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.

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

4. Enter 90 in the Requester field
5. Click the Look Up button
6. Click on the Name link in the column header to sort by name

7. Click Hidden

8. Click the OK button

9. Select the Requester

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

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

12. Make any changes as necessary

13. Click the Save button

AN APPROVED REQUISITION

14. Click the OK button

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

15. Click on the Requisition number to see the requisition
16. Click on the Schedule icon to see the distribution

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

18. Click the Return button

19. Click on the Status tab

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

22. Close the window when done.

23. Click Return.


**NOTE**: A new window will open for the Purchase Order Inquiry screen, check your pop-up blockers.
25. This screen will show you all the documents associated with the Requisition.

26. Close the window when done.

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

28. Click the OK button when done.

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