
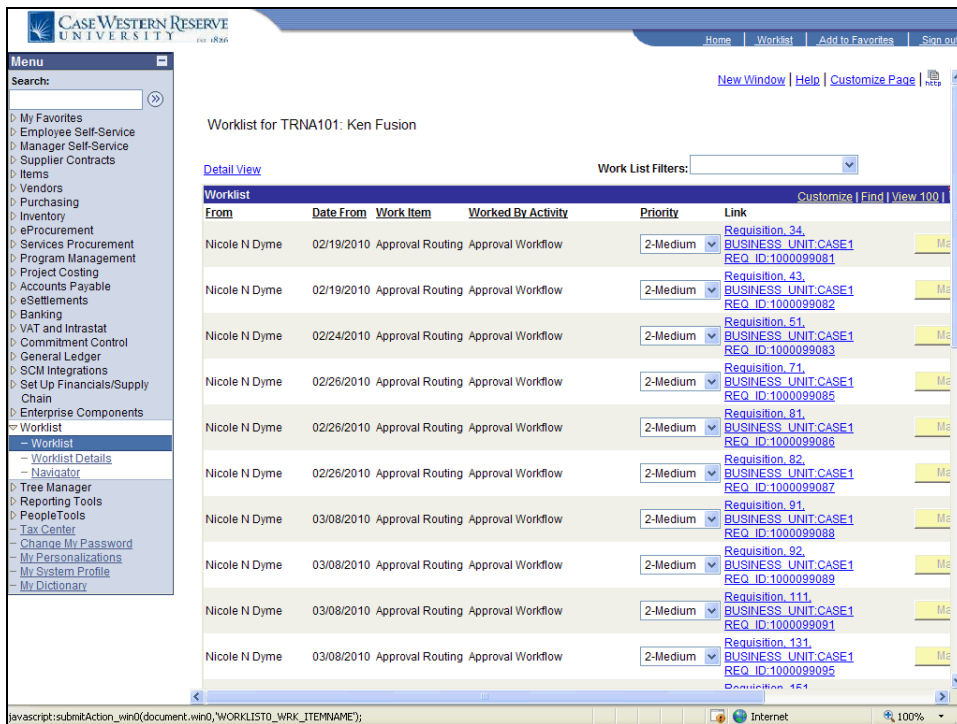


Approving a Requisition

Procedure

This guide will demonstrate how to approve Requisitions for both Special items that proceed to a buyer and SmartCART items that are processed electronically. The same method is used for each type of requisition.


Step	Action
1.	After logging into the Financials system, click the Worklist link on the top right menu bar. 



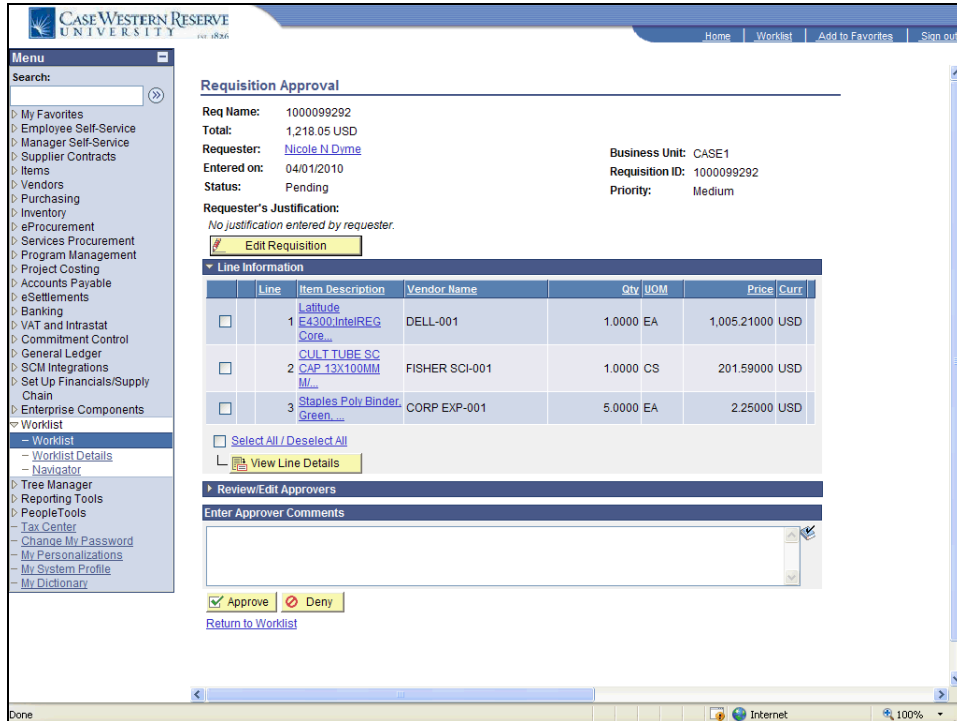
Worklist for TRNA101: Ken Fusion

Work List Filters:

From	Date From	Work Item	Worked By Activity	Priority	Link
Nicole N Dyme	02/19/2010	Approval Routing	Approval Workflow	2-Medium	Requisition 34 BUSINESS_UNIT:CASE1 REQ_ID:1000099081
Nicole N Dyme	02/19/2010	Approval Routing	Approval Workflow	2-Medium	Requisition 43 BUSINESS_UNIT:CASE1 REQ_ID:1000099082
Nicole N Dyme	02/24/2010	Approval Routing	Approval Workflow	2-Medium	Requisition 51 BUSINESS_UNIT:CASE1 REQ_ID:1000099083
Nicole N Dyme	02/26/2010	Approval Routing	Approval Workflow	2-Medium	Requisition 71 BUSINESS_UNIT:CASE1 REQ_ID:1000099085
Nicole N Dyme	02/26/2010	Approval Routing	Approval Workflow	2-Medium	Requisition 81 BUSINESS_UNIT:CASE1 REQ_ID:1000099086
Nicole N Dyme	02/26/2010	Approval Routing	Approval Workflow	2-Medium	Requisition 82 BUSINESS_UNIT:CASE1 REQ_ID:1000099087
Nicole N Dyme	03/08/2010	Approval Routing	Approval Workflow	2-Medium	Requisition 87 BUSINESS_UNIT:CASE1 REQ_ID:1000099088
Nicole N Dyme	03/08/2010	Approval Routing	Approval Workflow	2-Medium	Requisition 89 BUSINESS_UNIT:CASE1 REQ_ID:1000099089
Nicole N Dyme	03/08/2010	Approval Routing	Approval Workflow	2-Medium	Requisition 111 BUSINESS_UNIT:CASE1 REQ_ID:1000099091
Nicole N Dyme	03/08/2010	Approval Routing	Approval Workflow	2-Medium	Requisition 131 BUSINESS_UNIT:CASE1 REQ_ID:1000099095

Step	Action
2.	Click the Date From column header to sort by date if necessary. All headers are links to be used to sort ascending or descending order. 
3.	Click the Requisition link. In this example, Requisition, 1881, BUSINESS_UNIT:CASE1 REQ_ID:1000099292 .

Approving a Requisition



Menu

Search:

- My Favorites
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Items
- Vendors
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Program Management
- Project Costing
- Accounts Payable
- eSettlements
- Banking
- VAT and IntraStat
- Commitment Control
- General Ledger
- SCM Integrations
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
 - Worklist
 - Worklist Details
 - Navigator
- Tree Manager
- Reporting Tools
- PeopleTools
 - Tax Center
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Requisition Approval

Req Name: 1000099292
 Total: 1,218.05 USD
 Requester: [Nicole N Dyme](#)
 Entered on: 04/01/2010
 Status: Pending
 Business Unit: CASE1
 Requisition ID: 1000099292
 Priority: Medium

Requester's Justification:
 No justification entered by requester.
[Edit Requisition](#)

Line Information


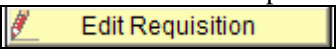
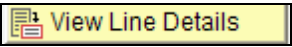

Line	Item Description	Vendor Name	Qty	UOM	Price	Curr
<input type="checkbox"/>	Latitude E4300 Intel REG Core...	DELL-001	1.0000	EA	1,005.21000	USD
<input type="checkbox"/>	CULT TUBE SC CAP 13X100MM M...	FISHER SCI-001	1.0000	CS	201.59000	USD
<input type="checkbox"/>	Staples Polr Binder Green...	CORP EXP-001	5.0000	EA	2.25000	USD

[Select All / Deselect All](#)
[View Line Details](#)

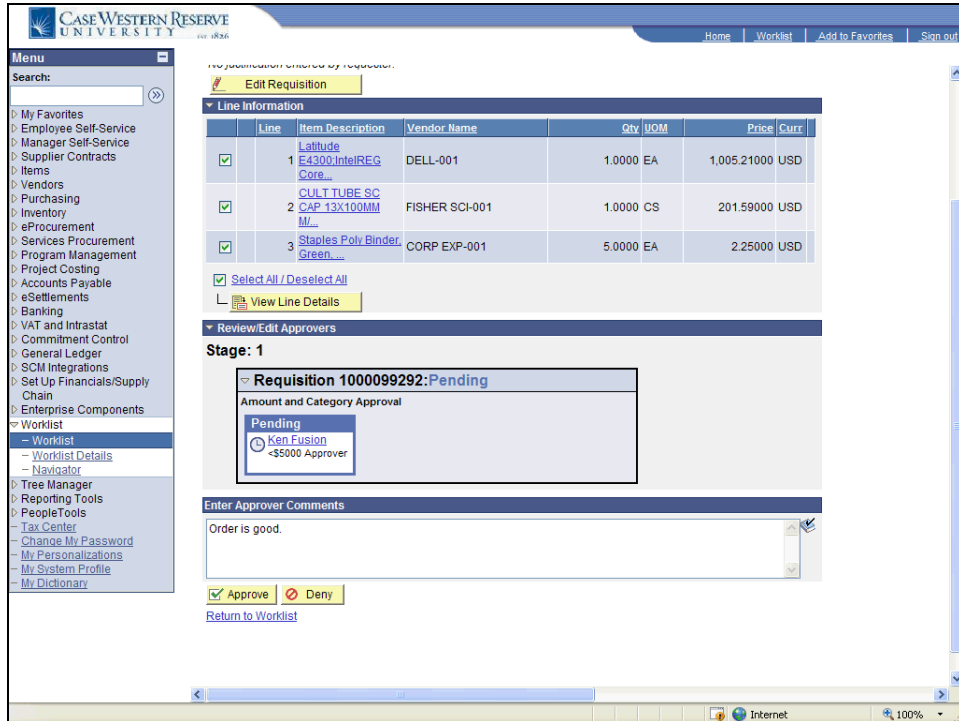
Review/Edit Approvers

Enter Approver Comments

[Approve](#) [Deny](#)
[Return to Worklist](#)

Step	Action
4.	The Requisition Approval page opens. Click the checkbox next to the items to approve. 
5.	To view the Requisition and see any attachments, click Edit Requisition . When completed choose Cancel Changes on the Requisition. To return click the Worklist link at the top of the page. 
6.	To view the Line details which contains Speedtype and Account information, Click the View Line Details button. A new window will open with the information. When finished viewing, click the close button, red X in top right corner to close the window. 
7.	Click the Expand section button to see the approvers and/or buyers. 
8.	Enter any comments, in the Enter Approver Comments field.

Approving a Requisition



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 - My System Profile
 - My Dictionary

Requisition entered by requisitioner:

[Edit Requisition](#)

Line Information

	Line	Item Description	Vendor Name	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1	Latitude E4300 Intel REG Core...	DELL-001	1.0000	EA	1,005.21000	USD
<input checked="" type="checkbox"/>	2	CULT TUBE SC CAP 13X100MM M...	FISHER SCI-001	1.0000	CS	201.59000	USD
<input checked="" type="checkbox"/>	3	Staples Poly Binder Green...	CORP EXP-001	5.0000	EA	2.25000	USD

[Select All / Deselect All](#)

[View Line Details](#)


Review/Edit Approvers

Stage: 1

Requisition 1000099292: Pending

Amount and Category Approval

Pending

 **Ken Fusion**
\$5000 Approver

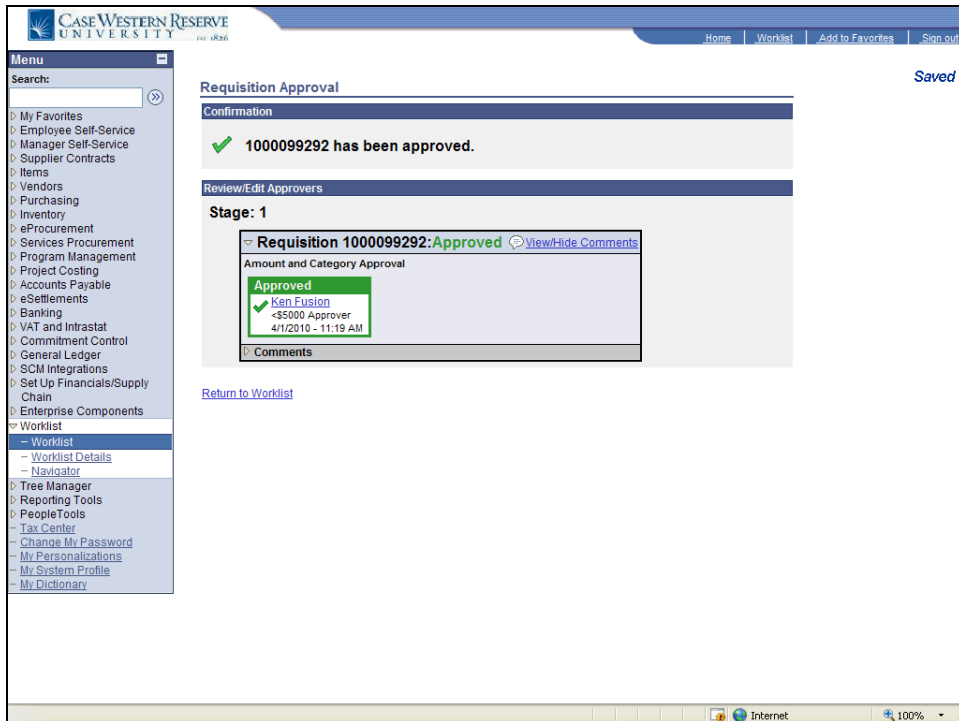
Enter Approver Comments

Order is good.

[Approve](#) [Deny](#)

[Return to Worklist](#)

Step	Action
9.	Click the Approve or Deny button.




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Requisition Approval

Confirmation

 **1000099292 has been approved.**


Review/Edit Approvers

Stage: 1

Requisition 1000099292: Approved [View/Hide Comments](#)

Amount and Category Approval

Approved


 **Ken Fusion**
\$5000 Approver
4/1/2010 - 11:19 AM

Comments

[Return to Worklist](#)

Saved

Approving a Requisition

Step	Action
10.	The Requisition Approval page appears. Click the Expand button on the Comments to see more information. 
11.	Click the Return to Worklist link to continue approving items. Return to Worklist
12.	End of Procedure.