



## Perform a requisition inquiry



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# Perform a Requisition Inquiry

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
This Requisition Status Inquiry page is used to view the status of each item included on a specific requisition or purchase order without a contract. The Requisition Status Inquiry page can be accessed from two menus:


- For the current year, click Requisition Status Inquiry from the Inquiry menu.
- For next year, click Requisition Status Inquiry from the Next Year menu.

The page consists of the following three grids:

- The top grid displays requisitions or purchase orders.
- The middle grid displays items included on the requisition.
- The bottom grid displays a list of the approvers in the sequence of their approval.

**Note:** If **Global Access** is selected, the user can perform inquiries on the status of all requisition accounts.

<b>Retrieve a record.</b>	The <b>From</b> and <b>To Date</b> fields default to your current fiscal year.	
	<b>TIP:</b> Use the following fields to narrow your inquiry search. For example, you can perform a search on a specific requisition <b>Status</b> to only display a list of requisitions with the selected status. By narrowing your search parameters, you can avoid retrieving large amounts of data in a single instance.	
	<b>Req Nbr</b>	Type the requisition number to be retrieved.
	<b>PO Nbr</b>	Type the purchase order number to be retrieved. Leading zeros are not required. However, if the purchase order number is alphanumeric, the field is not zero-filled.
	<b>Contr Type</b>	Click  to select a contract type.
	<b>From Date</b>	Type the beginning search date in the MMDDYYYY format.
	<b>To Date</b>	Type the ending search date in the MMDDYYYY format.  <b>Note:</b> The <b>Date Requested</b> is the date considered when using the From Date and To Date parameters.
	<b>Status</b>	Click  to select a status to be included in the search.
	<b>Vendor Number</b>	Type the vendor number.
	<b>Vendor Name</b>	Type the vendor name.
	<b>Requestor Name</b>	Type the requestor name.
<b>Bid Category</b>	Type the bid category code.	
Click <b>Retrieve</b> . Requisitions and purchase orders that you have submitted but that have not been received are displayed in the three grids.		

In the top grid, click  to inquire about the selected requisition. The requisition information from the [Create/Modify Requisition](#) page is displayed.

Field	Description
<b>Status</b>	The current status of the requisition is displayed.  If the status is <b>Pending to be approved</b> , the requisition is not yet a purchase order.  If the status is <b>Approved</b> , the <b>PO Nbr</b> field is populated with the assigned purchase order number.

Note: Unless permission is granted, Purchasing will not allow users to go over budget. If a user attempts to submit a requisition for more than the available amount, a message is displayed informing them of the issue and the requisition is not submitted. You can save the requisition until a budget amendment is done to increase the account or a different account is used.