacturer/ID Mig Item ID Mig Item ID EA		Merch	andise Amo	unt 320.00 USD	Supplier	Location	000000001						
Merchandise Invoice 320.00 USD Merchandise Matched 320.00 USD invoice Personalize Find V=v All [2]] First @ 1-2 of 2 @ Last tetalis Receipt Invoice Matched RIV Line Details Imm Item Description UOM Matched Item Description 1 Catalog No -13647 STING (D2P2 EA Item Description		Merch	andise Rece	eipt 0.00 USD									
Merchandiae Matched 320.00 USD Personalize Find Vew All [] [] First () 1-2 of 2 () Last Last Line Details Rem RemOsciption UOM Mag last 1 Catalog No - 13647 STING (D2P2 EA		Mercha	ndise Returr	ned 0.00 USD									
Image: Second to the second t													
Interfails Receipt Invoice Matched RIV e Line Details Item Nem Description VOM Manufacturer ID Mig Item ID 1 Image: Catalog No - 13647 STING (D2P2 EA EA Image: Catalog No - 13647 STING (D2P2) EA		Mercha	ndise Match	hed 320.00 USD									
Line Details Item Item Description UOM Manufacturer ID Mfg Itm ID 1 Image: Catalog No - 13647 STING (D2P2 EA EA EA					Personalize	Find Vi	ew All 🖉 🔣 🛛 First	🚯 1-2 of 2 🚯 La	st				
1 Catalog No - 13647 STING (D2P2 EA)etails	Receipt	Invoice	Matched RTV									
	e	Line Details	Item	Item Description		UOM	Manufacturer ID	Mfg Itm ID					
	1	1		Catalog No - 13647 STING (D2P2		EA							
a tag cripping of the test of the test of the test of	2			Shinning		FΔ							
	-			Chipping		ER.	4		•				
	Return	to Search	Notify										
Return to Search 🖾 Notify													

Step	Action
24.	On the <i>Activity Summary</i> page, users can view information for receiving, invoicing, matching and returning activities that have been performed on the selected PO to date. Click the Close tab.
25.	This completes <i>Inquire on an ePro Purchase Order</i> . End of Procedure.

Inquire on Document Status

Procedure

In this topic you will learn Inquire on Document Status.

NOTE: While this method does not provide the level of detail that the Document Status page does, this is a useful and convenient way to view documents/changes associated with the requisition.

Step	Action
1.	Click the NavBar link.
	\oslash
2.	Click the Menu link.
	Menu
3.	Click the eProcurement link.
	eProcurement

← → C	dpsb.psfs.lsuhsc.edu/psc/fstrn/EMPLOYEE/E	P/c/NUI_FRAMEWORK.PT_LANDINGPAG	GE.GBL? 🔍 🖻 🕁	🖻 🗯 🖬	:
		He	🔜 Financials TRN	۱ŵ ۵	: 0
My Fi	nancials Home 🔻	NavBa	ar: Menu		202 202
			Nenu		
	System Notifications PS9FSTRN Notice: PeopleSoft	LSU ePro Requisitions Recently	eProcureme	ent	
	Financials Training: This system is running PeopleTools 8.59.05 for upgrade training. This is a test instance for LSU		Buyer (Center	>
	Health PS Financials. Last refresh date: 2023-02-08	Favo	orites 📄 Manage	e Requisition Approv	/als
			😑 Manag	e Requisitions	
5		Me	enu 🚍 Receive	e Items	
2		<u> </u>	Reports	\$	
			eate Jisition = Requisi	tion	

Step	Action
4.	Click the Manage Requisitions link.
	Manage Requisitions

C	Manage Ne	quisitions ×	+							~	-	٥	i ,	ľ
<u>_</u>	\rightarrow C	ሰ 🔒 dpsb.psfs.lsu	hsc.edu/	osp/fstrn/E	MPLOYEE/ERP/c/	PV_MAIN_MENU.PV	_REQ_STATUS.GBL	ର୍ଜ	☆	e	*		-	
<	PO Inquiry				Manag	e Requisitions				ŵ	Ĺ	7	:	ľ
	0079954	manageengine desktop	LSUSH	02/08/2023	Approved	Valid	24,912.00 USD [[Bellet Acid		·	90			_	ĺ
ŀ	0079953	0079953	LSUSH	02/08/2023	Pending	Not Chk'd	2,427.00 USD [Select Actio	n]	~	Go				
×.	0079952	NRH, Fisher Sci, 02082023	LSUSH	02/08/2023	Approved	Valid	677.97 USD [Select Actio	n]	~	Go				
ŀ	0079951	0079951	LSUSH	02/08/2023	Approved	Not Chk'd	248.06 USD [Select Actio	n]	~	Go				
F.	0079950	0079950	LSUSH	02/08/2023	Approved	Not Chk'd	273.90 USD [Select Actio	n]	~	Go				
ŀ	0079949	CPS 20230208	LSUSH	02/08/2023	PO(s) Dispatched	Valid	399.98 USD [Select Actio	n]	~	Go				
F.	0079948	City Business_Dr. Frida	LSUSH	02/08/2023	Approved	Not Chk'd	380.14 USD [Select Actio	n]	~	Go				
ŀ	0079947	NRH, IGT, 02082023	LSUSH	02/08/2023	Approved	Valid	103.48 USD [Select Actio	n]	~	Go				
ŀ	0079946	0079946	LSUSH	02/08/2023	PO(s) Dispatched	Valid	114.65 USD [Select Actio	n]	~	Go				
ŀ	0079945	0079945	LSUSH	02/08/2023	Approved	Not Chk'd	1,465.53 USD [Select Actio	n]	~	Go				
F.	0079944	2/8/23 Research - Sutures	LSUSH	02/08/2023	Approved	Valid	508.27 USD [Select Actio	n]	~	Go				
ŀ	0079943	0079943	LSUSH	02/08/2023	Approved	Not Chk'd	3,928.00 USD [Select Actio	n]	~	Go				
ŀ.	0079942	Pattillo (NR) CellSigTe	LSUSH	02/07/2023	PO(s) Dispatched	Valid	225.00 USD [Select Actio	n]	~	Go				
Þ	0079941	Pattillo (NR) Fisher 2/	LSUSH	02/07/2023	PO(s) Dispatched	Valid	818.76 USD [Select Actio	n]	~	Go				
	0079940	Pattillo (NR) GoldBio 2	LSUSH	02/07/2023	PO(s) Dispatched	Valid	395.00 USD [Select Actio	n]	~	Go				
ŀ	0079939	Biochemistry Witt lab	LSUSH	02/07/2023	Pending	Not Chk'd	353.41 USD [Select Actio	n]	~	Go				
ŀ.	0079938	Pattillo (NR) Genesee 2	LSUSH	02/07/2023	PO(s) Dispatched	Valid	812.85 USD [Select Actio	n]	~	Go				
ŀ	0079937	Biochemistry Witt lab	LSUSH	02/07/2023	PO(s) Dispatched	Valid	151.86 USD [Select Actio	n]	~	Go				
	0079936	Expandable Folders 02/0	LSUSH	02/07/2023	PO(s) Dispatched	Valid	87.89 USD [Select Actio	n]	~	Go				
ŀ	0079935	0079935	LSUSH	02/07/2023	PO(s) Dispatched	Valid	671.00 USD [Select Actio	n]	~	Go				
	0079934	0079934	LSUSH	02/07/2023	Pending	Not Chk'd	635.54 USD [Select Actio	n]	~	Go				
ŀ	0079933	0079933	LSUSH	02/07/2023	PO(s) Dispatched	Valid	44.67 USD [Select Actio	n]	~	Go				
	0079932	0079932	LSUSH	02/07/2023	PO(s) Dispatched	Valid	1,939.55 USD [Select Actio	n]	~	Go				
Þ	0079931	0079931	LSUSH	02/07/2023	PO(s) Dispatched	Valid	494.70 USD [Select Actio	n]	~	Go				

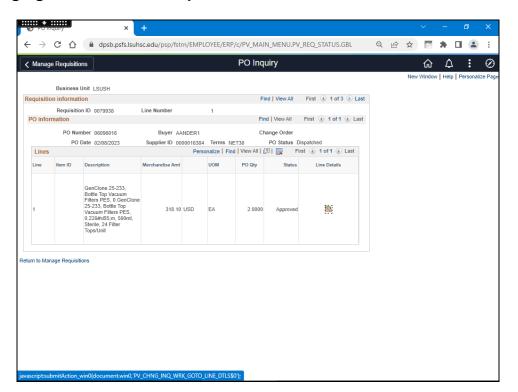
Step	Action
5.	Enter the search parameters to find the requisition. Be sure to note the dates used for the search. The Expand the Requisition arrow allows users to view additional details on the requisition.
	Click the Expand the Requisition button.
6.	Click the Requisition link.
	Requisition
7.	Click the Return to Manage Requisitions link.
	Return to Manage Requisitions
8.	Invoice icon allows the user to view receipt details.
	Click the Approvals link.
	Approvals

Requisition Approval	× +						/		٥	×
ightarrow $ ightarrow$ $ ightarrow$ $ ightarrow$ $ ightarrow$ dpsb.pst	fs.lsuhsc.edu/psp/fstrn/EMPLOYE	E/ERP/c/PV_MAIN_MENU.PV_RE	Q_STATUS.GBL	Q	È	☆	e	*) =
Manage Requisitions		Requisition Approval					ŵ	¢	. :	6
,						New V	/indow	Help	Persona	lize P
proval Status										
Business Unit LSUSH										
Requisition ID 0079938										
Requisition Name Pattillo (NR)										
Requester Rashdan,Na	ibil A.									
Entered on 02/07/2023										
Status Approved		Total Amount	812.85 USD							
Priority Medium										
Budget Status Valid										
uester's Justification										
No justification entered by requester.										
			View printable version							
Line Information (2)										
Review/Edit Approvers										
eq approval - one step										
 Pattillo (NR) Genesee 	2/8/23:Approved									
Reg approval - one step										
Approved										
Approved Fausto, Deborah Reg Department Approver										

Step	Action
9.	Click the Return to Manage Requisitions link.
	Return to Manage Requisitions

0	wianage	Requ	disitions	×	+														٥	
-	\rightarrow (3		dpsb.psfs.ls	uhsc.ed	u/psp/fstrn/E	MPLOYEE/EF	RP/c/PV_	MAIN_	MENU.PV_R	EQ_STAT	US.GBL	Q	Ê	☆	1	*			
(PO Inquir	y					Ma	anage	Requ	isitions						ŵ	¢	l	:	
	0075545		0073543		1303	02/00/2023	Approved	18	OF CHIK U		3,820.00					00				
	0079942		Pattillo (N	R) CellSigTe	LSUS	H 02/07/2023	PO(s) Dispatcl	hed Vi	alid		225.00	JSD [Select Action	n]		~	Go				
	0079941	1	Pattillo (N	R) Fisher 2/	LSUS	H 02/07/2023	PO(s) Dispatcl	hed Vi	alid		818.76	JSD [Select Action	n]		~	Go				
	0079940		Pattillo (N	R) GoldBio 2	LSUS	H 02/07/2023	PO(s) Dispatcl	hed Va	alid		395.00	JSD [Select Action	n]		~	Go	- 4			
	0079939		Biochemis	try Witt lab	LSUS	H 02/07/2023	Pending	N	ot Chk'd		353.41	JSD [Select Action	n]		~	Go				
	0079938	F	Pattillo (NF	R) Genesee 2	LSUS	H 02/07/2023	PO(s) Dispatch	ed Va	alid		812.85	JSD [Select Action	n]		~	Go				
	Requir			Approvals	Invento		chase	Change Request		Receiving	Return	ns Invoice		Pay	yment					
			Descript GenClor	ion ne 25-233, Bottle ne 25-209, TC Tri		Status PO Dispatched PO Dispatched	Price 159.05 172.50	Currency USD USD		Persona Quantity	uom 2 EA 2 EA	Supplier GENESEE SCIENTIFIC GENESEE SCIENTIFIC	irst 🚯) 1-3 o	x x	Last				
1	Line Info Line	e	Descript GenClos GenClos	ne 25-233, Bottle	eated	PO Dispatched	159.05	USD			UOM 2 EA 2 EA 5 EA	Supplier GENESEE SCIENTIFIC GENESEE SCIENTIFIC GENESEE SCIENTIFIC) 1-3 c	×	Last				
L 1 2	Line Info Line	e a construction of the second	On Descript GenClor GenClor Olympus	ne 25-233, Bottle ne 25-209, TC Tri	eated	PO Dispatched PO Dispatched PO Dispatched	159.05 172.50	USD USD USD	alid		UOM 2 EA 2 EA 5 EA	Supplier GENESEE SCIENTIFIC GENESEE SCIENTIFIC GENESEE		1-3 o	××	Last				
L 1 2	Line Info Line 1 2 3	e Trimati Control Con	O Descript Descript GenClor GenClor Olympu Biochemis	ne 25-233, Bottle ne 25-209, TC Tri s Plastics 24-150	eated RL, 2 LSUS	PO Dispatched PO Dispatched PO Dispatched H 02/07/2023	159.05 172.50 29.95	USD USD USD			UOM 2 EA 2 EA 5 EA 151.86	Supplier GENESEE SCIENTIFIC GENESEE SCIENTIFIC GENESEE SCIENTIFIC	n]	1-3 0	× × ×					
L 1 2	Line Info Line 1 2 3 0079937	e e e e e e e e e e e e e e e e e e e	O Descript Descript GenClor GenClor Olympu Biochemis	ne 25-233, Bottle ne 25-209, TC Tri s Plastics 24-150 try Witt lab	eated RL, 2 LSUS	PO Dispatched PO Dispatched PO Dispatched H 02/07/2023 H 02/07/2023	159.05 172.50 29.95 PO(s) Dispatch	USD USD USD hed Va	alid		UOM 2 EA 2 EA 5 EA 151.86 0	Supplier GENESEE SCIENTIFIC GENESEE SCIENTIFIC GENESEE SCIENTIFIC JSD [Select Action	n]) 1-3 o	× × ×	Go				
L 1 2	Line Info Line 2 3 0079937 0079936	() () () () () () () () () () () () () (Olympu Biochemis Expandab	ne 25-233, Bottle ne 25-209, TC Tri s Plastics 24-150 try Witt lab	eated RL, 2 LSUS LSUS	PO Dispatched PO Dispatched PO Dispatched H 02/07/2023 H 02/07/2023	159.05 172.50 29.95 PO(s) Dispatch PO(s) Dispatch	USD USD USD hed Vi hed Vi	alid		UOM 2 EA 2 EA 2 EA 5 EA 151.86 0 671.00 0	Supplier GENESEE SCIENTIFIC GENESEE SCIENTIFIC GENESEE SCIENTIFIC JSD [[Select Action JSD [[Select Action	n] n]) 1-3 o	× × × ×	Go Go				
L 1 2	Line Info Line 4 1 2 3 0079937 0079935 0079935	() () () () () () () () () () () () () (On Descript GenCloi Olympu Biochemis Expandab	ne 25-233, Bottle ne 25-209, TC Tri s Plastics 24-150 try Witt lab	eated RL, 2 LSUS LSUS LSUS	PO Dispatched PO Dispatched PO Dispatched H 02/07/2023 H 02/07/2023 H 02/07/2023	159.05 172.50 29.95 PO(s) Dispatch PO(s) Dispatch	USD USD USD hed V/ hed V/ N	alid alid alid		UOM 2 EA 2 EA 2 EA 5 EA 151.86 0 671.00 0 635.54 0	Supplier GENESEE SCIENTIFIC GENESEE SCIENTIFIC GENESEE SCIENTIFIC JSD [Select Action JSD [Select Action JSD [Select Action	n] n] n]) 1-3 c	× × × ×	Go Go Go				
L 1	Line Info Line 1 2 3 0079937 0079935 0079935 0079934		OI Descript GenClor GenClor Olympu Biochemis Expandab 0079934	ne 25-233, Bottle ne 25-209, TC Tri s Plastics 24-150 try Witt lab	eated RL, 2 LSUS LSUS LSUS	PO Dispatched Dispatched Dispatched Dispatched	159.05 172.50 29.95 PO(s) Dispatcl PO(s) Dispatcl PO(s) Dispatcl Poling	USD USD USD hed Va hed Va N hed Va	alid alid alid alid ot Chk'd	Quantity	UOM 2 EA 2 EA 3 EA 5 EA 151.86 0 671.00 0 635.54 0 44.67 0	Supplier GENESEE SCIENTIFIC GENESEE SCIENTIFIC GENESEE SCIENTIFIC JSD [Select Action JSD [Select Action JSD [Select Action JSD [Select Action	n] n] n] n]) 1-3 c	× × × ·	Go Go Go Go				
L 1 2	Line Info Line 1 2 3 0079937 0079936 0079935 0079934 0079934		On Descript Descript GenCloi GenCloi GenCloi Discript Olympu Biochemis Expandabio 0079933 0079933	ne 25-233, Bottle ne 25-209, TC Tri s Plastics 24-150 try Witt lab	eated RL, 2 LSUS LSUS LSUS LSUS	PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched PO Dispatched Dispatched Dispatched	159.05 172.50 29.95 PO(s) Dispatch PO(s) Dispatch Pending PO(s) Dispatch	USD USD USD hed V hed V hed V hed V hed V	alid alid alid ot Chk'd alid	Quantity	UOM 2 EA 2 EA 5 EA 151.86 0 87.89 0 671.00 0 635.54 0 44.67 0 1,939.55 0	Supplier GENESEE SCIENTIFIC GENESEE SCIENTIFIC GENESEE SCIENTIFIC ISD [Select Action JSD [Select Action JSD [Select Action JSD [Select Action	n] n] n] n] n] n]) 1-3 c	× × × ·	Go Go Go Go Go				

Step	Action
10.	The Lifespan of the requisition will display and any related documents to the requisition can be accessed. Colored icons indicate documents associated with the requisition. In this example, there are Purchase Orders, Invoice, and Payment icons available. Icons in gray indicate that no documents of this type exist. Click the Purchase Order link.
11.	Details of the related PO can be viewed here. However, distribution chartfields cannot be accessed.
	You can return to the Manage Requisitions page by clicking on the Return to Mange Requisitions link in the bottom left of the screen.



Step	Action
12.	This completes <i>Inquire on Document Status</i> . End of Procedure.

View Print Requisitions

View Print Form for a Saved Requisition

Procedure

In this topic you will learn how to View Print Form for a Saved Requisition.

NOTE: eProcurement allows the user to view the requisition in several ways. Users can view print while they are in the requisition, have saved it for later, from the Manage Requisition menu, and/or from the Purchasing menu.

Step	Action
1.	Click the NavBar link.
	\oslash
2.	Click the Menu link.
	Menu
3.	Click the eProcurement link.
	eProcurement

← → C	dpsb.psfs.lsuhsc.edu/psc/fstrn/EMPLOYEE/E	P/c/NUI_FRAMEWORK.PT_LANDINGPAG	GE.GBL? 🔍 🖻 🕁	🖻 🗯 🖬	:
		He	🔜 Financials TRN	۱ŵ ۵	: 0
My Fi	nancials Home 🔻	NavBa	ar: Menu		202 202
			Nenu		
	System Notifications PS9FSTRN Notice: PeopleSoft	LSU ePro Requisitions Recently	eProcureme	ent	
	Financials Training: This system is running PeopleTools 8.59.05 for upgrade training. This is a test instance for LSU		Buyer (Center	>
	Health PS Financials. Last refresh date: 2023-02-08	Favo	orites 📄 Manage	e Requisition Approv	/als
			😑 Manag	e Requisitions	
5		Me	enu 🚍 Receive	e Items	
2		<u> </u>	Reports	\$	
			eate Jisition = Requisi	tion	

Step	Action
4.	Click the Manage Requisitions link.
	Manage Requisitions

	Financials H	lome	seleuu/ps	cy is unity civin			.PT_AGSTARTPAGE_NU	_		Her?	~			•
]			ePro	D					-			
lana	age Regu				0110	Requisitions	Health	inancials	TRN	ഹ	_Ω			Ć
lana	age Regu								New	Window	v Hel	p Pers	sonalize	a Pi
	· ·	lisitions												
▼ Se	earch Requi	sitions												
To loc	cate requisitio	ns, edit the criteria below and	I click the Se	arch button.										
	Busines	s Unit LSUSH	Q	Requisitio	n Name							Q		
	Requisit	ion ID	Q	Reque	st State All but Co	mplete 🗸	Budget	Status				~		
	Date	From 04/25/2023	21		Date To 05/02/202	3								
	Requ	uester WDOOL1	Q	Ent	ered By	Q		PO ID				Q		
	Search	Clear		Show Advanc	ed Search									
		,												
Requ	iisitions 🕐													
		and line items for a requisition				at and aliak Oa								
	eq ID	Requisition Name	BU BU	Date	Request State	Budget	Total			_				
	079968	0079968	LSUSH	04/27/2023		Valid	0.00 USD [Sel	ect Action]		~	Go			
▶ 0	079967	Split a Distribution	LSUSH	04/26/2023	Approved	Valid	199.90 USD [Sel	ect Action]		v	Go			
▶ 0	079966	Save For Later	LSUSH	04/26/2023	Open	Not Chk'd	222.54 USD [Sel	ect Action]		~	Go			
► 0	079965	SHV Test Special Requis	LSUSH	04/26/2023	Approved	Not Chk'd	875.00 USD [Sel	ect Action]		~	Go			
reate	New Requisit	tion Review Ch	ange Reque	st	Review Change	Tracking	Manage Receipts	Requisition	Report					

Step	Action
5.	Click the button to the right of the Line 1 Select Action field.

	ly Financials	Home			ePro	Requisitions		Financials TR	Νú	ን ረ	<u>ז</u> ו ו	
	ly i maneialo				0110	requisitions	Hea				elp Pers	
la	nage Red	nuisitions							New Wi		eip Pers	onalize
	inago rece	aloniono										
٣	Search Req	uisitions										
То	locate requisit	tions, edit the criteria below an	d click the Se	arch button.								
	Busine	ess Unit LSUSH	Q	Requisition	n Name						Q	
	Requis	sition ID	Q	Reque	st State All but Co	mplete 🗸	Bu	dget Status			~	
	Da	te From 04/25/2023	21	1	Date To 05/02/202	3						
	Re	quester WDOOL1	Q	Ente	ered By	Q		PO ID			Q	
	Search	Clear		Show Advance	ed Search							
o	edit or perform	another action on a requisitio Requisition Name	n, make a sel BU	ection from the Date	Action dropdown lis Request State	st and click Go. Budget	Total					
	0079968	0079968	LSUSH	04/27/2023		Valid		[Select Action]	~	Go		
1								Copy				
Þ	0079967	Split a Distribution	LSUSH	04/26/2023	Approved	Valid	199.90 USD	View Print		Go	J	
Þ	0079966	Save For Later	LSUSH	04/26/2023	Open	Not Chk'd	222.54 USD	[Select Action]		Go]	
	0079965	SHV Test Special Requis	LSUSH	04/26/2023	Approved	Not Chk'd	875.00 USD	[Select Action]	~	Go]	
Þ												
ŀ					Review Change	Tracking	Manage Receipts	Requisition Repo	rt			
re	ate New Requi	isition Review C	hange Reque	st	Review Ghalige	2						
)⊧ re	ate New Requi	sition Review C	hange Reque	st	Review Gilalige							
e	ate New Requi	sition Review C	hange Reque	st	Review Gilalige	2						
re	ate New Requi	isition Review C	hange Reque	sı	Review Change	2						
e	ate New Requi	sition Review C	hange Reque	sı	Review Gitalige	-						

Step	Action
6.	Click the View Print list item.

Number Foreguisitions Volume intervention interventintervention intervention intervention interven					New V							isitions	nage Re	/la
To locate requisitions, edit the criteria below and click the Search button. Business Unit [SUSH Requisition Name Requisition ID Requisition Name Date From (94/25/2023 IB Date To (55/02/2023 IB Request State [All but Complete V Requester WDOOL1 Clear Show Advanced Search Requisitions @ Requisition Requisition, click the Expand triangle icon. To view the tifespan and line Items for a requisition, make a selection from the Action dropdown list and click Go. Req ID Requisition Name BU Date Request State Dudget Total 0.00 USD View Print V Go 0079966 Save For Later LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] V Go 0079966 Save For Later LSUSH 04/26/2023 Approved Valid 222.54 USD [Select Action] V Go													0	
Business Unit [LSUSH] Q Requisition Name Q Requisition ID Q Request State [All but Complete] > Budget Status > Date From Md/252023 Bit Date To 05/02/203 Bit PO 1D Q Requisition ID Q Entered By Q PO 1D Q Search Clear Show Advanced Search PO 1D Q Requisitions @ To view the lifespan and line items for a requisition, click the Expand triangle icon. To tal To view the lifespan and line items for a requisition, make a selection from the Action dropdown list and click Go. Requisition Name BU Date Request State Budget Total > 0079968 0079968 LSUSH 0/4/27/2023 Canceded Valid 0.00 USD View Print Go > 0079967 Spit a Distribution LSUSH 0/4/26/2023 Approved Valid 199 90 USD [Select Action] Go > 0079966 Save For Later LSUSH 0/4/26/2023 Open Not ChK'd 225 4 USD [Select Action] Go	÷									arch button.	and click the Se			
Date From [44252023] Date To [65/02/2023] Date To [65/02/2023] Requester [WDOOL1] Entered By Q PO ID Search Clear Show Advanced Search Requisitions To test or perform another action on a requisition, make a selection from the Action dropdown list and click Go. Req ID Requisition Name BU Date 0079966 Soly 100/1000 LSUSH 04/26/2023 Approved Valid 1999 00 USD [Select Action] Go 0079966 Save For Later LSUSH 04/26/2023 Open		Q							n Name					
Requester WDOOL1 Centered By Q PO ID Q Search Clear Show Advanced Search Image: Content of the Search Image: Conten of the Search Image: Content of the Search <td></td> <th>~</th> <td></td> <td></td> <td></td> <td>dget Status</td> <td>Buc</td> <td>nplete 🗸</td> <td>st State All but</td> <td>Reque</td> <td>Q</td> <td>ion ID</td> <td>Requi</td> <td></td>		~				dget Status	Buc	nplete 🗸	st State All but	Reque	Q	ion ID	Requi	
Search Clear Show Advanced Search Requisitions @ To view the lifespan and line items for a requisition, rake a selection from the Action dropdown list and cick Go. To view the lifespan and line items for a requisition, rake a selection from the Action dropdown list and cick Go. Requisition Name BU Date Requestion for a requisition Name BU Date Requestion for a requisition Name 0079968 0079968 LSUSH 04/27/2023 0079967 Split a Distribution LSUSH 04/26/2023 0079966 Save For Later LSUSH 04/26/2023 0079966 Save For Later LSUSH 04/26/2023						-		i ii	Date To 05/02/		Ħ	From 04/25/2023	D	
Requisitions Image: Control Mathematical Status To view Hellespan and line items for a requisition, make a selection from the Action dropown list and click Go. To did or perform another action on a requisition, make a selection from the Action dropown list and click Go. Req LD Requisition Name BU Date Budget Total 0079968 0079968 LSUSH 04/27/2023 Canceled Valid 0.00 USD [View: Print] Go 0079967 Split a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Go 0079968 Save For Later LSUSH 04/26/2023 Open Not Chird 222.54 USD [Select Action] Go		Q				PO ID		্	tered By	Ent	Q	Jester WDOOL1	R	
Requisitions Image: Control Mathematical Status To view Hellespan and line items for a requisition, make a selection from the Action dropown list and click Go. To did or perform another action on a requisition, make a selection from the Action dropown list and click Go. Req LD Requisition Name BU Date Budget Total 0079968 0079968 LSUSH 04/27/2023 Canceled Valid 0.00 USD [View: Print] Go 0079967 Split a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Go 0079968 Save For Later LSUSH 04/26/2023 Open Not Chird 222.54 USD [Select Action] Go														
To view the lifespan and line items for a requisition, make a selection from the Action dropdown list and cick Go. To view the lifespan and line items for a requisition, make a selection from the Action dropdown list and cick Go. Req ID Requisition Name BU Date Requestion Total 0079968 0079968 LSUSH 04/27/2023 Canceled Valid 0.00 USD View Print Go 0079967 Spit a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Go 0079966 Save For Later LSUSH 04/26/2023 Open Not Cht/d 222.54 USD [Select Action] Go									ed Search	Show Advance		Clear	Search	
To view the lifespan and line items for a requisition, make a selection from the Action dropdown list and cick Go. To view the lifespan and line items for a requisition, make a selection from the Action dropdown list and cick Go. Req ID Requisition Name BU Date Requestion Total 0079968 0079968 LSUSH 04/27/2023 Canceled Valid 0.00 USD View Print Go 0079967 Spit a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Go 0079966 Save For Later LSUSH 04/26/2023 Open Not Cht/d 222.54 USD [Select Action] Go													quisitions	Do
Order Set Operation another action on a requisition, make a selection from the Action dropdown list and click do. Req (D) Requisition Name BU Date Requisition Rame Duty Total 0079968 0079968 0079968 0079968 LSUSH 04/25/2023 Canceled Valid 0.00 USD View Print ✓ Go 0079966 Save For Later LSUSH 04/25/2023 Open Not Chird 222.54 USD [Select Action] ✓ Go									leen	in and trian al-	inition olicit the f	and line items for a requi		
0079968 0079968 LSUSH 04/27/2023 Canceled Valid 0.00 USD View Print V Go 0079967 Split a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Go 0079966 Save For Later LSUSH 04/26/2023 Open Not Oht/d 222.54 USD [Select Action] Go								t and click Go.						
0079967 Split a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] Go 0079966 Save For Later LSUSH 04/26/2023 Open Not Chk'd 222.54 USD [Select Action] Co								Budget	Request State	Date	BU	Requisition Name	Req ID	
▶ 0079966 Save For Later LSUSH 04/26/2023 Open Not Chi'd 222.54 USD [Select Action] ♥ Go			Go	~	~			Valid	Canceled	04/27/2023	LSUSH	0079968	0079968	Þ
			Go	-	~	[Select Action]	199.90 USD	Valid	Approved	04/26/2023	LSUSH	Split a Distribution	0079967	Þ
O079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Child 875.00 USD [Select Action] Go			Go	-	~	[Select Action]	222.54 USD	Not Chk'd	Open	04/26/2023	LSUSH	Save For Later	0079966	Þ
			Go	~	v	[Select Action]	875.00 USD	Not Chk'd	Approved	04/26/2023	is LSUSH	SHV Test Special Requir	0079965	Þ
Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report					n Deport	Dequisitio	Manage Deceints	racking	Deview Char	ot	v Change Deque	ion Paviau	sta Naw Dag	` re'
Geale new Requisition Review Grange Request Review Grange racking manage Receipts Requisition Report					in Report	Requisitio	manage Receipts	racking	Review Gildi	51	w change Reque	ion Review	ale New Requ	10

Step	Action
7.	Click the Line 1 Go button.
	Go

						ePro Rec	uisitions		Health F	inanc	ials T	RN	俞	\triangle		
						_		_					Vindov	/ Hel	Perso	onalize
lanage	Requis	sitions														
Searc	h Requisit	tions														
To locate	requisitions,	edit the criteria below and	click the Se	arch button.												
			Q	Requisitio											Q	
	Requisition		Q	Reque		I but Complete	~		Budget	Status					~	
	Date Fr	om 04/25/2023	Ē		Date To 0	5/02/2023	P									
	Reques	wbool1	Q	En	tered By		Q			POID					Q	
Sea	irch	Clear		Show Advand	ed Search											
			()													
Requisiti	ions 🕐															
		nd line items for a requisitio	n, q r	rou want to	print the r	equisition wi	th distributio	on details ? (1803	6,11614	.)						
To edit or p Reg ID		ther action on a requisition	, m					٦								
▶ 00799		079968				Yes	No			t		~				
 00799 		plit a Distribution	I SUSH	04/26/2023	Annroved	V	alid	199.90 1	ISD [Sel	ect Action]		~		30		
00799		ave For Later		04/26/2023			ot Chk'd			ect Action]		~		Go		
00799		HV Test Special Reguis		04/26/2023			ot Chk'd			ect Action]		~		Go		
create New	v Requisition	n Review Ch	ange Reque	st	Review	Change Tracki	ig	Manage Receipt	S	Requi	sition Re	eport				

Step	Action
8.	A message will display asking if you want to print the distribution details. Select Yes to include the chartstring information on the printout, or No to exclude the chartstring information on the printout. Click the Yes button. Yes

Requisition	× +											
> C 🟠 🔒 dps	b.psfs.lsuhsc.edu/psc/fstrn	/view/%7b	V2%7d_6O.LY>	Klwse.3jJs	MKGGhTZu	Ny0jm4U.gQ	Xn Q	Ê	☆	¢.	*)
Business Unit: LSUSH Requisition: 0079968 Requisition Name: 0079968 Vendor: 0000041388	Entered Da	By: Dooley, V			Status: Cance Currency: US Requisition T	D						
	ch(R) Transparent Greener Tape, 3/4			UOM: PK	Price: 42.49	Line Total Line Statu	: 254.94 s: Canceled					
Ship Line: 1 Attention: ME010303 Ship Via: GRND	Ship To: LSUSH Due Date: 4/30/23 Freight Terms:PP&A		Address: 1501 Kings Hight Shreveport LA71 United States			Shipping Quant Shipping Total:						
Dist Status	Location	Qty	PCT	Amount	GL Unit	Account						
1 Canceled	MB010303	6	100.00	254.94	LSUSH	546700						
Dept	Fund		Program			Class						
1673000	111		Back		Alt	+Left Arrow						
Open QTY			Forward			Right Arrow						
0.0000			Reload			Ctrl+R						
GL Base Amount	Currency	-					-					
254.94	USD		Save as			Ctrl+S						
Line: 2 Item Description: Pente Liquid Gel Pens, Mediur Pack Of 12 Pens	Quanti	Print Search imag	ges with G	oogle	Ctrl+P	109.47						
Fack Of 12 Peris			Create QR (Code for th	nis page		: Canceled					
Ship Line: 1 Attention: MB010303	Ship To: LSUSH Due Date: 4/30/23		Translate to	English			/: 3)9.47					
Ship Via: GRND	Freight Terms:PP&A		View page : Inspect	source		Ctrl+U						
Dist Status	Location	Qty	PCT	Amount	GL Unit	Account						
1 Canceled	MB010303	3	100.00	109.47	LSUSH	546700						
Dept	Fund		Program			Class			i			
1673000	111		00001			10105						

Step	Action
9.	The requisition will process and display for printing. A new tab opens that displays the printable version of the requisition. To print, right click anywhere in the requisition and select Print Click the Print link.
	Print

C 🗘 🗎 d	psp.psrs.isurisc.euu/	psc/istill/view/	107 DV2 /07 U_00.ETX	wse.sjJsivikGGn	ZuWy0jm4U.gQXn	C P	щ	2 🕈	
5/2/23, 8:29 AM Business Unit: LSUSH Regulation: 0079968	Requester: WD00 Requested By: Do	Aey, Wanda G	Status: Canceled Corrency: USD	_	Print			1 shee	et of p
500, Clear, Pack o		KLUTIONS LLC waty: 6 UOM: PK	Requisition Total: 0.00 Price: 42.49 Line Total: 254.94 Line Status: Canceled		Destination	ē	Microso	ft XPS Do	ocum
Ship Live: 1 Attention: MB010303 Ship Via: GRND Dist Status	Ship Ter L SUGH Dee Date: 43023 Freight Terms: IPP&A	Address: 1511 Kings Highway Shraveport LA 71103 United States PCT Amount	Shipping Quartity: 6 Shipping Total: 254:34 OL Unit Account		Pages	All			
1 Canceled Dept 1673000 Open C	M0010000 6 Fuel 111	100.00 254.54 Program 00001 Open Amt	LSUSH 546700 Class 10705		Layout	Port	rait		
0.000 0. Base Amount 254.34 Line: 2 Item Description	Currency USD : Penthi (R) EnerGel (TM) RTX Retractable Qua Aedium Point, 0.7 mm, Assorted Colors,	0000 Bequence 0 writy: 3 UOM: PK	Capitalian N Price: 36.43 Line Total: 109.47		Color	Colo	or		
Sky Viz: CRAD Det Davis 1 Condit 197309 0000 0. See Amount 19947	Progist Terms 179 EA.	101 Kops Hybray Breveged L T1103 United Bakes PCT Ament 0007 Pagem 0007 Cost 0000 Desense 0	6.0% Around 15004 54070 Cees 1005 Ceptales N		More settings				
	fatmiviewi%7b1/2%7d_6O.LYX0wse.3j.Jak	KGGhTZ-WyGin4U «OXrisyTB	Kal J2coK willim J2od 3izk2he02toTmoufL	9 7 1/1			Р	rint	Car

Step	Action
10.	The requisition opens the print pdf window for printing. If you are not connected to a printer, it will default the destination to Save as PDF. If you are connected to a printer, you can choose the destination and then print. For <u>training purposes</u> <u>only</u> , click the <u>Cancel</u> button.
	Cancel

uisiuoi			\sim	- 0	
С	dpsb.psfs.lsuhsc.edu/psc/fstm/view/%7bV2%7d_6O.LYXIwse.3jJsMKGGh	TZuWy0jm4U.gQXn Q	@ ☆ 🖉	* 🗆 (
5/2	2023. 529 AM Regulation Taxing 10,000 Regener 100200. To Appender	Print	1 s	heet of pap	
	Like 1 Bits Description: Extend 9 Transport Description, 34 s Deamly: 6 UDBE PK Piles: 42-8 Like Beat: 354 M Bits, Dear, Pas of Drate Like States: Cancelled	Destination	Hicrosoft XPS	Docum	
	Big Late: 1 Big Vs. LDD: Address: Description of the second descriptio	Pages	All		
	1 Censorial 6 VEX8 20.04 50.001 50.001 Page For August VEX8 50.00 VEX8 VEX8 50.00 VEX8 VEX8 50.00 VEX8 VEX8 VEX8 VEX8 <td colspa="2" td="" v<=""><td>Layout</td><td>Portrait</td><td></td></td>	<td>Layout</td> <td>Portrait</td> <td></td>	Layout	Portrait	
	100 0.01 10. Ban Amort Common Dipolen 20.04 100 2 State 10. Ban Amort 100 2 State 10. Lips Climber Synally Cloud (2010) 2 State Lips Climber Synally Cloud (2010)	Color	Color		
	Factors/ve Like Bate Countil Register: By Te LIDH Alless Register: Dep Te LIDH Alless Register: Dep Te LIDH Register Dep Te CHDD Register: Dep Te ChD Register Register: Dep Te ChD Register: Dep	More settings			
	Dirk Briss Lander Op P27 Anset R0,10 Anset 1 Geniet MR0020 3 90,26 90,47 56/20 Day Feat Pagen Com 50/20 50/20 9/201 11 MR01 50/20 50/20				
	200 200 θ. Raps Report Convery Segment 100 σ 0 9 5				
http	და ინდას გონ საძია ინსივათშიო რომო 70/07/16_60 (27/06-აა წეარ/KGG/172/Wydge/ULgC0/to/1864/Duck.witer/Light]p62/te020j7mout.UZ		Print	Cance	
	3000 111 00001	10105			

Step	Action
11.	Once the requisition has printed, the two-toned requisition remains displayed on the screen. Click the X on the tab in the upper left corner to close the screen.

Image: Contract of the second of the seco		wanage kee	disitions X	+								-	6	
Manage Requisitions * Search Requisitions To locate requisitions, edit the criteria below and click the Search button. Business Unit [SUSH] Requisition Name Requisition ID Requisition Name Requisition ID Request State Request State Budget Status Requisition ID Entered By Search Clear Show Advanced Search To view the lifespan and line terms for a requisition, click the Expand triangle icon. To clear To view the lifespan and line terms for a requisition, make a selection from the Action dropdown list and click Go. Total Portige 8 0079968 LSUSH 04/27/2023 Canceled Valid 10.00 USD [Select Action] Go Portige 5 Save For Later LSUSH 04/26/2023 Approved Portige 5 Save For Later LSUSH 04/26/2023 Approved Not Chk/d 375.00 USD [Select Action] Go Portige 5 ShV Test Special Requis LSUSH 04/26/2023 Approved Not Chk/d 375.00 USD [Select Action] Go	-	→ G	🕜 🗎 dpsb.psfs.lsu	hsc.edu/ps	c/fstrn/EMI	PLOYEE/ERP/c,	(NUI_FRAMEWORK	.PT_AGSTARTPAGE	_NUI Q	ß	\$	2 *		a :
Search Requisitions To locate requisitions, edit the oriteria below and click the Search button. Business Unit ISUSH Requisition Name Requisition ID Requisition Name Bearrow Id4252023 Budget Status Bet From Id4252023 Budget Status Request state [All but Complete Budget Status Request rew WDOOL1 Entered By PO ID PO ID Search Clear Status PO ID Clear Show Advanced Search To view the lifespan and line items for a requisition, Raine a selection from the Action dropdown list and click Go. Requisitions @ Content Request State Budget To view the lifespan and ine items for a requisition, Raine a selection from the Action dropdown list and click Go. Request State Budget View 10 Request State Budget Total 00 00 USD [Select Action] Go 0079968 0079968 LSUSH 04/25/2023 Approved Vaid 19990 USD [Select Action] Go 0079966 Save For Later LSUSH 04/25/2023 Approved Vaid 19990 USD [Select Action] Go 0079965 ShV Test Special Requi	N	ly Financials	Home			ePro	o Requisitions	LS Hea	Financia	als TR	N 1	ት ረ	7	: 0
Verify and the filespan and line ferms for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, requires that a selection from the Action dropown list and click Go. Requirestions of a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, requirest state Budget Total 0079968 0079968 LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] V Go 0079966 Save For Later LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079965 SHV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079965 SHV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079966 Save For Later LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079965 SHV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079966 Save For Later LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079966 ShV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079966 ShV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079966 ShV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079966 ShV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079966 ShV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079966 ShV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079966 ShV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079967 ShV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] V Go 0079967 ShV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk											New Wi	ndow He	elp Pers	sonalize Pa
To locate requisitions, edit the criteria below and click the Search button. Business Unit [SUSH Q Request State [All but Complete ▼ Budget Status Q Date To [66/02/2023 B] Requester WDOOL1 Q Entered By Q PO ID Search Clear Show Advanced Search Clear Show Advanced Search To view the lifespan and line items for a requisition, click the Expand triangle icon. To of dir operform another action on a requisition, make a selection from the Action dropdown list and click Go. Req 10 Requisition Name BU Date Request State Budget Total 0079968 0079968 LSUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] ♥ Go 0079966 Save For Later LSUSH 04/26/2023 Open Not Chk'd 875.00 USD [Select Action] ♥ Go 007965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chk'd 875.00 USD [Select Action] ♥ Go	Лa	anage Ree	quisitions											
Business Unit [SUSH] Requisition Name Requisition Name Requisition ID Request State [All but Complete] Budget Status Date From [M252023] Date To [95/02/2023] Budget Status Request Fit WDOOL1 Entered By PO ID Search Clear Show Advanced Search Requisition clear Show Advanced Search Requisition on a requisition, cleak the Expand triangle icon. To view the lifespan and ine items for a requisition, mate a selection from the Action dropdown list and click Go. Request State Date To Requisition Name BU Date Request State 0079966 0079968 0079967 Spit a Distribution LSUSH 0079968 Save For Later LSUSH 4/26/2023 0079968 Save For Later LSUSH 4/26/2023 Approved 0079968 Shv For Later LSUSH 4/26/2023 Approved Not Chird 875 00 USD [Select Action] Go 0079968 Shv For Later LSUSH 4/26/2023 Approved Not Chird 875 00 USD [Select Action] Go <td>-</td> <td>Search Rec</td> <td>uisitions</td> <td></td>	-	Search Rec	uisitions											
Requisition ID Request State [All but Complete Budget Status Date From [04/25/2023 Budget Status Date From [04/25/2023 Budget Status Requester WDOOL1 Clear Show Advanced Search Search Clear Show Advanced Search Colspan="2">To det or perform another action on a requisition, make a selection from the Action dropdown list and click Go. Req ID Requisition Name BU Date Request State Budget Total Reg ID Requisition Name BU Date Reguest State Budget Total No 0079668 LSUSH V4/27/2023 Canceled Valid 0000 USD [Select Action] Go > 0079665 Save For Later LSUSH 04/26/2023 Open Not Chi/d 222.54 USD [Select Action] Go > 0079665 SHV Test Special Requis LSUSH 04/26/2023 Approved <td< td=""><td>Тс</td><td>locate requisi</td><td>tions, edit the criteria below ar</td><td>d click the Sea</td><td>arch button.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Тс	locate requisi	tions, edit the criteria below ar	d click the Sea	arch button.									
Date From M42522023 Market of biology Market of biology<		Busin	ess Unit LSUSH	Q	Requisitio	n Name							Q	
Requester (WDOOL1 Cherred By Q PO ID Search Clear Show Advanced Search Requisitions @ To view bifespan and line items for a requisition, click the Expand triangle icon. To view bifespan and line items for a requisition, click the Expand triangle icon. To view bifespan and line items for a requisition, make a selection from the Action dropdown list and click Go. Req to Req to Req to Req to Req to Req to O079968 0079967 Spit a Distribution LSUSH 04/26/2023 Approved Not Chird 0079966 Save For Later LSUSH 04/26/2023 Open Not Chird Not Chird 22 254 USD [Select Action] Go O079965 SHV Test Special Requis. LSUSH 04/26/2023 Approved Not Chird 37500 USD [Select Action] O079965 SHV Test S		Requi	sition ID	Q	Reque	st State All but C	omplete 🗸	Bu	dget Status				~	
Search Clear Show Advanced Search Requisitions To view the tifespan and line items for a requisition, click the Expand triangle icon. To click the Expand triangle icon. To did or perform another action on a requisition, make a selection from the Action dropdown list and click Go. Total P 0079968 0079968 LSUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] ✓ Go P 0079967 Spit a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] ✓ Go P 0079966 Save For Later LSUSH 04/26/2023 Open Not Chk/d 222 54 USD [Select Action] ✓ Go P 0079965 SHV Test Special Requis. LSUSH 04/26/2023 Approved Not Chk/d 875.00 USD [Select Action] ✓ Go		De	te From 04/25/2023	Ħ		Date To 05/02/20	23							
Requisitions (c) To view bit filespan and line times for a requisition, make a selection from the Action dropown list and click Go. To view bit filespan and line times for a requisition, make a selection from the Action dropown list and click Go. Req t0 Req t0 Req t0 Req t0 0079968 0079968 0079967 Spit a Distribution LSUSH 04/26/2023 Canceled Valid 000 (Spit a Distribution Not Chird 0079966 Save For Later LSUSH 04/26/2023 Open Not Chird Open ShV Test Special Requis LSUSH 04/26/2023 Approved Not Chird Open ShV Test Special Requis LSUSH 04/26/2023 Approved Not Chird Open ShV Test Special Requis LSUSH 04/26/2023 Approved Not Chird Open ShV Test Special Requis LSUSH 04/26/2023 Approved		Re	equester WDOOL1	Q	Ent	ered By	Q		PO ID				Q	
To view the lifespan and line items for a requisition, click the Expand friangle icon. To did to perform another action on a requisition, make a selection from the Action dropdown list and click Go. Req ID Requisition Name BU Date Request State Budget Total 9 0079966 0079966 LSUSH 04/27/2023 Canceled Valid 0.00 USD [Select Action] ✓ Go 9 0079966 Save For Later LSUSH 04/26/2023 Open Not Chi/d 222 54 USD [Select Action] ✓ Go 9 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chi/d 875.00 USD [Select Action] ✓ Go		Search	Clear		Show Advanc	ed Search								
To view the lifespan and line items for a requisition, click the Expand triangle icon. To deif or perform another action on a requisition, make a selection from the Action dropdown list and click Go. Req ID Requisition Name BU Date Request State Budget Total 0 0079966 00079967 Split a Distribution LSUSH 04/25/2023 Canceled Valid 0.00 USD [Select Action] ✓ Go 0 0079966 Save For Later LSUSH 04/25/2023 Open Not Ch/cd 222.54 USD [Select Action] ✓ Go 0 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Ch/cd 875.00 USD [Select Action] ✓ Go														
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go. Total Total Req to Requisition Name BU Date Request State Budget Total 0 007966 0079665 LSUSH 04/25/2023 Canceled Valid 0.00 USD [Select Action] ✓ Go 0 0079666 Save For Later LSUSH 04/25/2023 Opened Valid 199.90 USD [Select Action] ✓ Go 0 0079966 Save For Later LSUSH 04/25/2023 Opened Not Chk'd 222.54 USD [Select Action] ✓ Go 0 0079966 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chk'd 875.00 USD [Select Action] ✓ Go	Re	equisitions (2											
Req UD Requisition Name BU Date Request State Budget Total 0079966 0079965 LSUSH 04/27/203 Canceled Valid 0.00 USD [Select Action] V Go 0079967 Spilt a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] V Go 0079966 Save For Later LSUSH 04/26/2023 Open Not Chk'd 222.54 USD [Select Action] Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chk'd 875.00 USD [Select Action] Go							list and click Go							
0079968 0079968 LSUSH 04/27/2023 Canceled Valid 0.0 USD [Select Action] V Go 0079967 Split a Distribution LSUSH 04/26/2023 Approved Valid 199.90 USD [Select Action] V Go 0079966 Save For Later LSUSH 04/26/2023 Open Not Chi/d 222.54 USD [Select Action] V Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chi/d 875.00 USD [Select Action] V Go								Total						
0079966 Save For Later LSUSH 04/26/2023 Open Not Ch/d 222 54 USD [Select Action] V Go 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Ch/d 875 00 USD [Select Action] V Go	Þ	0079968	0079968	LSUSH	04/27/2023		Valid	0.00 USD	[Select Action]		~	Go]	
▶ 0079965 SHV Test Special Requis LSUSH 04/26/2023 Approved Not Chird 875.00 USD [[Select Action] V] Go	Þ	0079967	Split a Distribution	LSUSH	04/26/2023	Approved	Valid	199.90 USD	[Select Action]		~	Go)	
	Þ	0079966	Save For Later	LSUSH	04/26/2023	Open	Not Chk'd	222.54 USD	[Select Action]		~	Go]	
Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report	Þ	0079965	SHV Test Special Requis	LSUSH	04/26/2023	Approved	Not Chk'd	875.00 USD	[Select Action]		~	Go]	
Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report														
	Cre	ate New Requ	isition Review 0	Change Reque	st	Review Chang	e Tracking	Manage Receipts	Requisi	ition Repo	rt			

5	Step	Action
	12.	This completes the <i>View Print Form for a Saved Requisition</i> . End of Procedure
	12.	End of Procedure.

Print via the Requisition Report Process

Procedure

In this topic you will learn to **Print via the Requisition Report Process**.

Step	Action
1.	NOTE: eProcurement allows the user to view the requisition in several ways. Users can view print while they are in the requisition, have saved it for later, from the Manage Requisition menu, and/or from the Purchasing menu.
2.	Click the NavBar link.
3.	Click the Menu link.
4.	Click the eProcurement link. eProcurement

, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	nomepage		× +				~	-	٥	×
÷	→ C	仚	dpsb.psfs.lsuhsc.edu/psc/fstrn/EMPLOY	EE/ERP/c/NUI_FRAMEWORK.PT_LAND	INGPAGE.GBL?	ର୍ଜ	☆ 🏹	*		:
					Hank Fina	ancials T	RN 仚	\Diamond	:	\oslash
	My F	inan	cials Home 🔻		NavBar: Men	iu				
			System Notifications	LSU ePro Requisitions	()	Menu				
			PS9FSTRN Notice: PeopleSoft Financials Training: This system is	L'SU EPTO REQUISITIONS	Recently Visited	eProcure	ement			
			running PeopleTools 8.59.05 for upgrade training. This is a test instance for LSU	Y	\heartsuit	🕒 Buy	ver Center			>
			Health PS Financials. Last refresh date: 2023-02-08	• •	Favorites	😑 Mar	nage Requis	ition A	pprovals	
					=	= Mar	nage Requis	itions		
()					Menu	😑 Red	ceive Items			
\heartsuit					2	= Rep	ports			
					Create Requisition	= Rec	quisition			
iavascri	pt:PTNavB	ar.Open	InContentArea(%27https://dpsb.psfs.lsuhsc.edu/psc/	fstrn newwin/EMPLOYEE/ERP/c/NUI FRAME	WORK.PTNUL MEN	NU COMP.GBL	.?sa=&FLDR=	EP PV	BUYER C	

Step	Action
5.	Click the Manage Requisitions link.
	Manage Requisitions

					_					、 <i>、</i>		
My Fina	incials Hon	ne			ePro	Requisitions	Health	Financials 1	์ RN น	ነ נ	ז נ	(
									New Wir	dow He	elp Perso	onalize
lanage	e Requis	itions										
Searce	h Requisit	ions										
To locate	requisitions,	edit the criteria below and	click the Se	arch button.								
	Business U	nit LSUSH	Q	Requisitio	on Name						Q	
	Requisition	ID	Q	Reque	st State All but Co	omplete 🗸	Budg	et Status			~	
	Date Fr	om 04/25/2023	11		Date To 05/02/202	23						
	Reques	ter WDOOL1	0	Ent	tered By	Q		PO ID			Q	
Sea	arch	Clear		Show Advance	ed Search							
	ions 👔											
		d line items for a requisitio ther action on a requisition				ist and click Go.						
Req II	D R	equisition Name	BU	Date	Request State	Budget	Total					
0079	968 00	79968	LSUSH	04/27/2023	Canceled	Valid	0.00 USD [S	elect Action]	~	Go)	
0079	967 Sj	olit a Distribution	LSUSH	04/26/2023	Approved	Valid	199.90 USD	elect Action]	~	Go)	
0079	966 Sa	ave For Later	LSUSH	04/26/2023	Open	Not Chk'd	222.54 USD	elect Action]	~	Go		
0079	965 51	IV Test Special Requis	LSUSH	04/26/2023		Not Chk'd	875.00 USD [S		~	Go		
0070	000 01	re rest openin requis	200011	0412012020	Approved	Not one u	070.00 000 a				0	
reate Nei	v Requisition	Review Ch	ange Reque	st	Review Change	Tracking	Manage Receipts	Requisition R	enort			

Step	Action
б.	The Manage Requisition page displays.
7.	In this example, the Requisition date of 04/27/2023 is used. There is one (1) requisition available for review. Click the Search button.

Manage Nequ	isitions	×	ŀ								~	-	٥	×
· > C 1	🗅 🔒 dpsb	.psfs.lsuhso	.edu /ps	c/fstrn/EM	PLOYEE/ERP/	c/NUI_FRAMEWOR	K.PT_AGSTARTF	PAGE_NUI	. Q	e t	7	*		. :
My Financials	Home				eP	ro Requisitions		Health Fin	ancia	ls TRI	۷ ŵ	Â	. :	Ø
Manage Req	uisitions									1	lew Windo	w Hel	p Pers	onalize Pa
V Search Requ	uisitions													
To locate requisiti	ons, edit the criteria	a below and cl	ick the Sea	rch button.										
Busine	ss Unit LSUSH	Q		Requisitio	on Name								Q	
Requisi	ition ID	Q		Reque	st State All but	Complete V		Budget Sta	atus				~	
Dat	e From 04/27/202	3			Date To 04/27/	2023								
Rec	uester WDOOL1	Q		En	tered By	٩		P	DID				Q	
Search	Clear			Show Advand	ed Search									
	_			chon narah	ou couron									
Requisitions @														
To view the lifespa														
	another action on a													
Req ID 0079968	Requisition Name 0079968	9	BU	Date 04/27/2023	Request State	Budget Valid	Total	USD [Select	Action		~	Go		
0079966	0079966		LSUSH	04/2/12023	Canceled	Valid	0.00	USD LICENSE				00		
Create New Requis	rition	Review Char	ne Denue		Review Char	ne Tracking	Manage Receip	to	Dequisit	ion Report	1			
oreate new requis	anon	NOTICE OF A	ige reque		Review Onlar	ige macking	manage Receip		Requisit	ion Report	1			
												_		

Step	Action
8.	Below the list, there are links to <i>Create New Requisition</i> , <i>Review Change Request</i> , <i>Review Change Tracking</i> , <i>Manage Receipts</i> , and <i>Requisition Report</i> .
	To run the process to print one or more requisitions, click the Requisition Report link at the bottom right of the page.
	Requisition Report
9.	NOTE: All reports and processes are run using a "Run Control ID". You will need to create an ID the FIRST time you run a report or process. All subsequent times you will use "Search" to find your ID. You can create more than one ID.
	Click the Add a New Value tab.
	<u>A</u> dd a New Value

Step	Action									
10.	Run Control ID									
	A Run Control ID is used to access the Process Scheduler. You may save parameters to a particular process or report to a Run Control ID to minimize data entry when running recurring processes and/or reports.									
	A Run Control ID is:									
	• Specific to an end-user's Operator (User) ID;									
	• Can be entered in upper case, lower case, or mixed case;									
	• Can be up to 30 characters long;									
	• Characters can be either numbers or letters, but <u>cannot</u> include any special									
	characters (e.g., \$, #, &);									
	• <u>Cannot</u> contain blank spaces; and									
	• <u>Must</u> be one continuous string of characters or words <u>must</u> be linked by an									
	underscore.									
11.	Enter the desired information into the Run Control ID field. Enter "VIEW_PRINT_REQ".									

Print Requisition	×	+									\sim	-	C	þ	×
< → C ☆ (dpsb.psfs.lsul	hsc.edu/psp/fst	rn/EMPLOYEE	/ERP/c/REQU	ISITION_ITEM	IS.POY100.GBL?F	age=R	Q	È	☆	¢.	*			:
✓ ePro Requisitions				Requisiti	on Print						ώ	¢		:	Ø
equisition Print												1	Vew Wi	ndow	Hel
Find an Existing Value Ad	dd a New Value														
Run Control ID: VIEW_PRINT_	T_REQ														
Add															
nd an Existing Value Add a N	Marchine														
to an Existing value Add a r	New Value														

Step	Action
12.	Click the Add button.
	Add

Step	Action
13.	Users will enter or select the following report parameters: • Business Unit • Requisition ID • Statuses to Include: • Select All • NOT On Hold NOTE: The From Date, Through Date and Requester fields will be left blank.
14.	After entering the desired Report Request Parameters, click the Save button.

Print Requisidon × +							~	-	٥	×
C 🏠 🔒 dpsb.psfs.lsuhsc.edu/psp/fstm/EMPLO	YEE/ERP/c/REQUIS	TION_ITEMS.POY100.0	GBL?Page=R	Q	È	☆	1	*		. :
ePro Requisitions	Print Requ	iisition					厽	¢	1	Ø
Print Requisition						New \	Window	Help	Persor	ialize Pag
tun Control ID: VIEW_PRINT_REQ Report Manag anguage: English V I Specified Language	-	Run t's Language								
Report Request Parameters										
Business Unit LSUSH	Statuses to Include									
Requisition ID 0079968	Approved Canceled	Select All)							
From Date	Completed									
Through Date	 Open Pending 									
Requester										
	NOT On Hold	~								
Save Notify		Add 🛛 👔 Update/Displ	ay							

Step	Action
15.	Click the Run button.
	Run
16.	Select the appropriate Server Name.
	Click the PSNT list item.
	PSNT

Print Requisition	× +									٥	×
→ C ∆	dpsb.psfs.lsuhsc.edu/psp/fstrn,	/EMPLOYEE/ERP/c	REQUISITION_ITEN	IS.POY1	00.GBL?Pag	e=R Q, L	2 ☆		*		
ePro Requisitions		Pri	nt Requisition					ώ	4		Q
							New	Window	Help	Persona	alize Pa
nt Requisition	1										
			ss Monitor Run								
nguage:	English 👻 💿 Specified Languag	e (Recipient's Language	•							
eport Request Pa	Process Scheduler Request							×			
								Help			
Busine	User ID WDOOL1		Run Control ID	/IEW_PRI	NT_REQ						
Requisi	Server Name PSNT	~ F	Run Date 05/02/2023	31							
Fro	Recurrence	✓ R	un Time 8:54:00AM		Reset to Cu	rrent Date/Time					
Throug	Time Zone										
Rec	Process List			2	in a						
	Select Description Requisition Print SQR	Process Name PORQ010	Process Type SQR Report	*Type Web	*Format	Distribution Distribution					
	- Requisitor Fint Care	1 Ontao 10	Currispon	1100		- Distribution					
Save 🔄 Notify											
	OK Cancel										

Step	Action
17.	All other parameters will remain as defaulted.
	Click the OK button.
18.	You are returned to the Print Requisition page and the <i>Process Instance</i> is displayed. You may navigate to the Process Monitor page or the Report Manager page to check the status of the process and then view the requisition. Click the Process Monitor link.
	Process Monitor

-	PIOCESS	monitor	×	+													>
←	\rightarrow C	÷ ۵ (dpsb.psfs.lsul	nsc.edu/psp	o/fstrn/E	MPLOYEE,	/ERP/c/REQUISI	ITION_ITEMS.	POY100.G	BL?Pag	e=R Q	È	☆	e	*		
ζP	rint Req	uisition					Process M	Ionitor						ŵ	۵	. :	(
													New	r Windov	/ Help	Persor	nalize I
		Server List															
View	Process	Request For															
U	ser ID W		Д Туре		✓ Las	``	/	1 Days	~		Refresh						
5	Server	~	Name		Q Ins	tance From	In	istance To			Clear						
Ru	in Status		✓ Distribution	Status		~	Save On Refres	h Repor	t Manager		Reset						
⇒ P	rocess L	.ist					Personalize Find	View All [2]	First	(i) 1.	3 of 3 🛞 Las	t					
Select	Instance	Seq. Pr	ocess Type	Process Name	User	Run Date/Tin	1e	Run Status	Distribution Status	Details	Actions						
	32477	S	QR Report	PORQ010	WDOOL1	05/02/2023	8:54:00AM CDT	Success	Posted	Details	- Action	ns					
	32476	Ap	oplication Engine	FS_BP	WDOOL1	05/01/2023	9:57:27AM CDT	Success	Posted	Details	- Action	ns					
	32475	Ap	plication Engine	FS_BP	WDOOL1	05/01/2023	9:42:41AM CDT	Success	Posted	Details	- Action	is					
		isition Print															
	ve 🖬 I																
rocess	List Ser	ver List															

Step	Action
19.	The process must have a Run Status = Success and Distribution Status = Posted . If either status is other than Success or Posted respectively, click the Refresh button every 10-15 seconds until the correct statuses are achieved. Click the Report Manager link.
	Report Manager

		1.11	EMPLOYEE/ERP/c/RE			_	 					
Process List			Repo	rt Mana	iger				ŵ	¢	:	6
								New	Window	/ Help	Persona	lize F
ministration L	ist Explorer Archives											
iew Reports Fo												
older	V Instance	to	Ref	resh V	1 Days	~						
lame	Created On					× .						
Reports	_	ersonalize Find V	iew All [] [Fir Completion	st ④ 1-3 Report	of 3 East Process							
Report	Report Description	Folder Name	Date/Time 05/02/23	ID	Instance							
1 PORQ010	REQUISITION PRINT SQR	General	8:57AM	22864	32477							
2 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General	05/01/23 9:57AM	22863	32476							
	PROCESSOR											
3 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General	05/01/23 9:43AM	22862	32475							
3 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General		22862	32475							
3 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General		22862	32475							
3 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General		22862	32475							
3 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General		22862	32475							
3 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General		22862	32475							
3 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General		22862	32475							
3 FS_BP	COMM. CNTRL. BUDGET PROCESSOR	General		22862	32475							

Step	Action
20.	The blue link un the Report column is the completed report.
	Click the PORQ010 link. Report

← → C< ListReport	🕜 🔒 dpsb.psfs.lsu	uhsc.edu/psp/f	strn/EMPL(DYEE/ERP/c/RE									
•					LQUISITIO	ITEMS.P	OY100.GBL?Pag	e=R Q	È	$\stackrel{\circ}{\Box}$	C	*	
eport				Rep	oort Inde	ex					ŵ	¢	
Report										New	Window	Help	Pers
Report ID 228	864 Proces	s Instance 32477		Message Log									
Name PO		cess Type SQR I											
Run Status Suc													
equisition Print SC	OR												
Distribution De													
Distribution No	ode REFNODE	Expiration Date	05/16/2023										
ile List													
lame		le Size (bytes)	Datetime Crea	ited									
ORQ010_32477.				3:57:07.163000AM									
PORQ010_32477.				3:57:07.163000AM									
SQR_PORQ010_3	2477.log 1,8	891	05/02/2023 8	3:57:07.163000AM	I CDT								
Distribute To													
Distribution ID Type		*Distribution ID											
Jser		WDOOL1											

Step	Action
21.	Click the PORQ010_32477.PDF link.
	PORQ010_32477.PDF

												_	
		DF - Adobe Acrobat Read Sign Window Help	er DC (32-bit)								—	Ø	×
Hon			2477.P ×								?	Sigr	In
Ð	☆ 8	ት 🖶 🔍 🗇	ي 1	/ 1	N	1	\ominus \oplus	79.1% 🔻	↓ • ↓	•••	C_	\bowtie	0
			Rec	uisition				Page	1	^	Search tools		
	Ship To	: LSUHSC Shreveport Attn:LSUHSC - Shreve	eport		Requisit Date Request Telephor	er 1e	0 D	079968 4/27/2023 ooley, Wanda G			Export PDF		^
	Sugges Vendor:	ted 0000041388 ODP BUSINESS SOL PO BOX 660113	Departm Location Date Des Request	ired	L 0	673000 SUSH 4/30/2023			Create PDF		~		
	LINE	DALLAS TX 75266 USA ITEM ID AND COMMODITY/	SERVICE DESCRIF	TION	QTY ORD	UNIT	UNIT PRICE	EXTENDED AMOUN		Comment			
	1	Scotch(R) Transparent Greener x 900, Clear, Pack of 12 rolls	Tape, 3/4		6.00	PK	42.49	0.00			🛴 Fill & Sign		
	2	Pentel(R) EnerGel(TM) RTX Re Liquid Gel Pens, Medium Point, Assorted Colors, Pack Of 12 Pe	0.7 mm.		3.00	PK	36.49	0.00			hore Tools 🗞		
Þ			Total Requ	isition Amount:				0.00		Þ			
										~			

Step	Action
22.	The PDF file displays. You may select the printer icon to print the requisition.
23.	This completes <i>Print via the Requisition Report Process</i> . End of Procedure.

Requisition Basics

Use the Lookup Feature

Procedure

In this topic you will learn how to **Use the Lookup Feature**.

Step	Action
1.	Click the NavBar link.
	\oslash
2.	Click the Menu link.
	Menu
3.	Click the eProcurement link.
	eProcurement

\leftrightarrow \rightarrow C \triangle $(=$ dps	b.psfs.lsuhsc.edu/psp/	fstrn/EMPL	OYEE/ERP/c/REG	SITION_ITEMS.PC	9Y100.GBL?Pa Q	6 4		⊁ ⊴	Δ 🗆	
(List			Rep	Index			1	ŝ	¢	:
					NavBar: Men					
Report					Nav Dar. Wen	u				
Report ID 22864	Process Instance 3247	7	Message Log			Menu				
Name PORQ010	Process Type SQR	Report								
Run Status Success						_				
equisition Print SQR					Recently Visited	eProcu	irement			
Distribution Details										
Distribution Node REFNODE	Expiration Date				~		uyer Cente	er		
	Expiration Date	00/10/2020				_				
ile List							lanage Re	auisitio	n App	rovals
lame PORQ010_32477.PDF	File Size (bytes) 6.361	Datetime Cre	ated 8:57:07.163000AM (Favorites			1		
ORQ010_32477.out	107		8:57:07.163000AM							
GQR_PORQ010_32477.log	1.891		8:57:07.163000AM		_	■ N	lanage Re	quisitio	ns	
Distribute To						_				
istribution ID Type	*Distribution ID				Menu		eceive Iter	ns		
Jser	WDOOL1									
Return										
Return							eports			
								_		
					Create Requisition	= R	equisition			
					Requisition					

Step	Action
4.	Click the Requisitions link.
	Requisition
5.	Click the Special Requests link.
	Special Requests Create a non-catalog request
	Cleate a non-catalog request
6.	Click the Requisition Setings menu.
	Requisition Settings
7.	The Look Up feature allows you to search for all valid values in the database for a specific field. It can also be used to narrow the scope of your search when a large number of values are returned.
	The Look up feature is depicted in the database as a magnifying glass. Anytime you see a magnifying glass next to a field, you have look up capability.
8.	In this example you will search for an appropriate value for the Supplier field. The 10-digit Supplier ID number is the value needed for the Supplier field rather than the supplier name. You will locate and select <i>ACCUTEMP</i> utilizing the Lookup feature. Once selected, the system will default the Supplier ID number into the Supplier field, thus completing the Lookup process.

Ē	, N	equisit	ion			×	+															~	-	(3	×
÷	-	> C	2		dpsb.	.psfs.lsu	hsc.edu	ı/psp/	'fstrn/EM	PLOY	'EE/ERP/	:/PV_	MAIN_N	/ENU.I	PV_PROC	CURE_F	REQ	Q	Ê	☆	C	*	₹			:
<	R	equisi	tion S	etting	3																				2	
Cre				Bus	iness Unit	LSUSH	Q			L	SUHSC Sh	revepo	rt		Requi	isition N	ame							ł	telp 4	ge 🔺
Welc					Requester Currency		L1			۹ ۵	ooley, War	ıda G				Pri	ority Me	edium	~							
		De	fault C																							Ш
		(Defa	ult		lf you se fields.	lect this o	option, t	he defaults	specifi	ed below w	ill be a	pplied to r	equisitio	n lines whe	en there	are no pr	edefine	ed value	s for the	ese					Ш
		(Over	ride		If you se	lect this o	option, t	he defaults	specifi	ied below w	ill over	ride any p	redefine	d values fo	or these	ields,only	/ non-b	lank val	ues are	assigr	ned.				Ш
			Defaul																				_			Ш
			eplace	the da	ta in the co	orrespon	e does n ding fiel	ot refle	ct the data he selected	lines	that are av	equisi /ailabl	tion lines tor sour	cing.	the 'OK' bi	utton is	clicked,	the da	ta enter	ed on t	nis pa	ge wil				Ш
			SI	unnlier	Supplier Location			Q			Unit of		ory 0000		Q	Q										Ш
INC				oppilor	Buyer				~		01110	mouou			~											Ш
		Shipp	oing De	faults																						Ш
					Ship To			0	•																	Ш
Ц		Distr	ibutior	Defau	Due Date				3			Atten														Ш
				Acce	ounting Ta	g			Q		Acco	unting	Date 05/	02/2023	Ħ											Ш
				inting Tields1	Defaults Chartfi	ields2	Details	Ass	t Informatio	n F				Per	sonalize	Find	2 📑	Fir	rst 🕢	1 of 1	🕑 La	st				
			Dist	Pero	-	Location	_	0.00	GL Unit		Account		Dept		Fund	Progr	am	Clas	s	Proc	luct					
			_	1				٩	LSUSH	Q		Q		٩	C	\			(\		C				
			4																			•			,	-
1	-						- Send	10 Sup	piles			r nece	pt		e snow a	n vouci	61									•

Step	Action
9.	Click the Supplier Lookup button.

Щ,	5	Requi	sition				×	•	F																			~	-		٥	×
÷	-	\rightarrow	G	仚		dpsb.	psfs.ls	suhs	c.edu/	/psp/	/fstrn	/EMPL	OYE	E/ER	P/c/F	PV_N	MAIN_	MEN	U.PV_	PRO	CUR	E_REC	Q	Q	Ċ	☆	C	*	₹			:
<	ſ	Requ	isitior	n Set	tings																										2	
Cr Wel	L				*Re *C	ess Unit quester urrency	WDO	OL1				Q		UHSC oley, V			rt			Requ		n Nam Priorit	e	lium	~					1	Help ·	≜ ge ▲
-	ł	C			ions		If you	nalad	this or	tion t	ho dof	aults spe	nife	d bala	u suitt i	ha ar	uplied to	roqui	vition lin		han th			dofine	d vali	une for	these					
				efault verric			fjelds	_	er Sea			auns spe	cuite		w will i	ne ah	ipned to	requi	sition in	ics wi			no pre	uenne	Help	×	ire assig	ined.				
	l	Lir	ne Def Note			nation in	1				Supp	lier ID Name												Find Reset			n this p	age wi				Ш
	L		repla	ace th	e data	in the co						Name																				Ш
IN				Sup		ocation						City					Q		Sta	ta		~				1						Ш
		Shi	ipping	Defa	ults	Buyer		D 1	Enter se		Posta	I Code	a sup	plier.					518			v										Ш
	l					Ship To Due Date			Select		Cance	el														1						Ш
	ł	Di	stribut	tion E	efaults																					-						
	L				Accou	nting Ta		-	-	-		a,		Ac	coun	ting l	Date 0:	570272	23 3	9		-	-		-	-						
	L					efaults													Person	alize	Find			Fin	st 🕧	1 of	1 🛞 L	ast				
	L					Chartfi			tails	Asse		mation																				1.
	L		Dist	4	Percen	ſt	Locati	ion			GL Un		a	Accou		a l	Dept		Fun		Pr Q.	ogram	0	Class	•	Pi lo [roduct					
	L		•								1503		ja								u L							•				
4	ĩ								oundre	o-otap	pilet			7 5110	w at h		pt			SHOW		ucifici										

Step	Action
10.	A pop-up Supplier Search panel displays. Users will enter part or all of the supplier name in the Name field.
	Enter the desired information into the Name field. Enter "ACCU".
11.	Click the Find button.
	Find
12.	The system has only returned supplier names that begin with the " ACCU ." A total of 14 options have been retrieved with the first 10 displaying in the Search Results area.
13.	Click the Line 5 ACCUTEMP PRODUCTS, INC option.
	0

Step	Action
14.	Click the Down button of the scrollbar.
15.	Click the Select button.
	Select
16.	The system defaults the desired <i>Supplier ID</i> and <i>Supplier Location code</i> into the Supplier and Supplier Location fields respectively.
17.	This completes <i>Using the Lookup Feature</i> . End of Procedure.

Create/Find a Run Control ID

Procedure

In this topic you will learn how to Create/Find a Run Control ID.

NOTE: All reports and processes are run using a "Run Control ID." You will need to create an ID the <u>FIRST</u> time you run a report or process. All subsequent times you will use "Search" to find your ID. You can create more than one ID.

Step	Action						
1.	Click the NavBar link.						
	\oslash						
2.	Click the Menu link.						
	Menu						
3.	Click the eProcurement link.						
	eProcurement						

	+ dpsb.psfs.lsuhsc.edu/psc/fstrn/EMPLOY	FE/EDD/c/NILII EDAMEW/ODV DT LA		Q	€ ☆	~	-		×
			Health Fina		_	ŵ	4	:	Ø
My Financ	cials Home 🔻		NavBar: Men	u					ø
⊙ ♡	System Notifications PS9FSTRN Notice: PeopleSoft Financials Training: This system is running PeopleTools 8.59.05 for upgrade training. This is a test instance for LSU Health PS Financials. Last refresh date: 2023-02-08	LSU ePro Requisitions	Recently Visited Pavorites Favorites Menu Visited Favorites	Menu ePro	Buyer Ce Manage I Manage Receive I Receive Reports Requisitié	nter Requis Requis		aprovals	>

Step	Action
4.	Click the Manage Requisitions link.
	Manage Requisitions
5.	In this example, the Requisition ID is 0079965 and the Date From is 04/26/2023. The Date To will remain as defaulted.
6.	Enter the desired information into the Requisition ID field. Enter "0079965".
7.	Enter the desired information into the Date From field. Enter "04/26/2023".
8.	Click the Search button.
9.	Click in the Requisition Report field.
9.	Requisition Report

Print Requisition	× +					~	-	٥	×
← → C ☆ (dpsb.psfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GB	Q	Ê	☆	¢.	*	⊻		:
Anage Requisitions	Requisition Print					ŵ	۵	:	Ø
Find an Existing Value E Search Criteria Run Control ID: (begins with V) Case Sensitive	ind click Search. Leave fields blank for a list of all values. dd a New Value						Ne	w Window	Help
Search Clear Bas	: Search <section-header></section-header>								

Step	Action
10.	The first time you use <i>Requisition Report</i> , you will need to create a Run Control ID in order to access the <i>Process Scheduler</i> .
	The system defaults you into the <i>Find an Existing Value</i> tab; clicking the <i>Search</i> button will display any existing run control ids. Create a new Run Control ID by clicking the <i>Add a New Value</i> tab or hyperlink.
	NOTE: On all subsequent prints, you will use the Find an Existing Value tab to search for existing Run Control IDs.
11.	Click in the Add a New Value field.

Print Requisition	×	+								~	-	٥	×
← → C ☆ ●	dpsb.psfs.ls	uhsc.edu/	psp/fstrn/	/EMP	LOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GB	Q	Ê	☆	Ċ.	*	₹		
Kanage Requisitions					Requisition Print					ŵ	Ĺ		Ø
Requisition Print												New Wind	iow Help
Find an Existing Value Add	a New Value												
*Run Control ID:													
Add													
Find an Existing Value Add a Ne	w Value												
🖶 🔎 🗎			o z (e	O Print Requisition				^	Ę.		9:55 AM 5/2/23	\Box

Step	Action
12.	Run Control ID
	A Run Control ID is used to access the <i>Process Scheduler</i> . You may save parameters to a particular process or report to a Run Control ID to minimize data entry when running recurring processes and/or reports.
	 A Run Control ID is: Specific to an end-user's Operator (User) ID; Can be entered in upper case, lower case, or mixed case; Can be up to 30 characters long; Characters can be either numbers or letters, but <u>cannot</u> include any special characters (e.g., \$, #, &); <u>Cannot</u> contain blank spaces; and <u>Must</u> be one continuous string of characters or words <u>must</u> be linked by an underscore.
13.	 Examples of Run Control IDs that <u>meet</u> the requirement: 1. REQ_RPT can be used since an underscore links the two words together; or 2. REQUISITIONREPORT can be used because it is one string of characters.
14.	 Examples of Run Control IDs that <u>do not meet</u> requirements: 1. REQ RPT because there is a blank space between the two words; or
	2. REQUISITION_REPORT'S because a special character, an apostrophe, is used.

Step	Action
15.	A Run Control ID <u>must</u> be created to run many reports in PeopleSoft. <i>If a Run</i> <i>Control ID is created that is unique to a specific report, it can be used to run the</i> <i>specific report in the future. The advantage to this method is that all report</i> <i>parameters are saved with the run control.</i> When running future reports, a user would only have to change the Requisition ID instead of entering all report parameters again. If you create one Run Control ID to use for all reports, then you will need to change all report parameters each time a report is run.
16.	Enter the desired information into the Run Control ID: field. Enter " REQ_RPT ".
17.	Click the Add button.

S Print Requisition × +					×	/	-	٥	×
← → C ☆ 🌢 dpsb.psfs.lsuhsc.edu/psp/fstrn/EMPLO	YEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GB.	. Q	È	☆	6	*	₹		:
✓ Manage Requisitions	Print Requisition					ŵ	¢	. :	Ø
					New Wir	ndow	Help	Persona	lize Page
Print Requisition									
Run Control ID: REQ_RPT Report Mana	ger Process Monitor Run								
Language: English V Specified Language	○ Recipient's Language								
Report Request Parameters									
Business Unit	Statuses to Include								
Requisition ID	Approved Select All								
From Date	Completed								
Through Date B	Open Pending								
Requestor	NOT On Hold								
Save Notify	🕞 Add 🕢 Update/Display								

Step	Action
18.	The parameters you enter on the Print Requisition page will be saved to the specified Run Control ID . When running the report in the future, the user will only change the Requisition ID ; all other fields will remain as defaulted. You <u>must</u> save your parameters in order for your parameters to default in the future.
19.	Enter the desired information into the Business Unit field. Enter "LSUSH".

Print Requisition							~		0	×
\rightarrow C \triangle \triangleq dpsb.psfs.	.lsuhsc.edu/psp/fstrn/EMPLC	DYEE/ERP/c/PV_MAI	N_MENU.PV_REQ_STATI	JS.GB Q	e	☆		+ ±		9 1
Manage Requisitions		Print Requ	lisition				ណ៍) (7 :	Ø
							New Windo	w Help	Persona	lize Pag
int Requisition										
In Control ID: REQ_RPT	Report Mana	ager Process Monitor	Run							
nguage: English V	Specified Language		t's Language							
eport Request Parameters										
Business Unit LSUSH	٩	Statuses to Include								
Requisition ID	Q	Approved	Select All							
From Date	31	Canceled								
Through Date	31	Open								
Requester	٩	Pending								
		NOT On Hold	*							
Save 🐨 Notify			🖌 Add 🛛 者 Update/Displa	r						

Step	Action
20.	Enter the desired information into the Requisition ID field. Enter "0079965".
21.	NOTE: Do <u>not</u> enter From Date, Through Date, or Requester. If this information is entered incorrectly, it may prevent the requisition from printing. Since requisitions <u>must be requested and printed ONE AT A TIME</u> , entering the Requisition ID will be sufficient to identify the requisition.
22.	Statuses to Include If you select the wrong status, it will prevent the requisition from printing (i.e.g, the end-user checked Pending, but the requisition is already Approved). By clicking the Select All button, you will be able to print the requisition in any status. Click the Select All button. Select All
23.	The bottom status will remain as defaulted as NOT On Hold .
24.	Click the Save button. <i>NOTE: The Run Control and associated parameters</i> <u>must</u> be saved to be reused for future prints. Save

Print Requisition × +			~	-	٥	×
← → C ☆ 🌢 dpsb.psfs.lsuhsc.edu/psp/fstm/EMPLO	YEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GB Q	@ ☆	*	⊻ □		:
✓ Manage Requisitions	Print Requisition		ώ	\Diamond	:	Ø
Print Requisition Run Control ID: REQ_RPT Report Mana Language: English Report Request Parameters Business Unit [SUSH] Requisition ID 0079965 Control Date R	ger Process Monitor Run C Recipient's Language Statuses to Include C Approved Select All C Canceled		New Window		rsonalize	
Through Date	Completed Open Pending NOT On Hold					
Save ≥ Notify	💽 Add 📝 Update/Display					

Step	Action
25.	NOTE: After savings your parameters, you would click the Run button to begin the print process. You must access the Report Manager to view and print your report.
	For <u>training purposes only</u> , click the Manage Requisitions link, then click the Requisition Report link.

Print Requisition	×	+										~	-	٥	×
< → C ☆ ●	dpsb.psfs.lsuł	hsc.edu/psp/fstr	n/EMPLOYEE/	ERP/c/PV_N	AIN_MENU.P	V_REQ_STA	TUS.GBL	Q	Ê	☆	e	*	₹		
(Manage Requisitions				Requisi	tion Print							ŵ	Ĺ	. :	6
													1	lew Windo	ow H
equisition Print ter any information you have a	nd click Search. Le	ave fields blank for a	list of all values.												
Find an Existing Value															
Search Criteria															
In Control ID: begins with ♥															
Search Clear Basic	Search 🖉 Save	Search Criteria													
d an Existing Value Add a N	ew Value														

Step	Action
26.	Click the Search button.
	Search

Print Reguisition X +				Ń	, .	- 6)	×
← → C 🏠 🌘 dpsb.psfs.lsuhsc.edu/psp/fstm/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL	Q	Ê	☆	(ei	* 3	L 🗆		:
Manage Requisitions Requisition Print					ώ	۵	:	Ø
Requisition Print Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Run Control ID: begins with v Case Sensitive Search Results View All First (a) 12 of 2 Last						New Wi	ndow	Help
Recordend ID RECORPT VIEW_PRINT_RECO Find an Existing Value Add a New Value						10:25 AT	M	
👯 🔎 🛱 🔚 🚺 🔯 🧟 🧿 Print Requisition				^	む む)	10:25 Al 5/2/23		כ

Step	Action
27.	A list of available Run Control IDs will display. Once a Run Control is selected, the Print Requisition page displays the information from the most recent print request for that Run Control ID .
	NOTE: If you did not save your run control parameters, the Run Control ID was not saved and the run control will not display in your search results. Also, if only one run control has been created, the system will default you to the Print Requisitions page.
	Click the REQ_RPT link.
	REQ_RPT
28.	The Print Requisition page associated with the selected run control displays.
29.	This completes <i>Create/Find a Run Control ID</i> . End of Procedure.