**How to Find the Status of a PeopleSoft Transaction**

There are two ways to check the status of a Requisition.

1. In the main menu, select Purchasing --> Requisitions --> Review Requisition Information > Document Status.

2. In the field labeled “Requisition ID” enter the requisition number

3. Click the yellow button labeled “Search”.

4. The system will open a panel with links to all the “documents” (like a PO or a Receipt) related to the requisition.

The other way to find the status of a requisition is:

1. Open the Requisition, navigate to Purchasing --> Requisitions --> Maintain Requisitions --> Find an Existing Value --> Search - select the requisition from the list.

2. Click the hyperlink labeled Document Status (upper center part of the screen).

3. The system will open a new window that will display status. If no PO has been issued, it will say “No Documents”.