

## 1.0 CFS Requisition Approval

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### **Introduction**

This guide is designed to provide the approver with step-by-step information on how to successfully approve requisitions using the PeopleSoft Purchasing module in CI Financials (CFS).

**For system related questions, please contact:**

Email: [FinancialSystem@csuci.edu](mailto:FinancialSystem@csuci.edu)

Phone: (805) 437-8593 or (805) 437-3227

**For purchasing related questions, please contact:**

Email: [Purchasing@csuci.edu](mailto:Purchasing@csuci.edu)

Phone: (805) 437-8592

### **Approver Overview**

Requisitions are reviewed and approved online using the PeopleSoft Purchasing module in CI Financials by authorized approvers. Once the requisition is approved and budget checked in the system overnight, Procurement and Logistical Services will assign a buyer who will review and convert the requisition into a purchase order.

In order to approve, an approver must have delegated signature authority and have a user account in CI Financials. To request CI Financials access, a manager must request "CI UTL Fin User" role in the CI Records PSAR process.

Designated approvers will be assigned approval access to requisitions entered by specific requesters when requested. Requests can be made by emailing Financial Systems or by filling out an Online RGS Request form. The form can be found at <http://www.csuci.edu/financial-services/system-support.htm>.

## **Online Requisitions and Approval Process**

### **Requester Steps**

1. Sign into myCI portal and click on CI Financials
2. Create new requisition
  - a. Navigation: Purchasing > Requisitions > Add/Update Requisitions
3. Save the requisition and write down the Requisition ID
4. Notify approver

### **Approver Steps**

1. Sign into myCI portal and click on CI Financials
2. Look up requisition
  - a. Navigation: Purchasing > Requisitions > Add/Update Requisitions - "Find An Existing Value" Tab
3. Enter 10 digit Requisition ID in the Requisition ID field
4. Click search
5. Review requisition for accuracy
  - a. Change options
    - i. Contact requester to make the necessary changes
    - ii. As approver, make the necessary changes
6. Click green checkmark at the top right of the page to approve requisition
7. Click Save


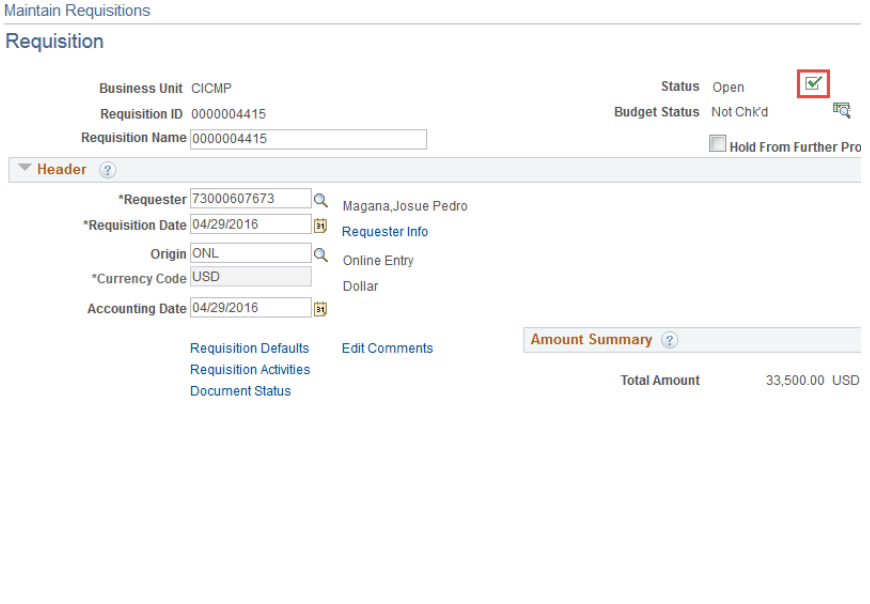







**After the requisition is approved, it will be budget checked overnight. Procurement will be able to process the requisition the following business day. If you have a rush request, please contact Procurement.**

## 2.0 Approve Requisition

When designated approvers receive notification indicating that a requisition requires approval, follow the steps below to review and approve the requisition once logged into CI Financials.



Navigation: Purchasing > Requisitions > Add/Update Requisitions > "Find an Existing Value" tab

Processing Steps	Screenshot																																														
<ul style="list-style-type: none"><li>Click on the “Find an Existing Value” tab</li><li>Enter the appropriate Business Unit</li><li>Fill out known fields to limit search results<ul style="list-style-type: none"><li>Requisition ID</li><li>Requester - CI users start with 73</li><li>Requester Name</li></ul></li><li>Click Search</li></ul>	<div><h3>Requisitions</h3><p>Use the following search to look for an existing Requisition.</p><div><div>Find an Existing Value</div><div>Add a New Value</div></div><div><div>▼ Search Criteria</div><div><div>Business Unit</div><div>=</div><div>CICMP</div><div>🔍</div></div><div><div>Requisition ID</div><div>begins with</div><div>0000004416</div><div>🔍</div></div><div><div>Requisition Name</div><div>begins with</div><div></div><div>🔍</div></div><div><div>Requisition Status</div><div>=</div><div></div><div>▼</div></div><div><div>Origin</div><div>begins with</div><div></div><div>🔍</div></div><div><div>Requester</div><div>begins with</div><div></div><div>🔍</div></div><div><div>Requester Name</div><div>begins with</div><div></div><div>🔍</div></div><div><div>Hold From Further Processing</div><div><input type="checkbox"/></div></div><div><div><input type="checkbox"/> Case Sensitive</div></div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div>🔍</div><div>Save Search Criteria</div></div></div></div>																																														
<div><h3>Review chartfield information</h3><ul style="list-style-type: none"><li>Click on the Schedule 📅 Icon</li><li>Click on the Distribution 📦 Icon</li><li>Review the chartfield information</li><li>Click OK</li><li>Click on the Return to Main Page link</li></ul><p>Changes to the requisition can be made by approver or requester prior to approving.</p></div>	<div><div>Information   Attributes   Contract   Sourcing Controls   📄</div><table><tr><th>Quantity</th><th>*UOM</th><th>Category</th><th>Price</th><th>Merchandise Amount</th><th>Status</th><th></th><th></th><th></th></tr><tr><td>🔍 27,500.0000</td><td>DLR 🔍</td><td>57800 🔍</td><td>1.00000</td><td>27,500.00</td><td>Open</td><td>💬</td><td>📖</td><td>📅</td></tr></table><table><tr><th>Merchandise Amount</th><th>Due Date</th><th>Attention To</th><th></th><th>Status</th><th></th><th></th></tr><tr><td>27,500.00</td><td>05/09/2016 📅</td><td>Steiner, Kristin N</td><td>👤</td><td>📄</td><td>Active</td><td>+ -</td></tr></table><table><tr><th>Account</th><th>Oper Unit</th><th>Fund</th><th>Dept</th><th>Program</th><th>Class</th><th>Bud Ref</th></tr><tr><td>660828 🔍</td><td>🔍</td><td>GD901 🔍</td><td>920101 🔍</td><td>🔍</td><td>🔍</td><td>🔍</td></tr></table><div><h3>Schedule</h3><div><div>Business Unit</div><div>CICMP</div><div>Requisition ID</div><div>0000004415</div></div><div><div>Requisition Date</div><div>04/29/2016</div><div>Status</div><div>Open</div></div><div><div>Return to Main Page</div></div></div></div>	Quantity	*UOM	Category	Price	Merchandise Amount	Status				🔍 27,500.0000	DLR 🔍	57800 🔍	1.00000	27,500.00	Open	💬	📖	📅	Merchandise Amount	Due Date	Attention To		Status			27,500.00	05/09/2016 📅	Steiner, Kristin N	👤	📄	Active	+ -	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	660828 🔍	🔍	GD901 🔍	920101 🔍	🔍	🔍	🔍
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Processing Steps	Screenshot
<p>When the requisition is ready for approval:</p> <ul style="list-style-type: none"> <li>Click the Approve  Icon*</li> <li>The Status will change from Open to Approved</li> </ul> <p>*If you receive an error message indicating that the Accounting Date is not open, see Appendix A. Otherwise, you are done.</p>	 <p>Maintain Requisitions</p> <p>Requisition</p> <p>Business Unit: CICMP  Requisition ID: 0000004415  Requisition Name: 0000004415</p> <p>Status: Open   Budget Status: Not Ch'kd   <input type="checkbox"/> Hold From Further Pro</p> <p>Header</p> <p>*Requester: 73000607673  Magana, Josue Pedro  *Requisition Date: 04/29/2016  <a href="#">Requester Info</a>  Origin: ONL  Online Entry  *Currency Code: USD Dollar  Accounting Date: 04/29/2016 </p> <p><a href="#">Requisition Defaults</a> <a href="#">Edit Comments</a> <a href="#">Amount Summary</a> </p> <p><a href="#">Requisition Activities</a>  <a href="#">Document Status</a></p> <p>Total Amount: 33,500.00 USD</p>

### 3.0 Appendix A: Updating Accounting Date

When approving a requisition that was created in a prior month and receive notification indicating that the Accounting Date is not open, follow the steps below to update the accounting date to current date.

Processing Steps	Screenshot																																										
<ul style="list-style-type: none"><li>Click on the calendar  Icon</li><li>Click Current Date</li><li>Click Save</li><li>Verify the Accounting Date changed to current date</li><li>Click the Approve  Icon</li></ul>	<div><div><div>*Requester73000607673</div><div>*Requisition Date04/29/2016</div><div>OriginONL</div><div>*Currency CodeUSD</div><div>Accounting Date04/29/2016</div></div><div><div>Magana, Josue Pedro</div><div><a href="#">Requester Info</a></div><div>Online Entry</div><div>Dollar</div></div></div> <div><div>Calendar</div><div><div>April2016</div><table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table><div>Current Date</div></div></div> <div><div><div>*Requester73000607673</div><div>*Requisition Date04/29/2016</div><div>OriginONL</div><div>*Currency CodeUSD</div><div>Accounting Date05/03/2016</div></div><div><div>Magana, Josue Pedro</div><div><a href="#">Requester Info</a></div><div>Online Entry</div><div>Dollar</div></div></div>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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