

# Requisition Status

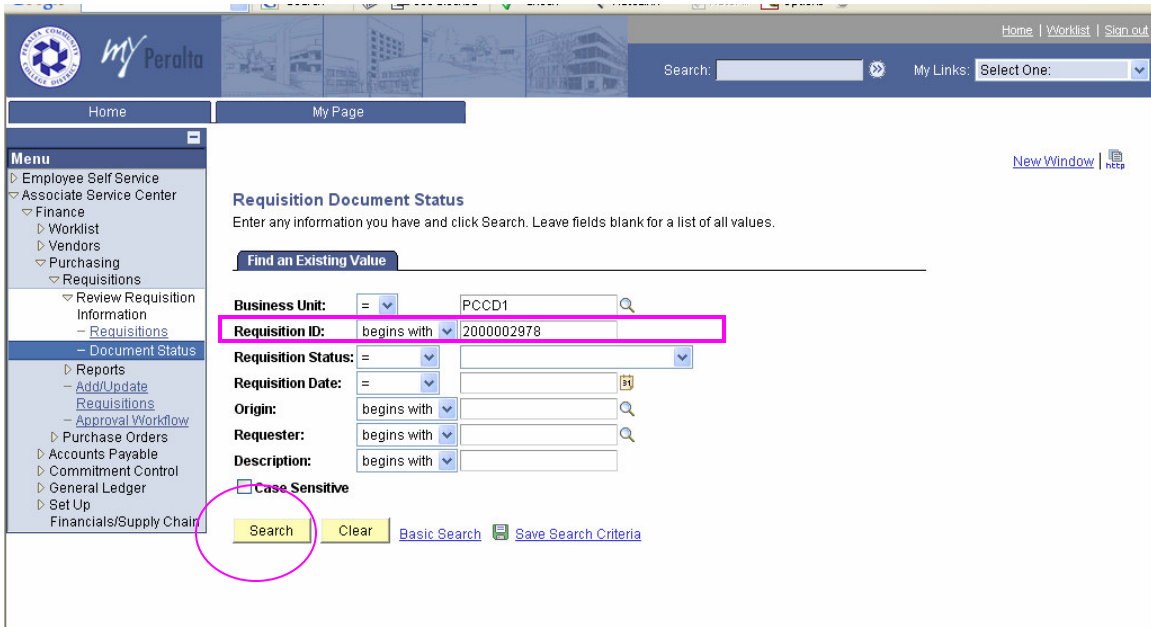
**Go to: Requisitions → Review Requisition Information → Document Status**

**Enter the Requisition ID**

**Click on Search**

The screenshot shows the 'myPeralta' system interface. On the left is a navigation menu with categories like 'Employee Self Service', 'Associate Service Center', 'Finance', 'Worklist', 'Vendors', 'Purchasing', and 'Requisitions'. The 'Requisitions' sub-menu is expanded, showing options like 'Review Requisition Information', 'Reports', 'Add/Update Requisitions', and 'Approval Workflow'. The main content area displays the 'Requisitions' section with a description: 'Create, maintain, reconcile or review requisitions information.' It includes three main tiles: 'Add/Update Requisitions' (Add or modify requisition header, line, schedule, and distribution information), 'Approval Workflow' (Initiate requisition amount and ChartField approval workflow), and 'Review Requisition Information' (Run inquiries on requisition details and activities). The 'Review Requisition Information' tile has a sub-menu with 'Requisitions' and 'Document Status' highlighted with a pink box.

The screenshot shows the 'Requisition Document Status' search page. The title is 'Requisition Document Status' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with the following fields: 'Business Unit' (dropdown menu), 'Requisition ID' (text input with 'begins with' dropdown), 'Requisition Status' (dropdown menu), 'Requisition Date' (text input with a calendar icon), 'Origin' (text input with 'begins with' dropdown), 'Requester' (text input with 'begins with' dropdown), and 'Description' (text input with 'begins with' dropdown). There is a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'. The 'Search' button is circled in pink.



Click on any [blue underlined](#) items to view more information.

my Peralta

Home | Worklist | Sign out

Search: [ ] My Links: Select One: [ ]

Home My Page

Menu

- Employee Self Service
- Associate Service Center
  - Finance
    - Worklist
    - Vendors
    - Purchasing
      - Requisitions
        - Review Requisition Information
          - Requisitions
          - Document Status
          - Reports
            - Add/Update Requisitions
            - Approval Workflow
          - Purchase Orders
          - Accounts Payable
          - Commitment Control
          - General Ledger

Req DOC Status

Your requisition number here:

Business Unit: PCCD1 Req ID: [2000002978](#) Status: Approved

Document Date: 11/02/2005 Document Type: Requisition Budget Status: Valid

Currency: USD Amount: 1,200.00

Requester: KOELLE,KATHERINE

Associated Document

Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
PCCD1	<a href="#">3000002457</a>	PO	Dispatched	11/02/2005	0000604757	MAIN
PCCD1	<a href="#">00002912</a>	Voucher	Dispatched	11/01/2005	0000604757	MAIN

300000xxxx indicates the purchase order created for this requisition

000000xxxx indicates that a voucher has been created for this requisition

Click on small icons for more information

myPeralta

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Search:  My Links: Select One:

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**Menu**

- Employee Self Service
- Associate Service Center
  - Finance
    - Worklist
    - Vendors
    - Purchasing
      - Requisitions
        - Review Requisition Information
          - Requisitions
          - Document Status
          - Reports
            - Add/Update Requisitions
              - Approval Workflow
              - Purchase Orders
              - Accounts Payable
              - Commitment Control
              - General Ledger
              - Set Up
              - Financials/Supply Chain

**Req DOC Status**

**Business Unit:** PCCD1      **Req ID:** [2000002978](#)      **Status:** Approved

**Document Date:** 11/02/2005      **Document Type:** Requisition      **Budget Status:** Valid

**Currency:** USD      **Amount:** 1,200.00

**Requester:** KOELLE,KATHERINE

**Associated Document**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location	
PCCD1	<a href="#">3000002457</a>	PO	Dispatched	11/02/2005	0000604757	MAIN	
PCCD1	<a href="#">00002912</a>	Voucher	Dispatched	11/01/2005	0000604757	MAIN	

[Return to Search](#)

Address: [http://promt.ad.peralta.edu/psp/PAPROD\\_1/EMPLOYEE/ERP/c/PROCUREMENT\\_ANALYSIS.PRCR\\_DOCSTAT\\_VCHR.GBL?Page=PRCR\\_DOCSTAT\\_VCHR&Action=U8BUSINES](http://promt.ad.peralta.edu/psp/PAPROD_1/EMPLOYEE/ERP/c/PROCUREMENT_ANALYSIS.PRCR_DOCSTAT_VCHR.GBL?Page=PRCR_DOCSTAT_VCHR&Action=U8BUSINES) Go Links >>

Google Search 143 blocked Check AutoLink AutoFill Options

myPeralta

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**Menu**

- Employee Self Service
- Associate Service Center
  - Finance
    - Worklist
    - Vendors
    - Purchasing
    - Accounts Payable
      - Vouchers
        - Review Accounts Payable Info
        - Vouchers
        - Document Status
        - Payments
        - Reports
        - Commitment Control
        - General Ledger
        - Set Up
        - Financials/Supply Chain

**Voucher Document Status**

**Business Unit:** PCCD1      **Voucher ID:** [00002912](#)      **Document Type:** Voucher

**Invoice ID:** PAYMENT      **Invoice Date:** 11/01/2005      **Document Tolerance Status:** Valid

**Gross Amount:** 1200.00 USD      **Approval Status:** Approved      **Budget Status:** Valid

**Vendor ID:** 0000604757      **Location:** MAIN      TRACI TOLE-001      [Match Manager](#)

**Associated Document**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location	
PCCD1	<a href="#">3000002457</a>	PO	Dispatched	11/02/2005	0000604757	MAIN	
PCCD1	<a href="#">2000002978</a>	REQ	Dispatched	11/02/2005			