

CFS **Common**
Financial
System

California State University, Chico

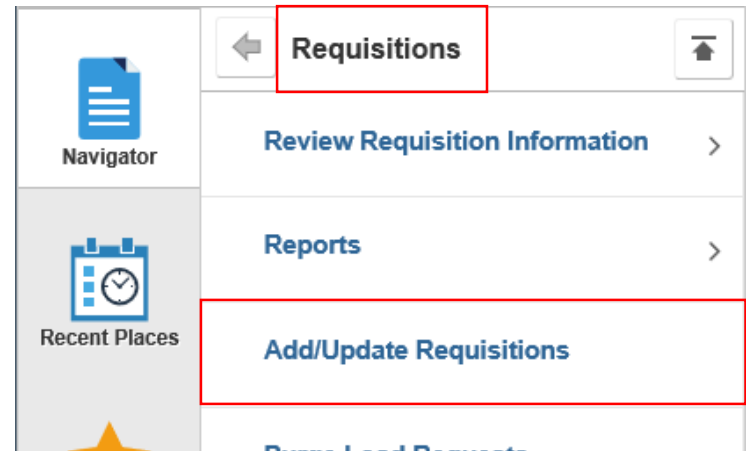
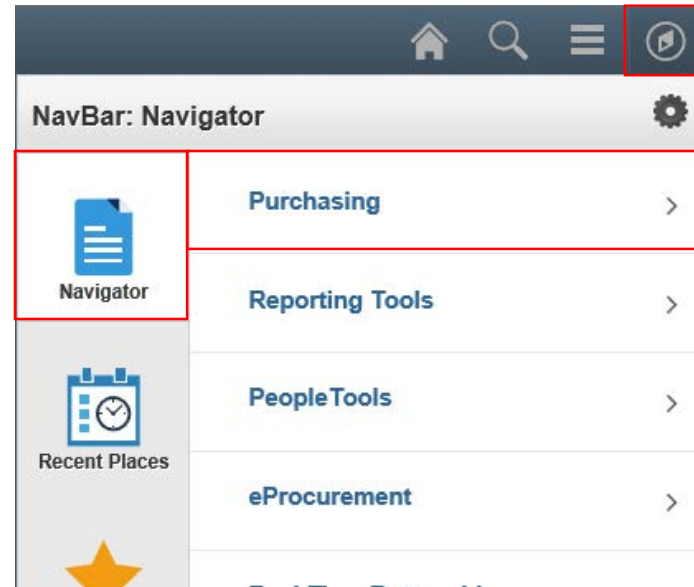
Requisition Status (Find my PO #)

Direct questions to Procurement & Contract Services, x5134

Requisition Status - Find my PO

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

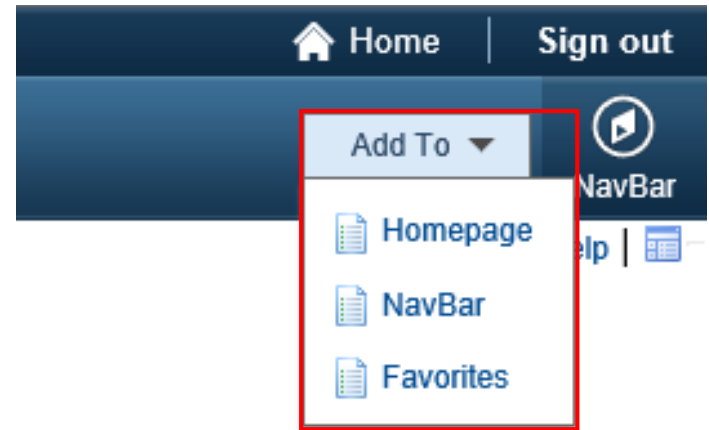
- On the **NavBar** select:
 - 'Navigator'
 - 'Purchasing'
 - 'Requisitions'
 - 'Add/Update Requisition'



Requisition Status - Find my PO # (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.*



Requisition Status - Find my PO # (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' header and two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Below the tabs are input fields for 'Business Unit' (containing 'CHICO') and 'Requisition ID' (containing 'NEXT'). An 'Add' button is visible at the bottom. The bottom screenshot shows the same interface but with the 'Search Criteria' section expanded. The 'Requisition ID' field is highlighted with a red box and contains the value '0000011863'. Other search criteria include 'Business Unit' (set to 'CHICO'), 'Requisition Name', 'Requisition Status', 'Origin', 'Requester', and 'Requester Name', all with 'begins with' filters. There is also a 'Hold From Further Processing' checkbox and a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'. The footer of the interface shows 'Find an Existing Value | Add a New Value'.

Requisition Status - Find my PO # (cont.)

Document Status

- To check the status of a Requisition, open the **Maintain Requisitions** page.
- Click the 'Document Status' link.

The screenshot displays the 'Maintain Requisitions' interface. At the top, the 'Requisition' header shows 'Business Unit CHICO', 'Requisition ID 0000011864', and 'Requisition Name 0000011864'. On the right side, there are status indicators: 'Status Open', 'Budget Status Not Ch', and a 'Hold' checkbox. Below the header, a 'Header' section contains several fields: '*Requester' (20000042745), '*Requisition Date' (10/13/2013), 'Origin' (ONL), '*Currency Code' (USD), and 'Accounting Date' (10/31/2013). To the right of these fields are links for 'Pope,Ria', 'Requester Info', 'Online Entry', and 'Dollar'. Below the header, there are three main sections: 'Requisition Defaults' (with a red box around 'Document Status'), 'Requisition Activities', and 'Edit Comments'. At the bottom, there is an 'Add Items From' section with links for 'Purchasing Kit Item Search' and 'Catalog Requester Items'. On the far right, there are sections for 'Amount Summary' (Total Amount) and 'Select Lines To Display' (Search for Lines).

Requisition Status - Find my PO # (cont.)

- If the Requisition has not been converted to a Purchase Order, the **DOC ID** field will display 'No Document'.
- When the Requisition has been converted to a Purchase Order, the **PO # (DOC ID), Status, and PO Date (Document Date)** will display.
- Click the PO # to view the Purchase Order.

Document Status

Business Unit	CHICO	Req ID	0000011864
Document Date	10/13/2013	Status	Open
Currency	USD	Document Type	Requisition
Requester	Pope,Ria	Merchandise Amt	1,600.00
		Budget Status	Not Budget Checked

Associated Document Personalize | Find | View All | [Print] | [Refresh]

Actions	Document Type	DOC ID	Status	Document Date	Location
▼ Actions		No Documents			

Document Status

Business Unit	CHICO	Req ID	0000011864
Document Date	10/13/2013	Status	Approved
Currency	USD	Document Type	Requisition
Requester	Pope,Ria	Merchandise Amt	1,600.00
		Budget Status	Valid

Associated Document Personalize | Find | View All | [Print] | [Refresh] | First

Actions	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions	CHICO	Purchase Order	0000062224	Approved	03/12/2014	0000000001	MAIN