

Approve a Requisition

NOTE: Before you begin, you must have the 8 digit requisition number.



Click on either the CFS End User or Purchasing navigation tile and navigate to Add/Update Requisition.

< CFS 9.2	CFS Purchasing	
A Process Monitor	Requisitions	Process Monitor
🐔 Report Manager	Find an Existing Value Add a New Value	Find an Existing Value Add a New Value
💥 Query 🗸 🗸		🖓 Query 🗸
Requisitions	Requisition ID NEXT	ChartFields Chart
Add/Update Requisitions	Add	ProCard ~ Add
Requisition Document Status		Requisition & Purchase ~ II
Budget Check	Find an Existing Value Add a New Value	Requisition Inquiry
Review Requisition Info ~		Requisition Accounting Entrie
Purchase Orders ~		Add/Update Requisitions

1. Click on 'Find an Existing Value'.

Requisitions							
Use the following search to look for an existing Requisition.							
Find an Existing Value Add a New Value							
Search Criteria							
Business Unit = V	Q						
Requisition ID begins with 🧹 0000012345							
Requisition Name begins with							
Requisition Status = 🗸							
Origin begins with 🧹	Q						
Requester begins with 🧹	Q						
Requester Name begins with 🦂	Q						
Hold From Further Processing							
K in the second s							
Search Clear Basic Search 🖾 Save Search Criteria							

Requisition ID: enter your 8 digit requisition number and click on 'Search'.

Requisition page (Business Unit has changed to LACMP)

Maintain Requisitions Requisition			
Business Unit: CSULA	Status:	Open 😿	×
Requisition ID: 0000001049	Budget Status:	Not Chk'd 🛛 🗖	
	Hold From Further P	rocessing	

IMPORTANT: Do not click on × unless you need to cancel the requisition.

Verify the purchase requisition information. Once you are ready to approve the requisition:

Status: Open To approve the requisition, click on Approved, status will change to 'Approved'.
 Budget Status: Not Chk'd - click to budget check, status will change to 'Valid'. NOTE: This process can take some time, you will see 'Processing' flashing on the right side of the page.

Requisition page (Business Unit has changed to LACMP)

Requisition				
Business Unit: CSULA Requisition ID: 0000001068	Status: Budget Status:	Approved Valid	×	
	Hold From Further	Processing		

Click on 'Save'. The requisition is now approved.