

Purchasing

Date: 06/01/2011

Status of Purchase Requisition Documents FSJA-022

To find the status of a LoboMart Requisition, login to LoboMart, click on the **history** link, then the **my** requisitions tab. Finally, click on the Requisition No. From the Requisition screen click on the PR Approvals tab to view the three steps:

Step 1: BudgetAuth – This indicates the status of sufficient funds

Step 2: PR Create – Indicates the create status of the Req in Banner

Step 3: WaitforPRUpdate – Indicates the Approval Status of the Req in Banner

Examples of the status symbols:


✓-Completed


✗-Canceled

-Actively Processing


A complete status list is available in LoboMart.

To find the Banner requisition number if the LoboMart requisition number is known, access Banner form **FPIRQST**. Click on the **Enter Query**

button  (or press **F7**), enter the LoboMart req number in the Reference Number field, and click


on the **Execute Query** button  (or press **F8**). The Request Number field contains the Banner requisition number.

To find the Banner PO number if the Banner requisition number is known, access Banner form **FOIDoch**. Enter "REQ" in the Document Type field and the Banner requisition number in the Document code field. Click on the **Next Block**


button  (or press Ctrl + PgDn). The form returns all related documents including the PO number with a one digit status code to the right of the document number.

NOTE: To view the legend of status indicators right click on the screen or choose **View Status Indicators** from the **Options** menu.

Hint: If you know any one document number, the related documents can be found on this screen.


To find the approval status of a Banner document (Journal Voucher, Requisition, Direct Pay Invoice), access Banner form **FOAAINP** for documents that have not been approved. Enter the document number in the Document field and click on the **Next Block** button  (or press Ctrl + PgDn).

To view approval history for documents that have already been approved or denied, access Banner form **FOIAPPH**. Enter the document number in the Document Code field and click on the **Next**


Block button  (or press Ctrl + PgDn).


Documents may appear in both forms if some approvals are complete but others are not.

To view the status of an encumbrance, access Banner form **FGIENCd**. Enter the encumbrance number in the Encumbrance field and click on the

Next Block button  (or press Ctrl + PgDn). All activity against an encumbrance will be shown.

To view the status of a Receiving document, access Banner form **FPIRCVD**. Enter the receiver number in the Receiver Document Code field and

click on the **Next Block** button  (or press Ctrl + PgDn). Choose **Commodity Information** from the **Options** menu for more details about the receiving

document. Click on the **Exit** button  to return to the main menu after any of the processes above is complete.

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