Document Tracking
Requisitions, Bids & Purchase Orders

Screen 290
See if the R has been transferred to a B or P (see below for using 290)

Yes

Check 164 for the status of payment for the P#. If it doesn’t appear, then

Check 278 statuses for invoicing (Pf5) and receiving (Pf6). Use the status code reference guide for status code descriptions.

For invoicing problems inquire on screens 350-359.

No

Check Screen 914 to see where it is in routing

For receiving problems inquire on screens 330-339.

Other helpful screens:
288 – Document Summary
280 – Document Browse by document number. Position the cursor next to the document in question and press the PF keys for more information
281 – Document Browse by dept/sdept. Use the same way as 280.

On Screen 290, follow these steps:
1. In the Action Line, type in your requisition number and press <Enter).
2. Look in the "To Document" column. The document number that appears is the document that Purchasing Services transferred the requisition to. If no number appears, then they have not yet transferred it. Documents that begin with Bs are bids, Ms are Master Orders, and Ps are purchase orders.
3. To see if Purchasing Services has transferred the document shown in the "To Document" column to yet another document, then replace your requisition number in the Action Line with the "To Document" number and press <Enter>. For example, you would do this if Purchasing transferred your requisition to a bid, and you want to see if they have transferred the bid to a purchase order.

Courtesy of Texas A&M University Financial Management Services, Updated March 2000