



Business Process Document

PS FIN Purchasing: Approving A Requisition

Department	
Responsibility/Role	
File Name	Approving A Requisition_BUSPROC.doc
Version	
Document Generation Date	8/12/2009
Date Modified	8/12/2009
Last Changed by	
Status	

Approving A Requisition

Trigger:

Required Field(s)	Comments

Output - Results	Comments

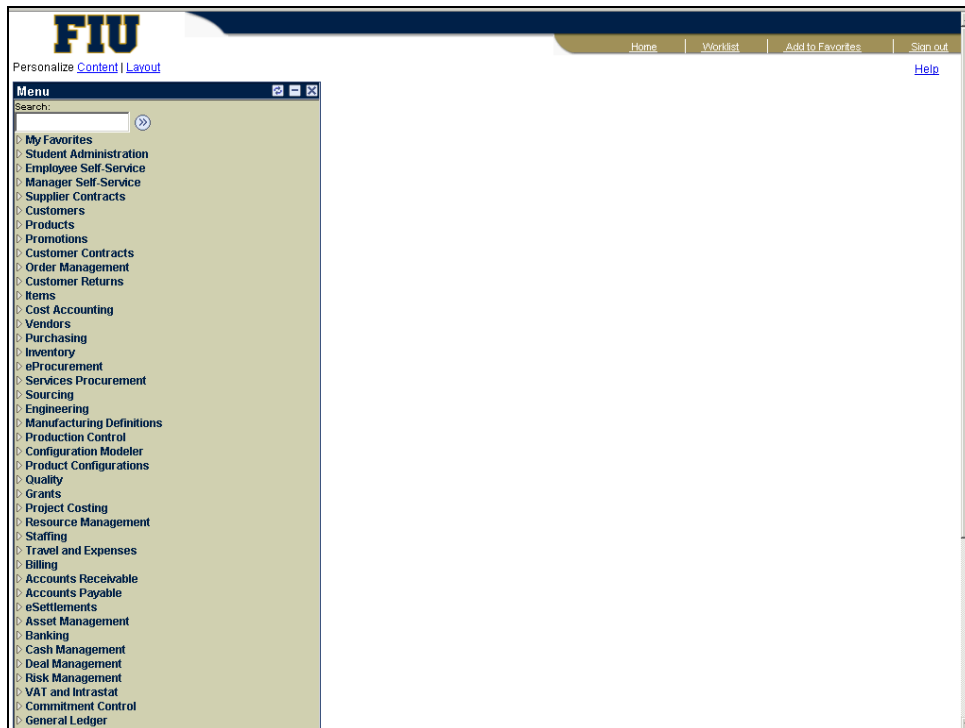
Additional Information

Procedure

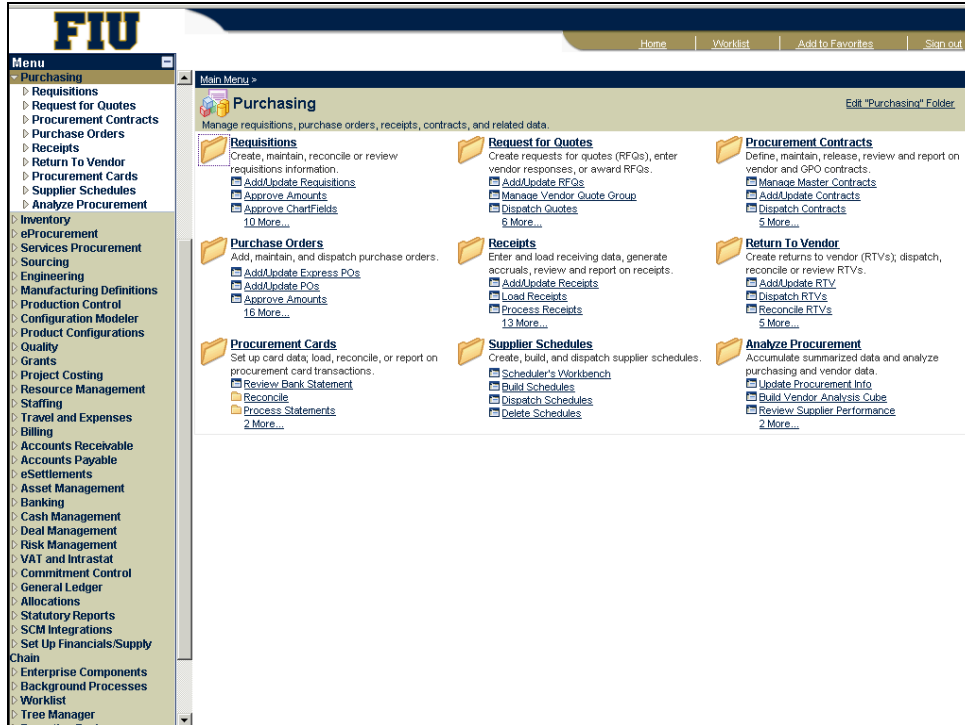
In this topic, you will be approving a requisition.



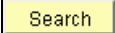



Once a Requisition Status has been set to Pending Approval and saved, it will be assigned a requisition # and an e-mail will be sent to the department/project approver. This e-mail notifies the approver that the requisition is Pending Approval.

As the approver, you will go to the Approve Amounts component and approve the requisition.



Step	Action
1.	Click the Purchasing link. Purchasing




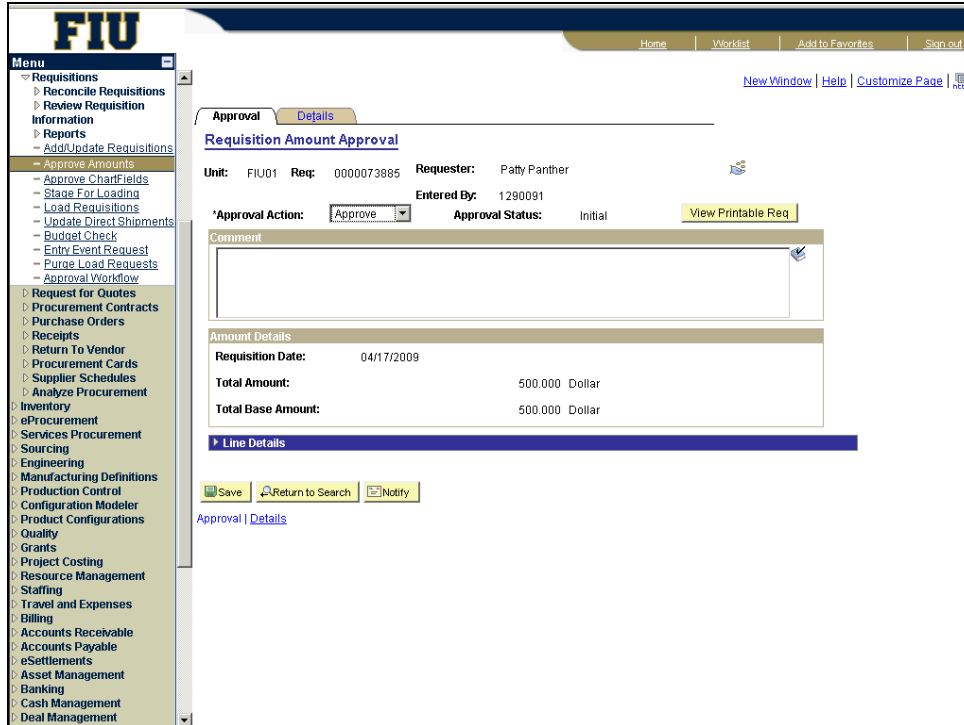
Step	Action
2.	Click the Requisitions link. 
3.	Click the Approve Amounts link. 
4.	Enter the desired information into the Requisition ID: field. Enter " 000073885 ".
5.	Click the Search button. 
6.	Click the Details link to view specifics about the requisitions. 
7.	Click the Details link. 
8.	Click the Approval link. 

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Step	Action
9.	<p>Click the Approval Action drop down menu and select 'Approve' from the drop down box if you want to approve this requisition.</p> <p>You can also 'Deny' the requisition outright, or choose 'Recycle' which sends it back to the Requester for review and possible resubmission.</p> <p></p>



The screenshot shows the 'Requisition Amount Approval' page in the FIU system. The left sidebar contains a 'Menu' with various options like 'Requisitions', 'Request for Quotes', and 'Procurement Contracts'. The main content area displays the following information:

- Approval Details:** Unit: FIU01, Req: 0000073885, Requester: Patty Panther, Entered By: 1290091.
- Approval Action:** A dropdown menu is set to 'Approve'. The 'Approval Status' is 'Initial'. A 'View Printable Req' button is visible.
- Comment:** A large text area for entering comments.
- Amount Details:**
 - Requisition Date: 04/17/2009
 - Total Amount: 500,000 Dollar
 - Total Base Amount: 500,000 Dollar
- Line Details:** A section header for further details.
- Buttons:** 'Save', 'Return to Search', and 'Notify' buttons are located at the bottom of the main content area.

Step	Action
10.	Enter the desired information into the Comment field. Enter " Requisition Approved ".
11.	Click the Save button. 
12.	Notice that the Approval Status has been changed to Complete now. Now that the requisition has been approved, it will automatically be routed to a Buyer in the Purchasing Department for processing.
13.	Click the 'Worklist' hyperlink to view your entire worklist.
14.	Once you have approved or denied the requisition, go back to your worklist and click the 'Mark Worked' button. This will take it off your worklist.
15.	Click the Home link. 
16.	Congratulations. You have successfully Approved a Requisition. End of Procedure.