



## Perform a requisition inquiry



# Table of Contents

**Perform a requisition inquiry** ..... i



[Purchasing > Inquiry > Requisition Status Inquiry](#)

Use this page 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 <input type="button" value="v"/> 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 <input type="button" value="v"/> 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.		

[Image](#)

Inquiry > Requisition Status Inquiry SessionTimer: 238 min and 28 sec REQ4000 County/Distr

Req Nbr:  PO Nbr:  From Date:  To Date:

Status:  Vendor Number:  Vendor Name:  Requestor Name:  Bid Category:

**Requisition Information**


Details	Req Nbr	PO Nbr	Requestor	Date Requested	Campus/Dept	Vendor Nbr	Vendor Name	Bid Category	Amount	Status	Req Per	Priority	Reason	Originator	Vendor Notes	Comments	Documents
	007385		Moreno, Elizabeth	08-30-2018	005 - 005 Alt. School 09-12	03940	OFFICE DEPOT		32.00	Pending to be approved	06	Regular	Office Supplies	Moreno, Elizabeth			

Requisition Nbr: 007385

Note	Accounts	Item	Item Apprvl Stat	Item Recv Stat	Catalog Nbr	Description	Unit of Issue	Unit Price	Quantity	Sub Total	Discount %	Discount Amount	Freight Elig	Freight %	Freight Amt	Total
	Accounts	001	Approved	N/A	5555	Pens	BN - Bulk	8.00000	2.00	16.00	0.00%	0.00	Y	0.00%	0.00	16.00
	Accounts	002	Approved	N/A	6666	Pencils	BN - Bulk	8.00000	2.00	16.00	0.00%	0.00	Y	0.00%	0.00	16.00
<b>Total:</b>															<b>0.00</b>	<b>32.00</b>

**Approval Path**

Sequence	Approval User	Title	Alternate User	Print name	Status	Date
1	Elizabeth Moreno	UNDEFINED			Y Submitted	09-06-2018
2	Liz Mo	UNDEFINED			N Pending	
3	BRENDA ANN BRUNSON	ACCOUNTING CLERK	AARON LEWIS AARON		N Pending	

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