This guide is designed to provide information to successfully use the SOLAR Financials Online Requisition module, including the following topics:

- Accessing the Online Requisition Module
- Approve, Cancel, or Reopen Online Requisitions

Employees must submit a SOLAR Financial Access Request form, selecting Financial Approver. An Authorized Signature form must also be submitted.

WHO DO I CONTACT FOR HELP?

SOLAR Financials is available to answer SOLAR Financial questions at:

Email: solarfin@csun.edu
Call: (818) 677-1000, Press 2, Press 1

FISCAL RESPONSIBILITY

The SOLAR Online Requisition module does not budget check. It is the responsibility of the requisition Approver to ensure that purchasing expenses are within the department budget. To ensure this responsibility, the campus has instituted the Fiscal Responsibility Policy.
ACCESSING THE CAMPUS WEB PORTAL

SOLAR applications are housed within the Campus web portal. Follow the instructions below to access the Campus web portal:

1. From Internet Explorer, access the myNorthridge portal login located on CSUN home page.

2. Enter CSUN User Name or CSUN ID# in the Username field.

3. Enter Password.

4. Select the Login button.

5. Applications are located under the MyNorthridge menu section. The menu items listed are based on the employee’s current security access.
**APPROVE, CANCEL, OR REOPEN ONLINE REQUISITIONS**

This section discusses the elements involved in approving an online requisition in the Online Requisition module.

1. To access the *Online Requisition (Approver)* module, select the following menu path:

   *Solar Financials>* Requisitions > Approve Requisitions

2. To view requisitions pending approval select or enter one or more of the following:

   - **Approver** – This field defaults to the Approver’s position number. To approve requisitions for a different approver, select the *magnifying glass* icon and then select an Approver. Select the *refresh* icon to view all requisitions pending approval for the selected Approver. This field is mandatory.

   - **Requestor** – Select the *magnifying glass* icon to select a Requestor. All requisitions in *Pending Approval* status from the selected Requestor will be displayed when the page is refreshed. This field is optional.

   - **Requisition ID** – Enter the ten digit *Requisition ID number* to find a specific requisition. This field is optional. If a *Requisition ID number* is entered, it will override the value entered in the *Requestor* field.

   - **Refresh Data** – Select the *Refresh Data* icon to refresh the page and view the search results.

3. To view the requisition details, select the *Requisition Inquiry* icon as indicated below:
Example of requisition details below:

- **Print** the requisition or select **cancel** to return to the previous page.

4. A generic email will be sent to the Requestor. Select the **Email Workflow icon** to send an email with additional comments.
5. Add or change the email address, additional comments or deselect the Send Email check box to cancel an the email notification as indicated below:

![Email Workflow](image)

Select OK or Cancel when complete. The email will be sent after the requisition status has changed and changes have been saved.

6. On the Approve Requisitions page, select one of the following options from the Status dropdown menu:

- **Approved** – Approve the requisition. After the requisition is approved, it will be electronically downloaded by Purchasing and Contract Administration. Requisitions in Approved status can no longer be accessed or modified. The requisition details can be viewed using Requisition Inquiry. To change an approved requisition, submit a Request to Change Requisition or Purchase Order Form to Purchasing and Contract Administration.

- **Cancelled** – Cancel the entire requisition. Once cancelled and saved, the cancellation is irreversible. Requisitions in a cancelled status cannot be accessed or modified. The requisitions can be viewed using Requisition Inquiry. Once save, the Requestor will receive an email notification of the cancellation.
• **Open** – Return the requisition back to the Requestor for changes. Changing the status to *Open* will generate an email notification to the Requestor that the requisition has been re-opened.

• **Pending Approval** – Indicates the requisition has not been approved and may still be under review. The Requestor has the ability to retrieve, modify and re-route requisitions that are in a *Pending Approval* status.

7. The *sel flg* box must be checked and *Saved* for the action to take place.

Once saved, all requisitions in an *Approved, Open, or Cancelled* status will be listed in a view only mode. When the page is refreshed, the requisition will be removed from the *Approve Requisitions* page.