REQUISITIONS (Classic), PURCHASE ORDERS, AND USING THE LIFESPAN

TABLE OF CONTENTS

OVERVIEW **2**

REQUISITION SETTINGS **2**

CREATE A REQUISITION **6**

CREATE A BLANKET REQUISITION **16**

CREATE A REQUISITION FOR THE COMPUTER DEPOT **19**

MANAGING & TRACKING REQUISITIONS **26**

- Run the Requisition Details Query 26
- View Chartstring Information 28
- Manage Requisitions Using the Lifespan 29
- Review Payment Information 33
- Review Voucher Information 37
- Review the Purchase Order Activity Summary 42

FREQUENTLY ASKED QUESTIONS (FAQS) **47**

- Is backup documentation required for a requisition? 47
- What type of product description shows up on the budget reports? 47
- Can I modify my requisition if changes are needed? 47
- Will a copy of a purchase order be sent to me after I submit a requisition? 47
- What is the turnaround time for an invoice to be paid? 47
- If a supplier does not exist in PeopleSoft, what do I do? 47
- How do I change the dollar amount on a purchase order (change orders)? 48
- Once payment is made on a purchase order, how do I close the requisition and PO to clear the encumbrance? 48
- How do I change a chartstring on an Existing Purchase Order? 48
- How should I estimate travel expenses on a requisition? 48
- Should I submit a requisition or a check request for an expenses only reimbursement? 48

ADDITIONAL RESOURCES **49**

- General Hints 49
- Personalize Column Order 49

Supplier Information ... 49

RESOURCES/HELP ... **50**

Help/Footprints ... 50
Relevant UVM Policies and Procedures ... 50
Training ... 50
Relevant UVM Departments ... 50
Suggestions? Updates? ... 50

Overview

The Requisitions function in PeopleSoft Financials enables employees and procurement professionals to manage the purchasing of goods and services for the University. PeopleSoft Financials also contains related information including supplier records, payments, billing, budgets, and more.

Authorized requesters enter Requisitions in PeopleSoft in advance of a purchase. Purchasing Services then creates a purchase order in PeopleSoft, based on the requisition. Standard procedure is for Purchasing Services to email the purchase order to the supplier as an authorized university order, with the requester cc'd on the email.

A requisition creates a pre-encumbrance against the chartstring provided, reducing the available budget balance. Creation of the purchase order clears the pre-encumbrance and creates an encumbrance; the budget balance remains the same. Payment of the invoice clears the encumbrance and creates an expense.

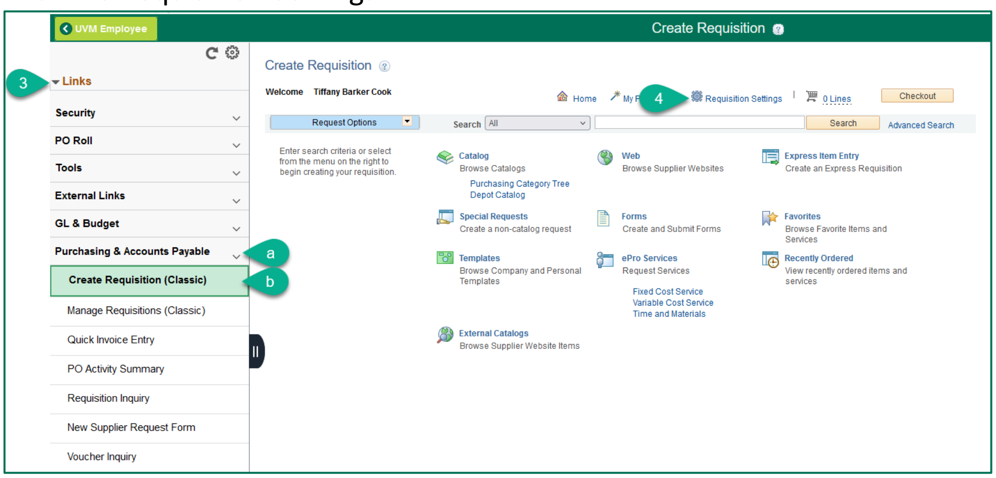
Requisition Settings

Requisition Settings are used to set defaults for certain fields that are the same across multiple lines/items. This can save the amount of data entry a user needs to do. If you are entering a single line/item, then you will not need to use Requisition Settings and can skip to the Create Requisition section.

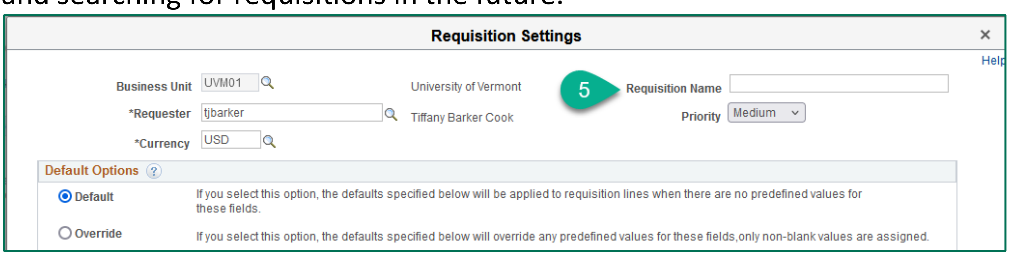
1. Log in to [PeopleSoft Financials]
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.

3. Click the **Arrow**  icon to expand the **Links** menu and the **Purchasing & Accounts Payable** menu to view frequently used Purchasing related links. Then select **Create Requisition (Classic)**

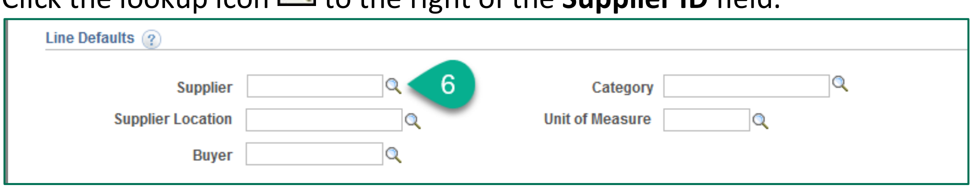
4. Click the Requisition Settings link.



5. In the **Requisition Name** field, enter a Requisition Name that will be relevant when reviewing and searching for requisitions in the future.



6. Click the lookup icon  to the right of the **Supplier ID** field.

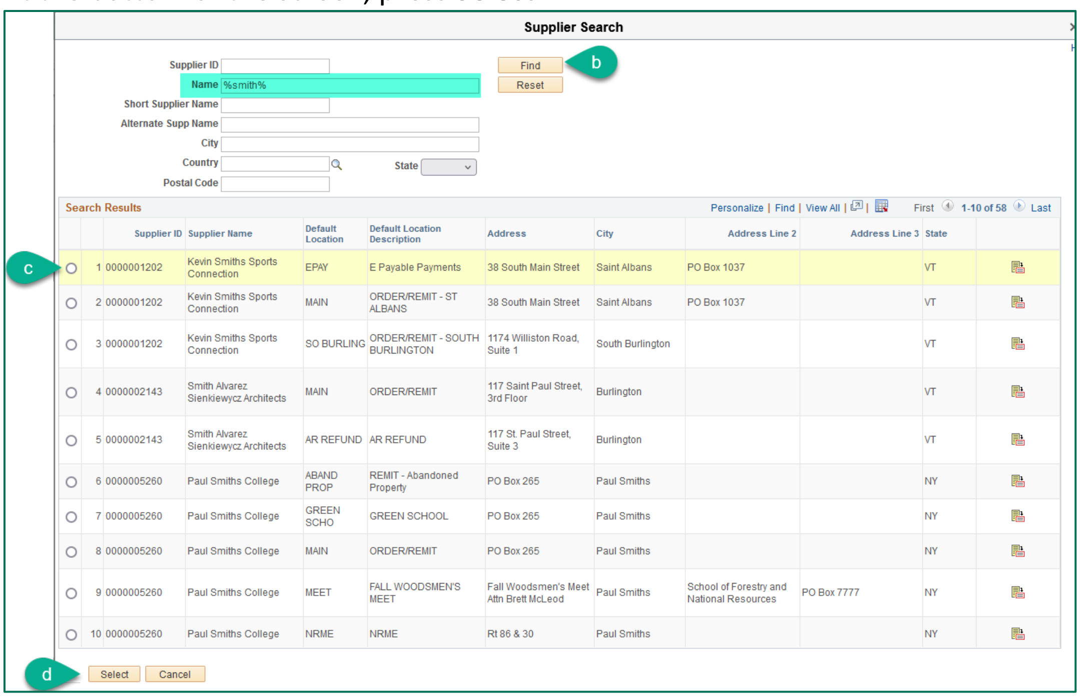


a. Enter the desired Search parameters in the **Supplier Search** screen.

b. Click **Find**. The more characters entered, the more refined the search. Searching by Name produces results that contain the name entered.

c. Select the appropriate supplier by clicking the radio button to the left of the appropriate **Supplier ID**.

d. At the bottom of the screen, press **Select**.

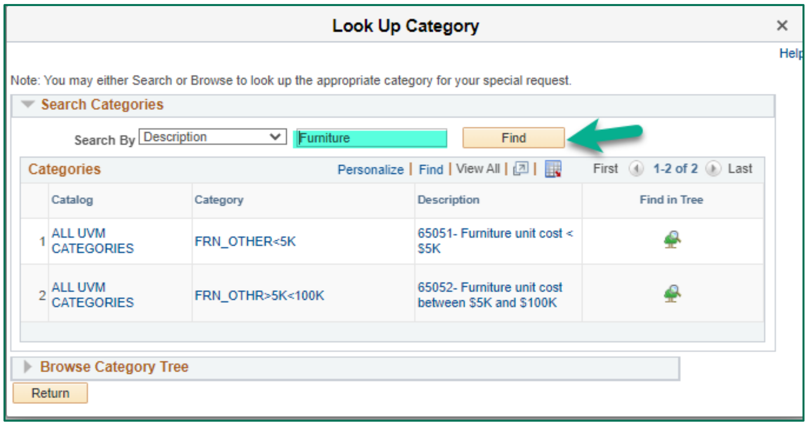


7. Complete any fields that will be the same for all the requisition lines/items.
NOTE: If you do not enter them in the Requisition Settings you will need to enter them on each of the lines.

a. Click the **Category** field **look up** icon.

i. On the **Look-Up Category** page, ensure the Search By is set to **Description** in the dropdown menu. Enter account number or key words, then press **Find**. Click the **Description** label at the top of the column to sort the list for easier viewing.

ii. Click on the category to select it for use in your requisition.



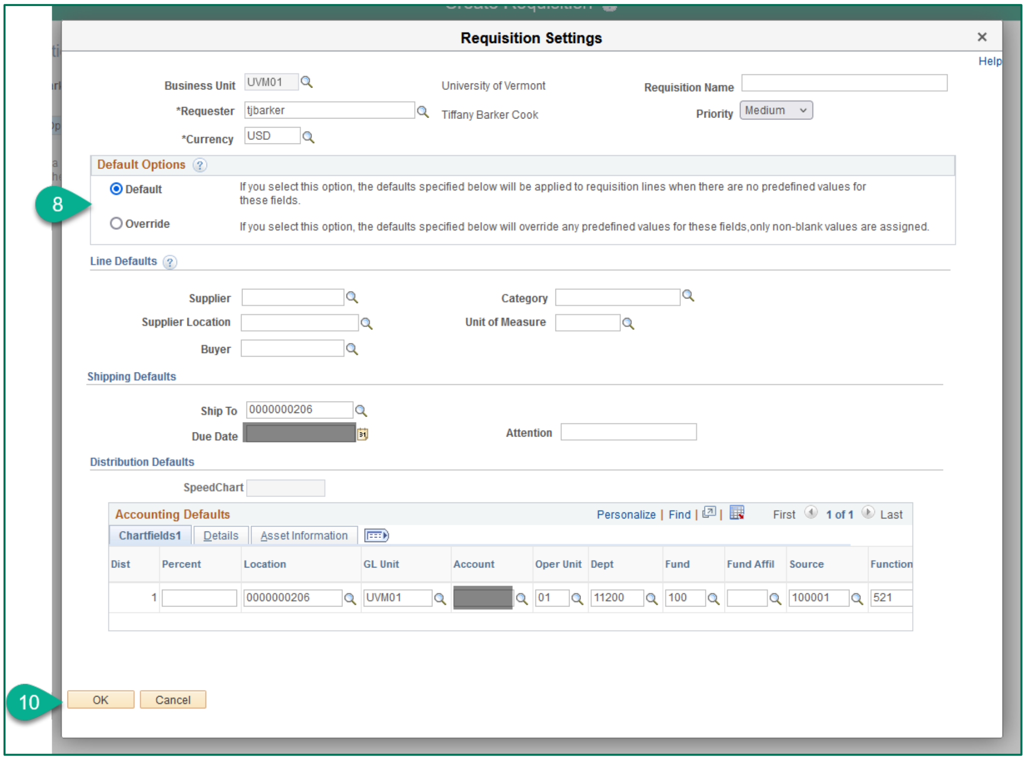
b. **Unit of Measure** - Enter the unit of measure or click on the **look up**  icon to find the unit. If the requested item's unit of measure is not listed, use **each** (**EA**).
Most commonly used units of measure:

BOX – Box	CS – Case	EA - Each
LOT – Batch Lot	MO – Month	PAK – Pak
SET – Set	UNT – Units	

8. If you need to change the default **Ship To location** or the **Chartstring** toggle the radio button from **Default** to **Override,** then update the fields accordingly.
   a. The **Account** defaults from the Category so this field should be left **blank**.

9. The **Due Date** field is ***not*** used by Purchasing Services and is not required. Requisitions are processed on a first come, first served basis.

10. When you have completed entering the requisition settings click **OK.**

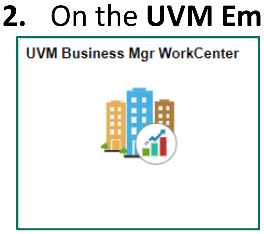


Create a Requisition

If creating a requisition for a single line/item, follow the instructions below. If you need to create a requisition for multiple lines/items, see the **Requisition Settings** section to set field defaults that are the same across multiple lines the skip to **Step 4**.

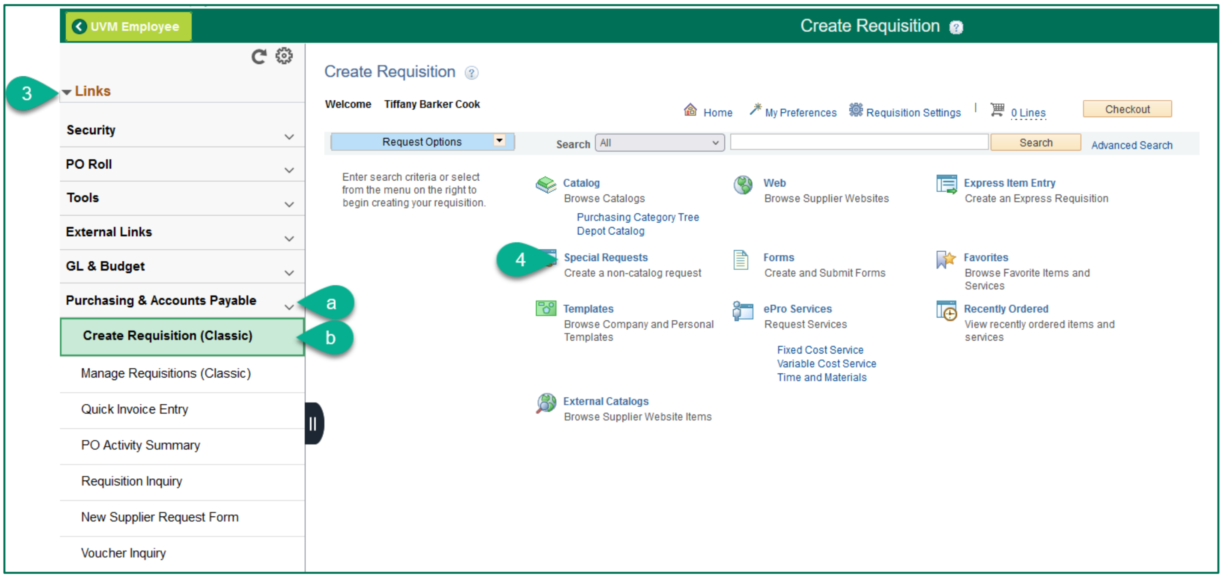
1. Log in to PeopleSoft Financials

2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow** icon to expand the **Links** menu and the **Purchasing & Accounts Payable** menu to view frequently used Purchasing related links. Then select **Create Requisition (Classic)**

4. Click the **Special Requests** link.



5. Complete the required fields denoted with an asterisk (*).

   a. **Item Description** – For goods, enter a description of the goods being purchased and their business purpose. For services, enter a description that includes the date and the nature of the service. Requisitions with insufficient descriptions may be returned to the requester for revisions.

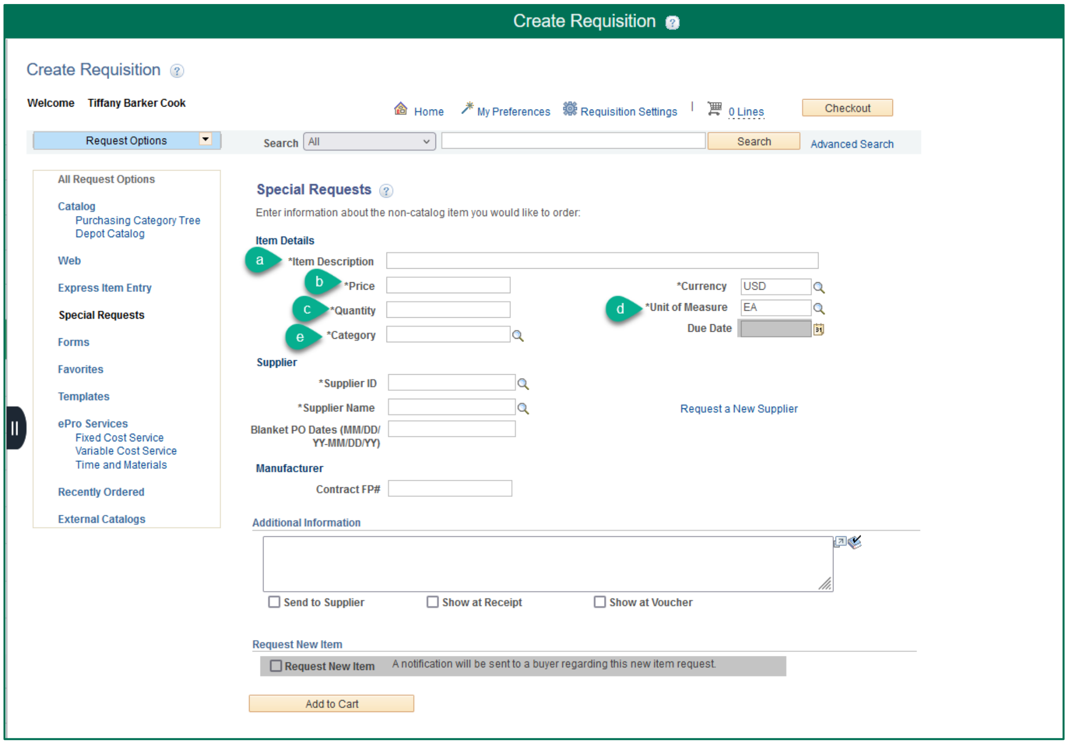
   b. **Price** - Enter the price of the item (e.g., 123.50).

   c. **Quantity** - Enter the number of units to order

   d. **Unit of Measure** - Enter the unit of measure or click on the **look up** icon to find the unit. If the requested item's unit of measure is not listed, use **each** (**EA**).
   Most commonly used units of measure:

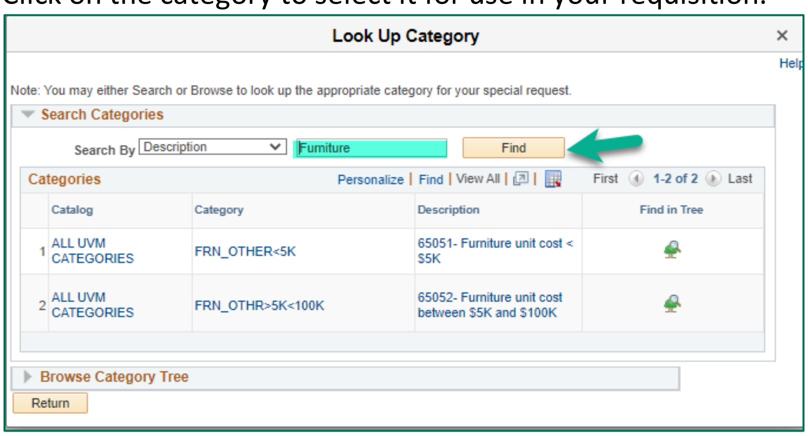
BOX – Box	CS – Case	EA - Each
LOT – Batch Lot	MO – Month	PAK – Pak
SET – Set	UNT – Units	

   e. Click the **Category** field **look up** icon.



i. On the **Look-Up Category** page, ensure the Search By is set to **Description** in the dropdown menu. Enter account number or key words, then press **Find**. Click the **Description** label at the top of the column to sort the list for easier viewing.

ii. Click on the category to select it for use in your requisition.



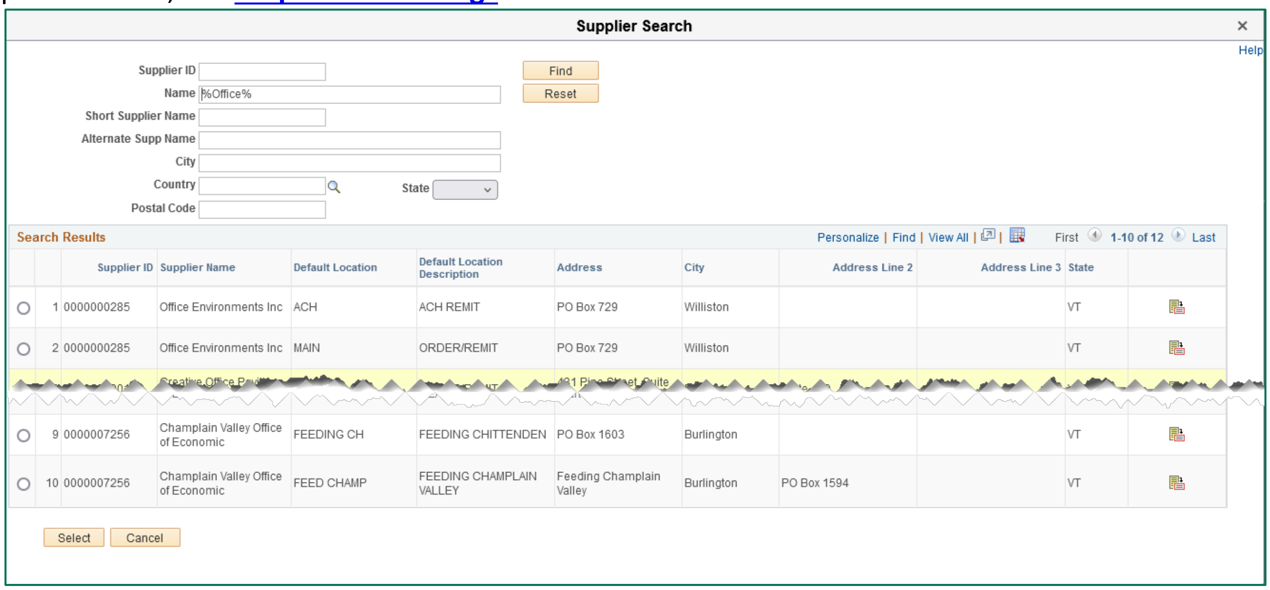
6. Click the lookup icon  to the right of the **Supplier ID** field.

a. Enter the desired Search parameters in the **Supplier Search** screen.

b. Click **Find**. The more characters entered, the more refined the search. Searching by Name produces results that contain the name entered.

c. Select the appropriate supplier by clicking the radio button to the left of the appropriate **Supplier ID**. At the bottom of the screen, press **Select**.

Verify that the selected supplier's name and id are now in the appropriate fields of the **Supplier** section. If you are adding more than one item/line to your requisitions and want to default the supplier on lines, see [Requisition Settings](#).



7. The **Due Date** field is ***not*** used by Purchasing Services and is not required. Requisitions are processed on a first come, first served basis.

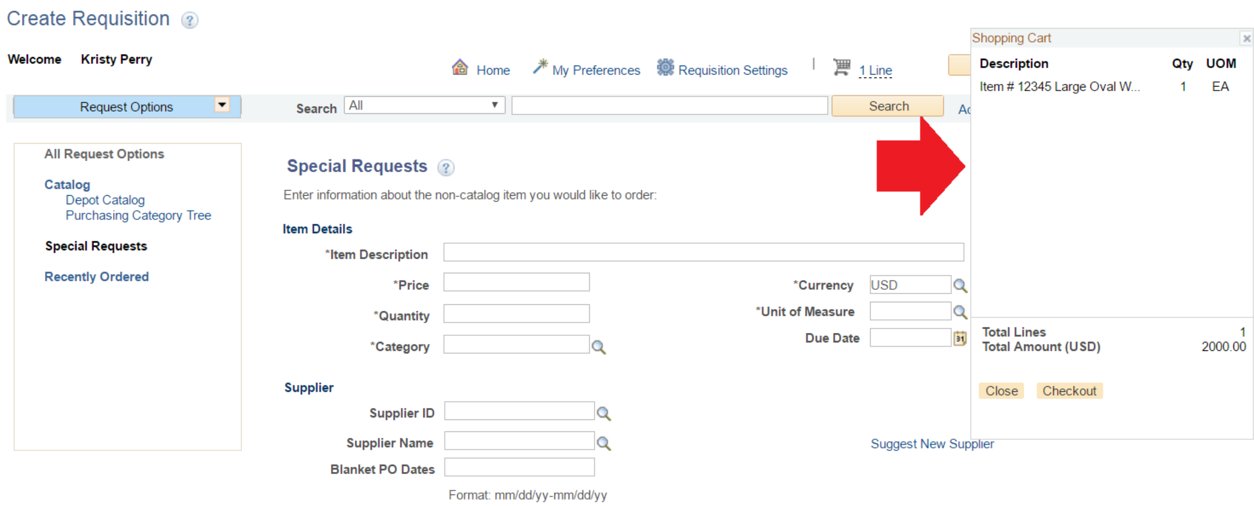
8. The **Blanket PO Dates** field is used with Blanket Purchase Orders. See instructions specific to [Blanket PO creation.](#)

9. **Contract FP#** - enter the footprint number from the contract review process in the fillable box for "Contract #[ ]" when applicable.

10. The **Request New Item** section is not in use.

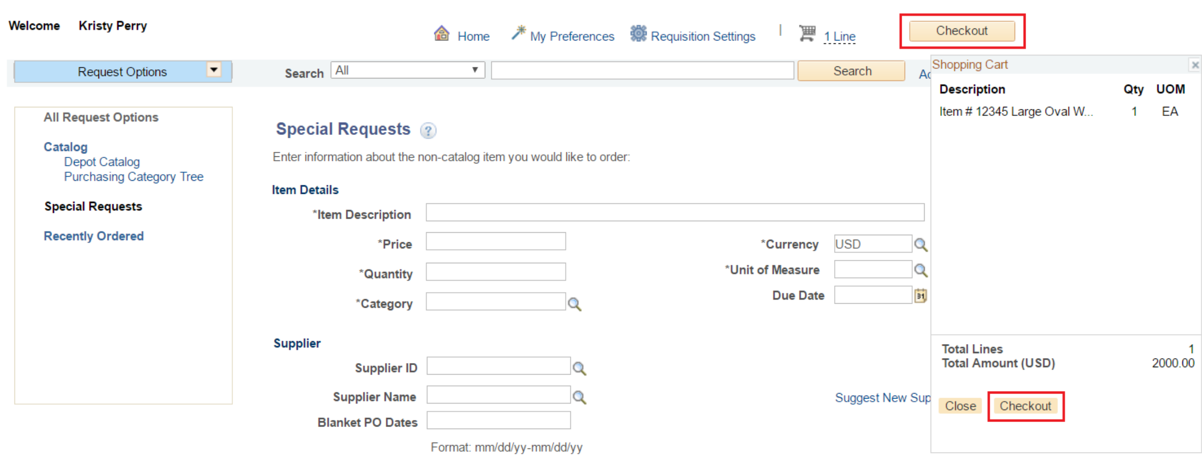
11. When the necessary item information has been entered, click **Add to Cart** to place this item on the requisition.

Note: The **Shopping Cart** on the right side of the screen displays a high-level running total of the items entered on the requisition.

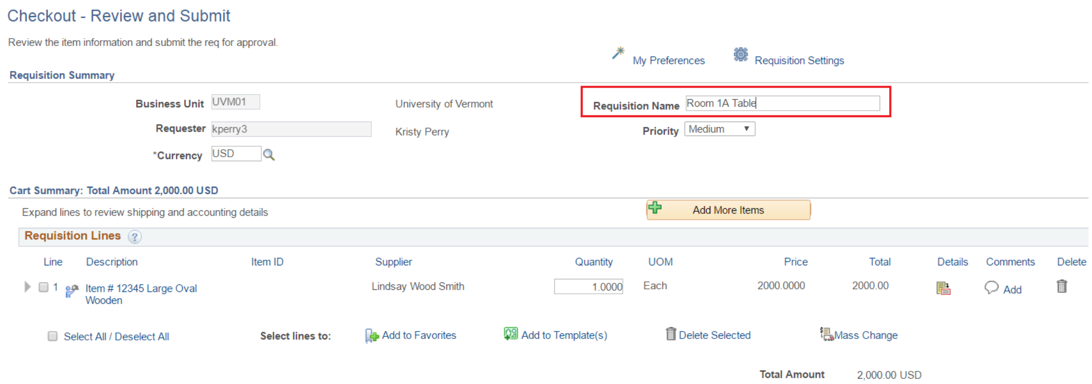


If you have additional items to order from the same supplier, repeat steps 6 through 23 to add the items to the requisition. **ONLY ONE SUPPLIER** can be used in each requisition.

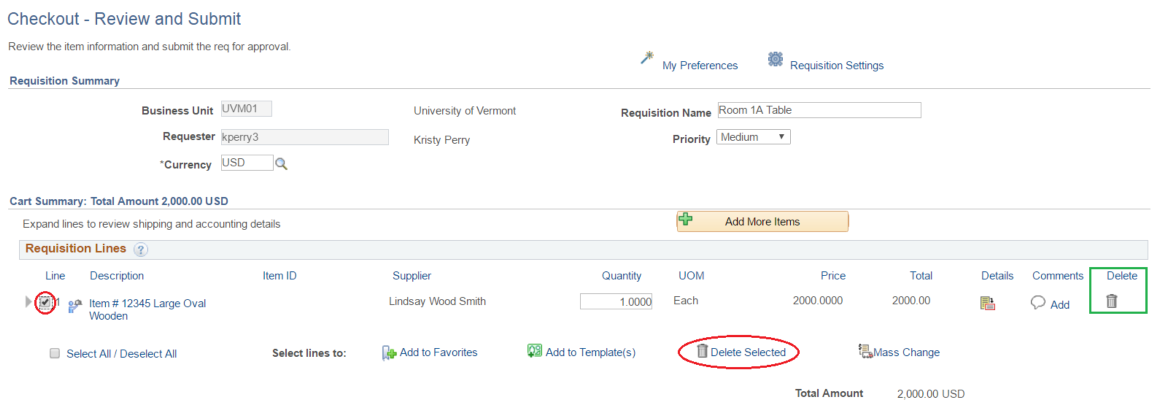
12. Click either **Checkout** button.



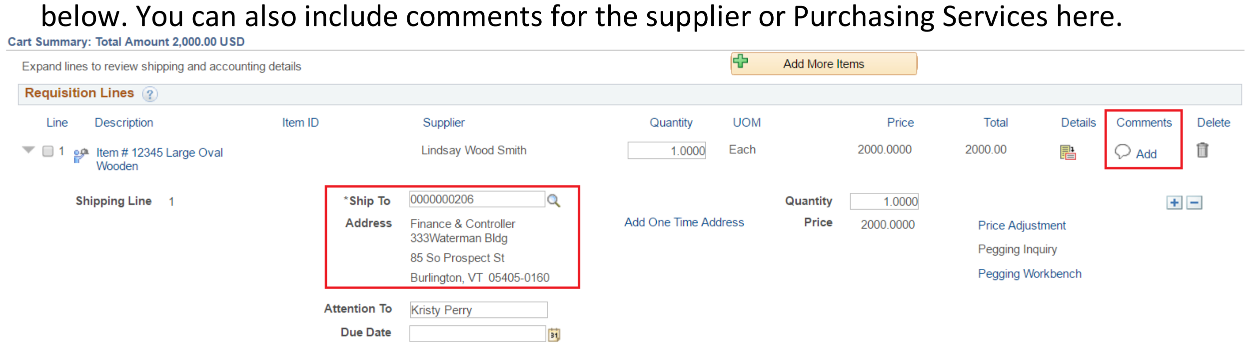
13. In the **Requisition Name** field, enter a Requisition Name that will be relevant when reviewing and searching for requisitions in the future.



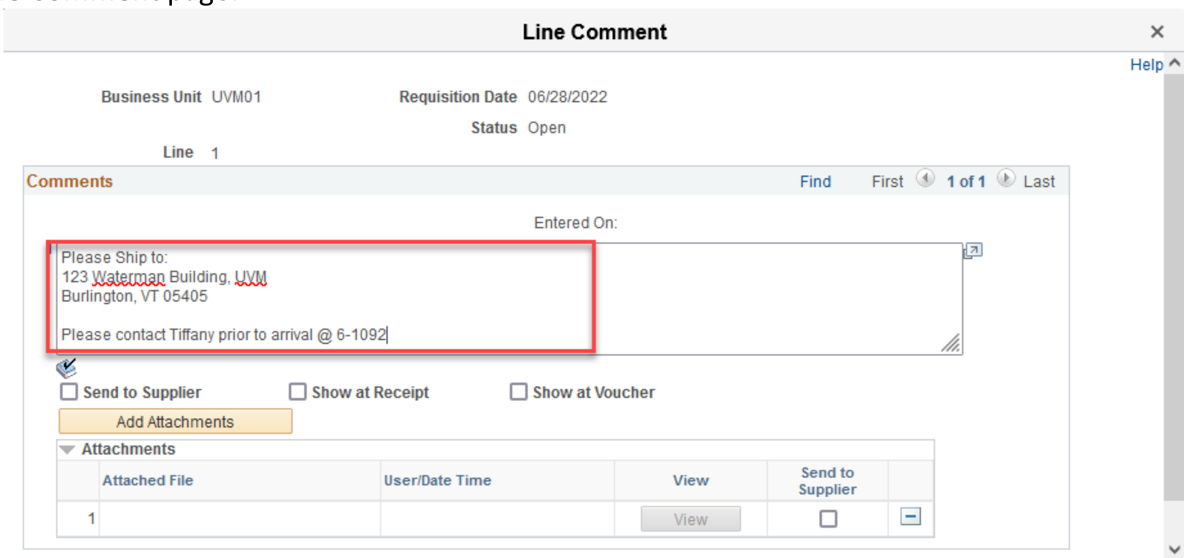
14. Review the **Cart Summary** to ensure the items and quantities are accurate. To remove one line from the requisition, click the **Trashcan** icon to the far right of the line. For multiple line deletion, click the **checkbox** to the left of the line items, then click **Delete Selected** link below the items.



15. Click the icon to expand the requisition line details. Review the **Ship To Address** and select a different one if necessary. If the UVM ship-to location you need is not in the search list, click the **Comments** bubble and add the address information on the **Line Comment** page, shown below. You can also include comments for the supplier or Purchasing Services here.



Line Comment page:

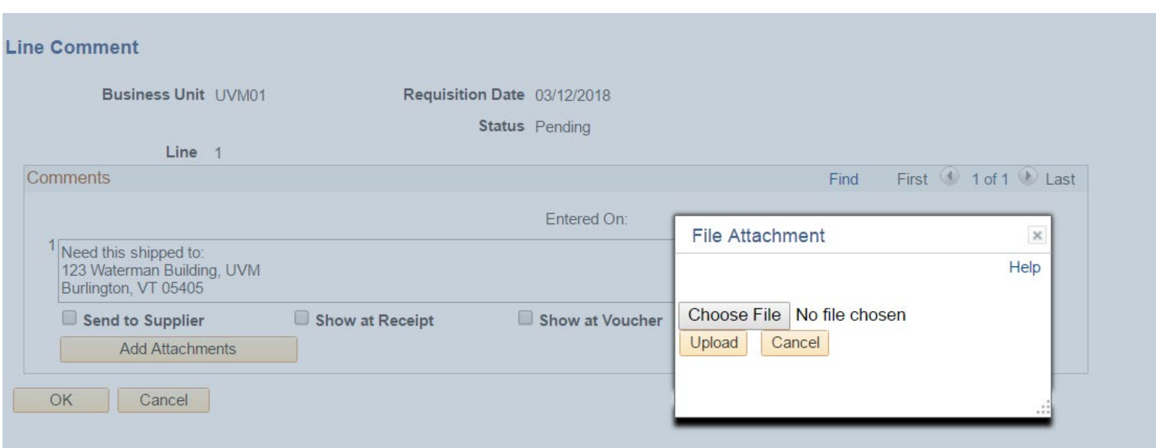


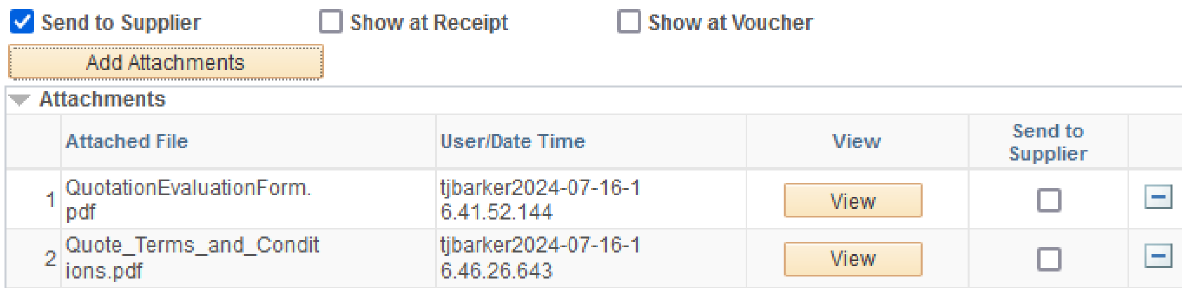
16. Attach required documents to the requisition by clicking **Add Attachments**.

Example of documents that may be required as attachments on requisitions are:

- Quotes, Estimates
- Contracts, Agreements, Terms & Conditions
- Quotation Evaluation Form or Single Sole Source Justification Form
- Employee vs. Independent Contractor Determination Form

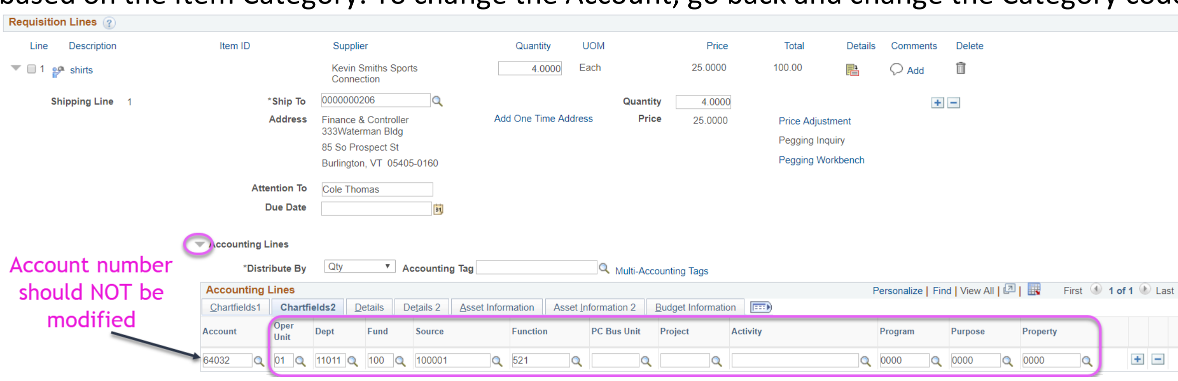
17. Click **Choose File**, browse and select the file to attach, click **Upload**, then click **OK** to attach the file to the requisition. Multiple documents can be attached, by uploading one at a time.



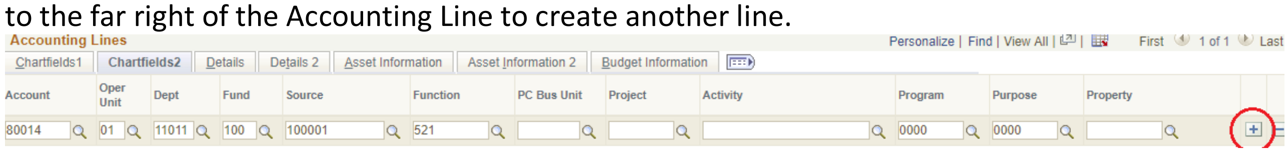


18. Click the icon to expand the **Accounting Lines**. On the **Chartfields2** tab, review the Chartfield values to which this requisition item will be charged and change, or split if necessary.

Note: **<u>DO NOT change the value in the Account</u>** field. The system derives the Account value based on the Item Category. To change the Account, go back and change the Category code.



19. To split the item cost between multiple chartstrings, add distribution line(s). Click the sign to the far right of the Accounting Line to create another line.



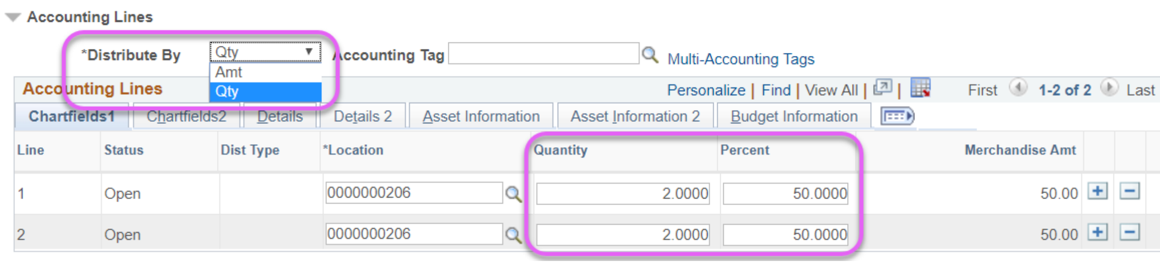
To change how the expenses are distributed, click the **Distribute By** dropdown, and select **Qty** (Quantity) or **Amt** (Amount). Select the method to use to allocate the expense account distribution.

Selecting either option enables you to distribute by percentage. If you change the amount or quantity, the percentage is adjusted. If you change the percent, the amount or quantity is adjusted. In either case, the total must equal 100 percent.

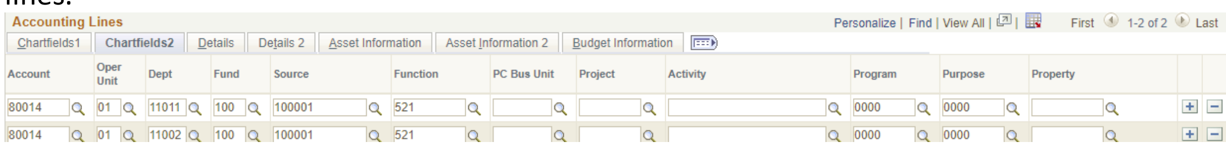
Amount*:* Select to enter a value in the Amount field. The sum of all distribution amounts must equal the schedule amount (the value in the Amount field on the Maintain Requisitions - Schedule page).

Quantity: Select to enter a value in the Req Qty field. The sum of all distribution quantities must equal the schedule quantity (the value in the Req Qty field on the Maintain Requisitions - Schedule page).

Enter the **Quantity** values or **Percent** values accordingly.

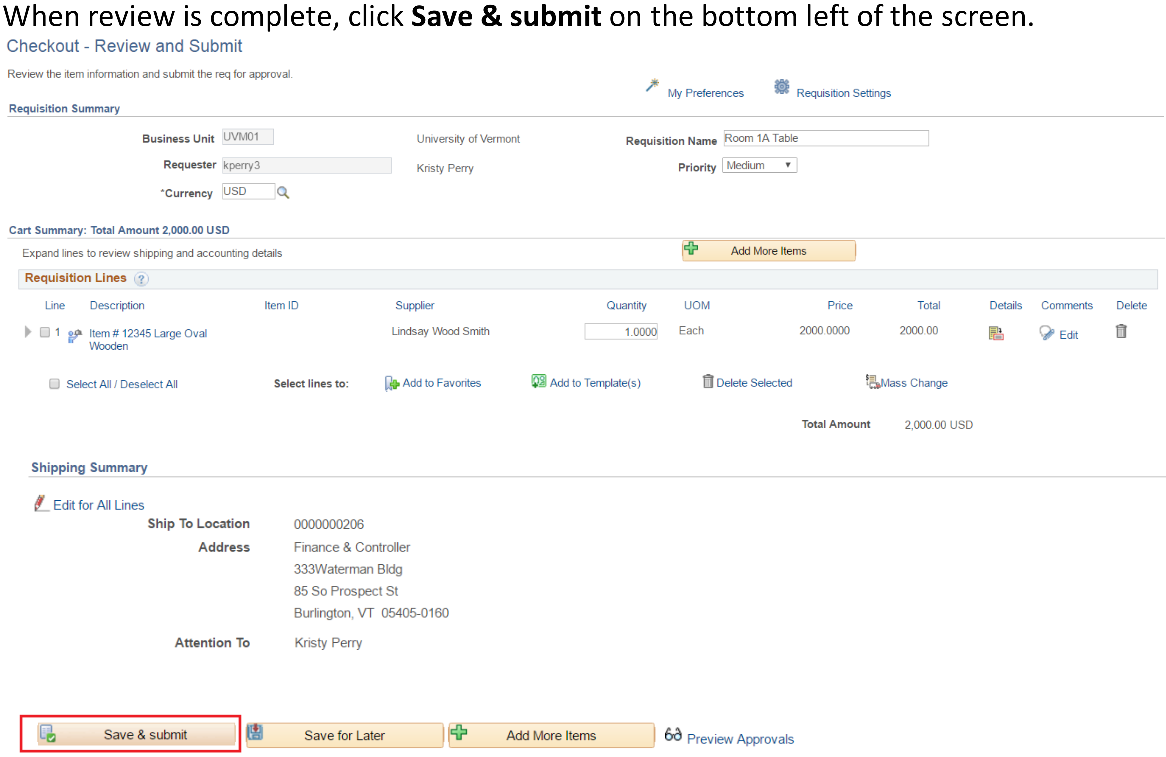


Update the values in the chartfields on the **Chartfields2** tab as needed. Repeat for all requisition lines.

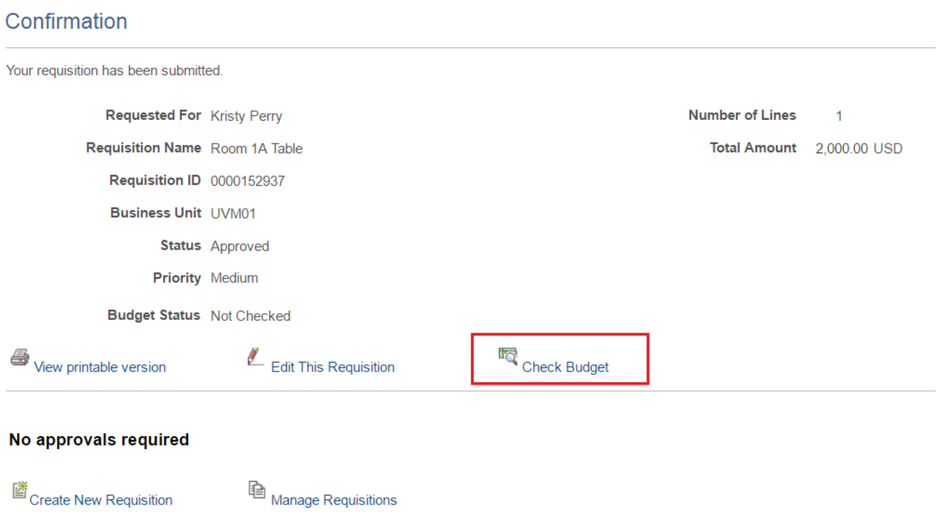


Repeat steps 15-19 for all requisition lines.

20. When review is complete, click **Save & submit** on the bottom left of the screen.



21. On the **Confirmation** page, click the **Check Budget** link or icon.



22. Verify that the **Budget Status** is valid. In the event of an error, click the **Error** link to see a description of the budget error. Work with your department budget manager or Sponsored Project Administration (SPA) to correct the error, then repeat the budget check process.

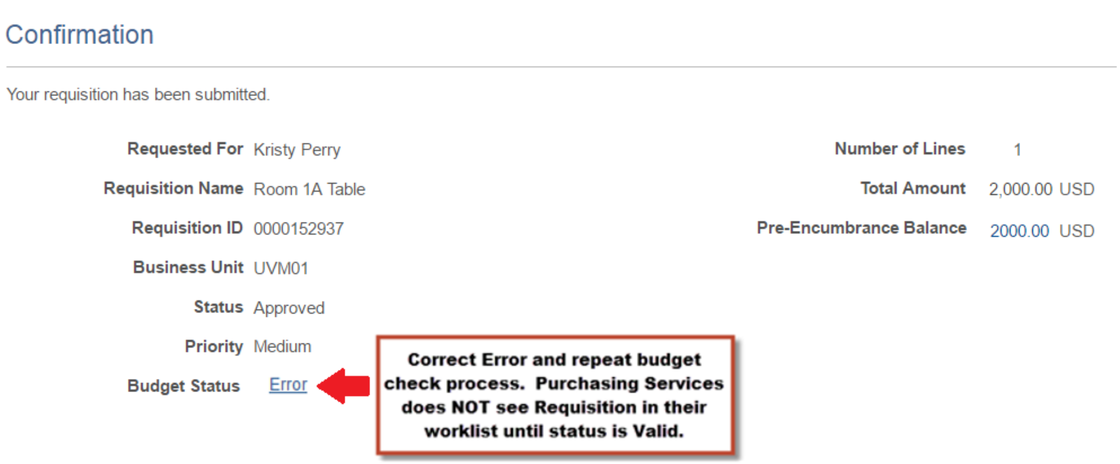
The type of error generated will depend on the fund being used in the chartstring:

A "**no budget exists**" error means that a budget for that chartstring is required but does not yet exist. A budget needs to be created for that chartstring to be used in a transaction.

An "**exceeds budget tolerance**" error means that the transaction exceeds the established budget for that chartstring (applicable for funds that are on control and do not allow spending over budget).

A "**Date out of bounds**" error means that the transaction date exceeds the project start/end date.

If the error is not resolved, Purchasing Services cannot see or process the requisition.



Create a Blanket Requisition

Requesters can enter requisitions for blanket purchase order in eProcurement at any time during the fiscal year as needed. If you are paying a supplier multiple times in a fiscal year, a blanket order is required.

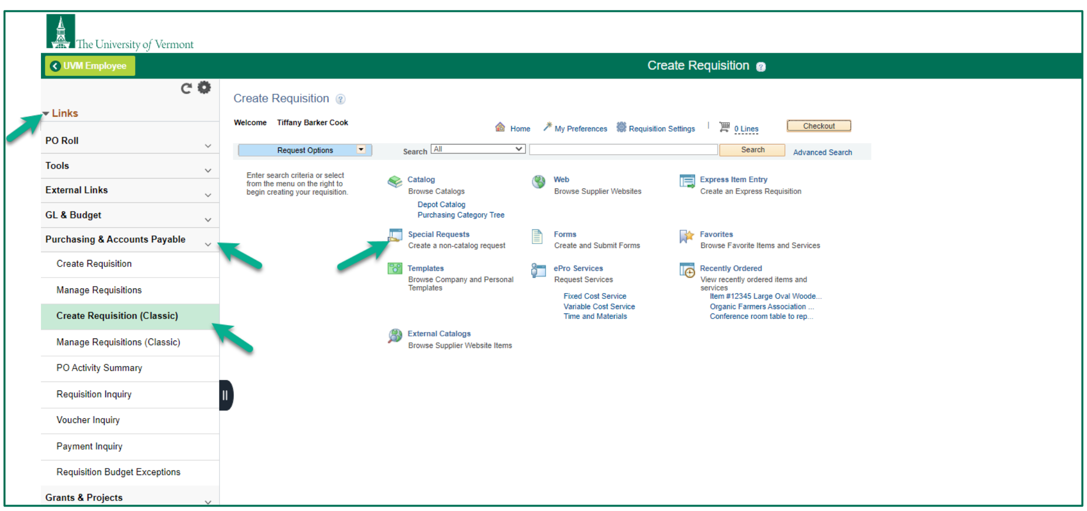
If you need to create a blanket purchase order for a single line/item, follow the instructions below. If you need to create a requisition for multiple lines/items, see the **Requisition Settings** section to set field defaults that are the same across multiple lines the skip to **Step 4**.

1. Log into PeopleSoft Financials

2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.

3. Click the **Arrow** icon to expand the **Links** menu and the **Purchasing & Accounts Payable** menu to view frequently used Purchasing related links. Then select **Create a Requisition (Classic)**

4. Click the **Special Requests** link.



5. Complete the required fields denoted with an asterisk (*).
   a. **Item Description** - For goods, enter a description of the goods being purchased and their business purpose. For services, enter a description that includes the date and the nature of the service. Requisitions with insufficient descriptions may be returned to the

requester for revisions.

b. **Price** - enter a dollar amount **estimate of the total spend through the blanket end date**. If entering a blanket order based on a monthly charge or number of units, enter the monthly/unit amount in the **Price** field, e.g., 500.00, and the number of months in the **Quantity** field.

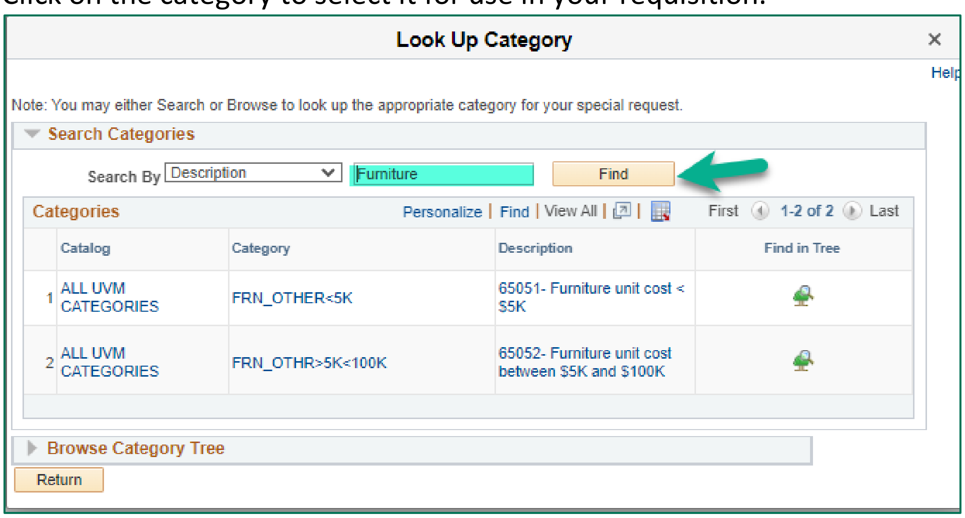
c. **Quantity** - Enter the number of units to order. If it is a blanket order by dollar amount, enter 1 as the quantity. If the blanket order is by month or number of units, enter the correct quantity for the remaining fiscal year, e.g., 12 months.

d. **Unit of Measure** - Enter the unit of measure or click on the **look up** icon to find the unit. If the requested item's unit of measure is not listed, use **each** (**EA**).
Most commonly used units of measure:

BOX – Box	CS – Case	EA - Each
LOT – Batch Lot	MO – Month	PAK – Pak
SET – Set	UNT – Units	

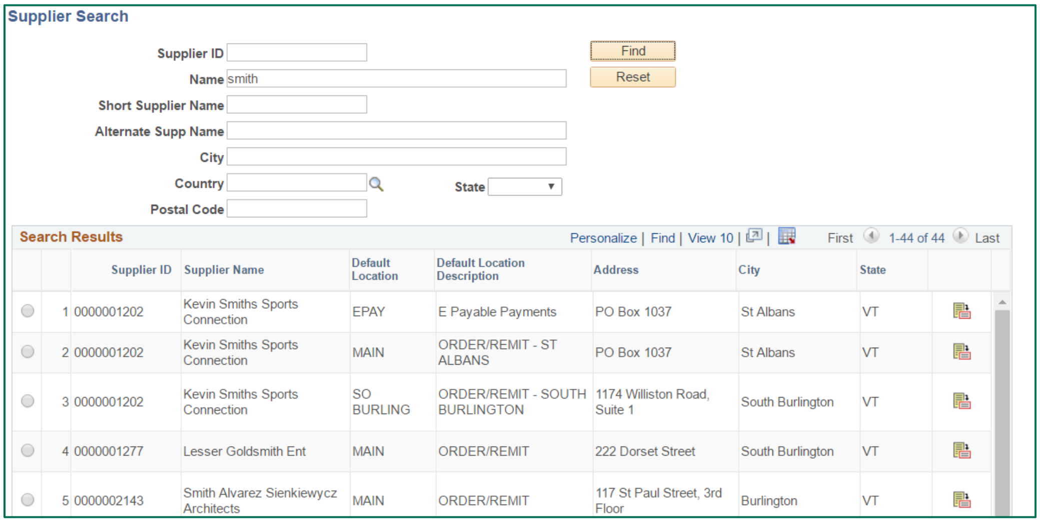
e. Click the **Category** field **look up** icon.
   i. On the **Look-Up Category** page, ensure the Search By is set to **Description** in the dropdown menu. Enter account number or key words, then press **Find**. Click the **Description** label at the top of the column to sort the list for easier viewing.

   ii. Click on the category to select it for use in your requisition.



6. Click the lookup icon to the right of the **Supplier ID** field.

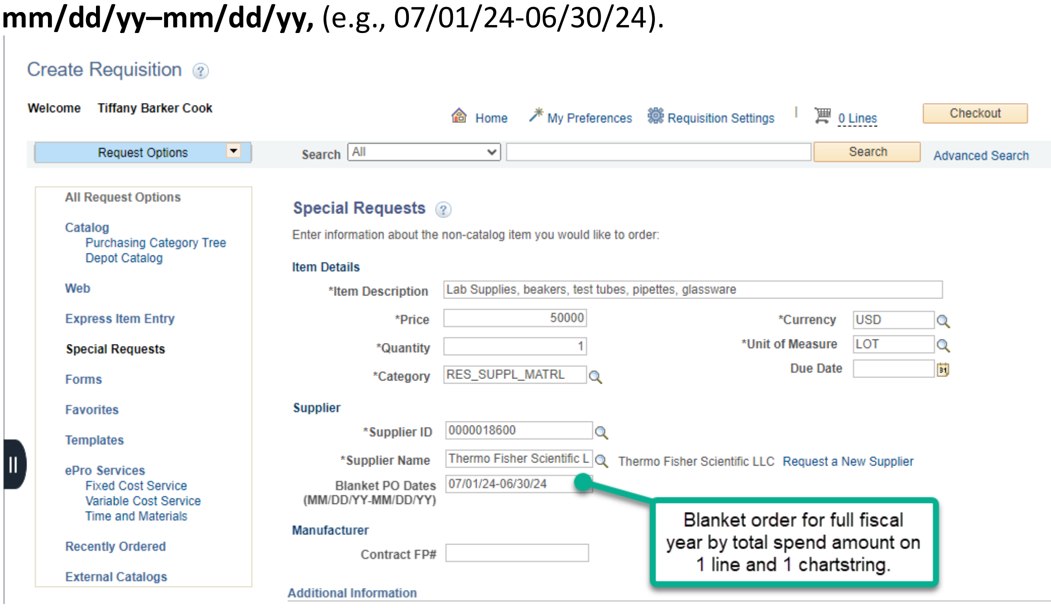
a. Enter the desired Search parameters in the **Supplier Search** screen.
Click **Find**. The more characters entered, the more refined the search. Searching by Name produces results that contain the name entered.



b. Select the appropriate supplier by clicking the radio button to the left of the appropriate **Supplier ID**. At the bottom of the screen, press **Select**.

c. Verify that the selected supplier's name and id are now in the appropriate fields of the **Supplier** section. You will need to populate all lines of your requisition with the same supplier ID and location.

7. Complete the **Blanket PO Dates** field for all blanket purchase orders. The start and end dates of the blanket purchase order must be entered in the following format: **mm/dd/yy–mm/dd/yy,** (e.g., 07/01/24-06/30/24).



8. When the necessary item information has been entered, click **Add to Cart** to place this item on the requisition.

9. **For remaining Blanket Requisition Processing –**refer to Steps 12-22 under Create a Requisition above.

10. **Additional Notes for Blanket Requisitions:**
    a. Use your best estimate for total spend. **Hint**: use last fiscal year's total spend amount as a starting amount. If you go over that amount, email Purchasing Services to increase the PO to cover the remainder of the fiscal year. See our FAQs.

    b. If your requisition is connected to an RFP (Request for Proposal) and is a UVM contracted supplier, include the RFP # in the comments section. This means *no documents* are required to be attached to your requisition because Purchasing already has the documents on file for audit purposes.

    c. Blanket Requisitions can be used for many different purposes to a supplier:
        - Purchasing goods or services multiple times through the fiscal year
        - Purchasing goods or services on a monthly basis
        - Purchasing goods or services quarterly
        - Purchasing services from an individual 2 or more times during academic year
        - Purchasing goods or services multiple times on different chartstrings

    d. Include previous fiscal year purchase order # in comment field, if applicable.

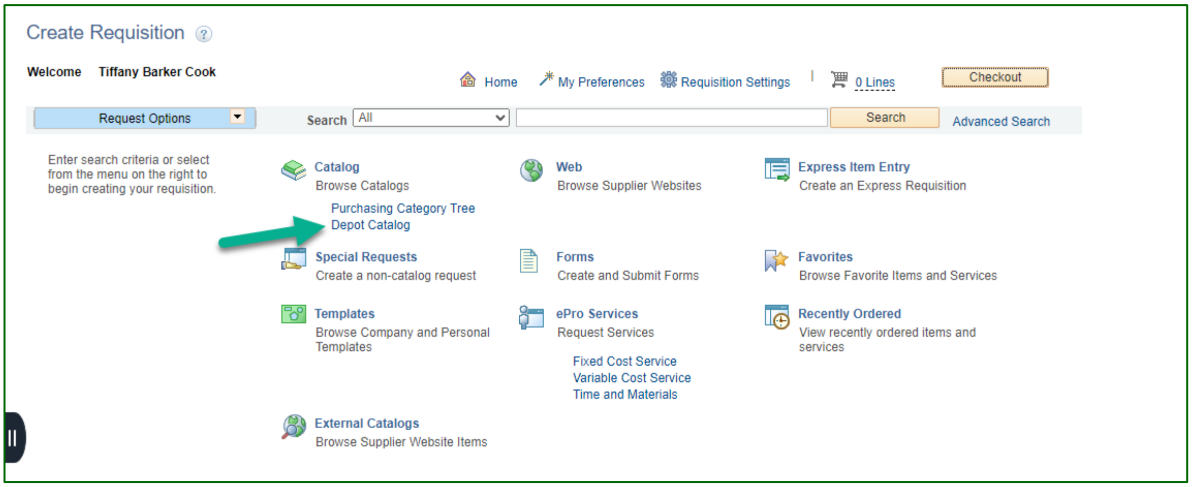
Create a Requisition for the Computer Depot

1. Log in to PeopleSoft Financials.

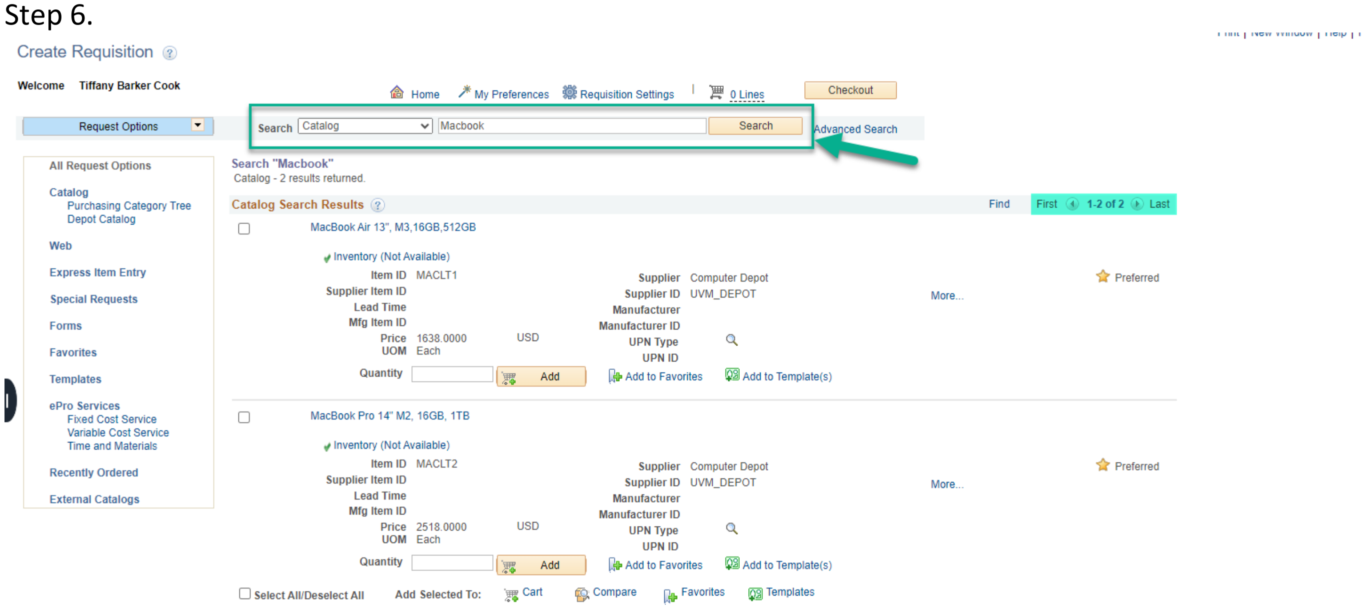
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.

3. Click the **Arrow**  icon to expand the **Links** menu and the **Purchasing & Accounts Payable** menu to view frequently used Purchasing related links. Then select **Create Requisition (Classic)**

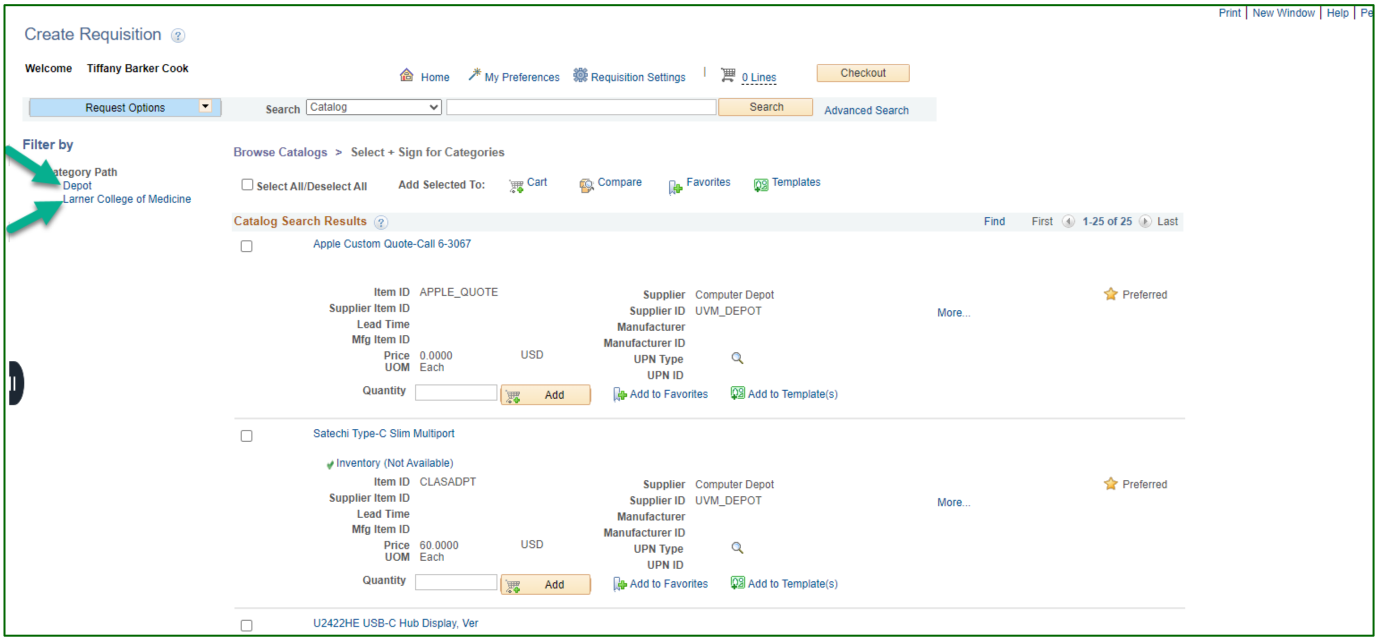
4. To browse all depot items, click the **Depot Catalog** link.



5. If you know part of the item name, enter it in the **Search** field, and press **Enter** or click **Search**. In this example, searching by the term **MacBook** returns 2 items. To view the entire catalog, see Step 6.

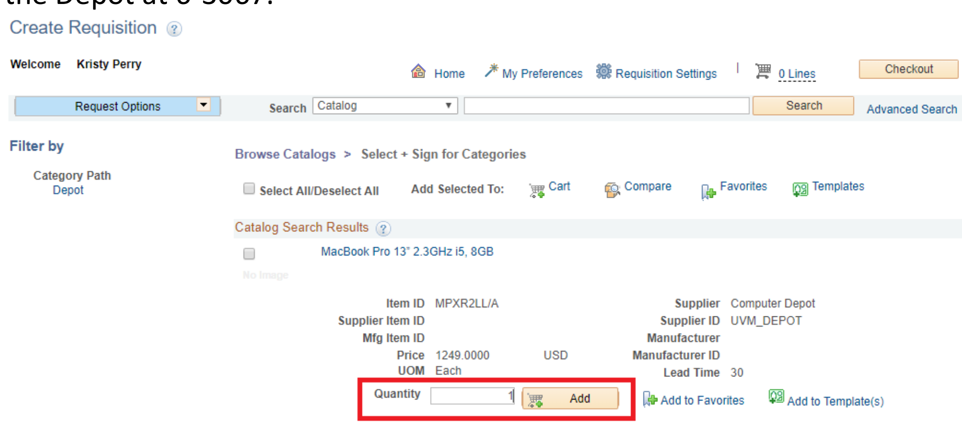


6. To narrow down the items available to you, you can select “Depot” or “Larner College of Medicine” in the **Filter by** section.

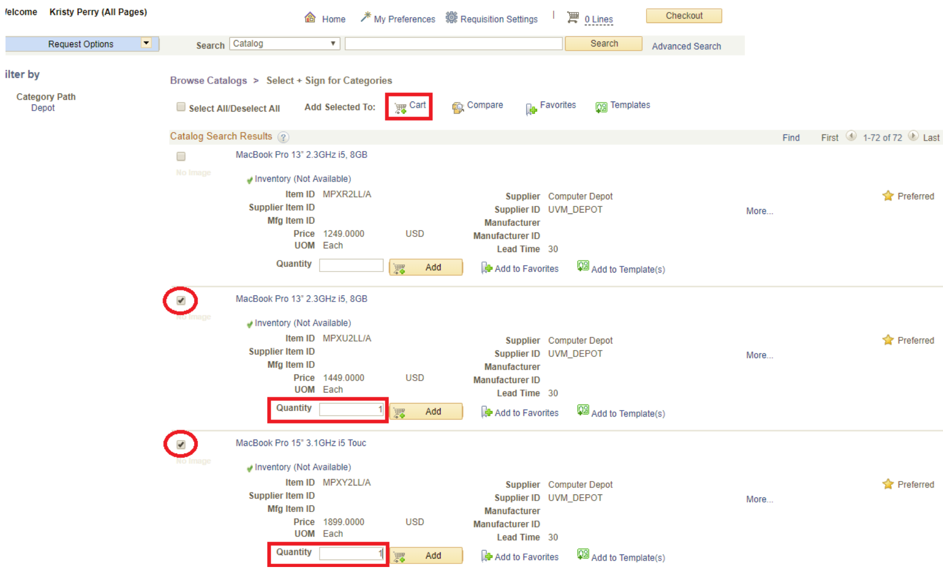


7. In the **Catalog Search Results**, find the desired item and enter the quantity to order in the Quantity field. Click **Add** to add the item to the cart. To add multiple items to the cart at once, see step 8.

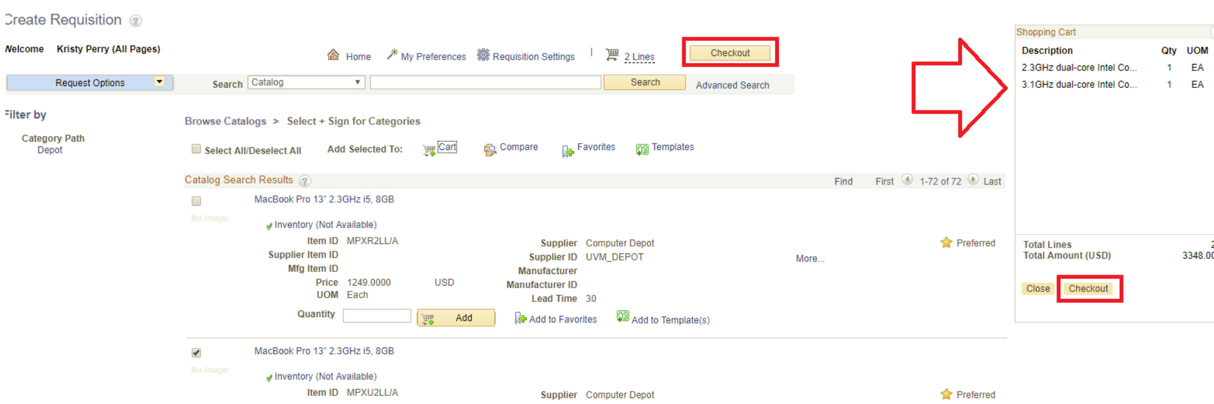
   NOTE: If you cannot locate a specific item you need use one of the Custom Quote options and contact the Depot at 6-3067.



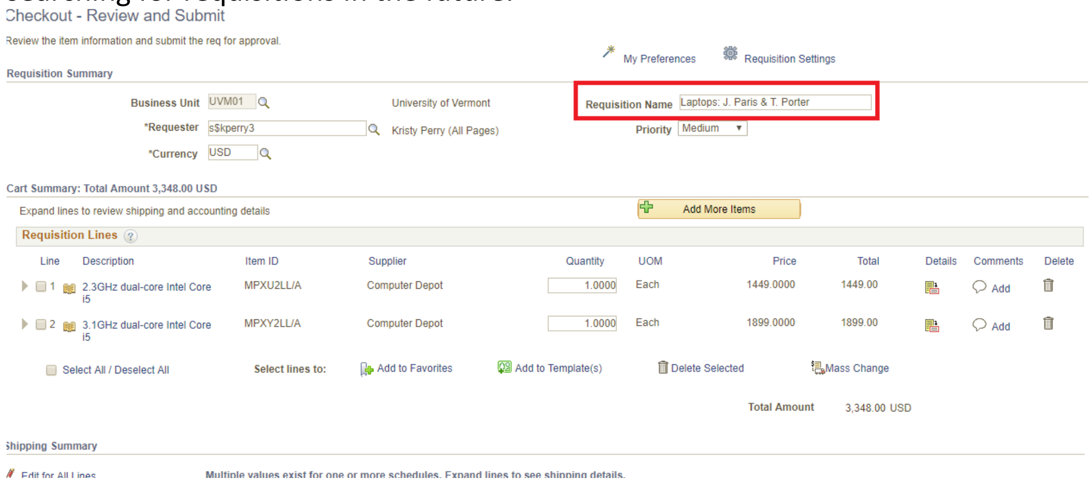
8. To add multiple items to the cart at once, click the **Checkbox** to the left of each desired item, enter the quantity for each, then click the **+Cart** icon above the Catalog Search Results section (if no quantities are entered per item, a quantity of 1 will be used).



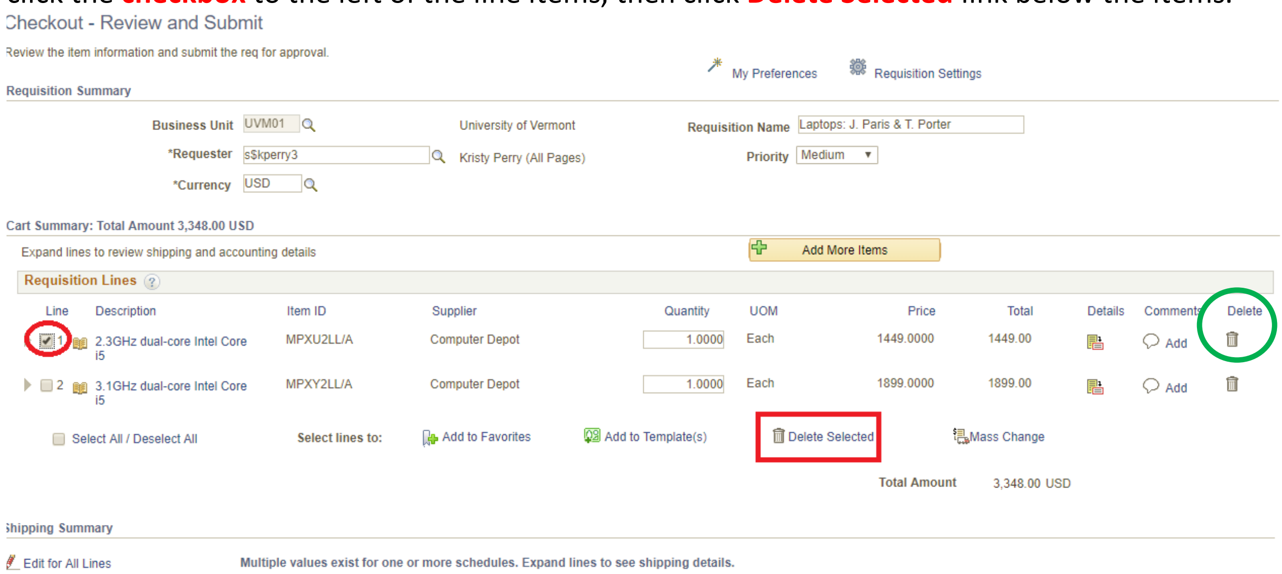
9. Requested items appear in the **Shopping Cart**, in the upper right corner of the screen. When all desired items are in the **Shopping Car**t, click one of the **Checkout** buttons**.**



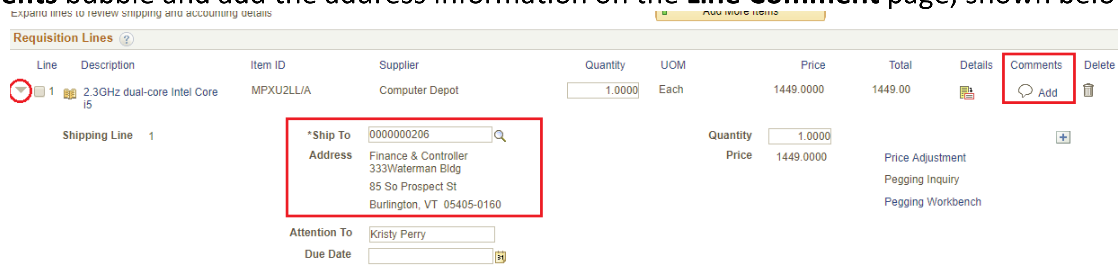
10. In the **Requisition Name** field, enter a Requisition Name that will be relevant when reviewing and searching for requisitions in the future.



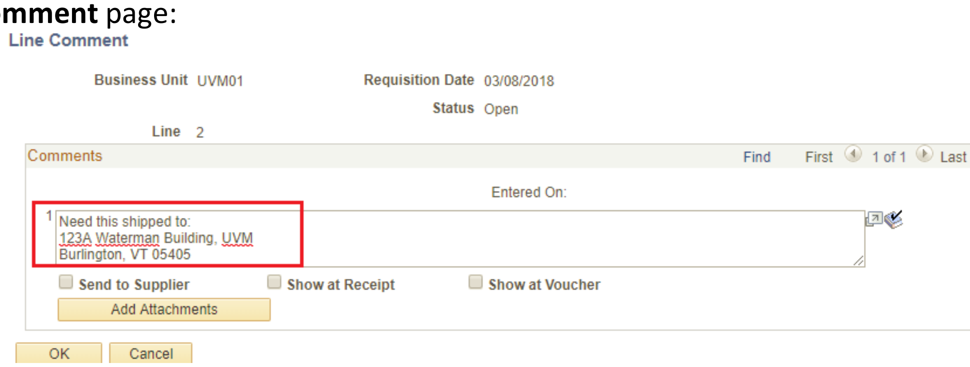
11. Review the **Cart Summary** to ensure the items and quantities are accurate. To remove one line from the requisition, click the **Trashcan** icon to the far right of the line. For multiple line deletion, click the **checkbox** to the left of the line items, then click **Delete Selected** link below the items.



12. Click the icon to expand the requisition line details. Review the **Ship To Address** and select a different one if necessary. If the UVM ship-to location you need is not in the search list, click the **Comments** bubble and add the address information on the **Line Comment** page, shown below.

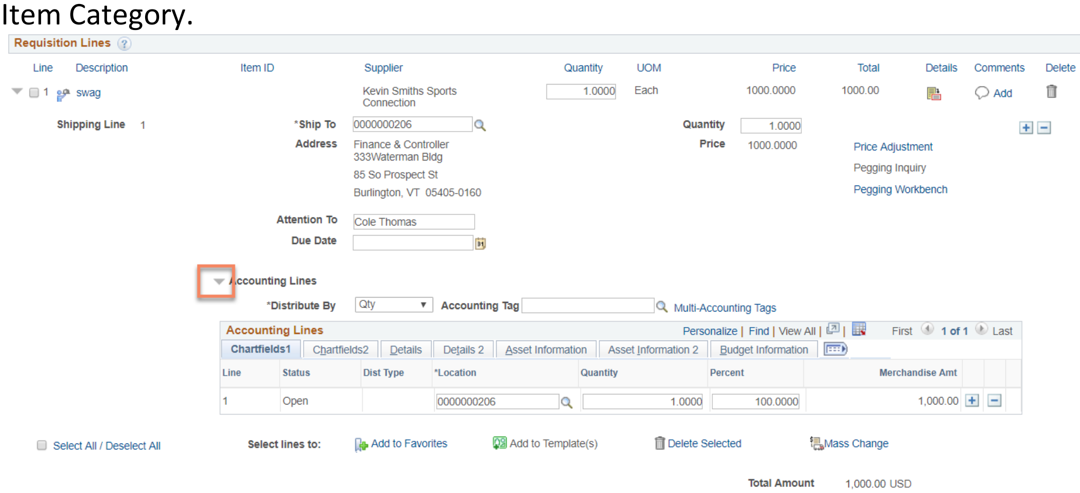


13. Line Comment page:

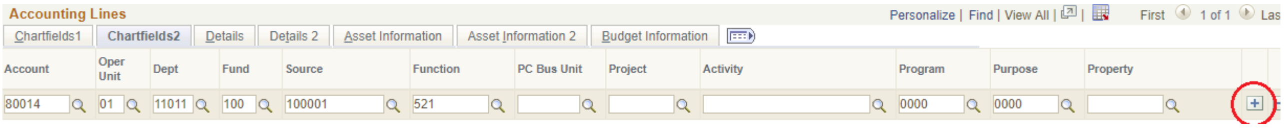


14. Click the icon to expand the **Accounting Lines**. On the **Chartfields2** tab, review the Chartfield values to which this requisition item will be charged and change, or split if necessary.

Note: DO NOT change the value in the Account field. The system derives the Account value based on the Item Category.



15. To split the item cost between multiple chartstrings, add distribution line(s). Click the sign to the far right of the Accounting Line to create another line.



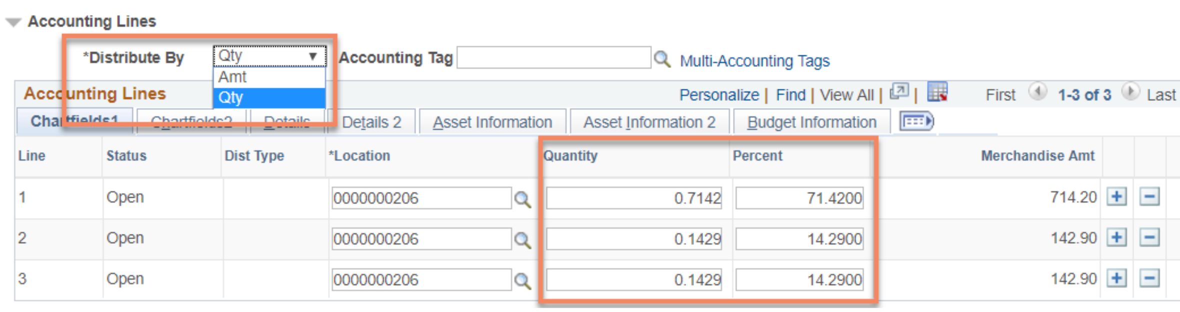
To change how the expenses are distributed, click the **Distribute By** dropdown, and select **Qty** (Quantity) or **Amt** (Amount). Select the method to use to allocate the expense account distribution.

Selecting either option enables you to distribute by percentage. If you change the amount or quantity, the percentage is adjusted. If you change the percent, the amount or quantity is adjusted. In either case, the total must equal 100 percent.

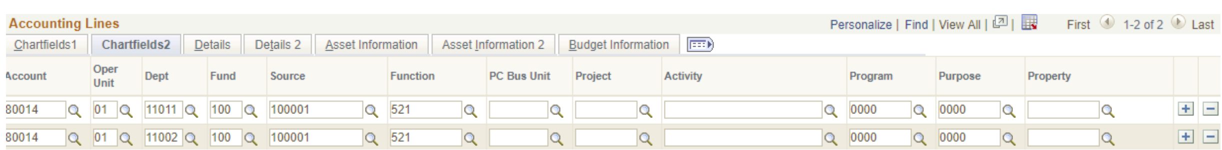
***Amount**:* Select to enter a value in the Amount field. The sum of all distribution amounts must equal the schedule amount (the value in the Amount field on the Maintain Requisitions - Schedule page).

***Quantity**:* Select to enter a value in the Req Qty field. The sum of all distribution quantities must equal the schedule quantity (the value in the Req Qty field on the Maintain Requisitions - Schedule page).

Enter the **Quantity** values or **Percent** values accordingly.



Update the values in the chartfields on the **Chartfields2** tab as needed. Repeat for all requisition lines.



Repeat steps 12-14 for all requisition lines.

16. When review is complete, click **Save & Submit**. This will send the requisition to the **Computer Depot**. When they receive the requisition, they will send an approval email. The expense will be charged to the chartstring(s) provided. In the event that a chartstring is not valid, the Depot will ask the requisitioner for a new, valid chartstring. The requisition will be budget-checked by the **Computer Depot** once they have received the valid chartstring(s).

Managing & Tracking Requisitions

The **Requisition Details** Query is helpful for finding information related to the requisition, including the purchase order, invoice, and payments made.

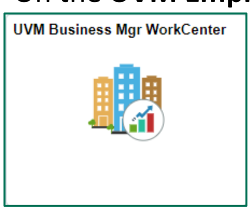
The query provides the following data:

- PO Business Unit
- Requisition ID
- Requisition Line number
- Associated PO #, PO Line #, PO Line Amount
- Supplier Name, Invoice Number, Invoice Date, Invoice Amount
- Associated Voucher #
- UVM Check #, Payment Date, Method, Status (P = Paid, V = Void)

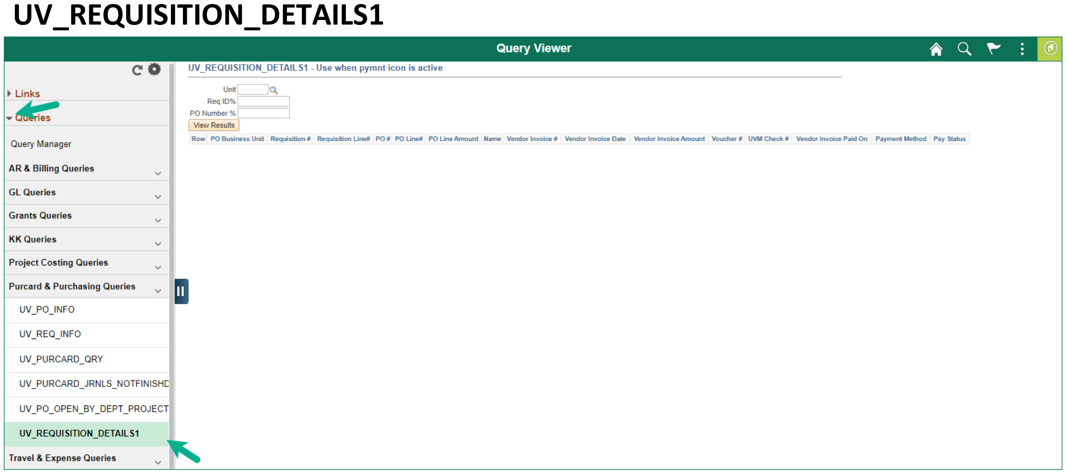
Run the Requisition Details Query

1. Log in to [PeopleSoft Financials]()

2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



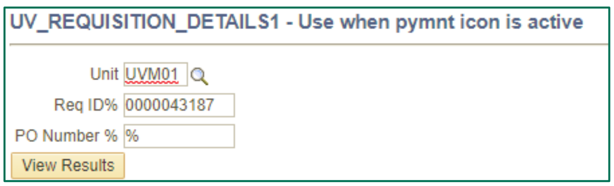
3. Click the **Arrow**  icon to expand the **Queries** menu and the **PurCard & Purchasing Queries** menu to view frequently used Purchasing related queries. Then select **UV_REQUISITION_DETAILS1**



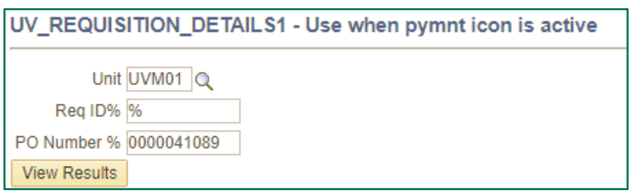
4. This query requires that you supply criteria, displaying required prompts for Unit, Req ID, and PO Number.

a. **Unit:** Enter **UVM01** into the field or use the search icon to select the value. This is the purchasing Business Unit for the requisition.

b. **Req ID & PO Number:** These fields display **%** next to them. Either data element is sufficient. Enter the id number you have into the corresponding field. Enter **%** in the other.
Examples:
If you have the **Requisition ID**, enter criteria as follows:

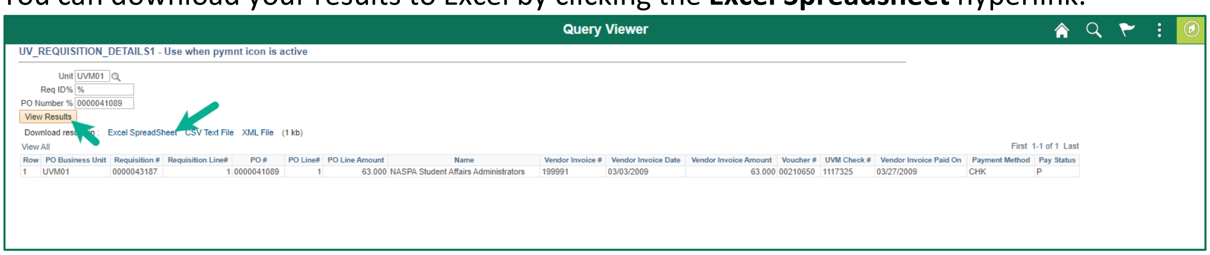


If you have the **PO Number**, enter criteria as follows:



5. When you have completed entering your criteria click **View Results.**

6. You can download your results to Excel by clicking the **Excel Spreadsheet** hyperlink.



View Chartstring Information

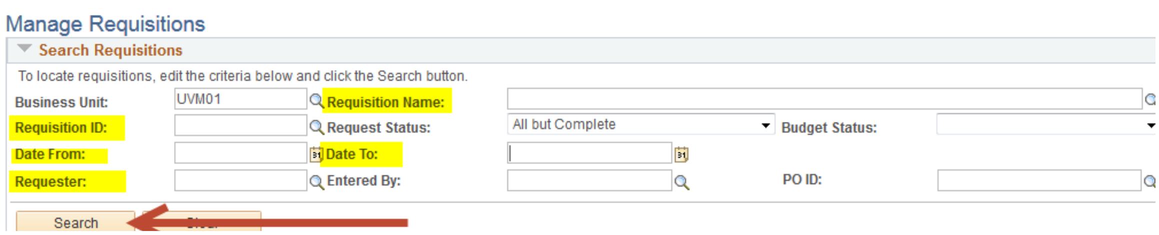
Chartstrings track when and where goods and services are charged within the University. Requisition data including business unit, department, price and budget is found here.

1. Log in to [PeopleSoft Financials]()

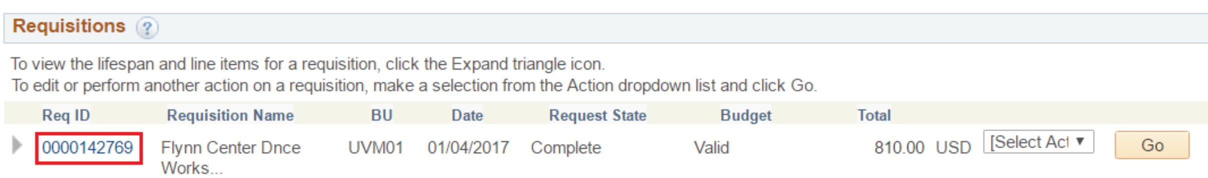
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.

3. Click the **Arrow** icon to expand the **Links** menu and the **Purchasing & Accounts Payable** menu to view frequently used Purchasing related links. Then select **Manage Requisitions (Classic)**

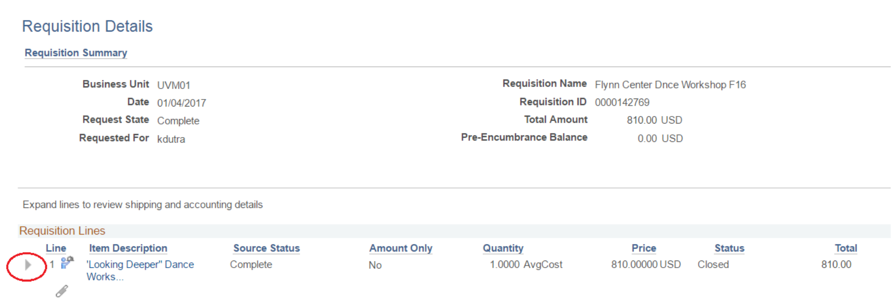
4. Enter the search criteria for a Requisition. Click **Search**.



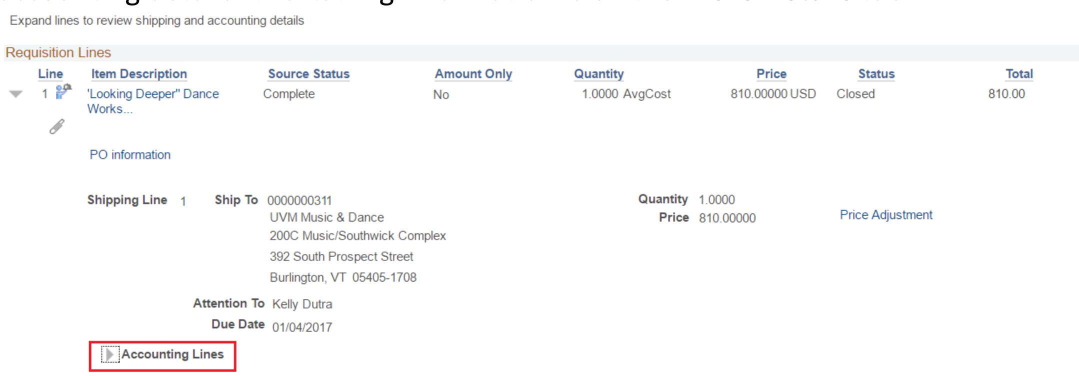
5. Click the **Req ID** link to open the **Requisition Details** page.



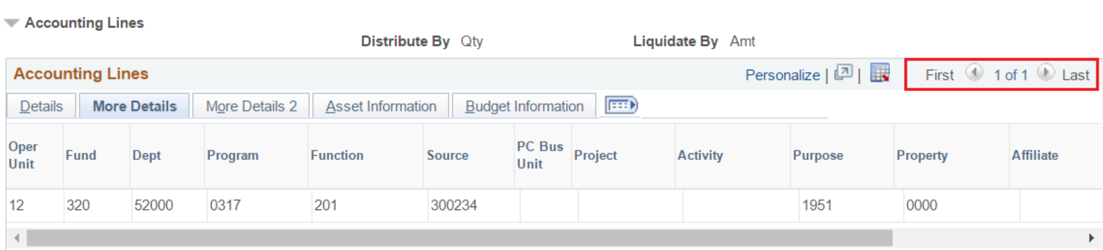
6. Click the icon to expand the Requisition Line.



7. View the Requisition Information. Click the icon to expand the Accounting Lines section for accounting details. Chartstring Information is on the **More Details** tab.



If there are multiple accounting lines on this requisition line, click the **Next/Previous Arrows** , **First/Last** links, or **View All** option to see additional lines.

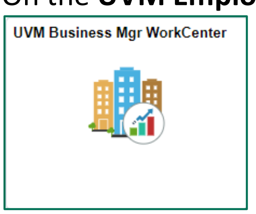


Manage Requisitions Using the Lifespan

The Request Lifespan is a tool that allows users to view each step in the procurement process. The status of where the requisition is currently in its lifespan is illustrated. Additional details can also be found here.

1. Log in to [PeopleSoft Financials]()

2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow** icon to expand the **Links** menu and the **Purchasing & Accounts Payable** menu to view frequently used Purchasing related links. Then select **Manage Requisitions (Classic).**

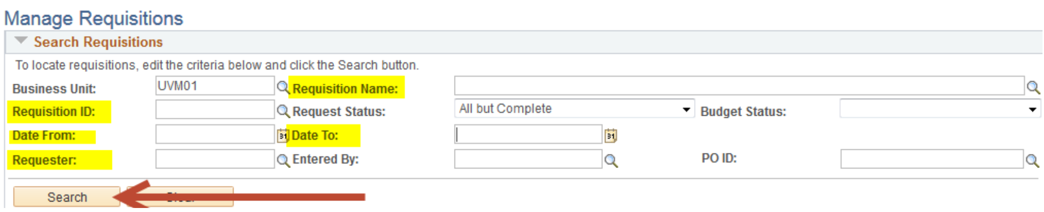
4. The Business Unit field will populate automatically with **UVM01.** This is the default purchasing Business Unit.

5. Verify the **Requester** user id.

6. Enter a **Requisition ID** if known, or leave the field blank.

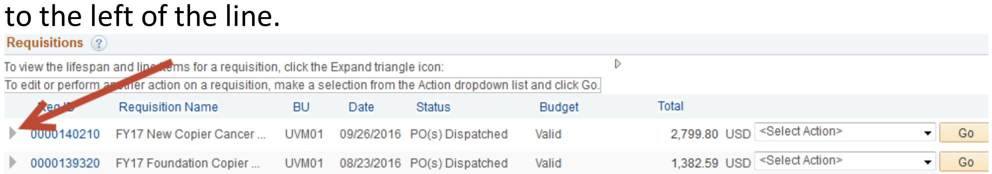
7. Verify the **Date From** and **Date To** fields to ensure that they are correct.

8. Click **Search**.



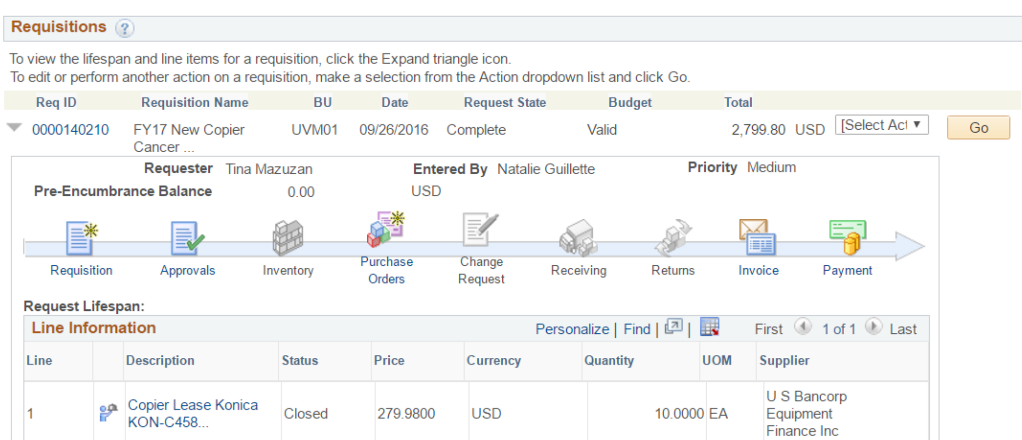
9. Requisitions meeting the search criteria are displayed.

10. To view more information regarding a requisition, expand the section by clicking on the triangle to the left of the line.

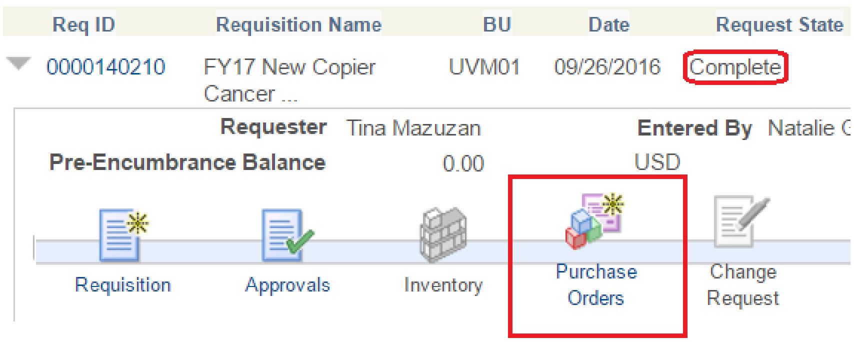


11. The **Request Lifespan** is displayed. In the Request Lifespan, links will become active as that step in the procurement process is completed.

    Only requisition lines that have a supplier assigned to them, have been approved, and have been budget-checked to **Valid** status, will move forward in the purchasing process.



12. After Purchasing Services has created a purchase order for the requisition, the Purchase Orders link will become active in the Request Lifespan section.



As shown above, the Request State for this is Complete. Definitions for requisition statuses are:

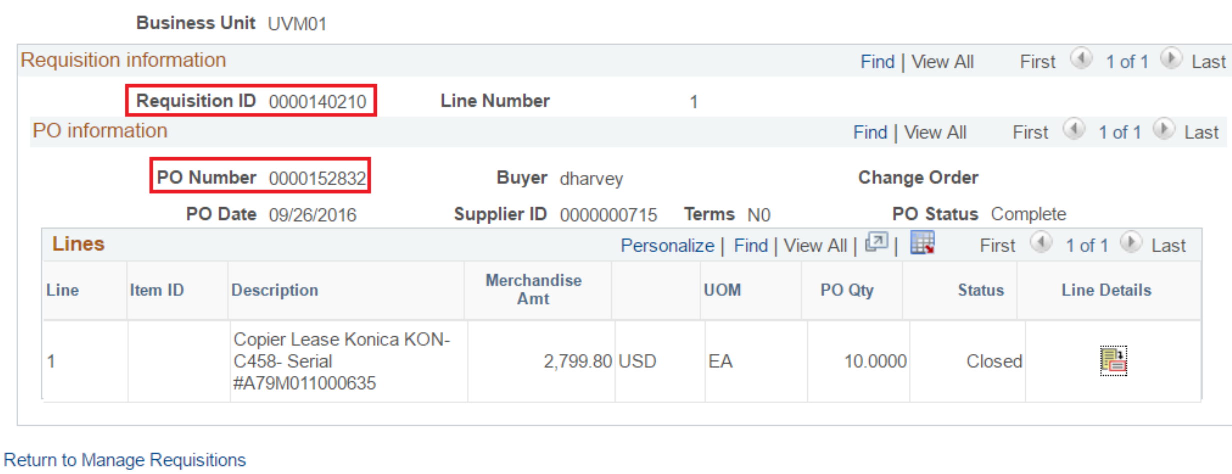
PO Created – requisition is in process

PO Approved – requisition is in process

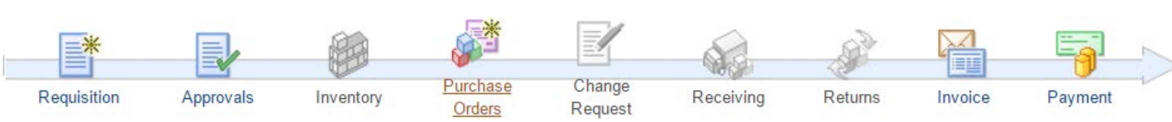
PO Dispatched – PO successfully processed, sent to supplier, and ready for department's use

PO Complete – PO closed and encumbrance(s) released

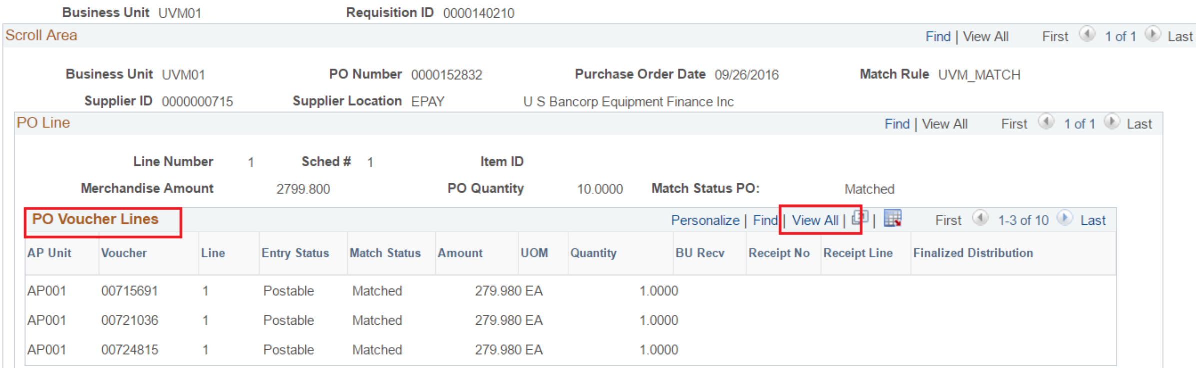
13. Click the **Purchase Orders** link to view the Purchase Order Inquiry page. The PO Number and Requisition details are displayed.



14. As the Disbursement Center completes more steps in the procurement process, additional links will activate until the lifespan is completed.



15. An active **Invoice** icon indicates that an invoice is being processed for payment. Click the **Invoice** icon to view the voucher number, invoice amount and supplier information. Be sure to click **View All**, or scroll through to see all voucher lines associated with this PO.



Business Unit UVM01 Requisition ID 0000140210

Scroll Area — Find | View All First 1 of 1 Last

Business Unit UVM01 PO Number 0000152832 Purchase Order Date 09/26/2016 Match Rule UVM_MATCH
Supplier ID 0000000715 Supplier Location EPAY U S Bancorp Equipment Finance Inc

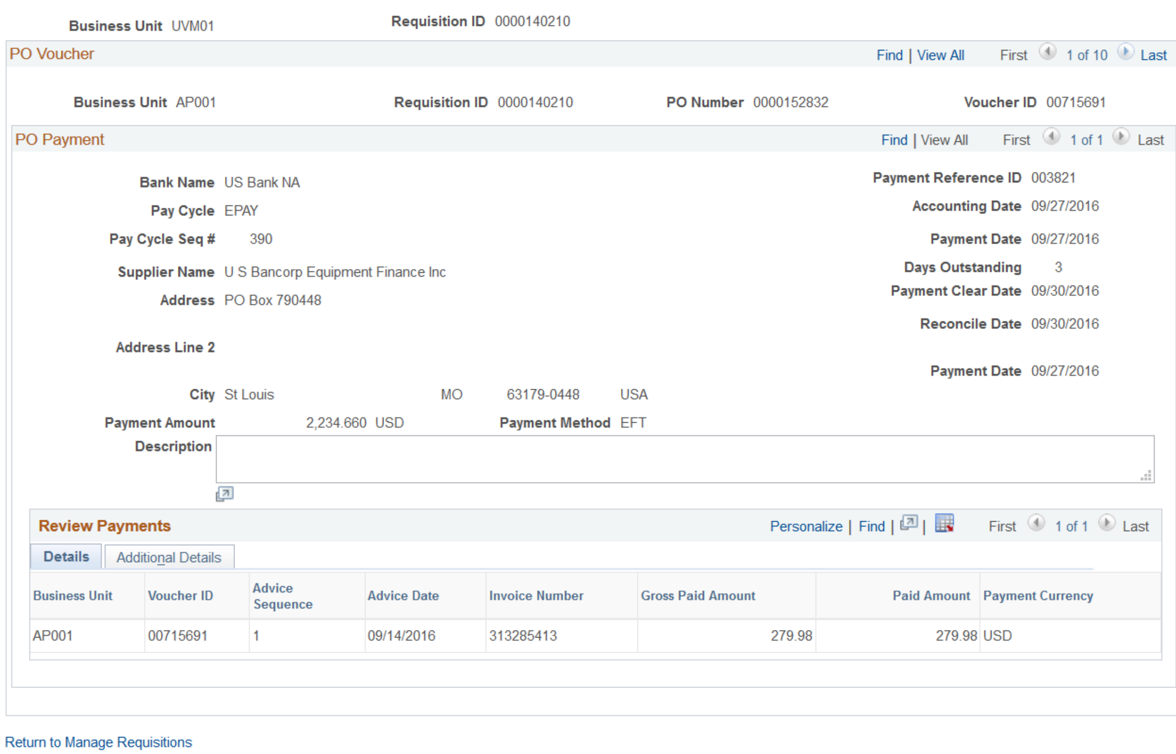
PO Line — Find | View All First 1 of 1 Last

Line Number 1 Sched # 1 Item ID
Merchandise Amount 2799.800 PO Quantity 10.0000 Match Status PO: Matched

PO Voucher Lines — Personalize | Find | View All | First 1-3 of 10 Last

AP Unit	Voucher	Line	Entry Status	Match Status	Amount	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized Distribution
AP001	00715691	1	Postable	Matched	279.980	EA	1.0000				
AP001	00721036	1	Postable	Matched	279.980	EA	1.0000				
AP001	00724815	1	Postable	Matched	279.980	EA	1.0000				

16. An active **Payment** icon indicates payment has been processed. Click the **Payment** icon to view the check number (Payment Reference ID), check date, payment address, and other payment information. Be sure to click **View All** or scroll through to see all voucher payment lines associated with this PO.



Business Unit UVM01 Requisition ID 0000140210

PO Voucher — Find | View All First 1 of 10 Last

Business Unit AP001 Requisition ID 0000140210 PO Number 0000152832 Voucher ID 00715691

PO Payment — Find | View All First 1 of 1 Last

Bank Name US Bank NA
Pay Cycle EPAY
Pay Cycle Seq # 390
Supplier Name U S Bancorp Equipment Finance Inc
Address PO Box 790448
Address Line 2
City St Louis MO 63179-0448 USA
Payment Amount 2,234.660 USD Payment Method EFT
Description

Payment Reference ID 003821
Accounting Date 09/27/2016
Payment Date 09/27/2016
Days Outstanding 3
Payment Clear Date 09/30/2016
Reconcile Date 09/30/2016
Payment Date 09/27/2016

Review Payments — Personalize | Find | First 1 of 1 Last

Details | Additional Details

Business Unit	Voucher ID	Advice Sequence	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Payment Currency
AP001	00715691	1	09/14/2016	313285413	279.98	279.98	USD

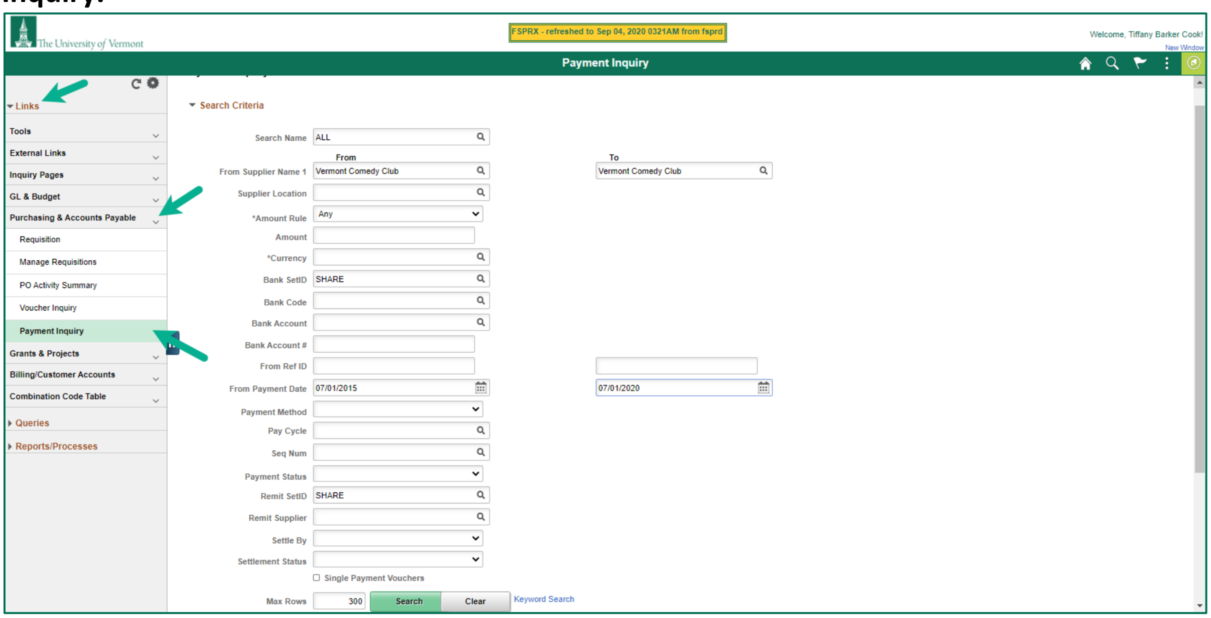
Return to Manage Requisitions

Review Payment Information

This section provides guidance on how to review payments to the University's suppliers.

1. Log in to [PeopleSoft Financials]
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.

3. Click the **Arrow** icon to expand the **Links** menu and the **Purchasing & Accounts Payable** menu to view frequently used Purchasing & Accounts Payable related links. Then select **Payment Inquiry.**



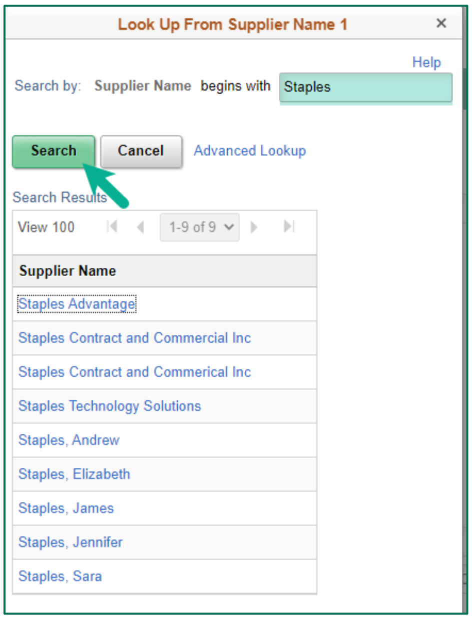
The **Payment Inquiry** page is displayed. Enter search criteria as outlined in the steps below.

Note: *Up to 300 supplier payments are displayed. To display additional rows, increase the number in the Max Rows field, which is located below the search criteria fields.*

4. Ensure that **SHARE** is in the **Remit SetID** field. If it does not default in, enter it manually or use the search icon to the right of the field to select it.
5. To narrow the search results, enter a payment date range, e.g., 07/01/2015 to 06/30/16.

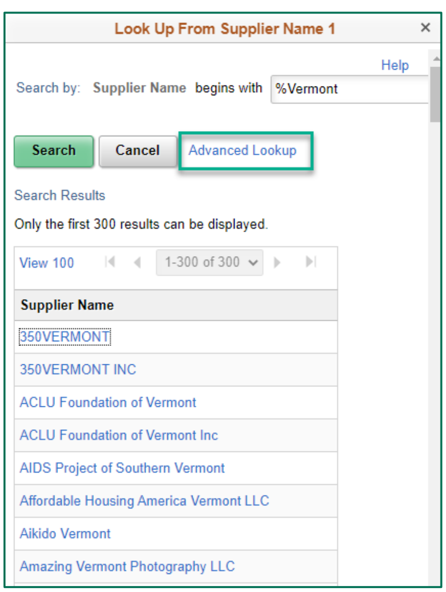
6. Click the **Look up** icon to the right of the **From Supplier Name 1**field. Enter the beginning of the supplier name (e.g., **staples** for Staples Advantage) then click on the search icon to search for this supplier.

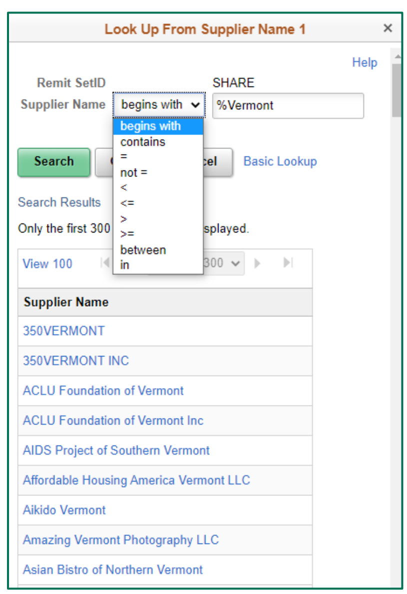
   The search provides a list of all suppliers whose names begin with **staples**.



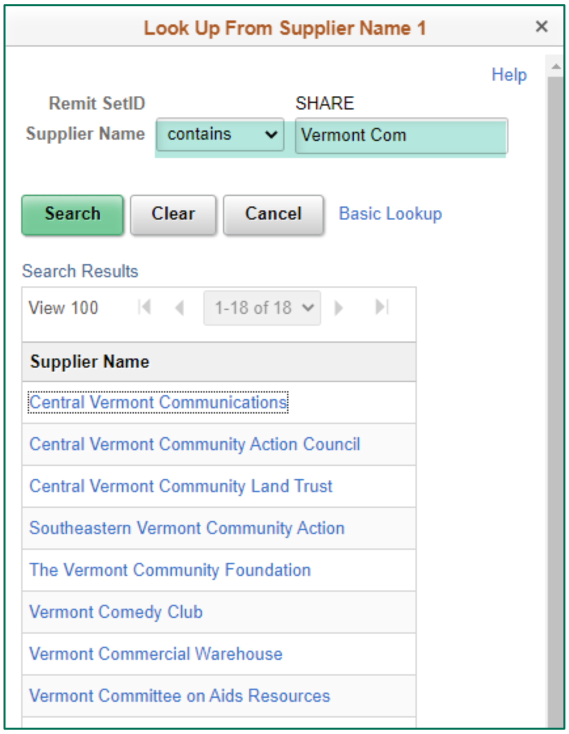
   Using the percent (%) sign allows for a more flexible supplier search. The search below provides all suppliers with Vermont in the name.

Note: The search produces more than 300 results, so you may need to use additional search criteria. The search can be further refined using the **Advanced Lookup**.

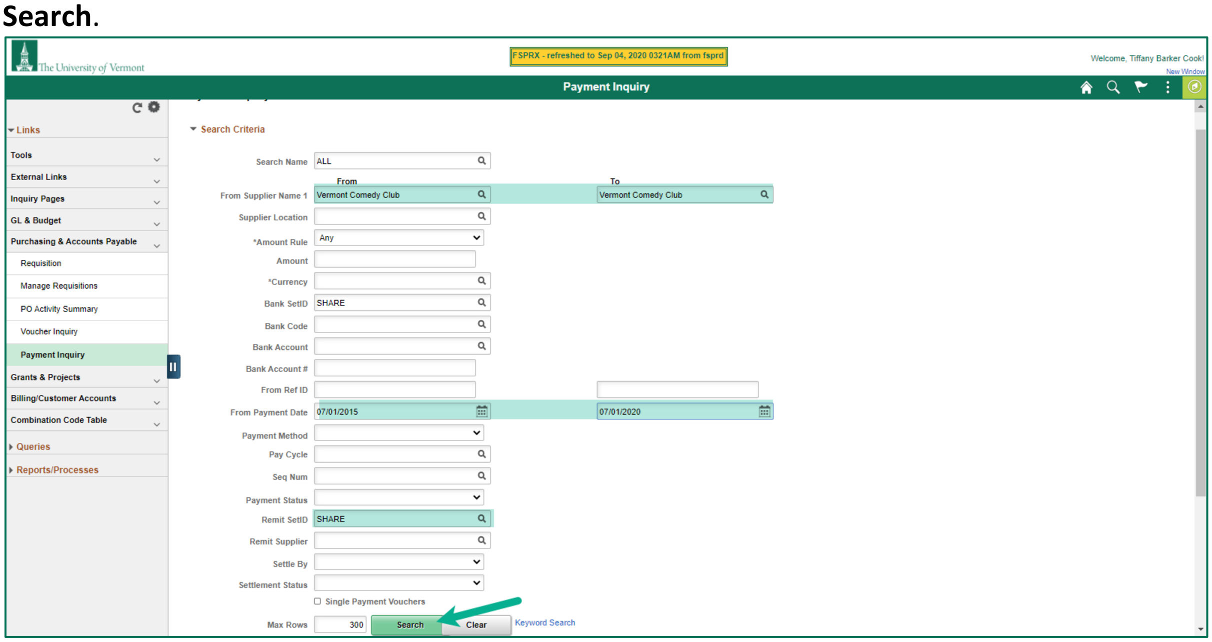




The search using Supplier Name **contains** “Vermont Com” produces a shorter list of results. Use a specific piece of the supplier’s name to narrow down your search.

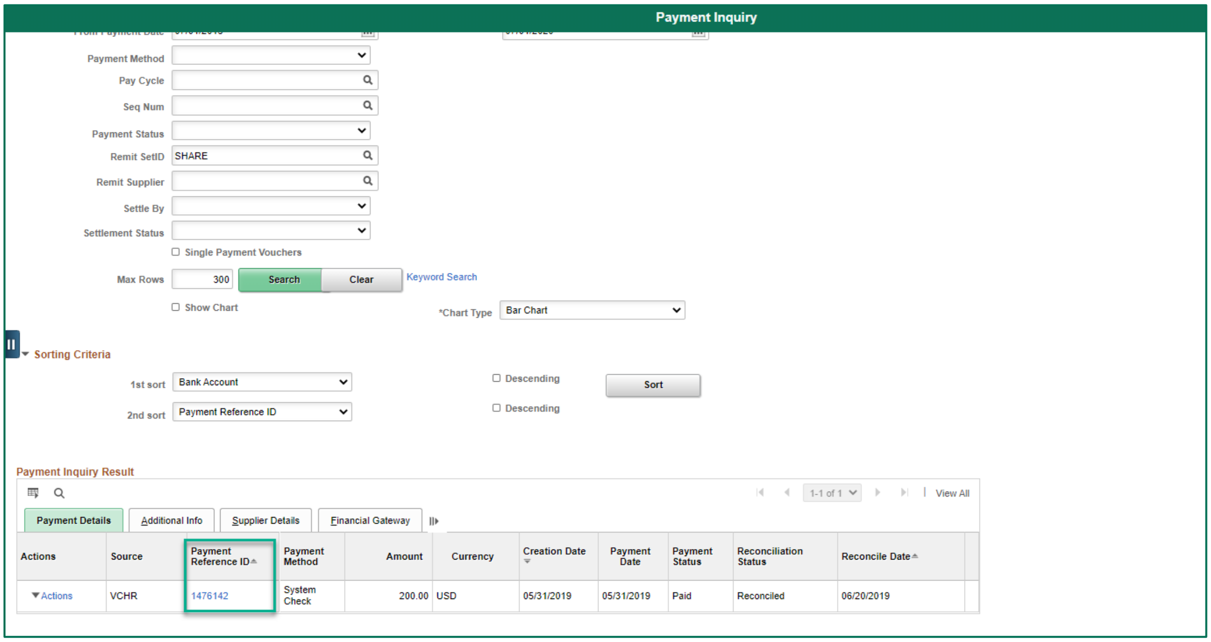


7. Once a supplier is selected, the supplier name will populate in the “From” and “To” Fields. Click **Search**.

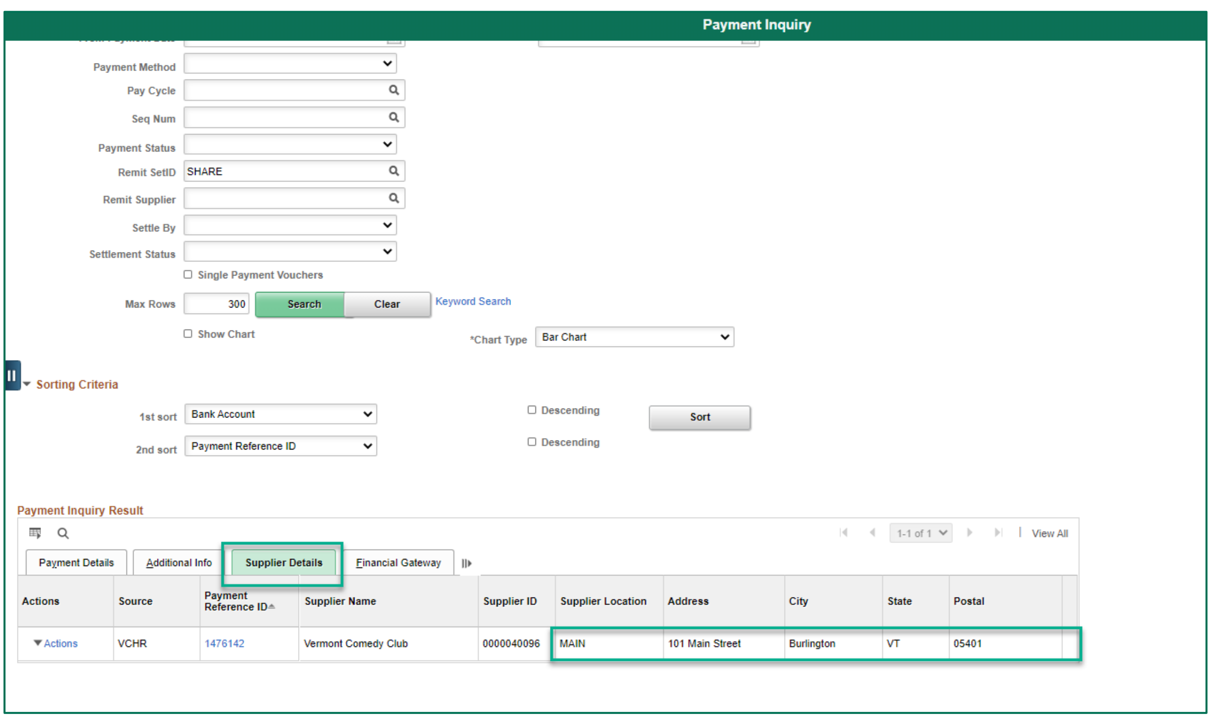


8. The Payment Inquiry Result section will be displayed at the bottom of the screen. The columns can be sorted by clicking the column headers.

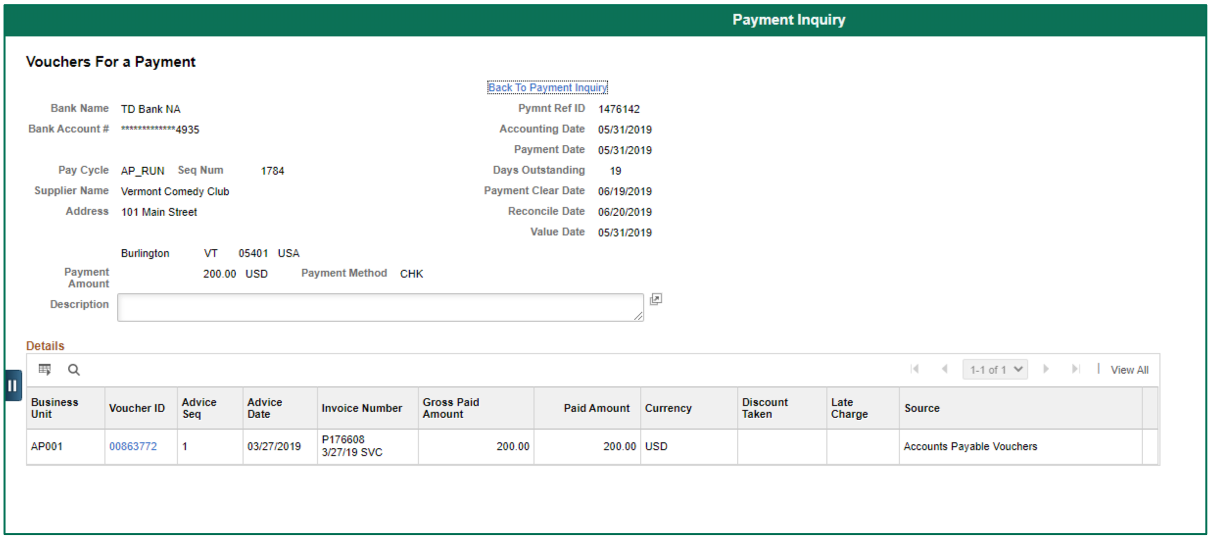
   The **Payment Reference ID** Number is the check, ACH or E-Payment number.



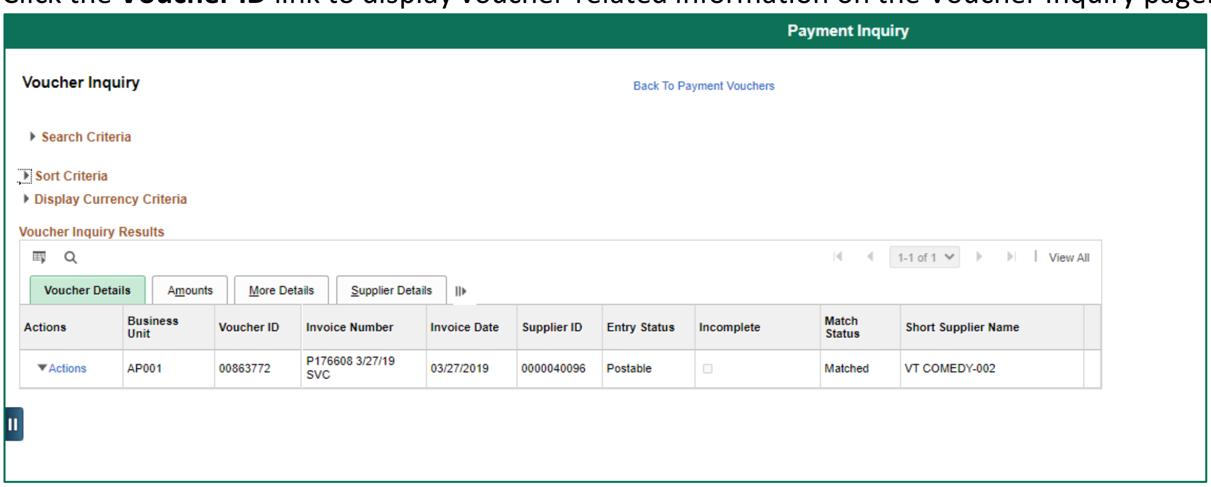
   The **Supplier Details** tab displays the supplier address to which payment was sent.



9. Click on **Payment Reference ID** to display more information including vouchers paid on that payment.



10. Click the **Voucher ID** link to display voucher-related information on the Voucher Inquiry page.



Review Voucher Information

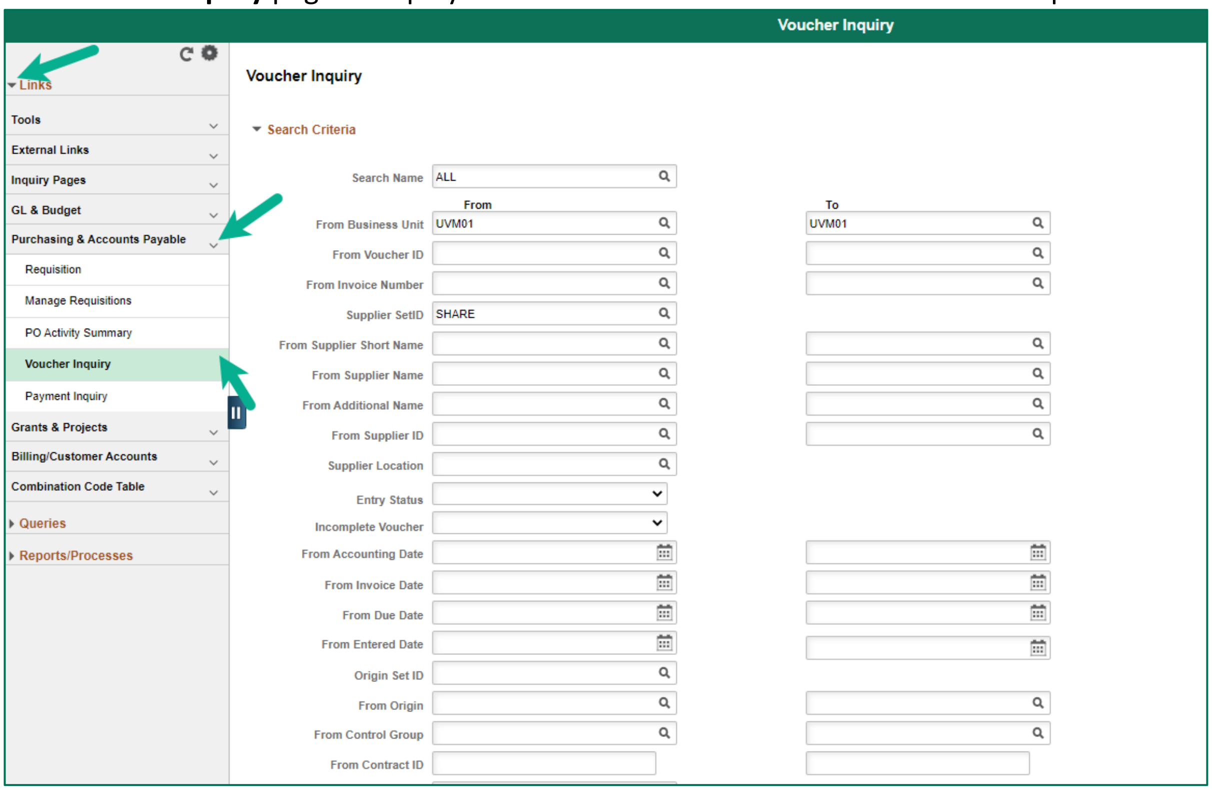
Note: To access this page, users must have the **ePro Requester** security role.

1. Log in to [PeopleSoft Financials]

2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.

3. Click the **Arrow** icon to expand the **Links** menu and the **Purchasing & Accounts Payable** menu to view frequently used Purchasing & Accounts Payable related links. Then select **Voucher Inquiry.**

   The **Voucher Inquiry** page is displayed. Enter search criteria as outlined in the steps below.

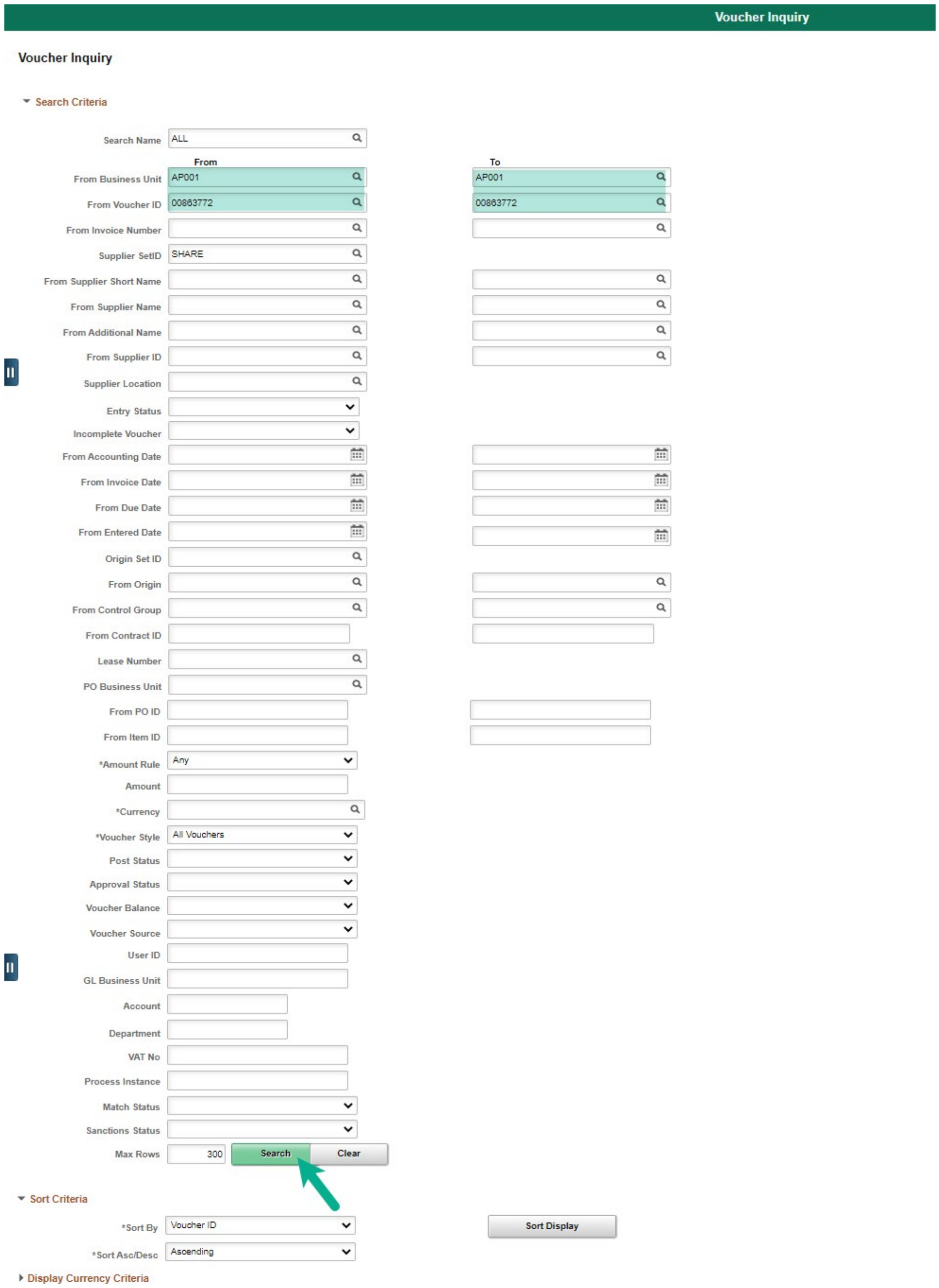


4. Change the **Business Unit** from UVM01 to **AP001**.

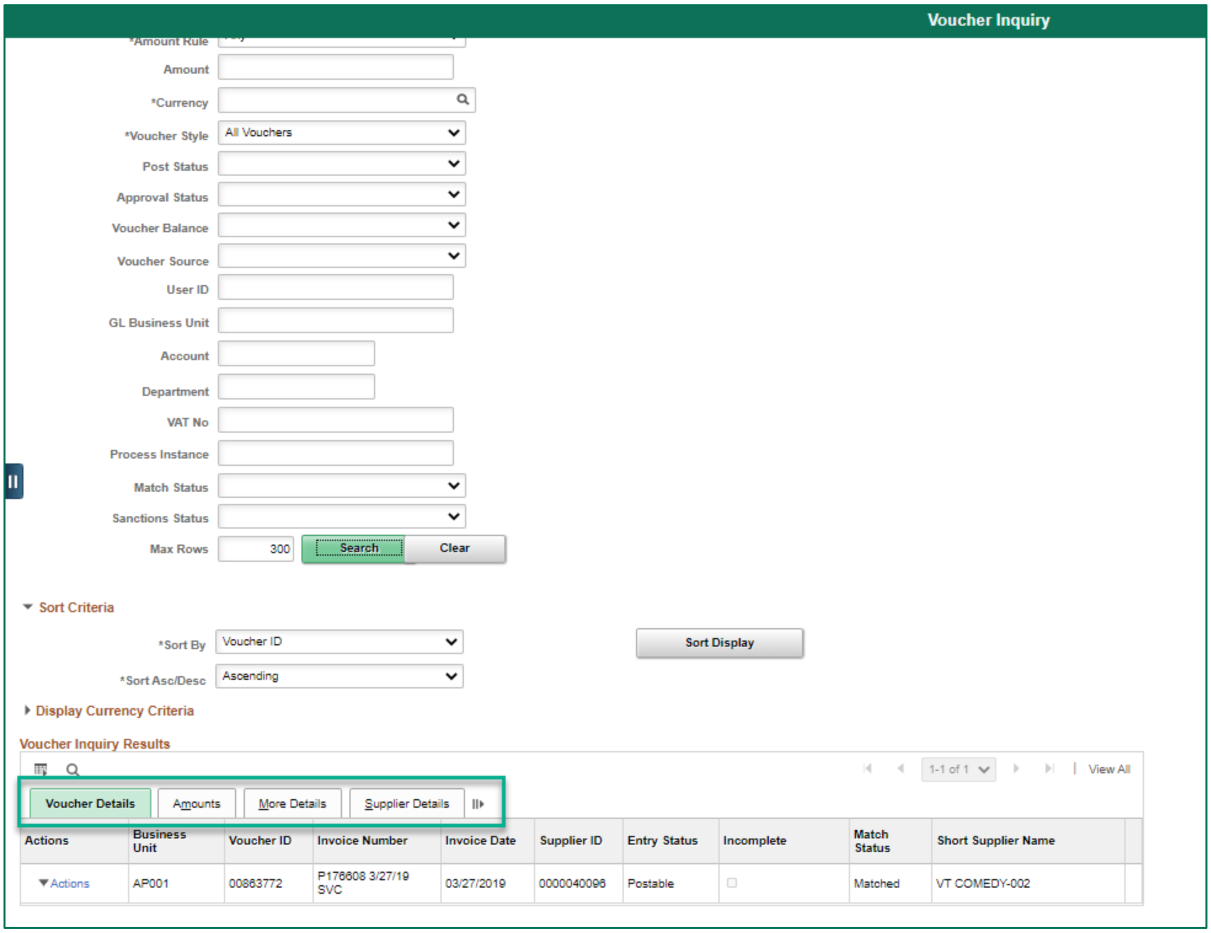
5. Enter the **Voucher ID** number or the **Invoice ID** number, if known.

6. Enter any other criteria to limit the data being returned. Commonly, searches are done by **Supplier ID**, **Department, Account, Purchase Order Number or Date Range**.

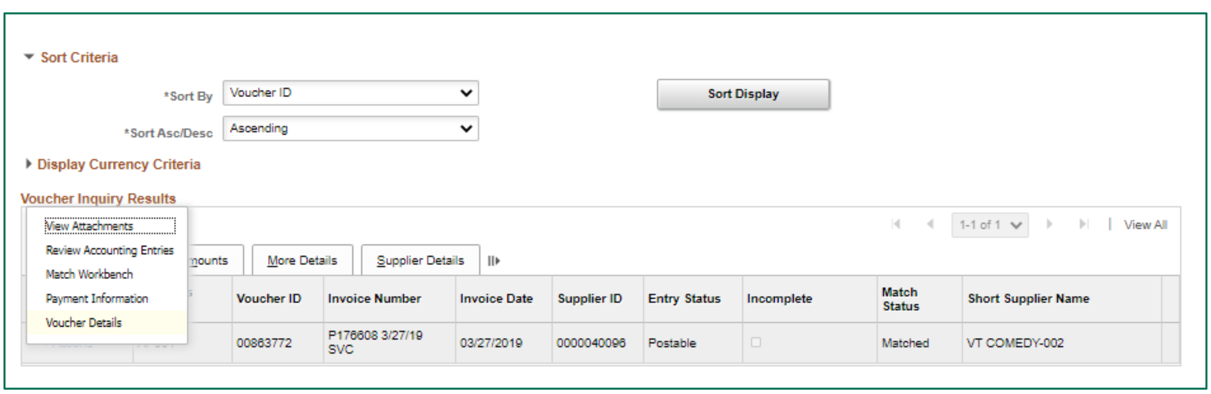
7. Click **Search**.



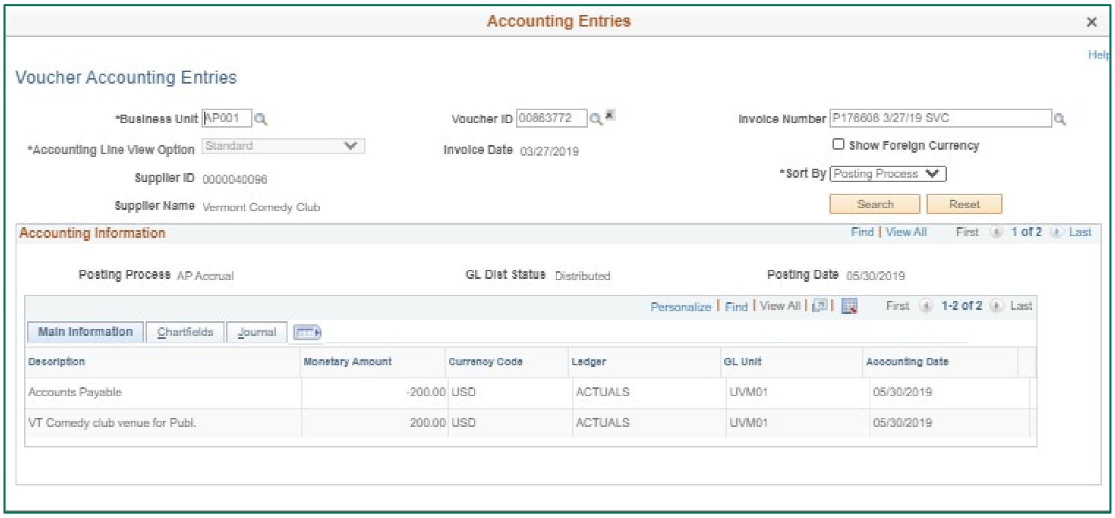
8. Click the tabs at the top of the **Voucher Inquiry Results** section to display: **Voucher Details, Amounts, More Details,** or **Supplier Details**.



9. Click the **Actions** link in the far left column to access links to: **Review Accounting Entries, Match Workbench, Payment Information, Voucher Details**.

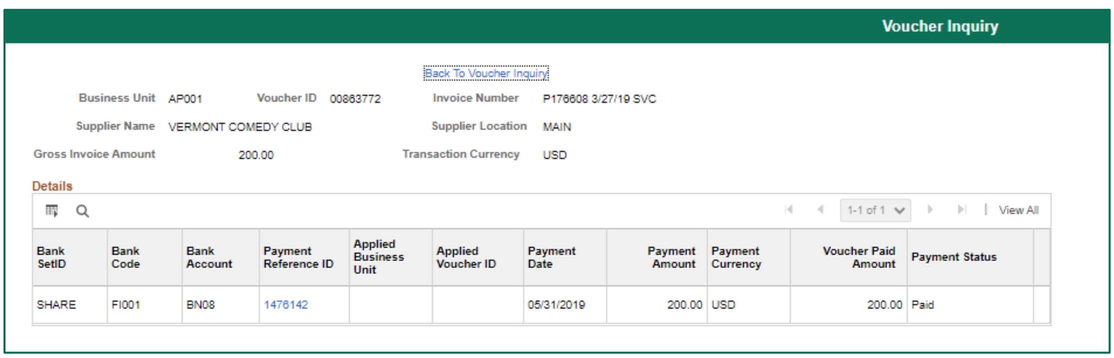


10. Click the **Review Accounting Entries** link to review the associated accounting entries.

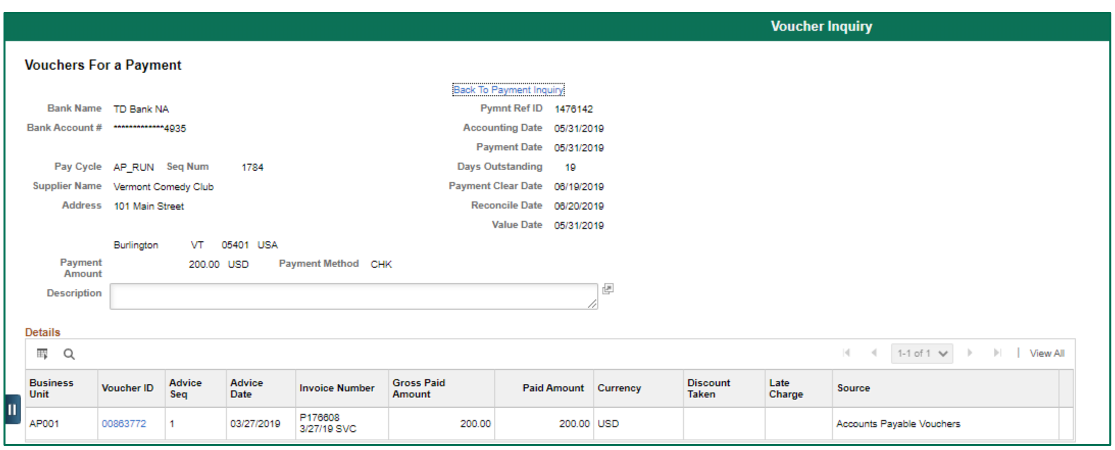


11. Click the **Payment Information** link to display Payment Reference ID, Payment Date, Payment Amount, and Voucher Paid Amount.

Note: The **Payment Reference ID** displayed is the check, ACH or E-Payment number.



Click the number to link to the **Vouchers For a Payment** page.



Review the Purchase Order Activity Summary

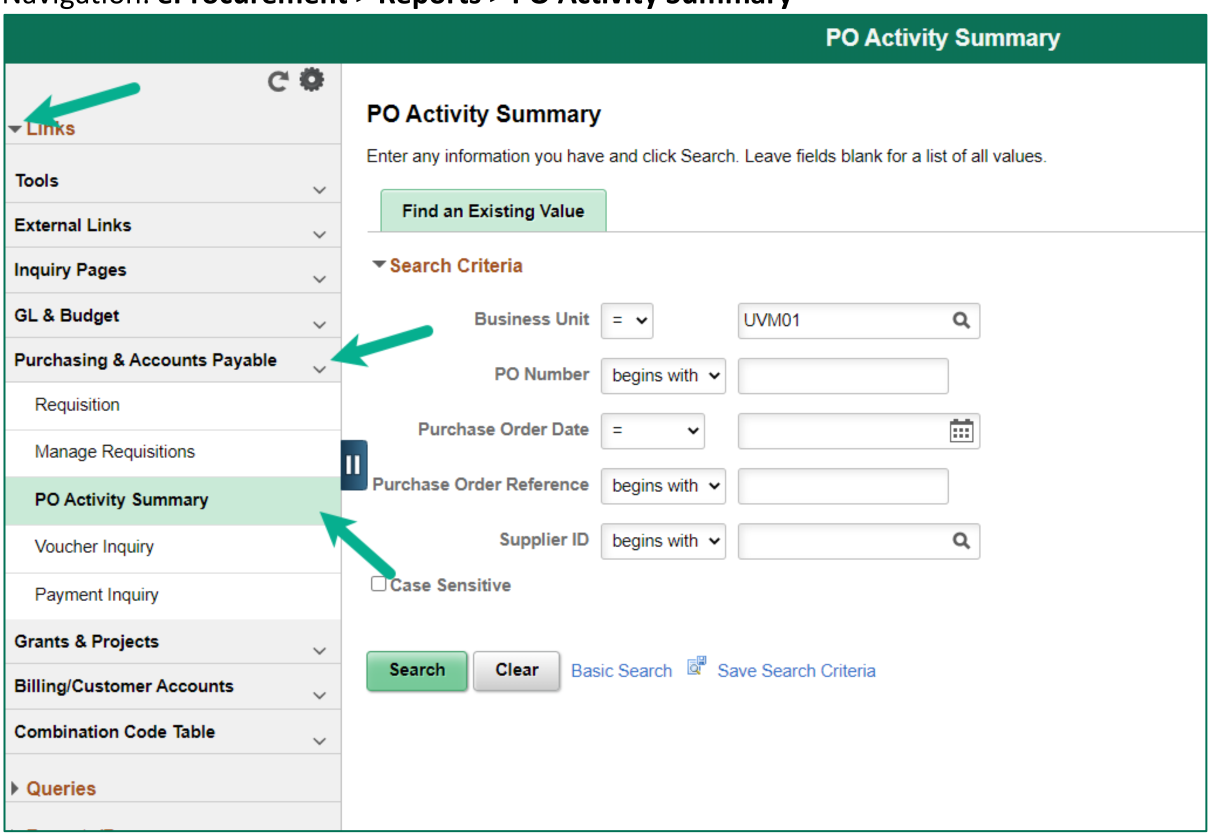
Use the Purchase Order Activity Summary to view payment data on a purchase order and to view the invoiced-to-date totals for a blanket purchase order.

1. Log in to PeopleSoft Financials.

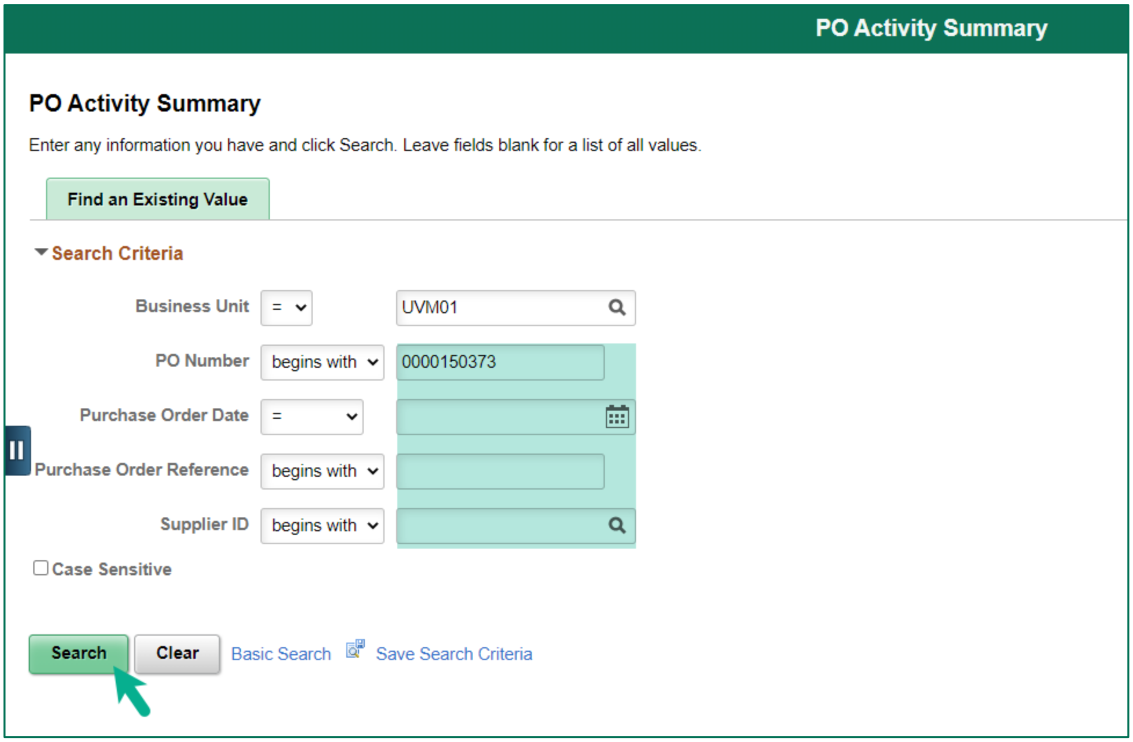
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.

3. Click the **Arrow**  icon to expand the **Links** menu and the **Purchasing & Accounts Payable** menu to view frequently used Purchasing & Accounts Payable related links. Then select **PO Activity Summary.**

4. Navigation: **eProcurement > Reports > PO Activity Summary**

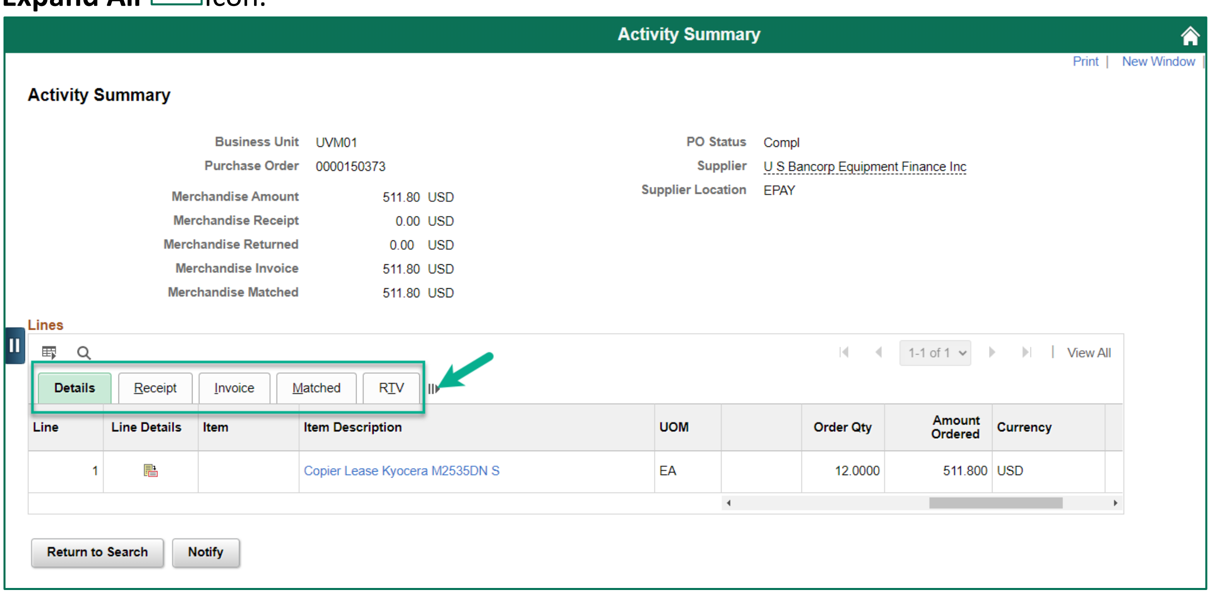


5. On the **PO Activity Summary** page, type in the desired search criteria. Click **Search**.

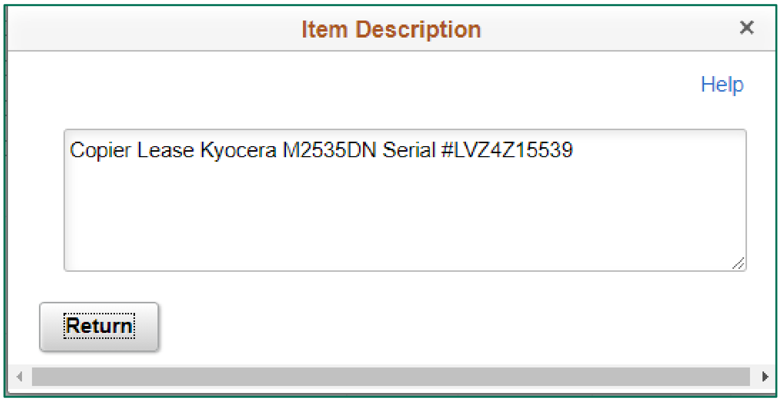


6. The **Activity Summary** page will be displayed. In the **Lines** section, the **Details** tab displays the total dollar amount of the PO Line; use the scrollbar to view details.

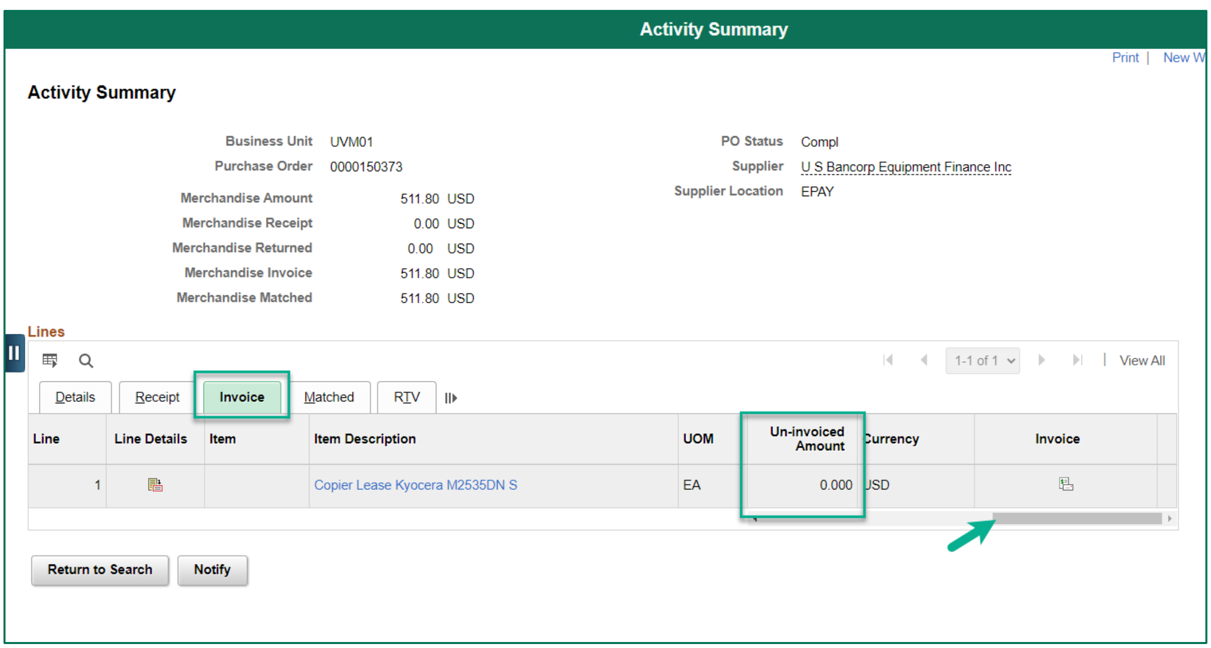
   Note: Click on the tabs across the top individually or to view all information at once or click the **Expand All** icon.



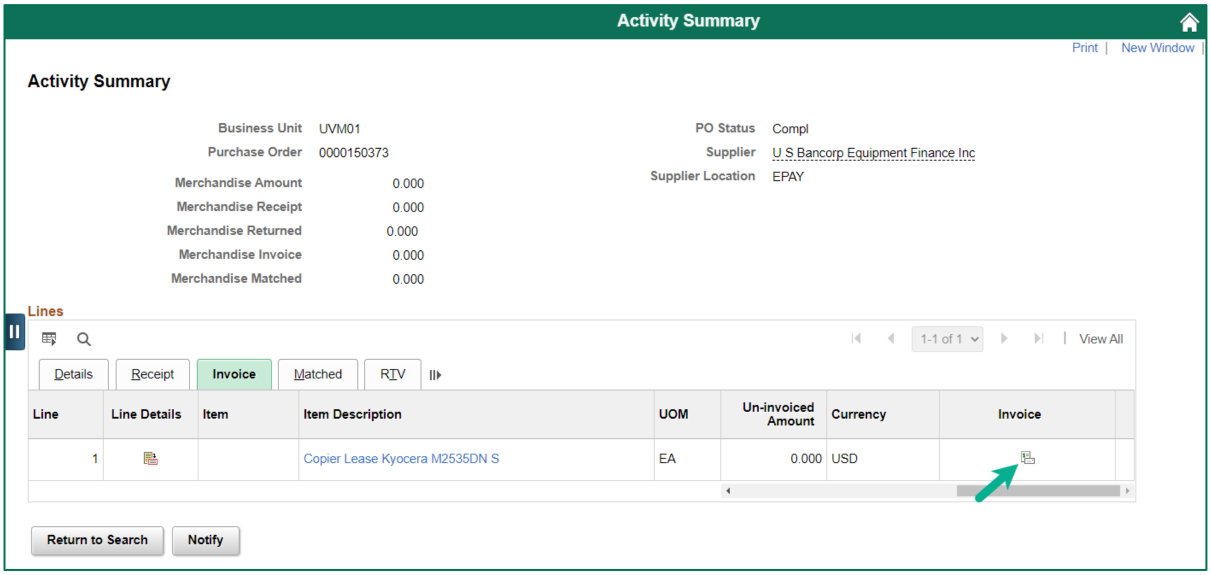
7. To see additional details about the item, click the item's link in the **Item Description** column.



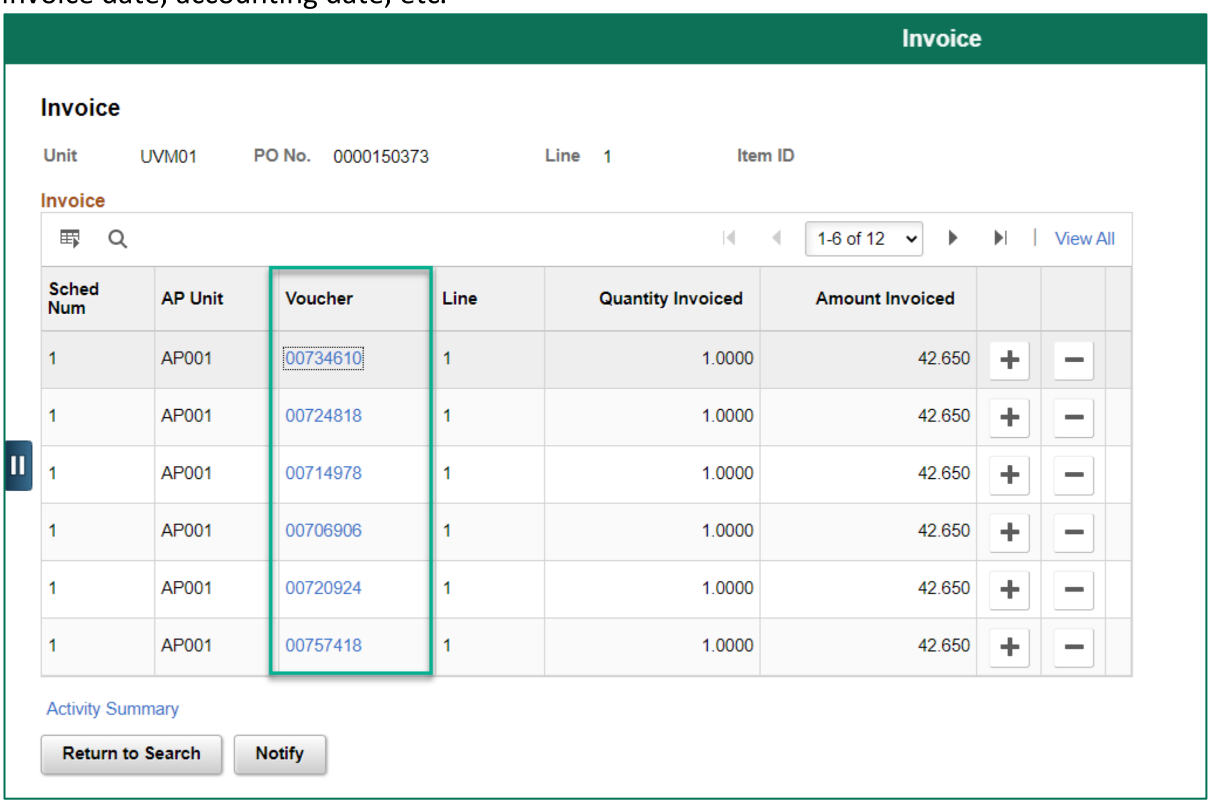
8. Click the **Invoice** tab for the invoices paid to date. For purchase orders with multiple lines, the Invoice tab will show which lines have been invoiced to date. This tab also displays the amount remaining on this line of the purchase order. Use the scrollbar to view the **Un-invoiced Amount** column.



9. Select the **Invoice** icon to display the associated voucher numbers and amount paid for each.

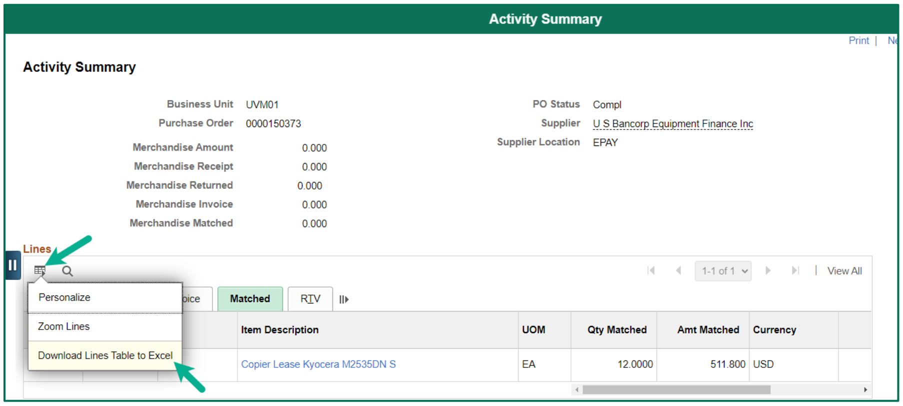


Click the **Voucher** number link to open the **Voucher Inquiry** page, which displays invoice number, invoice date, accounting date, etc.



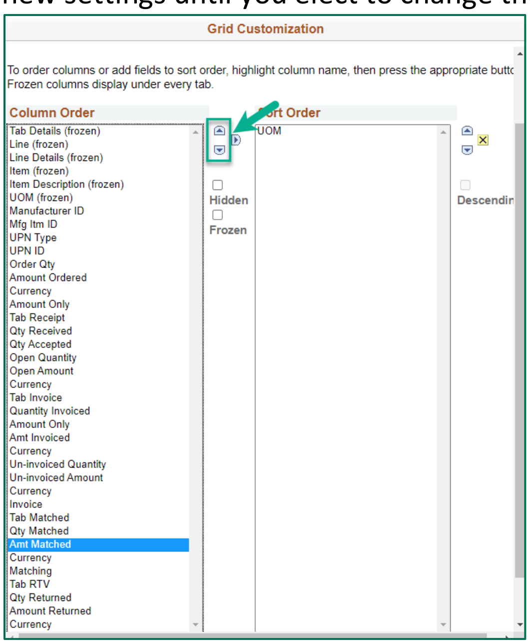
10. Click the **Activity Summary** link to return to the Activity Summary page.

11. The **Matched** tab displays the quantity and dollar amount of invoices matched on a line of a purchase order. This information is useful for monitoring blanket POs during the fiscal year.
12. In the top left section of the **Lines** section, there is a **Grid Action Menu** icon where you can select **Download Lines Table to Excel** . Download the data to a spreadsheet for further analysis if desired.



Use the **Personalize** option in the **Grid Action Menu** to rearrange the order in which page content is displayed. For example, the Amount Invoiced column, Amount Un-invoiced column and Amount Matched column can be moved to the Details tab, thus allowing a summarized view of the purchase order activity at a glance.

To move a column's position, click on it, then use the up and down arrows near the top of the Column Order section to move it. Once complete, scroll down and click ok. The grid will have your new settings until you elect to change them.



Frequently Asked Questions (FAQs)

Is backup documentation required for a requisition?

Yes, backup documents are required and must be attached when submitting the requisition in PeopleSoft, for the majority of orders. See **Create a Requisition**, step 16 adding attachments for instructions on attachments.

Exceptions to this are:

- If you are completing a blanket order with a UVM-contracted supplier, backup documents are not required.
- If you have an RFP # for a requisition, backup documents are not required. Note the RFP # in the line comments.

What type of product description shows up on the budget reports?

On the Budget Transaction Detail Report, purchase order information is displayed in the following order: PO Number, Supplier Name, Line Description from the PO (30 characters), and Requisition ID.

Can I modify my requisition if changes are needed?

Yes, but only if a purchase order has not yet been created. Use the **Change Requisition** function to modify a requisition. Navigation: eProcurement > Manage Requisitions. Search for the requisition. From the **[Select Action]** dropdown box on the right-hand side, choose **Edit**. Be sure to save, submit and budget check the requisition when done so it returns to Purchasing for processing.

Will a copy of a purchase order be sent to me after I submit a requisition?

Yes, a copy of the purchase order will be emailed to the requester after it is in dispatch status. Standard procedure is for Purchasing Services to email the purchase order to the supplier as an authorized university order, with the requester cc'd on the email.

What is the turnaround time for an invoice to be paid?

The Disbursement Center processes invoices for payment. UVM default terms are Net 30 days, unless a contract/agreement states a different payment term.

How do I find out if a supplier already exists in PeopleSoft?

If you have a question about supplier files in PeopleSoft, contact the Disbursement Center at disburse@uvm.edu.

If a supplier does not exist in PeopleSoft, what do I do?

Ask the supplier to complete a New Supplier W-9 form, found on the Disbursement Center website, and submit a New Supplier Request Form in PeopleSoft. Once you receive notification that the supplier has been added in PeopleSoft, you can add it to the requisition prior to submitting. See the UVM New Supplier Request User Guide.

How do I change the dollar amount on a purchase order (change orders)?

Send an email to the buyer listed on the purchase order or to purchasing@uvm.edu and request a change order that includes the following: PO #, Supplier Name, Line #, and amount of increase with new total. If the PO is a blanket order, estimate the amount for the remainder of the fiscal year, not just the amount for current invoices. Purchasing will make the changes and send a copy of the corrected purchase order. Note: If the increase reaches a new dollar threshold, further documentation and/or review may be required. If the amount exceeds the Not to Exceed amount on a contract, the contract will need to be amended with supplier initials and date on each update.

Once payment is made on a purchase order, how do I close the requisition and PO to clear the encumbrance?

Email purchasing@uvm.edu with a list of Purchase Order #s and Requisitions to be closed and include the supplier's name for each. Use “Close POs” in the subject line of your request.

How do I change a chartstring on an Existing Purchase Order?

If the PO line has not been used for payments, send an email with the new chartstring to the buyer listed on the purchase order or to purchasing@uvm.edu and request a change order.

To change a chartstring on an existing PO line that has been used for payments, a new requisition line must be created. It is preferable to add the line to the original requisition for this purchase, using Manage Requisitions. The requisition line comments should include “Add line to PO XXXXXX.” Purchasing will use this to add a new line to the existing PO. Also note in the comments if the original line(s) should be changed or closed.

How should I estimate travel expenses on a requisition?

Travel expenses for individuals, sole proprietors or single-member LLCs must be on a separate line for tax-reporting purposes. Use your best estimate for travel lines or use $1 as a place holder if expenses are unknown.

Should I submit a requisition or a check request for an expenses only reimbursement?

If only expenses are being reimbursed, a Disbursement Check Request form is the correct method for requesting payment.

Additional Resources

General Hints

- When entering a requisition for an individual providing a service, indicate the date and nature of the service in the description field. Be sure to attach a services agreement if services and expenses combined exceed $1,000.
- Be sure to account for any **freight or shipping costs** on the requisition. These costs can generally be included with the item costs and do not need to be broken out separately.
- Backup documentation (Employee versus Independent Contractor Determination Form, Quotes, Contracts/Agreements, etc.) must be attached when submitting the requisition. See **Create a Requisition**, step 16 for adding attachments.
- If a one-time shipping address is needed, note that in the comments section. **DO NOT** use the Modify Shipping Address hyperlink. See **Create a Requisition**, step 15 for adding line comments.
- There can be multiple items in a requisition, but **ONLY** one supplier per requisition.
- Track Requisition status through **Manage Requisitions**. The Request Lifespan displays the progress of the requisition to a Purchase Order to Invoice(s) to Payment(s).
- The Disbursement Center can overpay each line on a purchase order by up to 5% of the line value or a maximum of $2,000. Any amount higher than that requires a change order to the purchase order, see our FAQs.
- If an invoice cannot be paid because there isn't enough encumbrance remaining on the PO, the invoice will be returned to the requester by Disbursement.
- There is an automated process to close purchase orders at fiscal year-end. You can request specific POs be closed prior to year-end, see our FAQs.
- POs from the current fiscal year can be re-opened by emailing the buyer on the PO. The department is responsible for ensuring the budget will pass budget checking.
- Use our Purchasing & Payments Methods reference guide when creating requisitions for commonly purchased goods and services. This can also be found under Key Resources on our webpage: https://www.uvm.edu/finance/purchasing

Personalize Column Order

Personalization of pages is available in PeopleSoft Financials. Review the process for Customize Column Order in the PeopleSoft Tips User Guide. The process is identical for all personalization in PeopleSoft Financials.

Supplier Information

- New Supplier W-9 Form. UVM must receive a completed W-9 to set up a new supplier correctly and determine IRS 1099 tax reporting classifications.

- Attach the completed Supplier W-9 Form to the New Supplier Request Form in PeopleSoft. See the UVM New Supplier Request User Guide for more details.
- The type of purchase being made and the results of the New Supplier W-9 Form will determine if an Employee versus Independent Contractor Determination Form (EIC) is required. An Employee versus Independent Contractor Determination Form (EIC) is required for an individual or sole proprietor providing services.
- The Employee versus Independent Contractor Determination Form (EIC) is only to be completed by the requesting department, **NEVER** by the supplier.

Resources/Help

Help/Footprints

If you have questions about information in this document or if, after reading it, you cannot find the information you need, please submit a PeopleSoft help desk ticket in Footprints.

Relevant UVM Policies and Procedures

- Purchase or Lease, Contract Approval, and Signatory Authority of Goods & Services Policy
- University Policies and Operating Procedures

Training

- UFS Training Topics (PDF)
- Professional Development & Training Classes

Relevant UVM Departments

- Disbursement Center
- Purchasing Services
- University Financial Services

Suggestions? Updates?

- Send an email to PS9-1Upgrade@uvm.edu.