

BUDGET CHECKING A REQUISITION

AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

CHAPTER 5

ORACLE

PEOPLESFT ENTERPRISE

Bowie State University
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Chapter 5

BUDGET CHECKING A REQUISITION

Overview

Budget Check is the term used to describe the PeopleSoft system's process of checking a purchase against a budget prior to committing to a vendor. This process occurs after Authorized Approver approves a purchase requisition.

If the funds are available for the purchase, the system creates a pre-encumbrance for the amount of the requisition, thereby holding the funds until the invoice is ready to be paid. If the funds are not available, the system will display an error and the purchase requisition will not move forward.

The Budget Check batch process will be automatically run each evening and should check the budget for all approved requisitions. If you want to see the result of the budget check before the process is run, you can run the manual Budget Check process.

Objectives

By the end of this chapter, you will be able to:

- Successfully Budget Check a Requisition.

Budget Checking A Requisition

Navigate to the Manage Requisitions component. From here you will be able to run the budget check to encumber funds for the selected requisition.

Navigation

- eProcurement
- Manage Requisitions

The Manage Requisitions page provides a place to search for requisitions that match specific criteria. When it is first displayed, by default it will list the requisitions that are in any status except complete that were created in the last seven days.

If the requisition you want to budget check does not appear, you can search for requisitions by entering data in any of the fields found in the *Search Requisition* section. These fields include the following:

- Business Unit* Defaults to **BSU**, the only valid entry.
- Requisition Name* The description you assigned when you created the requisition.
- Requisition ID* The ID number assigned by the system.
- Request Status* The default status is *All But Complete*. There are many other options you can select from the drop-down list.
- Budget Status* The budget status of the requisition(s) you want to see.

Date From

The first requisition date to include in the search.

Date To

The last requisition date to include in the search.

Requester

The requester who submitted the requisition.

Entered by

The person who entered the requisition if not the Approved Requestor.

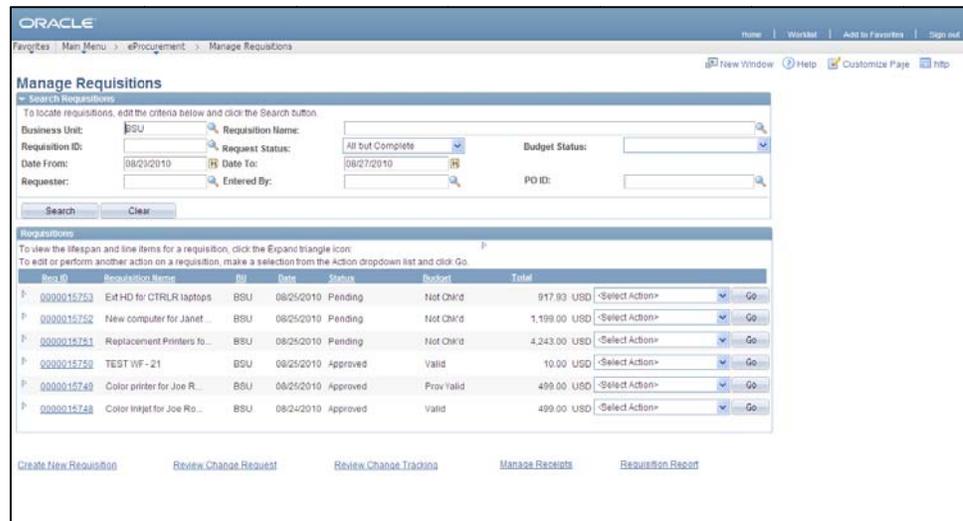
PO ID

The PO identifier assigned by the system, if the requisition has already been turned into a purchase order.

After you enter the criteria for your search, click the **Search** button. The requisitions that match the criteria will appear in the list at the bottom of the page.

Navigation

- eProcurement
- Manage Requisitions
- Enter search criteria
- Click **Search**



A drop-down box appears on each line with actions that you can perform for each requisition. These actions include the following:

- Cancel Requisition
- Check Budget
- Copy Requisition
- Edit Requisition
- Pre-Check Budget
- View Approvals

To budget check your requisition from this page, select the **Check Budget** action and click **Go**.

Navigation

- eProcurement
- Manage Requisitions
- Select **Check Budget** action
- Click **Go**

The screenshot shows the Oracle Manage Requisitions interface. At the top, there is a navigation bar with 'ORACLE' and 'Manage Requisitions'. Below this is a search criteria form with fields for Business Unit (BSU), Requisition Name, Request Status (All but Complete), Budget Status, Date From (08/23/2010), Date To (08/27/2010), Requester, Entered By, and PO ID. There are 'Search' and 'Clear' buttons. Below the search form is a table of requisitions with columns: Req ID, Requisition Name, BU, Date, Status, Budget, and Total. The table contains five rows of data, each with a 'Go' button and a 'Select Action' dropdown menu.

Req ID	Requisition Name	BU	Date	Status	Budget	Total
0000015753	Est HD for CTRLR laptops	BSU	08/25/2010	Approved	Not Chkd	917.93 USD
0000015752	New computer for Janet...	BSU	08/25/2010	Approved	Valid	1,199.00 USD
0000015751	Replacement Printers fo...	BSU	08/25/2010	Pending	Not Chkd	4,243.00 USD
0000015750	TEST WF - 21	BSU	08/25/2010	Approved	Valid	10.00 USD
0000015749	Color printer for Joe R...	BSU	08/25/2010	Approved	Prov Valid	499.00 USD
0000015748	Color Injet for Joe Ro...	BSU	08/24/2010	Approved	Valid	499.00 USD

If your requisition meets all requirements successfully the system will display **Valid** in the *Budget* field.

If your requisition does not meet the requirements successfully, the system will display **Error** in the *Budget* field. [Refer to Chapter 8 for Budget Inquiries.]