

## EP.020.710 – RUNNING THE CLOSE REQUISITION PROCESS

<b>Purpose</b>	To demonstrate how to run the Close Requisitions process.
<b>Description</b>	<p>The Close Requisitions process is used to close requisitions that are fully canceled or fully processed and no longer need to be modified. When this process runs, the requisition status changes to C (Completed). Once Requisitions are in Completed status, they no longer appear in a user's list of available requisitions when you access requisition pages. Removing these requisitions improves system performance and decreases the time required to find requisitions which need to be modified.</p> <p>The Close Requisition Process should be run at the end of each month to improve the efficiency of the Requisition process.</p>
<b>Security Role</b>	<b>BOR_EP_PROCESSES</b>
<b>Dependencies/ Constraints</b>	<p>The Close Requisitions Process closes a requisition if either of the following is true:</p> <ul style="list-style-type: none"> <li>• The requisition status is Canceled, and the last activity date is less than or equal to the current date minus the close days.</li> <li>• The requisition was sourced to a purchase order, the purchase order status is Completed, and the last activity date is less than or equal to the current date minus the close days.</li> </ul>
<b>Additional Information</b>	<p>The major benefit to closing requisitions as a part of reconciliation processing is to ensure the requisition is eligible for budget checking so that the pre-encumbered amounts are correctly stated, and that any fully sourced and processed Requisition lines are closed. This helps to ensure duplicate sourcing is not done in error for closed Requisitions.</p> <p>Users may choose to run the Close Purchase Order Process prior to running the Close Requisitions process, as the purchase order associated with a requisition must first be closed before the requisition is eligible for closure.</p>

## Procedure

Below are step by step instructions on how to run the Close Requisitions process and view the report which shows all the requisitions that were closed through this process and see that they are in Completed status.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Purchasing</b> link.
4.	Click the <b>Create Requisitions</b> link.
5.	Click the <b>Reconcile Requisitions</b> link.
6.	Click the <b>Close Requisitions</b> button.
7.	On the Close Requisitions page, select the <b>Add a New Value</b> tab.  <i><b>Note:</b> If a Run Control ID has been previously created, use Find an Existing Value.</i>
8.	Enter the Run Control ID and select the <b>Add</b> button.  <i><b>Note:</b> A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.</i>
9.	Select one of the following values from the <b>Requisition Run Option</b> field to determine which requisitions are selected for the Close Requisitions Process: <ul style="list-style-type: none"> <li>• <b>1 Bus Unit:</b> reconciles all requisitions within a single business unit. If this value is selected, a user can enter business unit and ChartField criteria.</li> <li>• <b>1 Document:</b> reconciles a single requisition within a single business unit. If this value is selected, a user can enter business unit, requisition, and ChartField criteria.</li> </ul>
10.	<b>(Optional)</b> Use the <b>ChartField Criteria</b> group box to select requisitions for processing based on ChartField values. This option is useful if a user is working in Commitment Control and want to process requisitions based on ChartField values.  If using this option, specify the GL Unit and any additional ChartField needed.

Step	Action
11.	<p>Select one of the following to be updated on the requisition. The system updates the accounting date on the requisition with this date for the requisition closed by the Close Requisitions process.</p> <ul style="list-style-type: none"> <li>• <b>Use Current Date as Acct. Date</b> checkbox</li> <li>• <b>Accounting Date for Action</b> field: specify a date within an open period for use. If using this option, make sure to uncheck the Use Current Date as Acct. Date checkbox.</li> </ul> <p><i><b>Note:</b> The date entered in the <b>Accounting Date for Action</b> field is used by the system to update the accounting date for the requisitions that are closed by the process. The date defined here will default as the accounting date on the requisition.</i></p>
12.	Click the <b>Save</b> button.
13.	Click the <b>Run</b> button.
14.	<p>The Process Scheduler Request window displays. Verify the <b>Select</b> checkbox is checked next to the appropriate process name.</p> <p>The process names are as follows:</p> <ul style="list-style-type: none"> <li>• <b>PORQ009 – Close Requisitions Report:</b> selecting this option will only run the Close Requisitions Report for the last time that the Close Requisitions Process ran.</li> <li>• <b>PO_REQRCON – Close Requisitions:</b> selecting this option will run the Close Requisitions process.</li> <li>• <b>PO_REQRQ – Close Requisitions:</b> selecting this option will run the Close Requisitions Process and the Close Requisitions Report. ITS recommends using this option.</li> </ul>
15.	Click the <b>OK</b> button.
16.	Verify the <b>Process Instance</b> number appears under the Run button. This number helps identify the process when a user checks the status.
17.	Click the <b>Process Monitor</b> link.
18.	If needed, click the <b>Refresh</b> button until the Run Status of the process displays as Success and the Distribution Status says Posted.

Step	Action
19.	<p>Depending on the process selected above, users will need to follow different instructions to retrieve the PORQ009 – Close Requisitions Report.</p> <p>Instructions for each option is below:</p> <ul style="list-style-type: none"> <li>• <b>PORQ009 – Close Requisitions Report:</b> click the Details link and then the View Log/Trace to access the report.</li> <li>• <b>PO_REQRCON – Close Requisitions:</b> does not produce a report.</li> <li>• <b>PO_REQRQ – Close Requisitions:</b> click the PO_REQRQ link under the Process Name column. The system opens the Process Detail box. Click the PORQ009 Success link then View/Log Trace to access the PDF report.</li> </ul>
20.	<p>Now that the Close Requisitions Process ran, batch budget check to liquidate any remaining pre-encumbrance balances on the Closed Requisitions.</p> <p>For more information, see <a href="#">EP.020.570 – Budget Checking Requisitions</a></p>