

STATUS DEFINITIONS

Purchase Orders		
	Initial	A PO has a status of <i>Initial</i> when it is first added to the system. This status may change once a buyer is selected in the PO, depending upon how the buyer is set up.
	Open	If the buyer is set up with this Default PO Status, an initial PO will become <i>Open</i> . A Template PO may always have an <i>Open</i> status. A PO with this status cannot be budget checked.
	Pending Approval	A PO cannot be budget checked or entered into the approval process until it is in <i>Pending Approval</i> status. There is a checkmark that shows on <i>Open</i> POs that can be clicked to change the status to " <i>Pend Appr.</i> "
	Approved	When the workflow approval process is complete, the PO status changes from <i>Pending Approval</i> to <i>Approved</i> . After the PO is approved, any change in amount or ChartFields causes the system to return the PO status back to <i>Pending Approval</i> . <i>Approved</i> POs are available for the PO Dispatch/Print process.
	Dispatched	If the PO has been approved and has a valid budget status, the PO status changes from <i>Approved</i> to <i>Dispatched</i> .
	Canceled	Canceling an entire PO before it has been dispatched changes the status to <i>Canceled</i> . <u>Canceling cannot be reversed.</u>
	Pending Cancel	Canceling a dispatched PO changes the status to <i>Pending Cancel</i> . The PO must be re-dispatched and budget-checked to move the status from <i>Pending Cancel</i> to <i>Canceled</i> .
	Complete	Running the Close Purchase Orders process changes the status to <i>Complete</i> .
Approval Status		
	Initial	The status of any PO or requisition when first brought into the "Approve Amounts" process.
	In Process	If the requester or buyer cannot give full approval of a requisition or PO, the status of <i>In Process</i> shows after the initial approval is saved.
	Complete	The requisition or PO receives a <i>Complete</i> approval status after the final approval has been done. These three approval statuses will only show in the "Approve Amounts" screen.

Requisitions		
	Open	The <i>Open</i> status displays by default from the requester. This status may change once a requester is selected, depending upon how the requester is set up.
	Pending Approval	The requisition is not eligible for the approval process until an authorized user changes this status to <i>Pending</i> . This may be done by pulling in the requester or clicking the “Open” checkmark to change the status to <i>Pending</i> .
	Approved	The requisition has been fully approved.
	Line Approved	This status means that one or more requisition lines have been approved.
	Denied	The requisition has been denied by the Approver.
	Canceled	The requisition was canceled on the header.
	Complete	Running the Close Requisitions process changes the status to <i>Complete</i> .
Receipts		
	Open	Not all edits have passed. If any receipt lines have a status of <i>Open</i> , the receipt header has a status of <i>Open</i> .
	Received	When all lines are in <i>Received</i> or <i>Canceled</i> status, the receipt header will have a status of <i>Received</i> .
	Hold	Receipt is on <i>Hold</i> until released by user. This status may be used when items are received damaged.
	Moved	This status occurs when the receipt has been interfaced with Asset Management or Inventory in PeopleSoft.
	Closed	All interface requirements have been fulfilled and no further processing is required. Running the Close Receipts process changes the status to <i>Closed</i> .
	Canceled	The receipt has been <i>Canceled</i> on the header; the lines will go to a <i>Canceled</i> status as well. <u>Canceling cannot be reversed.</u>
Budget Status		
	Not Chk"d	(<i>Not Checked</i>) – Either the document has not been budget checked or the budget checking <u>process</u> failed. This can happen for reasons other than the accounting information being incorrect.
	Valid	The PO or requisition has been successfully budget checked.
	Error	The document has failed to budget check because of an error in the distribution information.