View Requisitions (or Other Documents)

1. Open **MyWashburn**

2. Type your username and password into the appropriate areas and press the **Login** button.

3. Click on the **Finance** tab.

4. Find the **View Document** link under the **Finance** channel
5. Use the search form to find your document.
   
a. The **Document Number** and **Reference Number** can have their values looked-up by clicking the respective button. The wild card for this search is the percent symbol (%). If you put only a % in one of the fields the search will return all codes for the selected category. If you enter your **User ID** (first initial last name, i.e. JDOE) then all documents created by you will be displayed. When the result you want is displayed, click the code to automatically insert it into the query form.

b. Ensure all settings are set up the way you want them

c. To view a document click **View document**

d. To view an approval history click **Approval history**
## View Document

### Requisition Header

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Order Date</th>
<th>Trans Date</th>
<th>Delivery Date</th>
<th>Print Date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>R00000000</td>
<td>Dec 03, 2002</td>
<td>Dec 03, 2002</td>
<td>Dec 03, 2002</td>
<td></td>
<td>950.00</td>
</tr>
</tbody>
</table>

- **Origin:** BANNER
- **Complete:** Y
- **Approved:** Y
- **Type:** Procurement
- **Cancel Reason:**
- **Requestor:** Name Here 000000 Office of the Dean
- **Accounting:** Document Level
- **Ship to:** Washburn University
- **Department Name:**
- **1700 SW College Ave**
- **Morgan Hall Rm 108**
- **Topeka, KS 66621**
- **Attention:** Name Here
- **Contact:** Name Here 785-670-0000
- **Vendor:**
- **Document Text:** Description of purchase

### Requisition Commodities

<table>
<thead>
<tr>
<th>Item Commodity Description</th>
<th>U/M Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration EA</td>
<td>1</td>
<td>950.00</td>
<td>950.00</td>
</tr>
<tr>
<td></td>
<td>.00</td>
<td>.00</td>
<td>.00 950.00</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td>950.00</td>
</tr>
</tbody>
</table>

### Requisition Accounting

<table>
<thead>
<tr>
<th>Seq#</th>
<th>COA</th>
<th>FY Index Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv Locn</th>
<th>Proj</th>
<th>NSF Susp</th>
<th>NSF Over</th>
<th>Susp Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>W</td>
<td>03</td>
<td>100000000000000000</td>
<td>7006000</td>
<td>14005</td>
<td>N</td>
<td>N</td>
<td>N</td>
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</tr>
</tbody>
</table>

**Total of displayed sequences:** 950.00

### Related Documents

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Document Type</th>
<th>Document Code</th>
<th>Status Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 03, 2002</td>
<td>Purchase Order</td>
<td>P00000000</td>
<td>Approved</td>
</tr>
<tr>
<td>Feb 12, 2003</td>
<td>Invoice</td>
<td>I00000000</td>
<td>Paid</td>
</tr>
<tr>
<td>Feb 13, 2003</td>
<td>Check Disbursement</td>
<td>00000000</td>
<td></td>
</tr>
</tbody>
</table>
Approval History

View Document

**Document Identification**

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Type</th>
<th>Requisition</th>
</tr>
</thead>
<tbody>
<tr>
<td>R00000000</td>
<td>NHERE</td>
<td>Name Here</td>
</tr>
</tbody>
</table>

☑️ There are no approvals required at this time

**Approvals recorded**

<table>
<thead>
<tr>
<th>Queue Level</th>
<th>Date</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS</td>
<td>Dec 03, 2002</td>
<td>Approver</td>
</tr>
</tbody>
</table>

| CAS         | Dec 03, 2002 | Approver       |