

# Approving a Requisition

As an Approver, you need to access Peoplesoft and view your Worklist regularly in order to approve requisitions. You will receive an email notifying you of the requisition(s) needing your approval including a link to the requisition in Peoplesoft.

## Accessing your Worklist

### 1. Log in to Peoplesoft.



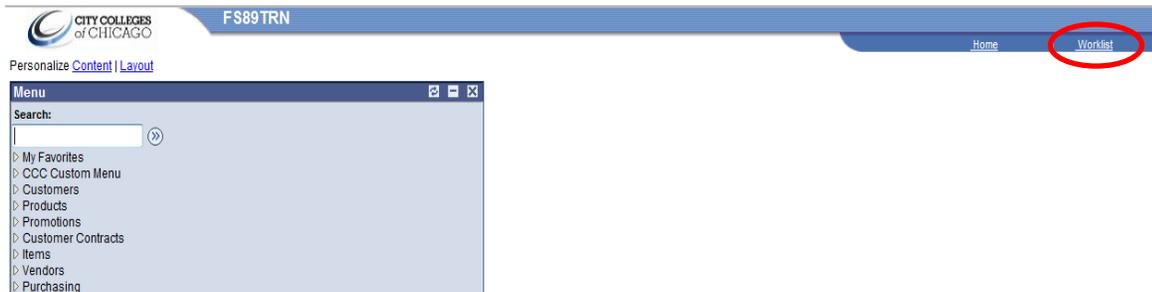
**CITY COLLEGES of CHICAGO**  
FIN Training

User ID: AALLEN56  
Password: ●●●●  
Sign In

Select a Language:

<a href="#">English</a>	<a href="#">Español</a>
<a href="#">Dansk</a>	<a href="#">Deutsch</a>
<a href="#">Français</a>	<a href="#">Français du Canada</a>
<a href="#">Italiano</a>	<a href="#">Magyar</a>
<a href="#">Nederlands</a>	<a href="#">Norsk</a>
<a href="#">Polski</a>	<a href="#">Português</a>
<a href="#">Suomi</a>	<a href="#">Svenska</a>
<a href="#">Čeština</a>	<a href="#">日本語</a>
<a href="#">한국어</a>	<a href="#">Русский</a>
<a href="#">ไทย</a>	<a href="#">简体中文</a>
<a href="#">繁體中文</a>	<a href="#">العربية</a>

### 2. From the Menu page, click on the Worklist link.



CITY COLLEGES of CHICAGO FS89TRN Home Worklist

Personalize [Content](#) | [Layout](#)

Menu

Search: [ ]

- My Favorites
- CCC Custom Menu
- Customers
- Products
- Promotions
- Customer Contracts
- Items
- Vendors
- Purchasing

3. View the Worklist Summary to find the requisition needing approval. The most recently created requisition will be listed last.
4. Click the blue link for the requisition to approve.

Operator	Date/Time	Req Approval Worklist	Req Approval	Requisition Amount Approval	Requisition Approvals	Requisition ID	Mark Work
Process Scheduler Operator	04/08/2013 3:20:23PM	Req Approval Worklist	[Dropdown]	Requisition Amount Approval	Requisition Approvals	<a href="#">449174.50801.0000024906.1070100</a>	Mark Work
Process Scheduler Operator	04/09/2013 9:40:31AM	Req Approval Worklist	[Dropdown]	Requisition Amount Approval	Requisition Approvals	<a href="#">449175.50801.0000024907.1070100</a>	Mark Work
Process Scheduler Operator	04/10/2013 9:32:09AM	Req Approval Worklist	[Dropdown]	Requisition Amount Approval	Requisition Approvals	<a href="#">449176.50801.0000024908.1070100</a>	Mark Work

[Refresh](#)

5. Skip to Step 5 of the section “Navigating to the Worklist”.

## Navigating to the Worklist

1. Navigation: Purchasing > Requisitions > Approve Amounts
2. Enter the Business Unit.
3. Enter the Requisition ID.
4. Click Search.

**Menu**

- Customer Contracts
- Items
- Vendors
- Purchasing**
- Requisitions
  - Reconcile Requisitions
  - Review Requisition Information
  - Reports
  - Add/Update Requisitions
  - Approve Amounts**
  - Budget Check
- Request for Quotes
- Procurement Contracts
- Purchase Orders
- Receipts
- Procurement Cards

**Amount Approval**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Business Unit:** [Dropdown] 50800

**Requisition ID:** begins with [Dropdown] 0000027442

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

5. Click Line Details.
6. Verify that all the information is correct by clicking on both the Amounts/Qty and Details tabs.
7. Click the Comments icon to view any Header or Line comments.

**Requisition Amount Approval**

Unit: 50801 Req: 0000024909 Requester: Alfred L Allen - KKC



\*Approval Action:  Approval Status: In Process

Comment

**Amount Details**

Requisition Date:	04/15/2013	Post Document	Y	Budget Check	Valid
Total Amount:	120.000 Dollar				
Total Base Amount:	120.000 Dollar				

**Line Details** Customize | Find | First 1 of 1 Last

Line	Sched	Status	Amount	Currency	Base Amt	Base Currency	Req Qty	UOM	Revision
1	1	Active	120.00	USD	120.00	USD	1.0000	EA	

8. Click the View button(s) to view the attachments(s).
9. Click the Return button to return to the requisition.

**View Requisition Comments**

Business Unit 50801 Requisition ID 0000024909  
 Requisition Date 15-APR-13 Currency USD  
 Requester AALLEN56

**Req Header Comments and Attachments** Customize | Find | View All | First 1 of 1 Last

Attached File	View	Comment Text
1 PeopleSoft_Ent_logo.gif	<input type="button" value="View"/>	Price includes shipping. Please verify.

**Requisition Details** Customize | Find | View All |

Line	Item	Req Qty	UOM	Price	Attached File	View	Comment Text
1	204-60	1.0000	EA	120.000	PeopleSoft_Ent_logo.gif	<input type="button" value="View"/>	Please deliver to office 347L

10. Set the Approval Action to Approve.

11. Click Save.

### Requisition Amount Approval

Unit: 50801 Req: 0000024910 Requester: Alfred L Allen - KKC

\*Approval Action: **Approve**

Approval Status: In Process

[View Printable Req](#)

Comment

#### Amount Details

Requisition Date: 04/15/2013 Post Document Y Budget Check Valid  
Total Amount: 120.000 Dollar  
Total Base Amount: 120.000 Dollar

#### Line Details

Customize | Find | First 1 of 1 Last

Line	Sched	Status	Amount	Currency	Base Amt	Base Currency	Req Qty	UOM	Revision
1	1	Active	120.00	USD	120.00	USD	1.0000	EA	

**Save** | [View Worklist](#) | [Previous in Worklist](#) | [Next in Worklist](#) | [Notify](#)

12. Approval Status should now be In Process or Complete.

*If the Approval Status shows In Process, a business manager, vice chancellor or procurement services will also need to approve the requisition. If the Approval Status shows Complete, no other approvals are needed.*

### Requisition Amount Approval

Unit: 50801 Req: 0000024909 Requester: Alfred L Allen - KKC

Approval Action: Approve

Approval Status: **In Process**

[View Printable Req](#)

Comment

#### Amount Details

Requisition Date: 04/15/2013 Post Document Y Budget Check Valid  
Total Amount: 120.000 Dollar  
Total Base Amount: 120.000 Dollar

#### Line Details

Customize | Find | First 1 of 1 Last

Line	Sched	Status	Amount	Currency	Base Amt	Base Currency	Req Qty	UOM	Revision
1	1	Active	120.00	USD	120.00	USD	1.0000	EA	

[Save](#) | [View Worklist](#) | [Previous in Worklist](#) | [Next in Worklist](#) | [Notify](#)