

CFS **Common Financial System**

California State University, Chico

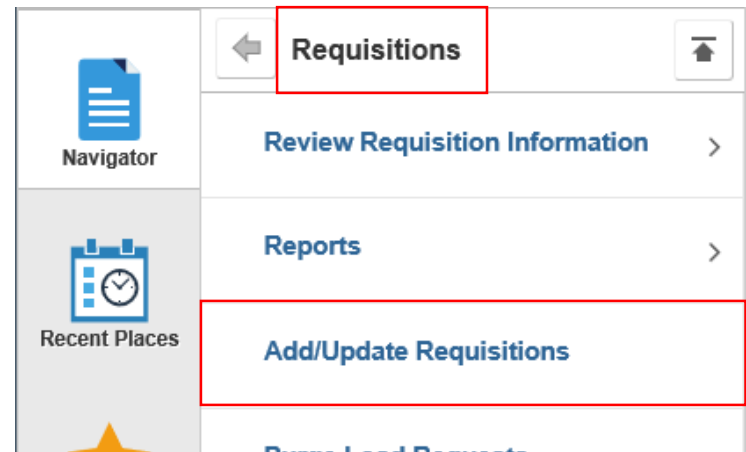
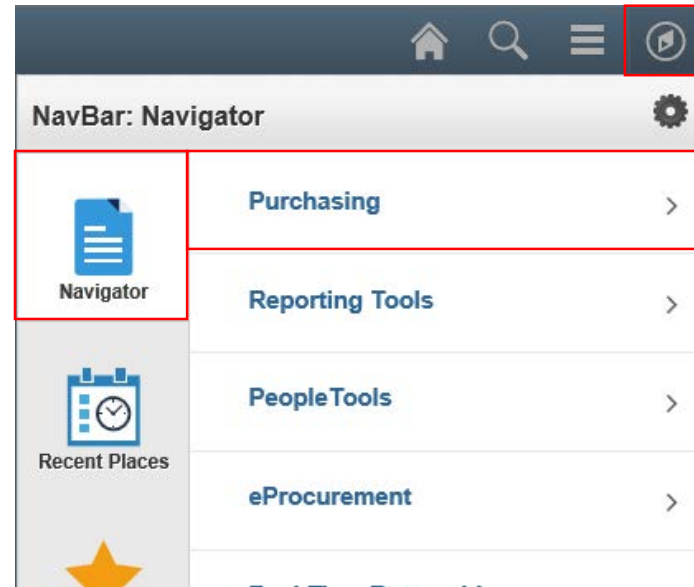
Requisition – Find an Existing Requisition

Direct questions to Procurement & Contract Services, x5134

Find an Existing Requisition

Refer to 'Log into PeopleSoft Financials' guide for login instructions.

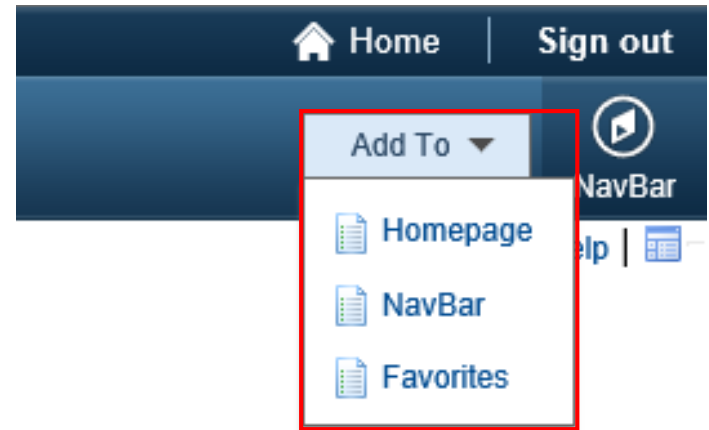
- On the **NavBar** select:
 - 'Navigator'
 - 'Purchasing'
 - 'Requisitions'
 - 'Add/Update Requisition'



Find an Existing Requisition (cont.)

Note: The first time this page is accessed, click the 'Add To' link to create a tile on your Homepage or add to your NavBar/Favorites.

**Refer to 'Creating a Tile in PeopleSoft Financials' guide for instructions.*



Find an Existing Requisition (cont.)

Find a Requisition

- Select the 'Find an Existing Value' tab.
- Enter the 'Requisition ID' number; it will be 10 digits including the leading zeros.
- Click the 'Search' button or use the enter key.

The image shows two screenshots of a web application interface for finding requisitions. The top screenshot shows the 'Requisitions' page with the 'Find an Existing Value' tab selected. The 'Business Unit' is set to 'CHICO' and the 'Requisition ID' is 'NEXT'. The 'Add' button is visible. The bottom screenshot shows the same page with the search criteria expanded. The 'Requisition ID' field is highlighted with a red box, showing the value '0000011863'. The 'Search' button is also highlighted with a red box. The interface includes a search criteria section with various fields and a 'Search' button.

Requisitions

Find an Existing Value | Add a New Value

Business Unit: CHICO 🔍
Requisition ID: NEXT

Add

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = CHICO 🔍
Requisition ID: begins with 0000011863
Requisition Name: begins with
Requisition Status: =
Origin: begins with 🔍
Requester: begins with 🔍
Requester Name: begins with 🔍
Hold From Further Processing
 Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Find an Existing Requisition (cont.)

- The Requisition will display on the **Maintain Requisitions** page.
- The Requisition can be reviewed, updated or completed.
- If the Requisition is completed at this point, verify it has been Approved and Saved.
- If the Requisition is 'Approved' after the date it was entered, change the 'Requisition Date' to the date of Approval.

Important note about the changes to the Requisition:

- Changes can be made to a Requisition until 5:00pm on the day it is Approved.

Maintain Requisitions

Requisition

Business Unit CHCO
Requisition ID 0000011863
Requisition Name 0000011863

Status Approved
Budget Status Not Chg'd

Hold From Further Processing

Header

*Requester 20000042745 Pope,Ria
*Requisition Date 10/01/2013
Origin ONL Online Entry
*Currency Code USD Dollar
Accounting Date 10/01/2013

Requester Info

Requisition Defaults Edit Comments
Requisition Activities
Document Status

Amount Summary

Total Amount 5,000.00 USD

Select Lines To Display

Search for Lines
Line To Retrieve

Add Items From
Purchasing Kit Catalog
Item Search Requester Items

Line	Quantity	UOM	Description	Price	Merchandise Amount	Category	Due Date	Ship To	Status
1	2,000	EA	Computer System	2,500.00	5,000.00	20453	02/28/2014	RECEV	Approved

View Printable Version

*Go to ...More...

Save Return to Search Notify Refresh

Find an Existing Requisition (cont.)

Find a Requisition when the Requisition ID # is Unknown.

- On the **Find an Existing Value** page, leave all the fields blank and click the 'Search' button.

Note: It is also possible to find a requisition using any of the search criteria, such as 'Requester Name'.

- The **Search Results** page will display the 300 most recent Requisitions. The first order listed is the most recent Requisition entered into the system. Search the Results to locate a Requisition.
- Select a Requisitions by clicking the Requisition number.

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: = CHICO

Requisition ID: begins with

Requisition Name: begins with

Requisition Status: =

Origin: begins with

Requester: begins with

Requester Name: begins with

Hold From Further Processing

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All

Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold
CHICO	11479	(blank)	Approved	ONL	20000043317	Fuentes,Lori	N
CHICO	11405	(blank)	Approved	ONL	20000043317	Fuentes,Lori	N
CHICO	0000011863	0000011863	Approved	ONL	20000042745	Pope,Ria	N
CHICO	0000011862	(blank)	Approved	ONL	20000015666	Layne,Martha	N
CHICO	0000011861	(blank)	Approved	ONL	20000101778	Kinch,Katherine	N
CHICO	0000011860	(blank)	Approved	ONL	20001940862	Wulferdingen,Catin	N
CHICO	0000011859	(blank)	Approved	ONL	20000046567	Norton,Paula	N
CHICO	0000011858	(blank)	Approved	ONL	20000074049	McCollum,Shannon AKA Sandoval N	N
CHICO	0000011857	(blank)	Approved	ONL	20000074049	McCollum,Shannon AKA Sandoval N	N
CHICO	0000011856	(blank)	Approved	ONL	20000035049	McCrea,Robin	N
CHICO	0000011855	(blank)	Approved	ONL	20000072294	Martin,Kaari	N
CHICO	0000011854	(blank)	Approved	ONL	20003834884	Clifford,Clare	N
CHICO	0000011853	(blank)	Approved	ONL	20000038533	Bass,Laura	N
CHICO	0000011852	(blank)	Approved	ONL	20001533208	Lee,Becky	N
CHICO	0000011851	(blank)	Approved	ONL	20003817152	Linscheid,Caitlin	N
CHICO	0000011850	(blank)	Approved	ONL	20001940862	Wulferdingen,Catin	N
CHICO	0000011849	(blank)	Approved	ONL	20001940862	Wulferdingen,Catin	N
CHICO	0000011848	(blank)	Approved	ONL	20000013027	Holmes,Michelle	N
CHICO	0000011847	(blank)	Approved	ONL	20004989596	Heileson,Annette	N
CHICO	0000011846	(blank)	Approved	ONL	20004989596	Heileson,Annette	N