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
- Modify or Change a Requisition in Open Status
- Modify or Change a Requisition in Pending Status
- Requisitions in Approved of Complete Status
- Requisitions in Cancelled Status

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 the CSUN home page.

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

3. Enter the same Password used to log into the CSUN Network.

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.
MODIFY OR CHANGE AN EXISTING REQUISITION IN OPEN STATUS

This section provides information and instructions to modify or change a Requisition.

1. To access an Open or Pending requisition, select the following menu path:

   Solar Financials> Requisitions > Requisitions

   - Select the Find an Existing Value tab. The search page will default to Find an Existing Value.
   - The Business Unit should default to NRCMP (Northridge Campus).
   - Enter the Requisition ID or leave this field blank.
   - Requestor Position Nbr will default to the user’s position number assigned in the HR system; otherwise enter the 8 digit position number of the user that created the requisition. If unknown, select the magnifying glass icon or empty the field to search on all eligible requisitions.
   - Select Search.

2. If only one requisition exists, skip to #4. It will directly open after selecting the Search button. If there are multiple requisitions, select the correct document from the search results.
3. Depending on the Status, a pop up window may display. Select OK to reopen the requisition.

**Note:** The following situations will initiate a pop up confirmation window prior to opening the requisition:

- When the status is *Pending Approval*.

- Opening a requisition that was last updated or created by another Requestor.

4. Make the necessary changes and return to the Form tab.

5. Select the Save button after changes are completed.

6. Uncheck the *Hold* check box on the Form page.
7. Select Yes to release the requisition for approval.

8. Select the Save button again and the requisition status will change to Pending.
   - An email will be sent to the designated person that was entered in the Email Workflow tab. If nothing was entered, an email notification to approve the requisition will be sent to the default Approver.

**MODIFY OR CHANGE AN EXISTING REQUISITION IN PENDING STATUS**
   - If the requisition is in Pending status, this means that the requisition has been sent to the selected Approver, pending approval.
   - If changes are necessary, either the Requestor or Approver may reopen the requisition. Guidance for the Approver can be found in the Approve Requisitions User’s Guide.
   - If the Approver sends the requisition back to the Requestor, follow steps 1 – 8 to make changes.

**REQUISITIONS IN APPROVED or COMPLETE STATUS**
   - If the requisition is in Approved or Complete status, this means that selected Approver has approved the requisition and it cannot be modified online. A Request to Change Requisition or Purchase Order form must be submitted to Purchasing & Contract Administration for any changes.

**REQUISITIONS IN CANCELLED STATUS**
   - Cancelled requisitions cannot be modified.
   - The Approver can cancel existing requisitions in Pending status only. If the requisition is in Open status, follow steps 1 – 8 to change the status to Pending, which will forward the requisition to the Approver to cancel.