

Confirming Warehouse

7/6/18 6/8/18

7/6/18
(Purchasing)

7/9/18 6/22/18

7/13/18

7/2/18 6/15/18

requisitions to be closed or car

18-19 budget.

on charges to Budget.

First check run for 2018-19 is

REQUISITION LISTING YEAR-END PROCESS

File Action Activity Help

Search

Go Clear New Favorites

In Escape On-Line select Finance, Requisitions, Vendor Requisitions.

- In the "Order Location" field, enter your Site Location Code or select the down arrow to select your site.

Place your cursor in the "Status" field and select the down arrow. For year-end process it will be necessary to generate two separate lists. Once you have reviewed the first filtered list, go back and change the status to review the new filtered list.

Enter (or look up) an order location for requisitions to list.

Payment" to find reqs which may require invoices.

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

File Action Activity Help

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

PO #	Amount	Loc	Description	Vendor	Status
CHB17-003	2,000.00		INTC CAL CARD	TEVA/NS	Ready for Pay
CHB17-003	6,888.88		CANON COPIER	MELANIE	Ready for Pay
CHB17-003	2,170.00		CANON COPIER 2016-2017	MELANIE	Ready for Pay
CHB17-003	2,458.63		DUPLICATE CANON COPIER	MELANIE	Ready for Pay
CHB17-003	385.68				Ready for Pay
CHB17-003	972.00				Ready for Pay
CHB17-003					
P15-00625	1,382,258				Ready for
B15-00710	390.60				Ready for
P16-00895	372.00				Ready for
B16-00389	876.13		CAL CARD ACCT 3439 - STMT	TEVA S	Ready for
B16-00094	90,000.00		CUSTODIAL SUPPLIES	TEVA/NS	Ready for
R16-00672	2,835.44		ESL AND ABE PROGRAM SUP	TEVA S	Ready for
B16-00422					

reqs that need to be received on-line.

Please also review the following type of requisitions:

Once your list has been generated, open each

Confirming Betty Cash - Must send original receipts

requisition and verify the following:

- Invoices have been