

KEY ISSUANCE INSTRUCTIONS

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



- 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), click on Add (6)
Example: PPM

Chargebacks

[Find an Existing Value](#) [Add a New Value](#)

- Menu
 - SOLAR On-Line Training Catalog
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 - Chargebacks** (5)
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Business Unit [NRCMP] (5)
Chargeback Provider [PPM] [🔍]
Requisition ID [NEXT]

[Add](#) (6)

Select Approver (7), then enter one dollar for an estimate or actual dollar amount if known for this chargeback (8), then Chbk Details (9) *Standard pricing for keys can be located at <https://www.csun.edu/facilities/lock-key>

Fill in required information in red (10), Click Keys Required (11)

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

Unit: NRCMP Provider: PPM Physical Plant Management Req ID: NEXT Req Date: 02/06/2019 Status: O

*Contact Name: [Redacted] 10 *Date Needed by: 03/06/2019

*Contact Phone: [Redacted] Fax: [Redacted]

*Email ID: [Redacted] Mail Drop: [Redacted]

*Location: [Redacted]

*Department Name: [Redacted] Attachment

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

Keys Required 11

Next Section --> Key Lock Shop Standard Pricing Lookup -->

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

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

Click on Key Lock Shop (12)

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:

*Location: Keys Required

*Department Name: Attachment

*More Information: Service Provider Notes:

Next Section --> **Key Lock Shop** (12) 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

Complete Key Request with Employee ID, Name, Title, Location Code, Key Type (13). If multiple keys are being requested, click + to add additional (14). Print page and complete Approval Signature Section to be attached in Step 18 (15). Click OK (16)

Campus Lock Shop

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

Key Holder Information Keys Requested

Please Print this form and submit with order (13)

EmpID	Last Name	First Name	*Title	*Location Code	Description	Key #	*Key Type	Billing Rate	*Quantity	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

AV, DK, CA require no signature.
DM, requires the Dean, Dept. Chair, Head of Dept. (Approving Signature 1)
BM, requires both (Approving Signature 1 and Approving Signature 2)

Approving Signature 1: (DEAN, DEPT. CHAIR, HEAD OF DEPARTMENT)
Print Name: _____ Date: _____
Title: _____

Approving Signature 2: (DIRECTOR OF PPM-if Required*) (15)
Print Name: _____ Date: _____
Title: _____

Approving Signature 3: (DIRECTOR OF PUBLIC SAFETY-if Required*)
Print Name: _____ Date: _____
Title: _____

** APPROVAL MAY VARY DEPENDING ON THE KEY SECURITY LEVEL. PPM WILL ADVISE WHEN A HIGHER APPROVAL IS NEEDED.

OK (16) Cancel

Attach Approval Signature Form if necessary (17).

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:
*Location: Keys Required
*Department Name: Attachment
*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 Add Attachment (18), click OK (19)

Chargeback Attachments

Unit: NRCMP Provider: PPM Physical Plant Management Req ID: NEXT Req Date: 03/12/2019 Status: O

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment
OK Cancel

Click on Chbk Funding tab (20), fill out required description and funding strip (21).

Click back to Chbk Header tab (22), click on Hold arrow (23), Save (24), answer “Yes”. Status should be Pending. You will get a new requisition number (25). Click Print Requisition (26) and print a copy.

Once the “Save” operation is completed, PPM Work Control will receive the request, which in turn will be forwarded to the PPM Lock Shop for completing the work order or providing the estimate.

If an estimate is requested, once completed, PPM Work Control will return the requisition to the Requestor. The Requestor is responsible for forwarding the request to the Approver who will view/approve/deny the requisition.

If approved, the requisition will be sent to PPM Work Control who will forward it to the responsible PPM Shop for scheduling and completing the work.