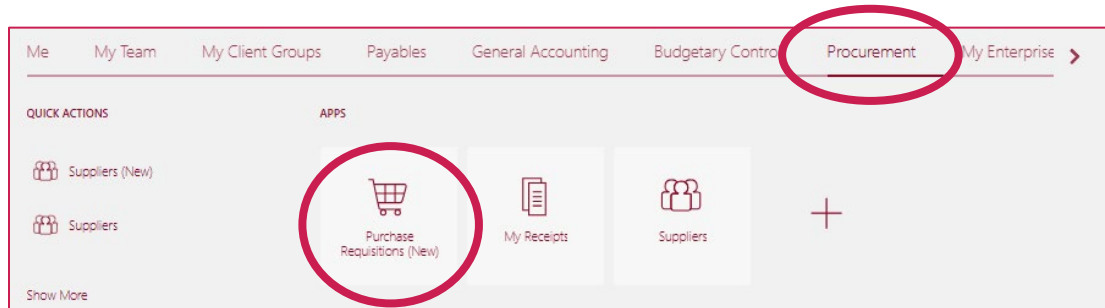


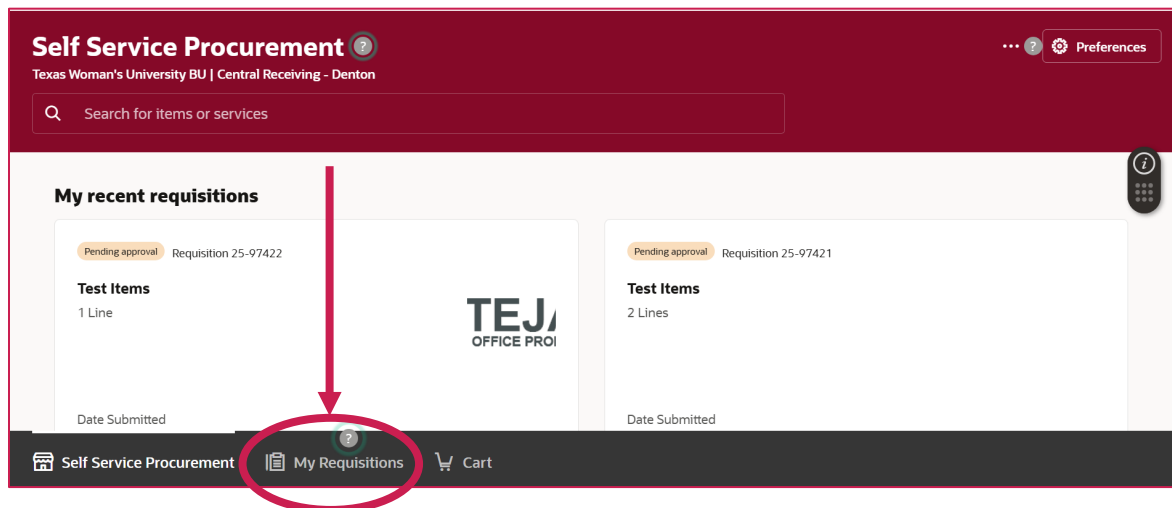
How to Look Up the Life Cycle of a Requisition Line

Get Started

1. Navigate to **Procurement > Purchase Requisitions (New)**



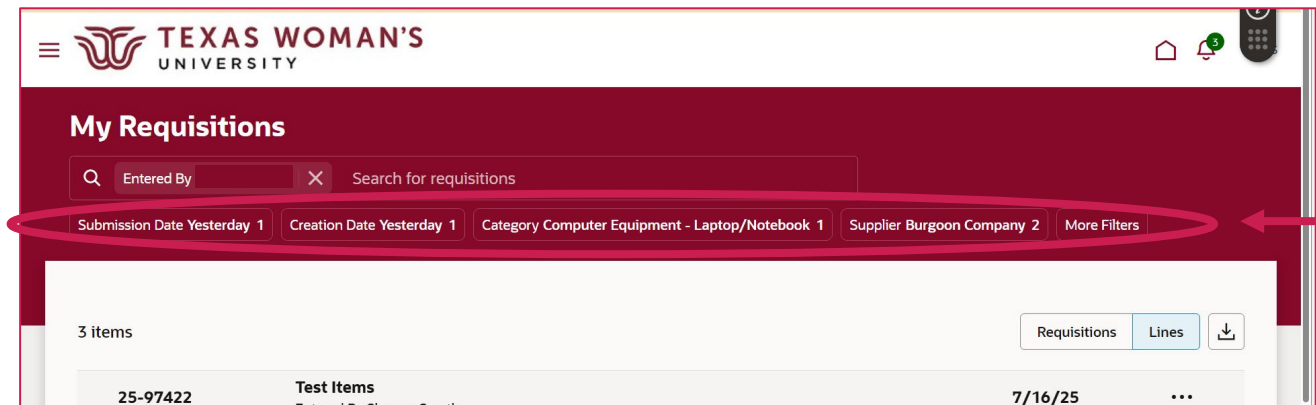
2. Select **My Requisitions** at the bottom of the page.



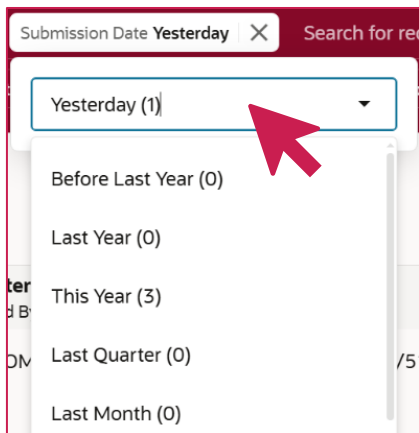
Find Your Requisition Using Search Filters

Utilize filters to search through your requisitions.

The search bar will be auto-populated with "Entered By [Your Name]" by default.



1. Choose your Search Filter, then single-click it once it's in your search bar.
2. Click the toggle arrow to reveal all options.
 - If no toggle arrow appears, single-click the option that appeared.
 - In parentheses next to each option, you can see how many requisitions fit that criteria.



Filter Options

Submission Date filters requisitions by the date they were submitted.

- Choose from options like: Yesterday, Last Month, Last Quarter, etc.

Creation Date filters requisitions by the date they were created.

- Choose from options like: This Year, Last Year, Last Week, etc.

Category filters requisitions by item category.

Supplier filters requisitions by supplier name.

- Choose from options like: Burgoon Company, Tejas Office Products Inc, etc.

Requisition Status filters requisitions by status.

- Choose from options: Approved, Canceled, Draft, Pending approval, Rejected, and Returned.

Line Status filters requisitions by line status.

- Choose from options: Approved, Canceled, Draft, Pending approval, Rejected, and Returned.

Deliver-to Location filters requisitions by Deliver-to Location.

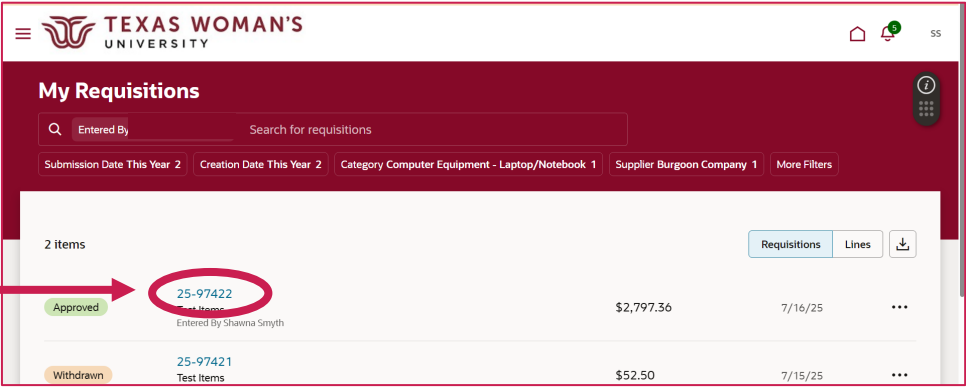
- Choose from options: Central Receiving – Denton, Central Receiving – Dallas, or Central Receiving – Houston.

Action Required filters requisitions by action required.

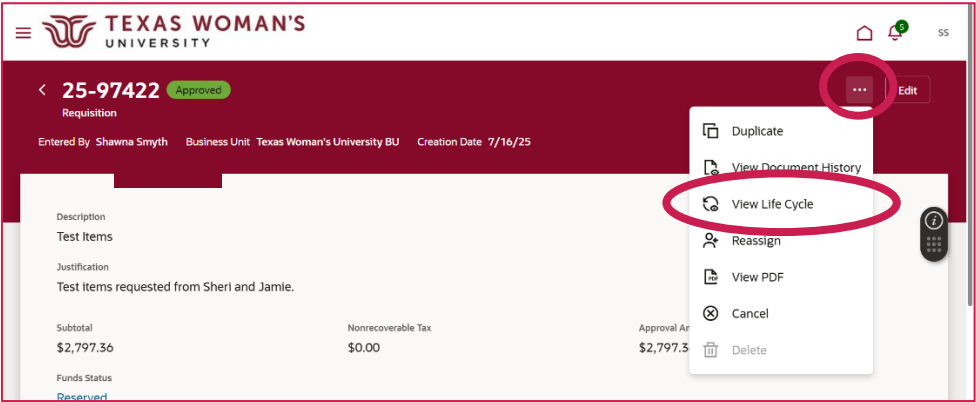
- Choose from options: Create change order or Create receipt.

Choose Your Requisition

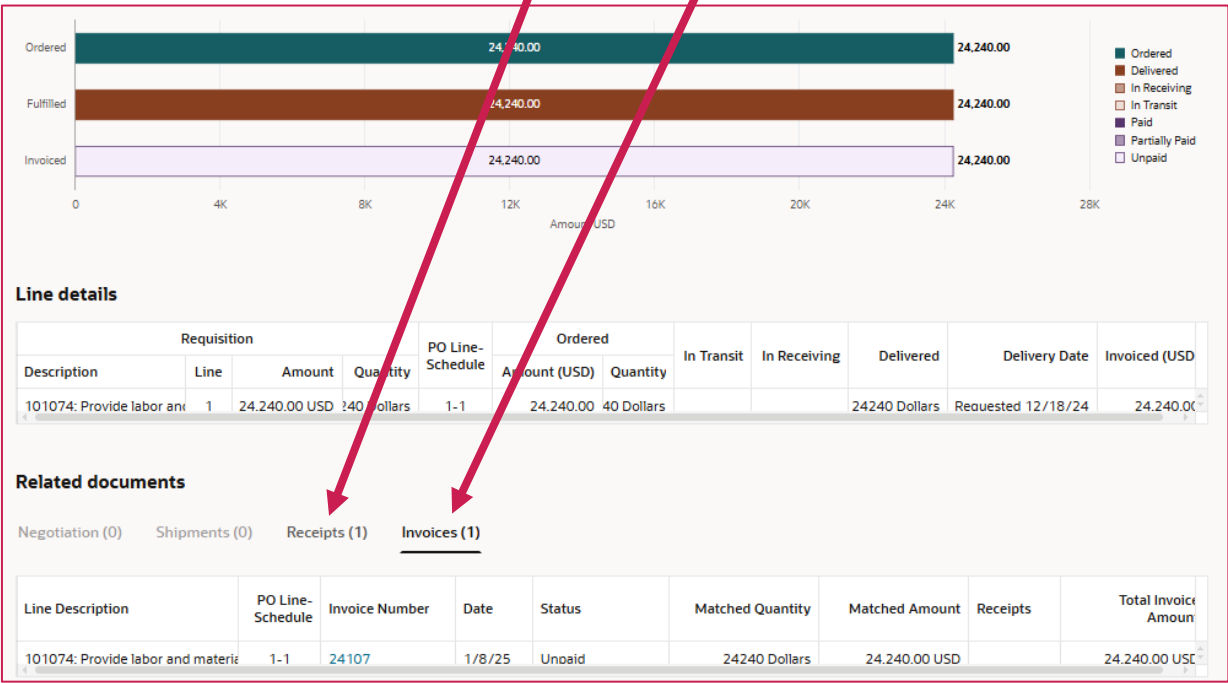
1. Click the requisition number to open.



2. Once open, click the three dots  in the top right, then select **View Life Cycle**.

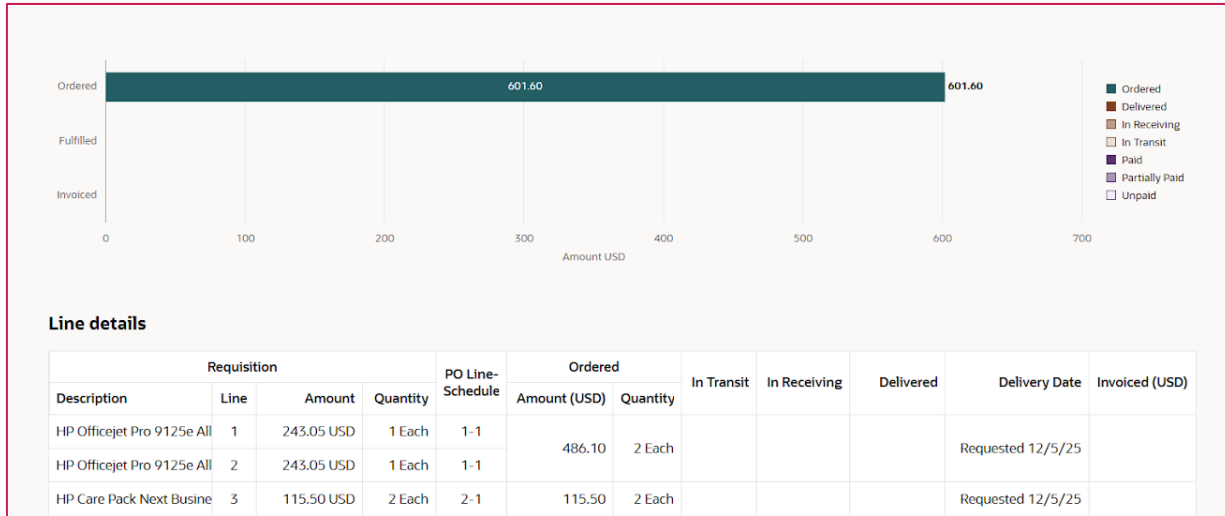


3. In this view, you'll be able to review **Receipt** and **Invoice** information.



Examples

A. In this example, goods have been ordered, but nothing's been delivered, invoiced, received or paid.



B. In this example, an order has been made, delivered and invoiced, but it remains unpaid.

