How to check the status of multiple requisitions by “Requester”

Navigation: Purchasing>Requisitions>Add/Update Requisitions

Enter or select the Requester Name and click Search

Search Results
Requisition Status:

Open Status
A. If a “requisition status” is “open” and you are ready to proceed, retrieve the requisition, uncheck the “hold from further processing”, click on the \(\checkmark\) to Submit for Approval and click Save. Once the requisition is saved it will enter the workflow approval process.

B. If a “requisition status” is “open” and for whatever reason is no longer required you will need to cancel the requisition. To cancel a requisition, retrieve the requisition, uncheck the “hold from further processing”, click on \(\times\), click Yes to the message “cancelling a requisition will commit any changes made and prevent further changes. Continue? Click \(\checkmark\). For detailed instructions, including screen shots, please refer to any one of the on-line requisition manuals.

C. Pending Status
If a “requisition status” is “pending” it is pending approval. If the requisition has been in “pending” status for an extended period of time you may need to notify the approver that a requisition is pending their approval. To check the approval history, retrieve the requisition. You will receive the following message.

![](image)

Click OK

Click the Status tab

Click the Approval Status button \(\checkmark\)

The Approval Status page shows the list of approvers, level of approval and date worked.

Denied Status
If a “requisition status” is “denied”, the requisition will need to be modified or cancelled. When an approver denies a requisition, an e-mail is sent to the requester. If the approver indicated a reason for the denial this will be contained in the e-mail.

A. To modify the requisition, retrieve the requisition, make the necessary changes, \(\checkmark\) to Submit for Approval and click Save. Once the requisition is saved it will enter the workflow approval process.

or
B. If the “denied” requisition is no longer required it will need to be cancelled. To cancel the requisition click ✗. Click Yes to the message “cancelling a requisition will commit any changes made and prevent further changes. Continue? Click Ok. For detailed instructions, including screen shots, please refer to any one of the on-line requisition manuals.

**Approved Status with Hold From Further Processing Status of “Y”**

Requisitions with an “approved” status with a “Hold From Further Processing Status” of “Y” are either requisitions that are in budget error or requisitions that have been returned by Purchasing. In either case, action is required.

- If a requisition does not pass budget checking, the requester receives an e-mail indicating that requisition #XXXXXXXXXX has budget errors. Either the budget error needs to be resolved or the requisition needs to be cancelled.
  
  A. Resolving budget error – Once the budget error has been resolved, uncheck the “hold from further processing” and click Save. Note. If there are changes to the chartfield string or price, the requisition will require re-approval through the workflow process.
  
  or

  B. To cancel the requisition, retrieve the requisition, uncheck the “hold from further processing”, click on the ✗ Click Yes to the message “cancelling a requisition will commit any changes made and prevent further changes. Continue? Click Ok. For detailed instructions, including screen shots, please refer to any one of the on-line requisition manuals.

- Requisitions that have been returned by Purchasing will need corrective action or will need to be cancelled.
  
  A. Correction Action – Once correction action has been taken; i.e. attaching specifications, change origin, etc. you will need to uncheck the “hold from further processing” and click Save.
  
  or

  B. To cancel the requisition, retrieve the requisition, uncheck the “hold from further processing”, click on the ✗ Click Yes to the message “cancelling a requisition will commit any changes made and prevent further changes. Continue? Click Ok. For detailed instructions, including screen shots, please refer to any one of the on-line requisition manuals.