

Reviewing Document Status

Reviewing document status is an improved feature that provides a wealth of information from one window.

Navigation	Menu ► Purchasing ► Purchase Orders ► Review PO Information ► Document Status
Locate Requisition or Purchase Order	Populate the PO Number field. Use the % symbol as a wildcard (for example, %27084 for a PO number) and click Search .
Select the PO	Select the PO number to view the Document Status.
Review Data	Data is provided on the following items and some items have links for quick access: <ol style="list-style-type: none"> 1. PO Status 2. Amount 3. Buyer 4. Requisition (link) 5. Contract (link) 6. Vouchers (link to each voucher provided) 7. Payment (link to each payment provided) 8. Accounting Lines (link) 9. Purchase Order (link)

PO Document Status

Document Status

Business Unit: LBCMP **PO ID:** [0000027084](#) **Status:** Compl
Document Date: 09/29/2008 **Document Type:** Purchase Order **Budget Status:** Valid
Currency: USD **Amount:** 55.89
Buyer: Rodriguez, Sergio

Associated Document

Customize | Find | View All | First 1-4 of 4 Last

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
	LBCMP	REQ	0000019397	Complete	09/09/2008			
LBCMP		Contract	CSULB2004PWS0000000000132	Approved	07/08/2004	0000001449		
	LBCMP	Voucher	00247249	Posted	09/30/2008	0000001449	MAIN	
LBCMP		Payment	0000085570	Posted	10/30/2008	0000001449	MAIN	

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