

# CUNYfirst

## Requisition Approval

CUNYfirst is the City University of New York's fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff.

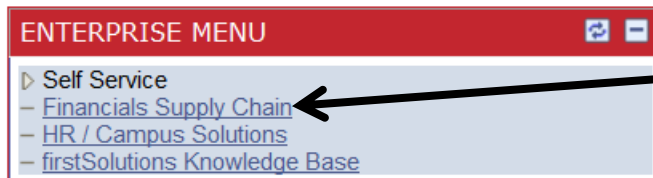
**Please Note: THIS IS THE TRAINING ENVIRONMENT!!!**

Signing on to **CUNYfirst** - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more. It will give faculty additional tools to enhance their interaction with students. It is also designed to give staff access to powerful processes that connect with the finance, student administration and human resources functions necessary to operating the nation's largest urban university.

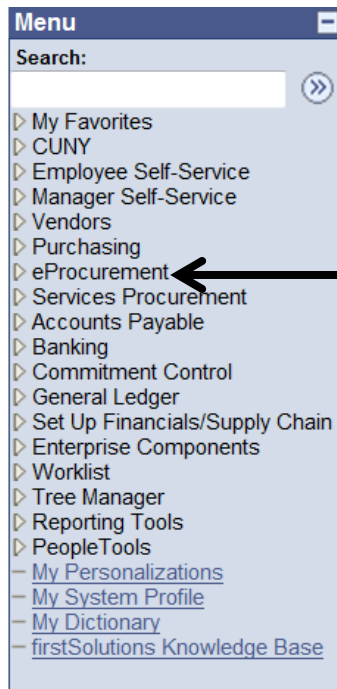
Username:

Password:  

**Enter username and password to enter system**



Click **“Financial Supply Chain”**



Click **“eProcurement”** to access the online requisitioning module

**Menu**

Search:

- ▷ My Favorites
- ▷ CUNY
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Vendors
- ▷ Purchasing
- ▷ **eProcurement**
  - ▷ Buyer Center
  - [Create Requisition](#)
  - [Manage Requisitions](#)
  - [Approve Requisitions](#)
  - [Receive Items](#)
  - [Reports](#)
  - [Administer Procurement](#)
  - [My Profile](#)
  - [Requisition Approval](#)
- ▷ Services Procurement
- ▷ Accounts Payable
- ▷ Banking
- ▷ Commitment Control
- ▷ General Ledger
- ▷ Set Up Financials/Supply Chain
- ▷ Enterprise Components
- ▷ Worklist
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)
- [firstSolutions Knowledge Base](#)

Click "**Requisition Approval**" to access the online requisitioning module


## Requisition Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value**


---

Maximum number of rows to return (up to 300):

**Business Unit:** =  

**Requisition ID:** begins with

**Requester:** begins with  

[Basic Search](#)  [Save Search Criteria](#)

Click magnifying glass to select "**Business Unit**"

**Look Up**

## Look Up Business Unit

**Business Unit:** begins with

**Description:** begins with

[Basic Lookup](#)

### Search Results

View 100 First  1 of 1  Last

Business Unit	Description
GRDPR	Graduate Center Tax Levy- CUNY

Business Unit will appear and click

## Requisition Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300):

**Business Unit:** =

**Requisition ID:** begins with

**Requester:** begins with

[Basic Search](#)  [Save Search Criteria](#)

Business unit will populate field.

Click "Search for requisitions awaiting approval"

Maximum number of rows to return (up to 300):

Business Unit:

Requisition ID: begins with

Requester: begins with

[Basic Search](#)

### Search Results

View All First 1-20 of 20 Last

Business Unit	Requisition ID	Requester
<a href="#">GRDPR</a>	<a href="#">000000020</a>	<a href="#">23014592</a>
<a href="#">GRDPR</a>	<a href="#">000000019</a>	<a href="#">10838908</a>
<a href="#">GRDPR</a>	<a href="#">000000018</a>	<a href="#">1097933</a>
<a href="#">GRDPR</a>	<a href="#">000000017</a>	<a href="#">23010615</a>
<a href="#">GRDPR</a>	<a href="#">000000016</a>	<a href="#">23010615</a>
<a href="#">GRDPR</a>	<a href="#">000000015</a>	<a href="#">10866593</a>
<a href="#">GRDPR</a>	<a href="#">000000014</a>	<a href="#">10859610</a>
<a href="#">GRDPR</a>	<a href="#">000000013</a>	<a href="#">10863979</a>
<a href="#">GRDPR</a>	<a href="#">000000012</a>	<a href="#">10857120</a>
<a href="#">GRDPR</a>	<a href="#">000000011</a>	<a href="#">10946799</a>
<a href="#">GRDPR</a>	<a href="#">000000010</a>	<a href="#">10863979</a>
<a href="#">GRDPR</a>	<a href="#">000000009</a>	<a href="#">10863979</a>
<a href="#">GRDPR</a>	<a href="#">000000008</a>	<a href="#">10847465</a>
<a href="#">GRDPR</a>	<a href="#">000000007</a>	<a href="#">10857120</a>
<a href="#">GRDPR</a>	<a href="#">000000006</a>	<a href="#">10847465</a>
<a href="#">GRDPR</a>	<a href="#">000000005</a>	<a href="#">10859610</a>
<a href="#">GRDPR</a>	<a href="#">000000004</a>	<a href="#">10847465</a>
<a href="#">GRDPR</a>	<a href="#">000000003</a>	<a href="#">10946799</a>
<a href="#">GRDPR</a>	<a href="#">000000002</a>	<a href="#">10838908</a>
<a href="#">GRDPR</a>	<a href="#">000000001</a>	<a href="#">10859610</a>

Click on Requisition number for approval. If you click on requisition the data will appear for review prior to approval or rejection of request

### Requisition Review

Req Name: Office Supplies - Test

Total: 3.98 USD

Requester: [Maurice Wynter](#)

Business Unit: GRDPR

Entered on: 06/10/2013

Requisition ID: 000000020

Status: Pending

Priority: Medium

#### Requester's Justification:

No justification entered by requester.

#### Line Information

Line	Item Description	Vendor Name	Qty	UOM	Price	Curr
<input type="checkbox"/>	1 Books & Pens	STAPLES IN-003	2.0000	EA	1.99000	USD

Select All / Deselect All

#### Review/Edit Approvers

[Return to Worklist](#)

Requisition data will be displayed click "Select All" or in box on line to review information

## Requisition Review

**Req Name:** Office Supplies - Test

**Total:** 3.98 USD

**Requester:** [Maurice Wynter](#)

**Entered on:** 06/10/2013

**Status:** Pending

**Business Unit:** GRDPR

**Requisition ID:** 0000000020

**Priority:** Medium

### Requester's Justification:

No justification entered by requester.

### Line Information

Line	Item Description	Vendor Name	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1 Books & Pens	STAPLES IN-003	2.0000	EA	1.99000	USD

Select All / Deselect All

View Line Details

Review/Edit Approvers

[Return to Worklist](#)

Click "View Line Details" to view requisition information

**Requisition: Office Supplies - Test**

**Requester:** Maurice Wynter **Business Unit:** GRDPR **Requisition ID:** 0000000020 **Date:** 6/10/2013

**Comments:**

Line	Description	Qty	Price	Curr	UOM	Total
1	Books & Pens	2.0000	1.99000	USD	EA	3.98

Sched Line	Ship To	Attention	Due Date	Qty	Total
1	Loading Dock	Maurice Wynter		2.0000	3.98

Line	Pct	Req Qty	Amount	GL Unit	Location	Account	Oper Unit	Fund	Dept
1	100	2	3.98	GRD01	GC-8105	51001	9999	10	80045

Program	MP	Sp Init	Fnd Src
99999	355	9999	999999

Requisition information is displayed, Click red X to close information

## Requisition Review

Req Name: Office Supplies - Test

Total: 3.98 USD

Requester: Maurice Wynter

Entered on: 06/10/2013

Status: Pending

Business Unit: GRDPR

Requisition ID: 000000020

Priority: Medium

### Requester's Justification:

No justification entered by requester.

#### Line Information

	Line	Item Description	Vendor Name	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1	Books & Pens	STAPLES IN-003	2.0000	EA	1.99000	USD

Select All / Deselect All

View Line Details

#### Review/Edit Approvers

[Return to Worklist](#)

System reverts to Requisition Review

Click in triangle next to "Review/Edit Approvers"

Status: Pending

Priority: Medium

### Requester's Justification:

No justification entered by requester.

#### Line Information

	Line	Item Description	Vendor Name	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1	Books & Pens	STAPLES IN-003	2.0000	EA	1.99000	USD

Select All / Deselect All

View Line Details

#### Review/Edit Approvers

### Supervisor Approval

Office Supplies - Test: Pending

Supervisor Approval

Pending

Stuart Shor  
Supervisor by UserID

### Dept/Category Approvals

Line 1: Initialed

Books & Pens

Department Approval

Not Routed

Multiple Approvers  
Department Manager Approval 1

Not Routed

Multiple Approvers  
Department Manager Approval 2

Approver information is displayed, Approval is completed by authorized Departmental approver by clicking on Pending box.

Pending Approval is Blue

Approved requisitions are Green

Rejected requisitions are Red