

PS Financials 9.2

My Requisitions



Staff Homepage Financials & Annual Budget Home Help Personalize Page

[Chartfield Value Lookup](#)
[Department Search](#)
[Account Search](#)
[Project Search](#)
[Chartfield1 Search](#)
[SpeedChart Search](#)

Department Lookup

Department begins with:

Description contains:

- Annual Budget
- Carryover Projects
- Grants and Projects
- Purchasing & Payables Inquiry
- My Requisitions

My Requisitions Home Search Help Personalize Page

100 rows

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
<input checked="" type="checkbox"/>	Test Accounting Tag	PUGET/0000012437	11/18/2021	amarkos	Pending	Not Chk'd	500.00 USD
<input checked="" type="checkbox"/>	test hrb	PUGET/0000012436	11/18/2021	hrbailey	Pending	Valid	300.00 USD
<input checked="" type="checkbox"/>	test speedchart favorites	PUGET/0000012435	11/16/2021	mmorrison	Open	Not Chk'd	248.68 USD
<input checked="" type="checkbox"/>	test	PUGET/0000012434	11/15/2021	amarkos	Open	Not Chk'd	100.00 USD
<input checked="" type="checkbox"/>	0000012433	PUGET/0000012433	11/12/2021	amarkos	Approved	Valid	5500.00 USD
<input checked="" type="checkbox"/>	JEOL SERVICE CONTRACT	PUGET/0000012432	11/11/2021	hrbailey	Approved	Valid	16870.39 USD

Filters can be used to search requisitions



The screenshot shows the 'My Requisitions' interface. A modal dialog box titled 'Filters' is open, allowing users to search for requisitions based on various criteria. The background table shows a list of requisitions with columns for Action, Requisition Name, Business Unit/Requisition ID, Requisition Date, Requester, Request State, Budget Status, and Total Amount.

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
Test Accounting Tag		PUGET/0000012437	11/18/2021	amarkos	Pending	Not Chk'd	500.00 USD
test hrb		PUGET/0000012436	11/18/2021	hrbailey	Pending	Valid	300.00 USD
test speedchart favorites		PUGET/0000012435	11/16/2021	mmorrison	Open	Not Chk'd	248.68 USD
test		PUGET/0000012434	11/15/2021	amarkos	Open	Not Chk'd	100.00 USD

Check Details for Requisition Lifeline

The screenshot shows the 'My Requisitions' interface with a table of requisitions. A blue arrow points to the right side of the table, indicating the 'Details' or 'Lifeline' link for each requisition.

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
Test Accounting Tag		PUGET/0000012437	11/18/2021	amarkos	Pending	Not Chk'd	500.00 USD
test hrb		PUGET/0000012436	11/18/2021	hrbailey	Pending	Valid	300.00 USD
test speedchart favorites		PUGET/0000012435	11/16/2021	mmorrison	Open	Not Chk'd	248.68 USD
test		PUGET/0000012434	11/15/2021	amarkos	Open	Not Chk'd	100.00 USD

Icons will change color for current status

Details

[Cancel Requisition](#)

Requisition Summary

Requisition Name: Test Accounting Tag
Business Unit: PUGET
Requisition ID: 0000012437
Requisition Date: 11/18/2021
Request State: Pending

Requester: Angela Markos
Entered By: Angela Markos
Budget Check Status: Not Chk'd
Total Amount: 500.00 USD

Requisition Lifeline

Lines

Item Image	Description	Item ID	Ship To	Line State	Quantity	UOM	Price	Total Amount	
	Line 1 - test	PS00000525		Pending Approval	2.0000	Each	250.00	500.00 USD	Cancel Line >

Action dropdown to budget check, cancel, and edit Requisitions

My Requisitions

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
	Test Accounting Tag	PUGET/0000012437	11/18/2021	amarkos	Pending	Not Chk'd	500.00 USD
		PUGET/0000012436	11/18/2021	hrbailey	Pending	Valid	300.00 USD
		PUGET/0000012435	11/16/2021	mmorrison	Open	Not Chk'd	248.68 USD
		PUGET/0000012434	11/15/2021	amarkos	Open	Not Chk'd	100.00 USD
		PUGET/0000012433	11/12/2021	amarkos	Approved	Valid	5500.00 USD
	CONTRACT	PUGET/0000012432	11/11/2021	hrbailey	Approved	Valid	16870.39 USD
	CONTRACT	PUGET/0000012431	11/11/2021	hrbailey	Open	Not Chk'd	16870.39 USD

Actions

- Details
- Copy
- View Print
- Budget Check
- Cancel
- PreBudget Check
- Edit