

# **CFS** **Common Financial System**


California State University, Chico

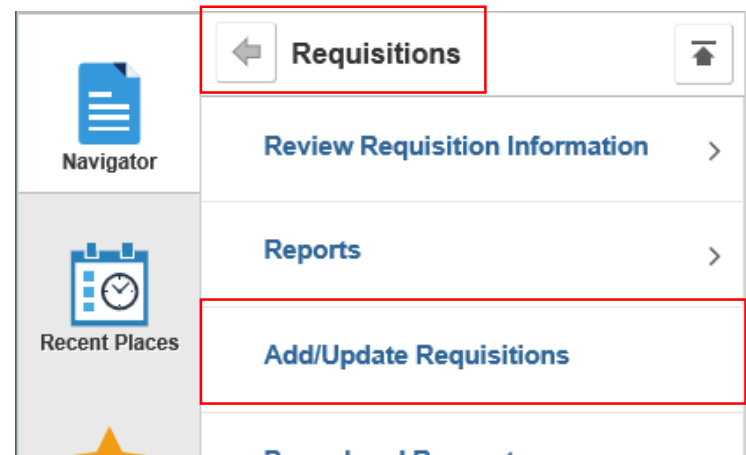
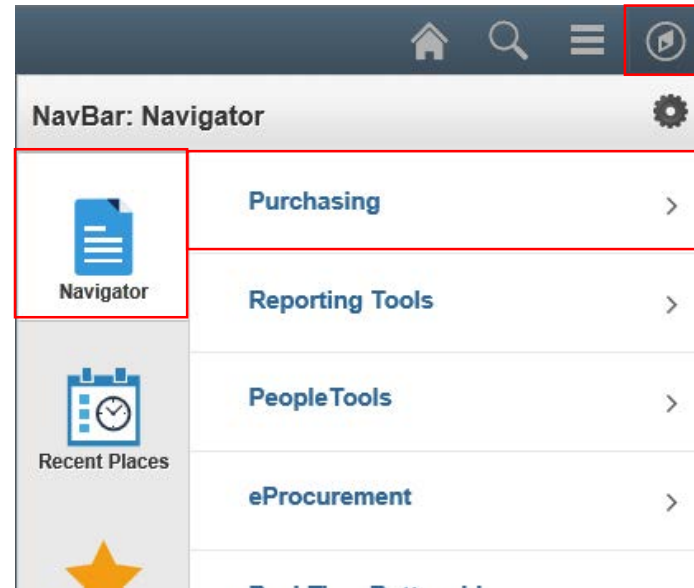
## **Requisition – Printing**

Direct questions to Procurement & Contract Services, x5134

# Printing a Requisition

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

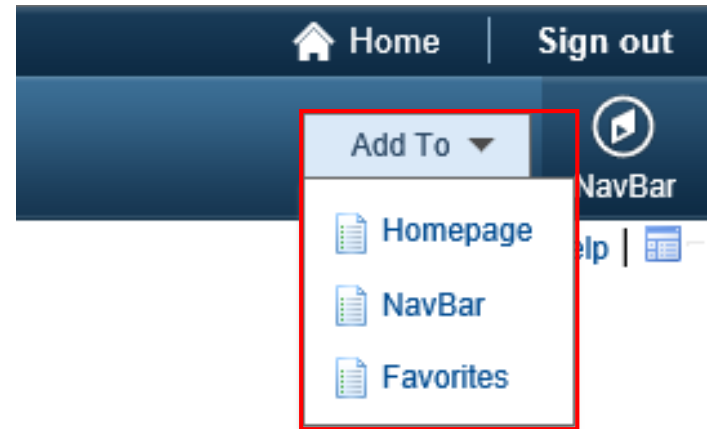
- On the **NavBar** select the  icon then :
  - 'Navigator'
  - 'Purchasing'
  - 'Requisitions'
  - 'Add/Update Requisition'



# 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.

The screenshot displays the 'Requisitions' search interface. At the top, there are two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Below the tabs, the 'Business Unit' is set to 'CHICO' and the 'Requisition ID' is 'NEXT'. An 'Add' button is visible below the input fields.

The second screenshot shows the search criteria section. The 'Find an Existing Value' tab is selected. Under 'Search Criteria', the 'Business Unit' is set to 'CHICO' and the 'Requisition ID' is set to 'begins with 0000011863' (highlighted with a red box). Other criteria include 'Requisition Name', 'Requisition Status', 'Origin', 'Requester', and 'Requester Name', all set to 'begins with'. There is also a 'Hold From Further Processing' checkbox and a 'Case Sensitive' checkbox. At the bottom, there are 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. The footer shows 'Find an Existing Value | Add a New Value'.

# 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'.

Maintain Requisitions  
Requisition

Business Unit CHGD  
Requisition ID 0000011953  
Requisition Name 0000011953

Status Approved  
Budget Status Not CHGD

Hold From Further Processing

Header

\*Requester 20000042745 Pipe, Ria  
\*Requisition Date 10/01/2013 Requisition Info  
Origin ORL Online Entry  
Currency Code USD Dollar  
Accounting Date 10/01/2013

Requisition Defaults Edit Comments  
Requisition Activities  
Document Status Custom Fields

Amount Summary  
Total Amount 5,000.00 USD

Add Items From  
Purchasing Kit Catalog  
Item Search Requisition Items

Select Lines To Display  
Search for Lines  
Line To Retrieve

Line  
Details Ship To/Due Date Supplier Information Item Information Attributes Contract Sourcing Controls

Line	Quantity	%QM	Description	Price	Merchandise Amount	Category	Due Date	Ship To	Status
1	20000	EA	Computer System	2,500.0000	5,000.00	20453	02/28/2014	RECEIVE	Approved

View Printable Version

Save Return to Search Notify Refresh Add

Message

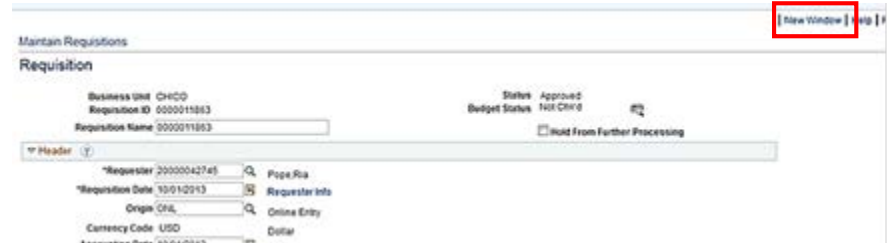
You do not have the permission required to run window option. (65,254)


You do not have the permission required to run window option. See your system administrator.

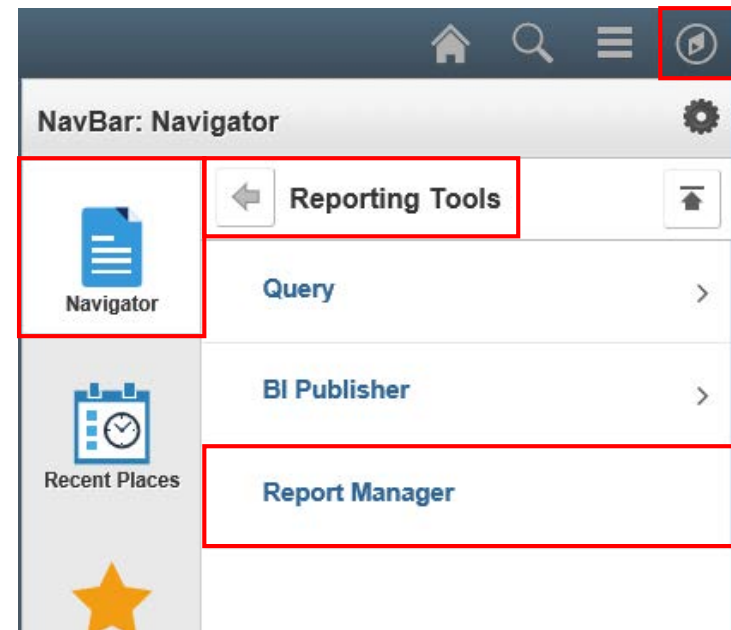
OK

# Printing a Requisition (cont.)

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



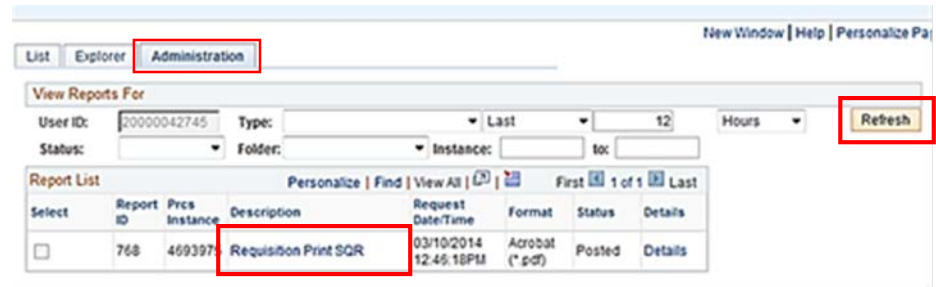
- In the new window, select the  icon in the **NavBar**, then:
- 'Navigator'
- 'Reporting Tools'
- 'Report Manager'.



# 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.

**Requisition**  
California State Univ, Chico

Ship To: Receiving Department  
California State University, Chico  
1205 West 7th Street  
Chico CA 95923-0920

BUSINESS UNIT:		CHICO	APPROVED
Req ID	Date	03/05/2014	Page 1
Requester	Entered By	Rustad, Carol	Rustad, Carol

Line	Schd	Dist	Description	Unit	Dept	Category	Quantity	UCM	Price	Extended Amt	Due Date	Dist Amt
Vendor: 0000001028 ASSOCIATED STUDENTS												
1-1			Computer System			20453	2.00	EA	2,500.00	5,000.00	03/01/2011	
1-1-1		010025		G1006	D12404							5,000.00
<b>Line Total:</b>										5,000.00		
<b>Total Requisition Amount:</b>										5,000.00		

UNIVERSITY INFORMATION ONLY:  
Requester Name/Phone: Dave Foreman/5103  
Budget Contact Name/Phone: Carol Rustad/45739  
Department(s): AG040  
Delivery Location: Rowland 210  
Chart/AM: D12404 G1006 000023