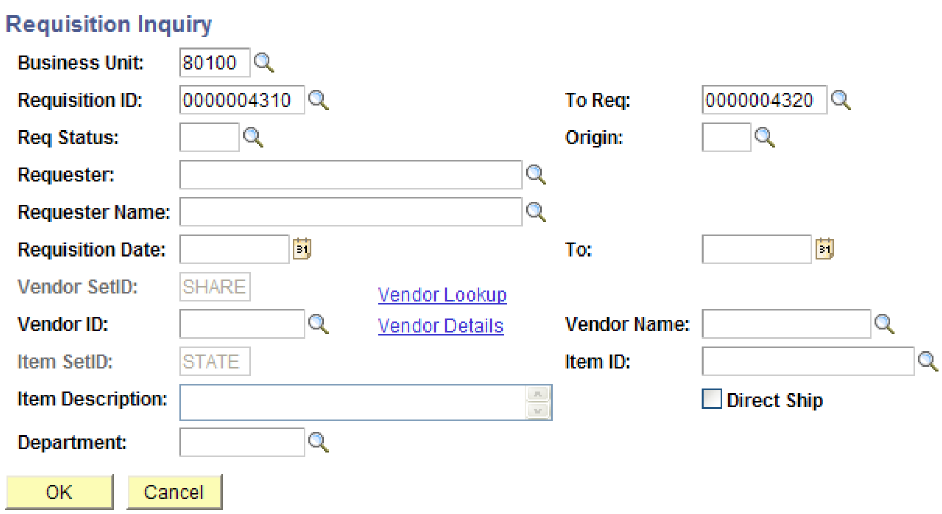
Requisition Inquiry Checklist

There is a way for requesters to see the status of their request for purchasing. The following navigation will bring you to the Requisition Inquiry screen.

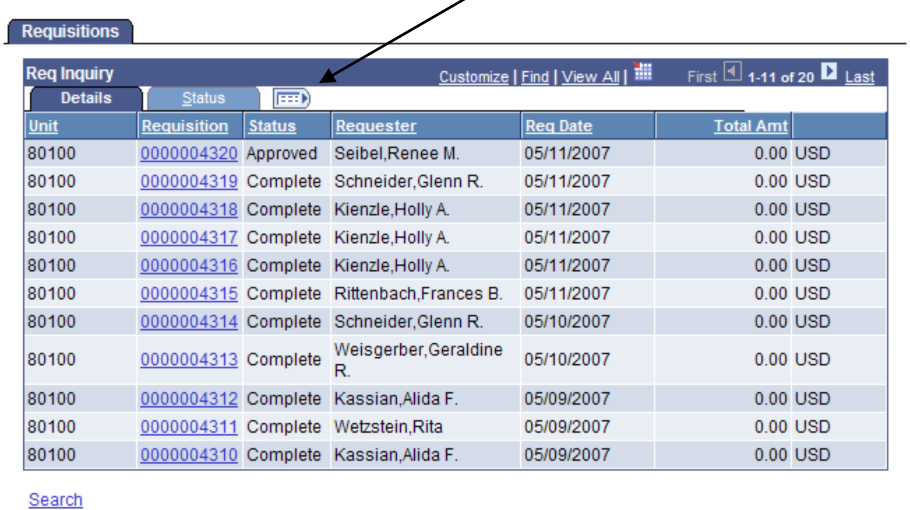
Navigation*: Purchasing > Requisitions > Review Requisition Information > Requisitions*

1. Your business unit should default in. You can fill in other fields to narrow your search:

   a. A specific requisition number or a range of numbers
   b. The requester's name from the look-up feature by 'Requester'
   c. Date range
   d. A specific vendor number
   e. Any other field of interest.


Requisition Inquiry
Business Unit: 80100
Requisition ID: 0000004310 To Req: 0000004320
Req Status: Origin:
Requester:
Requester Name:
Requisition Date: To:
Vendor SetID: SHARE Vendor Lookup
Vendor ID: Vendor Details Vendor Name:
Item SetID: STATE Item ID:
Item Description: Direct Ship
Department:
OK Cancel

2. Click OK. The screen below shows the results from searching on a range of requisition numbers. Click on the "Expand All" icon to see more information.


Requisitions
Req Inquiry Customize | Find | View All | First 1-11 of 20 Last
Details Status

Unit	Requisition	Status	Requester	Req Date	Total Amt	
80100	0000004320	Approved	Seibel,Renee M.	05/11/2007	0.00	USD
80100	0000004319	Complete	Schneider,Glenn R.	05/11/2007	0.00	USD
80100	0000004318	Complete	Kienzle,Holly A.	05/11/2007	0.00	USD
80100	0000004317	Complete	Kienzle,Holly A.	05/11/2007	0.00	USD
80100	0000004316	Complete	Kienzle,Holly A.	05/11/2007	0.00	USD
80100	0000004315	Complete	Rittenbach,Frances B.	05/11/2007	0.00	USD
80100	0000004314	Complete	Schneider,Glenn R.	05/10/2007	0.00	USD
80100	0000004313	Complete	Weisgerber,Geraldine R.	05/10/2007	0.00	USD
80100	0000004312	Complete	Kassian,Alida F.	05/09/2007	0.00	USD
80100	0000004311	Complete	Wetzstein,Rita	05/09/2007	0.00	USD
80100	0000004310	Complete	Kassian,Alida F.	05/09/2007	0.00	USD

Search

3. Once you have expanded the fields, you can see where each requisition was brought into a PO, received, and/or paid on a voucher.

Requisitions

Req Inquiry — Customize | Find | View All | First 1-11 of 20 Last

Unit	Requisition	Status	Requester	Req Date	Total Amt		Change Order	On PO	Received	On MSR	On Voucher	Document Status	Approval History		
80100	3181	Cancelled	Kadrmas,Verna A.	09/11/2007	0.00	USD									
80100	3011	Cancelled	Kadrmas,Verna A.	07/18/2007	0.00	USD									
80100	0000005217	Approved	Schneider,Glenn R.	12/31/2007	35.00	USD		Y	Y		Y				
80100	0000005216	Approved	Botz,Gladys E.	12/31/2007	590.60	USD		Y							
80100	0000005215	Approved	Schneider,Glenn R.	12/28/2007	3.80	USD		Y	Y						
80100	0000005214	Approved	Fryhling,Carl R	12/27/2007	77.88	USD		P	P		P				
80100	0000005213	Approved	Hogue,Mary A.	12/27/2007	0.00	USD		Y	Y		Y				
80100	0000005212	Approved	Hogue,Mary A.	12/27/2007	0.00	USD		Y							
80100	0000005211	Approved	Hogue,Mary A.	12/26/2007	0.00	USD		Y	Y		P				
80100	0000005210	Approved	Fryhling,Carl R	12/24/2007	7.00	USD		Y	Y		Y				
80100	0000005209	Approved	Monroe ,Jean A .	12/21/2007	138.12	USD		Y	Y		Y				

4. The ‘Status’ column shows the requisitions that have been approved, completed (closed), or cancelled.

5. There are columns that show whether or not the requisition was processed further. This is a quick view of which step in the process your requisition is in.

    a. The “Y” means the requisition was fully received, vouchered, etc.

    b. A “P” means that the requisition was <u>partially</u> received, paid, etc.

    c. If these columns would be blank, that means that the requisition was not brought into a PO, receipt, and/or voucher.

6. The Approval History icon to the far right of the screen shows who the original approver of the requisition was and from which division/office they belong to.

7. If there are no comments, the white callout symbol will be blank. If there are comments, they will show up under this icon .