

# 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**.

- 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**.

**Manage Requisitions**

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:  Requisition Name:

Requisition ID:  Request State:  Budget Status:

Date From:  Date To:

Requester:  Entered By:  PO ID:

**Search** **Clear** [Show Advanced Search](#)

**The Requester specified has no Requisitions.**

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

#### 5. The Manage Requisitions results displays.

#### 6. Review a REQ ID by selecting the **expand arrow** next to a specific Req ID number.

**Manage Requisitions**

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:  Requisition Name:

Requisition ID:  Request State:  Budget Status:

Date From:  Date To:

Requester:  Entered By:  PO ID:

**Search** **Clear** [Show Advanced Search](#)

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	Action
0000004795	0000004795	WA120	07/12/2023	Pending	Prov Valid	500.00 USD	[Select Action] Go
0000004794	0000004794	WA120	07/12/2023	Open	Error	500.00 USD	[Select Action] Go
0000004796	0000004796	WA120	07/03/2023	Open	Prov Valid	2,000.00 USD	[Select Action] Go
0000004793	SOM Contracts	WA120	06/08/2023	Pending	Prov Valid	11,115.00 USD	[Select Action] Go
0000004792	Amazon_ArtSci_6.8.23	WA120	06/08/2023	Pending	Prov Valid	188.97 USD	[Select Action] Go
0000004791	NWAC_ Golf Championshi...	WA120	06/08/2023	Pending	Prov Valid	230.00 USD	[Select Action] Go
0000004790	Office Depot	WA120	06/08/2023	Open	Prov Valid	936.43 USD	[Select Action] Go
0000004789	Alderson's Awards West ...	WA120	06/08/2023	Pending	Prov Valid	2,086.20 USD	[Select Action] Go
0000004788	DESContract/LindaNordmann	WA120	06/08/2023	Pending	Prov Valid	250.00 USD	[Select Action] Go
0000004787	P-Card May 2023 Bobbi C...	WA120	06/08/2023	Open	Prov Valid	425.93 USD	[Select Action] Go
0000004786	SobeckDigitalHosting&Co...	WA120	06/08/2023	Approved	Prov Valid	1,500.00 USD	[Select Action] Go

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

#### 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**

- **Check Budget**
- **Copy**
- **Edit**
- **View Print**

9. Select the **Go** button to perform the action.

**Manage Requisitions**

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: WA120 Requisition Name: Request State: Budget Status: Date From: 06/08/2023 Date To: 07/12/2023 Requisition ID: Requester: Entered By: PO ID:

Search Clear Show Advanced Search

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000004795	0000004795	WA120	07/12/2023	Pending	Prov Valid	500.00 USD	[Select Action] Go

Requester: Dylan Robinson Pre-Encumbrance Balance: 0.00 Entered By: Lonnie Gibson USD Priority: Medium

Request Lifespan: Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns

**Line Information**

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier
1	Dell Laptop - Latitude 7320 ...	Pending Approval	500.0000	USD	1.0000	EA	

0000004794 0000004794 WA120 07/12/2023 Open Error 500.00 USD [Select Action] Go

0000004796 0000004796 WA120 07/03/2023 Open Prov Valid 2,000.00 USD [Select Action] Go

0000004793 SOM Contracts WA120 06/08/2023 Pending Prov Valid 11,115.00 USD [Select Action] Go

0000004792 Amazon\_ArtSci\_6.8.23 WA120 06/08/2023 Pending Prov Valid 188.97 USD [Select Action] Go

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.