ONLINE REQUISITION INQUIRY

University Hall 365
Phone: (818) 677-1000, Option 2, Option 2
Mail Code: 8337

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*
- *Requisition Inquiry* to view detailed requisition information.

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

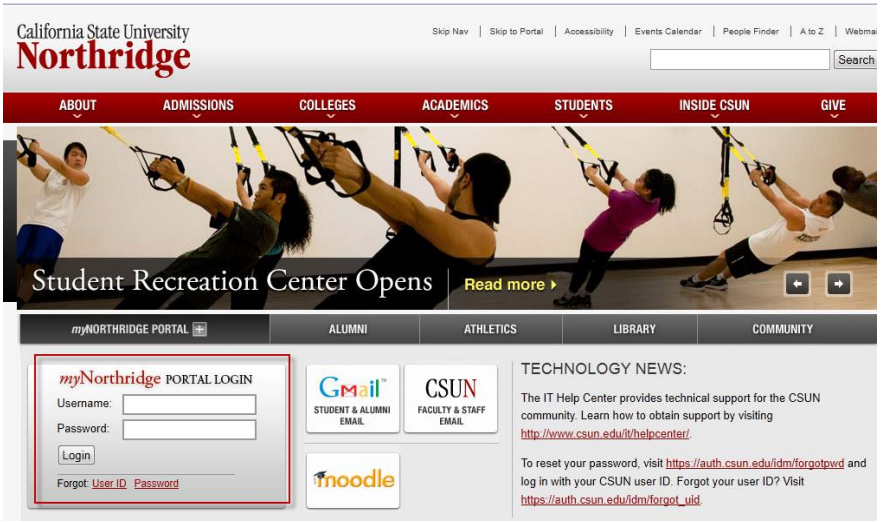
FISCAL RESPONSIBILITY

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.

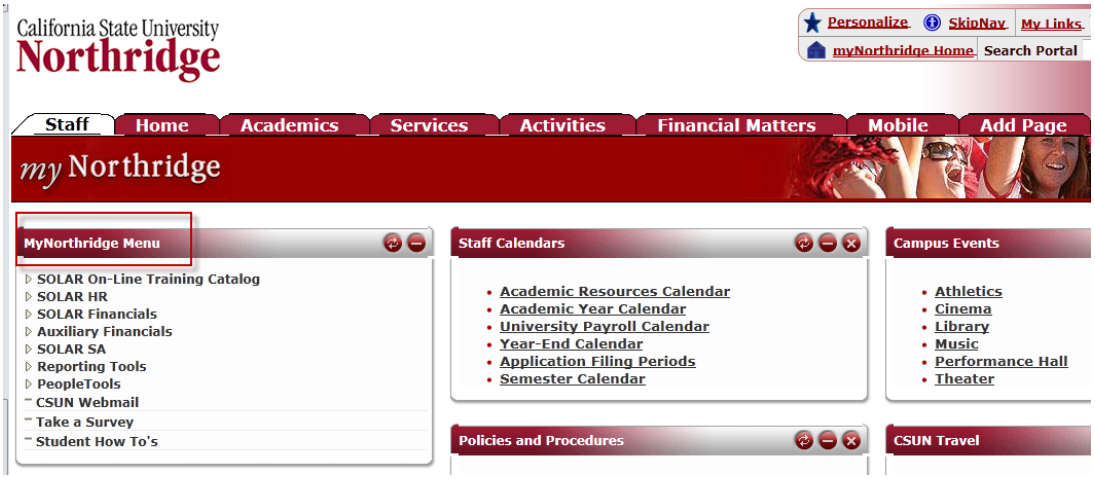


2. Enter *CSUN User Name* or *CSUN ID#* in the *Username* field.

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.

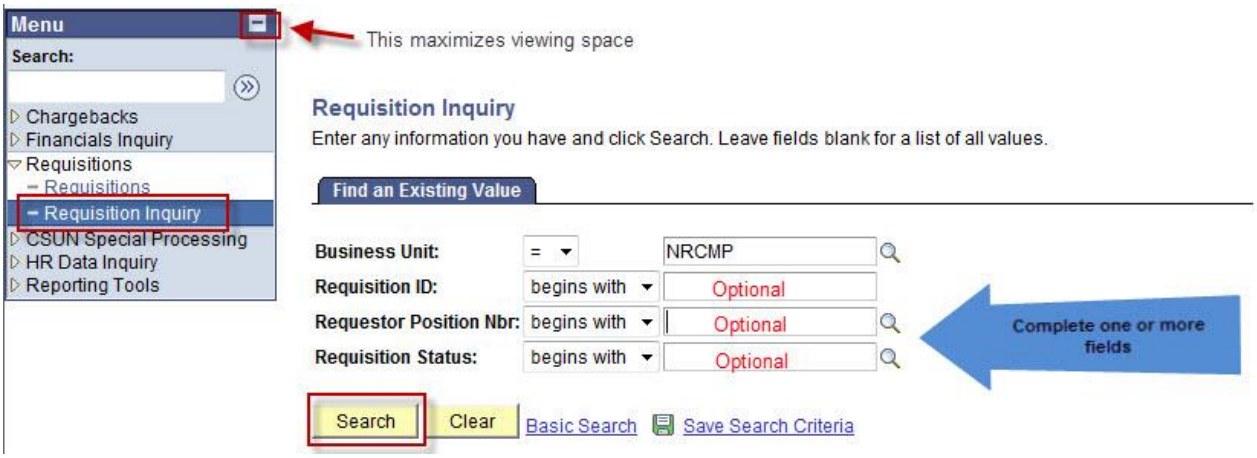


REQUISITION INQUIRY

This section provides information and instructions for *Requisition Inquiry*. Requisition Inquiry is used to view detailed information in a "view only" format.

1. To access the *Requisition Inquiry* module, select the following menu path:

   Solar Financials> Requisitions > Requisition Inquiry



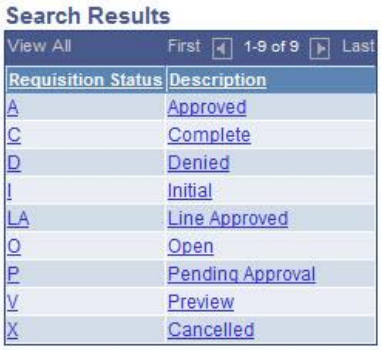
2. Complete one or more of the fields in the *Find an Existing Value* page. Select the *Search* button.

   - **Business Unit** – This is a required field and defaults to NRCMP (Northridge Campus). No change is required.

   - **Requisition ID** – The ten digit **Requisition ID** number assigned to the requisition. Enter this number to find a specific requisition. This field is optional.

   - **Requestor Position Nbr** – The 8 digit position number that is assigned to each job position on campus. Select the *magnifying glass* icon to search for a requisition created by a specific Requestor. This field is optional.

   - **Requisition Status** – Select the *magnifying glass* icon to search for requisitions in the following status:

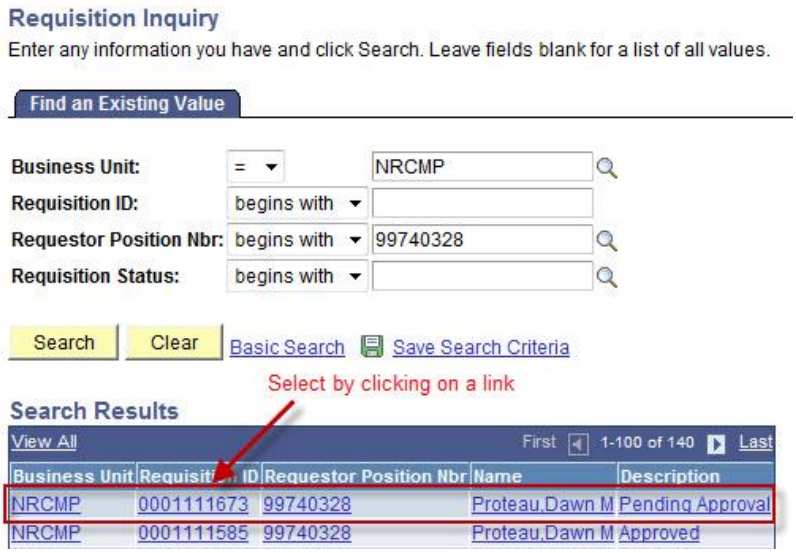


   For example: Selecting *Open* displays a list of requisitions that are in an *Open* status. This field is optional.

Note: Not all of the above status values are currently in use. Those that are not in use include D, I, LA, and V.

To see a list of all requisitions regardless of status, do not specify additional criteria and then select the *Search* button.

3. Select a requisition from the search results by clicking on the appropriate link.

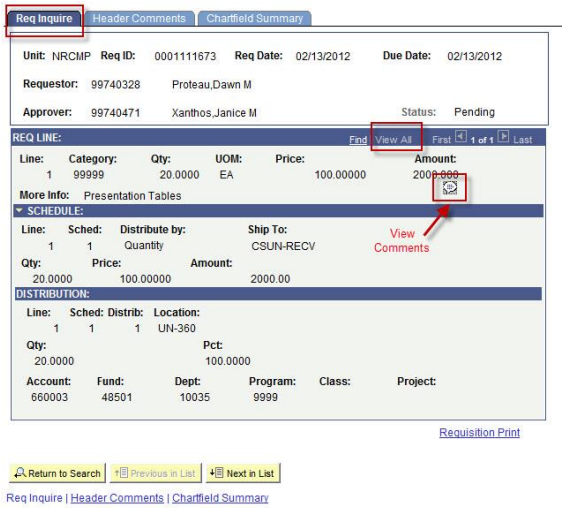


4. The requisition opens and consists of the following tabs to view:

REQ INQUIRE:

The *Req Inquire* page provides detailed requisition information such as type, unit of measure, quantity, and price of goods or services requested, and distribution information. It also provides the date the requisition was created, due date, name of the Requestor, Approver, and the status of the requisition.

- Line Comments can be viewed by selecting the *Comments* icon.



- For requisitions with multiple lines, select the *View All* link to view all requisition lines.

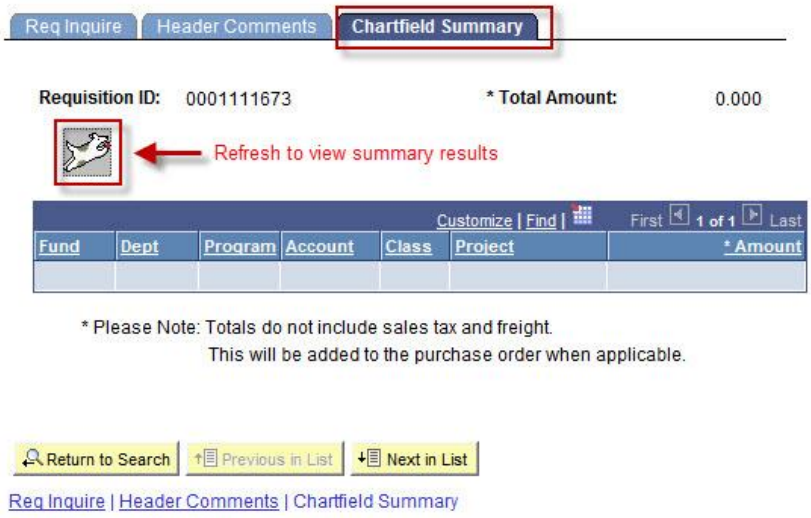
HEADER COMMENTS:

This page is the comments portion of the online requisition form used to enter suggested vendor information, such as vendor name, address, contact name, telephone number, fax number and quoted amounts. The *Header Comments* is also used to provide information to a buyer, such as special handling information, estimated sales tax, discounts, credits, and other information required by the buyer, approver, or vendor.

CHARTFIELD SUMMARY:

The Chartfield Summary page provides a summary of what is charged to each unique chartfield string. For example, if 8 lines are created with the same chartfield string, the *Chartfield Summary* will provide a summary of the amount charged to the designated chartfield string. If 2 lines are charged to a different chartfield string, the *Chartfield Summary* provides a complete breakdown for the different chartfield strings entered.

- Click on the *refresh* icon to display the summary lines.



- To search for another requisition, select *Return to Search*.