

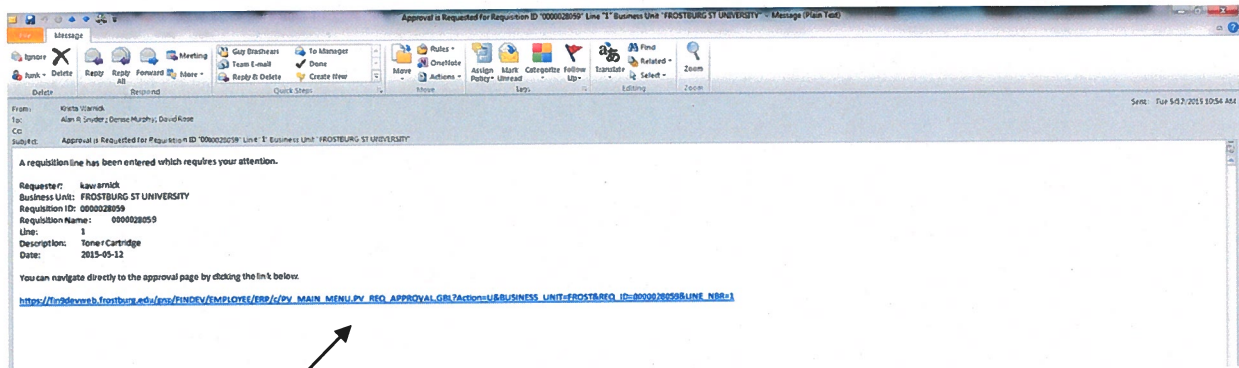
Instructions to Approve a Requisition

Approval

Requisition approvals must be done by someone who is set up with 'Approval' authority in PeopleSoft and maintains the Manager or PI status. Approvers are not permitted to add requisitions. Conversely, requesters are not permitted to approve requisitions.

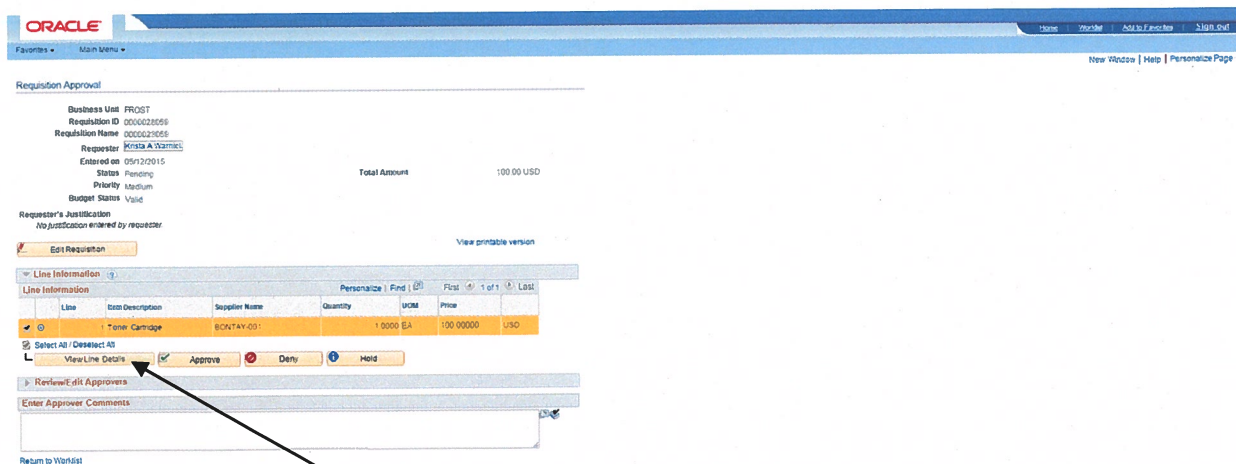
The Approval process is fairly simple!

When the requisition has been submitted for approval, it will generate an email notification.



Click on the link

The requisition will then appear



You can see where the requisition is being charged by clicking View Line Details

The following screen appears showing the distribution details.

Business Unit: FROST		Requester: K.warrick		Status: Pending Approval	
Requisition: 0000028068		Requested By: Krista A Warrick		Currency: USD	
Requisition Name: 0000028068		Entered Date: 5/27/15		Requisition Total: 100.00	
Line: 1	Item Description: Copy Paper	Quantity: 2.0000	UOM: CS	Price: 50.00	Line Total: 100.00
				Line Status: Pending	

Ship Line: 1	Ship To: RECV	Address:	Shipping Quantity: 2.0000
Attention: Krista A Warrick	Due Date:	Central Receiving 101 Braddock Road 123A Stangle Service Building Frostburg MD 21532-2303 United States	Shipping Total: 100.00

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	ST	2.0000	100.00	100.00	FROST	090200

Dept	Fund	Program
1340306	4010	00501

Open QTY	Open Amt
2.0000	0.000

GL Base Amount	Currency	Sequence
100.00	USD	0

You can then continue with approving the requisition

Oracle

Requisition Approval

Business Unit: FROST
 Requisition ID: 0000028068
 Requisition Name: 0000028068
 Requester: Krista A Warrick
 Entered on: 05/12/2015
 Status: Pending
 Priority: Medium
 Budget Status: Valid

Total Amount: 100.00 USD

Requester's Justification: No justification entered by requester.

View printable version

Edit Requisition

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price
1	Printer Cartridge	BCN1AT-001	1.0000	EA	100.00000

Select All / Deselect All

View Line Details

Approve Deny Hold

Review Approvals

Enter Approver Comments

Return to Worklist

Click "Approve"

You will then get a confirmation screen showing the approval was successful.

The screenshot shows the Oracle Requisition Approval interface. At the top, there is a blue header bar with the Oracle logo on the left and navigation links (Home, My Work, My Profile, Sign Out) on the right. Below the header, the page title "Requisition Approval" is displayed. The main content area is divided into several sections: 1. "Confirmation": A green checkmark icon followed by the text "000028059 has been approved." 2. "Review/for Approver": A section for reviewing the approval. 3. "Dept Manager": A section showing the approval status for the Department Manager. It includes a "Line 1: Approved" status and a "Dept Manager" box with a green checkmark and the text "Approved" and "Dept Manager - Approver". 4. "Final Notification": A section showing the final notification status. It includes a "Requisition 000028059: Approved" status and a "Final Notification" box with a green checkmark and the text "Self Approved" and "Final Notification". At the bottom left, there is a "Return to Worklist" link.

ORACLE

Home My Work My Profile Sign Out

Requisition Approval

Confirmation

✓ 000028059 has been approved.

Review/for Approver

Dept Manager

Line 1: Approved

Dept Manager

Approved

Dept Manager - Approver

Final Notification

Requisition 000028059: Approved

Final Notification

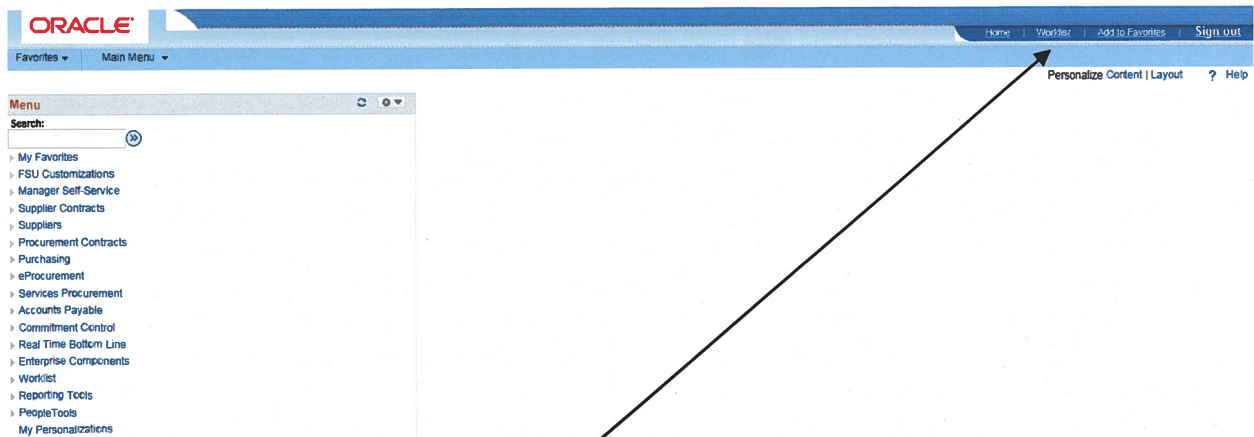
Self Approved

Final Notification

Return to Worklist

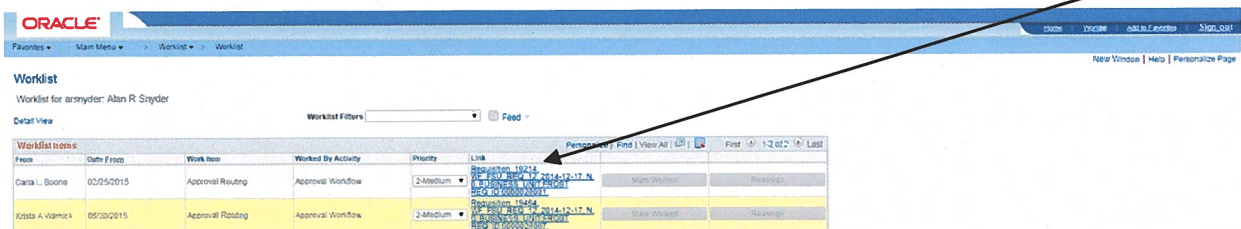
Approving the Requisition using the Worklist.

If the email notification is not available the requisition can be pulled up using the Worklist.



From the Main Menu, Click on Worklist

Requisitions requiring approval will be displayed. Click on the requisition using the Link



The Approval window below will be displayed .

Oracle

Requisition Approval

Business Unit: PROCST
Requisition ID: 0000028059
Requisition Name: 0000028059
Requester: Krisna A Wamici
Entered on: 05/12/2015
Status: Pending
Priority: Medium
Budget Status: Valid
Total Amount: 100.00 USD
Requester's Justification: No justification entered by requester.
View printable version
Edit Requisition

Line	Item Description	Supplier Name	Quantity	UOM	Price	1 of 1	Last
1	Toner Cartridge	SONY-001	1 0000 EA		100.00000		

Select All / Deselect All
View Line Details
Approve Deny Hold

Review/Edit Approvers
Enter Approver Comments

Return to Worklist

You can then look at the line details and approve the requisiton using the same steps as on page 1 & 2.