

## How to Increase an Existing PO

1. Add/Update Requisition Page and click ADD \* Requisition ID should always be "NEXT"

## Requisitions



Find an Existing Value Add a New Value

- 2. Enter your requisition information
  - a. (1) Requisition Name: "Increase PO XXX"
  - b. (2) Requester ID "75 + UIN"
  - c. (3) Description "Increase PO XXX"
  - d. (4) QTY: 1
  - e. (5) UOM: LOT
  - f. (6) Category Code: should match your original PO's category code
  - g. (7) Price: your increase amount

laintain Requisitions								
Requisition								
Business Unit SFCMP Requisition ID NEXT			Sta Budget Sta	atus Open atus Not Chk'd	Total Sector			
Requisition Name INCREASE TO PO 2201401234	Copy From			Hold Fre	om Further Process	sing		
∀ Header								
*Requester 75904588352 Trinh,Nancy								
*Requisition Date 06/25/2015 B Requester Info	o							
Origin ONL Online Entry								
*Currency Code USD Dollar								
Accounting Date 06/25/2015								
Requisition Defaults Add Commen	ts	Amou	nt Summary 👔					
Requisition Activities			Total Am	ount 1	0,000.00 USD			
Add Items From 👔								
Purchasing Kit Catalog								
Item Search Requester Iter	ms							
Line 👔			Pers	onalize   Find   \	/iew All   💷   🛗	First	1 of 1	🕨 Last
Details Ship To/Due Date Status Supplier Information	Item Information	Attrib	outes <u>C</u> ontract	Sourcing Con	ntrols 📼			
ine Description Quantity *0	UOM Category	v	Price Mr	erchandise nount	Status			
1 🖺 INCREASE PO 🖉 🐯 1.0000 L	OT Q 57800	Q	10,000.0000	10,000.00	Open	$\bigcirc$	2	<b>+</b>
/iew Printable Version	1 1		*Go to	More		•		
🔜 Save 🔚 Notify 🤹 Refresh 🗧 🔒	5 6		7					E Add

THE CALIFORNIA STATE UNIVERSITY: Bakersfield, Channel Island, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus

## 3. Enter your chartfield Click on Schedule icon (1)→ Click on Distribution icon (2)

			100	eni Search		Requesteri	terna											
Line 🕐											Pe	erso	nalize   Find   1	View All	2   🔠	First 🔳	1 of 1 🖻	Last
Details	Ship	<u>T</u> o/Due D	ate	Status	Supp	lier Information	Item Infor	rmation	Attrib	outes	<u>C</u> ontra	ct	Sourcing Cor	ntrols		1		
Line	De	scription				Quantity	*UOM	Category		Price		Mer Am	rchandise iount	Status				
1	🖹 IN	CREASE I	РО	<u>/</u> 2	R,	1.0000	LOT	57800	Q	10,000	0.000		10,000.00	Open		$\bigcirc$	1	÷
View Driet	able Ver	sion														-		
Maintain	Requi	sitions																
Sched	ule																	
Business	Unit	SF	CMP	, ,		Requisition	Date 06/2	25/2015										
Requisition	on ID	NE	хт			s	tatus Ope	en										
Return to	Main Pa	age																
Line														Find	d   View All	First	1 of	1 🗈 Last
1 1	tem			INCR	EAS	E PO 220140123	4 Quantity		1.0	0000 B L	atch ot	Μ	lerchandise A	mt	10,000	0.00 USD		
Schedu	ile										Perso	nali	ize   Find   Vie	w All   🛙	희   🛗	First 🔳	1 of 1 🕨	Last
Details		•												2				
Sched	*Ship	то		Quantity		Price	Merch A	andise mount		Due Dat	te		Attention To		Statu	s		
	1 REC		14 <b>-</b>	1.0000		10,000.00000	10	0,000.00			3	į	Trinh,Nancy	٩	Activ	e	E	<b>H</b>
Add Ship	To Cor	nments																
📳 Save	-	Notify	фR	Refresh											E₊ Ac	ld 🗾	Update/	Display

4. Chartfield – Enter your requisition chartfield (Minimum requirement: Account Code (1), Fund Code (2), and Dept ID (3)) & Click "Ok" (7)

\*Your chartfield may have optional fields, such as Program (4), Class (5), and/or Project Code (6). You may enter it before clicking "OK" (7).

Maintain Requisitions														
Distribution														
Requisition	ID NEXT					Item				INCREA	SE PO	0 220140123	34	
Li Schedu	ne 1 Ile 1				s	status	Active							
Ship 1	To REC_LOG	C Rece	eiving		Quar	ntity		1.0000	LOT					
*Distribute E	By Quantity	•			Open Quar	ntity		1.0000						
				Me	rchandise /	Amt	10	0,000.00	USD					
SpeedCha	irt	Q Mult	i-SpeedCharts											
Distributions					1		2		3		4	5	6	
Chartfields Details	Asset Inform	ation <u>B</u> udg	et Information						1		h.			
Distrib Status Pe	ercent	Quantity	Merchandise Amount	GL Unit	Account	1	Fund	Dept		Program		Class	Project	,
1 Open	100.0000	1.0000	10,000.00	SFCMIQ	660003	Q	NG001Q	6075		1102	Q	10100 🔍	10074500	Q
OK Cancel	Refresh													
7														

5. Click on Return to Main Page hyperlink

Mainta	in Requisitio	ns											
Sche	dule												
Busine	ss Unit	SFCN	P	Requisition	Date 06/25/2015								
Requis	ition ID	NEXT		s	tatus Open								
Return	to Main Page	-											
Line										Find	Vie	w All F	ïrst 💶 1 of 1 🕨 Last
1	Item		INCREA	SE PO 220140123	34 Quantity	1	.0000 Batch Lot	1	Merchandise Amt		1	0,000.00 US	SD
Sche	dule						Pe	rsona	alize   Find   View /	AII   🗄	2   1	E First	🔳 1 of 1 🖿 Last
Deta	ils 💷												
Sched	*Ship To		Quantity	Price	Merchandise Amount		Due Date		Attention To			Status	
	1 REC_L	۹ 🖃	1.0000	10,000.00000	10,000.00	P		31	Trinh,Nancy	1	R	Active	H
Add Sh	nip To Comme ve 📰 Notif	nts y 🗘	Refresh								[	🖡 Add 🛛	🖉 Update/Display

THE CALIFORNIA STATE UNIVERSITY: Bakersfield, Channel Island, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus

6. Click Save (1) and the system will assign you with a requisition ID (2)

Maintain Requisitions												
Requisition												
Business Unit Requisition ID Requisition Name	SFCMP 1201402973	PO 220	2					Sudget S	Status Open Status Not Chk'd	rom Further Proc	cessina	
∀ Header											0	
*Requester *Requisition Date Origin *Currency Code Accounting Date	75904588352 06/25/2015 ONL USD 06/25/2015		<ul> <li>Trinh,Nano</li> <li>Requester</li> <li>Online Ent</li> <li>Dollar</li> </ul>	cy Info ry								
	Requisition De	faults	Add Comm	ients		Amou	nt Sum	mary 🤶				
	Requisition Ac Document Stat	tivities us						Total Ar	mount	10,000.00 USD		
Add Items From (2)						Select	Lines	To Displ	ay 🕐			
	Purchasing Kit Item Search		Catalog Requester	ltems		Search	for Lin Line	es Q	To	Retrieve		
Line 🕐								Pe	rsonalize   Find	View All   🖾   🗄	🛛 🛛 📕 First 🚺 1	i of 1 🖿 Last
Details Ship To/Due Date	e <u>S</u> tatus	<u>S</u> upplie	r Information	Item Info	rmation	Attrib	utes	<u>C</u> ontrac	ct Sou <u>r</u> cing Co	ntrols 💷		
Line Description		Q	uantity	*UOM	Categor	у	Price		Merchandise Amount	Status		
1 📑 INCREASE PO	<u>/</u> 7	ട് 1	.0000	LOT Q	57800	Q	10,00	0.0000	10,000.00	) Open	$\bigcirc$	🖸 🛃 🖃
View Printable Version								*Go	toMore		•	
🗐 Save 🔍 Return to Sear	ch 🔚 Notif	ý 🗘	Refresh									<b>≣</b> ₊ Add

7. Print a copy of your increase requisition before requesting approval from your approver Click View Printable Version hyperlink (1) → Click OK (2)

Maintain Requisitions											
Requisition											
Business Un Requisition I Requisition Nan	it SFCMP D 1201402973 He INCREASE TO	D PO 22	201401234				Budget	Status Open Status Not Chk'd	rom Further Proc	essing	
∀ Header											
*Request	er 75904588352	(	Trinh,Nand	y							
*Requisition Da	te 06/25/2015	[	Requester	Info							
Orig	in ONL	(	Online Ent	гу							
*Currency Co	le USD		Dollar								
Accounting Da	te 06/25/2015	[	31								
	Requisition De	efaults	Add Comm	ents	1	Amoun	t Summary 🕜	0			
	Requisition Ac	tivities									
	Document Sta	tus					Total A	mount	10,000.00 USD		
Add Items From 👔						Select	Lines To Disp	lay 🕐			
	Purchasing Kit	t	Catalog		s	Search t	for Lines				
	Item Search		Requester	Items		I	Line 🔍	To	Retrieve		
Line 👔							Pe	ersonalize   Find	View All   💷   🔠	📕 🚺 First 🚺 1	of 1 🕨 Last
Details Ship To/Due Da	ate <u>S</u> tatus	<u>S</u> uppl	ier Information	Item Info	ormation	<u>A</u> ttribu	ites <u>C</u> ontra	ct Sourcing Co	ntrols 💷		
Line Description			Quantity	*UOM	Category		Price	Merchandise Amount	Status		
1 📑 INCREASE F	<u>م</u> ر 0	E.	1.0000	LOT	57800	Q	10,000.0000	10,000.00	) Open	$\bigcirc$	🖾 🖃
View Printable Version	<u> </u>						*Go	toMore		•	
Save Return to Se	arch 🔚 Noti	fy 🕻	Refresh								<b>E</b> + Add

THE CALIFORNIA STATE UNIVERSITY: Bakersfield, Channel Island, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus



Navigate Process Monitor page: Main Menu Folder (3) → PeopleTools Folder (4) → Process Scheduler Folder (5) → Process Monitor Folder (6)

Click on Refresh (9)  $\rightarrow$  make sure the run status is SUCCESS (7) and Distribution Status is POSTED (8). If both status isn't SUCCESS AND POSTED, click on the Refresh (9) every 10-20 seconds until its success and posted

		Main	Menu - >	PeopleTools	Process Schedu     Search	uler -> Process	Monitor	h		
Proce	ess List	<u>S</u> erv	3 ver List	4	5		6		ì	
/iew	Process R	eque	st For							
U	Iser ID 759	0458	8352 Q	Туре	•	Last	60 Days	s 🔹	Refresh	
	Server		•	Name	Q	Instance	to	]		
Run	Status		•	Distributi	on Status	•	Save On Refresh			
Proce	ess List						Personalize   Find   View All	Ø  Ⅲ Fi	irst 🔳 1-3 of 3	Last
Proce Select	ess List Instance	Seq.	Process Ty	pe	Process Name	User	Personalize   Find   View All Run Date/Time 7	☑   ⅲ Fi Run Status	Distribution Status	Last Details
Proce select	ess List Instance 7988973	Seq.	Process Ty SQR Repo	pe rt	Process Name PORQ010	User 75904588352	Personalize   Find   View All Run Date/Time 7 06/25/2015 2:37:53PM PDT	Run Status	Distribution Status Posted	Details Details
Proce Select	ess List Instance 7988973 7988956	Seq.	Process Ty SQR Repo Applicatior	pe rt Engine	Process Name PORQ010 PO_POCREATE	User 75904588352 75904588352	Personalize   Find   View All Run Date/Time 7 06/25/2015 2:37:53PM PDT 06/24/2015 2:56:18PM PDT	Run Status Success Success	Inst 1-3 of 3 Distribution Status Posted Posted	Details Details Details Details

🖶 Save 🔚 Notify

## 9. Click on Details (1) hyperlink $\rightarrow$ Click on View Log/Trace (2) hyperlink $\rightarrow$ Click on PDF(3)

Proc	ess List					Personalize   Find   View All	🛛   🔠 🛛 🛛 Firs	st 💶 1-3 of 3	🕨 Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status 1	Distribution Status	Details
	7988973		SQR Report	PORQ010	75904588352	06/25/2015 2:37:53PM PDT	Success	Posted	Details
	7988956		Application Engine	PO_POCREATE	75904588352	06/24/2015 2:56:18PM PDT	Success	Posted	Details
	7988943		Application Engine	PO_POCALC	75904588352	06/23/2015 2:30:39PM PDT	Success	Posted	Details

Date/Time			Actions
Request Created O	n 06/25/2015 2:37:55F	PM PDT	Parameters
Run Anytime Afte	r 06/25/2015 2:37:53F	PM PDT	Message Log
Began Process A	t 06/25/2015 2:38:12F	PM PDT	Batch Timings
Ended Process A	t 06/25/2015 2:38:22F	PM PDT	View Log/Trace
		2	<i>•</i>
File List			
Name	File Size (bytes)	Datetime C	reated
SQR_PORQ010_7988973.log	1,699	06/25/201	5 2:38:22.257878PM PDT
porq010_7988973.PDF 3	4,772	06/25/201	5 2:38:22.257878PM PDT
porq010_7988973.out	70	06/25/201	5 2:38:22.257878PM PDT
Distribute To			
Distribution ID Type *Distribution ID			
User 75904588352			

10. You should attach this increase requisition document with your request to your approver.