



Warehouse

6/9/17

6/23/17

6/19/17

be closed or carried

Budget.

1 for 2017-18 is 7/6/17.

# REQUISITION LISTING YEAR-END PROCESS

Escape Online 5 - VICTORIA-MENA2 on vprod (Administrator)

File Action Activity Help

Go Clear New Favorites

Fiscal Year  
Department  
Academic Department  
Reference Number  
Requisition Number  
Requisition Date  
Completed Date

Requisitioner  
Template Reqs? No

### 3 - Status Information

Status Comment  
On Hold  
Only Uncompleted  
PO Change Order Date  
With Change Orders Only

### 4 - Other Information

5 - Accounts  
Enter (or look up) an order location for requisitions to list

### Order Location

- ▶ In Escape On-Line select Finance, Requisitions, Vendor Requisitions.
- ▶ In the "Order Location" field, enter your Site Location Code or select the down arrow to select your site.
- ▶ Place your cursor in the "Status" field and select the down arrow. For year-end process it will be necessary to generate two separate lists.

Escape Online 5 - VICTORIA-MENA2 on vprod (Administrator)

File Action Activity Help

Search List

Open New Copy Export Tasks Grid

Req #	PO #	Req Date	Total Amt	Outstanding	Requisiti	Loc	Comment	Buyer Id	Status
CHB17-003							JMTC CAL CARD	TE/ANS	Ready for Pay
CHB17-003							CANON COPIER	MELANIE	Ready for Pay
CHB17-003							CANON COPIER 2016-2017	MELANIE	Ready for Pay
CHB17-003		10/31/201	2,000.00				CHG BK TO CANCY'S CALCA	MELANIE	Ready for Pay
CHB17-003									Ready for Pay
CHB17-003									
CHB17-003									
P15-00625									
P15-00740									
P15-00740		11/10/201	2,170.00						
		12/2/2016	2,458.63						
16-00895		12/2/2016	385.68						
B16-00389		12/22/201	972.00						
R16-00044		1/18/2017	20,000.00						
FL00201		01/16/2014	1,283,758.00						

To generate list, select the "Go" button located on the upper left of your screen.

- ▶ Once your list has been populated, open each requisition and verify the following:
  - Invoices have been submitted to A/P. If invoices have not been submitted, please scan and e-mail to "Invoices" via Microsoft Outlook.
  - Items physically received on site have been received on-line. Please be sure to enter

Please also review the following type of requisitions:

- Confirming & Petty Cash - Must send **original** receipts to Accounts Payable for payment.
- Blanket Orders - When possible, scan and e-mail