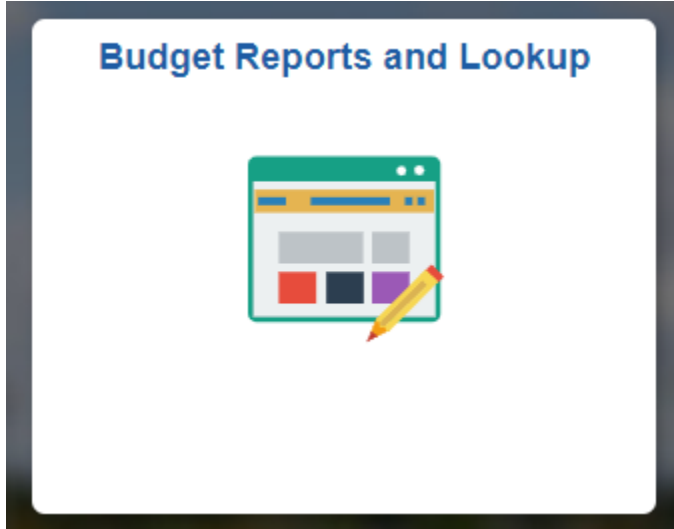


Document Status

The Document Status page will pull all documents (reqs, warehouse receipts, vouchers, payment checks) in PeopleSoft Financials related to the Purchase Order in question.

To reach the Document Status page, click on the **Budget Reports and Lookup** tile on your homepage.



In the left-hand column, click **Document Status Purchase Order**. Search for your PO by typing the PO# in the "PO Number" field as pictured below. Then click the blue Search button at the bottom.

[LBC Financials Homepage](#) Budget Reports and Lookup

Purchase Order Document Status
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Business Unit =

PO Number begins with

Purchase Order Date =

Origin begins with

Purchase Order Reference begins with

Case Sensitive

[Basic Search](#)

The system will take you to a summary page that shows all documents related to the PO. Be sure to click View All if there are multiple lines to view.

If the items purchased are received in multiple shipments, the Warehouse will check in and create a new Receipt each time, and there will be multiple Receipts in the system. In the example below, there are 9 receipts because the Warehouse received this order in 9 separate shipments.

If the vendor sends multiple invoices, each of those invoices will be paid with a separate voucher and check. In the example below, a total of 13 vouchers were created to pay invoices related to this requisition.

The screenshot displays the 'Requisitions' page in LBC Financials. At the top, the 'Document Status Requisition' section provides details for Req ID 000048940, which is approved and has a merchandise amount of 12,627.02. Below this is a process flow diagram with icons for Requisitions, Inventory, Sourcing Events, Procurement Contracts, Purchase Orders(1), Service Work Orders, Receipts(9), Returns, Vouchers(13), and Payments(13). A 'Show All' button is located below the flow diagram.

The 'Associated Document' section features a table with columns: Actions, SetID, Business Unit, Document Type, DOC ID, Status, Document Date, Supplier ID, Location, and Go To Document Status Inquiry. The DOC ID column contains blue hyperlinks for each document. A red box highlights the first row's DOC ID, and a red arrow points to it with the text: 'Click the blue text in this column to see more details for each line.' Another red arrow points to a 'View All' button in the top right corner of the table area. A pagination control shows '1-5 of 36'.

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼Actions		LBCCD	Purchase Order	0000089194	Dispatched	05/03/2022	0000010112	EFT	
▼Actions		LBCCD	Receipt	0000019930	Received	05/10/2022	0000010112	EFT	
▼Actions		LBCCD	Receipt	0000019933	Received	05/11/2022	0000010112	EFT	
▼Actions		LBCCD	Receipt	0000019941	Received	05/11/2022	0000010112	EFT	
▼Actions		LBCCD	Receipt	0000019976	Received	05/24/2022	0000010112	EFT	

To view more details for each document (Purchase Order, Receipt, Voucher, or Payment), click on the blue text hyperlink in the DOC ID column.