



Returning to an Unfinished Purchase Requisition

Scenario

I started a requisition and then got distracted and PeopleSoft logged me out. How can I find the requisition and begin where I left off?

Solution

PeopleSoft does not save or submit for approval unless you tell it to. If you are creating a requisition which has multiple lines and/or concerned that you will become distracted while trying to create it, I would suggest adding one line at a time and saving between each new line. If you try to save without adding all the information required for the line (quantity, unit of measure, category, etc.), PeopleSoft will ask for that information before it will save.

To return to a saved requisition,

1. Use the following navigation: **Nav Bar > Navigator > Purchasing > Requisitions > Add/Update Requisitions**
2. You will land on the page in the image below

The screenshot shows the 'Add/Update Requisitions' page in PeopleSoft. At the top, there are two tabs: 'Find an Existing Value' (highlighted with a red circle) and 'Add a New Value'. Below the tabs, there are two input fields: 'Business Unit' with the value 'WA120' and a search icon, and 'Requisition ID' with the value 'NEXT'. Below these fields is a green 'Add' button. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

3. Click the Find an Existing Value tab

4. Change the filter on the Requester Name field from "begins with" to "contains"

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit = WA120 🔍

Requisition ID begins with

Requisition Name begins with

Requisition Status =

Origin begins with 🔍

Requester begins with 🔍

Requester Name begins with 🔍

Hold From Further Processing

Case Sensitive **Change the "begins with" filter to "contains" then type your name**

5. After the search results appear, click any part of the desired requisition

Search Results

View All 1-10 of 10

Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing
WA120	000000202	Software House Int Anita Carr	Approved	ONL	101029130	Anita Carr	N
WA120	000000192	Software House Int Anita Carr	Approved	ONL	101029130	Anita Carr	N