

Requisition Status

2-Created: The first screen (general) details at Requisition Entry has been completed, but the second screen General Ledger (GL) details of Quantity, Description, Amount and General Ledger number have not yet been entered, **or**, the requisition has header and GL detail but does not have the adequate available budget to move it to a Status 4-Allocated to allow it to be released into Workflow for approval.

4-Allocated: The requisition has been entered and has been allocated (charged) to a general ledger account, therefore dollars have been applied against the available budget. The requisition has not yet been released into Workflow to be routed through the system for approval. A requisition must be in a status 4-Allocated to be released into Workflow, click Release on your dashboard ribbon to initiate the Workflow process.

6-Released: The requisition has been released into Workflow and is awaiting approval. Click the Approvers button at the bottom of your screen 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 PO number is now reflected in the Miscellaneous Section of the Requisition Entry screen. If your Requisition was rejected for any reason at the time of conversion, you should receive a message containing an explanation for the rejection in your Workflow. If your Requisition has been successfully converted to a PO, you will also receive a notification in your Workflow at that time.

Purchase Order Status

1- Rejected: If the PO was rejected, you should receive a message containing an explanation for the rejection in your Workflow.

2- Created: The general ledger detail entry has not yet been completed.

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

5- Released: Awaiting approval

6- Posted

8-Printed: The purchase order has been converted and printed (if e-mail PO is checked and a current email address is on the vendor record the PO will be automatically sent out to the vendor via email.)

9- Carry Forward Purchase Order

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

Invoice Centrals

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

Pending: An Invoice has been matched to a PO and scanned by AP Clerk and is awaiting API approval.

Approved: API approval is complete and the PO/invoice payment will be processed with the next Friday's check run batch.

Paid: Check has been generated and remitted to the vendor.