## Table of Contents

**Customize REQ Line—Do This First—Go to page 25**

### Table of Contents

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1. When SF State CFS does not have your Vendor in the system.

2. How to print a copy of your PO from the SF State Imaging System.

3. When you need to know FAQs about your requisition such as PO number, Payment date, Check number.
The Requisition Data Entry page provides a tool for identified SF State employees to enter requisitions directly into CFS. It is designed to automate and standardize the requisition process across the entire CSU. Once the requisition has been created it must be approved by the appropriate authority. A copy of the requisition (before approved) can be printed and routed through appropriate channels. Once the requisition has been approved, Procurement will convert the requisition into a purchase order. Funds are pre-encumbered once the requisition is approved in the system by the approver. All SF State IDs begin with 75.

Create a New Requisition

Step 1
Navigate to the Requisition Entry page:

Home > Purchasing > Requisitions > Add/Update Requisitions

Step 2
To create a new requisition, click the button.

Note: Do NOT change the Requisition ID from NEXT.
Requisition Data Entry

Step 3

Enter the Requisition Header information.

**Required** entry fields on the Requisition header:

- **Requester**
- **Requisition Defaults**

**Optional** entry fields on the Requisition header:

- Add Comments (See Step 3a).
- Add Attachments (See Step 3b).

Preparer=Requester

The Preparer can be the Requester. If the Preparer is not the Requester, please enter the Requester information, Name, Phone #, in the Add Comments section.

### Maintain Requisitions

**Requisition**

<table>
<thead>
<tr>
<th>Field</th>
<th>What do I need to enter?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ReqID</td>
<td>No entry required. The Requisition ID number automatically assigned when the requisition is saved.</td>
</tr>
<tr>
<td>Status</td>
<td>No entry required. Defaults initially to “Open”.</td>
</tr>
<tr>
<td>Budget Status</td>
<td>No entry required. Defaults initially to “Not Chk’d”. When a requisition is Budget Checked it creates a Pre-Encumbrance.</td>
</tr>
<tr>
<td>Requester</td>
<td><strong>Entry Required.</strong> Type or select from the magnifying glass your SF ID. All ID’s begin with 75</td>
</tr>
<tr>
<td>Req Date</td>
<td>No entry required. Req Date defaults to the date the requisition was created and saved.</td>
</tr>
<tr>
<td>Origin</td>
<td>No entry required. Origin defaults to “ONL” from the Requester defaults.</td>
</tr>
<tr>
<td>Accounting Date</td>
<td>No entry required. Accounting Date defaults to the date the requisition was created and saved.</td>
</tr>
</tbody>
</table>
Requisition Defaults

The information you enter on the Requisition Defaults page will be used on ALL lines, schedules, and distributions (where appropriate) on the requisition. By entering default values on this page, you minimize data entry when creating a new requisition.

Commonly defaulted values:

- Vendor
- Category
- Unit of Measure
- Ship To
- Due Date
- ChartFields

Maintain Requisitions
Requisition Defaults

Business Unit: SFChron
Requisition ID: CHRON11
Requisition Date: 06/07/2011
Status: Open

Default Options

- Default
  - If you select this option, the default values entered on this page are treated as part of the default page and are not applications. If default values are found in the hierarchy, they are used, and the values on this page are not used.
- Override
  - If you select this option, all default values entered on this page override the default values found in the default hierarchy.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description – All fields are Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Options</td>
<td><strong>Override</strong> – Select this option only. Values will override all system defined defaults. You may also correct previously entered values by using this option.</td>
</tr>
<tr>
<td>Buyer</td>
<td><strong>DO NOT Select Buyer.</strong> Buyer defaults from Category only</td>
</tr>
<tr>
<td>Vendor</td>
<td>If the vendor exists, use the (\text{\textbf{\textcolor{red}{}}}) to locate and select the vendor from the drop down list.</td>
</tr>
</tbody>
</table>
### Requisition Defaults (Continued)

**UCorp/Auxiliary Users – Category code “Default” should be the ONLY selection.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Entry Required. Use the to locate and select the appropriate Category code. The most common Categories codes are as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Goods</strong></td>
<td></td>
</tr>
<tr>
<td>20400 - COMPUTER HRDWR &amp; MICRO PERIPH</td>
<td></td>
</tr>
<tr>
<td>20700 - COMPUTER ACCESSORIES/SUPPLIES</td>
<td></td>
</tr>
<tr>
<td>20800 - COMPUTER SOFTWARE, MICRO</td>
<td></td>
</tr>
<tr>
<td>28500 - ELECTRICAL EQUIP SUPPLIES</td>
<td></td>
</tr>
<tr>
<td>42500 - FURNITURE - OFFICE</td>
<td></td>
</tr>
<tr>
<td>49000 - LAB EQUIP ACCESSORIES-GENERAL</td>
<td></td>
</tr>
<tr>
<td>57800 - MISCELLANEOUS PRODUCTS</td>
<td></td>
</tr>
<tr>
<td>60000 - OFFICE MACHINES/EQUIP ACC</td>
<td></td>
</tr>
<tr>
<td>61500 - OFFICE SUPPLIES/GENERAL</td>
<td></td>
</tr>
<tr>
<td>65500 - PHOTOGRAPHIC EQUIP SUPL</td>
<td></td>
</tr>
<tr>
<td>67000 - PLUMBING EQUIP/FIXTURES SUPL</td>
<td></td>
</tr>
<tr>
<td>71500 - PUBLICATIONS/AUDIOVISUAL MATL</td>
<td></td>
</tr>
<tr>
<td>80500 - SPORTING GOODS/ATHLETIC EQUIP</td>
<td></td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td></td>
</tr>
<tr>
<td>91200 - CONSTRUCTION SVS/GENERAL</td>
<td></td>
</tr>
<tr>
<td>92000 - DATA PROCESSING SVS/SOFTWARE</td>
<td></td>
</tr>
<tr>
<td>92045 - SOFTWARE MAINTENANCE</td>
<td></td>
</tr>
<tr>
<td>93600 - EQUIP MAINT/REPAIR: GEN EQUIP</td>
<td></td>
</tr>
<tr>
<td>96100 - MISC PROF SERVICES</td>
<td></td>
</tr>
<tr>
<td>96200 - MISCELLANEOUS SERVICES</td>
<td></td>
</tr>
<tr>
<td>96600 - PRINTING RELATED SVS</td>
<td></td>
</tr>
<tr>
<td>96800 - PUBLIC WORKS RELATED SERVICE</td>
<td></td>
</tr>
<tr>
<td>90700 – ORSP SUBCONTRACT/WORK ORDERS</td>
<td></td>
</tr>
<tr>
<td>98500 - RENT/LEASE EQUIP SVS: OFFICE</td>
<td></td>
</tr>
</tbody>
</table>

| Unit of Measure | Entry Required. Use the to locate and select the appropriate value. The appropriate unit of measure. Use “EA” (each) if you are unsure of the correct unit of measure. |

| Ship To | The Ship To address where the requisition items are to be sent defaults from the Requester. To change the delivery address, use the to locate and select the appropriate value. |

| Due Date | The Due Date is used by the system to indicate when an item is needed. If items are required by a specific date, enter that date here. You should also note this in a header comment |

| ChartFields | Entry Required. Default ChartFields come from the Requester setup. Default Requisition Chartfield values used for the Requisition distributions can be changed here. Chartfields entered here will apply to all lines entered on REQ. |

Click [OK] when complete and return to main page.
Requisition Comments

**Step 3a**

Add Comments hyperlink (The requisition header Comments page is used to provide additional information to the Buyer or the Vendor. Types of commonly provided information include:

- New Vendor Information
- Requester Information
- Vendor Special Instructions
- Provide Procurement with additional required information.
- Attachments (3b)

**Note(1):**

If you would like the comment printed on the PO, place a ☑ in the Send to Vendor box.

To add another comment line, click ➕. To remove a comment line, click ▼.

**Note(2):**

You may also add a comment to each requisition line by clicking on the comment field available on each line.

**Header Comments**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description – All fields are Optional</th>
</tr>
</thead>
</table>
| Comments    | New Vendor – Provide the following information for the new vendor: **
- Vendor’s Name
- Address
- City, State, Zip
- Phone Number
- Identify if Vendor 204 Form has been sent to the vendor or on way to Fiscal Services
- Taxpayer Identification Number (TIN) if known.

**Note to Vendor:** Please ship this material to James Cannon, 12 Anywhere, 94500

**Purchasing:** Please ask Vendor to deliver by 12/3/2011

**Requester Info:**
- Name
- Phone Number

** See also pages 30 and 31 for instructions on creating a requisition for a new vendor.
Requisition Attachments

Step 3b

The Requisition Header Comments page is also where documents are attached for use as a reference or for use by the Procurement Department. Types of commonly provided information include:

- Quotes
- Email from vendor
- Order Attachments

*UCorp/Auxiliary Users - A completed W9 form (preferred) or 204 form should be included as a requisition attachment prior to submitting the Req for approval.

Note:

- The limit is one file attachment per comment. If you have more than one file to attach, the preferred method is to zip all files together then attach the zipped file.
- You can also enter another comment and attach a file to that comment. This is more cumbersome for approvers and Procurement staff.
- You may attach any type of document.

Field | Description – All fields are Optional

Associated Document

1) If you have a document you wish to attach to the requisition, use the Attach button.

2) Use the Browse button to locate the file you wish to attach, select the file, and click the “Open” button.

3) Click on the Upload button to attach the file to the Requisition.

4) Click “OK” to return to the Requisition Header page.
**Step 4**

Complete each requisition line before adding another line. As long as the requisition status remains open, you can make changes to any field you have entered.

**Requisition Line Information**

Complete the following fields:

- Line Description
- Req Qty
- Unit Price

Unit of Measure and Category will default from the Requisition Defaults page.

**Requisition Line**

### Field | What do I need to enter?
---|---
**Line Information**
Line Description | **Entry Required.** A brief description of the line item.
Req Qty | **Entry Required.** The quantity you are requesting for each line item.
UOM | Unit of measure will default from REQ Defaults
Category | Category code will default from REQ Defaults
Unit Price | **Entry Required.** The price per unit.
### Requisition Schedule Information

Click on the icon on the Requisition Line to open the Requisition Schedule and review the following fields

#### Schedule Information
- Ship To
- Quantity
- Price
- Amount
- Due Date

### Requisition Line

<table>
<thead>
<tr>
<th>Details</th>
<th>Requisition</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Spectrometer</td>
<td>1,0000</td>
<td>$4,000</td>
<td>$4,000.00</td>
<td>05/10/2011</td>
<td>Open</td>
</tr>
</tbody>
</table>

### Requisition Schedule

#### Maintain Requisitions

#### Schedule

- **Business Unit:** SFCMP
- **Requisition Date:** 05/10/2011
- **Requisition ID:** NEXT
- **Status:** Open

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Details</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Spectrometer</td>
<td>1,0000</td>
<td>$4,000</td>
<td>$4,000.00</td>
<td>05/10/2011</td>
<td>Open</td>
</tr>
</tbody>
</table>

### Requisition Distribution Information

Click on the icon on the Requisition Schedule to open the Requisition Distribution and review the following fields

### Field What do I need to enter?

#### Schedule Information

- **Ship To**
  - No entry required. The Ship To defaults from the Requester Defaults. Update if the value is incorrect.

- **Quantity**
  - No entry required. The Quantity defaults from the Requisition Line.

- **Price**
  - No entry required. The Price defaults from the Requisition Line.

- **Amount**
  - No entry required. The Amount is a calculate field (Quantity X Price) and cannot be updated.

- **Due Date**
  - No entry required. The Due Date is set by the system 30 days from REQ date, or can be manually entered on the Schedule.
**Distribution Information - By Quantity**

- Distribute By (Quantity)
- Percent
- Account
- Fund
- Dept
- Program
- Class
- Project

To add an additional distribution click **+**.

To remove a distributed information row click **−**.

---

**Requisition Distribution – By Quantity**

**Maintain Requisitions**

**Distribution Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>What do I need to enter?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute By</td>
<td>No entry required. Defaults to Quantity. How you are allocating expenses: by Quantity or by Amount?</td>
</tr>
<tr>
<td>Liquidate By</td>
<td>No entry required. The Requisition Liquidation method default is set at the Business Unit level.</td>
</tr>
<tr>
<td>Percent</td>
<td>No entry required. Defaults to 100 Percent from the requisition line.</td>
</tr>
<tr>
<td>GL Unit</td>
<td>No entry required. The “SFCMP” Business Unit will default from the Business Unit.</td>
</tr>
<tr>
<td>Account</td>
<td>No entry required. The account number will default from REQ Defaults or may change here.</td>
</tr>
<tr>
<td>Fund</td>
<td>No entry required. The account number will default from REQ Defaults or may change here.</td>
</tr>
</tbody>
</table>
### Requisition Distribution Information (Continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept</td>
<td>No entry required. The account number will default from REQ Defaults or may change here.</td>
</tr>
<tr>
<td>Program</td>
<td>No entry required. Leave blank unless otherwise instructed by Accounting Services.</td>
</tr>
<tr>
<td>Class</td>
<td>Optional entry. Only required if you are charging the item to a Class.</td>
</tr>
<tr>
<td>Project</td>
<td>Optional entry. Only required if you are charging the item to a Project</td>
</tr>
</tbody>
</table>

### Distribution Information - By Amount

To add an additional distribution line, click [+].

To remove a distribution line, click [-].

When the distribution is complete, click on the [OK] button to return the requisition schedule.

### Requisition Distribution – By Amount

**Maintain Requisitions**

**Requisition Defaults**

- **Business Unit**: SFOMP
- **Requisition Date**: 06/01/2011
- **Requisition #**: NEXT
- **Status**: Open

**Default Options**

- **Default**:
  - If you select this option, the default values entered on this page are used as part of the defaulting logic and are only applied if the other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

- **Overwrite**:
  - If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Details**

- **Buyer**: [ ]
- **Vendor**: [ ]
- **Category**: [ ]
- **Ship To**: [ ]
- **Due Date**: [ ]
- **Ultimate User Code**: [ ]

**Distribution**

- **Special/Chart**: [ ]

**Distributions**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Account</th>
<th>,</th>
<th>Unit</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

### Requisition Schedule

**Maintain Requisitions**

**Schedule**

- **Business Unit**: SFOMP
- **Requisition Date**: 06/01/2011
- **Requisition #**: NEXT
- **Status**: Open

**Return to Main Page**

**Schedule**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Each</th>
<th>Amount</th>
<th>Set Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Spectrometer</td>
<td>1.0000</td>
<td>Each</td>
<td>9,278.00</td>
<td>06/01/2011</td>
</tr>
</tbody>
</table>

**Add Entry To Comments**

- [ ] Save
- [ ] Delete
- [ ] '5'
You will be returned to the Requisition Header after you click on the hyperlink. Review the information you have entered.

Amount Summary

This section calculates a total for your requisition without tax, freight or discounts.

Step 5

Click the **Save** button. A Requisition ID (Req ID) will be automatically generated by the system.

Optional: You may print the requisition before sending it for approval.

**Note:** Please review your work before sending it for approval.

Once the requisition has been sent for approval, it can no longer be modified, unless it is returned by the Approver.
Find an Existing Requisition

Step 1
Navigate to the Requisition Entry page:
Home > Purchasing > Requisitions > Add/Update Requisitions > Find an Existing Value tab

Step 2
Click the **Search** button to display a list of all available requisitions.
You may narrow your search results by entering any combination of Requisition ID, Requester (SF ID), Requester ID, or Requisition Status.

Step 3
When you click **Search** all requisitions will be displayed that match your search criteria and security access.
Click on the requisition you want to view.
Step 4

The Requisition Header page will display. If necessary, make any corrections to the requisition and click on the Save button.

If the Requisition chosen has been Approved, changes cannot be made.

If you select a Requisition for a Requester you are not authorized to view, you will receive the following message:

You do not have authority to UPDATE requisitions for 0000000042 (10100.41).
You do not have authority to UPDATE Requisitions for this Requester.
Your system administrator must give the proper authority.
Click 'OK' to transfer to Inquiry. Click 'Cancel' to Return.
Optional Processes

After you have saved a Requisition, you may choose to perform the following optional processes:

- Print
- Cancel
- Copy From

The following pages contain detailed instructions on how to perform each process.

Print a Requisition

Step 1

Navigate to the Requisition Print Page:

Home > Purchasing > Requisitions > Reports > Print Requisitions > Add tab

Step 2

Create a new run control (do NOT use any spaces in the name) and enter the following information:

- Business Unit
- Requisition ID
- Select all Req Statuses

1. Click on the button.
2. Click on the Run button.
Step 3
Click the **OK** button.

**Note(1):** Print functionality is only available once the requisition has been saved.

**Note(2):** You only have to create your run control once. Subsequently you can re-use your existing run control.

Step 4
Click on the Process Monitor hyperlink.

Step 5
A new window opens.
Click **Refresh** until Run Status = Success and Distribution Status = Posted.

Step 6
Click **Details**.
Step 7
Click View Log/Trace.

Step 8
Click the PDF file.
The requisition opens in a new Window.
**Step 9**

To print the requisition, click the button.

**Step 10**

When finished printing the requisition, close the requisition window and the process monitor window.
Copy From

When creating a new Requisition, you can use the “Copy From” function to copy information from an existing requisition.

Step 1

Navigate to the Add New Value Requisition Page:

Home > Purchasing > Requisitions > Add/Update Requisitions > Add tab

Click on the Copy From button.

A new Requisition will open.

Step 2

Click on the “Copy From” hyperlink. A new window will open.
Step 2

Enter the Req ID or other information to limit your search and then click on the **Search** button.

**Note:** When using the “Copy From” feature, MOST information is copied from the source requisition. This includes the following data elements:

- Comments
- Requisition Defaults
- ChartFields

Maintain Requisitions

**Copy Requisition**

<table>
<thead>
<tr>
<th>Header</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit: SFOMP</td>
</tr>
<tr>
<td>Req ID: 12011000010</td>
</tr>
<tr>
<td>Req Status:</td>
</tr>
<tr>
<td>Requester: 75908474598</td>
</tr>
<tr>
<td>Requester Name: Collins, Elaine</td>
</tr>
<tr>
<td>Request Date:</td>
</tr>
<tr>
<td>Vendor SetID: SFOMP</td>
</tr>
<tr>
<td>Vendor ID: 75908474598</td>
</tr>
<tr>
<td>Item SetID: SFOMP</td>
</tr>
<tr>
<td>Item ID:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
</tbody>
</table>

**Note:** When using the “Copy From” feature, MOST information is copied from the source requisition. This includes the following data elements:

- Comments
- Requisition Defaults
- ChartFields

Step 3

Select the requisition you wish to copy and click on the **OK** button.

**Note:** You will only see Requisitions to which you have authority to view.

A new REQ Data Entry page will display. All fields, with the exceptions of Attachments are copied into the new requisition. The Req ID number will be ‘NEXT’ until the requisition is saved.

Step 4

Make any necessary changes. Click **Save**. A new Requisition ID (Req ID) will be automatically created.
Sending a Requisition for Approval

Step 1

Navigate to the Requisition Print Page:

Home > Purchasing > Requisitions > Reports > Print Requisitions > Add tab

Create a new run control

Click on the button.

Note: You only have to create your run control once. Subsequently you can re-use your existing run control.

Step 2

Enter the following information on the run control page for the Requisition being approved:

- Business Unit
- Requisition ID
- Check the “Open” Status box.

2a) Click on the button.

2b) Click on the button.

This is a onetime process. You will change the REQ number each time.

Note: Requestors using UCorp/Auxiliary accounts will send requisitions for approval in CFS only to designated ABS staff. Any required departmental approvals must be obtained on the paper form used to initiate the requisition activity. That form should be attached to the electronic requisition sent to UCorp/ABS for approval.
**Step 3**

3a) Select the ‘PSNT’ server from the “Server Name” drop down list.

3b) Click on the “Type” drop down box list and select the “Email” option.

3c) Click on the “Distribution” hyperlink. A new “Distribution Detail” window will open.

---

**Step 4**

The “Distribution Detail” page will display the SF ID for the person entering the requisition.

4a) Update the “Distribute To” list to include both the Requester and Approver’s SF ID.

To add a User to your email list, click [+].

To remove a User on your email list, click [-].

4b) Enter a message text for the Approver in the “Email Subject” box.

Click the OK button. You will be taken back to the Process Scheduler Request page.

You and your Approver will receive the e-mail.
Note: You can look up an individual's Distribution ID (SF ID) from the Distribution Details page. Use the search button.

Enter the last name of the person into the "Description" field. Click on the search button and select the correct user.

Step 5

Click the submit button to submit your request.

Note: All of the individuals included on your "Distribution Details" list will receive a printable PDF version of your requisition.
One Time Processes

Setup Favorites

Navigate to a frequently used page

Go to the right hand side of the page

Click on Add to Favorites

Click the OK button. You will be taken back to the original screen.

You will be return to the original screen

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description: [Add/Update Requisitions]

[OK] [Cancel]
Do this First

**Customize**

Navigate to Customize in REQ Defaults or REQ Line

Scroll to bottom of column

Click **Copy Settings**

Use the **Look Up**

Copy **Settings**

Select **SFO**

This will be the setting for any customized line available

Click **SFO**

Click **OK**
Requisition Defaults Customized

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Unit Price</th>
<th>Category</th>
<th>Amount</th>
<th>Ship To</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>0.0000</td>
<td></td>
<td>0.00</td>
<td>REG_LCO</td>
<td>Open</td>
</tr>
</tbody>
</table>

Requisition Line Customized

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Unit Price</th>
<th>Category</th>
<th>Amount</th>
<th>Ship To</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>0.0000</td>
<td></td>
<td>0.00</td>
<td>REG_LCO</td>
<td>Open</td>
</tr>
</tbody>
</table>
Requisition Approval

Step 1
As an Approver you will have received a notification e-mail identifying a REQ for approval.

Navigate to the Add/Update Requisitions Page:
Home > Purchasing > Requisitions>Find an Existing Value tab

Step 2
Enter the Requisition number and click Search.
The Requisition will open.

Step 2a
If you do not remember the REQ number, select Open as the Requisition Status.
Click Search.

Step 3
A list of REQs for your approval will appear. You will see only the REQs you have the security to approve.
Select a REQ for Approval.
Step 4

Status of the REQ is Open

Not Budget Checked

Click  next to Open

It will change to Approved

Click  to Budget Check the REQ.

Status will change to Approved

Budget Status will be Valid

Click  Return to Search

Requisition Cancellation/Rejection

All Requisition cancellation requests should be directed to Deanna Tam @ dytam@sfsu.edu.

If the approver wishes to reject the Requisition, the approver should notify the requestor and email Deanna Tam for cancellation.
Asset Accounts

Determine the appropriate Equipment Expense Account

- Is the item for non-instructional use?
  - Yes
    - Is the item less than $5000, including tax, freight and installation?
      - Yes
        - Use Account 619800
      - No
        - Use Account 619001
  - No
    - Use Account 619001

- Is the item for instructional use?
  - Yes
    - Is the item less than $5000, including tax, freight and installation?
      - Yes
        - Use Account 619800
      - No
        - Use Account 619002
  - No
    - Use Account 619002

- Is the item IT software?
  - Yes
    - Is the item less than $5000, including tax, freight and installation?
      - Yes
        - Use Account 61803
      - No
        - Use Account 616003
  - No
    - Use Account 616003

- Is the item IT Hardware?
  - Yes
    - Is the item less than $5000, including tax, freight and installation?
      - Yes
        - Use Account 61802
      - No
        - Use Account 616002
  - No
    - Use Account 616002

- Is the item using Capital Outlay Group II funding?
  - Yes
    - Is the item less than $5000, including tax, freight and installation?
      - Yes
        - Use Account 607800
      - No
        - Use Account 607009
  - No
    - Use Account 607009

Call appropriate buyer
Addendum #1

Helpful FAQs about CFS:

1. When SF State CFS does not have your Vendor in the system.
2. How to print a copy of your PO from the SF State Imaging System.
3. When you need to know FAQs about your requisition such as PO number, Payment date, Check number.

Reminder: Approvers must Approve and Budget Check a Requisition before Procurement can work the requisition.

<table>
<thead>
<tr>
<th>No. 1</th>
<th>NEW VENDORS</th>
<th>When SF State CFS does not have your Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requisition Defaults</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When the system does not have a vendor number for the necessary vendor, use the Vendor Place Holder.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Vendor field must be filled in before moving from the REQ Defaults page.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use the to find the correct place holder number.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Maintain Requisitions**

**Requisition Defaults**

- **Business Unit**: SFCMP
- **Requisition Date**: 08/10/2011
- **Requisition ID**: NEXT
- **Status**: Open

**Default Options**

- **Default**: If you select this option, the default values entered on this page are treated applied if no other default values are found for each field. If default values are the values on this page are not used.
- **Override**: If you select this option, all default values entered on this page override the

**Line**

- **Buyer**: 
- **Vendor**:  
- **Category**: 61500
Enter Vend in Short Vendor Name

*UCorp/Auxiliary Users - Enter New in Short Vendor Name. Vendor Number will be #

Select Vendor ID #6380

Vendor #6380 will be a place holder. The REQ should not be saved without a Vendor #.**

**Requesters should send new vendors a 204 vendor form (available on the Fiscal Affairs website) and request it be returned to Fiscal Services so the vendor can be entered into CFS. Input the new vendor information and the date the 204 was sent and the buyer will follow up so the req. can be processed to a PO.

No. 2
REQUISITION DOCUMENT STATUS

When you need to know FAQs about your requisition: PO # for printing a copy, Check # and payment information, etc.
**Document Status**

Add this item to My Favorites

Insert REQ in front of the words Document Status for easy retrieval. Click

**GET A COPY OF YOUR PURCHASE ORDER**

Click REQ Document Status

**Requisition Document Status**

Enter Requisition ID, Click Search

- **Find an Existing Value**
  - Business Unit: [Dropdown]
  - Requisition ID: [Field]
  - Requisition Status: [Dropdown]
  - Requisition Date: [Field]
  - Origin: [Dropdown]
  - Requester: [Field]
  - Description: [Field]

- [Case Sensitive]
- [Search] [Clear]

**Add to Favorites**

Please Enter a Unique Description for this Favorite

*Description: [Field] Document Status

- [OK] [Cancel]

*Description: [Field] REQ Document Status

- [OK] [Cancel]
PO number is under the “DOC ID”. ***IMPORTANT*** in order to go into the Imaging System and print a copy of your PO, PO MUST be in the Dispatched Status.

**How to Print a Copy of Your PO in the Imaging System**

Go onto our Fiscal Affairs website (http://fiscaff.sfsu.edu/) and Click on “SF State Imaging System”

It will bring you to the Data View Login (https://sfsu.documentportal.com/servlet/data) Type in your User ID and Password then click on Login
Select BOTH “Contract” and “Purchase Order” (click on contract then hold onto CTRL and click purchase order). Make sure the SEARCHING ON is “Contracts, Purchase Orders”.

Type in your PO number and click Search.

Click on “Purchase Orders” under the Document Type, a PDF will pop up, which will be your PO.

Continued next page
No. 3
REQUISITION DOCUMENT STATUS

How to get other Information on your Requisition

To look up all your requisitions: enter your Requester ID

Click Search

Searching will provide a list of all your Requisitions with their Status.

Screen will show all REQ’s Status

Click the required REQ ID

Req DOC Status opens displaying:
- REQ Status
- Budget Status
- Payment Info
- PO number
- Voucher number
- Date and status
- Associated Documents
Click: Payment—Doc ID # (a separate screen opens)

Check all Tabs for more info

Click: PO—Doc ID # (a separate screen opens)
Purchase order screen displays all the pertinent info.

Click: Voucher—Doc ID # (a separate screen opens)

Scroll down to view Voucher Inquiry Results