











ADDY TIPS



Understanding the Req-to-Check Process

The Req-to-Check process is a graphical representation of the UCF Financials procurement process. It outlines the full procurement life cycle to include creating the requisition, the approval process, the creation of a purchase order, receipt of the item and final payment to the vendor.

Step	Process	Action
1.	 Requester	The requester begins the purchasing process by creating a requisition for goods, services or travel. The requester creates, budget checks and submits the requisition to workflow for departmental approval.
2.	 Requisition	Requisitions are documents created to procure goods, services or travel.
3.	 Budget Check	The budget-checking process determines whether funds exist to cover the cost of the purchase. Pre-Encumbrance is created and shows immediately on Budget Inquiry page and Budget Position Report (BPR). Reflects in the DataMart Encumbrance quadrant the next day.
4.	 Approver	Submitted requisitions are routed to the approving official or authorized signatory's worklist via workflow. The approver may also receive an email notification.
5.	 Approval	The approving official or authorized signatory reviews the requisition for accuracy and then approves the requisition. This individual must be in UCF Financials and listed on the Department Authorization List (DAL) as a Purchase Requisition Approver.
6.	 Purchase Order	The Division of Finance sources the requisition to a purchase order (PO). The PO is a document that details the goods or services to be acquired from a vendor. When the PO is signed, it becomes a binding agreement between UCF and the vendor.
7.	 Budget Check	The PO is budget checked and then dispatched to the vendor. Encumbrance is created. Pre-Encumbrance is received and shows immediately on the Budget Inquiry page and BPR. Reflects in the DataMart Encumbrance quadrant the next day.
8.	 Suppliers	After the vendor receives the purchase order (PO), the vendor ships the goods or performs the services.



ADDY TIPS



Step	Process	Action
9.	 Receipt	The requesting department's designated representative accepts the purchased goods from the vendor and enters a receipt.
10.	 Inspection	The designated representative for the requesting department inspects the goods, if required.
11.	 Voucher	Accounts Payable processes the invoice(s) for each voucher.
12.	 Budget Check	Accounts Payable budget checks the voucher and matches it against the PO and receipt. KK Expense is created. Encumbrance is received and shows immediately on Budget Inquiry page and BPR. Reflects in DataMart the next day.
13.	 Tagging Assets	The requesting department notifies Property of the arrival of an asset to coordinate tagging the item.
14.	 Voucher Posted	KK Expense remains the same since it was created when the voucher was budget checked. Journal is created, budget checked and posted. Actuals Expense is created and shows immediately on the BPR. Reflects in the DataMart Actuals quadrant the next day.
15.	 Payment	Pay cycles are processed generally twice a week, and electronic or paper check payments are sent to the Supplier. Accounts Payable processes the invoice(s) for each voucher.