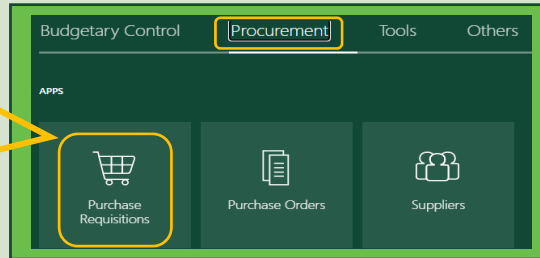


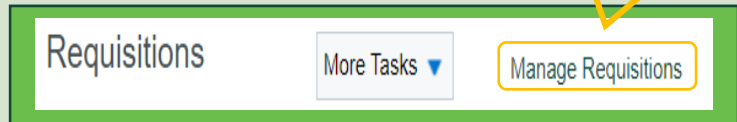
P2P: Life Cycle of a Requisition

This Quick Reference Guide shows how to use the **Life Cycle** feature to determine the status of the requisition, from processing to payment.

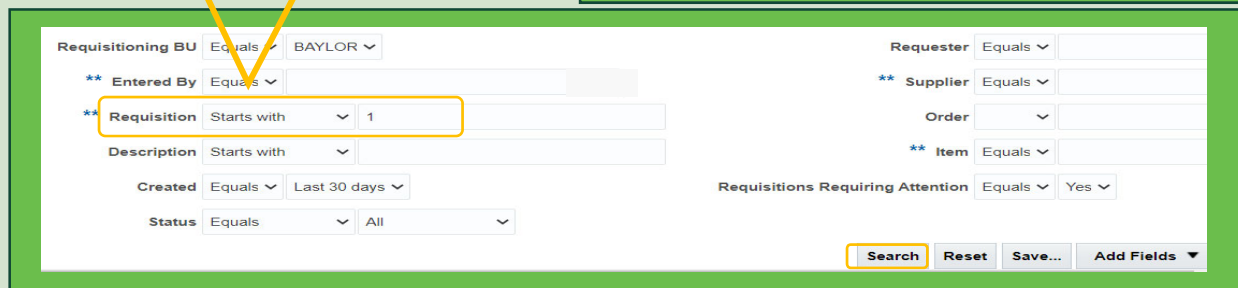
1 From the home page, click **Procurement**, then select **Purchase Requisitions**.



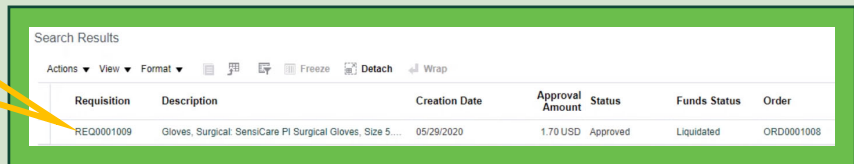
2 Select **Manage Requisitions**.



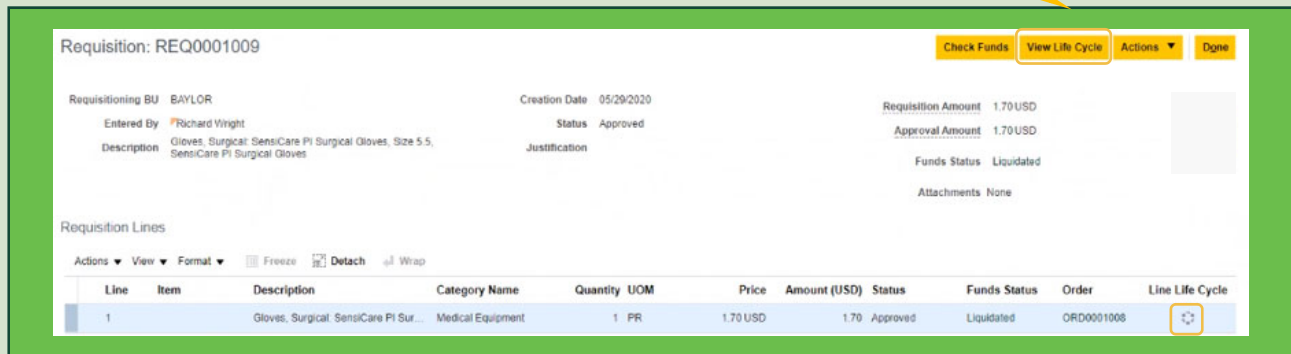
3 Search for the **Requisition** in question.



4 Click the **hyperlink** to open the requisition.



5 If the Requisition has only 1 line item, click the **View Life Cycle** tab in the top right corner of the page.



6 If the Requisition has more than 1 line item, highlight the line in question, then click the **Line Life Cycle** icon toward the right side of the page.

P2P: Life Cycle of a Requisition

7 The **Requisition Life Cycle** provides many avenues for additional information. The **Requisition Line** shows a Status. The **Order** section references the Purchase Order.

Requisition Life Cycle: REQ0001009 Done

Requisition Line

View Format Freeze Detach Wrap

Line	Item	Description	Category Name	Requester	Quantity UOM	Price	Amount (USD)	Status
1		Gloves, Surgical: Se...	Medical Equipment	Wright, Richard	1 PR	1.70 USD	1.70	Approved

Order

Procurement BU: BAYLOR
 Requisitioning BU: BAYLOR
 Purchase Order: **ORD0001008**
 Description:
 Open Date: 05/29/2020
 Total: 1.70 USD

Status: Closed for Invoicing
 Buyer: Mickey Cochran
 Supplier: Medline Industries Inc.

8 Scroll down to the **Invoices** section. The **Paid** and **Unpaid Amounts** are displayed for each invoice that has been received.

Invoices

View Format Freeze Detach Wrap

Invoice	Description	Invoice Date	Status	Invoice Total	Paid Amount	Unpaid Amount	Matched to Order Amount	Currency
1912644126		05/30/2020	Validated	14.45	14.45	0.00	1.70	USD

9 Additional invoice details are available via the Invoice **hyperlink**.

Invoice: 1912644126

Business Unit: BAYLOR
 Legal Entity Name: Baylor University
 Supplier or Party: Medline Industries Inc.
 Supplier Site: P/Phonchout
 Address: Dept 1080, PO Box 121080, Dallas, DallasTX 75312
 Invoice Date: 05/30/2020

Invoice Amount: 14.45 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: None

Lines Payments

10 Click the **Payments** tab to view all payments for the invoice.

11 Here you can see the funds have been **Reserved**.

12 The **Payments** screen provides: Payment Number, Status, Reconciled, Payment Date, Paid Amount, Address mailed to (if payment by check) and Payment Method.

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address
5000004	WF Outsourced Payment	Cleared	Yes	06/02/2020	14.45 USD	Dept 1080, PO Box 121080, Dallas, DallasTX 75312
14.45 USD						

Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	05/29/2020	14.45	0.00	Check Pay
		14.45	0.00	

Applied Prepayments

Number	Purchase Order	App
No applied prepayments.		