

What's happening with my requisition?

RQIS- Requisition Item Summary

RINQ-Requisition Inquiry | RQIS-Requisition Item Summary

Req Number: 0000215 Req Status: Outstanding Status Date: 05/11/05

Vendor: 1 Boise Office Solutions Desired Date:

Buyer: Vanessa White Initiator: Kathleen Downs

Description	Qty Ordered	Qty Accepted	Estimated Price	Extended Price	Tax
1 CHAIR, RED WITH CARPET	2.000		250.0000	500.00	Yes
2 ESTIMATED SHIPPING	1.000		25.0000	25.00	
3					
4					
5					
Taxes		Amounts	Item Total	525.00	

RIIN – Requisition Item Inquiry

RINQ-Requisition Inquiry | RQIS-Requisition Item Summary | RIIN-Requisition Item Inquiry

Requisition: 0000215 Status: Outstanding Status Date: 05/11/05

Vendor Name: 1 Boise Office Solutions

Commodity: 615 Office Supplies: General

Stock No:

Description: 1 CHAIR, RED WITH CARPET

2 CASTERS, #245-42-234

Est Price: 250.0000

Quantity: 2.000

Unit of Issue: EA Each

Trade Disc Amt:

Trade Disc Pct:

Extended Price: 500.00

Work Order/Type:

Tax Codes: 1 SS Sales Tax - 7.75%

GL Account No: 1 11-1010-74300-677000-6001 Percent: 100.000 Quantity: 2.000 GL Description: Logistical Svcs : CAP

GL Amt: 500.00

Proj ID:

Item PO Status:

Desired Date:

Fixed Asset:

Vendor Part:

Form/Box/Loc:

Comments: 1

Controller Description: Value 1/2

UTEC – Edit Comments...

RINQ-Requisition Inquiry | RQIS-Requisition Item Summary | RIIN-Requisition Item Inquiry | RIIN-Requisition Item Inquiry

Item Description

Comments

CHAIR, RED WITH CARPET

CASTERS, #245-42-234

How can I see the Purchase Order?

If a Purchase Order has been created for this requisition, you can detail in on the Purchase Order.

Requisition: 0000156 Status: PO Created Status Date: 04/19/05

Requisition Date: 04/19/05 PO Numbers: 1 P0000114
 Initiator: Albert Segovia BPO Numbers: 1
 Required Date: 04/28/05 Comments: 1
 Expire Date: 06/30/05
 Vendor ID: 0034612 Priority:
 Name: 1 San Diego Ikon
 Cty/ST/Zp: San Diego CA 92108
 Ship To: DC SDCCD Distribution Center
 Appr/Date: 1

Line	Description	Quantity	Estimated Price	Extended Price	Tax
1	COPIER,CANON,IMAGERUNN	1.000	8,502.7600	8,502.76	Yes
2					
3					
4					

Taxes	Amounts	Item Total
1 SS Sales Tax - 7.75%	658.96	8,502.76
2		Tax Total 658.96
		Req Total 9,161.72

Click here if you want to detail into the Purchase Order or the Blanket Purchase Order

From here you can see the P.O. and once again you can detail down using the *Blue Icons* to see the description and IF the P.O. has been paid, you can even see the payment information

PO Number: P0000114 PO Status: Paid Status Date: 05/26/05

PO Date: 04/19/05 PO Amt: 9,161.72 Req NOs: 1 0000156
 Appr/Date: 1 Vouchers: 1 V0000279
 Vendor ID: 0034612 Purged IDs: 1
 Name: 1 SAN DIEGO IKON Comments: 1
 Address: 1 7420 Mission Valley Rd Ptd Com: 1
 Cty/ST/Zp: San Diego CA 92108
 Buyer: Vanessa White Initiator: Albert Segovia
 Ship To: DC SDCCD Distribution Center

Line	Description	Item Status	Expected Date	Tax/
	Ordered	Accepted	Remaining	Unit Price
1	COPIER,CANON,IMAGERUNNE	Paid	04/28/05	
	1.000	1.000		8,502.7600
2				

Remaining Taxes	Amounts	Remaining
1		0.00
2		Taxes 0.00
		Totals 0.00

Click here if you want to see the voucher payment information.

How can I see the payment information?

When you detail in on the *Voucher* field it will bring up the *Voucher Inquiry* screen. Here you can see when it was paid, how much was paid, the invoice number and the check number. (Colleague calls all payments 'vouchers' – not to be confused with the District payment via the Voucher Form).

Description	Quantity	Extended Price	Invoice No	Tax
1 COPIER,CANON,IMAGERUNNE	1.000	8,502.76	SDI114	Yes
2				
3				
4				

And since you will be using this inquiry to check on all of your requisitions – you can add an icon for this report by *Right Clicking* on the menu item.

Right Click will allow you to add this to your Favorites – See Section 10 for more info about favorites

XGLI – GL approvers inquiry form

This inquiry form is to find out who are all the approvers for a particular GL account.

Type XGLI in the Quick Access field and click GO

Quick Access XGLI

XGLI-GL approvers inquiry form

GL No....

GL Approver

GL Accts ID
12_1956_74250_672000_6407

OK Cancel Detail Finish Help

7	
8	
9	
10	

Comment 1

Enter the GL account using underscores between GL components – and click OK.

XGLI-GL approvers inquiry form

GL No....: 12_1956_74250_672000_6407

GL Approver

1	7BSCONTR-A	
2	7BSGRC4-A	
3	7ITADMIN-A	
4		
5		
6		
7		
8		
9		
10		

For this particular GL account, there are 3 approvers required by the system. The specific org roles are listed. See Org Role guide to interpret.

If you want to see the name(s) of the person(s) assigned to each role, click the blue detail box to open the ORMI screen.

