

Approving a Requisition

4. Select the "Detail" icon circled in the diagram below.

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
Y	REQ	R0000174		Detail:		981.00	DOC	Y
Y	REQ	R0000179		Detail:	TRAN19	1,944.00	DOC	Y
Y	REQ	R0000187		Detail:	TRAN19	775.90	DOC	Y
Y	REQ	R0000188		Detail:	TRAN19	95.38	DOC	Y
Y	REQ	R0000189		Detail:	TRAN19	822.41	DOC	Y
Y	REQ	R0000190		Detail:	TRAN19	483.96	DOC	Y



- Although the above screen indicates the number of requisition awaiting your approval, it does not identify the requisitions.
- The system will fill in a list of all requisitions awaiting approval as shown.
- The previous diagram shows a list of requisitions awaiting approval.
- It gives the requisition number, who created the requisition and the total on each requisition; but, it does not show what is listed on the requisition. In other words, the Requisitioner could be ordering a PINK CADILLAC.

This will pull up the below screen which identifies: the **requisition number** as shown by the **red arrow** and the **account number** as shown by the **purple arrow**.

Request: **R0000179** Real POC user Number of Items: 2

Line Item Information

Item: Commodity: Document Accty Distribution Net: 1,944.00
 Vendor: 021307 Gracser Inc

Accounting Information

Sequence Number	COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location
1	D	13		100000	110000	430100	9010		
Extended Amount:		1,800.00		Discount Amount:		0.00		Tax Amount: 144.00	
Additional Amount:		0.00		Total:		1,944.00		Project: NSF: <input checked="" type="checkbox"/> NSF Override	

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The screenshot shows the Oracle Developer Forms Runtime - Web interface for 'User Approval: FOAUAPP 7.3 (PLAY)'. At the top, there are fields for 'User ID: APPRTRN01', 'Dean/Director - APPRTRN01', and 'Document:'. A 'Next Approver' checkbox is checked. Below this is a table with columns: NSF, Document Type, Document Number, Change Sequence, Submission, Originating User, Document Amount, Queue Type, and Next Approver. The table contains several rows of requisition data. A dialog box titled 'Document Approval: FOAUAPP 7.3 (PLAY)' is overlaid on the table. The dialog shows 'Type: REQ', 'Number: R0000002', and 'Submission:'. Below this, it says 'DOCUMENT IS APPROVED' and has 'OK' and 'Cancel' buttons. A red arrow points to the 'Approve' checkbox in the first row of the table, and another red arrow points to the 'OK' button in the dialog. At the bottom of the form, there is a status bar with the text 'Click on OK for the document approval. Click on Cancel for cancellation.' and 'Record: 1/1'.

10. The document then moves out of the Approval form [FOAUAPP] – it disappears from your screen.
11. Select another requisition and repeat the process, or prepare to Exit.
12. Before exiting, you should always refresh your approval document list to bring into FOAUAPP any new documents that need your approval.
 - To refresh, click the Rollback icon, then “Next Block”.
13. To exit, click the Black “X”.