******State of Kansas**

**How to Locate an Asset IF from a Requisition ID**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | 08/02/2016 |
| **Version:** | 1.0 |
| **Last Updated Date:** |  |
| **Process** |  |
|  | 1. Navigate to: *Purchasing > Requisitions > Review Requisition Information > Document Status*Enter the Business Unit & Requisition  |
|  | The Document Status page shows the list of transactions from the Requisition to the Voucher related to your Requisition ID, including the PO ID: |
|  | 2. **Navigate to *Asset Management > Search for an Asset* page:**Enter the highlighted fields, Unit, PO Unit and PO No & CLEAR OUT the Asset Status field.  |
|  | Click the Search button & the Asset ID displays in the results: |