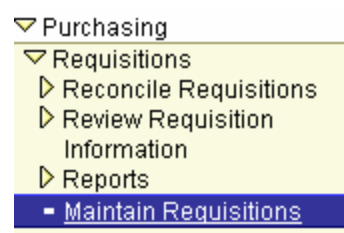


Requisition Approval

Once requisition data entry is complete, a requisition must be approved and budget checked before Contracts and Procurement Department buyers can create a purchase order. Following approval, the requisition must be budget checked. The approver can elect to budget check it manually, otherwise, a nightly process will run, budget checking all requisitions with an approved status.

Navigation: Purchasing, Requisitions, Maintain Requisitions, Find an Existing Value



Find an Existing Value

- Enter the Requisition ID, or type % (wild card) and the last few digits of the Requisition ID.
- Click

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value
Add a New Value

Business Unit: [=]

Requisition ID: [begins with]

Requisition Status: [=]

Origin: [begins with]

Requester: [begins with]

Case Sensitive


[Basic Search](#)

Search Results

View All First 1 of 1 Last

Business Unit	Requisition ID	Requisition Status	Origin	Requester
SLCMP	2003101056	Open	ONL	DDAY

- Click the requisition you need to approve.

- Verify line information on the Form page which includes:
 - Description of the item(s) for each line (to view the entire description, click  to the right of the field)
 - Qty of those items
 - Unit Of Measure
 - Category ID
 - Price of the items
- Click [Schedule](#)

- For each line of the requisition there is a schedule. Verify the distribution (chartfields) for each schedule by clicking the distribution link. If there are multiple lines on the requisition, click [View All](#) to view them on the same page.

Distributions											
Customize Find View All											
Details More Details [FFF]											
Sel	Dist	Status	Location	Req Qty	Amount	Percent	Account	Fund	Dept	Program	Class
<input checked="" type="checkbox"/>	1	Open	045_129	1.0000	20.00	100.0000	660003	M0018	108300		

- Verify the Chartfields and click
- When you have verified each line, click
- If necessary, click [Header Comments...](#) to verify comments to the Buyer.
- For each line of the requisition there is a schedule. Verify the distribution (chartfields) for each schedule by clicking the distribution link. If there are multiple lines on the requisition, click [View All](#) to view them on the same page.

[Form](#) | **Schedule**

Unit: SLCMP Req ID: 2003100208 ▲ ✖

Line										
Find View All First 1 of 1 Last										
Line: 1 Various choral scores										
Schedule Customize Find View All First 1 of 1 Last										
Se	Sched	*Ship To	Due Date	Req Qty	Price	Amount	Status			
<input checked="" type="checkbox"/>	1	070_108	08/04/2003	1.0000	2,000.00000	2,000.00	Active			
Req Qty: 1.0000				Batch Lot	Amount: 2,000.00		Dollar			
Distribution		Shipment Detail		Drop Shipment						
Ship To Address		One Time Address								

[Form](#) | [Schedule](#)

Distributions											
Customize Find View All											
Details More Details [FFF]											
Sel	Dist	Status	Location	Req Qty	Amount	Percent	Account	Fund	Dept	Program	Class
<input checked="" type="checkbox"/>	1	Open	045_129	1.0000	20.00	100.0000	660003	M0018	108300		

- Verify the Chartfields and click
- When you have verified each line, click
- If necessary, click [Header Comments...](#) to verify comments to the Buyer.

Header Comments

Unit: SLCMP Req ID: NEXT

Find | View All First 1 of 1 Last

Active Only *Sort Method: Comment Time Sta *Sort Seq: Ascending

Comments:
 Please expedite

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document
 File Name: File Extension:

[Standard Comments](#) GoTo Source Fetch Item Specs

OK Cancel Refresh

➤ Click

Form Schedule

Unit: SLCMP Req ID: 2003100851 *Req Date: 12/09/2003 Origin: ONL ✔ ▲ ✖ 🗑

*Requester: PPARSONS Pam Parsons Hold From Further Processing

Status: Open Budget Status: Not Chk'd Accounting Date: 12/09/2003 Currency: USD Dollar 1 to 1 of 1

➤ Approve by clicking ✔ and click Save

➤ Run Budget Check by clicking 🔍

➤ Verify Status and Budget Status before leaving the page. Click Sign out

Form Schedule

Unit: SLCMP Req ID: 2003100880

*Requester: SARROWNL

Status: Approved Budget Status: Valid

Line