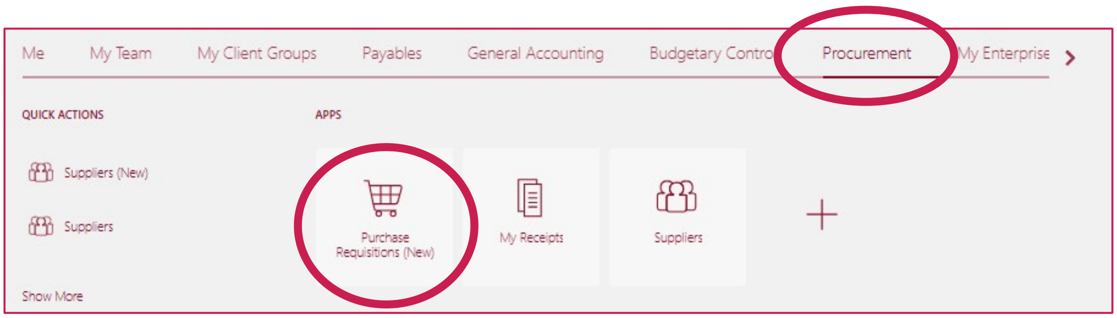
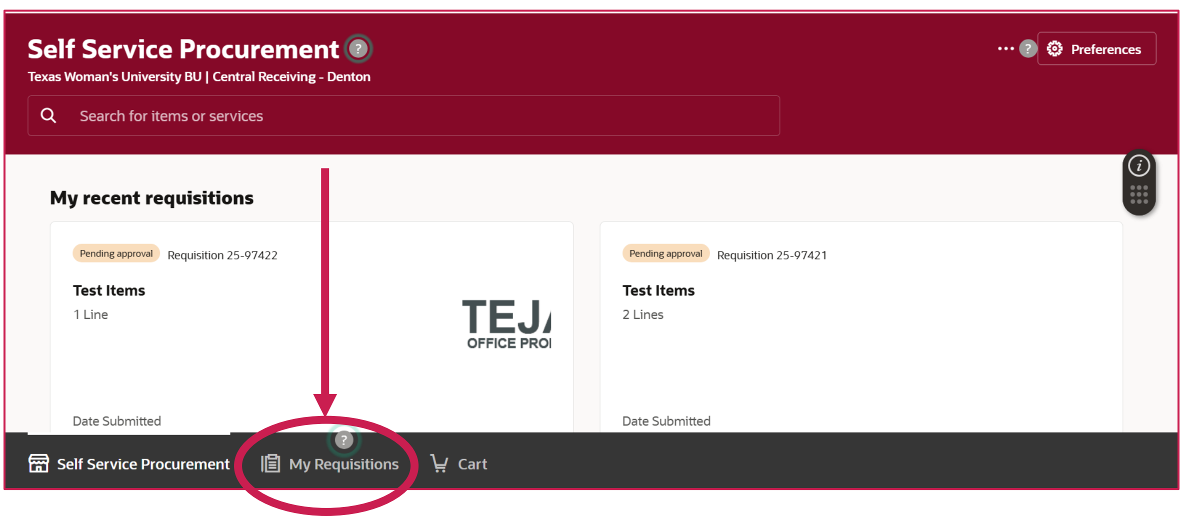
How to Look Up the Life Cycle of a Requisition Line

Get Started

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



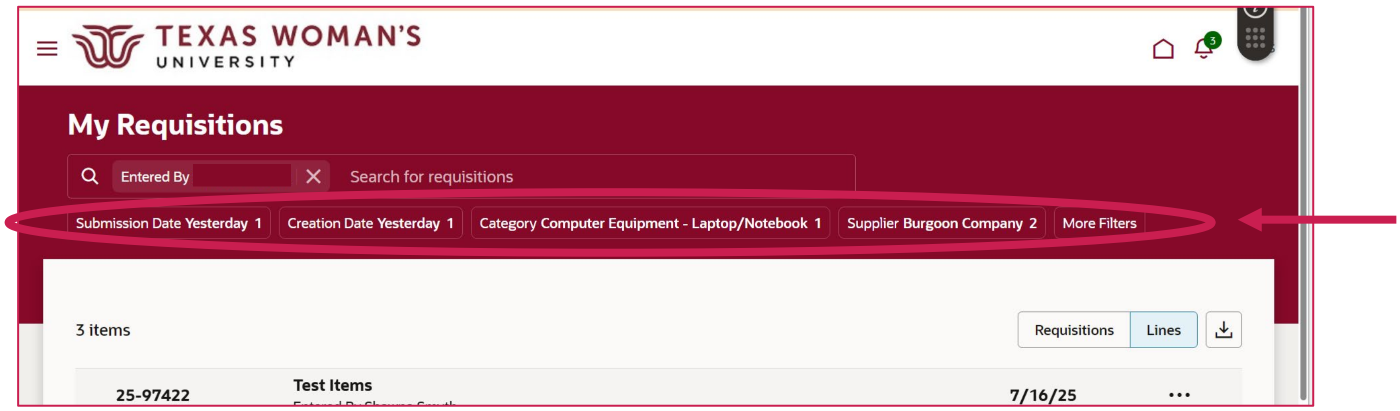
2. Select **My Requisitions** at the bottom of the page.



Find Your Requisition Using Search Filters

Utilize filters to search through your requisitions.

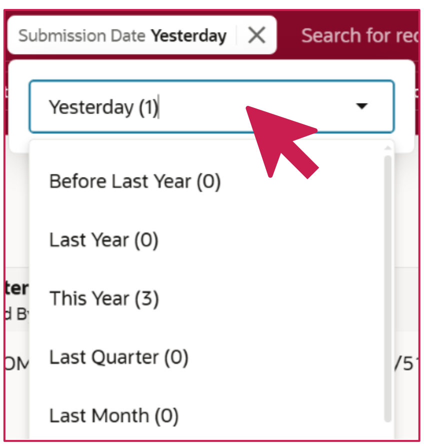
The search bar will be auto-populated with "Entered By [Your Name]" by default.



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.

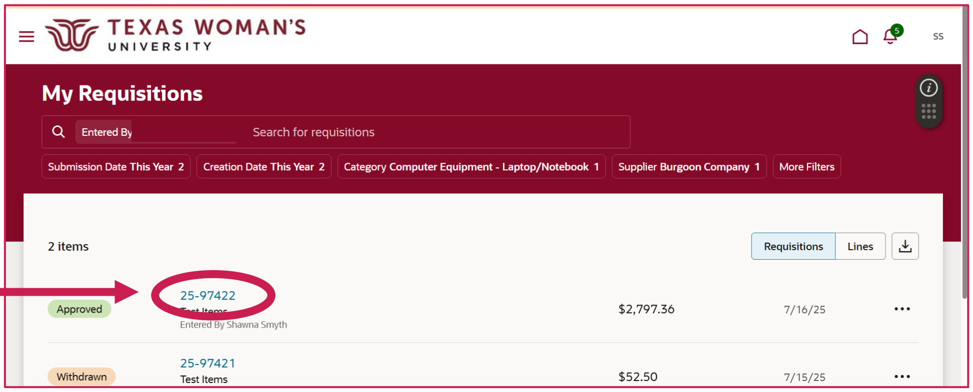
- Choose from options: Central Receiving – Denton, Central Receiving – Dallas, or Central Receiving – Houston.

Action Required filters requisitions by action required.

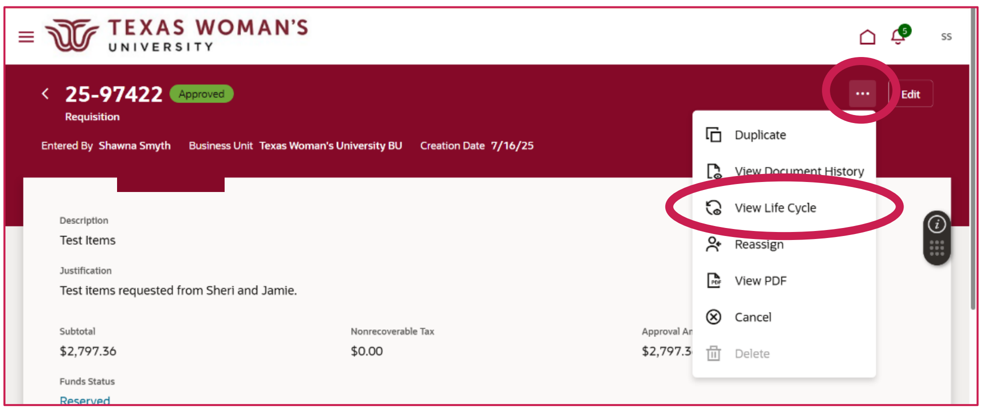
- Choose from options: Create change order or Create receipt.

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.