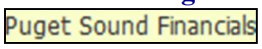
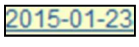
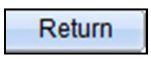
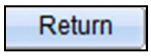
Requisition Search - Paid

Step	Action
1.	The Procurement Tools are based on your specific budget administration security privileges. Example data given here is to demonstrate the functionality. You will need to enter your own data when stepping through the process.
2.	Click in the **Main Menu** field.
3.	Click in the **Puget Sound Financials** field. 
4.	Click the **Purchasing & Payables Inquiry** menu.
5.	The Purchasing & Payables Inquiry page provides one convenient place to view the status of your purchase request within the overall procurement cycle (requisition through payment). Helpful Hint: If the Search field does not have a magnifying glass icon, you must enter the information without using a lookup. Please remember that Requisition and Purchase Order numbers have leading zeroes to make a 10-digit number. See next steps for example.
6.	Click in the **Requisition ID** field.
7.	Enter the desired information into the **Requisition ID** field. Enter a valid value e.g. "**0000005290**".
8.	Click the **Search** button.
9.	As documents are created relating to your requisition, the columns populate in a righthand direction. The requisition below has been ordered, invoiced, and paid because all of the columns are populated and a date shows up in the Payment Date column.
10.	Click the **2015-01-23** link. 
11.	The Voucher and Payment Details page provides line-item description, use tax, and check number information. Helpful Hint: You can also click on the Notes button to read or add a note.
12.	Click the **Return** button. 

Step	Action
13.	Helpful Hint: Any underlined data indicates that you can drill down to further details. Click the **0000005290** link.
14.	Click the **Comments** graphic.
15.	Click the **Return** button.
16.	Click the **Return** button. 
17.	Click the **Clear** button.
18.	**End of Procedure.**