Procure to Pay Manual
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Electronic Procurement, better known as eProcurement (ePro), is the business-to-business sale and purchase of goods and services via the internet. The main benefits of eProcurement are cost savings achieved by aggregating spend, increased efficiency, and improved transparency in organizational purchases. These benefits make e-Procurement an initiative that is very much aligned with the University’s Worlds Ahead position, advancing our ability to leverage university spend and increase savings.

In addition to the above overall benefit, ePro at FIU will provide requesters with a central place to manage their requisitions. The Requisition Lifespan helps track the requisite from creation, all the way through to payment. It will also provide a central marketplace, myFIUmarket, where requesters can search for goods and services already under contract by the University, compare specifications and pricing between items and services, and shop directly from catalogs.

Shopping from the myFIUmarket has unique benefits. Requisitions, once approved, skip the buyer and are routed directly to the Supplier, decreasing turn-around time for requesters to receive Purchase Orders.

Also, most market items have the NIGP/Category code built in, which alleviates potentially choosing the wrong category code. Requesters can add multiple suppliers to one requisition, as well as split ship to locations on one requisition adding ease and convenience to the Requisition process.
Learning Objectives

This manual outlines steps and processes for Requesters to be able to:

- Shop using eProcurement
- Restate the factors that determine the number of Purchase Orders generated from a requisition
- Apply the process, including new business processes, from Requisition to Purchase Order to Receiving
- Explain and recognize the difference between e-Pro and myFIUmarket Items
- Distinguish processes for initiating Change orders and Blanket Purchase Orders
- Analyze the Lifespan of the Requisition (workflow)
- Receive both e-Pro and myFIUmarket items
- Utilize the “shopper” and “Cart” options available in myFIUmarket (Merge, Assign, Move)
- Manage carts and requisitions after submission and approval
- Complete Unencumbered Payments
- Review Supplier Information
- Review steps to approve
All vendors/suppliers must be registered with FIU and active in PantherSoft Financials to complete a requisition. For information on supplier registration please visit the Office of the Controller website - [http://finance.fiu.edu/purchasing/2supplier_reg_portal.html](http://finance.fiu.edu/purchasing/2supplier_reg_portal.html)

To confirm supplier information users can check PantherSoft Financials under the following navigation:

**Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers**

If you don’t have the Supplier ID available, you can search by “Contains” and the Name. You can view all different locations available per Supplier as well as their **Effective Status**.
Another option to review supplier information would be from the Document Status page.

1. **Main Menu>Purchasing>Requisitions>Review Requisition Information>Document Status**

2. Click on the “**Actions**” drop down menu

3. Select “**Maintain Supplier**” and you will be routed to the Supplier page shown below.

4. Now at the supplier page, click “**Search**”.

---

**Document Status**

- **Business Unit**: FLU01
- **Document Date**: 06/30/2014
- **Requester**: Chase Tallana L
- **Document Type**: Requisition
- **Merchandise Amt**: 3,600.00
- **Budget Status**: Valid

**Associated Document**

- **Actions**
  - **Maintain Supplier**
  - **Maintain Supplier Conversations**
  - **Review Supplier Contacts**

**Supplier Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.
5. You can view all Supplier Information.
1. Navigate to: Main Menu > eProcurement > Requisition
2. Click myFIUmarket link

3. You can enter the description of the item you are searching for in the Search field. Click “Go”. You can also search by selecting a specific catalog and searching for the item on the supplier’s site as previously mentioned.
If you have searched for the item from the myFIUmarket screen, the system will display all items found within your search criteria. There are filters on the side to narrow down the results.

4. Click “Order from Supplier” link next to the item that you would like to order.

By clicking “Order from Supplier” The system will “punch out” of the myFIUmarket and route onto the supplier’s page where that item is located, not the supplier’s homepage.
5. Click “Add To Cart” button.

This example is from the Grainger supplier’s site. (Supplier sites may vary in appearance and functionality)

6. If you want to continue shopping on that supplier’s site, click the “Continue Shopping” button. If you are done shopping from the supplier's site, click “View Cart” button.
7. Click “Submit Cart” icon to take your cart back to PantherSoft and complete the requisition. With other suppliers, it may say “Transfer Cart”. Click “Checkout” if available on screen.

Some suppliers have a message redirecting you back to eProcurement. Click “Yes” to go back to eProcurement. Note: Office Depot does not have this type of message.
8. From this screen, click “Proceed to Checkout”

Note: If you would like to shop for more market items, Click “Continue Shopping” link.

9. Click “Place Order” button to complete the requisition process.
System will redirect back to PantherSoft. to the “Checkout- Review and Submit” page. Items bought from the myFIUmarket will have a global icon in front of the line, denoting the item is a "Market" item.

10. On the Checkout- Review and Submit screen, expand the lines by clicking the gray triangle to the left of the line selection box. Expanding the gray triangle allows you to see/enter the ship to and accounting lines for that specified line.

Note: For myFIUmarket items, you should not include any comments, because the system will not display them for the vendor.
11. Your “Ship To” field should default to your HR campus location. If you need to enter another location, you must change it manually by clicking the Search glass. (Specific information and details regarding “Ship to” are found in the Entering information at the Line Level section)

12. Enter or Choose your Speedchart. (If you do not know what Speedchart to use, please speak to your Expense Manager)

   ![Speedchart Input Field]

   Accounting Defaults

**DO NOT BUDGET CHECK BEFORE SAVING.** If you budget check before saving, the below screen will appear. Click “Cancel” button to proceed to the Confirmation page.

   ![Budget Check Warning]

13. After completing all the lines, click on “Save And Submit” button to proceed to the Confirmation page.

   ![Save And Submit Button]

14. Click on “Check Budget” link.
Confirmation

Your requisition has been submitted.

Person: McDonald, Michele M

Requisition Name: 0000153118
Requisition ID: 0000153118
Business Unit: FIU01
Status: Pending
Priority: Medium
Budget Status: Valid

Check Budget

Requisition Approvals

Line 1: Pending

- Approvers
  - Pending: Multiple Approvers
    - Budgetary Approver

Line 2: Pending

- Comments
- Approvers
  - Pending: Multiple Approvers
    - Budgetary Approver

- Comments

Apply Approval Changes
Create New Requisition
Manage Requisitions
How to Shop & Assign a Cart

The Assign a Cart option allows for employees that would like to shop (select items) to do so and then assign the cart for someone else to review, add, or complete the requisition.

The Purchasing Department encourages all Requesters to click myFIUmarket link and search for your items in the market first, before choosing Special Requests. After clicking myFIUmarket link, the user is brought to the Market homepage to search for the item.

1. **Main Menu>eProcurement>Requisition**
2. Click myFIUmarket link

![Image of myFIUmarket homepage]

3. You can enter the description of the item you are searching for in the Search field. Click “Go”. You can also search by clicking the sticker of the desired supplier under “Punchout Catalogs”.

![Image of myFIUmarket search page]
To shop from **Office Depot**, the requester **must** click the Office Depot sticker to be directed to the Office Depot FIU approved Punchout Catalog. Requester can search for item directly from the punchout site. Please verify the FIU blue rim remains around the screen to ensure user is shopping from the correct catalog. If user is prompted for a credit card, user needs to back out and start again.

Once a user has chosen the Office Depot sticker, user will be redirected to the Office Depot screen. See below. On this screen, user can access their favorites via “My Lists” or search for item in search box. Again, verify the blue rim around the screen with the FIU logo to ensure user is shopping from the correct catalog.
4. If user has searched from the initial screen, and not punched directly out to the supplier catalog, the system will display all items found within your search criteria. There are filters on the side to narrow down the results.

5. Click “Order from Supplier” link next to the item that you would like to order.
By clicking “Order from Supplier” The system will “punch out” of the myFIUmarket and route onto the supplier’s page where that item is located. This will land you on the item page, **not** the supplier’s homepage.

6. When user is in any supplier’s punchout catalog, enter quantity.
7. Click **“Add to Cart”** to add item

![Supplier Catalog Example](image)

This example is from the Grainger supplier’s site. (Supplier sites may vary in appearance and functionality)

8. If you want to continue shopping on that supplier’s site, click the **“Continue Shopping”** button. If you are done shopping from the supplier’s site, click **“View Cart”** button.
9. Click “Submit Cart” button to take your cart back to PantherSoft and complete the requisition. With other suppliers, it may say “Transfer Cart.”
10. You should always see a message from the supplier redirecting you back to eProcurement. Click “Yes” to go back to eProcurement.
**Note:** If you have brought the cart in from the Supplier site, it is auto saved. If you make any changes in the cart, always click the “**Update**” button. Also cart name defaults to date of transaction and user name. It is suggested to change this to a more identifying name for easier research and retrieval.

11. After you have completed shopping from the myFIUmarket, click on “**Assign Cart**” button.
12. A pop-up window will appear. Click “Search for an Assignee”.

13. Enter the last name, first name, or email address. Click “Search”.

**Note:** For an assignee’s name to be available for selection, that assignee will have had to have “punched out” to any catalog at least once. Then their name will be in the system to select.

14. Click select next to the person’s name for whom you wish to assign the cart.
Note: After selecting the name, you have the option to save that name by checking the “Add to Profile” box. This assignee will be amongst your selections the next time you login.

15. You also have the option to include a “Note to Assignee” which will carry over with the cart. Click “Assign”.

16. You will receive a confirmation page once you have successfully assigned the cart. Once the cart is assigned, only the assignee can “work” the cart. You will need to unassign the cart, from “My Carts and Orders”, to edit or submit. See the “View Carts – Drafts and History” section.
**Note:** Under the Action Items and Notification tabs, in myFIUmarket, the assignee will see a message indicating a cart has been assigned to them. For assignee options and directions please see the Managing an Assigned Cart section.
Carts Assigned to You

When you are assigned a cart within the myFIUmarket, you will receive an email notification. There will also be a message under “Action Items” and “Notifications” while logged into myFIUmarket.

1. To view the assigned cart, click on any of these messages. You will be taken to the “Draft Shopping Cart” Page, where you will choose the cart under “Drafts Assigned To Me”.

2. Or you can click the Cart Icon on the left-hand side > Choose My Carts and Orders > View Draft Shopping Carts.
3. To view and work the cart, click on the corresponding “Shopping Cart Name”.

You can now proceed as you normally would to add/edit items, assign the cart, return the cart, or checkout.

Note: If you make any changes in the cart, always click “Update”.
Merge Carts

If you wish to merge multiple carts assigned to you, you can do so utilizing the **Move to Another Cart** action.

1. From the Cart selection page, click on the Cart Name.

2. Check the **Select All** checkbox.
3. Select the **Move to Another Cart** link from the **Perform an action** dropdown menu.

4. Select radial button for the cart you wish to move the items to. Then, click the **Move** button.

   Note: If you have carts already created they will show up under Draft Cart. You have the option to merge to an existing cart or to a brand new cart. If choosing to move to a New Cart, note the system does not allow naming at the time of move. User must click on cart name on the Draft Cart screen to rename. Click update to save name.

   In this example, we are merging to an existing cart – “**Final Office Depot Order**”.
5. Click the **Close** button on the confirmation screen. You will be returned to the empty cart.

![Confirmation Screen]

The lines(s) has been successfully moved.

**Close**

![Empty Shopping Cart]

NOTE: The cart remains available, though it is empty. You may add items to the cart, return the cart or delete the cart.
6. The destination cart will now contain the items from the original cart and reflect the total for the order, thus far.
Return a Cart

When you are done working with a cart that has been assigned to you, you can return the cart to the user who assigned it to you.

1. Click the "Return Cart" button from within the Shopping Cart.

2. Click the “Return” button.

NOTE: You also have the option to include a “Note” which will carry over with the cart.
3. You will receive a confirmation page once you have successfully returned the cart. You will no longer be able to work the cart.

Note: Under the Notification tab, in myFIUmarket, the assignor will see a message indicating a cart has been returned to them.
Unassign a Cart

1. To view the carts you assigned to others, navigate to the Draft Shopping Cart Page, where you will find them under “My Drafts Assigned to Others”.

![Image of Draft Shopping Cart Page]

2. Click the “Unassign” button next to the cart you wish to bring back into your Drafts.

![Image of Unassign button]

3. The cart will be unassigned from the assignee and returned to you as a Draft. You can now proceed as you normally would to add/edit items, assign the cart, return the cart, or checkout.

![Image of Draft Cart Page]
Viewing Carts – Drafts and History

1. Click the Cart icon on the left-side toolbar, then select **My Carts and Orders**.

![My Carts and Orders](image1)

2. There are several cart options:

   a. Clicking **Open My Active Shopping Cart**, opens an existing cart that has been saved for you to continue shopping within that cart.

![Open My Active Shopping Cart](image2)
b. “View Draft Shopping Carts” routes you to this page.

Note:
- “My Drafts” are carts you have saved but not assigned to anyone. You can either delete this cart or open it to edit by clicking icon or cart name respectively.
- “Drafts Assigned To Me” are carts another person has assigned to you for review, to add/edit items, or to continue to approval.
- “My Drafts Assigned to Others” are carts you have assigned to another for review, to add/edit items, or continue to approval. You can only unassign from this screen.
- You can only unassign a cart, which you assigned, so long as the assignee did not assign it to someone else.

A cart is not a requisition until “place order” has been chosen and you are redirected.

3. Anywhere you see “view cart history”, you can select and view attributes.
Viewing Last Orders (90 days)

1. Click on the Cart icon.
2. Click on “View My Orders (Last 90 Days)”

3. The screen will display all carts that have been submitted (Requisitions). Here you can filter your results further by using the “Refine Search Results” on the left of your order history.

4. Click on the Cart No.
5. Now you can view the cart **Comments, Attachments, and History** by selecting the designated tab.

![Cart Details](image)

- **Comments** – would display any comments the assignee entered back to the assigner.
- **Attachments** – if there were any quotes or docs attached, they can be viewed here.
- **History** – shows the history of cart. (I.e. line deleted)
- **Available actions include:**
  - **Add Comment** – adds comments to the actual cart
  - **Add Notes to History** – adds a note that associates to the history log
  - **Copy to New Cart** – takes existing cart items and transfers it to a new cart/order
  - **Resubmit Cart** – resubmits cart to the original assignee.
Special Requests Requisitions

1. **Main Menu>eProcurement>Requisition**

   The Procurement Department encourages all Requesters to click myFIUmarket link and search for your items in the market first, before choosing Special Requests. After clicking myFIUmarket link, the user is brought to the Market homepage to search for the item.

2. **Click “Special Requests” link.**

   ![Image of Special Requests link](image)

   **Note:** This requisition will create “lines” as you add items. The number of lines is located at the top, right side of the screen.

3. **Fill in all required fields, marked with an asterisk (*)**

   **Item Details**
   a. Fill out **Item Description** with the name of the item being ordered.
   b. Fill out the appropriate **Price, Quantity, and Unit of Measure**.
   c. Enter the **Due Date**.

   **Note:** For Blanket purchase orders and Change Orders, please see the [Blanket Purchase Orders](#) and [Change Orders](#) section for more details and instructions.

   *In this example we are purchasing a Mannequin for display*

4. **Category** - To search for the category, click the magnifying glass.
   Search options:
   - Leave both fields blank and click Find.
Choose either “Category” or “Description” in the first box and you have the option to leave the second box blank. This will list all categories.

Or choose “Category” or “Description”, then enter a search item in the second box. In this example, we chose to search by “Description”. Choose the category by clicking any of the links in blue.

**Note:** An expense account (associated with the category chosen; located in the Account Field) must exist under the Activity Number or Project ID being used. If not, the requisition will yield a budget error. Always read the information in the Description column before making your category selection.

5. **Supplier** – Complete the desired Supplier information.
To search for the Supplier, Click the search glass icon. The below screen appears. Enter any information known and click **Find**. (for more information on how to search within PantherSoft please see the Fundamentals Manual). Or simply click **Find** to see a list of all available suppliers in order by their Supplier Number. Select via the blue link.

5a. Select the Supplier by clicking the blue Supplier ID link

![Supplier Search Screen](image)
Supplier ID and Supplier Name will populate once chosen.

![Supplier ID and Name](image)

Comments can be entered in the Additional Information box. By selecting Send to Supplier, Show at the Receipt, and/or Show at Voucher boxes, these same comments will appear on designated document.

Note: Request a New Item is not an FIU option. This would only apply if we had hosted catalogs.

![Additional Information](image)

6. After all fields have been filled out, click “Add To Cart” button to submit the line.
Note: Click “Add to Cart” to add more lines or “Checkout” to finish completing the requisition.
Checkout, Review and Submit Page

On the “Checkout Review and Submit page”, a small overview of your line item(s) will be displayed. On this page is where the user verifies/edits the ship to address, can add category code, and enter the Accounting Details.

The Add More Items button is also available on this page. It allows you to add more line items or services to the requisition even if the Supplier is different. (see Mixed Requisitions - Special Requests & myFIUmarket Items)

Also found on this page is the Details and Line Comments icon, link for attachments, along with fields for comments, and approval justifications. You can preview approvals from this page by clicking the Preview Approvals link at the bottom.

Ship to, Due Date, and Accounting Details can be completed by choosing Requisition Settings in the top right corner or by entering at the line level.
Due date, supplier, ship to information and the Accounting information can be entered using the Requisition Settings link found in the top right corner.

1. Click **Requisition Settings**
2. Choose **Override** radial button to open the page
3. Use the search glass to select the **Ship To** location (the info displayed in the Ship To field is defaulted)
4. Use the search glass to select the **Speedchart**

5. Click “**OK**” button.
The below screen appears after clicking OK.

Choose:

**All Distribution Lines** - to apply the settings to all requisition lines.

**Matching Distribution Lines** - if you are adjusting distribution line 1 (any line) - it will override ALL distribution line #1s throughout the req (for REQ line 1, 2, 3, 4, etc...)

**Replace Distribution Lines** - this will wipe away all distribution lines (no matter what #) and replace with updated values/combination

**Note:** If you use the search glass to select the Speedchart, the speedchart will not show in the speedchart box. To verify the speedchart entered has auto-populated the correct fields, use the More Button to expand the Chartfield line. Example below shows completed Chartstring.
Entering/Viewing Information at the Line Level

When you have different settings that apply to different lines, you may want to enter information at the line level. Not only can you enter information you can see information specific to the line as well. One of the neat features of ePro is you can enter comments at the line level as well as to the requisition itself. You can delete lines and utilize the Details icon to select/find more information like Buyer info and Category Code. These options are available on any type of requisition.

To add Comments to the line itself, click the Comments Add icon on the line. To see the details of the req click the Details icon. All screens are below.

![Screen showing line level comments and details](image)

After clicking comments, the comments box appears. (Use Standard Comments link is not used at FIU) Enter comments and click OK. You can add attachments to the line here.

![Screen showing line comments with attachment option](image)
Clicking the details icon shows this screen:

Note: If you are creating a Blanket Purchase Order, check off Amount Only and refer to the Blanket Purchase Orders section.

Inspection Required, Stockless Item, and Zero Price Indicator are not options available at FIU.
1. Click the triangle next to the line selection box, to expand the line.

Once the line is expanded you can see, shipping information, unit details, and the navigation to expand the accounting lines.

2. Click the search glass next to “Ship To” to select another campus address.

Below are a few notes regarding “Ship To” addresses.
- A requester cannot permanently change their default address within PantherSoft. This must be done by Financial Systems and Support Services.
- See the Ordering Hazardous Chemicals section for ship to locations
- Multiple Ship-to Addresses will generate one Purchase Order number per ship to address.

3. Enter search parameters.
4. Click Lookup
5. Choose your location by clicking either of the blue links.

6. Expand the accounting lines and select the appropriate Speedchart for the line.

Do not budget check **before** saving. If you budget check before saving, this screen will appear. Click “**Cancel**” button to return to the requisition.
7. Enter any comments and any information needed to justify the approval. You can also choose to send the comments along to the supplier or be shown at receipt or at the voucher level. (these are both optional fields)

8. Click either the “Save and Submit” button to begin the approval workflow or the “Save for Later” button, to revisit the Requisition at a later time. If completing the requisition, choose “Save and Submit” button.

You can also add more items to the requisition by clicking the “Add More Items” button.

Another feature available is the ability to preview approvals via the Preview Approvals. Approvals are driven by the Chartfields chosen and the item cost/type.

1. Click the link
2. Click the **Multiple Approvers** link

![Preview Approvals](image)

3. A pop-up window opens with the Approver information, Click **Close**.

![Approvers](image)
4. Click Return to go back to the Checkout, Review and Submit page
Completing the requisition – Confirmation

After entering the Requisition or line settings, saving and submitting, the next screen is the confirmation screen. **On this screen is where the Requisition is budget checked**, can be edited and resubmitted, and where approvers can be viewed. The budget status will say “pending”, once it is checked, it will change to “Valid”. (Unless exceptions occur)

1. Click the “Check Budget” link and wait for status to change.
   a. Valid – there is enough money to pre-encumber this cost in the associated budget.
   b. Error – there is not enough money or the wrong Speedchart has been entered.
      (See Budget Checking Section of this manual on how to remedy this error)
   c. Not checked – the budget has not been checked.
2. The Requester can also check who the approvers are for their Requisition at the bottom of the screen.
Budget Checking a Requisition

The Budget Check process verifies that funds are available in the budget to pay for the requested item(s) and pre-encumbers those funds (sets them aside). To run Budget Checking manually, the requester can click the Budget Check link on the confirmation page of the Requisition, access the requisition from Manage Requisitions and choose ‘budget check’ from the drop-down menu, or leave it unchecked and it can be budget checked by an approver.

Once the Budget Checking is completed, the Budget Processor checks the transaction against all referenced budgets and returns a status of “Valid” or “Error” in the transaction Budget Status field. The system holds any transaction that is returned with a status of Error. Transactions with a status of Error have one or more transaction lines that have failed budget checking. The error must be corrected to complete the requisition.

Ordering Hazardous Chemicals

The University has implemented a process when it comes to ordering hazardous chemicals.

- Special Requests – please make sure to use one of the 4 approved “ship to” locations below.
- MyFIUmarket orders – the user will only be allowed to choose from these four designated hazardous “Ship to” locations. They will also receive this message:

![Message](image)

When deciding the Ship To location for the line containing the HAZMAT item, user will be limited to these locations. (Please do not ship Airgas gases here. Use normal Ship To)

<table>
<thead>
<tr>
<th>Centralized Receiving Locations for Hazardous Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus/Dept</td>
</tr>
<tr>
<td>MMC Scientific Receiving</td>
</tr>
<tr>
<td>EC Biomedical Engineering</td>
</tr>
<tr>
<td>EC Civil &amp; Environmental Engineering</td>
</tr>
<tr>
<td>EC Applied Research Center</td>
</tr>
<tr>
<td>BBC Receiving Dock</td>
</tr>
</tbody>
</table>

All chemicals for research ordered from Fisher will give you this error. If you order Hazardous Materials from other places, it is suggested that you choose one of these addresses.
Other Options

On the Checkout, Review, and Submit screen there are some other options available to the requester: **Delete Selected** and **Mass Change**.

Deleting Lines

Users can delete lines from the actual requisition by clicking the trash can icon on the line or selecting the specific line and clicking the "Delete Selected" link.

Mass Changes

Whenever you have a requisition that totals $4700 or higher, **and** one of those lines is a "good" not a service, you are going to receive a message that says one or more of these lines may be OCO, please use the Mass Changes link to override the category code.

Mass Changes is the only way to change a category code on a market item to the appropriate OCO category code.
1. Select the Line that is incurring the OCO. In the below screenshot, line 2 is selected as that is the line over the threshold. (Total is $5174.29)

2. Click Mass Changes link. The below screenshot appears.

3. Click on “Category” magnified glass to change the Category Code. You see that there are only OCO choices available.
4. Click “OK”. The below message appears.

5. Click “OK” to confirm that the Category code was changed. Click on the “Details” button for that line to display the Category Code.
Requisition Approval Workflow

The workflow functionality enables users to view the workflow approval process. When a transaction is submitted the notification, process is put in action. The appropriate users are notified when they are required to perform a function: pending approvals, requests, or transfers. The user is notified via Email with an electronic message.

<table>
<thead>
<tr>
<th>Requisition Workflow Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>System has initiated the approval routing process and requisition is waiting approval action and requires Budget Checking. Approver(s) receive email notification to Approve</td>
</tr>
<tr>
<td>Approved</td>
<td>Requisition is approved. Approver and Requester will be unable to make any further changes and the request is ready to be selected for Purchase Order processing. Final Approval triggers an email notification to Requester</td>
</tr>
<tr>
<td>Deny</td>
<td>If Approver denies the Requisition, the Requester will receive an email with comments, Requester can make changes to the Requisition and resubmit for approval (if needed)</td>
</tr>
<tr>
<td>Hold</td>
<td>If Approver puts the requisition on hold, the Requester will receive an email notification with comments</td>
</tr>
</tbody>
</table>

OSRA Approval is only for Office of Sponsored Research Projects (FSR01)
The Project Manager must approve the requisition if they are the same as the Requester
Blanket Purchase Orders

Blanket Purchase Orders are entered via Special Requests. Blanket Purchase orders (BPOs) are used when the user would like to request a Purchase Order that they can receive against all fiscal year. For example, your department has a consultant for a year and the consultant costs $12,000. Every month the consultant must be paid $1000. In this scenario, user would open a BPO for $12,000 and as the consultant bills the department, the BPO is decreased by that amount.

Below are the setup requirements:

1. When creating the BPO Items the following are required:
   a. The **Item Description** must read, “Blanket Purchase Order for [Insert detailed description of goods or services] for the period of 7/01/20XX – 6/30/20XX”.
   b. The **Price** should be the total for the BPO period.
   c. **Quantity** should be 1 for an extended amount/price to be used up within the fiscal year.
   d. Ensure the correct **Category Code** is used.
   e. **Due Date** should be 6/30/20XX

2. On the **Checkout – Review and Submit** page, the following are required for the BPO Requisition:
   a. The **Origin** must be set to **BPO – Blanket Purchase Order**.
b. Ensure BPO items are set to receive by **Amount Only**, which is found under **Line Details**.

![Line Details](image.png)

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Item ID</th>
<th>Supplier</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BPO Item</td>
<td>ABC123</td>
<td>LEADER1</td>
<td>1000</td>
<td></td>
<td>1000</td>
<td>1000</td>
</tr>
</tbody>
</table>

**NOTE:** BPOs may not be used to purchase operating capital outlay (OCO) items.

c. If available, the **Requisition Comments** must include the following:
   i. Authorized User name(s) and contact information. These are the individuals authorized by your Department to call the supplier and place orders against the BPO throughout the fiscal year.
   ii. A reference to the contract utilized for pricing.
   iii. Account number if applicable.
   iv. If using a vendor contract, attach a copy of the contract.
   v. Provide a sample quote/invoice to allow the buyer to check the supplier id for accuracy. It is the responsibility of the requester to select the correct supplier id, however, the buyers check against any backup documentation for accuracy.

**NOTE:** BPOs may not be used to purchase operating capital outlay (OCO) items.
Multiple Purchase Order Numbers

eProcurement provides us with the convenience of being able to customize our Requisitions to our specific needs. However, certain things we enter can cause Multiple Purchase Orders to generate from one Requisition. Below is the list of actions that can generate Multiple Purchase Orders:

- **Mixed Requisitions** – Requester has both myFIUmarket items and a special request item on one requisition. Requester will receive a PO# for the market item and one for the special request item.
- **Multiple Suppliers** – If a user has more than one supplier on a special request or myFIUmarket requisition, user will receive one purchase order per supplier.
- **Multiple Supplier Locations** – If a user has the same supplier but with different supplier locations on a special request requisition, user will receive one purchase order per supplier location.
- **Multiple Ship To Addresses** – If the requester has more than one delivery location on any type of requisition, requester will receive a PO# per delivery location. This is very convenient when it is time to receive goods in the system.
- Any combination of the above will generate multiple purchase orders as well.

Three Way Matching

- The PO is always created first from a Requisition.
- The merchandise is received in good order by department.
- The invoice is received and entered into PantherSoft by the Accounts Payable team of the Controller’s Office.

**Will AP pay the supplier without the supplier having provided the service or merchandise?**
Absolutely Not! Because of the Three Way Matching rule, until the department enters into the system and receives against the PO, the payment will never leave the University. In effect the department controls when payments are made by controlling the receiving of the merchandise or service.

- Original invoices must be sent to Accounts Payable via email to invoices@fiu.edu or by mail to CSC 310 in a timely manner.
Mixed Requisitions - Special Requests & myFIUmarket Items

eProcurement allows Requisitions to include both market and non-market items. After the entire Requisition has been approved, because of the mix of items, there will be more than one Purchase Order # generated. One or more for the market items and one or more for the non-market items.

1. **Main Menu>eProcurement>Requisition**

2. You can start with either myFIUmarket or Special Requests. In this example, we are starting with Special Requests (non-catalog) requests.

3. Fill out **Item Description** with the name of the item being ordered.

4. Fill out the appropriate **Price, Quantity, and Unit of Measure**.

![Create Requisition](image1)

![Special Requests](image2)
5. **Category** - To search for the category, click the magnifying glass. You can leave both fields blank and click “Find”. All categories will show up, or you can choose to search by “Category” or “Description”. You can enter a category or description to find, or leave the second box blank and click “find”. Make sure to choose the actual category code.

![Look Up Category](image)

**Note:** An expense account (associated with the category chosen) must exist under the Activity Number or Project ID being used. If not, the requisition will yield a budget error.

6. **Supplier** – Fill out the desired Supplier information.

![Supplier](image)
7. Enter comments in the Additional Information box. By selecting Send to Supplier, Show at the Receipt, and/or Show at Voucher these same comments will appear on designated documents.

8. After all fields have been filled out, click “Add to Cart” icon to submit the line. Notice you now have “1 Line” in the Cart icon.

9. To add items from the market, click on the myFIUmarket link on the left to be redirected to the market home screen.
10. Search for the item via the search box, or by choosing a specific supplier.

11. Click on “Order from Supplier” next to the item. You will land on the item’s page.

12. Click “Add to Cart” button.
13. Click “Checkout”. (Remember this verbiage is specific to supplier)

14. Click on “Transfer Shopping Cart” button.

15. Click on “Proceed to Checkout” button.
16. Click on **“Place Order”** button.

Notice you have two lines on your Requisition. There are two indicators on the line that denote “ePro Special Request Item” vs “Direct Connect item” which means the item came from myFIUmarket.
17. Open the lines by clicking the gray triangle to the left of the line selection box.

18. If needed manually choose your “Ship To” field.

19. Choose your Speedchart.
20. Click on “Save and Submit” button.
For a mixed requisition, the user has the option to start with Special Requests or Market items. If the user begins with market items, in order to add Special Request items, the user should click “Add More Items”, on the Checkout- Review and Submit page.
Sometimes a requester has to change an existing Purchase Order. In this section, we discuss when an actual Change Order needs to be processed and other ways changes can be made after submitting. Please note depending on the type of requisition and its current status, steps to initiating changes will differ. Any change orders created are always created for the “difference”.

<table>
<thead>
<tr>
<th>Req Type</th>
<th>Sourced to a PO?</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Item</td>
<td></td>
<td><strong>Increase:</strong> Initiate new market req in ePro</td>
</tr>
<tr>
<td></td>
<td>YES</td>
<td><strong>Decrease:</strong> work directly with Supplier/Buyer to decrease order</td>
</tr>
<tr>
<td></td>
<td>NO</td>
<td>From Manage Requisitions choose Edit*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All reqs not sourced to a PO can be edited. No Change Order needed.*</td>
</tr>
<tr>
<td>Special Request (non-market)</td>
<td></td>
<td><strong>Increase:</strong> Change Order needed* Create a new Requisition with additional items.</td>
</tr>
<tr>
<td></td>
<td>YES</td>
<td><strong>Decrease:</strong> Receive Decreased Quantity. Once order has been Received, contact the Buyer to close PO and release remaining encumbrance.</td>
</tr>
<tr>
<td></td>
<td>NO</td>
<td>From Manage Requisitions choose Edit*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All reqs not sourced to a PO can be edited or cancelled. No Change Order needed.*</td>
</tr>
<tr>
<td>Mixed</td>
<td>YES</td>
<td>Follow instructions for non-catalog and market items separately*</td>
</tr>
</tbody>
</table>
How to Create a Change Order (CO)

Main Menu> eProcurement> Requisition

1. Click **Special Request**.

2. Enter the Item Details for the Change Order
   a. The Item Detail fields should reflect additional quantity from the original P.O. (the difference)
      i. Example: Original Requisition made for $200 and P.O. has been sourced. To increase the order to $300, you would create a Change Order for the difference ($100).
3. In the **Requisition Name** field enter “CO to PO# xxxxxx” (include the original PO#).

4. Enter “CO” in the origin field of the Checkout page and follow steps to submitting a Special Request.
   a. Remember, the CO Requisition should only be for the difference (the increase).
How to Request a Quote (RFQ)

Request For Quote (RFQ) is used when the Requester would like the Buyer to generate a quote for them by reaching out to other suppliers. For example, your department wants to throw a Holiday party and would like a quote on party tables, chairs and a tent. You have one quote from one supplier, but you want to know if maybe Purchasing can get other quotes from other suppliers. RFQ are executed through a Special Request (non-market).

1. Main Menu> eProcurement>Requisition. Begin the Special Requisition [See “Special Requests non-market Items” section of this Manuel.]
2. On the “Checkout-Review and Submit” page, click the “Details” icon.
3. Check off the “RFQ Required” box. Click “OK”. The requisition is then routed to a specific Buyer to obtain the quote.
4. Complete the requisition as usual. [See “Special Requests non-market Items)” section of this Manuel.]

In order to check the status of your quote, the user can go to MainMenu>eProcurement>Manage Requisitions and click on the Req ID.

If there is a quote that you may have already received, you can attach it to the comments box.
Receiving Process and Receipts

A Receipt must be created in PantherSoft Financials immediately following the delivery of goods/services. This acknowledges that what was requested via a dispatched Purchase Order was fulfilled by the Supplier. The Receipt is independent of the Supplier’s Invoice, which they should send directly to Accounts Payable (AP) per instructions on the Purchase Order.

After the Receipt is created by a requester against a dispatched Purchase Order and an invoice is received by AP, a payment will be sent to the Supplier. If a Receipt is not entered and/or an invoice not received, the Supplier will not be paid – even if the goods/services were provided.

The following sections detail the security roles related to receiving, how to receive depending on those roles, how to cancel a whole receipt, and how to cancel individual receipt lines.

Receiving Security Roles

There are two security access roles within PantherSoft Financials that allow users to access requisitions and complete receiving.

<table>
<thead>
<tr>
<th>Requester/Casual Receiver Role 002A</th>
<th>This role gives you the ability to create requisitions and create receipts only for your own requisitions/purchase orders.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester/Super Receiver Role 002</td>
<td>This role gives you the ability to create requisitions and create receipts for any requisitions/purchase orders.</td>
</tr>
</tbody>
</table>

**NOTE:** If you are an expense manager approving transactions in PantherSoft, you must select role 002.

If you are not sure of your current roles, you can contact the Financials System and Support Services Help Desk at 305-348-7200 or controller@fiu.edu to look it up.

To request a security role if you currently do not have the access, navigate to the Access Request Form within PantherSoft Financials. If you are changing from one role to another, please email controller@fiu.edu making sure to also copy your current HR supervisor.

For New Access Requests: Login to [http://financials.fiu.edu](http://financials.fiu.edu) and follow the below navigation:

1. Main Menu> Access Request System > Access Request
2. Add a New Value Tab, Click Add
3. Enter Description (this is a mandatory field)
4. Select Role (002A or 002)
5. Identify a Location (this becomes the default ship-to location for the user)
6. Click Submit
Receiving Process for the Casual Receiver (Access Role 002A)

The following steps provide instructions on how the Casual Receiver creates a Receipt for Requisitions created only by themselves.

1. Navigate to **Main Menu > eProcurement > Manage Requisitions**

2. Select the “Receive” Action from the drop-down menu on the desired requisition to be received, then click the Go button.

3. Select the checkbox for the Requisition Lines(s) to be received, then click the **Receive Selected** button.
4. Enter a date into the **Received Date** field. The Received Date field should always be populated with the date the product was physically received or when the service was rendered – not the date that the receiving entry is made. This is a mandatory field.

5. Enter/Confirm the quantity or amount of the goods/services that are being received in either the **Received Quantity** or the **Receipt Price** field (this depends on whether the requisition line was setup to be received by quantity or amount).
6. Click the **Save Receipt** button.

7. A receipt confirmation page will display that includes the Receipt # and the quantity or amount that was received.
Receiving Process for the Super Receiver (Access Role 002)

The following steps provide instructions on how the Super Receiver creates a Receipt for Requisitions created by themselves or others.

1. Navigate to **Main Menu > eProcurement > Manage Requisitions**

2. Identify the PO Number associated to the Requisition to be received by clicking the **Purchase Orders icon** on the **Request Lifespan**.

   ![Purchase Orders Icon](image)

   **NOTE:** The PO Number is needed when searching for PO Lines while entering a Receipt.

3. Click the **Manage Receipts** link at the bottom of the **Manage Requisitions** page.

   ![Manage Receipts](image)
4. Click the **Add New Receipt** link at the bottom of the **Manage Receipts** page.

![Manage Receipts](image)

5. Click the **Add** button on the **Receiving** page, **Add a New Value** tab.

![Receiving](image)

6. Within the **Search Criteria** enter the PO Number (see Step 2) in the **ID** field. Remove all information in the **Days +/-**, **Start Date**, **End Date**, and **Ship To** fields, then click the **Search** button.

![Select Purchase Order](image)
7. Select the checkbox next to the line(s) to be received and click the OK button.

8. Enter a date into the **Receipt Date** field. The Receipt Date must be the date the product was physically received or when the service was rendered – not the date that the receiving entry is made. **This is a mandatory field.**
9. Enter/Confirm the quantity or amount of the goods/services that are being received in either the Receipt Qty or Receipt Price field (this depends on whether the requisition was setup to be received by quantity or amount).

10. Click the **Save** button.

11. A notification message will appear, providing the Receipt ID. Click the **OK** button.
12. Confirm the Receipt was successfully created by identifying the Receipt ID, Receipt Status, and Receipt Lines Status fields.

13. When a receipt is created, the Receiving icon lights up on the Manage Requisitions page (Main Menu > eProcurement > Manage Requisitions).
Cancelling an Entire Receipt (Casual User Role 002A)

There may be circumstances where an entire receipt may need to be cancelled. These instructions are based on the requisition/receiving security role Casual User 002A. However, you cannot cancel a receipt that has been attached to a Voucher. The Voucher would have to be deleted by Accounts Payable first.

1. Navigate to **Main Menu> eProcurement> Manage Requisitions**

2. Use the search parameters to find requisitions under the **Request State** of Partially Received or Received.

3. Click on the Receiving icon to view the receipt(s) associated to a particular requisition.
4. Use the search parameters to find the receipt if it is not already showing. Click the red X to cancel the entire receipt, this includes all lines. (If you need to only cancel one or more lines, not the entire receipt, see the section Cancelling Receipt Line(s) (Casual User Role 002A) and instructions.)

5. A confirmation message will appear. Click Yes to cancel the receipt including all lines.
After cancelling a receipt, the system displays the Receive Items screen. Click on the Manage Requisitions navigation to be taken back to all your requisitions. You can also confirm that your receipt is deleted within Manage Requisitions.

Within the Manage Requisitions, when you look back at your requisition, the Receiving icon will be greyed out since there is no receipt related to the requisition.
There may be circumstances where an entire receipt may need to be cancelled. These instructions are based on the requisition/receiving security role Casual User 002. However, you cannot cancel a receipt that has been attached to a Voucher. The Voucher would have to be deleted by Accounts Payable first.

1. Navigate to **Main Menu> eProcurement> Manage Requisitions**

2. Use the search parameters to find requisitions under the Request State of Partially Received or Received.

![Requisition Management Image]
3. Click on the Receiving icon to view the receipt(s) associated to a particular requisition.

4. Click on the details icon to view the actual receipt details.

5. To cancel the entire receipt, click the red X next to the Receipt Status Fully Received in the Header of the receipt.
6. You will be prompted with a message confirming cancellation. Click **Yes**. On the confirmation message click **OK**.

7. The **Receipt Status** has changed to Canceled. To confirm that there is no longer a receipt attached to the requisition, go back to Manage Requisitions.
8. On the Manage Requisitions screen, the Receiving icon will now be greyed out.
Cancelling Receipt Line(s) (Casual User Role 002A)

Users can cancel one or more lines that have already been received, if the receipt has not been attached to a voucher. These instructions are based on the requisition/receiving security role Casual User 002A.

The process to cancel a single receipt line or more than one receipt line is similar to cancelling an entire receipt. See Cancelling an Entire Receipt (Casual User Role 002A).

1. On the Manage Receipts page click on the Details icon.

2. Click a red X on the line that you wish to cancel. A message box will appear, click Yes.
3. Make sure to save changes by clicking **Save Receipt**. A confirmation message will appear, click Yes.

4. Click **Return to Manage Requisitions** to confirm line status change.
5. On the Manage Requisitions page, the cancelled requisition line(s) will show as PO Dispatched.
Cancelling Receipt Line(s) (Super User Role 002)

Users can cancel one or more lines that have already been received, if the receipt has not been attached to a voucher. These instructions are based on the requisition/receiving security role Casual User 002.

The process to cancel a single receipt line or more than one receipt line is similar to cancelling an entire receipt. See Cancelling an Entire Receipt (Super User Role 002).

1. On the Maintain Receipts Receiving page, click on a red X on the particular Receipt Line that you wish to cancel. Then click Yes to confirm.
2. Click the red X next to any additional receipt lines that you would like to cancel. When all receipt line cancelling is complete, click Save. Click Ok on the following message.
3. Go back to Manage Requisitions to confirm the receipt line(s) have been cancelled. The status of the line that was cancelled should now reflect PO Dispatched.
1. **Main Menu>eProcurement>Manage Requisitions**  
   As the requester, all your requisitions will be visible upon choosing Manage Requisitions

2. If you want to search for another requester’s PID, you may do so by selecting the Requester’s PID. You can also search by Request State and Budget Status as shown below.

3. Check your Date ranges.

The following actions are available depending on the requisition state.
1. To view the lifespan and line items for a requisition, click the Expand triangle icon: This view shows a visual description of where in the lifespan the requisition is and all the lines that are on the requisition.

2. Each stage of the life cycle highlights as the requisition flows through the eProcurement process. Completed stages and “in progress” stages in the Requisition Lifespan cycle are highlighted with active links and illuminated icons.

- **Requisition** - An electronic requisition was created in PantherSoft
- **Approval** - Requisition has been approved by a PantherSoft Approver.
- **Inventory** – always greyed out (not FIU enabled)
- **Purchase Order** - Requisition was sourced and a purchase order was created. By clicking, user can see PO#.
- **Change Request** - Changes were made to a dispatched purchase order
- **Receiving** - Items were received in PantherSoft
- **Returns** - always greyed out (not FIU enabled)
- **Invoice** - Supplier sent invoice to accounts payable
- **Payment** - Accounts payable processed payment to supplier

**NOTE:** We have not yet implemented some of the modules of PeopleSoft represented on the Lifespan line; therefore some of the icons will always remain grey and be inactive. (I.e. Inventory & Returns)

By clicking on the actual icons, users can view information and/or initiate some actions. For example, clicking on Approvals allows the user to view Requisition approver(s).
Viewing Approvers

1. **Main Menu>eProcurement>Manage Requisitions**

2. Select an **Action “Approvals”** from the drop down menu on the desired requisition to be reviewed.

3. Click “**Go**”.

4. In order to review, Approvers click on the Multiple Approvers link.

5. A window pops up with all the approver’s information.
Editing a Requisition

Through the edit function, a requester can make changes to any Requisition that has not been sourced to a Purchase Order.

1. **Main Menu>eProcurement>Manage Requisitions**

2. Select an Action “**Edit**” from the drop-down menu on the desired requisition to be reviewed.

3. Click “**Go**”. 
4. Make the necessary edits, then you can “Save and submit” if you would like or “Save for Later”.

5. You have finished editing the requisition. Click on the “Manage Requisitions” link.
1. **Main Menu>eProcurement>Manage Requisitions**

2. Select an Action “**Cancel**” from the drop down menu on the desired requisition to be cancelled.

3. Click “**Go**”.

4. Click on “**Cancel Requisition**” button
Your Requisition has been successfully cancelled!
How to Copy a Requisition

1. **Main Menu>eProcurement>Manage Requisitions**
2. Select an Action “Copy” from the drop down menu on the desired requisition to be copied.
3. Click “Go”.
   **Note:** Do not use this function for Market Requisitions that have sourced to a Purchase Order. The “Copy” functionality can only be used for requisitions created through eProcurement navigation, not Purchasing.

4. A new requisition is opened with the items copied from the one selected.
   Remember everything is transferred from the requisition copied in case you need to change requisition defaults.
5. Complete requisition as usual.
1. **Main Menu>eProcurement>Manage Requisitions**  
2. Select an Action “**View Print**” from the drop down menu on the desired requisition to be printed.  
3. Click “**Go**”.  

4. You will be prompted with a confirmation to print with the distribution details. Click “**Yes**”.

![Image of Manage Requisitions screen](image-url)
### Business Unit: FIU01
- **Requisition:** 0000153095
- **Requested By:** Panther, Roary
- **Entered Date:** 6/25/15
- **Status:** Pending
- **Currency:** USD
- **Requisition Total:** 150.00

#### Line: 1
- **Item Description:** arm chair
- **Quantity:** 1.000
- **UOM:** EA
- **Price:** 150.00
- **Line Total:** 150.00

#### Ship Line: 1
- **Ship To:** CENTRL REC
- **Address:**
  - 11200 SW 8th ST
  - University Park
  - CSC 1140
  - Miami FL 33199
  - United States
- **Due Date:**
- **Freight Terms:** DEST
- **Shipping Quantity:** 1.000
- **Shipping Total:** 150.00

#### Dist | Status | Location | Qty | PCT | Amount |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>0022001136</td>
<td>1.000</td>
<td>100.00</td>
<td>150.00</td>
</tr>
</tbody>
</table>

#### Dept | Fund | Program | Class |
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11040000</td>
<td>210</td>
<td>61</td>
<td>01</td>
</tr>
</tbody>
</table>

#### Open QTY | Open Amt |
| 1.000      | 0.000   |

#### GL Base Amount | Currency | Sequence |
| 150.00      | USD     | 0        |

#### Chartfield 1
- **ID:** 1104120002
Viewing Attachments

1. Navigation: **Main Menu>Manage Requisitions**
2. Input the Requisition ID, click **“Search”** button.
3. Click on the Requisition link

4. Click on the paper clip icon.
5. Click on the “View” button.
Releasing Pre-Encumbrances from Denied Requisitions

When a requisition is fully or partially denied, the associated pre-encumbrance balance is not automatically relieved from the department’s budget.

This section contains instructions on how to release these pre-encumbrances by cancelling what was denied on the requisition and budget checking it again.

Fully Denied Requisitions (Request State = Denied)

1. Navigate to Main Menu > eProcurement > Manage Requisitions.

2. Locate the denied requisition. The Request State should show as “Denied”.

3. Set the Select Action dropdown menu to “Cancel”, then press the Go button.
4. Click the **Cancel Requisition** button on the **Requisition Details** page.

5. The system will return to the **Manage Requisition** page. Verify the **Request State** is “Canceled” and the **Budget** is “Not Chk’d”. The **Total** should be “0.00 USD”.

6. Set the **Select Action** dropdown menu to “Check Budget”, then press the **Go** button.
7. Verify the **Budget** shows as “Valid”.

8. To validate the pre-encumbrance balance, click the **Req ID**.

The **Requisition Details** screen will then show the **Pre-Encumbrance Balance** as “0.00 USD”.
1. Navigate to **Main Menu > eProcurement > Manage Requisitions**.

2. Locate the denied requisition. The **Request Status** should show as “**See Lines**”.

3. Click on the **Line Expansion** triangle next to the requisition ID to view all the requisition lines.
4. Identify the line with a **Status** of “Denied”.

5. Click the Red X icon on the requisition line that is denied.

6. Click the **OK** button on the confirmation message window.
7. Verify the line Status shows “Canceled” and the requisition’s Budget shows as “Not Check’d”. The Request State should now update to “Approved”, with the Total reflecting the balance from the remaining lines. In this case, “41.70 USD”.

8. Set the Select Action dropdown menu to “Check Budget”, then press the Go button.

9. Verify the Budget shows as “Valid”.
10. To validate the pre-encumbrance balance, click the Req ID.

The Requisition Details screen will then show the Pre-Encumbrance Balance. This should reflect the total for the remaining, “Approved” lines of the requisition. In this case, “47.79 USD”.
Viewing Pre-Encumbrance Activity

Further validation of a requisition’s pre-encumbrance balance and activity may be done via the Requisition Accounting Entries page.

1. Navigate to:
   
   **Main Menu > Purchasing > Requisitions > Review Requisition Information > Accounting Entries**

2. Ensure information is entered for the following fields: **Business Unit, From Req, To Req, Ledger Group**, and **GL Unit**.

3. Click the **OK** button.

**NOTE:** The **From Req** and **To Req** fields should match with the desired requisition ID. It is recommended users select “CC_DEP” as the **Ledger Group**.
4. On the Accounting Entries page, click the Zoom Accounting Entries icon to see all pre-encumbrance details for the requisition.

![Accounting Entries screenshot]

5. The Requisition Accounting Entry screen now shows the requisition’s pre-encumbrance history. Positive amounts in the Monetary Amounts column represent incurred pre-encumbrances, while negative (-) amounts in the same column represent released pre-encumbrances.

![Requisition Accounting Entry screenshot]

**NOTE:** In this example, the pre-encumbrance was released due to a requisition cancellation. Another reason users will see pre-encumbrances released is when it is sourced to a PO that has been budget checked.
Approver’s Actions

The requisition approval workflow is determined by the Accounting Distribution (Activity/Project Number) entered on line(s) of a requisition. Approvers receive an email notification when they have a requisition awaiting their approval. They can also navigate into their Worklist or eProcurement navigation within

Approving via eProcurement Navigation

1. Navigate to Main Menu>eProcurement>Manage Requisition Approvals

2. Use the search parameters to locate a specific requisition, requisitions from a specific requester, requisitions within a date range or simply by status, such as all requisitions pending approval. Click Search.

Note: The Status field is defaulted to retrieve all pending requisitions for approval and the Date From and Date To default to the current day.
3. After clicking Search, requisitions matching the search criteria appear. Approvers can click the gray triangle next to the Action/Status box to expand more details.

4. Approvers can choose from the Action Status drop down boxes the options to Approve, Deny, or Hold. Approvers can also approve, deny, or hold all requisitions that are pending by using the **Mark All** section.
5. Additional information about the requisition can be viewed by clicking on the Req ID numbers.

Within this screen approvers can view attachments, comments, additional approvers, specific requisition line information, edit the requisition itself (including checking the budget), take approver action, and enter further comments. Click Return to Approve Requisitions to go back to the previous Manage Requisition Approvals page.
6. From the Manage Requisition Approval page, choose the Action/Status (Approve, Deny, Hold). Click Submit.

7. A confirmation page will appear depending on the action taken. To confirm, click OK. For the action of Deny or Hold, Comments are a required field.
8. Approvers can verify or view requisitions once action has been taken by changing the search parameters again.

9. After the approver takes their desired action, the requisition requester will receive an email notification of the status of the requisition (approved, denied, hold,) and any comments that the approver entered.

The Approvals icon on the Requester’s Manage Requisition page lifespan will also illuminate.

Requisitions that are approved continue their workflow either to any additional approvers or to the Procurement Department for transition into Purchase Orders.
1. Log on using your mobile device to https://m.fiu.edu or download the FIU Mobile app. Click on myFIU below:

![myFIU login screen]

2. Logon using your AD credentials:

![AD login screen]

3. If you are also a student, your student information folder is displayed by default. Click on the button on the top right of the screen to view the tabs:

![Student tab screen]
4. Click on the Employee tab and find the Approvals link:

5. Click on Financials Approvals:

6. Requisition Approvals are listed under “Requisition Requests”

If you collapse the “Requisition Requests” section, you will see all the different transactions types you have to approve.

7. Click the transaction that you are going to take approval action. Below is an example of Requisition approval screen: On this screen below you can Approve, Deny, Recycle and Save Changes.
8 Click on “Approve” or “Save Changes” to approve the requisition.

9 If the transaction is being DENIED or RECYCLED, a comment is REQUIRED.

10 Once the requisition is approved you will see this message:

   ![Successfully Approved message]

11 If the requisition requires further approval, the system will give you this message: “Successfully Approved. Your approval is complete but further approval is required.”

   ![Further approval required message]
Commitment Control is an optional feature of the PeopleSoft (or PantherSoft) Financials system that enables the university to control expenditures actively against predefined, authorized budgets. In particular, Commitment Control enables the following:

- Create and maintain control budgets.
- Check actual transactions against control budgets.
- Check imminent future financial obligations (pre-encumbrances and encumbrances) against control budgets.
- Check recognized revenue against revenue estimate budgets.

When a transaction exceeds the available budget amount, the system either stops the transaction and issues an error notice or passes the transaction with a warning notice.

This diagram provides a simplified view of Commitment Control budget-checking of source transactions showing warning and error exception handling through the update of Commitment Control ledgers.
Commitment Control Summarized for Purchasing

From a budgetary perspective, the procurement life cycle is populated with pre-encumbrances, encumbrances, and expenditures, all of which are tracked against a designated budget. When you use commitment control, each type of financial obligation is deducted from the budget and tracked by obligation type so you can easily see how many dollars you have committed in pre-encumbrances, encumbrances, and expenditures.

Here is a high-level overview of the procurement life cycle in commitment control:

When you generate a requisition, a pre-encumbrance is created in your budget records by the budget checking process. When a requisition becomes a Purchase Order, commitment control changes the pre-encumbrance into an encumbrance. When the purchased goods or services are delivered and the Purchase Order becomes a voucher, commitment control changes the encumbrance into an expenditure.

Transactions will fail budget checking if there is at least one line that fails budget checking. If a transaction fails budget checking, you can either adjust the transaction or adjust the budget to handle the transaction. Only Users with appropriate security can override a budget exception or adjust the budget.
**Using Budget Overview**

Budget Overview is a good place to review budget, encumbrance, and/or expenses. Budget Overview also allows for drilldown by expense category. For example, a user can see what affects their Domestic Travel account, or their Materials and Supplies accounts.

Budget Overview also allows you to look at your account balances at different levels (parent department, department, activity number etc.)

**Retrieving Accurate Balances**

Budgetary Controls were implemented on July 3, 2017 to control spending at FIU. Commitment Control has different ledgers for projects and departmental activities (including departmental cost share). Sponsored Research and Construction projects are controlled using the CC_PRP and CC_PG ledgers, while departmental activities are controlled using the CC_PRD ledger. The Office of Research and Economic Development (ORED) and Facilities Management have separate processes to control their respective areas.

The funds in PantherSoft Financials which are controlled in the CC_PRD ledger, are not all controlled at the same budget level. Budget level is the combinations of Chartfields used by the system to calculate the total available balance.

To retrieve accurate balances, go to the **Retrieving Account Balances Grid** located in the back of this manual, find the fund(s) used in the transaction. Scroll over to the Budget Overview CC_PRD/CC_DEP column and enter the values associated with that fund into your Budget Overview search parameters.

In the below example our Fund is 211, and the search parameters needed for the Budget Overview are the Department and Fund.

1. **Main Menu>Commitment Control>Review Budget Activities>Budget Overview**

2. If this is your first time creating this inquiry, Click **Add a New Value** Tab to name the inquiry.
   a. Use Find an Existing Value to retrieve a saved value

3. In the **Inquiry Name** field, do not include spaces, you may use underscore_
4. Click Add
5. Fill out the **Description** field with a brief description of this search.

6. Choose the **Ledger Group** accordingly:
   a. Use CC_DEP for department level info, CC_PRD for Parent Department
   b. Use CC_PG for projects

7. Ledger Group should populate along with Calendar ID

8. Enter nothing on the first line under Budget Criteria. (see tip on next page)

9. Enter the budget period in the **From Budget Period** and **To Budget Period** fields on the second line under Budget Criteria.

10. Check off the Include Adjustment period box

11. Enter both the **Chartfield From** Value field and **Chartfield To** field and use the fields needed based on the [Retrieving Account Balances Grid](#).

12. Click Save to save the search parameters
13. Click Search.

In the next section, Researching Expenses, we take this example even further by drilling down the E11900 account to see the Requisition used in our prior examples.

**TIP!**

If the first box, on the first line, under budget criteria is selected, the system will bring back budget info for multiple budget years. To tailor your results, make sure first box is unchecked, and insert the fiscal year in the From and To fields on the second line only.
1. **Click on the Expenses Column.**

![Screenshot of a budget overview results table with a green highlighted entry](image-url)
The Activity Log populates with a list of Vouchers and Journals. Scroll to the right to view additional details like amount, date, etc. To further drill down to additional detail click on the “Drill Down” icon.

2. Click the Drill Down icon
The Payables Voucher Line Drill Down appears. From this screen, a user can see the chartfield information used and drill down further to the “source” of the entry, by clicking the view related links icon next to the Voucher ID number.

3. Click the View Related Links icon next to the Voucher ID number.

The below screen appears. Click Go to Source Entry link.

```
Please select one of the following links:
Go to Source Entry
Go to Source Inquiry
```

Cancel
The below screen should appear with the Summary Tab info displayed. If you are unable to see this screen, after clicking GO to Source Entry, it is due to security access. However, the below page can also be accessed via Purchase Order Inquiry (see page 40).
In the previous section, we researched Expenses to see if the Voucher associated with our Purchase Order was recorded; we saw that it was. When we research the Encumbrance column, we are going to search for the PO# 142477, which was the PO associated with the Expense.

1. Click on the Encumbrances link on the same E11900 line.

If you see multiple lines on one PO, user can logically assume PO has been partially received or partially paid. Every time a voucher is created, the budget checking process ensues which releases the encumbrance. Every instance of this action is captured on the Activity log. You should see offsetting lines (+/-, debits/credits) especially if a Voucher has been created. Our voucher amount was $6821.74, so we chose that line of the referenced PO.
1. Click the first icon to drill down the Purchase Order line.
2. Click the View Related links icon next to the PO number.

3. Click on Go to Source Entry.
4. After clicking Source Entry, user can see the entire PO and all the lines entered. In following our logic of POs sometimes being partially received, we see that line 3 was paid for via Voucher #537412; the status of that line is closed.
Researching Pre-Encumbrances

In the previous section, we researched Encumbrances to see if the Voucher associated with our Requisition was recorded. We saw that it was. Following the logic we have learned, if the expense is there, and the encumbrance is also there, the Pre-encumbrance should be released.

When we research the Pre-Encumbrance column, we are going to search for the Req#162077, which was the Requisition associated with the Encumbrance. The Requisition amount should offset (one positive number, and one negative number netting zero) or the Pre-encumbrance should not be there at all.

1. Click on the Pre-Encumbrance column. (the amount is visibly zero). This should lead us to believe the Pre-Encumbrance has been released.

Looking at the below screen, we see the offset. We see a positive and a negative $6821.74 amount. This shows where the Requisition pre-encumbered the money and was released via Purchase Order. Then we see the Purchase Order encumbered the money, and where it was released when the Voucher was created.
2. Click the first icon on the line to drill down.
The Requisition Line Drill Down screen appears.

3. Click the View Related Links icon.

4. Click Source Entry link

5. Source Entry directs you back to Requisition Inquiry.
6. On the below screen. We can see that the Pre-Encumbrance has turned into a PO which was released via Voucher.

![Requisitions](image.png)

7. To verify further, click on the ON PO link to see status.

![Requisition to Purchase Order List](image.png)
Budget Statuses

**Not Checked** – Budget check has not occurred

**Valid** – there is enough money to cover the encumbrance

**Error** - There are several reasons a transaction may fail budget checking. Click the “Error” link to review the following reasons:

- Exceeds Budget Tolerance – the budget may be on hold, closed, or out of available funds.
- Budget date for the transaction is out of bounds.
- No budget exists.

**Translation Tree Error** - We mentioned earlier that the Category code is built into most of the Market items. Not all items have a specific category code assigned. These items have been given a “dummy” code of 99999. If you ever receive a budget error, check your details screen. If the Category Code is 99999, please wait until the next business day to Budget Check your requisition. If the budget needs to be validated sooner, please reach out to Purchasing directly for assistance.
Online Inquiry

Each module has an “Inquiry” and or “View” option in which a user can drill down when doing budget research. Users can view encumbrances, payments, vouchers and even journals to help verify data.

Requisition Inquiry

Requisition Inquiry allows you to verify/view the data included on your DT report. It includes functionality that allows the user to research associated PO and Vouchers, chartfield strings attached, etc.

In this example, we are looking at Requisition #0000162007.

1. Main Menu>Purchasing>Requisitions>Review Requisition Information>Requisitions
2. Enter the Requisition ID including preceding zeroes.
3. Click OK.

Requisitions>Req Inquiry page appears. Any value highlighted in blue and underlined is a link that allows you to drill down to additional details.
1. Click on Requisition number to drilldown to Requisition Details

Requisition Details lists all the requisition line items entered for the requested good(s) or service(s). It shows the Supplier and the Merchandise Amount which should match the amount associated to the Requisition ID.

2. Click on the Schedule Details icon to drilldown to schedule details and further to the requisition distribution details.

3. Click on the “More” tab, to view the Buyer ID and the category for the line item. (Category is a associated to a general expense account, which defaults on the requisition line distribution.)

The schedule details icon is at the end of the line. After clicking on the Schedule Details icon, this window appears. It includes the Ship To location, and a link to the Distribution details. The More arrow icon can be clicked to view the entire line.
4. To drilldown to the Requisition Distribution lines click on the “Distribution Details” icon.

Distribution Information window appears showing chartfield used for expenses.

5. Click **Return.**
6. Click on the **Status** tab.

“Y” in a column indicates that **all** the requisition lines have been sourced to a PO, received, and vouchered. “P” in a column indicates that **some** requisition lines, not all, have been processed. The “Y” and “P” are links that allows you to drill down to the associated PO, Receipt and Voucher.

![Status Tab Screenshot]

By clicking on the links in blue (Y, P, N), user can find additional information.

**Purchase Order Inquiry**

1. Navigate to **Main Menu>Purchasing>Purchase Orders>Review PO Information>Activity Summary**
2. Enter you PO number.
3. Click **Search** button.

![Purchase Order Inquiry Screenshot]

The Purchase Order Inquiry Page appears which shows the Encumbrance Balance and the lines associated to the Requisition. One PO can be associated to many Requisitions. (Change Orders)
From this page user can drilldown to the PO Activity Summary by clicking on “Activity Summary” link

User can also drilldown to the PO Line Schedules by clicking on Schedule Details icon to further drilldown to the PO Distribution lines.

4. Click Activity Summary
You can also view the amount that the PO was created for and the amount received (by user) and matched & invoice (by accounts payables)

By Clicking on the individual tabs, you can view their pertaining information or extend all tabs at once.

5. If you click on the Receipt tab, you can view the receipt #, by clicking on the icon at the end of the line.

The below screen appears.

6. Click Go Back to Activity Summary to return to the Activity Summary Page.
7. Click on the Invoice tab, click on the icon highlighted to view the voucher.
8. Click on the link in the Voucher column

Voucher Inquiry window appears on a new page.
To go back to previous PO pages, click on the **Activity Summary** page tab

9. From the Activity Summary tab, click on the **Activity Summary** link
10. To review the matched tab, click on the Puzzle icon, to be routed to the Voucher information as well as the receipt tab.

The below screen appears.
Useful Queries

- FIU_ALL_OPENENC_PRE - All Open Encumbrances or Reqs
- FIU_REQ_ENTERED_BY - Requisition list by Userid
- FIU_PO_CATEGORY_LIST2 - PO Category List (Eff/Acct)
- FIU_PO_DEPT_PYMNT_SUPPLIER - Total paid by a dept. by Category
- FIU_PO_LIST_BY_SUPPLIER - List of PO's Prompt by Supplier
- FIU_PO_RECV_BY - Receipts Entered By
- FIU_PO_TO_SUPPLIER - PO's Issued to a given Supplier