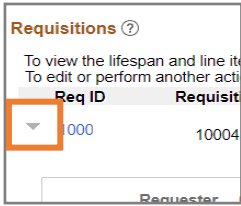
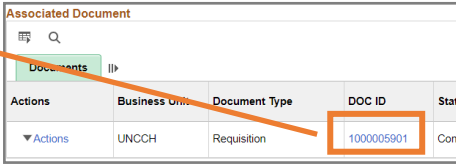
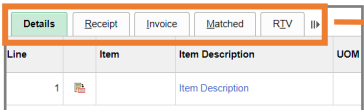


## Useful Inquiries

This inquiry...	Is best for...	And to get there...
Mange Requisitions - Requisition Lifecycle	<ul style="list-style-type: none"> <li>Has my requisition been approved?</li> <li>Which approver has my req?</li> <li>What's the PO number for my req?</li> <li>What receipts have been entered and has it been fully received?</li> <li>How can I see if vouchers have been created for my invoices?</li> <li>Has it been paid and if so, what's the check number?</li> </ul>	Finance WorkCenter > ePRO/PO > Manage Requisitions  Find the requisition you need, and click the gray arrow to the left of the requisition ID: 
Requisition Inquiry	<ul style="list-style-type: none"> <li>I don't know the req number, but I know the supplier, department, or item description</li> <li>I want to see the related PO, vouchers, and payments for a requisition all on one page</li> </ul>	Finance WorkCenter > ePRO/PO > Requisition
PO Inquiry	<ul style="list-style-type: none"> <li>What part of my PO has been paid?</li> </ul> <div data-bbox="479 1297 777 1383" style="border: 1px solid orange; padding: 5px; display: inline-block;"> <b>Click the link to see payment details</b> </div>	Finance WorkCenter > ePro/PO > PO Document Status  
	<ul style="list-style-type: none"> <li>What part of my PO has been received?</li> <li>What part of my PO has been invoiced?</li> <li>What part of my PO has been matched?</li> </ul>	Finance WorkCenter > ePRO/PO > Purchasing Order Inquiry > Activity Summary   <div data-bbox="1300 1581 1528 1755" style="border: 1px solid orange; padding: 5px; display: inline-block;"> <b>Click these tabs to see receipt invoice and matching details</b> </div>
Voucher Inquiry	<ul style="list-style-type: none"> <li>For this supplier I want to see all vouchers that are scheduled to pay, paid, and not paid</li> <li>I know the PO number—show me the vouchers</li> <li>I know the invoice number—show me the vouchers</li> </ul>	Finance WorkCenter > Accounts Payable > Voucher Inquiry

This inquiry...	Is best for...	And to get there...
Payment Inquiry	<ul style="list-style-type: none"> <li>• What payments have we made to this supplier?</li> <li>• When did we last pay them?</li> </ul>	Finance WorkCenter > Accounts Payable > Payment Inquiry

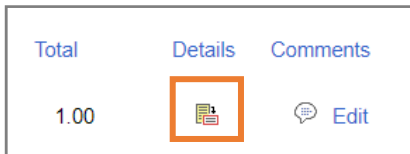
## Things to Remember When Entering Requisition

### Be Sure to Set Requester First

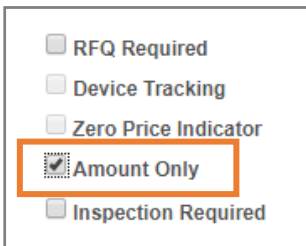
If you enter a purchase req for someone else, be sure to set the requester first thing (BEFORE starting your purchase order or going to the special items link). Entering the requester means both you and the requester can enter receipts for the purchase, but once you save (including when you pre-budget check), you can no longer change the requester. So try to get in the habit of changing the requester as soon as you start the req.

### Mark the Amount Only Checkbox if Needed

If you need to receive by amount, be sure to mark the Amount Only checkbox for each line that needs to be received that way. To get there, while you are entering the req, open the **Requisition Lines**. On the line item you need to receive by amount, click the **Line Details** icon.



On the Line Details page that displays, mark the Amount Only checkbox in the bottom right corner of the page and click **OK**.



### Pre-Budget Check Required

Pre-budget checking is now required on requisitions. If a requisition doesn't pass pre-budget checking you can't move forward.

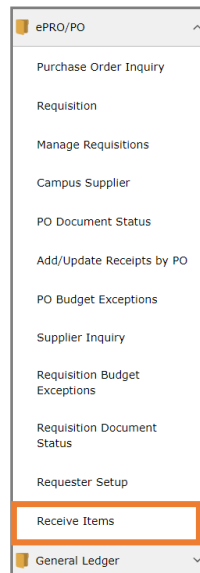
## Other Things to Remember

### VISP for Invoices

Any time you have an invoice related to a purchase order, you need to upload it using VISP. Find instructions on the ccinfo.unc.edu website (<http://ccinfo.unc.edu> > Training > Resources).

### Best Place for Receiving

The easiest place to do receiving is on the Receive Items page. This page shows only the requisitions that you created or that you were named as the requester on. To get to it, choose the Receive Items link on the Finance WorkCenter, in the ePro/PO list:



### Match Exceptions

The number one cause of match exceptions is that the receipt hasn't been entered. Once you receive an order, the nightly voucher matching process clears it for payment, unless there is another match problem with the price, quantity or unit or measure. A change order or new supplier invoice may be need to resolve those issues.

**Note:** You don't need to receive ePro supplier catalog orders, although it doesn't cause problems if you do.