1. **Option 1** - From the Requisitions page, **look at the “Request State”**. This tells you if the Requisition is pending, approved, or 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.
2. **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](image)

<table>
<thead>
<tr>
<th>Req ID</th>
<th>Requisition Name</th>
<th>BU</th>
<th>Date</th>
<th>Request State</th>
<th>Budget</th>
<th>Total</th>
<th>Select Action</th>
<th>Go</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000517685</td>
<td>0000517685</td>
<td>5100</td>
<td>12/09/2019</td>
<td>Pending</td>
<td>Not</td>
<td>77.96</td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>

![Requestor](image)

3. **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
What you see after clicking Go on #3

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