

## REVIEWING THE STATUS OF A REQUISITION *In PeopleSoft Financials*

1. After logging in to PeopleSoft Financials, navigate to **Document Status**:  
*Purchasing -> Requisitions -> Review Requisition Information -> Document Status*
2. On the search screen, provide the requisition number or enter the requester for a list of requisitions. Then press the **Search** button to continue.

**Requisition Document Status**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Business Unit: [=] SLULA

Requisition ID: [begins with] 0000002161  Requisition ID is the 10-digit requisition number.

Requisition Status: [=]

Requisition Date: [=]

Origin: [begins with]

Requester: [begins with]  Requisition requester's PeopleSoft login ID.

Description: [begins with]

Case Sensitive

[Basic Search](#)

3. The resulting screen shows you requisition status and the subsequent documents associated with the requisition:

**Req DOC Status**

**Document Status**

Business Unit: SLULA    Req ID: 0000002161    Status: Approved

Document Date: 11/19/2008    Document Type: Requisition    Budget Status: Valid

Currency: USD    Amount: 21,023.54 The approval status and budget status of the requisition.

Requester: Byron Martin Patterson

**Associated Document** Customize | Find | View All | First | 1-4 of 4 | Last

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
SLULA		Payment	0000009516	Posted	01/08/2009	0000009999	1
SLULA		PO	0000002468	Dispatched	12/08/2008	0000009999	1
SLULA		Receipt	0000001203	Received	01/06/2009	0000009999	1
SLULA		Voucher	00012368	Posted	12/10/2008	0000009999	1

The subsequent purchase order, receipt, voucher and check documents associated with the requisition

4. Press the **Return to Search** button if you would like to look at another requisition's status.