

### Job Aid Manage Requisitions and Orders

| GUS Cloud<br>Finance Test |                                    |             |                          |              | ¢ ★ ۱                    | * 🕨 😔 🕯       | DeptChair Test 👻 |
|---------------------------|------------------------------------|-------------|--------------------------|--------------|--------------------------|---------------|------------------|
|                           |                                    |             |                          |              |                          |               |                  |
|                           | DeptChair Test DeptChair Test      |             | General<br>Accounting    | Journals     | Period Close             | Asset loguiny |                  |
|                           | 2 1<br>Conversations Following Fol | 1<br>lowers | Financial                | Time         | Web Clock                | Expenses      |                  |
|                           | 0 Employee News                    |             | Reporting Center         | _            |                          | _             |                  |
|                           | 0 My Flags                         | 9           | ₩.                       |              |                          |               |                  |
|                           | 2 Purchase Documents               | Θ           | Purchase<br>Requisitions |              |                          |               |                  |
|                           |                                    |             | Getting Started          | My Deshboard | Setup and<br>Maintenance | Toola         |                  |
|                           |                                    |             |                          |              |                          |               |                  |

| Step | Action   |
|------|--|
| 1.   | Begin by clicking on the <b>Home</b> icon at the top right of the screen to access the <b>Gus Cloud Springboard</b> .  |
| 2.   | Click on the <b>Procurement</b> icon which reveals your task icons within the Procurement module. Do this if your <b>Purchase Requisition</b> button is not already showing. |

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| Step | Action  |  |  |  |  |  |  |
|------|---|--|--|--|--|--|--|
|      | Your Purchase Requisition Page should look like this:   |  |  |  |  |  |  |
| 3.   | ≡ ∰CATIONAL W ★ C > O O Shareed Sensory   |  |  |  |  |  |  |
|      |   |  |  |  |  |  |  |
|      | Shop  |  |  |  |  |  |  |
|      | Non-   Contract   Contract <th< td=""></th<> |  |  |  |  |  |  |
| 4.   | Use your Task Page icon to open your toolbar and navigate to Manage Requisitions.     Image Requisitions  |  |  |  |  |  |  |
| 5.   | Requisitioning BU must be PSU Business Unit.   Requisitioning BU PSU Business Unit  |  |  |  |  |  |  |
|      | Search by Requisition number, Status, PO number, or combinations of searchable fields.  |  |  |  |  |  |  |
| 6.   | Requisitioning BU PSU Business Unit 🗸 Status All  |  |  |  |  |  |  |
|      | ** Entered By Sumang, Sharnnel Q Requester Q  |  |  |  |  |  |  |
|      | ** Requisition Order Q  |  |  |  |  |  |  |
|      | Description Requisitions Requiring Attention  |  |  |  |  |  |  |
| 7.   | Manage Requisitions is a search engine essentially. This is a tool that allows you to search in a variety of ways and save those searches to be run quickly and easily with just a few clicks.  |  |  |  |  |  |  |
| 8.   | Click Export to Excel icon.   |  |  |  |  |  |  |
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| Step | Action  |  |
|------|---|--|
| 9.   | Use your "View" dropdown to help with the information you are looking for. Rearrange the order of the segments to sort the information as it best pertains to your needs. Sort by status: Open, closed for Invoicing, closed for Receipting, etc.   |  |
|      | Search Results<br>Actions ▼ View ▼ Format ▼   |  |
| 10.  | Note: Status is typically 1 step behind where they are. Closed for Invoicing means that the PO has been pulled into invoicing. Closed for receipting means that it was pulled into the receipting process. This process may be complete, but until it is pulled into invoicing, it will remain in the status of receipting. |  |
| 11.  | Congratulations!<br>You have reached the end of this tutorial.<br>End of Procedure.   |  |