DOCUMENT STATUS (QUICK TIP)

- 1. Navigate to Purchasing > Requisitions > Review Requisition Information > Document Status
 - a. Or Purchasing > Purchase Orders > Review PO Information > Document Status
- 2. Search for and select the desired Requisition or PO
- Review the corresponding documents (i.e.: Req, PO, Voucher, AP Check)

Favorites 🔻	Main Men	u 🔻	> Purc	hasing 🔻	` > F	Requis	itions	* >	Revie	ew Re	quisit	ion Info	ormation	n 🔻	> Doo	cument Statu
	CLE.															
Poquiciti	ion Documor		10											,		
Requisiti	ion Documer	it statt	15													
Enter any ir	nformation you h	ave and	click Sear	ch. Leave	e fields	blank	for a lis	st of a	Il values	S.						_
Find an I	Existing Value								_	~				_		
▼ Searc	h Criteria									Se	arch	ı by	ReqI	D, I	Date,	
											Re	eque	ster,	etc		
Rueine	ess Unit – 😽	1		-												
Dusing	sition ID boging	with an														
Requis	sition ID begins	wiin 🗸														
Requisition	n Status =	~				1										
Requisiti	on Date =	~				31	_	-								
	Origin begins	with 🗸				Q										
Re	quester begins	with 🗸	BTAVARE	Z		Q										
Des	cription begins	with 🗸				1										
	onsitivo															
	ensitive															
									Sel	ect	des	sired	reau	usiti	ion	
Search	Clear	Basic Se	arch 📴	Save Se	earch C	riteria										
ocuron	Olda	Dusic Oc		0470 01	Juren o	monu										
Search R	esults															
View All	counto						First	4	1-8 of 8		ast					
Rueinage II	nit Dequisition ID	Dequieit	ion Statue	Doquisiti	on Date	Origin	Deque	eter	Descrir	tion						
PALMR	0000024327	Pendino	1	04/07/20	22	ONI	BTAV	ARE7	Brenda	Tava	F @7					
PALMR	0000024326	Comple	, te	04/07/20	22	ONL	BTAV	AREZ	Brenda	Tava	rez					
PALMR	0000024301	Approve	ed	04/05/20	22	ONL	BTAV	AREZ	Brenda	Tava	rez					
PALMR	0000024239	Approve	ed	03/18/20	22	ONL	BTAV	AREZ	Brenda	Tava	rez					
PALMR	0000024201	Approve	ed	03/10/20)22	ONL	BTAV	AREZ	Brenda	Tava	rez					
PALMR	0000024141	Comple	te	03/04/20	22	ONL	BTAV	AREZ	Brenda	Tava	rez					
PALMR	0000024122	Approve	ed	03/02/20	22	ONL	BTAV	AREZ	Brenda	Tava	rez					
PALMR	0000023975	Approve	ed	02/03/20	22	ONL	BTAV	AREZ	Brenda	a Tava	rez					



Document Status



information

Payment Inquiry

Search Criteria		
Sorting Criteria		

Payment Inc	wiry Result			Personalize Find View All 🔄 🔣 First 🕢 1 of 1 📀						
Payment Details Additional Info Supplier Details Einancial Gateway										
Actions	Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal	
✓ Actions	VCHR	76345214	ADMITHUB PBC	0000032684	0000000001	1 WASHINGTON MALL #1349	BOSTON	MA	02108	