Frequently Asked Questions

Q How do I check the status of my requisition (REQ) ? Where can I find PO issued for my REQ and payments made, if there is any?

A You can check status of your requisition by:

1. Going to Management Requisitions Screen.
   K:\PS - Purchasing\Manage Requisitions.pdf

2. Running a Query. Download into excel to re-arrange details that you need.
   a. FAR_PURCHASE_PO_REMAINING_BAL. This shows PO amount, payments and remaining balance.
      K:\PS - Purchasing\FAR_PURCHASE_PO_REMAINING_BAL.pdf
   b. FAR_PURCHASE_REQS_SUMMARY. This shows the status of your requisitions (similar to manage requisitions screen but gives you a longer list for your site).
      K:\PS - Purchasing\FAR_PURCHASE_REQS_SUMMARY.pdf
   c. FAR_AP_SUBLEDGER_PAYMENTS_ONLY . This shows detailed vouchers (payments) and warrant (check) numbers per PO.
      K:\PS - Purchasing\FAR_AP_SUBLEDGER_PAYMENTS_ONLY.pdf

Q On Manage Requisition: When I leave all parameters blank except my user ID, I do not see all the requisitions that I entered.

A The screen defaults to a maximum of fifteen(15) requisitions entered in the current month. To view more for the current month or view prior month/s requisitions, set shorter parameters on the Date from and Date To (e.g. Date From: 10/01/2015 Date To: 10/07/2015). In this situation, it will be faster to use query viewer than manage requisition.

Q   How do I find the new PO number for an existing PO that I have prior to conversion?

A   Use Add/Update POs screen.

K:\PS - Purchasing\How to Find New PO Number in PS for an Existing PO on Legacy.pdf

Q   When do I use my site location as Ship To location instead of Loc 730-Warehouse?

A   Use your site location for:

1. **All** store REQs. When ordering items for other department/other site, (e.g. AM/PM, ASES) use the location where store items are to be delivered.
2. When REQ is for service or items that do not require physical delivery of goods to the warehouse (e.g. Confirmation for Payment PO, Pre-Payment PO, Travel and Conferences, contract for services, reimbursement POs).
3.   Items that you want to be delivered directly to the site (e.g. live specimen for science lab, hydroponics). On your comments box, please add justification for requesting site delivery instead of warehouse. In this situation, the site is responsible for sending delivery receipts to Fiscal Services/Accounts Payable.

Q   I need to use multiple accounts on my requisition. There are times when it does not work.

A   By default, the system splits account number by quantity per line item. If the quantity per account number is not a whole number, the system will give an error account and will not allow you to save. Instead of using mass change, open the triangle to open up accounting lines, distribute by "amount" instead of quantity.

K:\PS - Purchasing\Using Multiple Accounts per Line Item.pdf