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Quick Search

1. Click located in header, leave All or click on dropdown and choose from list.

2. Enter what you want to search for then press enter, see examples below.

3. All documents associated with the number entered will be listed. If only 1 document is associated with
the number entered you will automatically be brought to that document.

4. To open, click on document.
View my Requisitions

1. From the menu, click Search Documents.

2. Whether on simple search (example shown) or advanced search, click my requisitions.

3. A list of Requisitions created by you in the last 90 days will appear in number order from newest to oldest.
   - If requisition has a ✔ the approval process is completed so a Purchase Order has been created.
   - If requisition has a ☑ the approval process is not complete.

4. To view a requisition, click on the number in blue.

5. Your requisition will open. View summary information or click on any of the tabs to view more information.

Examples:
- To see the approval steps, click PR Approvals.
- To look at an attachment, click on Attachments then click on the attachment to open.
- To see when your department admin submitted your requisition (faculty only), click History and look for date/time your cart was submitted.
View my Purchase Orders (PO)

1. From the menu, click **Search Documents**.

2. Whether on **simple search** (example shown) or **advanced search**, click **my purchase orders**.

3. A list of POs created by you in the last 90 days will appear in number order from newest to oldest.
   - If the PO has a ☑ the approval process is completed so your order has been placed.
   - If the PO has a ☐ the approval process is not completed.

4. Review the **Settlement Status** column to determine where document is in the process.

   **Examples**
   - **Fully Received**
     - Receipt(s) and invoice(s) entered and matched to PO.
   - **Fully Invoiced**
     - No receipts or invoices have been entered.
   - **Partially Received**
     - Invoice entered but no receipt entered so PO has not been matched.
   - **Partially Invoiced**
     - Receipt(s) and invoice(s) entered for some items so PO has been matched for those items only.

5. To view a PO, click on the number is blue.

6. Your PO will open. View summary information or click on any of the tabs to view more information.

   **Examples:**
   - To see receipt(s) entered, click **Receipts** then click on number in blue to open.
   - To see invoice(s) entered, click **Invoices** then click on number in blue to open.
   - To read Comments, click **Comments** then choose **All** from drop down.
View my Invoices/Credit Memos (CM)

1. From the menu, click Search Documents.

2. Whether on simple search (example shown) or advanced search, click my invoices.

3. A list of invoice/cms created by you in the last 90 days will appear in date order from newest to oldest.
   - If the invoice/cm has a □ the invoice approval process is completed.
   - If the invoice/cm has a ✔ the invoice approval process is not completed.

4. Review the Pay Status in the Other Detail column to determine where document is in the process.

5. To view an invoice/cm click on the number in blue.

6. Your invoice/cm will open. View summary information or click on any of the tabs to view more information.

Examples:
- To see the approval steps, click Approvals.
- To look at an attachment, click on Attachments then click on the attachment to open.
- To read Comments, click Comments then choose All from drop down.