P2P Enquiry Report

RPU01

Requisition Enquiry Report

User Guide

Contents

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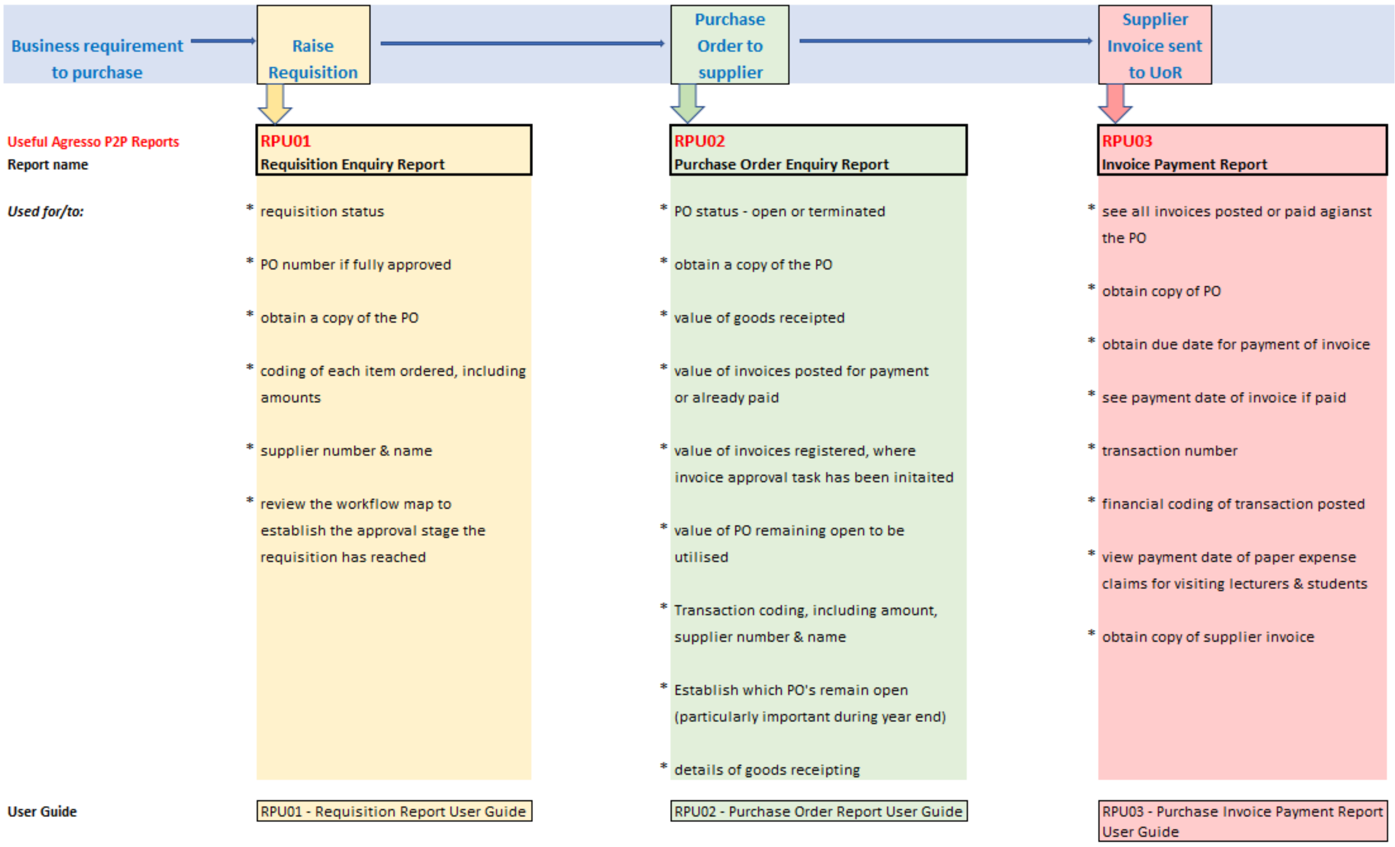
Summary of when to use the P2P enquiry reports

There are 3 useful P2P (purchase–to–pay) enquiry reports available in Agresso web. Below is a summary of what you may use the reports for and the user guides available for each report.



Introduction to RPU01

Ever wondered at what stage your requisition has reached in the approval process or, why your copy purchase order has not been emailed to you? It is because the requisition has not yet been fully work-flowed and approved. You can check for yourself the approval stage your requisition has reached (provided you have the data access controls for the Cost code used) using P2P enquiry report RPU01 - Requisition enquiries, in Agresso web.

This is a P2P report which can be used to check the points listed in the above chart under the heading Raise Requisition.

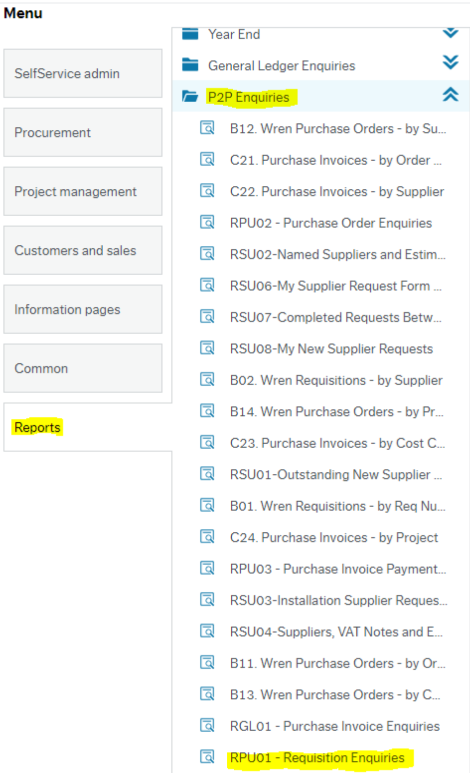
Where to find report RPU01

This report is available in Agresso web in the following location.

Main menu > Reports > P2P reports > RPU01 - Requisition Enquiries

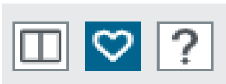
Should you not have access, please request access to P2P Enquiry Reports by emailing financial-systems@reading.ac.uk.
Please copy in your Head of School/Function.

Should you not have data access (because you work in a different School/Function), it is best practice to ask a member of staff in that school/function to check on your behalf.

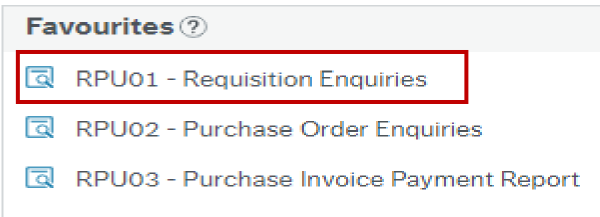


To save this report as a favourite for easier access, click on the button containing the heart in the top right-hand corner after you have selected RPU01 from the main menu.

The colour of the button will change to blue.



The report will now be available for you to select in your favourites box on the right-hand side of your homepage.



How to use RPU01

1. The selection criteria allow you to search for the requisition using various options. The easiest and quickest option is to search using a requisition number. If you do not have the number, then you may search for your requisition or any member of staff who belong to the same data set by entering your name in the Requisitioner (T) like field.
   The Period less than field will default to the current financial period and will go back 12 periods in the Period greater than field. You may change the financial periods if the requisition was raised outside of the periods it defaults to.
   Remember: The first 4 numbers in the Period represent the financial year. The last 2 numbers represent the financial month within that financial year. Period 01 = August, Period 12 = July. The financial year would be the year it would be in the July of those 12 periods (months).

2. Using the Selection criteria

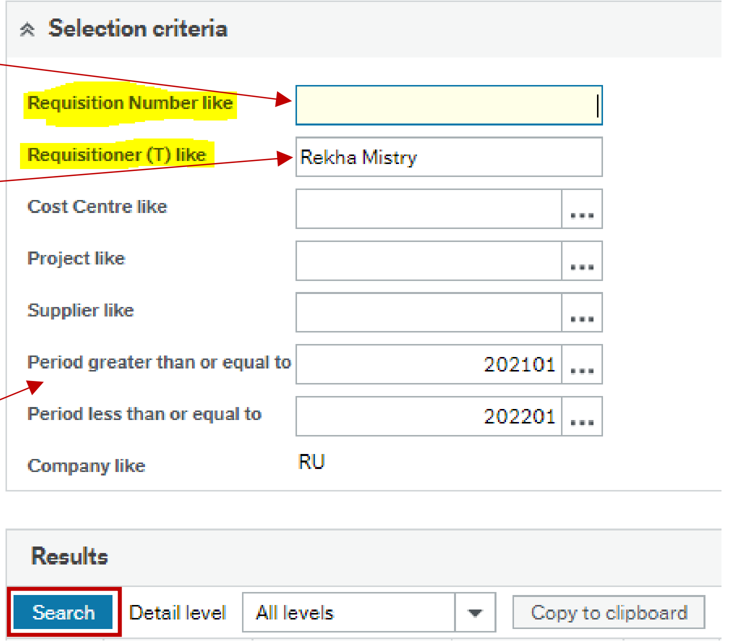
Enter requisition number here if known

Or

Enter your name here
You may also search by cost centre (provided you have data access) or project number or supplier used for your requisition.

Financial periods can be changed if your requisition was raised outside those quoted.

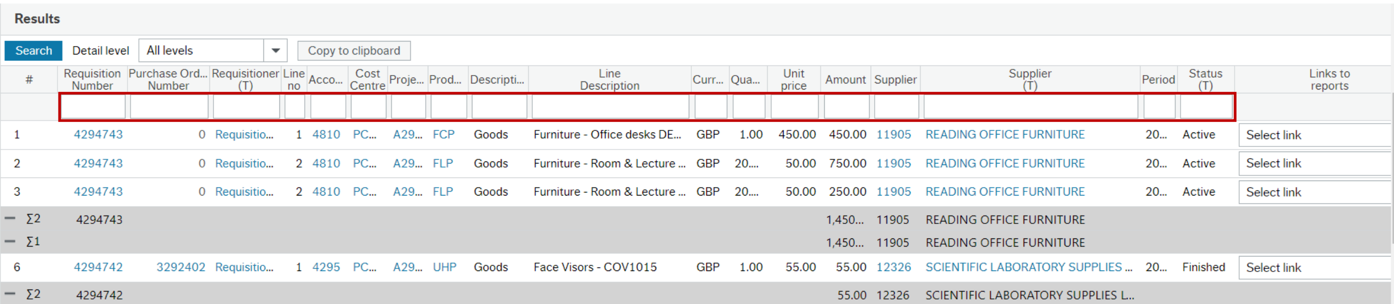
After entering the selection criteria, click Search.



3. The results will be shown as below where all columns (excluding Purchase Order Number, Status (T) and Links to reports) show the data you entered when raising the requisition.

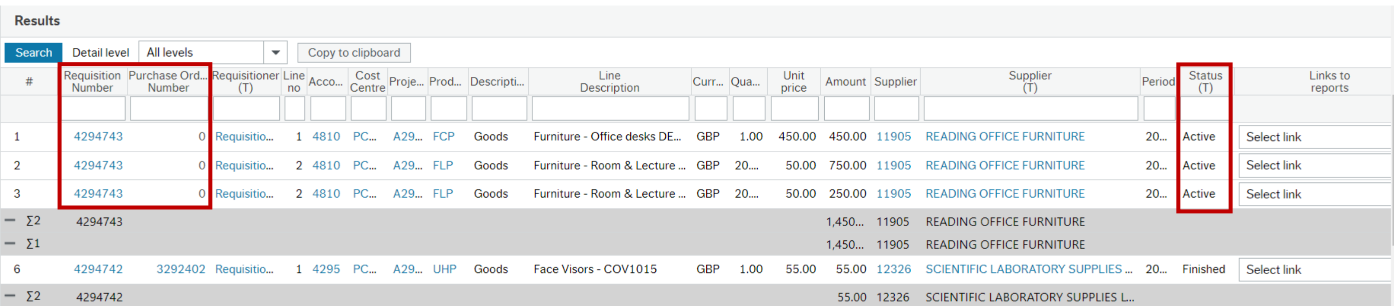
Tip: The blank row directly underneath the column headings can be used to filter the results further. For example, you could search for a specific supplier by entering the supplier number in the blank supplier field, click Search button. This will return any requisitions raised against that supplier.

Tip: You may click on anything appearing in blue, to obtain more information. For example, if you click on the Project number, you will be able to see the project title, the owner of the project, the start and end date of the project.



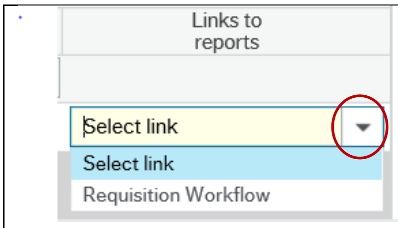
#	Requisition Number	Purchase Ord... Number	Requisitioner (T)	Line no	Acco...	Cost Centre	Proje...	Prod...	Descripti...	Line Description	Curr...	Qua...	Unit price	Amount	Supplier	Supplier (T)	Period	Status (T)	Links to reports
1	4294743	0	Requisitio...	1	4810	PC...	A29...	FCP	Goods	Furniture - Office desks DE...	GBP	1.00	450.00	450.00	11905	READING OFFICE FURNITURE	20...	Active	Select link
2	4294743	0	Requisitio...	2	4810	PC...	A29...	FLP	Goods	Furniture - Room & Lecture ...	GBP	20....	50.00	750.00	11905	READING OFFICE FURNITURE	20...	Active	Select link
3	4294743	0	Requisitio...	2	4810	PC...	A29...	FLP	Goods	Furniture - Room & Lecture ...	GBP	20....	50.00	250.00	11905	READING OFFICE FURNITURE	20...	Active	Select link
— Σ2	4294743													1,450...	11905	READING OFFICE FURNITURE			
— Σ1														1,450...	11905	READING OFFICE FURNITURE			
6	4294742	3292402	Requisitio...	1	4295	PC...	A29...	UHP	Goods	Face Visors - COV1015	GBP	1.00	55.00	55.00	12326	SCIENTIFIC LABORATORY SUPPLIES ...	20...	Finished	Select link
— Σ2	4294742													55.00	12326	SCIENTIFIC LABORATORY SUPPLIES L...			

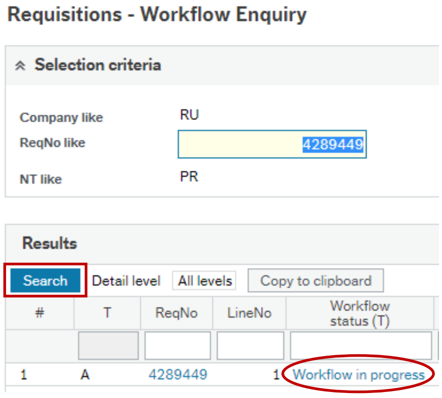
4. For a requisition which has not yet been fully work flowed and approved, the Purchase Order Number will be **0** and, the Status (T) will be **Active**



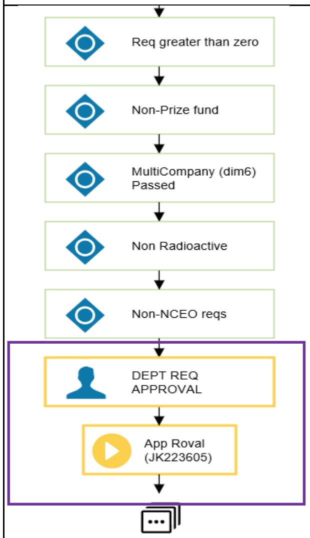
#	Requisition Number	Purchase Ord... Number	Requisitioner (T)	Line no	Acco...	Cost Centre	Proje...	Prod...	Descripti...	Line Description	Curr...	Qua...	Unit price	Amount	Supplier	Supplier (T)	Period	Status (T)	Links to reports
1	4294743	0	Requisitio...	1	4810	PC...	A29...	FCP	Goods	Furniture - Office desks DE...	GBP	1.00	450.00	450.00	11905	READING OFFICE FURNITURE	20...	Active	Select link
2	4294743	0	Requisitio...	2	4810	PC...	A29...	FLP	Goods	Furniture - Room & Lecture ...	GBP	20....	50.00	750.00	11905	READING OFFICE FURNITURE	20...	Active	Select link
3	4294743	0	Requisitio...	2	4810	PC...	A29...	FLP	Goods	Furniture - Room & Lecture ...	GBP	20....	50.00	250.00	11905	READING OFFICE FURNITURE	20...	Active	Select link
— Σ2	4294743													1,450...	11905	READING OFFICE FURNITURE			
— Σ1														1,450...	11905	READING OFFICE FURNITURE			
6	4294742	3292402	Requisitio...	1	4295	PC...	A29...	UHP	Goods	Face Visors - COV1015	GBP	1.00	55.00	55.00	12326	SCIENTIFIC LABORATORY SUPPLIES ...	20...	Finished	Select link
— Σ2	4294742													55.00	12326	SCIENTIFIC LABORATORY SUPPLIES L...			

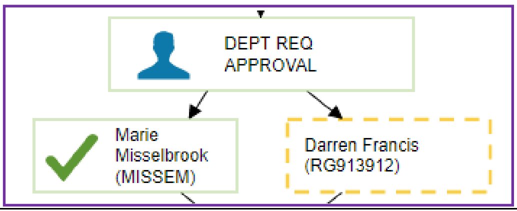
5. To view the approval workflow of the requisition, follow the instructions provided below.

<table>
<tr>
<td>


</td>
<td>To view the requisition workflow, click on the drop down under 'Links to reports' for the requisition number, then click on the Requisition Workflow option.</td>
</tr>
<tr>
<td>


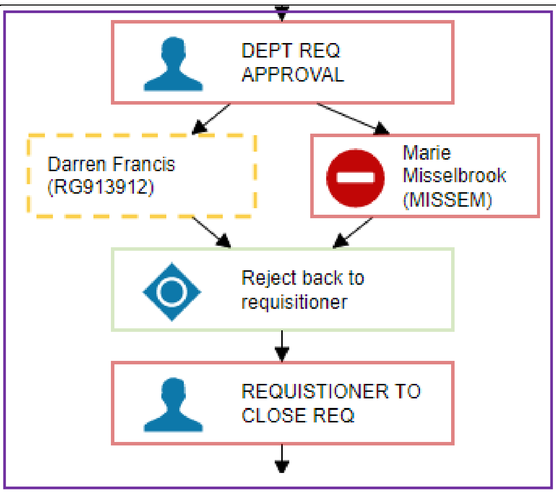
</td>
<td>A Requisition – workflow enquiry window will appear.

The 'Workflow status (T) column will state Workflow in progress (in blue) if the requisition is yet to be fully approved. Occasionally, the status may appear in grey. If so, click on the Search button which will change the status to blue text.
Other statuses include, Finished, Rejected, Terminated.</td>
</tr>
<tr>
<td>




</td>
<td>This will take you to the Workflow enquiry map window.
A green box around a workflow description suggests that step of the workflow has been approved so that the requisition can move onto the next workflow step.
A solid yellow box suggests this is the stage the workflow has reached and to whom the task for approving the requisition has been sent. In this example, the requisition has reached Department Approval and staff JK223605 (name App Roval) has been sent the task to approve. If there is more than one approver at this stage, you will see more names.
<u>Please remind them to approve the requisition if it remains outstanding.</u>
Once they have approved you will see a green tick against the approvers name and the yellow solid line will become a green line. (See example 1 below)
Remember that some requisitions may require Finance and Procurement approval so expect to see more steps for each stage.
If the requisition has been rejected, you will see a red solid box and a red stop sign next to the approvers' name. You will receive a task email if it has been rejected which you must act upon. (See example 2 below)

<u>Example 1</u>. Where there are 2 possible approvers, name with green tick and green box has approved the requisition.</td>
</tr>
</table>



Example 2. Where an approver has rejected the requisition. A red stop sign, and red box appears around the approvers' name. An email will be sent to the requisitioner with a task to close the requisition.

6. If the requisition has been **fully approved** – the PO number allocated will be given and the status will be **Finished**.

Results

Search | Detail level | All levels | Copy to clipboard

#	Requisition Number	Purchase Ord... Number	Requisitioner (T)	Line no	Acco...	Cost Centre	Proje...	Prod...	Descripti...	Line Description	Curr...	Qua...	Unit price	Amount	Supplier	Supplier (T)	Period	Status (T)	Links to reports
1	4294743	0	Requisitio...	1	4810	PC...	A29...	FCP	Goods	Furniture - Office desks DE...	GBP	1.00	450.00	450.00	11905	READING OFFICE FURNITURE	20...	Active	Select link
2	4294743	0	Requisitio...	2	4810	PC...	A29...	FLP	Goods	Furniture - Room & Lecture ...	GBP	20....	50.00	750.00	11905	READING OFFICE FURNITURE	20...	Active	Select link
3	4294743	0	Requisitio...	2	4810	PC...	A29...	FLP	Goods	Furniture - Room & Lecture ...	GBP	20....	50.00	250.00	11905	READING OFFICE FURNITURE	20...	Active	Select link
— Σ2	4294743													1,450...	11905	READING OFFICE FURNITURE			
— Σ1														1,450...	11905	READING OFFICE FURNITURE			
6	4294742	3292402	Requisitio...	1	4295	PC...	A29...	UHP	Goods	Face Visors - COV1015	GBP	1.00	55.00	55.00	12326	SCIENTIFIC LABORATORY SUPPLIES ...	20...	Finished	Select link
— Σ2	4294742													55.00	12326	SCIENTIFIC LABORATORY SUPPLIES L...			

Managing Rejected Requisitions

If the requisition has been **rejected** by the approver, the PO number will remain 0 and the status **Active**.

Results

Search | Detail level | All levels | Copy to clipboard

#	Requisition Number	Purchase Order Number	Requisitioner (T)	Line no	Account	Cost Centre	Project	Product	Description	Line Description	Currency	Quantity	Unit price	Amount	Supplier	Supplier (T)	Period	Status (T)	Links to reports
1	4294757	0	Requisitioner ...	1	4295	PCCP	A2903700	UHP	Goods	Gloves - GLV3...	GBP	1.00	25.00	25.00	12326	SCIENTIFIC LABORATORY SUPPLI...	202112	Active	Select link
— Σ2	4294757													25.00	12326	SCIENTIFIC LABORATORY SUPPLI...			

However, when you select the "Requisition Workflow" drop down against Select link you will see the 'Workflow status (T) column state Rejected.

Requisitions - Workflow Enquiry

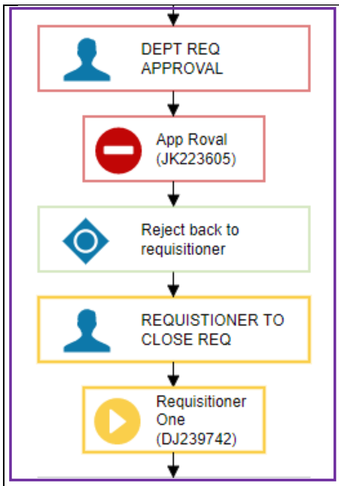
Selection criteria

Company like	RU	Active	✓
ReqNo like	4294757	Historical	✓
NT like	PR		

Results

Search | Detail level | All levels | Copy to clipboard

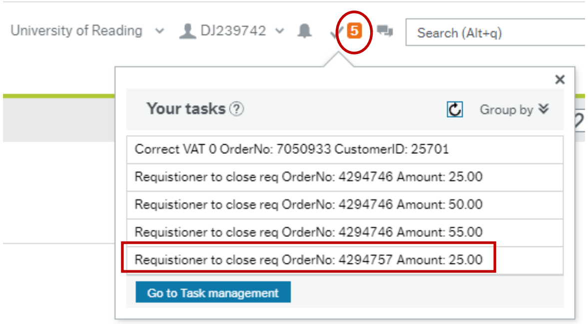
#	T	ReqNo	LineNo	Workflow status (T)	Requested by (T)	OrderNo	Product	Description	Goods/Service	Quantity	Unit price	Total amount	Currency	Supplier	Supplier (T)	Account	CostC	Project	Period
1	A	4294757	1	Rejected	Requisitioner One	0	UHP	Gloves - GLV3...	Goods	1.00	25.00	25.00	GBP	12326	SCIENTIFIC LABORATORY SUPPLI...	4295	PCCP	A29037...	202112
Σ										1.00		25.00							



You may click on the Rejected status to view the workflow.

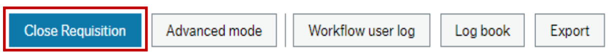
This workflow shows the approver has rejected the requisition (red box and stop symbol against the approvers name)

You will receive an email asking you to close the requisition when a requisition has been rejected.

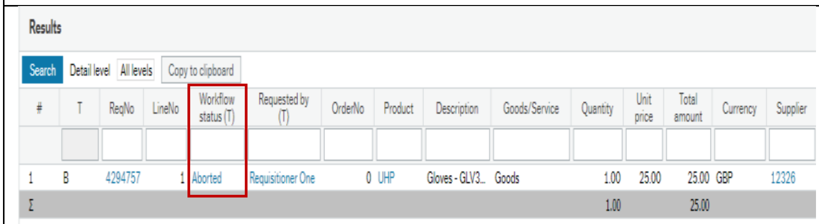


To close a rejected requisition, click on the orange task button to view your list of tasks.

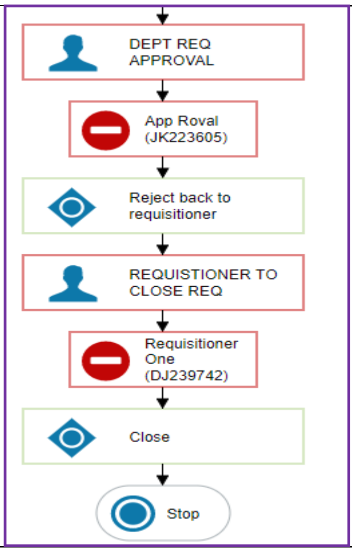
Click on the requisition to close.



Select “Close Requisition” in the task.



The status against this requisition will remain Active. However, on selecting the “Requisition Workflow” drop down against Select link, you will see the ‘Workflow status (T) column state Aborted or Rejected once you have dealt with the task of closing the requisition.



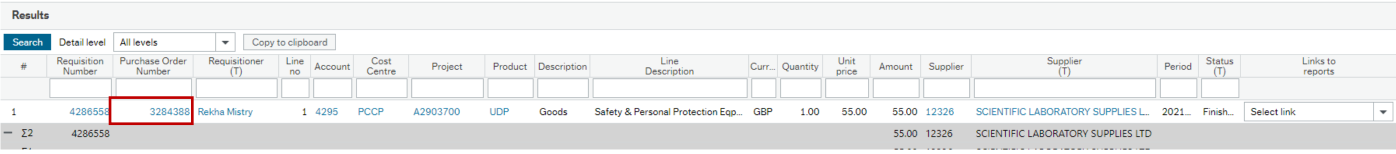
You may click on the status to view the workflow.

The Requisitioner to Close Req and the name of the requisitioner box will have changed to red suggesting that you have dealt with the task of closing the requisition.

Obtaining a copy of your Purchase Order

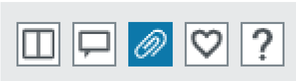
To obtain a copy of the Purchase Order document the requisition must be fully approved and have a PO number. Run this enquiry, entering the requisition number in the selection criteria.

In the results, click on the PO number which will appear in blue.



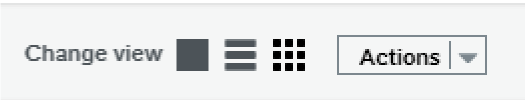
This will take you to the Purchase Order page.

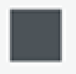
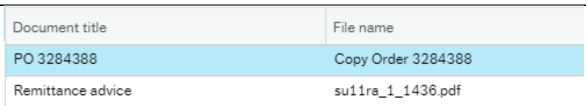
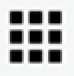
In the top right-hand corner, you will see 5 buttons. The paper clip will be white with a blue background.



Double click on the paper clip.

Depending on the view you have set up in the document archive window will determine how you are able to view the PO document. The options below allow you to change the view.



View Option	Display	Action
		Provides full view of the PO document.
		Click on the PO line to view the document.
		Click on the PDF containing the PO number to open the PO document.

To save the document, right click on it when open, select ‘Save as’ from the drop-down menu to save it to a folder.

END