PS Financials 9.2

Vendor Search

Financials & Annual Budget

1. Click in the Purchasing & Payables Inquiry.

Chartfield Value Lookup	Purchasing & Payables
🔚 Annual Budget	Results for: wvu
- Punda Budget	Invoice Search Criteria
Carryover Projects	Vendor Q Account Q Invoice # Project
	Penuicition ChartField 1
Grants and Projects	
🛅 Purchasing & Payables Inquiry	Fund Code Fiscal Search Clear
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My Requisitions Create Requisition	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 <u>finance@pugetsound.edu</u> if further clarification is needed.
My Requisitions Create Requisition Requisition Inquiry	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 <u>finance@pugetsound.edu</u> if further clarification is needed.
My Requisitions Create Requisition Requisition Inquiry Purchase Order Inquiry	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 <u>finance@pugetsound.edu</u> if further clarification is needed.
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2. Click in the Department field and enter the desired information. For this example, please enter "7101". This example uses department, however, you can also search by Project if that is more appropriate.

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Annual Budget	Results for: wvu				
	Invoice Search Criteria				
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3. Click in the Fiscal Year field and enter "2022".

Staff Homepage	Financials & Annual Budget
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- 5. If you do not know your specific vendor ID number, click on the Search by List Suppler D. Select the Name 1 option and enter the desired vendor name.
- 6. If you are not sure what the vendor name begins with, click the Advanced Lookup link Advanced Lookup. Click the list begins with . Click the "contains" option. Click in the Name 1 field and enter the desired information into the field. For this example, please use "Office". Click the Look Up button.

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SHARE JOHNNY'S OFFICE MACHINES	000003804
SHARE LAW OFFICE OF MICHAEL G MARTIN	000008443
SHARE LAW OFFICE OF THOMAS D MORTIMER	JR 0000007904
SHARE LAW OFFICES OF DAVID B. BUKEY	000007697
SHARE LAW OFFICES OF MATHEW K. HIGBEE	000009863
SHARE LAW OFFICES OF SARAH LIPPEK PLLC	0000013786
SHARE ND OFFICE OF STATE TAX COMMISSION	ER 000000743
SHARE NDOA NORTHWEST DEVELOPMENT OFF	FICERS ASSO 000000589
SHARE OFFICE DEPOT INC	0000005522
SHARE OFFICE OF FINANCIAL MANAGEMENT	000002304
SHARE OFFICE PAL, THE	0000006583
SHARE OFFICER, MARK	0000009721
SHARE OREGON OFFICE OF STUDENT ACCESS	AND 0000013192
SHARE USCSA NATIONAL OFFICE	0000004101
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7.

Click the COMPLETE OFFICE LLC link.

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Temporary Requisition Approver																		
🔚 Wells Fargo P-Card Portal																		
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9. Click on the Clear button. Congratulations! You have searched for a vendor.