

Viewing Requisition Status and Detail

This document provides users with instructions on how to view and interact with requisitions throughout their respective lifecycle. The Manage Requisitions functionality provides the University efficiencies by pushing relevant information to the University community, reducing time spent by all parties on status calls, requests for changes, etc.

If you have any questions, please contact the Purchasing Office (509-963-1001) or email purchasing_office@cwu.edu.

1.

Log into MyCWU



2.

Click on Main Menu on MyCWU Dashboard



Navigation: **Main Menu > Financial Management > Employee Self Service > Procurement > Manage Requisitions**

Helpful hints for the Search Page: Modify the **Date From** field and **Request State** field to assist in finding your requisition.

Certain search criteria will default for you, including business unit, status, date range, and requestor. However, you can change any of these defaults and add additional criteria to refine your search results.

3.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000000649	SHORTT Test Computer	CWUID	12/12/2013	Pending	Not Ch'k'd	550.00 USD	[Select Action]
▶ 0000000648	TESTING17	CWUID	12/12/2013	PO(s) Dispatched	Valid	700.00 USD	[Select Action]
▶ 0000000647	0000000647	CWUID	12/11/2013	PO(s) Created	Valid	400.00 USD	[Select Action]

Select the triangle on the left side on your desired returned search result. This will expand the line for you to view high level line detail as well as a pictorial 'life cycle' of the requisition.

In the below snapshot, notice that the points in the lifecycle that your requisition has reached (icons) are highlighted and those that it has not remain grey. You can click on any highlighted icon along the lifecycle to drill down for additional detail.

000000520 CDW - Brother printer -... CWUID 11/04/2013 Received Valid 237.59 USD [Select Action]

Requester Star Heger Entered By Star Heger Priority Medium
Pre-Encumbrance Balance 0.00 USD

Request Lifespan:

In the below example for viewing the Approvals icon, you can see that the transaction has been approved by IT and also the Project Manager. The Buyer approval is awaiting review and approval.

▶ Line Information ?

▼ Review/Edit Approvers

IT Approval

▼ **Lenovo ThinkPad Computer:Approved**

IT Approval

Approved

✓

Chris Pratz
IT Approval
12/12/13 - 4:40 PM

Project Manager Approval

▼ **Line 1:Awaiting Further Approvals**
Lenovo ThinkPad W530 2438 15.6" - Core i7 3840QM- CDW#2987606

Project Manager Approval

Approved

✓

Robert Lupton
ePro Project Managers
12/12/13 - 8:49 PM

Buyer Approval

▼ **Lenovo ThinkPad Computer:Pending**

Buyer Approvers

Pending

⌚

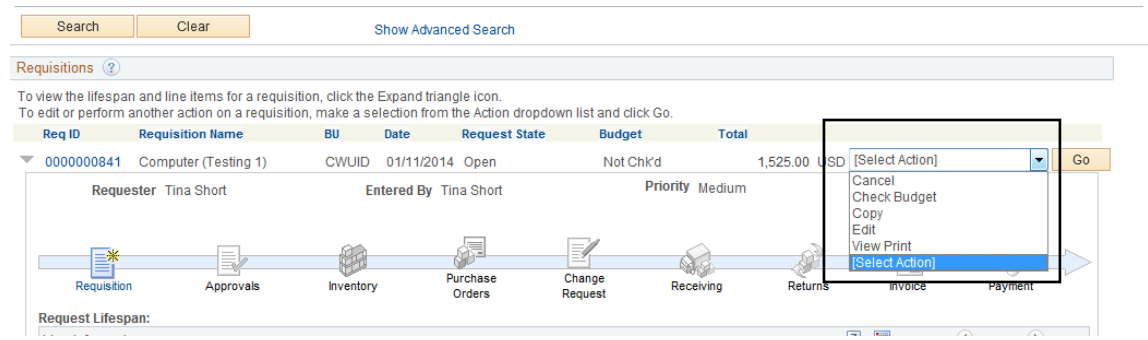
Karol Barker
Buyers

[Return to Manage Requisitions](#)

Click the **Return to Manage Requisitions** hyperlink at the bottom of the page to return to the main page.

4.

Click the Drop Down list on the right side of the page. You have various options such as Cancel, Copy, Edit, View Print. Pick the option you would like and click Go button.



The screenshot displays the 'Requisitions' page in the iCAT system. At the top, there are search and navigation buttons. Below, a table lists requisition details for 'Computer (Testing 1)'. A dropdown menu is open over the table, showing options: '[Select Action]', 'Cancel', 'Check Budget', 'Copy', 'Edit', 'View Print', and '[Select Action]'. A 'Go' button is visible to the right of the dropdown. Below the table is a 'Request Lifespan' timeline with stages: Requisition, Approvals, Inventory, Purchase Orders, Change Request, Receiving, Returns, Invoice, and Payment.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
0000000841	Computer (Testing 1)	CWUID	01/11/2014	Open	Not Ch'k'd	1,525.00 USD

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