



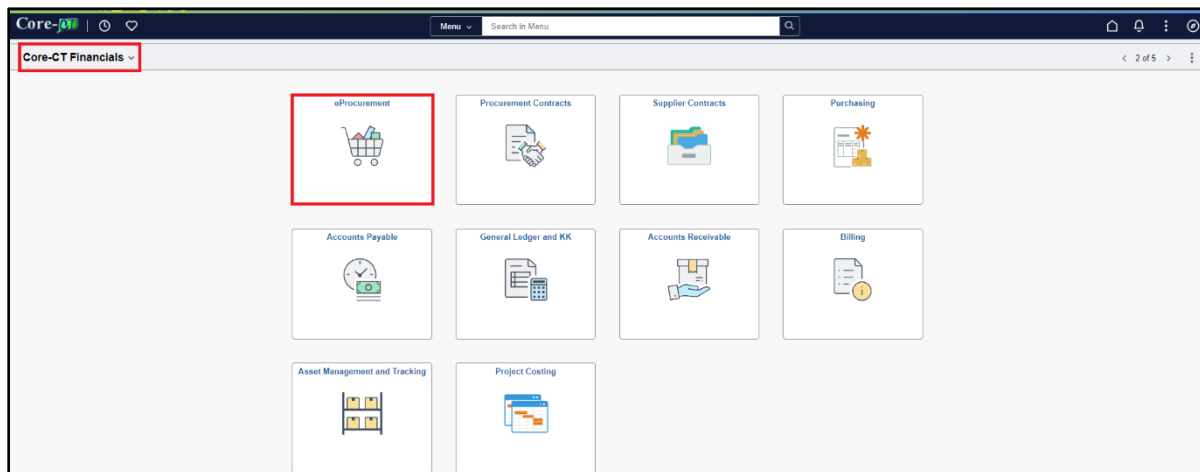
The Manage Requisitions page has been enhanced to display pre-encumbrance totals for requisitions that have been budget checked. The pre-encumbrance total is displayed until a PO is created and dispatched to the vendor and the funds are encumbered.

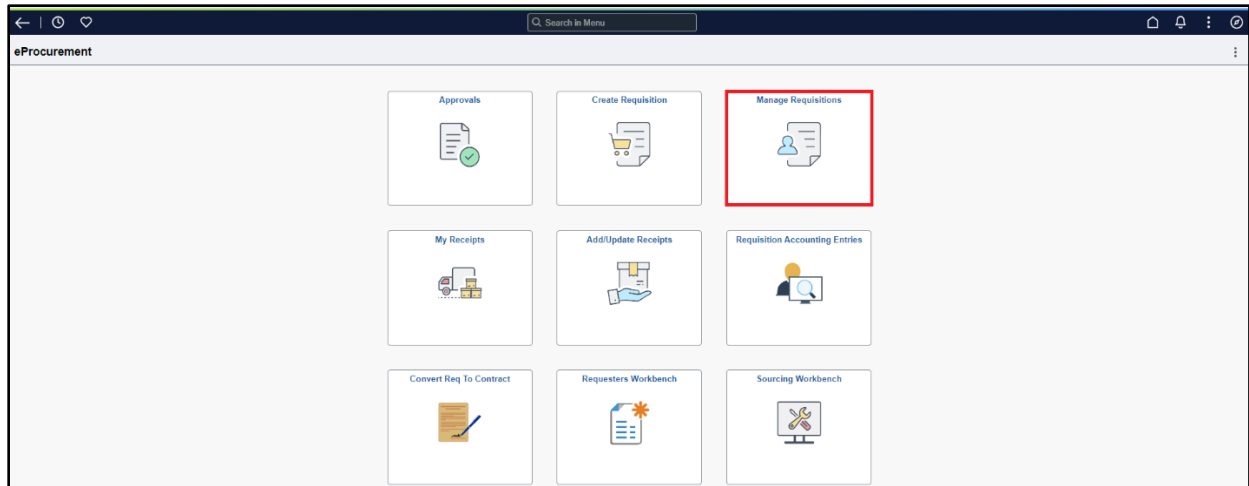
Navigation:

Select **Core-CT Financials**

Click **eProcurement** Tile

Click **Manage Requisitions** Tile





Users navigate to the **Manage Requisitions** page and search for the requisition to review.

Action %	Requisition Name %	Business Unit/Requisition ID %	Requisition Date %	Requester %	Name %	Request State %	Budget Status %	Total Amount %
⊙	28072 PCBU default NONPC on 5%	MHAM1.0000038373	04/12/2024		MHA-	Pending	Not Chk'd	59.00 USD
⊙	FINEPRO0137 STEP 10	MHAM1.0000038372	04/12/2024		MHA-	Pending	Not Chk'd	12.58 USD
⊙	FINEPRO0137 STEP 9	MHAM1.0000038371	04/12/2024		MHA-	Pending	Not Chk'd	34.00 USD
⊙	FINEPRO0137 STEP 8	MHAM1.0000038370	04/12/2024		MHA-	Pending	Not Chk'd	5.00 USD
⊙	FINEPRO0137 STEP 8	MHAM1.0000038369	04/12/2024		MHA-	Pending	Not Chk'd	13.00 USD
⊙	FINEPRO137 STEP 7	MHAM1.0000038368	04/12/2024		MHA-	Pending	Not Chk'd	10.00 USD
⊙	FINEPRO0137 STEP 7	MHAM1.0000038367	04/12/2024		MHA-	Pending	Not Chk'd	10.00 USD
⊙	FINEPRO0137 STEP 4	MHAM1.0000038366	04/12/2024		MHA-	Pending	Not Chk'd	14.00 USD
⊙	FINEPRO0137 STEP 3	MHAM1.0000038365	04/12/2024		MHA-	Pending	Not Chk'd	7.29 USD
⊙	FINEPRO0137 STEP 3	MHAM1.0000038364	04/12/2024		MHA-	Pending	Not Chk'd	6.95 USD
⊙	FINEPRO0137 CALC PRICE	MHAM1.0000038363	04/12/2024		MHA-	Pending	Not Chk'd	14.00 USD
⊙	TESTING SOURCING	MHAM1.0000038362	04/12/2024		MHA-	PO Partially Created	Valid	5.77 USD
⊙	xx	MHAM1.0000038361	04/10/2024		MHA-	Pending	Not Chk'd	67.30 USD

**Pre-Encumbrance Balance** only displays on requisitions that have been budget checked (Budget **Status = Valid**).



Click the expand triangle to view the **Pre- Encumbrance Balance**.  
Requisitions with the Status of **Approved**, **POs Created**, or **POs Partially Created** have positive balances.

**Details**

**Requisition Summary**

Requisition Name: TESTING SOURCING  
Business Unit: MHAM1  
Requisition ID: 0000038362  
Requisition Date: 04/12/2024  
Requester: MHA-  
Entered By: MHA-  
Budget Check Status: **Valid**  
Total Amount: 5.77 USD  
Request State: **PO Partially Created**  
Pre-Encumbrance Balance: **3.26 USD**

**Requisition Lifeline**

**Lines**

Item Image	Description	Item ID	Ship To	Line State	Quantity	UOM	Price	Total Amount	
	Line 1 - BIC CRISTAL STICK BALL POINT PENS MEDIUM POINT 1.0 MM RED INK	CM_2157_463588	0830000074	Approved	1	Dozen	3.26	3.26 USD	Cancel Line >
	Line 2 - BIC ROUND STIC BALLPOINT PENS MEDIUM POINT 1.0 MM BLACK INK	CM_2157_47987	0830000074	PO Created	1	Dozen	1.06	1.06 USD	Cancel Line >
	Line 3 - PAPER MATE WRITE BROS STICK BALLPOINT PENS MEDIUM POINT 1.0	CM_2157_3491361	0830000074	PO Created	1	Dozen	1.45	1.45 USD	Cancel Line >

Once a requisition has a status of **POs Dispatched** the pre-encumbrance balance becomes 0. Funds are encumbered on the PO.

**Details**

**Requisition Summary**

Requisition Name: TEST Suburban Punch out  
Business Unit: DASM1  
Requisition ID: 000008801  
Requisition Date: 03/06/2024  
Requester: DAS-  
Entered By: DAS-  
Budget Check Status: **Valid**  
Total Amount: 7.67 USD  
Request State: **PO(s) Dispatched**

**Requisition Lifeline**

**Lines**

Item Image	Description	Item ID	Ship To	Line State	Quantity	UOM	Price	Total Amount	
	Line 1 - Smead 1/3 Tab Cut Letter Recycled Hanging Fold...		0640000558	PO Dispatched	1	Box	7.67	7.67 USD	Cancel Line >