

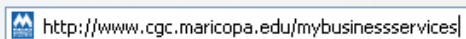
How To

View

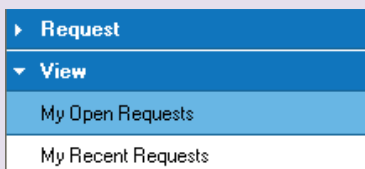
An Open Request In My Business Services

Steps:

1. Navigate to *My Business Services*.
www.cgc.maricopa.edu/mybusinessservices



2. Click on *View*.
3. Click on *My Open Requests*.



Hint: The My Open Requests feature manages those requests which have been submitted by the user but have not yet been completed.

A list of open requests submitted by the *My Business Services* user will appear in a Request Table. (See status next column.)

Create Date	Category	Short Description	Status	Refresh
8/15/2008 10:24 AM	Original Transfer	test	Requested for Action	
8/15/2008 7:58:34 AM	Transfer	test	Assigned	
8/11/2008 2:32:27 PM	Transfer	test	Assigned	
8/11/2008 2:31:35 PM	Final Close PD	test	Assigned	

Show List X: 2 pages: 30

4. Double click the desired request. A new window opens with the request information.

Purpose: Direct Admitts event

From: Account: [blank] Object Code: [blank] Sub-Object Code: [blank] Amount: [blank]

To: [blank] Other: [checkbox] Make Permanent: [checkbox] Add


Approval Status	FEI/CM	TD	Amount
Pending	210-450-264(19)94(000)	210-710-264(19)94(100)	75.00

Sum of All Transfers: 75.00

Optional File Attachments: [Add] [File Name] [Max Size] [Attach's Label] [Attachments: 1] [Attachments: 7]

Notes: [text area]

Save Cancel

5. Review the document. When viewed from My Open Requests no changes can be made to the request.
6. Close the request form by clicking the close button in the top right hand corner. 

Status Definitions

- New** – Denotes the status of a request that has not been assigned to a CBS Agent.
- Assigned** – Denotes the status of a request that has been assigned to a CBS Agent.
- Returned for more information** – Denotes the status of a request that has been returned to the originator for more information.
- Closed** – Denotes a request that has been successfully processed and has been terminated.
- Cancelled** – Denotes a request that has been unsuccessfully processed and has been terminated.

Approval Status Definitions

- Pending** – Denotes a request that requires approval but has not yet been approved or rejected by the respective Account Agent.
- Approved** – Denotes a request that has been reviewed and given the required approvals.
- Rejected** – Denotes a request that has not been reviewed and the required approvals will not be granted.
- N/A** – Denotes a request that does not require approvals.

For more information on viewing open requests or other options for requests to College Business Services, see the My Business Services Users' manual.

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College Business Services
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