

PS Financials 9.2

Vendor Search



1. Click in the Purchasing & Payables Inquiry.

A screenshot of the PS Financials 9.2 web application interface. The top navigation bar shows "Staff Homepage" on the left and "Financials & Annual Budget" on the right. A left-hand sidebar contains a list of menu items: "Chartfield Value Lookup", "Annual Budget", "Carryover Projects", "Grants and Projects", "Purchasing & Payables Inquiry" (highlighted in green with a blue arrow pointing to it), "My Requisitions", "Create Requisition", "Requisition Inquiry", "Purchase Order Inquiry", "Temporary Requisition Approver", "Wells Fargo P-Card Portal", and "Forms". The main content area is titled "Purchasing & Payables" and shows "Results for: wvu". Below this is an "Invoice Search Criteria" form with fields for Vendor, Account, Invoice #, Project, Requisition ID, ChartField 1, Purchase Order #, Department, Fund Code, and Fiscal Year. There are "Search" and "Clear" buttons. A note at the bottom reads: "PLEASE NOTE: Lines appear to duplicate in grid below when partial payments are involved. This is a display error only. Actual amounts paid do not exceed total amount of invoice/disbursement request. Payment Date information is correct. Contact finance@uwgonesound.edu if further clarification is needed."

2. 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.

Staff Homepage Financials & Annual Budget

- Chartfield Value Lookup
- Annual Budget
- Carryover Projects
- Grants and Projects
- Purchasing & Payables Inquiry
- My Requisitions
- Create Requisition
- Requisition Inquiry
- Purchase Order Inquiry
- Temporary Requisition Approver
- Wells Fargo P-Card Portal
- Forms

Purchasing & Payables

Results for: wvu

Invoice Search Criteria

Vendor Account

Invoice # Project

Requisition ID ChartField 1

Purchase Order # Department 7101

Fund Code Fiscal Year

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3. Click in the Fiscal Year field and enter "2022".

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Purchasing & Payables

Results for: wvu

Invoice Search Criteria

Vendor Account

Invoice # Project

Requisition ID ChartField 1

Purchase Order # Department 7101

Fund Code Fiscal Year 2022

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4. Click in the Vendor field and click on the Look Up Vendor graphic .

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Purchasing & Payables

Results for: wvu

Invoice Search Criteria

Vendor Account

Invoice # Project

Requisition ID ChartField 1

Purchase Order # Department 7101

Fund Code Fiscal Year 2022

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5. If you do not know your specific vendor ID number, click on the Search by List . Select the Name 1 option and enter the desired vendor name.

6. If you are not sure what the vendor name begins with, click the Advanced Lookup link [Advanced Lookup](#). Click the list . Click the “contains” option. Click in the Name 1 field and enter the desired information into the field. For this example, please use “Office”. Click the Look Up button.

The screenshot shows the 'Look Up Vendor' window with the following search criteria: Supplier ID set to 'begins with' and Name 1 set to 'contains office'. The 'Look Up' button is highlighted with a blue arrow. Below the search criteria, the 'Search Results' section displays a table of 17 results. The first result is 'COMPLETE OFFICE, LLC' with Supplier ID 0000001106.

SetID	Name 1	Supplier ID
SHARE	COMPLETE OFFICE, LLC	0000001106
SHARE	CREATIVE OFFICE, THE	0000002280
SHARE	JOHNNY'S OFFICE MACHINES	0000003804
SHARE	LAW OFFICE OF MICHAEL G MARTIN	0000008443
SHARE	LAW OFFICE OF THOMAS D MORTIMER JR	0000007904
SHARE	LAW OFFICES OF DAVID B. BUKEY	0000007697
SHARE	LAW OFFICES OF MATHEW K. HIGBEE	0000009863
SHARE	LAW OFFICES OF SARAH LIPPEK PLLC	0000013786
SHARE	ND OFFICE OF STATE TAX COMMISSIONER	0000000743
SHARE	NDOA NORTHWEST DEVELOPMENT OFFICERS ASSO	0000000589
SHARE	OFFICE DEPOT INC	0000005522
SHARE	OFFICE OF FINANCIAL MANAGEMENT	0000002304
SHARE	OFFICE PAL, THE	0000006583
SHARE	OFFICER, MARK	0000009721
SHARE	OREGON OFFICE OF STUDENT ACCESS AND	0000013192
SHARE	USCSA NATIONAL OFFICE	0000004101
SHARE	WESTERN OFFICE INTERIORS	0000000646

7. Click the COMPLETE OFFICE LLC link.

This screenshot is identical to the previous one, but a blue arrow points to the first search result, 'COMPLETE OFFICE, LLC', in the 'Search Results' table.

8. Click the Search button.

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Purchasing & Payables

Results for: wvu

Invoice Search Criteria


Vendor: 000000106 Account:

Invoice #: Project:


Requisition ID: ChartField 1:

Purchase Order #: Department: 7101

Fund Code: Fiscal Year: 2022



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Personalize Find View All  First 1 of 1 Last																	
Supplier ID	Vendor	Remit Vendor Name	Requisition ID	PO ID	Voucher ID	Invoice Number	Invoice Date	Amount	Payment Date	Accounting Date	Fiscal Year	Fund Code	Dept	Project	ChartField 1	Account	Note (Y/N)

9. Click on the Clear button. Congratulations! You have searched for a vendor.