

# How to check the status of a Requisition

To check the status of a requisition or PO, use the **FOIDOCH** form.

**Step 1** – In the **Document Type** field, enter either REQ for requisition or PO for a purchase order. Then enter the document code. You can search for either the document type or the document code by clicking the appropriate down arrow.

## Step 2 – Next Block (CTRL-Page Down)

The screenshot shows the Oracle Developer Forms Runtime interface for the FOIDOCH form. The 'Document Type' is set to 'Request for Bid' and the 'Document Code' is 'B0001540'. The form displays a grid of document types and their status fields. The 'Requisition' field contains 'R0028169' and the status is 'A'. The 'Bid' field contains 'B0001540' and the status is 'A'. The 'Purchase Order' field contains 'P0030644' and the status is 'A'. The 'Invoice' field contains 'I0115078' and the status is 'P'. The 'Check' field contains '00352459' and the status is 'F'. The 'Return' field is blank and the status is 'G'. The 'Issues' field is blank and the status is 'D'. The 'Receiver' field contains 'Y0011906' and the status is 'C'. The 'Asset Tag' and 'Asset Adjustment' fields are blank and their status fields are also blank.

A) The **Requisition** field contains the requisition number and status. The **Status** field will represent the following:

- If there is nothing in this field, it means that the requisition has either not been completed or it has been denied
- **C** means that it has been completed, but not approved (see **Checking Approval Status**)
- **A** means that the requisition has been approved and forwarded to purchasing
- **X** means the requisition has been canceled

B) This is the **BID** field. If there is a number in this field, and the PO field is blank, then purchasing is currently handling the bid. If the field is blank, your purchase does not require a bid.

C) The **Purchase Order** field contains the PO number and status. The **Status** field will represent the following:

- If there is nothing in this field, than the PO is being processed by purchasing
- **A** means the PO has been completed, approved, and has been forwarded to the vendor
- **X** means the PO has been canceled

D) The **Issues** field is used for stores requisitions only (warehouse requisitions). It is populated when the order has been filled.

E) The **Invoice** field lists all invoices received for a given PO. The **Status** field will represent the following:

- If there is nothing in this field, then the invoice is being processed by Accounts Payable
- **C** means the invoice has been entered, but is pending approval
- **A** means the invoice has been approved for payment
- **R** means the invoice has been entered, but is awaiting receiving
- **P** means a check has been issued

F) The **Check** field lists all checks issued for a given PO. (One check per invoice) The **Status** field will represent the following:

- If there is nothing in this field, than a check has been issued and sent to the vendor
- **F** means the check has cleared the bank

G) The **Receiver** field lists all shipments received from a given PO. The **Status** field will represent the following:

- **C** means the item has been received and delivered to the department

**NOTE:** The **Return**, **Asset Tag**, and **Asset Adjustment** fields are not used.