

QUICK REFERENCE GUIDE

Reopening Closed Requisitions

April 5, 2012

The Reopen Requisition process gives you the ability to reopen previously closed requisitions. This may be needed if any were closed in error. When reopening, keep the following in mind:

- Requisitions can be reopened regardless of whether they were manually or automatically closed
- You are able to reopen any requisition at any time
- Reopening a requisition does not automatically re-establish the pre-encumbrance; the requisition must be updated and budget check must be run in order for this to happen

Set Parameters

1. **Navigate** to Purchasing, Requisitions, Reconcile Requisitions, Reopen Requisitions
2. Locate previously created run control ID or create a new one
 - a. Previously created value
 - i. Click the **Find an Existing Value** tab
 - ii. Search for an existing ID by entering the name in the **Run Control ID** field and clicking **Search**
 - iii. Click on the value to open the reopen parameters page
 - b. New Value
 - i. Click the **Add a New Value** tab
 - ii. Enter a name for the run control
 - iii. Click **Add**.
3. Set the reopen parameters

The screenshot shows the 'Reopen Requisitions' web application interface. At the top, there is a 'Run Control ID' field containing 'kmtst' and a 'Run' button. Below this are links for 'Report Manager' and 'Process Monitor'. The main content area is titled 'Process Request Parameters' and contains two sections: 'Reopen Requisition Selection Criteria' and 'Accounting Date Option'. In the 'Reopen Requisition Selection Criteria' section, there are several fields: 'Reopen Request' (dropdown menu set to 'Specific Document'), 'Business Unit' (text field with a search icon), 'Requisition ID' (text field with a search icon), 'Requisition Date' (dropdown menu set to 'All'), 'Activity Date' (dropdown menu set to 'All'), and 'Requester' (text field with a search icon). In the 'Accounting Date Option' section, there are two radio buttons: 'Open with Specified Accounting Date' (selected) and 'Open with Existing Accounting Date'. The 'Specified Accounting Date' field contains '04/04/2012'. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

- a. Select Requisitions to reopen
 - i. Last Close Requisition Run
 - 1. Choose this option to reopen all requisitions closed in the last Close Requisition run
 - ii. Select Requisitions to be reopened
 - 1. Choose this option to specify an individual or a group of Requisitions to reopen
- b. Reopen Request
 - i. Range of Documents
 - 1. Reopen a range of requisitions
 - 2. If selected, enter the specific requisition range using the **Requisition ID** and **To** fields
 - ii. Specific Business Unit
 - 1. Reopen the requisition associated with a specific business unit
 - 2. If selected, enter the specific business unit using the **Business Unit** field
 - iii. Specific Document
 - 1. Reopen a specific requisition
 - 2. If selected, enter the requisition ID using the **Requisition** field
- c. Business Unit
 - i. Enter the BU of the Requisition to reopen
 - ii. Only one BU can be entered at a time
- d. Requisition ID
 - i. Enter in specific requisition number, or requisition range to reopen
- e. If no specific requisition number is entered, you can select requisitions to reopen using a combination of the following criteria
 - i. Requisition Date
 - 1. All
 - a. Select if you want to reopen requisitions for all dates
 - 2. Range
 - a. Select if you want to reopen requisitions for a certain date range
 - b. If selected, enter the specific date range using the **From** and **To** date fields next to this field
 - 3. Value
 - a. Select if you want to reopen requisitions for a specific date
 - b. If selected, enter the specific date using the date field next to this field
 - ii. Activity Date
 - 1. All
 - a. Select if you want to reopen requisitions for all activity dates
 - 2. Value
 - a. Select if you want to reopen requisitions for a specific date
 - b. If selected, enter the date using the date field next to this field
 - iii. Requester
- f. Accounting Date Option
 - i. Open with Specified Accounting Date
 - 1. Select this option if you want to reopen the requisition using the accounting date you specify
 - 2. The current date appears by default in the date field but you can override it if you choose
 - ii. Open with Existing Accounting Date

1. Select this option if you want to reopen the requisition using the existing accounting date on the requisition

g. **Save**

Once the parameters have been entered and saved, they will be available the next time you wish to run the Requisition reopen process.

Initiate Run Process

1. From the Reopen Requisitions page described above, click **Run**. This will bring you to the Process Scheduler Page

Process Scheduler Request

User ID: 01135033 Run Control ID: kmtst

Server Name: Run Date: 04/04/2012

Recurrence: Run Time: 11:29:34AM

Time Zone:

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

2. Leave all options as they default and click **OK**

The reopen process will now begin. You can monitor the status of the reopen using the process monitor page. Once the process is complete, you can access the requisition from the Manage Requisitions page (eProcurement, Manage Requisitions) and update and budget check as needed.