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.

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.
3. 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.

4. 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.
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.