

## Req Doc Status Inquiry Page

You can use this page to locate the following information:

- Requisition Status
- Budget Status
- Requester Name
- Document ID's for Purchase Order, Voucher, and Payment

What you do	What happens																																																	
<p>1. From the main menu, choose: <b>Purchasing</b></p> <p>Click the <b><u>Review Requisition Information</u></b> link</p> <p>Click the <b><u>Document Status</u></b> link</p>	<p>The Requisition Document Status Search page displays.</p> <p><b>Requisition Document Status</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Business Unit: [=] AKRON</p> <p>Requisition ID: [begins with]</p> <p>Requisition Status: [=]</p> <p>Requisition Date: [=] [B]</p> <p>Origin: [begins with]</p> <p>Requester: [begins with]</p> <p>Description: [begins with]</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p>																																																	
<p>2. Fill in search criteria.</p> <p><b>Business Unit:</b> AKRON. <b>Requisition ID:</b> Use the operator of “=” or “begins with” if you are entering the full requisition ID. Use the operator of “contains” to enter just the last digits (minus the zeros). <b>Requisition Date:</b> Date requisition was entered. You can use the Choose a Date button to display a calendar. <b>Requester:</b> User ID. You can use the <b>Look up</b> button to return search results. This is the ID that you use to log on to PeopleSoft.</p>	<p>The search results will display.</p> <p><b>Requisition Document Status</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Business Unit: [=] AKRON</p> <p>Requisition ID: [begins with]</p> <p>Requisition Status: [=]</p> <p>Requisition Date: [=] [B]</p> <p>Origin: [begins with]</p> <p>Requester: [begins with] TRAIN</p> <p>Description: [begins with]</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> <p><b>Search Results</b> View All First 1-6 of 6 Last</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Requisition ID</th> <th>Requisition Status</th> <th>Requisition Date</th> <th>Origin</th> <th>Requester</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>AKRON</td> <td>0000037414</td> <td>Approved</td> <td>10/25/2006</td> <td>ONL TRAIN01</td> <td>Instructor,Suzie</td> <td></td> </tr> <tr> <td>AKRON</td> <td>0000037413</td> <td>Approved</td> <td>10/25/2006</td> <td>ONL TRAIN01</td> <td>Instructor,Suzie</td> <td></td> </tr> <tr> <td>AKRON</td> <td>0000037412</td> <td>Approved</td> <td>10/23/2006</td> <td>ONL TRAIN01</td> <td>Instructor,Suzie</td> <td></td> </tr> <tr> <td>AKRON</td> <td>0000037410</td> <td>Approved</td> <td>10/19/2006</td> <td>ONL TRAIN01</td> <td>Instructor,Suzie</td> <td></td> </tr> <tr> <td>AKRON</td> <td>0000037409</td> <td>Approved</td> <td>10/19/2006</td> <td>ONL TRAIN01</td> <td>Instructor,Suzie</td> <td></td> </tr> <tr> <td>AKRON</td> <td>0000037408</td> <td>Approved</td> <td>10/18/2006</td> <td>ONL TRAIN01</td> <td>Instructor,Suzie</td> <td></td> </tr> </tbody> </table>	Business Unit	Requisition ID	Requisition Status	Requisition Date	Origin	Requester	Description	AKRON	0000037414	Approved	10/25/2006	ONL TRAIN01	Instructor,Suzie		AKRON	0000037413	Approved	10/25/2006	ONL TRAIN01	Instructor,Suzie		AKRON	0000037412	Approved	10/23/2006	ONL TRAIN01	Instructor,Suzie		AKRON	0000037410	Approved	10/19/2006	ONL TRAIN01	Instructor,Suzie		AKRON	0000037409	Approved	10/19/2006	ONL TRAIN01	Instructor,Suzie		AKRON	0000037408	Approved	10/18/2006	ONL TRAIN01	Instructor,Suzie	
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<p>3. Click on the <b>Search</b> button.</p>																																																		

What you do	What happens
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4. Locate the requisition and click on any links for the requisition you want to inquire about.

The Req Doc Status page displays.

PeopleSoft. Home

Req DOC Status

Business Unit: AKRON      Req ID: [0000018933](#)      Status: Approved

Document Date: 09/17/2004      Document Type: Requisition      Budget Status: Valid

Currency: USD      Amount: 2.00

Requester: Roth, Andy

Associated Document Customize | Find | View All | First 1 of 1 Last

Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
AKRON	<a href="#">0000024583</a>	PO	Dispatched	09/17/2004	0000000019	MAIN OFFICE

Return to Search    Next in List    Previous in List

5. On this page you can find the following information:
  - Requisition Status (Approved, Denied, Recycled, Pending Approval, Canceled, Complete)
  - Budget Status (Valid, Not Chk'd, Error)
  - Requester
  - Document ID's for Purchase Order, Receipt, Voucher, and Payment

Click on the **DOC ID** link to view the Purchase Order, Receipt, Voucher or Payment. A new page will display with the requested document's information.

The Purchase Order must have a status of Dispatched to be considered a legal commitment by the University to purchase the requested items.