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|-----------------------------------|----------------------------|
| SOP #: 4.2.3.1 | Area: Purchasing |
| Title: Using the Request Lifespan | Effective Date: 03-01-2016 |
| Version #: 1.0 | Revision Date: N/A |
| Approval Date: 02-25-2016 | Review Date: N/A |

Title: Using the Request Lifespan


Tracking requisitions is important, and serves as the “T” in [CAP-IT](#). You are able to track the progress of an order under **Manage Requisitions** using the **Request Lifespan**. The **Request Lifespan** is a tool to be used as a status bar that provides information about the progress of a requisition.

Tracking a Requisition Using the Request Lifespan

Once a requisition is created, it can be tracked using **Request Lifespan**. Follow the steps below to track the requisition.

1. Enter **EUID** and **Password**.
2. Click **Sign In**.

UNIVERSITY OF NORTH TEXAS SYSTEM



Enterprise Information System

The Enterprise Information System is the primary administrative information resource for the University of North Texas System.

This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

System Login

EUID (required)

Password (required)

Sign In

Trouble logging in?
[Activate my account](#)
[What's my EUID?](#)
[Reset my password](#)

Scheduled Maintenance
Service may be interrupted during these regular maintenance times:

- Tuesday 7:00 - 9:30 pm
- Thursday 7:00 - 9:30 pm
- Saturday 7:00 pm to noon
- Sunday

Web Browsers & Settings

Enterprise Information System (EIS) currently supports the following Web browsers and versions:

- Google Chrome 24
- Firefox 17
- Internet Explorer 11, 10, 9, and 8
- Safari 6

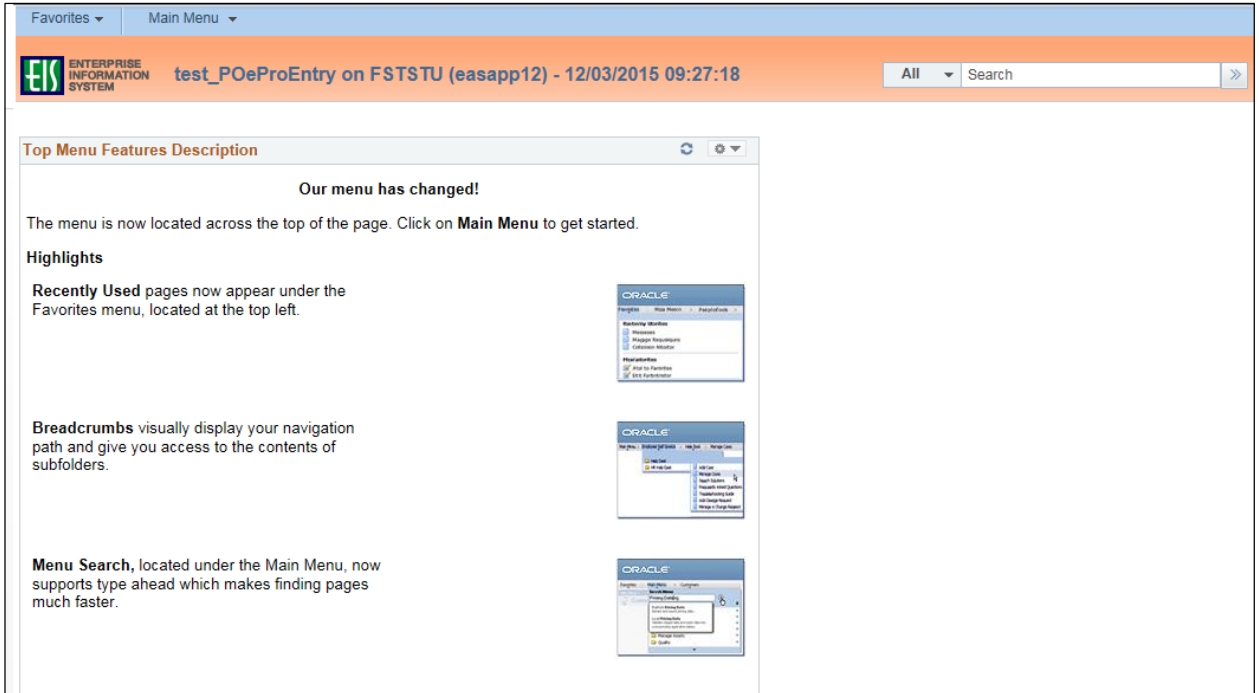
Note: Internet Explorer's Compatibility Mode is unsupported in EIS. Turn off this feature in Internet Explorer under Tools > Compatibility Mode Settings.

To use the Enterprise Information System, set your Web browser to allow JavaScript, accept cookies, and turn off popup blocking.

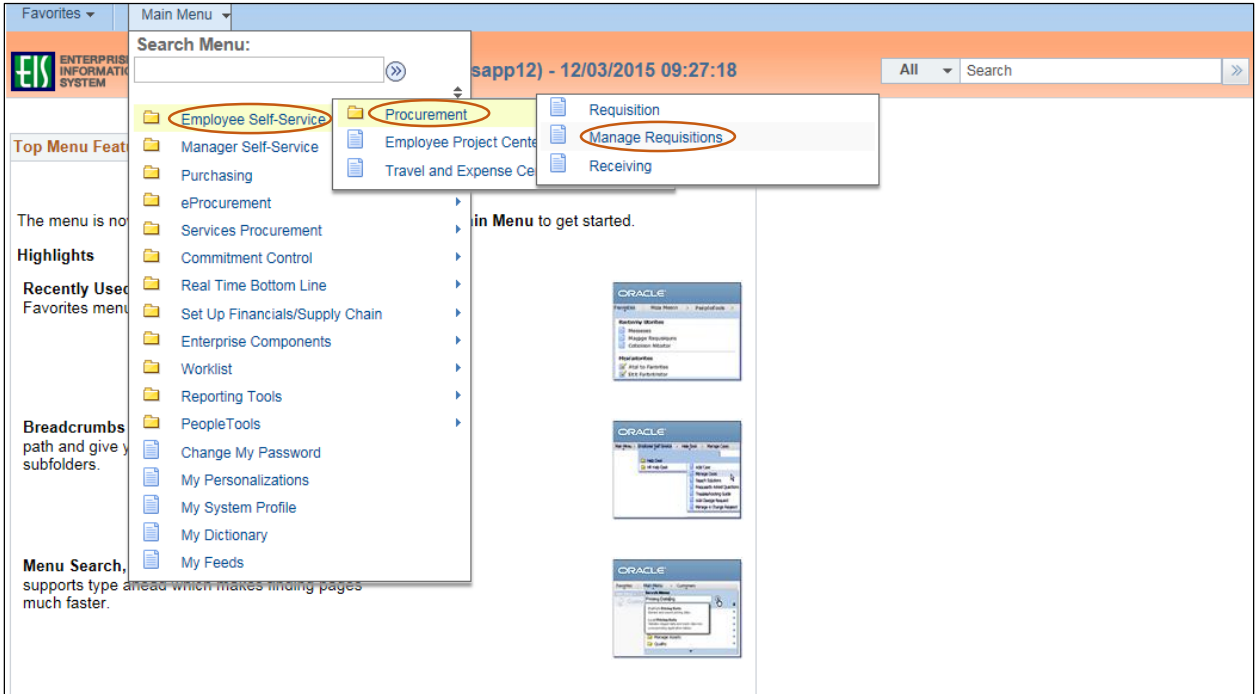
Some documents inside EIS are in PDF format and require the free [Adobe Reader](#) software to open.

[State of Texas](#) • [Statewide Search](#) • [Texas Homeland Security](#) • [Fraud Reporting](#) • [Public Information Act](#) • [Online Institutional Resumes](#)
[University of North Texas](#) • [UNT Health Science Center](#) • [University of North Texas Dallas](#) • [UNT Dallas College of Law](#)
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3. Click **Main Menu**.



4. Navigate to **Manage Requisitions** by clicking on Employee Self-Service>Procurement>Manage Requisitions.



- Enter the appropriate search date range into the **Date From** and **Date To** fields.
NOTE: Leaving the **Date From** and **Date To** fields blank will expand the search. Also, selecting an option from the **Request State** dropdown menu, or entering the purchase order number, including leading zeros, in the **PO ID** field will narrow the search.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SY769
 Requisition Name:
 Requisition ID:
 Date From: 12/16/2015
 Date To: 12/23/2015
 Requester: E15203
 Request State: All but Complete
 Budget Status:
 Entered By:
 PO ID:

Search Clear Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

| Req ID | Requisition Name | BU | Date | Request State | Budget | Total | | |
|-------------|----------------------------|-------|------------|---------------|-----------|--------------|-----------------|----|
| ▶ 000000115 | Computer for Professor ... | SY769 | 12/21/2015 | Open | Not Chk'd | 1,150.00 USD | [Select Action] | Go |
| ▶ 000000114 | Comment Test | SY769 | 12/18/2015 | Pending | Valid | 100.00 USD | [Select Action] | Go |
| ▶ 000000113 | Computer Desk for Dr. D... | SY769 | 12/18/2015 | Approved | Valid | 600.00 USD | [Select Action] | Go |
| ▶ 000000112 | Computer for Professor ... | SY769 | 12/18/2015 | Pending | Valid | 1,150.00 USD | [Select Action] | Go |

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

- Click the triangle icon ▶ next to the appropriate **Req ID** to open and view the **Request Lifespan** for the status of the requisition.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SY769
 Requisition Name:
 Requisition ID:
 Date From: 12/16/2015
 Date To: 12/23/2015
 Requester: E15203
 Request State: All but Complete
 Budget Status:
 Entered By:
 PO ID:

Search Clear Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

| Req ID | Requisition Name | BU | Date | Request State | Budget | Total | | |
|-------------|----------------------------|-------|------------|---------------|-----------|--------------|-----------------|----|
| ▶ 000000115 | Computer for Professor ... | SY769 | 12/21/2015 | Open | Not Chk'd | 1,150.00 USD | [Select Action] | Go |
| ▶ 000000114 | Comment Test | SY769 | 12/18/2015 | Pending | Valid | 100.00 USD | [Select Action] | Go |
| ▶ 000000113 | Computer Desk for Dr. D... | SY769 | 12/18/2015 | Approved | Valid | 600.00 USD | [Select Action] | Go |
| ▶ 000000112 | Computer for Professor ... | SY769 | 12/18/2015 | Pending | Valid | 1,150.00 USD | [Select Action] | Go |

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

7. Review the **Request Lifespan**.

Note: The icons that are lit up on the **Request Lifespan** can be clicked to view the status.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Procurement ▾

EIS ENTERPRISE INFORMATION SYSTEM **mmt0110 on FSTSTU (easapp12) - 01/21/2016 13:54:31** All ▾ Search >> Advanced Search

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit Requisition Name Requisition ID Request State Budget Status Date From Date To Requester Entered By PO ID

Requisitions ⓘ

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

| Req ID | Requisition Name | BU | Date | Request State | Budget | Total | |
|------------|----------------------------|-------|------------|---------------|--------|--------------|---|
| 0000000131 | Computer for Professor ... | SY769 | 01/19/2016 | Received | Valid | 1,150.00 USD | [Select Action] <input type="button" value="Go"/> |

Requester Business Services-Gen Entered By Thomas, Meesha Meoria Priority Medium
Pre-Encumbrance Balance Not Available

Request Lifespan:










Line Information Personalize | Find | | | First 1-2 of 2 Last

| Line | Description | Status | Price | Quantity | UOM | Supplier |
|------|-----------------------|----------|------------|----------|-----------|-----------------------|
| 1 | Dell Desktop Computer | Received | 1000.00000 | USD | 1.0000 EA | Summus Industries Inc |
| 2 | Dell Keyboard | Received | 150.00000 | USD | 1.0000 EA | Summus Industries Inc |

▶ 0000000130 server for professor SY769 01/19/2016 Pending Valid 6,000.00 USD [Select Action]

▶ 0000000129 computer for Dr. Davis SY769 01/14/2016 Pending Valid 2,000.00 USD [Select Action]

NOTE: The key below provides a definition for each **Request Lifespan** icon.

| | |
|--|---|
|  <p>Requisition</p> | Click the Requisition icon to review information about the requisition. |
|  <p>Approvals</p> | If Approvals is the only hyperlink lit up, then the requisition is still in the approval process. Click on the link to see where the requisition is in the approval workflow. |
|  <p>Inventory</p> | Not in use at this time. |
|  <p>Purchase Orders</p> | Click on the Purchase Orders hyperlink to view the front page of the purchase order as well as obtain the Purchase Order Number. |
|  <p>Change Request</p> | The Change Request hyperlink is lit up when a requisition has been modified to change a dispatched Purchase Order. |
|  <p>Receiving</p> | Click on the Receiving hyperlink to display the processed receipt for items in the requisition. |
|  <p>Returns</p> | Not in use at this time. |
|  <p>Invoice</p> | Invoice hyperlink is lit up when an invoice has been received and the payment cycle has begun. Click on the hyperlink for additional information. |
|  <p>Payment</p> | The Payment hyperlink is lit up when a payment has been made to the vendor. Click on the hyperlink for more information. |