

Quick Guide for the Requisition Manager Page

This document provides users with what requisition information they can find or what actions (edit, copy, cancel, etc) on the Manage Requisitions page.

1.	Log into MyCWU
2.	Click on Main Menu on MyCWU Dashboard Navigation: Main Menu > Financial Management > Employee Self Service > Procurement > Manage Requisitions Or On Employee Link Click the link for Purchase Requisitions in the FMS Toolbox pagelet Helpful hints for the Search Page: Modify the Date From field and Request State field
3.	 This page can be used to show available information or to perform an action (edit, copy, cancel, etc. regarding requisitions. The most common parameters to search requisitions are the following: 1. <u>Requisition ID</u> – This number is assigned to a requisition upon submittal. Entering the requisition number must be inclusive of all ten digits including the Zeros, example: 0000007313. 2. <u>Requester</u> –Search by an individual requestor to view requisitions they have submitted (note: the majority of users can only see their own) 3. <u>Request State:</u> 'All but Complete' is used as the default option here because it can mean any state other than 'Complete'. A useful way to think of it is "Complete" means closed or finalized. 4. <u>Date:</u> This range (Date From and Date To) can show requisitions created within the selected time period. By default the Date To will be the current date unless otherwise specified. Note: Certain search criteria will default for you, including business unit, status, date range, and requestor. However, you can change any of these defaults except for business unit and add additional criteria to refine your search results.
4.	To view your requisition lifecycle information, click on the arrow next to the requisition Req ID Requisition Name 0000007198 Test Requisition



	Search Requisitions
	To locate requisitions, edit the criteria below and click the Search button.
	Business Unit CWUID Requisition Name
	Requisition ID Request State All but Complete Budget Status
	Date From 12/10/2015 (ii) Date To 12/17/2015 (ii)
	Requester SHORTT A Entered By PO ID
	Search Clear Show Advanced Search
	Requisitions (2)
	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
	v 000007198 Test Requisition CWUID 12/17/2015 Pending Not Chkd 5.00 USD [Select Action]
	Requester Christina Short Entered By Christina Short Priority Medium Pre-Encumbrance 0.00 USD ISD
	Pre-Encumbrance Balance 0.00 USD
	Purchase Change Days and Days
	Requisition Approvals Inventory Orders Request Receiving Returns Invoice Payment
	Request Lifespan:
	Line Information Personalize Find 🗐 🛄 First 🕚 1 of 1 🕑 Last
	Line Description Status Price Quantity UOM Supplier
	1 Pending Approval 5.00000 USD 1.0000 EA ABACUS ENGINEERED SYSTEMS X
	Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report
5.	To edit, copy, or cancel a requisition, use the " Select Action " field drop-down and click Go button.
6.	To view information in the requisition lifecycle, click on any icons that are highlighted (see above example.

If you have any questions, please contact the Purchasing Office (509-963-1002) or email purchasing_office@cwu.edu.