Purchasing Activities
Approving/Denying a Requisition

Overview:

Understanding the Requisition Approval or Denial Process

This tutorial provides instructions on managing requisition approvals. It also includes useful instructions regarding:

- Viewing Requisition line details
- Approving Requisitions
- Denying Requisitions

After a Requisition is created and submitted to workflow, it will be routed to the appropriate Approvers depending on the Department, Fund, Project and/or Category information entered on the Requisition. Keep in mind that there are often multiple approvals and *each* stage of the routing must be approved before the Requisition becomes fully approved and eligible to become a Purchase Order.

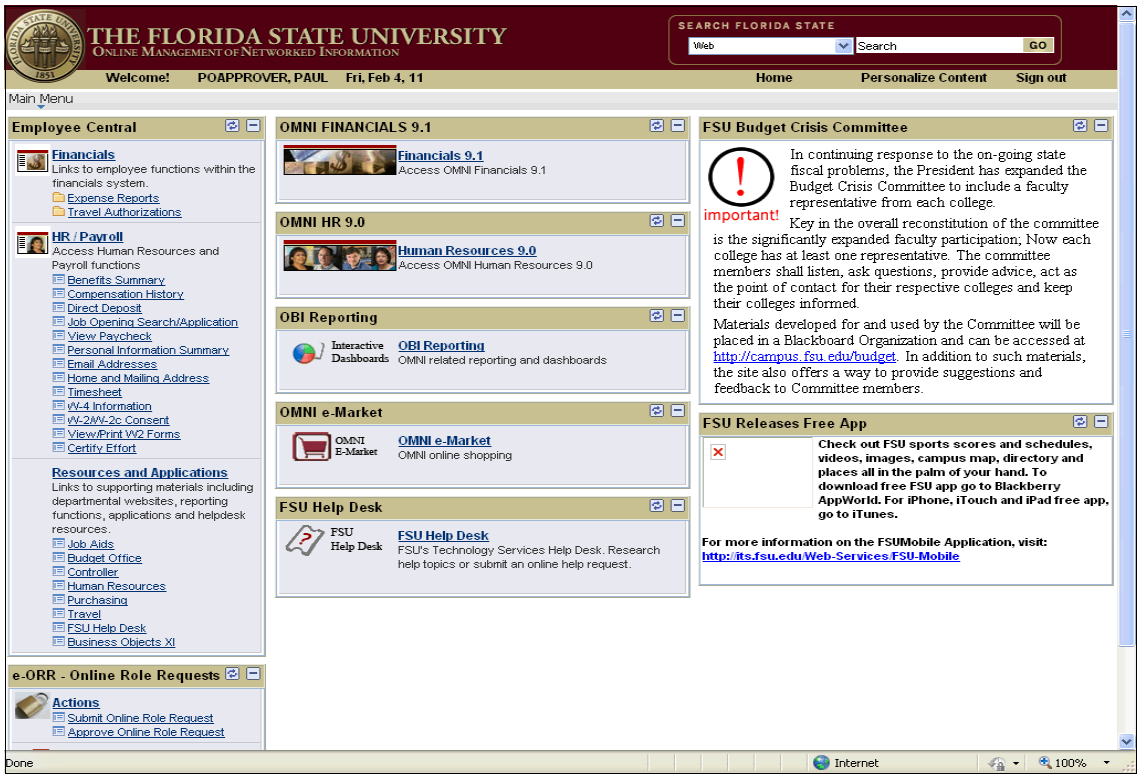
The Approver can take action against a Requisition from either the Worklist or the eProcurement Approve Requisitions page. The Approve Requisitions page is extremely useful for Approvers who have a large number of Requisitions pending approval. Unlike the Worklist, it allows Approvers to search for specific Requisitions in an organized format. It also enables Approvers to continuously approve Requisitions without refreshing the page between each process.

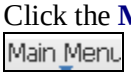
Estimated Length: 2 Minutes

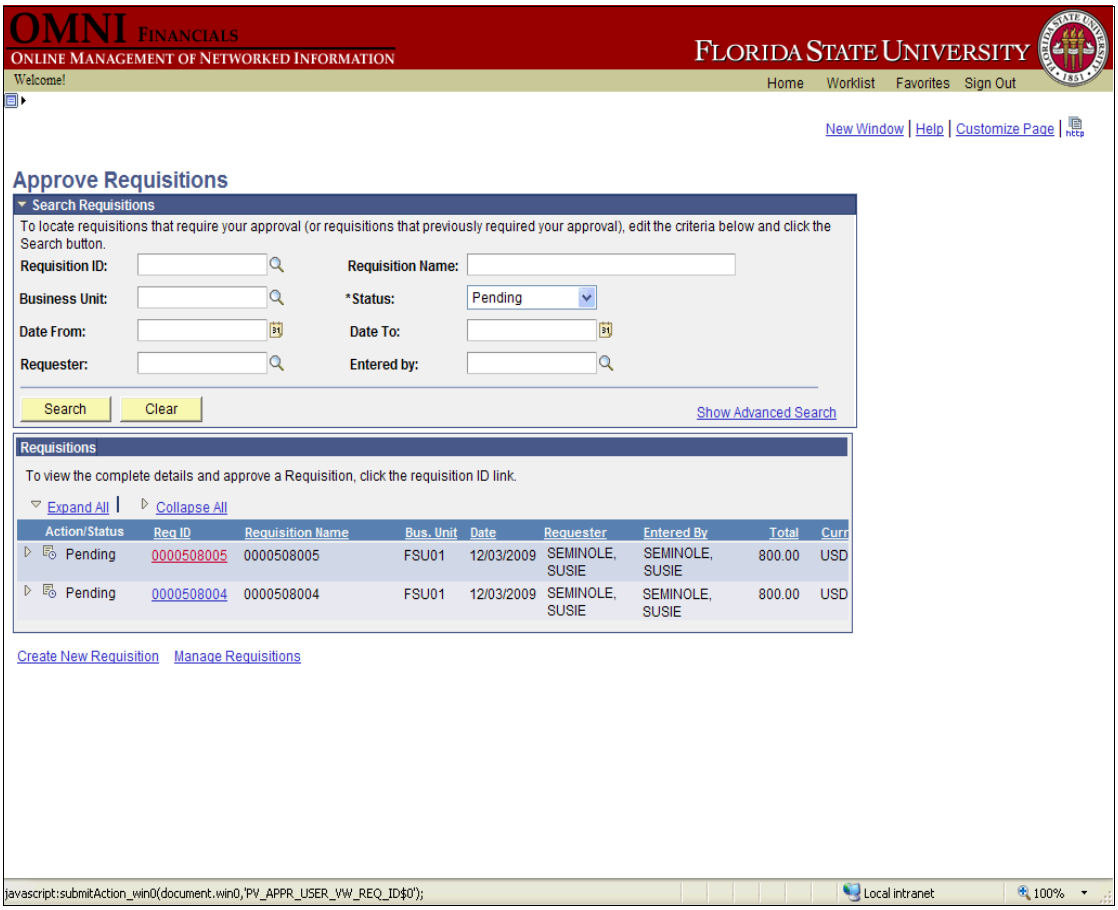
Procedure

Scenario:
In this topic, you will learn how to review the details of a Requisition and approve or deny the Requisition.

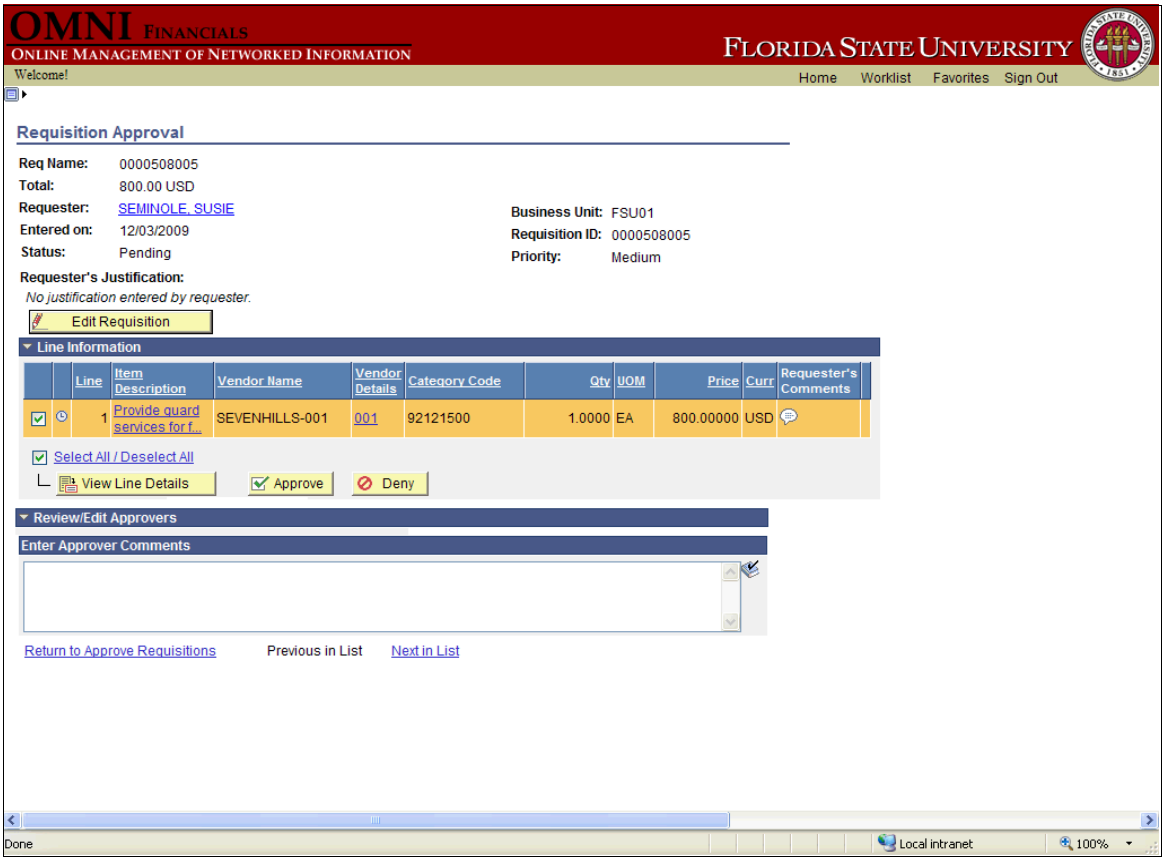
Key Information:
Correct budget information
Allowable purchases on your budget



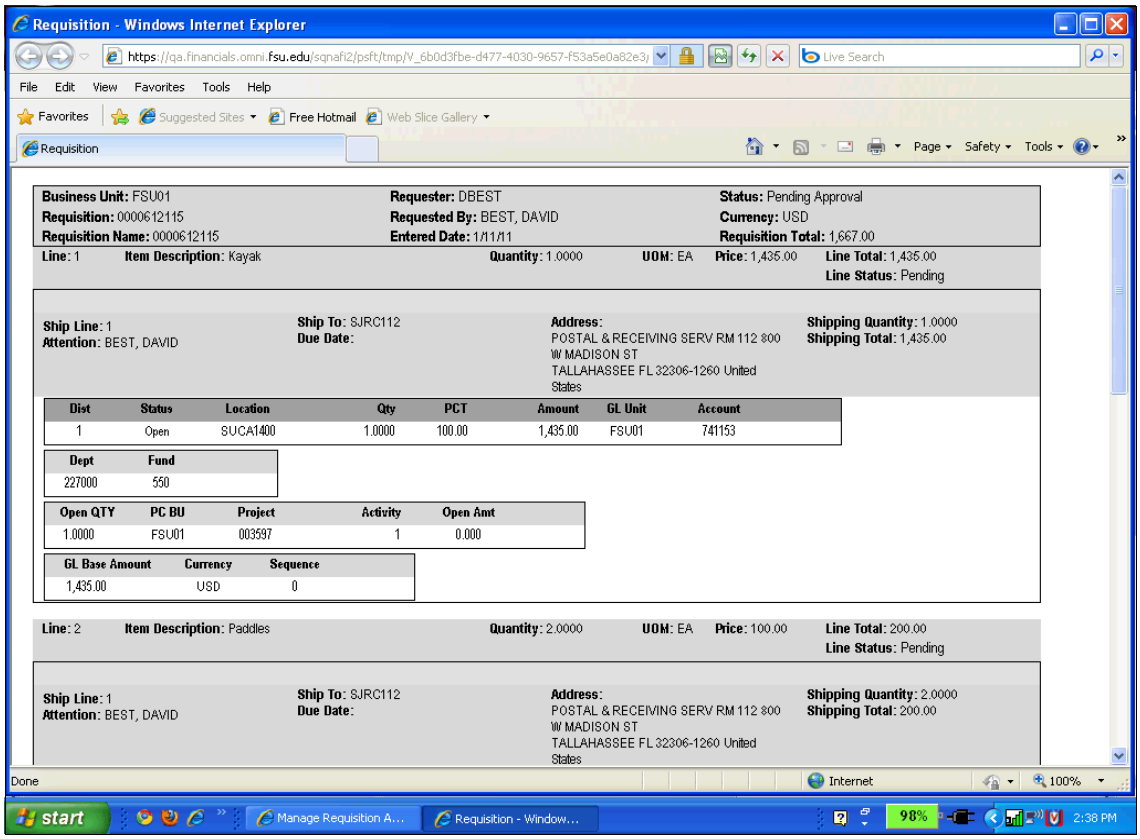
Step	Action
1.	Click the **Financials 9.1** menu.
2.	Click the **Main Menu** button. 
3.	Point to the **eProcurement** menu.
4.	Click on the **Manage Requisition Approvals** menu.



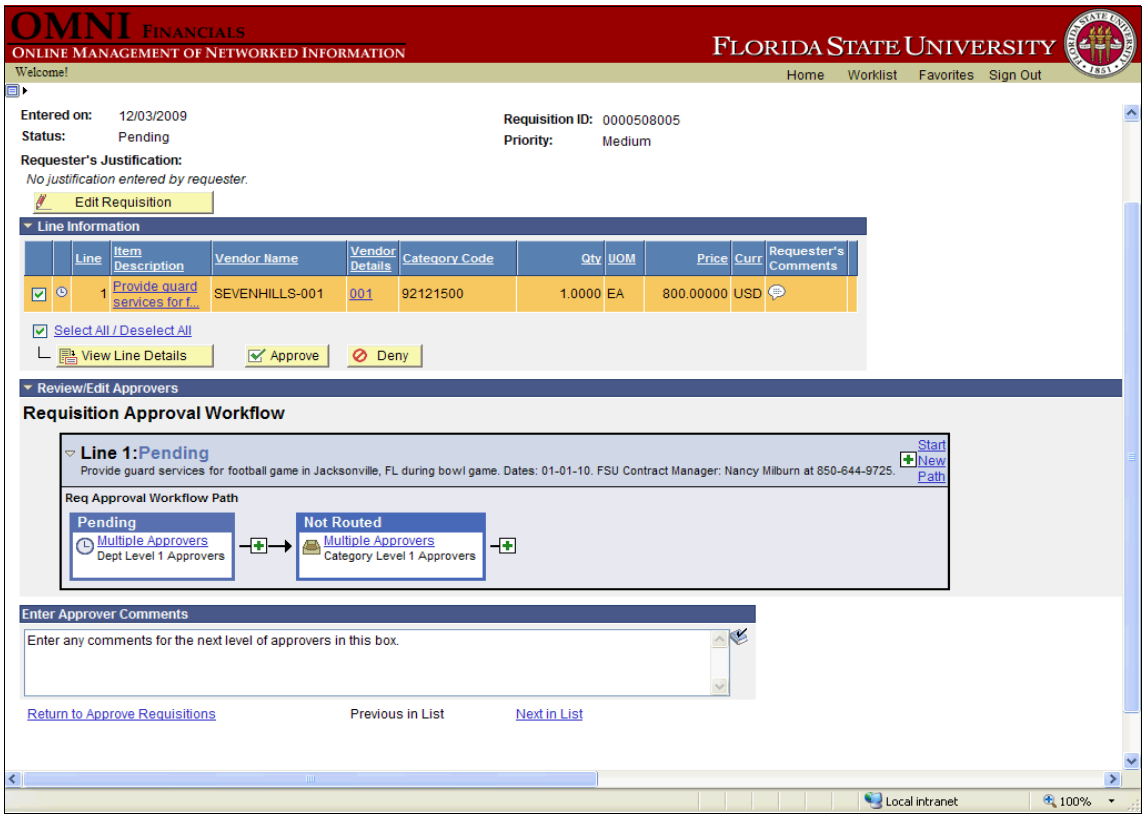
Step	Action
5.	Select a Requisition in the list to review for approval. 0000508005

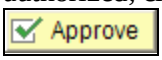


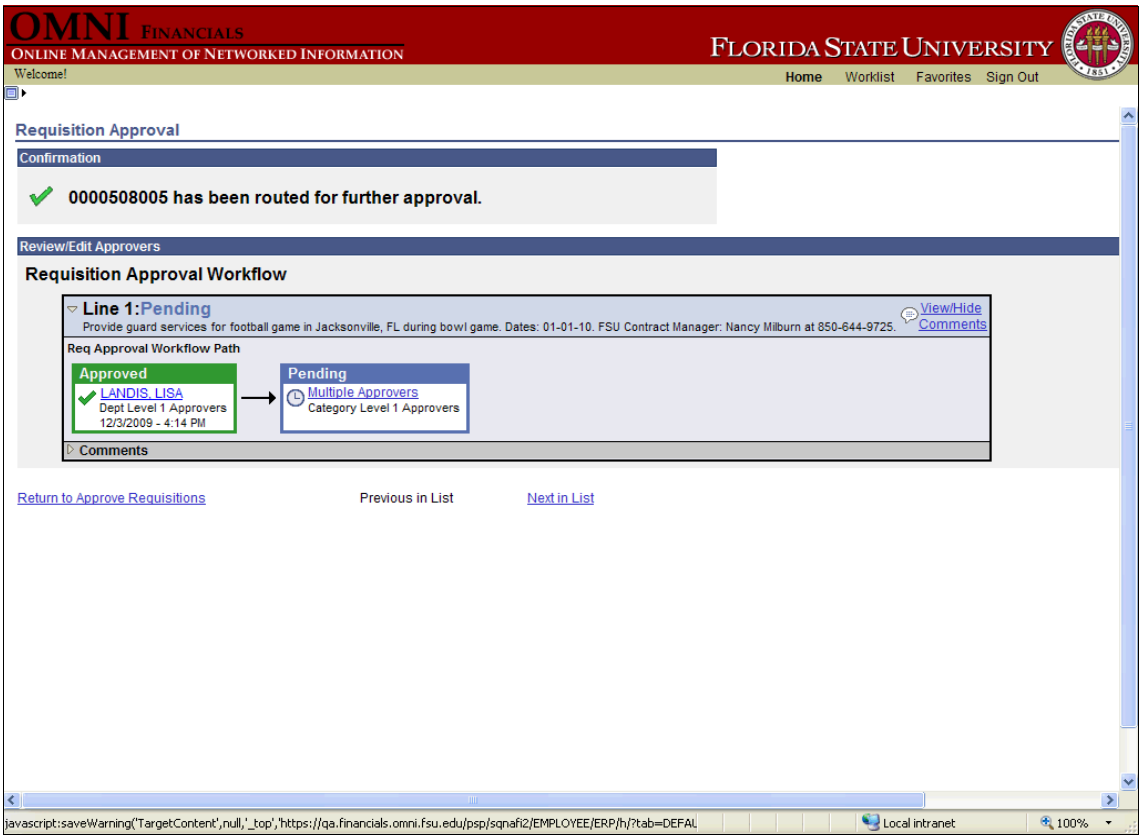
Step	Action
6.	To see budget details including the account code, click the **View Line Details** button. View Line Details
7.	From the Line Details screen, ensure the Description, Price, Dept and Fund codes, as well as the Account code to verify all are correct. Approvers must insure all expenditures are for "business use" only and allowable purchases on the indicated budget.



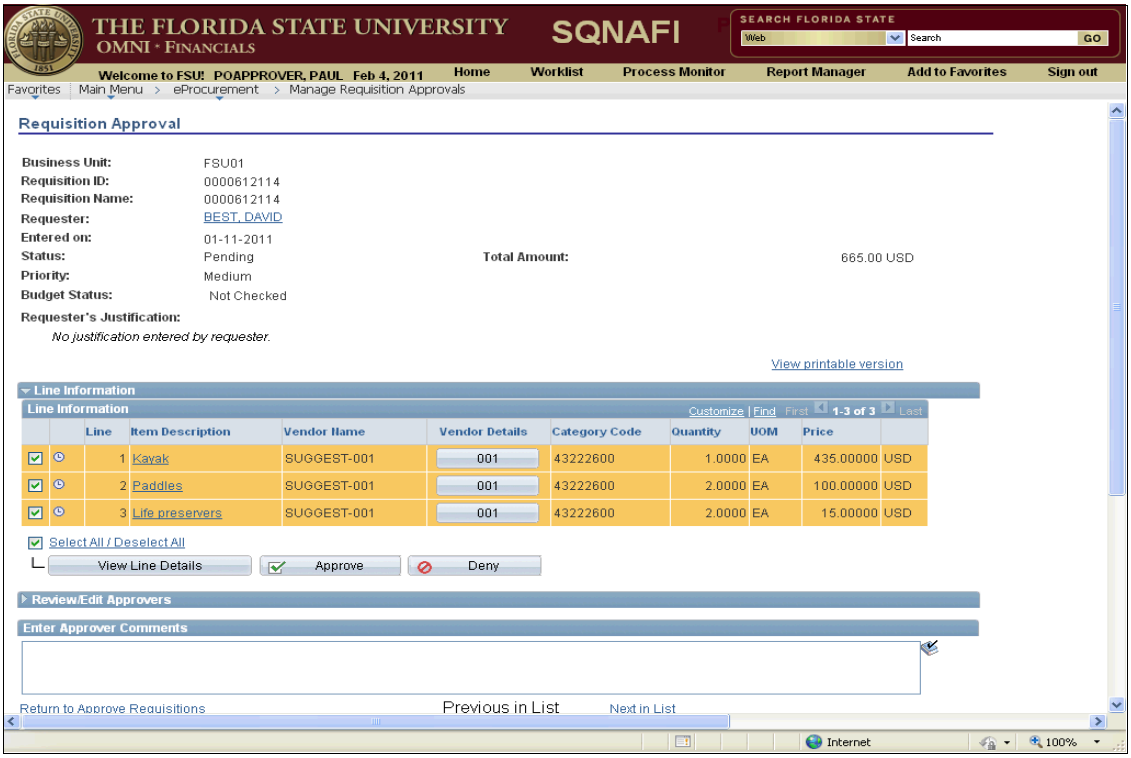
Step	Action
8.	Once you have reviewed the details of this Requisition, click the **Close** button.
9.	**Decision:** After reviewing the Requisition details, choose to either: • Approve the Requisition Go to step 10 on page 6 • Deny the Requisition Go to step 14 on page 8



Step	Action
10.	After determining all information on the Requisition is correct and the expenditure is authorized, click the **Approve** button. 
11.	A confirmation will appear to indicate the Requisition has now been routed for further approval to the next approver in the approval workflow.



Step	Action
12.	Click the **Home** link. Home
13.	**Congratulations!** You have completed this topic. **End of Procedure.** Remaining steps apply to other paths.



Step	Action
14.	Before denying the Requisition, enter **Approver Comments** to describe why this purchase is not authorized.
15.	Point to the **Deny** button.
16.	The Requisition now appears in Denied status. The Requisition will return to the Requester to correct as needed.
17.	Click the **Deny** button. Deny
18.	**Congratulations!** You have completed this topic. **End of Procedure.**