

## **Requisition Status**

2-Created: The requisition first screen (general) details have been entered, but general ledger (GL) details have not been entered on the second screen, or, the requisition has header and GL detail but does not have the appropriate budget to move it to a Status 4-Allocated to be released into Workflow,.

4-Allocated: The requisition has been entered and has been allocated (charged) to a general ledger account, therefore money is being taken from available budget. The requisition has not been released into Workflow. A requisition must be in a status 4-Allocated to be released into Workflow, click Release to initiate the Workflow process.

6-Released: The requisition has been released into Workflow and is awaiting approval. Click the Approvers button to see the current approval status.

8-Approved: The requisition has been fully approved in Workflow and is ready to be converted to a purchase order.

0-Converted: The requisition has been converted to a purchase order. The number is included on the Terms/Miscellaneous tab in Requisition Entry.

## **Purchase Order Status**

1- Rejected

2- Created without the general ledger detail complete

4- Allocated (The expense accounts have been completely entered and the purchase order is ready for posting.)

5- Released- Awaiting approval

6- Posted

0-Closed- The purchase order has been attached to an invoice and forwarded for API approval.

8-Printed– The purchase order has been converted and printed (if an e-mail PO is checked the PO was sent out to the vendor.

0-Closed- The purchase order has been attached to an invoice and forwarded for API approval.

9- Carry forward Purchase order

## **Invoice Centrals**

Hold- This means the AP Clerk has attached the invoice and has not released the batch for approval yet.

Pending- Invoice has been matched and scanned by AP Clerk and is awaiting API approval.

Approved- API approval is complete and will be processed with the next Friday's batch.

Paid- Check has been cut.