# MANAGE REQUISITIONS – Tracking Your Order




1. **Req is waiting to be approved.**
2. **Req is approved and waiting to be budget checked.**

3. **Req is available to be sourced to a Purchase Order.**

4. **Req has been sourced to a Purchase Order.** **PO is not dispatched yet.** **Open Request Lifespan view. Colored icons show which stage the order is in.**
**Click the colored icon to view document details such as the PO Number.**

5. **The PO has been Dispatched, but not received or vouchered.**

6. **The PO has been Received, but not vouchered.**
 **Click the colored icon to view document details such as the Receiver ID.**
7. **A voucher has been entered, indicated by the colored Invoice icon.
We don't use the Payment icon because payments are issued from USAS.** **Click the colored icon to view document details such as the Voucher ID.**