

Requisitions & Payment Requests: Tracking & Follow Up

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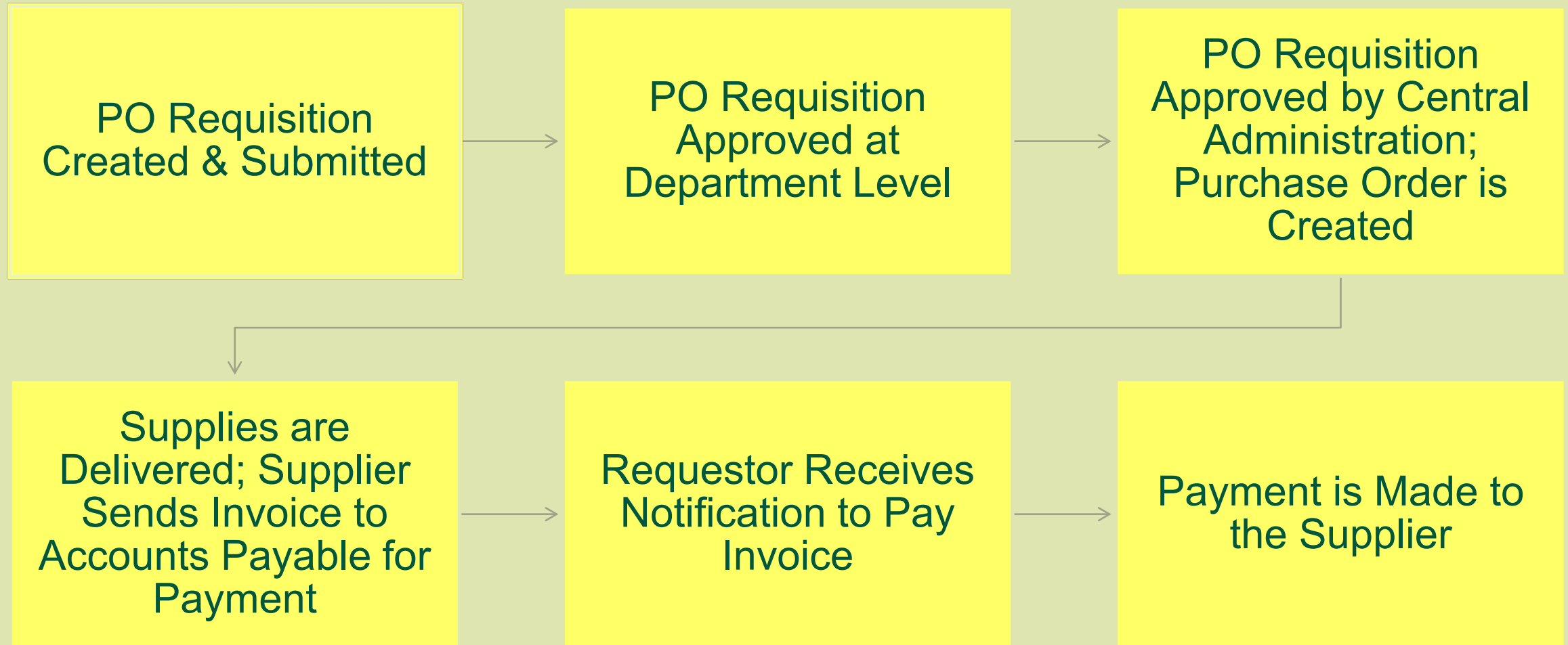
Course Objectives

- Understand the Payment Processes of:
 - Purchase Order Requisitions
 - Payment Requests
- Utilizing the UAB AP End User Responsibility to View Payment Information
- Answer Accounts Payable's Frequently Asked Questions

Requests to Purchase Goods & Services

PURCHASE ORDER REQUISITIONS (IPROCUREMENT)

PO Requisition Life Cycle



PO Requisitions: Questions/Issues



- Why isn't my requisition being submitted successfully?
- Who has my document?
- How do I obtain a Purchase Order number?
- How can I view Purchase Order & invoice info?
- What do I do after I receive my items?


- Why Isn't My Requisition Being Submitted Successfully?



Purchase Order Requisitions

- Oracle delivered form
- Errors are logged in different places
 - Before submission attempt (they appear at the top of the screen)
 - After submission attempt (system generates error notifications)
- Error Notifications
 - Generated and sent to your **Personal Worklist** in the system
 - **Are not** sent by email

PO Requisition Example: (Non-Catalog Request)



UAB iProcurement

Navigator Favorites Shopping Cart Home Logout Preferences Help

Shop Requisitions

Stores Shopping Lists Non-Catalog Request

Non-Catalog Request

* Indicates required field

Item Type	Goods billed by quantity	<input type="checkbox"/> New Supplier
* Item Description	SAMPLE ITEM	Supplier Name FISHER SCIENTIFIC
* Category	Misc.Misc	Site P-SUWANEE
* Quantity	1	Contact Name
* Unit of Measure	Each	Phone
* Unit Price	120	Supplier Item
* Currency	USD	

Shopping Cart

Your cart is empty.

Shop Requisitions Shopping Cart Home Logout Preferences Help

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Troubleshooting PO Requisitions: Before Submission Attempt

Error	Solution
A value must be entered for "Field Name"	Enter an active supplier/vendor on your requisition.
Row X Error - Project information is incomplete.	Enter all of the segments of the Grant Account (GA) string or remove all of the data from the grant related fields.
Expenditure item date doesn't fall between award start date and award end date.	Enter a grant account that is currently active. If necessary, contact your Financial Accounting accountant for more details.
<u>Row 1 Charge Account</u> - Account generation failed. Contact Purchasing Administrator if necessary. (The following required field does not have a value: ACCOUNT)	Enter an account on the requisition.
SAMPLE ITEM - Percentages must total 100.	Go to the Requisition Information: Split Cost Allocation screen and ensure that the distribution equals 100 percent.

Troubleshooting PO Requisitions: After Submission Attempt

Error	Solution
Document must contain at least one line with a suggested vendor name.	Populate the identified field. This field is a required field noted by the star symbol (*).
Line X: The vendor site (Site Name) must contain a fax number when your order method is fax.	The vendor does not have a fax number listed in Oracle. Change your order method to either <i>Phone</i> or <i>Print</i> .
Line X: Object code segment is invalid. Object code 0000000 is invalid for Account string 2100015.000.123100000.311150000.0000 - object code must begin with 8.	Enter a valid object code for the identified item lines.
Requisition was automatically rejected/returned by the system with message "system needs more than one signature".	The requestor submitted the requisition using the UAB Requisition Input responsibility. An additional approver needs to be added to the department's approval path (most departments add "zero level" approvers).

Personal Worklist

- The Personal Worklist is a form that is used to view:
 - PO Requisition/Payment Request Approval Notifications
 - Error Notifications associated with PO Requisitions
 - Return Notifications
 - Pos/Neg Invoice Notifications
- Location in iProcurement
 - **Requisitions** tab > Notifications

Personal Worklist: Sample Error Notification

UAB UAB FN Document Entry/Approval

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Information
This notification does not require a response.

Notification Details

PO Requisition 1031516 ERROR Notification \$295.58

To **Head, Laneitria**
Sent **25-Jan-2017 04:28:00**
ID **213641103**
ERROR on Requisition number 1031516 had the following errors.
Line 1: Air Travel Reference field is required when the supplier type is Travel.Object code 8301010 is invalid for Account string 2100015.000.123100000.311150000.0000.

Please correct and resubmit document.

[Return to Worklist](#)
 Display next notification after my response

Response Tools

OK Reassign More Information Request

OK Reassign More Information Request

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How Do I Update Requisitions in iProcurement?

1. Go to either: (a) The **My Requisitions** section found under the **Shop** tab or (b) the **Requisitions** tab and click on either the requisition number or description.
2. When the requisition appears, click on **Complete**.
3. The line items on the requisition will appear in your shopping cart. Click **Checkout**.
4. The **Checkout: Requisition Information** screen will appear. If you are seeking to update line item information, click on the **Edit Lines** button that appears at the top of the screen.
5. The **Requisition Information: Edit Lines** screen will appear. Check the box that appears in the **Select** column and then click **Update**.
6. The **Requisition Information: Update Selected Line** screen will appear. Make your changes. When you are finished click on **Apply**.
7. You will be directed back to the **Requisition Information: Edit Lines** screen. Click **Apply**.
8. You will be directed back to the **Checkout: Requisition Information** screen. Click **Submit** to submit the requisition for approval.

Requisition Summary



- Inquiry-only form
- Used to view PO Requisition status
- Users can view **any** created requisition
- Can be used as a reporting tool
- Results are exportable to Microsoft Excel

The screenshot shows the 'Find Requisitions (UAB Operating Unit)' application window. It features a search interface with the following fields and controls:

- Search Fields:** Requisition Number, Preparer, Buyer, Reference Num, Type (dropdown), Requester, Modified (dropdown), Import Source, Line (dropdown), and Line Type.
- Navigation Tabs:** Line, Status, Date Ranges, Sourcing, Deliver To, and Related Documents.
- Advanced Search Fields:** Item, Rev, Category, Description, and Supplier Item.
- Results Section:** Radio buttons for Headers, Lines, and Distributions.
- Buttons:** Clear, New, and Find (F).

Searching for Requisitions in iProcurement



1. Go to the **Requisitions** tab.
2. Click on the **Search** button located to your right.
3. The **Requisitions Search** screen will appear. Enter your search criteria.
4. Click on the **Go** button.

UAB iProcurement

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Shop Requisitions

Requisitions Notifications Approvals

Requisitions: Requisitions >

Requisitions Search

Enter search criteria and press the Go button to find the requisitions. Views

Requisition Created By: Head, Laneitria D Include people from all organizations

Requisition Created: Last 7 Days

Requisition Number:

Order Number:

Requester: Include people from all organizations

Requisition Status: All Statuses

Requisition Description:

Supplier:

Select	Requisition	Description	Total Quantity	Qty Delivered	Qty Cancelled	Open Creation Quantity	Date	Status	Order	Supplier
	No search conducted.									

Shop Requisitions Shopping Cart Home Logout Preferences Help

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Who Has My Document?

- Document Locator
 - Form that is used to track documents in the Oracle system
 - Can view the date & time that each action was taken from the point of **successful submission**
- Documents Tracked:
 - ACT
 - TEL
 - LD Reclass
 - LD Effort Report
 - Journal Entry
 - **Requisition**
 - **Payment Request**
 - **Invoice: Pos/Neg**

Document Locator



UAB FN Document Entry/Approval

Navigator ▼

Favorites ▼

Select Document Type and/or Number

* Type ▼

Number

Step 1: Select the desired document type from the Type dropdown list.

Step 2: Enter the system-issued document number.



How Do I Obtain a Purchase Order Number?

- Email Notification Receipt
- What if I did not receive my email notification?
 - Go to iProcurement > Requisitions (Order column)
 - Go to Requisition Summary > Requisition Lines Summary (*Lines* button)
 - Go to Purchase Order Summary
 - Enter requisition number on the 'Related Documents' tab in the 'Requisition' field

Purchase Order Email Notification

PO Requisition number: 225328 has been fully approved and PO# 1224515 has been created. - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Print Attachments X Undo Redo A+ ?

From: UAB.Workflow@tuccster.tucc.uab.edu

Sent: Wed 5/23/2007 11:31 AM

To: Laneitria D Head

Cc:

Subject: PO Requisition number: 225328 has been fully approved and PO# 1224515 has been created.

PO Requisition number: 225328 has been fully approved and PO# 1224515 has been created.

Buyer associated with this PO: Williams, Pamela

PO Email Notification Failure?

- Possible Causes
 - Notification forwarded to a separate email account (msn, yahoo, gmail, etc.)
 - Email is routed to your junk mail folder (check your settings and/or “rules”)
 - Spam settings may permanently delete email before it is received (contact your local IT department for further details)



Viewing Purchase Order & Invoice Information: Purchase Order Summary

- Inquiry-only form
- Used to find information for Purchase Orders
- Users can view any created Purchase Order
- Results are exportable to Microsoft Excel

Find Purchase Orders (UAB Operating Unit)

Number Release Supplier Ship-To Org Bill-To Ship-To Line Shipment

Type Currency Site Show External Locations

Line Type Buyer View Releases Consumption Advice Global Agreement

Line Date Ranges Status Related Documents Deliver To Accounting Projects

Item, Rev Category Description Supplier Item VMI Consigned

Results

Headers Lines Shipments Distributions

Clear New Release (B) New PO Find (J)

Viewing Purchase Order & Invoice Information: Purchase Order Summary

	Supplier Site	Amount	Amount Agreed	Matched Amount	Buyer		Closure Status
P	A-HERNDON	145755.00		145755.00	Lee, Matthew B.	Print.	Closed

Amount
Requisition Dollar Amount

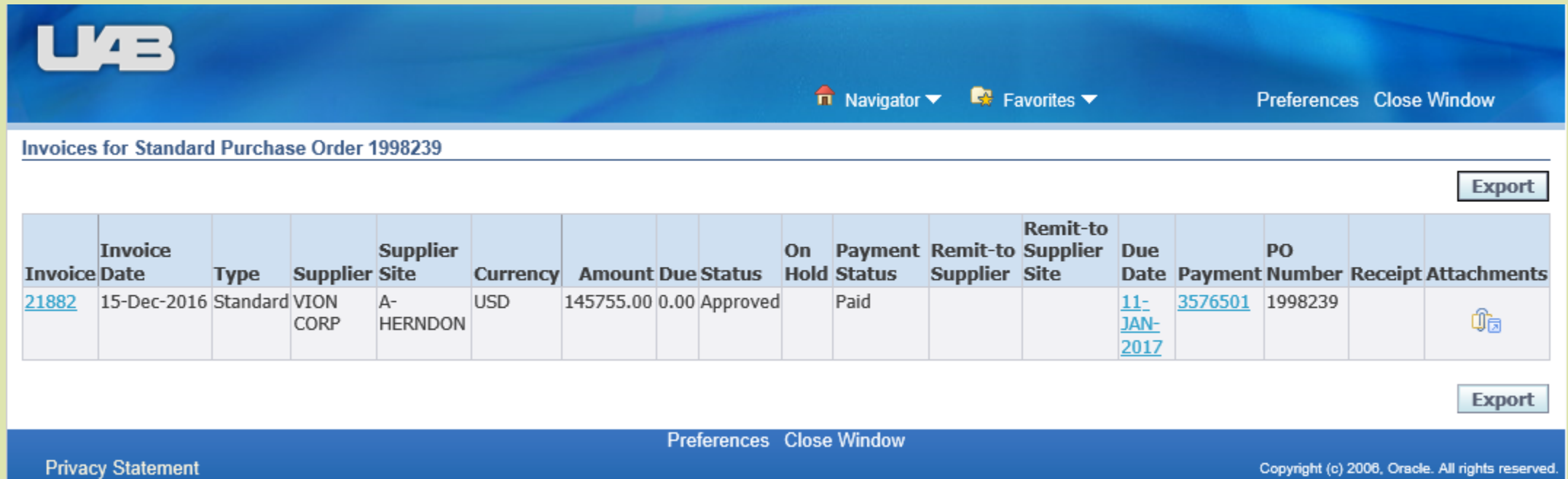
Matched Amount
Dollar Amount Received in Invoices

Closure Status

- Open:** Newly created PO with no invoices billed
- Closed:** Invoices were billed against the PO; can be reopened
- Finally Closed:** Invoices have been paid; **cannot be reopened**
- Cancelled:** PO was cancelled by Purchasing staff

Viewing Purchase Order & Invoice Information: Purchase Order Summary

- To view invoice detail go to: Inquire > View Invoices




The screenshot shows the Oracle UAB interface for viewing invoice details. The header includes the UAB logo and navigation options like Navigator, Favorites, Preferences, and Close Window. The main content area displays a table of invoices for Standard Purchase Order 1998239. The table has columns for Invoice, Invoice Date, Type, Supplier, Supplier Site, Currency, Amount, Due Status, On Hold, Payment Status, Remit-to Supplier, Remit-to Supplier Site, Due Date, Payment, PO Number, Receipt, and Attachments. A single invoice is listed with details: Invoice 21882, Date 15-Dec-2016, Type Standard, Supplier VION CORP, Site A-HERNDON, Currency USD, Amount 145755.00, Due Status 0.00, Approved, On Hold, Payment Status Paid, Remit-to Supplier, Remit-to Supplier Site, Due Date 11-JAN-2017, Payment 3576501, PO Number 1998239, Receipt, and Attachments. There are 'Export' buttons on the right side of the table and at the bottom right. The footer contains 'Privacy Statement', 'Preferences Close Window', and 'Copyright (c) 2006, Oracle. All rights reserved.'

UAB

Navigator ▼ Favorites ▼ Preferences Close Window

Invoices for Standard Purchase Order 1998239

Export

Invoice	Invoice Date	Type	Supplier	Supplier Site	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments
21882	15-Dec-2016	Standard	VION CORP	A-HERNDON	USD	145755.00	0.00	Approved	Paid			11-JAN-2017	3576501	1998239		

Export

Preferences Close Window

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Viewing Purchase Order & Invoice Information in iProcurement

1. Go to the Requisitions tab.
2. Find your requisition.
3. Click on the PO number found in the Order column.
4. To view invoice information, click on the amount found in the **Invoiced** field that is listed under the **Summary** section.
5. To view payment information, click on the status found in the **Payment Status** field.

Currency=USD

Actions

Order Information

General		Conditions	
Total	574.20	Payment Terms	Net 30
Supplier	UAB TRAVEL CTR	Carrier	Best
Supplier Site	P-BIRMINGHAM	FOB	FOB Destination
Address	530 20TH ST S BIRMINGHAM, AL 35233	Freight Terms	Prepaid
Buyer	Stanley, Phyllis	Shipping Control	
Order Date	09-Oct-2017 14:31:21	Ship-To Address	
Description		Address	506 10th St S Birmingham, AL 35233
Status	Approved	Bill-To Address	
Note to Supplier		Address	AB660 1720 2nd Ave South Birmingham, AL 35294
Sourcing Document			
Supplier Order Number			
Attachments	None		

Summary

Total	574.20
Received	0.00
Invoiced	574.20
Payment Status	Paid

General Purchase Order Information

View Invoice and Payment Information

PO Details

[Show All Details](#) | [Hide All Details](#)

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
+ Show	1	Goods			Jeremy McDonald traveling to Denver, Co for Solar House Project	Each	1	574.2	574.20	Closed		

Purchase Order Line Information



What Do I Do After I Receive My Items?

- Send all invoices to Accounts Payable (if you receive any)
- Anticipate arrival of invoice notifications
 - Received in your Personal Worklist

Positive & Negative Invoice Notifications

- Definition:
 - **Positive Invoice Notification:** Notification that is generated when the item price is \$10,000 or greater
 - Invoice is placed on hold until the requestor approves (“Pay Invoice”) the payment.
 - **Negative Invoice Notification:** Notification that is generated when the item price is less than \$10,000
 - Invoice will automatically pay unless the requestor disapproves (‘Do Not Pay’) the payment.

Negative Pay Invoice Message: Invoice Number: GLG5959, PO Number: 2010901 [Campbell, Kathy]

To AP_INV_3910026
Sent 12-Jan-2017 19:46:27
Due 31-Jan-2017 19:46:27
ID 213632568

[Do Not Pay Invoice](#) [Pay Invoice](#) [Reassign](#) [More Information Request](#)

This invoice WILL be paid on 31-JAN-2017. If you believe it should NOT be paid, place this invoice on "Hold" by typing "Hold" in the Notes section and clicking the "DO NOT PAY" button below. If you agree that this invoice should be paid, click the "PAY" button below to clear this notice from the notification list.

Invoice Info

Below are the details of the Invoice:

Instructions

Invoice Details

Preparer: [Kathy Campbell](#)
CDW GOVT INC-02 [173789]
75 REMITTANCE DR STE 1515

CHICAGO IL 60675-1150

Invoice Number: GLG5959
Invoice Date: 01/04/2017

Response Tools

PO Line#	Quantity	Unit	Description	Unit Price	Extended Price
PO Number 2010901					
1	2	.	CDW Part # 1109001 Black Box 10' North American PC/Monitor Power Cords	12.15	24.30
2	1	.	CDW Part # 542097 StarTech.com 12' PC Speaker Extension Audio Cable - audio extension cable	5.20	5.20
				Freight:	\$.00
				Additional:	\$.00
				Total:	\$ 29.50

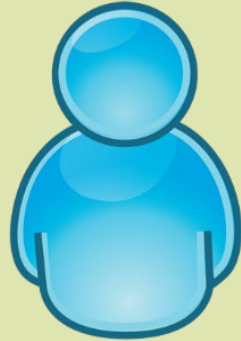
Response

Notes

[Do Not Pay Invoice](#) [Pay Invoice](#) [Reassign](#) [More Information Request](#)

[Return to Worklist](#)

Invoice Notification Recipients



“Preparer/Requestor”: The person who created the requisition



“First Level Approvers”: The people who are responsible for approving requisitions

Note: This group can be adjusted by the department’s workflow officer via the Workflow Approval Maintenance (WAM) Form.

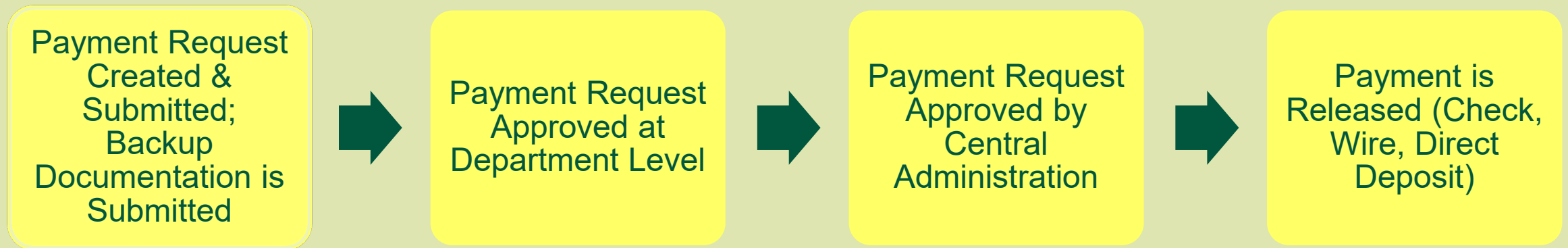
Payments to the Suppliers

- PO Summary
 - Can view PO information
 - Status (Open, Cancelled, Closed, Finally Closed)
 - Invoice information
 - Invoice Batch numbers
 - Check numbers
- UAB AP End User
 - Can view payment information for invoices that have been charged against **both** Purchase Orders & Payment Requests

Requests for Reimbursements & Payments of Services

PAYMENT REQUESTS

Payment Request Life Cycle



Payment Request: Example

Payment Request

Payment Request Number	5725851	Requestor	Head, Laneitria D
Payment Type	OTHER_SHIPPING	Status	INCOMPLETE
Supplier Number	7918	Submit Date	
Supplier Name	UPS	Wire Payment	<input type="checkbox"/>
Supplier Site	A-PHILADELPHIA	Documentation	<input checked="" type="checkbox"/>
		Call Extension	
		Wire Info	Wire Info
		Total Amount	100.00

[Submit](#) [Copy](#) [Cancel](#) [Add Documentation](#) [Barcode](#) [Reassign](#) [Log](#)

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	UPS100LDH	02-DEC-2011	100.00	100.00

[Distribution](#)

[View All Distributions](#)

[Apply Distribution to all invoices](#)

Troubleshooting: Payment Requests

Error	Solution
“Invalid Award: Not active/closed”	Enter a grant account that is currently open.
“The invoice_total does not match the distribution total(s). Please review and change document. Submit for approval not possible.”	Go to the Distributions and make the Distribution Total match the Invoice Amount.
“Documentation is missing. Please enter documentation. Submit for approval not possible.”	Click on the ‘Add Documentation’ button and add required information.
Payment Request was automatically returned to you by the system with the message “system needs more than one signature”.	An additional approver needs to be added to the approval path (Most departments insert “zero-level” approvers)

Retrieving Payment Request Information in UAB AP End User

1. Go to: **UAB AP End User** → Invoices:Inquiry → Invoices
2. Two forms will appear. **Close** the **FIND INVOICES** form.
3. Press the **F11** key on your keyboard to send the Invoice Workbench form into query mode.
4. Enter the Payment Request Number in the **DESCRIPTION** field found at the bottom right-hand corner of the form.
5. Press both the **CTRL** and **F11** keys on your keyboard to run the query.

Frequently Asked Questions –Accounts Payable

- **How do I request a stop payment on a check?**
 - Sample Reasons: Check has been lost or sent to old or wrong address
 - Request must be made in writing or via email (use Payment Action Form)
 - Check must:
 - Not be in the possession of Accounts Payable
 - Not have cleared the bank
- **How do I get a check voided?**
 - Check must be in the possession of Accounts Payable
 - Send check with the Payment Action Form to Accounts Payable

Frequently Asked Questions –Accounts Payable

- **Where can I get a copy of a cancelled check?**
 - Call Accounts Payable & provide the following information:
 - Check Number
 - Check Date
 - Date the Check Cleared the Bank
- **Who do I contact to check the payment status of a purchase order?**
 - The Accounts Payable representative that is responsible for the supplier on the purchase order

Additional Resources

- Vendor Compliance
 - Phone: 205-975-9945
 - Email: favendorcompliance@uab.edu
- University Purchasing
 - Phone: 205-934-4515
 - Email: fapohelp@uab.edu
- Accounts Payable
 - Phone: 205-934-4146
 - Email: uabapinvoices@uab.edu
- Group Mailbox
 - Email: fa-train@uab.edu
 - Website: <https://www.uab.edu/financialaffairs/system-training>