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.

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.
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.

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 partially 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 🎨.