

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

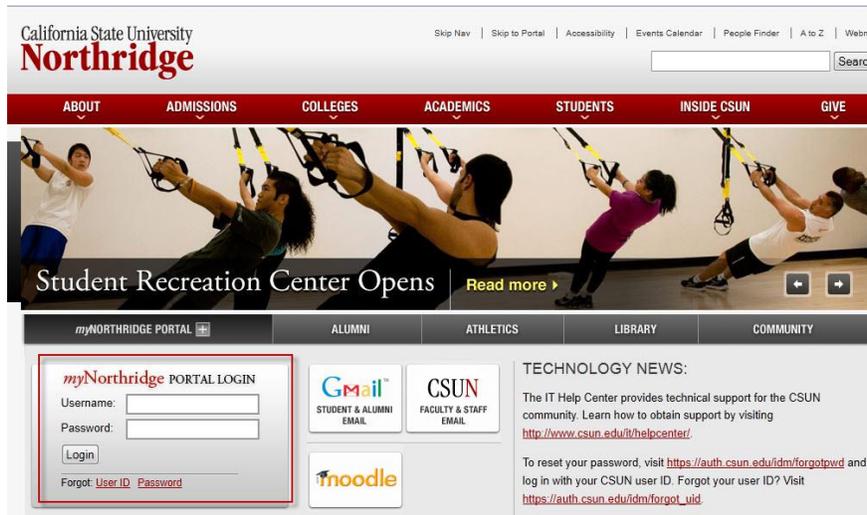
FISCAL RESPONSIBILITY

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.

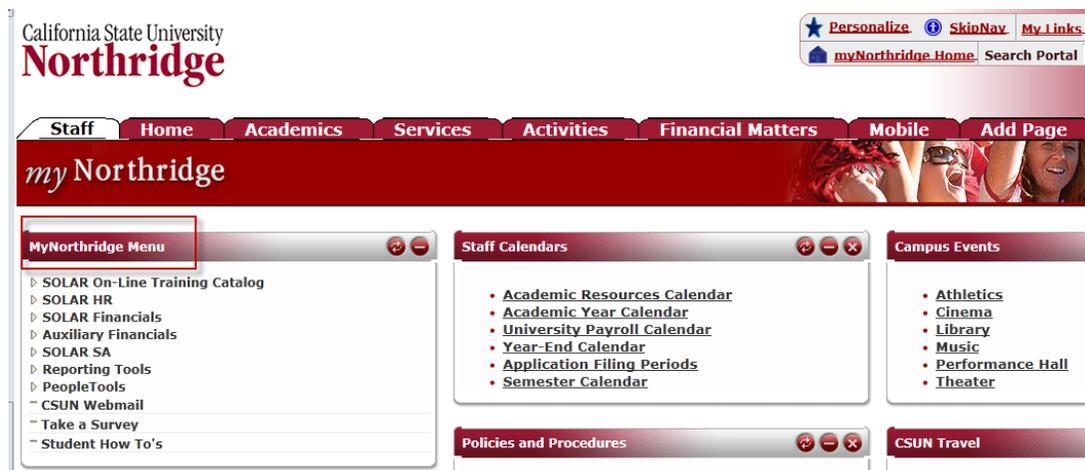
ACCESSING THE CAMPUS WEB PORTAL

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

Menu

Search: >>

- Chargebacks
- Financials Inquiry
- Requisitions
 - Requisitions
 - Requisition Inquiry**
- CSUN Special Processing
- HR Data Inquiry
- Reporting Tools

Requisition Inquiry

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

Find an Existing Value

Business Unit: = NRCMP

Requisition ID: begins with Optional

Requestor Position Nbr: begins with Optional

Requisition Status: begins with Optional

Search Clear Basic Search Save Search Criteria

This maximizes viewing space

Complete one or more fields

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:

Search Results

View All First 1-9 of 9 Last

Requisition Status	Description
A	Approved
C	Complete
D	Denied
I	Initial
LA	Line Approved
O	Open
P	Pending Approval
V	Preview
X	Cancelled

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.

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

Find an Existing Value

Business Unit: = NRCMP
 Requisition ID: begins with
 Requestor Position Nbr: begins with 99740328
 Requisition Status: begins with

Search Clear Basic Search Save Search Criteria

Select by clicking on a link

Search Results

View All First 1-100 of 140 Last

Business Unit	Requisition ID	Requestor Position Nbr	Name	Description
NRCMP	0001111673	99740328	Proteau,Dawn M	Pending Approval
NRCMP	0001111585	99740328	Proteau,Dawn M	Approved

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.

Req Inquire Header Comments Chartfield Summary

Unit: NRCMP Req ID: 0001111673 Req Date: 02/13/2012 Due Date: 02/13/2012
 Requestor: 99740328 Proteau,Dawn M
 Approver: 99740471 Xanthos,Janice M Status: Pending

REQ LINE: Find View All First 1 of 1 Last

Line	Category	Qty	UOM	Price	Amount
1	99999	20.0000	EA	100.00000	2000.000

More Info: Presentation Tables

SCHEDULE:

Line	Sched	Distribute by	Ship To
1	1	Quantity	CSUN-RECV

Qty: 20.0000 Price: 100.00000 Amount: 2000.00

DISTRIBUTION:

Line	Sched	Distrib	Location
1	1	1	UN-360

Qty: 20.0000 Pct: 100.0000

Account: 660003 Fund: 48501 Dept: 10035 Program: 9999 Class: Project:

Requisition Print

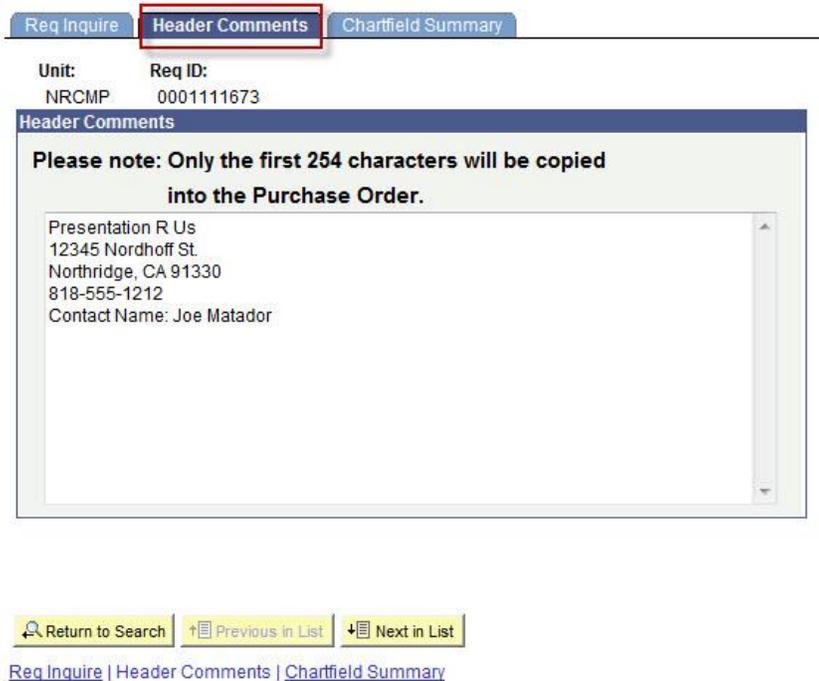
Return to Search Previous in List Next in List

Req Inquire | Header Comments | Chartfield Summary

- 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.



The screenshot shows a web interface with three tabs: "Req Inquire", "Header Comments" (highlighted with a red box), and "Chartfield Summary". Below the tabs, the "Unit:" is "NRCMP" and the "Req ID:" is "0001111673". The "Header Comments" section has a blue header and contains a note: "Please note: Only the first 254 characters will be copied into the Purchase Order." Below the note is a text area with the following content: "Presentation R Us", "12345 Nordhoff St.", "Northridge, CA 91330", "818-555-1212", and "Contact Name: Joe Matador". At the bottom of the form, there are three buttons: "Return to Search", "Previous in List", and "Next in List". Below the buttons are three links: "Req Inquire", "Header Comments", and "Chartfield Summary".

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.

Requisition ID: 0001111673 * Total Amount: 0.000



← Refresh to view summary results

Customize Find First 1 of 1 Last						
Fund	Dept	Program	Account	Class	Project	* Amount

* Please Note: Totals do not include sales tax and freight.
This will be added to the purchase order when applicable.

[Return to Search](#) | [Previous in List](#) | [Next in List](#)

[Req Inquire](#) | [Header Comments](#) | [Chartfield Summary](#)

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

Requisition ID: 0001111673 * Total Amount: 2,000.000



Customize Find First 1 of 1 Last						
Fund	Dept	Program	Account	Class	Project	* Amount
48501	10035	9999	660003			2000.000

* Please Note: Totals do not include sales tax and freight.
This will be added to the purchase order when applicable.

[Return to Search](#) | [Previous in List](#) | [Next in List](#)

[Req Inquire](#) | [Header Comments](#) | [Chartfield Summary](#)