Requisition Status Inquiry - REQ4000

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Purchasing > Inquiry > Requisition Status Inquiry

This 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 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.

Perform a requisition inquiry:

<table>
<tr>
<td>Retrieve a record.</td>
<td>Search for 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.
<table>
<tr><td>Req Nbr</td><td>Type the requisition number to be retrieved.</td></tr>
<tr><td>PO Nbr</td><td>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.</td></tr>
<tr><td>Contr Type</td><td>Click to select a contract type.</td></tr>
<tr><td>From Date</td><td>Type the beginning search date in the MMDDYYYY format.</td></tr>
<tr><td>To Date</td><td>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.</td></tr>
<tr><td>Status</td><td>Click to select a status to be included in the search.</td></tr>
<tr><td>Vendor Number</td><td>Type the vendor number.</td></tr>
<tr><td>Vendor Name</td><td>Type the vendor name.</td></tr>
<tr><td>Requestor Name</td><td>Type the requestor name.</td></tr>
<tr><td>Bid Category</td><td>Type the bid category code.</td></tr>
</table>
Click Retrieve. Requisitions and purchase orders that you have submitted but that have not been received are displayed in the three grids.</td>
</tr>
</table>

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	The current status of the requisition is displayed.

The middle grid displays each item included in the requisition.

Accounts	Click to view details of the account associated with the individual item.
Item	The item number from the list of items on the requisition is displayed.
Item Apprvl Stat	The current status of the requisition is displayed.
Item Recv Stat	The current status of the requisition is displayed.
Catalog Nbr	The catalog number for the item is displayed.
Description	The name of the item is displayed.
Unit of Issue	The unit size for each item is displayed.
Unit Price	The price per unit for each item is displayed.
Quantity	The quantity per line item is displayed.
Sub Total	The subtotal per line item is displayed.
Discount %	The discount percentage per item is displayed.
Discount Amt	The discount dollar amount per item is displayed.
Freight Elig	The amount of eligible freight per item is displayed.
Freight %	The percentage of freight per item is displayed.
Freight Amt	The total freight amount per item is displayed.
Total	The total dollar amount per line item is displayed.

The bottom grid displays the list of approvers for the requisition and the requisition originator (sequence 0).

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Vendor Notes	Add or view a vendor note. Click to add or view vendor notes. A Vendor Notes window is displayed. If there is a paper clip next to the **Vendor Notes** button, a requisition vendor note exists. In the Vendor Notes window, type the note to be printed on the purchase order for the vendor to view. **Notes**: If you are using a preprinted purchase order form, the text displayed on the purchase order is limited to one line that is approximately three inches in length. If you are not using a preprinted purchase order form, the text displayed on the purchase order is limited to three lines that are approximately three inches in length. Use the scale above the text to measure the length of the note. Click **OK** to save the vendor note and close the window. Click **Cancel** to close the window without saving the note.

Comments	Add comments to the requisition. Click to add or view requisitions comments. These comments are displayed on the District copy of the purchase order. A Requisition Comments window is displayed. If there is a paper clip icon next to the **Comments** button, a requisition comment exists. In the Requisition Comments window, type comments about the requisition. Click **OK** to save the requisition comment and close the window. Click **Cancel** to close the window without saving the comment.
Print	Print requisition details. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Documents	View or attach supporting documentation.


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