This Quick Reference Guide shows how to use the Life Cycle feature to determine the status of the requisition, from processing to payment.

1. From the home page, click Procurement, then select Purchase Requisitions.
2. Select Manage Requisitions.
4. Click the hyperlink to open the requisition.
5. If the Requisition has only 1 line item, click the View Life Cycle tab in the top right corner of the page.
6. If the Requisition has more than 1 line item, highlight the line in question, then click the Line Life Cycle icon toward the right side of the page.
The **Requisition Life Cycle** provides many avenues for additional information. The **Requisition Line** shows a Status. The **Order** section references the Purchase Order.

Scroll down to the **Invoices** section. The **Paid** and **Unpaid Amounts** are displayed for each invoice that has been received.

Additional invoice details are available via the Invoice hyperlink.

Click the **Payments** tab to view all payments for the invoice. Here you can see the funds have been **Reserved**.

The **Payments** screen provides: Payment Number, Status, Reconciled, Payment Date, Paid Amount, Address mailed to (if payment by check) and Payment Method.