

VALDOSTA STATE UNIVERSITY HOW TO VIEW THE LIFE CYCLE OF A REQUISITION

(See the status of the Requisition to a PO, Receiving when applicable and Final Payment)

- Option 1 - From the Requisitions page, **look at the "Request State"**. This tell you if the Requisition is pending, approved of Dispatched to a PO. It also informs you of the "Budget" status which is valid after all approvals have been processed, or if there is an issue will reflect a Budget Error.>Click View Cycle>Click Payment. The last print screen shows them how to interpret the data.

Manage Requisitions

Requisition Search
Keyword Search

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit	51000	Requestion Name	
Requisition ID		Request State	
Date From	12/01/2019	Date To	12/09/2019
Requester		Entered By	
		Budget Status	
		Origin	Marketplace
		PO ID	

Search
Clear
Show Advanced Search

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000517685	0000517685	51000	12/09/2019	Pending	Not Chk'd	77.96 USD	[Select Action] Go
▶ 0000517684	Fort LSAMP 3	51000	12/09/2019	Pending	Not Chk'd	51.82 USD	[Select Action] Go
▶ 0000517681	Lockhart GT 60	51000	12/09/2019	Approved	Not Chk'd	190.32 USD	[Select Action] Go
▶ 0000517680	Lockhart GT 59	51000	12/09/2019	Approved	Not Chk'd	410.52 USD	[Select Action] Go
▶ 0000517679	0000517679	51000	12/09/2019	Pending	Not Chk'd	360.73 USD	[Select Action] Go
▶ 0000517675	EOS Staples 12-9-19	51000	12/09/2019	PO(s) Dispatched	Valid	293.86 USD	[Select Action] Go
▶ 0000517674	Misc Supplies	51000	12/09/2019	Pending	Not Chk'd	514.65 USD	[Select Action] Go
▶ 0000517673	Langdale Repl Air Fresh...	51000	12/09/2019	PO(s) Dispatched	Valid	402.90 USD	[Select Action] Go

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- Option 2 – **Click on the arrow in front of the requisition** and it brings up the data indicated below. Anything that is blue has been initiated or completed and anything greyed out has not yet started

Manage Requisitions

Requisition Search

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit

Requisition ID

Date From

Requester

PO ID

[Show Advanced Search](#)

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
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Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000517685	0000517685	51000	12/09/2019	Pending	Not Chk'd	77.96 USD	[Select Action] <input type="button" value="Go"/>

Requester Johnson, Brenda Kaye Entered By Johnson, Brenda Kaye Priority Medium
Pre-Encumbrance Balance 0.00 USD

- Option 3 – This is the same information as option 2 but a different way of getting to it, plus it also gives you a date and time for the various processes. Click on “Select Action” dropdown. Select “View Cycle”, then click Go.

Manage Requisitions

Requisition Search

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit

Requisition ID

Date From

Requester

PO ID

[Show Advanced Search](#)

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000517685	0000517685	51000	12/09/2019	Pending	Not Chk'd	77.96 USD	[Select Action] <input type="button" value="Go"/>

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What you see after clicking Go on #3

Requisition Cycle for: **Johnson,Brenda Kaye**

Business Unit:
51000
Requisition Name:
0000517685
Date Entered:
12/09/2019
Date Last Changed:
12/09/19 4:22:25PM

