

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

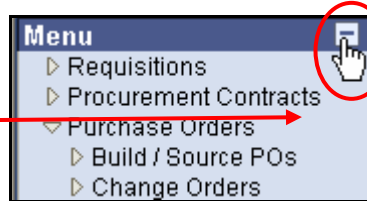
Under **Menu** click on:

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



Be sure to add to "Favorites"!

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



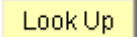
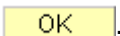


INSTRUCTIONS


In the Purchase Requisition Inquiry panel:


STEP 1: To look up an existing 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*).
 - **Requestor:** Click on  to find the requestor's name.
 - Enter the first few letters of the requestor's last name
 - Click on .
 - Select the requestor name by clicking once on the link.
- This will take you back to the **Requisition Inquiry** panel.*
- Click .


Requisition Inquiry

Business Unit: 00765 


Requisition ID: 


Req Status: 


Requester: 


Requisition Date: 


Vendor Set ID: 00797 [Vendor Lookup](#) [Vendor Details](#)

Vendor ID: 

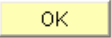

Short Vndr Name: 

Item SetID: 00797 


Item ID: 

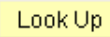
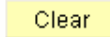
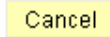
Descr: 

Department: Drop Ship



 

Look Up Requester

Requester: begins with  mot

   [Basic Lookup](#)


Search Results


View All First  1 of 1  Last


[Requester](#)


[MOTAL,SUSIE](#)


Requisition Inquiry

Business Unit: 00765 


Requisition ID: 


Req Status: 


Requester: MOTAL,SUSIE 


Requisition Date: 


Vendor Set ID: 00797 [Vendor Lookup](#) [Vendor Details](#)

Vendor ID: 

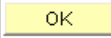

Short Vndr Name: 

Item SetID: 00797 

Item ID: 

Descr: 

Department: Drop Ship

PEOPLESOFT FINANCIALS: Look Up Purchase Requisition Status

In the Requisitions tab:

STEP 2: Selecting a purchase requisition:

- Select most recent purchase requisition from the list under the **Details** tab. It will display.

To look at other purchase requisitions from **Details** tab of displayed purchase requisition,

- Click Return.

(This will return you to the search results whereby you can select the next purchase requisition that you wish to look at.)

Requisitions

Req Inquiry Customize | Find | View All | First 1-9 of 24 Last

Details Status

Unit	Requisition	Status	Requester	Req Date	Total Amt	Currency
<input checked="" type="checkbox"/> 00765	0000001744	Approved	REQUESTER	10/21/2004	65.000	Dollar
<input type="checkbox"/> 00765	0000001655	Approved	REQUESTER	09/07/2004	36550.000	Dollar
<input type="checkbox"/> 00765	0000001650	Approved	REQUESTER	09/03/2004	635.350	Dollar
<input type="checkbox"/> 00765	0000001636	Approved	REQUESTER	09/01/2004	3535.000	Dollar
<input type="checkbox"/> 00765	0000001627	Approved	REQUESTER	09/01/2004	1153.080	Dollar
<input type="checkbox"/> 00765	0000001603	Approved	REQUESTER	08/17/2004	300.000	Dollar
<input type="checkbox"/> 00765	0000001602	Approved	REQUESTER	08/17/2004	808.200	Dollar
<input type="checkbox"/> 00765	0000001518	Approved	REQUESTER	06/30/2004	217.500	Dollar
<input type="checkbox"/> 00765	0000001510	Approved	REQUESTER	06/24/2004	240.000	Dollar

Search [Approval History](#) Header Comments [Document Status](#)
 Show RFQ [Show PO](#) Show Receipts Show MSR [Show Voucher / Payment](#)

Notify

Line Details

Unit: 00765 Req ID: 0000001744 Customize | Find | View All | First 1 of 1 Last

Requisition Details More

Set	Line	Item ID	Description	Vendor ID	Name	Req Qty	UOM	Amount	Currency
<input checked="" type="checkbox"/>	1		GUARANTEED EXCEL DECRYPTOR.SHA	0000001966	SHI GOVERNMENT SOLUTIONS INC	1.0000	Each	65.00	Dollar

[Expand Details](#) [Line Comments](#) [View Hierarchy](#)

Return

STEP 3: To see list of items:

- Click the link under the Requisition column in order to see all of the items for that specific purchase requisition.

Requisitions

Req Inquiry Customize | Find | View All | First 1-9 of 24 Last

Details Status

Unit	Requisition	Status	Requester	Req Date	Total Amt	Currency
<input checked="" type="checkbox"/> 00765	0000001744	Approved	REQUESTER	10/21/2004	65.000	Dollar
<input type="checkbox"/> 00765	0000001655	Approved	REQUESTER	09/07/2004	36550.000	Dollar
<input type="checkbox"/> 00765	0000001650	Approved	REQUESTER	09/03/2004	635.350	Dollar
<input type="checkbox"/> 00765	0000001636	Approved	REQUESTER	09/01/2004	3535.000	Dollar
<input type="checkbox"/> 00765	0000001627	Approved	REQUESTER	09/01/2004	1153.080	Dollar
<input type="checkbox"/> 00765	0000001603	Approved	REQUESTER	08/17/2004	300.000	Dollar
<input type="checkbox"/> 00765	0000001602	Approved	REQUESTER	08/17/2004	808.200	Dollar
<input type="checkbox"/> 00765	0000001518	Approved	REQUESTER	06/30/2004	217.500	Dollar
<input type="checkbox"/> 00765	0000001510	Approved	REQUESTER	06/24/2004	240.000	Dollar

Search [Approval History](#) Header Comments [Document Status](#)
 Show RFQ [Show PO](#) Show Receipts Show MSR [Show Voucher / Payment](#)

Notify

PEOPLESOFT FINANCIALS: Look Up Purchase Requisition Status

STEP 4: Check status:

- Check in the box to the right of purchase requisition you wish to check the status.
- Click [Show PO](#) link at the bottom, if available. If not available, not posted as a PO yet.

Requisitions

Req Inquiry Customize | Find | View All | First 1-9 of 24 | Last

Unit	Requisition	Status	Requester	Req Date	Total Amt	Currency
<input checked="" type="checkbox"/>	00765 0000001744	Approved	REQUESTER	10/21/2004	65.000	Dollar
<input type="checkbox"/>	00765 0000001655	Approved	REQUESTER	09/07/2004	36550.000	Dollar
<input type="checkbox"/>	00765 0000001650	Approved	REQUESTER	09/03/2004	635.350	Dollar
<input type="checkbox"/>	00765 0000001636	Approved	REQUESTER	09/01/2004	3535.000	Dollar
<input type="checkbox"/>	00765 0000001627	Approved	REQUESTER	09/01/2004	1153.080	Dollar
<input type="checkbox"/>	00765 0000001603	Approved	REQUESTER	08/17/2004	300.000	Dollar
<input type="checkbox"/>	00765 0000001602	Approved	REQUESTER	08/17/2004	808.200	Dollar
<input type="checkbox"/>	00765 0000001518	Approved	REQUESTER	06/30/2004	217.500	Dollar
<input type="checkbox"/>	00765 0000001510	Approved	REQUESTER	06/24/2004	240.000	Dollar

[Search](#) [Approval History](#) Header Comments [Document Status](#)
[Show RFQ](#) [Show PO](#) Show Receipts Show MSR [Show Voucher / Payment](#)

Results:

Requisition to Purchase Order List panel appears. (If you want a detailed description of what was purchased click on the link below the Description column.)

- Click the button to return to the previous panel.

Requisition to Purchase Order List

Unit: 00765 Req ID: 0000001744

Purchase Order Details Customize | Find | View All | First 1 of 1 | Last

Sel	Line	Sched	Dist	Status	Drop	Ship	PO ID	Line	Sched	Dist	Status	Due Date	Item ID	Description
<input checked="" type="checkbox"/>	1	1	1	Open			0000001742	1	1	1	Dispatched	11/21/2004		GUARANTEED EXCEL DECRYPTOR SHA

[PO Inquiry](#)