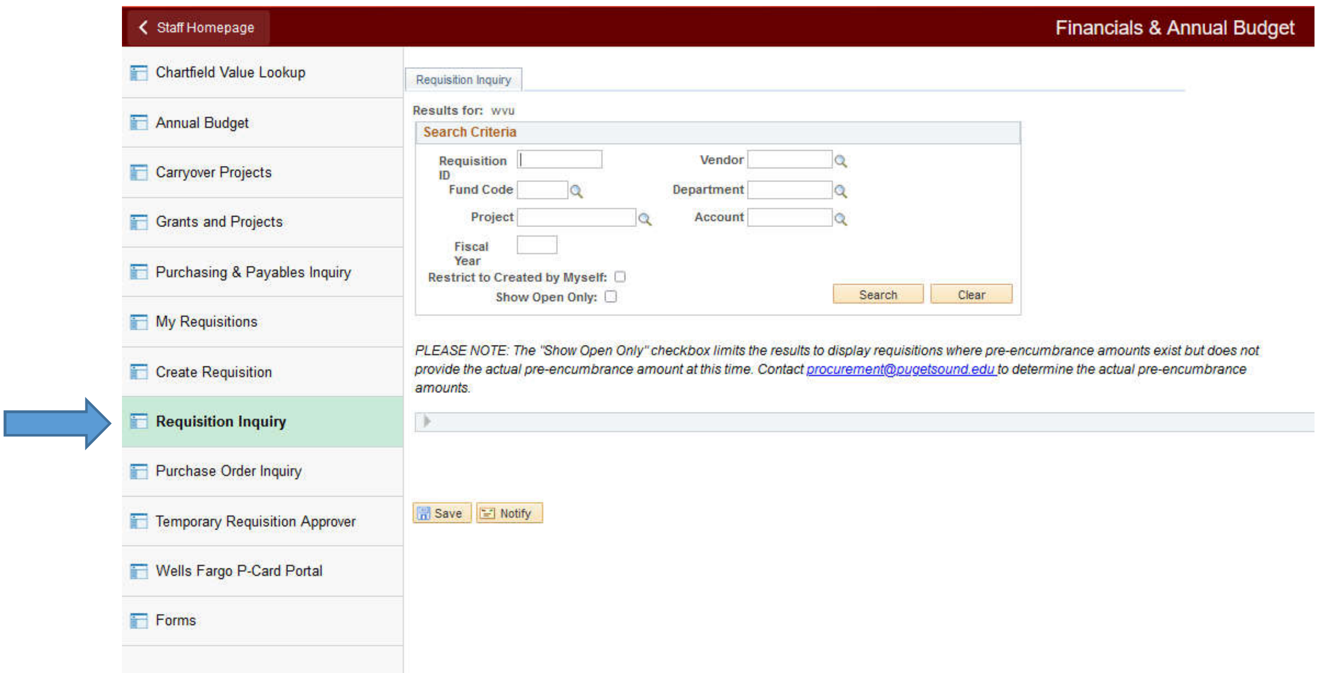
PS Financials 9.2

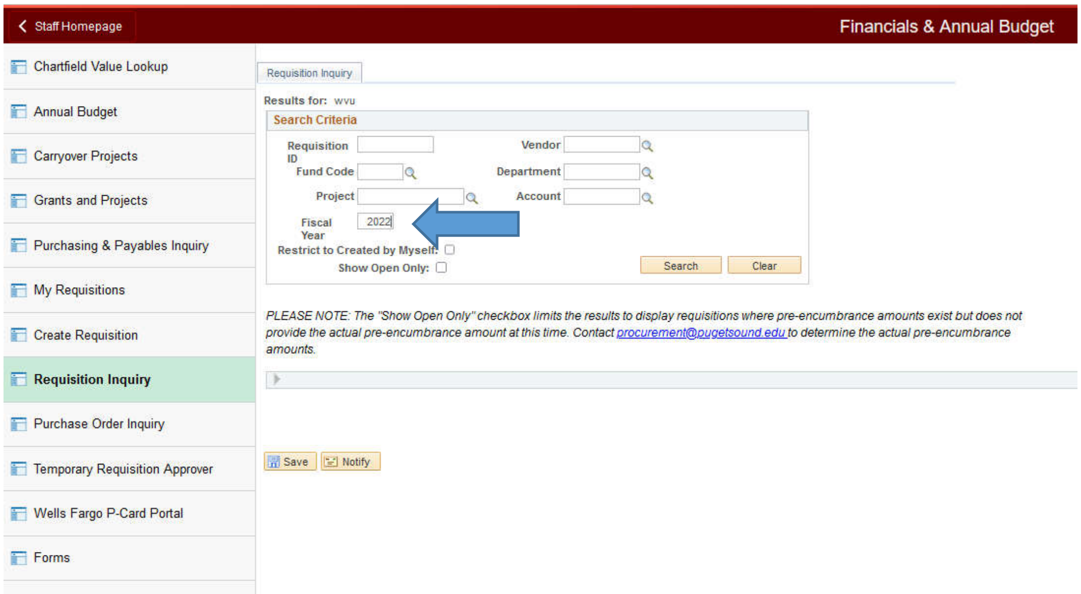
Open Requisitions Report

1. Click the Requisition Inquiry.

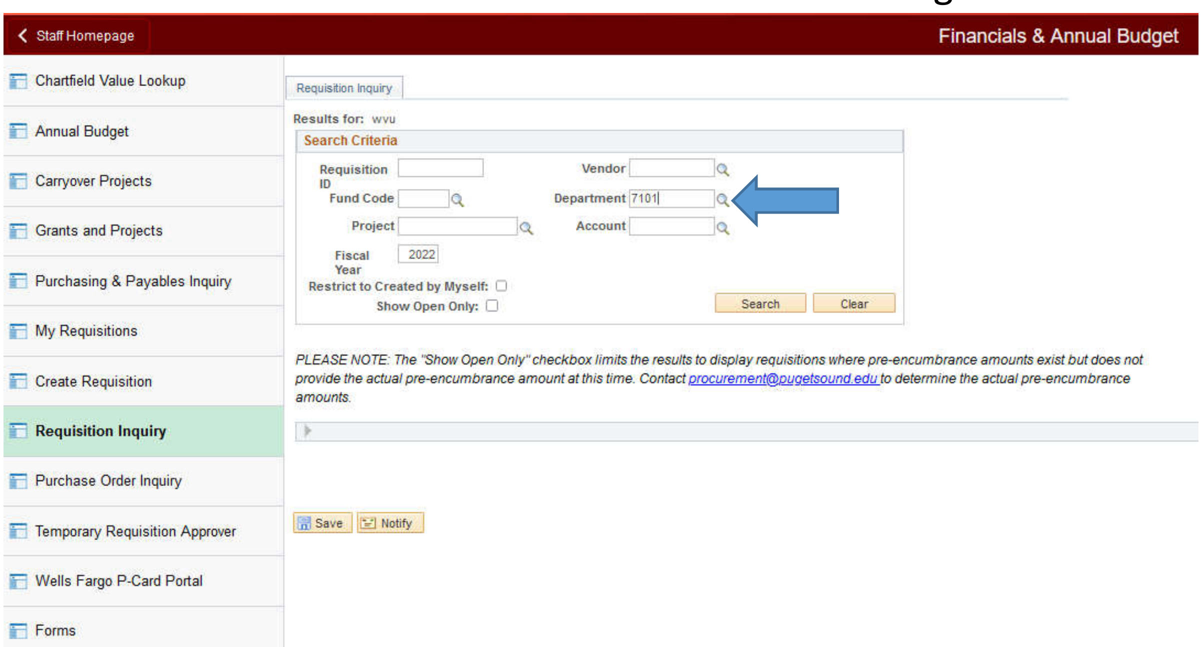


2. The Requisition Inquiry page provides quantity, pricing and description details for all requisitions charged to budget (no matter who created), along with capability to restrict results created by self and/or restrict to requisitions with existing pre-encumbrances. Please remember that requisition numbers have leading zeroes to make a 10-digit number (e.g. 0000003963).

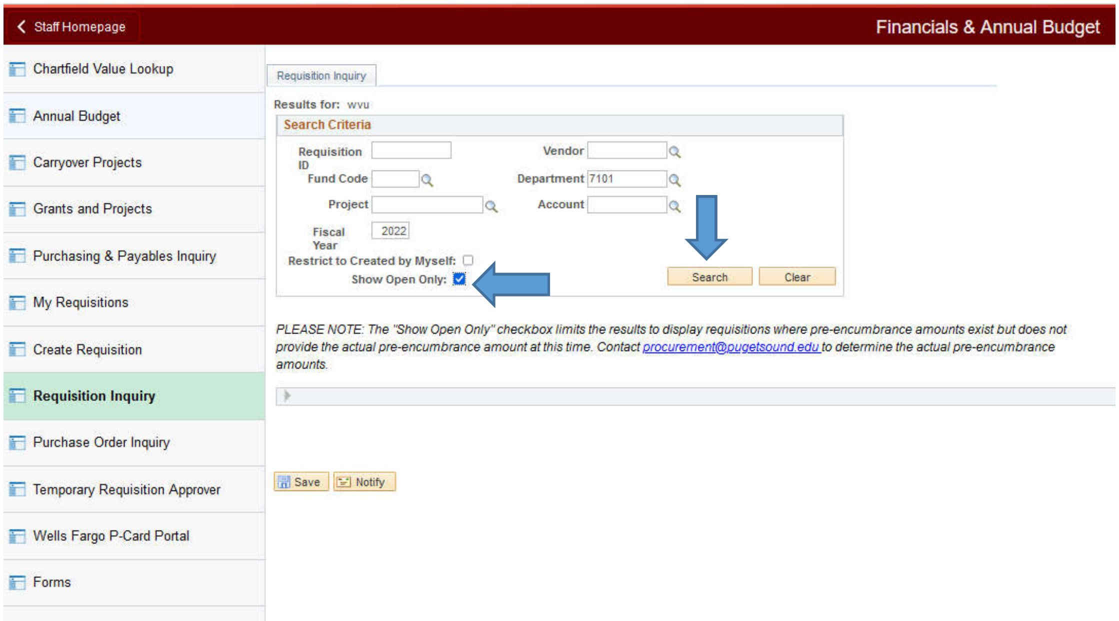
3. Click in the Fiscal Year field and enter the desired information. For this example, please enter "2022".



4. Click in the Department field and enter the desired information. For this example, please enter “7101”. This example uses department, however, you can also search by Project if that is more appropriate. If you are responsible for multiple departments and/or projects, you can leave this field blank and the tool will return results for all of the budgets in one list.



5. Click the Show Open Only option and then click Search.



6. The following steps explain how to download a list to Microsoft Excel. This list can be sent to Procurement to assist with any needed clean-up. Click the Download to Excel graphic  .
7. Click the OK button.
8. Click the Yes button.
9. Click File and Save As and browse to your desired location and enter a filename you will remember.
10. Click the Save button at the bottom of the page to keep your new document.
11. Click the Clear button. Congratulations! You have created an open requisitions report.