Closing Requisitions in the Requester's Workbench
Core-CT Financials eProcurement
Updated as of: July 28, 2024

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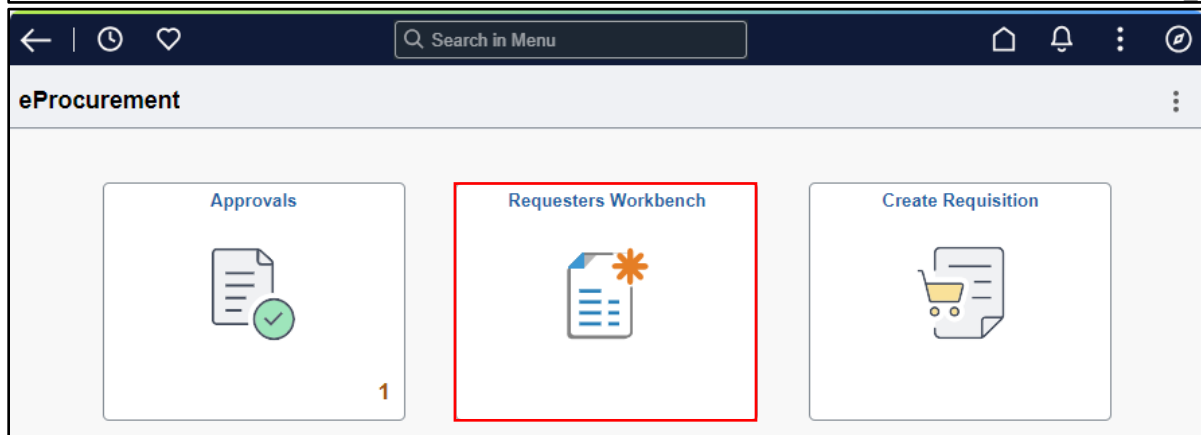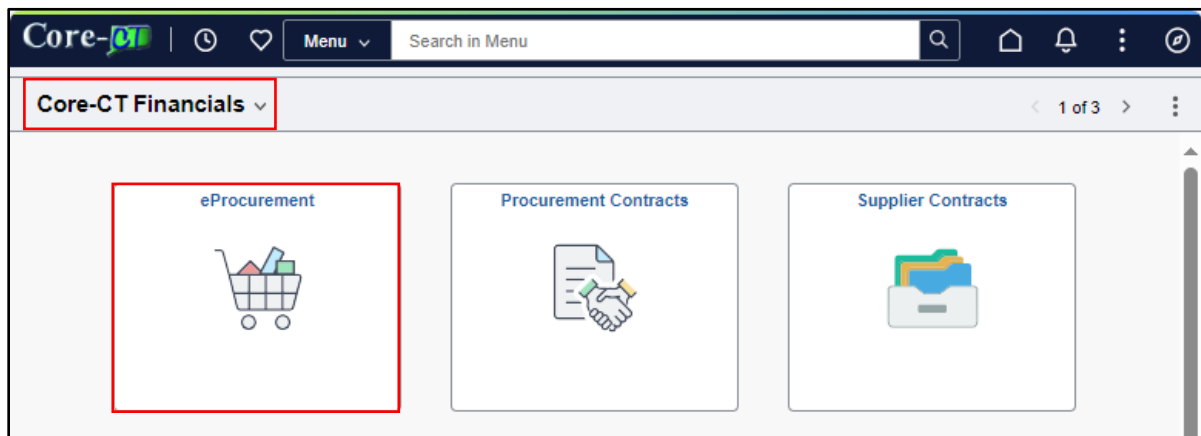

Navigation:

Nav Bar > Menu > Core-CT Financials > Purchasing > Requisitions > Requester's Workbench

Or

Select **Core-CT Financials**
Click the **eProcurement** tile
Click the **Requesters Workbench** tile

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➢ Click the Add a New Value button
➢ The Business Unit will Default

➢ Enter a Workbench ID of your choice – this field is alpha-numeric
➢ Click the Add button

➢ Fill in the criteria (including the checkboxes and Chartfields)
➢ Click the Search button

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- ➢ Add a Description for your Workbench ID
- ➢ Choose the requisitions to close
- ➢ Click on Close

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- ➢ Click the log Icon to verify why this did not qualify before moving it to the qualified side.
- ➢ Check the box for the requisition in the "not qualified column" and
- ➢ Click the > to move it to the "qualified column."
  (**Req. must have a budget status of VALID and not be associated with an open purchase order to qualify to close**).

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➤ Click YES

➤ Click YES

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Requisition is status is now Complete which means it is Closed