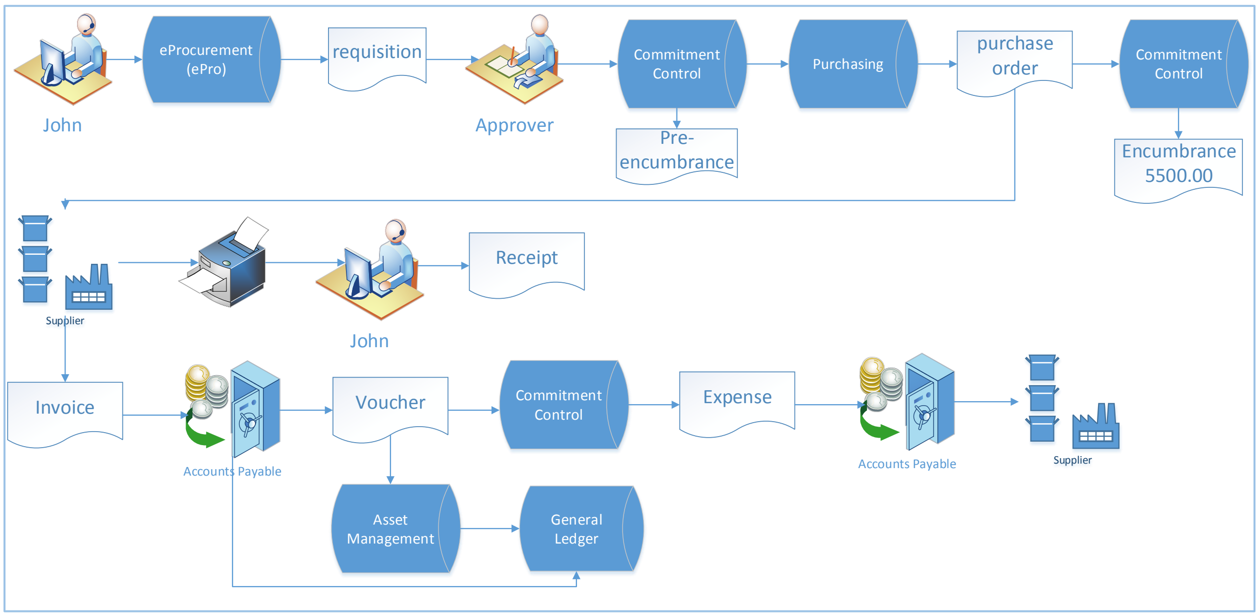
Introduction to Oracle PeopleSoft Financials
John Buys a Printer



1. John uses ePro to order a printer.
2. ePro creates a requisition, which is a request to order a particular item, in this case the printer.
3. A process called workflow automatically routes the requisition to approvers with the correct security.
4. Once John's purchase has been approved, Commitment Control budget checks to make sure that John's department has funds to pay for the printer.
5. Commitment Control creates what's called a pre-encumbrance. This means that Commitment Control reserves 5500.00 from John's department budget for this printer.
6. The requisition then goes to Purchasing. Purchasing creates a purchase order.
7. Once Purchasing creates a purchase order, Commitment Control liquidates the pre-encumbrance and creates an encumbrance.
8. Purchasing sends the purchase order to the supplier.
9. The supplier sends the printer to John and an invoice to Accounts Payable.

10. Accounts Payable receives the invoice and a receipt from John and creates a voucher.
11. The voucher is then budget checked. Commitment Control liquidates the encumbrance and charges the department budget for the expense.
12. Accounts Payable pays the supplier.
13. Because the printer is an asset, the information is sent to Asset Management so that the institution can track the printer in its inventory and depreciate the expense.
14. Accounts Payable and Asset Management record the transaction in the General Ledger.