CFS Common Financial System

California State University, Chico

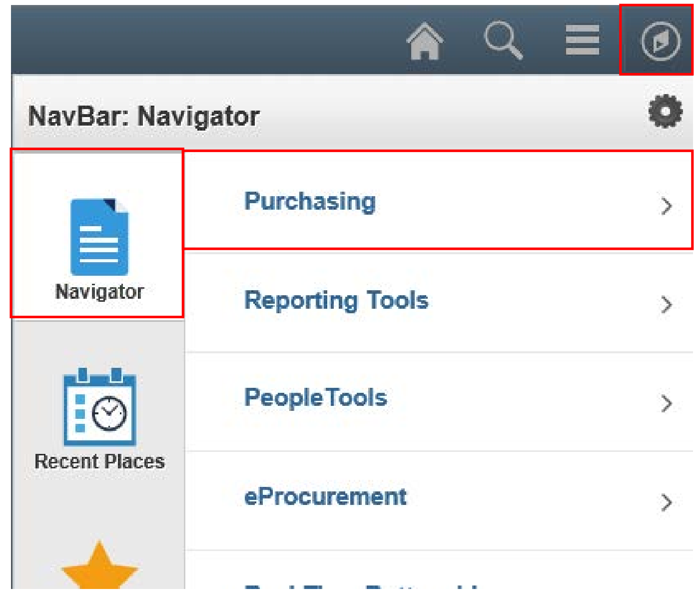
Requisition – Printing

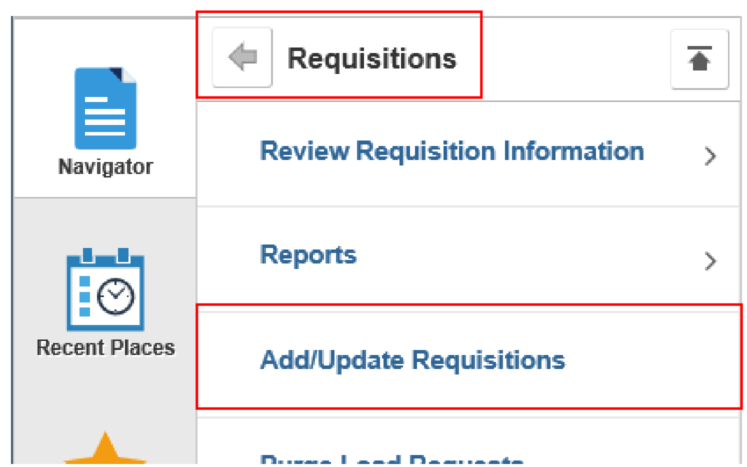
Direct questions to Procurement & Contract Services, x5134

Printing a Requisition

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

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

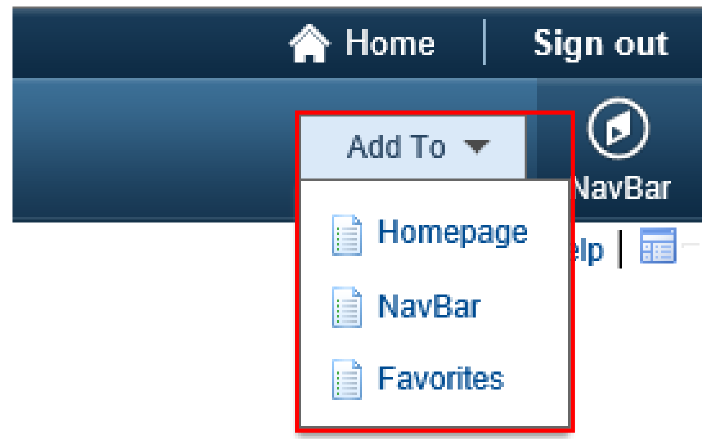




Printing a Requisition (cont.)

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.

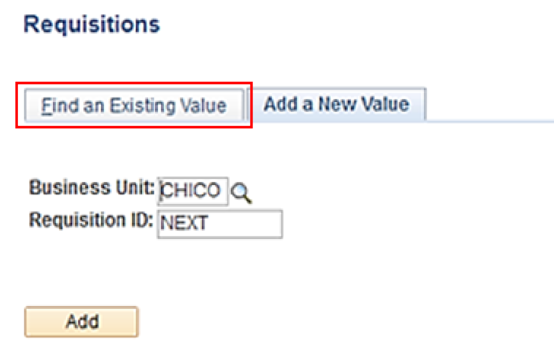
**Refer to 'Creating a Tile in PeopleSoft Financials' guide for instructions.*

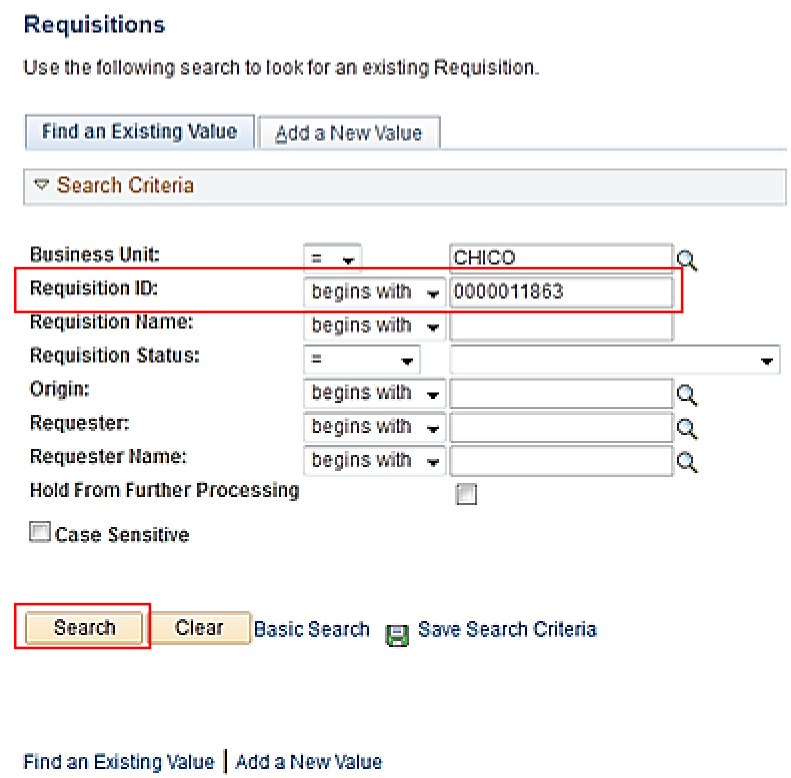


Printing a Requisition (cont.)

Find the Requisition

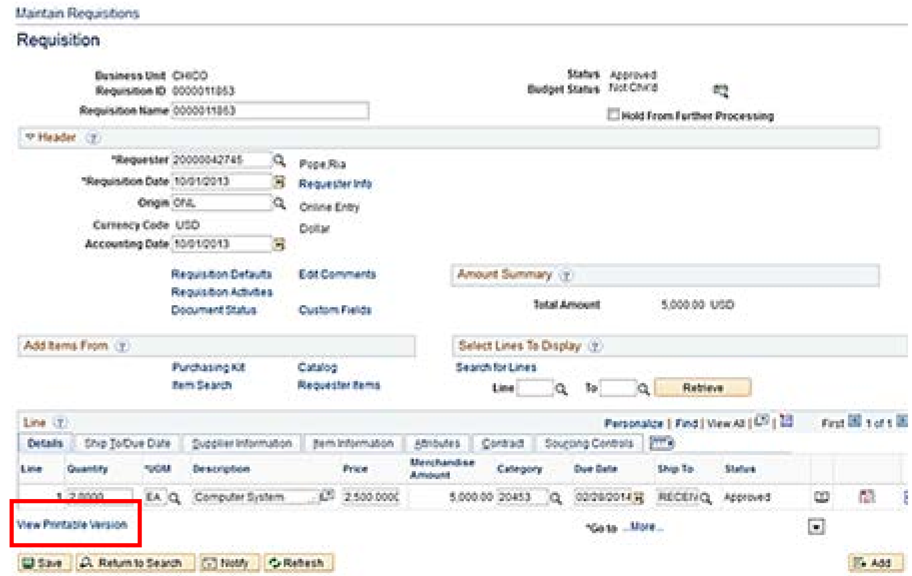
- Select the 'Find an Existing Value' tab.
- Enter the 'Requisition ID' number; it will be 10 digits including the leading zeros.
- Click the 'Search' button or use the enter key.

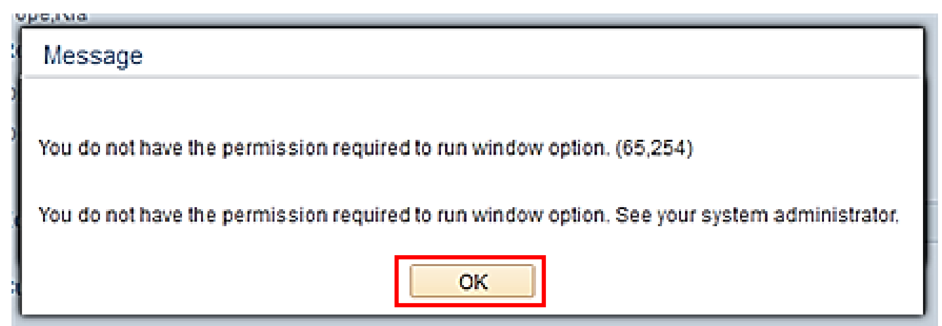




Printing a Requisition (cont.)

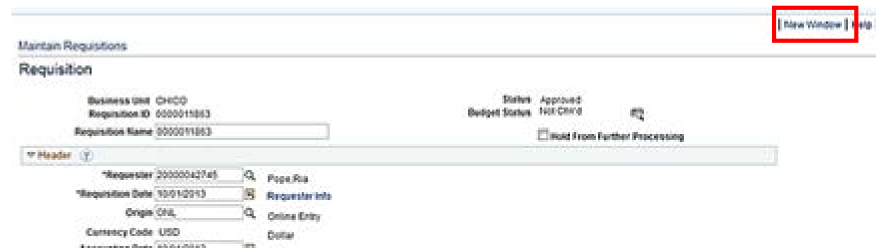
- Open the **Maintain Requisition** page.
- Click the 'View Printable Version' link on the bottom, left side of the page.
- A warning window will pop up with the message 'You do not have the permission required to run window option'.
- This is expected, it is just part of the process, click 'OK'.



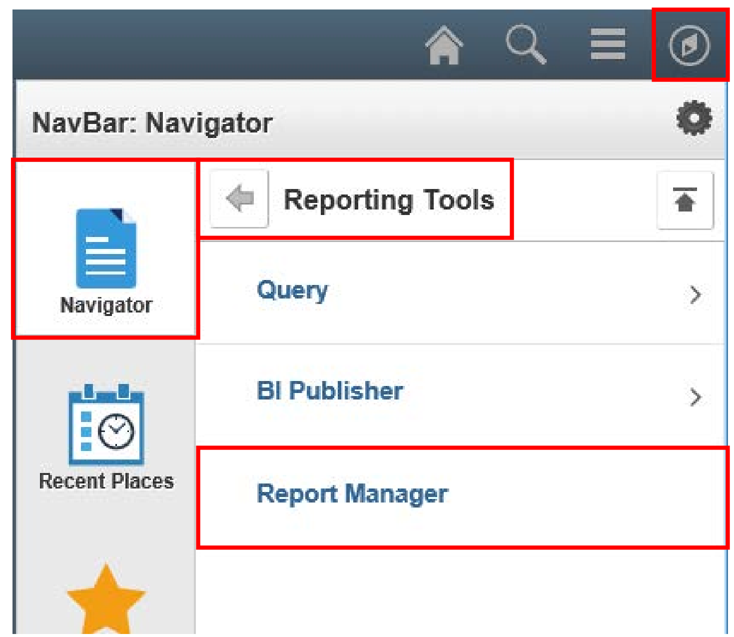


Printing a Requisition (cont.)

- Click the ‘New Window’ link at the top right corner of the page.



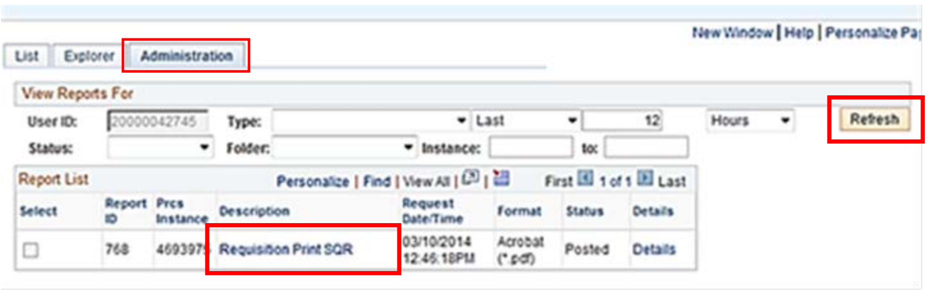
- In the new window, select the  icon in the **NavBar,** then:
- ‘Navigator’
- ‘Reporting Tools’
- ‘Report Manager’.



Printing a Requisition (cont.)

Note: If screen opens to ‘List’ tab, click on ‘Administration’ tab.

- Click the ‘Refresh’ button on the upper right corner of the page until the ‘Requisition Print SQR’ link is available.
- Click ‘Requisition Print SQR’.



- Review the Requisition for accuracy. If the Requisition is complete, print a copy.
- To make a change to the Requisition, close the PDR file.
- Close the Report Manager and return to the Maintain Requisitions page to make the necessary changes.
- After the changes have been made and the Requisition has been saved, return to step #2 of these instructions.