## The UNIVERSITY of OKLAHOMA

Step	Action								
1	After logging into PeopleSoft Financials, you will access Manage Requisitions via the Homescreen under eProcurement and then click on Manage Requisitions. You can also get to the screen via Nav Bar > Navigator > eProcurement > Manage Requisitions • OU Homepage								
Account	ts Payable	Approvals	Cash Receipts	Cost Transfer					
			•••						
eProcurement		P-Card	Reports and Query Viewer	Service Unit Request (OUHSC)					
2		. You might have to remove	ch for the Denied requisition, the Date From and Date To.						

## The UNIVERSITY of OKLAHOMA

I '	To locate n	equisitie	ons, edit the	criteria below a	ind click the Seai	rch button							
			ss Unit OUH			Requisitio	on Name						
	F	Requisi	tion ID		Q	Reque	est State Deni	ed		∽ Bud	get Status		
		Date	e From 07/0	7/2020	31		Date To 07/14	1/2020	21				
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	Sear	ch	Cle	ear		Show Advance	ed Search						
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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. Favorites -Main Menu \* eProcurement • > Manage Requisitions > Requisition Edit Requisition - Review and Submit Review the item information and submit the reg for approval My Preferences Requisition Settings Regulation Summary Business Unit OUHSC OU Health Sciences Center Requisition Name GARY to DENY this REQ Requester 506696 Toombs, Twyls J Requisition ID 0000003998 Priority Medium ~ Currency USD Custom Fields Cart Summary: Total Amount 7.50 USD Add More Items Expand lines to review shipping and accounting details Requisition Lines (2) Line Description Item ID Supplier Quantity UOM Price Total Deta 1 go Test 00 104 Edit Line Comment 8 111 1 2 pp Test #2 Help A 50 Add Business Unit OUHSC Requisition Date 07/10/2020 Select All / Deselect All Requisition ID 0000003998 Status Denied nge Line 2 Comments Find First 🛞 1 of 1 🖗 Use Standard Comments Entered Or Shipping Summary Edit for All Lines Ship To Locatio Send to Supplier Show at Receipt Show at Voucher Addres Add Attachments < 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.



Favorites - Main Menu -	> eProcurement - > Mana	age Requisitions > Requisition	_
Confirmation			
Your requisition has been submit	ted.		
Requested For		Number of Lines	2
Requisition Name	GARY to DENY this REQ	Total Amount	7.50 USD
Requisition ID	000003998	Pre-Encumbrance Balance	
Business Unit	OUHSC		Not Available
Status	Pending	Approval Justification GARY to DENY this REQ	
Priority	Medium	GART IO DENT INIS REQ	
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Siew printable version	🖉 Edit This Requisition	Check Budget	
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-	NY this REQ:Pending	♥ View/Hide Comments ● Start New Path	
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GARY to DE	NY this REQ:Awaiting Fur	ther Approvals	
Purchasing Approval Not Routed			