



Perform a requisition inquiry

Table of Contents

[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.

Retrieve a record	The From and To Date fields default to your current fiscal year. TIP: Use the following fields to narrow your inquiry search. For example, you can perform a search on a specific requisition Status 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.	
	Req Nbr	Type the requisition number to be retrieved.
	PO Nbr	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.
	Contr Type	Click <input type="button" value="v"/> to select a contract type.
	From Date	Type the beginning search date in the MMDDYYYY format.
	To Date	Type the ending search date in the MMDDYYYY format. Note: The Date Requested is the date considered when using the From Date and To Date parameters.
	Status	Click <input type="button" value="v"/> to select a status to be included in the search.
	Vendor Number	Type the vendor number.
	Vendor Name	Type the vendor name.
	Requestor Name	Type the requestor name.
	Bid Category	Type the bid category code.
Click Retrieve . Requisitions and purchase orders that you have submitted but that have not been received are displayed in the three grids.		

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

Req Nbr: 007385 PO Nbr: From Date: To Date: Status: P - Pending to Vendor Number: Vendor Name: Requestor Name: Bid Category: Retrieve Print

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
															Total:	0.00 32.00

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



Back Cover