

PO.060.150 – REVIEWING REQUISITION DOCUMENT STATUS

Purpose	To access the Requisition Document Status page to review the status of the requisition.
Description	This information is displayed on the Requisition Document Status page. In addition to status information, this page also contains a link to the accounting entries associated with the requisition.
Security Role	BOR_EP_INQUIRY
Dependencies/ Constraints	None
Additional Information	The available options on the page depends on the user's access.

Procedure

Below are step by step instructions on how to review the document status on a Requisition.

Step	Action
1.	Click the NavBar icon
2.	Click the Menu icon.
3.	Click the Purchasing link.
4.	Click the Requisitions link.
5.	Click the Review Requisition Information link.
6.	Click the Document Status link.
7.	Enter or search for the business unit in the Business Unit field.
8.	Enter or search for the requisition ID the Requisition ID field. The system navigates to the Document Status page.
9.	Click either the Show All button or View All link to see all documents associated with this requisition.

Step	Action
10.	<p>The following information can be found in the header:</p> <ul style="list-style-type: none"> • Business Unit • Document Date: the date the purchase order was created • Requester • Requisition ID • Status • Document Type • Merchandise Amount • Budget Status
11.	<p>The following icons represent different types of documents associated with the purchase order:</p> <ul style="list-style-type: none"> • Requisitions • Procurement Contracts • Purchase Orders • Receipts • Vouchers • Payments <p>Note: <i>The available documents to review on this page depends on the types of transactions that were created and associated with the requisition.</i></p>
12.	<p>Users can find the following information in the Associated Document section for each document:</p> <ul style="list-style-type: none"> • Document Type • Document ID: shows the document ID and contains a link to the associated document page. • Status • Document Date • Supplier ID • Location • Go To Document Inquiry Status icon: navigates users to the document status for that associated document. <p>Note: <i>A hyperlink will appear that will allow users to view the associated doc.</i></p>

Step	Action
13.	<p>Click the Related Info tab to view the following information:</p> <ul style="list-style-type: none"> • Document Type • Match Workbench: provides a link to the Matched Workbench page and shows matched vouchers associated with the purchase order. • Accounting Entries: provides a link to Voucher Accounting Entries page and shows associated accounting information. <p><i>Note: The Accounting Entries link appears only if the associated document has been posted, and if accounting entries exist for at least one of the associated documents that appear. If the document is posted and then unposted, the link does not appear.</i></p> <p><i>Note: This tab only appears if there are associated accounting entries with this requisition.</i></p>