|  |  |
| --- | --- |
| Security Role | **BOR\_EP\_INQUIRY** |
| Responsibility/Role |  |
| File Name |  |
| Version |  |
| Document Generation Date | **12/14/2010** |
| Date Modified | **12/14/2010** |
| Last Changed by |  |
| Status |  |

## PO.060.110 - Reviewing Requisition Activity

#### Trigger:

#### Concept

This topic demonstrates how to review requisition activity. The Requisition Inquiry pages provide information of summary and detail activity for a requisition and its associate documents, such as POs, Receipts, and Vouchers. This includes information regarding shipping, distribution, approvals, and comments.

**Topic Objectives:**

Upon completion of this topic, you will be able to:

- Identify the types of information found on the Requisition Inquiry pages.

- Review requisition activity.

|  |
| --- |
| Assumptions |
|  |

|  |
| --- |
| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, imagine that you need to review the activity for Requisition 0000024518. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Purchasing** link. |
|  | Click the **Requisitions** link. |
|  | Click the **Review Requisition Information** link. |
|  | Click the **Requisitions** link. |
|  | Enter "**0000024518**" in the **Requisition ID** field. |
|  | Click the **OK** button. |
|  | These pages provide information of summary and detail activity for a Requisition and its associated documents like POs, Receipts and Vouchers. |
|  | Click the **Requisition** link. |
|  | Click the **More** tab. |
|  | Click the **Collapse (Ctrl+Y) Menu** button. |
|  | Click the **Details** tab. |
|  | Click the **Line Comments** button. |
|  | Click the **OK** button. |
|  | Click the **Schedule Details** button. |
|  | Click an entry in the **Ship To** column. |
|  | Click the **OK** button. |
|  | Click the **Distrib Details Display** button. |
|  | Click the **More** tab. |
|  | Click the **Asset Information** tab. |
|  | Click the **Return** button. |
|  | Click the **Return** button. |
|  | Click the **Return** button. |
|  | Click the **Status** tab. |
|  | Click an entry in the **On PO** column. |
|  | Click the **More** tab. |
|  | Click the **Return** button. |
|  | Click an entry in the **Received** column. |
|  | Click the **Return** button. |
|  | Click an entry in the **On Voucher** column. |
|  | Click the **Return** button. |
|  | Click the **Approval History** button. |
|  | Click the **OK** button. |
|  | Click the **Comments** button. |
|  | Click the **OK** button. |
|  | Congratulations. You have just completed the **Reviewing Requisition Activity** topic. Below is a summary of the key concepts of this lesson:  - Requisition activity can be viewed through the Requisition Inquiry pages.  - You can find summary and detail information for a requisition and its associate documents, such as POs, Receipts, and Vouchers by reviewing the Requisition Inquiry pages.  **End of Procedure.** |