



## Procurement

# **Oracle Procurement Step-by-Step Guide**

## **View Supplier Invoice and Payment Status via Requisition Search (incl Life Cycle View)**

February 5, 2021

FINAL

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## View Invoice and Payment Status by Supplier

UC Merced employees will use these steps to view invoice and payment status for a specified supplier from the manage requisitions search

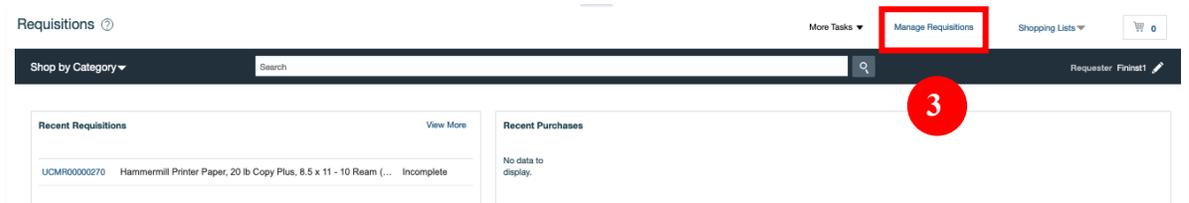
To perform this task, log into Oracle Cloud

### System Steps:

1. Click the **Procurement** infolet
2. Click the **Purchase Requisitions** sub-infolet



3. In the **Requisitions** overview page, click the **Manage Requisitions** hyperlink to search for the supplier invoice using user specified search criteria.



4. In the **Search** section of the **Manage Requisitions** page, enter search criteria value(s) based on inquiry needs (enter at least one of the **\*\* required** data points):

**Note:** when looking for the status of invoices or payments by supplier through the requisitions view, it is recommended to use a combination of search criteria if the supplier doesn't have the exact PO number (**Order**) associated to the invoice they are looking for information on.

Since this search screen does not allow searching by Invoice Number, use **Supplier, Created** (Today, Last 7 days, Last 30 days, Last 60 days) and/ or **Order** (this value is the **PO** number) as search criteria to reduce the number of supplier records returned.

This should make it easier to identify which requisition record(s) to drill into to get the supplier requested invoice status information.

- a. **Requisitioning Unit:** select from the drop-down menu
- b. **\*\*Entered By:** use the default value, or select the value using the search feature if needed
- c. **\*\*Requisition:** enter value if looking for a specific requisition
- d. **Description:** enter value if it will serve as distinct criteria in the search
- e. **Created:** select from the drop-down menu based on the supplier's response for when the requisition/ order (po) was created
- f. **Status:** defaults to **All**, but select value from the drop-down menu if different status is desired
- g. **Requester:** enter the desired value if you are not the original requester for the requisition/ data being searched for, or select the value using the search feature if needed
- h. **\*\*Supplier:** enter the supplier value, or select it using the search feature if needed
- i. **Order:** enter the supplier provided value for **PO** number, or select the value using the search feature if needed
- j. **\*\*Item:** enter the desired value, or select the value using the search feature if needed.

**Note:** the **\*\*Item** field will not be used at UCM to search for requisitions

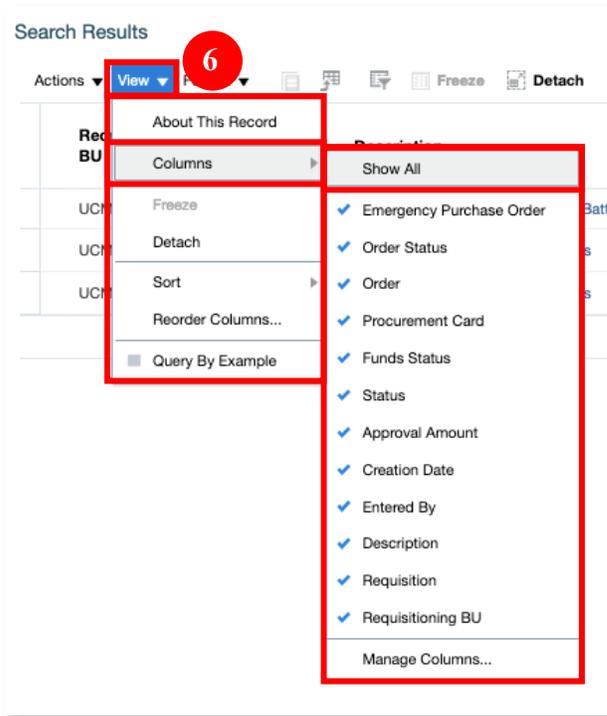
- k. **Requisitions Requiring Action:** select from the drop-down menu

## 5. Click the **Search** button

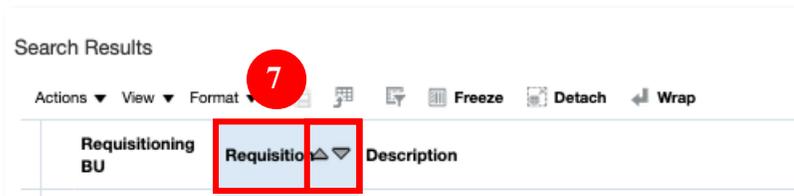
The screenshot shows the 'Manage Requisitions' search interface. A red box highlights the search criteria section, which includes fields for 'Requisitioning Unit', '\*\* Entered By' (with a search icon), '\*\* Requisition', 'Description', 'Created' (with a dropdown), 'Status' (with a dropdown), 'Requester', '\*\* Supplier', 'Order', and '\*\* Item'. A red circle with the number '4' is placed over the search criteria section. A red box highlights the 'Search' button, and a red circle with the number '5' is placed over it. The interface also includes a 'Done' button in the top right corner and a 'Requisitions Requiring Attention' dropdown menu.

6. In the **Search Results** section of the **Manage Requisitions** page, update the search results layout by adding columns to include data columns related to corresponding PO information
  - a. Click the **View** menu, click the **Columns** option and click the **Show All** to make sure **Order, Order Status** are brought into the results view

- i. **Order:** this value is the **PO** number created from the approved Requisition. If the value displayed is **Multiple**, this means there was more than one **PO** created to fulfill the items needed on the corresponding requisition
- ii. **Order Status:** this value is the current status of the **PO** –
  - 1. **Incomplete:** draft order has not been submitted for approval – this is the only status in which an order can be “deleted”
  - 2. **Pending Approval:** the order is in the approval workflow, the order can be withdrawn and edited or cancelled if any change has to be made
  - 3. **Pending Supplier Acknowledgement:** the order is approved and is waiting for supplier acknowledgment to be recorded for being in Open status
  - 4. **Rejected:** the order was rejected by the approver or the supplier
  - 5. **Withdrawn:** the order was withdrawn by the buyer which makes it available for editing and submission for approval again
  - 6. **Pending Change Approval:** a change order was created and submitted for approval
  - 7. **Open:** the PO was created
  - 8. **Closed:** the order was closed and not available for fulfillment
  - 9. **Closed for Invoicing:** one or more invoices are matched to the PO
  - 10. **Closed for Receiving:** the order has been matched to an invoice and is not available for further invoice matching
  - 11. **Canceled:** the order was cancelled and cannot be edited again
  - 12. **On Hold:** the order is on hold, and is unavailable for receiving and/or invoice matching
  - 13. **Finally Closed:** the order is finally closed and not available for processing



7. In the **Search Results** section of the **Manage Requisitions** page, update the search results to sort the data based on the what the user is looking for specifically
  - a. One can select column **headers** and **hover their mouse in the right side of the column header** to click the **Sort** arrow to activate ascending or descending sorting of the displayed results.



8. In the **Search Results** section of the **Manage Requisitions** page, review the results to determine which requisitions you want to open to review in more detail

# Oracle Procurement Step-by-Step Guide

Search Results

Requisitioning BU	Requisition	Description	Entered By	Creation Date	Approval Amount	Status	Funds Status	Procurement Card	Order	Order Status	Emergency Purchase Order
UCM Business Unit	UCMR0000718	PAZN & MYERS FUEL - GROUND CO-OP YARD NEED PO BY END OF DAY 12...	York, Darlene	01/20/2021	955.07 USD	Approved	Liquidated		UCMP00000504	Open	
UCM Business Unit	UCMR0000780	M250 RTM0161360 FISHER SCIENTIFIC MULTI-PLATFORM SHAKER	York, Darlene	01/20/2021	662.71 USD	Approved	Liquidated		UCMP00000331	Open	
UCM Business Unit	UCMR0000781	M250 RTM0161362 FISHER SCIENTIFIC LAB SUPPLIES	York, Darlene	01/20/2021	233.50 USD	Approved	Liquidated		UCMP00000312	Open	
UCM Business Unit	UCMR0000788	M250 RTM0161285, RTM0161271 ACTIVE MOTIF - ANTIBODIES	York, Darlene	01/20/2021	0	Cancelled	Not reserved				
UCM Business Unit	UCMR0000777	M252 RTM0161567 EWING - GRSWORLD DIAPHRAGM	York, Darlene	01/20/2021	79.59 USD	Approved	Liquidated		UCMP00000275	Open	
UCM Business Unit	UCMR0000792	M250 LIFE SCIENCE PRODUCTS RTM0144061 PPE	York, Darlene	01/21/2021	452.55 USD	Approved	Liquidated		UCMP00000517	Open	
UCM Business Unit	UCMR0000803	M250 AMAZON RTM0161664 CULTURE TUBES	York, Darlene	01/21/2021	165.29 USD	Approved	Liquidated		UCMP00000330	Closed for Invoicing	
UCM Business Unit	UCMR0000813	M250 VWR GELATIN RTM0160670	York, Darlene	01/21/2021	34.12 USD	Approved	Liquidated		UCMP00000334	Closed for Invoicing	
UCM Business Unit	UCMR0000817	M250 NETWORK CARDS NEWEGG RTM0160727	York, Darlene	01/21/2021	869.87 USD	Incomplete	Not reserved				
UCM Business Unit	UCMR0000840	M250 RESEARCH ADMIN RTM0161401 BSL3 EQUIPMENT	York, Darlene	01/21/2021	12,903.60 USD	Approved	Liquidated		UCMP00000325	Open	
UCM Business Unit	UCMR0000862	M259 RTM0150119 AIR FILTERS GRAINGER MULTIPLE WO'S FOR PAYMENT P...	York, Darlene	01/22/2021	105.51 USD	Approved	Liquidated		UCMP00000355	Open	
UCM Business Unit	UCMR0000865	M259 RTM0156013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO M...	York, Darlene	01/22/2021	117.66 USD	Approved	Liquidated		UCMP00000348	Closed for Invoicing	
UCM Business Unit	UCMR0000869	M259 PP-1071962 RTM0161972 HVAC EQUIPMENT PART	York, Darlene	01/22/2021	343.64 USD	Approved	Reserved		UCMP00000349	Closed for Invoicing	
UCM Business Unit	UCMR0000907	M259 PP-1071962 RTM0161972 PLATT ELECTRICAL PARTS	York, Darlene	01/22/2021	187.81 USD	Approved	Liquidated		UCMP00000348	Open	
UCM Business Unit	UCMR0000910	S&E1 air filter order for annual PM's	York, Darlene	01/22/2021	4,268.49 USD	Approved	Liquidated		Multiple		
UCM Business Unit	UCMR0000927	S&E1 air filter order for annual PM's	York, Darlene	01/22/2021	5,520.60 USD	Approved	Liquidated		Multiple		
UCM Business Unit	UCMR0000948	M259 - RTM0161970 BOUCHER SAFETY SHOES FOR ANDRES SANCHEZ	York, Darlene	01/25/2021	215.50 USD	Approved	Reserved				
UCM Business Unit	UCMR0000949	M250 FM PP-1073736 RTM0160360 COIT RESTORATION	York, Darlene	01/25/2021	5,883.52 USD	Approved	Liquidated		UCMP00000444	Open	
UCM Business Unit	UCMR0000950	M250 - ORED RTM0162185 AMAZON CLEANROOM SUPPLY	York, Darlene	01/25/2021	84.44 USD	Incomplete	Not reserved				
UCM Business Unit	UCMR0000996	M250 HSN RTM0162257 BUFFERS	York, Darlene	01/25/2021	140.08 USD	Incomplete	Not reserved				

## Only one PO created for a Requisition – View Invoice Status

**Note:** follow this sequence of steps to see the related invoice and payment status details

1. In the **Search Results** section of the **Manage Requisitions** page, click the **Requisition** hyperlink of the desired record to see more detail

Search Results

Requisitioning BU	Requisition	Description	Entered By	Creation Date	Approval Amount	Status	Funds Status	Procurement Card	Order	Order Status	Emergency Purch
UCM Business Unit	UCMR0000027	M250 - H1 M190472 - EAGLESHELL PP-1075484	York, Darlene	01/14/2021	125.00 USD	Approved	Liquidated		UCMP00000426	Open	
UCM Business Unit	UCMR0000679	M250 RTM0155412 VWR PREVIOUS PO M250NYA53 QTY: 1 ITEM 75799-300...	York, Darlene	01/19/2021	2,265.42 USD	Approved	Liquidated		UCMP00000424	Open	
UCM Business Unit	UCMR0000675	M250 RTM0155172 FISHER SCIENTIFIC LAB SUPPLIES PREVIOUS PO M250N...	York, Darlene	01/19/2021	79.36 USD	Approved	Liquidated		UCMP00000358	Open	
UCM Business Unit	UCMR0000962	M259 RTM0150119 AIR FILTERS GRAINGER MULTIPLE WO'S FOR PAYMENT P...	York, Darlene	01/22/2021	105.51 USD	Approved	Liquidated		UCMP00000355	Open	
UCM Business Unit	UCMR0000910	S&E2 air filter order for annual PM's	York, Darlene	01/22/2021	4,268.49 USD	Approved	Liquidated		Multiple		
UCM Business Unit	UCMR0000927	S&E1 air filter order for annual PM's	York, Darlene	01/22/2021	5,520.60 USD	Approved	Liquidated		Multiple		
UCM Business Unit	UCMR0000865	M259 RTM0156013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO M...	York, Darlene	01/22/2021	117.66 USD	Approved	Liquidated		UCMP00000348	Closed for Invoicing	
UCM Business Unit	UCMR0000907	M259 PP-1071962 RTM0161972 PLATT ELECTRICAL PARTS	York, Darlene	01/22/2021	187.81 USD	Approved	Liquidated		UCMP00000348	Open	
UCM Business Unit	UCMR0000813	M250 VWR GELATIN RTM0160670	York, Darlene	01/21/2021	34.12 USD	Approved	Liquidated		UCMP00000334	Closed for Invoicing	
UCM Business Unit	UCMR0000993	M250 RTM0150173 MILLIPORE SIGMA PREVIOUS PO M250NYA53 FOR BILL...	York, Darlene	01/19/2021	53.32 USD	Approved	Liquidated		UCMP00000333	Open	
UCM Business Unit	UCMR0000760	M250 RTM0161360 FISHER SCIENTIFIC MULTI-PLATFORM SHAKER	York, Darlene	01/20/2021	662.71 USD	Approved	Liquidated		UCMP00000331	Open	
UCM Business Unit	UCMR0000803	M250 AMAZON RTM0161664 CULTURE TUBES	York, Darlene	01/21/2021	165.29 USD	Approved	Liquidated		UCMP00000330	Closed for Invoicing	
UCM Business Unit	UCMR0000840	M250 RESEARCH ADMIN RTM0161401 BSL3 EQUIPMENT	York, Darlene	01/21/2021	12,903.60 USD	Approved	Liquidated		UCMP00000325	Open	
UCM Business Unit	UCMR0000781	M250 RTM0161302 FISHER SCIENTIFIC LAB SUPPLIES	York, Darlene	01/20/2021	233.50 USD	Approved	Liquidated		UCMP00000312	Open	
UCM Business Unit	UCMR0000382	M259 - BOUCHER SHOES RTM0160832 SAFETY BOOT VOUCHER/VERBERTO...	York, Darlene	01/15/2021	215.50 USD	Approved	Liquidated		UCMP00000294	Open	
UCM Business Unit	UCMR0000585	BOUCHER SAFETY SHOES/MIKE PENNINGTON RTM0160834 M259	York, Darlene	01/15/2021	215.50 USD	Approved	Liquidated		UCMP00000293	Open	
UCM Business Unit	UCMR0000589	M259 - RTM0160835 BOUCHER SAFETY SHOES FOR BRENT DIRKS	York, Darlene	01/15/2021	215.50 USD	Approved	Liquidated		UCMP00000292	Open	
UCM Business Unit	UCMR0000028	ITEM 51100100 PEST TURF SUPREME WITHMEC PRICING PURSUANT TO Q...	York, Darlene	01/14/2021	215.89 USD	Approved	Liquidated		UCMP00000289	Open	
UCM Business Unit	UCMR0000093	M20PZA280 RTM0151838 TSS ANNUAL FUME HOOD TEST. SE1, SEZ, CAST...	York, Darlene	01/15/2021	9,165.00 USD	Approved	Liquidated		UCMP00000280	Open	
UCM Business Unit	UCMR0000777	M252 RTM0161567 EWING - GRSWORLD DIAPHRAGM	York, Darlene	01/20/2021	79.59 USD	Approved	Liquidated		UCMP00000275	Open	

2. If there was **only one PO created** for this requisition, in the **Requisition** page, click the **View Life Cycle** button

Requisition: UCMR0000865

Check Funds View Life Cycle Actions Done

Requisitioning BU	UCM Business Unit	Creation Date	01/22/2021	Requisition Amount	109.20 USD
Entered By	Darlene York	Status	Approved	Approval Amount	117.66 USD
Description	M259 RTM0156013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO M250NYA53 FOR PAYMENT PURPOSES ONLY GOODS RECEIVED	Justification	Canned Aerosol Smoke to test smoke detectors PREVIOUS PO M250NYA53 DEBBIE REAGAN'S APPROVAL ATTACHED	Funds Status	Liquidated
Attachments APPROVAL Requisition UCMR0000					
Attention MIKE GRIST					
Bldg/Room PHYSICAL PLANT OPERATIONS					

3. In the **Invoices** section of the **Requisition Life Cycle** page all of the invoices generated for that PO as of that date will be listed.
4. Click the desired **Invoice** hyperlink to access and review the invoice/ payment status based on the supplier's request

Requisition Life Cycle: UCMR0000865

Requisition Line

Line	Item	Description	Category Name	Requester	Quantity	UOM	Price	Amount (USD)	Status
1		ITEM: 36JG36 SMOKE DETECTOR TESTER	SUPPLIES-HVAC S...	Grist, Michael	12	Each	9.10 USD	109.20	Approved

Order

Procurement BU: UCM Business Unit  
 Requisitioning BU: UCM Business Unit  
 Purchase Order: UCMPO0000349  
 Open Date: 01/26/2021  
 Total: 109.20 USD

Status: Closed for Invoicing  
 Buyer: Kenneth Massaso  
 Supplier: W.W. Grainger Inc.

Invoices

Invoice	Description	Invoice Date	Status	Invoice Total	Paid Amount	Unpaid Amount	Matched to Order Amount	Currency
9742370068		12/09/2020	Validated	100.81	100.81	0.00	93.12	USD

**Only one PO created for a Requisition – View Payment Status for Corresponding Invoice**

1. In the **Invoice** page, review the invoice details, then click the **Payments** tab hyperlink

Invoice: 9742370068

Business Unit: UCM Business Unit  
 Legal Entity Name: UCM - Campus  
 Supplier or Party: W.W. Grainger Inc.  
 Supplier Site: GSPAN\_OBN\_P\_R  
 Address: C-Pay, PALATINE, IL 60038  
 Invoice Date: 12/09/2020

Invoice Amount: 100.81 USD  
 Unpaid Amount: 0.00 USD  
 Payment Currency: USD

Invoice Type: Standard  
 Intercompany Invoice: No  
 Description: Funds Status: Reserved  
 Attachment: Invoice Image 9742370068

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
356746	UCM_CHECK_PD	Negotiable	No	01/27/2021	100.81 USD	C-Pay, PALATINE, IL 60038	

Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	01/08/2021	100.81	0.00	Check
		100.81	0.00	

Applied Prepayments

No applied prepayments.

2. In the **Payments** section of the **Invoice** page, review the Payment and/ or Installment details, then click the **Payment** hyperlink if applicable to access and review the payment status based on the supplier's request

Invoice: 9742370068 Done

**2**

Business Unit UCM Business Unit  
 Legal Entity Name UCM - Campus  
 Supplier or Party W.W. Grainger Inc.  
 Supplier Site GRAIN\_OBN\_P\_R  
 Address C-Pay, PALATINE, IL 60038  
 Invoice Date 12/09/2020

Invoice Amount 100.81 USD  
 Unpaid Amount 0.00 USD  
 Payment Currency USD  
 Conversion Rate Type  
 Conversion Rate  
 Conversion Date

Invoice Type Standard  
 Intercompany Invoice No  
 Description  
 Funds Status Reserved  
 Attachment Invoice Image 9742370068

Lines Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
356746	UCM_CHECK_PD	Negotiable	NO	01/27/2021	100.81 USD	C-Pay, PALATINE, IL 60038	
					100.81 USD		

Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	01/08/2021	100.81	0.00	Check
		100.81	0.00	

Applied Prepayments

Number	Purchase Order	Applied Amount (USD)		Description
		Tax	Item	
No applied prepayments.				

3. In the **Payment** page, review the Payment details, then click the **Done** button

Payment: 356746 Done

Business Unit UCM Business Unit  
 Payee W.W. Grainger Inc.  
 Payee Site GRAIN\_OBN\_P\_R  
 Address C-Pay, PALATINE, IL 60038  
 Payment Status Negotiable

Payment Amount 100.81 USD  
 Payment Date 01/27/2021  
 Payment Type Payment Process Request  
 Remit-to Account  
 Payment Document UCM\_CHECK\_PD

**3**

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
9742370068	12/09/2020	Standard	UCMP00000349			100.81 USD	100.81 USD	Workflow ...	01/08/2021	Fully paid

4. Back in the **Invoice** page, click the **Done** button
5. Back in the **Requisition Life Cycle** page, if applicable, click any other **Invoice** hyperlinks to access and review the invoice/ payment status based on the supplier’s request, then click the **Done** button
6. Back in the **Requisition** page, click the **Done** button
7. Back in the **Manage Requisitions** page, click the **Done** button to complete this process

**More than one PO created for a Requisition – View Invoice Status**

**Note:** Indicated where the value for **Order** is displayed as **Multiple**, this means there was more than one **PO** created to fulfill the items needed on the corresponding requisition

**Note:** follow this sequence of steps to see the related invoice and payment status details.

1. In the **Search Results** section of the **Manage Requisitions** page, click the **Requisition** hyperlink of the desired record to see more detail

Search Results

Actions View Format Freeze Detach Wrap

Requisitioning BU	Requisition	Description	Entered By	Creation Date	Approval Amount	Status	Funds Status	Procurement Card	Order	Order Status	Emergency Purc
UCM Business Unit	UCMR00001148	M400 PEPSI INV# 11091956 1/22/2021 RITM0162166	Johnson, Amanda	01/27/2021	2,524.59 USD	Approved	Liquidated		UCMP00000486	Open	
UCM Business Unit	UCMR00001145	M400 PEPSI INV# 12308001 1/15/2021 RITM0162169	Johnson, Amanda	01/27/2021	415.56 USD	Approved	Liquidated		UCMP00000485	Open	
UCM Business Unit	UCMR00001087	M400-SYSCO-INV# 284645393 1/14/2021 RITM0161198	Johnson, Amanda	01/26/2021	62.16 USD	Approved	Liquidated		UCMP00000450	Closed for Invoicing	
UCM Business Unit	UCMR00001083	M400-SYSCO-INV# 284653019 01/12/2021 RITM0162175	Johnson, Amanda	01/26/2021	111.97 USD	Approved	Liquidated		Multiple		
UCM Business Unit	UCMR00001079	M400-SYSCO-INV# 284651548 1/21/2021 RITM0162174	Johnson, Amanda	01/26/2021	8.41 USD	Approved	Liquidated		UCMP00000447	Closed for Invoicing	
UCM Business Unit	UCMR00001076	M400-SYSCO-INV# 284648415 1/18/2021 RITM0162144	Johnson, Amanda	01/26/2021	14.03 USD	Approved	Liquidated		UCMP00000446	Closed for Invoicing	
UCM Business Unit	UCMR00001070	M400-SYSCO-INV# 284645392 1/14/2021 RITM0161201	Johnson, Amanda	01/26/2021	15.73 USD	Approved	Liquidated		UCMP00000443	Closed for Invoicing	

- If there was **more than one PO** created for this requisition, in the **Requisition Lines** section of the **Requisition** page, select the **Order** column header and **hover your mouse in the right side of the column header** to display a double-sided arrow. Click and drag the right side of the column out a little bit so the entire value for **Order** is visible.

Requisition: UCMR00001083

Requisitioning BU: UCM Business Unit  
Entered By: Amanda Johnson  
Description: M400-SYSCO-INV# 284653019 01/12/2021 RITM0162175

Creation Date: 01/26/2021  
Status: Approved  
Justification: THIS REQUISITION/PURCHASE ORDER HAS BEEN CREATED SOLELY FOR THE PURPOSE OF PROCESSING SYSCO INV# 284653019 IN THE AMT OF \$111.97 This Invoices is for Common Grounds.

Requisition Amount: 111.97 USD  
Approval Amount: 111.97 USD  
Funds Status: Liquidated  
Attachments: INV# 284653019.pdf (1 more...)  
Attention: KATRINA TREXLER  
Bldg/Room: PAVILION

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Line Life Cycle
1		PRODUCE, DAIRY,CANNED AND DRY GOODS	RESALE.DINING.PRODU...	1	Each	30.90 USD	30.90	Approved	Liquidated	UCMP00000448	
2		PAPER PLASTIC SUPPLIES (NON TAXABLE)	RESALE.DINING.OTHER	1	Each	81.07 USD	81.07	Approved	Liquidated	UCMP00000449	

- Sort the **Order** column values to get your data grouped for invoice and payment status review. Grouping will allow you to go in **Order by Order**, versus line by line (fewer keystrokes). To sort, select column header and **hover their mouse in the right side of the column header** to click the desired **Sort** arrow to activate ascending or descending sorting of the displayed results.

Requisition: UCMR00001083

Requisitioning BU: UCM Business Unit  
Entered By: Amanda Johnson  
Description: M400-SYSCO-INV# 284653019 01/12/2021 RITM0162175

Creation Date: 01/26/2021  
Status: Approved  
Justification: THIS REQUISITION/PURCHASE ORDER HAS BEEN CREATED SOLELY FOR THE PURPOSE OF PROCESSING SYSCO INV# 284653019 IN THE AMT OF \$111.97 This Invoices is for Common Grounds.

Requisition Amount: 111.97 USD  
Approval Amount: 111.97 USD  
Funds Status: Liquidated  
Attachments: INV# 284653019.pdf (1 more...)  
Attention: KATRINA TREXLER  
Bldg/Room: PAVILION

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Line Life Cycle
1		PRODUCE, DAIRY,CANNED AND DRY GOODS	RESALE.DINING.PRODU...	1	Each	30.90 USD	30.90	Approved	Liquidated	UCMP00000448	
2		PAPER PLASTIC SUPPLIES (NON TAXABLE)	RESALE.DINING.OTHER	1	Each	81.07 USD	81.07	Approved	Liquidated	UCMP00000449	

- If there was **more than one PO** created for this requisition, in the **Requisition Lines** section of the **Requisition** page, click the **Line Life Cycle** icon corresponding to one of the **Orders** (POs) to review if the supplier doesn't know which PO the invoice their looking for is tied to.

Requisition: UCMR0001083

Requisitioning BU: UCM Business Unit  
 Entered By: Amanda Johnson  
 Description: M400-SYSCO-INV# 284653019 01/12/2021 RITM0162175

Creation Date: 01/26/2021  
 Status: Approved  
 Justification: THIS REQUISITION/PURCHASE ORDER HAS BEEN CREATED SOLELY FOR THE PURPOSE OF PROCESSING SYSCO INV# 284653019 IN THE AMT OF \$111.97 This Invoice is for Common Grounds.

Requisition Amount: 111.97 USD  
 Approval Amount: 111.97 USD  
 Funds Status: Liquidated  
 Attachments: INV# 284653019.pdf (1 more...)  
 Attention: KATRINA TREXLER  
 Billing/Room: PAWLUCN

**4**

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Line Life Cycle
1		PRODUCE, DAIRY,CANNED AND DRY GOODS	RESALE DINING PRODU...	1	Each	30.90 USD	30.90	Approved	Liquidated	UCMP00000448	<b>4</b>
2		PAPER PLASTIC SUPPLIES (NON TAXABLE)	RESALE DINING OTHER	1	Each	81.07 USD	81.07	Approved	Liquidated	UCMP00000449	

- In the **Invoices** section of the **Line Life Cycle** page all of the invoices generated for that PO as of that date will be listed.
- Click the desired **Invoice** hyperlink to access and review the invoice/ payment status based on the supplier's request

Line Life Cycle: 1 (Requisition UCMR0001083)

Requisition Line

Line	Item	Description	Category Name	Requester	Quantity	UOM	Price	Amount (USD)	Status
1		PRODUCE, DAIRY,CANNED AND DRY GOODS	RESALE DINING P...	Trexler, Katrina	1	Each	30.90 USD	30.90	Approved

Order

Procurement BU: UCM Business Unit  
 Requisitioning BU: UCM Business Unit  
 Purchase Order: UCMR00000448  
 Description: FOR PAYMENT PURPOSES ONLY INV# 284653019  
 Open Date: 01/26/2021  
 Total: 30.90 USD

Status: Closed for Invoicing  
 Buyer: Sean Palmer  
 Supplier: SYSCO CENTRAL CALIFORNIA

Shipments

Receipts

**6**

Invoices

Invoice	Description	Invoice Date	Status	Invoice Total	Paid Amount	Unpaid Amount	Matched to Order Amount	Currency
284653019		01/22/2021	Needs revalid...	111.97	0.00	111.97	30.90	USD

## More than one PO created for a Requisition – View Payment Status for Corresponding Invoice

- In the **Invoice** page, review the invoice details, then click the **Payments** tab hyperlink if applicable

Invoice: 284653019

Business Unit: UCM Business Unit  
 Legal Entity Name: UCM - Campus  
 Supplier or Party: SYSCO CENTRAL CALIFORNIA  
 Supplier Site: SYSCO\_MOCA\_P\_R  
 Address: 136 S Mariposa Road, MODESTO, CA 95354  
 Invoice Date: 01/22/2021

Invoice Amount: 111.97 USD  
 Unpaid Amount: 111.97 USD  
 Payment Currency: USD  
 Conversion Rate Type: Conversion Rate  
 Conversion Rate: Conversion Date

Invoice Type: Standard  
 Intercompany Invoice: No  
 Description: Attachment Invoice Image 284653019

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
No payments.							

Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	02/21/2021	111.97	111.97	Check
		111.97	111.97	

Applied Prepayments

Number	Purchase Order	Applied Amount (USD)		Description
		Tax	Item	
No applied prepayments.				

- In the **Payments** section of the **Invoice** page, review the Payment and/ or Installment details, then click the **Payment** hyperlink if applicable to access and review the payment status based on the supplier's request

**Note:** in the example below, the PO line was invoiced, but a payment has not yet been made – only an installment is in place for this invoice/ po line combination

Invoice: 284653019

Business Unit: UCM Business Unit  
 Legal Entity Name: UCM - Campus  
 Supplier or Party: SYSCO CENTRAL CALIFORNIA  
 Supplier Site: SYSCO\_MOCA\_P\_R  
 Address: 136 S Mariposa Road, MODESTO, CA 95354  
 Invoice Date: 01/22/2021

Invoice Amount: 111.97 USD  
 Unpaid Amount: 111.97 USD  
 Payment Currency: USD  
 Conversion Rate Type: Conversion Rate  
 Conversion Rate: Conversion Date

Invoice Type: Standard  
 Intercompany Invoice: No  
 Description: Attachment Invoice Image 284653019

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
No payments.							

Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	02/21/2021	111.97	111.97	Check
		111.97	111.97	

Applied Prepayments

Number	Purchase Order	Applied Amount (USD)		Description
		Tax	Item	
No applied prepayments.				

- If there was a **Payment** hyperlink on the **Invoice** page, and you clicked it to review the **Payment** details – from the **Payment** page, review the Payment details, then click the **Done** button
- Back in the **Invoice** page, click the **Done** button
- Back in the **Line Life Cycle** page, click the **Done** button
- Back in the **Requisition** page, click the **Line Life Cycle** icon corresponding to another **Order** (PO) to review if the supplier doesn't know which PO the invoice their looking for is tied to.
  - Follow steps above for **Line Life Cycle View** to review the **Invoices** and **Payments** for additional **Orders** as needed.

7. In the **Requisition** page, once all **Orders' Invoices** and **Payments** have been reviewed, click the **Done** button
8. Back in the **Manage Requisitions** page, click the **Done** button to complete this process

## Lifecycle View for Requisitions

UC Merced employees will use these steps to review and understand the lifecycle view for requisitions. This view provides information on a Requisition related to the PO(s) created to fulfill it, the Invoice(s) for the corresponding PO(s), and finally the Payments for the corresponding Invoice(s) dependent on where the Requisition/ or PO are in the Request to Payment process.

To perform this task, log into Oracle Cloud

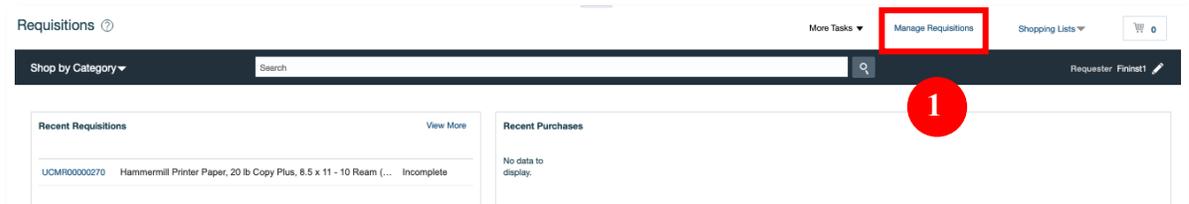
### System Steps:

1. Click the **Procurement** infolet
2. Click the **Purchase Requisitions** sub-infolet



### Requisition Search

1. In the **Requisitions** overview page, click the **Manage Requisitions** hyperlink to search for requisitions using user specified search criteria



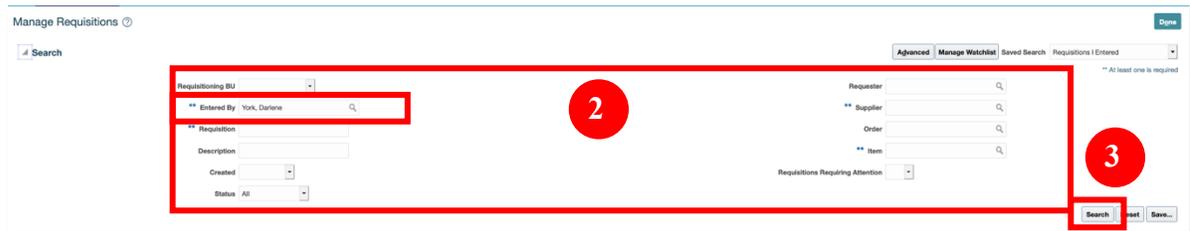
2. In the **Search** section of the **Manage Requisitions** page, enter search criteria value(s) based on inquiry needs (enter at least one of the **\*\* required** data points):

- a. **Requisitioning Unit:** select from the drop-down menu
- b. **\*\*Entered By:** use the default value, or select the value using the search feature if needed
- c. **\*\*Requisition:** enter value if looking for a specific requisition
- d. **Description** enter value if it will serve as distinct criteria in the search
- e. **Created:** select from the drop-down menu
- f. **Status:** defaults to **All**, but select value from the drop-down menu if different status is desired
- g. **Requester:** enter the desired value if you are not the original requester for the requisition/ data being searched for, or select the value using the search feature if needed
- h. **\*\*Supplier:** enter the desired value, or select the value using the search feature if needed
- i. **Order:** enter the desired value for **PO** number, or select the value using the search feature if needed
- j. **\*\*Item:** enter the desired value, or select the value using the search feature if needed.

**Note:** the **\*\*Item** field will not be used at UCM to search for requisitions

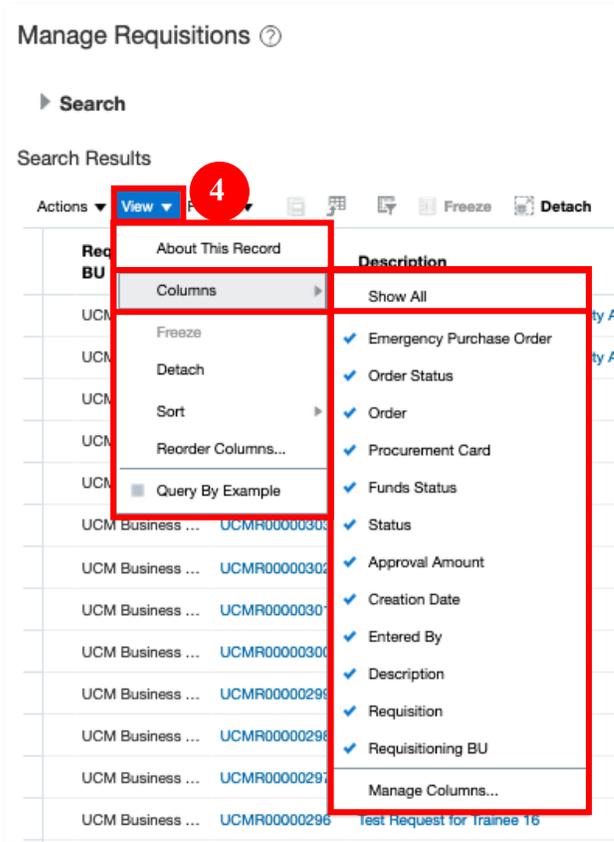
- k. **Requisitions Requiring Action:** select from the drop-down menu

3. Click the **Search** button

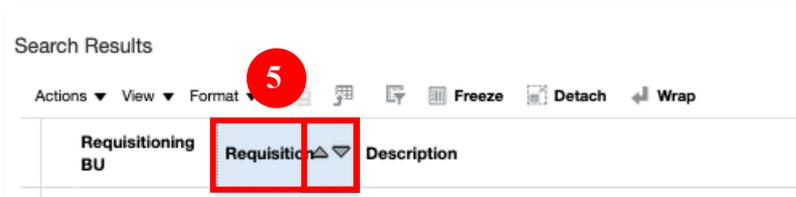


- 4. In the **Search Results** section of the **Manage Requisitions** page, update the search results layout by adding columns to include data columns related to corresponding PO information
  - a. Click the **View** menu, click the **Columns** option and click the **Show All** to make sure **Order**, **Order Status** are brought into the results view
    - i. **Order:** this value is the **PO** number created from the approved Requisition. If the value displayed is **Multiple**, this means there was more than one **PO** created to fulfill the items needed on the corresponding requisition
    - ii. **Order Status:** this value is the current status of the **PO** –
      - 1. **Incomplete:** draft order has not been submitted for approval – this is the only status in which an order can be “deleted”

2. **Pending Approval:** the order is in the approval workflow, the order can be withdrawn and edited or cancelled if any change has to be made
3. **Pending Supplier Acknowledgement:** the order is approved and is waiting for supplier acknowledgment to be recorded for being in Open status
4. **Rejected:** the order was rejected by the approver or the supplier
5. **Withdrawn:** the order was withdrawn by the buyer which makes it available for editing and submission for approval again
6. **Pending Change Approval:** a change order was created and submitted for approval
7. **Open:** the PO was created
8. **Closed:** the order was closed and not available for fulfillment
9. **Closed for Invoicing:** one or more invoices are matched to the PO
10. **Closed for Receiving:** the order has been matched to an invoice and is not available for further invoice matching
11. **Canceled:** the order was cancelled and cannot be edited again
12. **On Hold:** the order is on hold, and is unavailable for receiving and/or invoice matching
13. **Finally Closed:** the order is finally closed and not available for processing



5. In the **Search Results** section of the **Manage Requisitions** page, update the search results to sort the data based on the what the user is looking for specifically
  - a. One can select column **headers** and **hover their mouse in the right side of the column header** to click the **Sort** arrow to activate ascending or descending sorting of the displayed results.



6. In the **Search Results** section of the **Manage Requisitions** page, review the results to determine which requisitions you want to open to review in more detail

Search Results

Requisitioning BU	Requisition	Description	Entered By	Creation Date	Approval Amount	Status	Funds Status	Procurement Card	Order	Order Status	Emergency Purchase Order
UCM Business Unit	UCMR0000718	PAZN & MYERS FUEL - GROUND CO-OP YARD NEED PO BY END OF DAY 12...	York, Darlene	01/20/2021	905.07 USD	Approved	Liquidated		UCMP00000504	Open	
UCM Business Unit	UCMR0000780	M250 RTM0161360 FISHER SCIENTIFIC MULTI-PLATFORM SHAKER	York, Darlene	01/20/2021	662.71 USD	Approved	Liquidated		UCMP00000331	Open	
UCM Business Unit	UCMR0000781	M250 RTM0161302 FISHER SCIENTIFIC LAB SUPPLIES	York, Darlene	01/20/2021	233.50 USD	Approved	Liquidated		UCMP00000312	Open	
UCM Business Unit	UCMR0000788	M250 RTM0161285, RTM0161271 ACTIVE MOTIF - ANTIBODIES	York, Darlene	01/20/2021	0	Cancelled	Not reserved				
UCM Business Unit	UCMR0000777	M252 RTM0161567 EWING - GRISWORLD DIAPHRAGM	York, Darlene	01/20/2021	79.59 USD	Approved	Liquidated		UCMP00000275	Open	
UCM Business Unit	UCMR0000792	M250 LIFE SCIENCE PRODUCTS RTM0144061 PPE	York, Darlene	01/21/2021	452.55 USD	Approved	Liquidated		UCMP00000517	Open	
UCM Business Unit	UCMR0000803	M250 AMAZON RTM0161664 CULTURE TUBES	York, Darlene	01/21/2021	165.29 USD	Approved	Liquidated		UCMP00000330	Closed for Invoicing	
UCM Business Unit	UCMR0000813	M250 WVR GELATIN RTM0160670	York, Darlene	01/21/2021	34.12 USD	Approved	Liquidated		UCMP00000334	Closed for Invoicing	
UCM Business Unit	UCMR0000817	M250 NETWORK CARDS NEWEGG RTM0160727	York, Darlene	01/21/2021	869.87 USD	Incomplete	Not reserved				
UCM Business Unit	UCMR0000840	M250 RESEARCH ADMIN RTM0161401 BSL3 EQUIPMENT	York, Darlene	01/21/2021	12,903.60 USD	Approved	Liquidated		UCMP00000295	Open	
UCM Business Unit	UCMR0000862	M259 RTM0155119 AIR FILTERS GRAINGER MULTIPLE WO'S FOR PAYMENT P...	York, Darlene	01/22/2021	105.51 USD	Approved	Liquidated		UCMP00000355	Open	
UCM Business Unit	UCMR0000865	M259 RTM0156013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO M...	York, Darlene	01/22/2021	117.66 USD	Approved	Liquidated		UCMP00000349	Closed for Invoicing	
UCM Business Unit	UCMR0000868	M259 PP-1071962 RTM0161972 HVAC EQUIPMENT PART	York, Darlene	01/22/2021	343.64 USD	Approved	Reserved				
UCM Business Unit	UCMR0000907	M259 PP-1071962 RTM0161972 PLATT ELECTRICAL PARTS	York, Darlene	01/22/2021	187.81 USD	Approved	Liquidated		UCMP00000348	Open	
UCM Business Unit	UCMR0000910	S&E1 air filter order for annual PM's	York, Darlene	01/22/2021	4,268.49 USD	Approved	Liquidated		Multiple		
UCM Business Unit	UCMR0000927	S&E1 air filter order for annual PM's	York, Darlene	01/22/2021	5,520.60 USD	Approved	Liquidated		Multiple		
UCM Business Unit	UCMR0000948	M259 - RTM0161970 BOUCHER SAFETY SHOES FOR ANDRES SANCHEZ	York, Darlene	01/25/2021	215.50 USD	Approved	Reserved				
UCM Business Unit	UCMR0000949	M250 FM-1073736 RTM0160360 COIT RESTORATION	York, Darlene	01/25/2021	5,883.52 USD	Approved	Liquidated		UCMP00000444	Open	
UCM Business Unit	UCMR0000950	M250 - OHED RTM0162185 AMAZON CLEANROOM SUPPLY	York, Darlene	01/25/2021	84.44 USD	Incomplete	Not reserved				
UCM Business Unit	UCMR0000996	M250 HSR RTM0162527 BUFFERS	York, Darlene	01/25/2021	140.08 USD	Incomplete	Not reserved				

7. In the **Search Results** section of the **Manage Requisitions** page, click the **Requisition** hyperlink of the desired record to see more detail

Search Results

Requisitioning BU	Requisition	Description	Entered By	Creation Date	Approval Amount	Status	Funds Status	Procurement Card	Order	Order Status	Emergency Purc
UCM Business Unit	UCMR0000827	M250- RTM0160472 - CASLESHELL PP-1070484	York, Darlene	01/14/2021	120.00 USD	Approved	Liquidated		UCMP00000426	Open	
UCM Business Unit	UCMR0000679	M250 RTM0155412 WVR PREVIOUS PO M250NYA453 QTY: 1 ITEM 75799-300...	York, Darlene	01/19/2021	2,265.42 USD	Approved	Liquidated		UCMP00000424	Open	
UCM Business Unit	UCMR0000675	M250 RTM0155172 FISHER SCIENTIFIC LAB SUPPLIES PREVIOUS PO M250N...	York, Darlene	01/19/2021	79.36 USD	Approved	Liquidated		UCMP00000358	Open	
UCM Business Unit	UCMR0000862	M259 RTM0155119 AIR FILTERS GRAINGER MULTIPLE WO'S FOR PAYMENT P...	York, Darlene	01/22/2021	105.51 USD	Approved	Liquidated		UCMP00000355	Open	
UCM Business Unit	UCMR0000910	S&E1 air filter order for annual PM's	York, Darlene	01/22/2021	4,268.49 USD	Approved	Liquidated		Multiple		
UCM Business Unit	UCMR0000927	S&E1 air filter order for annual PM's	York, Darlene	01/22/2021	5,520.60 USD	Approved	Liquidated		Multiple		
UCM Business Unit	UCMR0000865	M259 RTM0156013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO M...	York, Darlene	01/22/2021	117.66 USD	Approved	Liquidated		UCMP00000349	Closed for Invoicing	
UCM Business Unit	UCMR0000907	M259 PP-1071962 RTM0161972 PLATT ELECTRICAL PARTS	York, Darlene	01/22/2021	187.81 USD	Approved	Liquidated		UCMP00000348	Open	
UCM Business Unit	UCMR0000813	M250 WVR GELATIN RTM0160670	York, Darlene	01/21/2021	34.12 USD	Approved	Liquidated		UCMP00000334	Closed for Invoicing	
UCM Business Unit	UCMR0000893	M250 RTM0155173 MILLIPORE SIGMA PREVIOUS PO M250NYA453 FOR BILL...	York, Darlene	01/19/2021	53.32 USD	Approved	Liquidated		UCMP00000333	Open	
UCM Business Unit	UCMR0000780	M250 RTM0161360 FISHER SCIENTIFIC MULTI-PLATFORM SHAKER	York, Darlene	01/20/2021	662.71 USD	Approved	Liquidated		UCMP00000331	Open	
UCM Business Unit	UCMR0000803	M250 AMAZON RTM0161664 CULTURE TUBES	York, Darlene	01/21/2021	165.29 USD	Approved	Liquidated		UCMP00000330	Closed for Invoicing	
UCM Business Unit	UCMR0000840	M250 RESEARCH ADMIN RTM0161401 BSL3 EQUIPMENT	York, Darlene	01/21/2021	12,903.60 USD	Approved	Liquidated		UCMP00000325	Open	
UCM Business Unit	UCMR0000781	M250 RTM0161302 FISHER SCIENTIFIC LAB SUPPLIES	York, Darlene	01/20/2021	233.50 USD	Approved	Liquidated		UCMP00000312	Open	
UCM Business Unit	UCMR0000982	M259 - BOUCHER SHOES RTM0160832 SAFETY BOOT VOUCHER/EVERBERTD...	York, Darlene	01/15/2021	215.50 USD	Approved	Liquidated		UCMP00000294	Open	
UCM Business Unit	UCMR0000585	BOUCHER SAFETY SHOES/MIKE PENNINGTON RTM0160834 M259	York, Darlene	01/15/2021	215.50 USD	Approved	Liquidated		UCMP00000293	Open	
UCM Business Unit	UCMR0000589	M259 - RTM0160833 BOUCHER SAFETY SHOES FOR BRENT DIRKS	York, Darlene	01/15/2021	215.50 USD	Approved	Liquidated		UCMP00000292	Open	
UCM Business Unit	UCMR0000528	ITEM 51100100 PEST TURF SUPRIMEC W/TRIMEC PHICNG PURJANTO TO Q...	York, Darlene	01/14/2021	215.89 USD	Approved	Liquidated		UCMP00000289	Open	
UCM Business Unit	UCMR0000593	M250PYA280 RTM0151838 TSS ANNUAL FUME HOOD TEST: SE1, SE2, CAST...	York, Darlene	01/15/2021	9,165.00 USD	Approved	Liquidated		UCMP00000280	Open	
UCM Business Unit	UCMR0000777	M252 RTM0161567 EWING - GRISWORLD DIAPHRAGM	York, Darlene	01/20/2021	79.59 USD	Approved	Liquidated		UCMP00000275	Open	

## Requisitions: View Document History

1. In the **Requisition** page, review the requisition details and click the **Actions** menu and select the **View Document History** option to see the detail of the requisition to purchase order process

Requisition: UCMR0000865

Requisitioning BU	UCM Business Unit	Creation Date	01/22/2021	Requisition Amount	109.20 USD
Entered By	Darlene York	Status	Approved	Approval Amount	117.66 USD
Description	M259 RTM0156013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO M250NYA395 FOR PAYMENT PURPOSES ONLY. GOODS RECEIVED	Justification	Cameel Amsol Smoke to test smoke detectors PREVIOUS PO M250NYA395 DEBBIE REAGAN'S APPROVAL ATTACHED	Funds Status	Liquidated

Attachments: APPROVAL, Requisition UCMR0000865

Attention: MIKE GRIST  
PHYSICAL PLANT OPERATIONS

**Actions** menu options: Duplicate, Cancel Requisition, Reassign, **View Document History**, View PDF

2. In the **Document History** page, review the information on approval history (if a requisition is not yet approved, the Requestor can see which is the approver who has to approve the document). Click into the available hyperlinks to review the **Actions Performed** and **Reference Document** information as needed.
  - a. Click the desired hyperlink under the **Action Performed** header to review the workflow approval process

Document History: UCMR00000865

Entered By: Darlene York  
 Requisitioning BU: UCM Business Unit  
 Requisition: UCMR00000865

Description: MS29 RTM0156013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO MS29NYA395 FOR PAYMENT PURPOSES ONLY. GOODS RECEIVED  
 Status: Approved

Action Performed	Performed By	Action Date	Reference Document	Additional Information
Submit purchase order	Maasso, Kenneth	01/26/2021 11:52 AM	PO UCMR00000349	
Submit requisition	York, Darlene	01/22/2021 4:14 PM	Requisition UCMR00000...	
Approve	Reagan, Deborah	01/24/2021 11:43 AM		approved
Reserve	Application	01/24/2021 11:43 AM		
Withdraw requisition	York, Darlene	01/22/2021 4:09 PM	Requisition UCMR00000...	
Submit requisition	York, Darlene	01/22/2021 12:45 PM	Requisition UCMR00000...	
Withdraw	York, Darlene	01/22/2021 4:09 PM		
Withdraw requisition	York, Darlene	01/22/2021 12:44 PM	Requisition UCMR00000...	
Submit requisition	York, Darlene	01/22/2021 8:51 AM	Requisition UCMR00000...	
Withdraw	York, Darlene	01/22/2021 12:44 PM		
Withdraw requisition	York, Darlene	01/22/2021 8:51 AM	Requisition UCMR00000...	
Submit requisition	York, Darlene	01/22/2021 8:50 AM	Requisition UCMR00000...	
Withdraw	York, Darlene	01/22/2021 8:51 AM		

3. In the **Action Detail** page, review the workflow diagram to view where the requisition or purchase order are in the process flow, then click the **Done** button
4. Back in the **Document History** page, click the **Done** button to return to the **Requisition** page

## Requisitions: Line Life Cycle View > Corresponding Purchase Order(s)

1. Back in the **Requisition** page, in the **Requisition Lines** section, click the **Line Life Cycle** icon

Requisition: UCMR00000865

Requisitioning BU: UCM Business Unit  
 Entered By: Darlene York  
 Description: MS29 RTM0156013 GRAINGER SMOKE DETECTOR TESTER PREVIOUS PO MS29NYA395 FOR PAYMENT PURPOSES ONLY. GOODS RECEIVED

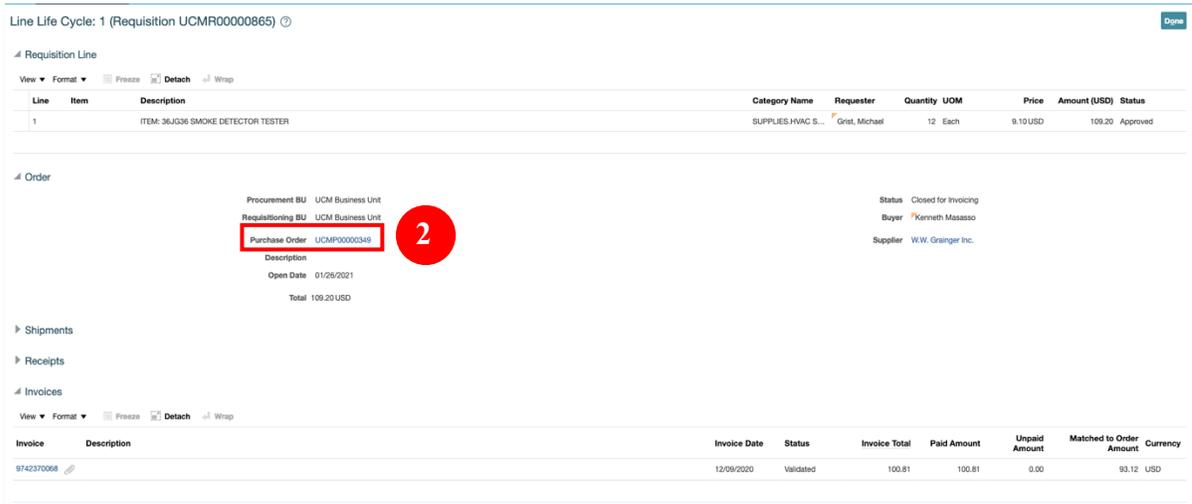
Creation Date: 01/22/2021  
 Status: Approved  
 Justification: Carmed Aerosol Smoke to test smoke detectors PREVIOUS PO MS29NYA395 DEBBIE REAGAN'S APPROVAL ATTACHED

Requisition Amount: 109.20 USD  
 Approval Amount: 117.66 USD  
 Funds Status: Liquidated

Attachments: APPROVAL Requisition UCMR00000  
 Attention: MIKE GRIST  
 Physical: PLANT  
 Bldg/Room: OPERATIONS

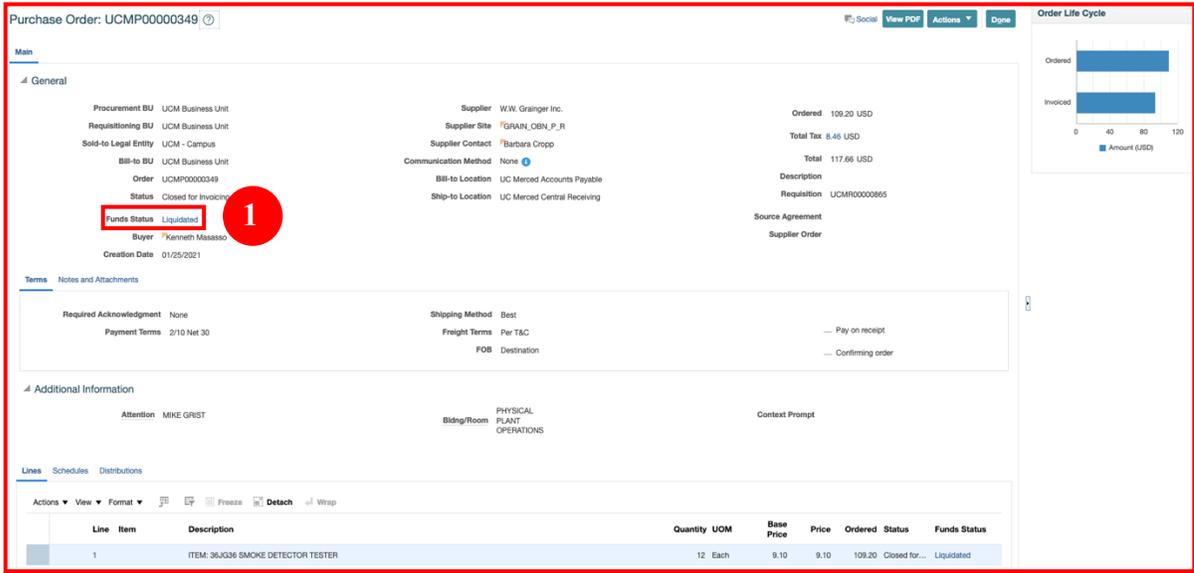
Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Line Life Cycle
1		ITEM: 36J36 SMOKE DETECTOR TESTER	SUPPLIES.HVAC SUPPL...	12	Each	9.10 USD	109.20	Approved	Liquidated	UCMR00000349	Line Life Cycle

2. In the **Line Life Cycle** page, click the **Purchase Order** hyperlink if more detailed information is needed

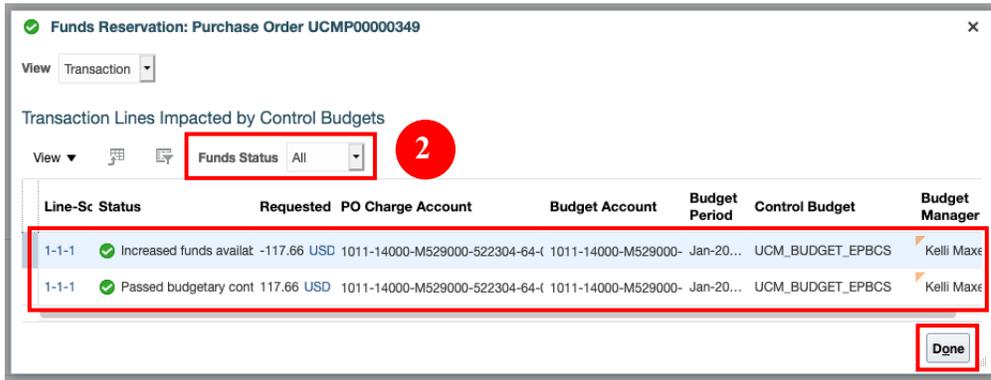


**Requisitions: Line Life Cycle View > Corresponding Purchase Order(s) > Funds Status**

1. In the **Purchase Order** page, review the Purchase Order details and click the **Funds Status** hyperlink. **Funds Status** definitions are listed below:
  - a. **Not Applicable:** there's no budget/ fund to check for the CoA assigned to the transaction
  - b. **Passed:** the Fund Check passed due to the transaction amount being under budget amount limit
  - c. **Failed:** the Fund Check failed because the transaction amount will push the encumbrance above the budget amount including the tolerance and the **Budget Control is set to Absolute**
  - d. **Warning:** when the transaction amount will push the encumbrance above the budget amount including the tolerance and the **Budget Control is set to Advisory**
  - e. **Reserved:** the necessary fund is reserved for the transaction and is not available for other transactions
  - f. **Partially Liquidated:** a part of the transaction amount of the reserved fund is transferred to the next transaction in the process (Requisition -> PO -> Invoice) – this is typical when a partial invoice is matched to a PO
  - g. **Liquidated:** the reserved fund is transferred to the next transaction in the process (Requisition -> PO -> Invoice)



- In the **Funds Reservation** pop-window, click the **Funds Status** drop-down menu and select **ALL**, then review the fund statuses for that PO line and click the **Done** button



**Requisitions: Line Life Cycle View > Corresponding Purchase Order(s) > View PDF**

- Back in the **Purchase Order** page, click the **View PDF** button to open or save the file for viewing the PO in pdf format

Purchase Order: UCMP0000349

View PDF Actions Done

Order Life Cycle

Ordered: 109.20 USD  
Invoiced: 80.00 USD

General

Procurement BU: UCM Business Unit  
Supplier: W.W. Granger Inc.  
Requisitioning BU: UCM Business Unit  
Supplier Site: UGRAN\_OBN\_P\_R  
Sold-to Legal Entity: UCM - Campus  
Supplier Contact: Barbara Cropp  
Order: UCMP0000349  
Total Tax: 8.46 USD  
Status: Closed for Invoicing  
Total: 117.66 USD  
Funds Status: Liquidated  
Description: UCMP00000265  
Buyer: Kenneth Massaso  
Creation Date: 01/25/2021  
Source Agreement: Supplier Order

Terms

Required Acknowledgment: None  
Shipping Method: Best  
Payment Terms: 2/10 Net 30  
Freight Terms: Per T&C  
FOB: Destination  
Context Prompt

Additional Information

Attention: MIKE GRIST  
Bldg/Room: PHYSICAL PLANT OPERATIONS

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status	Funds Status
1		ITEM: 36J036 SMOKE DETECTOR TESTER	12	Each	9.10	9.10	109.20	Closed for...	Liquidated

2. View all pages as needed for the PDF copy view of the PO



## Purchase Order UCMP0000349

Order	UCMP0000349
Order Date	JAN-26-2021
Change Order	0
Change Order Date	JAN-26-2021
Revision	0
Ordered Amount	109.20 USD

<p><b>Sold To</b></p> <p><b>UCM - Campus</b> 5200 North Lake Road MERCED, CA 95343</p>	<p><b>Supplier</b></p> <p><b>W.W. Grainger Inc.</b> C-Pay PALATINE, IL 60038</p>	
<p><b>Bill To</b></p> <p><b>UCM Business Unit</b> Downtown Campus Center PO Box 2749 MERCED, CA 95344 UNITED STATES</p>	<p><b>Ship To</b></p> <p><b>Attn: PHYSICAL PLANT OPERATIONS</b> Bldg/Room: 5200 NORTH LAKE RD MERCED, CA 95343-5001 UNITED STATES</p>	

Notes:

Supplier Number	Payment Terms	Freight Terms	Shipping Method
11290	2/10 Net 30	Per T&C	Best

**Buyer**

Kenneth Masasso  
Email kmasasso@ucmerced.edu  
Phone 1-209-228-7178

Line Item	Price	Quantity	UOM	Ordered	Taxable
1 ITEM: 36JG36 SMOKE DETECTOR TESTER	9.10		Each		
<p><b>Notes</b> FOR PAYMENT PURPOSES ONLY, GOODS RECEIVED. GRAINGER PREVIOUS PO M529NYA395</p>					
	<b>Promised</b>	12	Each	109.20	<input checked="" type="checkbox"/>
	01/29/2021				
	<b>Requested</b>				
	01/29/2021				
<p>Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.</p>					
			<b>Line Total</b>	<b>109.20</b>	
			<b>Total</b>	<b>109.20 USD</b>	

Proprietary and Confidential 1

- Back in the **Purchase Order** page, review the Purchase Order details and click the **Done** button

Purchase Order: UCMPO000349

Done

Order Life Cycle

Ordered: 109.20 USD  
Invoiced: 109.20 USD

3

General

Procurement BU: UCM Business Unit  
Supplier: W.W. Grainger Inc.  
Ordered: 109.20 USD  
Requisitioning BU: UCM Business Unit  
Supplier Site: UGRAN\_OBN\_P\_R  
Total Tax: 8.46 USD  
Sold-to Legal Entity: UCM - Campus  
Supplier Contact: Barbara Cropp  
Total: 117.66 USD  
Bill-to BU: UCM Business Unit  
Communication Method: None  
Description: UCMR00000865  
Order: UCMPO000349  
Bill-to Location: UC Merced Accounts Payable  
Status: Closed for Invoicing  
Ship-to Location: UC Merced Central Receiving  
Source Agreement: Supplier Order  
Funds Status: Liquidated  
Buyer: Kenneth Masasso  
Creation Date: 01/25/2021

Terms

Required Acknowledgment: None  
Shipping Method: Best  
Payment Terms: 2/10 Net 30  
Freight Terms: Per TAC  
FOB: Destination

Additional Information

Attention: MIKE GRIST  
Bldg/Room: PHYSICAL PLANT OPERATIONS  
Context Prompt

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status	Funds Status
1		ITEM: 36JG36 SMOKE DETECTOR TESTER	12	Each	9.10	9.10	109.20	Closed for...	Liquidated

## Requisitions: Line Life Cycle View > Corresponding Purchase Order(s) > Invoice(s)

1. Back in the **Line Life Cycle** page, in the **Invoices** section click the **Invoice** hyperlink

Line Life Cycle: 1 (Requisition UCMR00000865)

Done

Requisition Line

Line	Item	Description	Category Name	Requester	Quantity	UOM	Price	Amount (USD)	Status
1		ITEM: 36JG36 SMOKE DETECTOR TESTER	SUPPLIES HVAC S...	Grist, Michael	12	Each	9.10 USD	109.20	Approved

Order

Procurement BU: UCM Business Unit  
Requisitioning BU: UCM Business Unit  
Purchase Order: UCMPO000349  
Status: Closed for Invoicing  
Buyer: Kenneth Masasso  
Supplier: W.W. Grainger Inc.  
Description:  
Open Date: 01/25/2021  
Total: 109.20 USD

Shipments

Receipts

Invoices

1

Invoice	Description	Invoice Date	Status	Invoice Total	Paid Amount	Unpaid Amount	Matched to Order Amount	Currency
9142370068		12/09/2020	Validated	100.81	100.81	0.00	93.12 USD	

## Requisitions: Line Life Cycle View > Corresponding Purchase Order(s) > Invoice(s) > Payment(s)

1. In the **Invoice** page, review the invoice details and click the **Payments** tab hyperlink

Invoice: 9742370068 Done

Business Unit UCM Business Unit  
 Legal Entity Name UCM - Campus  
 Supplier or Party W.W. Granger Inc.  
 Supplier Site GRAIN\_OBN\_P\_R  
 Address C-Pay, PALATINE, IL 60038  
 Invoice Date 12/09/2020

Invoice Amount 100.81 USD  
 Unpaid Amount 0.00 USD  
 Payment Currency USD  
 Conversion Rate Type  
 Conversion Rate  
 Conversion Date

Invoice Type Standard  
 Intercompany Invoice No  
 Description  
 Funds Status Reserved  
 Attachment Invoice Image 9742370068

Lines **Payments** 1

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
356746	UCM_CHECK_PD	Negotiable	No	01/27/2021	100.81 USD	C-Pay, PALATINE, IL 60038	
					100.81 USD		

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	01/08/2021	100.81	0.00	Check
		100.81	0.00	

Number	Purchase Order	Applied Amount (USD)		Description
		Tax	Item	
No applied prepayments.				

- In the **Payments** section of the **Invoice** page, review the Payment and/ or Installment details, then click the **Payment** hyperlink if applicable to access and review the payment status based on the supplier's request

Invoice: 9742370068 Done

Business Unit UCM Business Unit  
 Legal Entity Name UCM - Campus  
 Supplier or Party W.W. Granger Inc.  
 Supplier Site GRAIN\_OBN\_P\_R  
 Address C-Pay, PALATINE, IL 60038  
 Invoice Date 12/09/2020

Invoice Amount 100.81 USD  
 Unpaid Amount 0.00 USD  
 Payment Currency USD  
 Conversion Rate Type  
 Conversion Rate  
 Conversion Date

Invoice Type Standard  
 Intercompany Invoice No  
 Description  
 Funds Status Reserved  
 Attachment Invoice Image 9742370068

Lines **Payments** 2

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
<a href="#">356746</a>	UCM_CHECK_PD	Negotiable	No	01/27/2021	100.81 USD	C-Pay, PALATINE, IL 60038	
					100.81 USD		

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	01/08/2021	100.81	0.00	Check
		100.81	0.00	

Number	Purchase Order	Applied Amount (USD)		Description
		Tax	Item	
No applied prepayments.				

- In the **Payment** page, review the Payment details, then click the **Done** button

Payment: 356746 Done

Business Unit UCM Business Unit  
 Payee W.W. Granger Inc.  
 Payee Site GRAIN\_OBN\_P\_R  
 Address C-Pay, PALATINE, IL 60038  
 Payment Status Negotiable

Payment Amount 100.81 USD  
 Payment Date 01/27/2021  
 Payment Type Payment Process Request  
 Remit-to Account  
 Payment Document UCM\_CHECK\_PD

**Paid Invoices**

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
9742370068	12/09/2020	Standard	UCMP00000349			100.81 USD	100.81 USD	Workflow ...	01/08/2021	Fully paid

- Back in the **Invoice** page, click the **Done** button

5. Back in the **Line Life Cycle** page, if applicable, click any other **Invoice** hyperlinks to access and review the invoice/ payment status based on the supplier's request, then click the **Done** button
6. Back in the **Requisition** page, click the **Done** button
7. Back in the **Manage Requisitions** page, click the **Done** button to complete this process