

9.2 Re-Opening a Requisition

Purpose: Use this document to re-open a requisition in ctcLink.

Audience: Finance Staff, Purchasing Staff

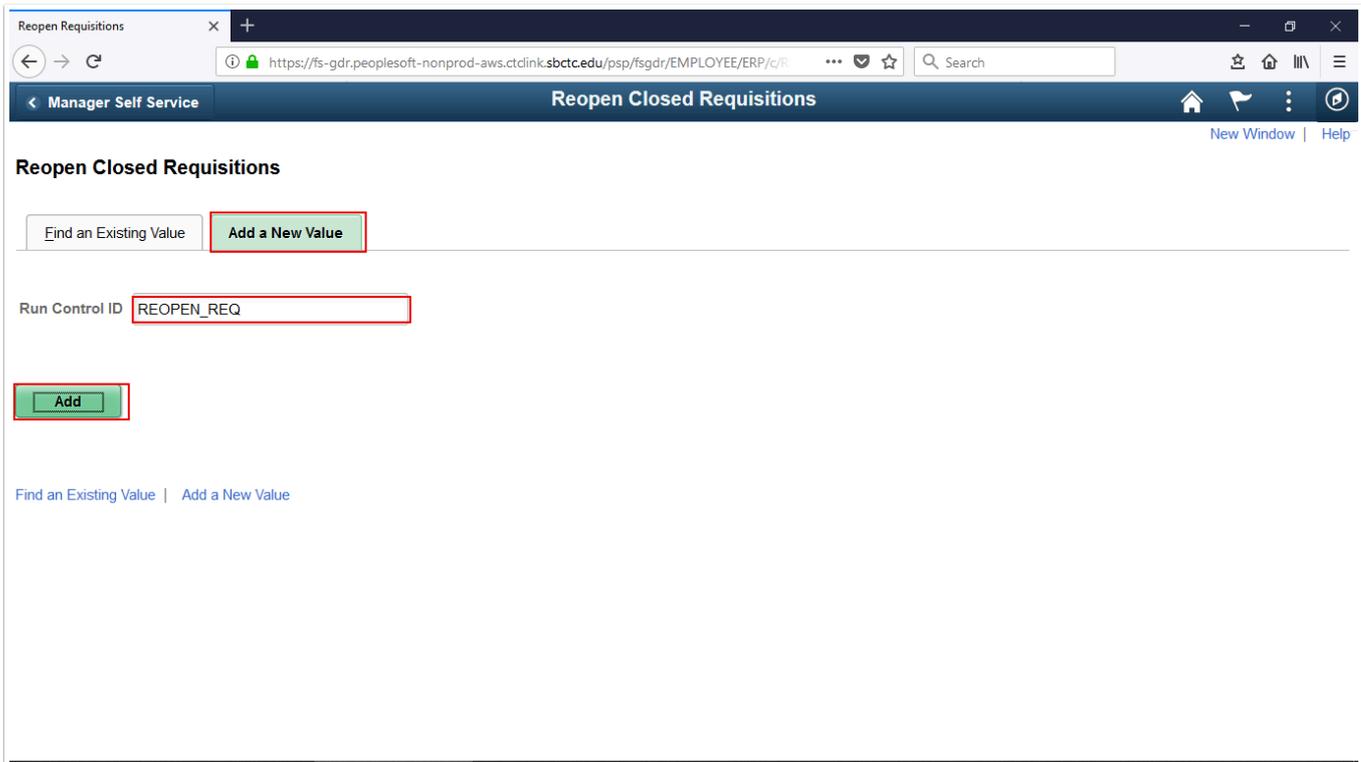
ctcLink Purchasing provides the **Requisition Reopen** process to undo changes made by the Close Requisitions process. The process reverses the effects of the Close Requisitions process on the most recently processed group of requisitions.

Running this process returns each requisition to its status prior to the last run of the Close Requisitions process. This does not mean that running this process reopens each requisition. If a requisition's status prior to being closed by the last run of the Close Requisitions process was canceled, running the Requisition Reopen process on the requisition returns its status to canceled. If a requisition's status was open prior to the Close Requisitions process, running the Requisition Reopen process returns its status to open.

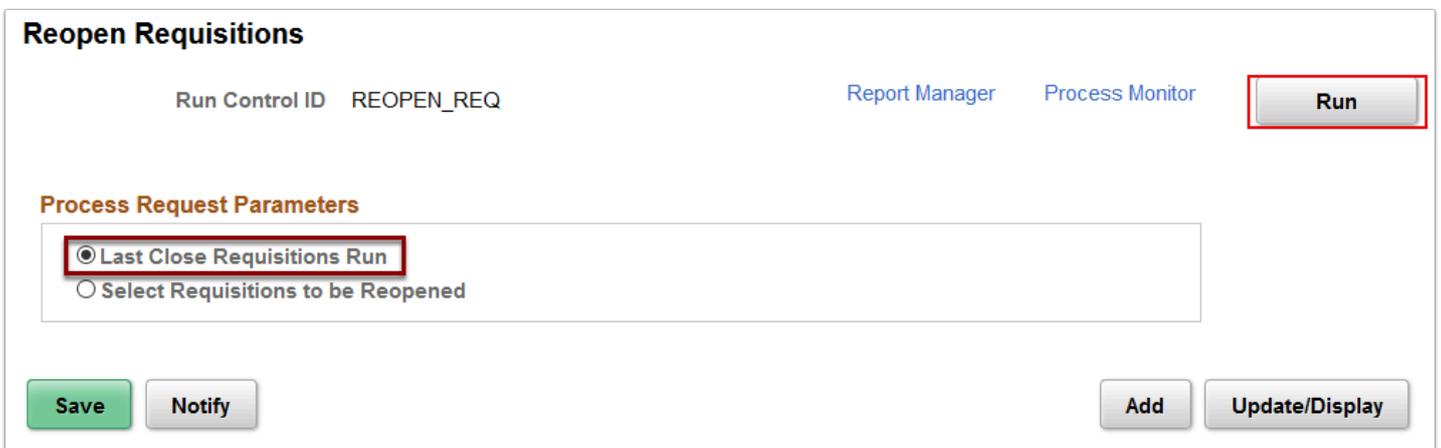
Navigation: NavBar > Navigator > Purchasing > Requisitions > Reconcile Requisitions > Reopen Requisitions

Re-Opening a Requisition

1. The **Reopen Closed Requisitions** run control ID page displays. Select **Add a New Value**.
2. Enter **Run Control ID**.
3. Select **Add**.



4. The **Reopen Requisitions** page displays. Select **Last Close Requisitions Run**.
5. Select **Run**.



-  Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.

You must select a **Server** name to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.

6. The **Process Scheduler Request** page displays. Choose **Server Name**.

7. Select **OK**.

Process Scheduler Request

User ID CTC_BRAMIREZ Run Control ID REOPEN_REQ

Server Name **PSUNX** Run Date 08/29/2018

Recurrence Run Time 11:25:04AM **Reset to Current Date/Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Requisition Reopen	PO_REQREOPN	Application Engine	Web	TXT	Distribution

OK **Cancel**

8. The **Process Scheduler Request** page disappears. The updated **Reopen Requisitions** page displays. Note the **Process Instance** number. Select **Process Monitor**. Refer to the Process Monitor QRG for instructions.

Reopen Requisitions

Run Control ID REOPEN_REQ

Report Manager **Process Monitor** **Run**

Process Instance:388446

Process Request Parameters

Last Close Requisitions Run
 Select Requisitions to be Reopened

Save **Notify** **Add** **Update/Display**

9. Process complete.