Reviewing Requisition Status

Protip! You may view the status of a Requisition using the **Requisitions**, **Purchase Orders**, or **Requisition Lifecycle** tabs on the **Campus Transaction Dashboard Report**. See "Running a Campus Transaction Dashboard Report" for instructions.

**Step Action**

1. Begin by signing in to **Oracle Fusion Cloud (OFC)** from myBoiseState.edu.
2. To access the Home Screen in OFC, click the house icon at the top right hand corner.
3. Click the **Purchase Requisitions** icon on the homepage to access the **OFC Procurement** module.
4. Click the **Tasks** icon and select **Manage Requisitions** in the upper right hand corner.

   Use the **Search** fields to find a specific requisition and select from **Search Results**.

   Requisitions may be reviewed by clicking on the **Status** or **Requisition Number** hyperlink.
Step | Action
---|---
5. | Review the Approval Workflow by clicking **Status**.

![Approval Workflow Diagram](Image)

*Note:* Approvals are indicated with a checkmark and denials with an X. Hover over an approver in the workflow to identify the purpose of the approval.

6. | Additional information is provided by clicking on the chevrons to identify when approvers have been assigned and completed approval related tasks.

![Approval Timeline](Image)

7. | Requisitions that are Approved may be reviewed by selecting **Requisition** hyperlink.

![Requisition Search Result](Image)

8. | Click in the upper right corner to review additional transaction information.

9. | **Invoices** show when a requisition has been invoiced and sent to Accounts Payable. Click on the **Paid Amount** hyperlink to access supplier payment information.

![Invoice Search Result](Image)

10. | **End of Procedure.**