

# Datatel Purchasing and Accounts Payable Progression

## Processing Steps and Statuses

During purchasing and payables processing, each type of purchasing document goes through a number of statuses

Table 3-1 illustrates the typical progression of statuses as a typical purchasing transaction goes through the steps in processing, from a requisition to a check.

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➡ Table 3-1 assumes a simple transaction, where no approval requirements exist, goods are ordered and received without delays, and all items are accepted as received. Thus, this example does not include the statuses of Not Approved, Backordered, Voided, closed or Cancelled.

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Processing Step	Requisition Status	Purchase Order Status	Voucher Status	Check Status
Create new requisition (unfinished)	U (Unfinished/In Progress)	.	.	.
Mark requisition "Done"	O (Outstanding)	.	.	.
Create purchase order (unfinished)	P (PO Created)	U (Unfinished/In Progress)	.	.
Mark purchase order "Done"	.	O (Outstanding)	.	.
Receive and accept goods	.	A (Accepted)	.	.
Create voucher	.	I (Invoiced)	O (Outstanding)	.
Print and post check	.	P (Paid)	P (Paid)	O (Outstanding)
Reconcile check to bank statement	.	R (Reconciled)	R (Reconciled)	R (Reconciled)

**Table 3-1:** Progression of Document Statuses in Typical Transaction