



9.2.38 eProcurement Requisitions: How to Monitor, Analyze and Reconcile

Use this guide to assist with eProcurement Requisition Analysis. Following these steps will keep agency requisition data clean by canceling or closing requisition headers and lines that remain open unnecessarily.

Step	Description																																	
1.	<p>Run the 0EPO020_REQ_RECONCILIATION query for your business unit.</p> <ul style="list-style-type: none"> ➤ This query provides details of all active requisitions for analysis by Requesters to determine which ones should be reconciled for closure and those that should remain active. ➤ The query prompts on BU, date range, and origin (% for all) with results sorted by Requester, Req Date (ascending order) and returns: <ul style="list-style-type: none"> ○ Data for active requisition lines (not canceled or closed), with/without sourcing activity ○ PO related data for requisition lines that have been partially or fully sourced ➤ Run or export results to Excel for easier analysis (see step #3 for tips on interpreting results) <p>Query Manager</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Query Create New Query</p> <p>*Search By <input type="text" value="Query Name"/> begins with <input type="text" value="0EPO020"/></p> <p><input type="button" value="Search"/> Advanced Search</p> <p>Search Results</p> <p>*Folder View <input type="text" value="-- All Folders --"/></p> <p><input type="button" value="Check All"/> <input type="button" value="Uncheck All"/> *Action <input type="text" value="-- Choose --"/> <input type="button" value="Go"/></p> <table border="1" data-bbox="284 1255 1576 1402"> <thead> <tr> <th colspan="10">Query</th> <th>Personalize</th> <th>Find</th> <th>View All</th> </tr> <tr> <th>Select</th> <th>Query Name</th> <th>Descr</th> <th>Owner</th> <th>Folder</th> <th>Edit</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Run to XML</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>0EPO020_REQ_PO_CYCLE_TIME</td> <td>REQ TO PO Cycle Time</td> <td>Public</td> <td></td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> </tr> </tbody> </table>	Query										Personalize	Find	View All	Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	<input type="checkbox"/>	0EPO020_REQ_PO_CYCLE_TIME	REQ TO PO Cycle Time	Public		Edit	HTML	Excel	XML	Schedule
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2.	<p>There are three actions available for reconciling requisitions. They are:</p> <ul style="list-style-type: none"> • CANCEL – option for canceling entire requisition or individual requisition lines where no sourcing action has been taken. This action can be taken using either the: <ul style="list-style-type: none"> ○ Manage Requisition page ○ Requester’s WorkBench • CLOSE – option can be taken on canceled requisitions or individual requisition lines that already have a ‘Canceled’ status. <ul style="list-style-type: none"> ○ This action is ONLY available to Requesters through the Requester’s Workbench • FINALIZE – option can be taken only by a PO Buyer on an active PO header or individual distribution line created from a partially-sourced requisition. The partially sourced requisition lines typically have unsourced quantities or amounts remaining open for further sourcing. <ul style="list-style-type: none"> ○ Requesters and Buyers should work together to determine whether the qty/amt remaining open on the req is intended for further sourcing, the Finalize action is taken by a PO Buyer. 																																	



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3.	<p>Review query results to determine which reconciliation action is most appropriate for taking on each individual requisition/requisition line & identify which requisitions should remain active.</p> <ul style="list-style-type: none"> ➤ The query provides data for the various requisition levels. Below are some highlights to assist Requesters with reading the results: <ol style="list-style-type: none"> 1. Use columns A-G for analysis of Req Header data 2. Use columns H-M for analysis of Req Line data 3. Use columns N-T for analysis of Req Distribution Lines 4. Use columns U-AB for analysis of sourced PO data (data only populates if all or part of the requisition line(s) have been successfully sourced) ➤ Some suggested questions to ask for each requisition, using query results to answer: <ul style="list-style-type: none"> ○ How old is the requisition? ○ What are the current statuses of the requisition (ex. pending or approved, budget checked)? ○ Has any sourcing activity taken place for each line? <ul style="list-style-type: none"> - If so, is there an open qty/amt available for sourcing on the req line (columns R,T)? - If so, do I wish to further source each line? If yes, take no action. <p><i>** contract/cart-based requisition lines should be sourced to a PO and dispatched relatively soon after creating and submitting the cart.</i></p>
4.	<p>Using query results, determine the most appropriate action(s) for reconciling each requisition/requisition line for which no further sourcing is intended. Below are some typical reconciliation scenarios and suggested reconciliation actions to consider:</p> <ul style="list-style-type: none"> ➤ NO ACTION could be required IF: <ul style="list-style-type: none"> ○ All requisition lines for a requisition have been fully sourced and one or more POs sourced from the requisition remain active since fully sourced requisitions will close automatically once ALL sourced POs are closed. ○ Further sourcing is intended for requisition line(s) having an open quantity or amount remaining ➤ CANCEL <i>entire requisition</i> using Manage Requisitions page or Requesters WorkBench IF: <ul style="list-style-type: none"> ○ Requisition has been budget checked to a valid status, AND ○ No sourcing has occurred for any of the requisition lines, AND ○ No additional sourcing is intended for any of the requisition lines ➤ CANCEL <i>individual requisition line(s)</i> using the Manage Requisitions page or Requester WorkBench) IF: <ul style="list-style-type: none"> ○ Requisition has been budget checked to a valid status, AND ○ Requisition line(s) being canceled have NOT been sourced (while other lines could be), AND ○ No additional sourcing is intended for the req line(s) being canceled ➤ CLOSE <i>entire requisition OR individual Req lines</i> (using the Requester WorkBench) IF: <ul style="list-style-type: none"> ○ All requisition lines have sourcing activity against them & have an open qty/amt remaining, AND ○ ALL POs sourced from the requisition are closed AND ○ No additional sourcing is intended for any requisition line being closed ➤ FINALIZE Requisitions (using non-closed PO sourced from Req) IF: <ul style="list-style-type: none"> ○ Requisition(s) have been partially sourced AND there is at least one PO that remains active (PO header status not closed). <p><i>** Reference the “ePro Finalize a PO & Liquidate a Req” quick reference guide for details instruction on when & how POs should be finalized to liquidate a requisition.</i></p>



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	<p>** Reference the “ePro: Using the Requester’s Workbench to Analyze and Reconcile ePro Requisitions” for detailed instruction on reconciling requisitions using the Requester’s Workbench.</p> <p>** Reference the “ePro: Cancel Entire Requisition or Individual Requisition Lines Using the Manage Requisitions Page” quick reference guide for detailed instruction on canceling requisitions from the Manage Requisition page.</p>
5.	<p>Understanding the most common reasons why sourced requisition lines remain available for sourcing after being sourced to a PO and suggested actions to prevent. Sourced requisition lines will remain available for sourcing after being sourced when:</p> <ul style="list-style-type: none"> ○ Req lines are <i>partially</i> sourced for a quantity or amount less than the req line qty/amt. <ul style="list-style-type: none"> - If qty/amt is reduced on the Requisition Selection page when staging req lines, only the qty/amt <i>actually</i> sourced will liquidate the requisition. The remaining (unsourced) qty/amt will continue to be available for future sourcing. ○ Req lines distributed by “Quantity” are fully or partially sourced to a PO line that is marked ‘Amount Only’. <ul style="list-style-type: none"> - marking a sourced PO line as ‘Amount Only’ reduces the PO line qty to ‘1’ regardless of the qty sourced from the req line. This means the remaining qty is returned back to the req line to remain available for future sourcing. ○ Req lines having a single distrib line are sourced to a PO distribution line that is split into multiple distribution lines. <ul style="list-style-type: none"> - splitting a PO distribution line sourced from a single requisition distribution line leaves the requisition line only being liquidated by the qty/percent specified on PO distrib line #1. - The qty/percent on split PO distribution lines other than distrib line #1 does not liquidate the requisition. Therefore, the qty/percent on distribution line numbers greater than ‘1’ will be returned to the requisition where they will remain available for future sourcing. <p>SOLUTION: For all the above scenarios, provided there is no intention of further sourcing the quantity or amount returned to the requisition, the PO Buyer can FINALIZE and BUDGET CHECK the PO header after all sourcing is complete. Taking this action will fully liquidate all open qty/amts remaining open on the sourced requisition lines, thereby ensuring the req does not continue to appear available for further sourcing. Once liquidated, the requisition will qualify for system closure once the sourced PO is closed.</p>