



# PEOPLESOFT FINANCE FLUID Accessing Requestion Creation & Manage Requestion Quick Guide

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PeopleSoft Fluid Upgrade



# Accessing Requisition Creation

The Procurement tile is located on the Employee Self Service homepage.

Select Employee Self Service on the banner.  
Then select the Procurement Tile.

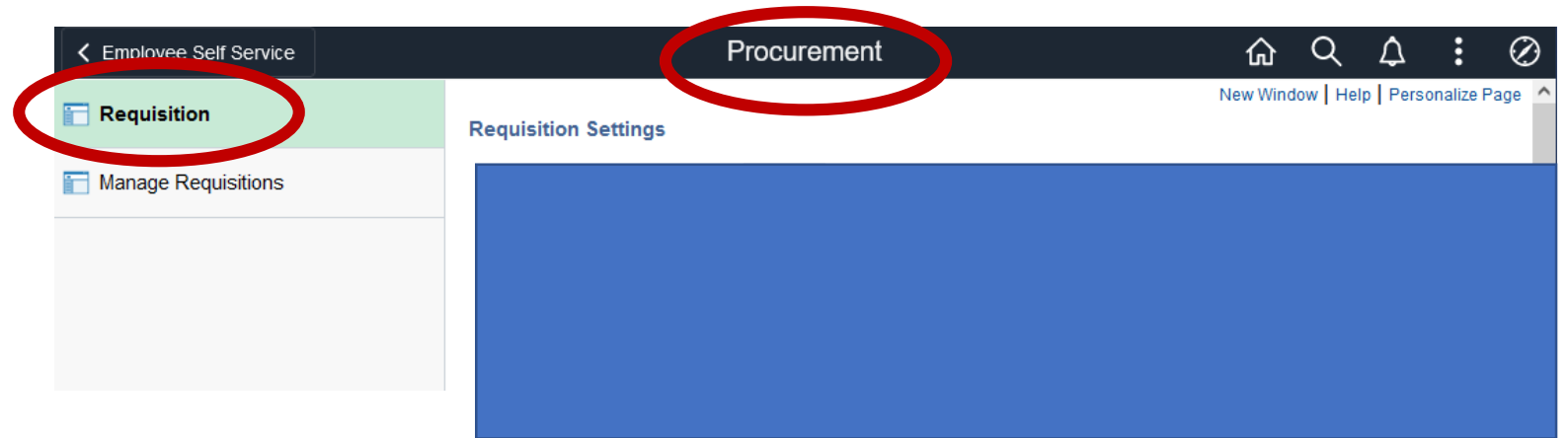
The screenshot shows the Employee Self Service homepage. At the top, a dark banner contains the text "Employee Self Service" with a dropdown arrow, which is circled in red. To the right of the banner are icons for home, search, notifications, and a menu. Below the banner, there are six tiles arranged in a 2x3 grid. The top-left tile is titled "Procurement" and features an icon of two hands shaking over a document, also circled in red. The top-middle tile is titled "Approvals" and features an icon of a document with a green checkmark and a "0" in the bottom right corner. The top-right tile is titled "Budget & Finance Reports" and features a bar and line chart icon. The bottom-left tile is titled "Concur" and features an icon with a plane, fork and knife, car, and bed. The bottom-middle tile is titled "Asset Management Self Service" and features an icon of a person with a document and a gear. The bottom-right tile is titled "Cypress Reports" and features an icon of a document with a green checkmark.



# Accessing Requisition Creation

The Requisition page provides access to enter new requisitions based on the access granted to the user:

- Requisition Entry





# Accessing Manage Requisitions

The Manage Requisitions tab provides access to established Requisitions based on the access granted to the user:

- Requisition Entry
- Requisition Inquiry

The screenshot displays the 'Employee Self Service' interface. The top navigation bar includes a back arrow, 'Employee Self Service', and a 'Procurement' tab which is circled in red. On the right side of the navigation bar are icons for home, search, notifications, and a menu, along with links for 'New Window | Help | Personalize Page'. The left sidebar contains a menu with 'Requisition' and 'Manage Requisitions', the latter of which is highlighted in green and circled in red. The main content area is titled 'Manage Requisitions' and features a 'Search Requisitions' section. This section includes a search form with fields for Business Unit (SY769), Requisition ID, Date From (03/03/2022), Requester, Requisition Name, Request State (All but Complete), Date To (03/10/2022), and Entered By. There are 'Search' and 'Clear' buttons, and a 'Show Advanced Search' link. Below the search form, a message states: 'The Requester specified has no Requisitions.' At the bottom, there are four action links: 'Create New Requisition', 'Review Change Request', 'Review Change Tracking', and 'Manage Receipts'.