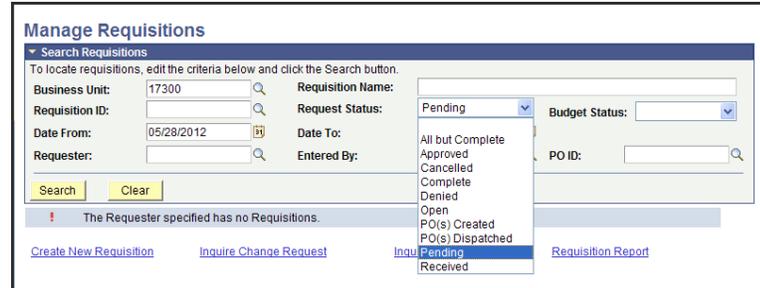


**Purpose of the Query:**

At the end of each fiscal year, agencies need to ensure that no requisitions are still sitting in a open/pending status. Agencies can see this information on-line by navigating to the eProcurement > Manage Requisitions page and filter by the “Request Status”:



This filters on the Requisition header status and will produce an on-line listing of all the Requisitions for your Business Unit that has the selected Requisition header status.

The on-line search will not identify all requisitions that have not sourced to a PO. For example, if a Requisition has four (4) lines but only one (1) of the four (4) lines successfully sources to a PO the Requisition header status changes to “PO Dispatched” even though there are three (3) requisition lines that have not sourced to a PO and need some kind of attention to move forward. In this case, the requisition more than likely can be found on the Sourcing Workbench.

Furthermore, this particular page does not allow users to export the results to an excel document.

**Query parameters:**

- **Budget Date** is less than the budget date entered
- **Requisition Header Status** is in the following list: Initial, Line Approved, Open, Pending or Preview. [Status’ not included are: Approved, Complete, Denied, Cancelled]
- **Requisition Line Status** is in the following list: Hold, Open or Pending Approval. [Status’ not included are: Approved, Closed, Denied, Canceled.]

<p>1.</p>	<p>Navigation: Reporting Tools &gt; Query &gt; Query Viewer Enter KS_PO_REQS_OPEN_PN DNG as the query name. Select the “Search” button. Select the “HTML” link:</p>	<p><b>Query Viewer</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name begins with KS_PO_PCRD_VCHR_DE</p> <p>Search Advanced Search</p> <p><b>Search Results</b></p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td></td> <td>KS_PO_PCRD_VCHR_DELETED</td> <td>Closed PCards with no Voucher</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table>	Query	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites		KS_PO_PCRD_VCHR_DELETED	Closed PCards with no Voucher	Public		HTML	Excel	Schedule	Favorite																																				
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<p>2.</p>	<p><b>Enter the Budget Date</b></p> <ul style="list-style-type: none"> <li><b>Budget Date:</b> [Example: For 2012 fiscal year end the user would enter 07/01/2012 to determine all requisitions/lines that need to be edited, approved, closed, canceled or denied before the start of Fiscal Year 2013.]</li> </ul> <p>Select the “View Results” button. Select the “Excel SpreadSheet” link.</p>	<p><b>KS_PO_REQS_OPEN_PNDNG - Open and Pending Requisitions</b></p> <p>Enter Business Unit: 55500 Enter Budget Date: 07/01/2012</p> <p>View Results</p> <p>Download results in: Excel Spreadsheet CSV Text File (30 kb)</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Requisition ID</th> <th>Requisition Status</th> <th>Line Number</th> <th>Vendor Name</th> <th>Item Description</th> <th>Line Status</th> <th>Budget Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1 58500</td> <td>0000002556</td> <td>Pending Approval</td> <td>1</td> <td>MORPHO TRUST USA INC</td> <td>All-In-One Driver's License Workstation Configure and Install Mission &amp; Andover</td> <td>Pending Approval</td> <td>01/03/2012</td> <td>100800.000</td> </tr> <tr> <td>2 58500</td> <td>0000002556</td> <td>Pending Approval</td> <td>2</td> <td>MORPHO TRUST USA INC</td> <td>DELL PE T310 Server &amp; Installation &amp; Configure of Mission &amp; Andover</td> <td>Pending Approval</td> <td>01/03/2012</td> <td>9440.000</td> </tr> <tr> <td>3 58500</td> <td>0000002556</td> <td>Pending Approval</td> <td>3</td> <td>MORPHO TRUST USA INC</td> <td>Contractual Service to add a new "V" Restriction code to DL Card 1</td> <td>Pending Approval</td> <td>01/03/2012</td> <td>15000.000</td> </tr> <tr> <td>4 58500</td> <td>0000002940</td> <td>Pending Approval</td> <td>1</td> <td>STAPLES CONTRACT &amp; COMMERCIAL INC</td> <td>Twin-Pocket Portfolios with Fasteners, Green, 10/Pk</td> <td>Pending Approval</td> <td>03/20/2012</td> <td>34.900</td> </tr> <tr> <td>5 58500</td> <td>0000002940</td> <td>Pending Approval</td> <td>2</td> <td>STAPLES CONTRACT &amp; COMMERCIAL INC</td> <td>Permanent ID Laser Labels, 2 Labels Per Sheet, White, 8 1/2 x 11 1/4</td> <td>Pending Approval</td> <td>03/20/2012</td> <td>235.920</td> </tr> </tbody> </table>	Business Unit	Requisition ID	Requisition Status	Line Number	Vendor Name	Item Description	Line Status	Budget Date	Amount	1 58500	0000002556	Pending Approval	1	MORPHO TRUST USA INC	All-In-One Driver's License Workstation Configure and Install Mission & Andover	Pending Approval	01/03/2012	100800.000	2 58500	0000002556	Pending Approval	2	MORPHO TRUST USA INC	DELL PE T310 Server & Installation & Configure of Mission & Andover	Pending Approval	01/03/2012	9440.000	3 58500	0000002556	Pending Approval	3	MORPHO TRUST USA INC	Contractual Service to add a new "V" Restriction code to DL Card 1	Pending Approval	01/03/2012	15000.000	4 58500	0000002940	Pending Approval	1	STAPLES CONTRACT & COMMERCIAL INC	Twin-Pocket Portfolios with Fasteners, Green, 10/Pk	Pending Approval	03/20/2012	34.900	5 58500	0000002940	Pending Approval	2	STAPLES CONTRACT & COMMERCIAL INC	Permanent ID Laser Labels, 2 Labels Per Sheet, White, 8 1/2 x 11 1/4	Pending Approval	03/20/2012	235.920
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