

Oracle Financials Lookups

Finding Requisition Numbers

- ❖ Login to Oracle Financials at <https://fiji.sdsu.edu:5400>
- ❖ Select the **SDSU PO Inquiry** folder on the left of the Oracle Applications Home Page in your browser window.
- ❖ Select the **Requisition Inquiry** file in the column to the right of the folder. This will bring up multiple windows.
- ❖ At the **Find Requisitions** window, enter **Peters, Lisa M** as the Requester
- ❖ Click the **Find** button to bring up the found records in the Requisition Headers Summary window.

All requisitions requested by Lisa will be listed. Find desired requisition number by scrolling through your choices and matching up the information with items you have. The Requisition number is listed as NUMBER on the left of the displayed information. Be sure to enter/write the Requisition in FileMaker, Oracle, and the paper documents in the Purchasing binder (on either Carol/Sandy's desks).

Finding PO Numbers

- ❖ Login to Oracle Financials at <https://fiji.sdsu.edu:5400>
- ❖ Select the **SDSU PO Inquiry** folder on the left of the Oracle Applications Home Page in your browser window.
- ❖ Select the **PO Inquiry** file in the column to the right of the folder. This will bring up multiple windows.
- ❖ At the **Find Purchase Orders** window, enter *whatever Vendor name you are looking for* as the Supplier
- ❖ If the Requisition Number is known, click on the tab below labeled **Related Documents** and enter the *number* in the field labeled Requisition.
- ❖ Click the **Find** button to bring up the found record(s) in the Purchase Order Headers or Purchase Order Distributions window.

If more than one PO is listed, scroll across lines to find the identifying information that matches the PO number you are looking for. The PO number is listed as NUMBER on the left of the displayed information. Be sure to enter/write the Requisition in FileMaker, Oracle, and the paper documents. Print a copy of the PO (see below):

- ❖ With the PO line highlighted, select **View Document** from the **Inquire** menu above the tool strip.
- ❖ You will receive a dialog box to open a pdf file. Click the **OK** button. When the PDF file appears, select **Print** from the **File** menu.

Attached the PO printout to the hardcopy Requisition paperwork in the Purchasing binder (on either Carol/Sandy's desks). Be sure to enter/write the Requisition in FileMaker, Oracle, and the paper documents.

Printing a Copy of a Known PO Number

- ❖ Login to Oracle Financials at <https://fiji.sdsu.edu:5400>
- ❖ Select the **SDSU PO Inquiry** folder on the left of the Oracle Applications Home Page in your browser window.
- ❖ Select the **PO Inquiry** file in the column to the right of the folder. This will bring up multiple windows.
- ❖ At the **Find Purchase Orders** window, enter the *known PO #* as the Number
- ❖ Click the **Find** button to bring up the found record(s) in the Purchase Order Headers or Purchase Order Distributions window.
- ❖ With the PO line highlighted, select **View Document** from the **Inquire** menu above the tool strip.
- ❖ You will receive a dialog box to open a pdf file. Click the **OK** button. When the PDF file appears, select **Print** from the **File** menu.

Attached the PO printout to the hardcopy Requisition paperwork in the Purchasing binder (on either Carol/Sandy's desks). Be sure to enter/write the Requisition in FileMaker, Oracle, and the paper documents.