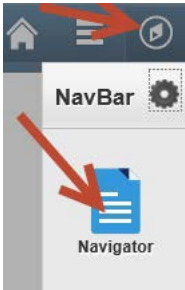


9.2.38 eProcurement Reconciling Requisitions Routed for Approval Only

Use this guide for understanding the complete lifecycle of requisitions created and submitted for approval purposes for completed purchases where invoice has been received or PCard charge processed.

All requisitions, including those not intended for sourcing to a PO as described above, should be reconciled to a 'Closed' status. This document provides steps for closing "approval only" requisitions to ensure the approval history is retained for audit purposes or future reference.

Step	Description
1.	Sign into PeopleSoft
2.	Click on the NavBar icon and then Navigator and scroll to Purchasing > Requisitions > Requester's Workbench 

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3. Use the Requester's WorkBench:

- Add a new WorkBench ID that can be used each time you perform cleanup for the Approval-Only requisitions then click Add

Requester's WorkBench

*Business Unit

WorkBench ID

- A WorkBench ID is simply a saved online search based on defined criteria which can be updated each time you use the search. I've named mine APPR_ONLY, however, the naming convention is of no consequence and can be anything you choose.

***Also reference 'ePro Using the Requester WorkBench' and 'ePro Monitor Analyze and Reconcile Reqs' quick reference guides for more detailed instruction on how to use the Requester WorkBench to reconcile requisitions at various stages of their lifecycle.*

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4. Criteria for your WorkBench ID is defined on the Filter Options page. Typically, you will be closing a specific requisition after approval is obtained so I've chosen to only specify a requisition id as my search criteria shown below.

- Define your criteria then click Search

Requester's Workbench

Filter Options

Business Unit 40300 WorkBench ID APPR_ONLY

Description

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Requisition 000004655 To 000004655

Requisition Name

Req Date Until

Activity Date To

Due Date To

Supplier ID

Item ID

Requester

Status

Open Approved Lines Approved

Pending Appr Canceled Denied

Sourcing

Partially or Fully Sourced

Encumbrance

Open Pre-encumbrances

ChartFields

1-1 of 1 | View All

GL Unit	Account	Fund	Dept	Fund Src	Class	Bud Ref	Product	PC Bus Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Return to Requester's Workbench

- When the requisition returns, the status of the requisition can be confirmed
- Populate the Description for your Workbench id and click 'Close' action button
- If you change your mind and wish to change your search criteria, you can do so using the 'Set filter options' (Go To) link at the bottom of the page.

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Step	Description																				
	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Requester's Workbench</p> <p>Business Unit 40300 WorkBench ID APPR_ONLY *Description <input type="text"/></p> <p>Select Reqs for Further Processing</p> <p>List of Requisitions</p> <div style="border: 1px solid #ccc; padding: 5px;"> 1-1 of 1 View All </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Requestion ID</th> <th style="width: 10%;">Doc Status</th> <th style="width: 5%;">Hold</th> <th style="width: 10%;">Requisition Status</th> <th style="width: 10%;">Budget Status</th> <th style="width: 10%;">Req Date</th> <th style="width: 10%;">Last Activity</th> <th style="width: 10%;">Name</th> <th style="width: 10%;">Track Batch</th> <th style="width: 10%;">Lines</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 0000004655</td> <td></td> <td>N</td> <td style="background-color: #90EE90;">Approved</td> <td>Valid</td> <td>01/10/2022</td> <td>01/10/2022</td> <td style="background-color: black; color: black;">[REDACTED]</td> <td></td> <td style="text-align: center;">[Log]</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> <p>Action: <input type="button" value="Approve"/> <input type="button" value="Unapprove"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/> <input type="button" value="Budget Check"/></p> <p>Go To: Set filter options View Processing Results</p> <p style="text-align: center;"><input type="button" value="Save"/></p> </div>	Requestion ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines	<input checked="" type="checkbox"/> 0000004655		N	Approved	Valid	01/10/2022	01/10/2022	[REDACTED]		[Log]
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<input checked="" type="checkbox"/> 0000004655		N	Approved	Valid	01/10/2022	01/10/2022	[REDACTED]		[Log]												
5.	<p>The Processing Results page will confirm whether the requisition is 'Not Qualified' or 'Qualified'.</p> <ul style="list-style-type: none"> Select the requisition for processing. If it is listed on the 'Not Qualified' side, simply click the Log icon for an explanation. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Requester's Workbench</p> <p>Processing Results</p> <p>Business Unit 40300 WorkBench ID APPR_ONLY Description CLOSE</p> <p>Select Reqs for Further Processing</p> <p style="text-align: right;">Accounting Date for Action <input type="text" value="03/22/2022"/></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p style="background-color: #FFD700; padding: 2px;">Not Qualified</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Requestion ID</th> <th style="width: 10%;">Log</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 0000004655</td> <td style="text-align: center;">[Log]</td> </tr> </tbody> </table> </div> <div style="width: 45%;"> <p style="background-color: #FFD700; padding: 2px;">Qualified</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Requestion ID</th> <th style="width: 10%;">Line</th> <th style="width: 10%;">Sched</th> <th style="width: 10%;">Distrib Line</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> </tbody> </table> </div> </div> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> <p>Proceed: <input type="button" value="Yes"/> <input type="button" value="No"/> Return to Requester's Workbench</p> </div> <ul style="list-style-type: none"> In this example, as with any requisition routed for approval only, the reason is more of a reminder that the requisition selected for closure has not been sourced. 	Requestion ID	Log	<input type="checkbox"/> 0000004655	[Log]	Requestion ID	Line	Sched	Distrib Line				-								
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Step	Description																						
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