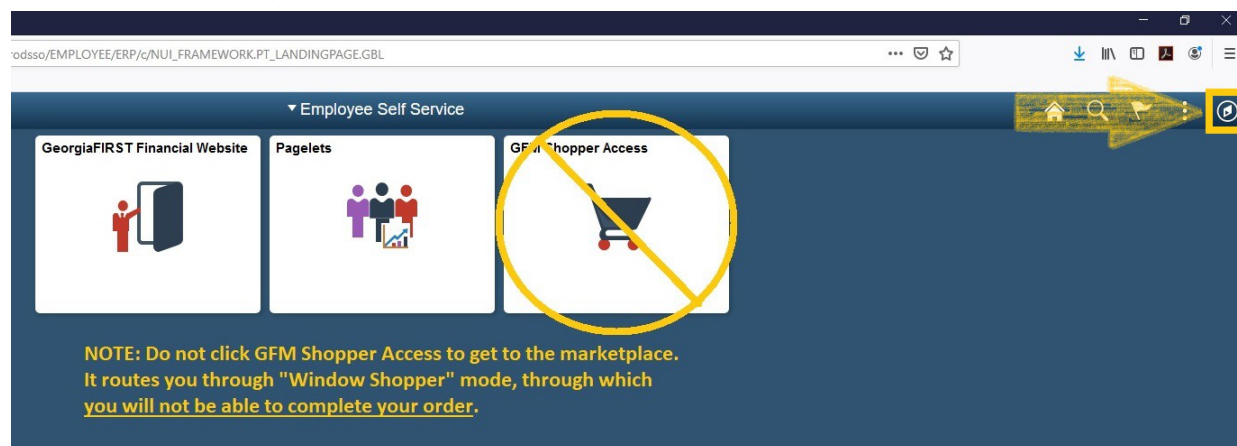


## How To

### Check a Requisition or Purchase Order's Status

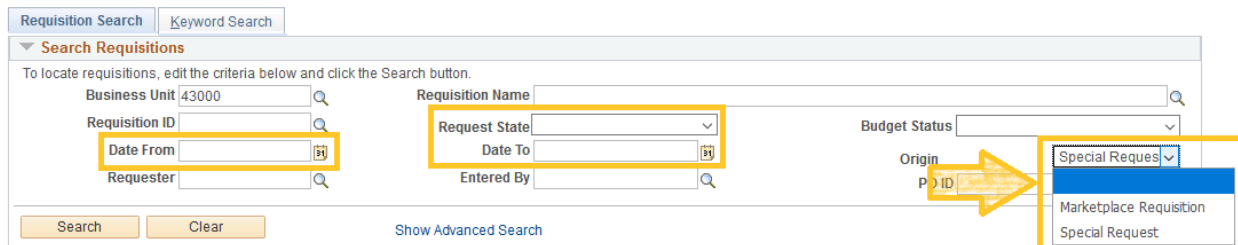
The following steps will show a requester/approver how to review the status of a requisition/purchase order (PO). **\*Please note, if an approver was included in a requisition approval chain that is not from their department – they may not be able to pull up that requisition to review it after they have approved it. Please submit a service request via [service.kennesaw.edu/ofc](https://service.kennesaw.edu/ofc) with any questions.**

1. Log in to PeopleSoft via <https://www.usg.edu/gafirst-fin/> by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
  - a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.



3. In the NavBar menu, click **Navigator > eProcurement > Manage Requisitions**.
4. On the new page, clear out **Date From/To, Requisition Status, and Origin**.

#### Manage Requisitions



Requisition Search | Keyword Search

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: 43000

Requisition ID: [ ]

Date From: [ ]

Requester: [ ]

Request Name: [ ]

Request State: [ ]

Date To: [ ]

Budget Status: [ ]

Origin: [ ]

PO ID: [ ]

Search | Clear | Show Advanced Search

Special Request  
Marketplace Requisition  
Special Request

5. Enter the **Requisition ID** or **PO ID** and press **Search**.
6. The requisition information will pop up below. **Request State** will indicate where in the process the Purchase Order (PO) is. Click the grey triangle to view the cycle status.



**Requisitions** ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	Priority
▼	SPD Order	43000	07/08/2019	Complete	Valid	270.00 USD	[Select Act ▼]

Requester: Pre-Encumbrance Balance: 0.00 Entered By: USD

Process Flow: Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

7. What each Request State status means:

a. Pending

- The requisition is still in the approval process and a purchase order has not been created.
- The remaining approvals can be viewed by clicking on the Approvals icon (second from the left icon in the above picture).

b. Open

- The requisition has not been fully submitted for approval. It cannot proceed to a purchase order until the requisition has been saved and submitted.

c. Denied

- The requisition has been denied by one or more approvers in the approval chain and must be resubmitted properly (see our [job aids page](#) for instructions) or canceled.

d. SeeLines

- The edited requisition has not gone back through the approval process. To fix this, follow the How To Resubmit a Denied Requisition job aid on our [job aids page](#).

e. PO(s)Created

- A purchase order has been created.
  - The status will change to PO(s) Dispatched when the purchase order processing has been completed by the KSU Procurement Office.
  - Dispatched *usually* means the PO has been sent to the vendor.
- The PO Number can be viewed by clicking on the Purchase Orders icon (fourth from the left icon in the above picture).

f. Complete

- The PO has been closed.
  - If the PO was created in the current fiscal year, any unused encumbered funds will be released back. If the PO is from a previous fiscal year, submit a service request via [service.kennesaw.edu/ofs](http://service.kennesaw.edu/ofs) to ask how to proceed.