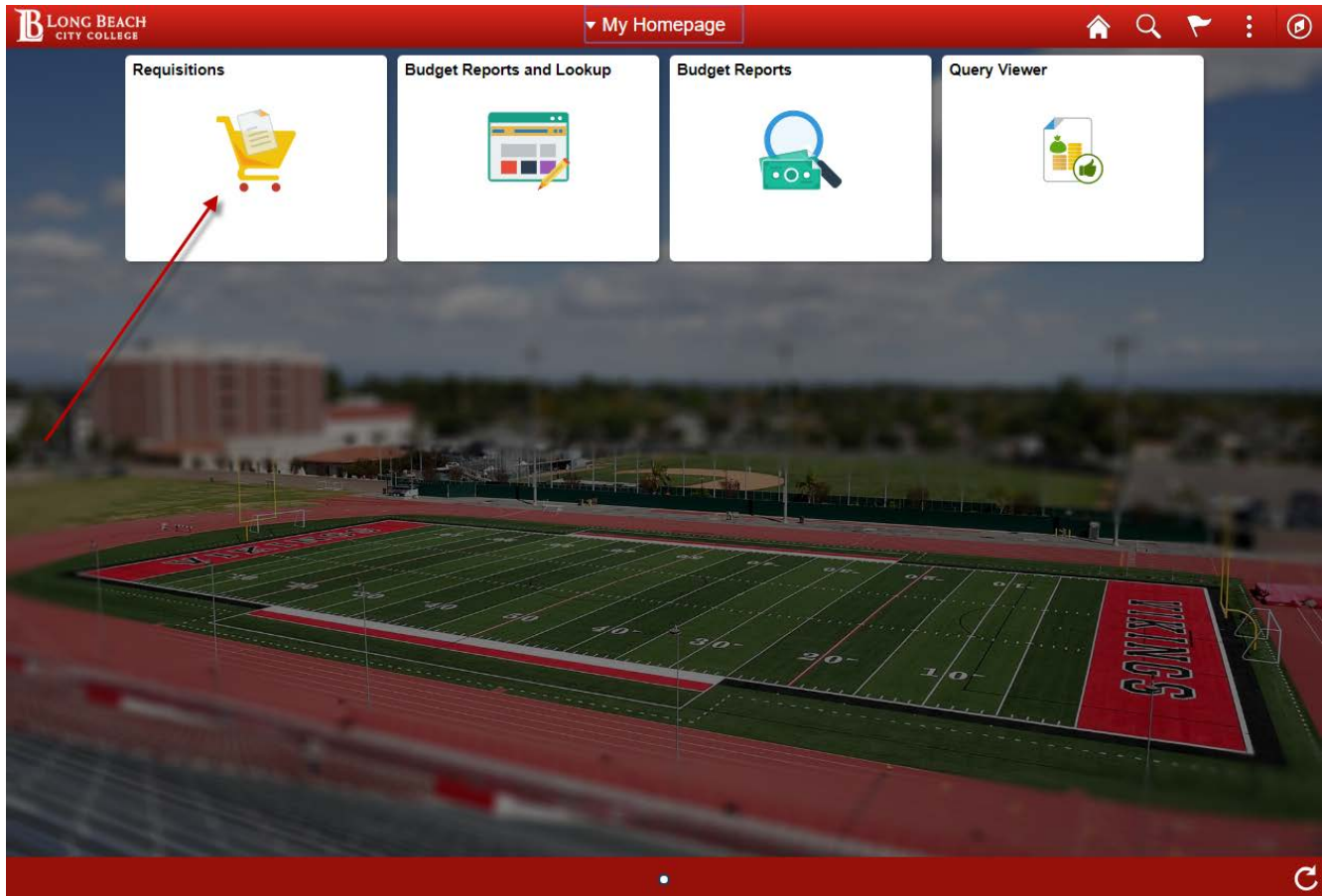


# REQUISITION LOOKUP 9.2

## Online Requisition Lookup 9.2

1. To look up an online Requisition and view the status in PeopleSoft you will need to click the **Requisitions** tile.



**NOTE:** When signing out or closing PeopleSoft 9.2 remember to click the **Sign out** link under the



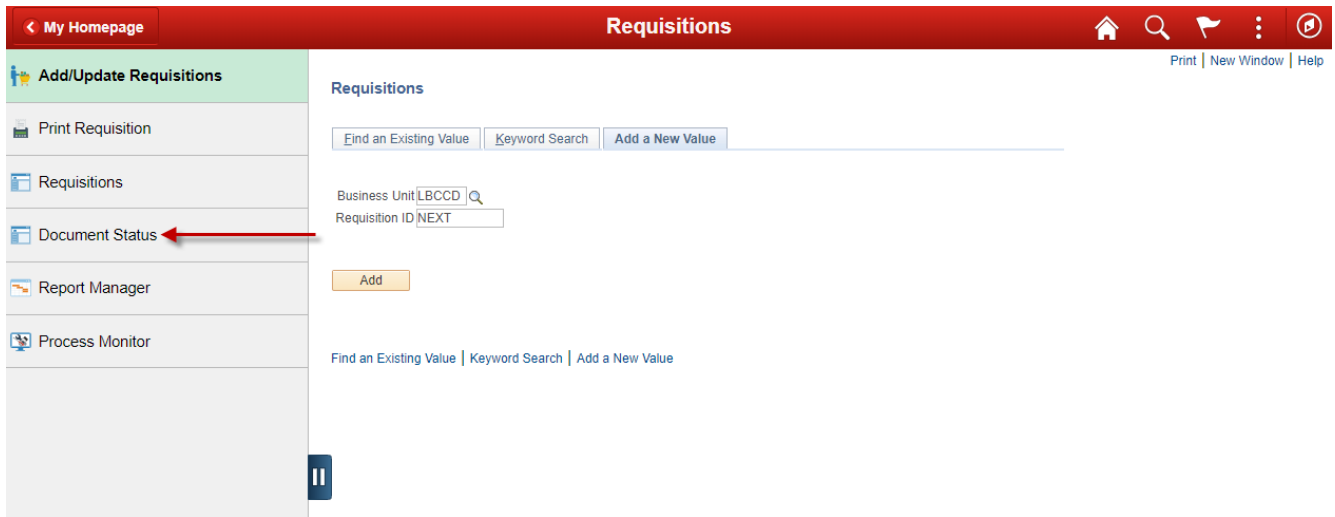
in the top right corner and **DO NOT** just click the red




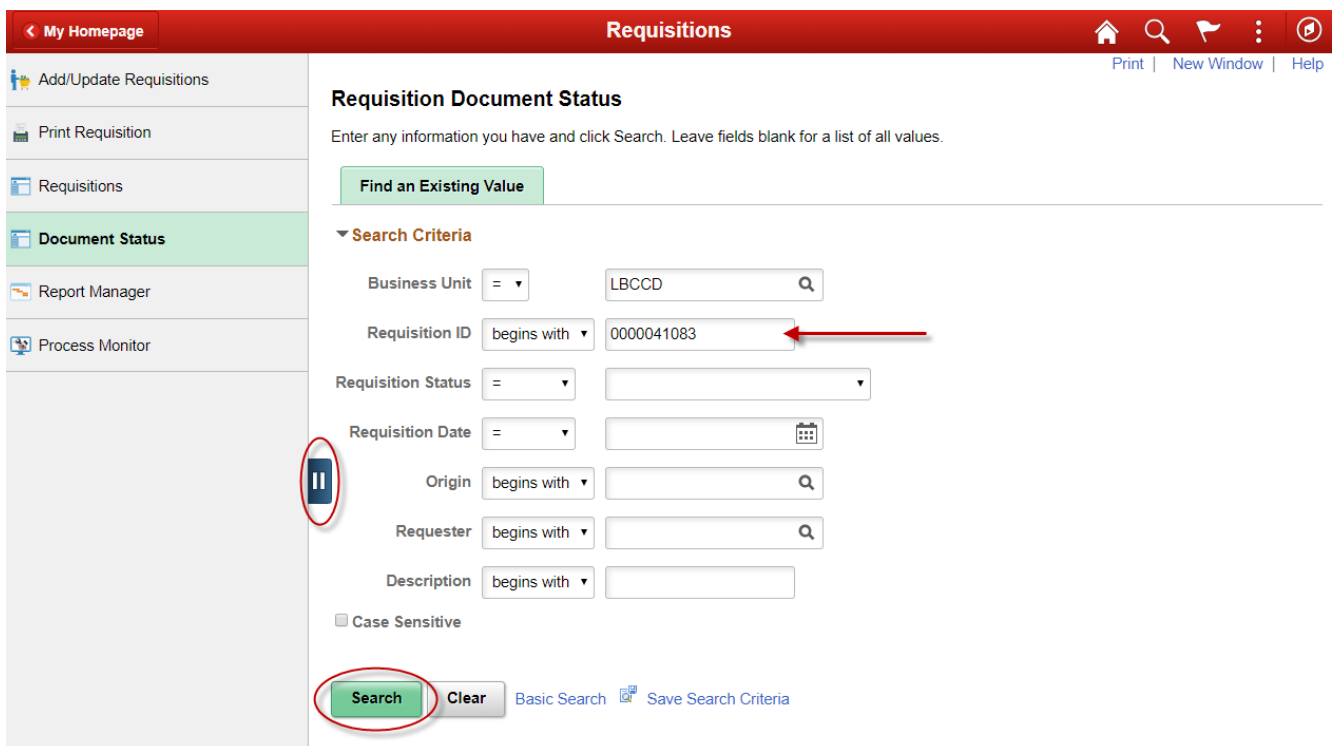
close button.

# REQUISITION LOOKUP 9.2

- From the Requisition tile menu on the left side click the **Document Status** link.



- In the Requisition ID field enter the 10 digit online Requisition number then click Search. You may also search by any of the other fields that are available such as Requisition Date or Requester (which is you Employee ID). Note that the 2 vertical lines button  can be used to collapse or expand the menu on the left side.



# REQUISITION LOOKUP 9.2

4. The Requisition (**0000041083**) shown below has a **Purchase Order (0000083623)** associated with it along with a **Receipt** and a **Voucher**. The status of the Requisition in this case is **Approved** and the Budget Status is **Valid**. There is also a **View All** link on the right side that will need to be clicked in order to view more than 4 lines if there are multiple Receipts or Vouchers.

< My Homepage
Requisitions
🏠 🔍 🚩 ⋮

[Print](#) | [New Window](#) | [Help](#) | [Personalize Page](#)

**Document Status** ←

Business Unit LBCCD	Req ID <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">0000041083</span>
Document Date 01/16/2019	Status <b>Approved</b> ←
Currency USD	Document Type Requisition
Requester Joanna C Smith	Merchandise Amt 769.16
	Budget Status <b>Valid</b> ←

|| Show All

**Associated Document**

1-3 of 3 | View All

Actions	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	
▼ Actions	LBCCD	Purchase Order	0000083623	Dispatched	01/31/2019	0000011143	EFT2	📄
▼ Actions	LBCCD →	Receipt	0000018443	Received	02/12/2019	0000011143	EFT2	📄
▼ Actions	LBCCD →	Voucher	00199419	Posted	02/05/2019	0000011143	EFT2	📄

Return to Search

# REQUISITION LOOKUP 9.2

5. The Requisition shown below does not have any documents associated with it yet because the requisition is still in a **Pending Status** and with a Budget Status of **Not Checked**. The requisition Status does not change to **Approved** until **both** the Administrator **and** the Fiscal accountant have approved the requisition.

**Budget Reports and Lookup**

Print | New Window | Help | Personalize Page

### Document Status

Business Unit	LBCCD	Req ID	0000041351
Document Date	02/22/2019	Status	Pending
Currency	USD	Document Type	Requisition
Requester	Brittany S Khan	Merchandise Amt	903.26
		Budget Status	Not Budget Checked

Requisitions | Inventory | Sourcing Events | Procurement Contracts | Purchase Orders | Service Work Orders | Receipts | Returns | Vouchers | Payments

Show All

### Associated Document

1-1 of 1 | View All

Actions	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions		No Documents				

Return to Search | Previous in List | Next in List

# REQUISITION LOOKUP 9.2

6. After the Requisition is in **Approved** Status the PeopleSoft system will run the Budget Check on the document and if funds are available the Budget Status will become **Valid**. Only after Requisitions are **Approved** and **Valid** are they available to be processed into **Purchase Orders**. If it says **No Documents** then a **Purchase Order** has not yet been created.

< My Homepage
Budget Reports and Lookup

[Print](#) | [New Window](#) | [Help](#) | [Personalize Page](#)

### Document Status

Business Unit	LBCCD	Req ID	0000041084
Document Date	01/16/2019	Status	Approved
Currency	USD	Document Type	Requisition
Requester	Sarah M Lynch	Merchandise Amt	300.00
		Budget Status	Valid

Requisitions

Inventory

Sourcing Events

Procurement Contracts

Purchase Orders

Service Work Orders

Receipts

Returns

Vouchers

Payments

Show All

### Associated Document

Documents
Related Info

Actions	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions		No Documents				

Return to Search

# REQUISITION LOOKUP 9.2

7. If the Requisition is **Approved** and the Budget Status is in **Error** because of a lack of funds, the **Requester** will need to process and Appropriation Transfer to cover the requisition dollar amount plus tax and shipping. It is important that the requesting area check their requisitions to assure the funds are available for the Budget Checking process in order for the document to change to a **Valid** Budget Check Status.

< My Homepage
Requisitions

[Print](#) | [New Window](#) | [Help](#) | [Personalize Page](#)

**Document Status**

Business Unit	LBCCD	Req ID	000041308
Document Date	02/19/2019	Status	Approved
Currency	USD	Document Type	Requisition
Requester	Brittany S Khan	Merchandise Amt	5,199.00
		Budget Status	Error in Budget Check

Requisitions

Inventory

Sourcing Events

Procurement Contracts

Purchase Orders

Service Work Orders

Receipts

Returns

Vouchers

Payments

Show All

**Associated Document**

☰ Q
1-1 of 1
View All

Documents

Related Info

||▶

Actions	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions		No Documents				

Return to Search