

PS Financials 9.2

Approving Requisitions



1. Click on My Worklist.

The screenshot shows the PS Financials 9.2 interface. At the top, there is a dark red header bar with a back arrow and the text "Staff Homepage" on the left, and "Financials & Annual Budget" on the right. Below the header is a navigation menu on the left with several items, each with a folder icon. A blue arrow points to the "My Worklist" item. The main content area on the right has a search bar with tabs for "Department Search", "Account Search", "Project Search", "Chartfield1 Search", and "SpeedChart Search". Below the search bar is a "Department Lookup" section with two input fields: "Department begins with:" and "Description contains:". There are "Search" and "Clear" buttons next to the second field. Below this is a scrollable area with a right-pointing arrow. At the bottom of the main content area, there is another search bar with the same tabs as the one above.

2. Click on the Requisition link.

The screenshot shows the 'Worklist' interface. At the top, there is a navigation bar with 'Staff Homepage' and 'WORKLIST'. Below this, the 'Worklist Items' section contains a table with the following columns: From, Date From, Work Item, Worked By Activity, Priority, Link, and two action buttons: 'Mark Worked' and 'Reassign'. The first row of the table has the following data: From: Anjie Dunn, Date From: 04/07/2022, Work Item: Approval Routing, Worked By Activity: Approval Workflow, Priority: 2-Medium, and Link: [Requisition: 414890 - REQUISITION_2018_2_414890 - BUSHNETS-CURT PUSGE \[REQ_ID:0000000000\]](#). A blue arrow points to the 'Link' column of this row.

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Anjie Dunn	04/07/2022	Approval Routing	Approval Workflow	2-Medium	Requisition: 414890 - REQUISITION_2018_2_414890 - BUSHNETS-CURT PUSGE [REQ_ID:0000000000]		

3. Click on the View Line Details button to evaluate the requested item and billing information. Make sure to select the checkbox for the line item you would like to review.

The screenshot shows the 'Requisition Review' page. It displays various requisition details such as Business Unit (PUGET), Requisition ID (0000012795), Requisition Name (Carpet Replacement 3318 N 9th), and Requester (Anjie Dunn). Below this, there is a section for 'Line Information' which contains a table with the following columns: Line, Item Description, Supplier Name, Quantity, UOM, Price, and Requester's Comment. The first row of the table has the following data: Line: 1, Item Description: Carpet Replacement 3318 N 9th, Supplier Name: MEYERFLOOR-001, Quantity: 1.0000, UOM: EA, Price: 698.00000 USD. A blue arrow points to the 'View Line Details' button located below the table. Another blue arrow points to the checkbox for the first line item.

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comment
1	Carpet Replacement 3318 N 9th	MEYERFLOOR-001	1.0000	EA	698.00000 USD	

4. Click the Close button.

5. Click the Expand section button on the Review/Edit Approvers tab in order to view all of the approvers for the purchase or to add additional approvers.

Requisition Approval

Business Unit: PUGET
Requisition ID: 0000012800
Requisition Name: Baseball Field Fence Repair
Requester: Ange Quinn
Entered on: 04/07/2022
Status: Pending
Priority: Medium
Budget Status: Valid
Total Amount: 763.00 USD

Requester's Justification: No justification entered by requester.

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

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comment
1	Fence Repair at Baseball Field	ECONOMYFEN-001	1.0000	EA	763.000000 USD	

Select All / Deselect All

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

Review/Edit Approvers

Enter Approver Comments

[Return to Worklist](#)

6. Click the Approve button once you are certain the purchase is reasonable.

Requisition Approval

Business Unit: PUGET
Requisition ID: 0000012800
Requisition Name: Baseball Field Fence Repair
Requester: Ange Quinn
Entered on: 04/07/2022
Status: Pending
Priority: Medium
Budget Status: Valid
Total Amount: 763.00 USD

Requester's Justification: No justification entered by requester.

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Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comment
1	Fence Repair at Baseball Field	ECONOMYFEN-001	1.0000	EA	763.000000 USD	

Select All / Deselect All

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

Review/Edit Approvers

Enter Approver Comments

[Return to Worklist](#)

7. Congratulations! You just learned how to approve a requisition.