The UNIVERSITY *of* OKLAHOMA
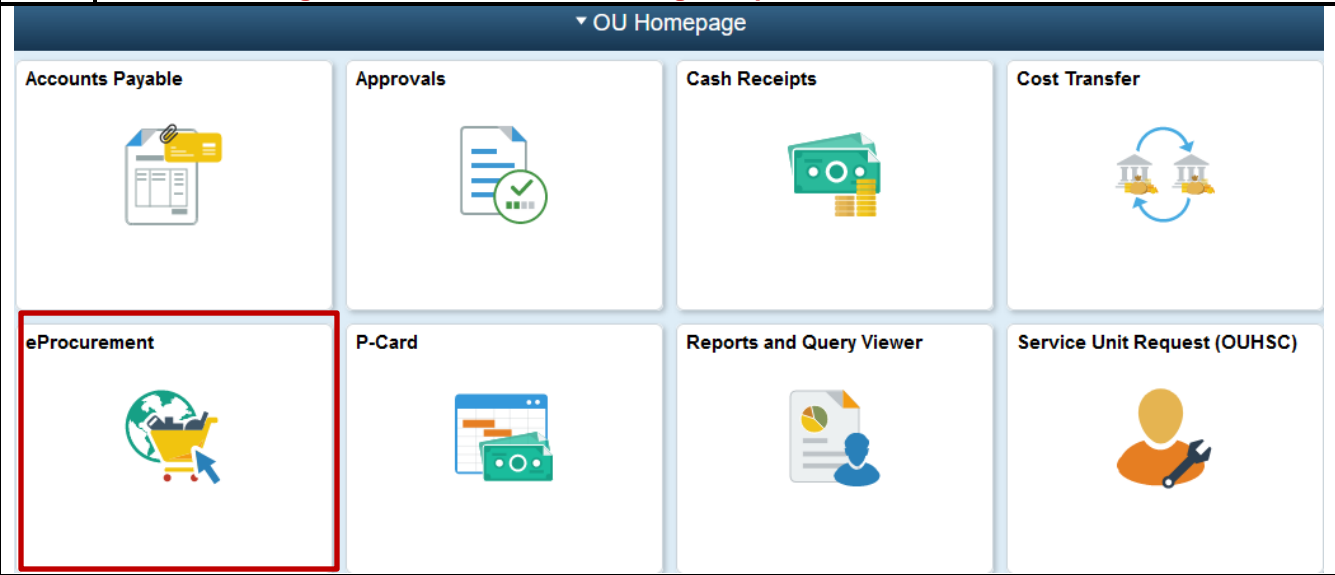
Step	Action
1	After logging into PeopleSoft Financials, you will access Manage Requistions via the Homescreen under **eProcurement** and then click on **Manage Requistions**. You can also get to the screen via **Nav Bar > Navigator > eProcurement > Manage Requisitions**

▼ OU Homepage

Accounts Payable	Approvals	Cash Receipts	Cost Transfer
eProcurement	P-Card	Reports and Query Viewer	Service Unit Request (OUHSC)

Step	Action
2	Click on **Manage Requisitions**. You can search for the Denied requisition, by putting **Denied** in the Request State field. You might have to remove the Date From and Date To. You can also search it by using the **Requisition ID** number.

The UNIVERSITY *of* OKLAHOMA

Favorites ▾   Main Menu ▾   >   eProcurement ▾   >   Manage Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit OUHSC
Requisition ID
Date From 07/07/2020
Requester 506696

Requisition Name
Request State Denied
Date To 07/14/2020
Entered By

Budget Status
PO ID

[Search]   [Clear]   Show Advanced Search

Requisitions ⓘ

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
▽ 0000003998	GARY to DENY this REQ	OUHSC	07/10/2020	Denied	Valid	7.50 USD	[Select Action] ▾	Go

Requester Toombs, Twyla J.   Entered By Shreedhar Valadi - Huron   Priority Medium
Pre-Encumbrance Balance   Not Available

Requisition — Approvals — Inventory — Purchase Orders — Change Request — Receiving — Returns — Invoice — Payment

Request Lifespan:

Line Information   Personalize | Find | 🔲 | 🔳   First ◁ 1-2 of 2 ▷ Last

Line		Description	Status	Price	Currency	Quantity	UOM	Supplier	
1	🔧	Test	Denied	1.0000	USD	3.0000	EA		✗
2	🔧	Test #2	Denied	1.5000	USD	3.0000	EA	BILL WARREN OFFICE PRODUCTS	✗

▷ 0000003996	SV ONE LINE REQ	OUHSC	07/09/2020	Denied	Valid	850.00 USD	[Select Action] ▾	Go
▷ 0000003995	SV DENY REQ # FOUR	OUHSC	07/08/2020	Denied	Valid	7.50 USD	[Select Action] ▾	Go
▷ 0000003993	SV DENY REQ # TWO	OUHSC	07/08/2020	Denied	Valid	5.00 USD	[Select Action] ▾	Go
▷ 0000003992	SV DENY REQ # ONE	OUHSC	07/08/2020	Denied	Valid	5.00 USD	[Select Action] ▾	Go

---

3	Select **Edit** in the dropdown box on the Requisition Line and Click **Go.**

Favorites ▾   Main Menu ▾   >   eProcurement ▾   >   Manage Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit OUHSC
Requisition ID
Date From 07/07/2020
Requester 506696

Requisition Name
Request State Denied
Date To 07/14/2020
Entered By

Budget Status
PO ID

[Search]   [Clear]   Show Advanced Search

Requisitions ⓘ

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
▽ 0000003998	GARY to DENY this REQ	OUHSC	07/10/2020	Denied	Valid	7.50 USD	Edit ▾	Go

Requester Toombs, Twyla J.   Entered By Shreedhar Valadi - Huron   Priority Medium
Pre-Encumbrance Balance   Not Available

Requisition — Approvals — Inventory — Purchase Orders — Change Request — Receiving — Returns — Invoice — Payment

Request Lifespan:

Line Information   Personalize | Find | 🔲 | 🔳   First ◁ 1-2 of 2 ▷ Last

Line		Description	Status	Price	Currency	Quantity	UOM	Supplier	
1	🔧	Test	Denied	1.0000	USD	3.0000	EA		✗
2	🔧	Test #2	Denied	1.5000	USD	3.0000	EA	BILL WARREN OFFICE PRODUCTS	✗

4	Make necessary changes to the Requisitions that were asked in the denied comments. These changes could be to the chartfield spread, the category code, the supplier, or other required changes.
	Under the **Comments** section, the user will need to **Add** a line comment. This line comment resets the Requisition and allows it to be saved and submitted for workflow.
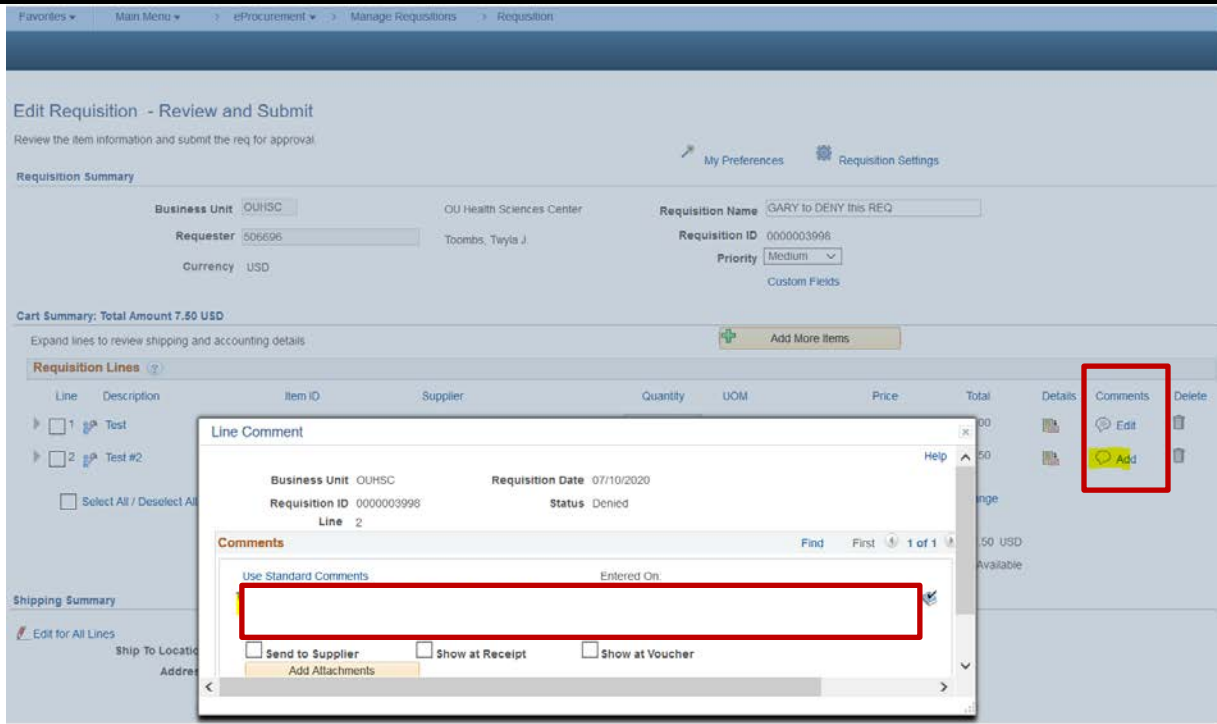
5	Once the user has made the correcting changes and added line comments, the user will click **Save and Submit.** This will send the Requisition back into workflow where the Departmental Approver will need to approve the Requisition again.

The UNIVERSITY *of* OKLAHOMA

Favorites ▾ | Main Menu ▾ | > | eProcurement ▾ | > | Manage Requisitions | > | Requisition

Confirmation

Your requisition has been submitted.

Requested For		**Number of Lines**	2
Requisition Name	GARY to DENY this REQ	**Total Amount**	7.50 USD
Requisition ID	0000003998	**Pre-Encumbrance Balance**	
Business Unit	OUHSC		Not Available
Status	Pending	**Approval Justification**	
Priority	Medium	GARY to DENY this REQ	
Budget Status	Valid		

🖨 View printable version   ✏ Edit This Requisition   🔍 Check Budget

Department Manager Approval

▼ **GARY to DENY this REQ:Pending**   💬 View/Hide Comments
                                          ➕ Start New Path

Department Manager Approval

Pending
  Multiple Approvers
  🕐 Req Department Managers —➕

▶ **Comment History**

Purchasing Approval

▼ **GARY to DENY this REQ:Awaiting Further Approvals**   💬 View/Hide Comments
                                                          ➕ Start New Path

Purchasing Approval

Not Routed