

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

Remember to use ALL CAPS

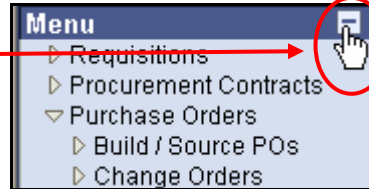
NAVIGATION PATH

Under **Menu** click on:

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



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



Be sure to add to "Favorites"!

INSTRUCTIONS

In the 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.

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

➤ Click .

Selection Criteria

Business Unit:

Requisition ID: To Req:

Req Status: Origin:

Requester:

Requisition Date: To:

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

Vendor ID: Short Vndr Name:

Item SetID: Item ID:

Descr:

Department: Drop Ship

STEP 2:

- Click on 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 9 | First 1 of 1 | Last

| Unit | Requisition | Status | Requester | Req Date | Total Amt | Currency |
|--------------------------------|----------------------------|----------|--------------------|------------|-----------|----------|
| <input type="checkbox"/> 00765 | 0000001736 | Approved | GRANTS COORDINATOR | 10/13/2004 | 756.820 | Dollar |

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

Results:

Line Details 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.

Line Details

Unit: 00765 Req ID: 0000001736 Customize | Find | View All | First 1 of 1 | Last

| Sel | Line | Item ID | Description | Vendor ID | Name | Req Qty | UOM | Amount | Currency |
|-------------------------------------|------|---------|--|------------|-------------------|---------|------|--------|----------|
| <input checked="" type="checkbox"/> | 1 | | INSPIRON 1150 INTEL CELERON PR | 0000007592 | DELL MARKETING LP | 1.0000 | Each | 756.82 | Dollar |

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