

## 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

▼ 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

[Basic Search](#)

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

**Look Up Requester**

[Help](#)

Requester: begins with [ 90 ]

[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.

**Business Unit:** =

**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

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      Status: Open ✖  
 Requisition ID: 0000002512      Budget Status: Not Chk'd ⏸  
 Requisition Name: 0000002512       Hold From Further Processing

▼ Header ?

\*Requester: 9000000999      Requester  
 \*Requisition Date: 04/07/2014      Requester Info  
 Origin: ONL      Online Entry  
 \*Currency Code: USD      Dollar  
 Accounting Date: 04/07/2014

Requisition Defaults      Edit Comments      Amount Summary ?  
 Requisition Activities      Document Status      Total Amount: 950.00 USD

Add Items From ?      Select Lines To Display ?  
 Purchasing Kit      Catalog      Search for Lines  
 Item Search      Requirer Items      Line:      To:      Retrieve

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

View Printable Version      Delete Requisition      \*Go to ...More...  
 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      Personalize | Find | View All | 1 of 1 | Last

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 0000001986


Requester Louis.Lucy

Requisition Date 07/01/2013      Merchandise Amount 15,000.00 USD

Req Status Approved      Pre-Encumbrance Balance 0.00 USD

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	

[Return](#)

16. Click on the Schedule  icon to see the distribution


**Schedule Details**

Business Unit STCMP      Req ID 0000001986      Line 1

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 0000001986      Line 1      Sched Num 1

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

[Return](#)

18. Click the Return button

**Requisitions**

Req Inquiry

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

Details More

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

Buyer Wojciechowski, Michael

PO Reference 0000001986

Backorder Status Not Backordered

Receipt Status Not Recvd

Hold From Further Processing

Header Details

All RTV

Matching

Activity Summary

Header Comments...

Document Status

Actions

Amount Summary

Merchandise 15,000.00

Freight/Tax/Misc. 0.00

Total 15,000.00 USD

Encumbrance Balance 14,437.50 USD

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

Details More

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

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	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.**

