

FMS: Checking Requisition and Quick Invoice Document Statuses

Requisition Document Status

Navigation: *Purchasing/Requisitions/Review Requisition Information/Document Status*

At **Find an Existing Value** tab, enter **Requisition ID** or **Requester** Username and click **Search**.



At **Search Results**, Click the desired **Req ID**.

View **Associated Documents, DOC IDs, and Status**. The following transaction is complete and successful.

DOC ID	Document Type	Status
0000102917	PO	Compl
0000003547	Receipt	Received
00013056	Voucher	Posted
0000005835	Payment	Posted

Click the desired **DOC ID** link to view additional information.

To view check number, click the **DOC ID** for **Payment**. At the **Payment Inquiry** page, scroll down to **Payment Inquiry Results** and note the **Payment Reference ID** (check #). Close the **Payment Inquiry** window to return to **Req DOC Status**.

To view information about the **Req ID**, click the **Req ID** link at top of page. At the **Requisitions** tab, click the **Req ID** again to access the *Schedule*  **Details** icon and from the **Shipment Details** page, the *Distribution*  **Details** icon.

Document Status Values

Requisition Status

Pending Approval: Requisition is eligible to enter approval process

Approved: Requisition has been approved

Complete: Requisition has been processed through to completion

Canceled: Requisition has been canceled

Purchase Order Status

Open: PO not ready to send to vendor

Approved: PO ready to send to vendor

Dispatched: PO sent to vendor. Requester can enter PO Receipt

Documents		Related Info	
Business Unit	DOC ID	Document Type	Status
BGSUN	0000102787	PO	Dispatched

Voucher and Payment Status


Unposted: Voucher or Payment **has not** been recorded/finalized



Posted: Voucher or Payment has been recorded/finalized

Quick Invoice Status

Navigation: *Accounts Payable/Review Accounts Payable Information/Vouchers/Vouchers*

At **Voucher Inquiry** page, Enter **Voucher ID** or **User ID** (must be uppercase LBEEMAN) and click **Search**. View the information for the desired **Quick Invoice**.

To view check number, click the **Payment** Icon . Note the **Payment Reference ID** (this is check #). Click the **Back to Voucher Inquiry** link to return to the previous page. **NOTE:** If you happen to click the **Payment Reference ID** to access the **Payment Inquiry** page, **do not** close the Payment Inquiry window or you will sign yourself out of the system. Just click *Voucher* from the Menu Pagelet to return to **Voucher Inquiry**.

Note: To view any invoices from **Voucher Inquiry**, click the *Show All Columns* icon  and then click the *Line Details* icon  for a particular **Voucher ID**. At the **Voucher Details** page, click the [View Invoice](#) link.