

9.2 Viewing Closed Requisitions

Purpose: Use ctcLink to view closed requisitions.

Audience: Finance staff.

After a requisition is completed, it will 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 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. However, you can still view those requisitions with a status of closed when needed.

This QRG demonstrates the steps to view your closed requisitions.

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

- ZD Purchasing Inquiry

You must also set these User Preference Definitions:

- [User Preferences: Requisition Entry](#)
- [Requester Setup](#)

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.

Viewing Closed Requisitions

Navigation: NavBar > Navigator > Purchasing > Requisitions > Review Requisition Information > Requisitions

1. The **Requisition Inquiry** page displays. Search for requisitions by completing known fields of data. The more information you can add, the narrower your results will be.
2. Change **Req Status** to Complete.
3. Select **OK**.

Requisition inquiry

Business Unit: WA170

Requisition ID: [] To Req: []

Requisition Name: []

Req Status: **C** Origin: []

Requester: []

Requester Name: []

Requisition Date: [] To: []

Supplier SetID: WACTC Supplier Lookup

Supplier ID: [] Supplier Details

Supplier Name: []

Item SetID: WACTC Item ID: []

Item Description: [] Direct Ship

254 characters remaining

Department: []

Show Keyword Search

OK Cancel

4. The **Requisitions** page displays. Review list of results and select a specific link in **Requisition** column.

Requisitions

Req Inquiry

1-6 of 100

Details Status

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	
WA170	SLC2016	SLC2016	Complete	101003443	05/06/2016	0.00	USD
WA170	SAWDC	SAWDC WorkFirst Contract	Complete	101000065	09/23/2015	29,997.00	USD
WA170	RETREAT	RETREAT WIN16	Complete	101002400	03/21/2016	0.00	USD
WA170	JAMES ATL	JAMES ATL	Complete	101004733	06/03/2016	0.00	USD
WA170	JAMES ATC	JAMES ATC	Complete	101001635	03/15/2016	0.00	USD
WA170	BOBBI WOOD	BOBBI WOOD	Complete	101000560	04/25/2016	0.00	USD

Search

Notify

5. The **Requisition Details** page displays. Notice there are three tabs to review details:

- **Details**,
- **More** and

- **Contract.**

- Each tab will carry its own level of detail for your review. There are also links within each tab to drill down for further information. You can also select the **Description** field link that will give you more detailed item description information.
- After you have completed your review, select **Return** to be taken back to the list of available requisitions based on your search parameters.

Requisition Details

Business Unit WA170

Requester 101003443

Requisition Date 05/06/2016

Req Status Complete

Req ID SLC2016

Merchandise Amount 0.00 USD

Requisition Details

☰ 🔍

Details
More
Contract
||>

Line	Status	Item ID	Description	Original Substituted Item	Description	Supplier ID	Sup
1	Canceled		Guest Speaker at GtC Student L				

Return

- Process complete.