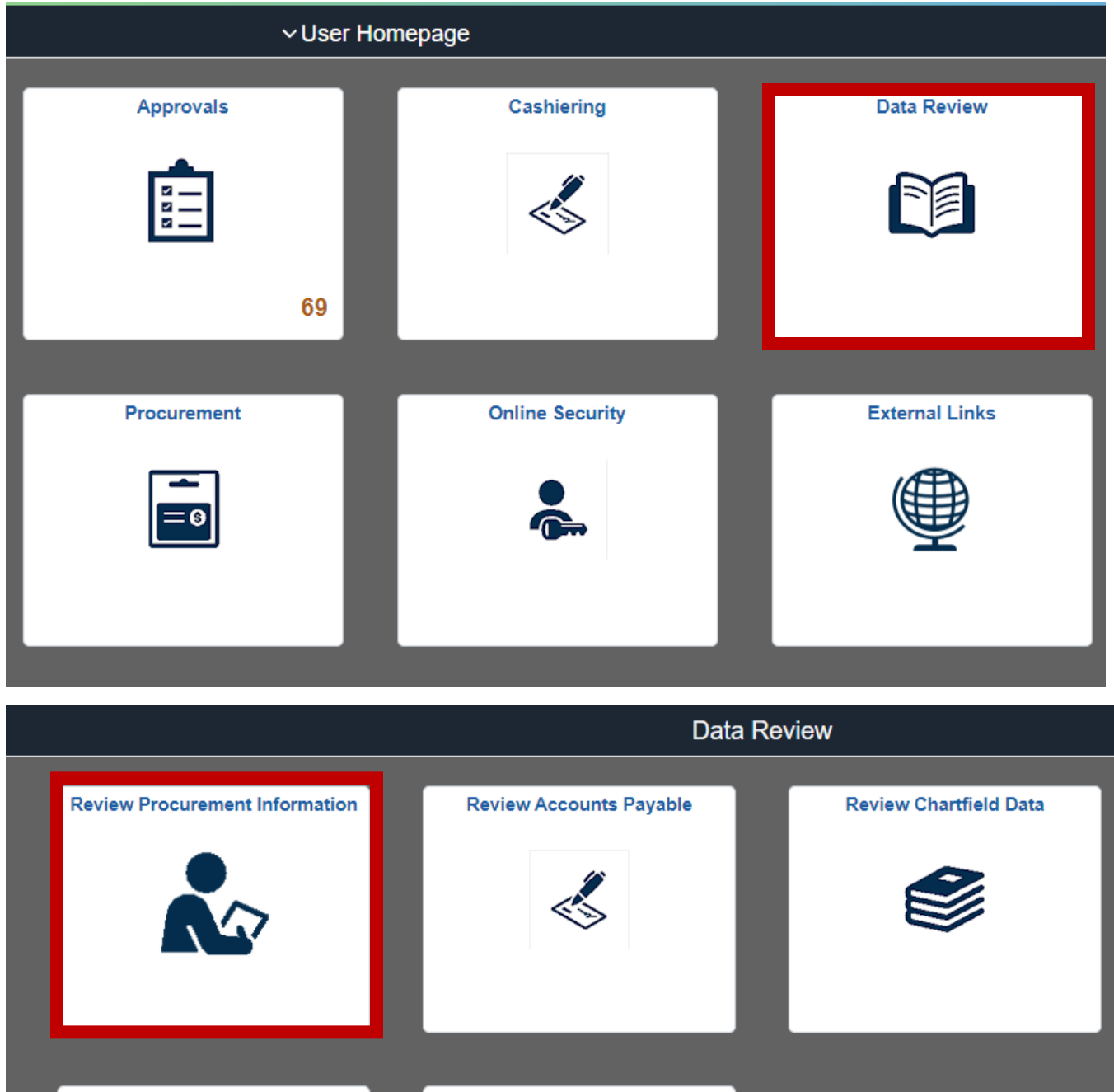# Viewing Requisition Details Using the Data Review Tile

Occasionally it is necessary for PeopleSoft Financial users to see requisition details for other requisitioners. This can be done via the Data Review tile on the PeopleSoft Financials User Homepage.

Finding Requisition Details using the Data Review Tile

1. From the PeopleSoft Financials User Homepage, click on the Data Review tile, the Review Procurement Information

Viewing Requisition Details Using the Data Review Tile

2. Open the Requisition Section and click on Requisitions. From here, you can search by various filters such a s Requestor, Date, Supplier, and/or Department. It is recommended at this step to use the date filters along with any other filters. The click OK.

3. When the results come up, you will be able to see a list of requisitions with details as to their status, amount, date, etc. If you click on the requisition number, you will get more details.

Requisitions

Req Inquiry

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	
CASE1	1000793492	OD Supplies 02012022	Approved	Noscal,Ray-Albert T	02/01/2022	19.58	USD
CASE1	1000793067	Upfund PO 5000706975	Pending Approval	Noscal,Ray-Albert T	01/28/2022	1,465.16	USD
CASE1	1000792745	KN95 01262022	Approved	Noscal,Ray-Albert T	01/26/2022	11,390.00	USD
CASE1	1000792071	Shrink wrap for ShredIt pickup	Approved	Noscal,Ray-Albert T	01/21/2022	103.04	USD
CASE1	1000791515	KN95	Approved	Noscal,Ray-Albert T	01/19/2022	23,000.00	USD
CASE1	1000790943	KN95 fac/staff distributiion	Approved	Noscal,Ray-Albert T	01/13/2022	42,330.00	USD

Viewing Requisition Details Using the Data Review Tile

Finding details about PO and voucher/payment information related to a requisition

1. From the same Requisition section of the Review Procurement Information tile, click the Document Status link. Enter the requisition number that you want more information on and click search.

2. All documents (PO, Voucher, Payment) that are related to the requisition will show here. Click on a document ID to see more information.

Document Status

Business Unit	CASE1	Req ID	1000790943	
Document Date	01/13/2022	Status	Approved	
Currency	USD	Document Type	Requisition	
Requester	Noscal,Ray-Albert T	Merchandise Amt	42,330.00	
		Budget Status	Valid	

Requisitions Inventory Sourcing Events Procurement Contracts Purchase Orders(1) Service Work Orders Receipts Returns Vouchers(1) Payments

Show All

Associated Document

1-2 of 2 View All

| Documents | Related Info |

Actions	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼Actions	CASE1	Purchase Order	5000759251	Dispatched	01/13/2022	0000096865	REMIT	📄
▼Actions	CASE1	Voucher	07028763	Posted	01/14/2022	0000096865	REMIT	📄

As an example, if you click on the voucher ID, you can see the invoice number, invoice date, amount, and the scheduled payment date (due date)

Voucher Inquiry

▶ Search Criteria

▶ Sort Criteria
▶ Display Currency Criteria

Voucher Inquiry Results

1-1 of 1 View All

| Voucher Details | Amounts | More Details | Supplier Details |

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼Actions	CASE1	07028763	9178389863	01/14/2022	0000096865	Postable	☐	Matched	GRAINGER-003

Viewing Requisition Details Using the Data Review Tile

Voucher Inquiry

▸ Search Criteria

▸ Sort Criteria
▸ Display Currency Criteria

Voucher Inquiry Results

Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
▾Actions	CASE1	07028763	USD	42,330.00	42,330.00	0.00	0.00	0.00	0.00	0.00

> This has not been paid out yet

Voucher Inquiry

▸ Search Criteria

▸ Sort Criteria
▸ Display Currency Criteria

Voucher Inquiry Results

1-1 of 1   View All

Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
▾Actions	CASE1	07028763	Regular Voucher	REMIT	Posted	Approved	Open	SCI	02/13/2022	01/14/2022	01/18/2022	01/18/2022	Valid	Valid Budget Check

> It will be paid on the due date per the vendor's payment terms

If you have further questions about the status of a requisition, PO, or payment, please contact customercareteam-pds@case.edu.

END