

## 9.2 Running the Requisition Close Batch Process

**Purpose:** Use this document as a guide to close requisitions using a Batch Process in ctLink.

**Audience:** Finance Staff, Purchasing Staff.

❗ You must have at least one of these local college managed security roles:

- ZZ Requisition Processing

You must also set these User Preference Definitions:

- [User Preferences: Requisition Processing](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

Use the **Close Requisitions** process to close requisitions that are fully canceled or fully sourced and no longer need to be modified. When you run the Close Requisitions process, it reconciles requisition-related settings and statuses to change the status of applicable requisitions to C (completed).

The benefit of this status change is that completed requisitions no longer appear in your list of available requisitions when you access requisition pages in update or display mode. These completed requisitions are also removed from the view in many other situations in which the available options have been set to exclude completed or canceled requisitions. Removing these requisitions from these prompts improves system performance and decreases the time required to find requisitions that you must modify.

If commitment control is enabled, the Close Requisitions process also sets the budget header and line statuses, the KK\_CLOSE\_FLAG option, and PROCESS\_MANUAL\_CLOSE option accordingly so that the Commitment Control Budget Processor process (FS\_BP) can liquidate pre-encumbrance budget amounts for outstanding requisitions.

Although the Close Requisitions process is optional and you can run it at any time, you should run the process at the end of each month to help improve the efficiency of your requisitioning process. Schedule the Close Requisitions process to run at an interval of your choosing using the ctLink Process Scheduler or run it manually using the **Close Requisitions** page.

Use the Close Requisitions page to run the Close Requisitions process and produce the Requisition Reconciliation report.

## Run the Close Requisition Process

**Navigation:** NavBar > Navigator > Purchasing > Requisitions > Reconcile Requisitions > Close Requisitions

1. The **Close Requisitions** search page displays. Use **Find an Existing Value** tab for an existing value OR **Add a New Value** to add a new value.
2. Select **Search** if using Find an Existing Value.
3. Select **Add** if using Add a New Value.

The screenshot shows the 'Close Requisitions' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red border. Below the tabs, there is a 'Run Control ID' label and a text input field containing the value 'CLOSE\_REQ'. Below the input field, there is a green 'Add' button with a red border. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

 Use the **Close Requisition** page to run the Close a Requisitions process and produce the Requisition Reconciliation report.

 Note: To close requisitions, they must be first fully sourced to a PO and that PO should be fully sourced into a Receipt, then a Voucher and a Payment OR the Requisition must be Canceled (click on the red X on top right of the Requisition page next to the Status Field).

Once the Requisition is fully sourced or Canceled, you can run the Req Close process.

4. The **Close Requisitions** page displays.

- a. To close all eligible requisitions, select "1 Bus Unit" in Requisition Run Option.
- b. Enter your college Business Unit in the Business Unit Field.
- c. You can **leave** the Chartfield Criteria blank, this is optional.
- d. **Accounting Date for Action** can be current date.
- e. You can check **Update Budget Date Equal to Accounting Date** (an optional checkbox which aligns the budget date to the specified accounting date for action).

 Use the **ChartField Criteria** group section to select requisitions for processing based on ChartField values. This option is useful if you are using commitment control and want to process requisitions based on ChartField values.

Run Control ID CLOSE\_REQ Report Manager Process Monitor **Run**

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Process Request Parameters

Requisition Run Option 1 Bus Unit

Business Unit WA170

Requisition ID

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ChartField Criteria

1-1 of 1

	GL Unit	Oper Unit	Account	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project	Activity
1											

Save Notify Add

5. Select **Run**.

- When you select Run, **Server Name/Recurrence/Time Zone** can be left blank.

6. The **Process Scheduler Request** page displays. Select appropriate parameters, then select **OK**.

- From the **Process List**, you can select **PO\_REQRQ** and then select **OK**.

 Optional to run a Close Requisition Report [**PORQ009**], the Close Requisitions [**PO\_REQRCON**], or both the Report and Close Requisitions Process [**PO\_REQRQ**].

**Process Scheduler Request**

Help

User ID CTC\_BRAMIREZ
Run Control ID CLOSE\_REQ

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Server Name

Recurrence

Time Zone

Run Date

Run Time

**Reset to Current Date/Time**

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Close Requisition Report	PORQ009	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Close Requisitions	PO_REQRCON	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Close Requisitions	PO_REQRQ	PSJob	(None)	(None)	Distribution

OK
Cancel

7. The **Process Scheduler Request** page disappears. The updated **Close Requisitions** page displays. Note the **Process Instance** number. Select **Process Monitor**. Refer to the Process Monitor QRG for instructions.

Report Manager

Run Control ID CLOSE\_REQ

Process Monitor
Run

→ Process Instance: 388445

Process Request Parameters

Requisition Run Option

Business Unit

Requisition ID

ChartField Criteria

ChartField Criteria
1-1 of 1

	GL Unit	Oper Unit	Account	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project	Activity
1	WA170	7172	1000020	08A		10501	091	Y	WA170	0000001137	2VCC

Save
Notify
Add

**!** You must have at least one of these local college managed security roles:

- ZD Purchasing Inquiry

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

8. To verify if the Requisition is closed, navigate to:
  - **NavBar > Navigator > Purchasing > Requisitions > Review Requisition Information > Requisitions**
  - Use the **Requisition Inquiry** page to search for the Requisition and check the "requisition status". The Status should show "Complete".
9. End of procedure.