Tracking your order

Now that your requisition has been submitted, what are the next steps?

How to track my requisition status

To see a list of pending requisition(s) issued by you, please do the following:

- log into **Minerva**

- go to "**Finance**" menu

- click "**Approve Document**"

- click "**Submit Query**"

- click the "**History**" link to view the approval/disapproval details of the document. Approvals required as well as Approvals recorded will be displayed.

To view the approval history of a particular requisition (either issued by you or someone else in your unit), please do the following:

- log into **Minerva**

- go to "**Finance**" menu

- click "**View Document**"

- select "**Requisition**" in "**Choose Type**", enter the MMP requisition # in "**Reference Number**"

- click the "**Approval History**" button to view the approval/disapproval details of the document. Approvals required as well as Approvals recorded will be displayed.

View Document

To display the details of a document enter parameters then select View document. To display approval history for a doc enter parameters then select Approval history. If you do not know the document number, select Document Number to ac Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from. You can now view invoice document images. Click on the **HELP** link at the top right for more information.

Choose type: Requisition

Requisition
Purchase Order
Invoice
Journal Voucher
Encumbrance
Direct Cash Receipt

Submission#: | Document Number |
Change Seq# | | Reference Number | 1234

Display Accou

⦿ Yes   ○ No

Display Document/Line Item Text	Display Commodity Text
⦿ All ○ Printable ○ None	○ All ⦿ Printable ○ None

[View document] [Approval history]

How to disapprove a pending requisition

During the requisition approval process, you can disapprove a requisition submitted by you. Please do the following:

- log into **Minerva**

- go to "**Finance**" menu

- click "**Approve Document**"

- select the option "**All Documents which you may approve**"

- click "**Submit Query**"

- click the "**Disapproved**" link on the right hand side and follow the instructions. You will receive two e-mails notifying you about the disapproval of your requisition.

For more details, please visit Financial Services' Guide to Financial Management website: How to use the Minerva Approve Documents Menu

If your requisition is already approved and you want to cancel the requisition, then please submit a Cancellation Request Form to Procurement Services.

How to view PO status
Once a PO is issued, you can view the following information in MMP:

- PO summary: Go to the ***Orders & Documents*** page, select ***Search Document, click* My Purchase Order** (under the search parameters section) to see a list of POs --> click on the PO #, you will be brought to the **Summary** tab of the PO.

- PO distribution method: under the **Summary** tab of the PO, Document Status on the right-hand side, shows whether or not the PO was sent by e-mail, by fax or by cXML (direct data injection to the supplier's system) and the exact time and date of the transmission.

- Electronic copy of the PO: under the **Revision** tab of the PO, click on the "**HTML Attachment Email PO**" or "**Fax PO**" link (not applicable if PO is sent by cXML).


How to search for a Requisition / PO / Invoice Number (starting with IV) in MMP

By document number:

If you have an MMP requisition, PO number, or Invoice Number starting with IV, you can quickly access the document by using the search box on the top right corner (under the current cart quick link).

Select the document type (Purchase Order, Requisition, Invoice Number), enter the document number and press the **Search** button.

You can also search for a particular order (either by you or someone in your unit) by setting different parameters.
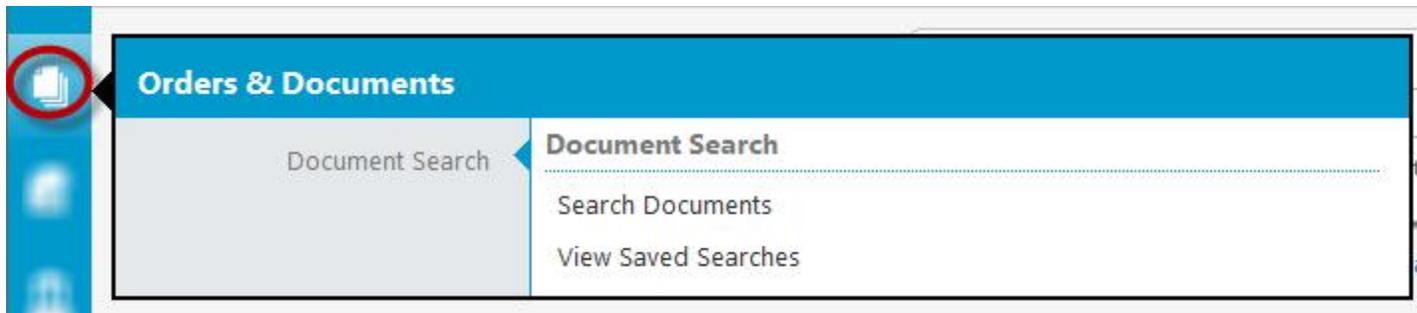
- go to the ***Orders & Documents*** page, select ***Search Document,*** and click on the ***Advanced Search*** link.

- enter different parameters. You can narrow your search by **Supplier**, **Date** (Custom Date Range), **User** (Participant), **FOAPAL** element (Account, Activity, Fund)

- and click the "**GO**" button

Search Purchase Order ▾   simple search

Go

Purchase Order Identification

Purchase Order Number(s) [   ]

Purchase Order Information

Participant(s) [   ] 🔍

Owner [   ] 🔍

Prepared By [   ] 🔍

Date   Creation Date (System) ▾ All Dates ▾

Total Amount   ▾ [   ]

Supplier [   ] 🔍

Custom Fields

Account	Is Exactly ▾	[ ]	Add another Account
		My Favorites All Codes	
Activity	Is Exactly ▾	[ ]	Add another Activity
		My Favorites All Codes	
Fund	Is Exactly ▾	[ ]	Add another Fund
		My Favorites All Codes	
Organization	Is Exactly ▾	[ ]	Add another Organization
Program	Is Exactly ▾	[ ]	Add another Program
Location	Is Exactly ▾	[ ]	Add another Location
		My Favorites All Codes	

How to view a purchase related document

You can view a list of documents related to your purchase order (such as the requisition, invoices, checks) in Minerva or Banner. For instructions, please visit the Financial Services Guide to Financial Management website.