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 Requisition Name Q Requisition ID Q Request State v v Budget Status Date From 12/01/2019 Date To 12/09/2019 31 Marketplace | • Origin Q Q Requester Entered By PO ID Q 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

cli	click Go.								
	Req ID	Requisition Name	BU	Date Request State	Budget 1	fotal			
•	0000517685	0000517685	51000	12/09/2019Pending	Not Chk'd	77.96 USD [Select Action]	2		
⊧	0000517684	Fort LSAMP 3	51000	12/09/2019Pending	Not Chk'd	51.82 USD [Select Action])		
•	0000517681	Lockhart GT 60	51000	12/09/2019Approved	Not Chk'd	190.32 USD [Select Action]	2		
►	0000517680	Lockhart GT 59	51000	12/09/2019Approved	Not Chk'd	410.52 USD [Select Action]	2		
•	0000517679	0000517679	51000	12/09/2019Pending	Not Chk'd	360.73 USD [Select Action])		
▶	0000517675	EOS Staples 12-9-19	51000	12/09/2019PO(s) Dispatched	Valid	293.86 USD [Select Action]	5		
Þ	0000517674	Misc Supplies	51000	12/09/2019Pending	Not Chk'd	514.65 USD [Select Action]	D		
⊧	0000517673	Langdale Repl Air Fresh	51000	12/09/2019PO(s) Dispatched	Valid	402.90 USD [Select Action]	2		

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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

Requisition Search	Keyword Sear	rch								
Search Requisitio	ns	CTT .								
To locate requisitions.	edit the criteria l	below and clic	k the Search button.							
Business Unit	51000	Q	Requisition Name							
Requisition ID		Q	Request State		•		Budget Status			
Date From	12/01/2019	31	Date To	12/09/2019	81		Origin	Marke	place	
Requester		Q	Entered By		Q		PO ID			
Search	Clear		Show Advanced Sea	arch						
Requisitions 🕐										
o view the lifespan and angle icon. o edit or perform anot ick Go.	d line items for a her action on a r	requisition, cl equisition, ma	lick the Expand ke a selection from t	he Action drop	odown list and					
o view the lifespan an angle icon. o edit or perform anot ick Go. Req ID Requ	d line items for a her action on a r i isition Name	requisition, c equisition, ma BU	lick the Expand ke a selection from t Date Reques	he Action drop t State B	odown list and Budget	Total				
o view the lifespan an langle icon. o edit or perform anot ick Go. Req ID Requ 0000517685 00005	d line items for a her action on a r i isition Name 17685	requisition, c equisition, ma BU 51000	lick the Expand ke a selection from t Date Reques 12/09/2019Pending	he Action drop t State B N C	odown list and B udget Iot hk'd	Total	77.96 USD [Select Acti	ion] v	Go	
o view the lifespan an angle icon. o edit or perform anoti ick Go. Req ID Requ 0000517685 00005 Requester Jo Pre-Encumb	d line items for a her action on a r i isition Name i17685 hnson,Brenda K rance Balance	equisition, c equisition, ma BU 51000 aye Ente 0.00	lick the Expand ke a selection from t Date Reques 12/09/2019Pending red By Johnson,Bre USD	he Action drop t State E N C enda Kaye	odown list and sudget ot hk'd Priority Me	Total	77.96 USD [Select Acti	ion] 🔻	Go	
o view the lifespan an langle icon. o edit or perform anot ick Go. Req ID Requ 0000517685 00005 Requester Jo Pre-Encumb	d line items for a her action on a r i isition Name i17685 hnson,Brenda K rance Balance	requisition, c equisition, ma BU 51000 iaye Ente 0.00	ick the Expand ke a selection from t Date Reques 12/09/2019Pending red By Johnson,Bre USD	he Action drop t State E N C enda Kaye	odown list and sudget ot hk'd Priority Me	Total	77.96 USD [Select Acti	ion] •	Go	

 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	Keyword Search											
▼ Search Requisitions												
To locate requisitions, edit the criteria below and click the Search button.												
Business Unit 51000		.	Requisition Name				Q					
Requisition ID			Request State	tate		Budget Status	•					
Date From	12/01/2019		Date To	12/09/2019	81	Origin	Marketplace					
Requester	Q		Entered By	/	Q	POID						
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 Req	uisition Name	BU	Date Requ	est State	Budget	Total						
0000517685 0000	517685	51000	12/09/2019Pendi	ng	Not	77.96 USD Select Act	ion] C O-					

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)

What you see after clicking Go on #3

Requisition Cycle for: Johnson, Brenda Kaye

