



Requisition Approvers

Accessing the Worklist

- ▶ ePro Approvers must access Worklist via PSFIN Core System (Requisitions do not open in the Self-Service portal)
- ▶ Worklist link in top right corner

Accessing the Worklist

Favorites ▾ Main Menu ▾ > Worklist ▾ > Worklist

ORACLE

Home Worklist Add to Favorites Sign out

New Window | Help | Personalize Page |

Worklist

Worklist for dwhite_40: Diane Eleanor White

[Detail View](#) Worklist Filters Feed ▾

Worklist Items						Personalize Find View All	
From	Date From	Work Item	Worked By Activity	Priority	Link		
Requester 35	03/09/2015	Approval Routing	Approval Workflow	2-Medium ▾	Requisition: 2859993, 40000, 1905-01-01, N, O, BUSINESS UNIT:40000, REQ ID:0000500088	Mark Worked	Reassign
Requester 35	03/09/2015	Approval Routing	Approval Workflow	2-Medium ▾	Requisition: 2859998, 40000, 1905-01-01, N, O, BUSINESS UNIT:40000, REQ ID:0000500089	Mark Worked	Reassign

First 1-2 of 2 Last

Requisition Approval Page

Oracle Requisition Approval Page

Business Unit: 4000
Requisition ID: 000500008
Requisition Name: 000500008
Requester: Requester 35
Entered on: 03/09/2015
Status: Pending
Priority: Medium
Budget Status: Not Checked
Total Amount: 363.87 USD

Requester's Justification: No justification entered by requester.

[Edit Requisition](#) [View printable version](#)

Line	Item Description	Supplier Name	Quantity	UOM	Price
1	Rubbermaid - Utility/Service	OFFICE-CAT-001	1.0000	EA	104.00000
2	Rubbermaid - Heavy-Duty Plas	OFFICE-CAT-001	1.0000	EA	259.87000

[View Line Details](#) [Approve](#) [Deny](#)

Review/Edit Approvers

Enter Approver Comments

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Requisition Approval Page

Favorites ▾ Main Menu ▾ > Worklist ▾ > Worklist

ORACLE

Rubbermaid - Utility/Service Cart - Service Cart, 500 lb Cap. (250 lbs per shelf), Tan

No Image Available

Req Price	104.00000
Item ID	
Category	Mailroom Furniture: Bins, Boxes, Carts, Consoles (Including
Supplier	OfficeMax North America, Inc.
Supplier Item ID	E9450088BEIG
Manufacturer	N/A
Mfg Itm ID	450088BEIG

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Requisition Approval Page

Business Unit: 40000	Requester: ITSREQUESTER35	Status: Pending Approval
Requisition: 0000500088	Requested By: Requester 35	Currency: USD
Requisition Name: 0000500088	Entered Date: 3/9/15	Requisition Total: 363.87

Line: 1	Item Description: Rubbermaid - Utility/Service Cart - Service Cart, 500 lb Cap. (250 lbs per shelf), Tan	Quantity: 1.0000	UOM: EA	Price: 104.00	Line Total: 104.00
Line Status: Pending					

Ship Line: 1	Ship To: RECEIVING	Address:	Shipping Quantity: 1.0000
Attention: Requester 35	Due Date:	Georgia Gwinnett College	Shipping Total: 104.00
Ship Via: VENDOR	Freight Terms: FOB:DEST	940 Collins Hill Rd	
		P Building Receiving Dock	
		Lawrenceville GA 30043	
		United States	

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	MAIN	1.0000	100.00	104.00	40000	714100

Dept	Fund	Program	Class	Budget Ref
2510100	10500	11100	11000	2015

Open QTY	Open Amt
1.0000	0.000

GL Base Amount	Currency	Sequence	Capitalize
104.00	USD	0	N

Line: 2	Item Description: Rubbermaid - Heavy-Duty Plastic Utility Cart - Service Cart, 500 lb Cap., Tan	Quantity: 1.0000	UOM: EA	Price: 259.87	Line Total: 259.87
Line Status: Pending					

Ship Line: 1	Ship To: RECEIVING	Address:	Shipping Quantity: 1.0000
Attention: Requester 35	Due Date:	Georgia Gwinnett College	Shipping Total: 259.87
Ship Via: VENDOR	Freight Terms: FOB:DEST	940 Collins Hill Rd	
		P Building Receiving Dock	
		Lawrenceville GA 30043	
		United States	

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	MAIN	1.0000	100.00	259.87	40000	714100

Dept	Fund	Program	Class	Budget Ref
2510100	10500	11100	11000	2015

Requisition Approval Page

Select All / Deselect All

[View Line Details](#) Approve Deny

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Department and Proj. Approval

Line 1: Pending [Request Information](#)
Rubbermaid - Utility/Service Cart - Service Cart, 500 lb Cap. (250 lbs per shelf), Tan [Start New Path](#)

Department and Proj. Approver

Pending

Diane Eleanor White
Req-Dept Mgr-Line Level [+](#)

Line 2: Pending [Request Information](#)
Rubbermaid - Heavy-Duty Plastic Utility Cart - Service Cart, 500 lb Cap., Tan [Start New Path](#)

Department and Proj. Approver

Pending

Diane Eleanor White
Req-Dept Mgr-Line Level [+](#)

Buyer Approval - NonCatalog

Requisition 0000500088: Awaiting Further Approvals [Start New Path](#)

Buyer Approval

Not Routed

[+](#) Multiple Approvers [-](#)
Buyer Approval

Requisition Approval Page

 **Edit Requisition** [View printable version](#)

Line Information Personalize | Find |  First 1-2 of 2 Last

	Line	Item Description	Supplier Name	Quantity	UOM	Price	
<input checked="" type="checkbox"/>	1	 Rubbermaid - Utility/Service...	OFFICE-CAT-001	1.0000	EA	104.00000	USD
<input checked="" type="checkbox"/>	2	 Rubbermaid - Heavy-Duty Plas...	OFFICE-CAT-001	1.0000	EA	259.87000	USD

Select All / Deselect All

Approve **Deny**

Review/Edit Approvers

Enter Approver Comments

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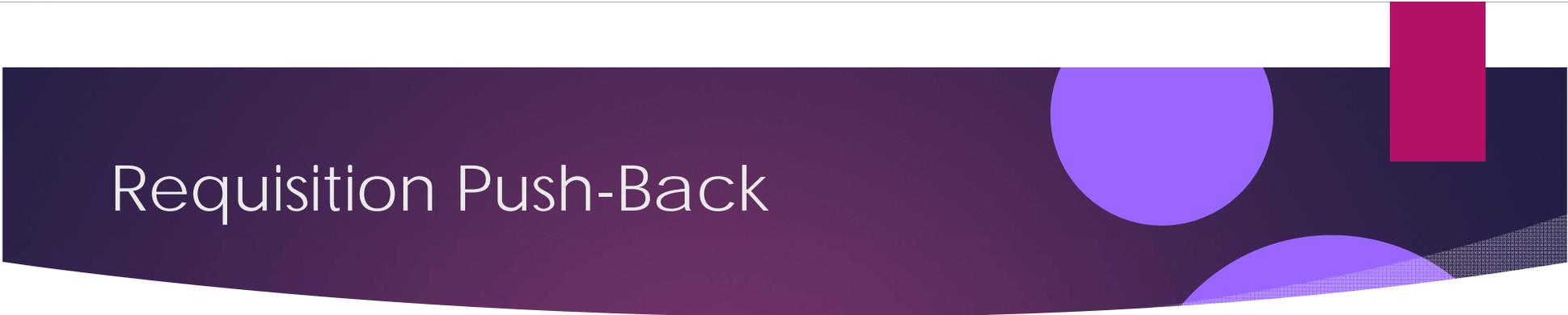
Denying a Requisition

- ▶ Must include a comment explaining why Requisition is denied
- ▶ If something needs correcting, include instructions in the comments and tell the Requester to resubmit
- ▶ If needing to deny a requisition line, go ahead and deny all lines
 - ▶ In comments, indicate which line is actually denied and if it can be corrected/resubmitted
 - ▶ Inform Requester to resubmit other lines after correcting or removing the denied line

Inserting Ad-Hoc Approvers

Department and Proj. Approval

Line 1:Initiated		 Start New Path
Rubbermaid - Utility/Service Cart - Service Cart, 500 lb Cap. (250 lbs per shelf), Tan		
Department and Proj. Approver		
 →	Not Routed Diane Eleanor White Req-Dept Mgr-Line Level	←  ←
Line 2:Initiated		 Start New Path
Rubbermaid - Heavy-Duty Plastic Utility Cart - Service Cart, 500 lb Cap., Tan		
Department and Proj. Approver		
 →	Not Routed Diane Eleanor White Req-Dept Mgr-Line Level	← 



Requisition Push-Back

- ▶ Only certain approvers have this option
- ▶ Allows an approver to send a Requisition back to the previous approver
- ▶ Must include comments as to why you are pushing the requisition back

Assign an Alternate Approver

General Profile Information

Password

[Change password](#)

[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is

Currency Code 

Default Mobile Page 

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Description 

From Date  (example: 12/31/2000)

To Date  (example: 12/31/2000)

