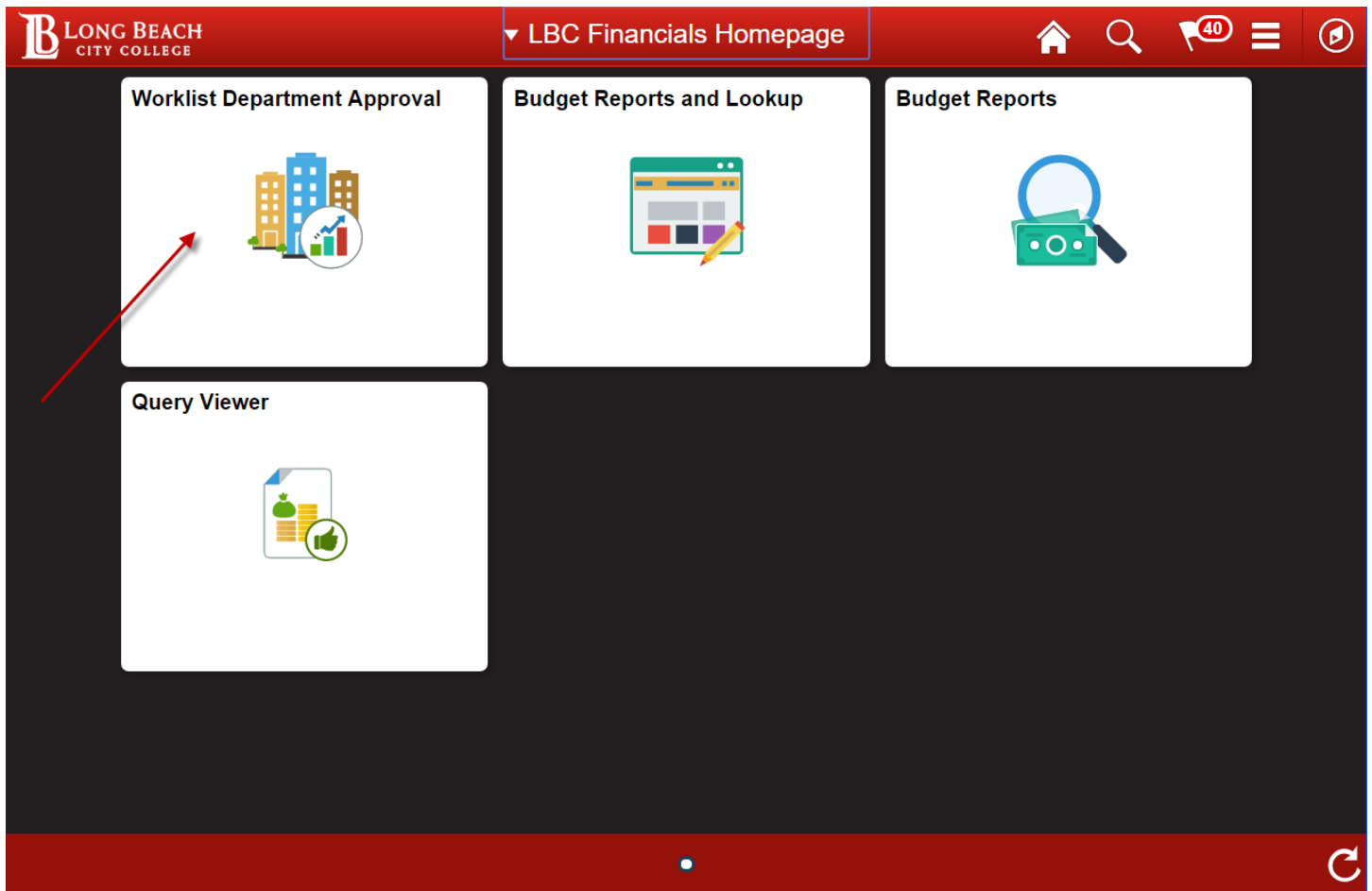# AMOUNT APPROVAL FOR REQUISITIONS 9.2

Amount Approval Process
(Administrator & IITS)

1. To view and approve the online requisitions for your department click the **Worklist Department Approval** tile to access the Requisitions for approval. Requisitions must always be approved <u>from the worklist only</u> in PeopleSoft 9.2.

2. To select a requisition for **Amount Approval** (Administrator's Approval) click the blue link to the right side of the page that shows the requisition number. The online requisition number is a 10 digit number with preceding zeroes.

3. The requisition **Amount Approval** panel shows the **Requisition number**, the **Requester**, the **Requisition Date**, and the **Total Amount** of the Requisition on the main page.

4. To view the **Line Details** of the individual requisition click the **Line Details** arrow near the bottom left of the page.

5. The information that now shows under the Line Details area is the **Amount/Qty** and the **Details** tabs. Click the **Details** tab to see the description of each line on the requisition.

Print | New Window | Help | Personalize Page

Requisition Amount Approval

| Unit | LBCCD | Req | 0000036234 | Requester | Jade S Adams | |

*Approval Action Approve ▼   Approval Status In Process   View Printable Req

Comment

Amount Details

Requisition Date 07/01/2017
Total Amount   200.000 Dollar
Total Base Amount   200.000 Dollar

▼ Line Details   Personalize | Find | 🔲 | 🔳   First ◀ 1 of 1 ▶ Last

Amounts/Qty | Details |

Line	Sched	Status	Merchandise Amt	Currency	Merch Amt Base	Base Currency	Req Qty	UOM	Revision
1	1	Active	200.00	USD	200.00	USD	1.0000	LOT	

💾 Save | 📋 View Worklist | ⬆ Previous in Worklist | ⬇ Next in Worklist | ✉ Notify

6. Under the **Description** is the item detail of the specific purchase for each line. Click on the **Description** link to view the complete description for each specific line.

Print | New Window | Help | Personalize Page

Requisition Amount Approval

| Unit | LBCCD | Req | 0000036234 | Requester | Jade S Adams | |

*Approval Action Approve ▼   Approval Status In Process   View Printable Req

Comment

Amount Details

Requisition Date 07/01/2017
Total Amount   200.000 Dollar
Total Base Amount   200.000 Dollar

▼ Line Details   Personalize | Find | 🔲 | 🔳   First ◀ 1 of 1 ▶ Last

Amounts/Qty | Details |

Line	Sched	Status	Item	Description	Price Tol	Price Tol Under	% Prc Tol	% Prc Tol Under	Buyer	RFQ Required
1	1	Active		OPEN PO FOR JEWELRY SUPPLIES A	99,999,999.99999	99999999.99999	0.00		0341484	N

💾 Save | 📋 View Worklist | ⬆ Previous in Worklist | ⬇ Next in Worklist | ✉ Notify
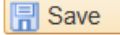
7. Click **OK** or **Cancel** after viewing the complete item description to return to approval page.

8. If you wish to approve the requisition at this point, click on the **SAVE** button, 💾 Save   in the bottom left of the page. By clicking the **SAVE** button you are **approving** the requisition and forwarding it to Fiscal Services for processing. **If the requisition is not going to be approved then please let Purchasing or Fiscal Services know to cancel the requisition.**

IMPORTANT – Under "Approval Action" the default action is "Approve". The actions Deny and Recycle also appear under Approval Action yet **DO NOT** select these actions because they are not currently being used. It is important to remember that clicking the save button at this point **approves the requisition and forwards it to Fiscal Services for processing. If the requisition is not going to be approved then please let Purchasing or Fiscal Services know to cancel the requisition.**

Print | New Window | Help | Personalize Page

Requisition Amount Approval

Unit LBCCD	**Req** 0000036234	**Requester** Jade S Adams	
*Approval Action Approve		**Approval Status** In Process	View Printable Req

Comment

Amount Details

Requisition Date 07/01/2017	
Total Amount	200.000 Dollar
Total Base Amount	200.000 Dollar
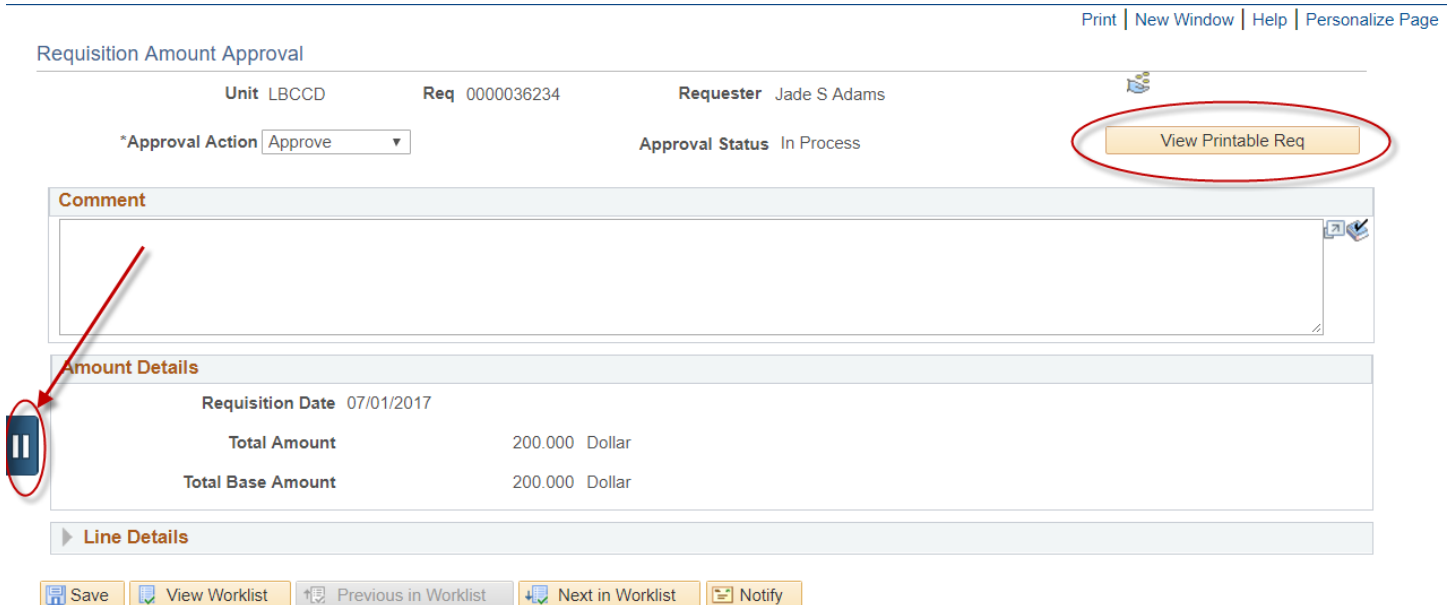
▶ **Line Details**

💾 Save | 📋 View Worklist | 📋 Previous in Worklist | 📋 Next in Worklist | 📧 Notify

9. If you require more information before approving the requisition, click the blue **View Printable Req** button to review the entire requisition. Clicking the **View Printable Req** button starts the process running under the **Reporting Tools** and the **Report Manager** link. After clicking the **View Printable Req** button, click the **Activity Guide Navigation Area** button.

10. Next click the **Report Manager** link on the left side menu.

11. After you are in the **Report Manager** panel you will see the process description for Requisition Print where you can view the requisition detail.   Click the yellow **Refresh** button until the **Status** is **Posted**. After the process is **Posted**, click the **Requisition Print SQR** blue link to open the requisition in PDF format.

Requisition

Ship To: BLDG. O-1 (Warehouse - Rear of Bldg.)
4900 E. CONANT STREET
LONG BEACH CA 90808

Business Unit:	**LBCCD**		
Req ID:	Date		Page
0000036287	07/01/2017		1
Requester			Currency
Kathryn S Each		900T2300B	USD
Requester Signature			

Line-Schd	Description	Quantity UOM	Price	Extended Amt Due Date
1-1	OPEN PO FOR THE PURCHASE OF INSTRUCTIONAL SUPPLIES FOR THE SOCIAL SCIENCES DEPARTMENT	1.0000 LOT	1,000.00	1,000.00

Buyer: Roland J M Ticzon
Supplier: 0000010078 OFFICE DEPOT, INC

Total Requisition Amount: 1,000.00

OPEN PURCHASE ORDER FOR OFFICE SUPPLIES DURING THE PERIOD OF JULY 1, 2017 - MAY 31, 2018.

PERSONNEL AUTHORIZED TO MAKE PURCHASES AND COORDINATE DELIVERIES: KATHY EACH, ESTHER CONTRERAS, JILL BIRDWELL, DEBBIE WHITTAKER

DELIVERY LOCATION INFORMATION:
Department: SOCIAL SCIENCES
Location: T2337
Phone: (562) 938-4328

INVOICES MUST BE APPROVED BY: DEAN LISA ORR

432000 12 220100 1690   1,000.00

0000036287