



Quick Reference Guide - CSU PO Life Cycle Report

Purpose

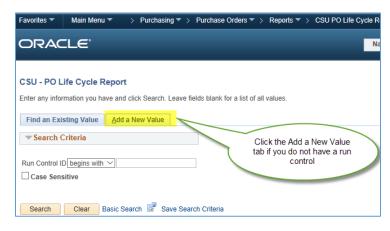
The CSU PO Life Cycle Report provides detailed information for a transaction as it flows through the PO and AP systems. Campus users who have access in PeopleSoft can run the report by Requisition#, Purchase Order# or Voucher#. The CSU PO Life Cycle Report is a PDF format and answers questions like:

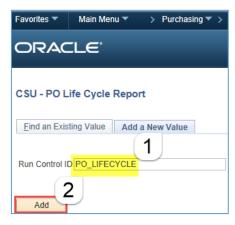
- ➤ Has this req. been assigned? If so, what is the PO#?
- Is there a Voucher for this? If so, what is the Voucher#?
- ➤ Has the Voucher been paid? If so, what is the Check#?

Step 1 - Create a Run Control

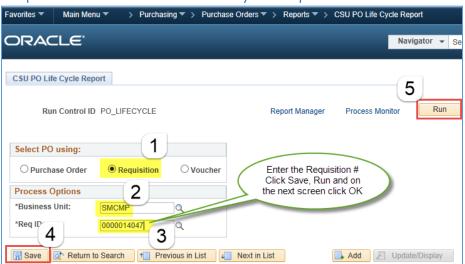
Navigation: Purchasing > Purchase Orders > Reports > CSU PO Life Cycle Report

You may already have a run control that will work, first try the "Find an Existing Value" tab.





Step 2 - Run the CSU PO Life Cycle Report



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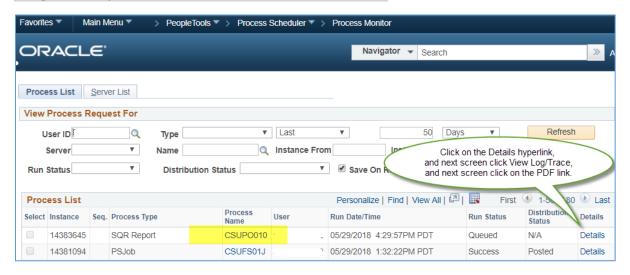


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If the Req ID does not pull up it indicates the PO was not created. Was the Req Budget Checked?

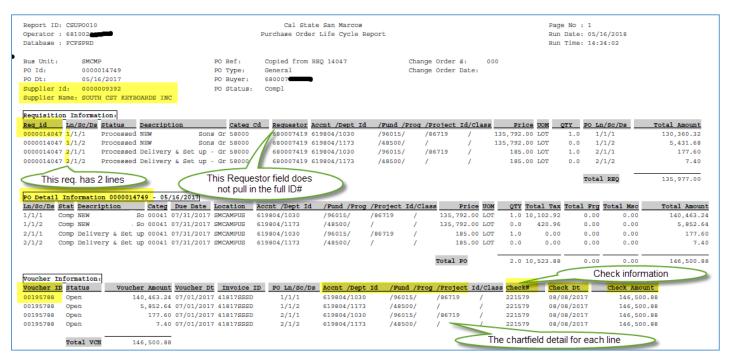
Step 3 - Go to Process Monitor to review the report.

Navigation: PeopleTools > Process Scheduler > Process Monitor



Step 4- Review the CSU PO Life Cycle Report results

This report works very well for blanket POs. Please note the Requestor ID in the report is not the complete ID number therefore this one field is not informative. This report does not replace the Notice To Proceed process.



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