

PS Financials 9.2

Requisition Search with payment information

The Procurement Tools are based on your specific budget administration security privileges. Example data given here is to demonstrate functionality. You will need to enter your own data when stepping through the process.



1. Click in the Purchasing & Payables Inquiry.

A screenshot of a web application interface. At the top, there is a dark red navigation bar with a back arrow and "Staff Homepage" on the left, and "Financials & Annual Budget" on the right. Below this is a sidebar menu with various options: "Chartfield Value Lookup", "Annual Budget", "Carryover Projects", "Grants and Projects", "Purchasing & Payables Inquiry" (highlighted in green with a blue arrow pointing to it), "My Requisitions", "Create Requisition", "Requisition Inquiry", "Purchase Order Inquiry", "Temporary Requisition Approver", "Wells Fargo P-Card Portal", and "Forms". The main content area is titled "Purchasing & Payables" and shows "Results for: wvu". Below this is a form titled "Invoice Search Criteria" with several input fields: Vendor, Account, Invoice #, Project, Requisition ID, ChartField 1, Purchase Order #, Department, Fund Code, and Fiscal Year. There are "Search" and "Clear" buttons at the bottom right of the form. A note below the form reads: "PLEASE NOTE: Lines appear to duplicate in grid below when partial payments are involved. This is a display error only. Actual amounts paid do not exceed total amount of invoice/disbursement request. Payment Date information is correct. Contact finance@pugetsound.edu if further clarification is needed."

2. Click in the Requisition ID field and enter the desired information into the Requisition ID field. Please remember that requisition and purchase order numbers have leading zeroes to make a 10-digit number. For example, enter "0000005290" and click the Search button.

Staff Homepage Financials & Annual Budget

Chartfield Value Lookup Purchasing & Payables

Annual Budget

Carryover Projects

Grants and Projects

Purchasing & Payables Inquiry

My Requisitions

Create Requisition

Requisition Inquiry

Purchase Order Inquiry

Temporary Requisition Approver

Wells Fargo P-Card Portal

Forms

Results for: wvu

Invoice Search Criteria

Vendor Account

Invoice # Project

Requisition ID ChartField 1

Purchase Order # Department

Fund Code Fiscal Year

PLEASE NOTE: Lines appear to duplicate in grid below when partial payments are involved. This is a display error only. Actual amounts paid do not exceed total amount of invoice/disbursement request. Payment Date information is correct. Contact finance@puoetsound.edu if further clarification is needed.

- This requisition has been ordered, invoiced and paid because all of the columns are populated and a date shows up in the Payment Date column. Click on the payment date for more details.

Staff Homepage Financials & Annual Budget

Chartfield Value Lookup Purchasing & Payables

Annual Budget

Carryover Projects

Grants and Projects

Purchasing & Payables Inquiry

My Requisitions

Create Requisition

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Invoice Search Criteria

Vendor Account

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| Supplier ID | Vendor | Remit Vendor Name | Requisition ID | PO ID | Voucher ID | Invoice Number | Invoice Date | Amount | Payment Date | Accounting Date | Fiscal Year | Fund Code | Dept | Project | ChartField 1 | Account | Note (Y/N) |
|-------------|----------------------|----------------------|----------------|------------|------------|----------------|--------------|--------|--------------|-----------------|-------------|-----------|------|---------|--------------|---------|------------|
| 0000000106 | COMPLETE OFFICE, LLC | COMPLETE OFFICE, LLC | 0000005290 | 0000006285 | 00060433 | 117558-0 | 01/12/2015 | 39.31 | 2015-01-23 | 01/16/2015 | 2015 | 10 | 7101 | | | 61015 | N |
| 0000000106 | COMPLETE OFFICE, LLC | COMPLETE OFFICE, LLC | 0000005290 | 0000006285 | 00060433 | 1170588-0 | 01/12/2015 | 67.85 | 2015-01-23 | 01/16/2015 | 2015 | 10 | 7101 | | | 61015 | Y |

- The Voucher payment details page provides line-item description, use tax and check number information. You can also click on the notes button to read or add a note.

Voucher and Payment Details X

[Help](#)

Details

| | |
|-------------------|---|
| Fiscal Year: 2015 | Fund Description: Educational & Genrl Operating |
| Fund Code: 10 | Department Descr: Office of Finance |
| Department: 7101 | Project Description: |
| Project: | Account Description: Office Supplies |
| Account: 61015 | Chartfield1 Description: |
| ChartField 1: | |

PLEASE NOTE: Lines appear to duplicate in grid below when partial payments are involved. This is a display error only. Actual amounts paid do not exceed total amount of invoice/disbursement request. Payment Reference and Payment Date information is correct. Contact finance@pugetsound.edu if further clarification is needed.

| Remit Vendor | Voucher ID | Invoice Number | Invoice Date | Line Id | Description | Amount | Use Tax | Paid to Vendor | Payment Reference | Payment Method | Payment Date | Notes | Note (Y/N) |
|------------------------|------------|----------------|--------------|---------|--------------------------------|--------|---------|----------------|-------------------|----------------|--------------|-----------------------|------------|
| 1 COMPLETE OFFICE, LLC | 00060433 | 1170588-0 | 01/12/2015 | 1 | Eco 100 Recycled Copy Paper, 2 | 39.31 | 0.00 | 39.31 | 00731052 | CHK | 01/23/2015 | Notes | N |

[Return](#)

5. Hint: Any data field with blue lettering indicates that you can drill down to further details. You can click on the requisition number link or on the comments graphic.
6. Click on the Return button. Congratulations! You have searched for requisition payment information.