Manage Requisitions

Purpose: Use this document as a reference for managing requisitions in ctcLink.

Audience: Requester and/or Finance Purchasing staff

- You must have at least one of these local college managed security roles:
- ZD Purchasing Inquiry
- ZZ Requisition Entry
- ZZ Purchasing WorkCenter

You must also set these User Preference Definitions:

- User Preferences: Requisition Entry & Requisition Processing
- 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.

The **Manage Requisitions** page allows the Requester to view and manage existing Requisitions in various states. Depending upon the User Preferences, the end user is able to view, cancel, and submit actions through the requisition state page, partially fluid and manual.

Manage Requisitions

Navigation: Employee Self-Service > Purchasing > Manage Requisitions

OR

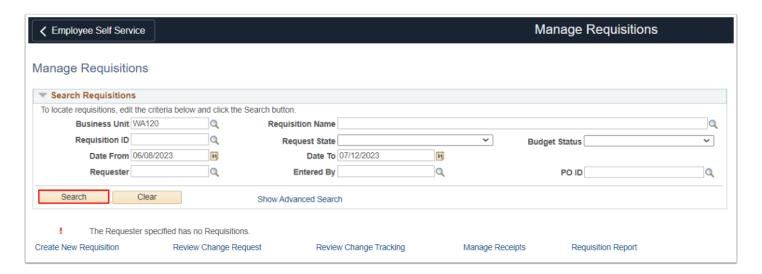
Navigation: eProcurement > Manage Requisitions

- 1. The **Manage Requisitions** search page displays.
- 2. Enter your local Business Unit.
- 3. Enter a variety of field values or combination fields values to define search criteria. Leaving fields 'blank' will pull all available values. Some examples are:
 - Enter or lookup **Requisition Name.**
 - Enter or lookup Requisition ID.

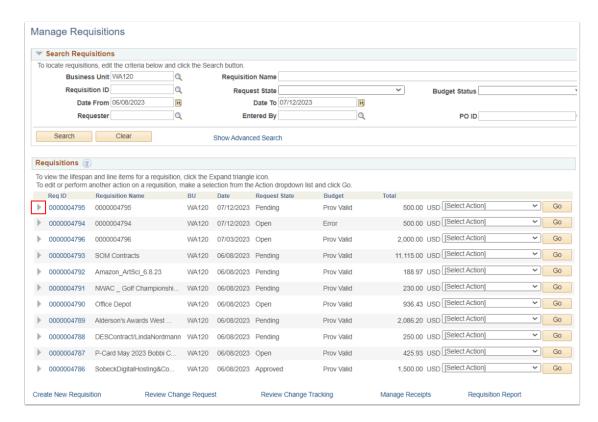
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- Select a Request State, such as Open or Pending.
- Select a Budget Status, such as Not Budget Checked or Document in Processing.
- Enter a range of dates, by entering the Date From and Date To.
- Select a specific Requester or leave blank to pull all values.

4. Select Search.



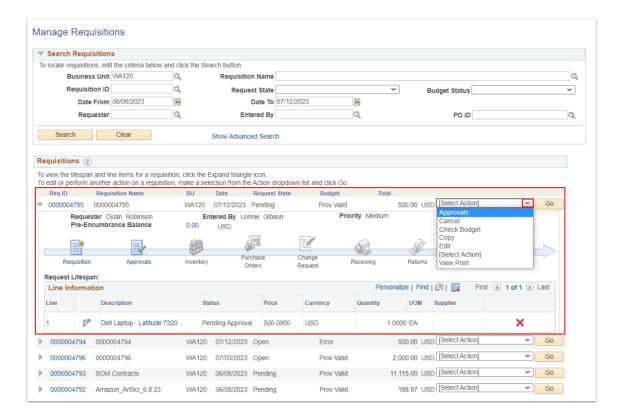
- 5. The Manage Requisitions results displays.
- Review a REQ ID by selecting the expand arrow next to a specific Req ID number.



- 7. The selected Req ID details expands.
- 8. Use the Select Action box drop down arrow to review Actions for selected Req ID:
 - Approvals
 - Cancel

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- Check Budget
- Copy
- Edit
- View Print
- 9. Select the **Go** button to perform the action.



10. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to Manage Requisitions. This link will open in a new tab/window.

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