Procure to Pay
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Version 22.0.0 October 2021
The PantherSoft Financials eProcurement Purchase Order Process

Departments are encouraged to contact Procurement Services and visit the Procurement Services Shopping Guide to learn about the sources for goods and/or services that are readily available. Engaging Procurement Services from the beginning is a time-saving step that can help meet departmental needs promptly and avoid unnecessary work.

Once a procurement need and method are identified, and the purchase cannot be made using a departmental card or an unencumbered payment method, the PantherSoft Financials eProcurement (ePro) Purchase Order (PO) process may be followed. The eProcurement module provides departmental requesters with a central place to manage and track their business-to-business POs that begin with the creation of the requisition and end with payment to the supplier.

A Purchase Order (PO) commits the supplier to provide goods or services at a specific price and binds FIU to pay said cost. All prospective suppliers must first register with FIU. No merchandise may be shipped, nor any services performed by a supplier without a PO.

The ePro process begins when a department’s requester enters a Requisition in PantherSoft Financials and all required approvals are obtained in the system. When possible, departments are encouraged to create their Requisitions from the myFIUmarket since POs that are processed through there bypass Procurement Services and are dispatched within a few hours after the Requisition is approved. If the department’s supplier is not in the myFIUmarket, they will need to enter a Special Request Requisition. This Requisition requires approximately five (5) working days from the time a valid and fully completed Requisition is received by Procurement Services.

After a Purchase Order is dispatched and the goods are received and/or services rendered to the department, the supplier may send their invoice(s) to Accounts Payable. Accounts Payable will only pay supplier invoices when it matches what is on the PO and what a requester enters on a Receipt in PantherSoft Financials. The receipt identifies what was received in good condition by the department. This three-way match will result in payment to the supplier.

This manual and the University’s Procure-to-Pay Training covers the overall eProcurement processes and focuses on PantherSoft Financials’ system functionalities, and how-to’s.
eProcurement Requester access allows PantherSoft Financials users to create both myFIUmarket and special request Requisitions. Access is also granted to the Manage Requisitions page where Requesters can quickly check the status and track the lifecycle of their Requisitions. Requesters also can enter Receipts for goods and/or services that are received by the department for dispatched Purchase Orders.

Requester access is granted through either one of the following two roles available in PantherSoft:

**002 Requester / Super Receiver Access:** This role gives the user the ability to create requisitions and create receipts for any requisitions / purchase orders. If you are an expense manager approving transactions in PeopleSoft, you must select this role.

**002A Requester / Casual Receiver Access:** This role gives the user the ability to create requisitions and create receipts only for their own requisitions / purchase orders.

Employees must submit an Access Request Form in PantherSoft Financials to request either of these roles.

A default ship-to location code must be identified. Use the lookup glass and the advanced search functionalities to search for a location code by building and/or room number in the Description field.
The myFIUmarket

The myFIUmarket is a central marketplace, accessible to Requesters through PantherSoft Financials. This marketplace provides access to vendor portals called Punchout Catalogs, through which Requesters can add goods and/or services to a Requisition. Available goods and/or services are already under contract by the University. New suppliers with competitively priced contracts are added to the myFIUmarket based on university-wide need.

Each supplier Punchout Catalog offers the look, feel, and functionalities customarily available on their direct-to-consumer sites. Through the myFIUmarket, goods and/or services from these suppliers are checked out from their catalogs into myFIUmarket carts. MyFIUmarket carts can be assigned, merged, and ultimately checked out to a Requisition in PantherSoft Financials. Most of the information needed to complete a requisition is prepopulated from the marketplace.
Create a Requisition from the myFIUmarket

The Purchasing Department encourages all Requesters to use the myFIUmarket before choosing to create a Special Request.

To create a Requisition from a myFIUmarket supplier:

1. Click the **Procurement Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.

2. Click the **Requisition** tile.

3. Click the **myFIUmarket** link.
4. Select a specific **Punchout Catalog** and shop for the item(s) on the supplier’s catalogs.

![Image](image.png)

**NOTE:** The general search bar at the top of the screen can be used to search for specific items within ALL vendor catalogs, however it is recommended to use a supplier’s direct punchout catalog.

5. Use the search or navigational functions within each catalog to search for items. Please note that different vendors/catalogs may have different capabilities.

![Image](image.png)

**NOTE:** Access to supplier catalogs times out after the JAGGAER Session timer expires. If this timer runs out, all catalog shopping data will be lost. For additional time to continue shopping, click the **Reset Session** button.

To leave the catalog at any time, without adding any items, click the **Cancel Punchout** button in the top right of the screen.
6. After finding a specific item to buy, confirm or update quantity, then click **Add To Cart** button.

7. After adding items to a cart within a vendor punchout catalog, click the **Continue Shopping** link to continue adding more items. To review the items in the cart, click the **Shopping Cart** button. To complete the order, click the **Check Out** button. Make sure to check out of the catalog back into the market.

8. After checking out of a Punchout catalog, the system will return to the **myFIUmarket Shopping Cart**. Review items, then click **Proceed to Checkout** to continue making the requisition.
9. Click the **Place Order** button to transcribe the contents of the myFIUmarket card to a requisition in PantherSoft Financials.

![myFIUmarket Card Example](image)

10. The system will redirect back to PantherSoft, to the Requisition’s **Checkout- Review and Submit** page. Items bought from the myFIUmarket will have a **globe** icon in front of the line.

![Checkout - Review and Submit](image)

Once items are added to the requisition, complete the checkout process. See the **Checkout – Review and Submit Page** section for more information.
Manage myFIUmarket Shopping Carts

Requesters add items to their *Active* myFIUmarket shopping carts when they check them out of suppliers’ *Punchout Catalogs*. These carts can immediately be checked out as outlined in the *Create a Requisition from the myFIUmarket* section of this document or saved as a *Draft* to be managed later.

A Requester can find all their carts within the myFIUmarket by clicking the *Shop* icon in the left-hand toolbar, then selecting *My Carts and Orders*, followed by *View Carts*.

**Active and Draft Carts**

Requesters can quickly identify the *Active* shopping from the other *Draft Carts* listed, select an available *Action*, or start a new cart from the *Create Cart* button.

**Assigned Carts**

Carts listed under *Assigned Carts* have either been assigned by (as assignor) or to (as assignee) the Requester. Recipients of assigned carts can *activate* it and modify it in any way.
Senders of assigned carts can view or unassign the cart while it is still assigned to the recipient. If the recipient of a cart assigns it to another person, the Requester who sent it to them will not be able to view or unassign it.

For instructions and further details, see the Assign a Cart section of this document.
Assign a Cart

The Assign a Cart functionality allows Requester to assign a shopping cart to another Requester to review, add, or complete the requisition.

To assign a shopping cart to another Requester:

1. Click the Assign Cart button from the active shopping cart.

2. Use the SEARCH link to find Requesters or use the SELECT link to select a Requester that has been added to your profile.

**NOTE:** After searching, Requester can be added to the SELECT option when Add to Profile is checked.
3. Click the **Assign** button to send the cart to the selected Requester.

![Assign Cart: User Search](image)

A confirmation message will appear.

![Cart Assigned](image)

After the cart is assigned, ONLY the assignee can modify the cart. If the original Requester (assignor) needs to modify the cart, it must be unassigned from “My Carts and Orders”. See the Manage myFIUmarket Shopping Carts section of this document.

Both the assignor and assignee will receive a confirmation alert/notification within the myFIUmarket screen. Assignees will also receive an email notification.
Merge Carts

When items from multiple carts need to be merged into one, Requesters should use the *Move to Another Cart* functionality.

To move items from one cart to another:

1. Select the item(s) to move from the active shopping cart.

2. Click the dropdown arrow next to the upper checkmark and select *Move to Another Cart* from the *Perform an action on* dropdown menu.

3. Merge the item(s) into an existing *Draft Cart* or move them to a *New Cart*.

The items are now moved.
A Special Request refers to a type of requisition created for goods and/or services not available via the myFIUmarket. All special requests requisitions must use approved FIU suppliers. All prospective suppliers must first register with FIU.

The following sections include how to create this type of requisition as well as options, settings and information related to these types of requisitions.

### Creating a Special Request Requisition

1. From the **Employee Self-Service** homepage within Panther Soft Financials, click the **Procurement Center** Tile.

2. Click the **Requisition** Tile.

3. Click **Special Requests** link.
NOTE: This requisition will create expense lines as items are added. The number of lines is located at the top, right side of the screen, next to the shopping cart.

4. Fill in all required fields marked with an asterisk (*)

**Item Details** Section:
- a. Fill out **Item Description** with the name of the item being ordered.
- b. Fill out the appropriate **Price, Quantity, and Unit of Measure**.
- c. Enter the **Due Date**, if desired.

NOTE: For Blanket Purchase Orders and Change Orders, please see the [Blanket Purchase Orders](#) and [Change Orders](#) section for more details and instruction.
5. **Category** - To search for the category, click the magnifying glass.
   - Search by “Category” or “Description”. Searching by **Description** is recommended.
   - Leaving the search box blank will produce all of the categories.

**Browse Category Tree** – Do not select anything.

This screen shows a search by “Description”. Choose the category by clicking any of the links in blue.

**NOTE:** An expense account (associated with the category chosen; located in the Account Field) must exist under the Activity Number or Project ID being used. If not, the requisition will yield a budget error. Always read the information in the Description column before making a category selection.
6. **Supplier** - Complete the desired Supplier information.

   - To search for the Supplier, click the search glass icon.
   - Enter search fields then click **Find** or leave the fields blank then click **Find** to see a list of all available suppliers in order by their Supplier Number. Select the radio button next to the selected supplier as shown below.

![Supplier Search](image)

7. Select the row by clicking the radio button next to the Supplier ID. Click **Select** at the bottom.

![Supplier Search Results](image)
Supplier ID and Supplier Name will populate once chosen.

8. Comments can be entered in the Additional Information box. Send to Supplier, Show at Receipt, and/or Show at Voucher are options to use so that these comments will appear on the selected places.

9. After all fields have been filled out, click Add To Cart button to add the line into the cart icon.

NOTE: Request a New Item is not an FIU option. This would only apply if FIU implemented hosted catalogs.
10. Notice that items for the current requisition appear next to the shopping cart icon as lines. i.e. 1 line. Click the **Checkout** button to complete the lines for the special request requisition and proceed.

11. After checking out, the **Checkout- Review and Submit** page appears. Items bought from as a Special Request will have a butler icon in front of the line, denoting the item is a “Special Request” item.

Once items are added to the requisition, complete the checkout process. See the **Checkout – Review and Submit Page** section for more information.
Requisition Checkout - Review and Submit Page

The **Checkout - Review and Submit** page provides summary information about the requisition in the Header of the page, **Requisition Summary**. The **Requisition Lines** section provides detailed information about goods/services being requested or ordered.

Requesters continue completing information about a requisition such as confirming ship to locations and entering accounting information within this page.

At any point in time, requesters can add additional goods/services using the **Add More Items** button.
The **Requisition Lines** section of the **Checkout – Review and Submit** page allows users to view and/or modify information related to the specific good/service being requested. It also includes expandable sections for Shipping and Accounting information.

1. Click the triangle next to the line selection box, to expand the line. Once the line is expanded, the shipping information, unit details, and Accounting Lines are visible.
Modifying Item Ship To

It is essential to review, and where necessary, update the shipping information of the good/service being ordered.

1. Click the search glass next to Ship To field to select another campus address if necessary. See the Ordering Hazardous Chemicals section for information on these unique ship to locations. Also note that multiple Ship-to Addresses will generate multiple Purchase Order numbers, one PO number per ship to address.

   a. Use the search fields to find and choose a different location. After finding a location, click the number of the Ship To Location. It will add in field as the new Ship to location and navigate back to the previous page.

![Image of Ship To search]

**NOTE:** An easy way to find locations is to select “contains” under the Description search parameter. Type in the number of the room in the field. Click the Search button. All locations in any building with that room number appear.
Line Comments and/or Attachments

Comments and attachments may be an important component to the information that needs to be provided to complete the purchase of goods or services. Users can attach emails, supplemental documents or simply make comments regarding the items that will be purchased directly on the Requisition Lines.

Even if invoices are attached here, they should still be sent to Accounts Payable (AP) for processing. See the Receiving Process and Payments section of this document for additional guidance.

1. To add comments or attachments to requisition lines, click the Add icon under the Comments header.

2. The comments box appears. (Use Standard Comments link is not used at FIU). Enter comments and click OK. Add attachments to the line by clicking the Add Attachments button. Once complete, click OK.
Requisition Lines and Options

The **Requisition Lines** section of the **Checkout** page provides detailed information about each good/service. Users can change and provide details and more information along the line. Another aspect of the line information includes the Chatfield values and/or SpeedChart that will be used to indicate how the good/services is being purchased from a particular budget.

1. Click the **Details** icon under the blue Details header for information related to the good or service being requested.

The **Line Details** opens. It provides detailed information about the item being requested.

**NOTE:** Device Tracking, Zero Price Indicator, and Stockless Item, are not options available at FIU.
2. Users can delete lines from the actual requisition by clicking the trash can icon on the line or selecting the specific line and clicking the **Delete Selected** link.

![Requisition Lines Table]

3. Open the small expander triangle next to the **Accounting Lines** header. Users must enter the required ChartFields or **SpeedChart** to complete the line accounting information.

Enter the SpeedChart or use the search glass to find it. See **Requisition Settings** section for information on populating SpeedChart for multiple expense lines.

![SpeedChart Search]

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**Requisition Settings**
Splitting Accounting Lines

In some circumstances departments may want to purchase something from more than one budget within the same expense line. There are many combinations, such as two different Activity Numbers or an Activity Number and a Project. An example would be where two departments are sharing the cost of an item. Perhaps fifty percent of the amount is paid from one Department’s Activity Number and the other fifty percent from the other Department’s Activity Number. The Accounting Lines can be split between budgets, and they can also be distributed by Amount or Quantity. Follow the process below to split Accounting Lines.

1. Enter a SpeedChart or ChartField combination for the first Accounting Distribution or first of the split distributions.

![Image of Accounting Lines]

2. Click the plus icon at the end of the Line 1 Accounting Line. This will add an additional line.

![Image of Accounting Lines with additional line]

3. Enter the Accounting Distribution for Line 2 with the additional accounting information. **These ChartFields must be entered manually. The SpeedChart functionality does not apply to additional lines.** It may also be easier to open the Show All Columns icon.

![Image of Accounting Lines with additional line and Show All Columns]

**NOTE:** To confirm ChartFields within an Accounting Distribution (related to a Project or Activity Number) users may refer to the SpeedType navigation within PantherSoft Financials. Security Role 001.
4. Users must define the Percent split of the Accounting Lines. This can be done by, entering the percent under the **Percent** field for each line.

5. The split accounting can be calculated by Merchandise Amount or Quantity (any quantity over 1) using the **Distribute By** drop-down.

Example Distributing by Quantity:

Example Distributing by Amount:
Continue to process the requisition, Save and Submit and Check Budget as usual. After the requisition is sourced and dispatched as a purchase order, users can then receive. It is important to understand how to receive the purchase order and the way the system has allocation setup.

Allocation Type refers to the method the system uses to distribute a purchase’s quantity or amount received when the receipt quantity/amount is less than the quantity/amount of the total. Refer to the Receiving Process and Receipts section for more information.
Requisition Settings

Requisition Settings provides functionalities that impact all or selected lines on a requisition. This includes Supplier, Line Detail, Ship To, and Accounting Distribution information. The Requisition Settings link is found in the top right corner of the Checkout, Review, and Submit requisition page.

1. Click Requisition Settings

2. Choose Override radial button to unblock certain fields. Enter the information to override from defaults.
3. To confirm changes, click the **OK** button at the bottom of the screen.
NOTE: If using the search glass to select the SpeedChart, the speed chart will not show in the SpeedChart box. To verify the SpeedChart entered has auto populated the correct fields, use the More Button to expand the ChartField line.

Another box will appear. Choose the appropriate radio button to apply the changes and then click OK. The choices available are:

**All Distribution Lines** - to apply the settings to all requisition lines.

**Matching Distribution Lines** - when adjusting distribution line 1 (any line) - it will override ALL distribution line #1s throughout the req (for REQ line 1, 2, 3, 4, etc...)

**Replace Distribution Lines** - this will wipe away all distribution lines (no matter what #) and replace with updated values/combination.
Header Comments and Attachments

Users can place comments or attach documents to the line on a requisition as previously discussed with the Comment icon. Comments or attachments can also be placed here in the Header of the requisition document with the following boxes. Users can use these boxes; however, it is strongly suggested to put comments and attachments at the line level.

Approval Justification comments be placed in the bottom box for expense/project manager approvers to view.
Submitting the Requisition

When completing a requisition, there are different options to save, continue or submit. Prior to submission, do not click the **Check Budget** link at the bottom of the page. A message will appear that saves the requisition in an Open Status and does not budget check. If that message appears, click **Cancel** to return to the requisition. If users click **OK**, the requisition will stay in an Open status state and a requisition ID is generated. However, no other action takes place.

In order to perform budget checking on this requisition, it must first be saved in an Open Status. Press OK to continue. Press Cancel to return to your requisition without budget checking.

If users click **OK**, the requisition will stay in an Open status state and a requisition ID is generated. However, no other action takes place.

There are four options to choose at the bottom of the **Checkout** page.

- **Save and Submit**: Saves the document and submits it to begin the approval workflow.
- **Save for Later**: Saves the document to revisit the Requisition later.
- **Add More Items**: This will take users back to the main requisition screen to add either a market or special request item.
- **Preview Approvals link**: Users can show potential approver names; Approvals are driven by the ChartFields chosen on requisition lines.

![Checkout page](image)
1. Choose **Save and Submit**. The **Confirmation** page confirms the requisition submission. It provides the **Requisition ID** number as well. Click the **Multiple Approvers** link located at the bottom of the screen to view names and Panther IDs of the expense/project approvers for each line of the requisition.

A pop-up window will open with the Approver information (driven by the ChartFields chosen and the item cost/type.) Click **Close** to exit.
Requisition Budget Check

The Budget Check process for requisitions verifies that funds are available in a budget to pay for the requested item(s) and pre-encumbers those funds (sets them aside). Requesters must run Budget Checking by clicking the Budget Check link on the Confirmation page of the Requisition. Users can check the budget also from the Manage Requisitions Tile and choose “Budget Check” from the drop-down menu, or leave it unchecked and it can be budget checked by an approver.

1. Click the Check Budget link and wait for system to process and status to change.
   a. Valid – there is enough money to pre-encumber this cost in the associated budget and allow the requisition to proceed in approval workflow.
   b. Error – there is something stopping the requisition from proceeding because of an issue with budget checking. (See Budget Status Section of this manual on information related to budget errors.)
   c. Not Chkd – the budget has not been checked.

Once the Budget Checking is completed, the Budget Processor checks the transaction against all referenced budgets and returns a status of “Valid” or “Error” in the transaction Budget Status field. The system holds any transaction that is returned with a status of “Error.” Transaction with a status of “Error” have one or more transaction lines that have failed budget checking. The error must be corrected by a Budget Manager to complete the requisition. A requisition in Budget Status “Error” will not proceed in approval workflow.

The budget status initially is set to not checked, “Not Chkd.”
How to Request a Quote (RFQ)

Request For Quote (RFQ) is used when the Requester would like a Procurement Buyer to generate a quote for them by reaching out to other suppliers. For example, a department wants to throw a Holiday party and would like a quote on party tables, chairs, and a tent. One quote from one supplier has already been obtained by the department, but the Department wants to know if other quotes from other suppliers can be obtained. An RFQ can then be requested. RFQ is executed through a Special Request only.

1. Begin by creating a **Special Request Requisition**. In the **Requisition Lines** section of the **Checkout – Review and Submit** page, click the **Details** icon.

2. Check off the “RFQ Required” box. Click **OK**. The requisition is then routed to a specific Buyer to obtain the quote.
3. If there is a quote that you may have already been received, attach it at the line level. Click on the Comments Add icon. Proceed with uploading the attachment.

4. Complete the requisition as usual.

5. A Procurement Buyer will be in contact with the requester. Also, the requisition and status of a quote can be checked within Manage Requisitions page. See the Managing Requisitions section for more information.
Ordering Hazardous Materials

The University has implemented a process for ordering hazardous materials so that they are received at centralized and controlled receiving locations. Whether a hazardous material is ordered through a myFIUmarket catalog or as a special requisition, it must be shipped to one of FIU’s approved Ship To locations.

When ordering hazardous items from catalogs in myFIUmarket, such as Fischer, a system message will appear once the shopping cart is converted to a requisition on the Checkout – Review and Submit page.

**Hazardous Materials notification message:**

Requisition line 1 contains Hazardous Material (20008,1)
Please Select a Ship To location that handles hazardous materials.

The Ship To location for the line containing the HAZMAT item must be changed to one of the following locations: (Please do not ship Airgas gases here. Use normal Ship To)

<table>
<thead>
<tr>
<th>Centralized Receiving Locations for Hazardous Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus/Dept</strong></td>
</tr>
<tr>
<td>MMC Scientific Receiving</td>
</tr>
<tr>
<td>EC Engineering Center</td>
</tr>
<tr>
<td>BBC Receiving Dock</td>
</tr>
<tr>
<td>NFSTC Largo Florida</td>
</tr>
</tbody>
</table>

**NOTE:** Ship to locations have been updated as of February 23, 2019

All chemicals for research ordered from Fisher will give this error. If Hazardous Materials are ordered from other places, it is suggested that the central receiving addresses be used.
Operating Capital Outlay (OCO) Items

Within PantherSoft Financials, any good or service over $4,700 will trigger a message to change the category code to an OCO code. This is accomplished through the mass changes functionality. For more information about OCO items, users should review the Property Control Manual or consult Procurement Services.

The cost of your purchase indicates that this may be an OCO purchase. (20006,7)

If total cost of each OCO purchase is $5,000 or greater (including additional equipment/parts, freight, training and installation), then click on the Mass Change' link and select the appropriate OCO category for the OCO lines. If this purchase is not OCO, please click 'Save and Submit' to submit the requisition without changing the category code.

OK

Use the Mass Changes link to override the category code to a specific OCO category code. Mass Changes is the only way to change a category code to the appropriate OCO category code.

1. Select the Line that is incurring the OCO. In the below screenshot, line 2 is selected as that is the line over the threshold. (Total is $5174.29). Click Mass Changes link.
2. Click on the search glass to choose a category code in the **Category** field. Only OCO codes are available.

3. Click **OK**.

4. Click **OK** to confirm that the Category code was changed. Click on the **Details** button for that line to display the Category Code.
The Requisition Approval Workflow functionality enables users to view the approvals required for a requisition. When a transaction is submitted, the notification process is put in action. The appropriate users are notified when they are required to perform a function: approve, deny, or hold. The requester is also notified via email.

<table>
<thead>
<tr>
<th>Requisition Workflow Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>System has initiated the approval routing process and requisition is awaiting approval action and requires Budget Checking. Approver(s) receive email notification to Approve.</td>
</tr>
<tr>
<td>Approved</td>
<td>Requisition is approved. Approver and Requester will be unable to make any further changes and the request is ready to be selected for Purchase Order processing. Final Approval triggers and email notification to Requester.</td>
</tr>
<tr>
<td>Deny</td>
<td>If Approver denies the Requisition, the Requester will receive an email with comments, Requester can make changes to the Requisition and resubmit for approval (if needed).</td>
</tr>
<tr>
<td>Hold</td>
<td>If Approver puts the requisition on hold, the Requester will receive an email notification with comments.</td>
</tr>
</tbody>
</table>

MyFIUmarket Office Depot requisitions with a total monetary amount of $250 or less will bypass standard approval and auto-approve. Any MyFIUmarket Office Depot requisitions that meets these criteria, but contains food categories, specific IT categories, or fund codes 660-665 will not auto approve and will instead be approved by the Expense/Project Manager.

NOTE: The auto-approval process is delayed by 48 hours to allow Expense/Project Managers to review. This delay does not exclude weekends and holidays. Requisitions submitted after 5p.m. on Friday afternoons will auto-approve after 5p.m. on Sunday.
Blanket Purchase Orders

Blanket Purchase orders (BPOs) are used when the user would like to request a Purchase Order that can be received against over time. A BPO can be open for up to one fiscal year (until June 30th of the current fiscal year). Blanket Purchase Orders are entered via Special Requests. For example, a department has a consultant for a year and the consultant costs $12,000. Every month the consultant must be paid $1000. In this scenario, the requester would open a BPO for $12,000 and as the good or service is received/perform, the requester will create a receipt in the system against the $12,000.

To begin, initiate a Special Request Requisition.

1. While entering information about the blanket purchase order, make sure to type the Item Description as follows: "Blanket Purchase Order for [Insert detailed description of goods or services] for the period of 7/01/20XX – 6/30/20XX".

2. The Price should be the total for the BPO period.

3. Quantity should be 1, to be used up within the time period needed i.e., three months, 1 fiscal year.

4. Ensure the correct Category Code is used.

5. Due Date should be the end of the period or 6/30/20XX for the entire fiscal year.
6. On the Checkout – Review and Submit page, the Origin must be set to BPO – Blanket Purchase Order.

7. BPO’s are setup so that users can receive by the amount of service provided or a set amount like a subscription fee. When setting up a BPO, users must ensure BPO items, expense lines, are set to receive by Amount Only, which is found under the Details icon. Click the Details icon. On the next screen select the checkbox for Amount Only. Then click OK to return.
8. After clicking **OK**, a message will appear confirming that the requisition will be set to amount only. Click **YES**.

The **Quantity** field will gray out and the **Price** field will open to the total of the requisition.

9. Click the **Comments Add** icon. As available include the following in comments and attachments:
   a. Authorized User name(s) and contact information. These are the individuals authorized by a department to call the supplier and place orders against the BPO throughout the fiscal year.
   b. A reference to the contract utilized for pricing.
   c. Account number if applicable.
   d. If using a vendor contract, attach a copy of the contract.
   e. Provide a sample quote/invoice to allow the buyer to check the supplier id for accuracy. It is the responsibility of the requester to select the correct supplier id, however, the buyers check against any backup documentation for accuracy.

**NOTE:** BPOs may not be used to purchase operating capital outlay (OCO) items.
### Change Orders

Sometimes a requester needs to modify or change an existing Purchase Order. In this section, the steps and process for how and when to complete a Change Order is reviewed as well as the system steps. Please note, depending on the type of requisition and its status, steps to initiating changes will differ.

<table>
<thead>
<tr>
<th>Req Type</th>
<th>Sourced to a PO?</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Market Item</strong></td>
<td>YES</td>
<td><strong>Increase</strong>: Initiate new market req in ePro</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Decrease</strong>: work directly with Supplier/Buyer to decrease order</td>
</tr>
<tr>
<td></td>
<td>NO</td>
<td>From Manage Requisitions choose Edit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All requisitions not sourced to a PO can be edited. No Change Order needed.</td>
</tr>
<tr>
<td><strong>Special Request</strong> (non-market)</td>
<td>YES</td>
<td><strong>Increase</strong>: Change Order needed Create a new Requisition with additional items.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Decrease</strong>: Receive Decreased Quantity. Once order has been Received, contact the Buyer to close PO and release remaining encumbrance.</td>
</tr>
<tr>
<td></td>
<td>NO</td>
<td>From Manage Requisitions choose Edit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All requisitions not sourced to a PO can be edited or cancelled. No Change Order needed.</td>
</tr>
<tr>
<td><strong>Mixed</strong></td>
<td>YES</td>
<td>Follow instructions for non-catalog and market items separately</td>
</tr>
</tbody>
</table>

If a requester has a Special Request requisition and needs to continue with processing a change order, follow these steps to create a **Change Order (CO)** via Tiles:

1. Click the **Procurement Center** tile on the **Employee Self Service** homepage.
2. Click the **Requisition** tile.

3. Click the **Special Requests** link.

4. Enter the Item Details for the Change Order. All required fields should be entered. Of note, the fields should reflect *additional quantity from the original PO (the difference)*.
   
   a. Example: Original Requisition made for $200 and PO has been sourced. To increase the order to $300, a Change Order would be created for the difference ($100).
5. On the **Checkout – Review and Submit** screen the **Requisition Name** field should say, “CO to PO# xxxxxx” (include the original PO#).

Select “CO” in the **Origin** field. Continue following the steps to submit a Special Request. Follow steps to submitting a Special Request.

![Checkout - Review and Submit](image)

After the Change Order is submitted, budget checked, and approved, a Procurement Buyer will manually combine the Change Order requisition with the original requisition related to the same Purchase Order. The PO will then be re-dispatched to the supplier.
Managing Requisitions

After the creation and submission of a requisition, it continues along its lifespan. This section details information about the procurement process and how to manage the requisition throughout.

Users can view where a requisition is during the procurement process as well as take different actions as needed.

To access the Manage Requisitions page use the following navigation steps:

1. Click the **Procurement Center** tile on the **Employee Self Service** homepage.
2. Click the **Manage Requisitions** Tile.

![Manage Requisitions Tile](image)

3. By default, **Date From** and **Date To** fields are set for the last seven days. (Also, the Requester is defaulted to the current individual logged into PantherSoft Financials. Most users can only see requisitions that they created.)

![Manage Requisitions Screen](image)
4. The most recent requisitions appear at the bottom. Use the Search fields to find a particular requisition.

Search fields and available actions and explanations:

**Business Unit**: This defaults to FIU01. It should not be changed.

**Requisition ID**: This search field can be used to find a specific Requisition. Type a requisition ID number or use the search glass to find it.

**Date From**: Defaulted to seven days prior to today. Use this field to find requisitions created starting on this date.

**Requester**: This is the Panther ID number of the requester. It can be changed to find a requisition created by other users. The functionality of searching for requisitions by another user is controlled via security role.

**Requisition Name**: The unique name given to a requisition by a requester, at the time of a requisition’s creation.

**Request State**: Users can search using this field based on what is happening with a requisition. It includes both requisition status and purchase order status as well as additional conditions of a requisition.

**Date To**: Defaulted to the current date. Use this field to find requisitions up to this date.

**Entered By**: This field is the same as requester.

**Budget Status**: This field allows users to search by the status of budget checking of a requisition.

**PO ID**: Use this field to search for the requisition associated with a particular Purchase Order ID number.
Request Lifespan

The requisition lifespan provides a graphical view of the requisition from creation to payment. At FIU, the graphic icons in use are Requisition, Approvals, Purchase Orders, Receiving, Invoice, and Payment.

1. To view the lifespan and line items for a requisition, click the Expand triangle icon next to the Req ID number under the Requisitions heading. Whichever icon is colored, indicates the condition of the requisition currently. Icons that are still light or grey are not yet activated.
2. Each stage of the life cycle highlights as the requisition flows through the eProcurement process. Completed stages and "in progress" stages in the Requisition Lifespan cycle are highlighted with active links and illuminated icons.

Users can click directly on a highlighted icon for further information or action.

**Requisition** - An electronic requisition has been created in PantherSoft. Currently on this process. By clicking the icon, user is taken to a view only screen, **Requisition Details**.
Approval - Requisition is pending approval or has been approved by project/expense approvers. Users can click on icon to get detailed information about approvers. See Viewing Approvers section below.

Inventory – always greyed out (not FIU enabled)

Purchase Order - Requisition was sourced and a purchase order is created. It may be pending approval or dispatched. Only when the purchase order is dispatched, click to see the PO number.

Change Request – always greyed out (not FIU enabled)

Receiving – a receipt has been created. After click on the icon users can view receipt information.

Returns - always greyed out (not FIU enabled)
**Invoice** - Supplier sent invoice to accounts payable. User can click on the icon when it is highlighted to view voucher information.

![Invoice screenshot]

**Payment** - Accounts payable processed payment to supplier. Users can click on the highlighted icon and view payment information.

![Payment screenshot]

Depending on the status of the requisition, different actions are available per requisition in the Manage Requisition screen. The following sub-sections detail more information about actions available in Manage Requisitions.
Users can view pending or completed expense/project approvals for a requisition. Follow these steps:

1. Navigate to the **Manage Requisitions** tile.

2. Select under the **Action** drop-down **Approvals** from the dropdown menu on the desired requisition to be reviewed. Click **Go**.

3. To review specific names and information for the approvers, click on the **Multiple Approvers** link. An additional screen appears with the information.
Editing a Requisition

Through the edit function, a requester can make changes to any Requisition that has not been sourced to a Purchase Order.

1. Navigate to the Manage Requisitions tile.

2. Select under the Action drop-down Edit and click Go. If the requisition is in the approval workflow or already approved, a warning message will appear. A requisition that is edited may re-start the approval workflow again.
3. User is taken to the requisition to make the necessary edits. To re-submit, click **Save and submit** and proceed with budget checking again.

4. After finishing editing the requisition, budget check by clicking the **Check Budget** link. Click on the **Manage Requisitions** link to return to that page.
How to Cancel a Requisition

Users have the option to cancel a requisition depending on its place in the lifespan and status. Perhaps it is a duplicate or simply no longer needed. If a requisition has already been fully approved and a purchase order is created, users will not have the option to cancel.

1. Navigate to the Manage Requisitions tile.

2. Select under the Action drop-down “Cancel” and click Go next to the requisition line to be cancelled.

3. Click on Cancel Requisition button. The request state of the requisition should change to Canceled.
4. After clicking the **Cancel Requisition** button, users may be taken back to the **Manage Requisitions** screen. Change the search parameters and the **Request State** field to “Canceled”. This will find the requisition that was just cancelled.

![Image of Manage Requisitions screen]

5. The **Request State** will be “Canceled”, but the **Budget** will say “Not Chk’d”. Make sure to check the budget again to release any pre-encumbrance amounts from the requisition. From the drop-down menu within the requisition, choose “Check Budget”. Then click **Go**.

![Image of Requisitions screen with budget change]

6. The **Budget** will change to **Valid** and any pre-encumbrance amount will be 0.00.

![Image of Requisitions screen with valid budget]
How to Copy a Requisition

Users can copy a previously created requisition. An important exception is that users may not use this function for myFIUmarket Requisitions that have sourced to a Purchase Order.

1. Navigate to the Manage Requisitions tile.

1. Select under the Action drop-down “Copy” and click Go.

2. A new requisition is opened with the items copied from the one selected. Everything is transferred from the requisition copied. Users can proceed with any updates or changes to the requisition and complete as usual practice.
How to View Printable Version of a Requisition

Users can print a requisition through an Action in Manage Requisitions.

2. Navigate to the **Manage Requisitions** tile.

3. Select under the **Action** drop-down “View Print” and click **Go**.

4. A message will appear whether to print with the distribution details. Click **Yes** or **No** depending on whether to show accounting information or not.

---

**Manage Requisitions**

![Screenshot of Manage Requisitions interface]

---

**Requisitions**

![Screenshot of Requisitions interface]

---

**Do you want to print the requisition with distribution details? (18036,11614)**

- [ ] Yes
- [ ] No

---

Version 22.0.0 October 2021
An example of a requisition view print:

<table>
<thead>
<tr>
<th>Business Unit: FIU01</th>
<th>Requester: J.TARDAGUILA</th>
<th>Status: Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition: 000207211</td>
<td>Requested By: Panther Roary</td>
<td>Currency: USD</td>
</tr>
<tr>
<td>Requisition Name: J.TARDAGUILA</td>
<td>Entered Date: 9/7/18</td>
<td>Requisition Total: 2,900.00</td>
</tr>
</tbody>
</table>

**Line 1**

<table>
<thead>
<tr>
<th>Item Description:</th>
<th>Quantity: 1.0000</th>
<th>UOM: EA</th>
<th>Price: 2,900.00</th>
<th>Line Total: 2,900.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category: 96258</td>
<td>Line Status: Open</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Ship Line 1**

<table>
<thead>
<tr>
<th>Attention: BEST WAY</th>
<th>Ship To: BISCAYNE BAY</th>
<th>Address: 5000 N.E. 131 ST.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date:</td>
<td>MIAMI FL 33181</td>
<td>United States</td>
</tr>
<tr>
<td>Freight Terms: DEST</td>
<td>Shipping Quantity: 1.0000</td>
<td>Shipping Total: 2,900.00</td>
</tr>
</tbody>
</table>

**Inventory:***

<table>
<thead>
<tr>
<th>Dept</th>
<th>Status</th>
<th>Location</th>
<th>Qty</th>
<th>PCT</th>
<th>Amount</th>
<th>GL Unit</th>
<th>Account</th>
<th>Aliasct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td></td>
<td>1.0000</td>
<td>100.00</td>
<td>2,900.00</td>
<td>FIU01</td>
<td>772102</td>
<td>77200</td>
</tr>
</tbody>
</table>

**Open Qty**

<table>
<thead>
<tr>
<th>Dept</th>
<th>Fund</th>
<th>Program</th>
<th>Qty</th>
<th>Pct</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700000008</td>
<td>335</td>
<td>0</td>
<td>1.0000</td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

**GL Base Amount**

<table>
<thead>
<tr>
<th>GL Base Amount</th>
<th>Currency</th>
<th>Sequence</th>
<th>Capitalize</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,900.00</td>
<td>USD</td>
<td>0</td>
<td>N</td>
</tr>
</tbody>
</table>
View Comments and Attachments (Header and Line)

Within the Manage Requisitions tile users can view comments or attachments made on a requisition at the line level or header level.

1. Search for the requisition and click the corresponding **Req ID** link.

![Image of Manage Requisitions interface]

2. For expense line comments and attachments, click on the **Paperclip** icon next to the line containing the attachment.

![Image of Requisition Details interface]
3. The **Line Attachments** window will open. Locate the desired attachment and click the **View** button. The attachment will then open through its associated application.

4. For Header level comments or attachments, click on the **Paperclip** icon next to the Header Comments which contains the attachment.

5. The **Header Attachments** window will open. Locate the desired attachment and click the **View** button. The attachment will then open through its associated application.
Multiple Purchase Order Numbers

eProcurement provides the convenience of being able to customize Requisitions to specific needs. However, certain things entered cause multiple Purchase Orders to generate from one Requisition. Below is the list of actions that can generate Multiple Purchase Orders:

- **Mixed Requisitions** – Requester has both myFIUmarket items and a special request item on one requisition. Requester will receive a PO# for the market item and one for the special request item.

- **Multiple Suppliers** – If a user has more than one supplier on a special request or myFIUmarket requisition, user will receive one purchase order per supplier.

- **Multiple Supplier Locations** – If a user has the same supplier but with different supplier locations on a special request requisition, user will receive one purchase order per supplier location.

- **Multiple Ship To Addresses** – If the requester has more than one delivery location on any type of requisition, requester will receive a PO# per delivery location. This is very convenient when it is time to receive goods in the system.

- Any combination of the above will generate multiple purchase orders as well.
Budget Statuses

Not Checked – Budget check has not occurred.

Valid – there is enough money to cover the pre-encumbrance.

Error - There are several reasons a transaction may fail budget checking. Click the Error link to review the specific budget error. Common errors include:

- Exceeds Budget Tolerance – the budget may be on hold, closed, or out of available funds.
- Budget date for the transaction is out of bounds – meaning the project dates are now closed.
- No budget exists – a specific Account being used does not exist within the ChartField string used.

Click here for a list of budget exceptions and possible resolutions.

Translation Tree Error - The Category codes are built into most of the Market items. Not all items have a specific category code assigned. These items have been given a “dummy” code of 99999. If a budget error is received, check the details screen. If the Category Code is 99999, please wait until the next business day. The error should resolve through an automated technical process. If the budget needs to be validated sooner, please reach out to Purchasing directly for assistance.
Receiving Process and Payments

Requesters have a fiscal responsibility to ensure that the goods/services rendered are paid in a timely manner. Part of this responsibility is to inspect all items received or services rendered for their department. Once this is done, an accurate receipt should be entered immediately into the PantherSoft Financials system.

If items received are damaged or incorrect, work with the supplier immediately to initiate a replacement and/or return. **Do not create a receipt in PantherSoft Financials for items being returned.** More specific guidance is provided in the [Returns, Replacements, and Refunds](#) section of this document.

For services that are rendered, and the Expense Manager is not the liaison for the supplier, an independent confirmation from the FIU liaison with the supplier showing what services were rendered should be obtained. This should be used for receiving, not the invoice.

Please note that the receiving process should be separate and independent from invoicing. Suppliers should submit invoices directly to invoices@fiu.edu as documented on the purchase order. Even if invoices were attached to the Requisition, they should still be sent to Accounts Payable (AP) for processing. If the invoice is related to a Purchase Order (PO) it must have that number on the first page of the invoice. Each invoice should be sent as a separate PDF document.

Your role is to ensure goods and services are received, inspected, and entered in PantherSoft Financials to release payment of invoices. If an invoice is received by AP for item amounts or quantities not entered on a receipt, the requester will receive automatic system match exception notifications until they create a receipt. If emails continue for items received or for those not fulfilled by the supplier, contact the Manager for Accounts Payable.

After the Receipt is created for a dispatched Purchase Order and an Invoice is received by AP, a payment will be sent to the supplier. If a Receipt is not entered and/or an invoice not received, the supplier will not be paid – even if the goods/services were provided.

Accounts Payable will not pay an invoice where the items differ from what was requested on the PO, nor if the invoice quantities or amounts are greater than what the department indicates on a Receipt. These differences are called Match Exceptions and are handled by AP with the cooperation of the requester.

Other Match Exceptions exist when either:

- **a. the invoiced amount/quantity is greater than the PO/Receipt** - Accounts Payable will communicate with the department, short pay the invoice, and notate the difference on the Voucher Comments.

  or

- **b. the invoiced amount/quantity is less than the PO/Receipt** - Accounts Payable will pay the invoice until the PO Line amount/quantity is fully received. If the line has a remaining balance after you enter the final receipt and you are not expecting additional payments for the PO Line, contact the Accounts Payable Manager to have the remaining encumbrance released.
Receiving Security Roles

There are two security access roles within PantherSoft Financials that allow users to access requisitions and complete receiving.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester/Casual Receiver Role 002A</td>
<td>This role gives someone the ability to create requisitions and create receipts only for their own requisitions/purchase orders.</td>
</tr>
<tr>
<td>Requester/Super Receiver Role 002</td>
<td>This role gives someone the ability to create requisitions and create receipts for any requisitions/purchase orders.</td>
</tr>
</tbody>
</table>

NOTE: If the requester is also an Expense Manager approving transactions in PantherSoft, the requester must select Access Role 002.

If the requester is changing from one role to another, please email controller@fiu.edu making sure to also copy a current HR supervisor.

For steps on requesting these roles, see the Access Request section.
How to Enter a Receipt as a Casual Receiver (Access Role 002A)

The following steps provide instructions on how the Casual Receiver creates a Receipt for Requisitions created only by themselves in PantherSoft Financials.

1. Click the Procurement Center tile from the Employee Self Service homepage.

2. Click the ePro Receiving Tile.

3. The Search Criteria page will appear. Enter the Purchase Order ID or Requisition ID and click Search. Alternatively, just click Search (only open lines to receive will appear).
4. Select the checkbox next to the lines that are open to receive. Click **Receive selected**.

5. Enter the date that the good/service was delivered in the **Received Date** field. The Receipt Date must be the date the product was physically received or when the service was rendered – not the date that the receiving entry is made. **This is a mandatory field.**

   **NOTE:** The **Receipt Date** must be within 30 days from the current date.

6. Enter/Confirm the quantity or amount of the goods/services that are being received in either the **Received Amount** or **Received Quantity** field (this depends on whether the requisition was setup to be received by quantity or amount). Click **Review Receipt Details**.
7. Review information on the receipt. Once complete, click **Submit**. Users also have the option to **Start Over** or go back and **Edit Receipt**.

8. A confirmation screen appears with a Receipt ID number.
How to Enter a Receipt as a Super Receiver (Access Role 002)

The following steps provide instructions on how the Super Receiver creates a Receipt for Requisitions created by themselves or others in PantherSoft Financials.

Make sure to have the Purchase Order (PO) ID before proceeding to enter a receipt following these steps.

1. Navigate to the Manage Requisitions tile.

2. Click the Manage Receipts link at the bottom of the Manage Requisitions page.

3. Click the Add New Receipt link at the bottom of the Manage Receipts page.
4. Click the **Add** button on the **Receiving** page, **Add a New Value** tab.

5. Within the **Search Criteria** enter the PO Number in the **ID** field. Remove all information in the **Days +/-**, **Start Date**, **End Date**, and **Ship To** fields, then click the **Search** button.
6. Select the checkbox next to the line(s) to be received and click the **OK** button.

7. Enter a date into the **Receipt Date** field. The Receipt Date must be the date the product was physically received or when the service was rendered – not the date that the receiving entry is made. **This is a mandatory field.**

**NOTE:** The **Receipt Date** must be within 30 days from the current date.
9. Enter/Confirm the quantity or amount of the goods/services that are being received in either the **Received Amount** or **Received Quantity** field (this depends on whether the requisition was setup to be received by quantity or amount).

8. Click the **Save** button.

9. A notification message will appear, providing the Receipt ID. Click the **OK** button.
10. Confirm the Receipt was successfully created by identifying the **Receipt ID**, **Receipt Status**, and **Receipt Lines Status** fields.
Receipt Allocation Types

Allocation Type refers to the method in which a receipt’s quantity/amount is distributed against the purchased quantity/amount when it is less than the line total.

Changing the Allocation Type is ONLY available when a PO line has split accounting distribution. This is defaulted to First In First Out but can be changed to Prorate, Specify. In addition, only the Super Receiver Role 002 can change an allocation type.

First In First Out: Applies the partially received quantity/amount in the order in which the split distribution was setup. For example, a split accounting distribution with two lines will exhaust the quantity/amount within the first accounting line totally and then proceed to the quantity/amount of the second accounting distribution line.

Prorate: Applies the partially received quantity/amount as a percent distribution across the accounting split. For example, an PO expense line’s accounting distribution is split by a percentage of 60% and 40%. The quantity/amount received will be prorated or split against that percent distribution.

Specify: Applies a partially received quantity/amount in the manner the user specifies on the receipt.

How to Change the Allocation Type while entering a Receipt

1. Create a Receipt as a Super Receiver (Access Role 002)

2. On the Links and Status tab, the Allocation Type is defaulted to “First In First Out”. To change the allocation type, click the Distribution Icon shown next to Allocation Type field.

3. Select the desired Allocation Type. Then click OK.
The following are examples of how different allocation types might be applied after entering a Receipt Price (Amount) for $2,000:

**First In First Out:** In this case the $2,000 is distributed to Line 1 first. After the amount is completely exhausted, anything remaining moves to Line 2. No other lines are used because the $2,000 were completed between the first two accounting distributions.

**Prorate:** In this case the $2,000 is distributed based on the original split from the purchase order and the amount is distributed among all lines.
Specify: In this case, the $2,000 is distributed based on the original split from the purchase order, however, each accounting distribution line is open to be manually changed to the desired amount.

4. Enter the Receipt Date and then click **Save**.

5. Click **OK** to accept this receipt.
6. Receipt Date is required. Click **OK**.

7. The Receipt is saved by the Distribution specified and a Receipt ID is generated. Click **OK**.
Cancelling an Entire Receipt and Receipt Lines for Casual Receiver (User Role 002A)

There may be circumstances where an entire receipt or receipt line needs to be cancelled. However, a receipt or line cannot be cancelled if it has been matched to a Voucher. The Voucher must be unmatched by Accounts Payable first.

To confirm the match status, review the Purchase Order’s Activity Summary and open the Match tab. If the Match Icon at the end of the item’s line is available, the received line is matched to a voucher. You can click the icon to identify which voucher the line is matched to.

The following instructions are based on the requisition/receiving security role Casual User 002A.

For more information on the available requisition/receiving security roles, see the Receiving Security Roles section of this document.

Cancelling an Entire Receipt (Casual User Role 002A)

1. Navigate to the Manage Requisitions tile.
2. Click on Manage Receipts.
3. Use the search parameters to find the receipt if it is not already showing. Click the red X to cancel the entire receipt, this includes all lines.

4. A confirmation message will appear. Click Yes to cancel the receipt including all lines.
5. After cancelling a receipt, the system displays the Receive Items screen. Click on the Manage Requisitions navigation to be taken back to all requisitions. Confirm that a receipt is deleted within Manage Requisitions.

6. Within the Manage Requisitions, when looking at a requisition, the Receiving icon will be greyed out if that was the only receipt related to the requisition.
Cancelling Receipt Line(s) (Casual User Role 002A)

1. Navigate to the Manage Requisitions tile.

2. Click on Manage Receipts.

3. On the Manage Receipts page click on the Details icon.
4. Click a red X on the line that should be cancelled. A message box will appear, click **Yes**.

5. Make sure to save changes by clicking **Save Receipt**.
6. Click **Return to Manage Requisitions** to confirm line status change.

7. On the Manage Requisitions page, the cancelled requisition line(s) will show as PO Dispatched.
Cancelling an Entire Receipt and Receipt Lines for Super Receiver (User Role 002)

There may be circumstances where an entire receipt or receipt line needs to be cancelled. However, a receipt or line cannot be cancelled if it has been matched to a Voucher. The Voucher must be unmatched by Accounts Payable first.

To confirm the match status, review the Purchase Order’s Activity Summary and open the Match tab. If the Match Icon at the end of the item’s line is available, the received line is matched to a voucher. You can click the icon to identify which voucher the line is matched to.

The following instructions are based on the requisition/receiving access for a Super Receiver – Access Role 002.

For more information on the available requisition/receiving security roles, see the Receiving Security Roles section of this document.

Cancelling an Entire Receipt (Super User Role 002)

1. Navigate to the Manage Requisitions tile.
2. Click on Manage Receipts.
3. Use the search parameters to find the receipt if it is not already showing. Click on the details icon to view the actual receipt details.

4. To cancel the entire receipt, click the red X next to the Receipt Status Fully Received in the Header of the receipt.

5. You will be prompted with a message confirming cancellation. Click Yes. On the confirmation message click OK.
6. Click **OK**.

7. The **Receipt Status** has changed to Canceled.
Cancelling Receipt Line(s) (Super User Role 002)

1. Navigate to the Manage Requisitions tile.

2. Click on Manage Receipts.

3. On the Maintain Receipts Receiving page, click on a red X on the Line that should be cancelled. Then click Yes to confirm.
4. Click the red X next to any additional receipt lines that should be cancelled. When all receipt line cancelling is complete, click Save. Click Ok on the following messages.

Receipt, 0000443090, is saved and Job, RECv_00, has been scheduled for process (Process Instance = 8474230), (10300.253)

This means the receipt is being updated by the receipt integration process. Any additional processing for this receipt will require reopening the receipt in Update / Display mode.
Exchange or Return Items

Do not create a receipt for an item that needs to be exchanged or returned.

If a receipt was entered for the item, try to cancel the receipt / receipt line. The system will not allow a receipt to be cancelled once it is matched to a voucher.

If a receipt was not entered for the item, or the receipt / receipt line was successfully cancelled, use the below instructions to exchange or return the item.

<table>
<thead>
<tr>
<th>EXCHANGE ITEMS</th>
<th>RETURN ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Work with the supplier to exchange the item.</td>
<td>1) Work with the supplier to return the item.</td>
</tr>
<tr>
<td>2) When the replacement is received, create a receipt in PantherSoft Financials.</td>
<td>2) Contact the PO’s Buyer in Procurement Services to cancel the item on the PO. *</td>
</tr>
</tbody>
</table>

*The Buyer can be identified on the PO Document Status page.

If the item was received, matched, and paid for, use the below instructions instead to exchange or return the item.

Use the Purchase Order Document Status page and reconcile the PO lines against receipts, vouchers, and payments. If the Purchase Order’s header status is Complete, all items on the PO have been paid for.

<table>
<thead>
<tr>
<th>EXCHANGE ITEMS</th>
<th>RETURN ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Work with the supplier to return the item. Request a refund or credit memo.</td>
<td>1) Work with the supplier to return the item. Request a refund or credit memo.</td>
</tr>
<tr>
<td>2) Work with Accounts Payable to process the refund or credit memo. **</td>
<td>2) Work with Accounts Payable to process the refund or credit memo. **</td>
</tr>
<tr>
<td>3) Follow the Departmental Credit Card guidelines to determine if the replacement item can be paid for using a ProCard. If the item cannot be paid with a ProCard, reach out to the Accounts Payable Manager for further guidance.</td>
<td></td>
</tr>
</tbody>
</table>

**Credit memos are processed using an adjustment voucher against the original voucher, which applies a credit against the original charge.
Supplier Invoices

All PO-related invoices must be submitted to invoices@fiu.edu in PDF format only; to create vouchers in the Accounts Payable module of PantherSoft Financials. A Voucher is an internal document that is used to make a payment to an external entity (i.e., Supplier).

All voucher IDs are eight (8) digits long (i.e., 00123456), however vouchers for myFIUmarket suppliers begin the letter “I” (i.e., I0012345).

Invoices can be viewed as attachments to the Voucher. “I” Vouchers for myFIUmarket suppliers will not have these attachments. Copies of those invoices may be obtained by contacting the supplier’s account representative.

For further information on viewing Vouchers, please refer to the instructions to View Invoices, Comments and Payments on a Voucher found below. If you do not have access to this page, please request the FIU_ACCESS_001 role via the Access Request Form in PantherSoft Financials.

View Invoices, Comments and Payments on a Voucher

The Voucher page is the ideal place to research the status of a Voucher. It provides access to copies of non-myFIUmarket supplier invoices (in the Invoice Information tab) and payment information (in the Payment tab).

Shown below is the voucher Summary tab. This tab shows the Voucher ID, Supplier Name, Invoice Number, Invoice Date, Invoice Total, Post (Voucher) Status, Approval Status, and Match Status.
To access this Voucher page, it is recommended to first, identify the Voucher ID associated to the invoice. The requester who entered the requisition can locate this by clicking the Invoices icon on the Request Lifespan within the Manage Requisition page.

Those other than the requester may identify Voucher IDs within the Associated Documents on either the Requisition Inquiry or Purchase Order Inquiry pages.

If only details such as the supplier’s name, invoice number, payment amount, and approximate date are known the Voucher Inquiry or Payment Inquiry pages can be useful.

If you have the Voucher ID you can access it via the following navigation:

1. Use the NavBar to navigate to Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.

2. Enter the Voucher ID into the Voucher ID field.

![Voucher Page Screenshot]

**NOTE:** Other search criteria may also be used. These include the Supplier Name, Supplier ID, and Invoice Number which may provide a range of vouchers to review.

3. To view invoice details, copies of invoices and comments, select the Invoice Information tab.

![Invoice Information Tab Screenshot]
To view non-myFIUmarket supplier invoices – Click the ImageNow link.

The ImageNow FIU Document Viewer will open and provide a link to the invoice.

4. To view payment details, select the Payments tab.
Details of the payment are provided in this tab.

Use the **Reference ID** to further research the status of the payment via Payment Inquiry page.

For more details on the payment status or to obtain a copy of a cashed check, contact Disbursements.
Releasing Pre-Encumbrances from Denied Requisitions

Users may have a requisition that is denied by a project/expense approver. When a requisition status is fully or partially denied, and when the denied components are no longer needed, users must proceed with releasing any pre-encumbrances that exists since the creation of the requisition.

**Fully Denied Requisitions (Request State = Denied)**

1. Navigate to the Manage Requisitions tile.

2. Locate the requisition in “Denied” status (Request State “Denied”).

3. Set the Select Action dropdown menu to “Cancel”, then press the Go button.
4. Click the **Cancel Requisition** button on the **Requisition Details** page.

5. The system will return to the **Manage Requisition** page. Verify the **Request State** is “Canceled”, and the **Budget** is “Not Chk’d” by looking for the canceled requisition. The **Total** should be “0.00 USD”.
6. Set the **Select Action** dropdown menu to “Check Budget”, then press the **Go** button.

7. Verify the **Budget** shows as “Valid”.
8. To validate the pre-encumbrance balance, click the Request ID and blue number.
The Requisition Details screen will then show the Pre-Encumbrance Balance as “0.00 USD”.

Partially Denied Requisitions (Request State = See Lines)
1. Navigate to the Manage Requisitions Tile or Main Menu > eProcurement > Manage Requisitions.

2. Locate the denied requisition. The Request Status should show as “See Lines”.

3. Click on the Line Expansion triangle next to the requisition ID to view all the requisition lines.

4. Identify the line with a Status of “Denied”.

![Image of Manage Requisitions interface](image-url)
5. Click the Red X icon on the requisition line that is denied.
6. Click the **OK** button on the confirmation message window.

7. Verify the line **Status** shows “Canceled” and the requisition’s **Budget** shows as “Not Chk’d”. The **Request State** should now update to “Approved”, with the **Total** reflecting the balance from the remaining lines. In this case, “41.70 USD”.

8. Set the **Select Action** dropdown menu to “Check Budget”, then press the **Go** button.
9. Verify the **Budget** shows as “**Valid**”.

10. To validate the pre-encumbrance balance, click the **Req ID**.
The **Requisition Details** screen will then show the **Pre-Encumbrance Balance**. This should reflect the total for the remaining, **"Approved"** lines of the requisition. In this case, **"47.79 USD"**.
**Approver’s Actions**

The requisition approval workflow is determined by the Accounting Distribution (Activity/Project Number) entered on the line(s) of a requisition. Approvers receive an email notification when they have a requisition awaiting their approval. Users can click the link within the email to be taken online to approve a transaction. They can also navigate into various Tiles, Worklist, or eProcurement navigation.

**Approving via eProcurement Navigation**

When approving within the Financials system, navigation is possible through both the Tiles and the NavBar

1. Navigate to the **Manager Self Service homepage**.

2. Click on the **Requisition Approvals** tile.
3. Use the search parameters to locate a specific requisition, requisitions from a specific requester, requisitions within a date range or simply by status, such as all requisitions pending approval. Click Search.

**NOTE:** The **Status** field is defaulted to retrieve all pending requisitions for approval and the **Date From** and **Date To** default to the current day and previous seven days.

After the approver takes their desired action, the requisition requester will receive an email notification of the status of the requisition (approved, denied, hold,) and any comments that the approver entered.

Requisitions that are approved continue their workflow either to any additional approvers or to the Procurement Department for transition into Purchase Orders.
FIU Mobile Requisition Approvals

Users can approve requisitions through the FIU Mobile app or a browser on their mobile device. The FIU Mobile app can be downloaded through either Google Play or Apple App Store for free. If accessing PantherSoft Financials through a browser use http://myfs.fiu.edu.

Users must still login with their AD username and password as well as utilize the DUO two-factor authentication.
Approval View of Comments and Attachments

To view comments and/or attachments as an Approver, users can see them in the Requisition Approval Tile. Attachments or Comments may have been placed in either the Header or the Line level.

1. Navigate to the Manager Self Service homepage.

2. Click on the Requisition Approvals tile.
3. Search for the requisition and click the corresponding **Req ID** link.

![Manage Requisition Approvals](image)

4. For comments or attachments made at the line level, click on the **Comments** icon along the line.

![Manage Requisition Approvals](image)
5. Locate the desired attachment and click the **View** button. The attachment will then open through its associated application.

6. For comments or attachments at the Header level, click the **Header Comments** link within the **Requisition Approval** screen.
7. Locate the attached file and click the file name link.
Purchasing Document Status and Inquiry Pages

Each module has an “Inquiry” and or “View” option in which a user can drill down when doing budget research. Users can view encumbrances, payments, vouchers and even journals to help verify data.

Access to these pages is granted by FIU_ACCESS_001, which can be requested through the Access Request Form in PantherSoft Financials.

Requisition Inquiry

Requisition Inquiry allows users to verify/view the data included especially from reports or queries. It includes functionality that allows the user to research associated PO and Vouchers, ChartField strings attached. To view these screens users will need to have security Access Role 001. This can be requested via the Access Request Form within PantherSoft Financials.

1. Navigate using the NavBar to Main Menu>Purchasing>Requisitions>Review Requisition Information>Requisitions. Enter the Requisition ID including preceding zeroes and click OK.

2. The Requisitions Req Inquiry page appears. Any value highlighted in blue and underlined is a link that allows further drilldown to additional details. Click on Requisition number to drilldown to Requisition Details.
3. **Requisition Details** lists all the requisition line items entered for the requested good(s) or service(s). It shows the **Supplier ID** and name of the **Supplier**, and the **Merchandise Amount** which should match the amount associated to the **Requisition ID**.

Click on the **Schedule Details** icon on the far right of the grid to drilldown to “schedule details” and further to the “requisition distribution details.”

Click on the **More** tab, to view the Buyer ID and the category for the line item. (Category is associated to a general expense account, which defaults on the requisition line distribution.)

The **More** tab displays the procurement buyer’s panther ID number and the also the category code.
4. Scroll to the furthest right to see the **Schedule Details** icon. After clicking on the Schedule Details icon, another window appears. It includes the Ship To location, and a link to the Distribution details.

5. To drill down to the Requisition Distribution lines click on the **Distribution Details** icon. Distribution Information window appears showing ChartField used for expenses.
6. For information on the status of the requisition, click on the **Status** tab. “Y” in a column indicates that all the requisition lines have been sourced to a PO, received, and vouchered. “P” in a column indicates that some requisition lines, not all, have been processed. The “Y” and “P” are links that allow drilldown to the associated PO, Receipt and Voucher.

7. To return to search results click **Return**.
Purchase Order Inquiry

The Purchase Order Inquiry page provides all the header and line details associated to a PO.

To review the accumulated receiving, invoicing, and matching activity for the PO, see the Purchase Order Activity Summary section of this document.

Use the NavBar to navigate to Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders. Search by PO ID or any other available criteria to select a PO.

This page is organized into three sections.

A) Identifies the PO Status and Budget Status.

B) Header information includes supplier, buyer, total merchandise amount, and encumbrance balance.

C) Line information with details of each item on the PO. Further line details, including accounting details, are available through the Schedule icon.

TIP: This page can also be accessed by clicking the PO ID link on the Purchase Order Document Status Page.
Purchase Order Activity Summary

Accessible from the Header section of the Purchase Order Inquiry page, the Purchase Order Activity Summary allows you to review the accumulated activities for PO and individual lines including receipt, invoice, and matched amounts/quantities.

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Merchandise Amount</th>
<th>Merchandise Receipt</th>
<th>Merchandise Returned</th>
<th>Merchandise Invoice</th>
<th>Merchandise Matched</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000185053</td>
<td>118.35 USD</td>
<td>118.35 USD</td>
<td>0.00 USD</td>
<td>118.35 USD</td>
<td>118.35 USD</td>
</tr>
</tbody>
</table>

### Activity Summary

<table>
<thead>
<tr>
<th>Details</th>
<th>Receipt</th>
<th>Invoice</th>
<th>Matched</th>
<th>RIV</th>
<th>IP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Item Description</td>
<td>UOM</td>
<td>Manufacturer ID</td>
<td>Mfg Bus ID</td>
<td>OTIN</td>
</tr>
<tr>
<td>1</td>
<td>Lysol Disinfecting Wipes, Lmo</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>TUL(TM) Custom Note-Taking Sys</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Innovative Storage Desig Ns</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Office Depot(R) Brand Poly Pro</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ziploc Double Zipper Gall. Stor</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>DYM0R1 LT 81321 Black-On-Whit</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Post-IT(TM) Super Sticky Notes</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Fellowes Partition Addition C</td>
<td>EA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return to Search | Enter
Purchase Order Document Status

The Purchase Order Document Status page allows you to review any associated documents related to the PO including requisition, receipt, voucher, and payment details. This page is updated in real-time and reflects the most up-to-date information in PantherSoft Financials.

Use the NavBar to navigate to Main Menu > Purchasing > Purchase Orders > Review PO Information > Document Status. Search by PO ID or any other available criteria to select a PO.

A) PO>Statuses:
   - **Approved** = PO in process with Procurement
   - **Cancelled** = PO is cancelled.
   - **Compl** (Complete) = PO is paid and closed.
   - **Dispatched** = PO was sent to the supplier.
   - **Open** = PO has not been approved and is in process with Procurement

B) Procurement Buyer

C) The Associated Documents will include all requisitions, receipts, vouchers, and payments for the PO. Each of these also have their own Document Status pages, which are accessed through the Document Status icons at the end of each row.
Receipt Document Status

The Receipt Document Status page allows you to review any associated documents related to the receipt including purchase order, requisition, voucher (when matched), and payment details. This page is updated in real-time and reflects the most up-to-date information in PantherSoft Financials.

Use the Purchase Order Document Status page to navigate to the Receipt Document Status page by clicking the Document Status icon at the end of the voucher row.
Voucher Inquiry

The Voucher Inquiry page is used to review voucher details when the voucher ID may not be known or accessible. For example, a supplier may call to check the status of an invoice they sent Accounts Payable, but do not know the PO number.

1. Use the NavBar to navigate to Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

2. There are several available **Search Criteria** that may be used to search for a voucher. The most useful of these include:
   a. Invoice Number
   b. Purchase Order (PO) ID
   c. Supplier Name (use the lookup glass to identify the correct format of the supplier’s name)
   d. Amount
In the example, the supplier can provide their name as well as the invoice number. Using those available criteria, a voucher can be identified as what is shown below.

3. Use the **Actions** link to select either:
   a. **Voucher Details** that can provide PO and Receipt (if entered) information.

   ![Voucher Details](image)

   or

   b. **Payment Information** when a payment is made.

   ![Payment Information](image)
Payment Inquiry

The Payment Inquiry page is used to review payment details when a voucher ID or payment ID may not be known or accessible. For example, a department may need to check whether a supplier was paid, but do not know any information related to the PO, Voucher, or Invoice – just the supplier’s name and, perhaps, amount and date range.

1. Use the NavBar to navigate to **Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment**.

2. There are several available **Search Criteria** that may be used to search for a payment. The most useful of these include:

   a. Supplier Name (use the lookup glass to identify the correct format of the supplier’s name)
   b. Amount (some payments can have multiple vouchers)
   c. Payment Date (it is recommended to use a range of dates)
3. Some details of the corresponding payments are available in the results.

For example, a **Payment Status** of “Paid” and a **Reconciliation Status** of “Reconciled” indicates the payment was sent to and *cashed* by the supplier.

```
<table>
<thead>
<tr>
<th>Actions</th>
<th>Source</th>
<th>Payment Reference ID</th>
<th>Payment Method</th>
<th>Amount</th>
<th>Currency</th>
<th>Creation Date</th>
<th>Payment Date</th>
<th>Payment Status</th>
<th>Reconciliation Status</th>
<th>Reconcile Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VCHR</td>
<td>401112386</td>
<td>Electronic Funds Transfer</td>
<td>7,700.00</td>
<td>USD</td>
<td>12/17/2020</td>
<td>12/17/2020</td>
<td>Paid</td>
<td>Reconciled</td>
<td>01/04/2021</td>
</tr>
</tbody>
</table>
```

“Reconciled” means that the information received from the bank has been matched to the Actuals from the General Ledger.

Therefore, a payment with a **Payment Status** of “Paid” and **Reconciliation Status** of “Unreconciled” indicates that the payment was sent to the supplier, reflects as an Actuals on the General Ledger but has yet to be matched to bank data.

```
<table>
<thead>
<tr>
<th>Actions</th>
<th>Source</th>
<th>Payment Reference ID</th>
<th>Payment Method</th>
<th>Amount</th>
<th>Currency</th>
<th>Creation Date</th>
<th>Payment Date</th>
<th>Payment Status</th>
<th>Reconciliation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VCHR</td>
<td>10081636</td>
<td>System Check</td>
<td>10,300.00</td>
<td>USD</td>
<td>02/24/2022</td>
<td>02/24/2022</td>
<td>Paid</td>
<td>Unreconciled</td>
</tr>
</tbody>
</table>
```

For assistance with other Payment Statuses, contact [Disbursements](#).

Click the **Payment Reference ID** link for additional information.

The **Voucher ID** link on this page will open the Voucher Inquiry page.
Review Supplier Information

All vendors/suppliers must be registered with FIU and active in PantherSoft Financials to complete a requisition. For information on supplier registration please visit the Office of the Controller website - https://controller.fiu.edu/departments/procurement/procure/supplier-relationship/.

1. To confirm supplier information users can check PantherSoft Financials under the following navigation: Main Menu> Suppliers> Supplier Information> Add/Update> Review Suppliers

   If Supplier ID is not known, search by “Contains” and the Name. Different locations may be available per Supplier as well as their Effective Status.

2. After clicking Search, results will display at the bottom. Pay specific attention to Address/Location as well as Effective Status.
Viewing Pre-Encumbrance Activity

Further validation of a requisition’s pre-encumbrance balance and activity may be done via the Requisition Accounting Entries page.

1. Navigate to:
   
   **Main Menu > Purchasing > Requisitions > Review Requisition Information > Accounting Entries**

2. Ensure information is entered for the following fields: **Business Unit, From Req, To Req, Ledger Group, and GL Unit**.

   ![Image of the Accounting Entries page]

   **NOTE**: The **From Req** and **To Req** fields should match with the desired requisition ID. It is recommended users select “CC_DEP” as the **Ledger Group**.

3. Click the **OK** button.

   ![Image of the Accounting Entries page with Ledger Group set to CC_DEP]
4. On the **Accounting Entries** page, click the **Zoom Accounting Entries** icon to see all pre-encumbrance details for the requisition.

![Accounting Entries](image)

5. The **Requisition Accounting Entry** screen now shows the requisition’s pre-encumbrance history. Positive amounts in the **Monetary Amounts** column represent incurred pre-encumbrances, while negative (-) amounts in the same column represent released pre-encumbrances.

![Requisition Accounting Entry](image)

**NOTE:** In this example, the pre-encumbrance was released due to a requisition cancellation. Another reason users will see pre-encumbrances released is when it is sourced to a PO that has been budget checked.
### Useful Queries

- **FIU_ALL_OPENENC_PRE** - All Open Encumbrances or Reqs
- **FIU_REQ_ENTERED_BY** - Requisition list by Userid
- **FIU_PO_CATEGORY_LIST2** - PO Category List (Eff/Acct)
- **FIU_PO_DEPT_PYMT_SUPPLIER** - Total paid by a dept. by Category
- **FIU_PO_LIST_BY_SUPPLIER** - List of PO's Prompt by Supplier
- **FIU_PO_RECV_BY** - Receipts Entered By
- **FIU_PO_TO_SUPPLIER** - PO's Issued to a given Supplier