

DOOR HARDWARE CHARGEBACK INSTRUCTIONS

Creating a CHARGEBACK REQUISITION (on campus only)

Click on Solar Financials (1), Chargebacks (2), Chargebacks (3), then Add a New Value (4).

California State University
Northridge

Staff Student

Menu

- ▷ SOLAR On-Line Training
- Catalog
- ▷ SOLAR HR
- ▷ SOLAR Financials 1
- ▷ Chargebacks 2
 - Chargebacks 3
 - Chargeback Inquiry
- ▷ Financials Inquiry
- ▷ Requisition Processing
- ▷ SOLAR SA
- ▷ Reporting Tools
- CSUN Webmail
- Take a Survey
- Student How To's

Chargebacks
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value 4

Business Unit: = NRCMP

Chargeback Provider: begins with

Requisition ID: begins with

Requestor Position Nbr: begins with 99740051

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Select Chargeback Provider (5), enter PPM and click on Add (6).

Example: PPM

Chargebacks

Find an Existing Value Add a New Value

Business Unit NRCMP 5

Chargeback Provider PPM 5

Requisition ID NEXT

Add 6

Select Approver (7), then for an estimate request enter \$1.00 for this chargeback (8). Click Estimate checkbox to check (9). If cost is known, enter cost in Amount (8). Click Chbk Details (10)

Chbk Header | **Chbk Details** | Chbk Funding | Chbk Email Workflow

Unit: NRCMP Provider: PPM Physical Plant Management Req ID: NEXT Req Date: 03/06/2019

Requestor: Ho, Mark S Estimate EstTime: 30 Days

*Approver: [] *Amount: [] Hold: *Status: Open

Work Status: New 7 In Process: N Actual Amount: []

Print Requisition

Save Previous tab Next tab Add Update/Display

Chbk Header | Chbk Details | Chbk Funding | Chbk Email Workflow

Click on Chbk Details tab (11), Fill in required Contact information (12), complete More Information box with work requested description (13).

Chbk Header | **Chbk Details** | Chbk Funding | Chbk Email Workflow

Unit: NRCMP Provider: PPM Physical Plant Management Req ID: NEXT Req Date: 03/06/2019 Status: O

*Contact Name: [] *Date Needed by: 03/06/2019

*Contact Phone: [] Fax: []

*Email ID: [] Mail Drop: [] Keys Required

*Location: [] Attachment

*Department Name: []

*More Information: [] Service Provider Notes: []

Next Section -> Standard Pricing Lookup ->

Physical Plant Management
Work Control Center: X2222
Main FAX: X4883

Save Previous tab Next tab Add Update/Display

Chbk Header | Chbk Details | Chbk Funding | Chbk Email Workflow

Click on Chbk Funding tab (14), fill out required description and funding strip (15).

Unit: NRCMP Provider: PPM Physical Plant Management Req ID: NEXT Req Date: 03/06/2019 Status: O

For Auxiliary Funding (Please allow 48 hrs. for approval)

Customer ID: PO No.: AUX Approval (FIN): NA

Address Type: B SeqNum: 0

15

*Description:

*Account: *Fund: *Department: *Program: Class: Project:

Save Previous tab Next tab Add Update/Display

Chbk Header | Chbk Details | Chbk Funding | Chbk Email Workflow

Click back to Chbk Header tab (16), Save (17).

Unit: NRCMP Provider: PPM Physical Plant Management Req ID: NEXT Req Date: 03/06/2019

Requestor: 99740048 Estimate EstTime: 30 Days

*Approver: 99739980 Estimated Amt: Hold: *Status: Open

Work Status: New In Process: N *Amount: Actual Amount:

Print Requisition

17

Save Previous tab Next tab Add Update/Display

Chbk Header | Chbk Details | Chbk Funding | Chbk Email Workflow

Once the Save button has been clicked, the ticket will be routed to the PPM Work Control for estimate.