|  |  |
| --- | --- |
| 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.060.150 - Reviewing Requisition Document Status

#### Trigger:

#### Concept

This topic demonstrates how to review Requisition Document Status. All documents associated with a requisition appear on the Requisition Document Status page. The document types include Purchase Order, Receipt, Contract, and Voucher. Payment may also appear depending on the transaction. The status of the document is also displayed on the page.

**Topic Objectives:**

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

- Identify what types of documents appear may appear on the Requisition Document Status page.

- Review Requisition Document Status.

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

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

#### Additional Information

#### Procedure

For this topic, imagine that you need to see all the documents created for Requisition 0000024518 and their status. 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 **Document Status** link. |
|  | Enter "**0000024518**" in the **Requisition ID** field. |
|  | Click the **Search** button. |
|  | **Document type** for the associated document:  Requisition, PO, RTV, RFQ, Receipt, Contract, Voucher, Payment may appear depending on the transaction you are in. |
|  | Click the **Related Info** tab. |
|  | **Accounting Entries**   Click the link in this column to access the accounting entries for the associated document where it is a requisition, purchase order, payment, or voucher. If the associated document is a payment, you can access the accounting entries for the voucher associated with the payment. This link appears only if the associated document has been posted, and if accounting entries exist for at least one of the associated documents that appear. If the document is posted and then unposted, the link does not appear. |
|  | Click the **Documents** tab. |
|  | Congratulations. You have just completed the **Reviewing Requisition Document Status** topic. Below is a summary of the key concepts of this topic:  - View the documents associated with a requisition on the Requisition Document Status page.  - Associated documents with a requisition may include Purchase Order, Receipt, Contract, Voucher, and Payment.  - For each associated document, its status is also listed.  **End of Procedure.** |