



The Manage Requisitions page has been enhanced to display pre-encumbrance totals for requisitions that have been budget checked. The pre-encumbrance total is displayed until a PO is created and dispatched to the vendor and the funds are encumbered.

**Navigation:** eProcurement > Manage Requisitions

Users navigate to the **Manage Requisitions** page and search for the requisition to review.

**Manage Requisitions**

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:  Requisition Name:

Requisition ID:  Request Status: All but Complete Budget Status: Valid

Date From: 10/01/2012 Date To: 11/28/2012 CORE-10:

Requester:  Entered By:  PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total			
0000069810	no vendor	DOTM1	11/28/2012	PO(s) Created	Valid	34.79 USD	<Select Action>	Go	
0000069804	DC remove item test	DOTM1	11/20/2012	PO(s) Dispatched	Valid	188.67 USD	<Select Action>	Go	
0000054241	0000054241	DOCM1	11/20/2012	PO(s) Created	Valid	300.00 USD	<Select Action>	Go	
0000005341	PRMPTPYMTDISC_TPR	AESM1	11/20/2012	Approved	Valid	200.00 USD	<Select Action>	Go	
0000069803	Category Code	DOTM1	11/19/2012	PO(s) Created	Valid	214.11 USD	<Select Action>	Go	
0000069801	Asset Test R2 Crown Vic	DOTM1	11/19/2012	Partially Received	Valid	10,060.00 USD	<Select Action>	Go	
0000069800	Asset Test R1 Computers	DOTM1	11/19/2012	PO(s) Dispatched	Valid	10,260.00 USD	<Select Action>	Go	
0000001022	0000001022	DASM1	11/19/2012	PO(s) Dispatched	Valid	2,635.20 USD	<Select Action>	Go	
0000069798	ATTACHMENT AT HEADER LEVEL	DOTM1	11/15/2012	PO(s) Dispatched	Valid	100.00 USD	<Select Action>	Go	

**Pre-Encumbrance Balance** only displays on requisitions that have been budget checked ( **Budget Status = Valid**).

Click the expand triangle to view the **Pre- Encumbrance Balance**.

000005341 PRMPTYMTDISC\_TPR AESM1 11/20/2012 Approved Valid 200.00 USD <Select Action> Go

Requester: AES-Kaczinski Lisa Entered By: AES-Kaczinski Lisa Priority: Medium

Pre-Encumbrance Balance: 200.00 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line	Description	Status	Price	Quantity	UOM	Vendor	
1	Shelving Unit	Approved	100.00000 USD	2.0000	EA	SUBURBAN STATIONERS INC	✗

---

0000069803 Category Code test DOTM1 11/19/2012 PO(s) Created Valid 214.11 USD <Select Action> Go

Requester: DOT-Bacote Tracey Entered By: CORE-Dustin Guarino M Priority: Medium

Pre-Encumbrance Balance: 214.11 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line	Description	Status	Price	Quantity	UOM	Vendor	
1	General Purpose Hand Truck ...	PO Created	137.91000 USD	1.0000	EA	GRAINGER INDUSTRIAL SUPPLY	✗
2	Industrial Shear, Heav Dwt...	PO Created	38.10000 USD	2.0000	EA	GRAINGER INDUSTRIAL SUPPLY	✗

---

0000069801 Asset Test R2 Crown Vic DOTM1 11/19/2012 Partially Received Valid 10,060.00 USD <Select Action> Go

Requisitions with the Status of **Approved**, **POs Created**, or **POs Partially Created** have positive balances.

0000069800 Asset Test R1 Computers DOTM1 11/19/2012 PO(s) Dispatched Valid 10,260.00 USD <Select Action> Go

Requester: DOT-Bacote Tracey Entered By: CT-Anderson Kathleen M Priority: Medium

Pre-Encumbrance Balance: 0.00 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line	Description	Status	Price	Quantity	UOM	Vendor	
1	Computers	PO Dispatched	1,001.00000 USD	10.0000	EA	SUBURBAN STATIONERS INC	✗
2	Monitors	PO Dispatched	25.00000 USD	10.0000	EA	SUBURBAN STATIONERS INC	✗

Once a requisition has a status of **POs Dispatched** the pre-encumbrance balance becomes 0. Funds are encumbered on the PO.