WHERE IS MY REQUISITION NOW??

Once a req has been entered, it has to go through 2 approval processes before it gets to purchasing –

Amount Approval – done by the budget manager or the origin code you have assigned to the req.

Chartfield Approval – done by Fiscal Services

The above 2 processes must happen for the req to be in “Approved” status. It is available to purchasing to convert to a PO.

TO CHECK WHETHER YOUR REQ HAS BEEN TURNED INTO A PO OR WHERE IT IS IN THE PROCESS:

Pull up the req by navigating to the following:

Main Menu>Purchasing>Requisitions>Add/Update Requisitions

Find an Existing Value

Enter the req number & click “Search”

Click on the “Document Status” link
The above screen shows a Document Type “PO” with an associated DOC ID which is the PO number.

It also shows a voucher and a payment.

Depending on where the req is in the process, the above screen will list none to all of the above items.

If there is no information on this screen, this req has not yet been converted to a PO.