

How to check the Status of a Requisition

Navigation: Purchasing>Requisitions>Add/Update Requisitions

Requisitions

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit

Requisition ID

Click on [Find an Existing Value](#)

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Requisitions

Use the following search to look for an existing Requisition.

[Find an Existing Value](#) | [Add a New Value](#)

Search Criteria

Business Unit

Requisition ID begins with

Requisition Status

Requisition Date =

Origin begins with

Requester begins with

Requester Name begins with

Hold From Further Processing

State Req Flag

State Req Reference begins with

State Requisition Date =

Case Sensitive

Enter the Requisition ID number and click [Search](#)

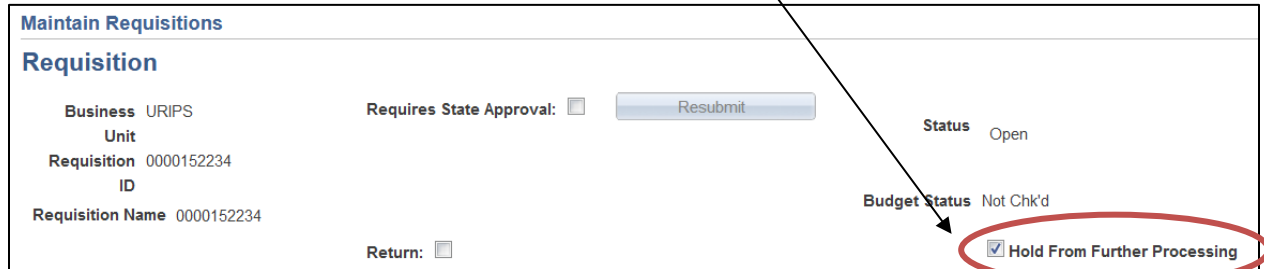
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Requisition Status:

Open Status – Ready To Proceed

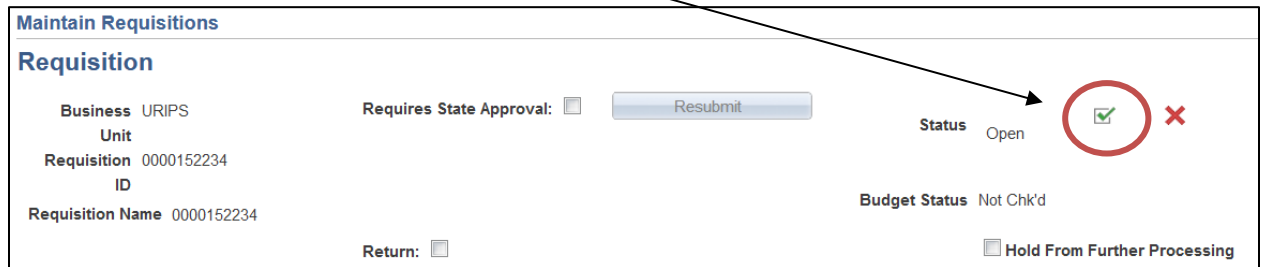
- A. If a Requisition Status is ***“Open”*** and you are ready to proceed, retrieve the Requisition and uncheck the “Hold From Further Processing”:



The screenshot shows the 'Maintain Requisitions' form with the following details:

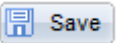
- Business Unit:** URIPS
- Requisition ID:** 0000152234
- Requisition Name:** 0000152234
- Status:** Open
- Budget Status:** Not Chk'd
- Requires State Approval:**
- Return:**
- Buttons:** Resubmit
- Checkbox:** Hold From Further Processing (circled in red)

- B. Click on the  to Submit for Approval icon:



The screenshot shows the 'Maintain Requisitions' form with the following details:

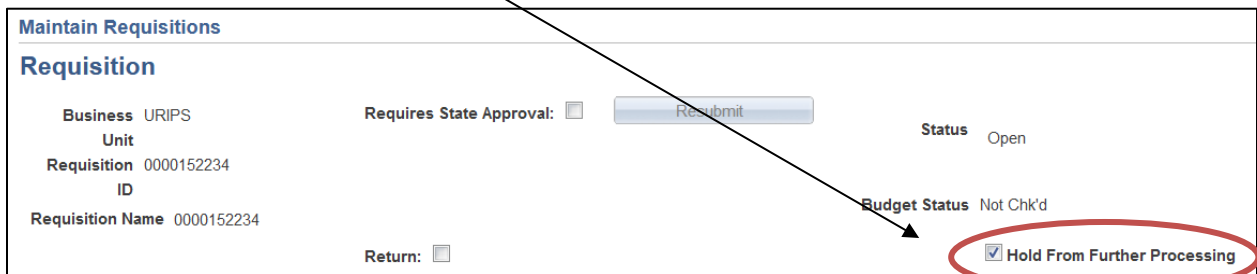
- Business Unit:** URIPS
- Requisition ID:** 0000152234
- Requisition Name:** 0000152234
- Status:** Open
- Budget Status:** Not Chk'd
- Requires State Approval:**
- Return:**
- Buttons:** Resubmit
- Checkbox:** Hold From Further Processing
- Submit for Approval icon:** A green checkmark in a square, circled in red.

- C. Click  at the bottom of the screen.
- D. Once the Requisition is saved it will enter the Workflow Approval Process.

Requisition Status:

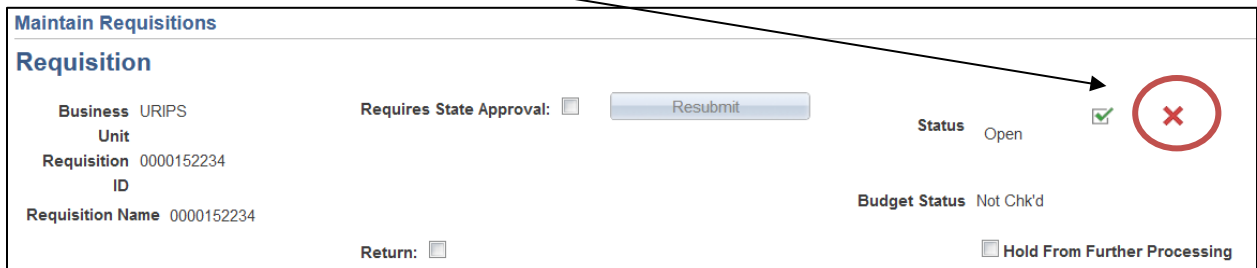
Open Status – Cancel the Requisition

- A. If a Requisition Status is “**Open**” and for whatever reason is no longer required, you will need to Cancel the Requisition. To cancel a Requisition, retrieve the Requisition, uncheck the “Hold From Further Processing”:



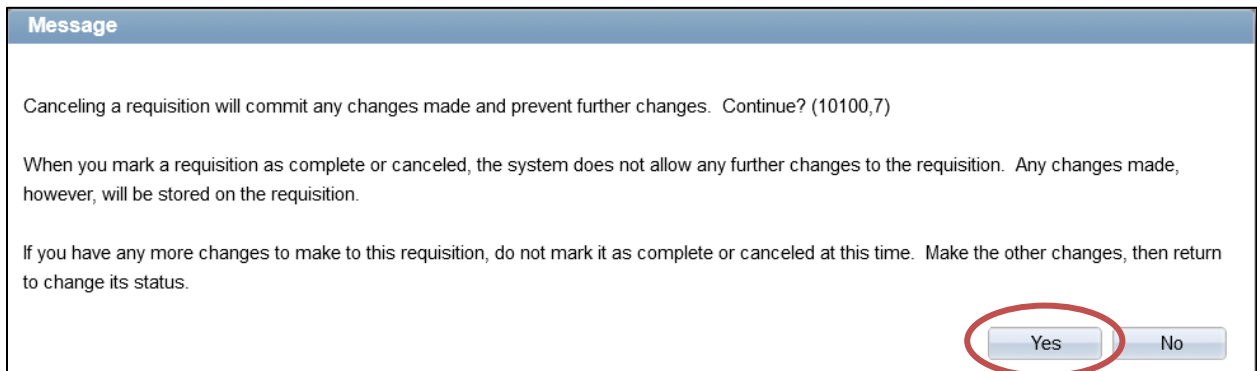
The screenshot shows the 'Maintain Requisitions' form for a Requisition. The form includes fields for Business Unit (URIPS), Requisition ID (0000152234), and Requisition Name (0000152234). There are checkboxes for 'Requires State Approval' and 'Return'. A 'Resubmit' button is visible. The Status is 'Open' and Budget Status is 'Not Chk'd'. The checkbox for 'Hold From Further Processing' is checked and circled in red. An arrow points from the text in step A to this checkbox.

- B. Click on  :



The screenshot shows the 'Maintain Requisitions' form with the 'Hold From Further Processing' checkbox unchecked. A red circle with a white 'X' is overlaid on the checkbox, and an arrow points from the text in step B to this icon.

- C. You will receive the following message. Click  to proceed with the cancellation.



The screenshot shows a 'Message' dialog box with the following text: 'Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)'. Below the text, there are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red.

If the Requisition has already been saved, it has entered the Workflow Approval Process.

When you look up a Requisition on the Add/Update Requisitions screen, if it has already entered the Workflow Approval Process you will see this message:

Message

This requisition is currently active in the workflow approval process. (20001,44)

Changes to the requisition can not be made at this time. Click 'OK' to transfer to Inquiry. Click 'Cancel' to Return.

Click and you will be taken to the Requisition Inquiry screen:

The Status could be: Pending Approval, Approved, Canceled, Denied, Complete, Open, etc.

Requisitions

Req Inquiry Personalize | Find | View All | First 1 of 1 Last

Details **Status**

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	
URIPS	0000152221	0000152221	Pending Approval	Smallridge, Julie	02/28/2019	336.00	USD

Search

Click the tab:

Requisitions

Req Inquiry Personalize | Find | View All | First 1 of 1 Last

Detail **Status**

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	
URIPS	0000152221	0000152221	Pending Approval	Smallridge, Julie	02/28/2019	336.00	USD

Search

Click the Approval Status icon

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card		
URIPS	0000152221	0000152221	Track Batch	On RFQ	On PO	Direct Ship	Received	On MSR	On Voucher			

Approval Status

Business Unit: URIPS Requisition ID: 0000152221

Requisition Type: Internal Vendor Requisition

Requester: Smallridge,Julie

Originator: Smallridge,Julie

Req Status: Pending Approval

App Status: In Process

Budget Status: N **Hold:** N

View Printable Req

Release Req

Requisition status information

You can View Printable Req here

Approval/Denial Comments

Budget Check History

Return History

Distribution Approval History

Distribution Approval Levels

Line	Sched	Distrib	App Level	App Status	Approved By	Date Approved
1	1	1	1	A	Mcduffie,Katharine	02/28/2019 3:21PM
1	1	1	2	N		
1	1	1	3F	N		

Worklist Placement

Approver	Worklist Status	Approval Level	Date Available	Date Worked	Previous Approver
Mcduffie,Katharine	Worked	LEVEL1	02/28/2019 3:20:50PM	02/28/2019 3:21:50PM	MIS Operations Staff
Thornber,Carol S	Selected	LEVEL2	02/28/2019 3:21:50PM		Mcduffie,Katharine
Kirby,John	Selected	LEVEL2	02/28/2019 3:21:50PM		Mcduffie,Katharine
Silvia,Meredith	Selected	LEVEL2	02/28/2019 3:21:50PM		Mcduffie,Katharine
Gold,Arthur J	Selected	LEVEL2	02/28/2019 3:21:50PM		Mcduffie,Katharine
Vieira,Jose M	Selected	LEVEL2	02/28/2019 3:21:50PM		Mcduffie,Katharine

List of approvers, level of approval and date worked will display here

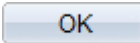
Requires State Approval:

State Req ID:

State Req Date:

OK

Cancel

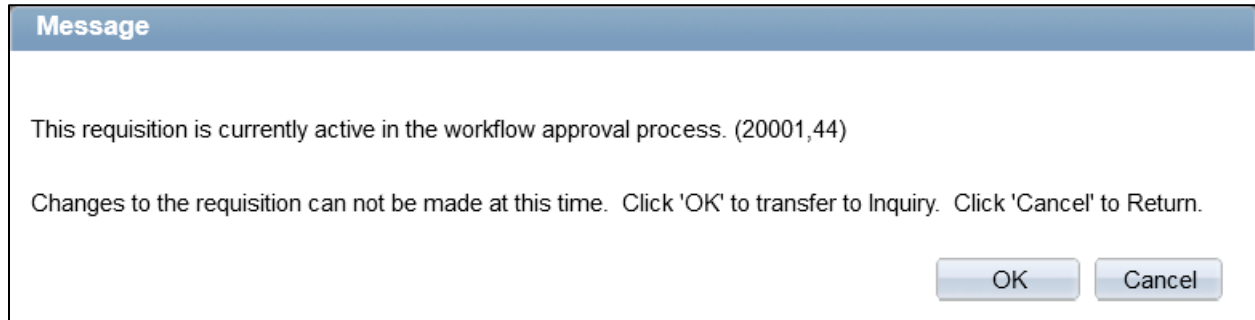
Click  to exit.

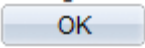
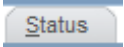
Requisition Status:

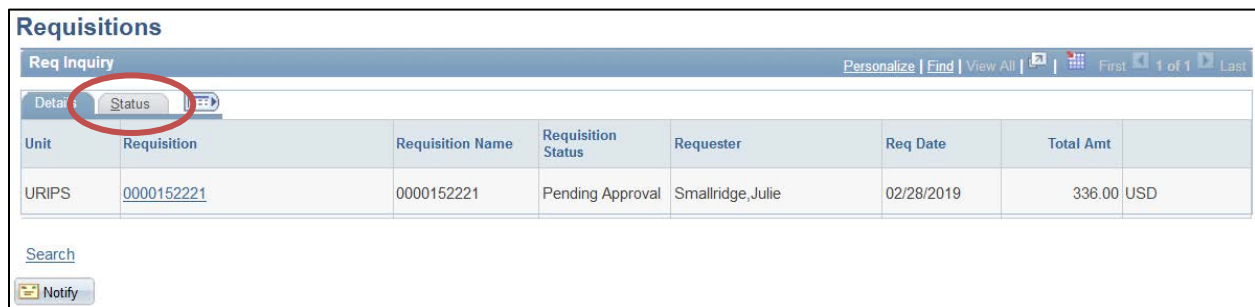
Pending Status


If a Requisition Status is “Pending” it is Pending Approval. If the Requisition has been in “Pending” status for an extended period of time, you may need to notify the Approver that a Requisition is pending their approval.

- A. To check the Approval History, retrieve the Requisition. You will receive the following message:



- B. Click 
- C. Click the  tab



- D.
- E. Click the Approval Status button 



- F. The Approval Status page shows the list of Approvers, level of approval and date worked.

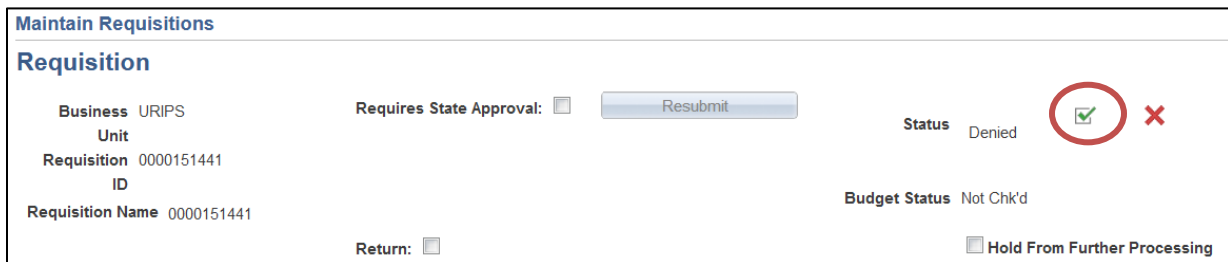
Requisition Status:

Denied Status

If a Requisition Status is “denied”, the Requisition will need to be **modified** or **canceled**. When an Approver denies a Requisition, an email is sent to the Requester. If the Approver indicated a reason for the denial this will be contained in the email.

Modify the Requisition:


- A. To modify the Requisition, retrieve the Requisition, make the necessary changes, and check the box to Submit for Approval

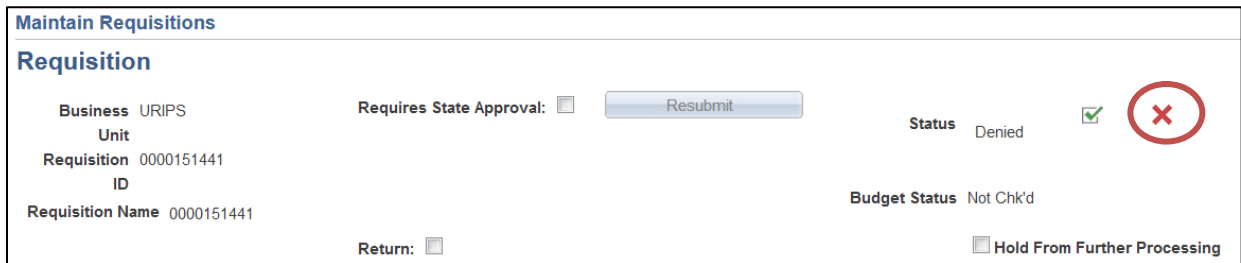


The screenshot shows the 'Maintain Requisitions' interface. On the left, there is a 'Requisition' section with the following details: Business Unit: URIPS, Requisition ID: 0000151441, and Requisition Name: 0000151441. In the center, there is a 'Requires State Approval' checkbox (unchecked) and a 'Resubmit' button. On the right, the 'Status' is 'Denied' with a green checkmark icon circled in red. Below the status, there is a 'Budget Status' of 'Not Chk'd' and a 'Hold From Further Processing' checkbox (unchecked). A 'Return' checkbox is also present at the bottom left.

- B. Click . Once the Requisition is saved it will enter the Workflow Approval Process.

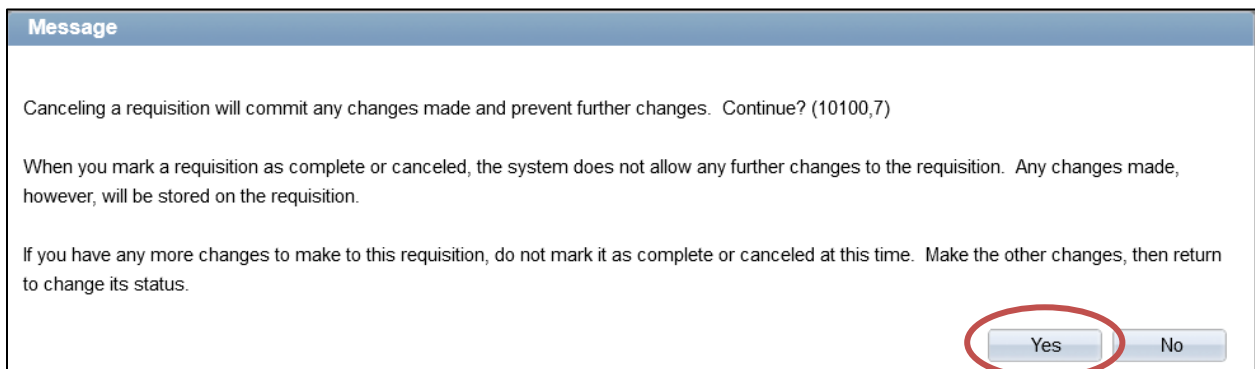
Cancel the Requisition:

- C. If the “Denied” Requisition is no longer required it will need to be canceled. To cancel the Requisition click  :



The screenshot shows the 'Maintain Requisitions' interface. On the left, there is a 'Requisition' section with the following details: Business Unit: URIPS, Requisition ID: 0000151441, and Requisition Name: 0000151441. In the center, there is a 'Requires State Approval' checkbox (unchecked) and a 'Resubmit' button. On the right, the 'Status' is 'Denied' with a red X icon circled in red. Below the status, there is a 'Budget Status' of 'Not Chk'd' and a 'Hold From Further Processing' checkbox (unchecked). A 'Return' checkbox is also present at the bottom left.

- D. You will receive the following message. Click  to proceed with the cancellation.



The screenshot shows a 'Message' dialog box with the following text: 'Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)'. Below this, it states: 'When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.' At the bottom, it says: 'If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.' At the bottom right, there are two buttons: 'Yes' and 'No', with the 'Yes' button circled in red.

E. Requisition Status:

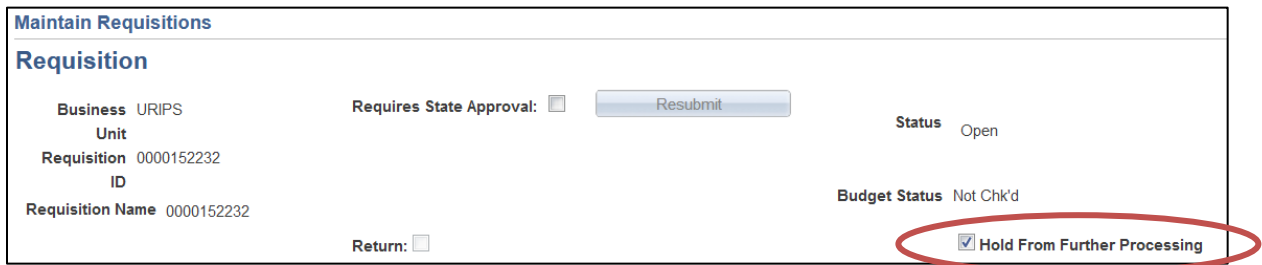
Approved Status with Hold From Further Processing Status of “Y”

Requisitions with an “Approved” Status with a “Hold From Further Processing Status” of “Y” are either Requisitions that are in Budget Error or Requisitions that have been returned by Purchasing. In either case, action is required.

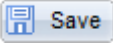
- If a Requisition does not pass Budget Checking, the Requester receives an email indicating that Requisition #XXXXXXXX has Budget Errors. Either the Budget Error needs to be resolved or the Requisition needs to be canceled.

Resolving Budget Error

- A. Once the Budget Error has been resolved, uncheck the “Hold From Further Processing”

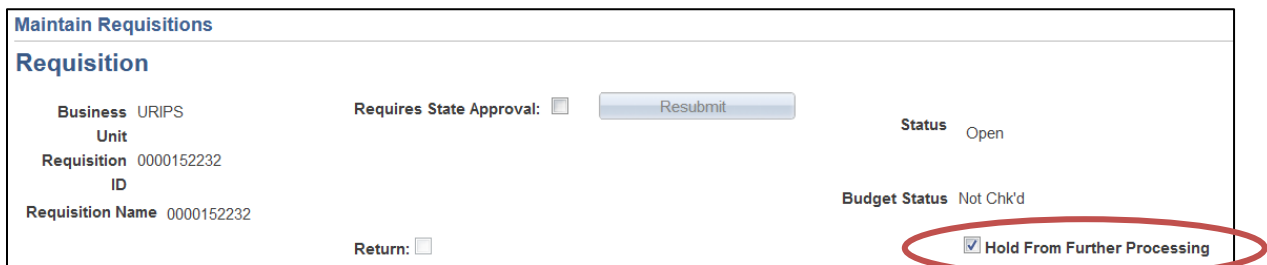


The screenshot shows the 'Maintain Requisitions' form for a Requisition. The form includes fields for Business Unit (URIPS), Requisition ID (0000152232), and Requisition Name (0000152232). There are checkboxes for 'Requires State Approval' and 'Return'. A 'Resubmit' button is present. The Status is 'Open' and Budget Status is 'Not Chk'd'. The 'Hold From Further Processing' checkbox is checked and circled in red.


- B. Click  at the bottom of the screen.
- C. **Note:** If there are changes to the Chartfield String or Price, the Requisition will require re-approval through the Workflow Process.

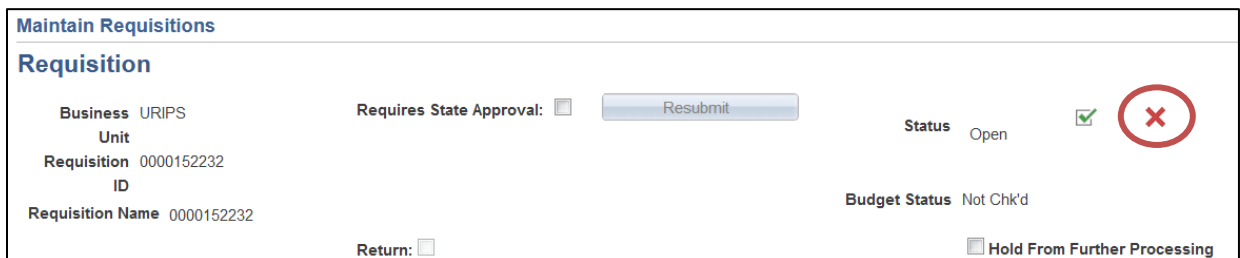
Cancel the Requisition

- A. Retrieve the Requisition, uncheck the “Hold From Further Processing” box:



The screenshot shows the 'Maintain Requisitions' form for a Requisition. The form includes fields for Business Unit (URIPS), Requisition ID (0000152232), and Requisition Name (0000152232). There are checkboxes for 'Requires State Approval' and 'Return'. A 'Resubmit' button is present. The Status is 'Open' and Budget Status is 'Not Chk'd'. The 'Hold From Further Processing' checkbox is checked and circled in red.

- B. Click on the  :



The screenshot shows the 'Maintain Requisitions' form for a Requisition. The form includes fields for Business Unit (URIPS), Requisition ID (0000152232), and Requisition Name (0000152232). There are checkboxes for 'Requires State Approval' and 'Return'. A 'Resubmit' button is present. The Status is 'Open' and Budget Status is 'Not Chk'd'. The 'Hold From Further Processing' checkbox is unchecked. A red X icon is circled in red next to the Status field.

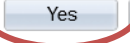

D. You will receive the following message. Click  to proceed with the cancelation.

Message

Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)

When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.

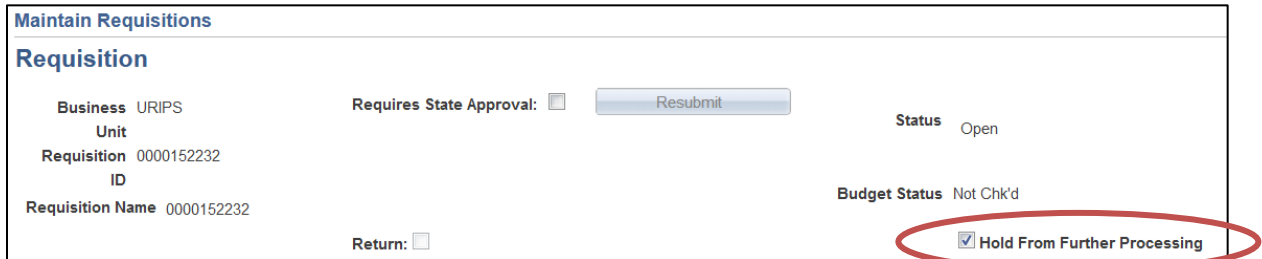
C. Click  .

Requisitions Returned by Purchasing

Requisitions that have been returned by Purchasing will need corrective action or will need to be canceled.

Corrective Action

- A. Once correction action has been taken; i.e. attaching specifications, change origin, etc. you will need to uncheck the “Hold From Further Processing”:

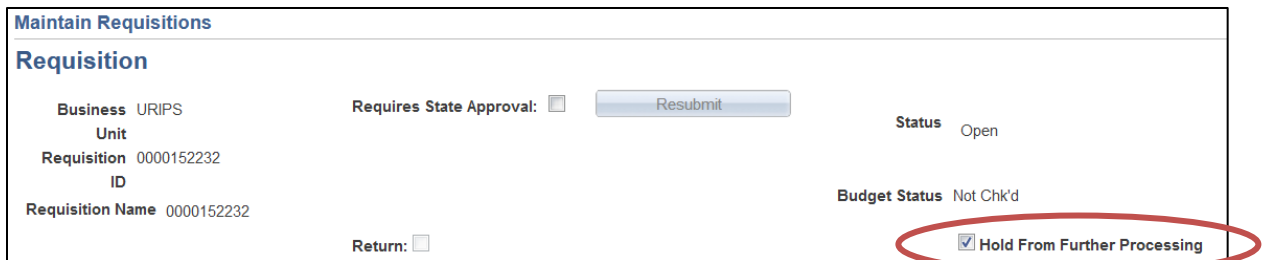


The screenshot shows the 'Maintain Requisitions' form for a requisition with ID 0000152232. The status is 'Open' and the budget status is 'Not Chk'd'. The checkbox for 'Hold From Further Processing' is checked and circled in red. Other fields include Business Unit (URIPS), Requisition Name (0000152232), and a 'Resubmit' button.


- B. Click  .

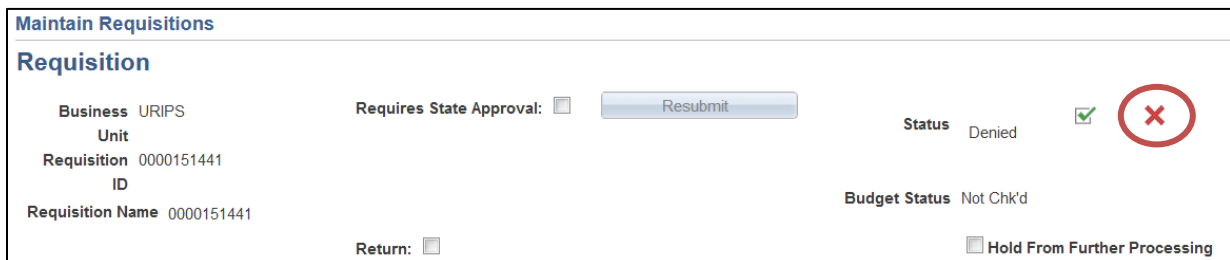
Cancel the Requisition

- A. To cancel the Requisition, retrieve the Requisition, uncheck the “Hold From Further Processing”:



This screenshot is identical to the one above, showing the 'Hold From Further Processing' checkbox checked and circled in red.

- B. Click on the  :



The screenshot shows the same requisition (ID 0000151441) but with the status changed to 'Denied' and the 'Hold From Further Processing' checkbox unchecked. A red 'X' icon is circled in red next to the 'Denied' status.


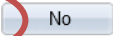
C. You will receive the following message. Click  to proceed with the cancelation.

Message

Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)

When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.

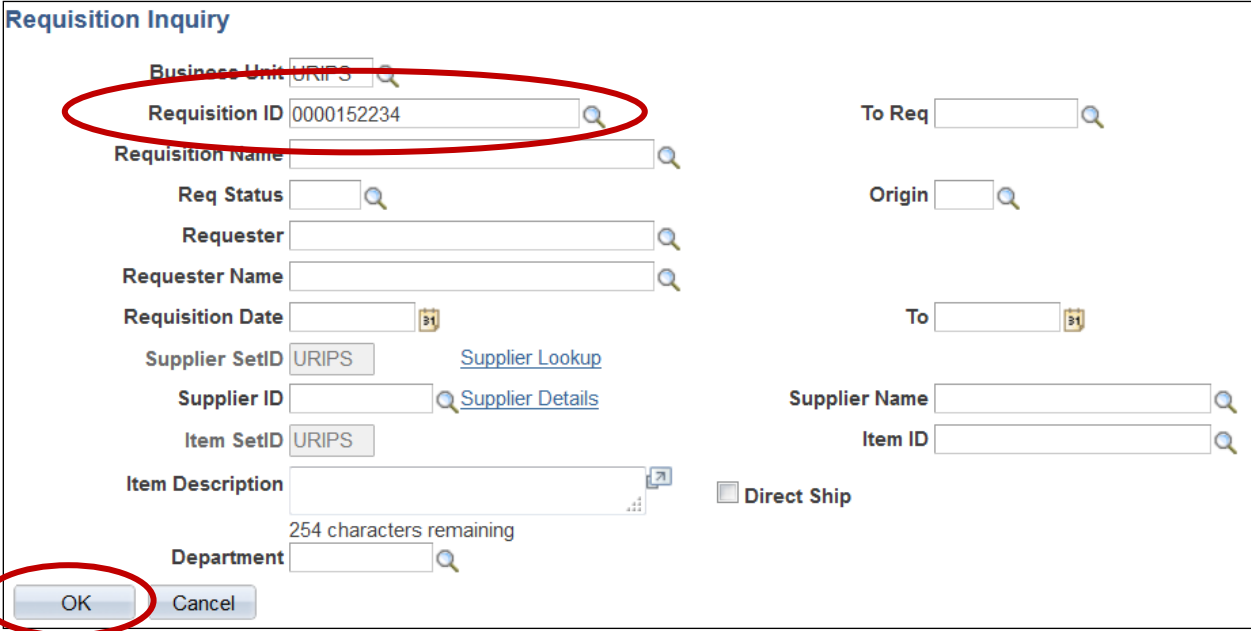
 

D. Click  .

If you have already submitted your Requisition, you can also go to:

Navigation: Purchasing>Requisitions>Review Requisition Information>Requisitions

1. Enter the Requisition ID and Click  :



Requisition Inquiry

Business Unit: URIPS

Requisition ID: 0000152234

Requisition Name: [Empty]

Req Status: [Empty]

Requester: [Empty]

Requester Name: [Empty]

Requisition Date: [Empty]

Supplier SetID: URIPS

Supplier ID: [Empty]

Item SetID: URIPS

Item Description: [Empty]

Department: [Empty]

To Req: [Empty]

Origin: [Empty]

To: [Empty]

Supplier Name: [Empty]

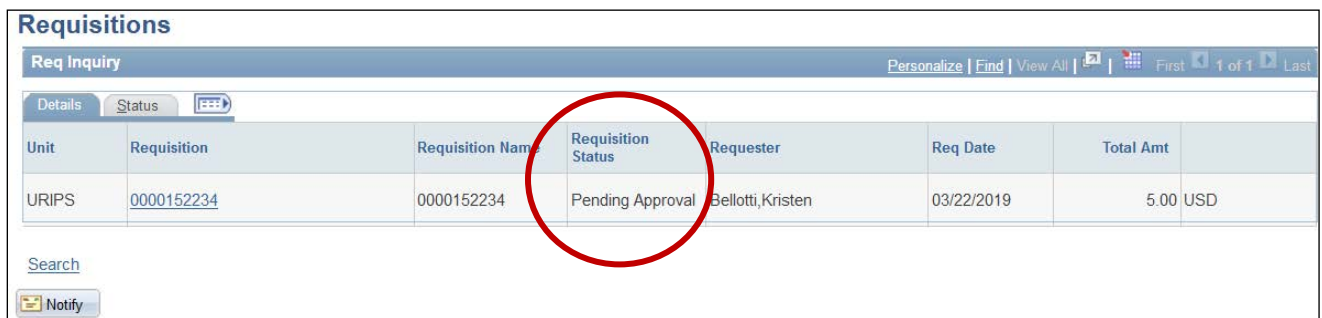
Item ID: [Empty]

Direct Ship:

OK Cancel

2. The Requisition Inquiry screen opens and displays the Requisition Status:

The Status could be: Pending Approval, Approved, Canceled, Denied, Complete, Open, etc.



Requisitions

Req Inquiry

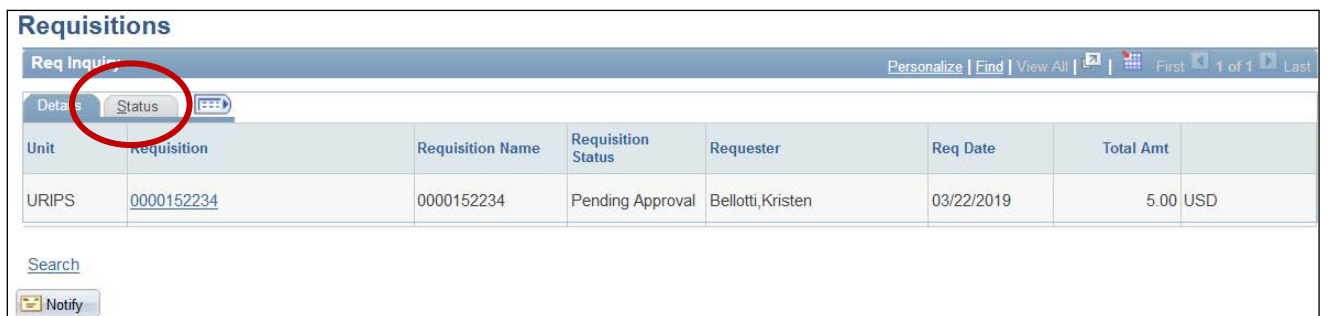
Personalize | Find | View All | First | 1 of 1 | Last

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt
URIPS	0000152234	0000152234	Pending Approval	Bellotti, Kristen	03/22/2019	5.00 USD

Search

Notify

3. For more information, Click the  tab:



Requisitions

Req Inquiry

Personalize | Find | View All | First | 1 of 1 | Last

Details Status

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt
URIPS	0000152234	0000152234	Pending Approval	Bellotti, Kristen	03/22/2019	5.00 USD

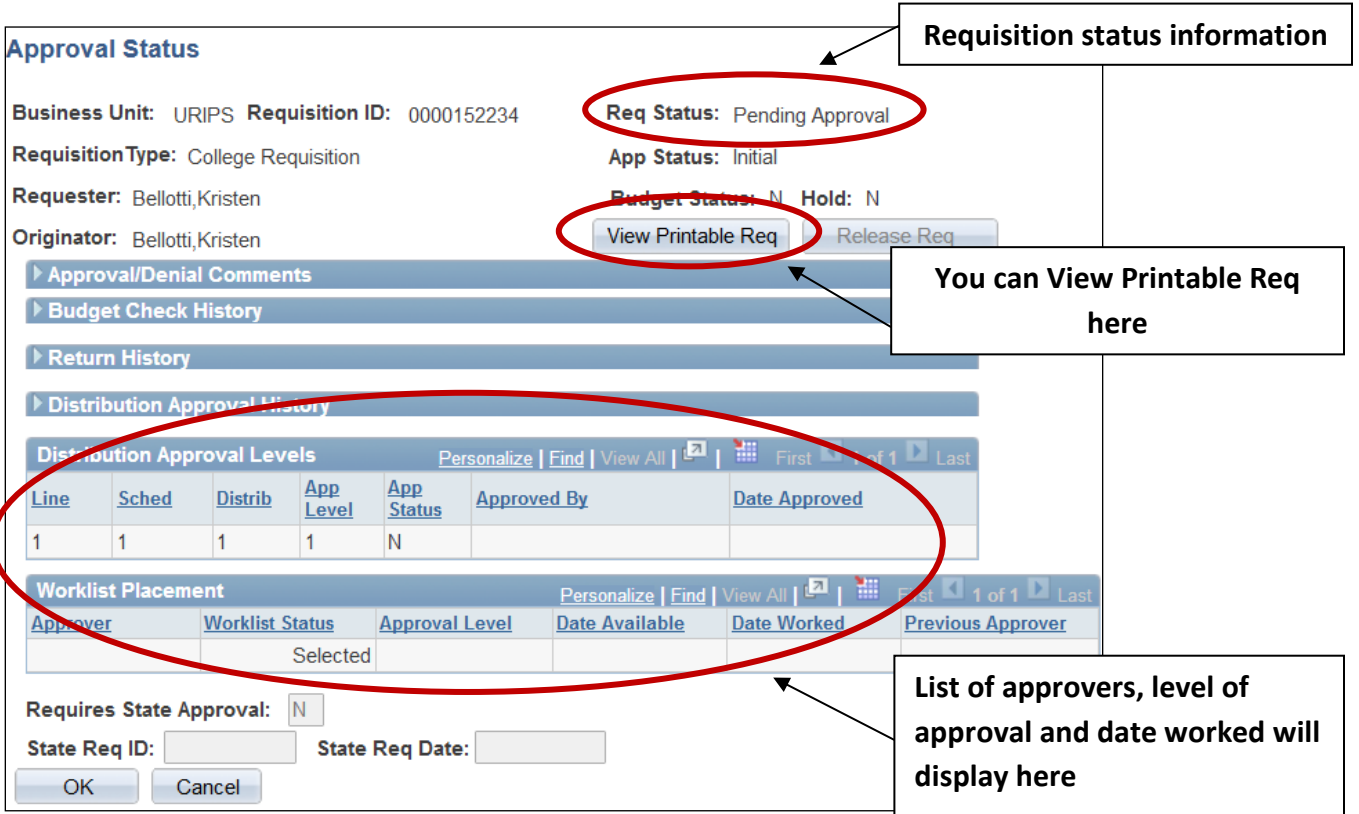
Search

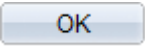
Notify

4. Then Click the Approval Status icon:



5. This screen will show you the current status of the Requisition:



6. Click  to exit.