


# Approve Requisition - REQ3100

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# Approve Requisition - REQ3100

***Purchasing > Next Year > Maintenance > Approve Requisition***

Only users who have permission to approve next year requisitions can access this page.

This page is used to approve/disapprove individual requisition items, and, if necessary, return requisitions to the originator for additional editing.

You can elect to approve all items on the requisition, or disapprove selected line items and approve all other line items. If you are the final approver, the vendor and account codes must be completed before the requisition is approved. If you want another individual to review the requisition before you review it, you can insert an approver prior to your name. If you want another individual to approve the requisition after you, you can add an approver after your name.

- Requisitions created in the current accounting period that have all general journal transactions in the current accounting period are displayed in the current and the next accounting period.
- Requisitions created in the next accounting period that have all general journal transactions in the next accounting period are displayed in the next accounting period only.
- Requisitions created in the current accounting period that have general journal transactions in the next accounting period are displayed in the next accounting period only.
- Requisitions created in the current accounting period that have no general journal transactions (saved requisitions) are displayed in the current and the next accounting period.
- Requisitions created in the next accounting period that have no general journal transactions (saved requisitions) are displayed in the next accounting period only.

**Note**: If you enter an account code that is not authorized on your user profile, you are prompted to enter a valid account code. You can only change the account code to an account code listed on your user profile or adjust the Amount and Percent columns. Purchase order encumbrance transactions and purchase orders are produced after the requisition has completed the approval process.

Bid processing notes

- Requisitions with partial line items that were awarded through bid processing cannot be returned.
- Line items that were awarded through bid processing cannot be retrieved.
- Requisitions with partial line items that were awarded through bid processing can be approved with all disapproved line items.

## Approve a requisition:

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| **Retrieve an existing record.** | **Requisition Nbr** | Type the six-digit requisition number to be retrieved, if known. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. |
| | Click **Retrieve**. If the requisition number is not known, click Directory. | |

| Field | Description |
|---|---|
| **Originator** | The name of the logged-on user is displayed. |
| **Requestor** | The requestor name for the requisition is displayed. |
| **Requisition Nbr** | The six-digit requisition number is displayed. |
| **Date Request** | The date of the requisition request is displayed. |
| **Date Required** | Type the date that the requisition is required. By default, the field is set to the current date; however, it can be changed. |
| **Order For** | Type the shipping contact name to be displayed on the purchase order. The field can be a maximum of 30 characters.<br><br>If blank, the data from the **Requestor** field is displayed on the purchase order. **Note**: Data from the **Order For or Requestor** field is only displayed on the purchase order if a Y is entered in the **Include Requestor's Name in Shipping Address** parameter on the Print Purchase Orders or Reprint Purchase Orders report parameter page. |
| **Requisition Per** | The requisition period for this transaction is displayed. This field is the same as the accounting period and is set to the current or next period on the Finance > Tables > District Finance Options tab. |
| **Shipping Addr** | Type the address where the requisition is to be shipped. The shipping addresses are assigned on the District Administration > User Profiles > Purchasing Addresses tab. |
| **Sort Key/Vendor Name** | Type a valid vendor name, if known. The **Vendor Nbr** field is populated with the corresponding vendor number.<br>If the vendor number is not known, click ⋮ to select a vendor from the Vendors Directory.<br>The Vendor Directory is populated from the vendor records established on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab. |
| **Vendor Nbr** | Populated with the vendor number based on the value entered in the **Sort Key/Vendor Name** field. Or, type a valid vendor number if known. The **Sort Key/Vendor Name** field is populated with the corresponding vendor name.<br>If the vendor number is not known, click ⋮ to select a vendor from the Vendors Directory. |
| **Reason** | Type the reason for submitting the requisition or edit the current reason. The field can be a maximum of 30 characters.<br><br>This information is displayed on various reports and on the general ledger. |
| **Priority** | Click ⌄ to select or change the requisition priority. By default, priority is set to *Regular*, but it can be changed to *Urgent*. |
| **Reference Nbr** | Type the identification number for this requisition. The field can be a maximum of 15 characters. |
| **Work Order** | Type a work order number, edit the current work order number, or leave the field blank. This field is only informational. |
| **Bid Category** | Type the category code to be used for the requisition. As you type the data, a drop-down list of corresponding data is displayed. Select a bid category code.<br><br>Only category codes identified as a bid category on the Finance > Tables > Vendor Categories page and assigned to the selected vendor on the Finance > Maintenance > Vendor Information > Vendor Miscellaneous tab are displayed in the drop-down list. |
| **Bid Nbr** | Type a bid number, edit the current bid number, or leave the field blank if the bid process was not used. This data is printed on the purchase order. |

| Field | Description |
|---|---|
| **Confirm Only** | Select if an order was sent via fax, e-mail, or the Internet, and this purchase order only confirms that the order was already received by the vendor. |
| **Attachments** | Select if an attachment is included with the purchase order. |
| **Freight Cost** | The cost value is displayed if there are charges. |
| **Distr Freight Amt** | Click to distribute the freight cost evenly among all line items in the requisition. |
| **Credit Card Code** | Type the credit card code to be used for the requisition. As you type the data, a drop-down list of corresponding data is displayed. Select a credit card code.<br><br>Only active credit card codes that are assigned to the requestor on the District Administration > Maintenance > User Profiles > Purchasing Credit Cards tab are displayed in the drop-down list.<br><br>After a requisition is submitted, only the originator can update the credit card code. The requisition must be returned to the originator to make any changes. |
| **Campus/Dept** | Type the name of the campus submitting the requisition. This field is also used to direct the requisition to the first approver. As you type the data, a drop-down list of corresponding data is displayed. Select a campus/department.<br>**Notes**:<br><br>This field is only displayed if the **Allow for Approval Process** is selected on the District Administration > Options > Purchasing/Warehouse tab.<br><br>The **Campus/Dept** field is optional when the requisition is created and is required when the requisition is submitted.<br><br>The **Campus/Dept** drop-down list includes the campus/department number, campus/department name, and the first approver. |

**In the upper grid:**

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| **Note** | Click to add or read a note for the item. If a paper clip is displayed next to the **Note** button, an item note exists.<br>In the note window, review the existing notes or type new or additional notes (justification or instructions) about the item. **This information is for internal use only**.<br><br>Click **OK** to save the note and close the window. Otherwise, click **Cancel** to close the window. |
| **Details** | Click to select or view the account code(s) for the selected item. The account code data is displayed in the lower grid. |
| **Item** | The sequential number of the row is automatically populated. |
| **Catalog Nbr** | Type an item catalog number. This field can be a maximum of 15 characters. |
| **Description** | Type a short description (e.g., computer, pens, books, etc.) of the item being ordered. This field is required and can be a maximum of 30 characters. |
| **Unit of Issue** | Click to select a basic unit (e.g., EA (each), CA (case)) on which the price is based. |
| **Quantity** | Type the quantity in units of issue for the requested item. |
| **Unit Price** | Type the price per unit of issue for the requested item. |
| **SubTotal** | The subtotal is populated based on the **Quantity** and **Unit Price** fields. |
| **Discount %** | Type a value for reducing the price of the item. The **Discount Amt** field is populated when another field is selected. |

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| **Discount Amt** | Type a value for the amount of the discount. The **Discount %** field is recalculated when another field is selected. |
| **Freight Elig** | Select if the requisition item is eligible for transportation charges. If not selected, the **Freight %** and **Freight Amt** fields are disabled. |
| **Freight %** | Type the percentage value of the item's purchase price for the item's transportation charges. The **Freight Amt** field is calculated and the **Freight Cost** field is adjusted when another field is selected. |
| **Freight Amt** | Type a value for the amount of charges. The **Freight %** and **Freight Cost** fields are adjusted when another field is selected. |
| **Totals** | The total line item value is displayed. The discount and freight amounts are included in the calculation. |
| **Status** | By default, this field set to *Y - Approved*. Click ⌄ to select a different requisition item status.<br>**Notes**:<br><br>If *Y - Approved* is selected, a unit price other than $0 is required.<br><br>If *F - Free* is selected for goods or services being requisitioned without charge, the account code must be blank. |
| **Long Description** | Type a detailed item description (e.g., training dates, etc.) |
| **Requisition Total** | The calculated total cost for each item in the requisition based on the quantity ordered and unit price per item is displayed. |

❑ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

**In the lower grid:**

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| **Account Code** | Type the account code to be charged. The account code must exist in the general ledger and in the user profile (the account code must be assigned to the Requestor's user profile in District Administration.).<br><br>The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual components that uniquely identify a specific budget category. You can add multiple accounts for each item.<br><br>Press the SPACEBAR to view a list of account codes associated with the requestor's user profile. If the account code is not known, click ⋮. The Accounts Codes lookup is displayed.<br>• Type data in the individual account code component fields and click **Search**.<br>• A list of account codes matching your search components is displayed.<br>• Select the applicable account code from the list. Otherwise, click **Cancel** to close the Account Codes lookup.<br>• The **Description** field is populated with the description of the account.<br>**Note**: If an account code is added or changed, click **Approve** to save the account code and continue with the approval process. |
| **Pct** | Type the percent to charge the fund. |
| **Amount** | Type the amount to charge the fund. |

❑ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

❑ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the

**Amount** column.

❑ Click **Calculate Amount** to populate the **Amount** column based on the amount entered in the **Percent** column.

❑ Click **Uniform Acct Distr** to assign one or more account codes to the entire requisition. You can split all of the costs for a requisition item between two or more funds. The percentage split does not have to be the same for each fund, but the sum of all percentages must equal 100%.

The Uniform Account Distribution pop-up window is displayed.

❑ Complete the following fields:

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| **Account Code** | Type the account code to be charged. The account code must exist in the general ledger and in the user profile (the account code must be assigned to the Requestor's user profile in District Administration.).<br><br>The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual components that uniquely identify a specific budget category. You can add multiple accounts for each item.<br><br>Press the SPACEBAR to view a list of account codes associated with the requestor's user profile. If the account code is not known, click . The Accounts Codes lookup is displayed.<br>• Type data in the individual account code component fields and click **Search**.<br>• A list of account codes matching your search components is displayed.<br>• Select the applicable account code from the list. Otherwise, click **Cancel** to close the Account Codes lookup.<br>• The **Description** field is populated with the description of the account.<br>**Note**: If an account code is added or changed, click **Approve** to save the account code and continue with the approval process. |
| **Description** | This field is populated with the account description from the Finance chart of accounts. |
| **Balance** | Displays the fund balance available in the account. A negative balance indicates that the fund has available funds. |
| **Pct** | Type the percent of that item to charge the selected fund. Each requisition must equal 100%.<br><br>For example, the percent would be 100% if you paid from one account; however, if you paid from two accounts, you could split the amount 50/50, 75/25, or 60/40 for a total of 100%. |
| **Amount** | Type the amount to charge the selected fund. The amount that will be charged to that account according to the percent entered in the **Percent** Field. |

❑ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

❑ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

❑ Click **Calculate Amount** to populate the **Amount** column based on the amount entered in the

**Percent** column.

- Click **OK** to apply the amounts.
- Click **Cancel** to close the window without applying the amounts.

For each requisition line item:

- In the **Status** field, click ⌄ to select the status of the item (*Disapproved*, *Free*, *Approved*).
- If a line item is disapproved and the rest of the requisition is approved, the disapproved line item is not visible to the next approver.
- If a line item is disapproved and the rest of the requisition is returned, the disapproved line item is visible to the originator. Disapproved line items are visible on the Requisition Status Inquiry page and on the Requisition Status Report.
- If the requisition has only one line item, and you want to disapprove it, you must click **Return**. You cannot disapprove a requisition with only one line item.

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| **Path** | Click to view the approval path for the requisition. The Approval Path window is displayed. Under **Insert Approver**:<br><br>In the **Approver** field, click ⌄ to select an approver name to insert before or after your name.<br><br>Select **Before** or **After** to indicate if you want the approver's name to be inserted before or after your name in the approval path.<br>If an approver is inserted before you, the requisition is available to the new approver. Once the new approver approves the requisition, the requisition is available for your approval.<br><br>If an approver is added after you, you can add additional approvers in the requisition flow or add an approver at the end of the approval process.<br><br>Click **OK** to accept the changes.<br>Click **Cancel** to close the window without saving the changes.<br>**Notes**:<br><br>A new approver cannot be added before the Originator/Requester. A new approver can only be inserted before a logged-on approver.<br><br>Users listed in the **Approver** drop down are set up in Personnel and on the Security Administration > Manage Users page with access to the Purchasing application. |
| **Approve** | Click to approve the requisition and forward the requisition to the next approver in the approval path.<br>**Note**: An error message is displayed when approving a requisition that contains a line item without an account code. The originator can submit a requisition without an account code, but a requisition cannot be approved without an account code.<br>A message is displayed indicating that the approval is completed. Click **OK**.<br>If the final approver approves the requisition, the requisition is converted to a purchase order and the following message is displayed. |
| **Skip** | Click to continue to the next requisition without taking action on the current requisition. |

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| **Return** | Click to disapprove the complete requisition and return the requisition to the originator. If there are changes to the requisition, a pop-window with the requisition details is displayed prompting you to verify and continue. If there are no changes, a pop-window is displayed prompting you to continue.<br>•<br>Click **Yes** to continue. A message is displayed indicating that the requisition was returned. Click **OK**.<br>•<br>Click **No** to return to the Approve Requisition page without returning the requisition. The originator can edit the returned requisition and resubmit it.<br><br>Click **Comments** to provide notes to the originator about the return reason. If there are changes to the requisition, a pop-window with the requisition details is displayed prompting you to verify and continue.<br><br>Click **Yes** to continue. Otherwise, click **No**. |

## Other functions and features:

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| **+Add** | Click to add a new row. |
| **Retrieve** | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Vendor Notes** | Click to add or view vendor notes. A Vendor Notes window is displayed. If there is a paper clip next to the **Vendor Notes** button, a requisition vendor note exists. In the Vendor Notes window, type the note to be printed on the purchase order for the vendor to view.<br>**Notes**:<br><br>If you are using a preprinted purchase order form, the text displayed on the purchase order is limited to one line that is approximately three inches in length.<br><br>If you are not using a preprinted purchase order form, the text displayed on the purchase order is limited to three lines that are approximately three inches in length. Use the scale above the text to measure the length of the note.<br>Click **OK** to save the vendor note and close the window.<br>Click **Cancel** to close the window without saving the note. |
| **Comments** | Click to add or view requisitions comments. These comments are displayed on the District copy of the purchase order. A Requisition Comments window is displayed. If there is a paper clip icon next to the **Comments** button, a requisition comment exists. In the Requisition Comments window, type comments about the requisition.<br>Click **OK** to save the requisition comment and close the window.<br>Click **Cancel** to close the window without saving the comment. |
| **Print** | Click to print the report. Review the report. |

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| **Delete** | ❑ Click **Delete** to delete the requisition. A message is displayed asking you to confirm the deletion.<br>•<br>Click **Yes** to delete the requisition.<br>•<br>Otherwise, click **No** to not delete the requisition.<br><br>**Notes**:<br>•<br>A requisition cannot be deleted while it is being edited.<br>•<br>If you delete a requisition, click **Save** before editing or creating a new requisition.<br>•<br>Only the originator can delete the requisition. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |
| **Documents** | View or attach supporting documentation. |


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