

PROCUREMENT AND CONTRACTS

PEOPLESFT REQUISITION
TRAINING

DECEMBER 2, 2020

CSUDH

DIRECTORY

CSUDH

CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS

Introductions

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Agenda

1. How to gain access to PeopleSoft
2. Where to obtain training recording and Requisition Entry Guide
3. How to enter a Requisition into Peoplesoft
4. *New* Requisition entry requirement
5. How to print a Requisition
6. How to print a PO
7. How to check status of a Requisition
8. How to cancel a Requisition
9. How to check which buyer is assigned to your requisiton



PeopleSoft Access and Users Guide

Requisition User Guide

- [CFS 9.2 User Guide, Requisition Data Entry](#)

PeopleSoft Access

- [CFS Access Request Form](#)

Training Recording

- Dropbox Link:
<https://www.dropbox.com/sh/5pgodml015r32n3/AAD2lO2L7td64kutK12QFIC-a?dl=0>



PeopleSoft



<https://csyou.calstate.edu/Tools/Financial/common-financial-system/Pages/people-soft-tools.aspx>



Questions?



Contact Information

Thank You!

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