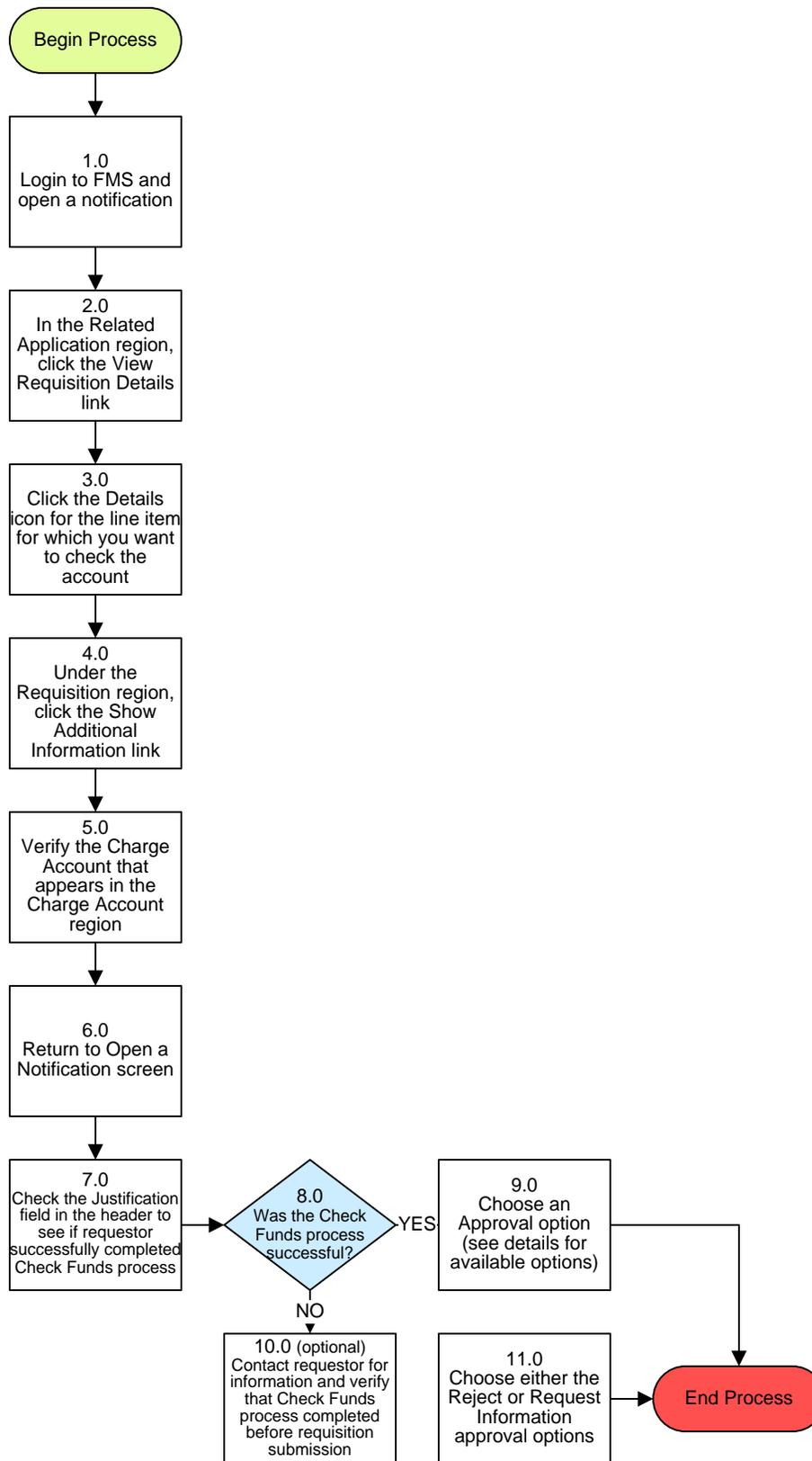


Procurement – Requisition Approval Process



To Details Page 1

Procurement – Requisition Approval Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Login to FMS and open a notification

Step 2.0: In the Related Application region, click the View Requisition Details link

Step 3.0: Click the Details icon for the line item for which you want to check the account

Once this step is completed the Requisition #, Line #: Details page will display.

Step 4.0: Under the Requisition region, click the Show Additional Information link

Step 5.0: Verify the Charge Account that appears in the Charge Account region

Step 6.0: Return to the Open a Notification screen

Step 7.0: Check the Justification field in the header to see if requestor successfully completed Check Funds process

Step 8.0: Was the Check Funds process successful?

If yes, proceed to Step 9.0. If no, skip to Step 10.0 (optional) or Step 11.0.

Step 9.0: Choose an Approval option

Approval Option	Description
Approve a requisition	Click the APPROVE button. The requisition is approved and sent to the next required approver, and you are returned to your list of notifications.
Forward a notification	Click the FORWARD button to forward the notification to another person without approving the requisition. You are returned to your list of notifications.
Reject a requisition	Click the REJECT button. The requisition is rejected and you are returned to your list of notifications.
Reassign a notification	Click the REASSIGN button to reassign the authority to approve the requisition to another user.
Request information	Click the REQUEST INFORMATION button to return the notification to the initiator with any questions you have about the requisition.

Once this step is completed the process ends.

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 Return to Key Process

Step 10.0: (Optional) contact requestor for information and verify that Check Funds process was completed before requisition submission

Step 11.0: Choose either the Reject or Request Information approval options

<u>Approval Option</u>	<u>Description</u>
Reject a requisition	Click the REJECT button. The requisition is rejected and you are returned to your list of notifications.
Request information	Click the REQUEST INFORMATION button to return the notification to the initiator with any questions you have about the requisition.

Once this step is completed the process ends.



[Return to Key Process](#)