

9.2 Process Requisition Approvals

Purpose: Use this document as a reference for processing requisition approvals in ctLink.

Audience: Requisition approvers

Process Requisition Approvals

Navigation: NavBar > Navigator > Purchasing > Requisitions > Manage Requisition Approvals

1. The **Manage Requisition Approvals** search page displays.
2. Enter search criteria to identify your requisition.
3. Select **Search**.

Employee Self Service Manage Requisition Approvals

Manage Requisition Approvals

▼ Search Requisitions

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button

Requisition ID	<input type="text"/>	Requisition Name	<input type="text"/>
Business Unit	<input type="text"/>	*Status	Pending
Date From	08/01/2018	Date To	08/23/2018
Requester	<input type="text"/>	Entered by	<input type="text"/>

[Show Advanced Search](#)

4. The **Requisitions** section of the page populates.
5. Select the **Req ID** of your requisition.

Employee Self Service **Manage Requisition Approvals**

Manage Requisition Approvals

Search Requisitions

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Requisition ID
 Requisition Name

Business Unit
 *Status

Date From
 Date To

Requester
 Entered by

[Show Advanced Search](#)

Requisitions

To view the complete details and approve a Requisition, click the requisition ID link.

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	
<input type="button" value="P"/> Pending	0000003842	0000003842	WA170	08/01/2018	Peyton Ward	Peyton Ward	9293.88	USD
<input type="button" value="P"/> Pending	0000003841	0000003841	WA170	08/01/2018	Peyton Ward	Peyton Ward	8045.33	USD
<input type="button" value="P"/> Pending	0000003846	CASAS 18 19	WA170	08/02/2018	Rory Sanchez	Rory Sanchez	89857.50	USD
<input type="button" value="P"/> Pending	0000003848	CCMCA EMSI 18-19	WA170	08/02/2018	Reagan Reyes	Francis Nidless	19000.00	USD
<input type="button" value="P"/> Pending	0000003915	Stokes, Nurse Grad	WA170	08/23/2018	Sage Martinez	Sage Martinez	325.00	USD

[Create New Requisition](#)
[Manage Requisitions](#)

6. The **Requisition** page displays.
7. Select **Approve** or **Deny**.

Manage Requisition Approvals **Requisition**

Request for WA170/0000003842
9,293.88 USD

Header is pending your approval

Summary

Business Unit	WA170	Requisition ID	0000003842
Routed Date	August 13, 2018	Requisition Date	August 1, 2018
Requester	Peyton Ward	Entered by	Peyton Ward
		Budget Header Status	Provisionally Valid

[Edit Requisition](#)

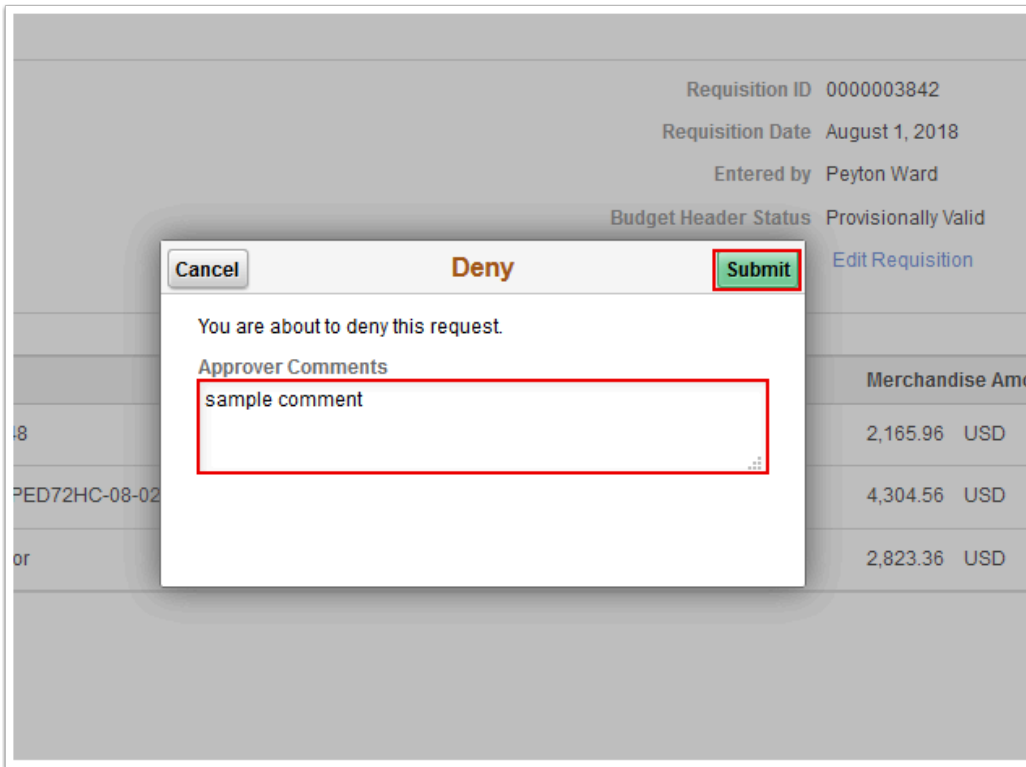
Lines 3 rows

Line Number	Item Description	Merchandise Amount	
1	refrigeration units CRMR48	2,165.98 USD	>
2	Beverage Refrigerator SPED72HC-08-02	4,304.56 USD	>
3	Undercounter Refrigerator	2,823.36 USD	>

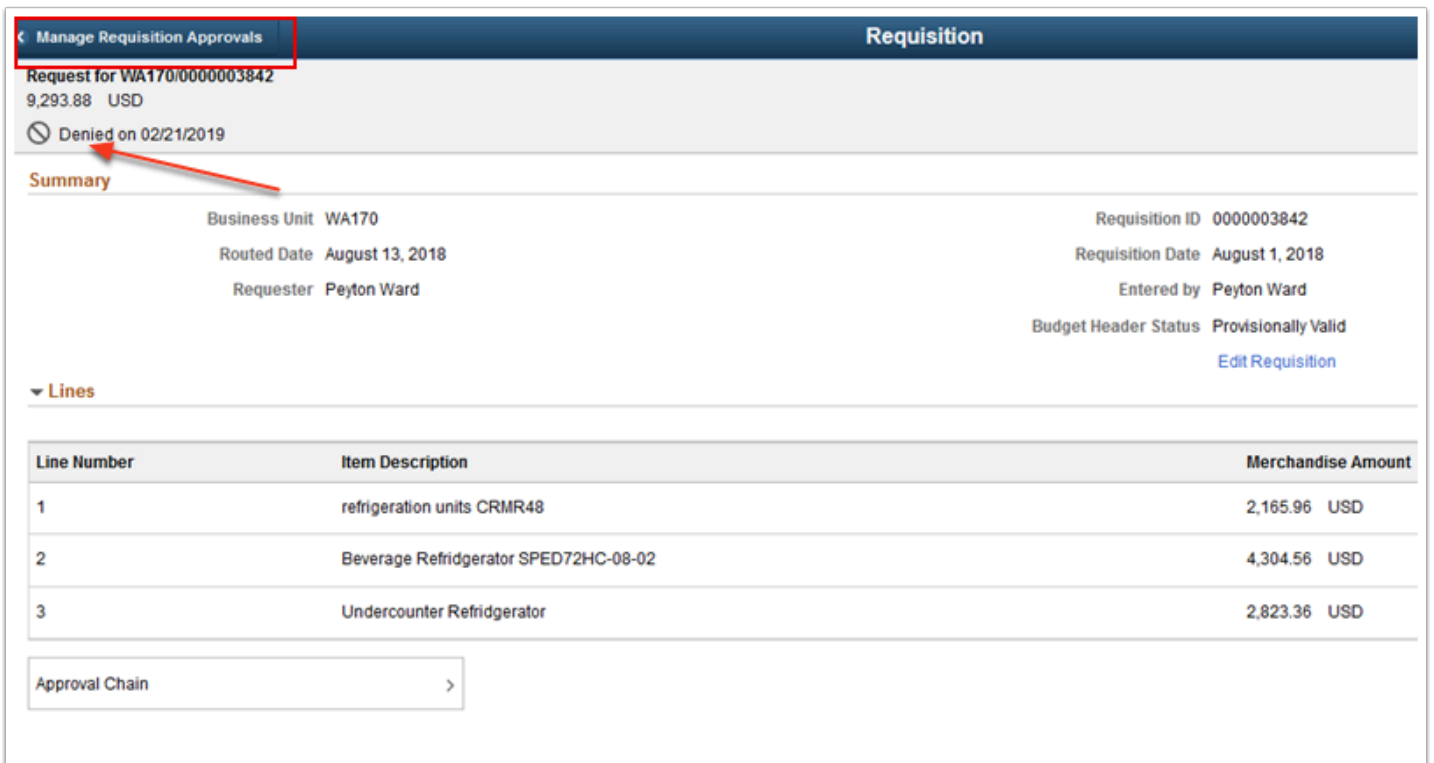
Approver Comments
sample comment

Approval Chain >

8. The **Approver Comments** window displays.
9. Enter your comments.
10. Select **Submit**.



11. The **Approver Comments** window disappears.
12. The **Requisition** page displays the outcome of your action.
13. Return to the **Manage Requisition Approvals** page



14. The **Manage Requisition Approvals** page displays.
15. Your requisition's **Action/Status** shows the result of your action.

Manage Requisition Approvals

Search Requisitions

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID	<input type="text" value="0000003842"/>	Requisition Name	<input type="text"/>
Business Unit	<input type="text"/>	*Status	<input type="text" value="Denied"/>
Date From	<input type="text"/>	Date To	<input type="text"/>
Requester	<input type="text"/>	Entered by	<input type="text"/>

[Show Advanced Search](#)

Requisitions

To view the complete details and approve a Requisition, click the requisition ID link.

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	
<input type="checkbox"/> Denied	0000003842	0000003842	WA170	08/01/2018	Peyton Ward	Peyton Ward	9293.88	USD

[Create New Requisition](#)

[Manage Requisitions](#)

16. Process complete.