

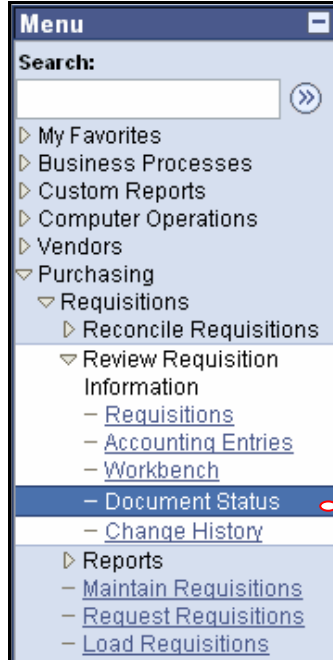
Access the Financial Production database: <https://my.uh.edu/fs>  
Or, See the [SignOn Financial Production](#) job aid.

Remember to use ALL CAPS

### NAVIGATION PATH

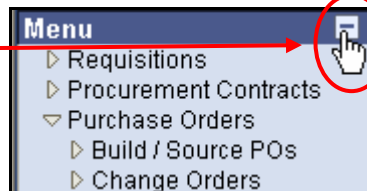
Under **Menu** click on:

- ▶ **Purchasing**
- ▶ **Requisitions**
- ▶ **Review Requisition Information**
  - **Document Status**



Be sure to add to "Favorites"!

(Can minimize menu by clicking on the red minus sign.)



**INSTRUCTIONS**

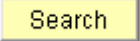
*In the Purchase Document Status panel:*

**STEP 1:** To look up any associated documents related to a purchase requisition.

**NOTE:** When entering search criteria, you can enter a full or partial value for any key field. Based on what you enter, the system uses the search record to present a list of possible matches, or, display the purchase requisition.

➤ **Business Unit:** 00765  
(Default; or Click  for options)


➤ **Requisition ID:** Enter the PS **Purchase Requisition** number that you are searching for (whether it is the complete or a beginning partial number).

➤ Click .

**Requisition Document Status**


Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value**


Business Unit: [=] 00765 

Requisition ID: [begins with] 0000002325

Requisition Status: [=] [dropdown]

Requisition Date: [=] [dropdown] 

Origin: [begins with] [dropdown] 

Requester: [begins with] [dropdown] 

Description: [begins with] [dropdown]

Case Sensitive

  [Basic Search](#)  [Save Search Criteria](#)

**Results:**

Requisition Document Status panel appears. (This will show what the Purchase Order Number is for your requisition, the voucher number (if entered in PeopleSoft) and document number when payment is processed. Each item is a link to that particular document)

Req DOC Status



Business Unit: 00765    Req ID: [0000002325](#)    Status: Approved

Document Date: 06/19/2006    Document Type: Requisition    Budget Status: Valid

Currency: USD    Amount: 3400.00

Requester: FACILITIES COORDINATOR

**Associated Document**    [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
00765		<a href="#">0000002295</a>	PO	Dispatched	06/21/2006	0000062871	V 
00765		<a href="#">00040276</a>	Voucher	Posted	01-AUG-06	0000062871	V 
00765		<a href="#">0000043185</a>	Payment	Posted	22-AUG-06	0000062871	V 