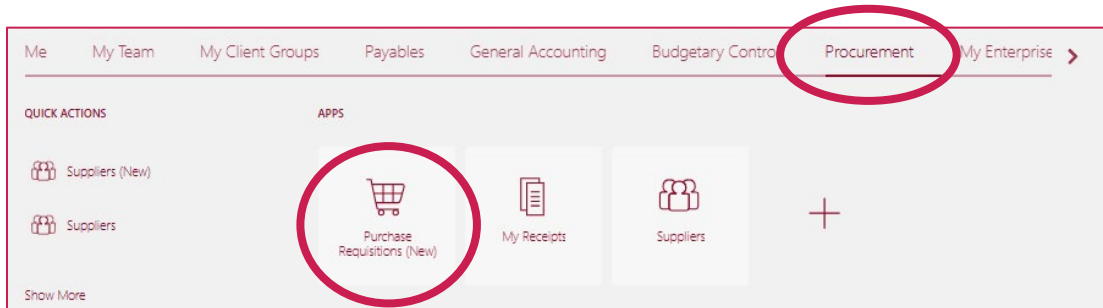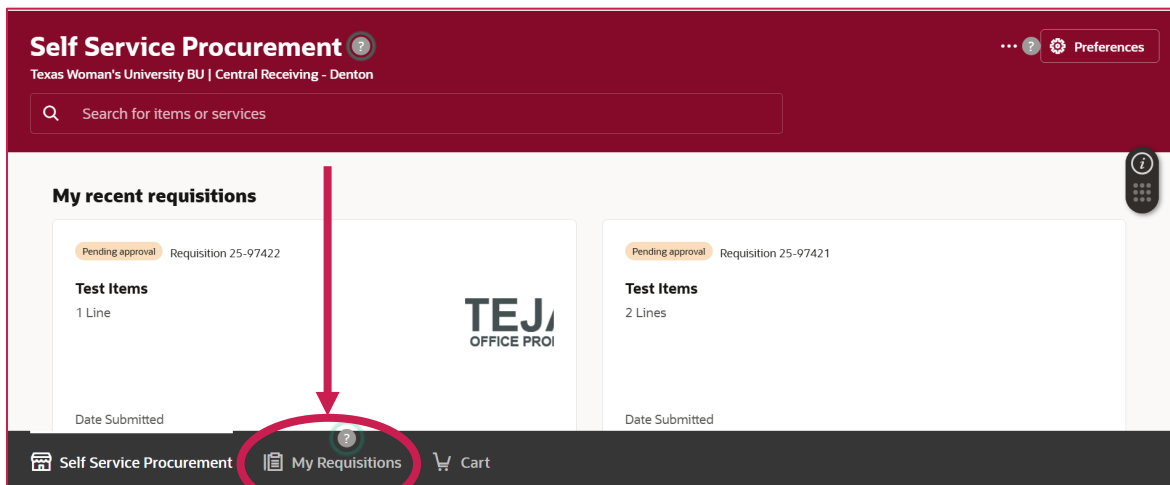# How to Look Up the Life Cycle of a Requisition Line

## Get Started

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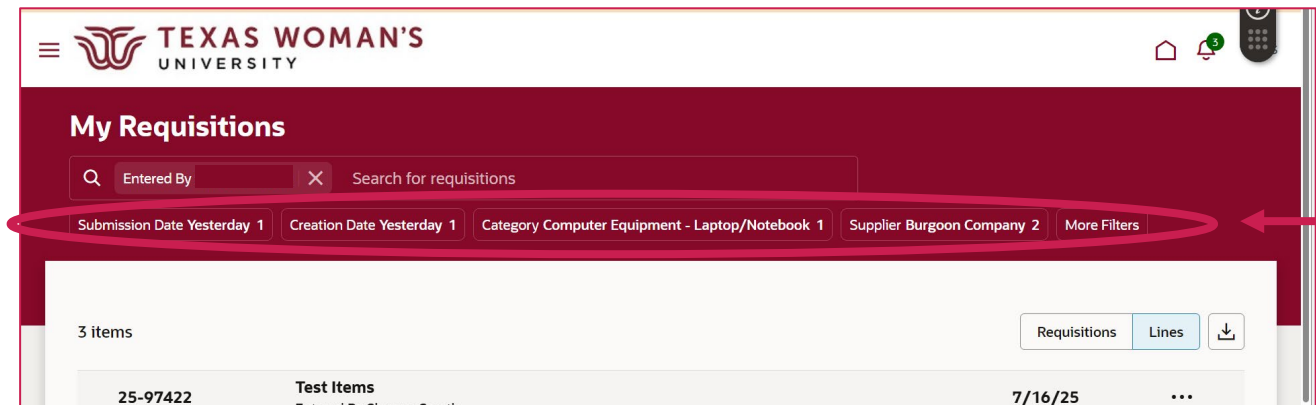


**2.**   Select **My Requisitions** at the bottom of the page.
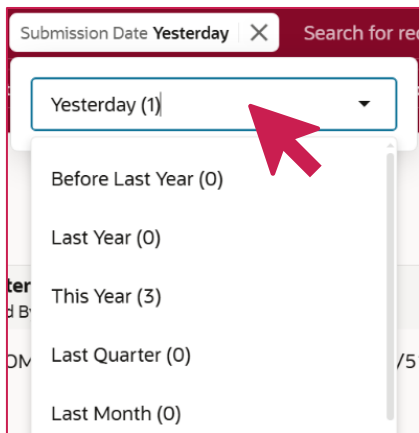
# Find Your Requisition Using Search Filters

## 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.



### Line details

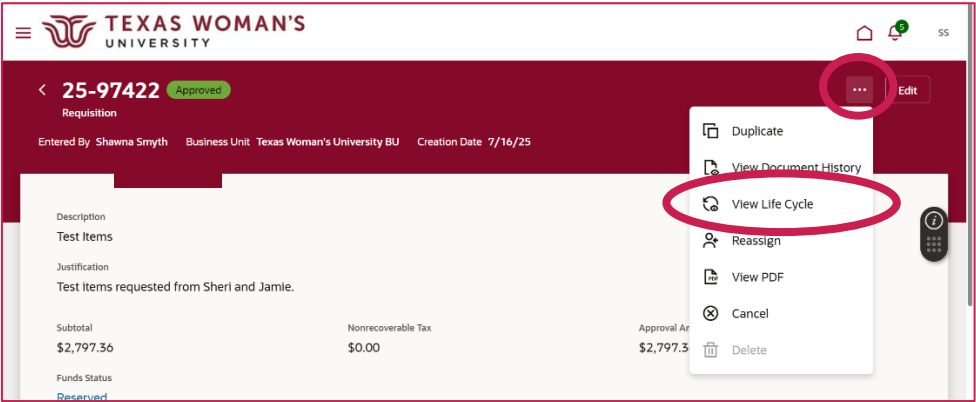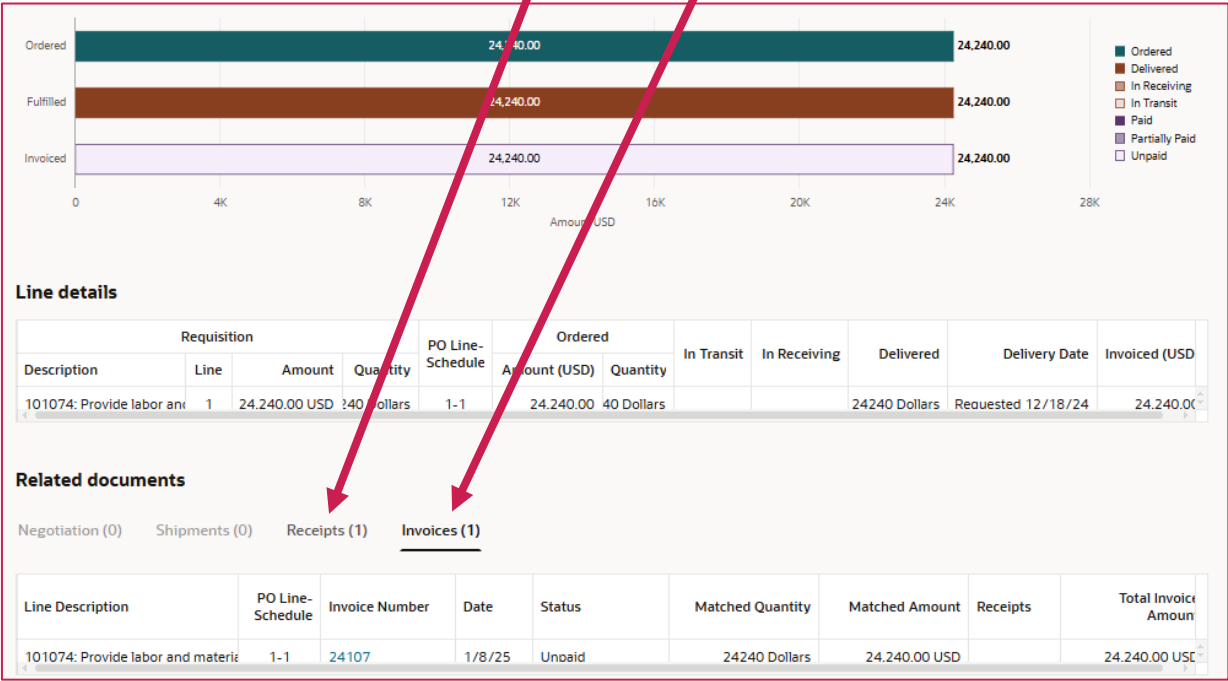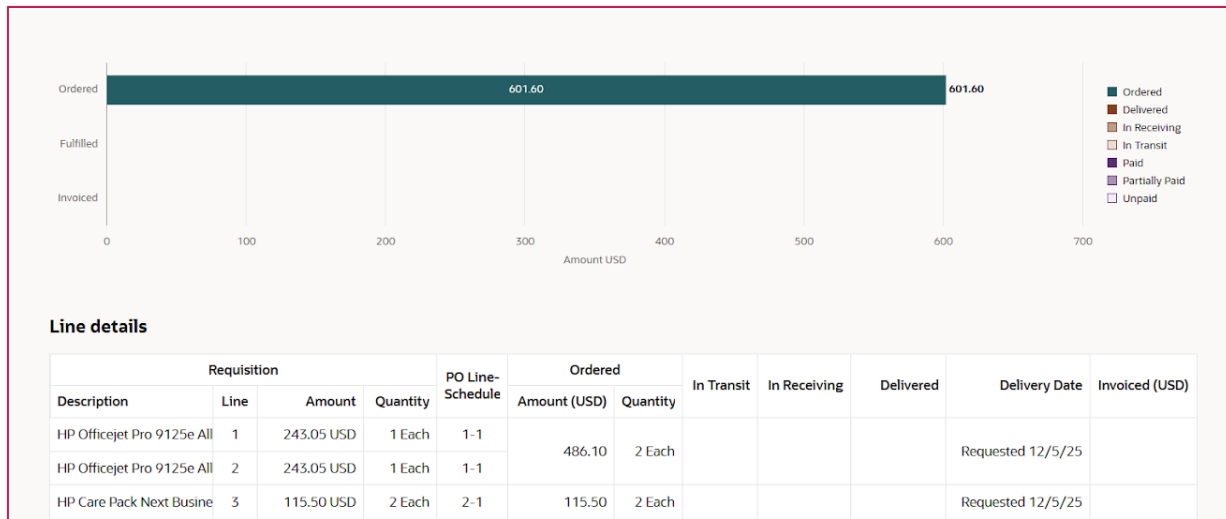| | Requisition | | | PO Line-Schedule | Ordered | | In Transit | In Receiving | Delivered | Delivery Date | Invoiced (USD) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Line | Amount | Quantity | | Amount (USD) | Quantity | | | | | |
| HP Officejet Pro 9125e All | 1 | 243.05 USD | 1 Each | 1-1 | 486.10 | 2 Each | | | | Requested 12/5/25 | |
| HP Officejet Pro 9125e All | 2 | 243.05 USD | 1 Each | 1-1 | | | | | | | |
| HP Care Pack Next Busine | 3 | 115.50 USD | 2 Each | 2-1 | 115.50 | 2 Each | | | | Requested 12/5/25 | |

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



### Line details

| | Requisition | | | PO Line-Schedule | Ordered | | In Transit | In Receiving | Delivered | Delivery Date | Invoiced (USD |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Line | Amount | Quantity | | Amount (USD) | Quantity | | | | | |
| 101074: Provide labor and | 1 | 24.240.00 USD | 240 Dollars | 1-1 | 24.240.00 | 40 Dollars | | | 24240 Dollars | Requested 12/18/24 | 24.240.0( |

### Related documents

Negotiation (0)    Shipments (0)    Receipts (1)    **Invoices (1)**

| Line Description | PO Line-Schedule | Invoice Number | Date | Status | Matched Quantity | Matched Amount | Receipts | Total Invoice Amoun |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 101074: Provide labor and materia | 1-1 | 24107 | 1/8/25 | Unpaid | 24240 Dollars | 24.240.00 USD | | 24.240.00 USD |