

Requisition and Purchase Order Status Guide

Requisition Status

Status	Description
In Progress (Unfinished)	Requisition Done field displays: No. Requisition is saved, has an assigned system-generated number, but is unfinished by initiator.
Not Approved	Requisition Done field displays: Yes. Requisition is finished, but has not been approved by Administrator(s) in Colleague.
Outstanding	Administrator(s) approved requisition in Colleague. Purchasing can now view requisition and generate a purchase order. The requisition can no longer be altered by the end-user.
PO Created	Purchase order has been generated in Colleague.

Purchase Order Status

Status	Description
In Progress (Unfinished)	Purchase order is saved, has an assigned system-generated number, but is unfinished by Purchasing.
Outstanding	Purchase order has been processed.
Backordered	One or more line items are on backorder.
Accepted*	Merchandise received and accepted by Warehouse or Department.
Invoiced/Vouchered	Purchase order can no longer be changed.
Paid	A check for payment has been issued to vendor.
Reconciled	Purchase order has been fully paid.
Closed	Purchase order is no longer needed, unexpended funds on purchase order will return to GL account string.
Voided	Purchase order generated is now invalid and will return the requisition to outstanding status for a new purchase order to be generated.

*PO status is determined by the least processed line item. Therefore, if line one is accepted, but line two is not, the PO status will be Outstanding. If a partial receipt is made on line two, the line becomes backordered, as does the PO.