



Find an Existing Value

This guide outlines the process to search for and track an existing requisition. All Find an Existing Value pages are the same in the fact that you can enter searchable fields and search for existing documents within PeopleSoft. The fields may be different, but the process is the same.

Purchasing > Requisition > Add/Update Requisitions

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value | **Add a New Value**

Business Unit: = ▾ 🔍

Requisition ID: 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](#)

1. Select the Find an Existing Value Tab
2. Enter the Business Unit; STCMP
3. Select the 🔍 from the Requester field

Look Up Requester

Requester: begins with ▾

Look Up | **Clear** | **Cancel** | [Basic Lookup](#)

4. Enter 90 in the Requester field
5. Click the Look Up button



Search Results

View All First 1-100 of 116 Last

Requester	Name
90000000208	
90000000338	
90000000689	
90000000832	
90000001872	
90000002210	
90000002327	
90000002353	
90000002522	
90000002795	
90000002860	
90000003107	

6. Click on the Name link in the column header to sort by name

7. Click Hidden

8. Click the OK button

Search Results

View All First 1-100 of 116 Last

Requester	Name
90000042523	
90000002795	
90000008775	
90001729533	
90000004420	
90000008437	
90000453960	
90000045006	
90000005837	
90000021632	
90000005304	
90000008125	

9. Select the Requester

NOTE: Once selected, PeopleSoft will go back to the Find an Existing Value page.



Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value | **Add a New Value**

Business Unit: = [STCMP]

Requisition ID: begins with []

Requisition Status: = []

Origin: begins with []

Requester: begins with [90000002795]

Requester Name: begins with []

Hold From Further Processing

Case Sensitive

Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

10. Click the Search button

Search Results

View All | First | 1-35 of 35 | Last

Business Unit	Requisition ID	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing
STCMP	0000001400	Open	ONL	90000000689		Y
STCMP	0000001399	Open	ONL	90000000689		Y
STCMP	0000001394	Open	ONL	90000000689		Y
STCMP	0000001393	Open	ONL	90000000689		Y
STCMP	0000001392	Open	ONL	90000000689		Y
STCMP	0000001391	Open	ONL	90000000689		Y
STCMP	0000001390	Open	ONL	90000000689		Y
STCMP	0000001389	Approved	ONL	90000000689		N
STCMP	0000001388	Approved	ONL	90000000689		N

11. Select the Requisition from the Search Results

NOTE: A requisition in Open status can still be changed. A requisition in Approved status can only be reviewed.

AN OPEN REQUISITION

Maintain Requisitions

Requisition

Business Unit: STCMP **Status:** Open
Requisition ID: 0000001390 **Budget Status:** Not Chk'd

Hold From Further Processing

Header

***Requester:** 90000000689 **Requestor** [Requisition Defaults](#)
***Requisition Date:** 04/13/2011 [Requester Info](#) [Add Comments](#)
Origin: ONL Online Entry [Requisition Activities](#)
***Currency Code:** USD Dollar [Document Status](#)

Accounting Date: 04/13/2011

Amount Summary

Total Amount: 30,500.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) **Line:** **To:** [Retrieve](#)
[Item Search](#) [Requester Items](#)

Line	Description	Quantity	UOM	Category	Price	Amount	Status
1	Ceramic Tiles	10.0000	EA	36000	50.00000	500.00	Open
2	Interior Design Service	1.0000	LOT	91800	5,000.00000	5,000.00	Open

12. Make any changes as necessary



3 Construction Services 1.0000 LOT 90900 25,000.0000 25,000.00 Open

View Printable Version *Go to: ...More...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

13. Click the Save button

AN APPROVED REQUISITION

Your operator profile indicates that you do not have authority to change approved requisitions. (10100,53)

Ask your system administrator to give you the proper authority. Click 'OK' to transfer to Inquiry. Click 'Cancel' to Return.

OK Cancel

14. Click the OK button

NOTE: An Approved requisition will give you this message automatically.

Requisitions

Req Inquiry Customize | Find | View All | First 1 of 1 Last

Details Status

Unit	Requisition	Status	Requester	Req Date	Total Amt
STCMP	0000001388	Approved		04/11/2011	3,000.00 USD

Search

Notify

15. Click on the Requisition number to see the requisition

Line Details

Business Unit: STCMP Req ID: 0000001388

Requisition Details Customize | Find | View All | First 1-4 of 4 Last

Details More

Line	Status	Item ID	Description	Vendor ID	Name	Req Qty	UOM	Amount	Amount Only
1	Approved		Tshirts	0000003924	BSN Sports	50.0000	Each	1,000.00 USD	
2	Approved		Caps	0000003924	BSN Sports	50.0000	Each	1,250.00 USD	
3	Approved		Shorts	0000003924	BSN Sports	50.0000	Each	750.00 USD	
4	Approved		Sweathirts	0000003924	BSN Sports	50.0000	Each	0.00 USD	

Return

16. Click on the Schedule icon to see the distribution

Schedule Details

Business Unit: STCMP Req ID: 0000001388 Line: 1

Schedule Customize | Find | View All | First 1 of 1 Last

Sched	Status	Due Date	Ship To	One Time Addr	Price	Req Qty	Amount	Revision
1	Active	04/28/2011	STANMAIN		20.00000	50.0000	1,000.00 USD	

Ship To Comments

Return

17. Click on the Distribution icon to see the Chartfield string

18. Click the Return button



Line Details

Business Unit: STCMP Req ID: 000001388

Requisition Details										
Line	Status	Item ID	Description	Vendor ID	Name	Req Qty	UOM	Amount	Amount Only	
1	Approved		Tshirts	0000003924	BSN Sports	50.0000	Each	1,000.00 USD		
2	Approved		Caps	0000003924	BSN Sports	50.0000	Each	1,250.00 USD		
3	Approved		Shorts	0000003924	BSN Sports	50.0000	Each	750.00 USD		
4	Approved		Sweathirts	0000003924	BSN Sports	50.0000	Each	0.00 USD		

Return

19. Click the Return button

Requisitions

Req Inquiry											
Unit	Requisition	Change Order	On RFO	On PO	Direct Ship	Received	On MSR	On Voucher	Use ProCard	Document Status	Approval History
STCMP	0000001388			Y							

Notify

20. Click on the Status tab
21. Select the Y under the On PO column to view the PO

PURCHASE ORDER VIEW

Requisition to Purchase Order List

Unit: STCMP Req ID: 000001388

Purchase Order Details											
Line	Sched	Dist	Status	Direct Ship	Purchase Order	Line	Schedule	Dist	Status	Due Date	Description
1	1	1	Processed		0000007555	9	1	1	Approved	04/28/2011	Tshirts
2	1	1	Processed		0000007555	10	1	1	Approved	04/28/2011	Caps
3	1	1	Processed		0000007555	11	1	1	Approved	04/28/2011	Shorts
4	1	1	Processed		0000007555	12	1	1	Approved	04/28/2011	Sweathirts

Return

22. Click on the Purchase Order Number to get additional information

NOTE: A new window will open for the Purchase Order Inquiry screen, check your pop-up blockers.



PURCHASE ORDER INQUIRY

Purchase Order Inquiry

Purchase Order

Unit: STCMP
PO ID: 000007555

PO Status: Approved
Budget Status: Not Chk'd

Header

PO Date: 04/20/2011

Vendor: BSNPSPOR-001

Vendor ID: 0000003924 [Vendor Details](#)

Buyer: DaRosa,Debbie

PO Reference: Online Src From Req 0000001385

[Header Details](#) [All RTV](#) [Matching](#)

[Header Comments](#) [Document Status](#)

[Change Order](#)

Backorder Status: None

Receipt: Not Recvd

Hold From Further Processing

Amount Summary

Merchandise: 12,000.00

Freight/Tax/Misc.: 1,005.00

Total: 13,005.00 USD

Select Lines To Display

23. Close the window when done

Lines

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1	Tshirts		20000	50.0000	EA	1,000.00 USD	Active
2	Caps		20000	50.0000	EA	1,250.00 USD	Active

Requisition to Purchase Order List

Unit: STCMP Req ID: 0000001388

Purchase Order Details

Line	Sched	Dist	Status	Direct Ship	Purchase Order	Line	Schedule	Dist	Status	Due Date	Item ID	Description
1	1	1	Processed		0000007555	9	1	1	Approved	04/28/2011		Tshirts
2	1	1	Processed		0000007555	10	1	1	Approved	04/28/2011		Caps
3	1	1	Processed		0000007555	11	1	1	Approved	04/28/2011		Shorts
4	1	1	Processed		0000007555	12	1	1	Approved	04/28/2011		Sweathirts

Return

24. Click Return

Requisitions

Req Inquiry

Unit	Requisition	Change Order	On RFQ	On PO	Direct Ship	Received	On MSR	On Voucher	Use ProCard	Document Status	Approval History
STCMP	0000001388			Y							

Search

Notify

25. Select the Document Status icon

NOTE: A new window will open for the Purchase Order Inquiry screen, check your pop-up blockers.



Req DOC Status

Document Status

Business Unit: STCMP Req ID: [0000001388](#) Status: Approved
 Document Date: 04/11/2011 Document Type: Requisition Budget Status: Valid
 Currency: USD Amount: 3,000.00

Requester:

Associated Document

Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
STCMP	PO	0000007555	Approved	04/20/2011	0000003924	001

- 26. This screen will show you all the documents associated with the Requisition
- 27. Close the window when done

Requisitions

Req Inquiry

Unit	Requisition	Change Order	On RFQ	On PO	Direct Ship	Received	On MSR	On Voucher	Use ProCard	Document Status	Approval History
STCMP	0000001388			Y							

Search

Notify

- 28. Select the Approval History icon to see who and when the requisition was approved

Approval History

Origin: Online Entry

Approved By: 90000007345

Date of Approval: 04/19/2011

NOTE: The number will need to be looked up to see who the individual is

- 29. Click the OK button when done