

<u>How To</u> Search for a Requisition

If you are a requester or an approver, you will be able to search for requisitions you have submitted or approved – so long as they are under your department coding. These steps will show you how to search for single requisitions, or view all requisitions under your purview. If you have any questions, please submit a service request via <u>service.kennesaw.edu/ofs</u>.

- 1. Log in to PeopleSoft via <u>https://www.usg.edu/gafirst-fin/</u> by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
- 2. Click the compass icon at the top right of the page. This opens the NavBar menu.
 - a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, where you will not be able to complete your order.

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GeorgiaFIRST Financial Website Pagelets GF # hopper Access GF # hopper Access NOTE: Do not click GFM Shopper Access to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.		

- 3. On the NavBar menu, click **Navigator** > eProcurement > Manage Requisitions.
- 4. Clear out all filters except the Business Unit (43000).

Manage Requisitions

Requisition Search Keyword Search	ı					
Search Requisitions						
To locate requisitions, edit the criteria below and click the Search button.						
Business Unit 43000	Q	Requisition Name			Q	
Requisition ID	Q	Request State	~	Budget Status	~	
Date From	Ħ	Date To	F	Origin	Special Reques 🗸	
Requester	Q	Entered By	Q	PDID		
					Marketplace Requisition	
Search Clear		Show Advanced Search			Special Request	

5. If you'd like to search for a single requisition, enter the **Requisition ID** and press **Search**. If you'd like to view all requisitions under your purview, press search with only the Business Unit filled in. The requisition(s) will show up below.