



## 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

▼ Search Criteria

Business Unit: = STCMP

Requisition ID: begins with

Requisition Name: 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

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 90

Look Up Clear Cancel Basic Lookup

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



Search Results

View 100 First 1-169 of 169 Last

Requester	Name
90000000208	
90000000338	
90000000689	
90000000832	
90000001872	
90000001898	
90000002210	
90000002327	
90000002353	
90000002522	
90000002795	
90000002860	
90000003107	
90000003419	
90000003640	

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 100 First 1-169 of 169 Last

Requester	Name
90002034669	
90000042523	
90000002795	
90001729533	
90002558751	
90000004420	
90000008437	
90000453960	
90000045006	
90000005837	
90002921373	
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

Search Criteria

Business Unit: = STCMP

Requisition ID: begins with

Requisition Name: begins with

Requisition Status: =

Origin: begins with

Requester: begins with 90000000999

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 | 1-3 of 3 | Last

Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing
STCMP	0000002452	(blank)	Open	ONL	90000000999	Requester	Y
STCMP	0000002411	(blank)	Open	ONL	90000000999	Requester	Y
STCMP	0000001986	(blank)	Approved	ONL	90000000999	Requester	N

Find an Existing Value | Add a New Value

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  
Requisition ID 0000002512  
Requisition Name 0000002512

Status Open  
Budget Status Not Chk'd

Hold From Further Processing

\*Requester 90000000999  
\*Requisition Date 04/07/2014  
Origin ONL  
\*Currency Code USD  
Accounting Date 04/07/2014

Requester  
Requester Info  
Online Entry  
Dollar

Requisition Defaults  
Requisition Activities  
Document Status

Amount Summary  
Total Amount 950.00 USD

Add Items From  
Purchasing Kit  
Item Search

Select Lines To Display  
Search for Lines  
Line To Retrieve

Line	Item	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	Laptop		1.0000	EA	20400	950.00000	950.00	Open

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

12. Make any changes as necessary

13. Click the Save button

AN APPROVED REQUISITION

Message

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

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt
STCMP	0000001986		Approved	Requester	07/01/2013	15,000.00 USD

Search  
Notify

15. Click on the Requisition number to see the requisition



**Requisition Details**

Business Unit STCMP      Req ID 000001986  
 Requester Louis.Lucy  
 Requisition Date 07/01/2013      Merchandise Amount 15,000.00 USD  
 Req Status Approved      Pre-Encumbrance Balance 0.00 USD

Personalize | Find | View All | |      First 1 of 1 Last

Line	Status	Item ID	Description	Supplier ID	Supplier	Req Qty	UOM	Merchandise Amt	Amount Only		
1	Approved		Blanket order for interpreters	0000004358	Norcal Serv for Deaf and Hard of Hearing	1.0000	Batch Lot	15,000.00 USD	<input checked="" type="checkbox"/>		

[Return](#)

16. Click on the Schedule icon to see the distribution

**Schedule Details**

Business Unit STCMP      Req ID 000001986      Line 1

Personalize | Find | View All | |      First 1 of 1 Last

Sched	Status	Due Date	Ship To	One Time Addr	Price	Req Qty	Merchandise Amt	Revision
1	Active	06/30/2014	STANMAIN		15,000.00000	1.0000	15,000.00 USD	

Ship To Comments

[Return](#)

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

**Distribution Information**

Business Unit STCMP      Req ID 000001986      Line 1      Sched Num 1

Personalize | Find | View All | |      First 1 of 1 Last

Distrib	Status	Location	Req Qty	Merchandise Amt	GL Unit	Account	Oper Unit	Dept	Program	Class	Fund	Bud Ref	Product	Projec
1	Processed	STANMSR210	1.0000	15,000.00 USD	STCMP	613805		99999			G0106			

[Return](#)

18. Click the Return button

**Requisitions**

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

Details | **Status** |

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card		
STCMP	000001986		<a href="#">Track Batch</a>	On RFQ	On PO	Direct Ship	Received	On MSR	On Voucher			

Search

[Notify](#)

19. Click on the Status tab

20. Select On PO under the On PO column to view the PO



PURCHASE ORDER VIEW

Requisition to Purchase Order List

Unit STCMP Req ID 0000001986

Purchase Order Details Personalize | Find | View All | First 1 of 1 Last

Line	Sched	Dist	Direct Ship	Purchase Order	Line	Schedule	Dist	Status	Due Date	Item ID	Description
1	1	1	Processed	0000008158	1	1	1	Dispatched	06/30/2014		Blanket order for interpreters

Return

21. 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

Business Unit STCMP PO ID 0000008158

PO Status Dispatched Budget Status Valid

Header

PO Date 07/16/2013

Supplier Name NORCSER-001 Supplier ID 0000004358 Supplier Details

Buyer Wojciechowski,Michael

PO Reference 0000001986

Backorder Status Not Backordered Receipt Status Not Recvd Hold From Further Processing

Amount Summary

Merchandise	15,000.00
Freight/Tax/Misc.	0.00
Total	15,000.00 USD
Encumbrance Balance	14,437.50 USD

Header Details All RTV Matching Activity Summary Header Comments... Document Status Actions

Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Blanket order for interpreters	92478	1.0000	LOT	15,000.00 USD	Approved

Return to Search Notify Related Links

22. Close the window when done

Requisition to Purchase Order List

Unit STCMP Req ID 0000001986

Purchase Order Details Personalize | Find | View All | First 1 of 1 Last

Line	Sched	Dist	Direct Ship	Purchase Order	Line	Schedule	Dist	Status	Due Date	Item ID	Description
1	1	1	Processed	0000008158	1	1	1	Dispatched	06/30/2014		Blanket order for interpreters

Return

23. Click Return

Requisitions

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

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card	
STCMP	0000001986		Track Batch	On RFQ	On PO	Direct Ship	Received	On MSR	On Voucher		

Search Notify

24. Select the Document Status icon

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



Document Status

Business Unit STCMP Req ID 000001986  
 Document Date 07/01/2013 Status Approved  
 Currency USD Document Type Requisition  
 Requester Louis,Lucy Merchandise Amt 15,000.00  
 Budget Status Valid

Associated Docum Personalize | Find | View All | First 1-3 of 3 Last

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location
▼ Actions	STCMP		Payment	522182	Posted	01/22/2014	0000004358	001
▼ Actions		STCMP	Purchase Order	0000008158	Dispatched	07/16/2013	0000004358	001
▼ Actions		STCMP	Voucher	00065823	Posted	11/22/2013	0000004358	001

Return to Search

25. This screen will show you all the documents associated with the Requisition

26. Close the window when done

Requisitions

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

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card		
STCMP	0000001986		Track Batch	On RFQ	On PO	Direct Ship	Received	On MSR	On Voucher			

Search

Notify

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

Approval Status

Origin Online Entry

Approved By 90000003809

Date of Approval 07/10/2013

OK

Cancel

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

28. Click the OK button when done