REQUISITION APPROVAL FOR DEPARTMENT REQUISITION APPROVERS AND MANAGERS

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OVERVIEW

This manual will explain the processes used by Requisition Approvers and Requisition Managers (Department Approvers) to review requisitions and move them to the next level of approval by Purchasing Services.

Approval by a Department Approver signifies that the purchase is valid, meets all Purchasing requirements, adheres to USF regulations and policies and that the appropriate department, fund, initiative, product and/or project information has been used to encumber the budget.

Requisitions flow through the system using a process called Workflow which relies on chartfield approval routes tied to specific chartfield values that appear on the first line and first distribution (chartfield string) of a requisition.

Refer to the Purchasing Workflow document for an expanded explanation of the Workflow routing process.

The chart below shows the flow of a requisition through Workflow routing.
Is there a Buyer name associated with the Requisition?

Yes

Route to Buyer for Approval

No

Is Requisition < 15,000?

Yes

Route to Purchasing Agent for Approval

No

Route to Senior Purchasing Agent for Approval

Is Requisition > 25,000?

Yes

Route to Purchasing Supervisor for Approval

No

Is Requisition > 1,000,000?

Yes

Route to President for Approval

No

Approved?

Yes

PO Staged and Created

No

A Route back to Initiator for action
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REVIEW THE REQUISITION

VIEW THE WORKLIST

Click on the Worklist link at the top right of any page in Fast.

A number of items may display including requisitions for approval, recycled requisitions (returned from Purchasing,) notifications, and matched exception notices from Accounts Payable.

Use the Worklist filter to select “Req Approval Worklist SQL” to filter out all other entries aside from requisitions requiring approval.

The drop down menu only lists the kinds of entries in the Worklist at that particular time:

After selecting “Req Approval Worklist SQL” the page will appear with only requisitions needing approval:
Anatomy of a requisition item in the Worklist

1. Person whose action moved the requisition into the current Worklist
2. Date requisition appeared in Worklist
3. Identification of processes involved
4. Priority – High, Medium,
5. Summary of requisition information
6. Marked Worked button
7. Reassign button

1. Requisition Manager – this is the person who approved the requisition at the highest department level and ‘sent’ it to the Buyer
2. Date that the requisition was approved by the Requisition Manager. This is not always the same date that the requisition was entered by the Initiator
3. These fields identify the system processes used to ‘move’ the requisition into the Buyer’s worklist and the Workflow process used
4. Priority is an optional field that allows the Buyer to rate or annotate the requisition. The selections are:

Some buyers use this box to note whether or not the requisition has been reviewed, needs documentation, has some other requirement, importance, urgency. Some do not use it at all – use is not a requirement.

5. This is a quick list of some important elements of the specific requisition:

6. Mark Worked Button – this is grayed out on requisitions. It is used for deleting Worklist items such as Notifications and Matched Exceptions once they have been addressed.

7. Reassignment Button – used by Purchasing. Requisition Managers and Approvers should not reassign requisitions. They should only approve or recycle them.
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REVIEW THE REQUISITION ON THE APPROVE AMOUNTS PAGE

Requisition Managers need to review requisitions for

- Appropriate funding and accounts for goods or services purchased
- A clear description of the purchase
- Dates of service, deliverables and invoice expectations (i.e. monthly invoicing, invoicing at the end of each task, etc.)
- Appropriate Item Category including use of OCO (Asset) categories where required
- Attachment of necessary documentation or Standard Comment; quotes, Independent Contractor Worksheet, Certificate of Expenditure, W9, single source, UTSB approval, etc.
- Justification for after the fact purchases
- Has approval to use a split distribution from the appropriate authority

To view the requisition summary, click on the hyperlink

The system takes the requisition to the Requisition Amount Approval page
Displayed here are:

1. Requisition Business Unit and number
2. Requester name
3. Vendor id and name
4. Approval Action – the last action taken. Here, the last action was the ‘Approval’ by requester that pushed the requisition into Workflow
5. Approval Status – In Process. Requisitions remain in process until approved by Purchasing
6. Requisition date and amount
7. Link to Requisition Details
8. Link to Requisition Distributions

Click on the ‘Details’ link (7) to see the amount, quantity and unit of measure.
Click on the Details tab to see the first line of the description.

Click on the description hyperlink to see the full description and ensure that the purchase is appropriate for the funding source, is clear, includes necessary information such as rates, dates, deliverables, size, etc.

Buyer may or may not be listed. The tolerances shown are sourcing tolerances, not price tolerances and do not affect the requisition or PO.
Click the 'Req Distrib Chart' link to see the chartfields. Ensure the correct chartfields are being used.

This description is missing dates of service and rates. Rates can be in the unit price or in a comment. Dates may also be in a comment.
A requisition with multiple distribution lines will appear like this:

Click the ‘Approval’ link to return to the main page

If multiple distributions are used, the Requisition Amount Approval page will contain a message asking the Approver to ensure that the other chartfield stings being used are approved by the Accountable Officers, Designees or Requisition Managers.
To ensure that the proper documentation and comments are entered on the requisition, the approver may wish to view the requisition, itself, prior to approval.

Navigate: Purchasing – Requisitions – Add/Update Requisitions

Click the ‘Find an Existing Value’ tab or link

Search can be done using the requisition number, requisition name, requester id or requester name. All requisitions should be in a ‘Pending Approval’ status if they are in an approver’s worklist.

Click Search. If a requisition number was entered, the requisition will be opened. If a list is returned, click on the requisition to be reviewed.
As indicated by the ‘Edit Comments’ link, there are comments on this requisition. Click on the link.

There are 3 comments which can be scrolled through using the scroll arrows:

Or by clicking the ‘View All’ link
Comment 3 has an attachment indicated by the active View box.

By clicking on the View box, the attached document can be seen.
If the requisition is satisfactory after review on the Approve Amounts page, click on the Save button.

If the requisition requires Purchasing approval, the system will return this warning:

Click “OK”
The requisition will remain in “In Process” Approval Status

If the requisition is “LPO Eligible” the requisition will be fully approved and the approval status will change to “Complete”
If the requisition has been further reviewed on the Add/Update Requisition page, click on the Worklist link at the top of the page, click on the Requisition link to go to the Approve Amounts page and save as above.
After approval, users can use the ‘Previous in Worklist’ or ‘Next in Worklist’ buttons to view the succeeding or preceding item in their worklist for more requisitions to approve. They can also return to the worklist, itself, by clicking the ‘View Worklist’ button.
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RECYCLED REQUISITIONS

Requisitions are reviewed by Purchasing for

- Appropriateness of purchase with regard to fund
- Adherence to USF, Florida State and Board of Governors rules and regulations
- Adherence to USF policies and procedures
- Clear and correct description and pricing
- Rates and dates of service
- Quote requirements
- Approval from internal departments where necessary, including
  - Physical Plant Space Impact (Changes to structure, electric, etc.)
  - University Technology Standards Board (Technology)
  - University Communication and Marketing (Printing)
  - Human Resources (Independent Contractor)
  - Payroll (Non-Resident Aliens, Foreign Vendors)
- Property information
- Appropriate Item Category selection
- Executed Contracts

Should a requisition be missing information or documentation or need correction by the department, the Purchasing Agent will Recycle the requisition back to the Requisition Manager.

If a college uses a two-step approval process, a Requisition Manager may recycle a requisition back to a Requisition Approver.
REVIEW THE WORKLIST

Depending upon the frequency of approved requisitions, Requisition Managers and Approvers should review their worklists on a regular basis.

Recycled Requisitions appear in the Requisitions Manager’s worklist and be identified as Recycled with the Purchasing Agent as the “From” user.

If a Worklist is lengthy, the user can filter the worklist to show only certain items.

Only items actually in a user’s Worklist will appear in the filter choices. If there are no recycled requisitions, that selection will not be in the filter.

To show only Recycled requisitions, select the ‘Recycle Req Worklist’ filter.
REVIEW THE APPROVAL COMMENTS

Click on the requisition Link to see the comments from the Purchasing Agent.

The Requisition Manager should either make the necessary corrections or instruction the Requisition Initiator to do so.

A REQUISITION SHOULD NOT BE RECYCLED BACK TO A REQUISITION INITIATOR. AN INITIATOR IS NOT PART OF WORKFLOW APPROVAL.

Initiators have access and may update the requisition without further recycle or denial actions.
REAPPROVE THE REQUISITION

Once corrective action has been taken, the Requisition Manager needs to reapprove the requisition back to Purchasing.

_Do Not use the Comment Box for correction or explanation._ This box is only used for Recycle or Denial messages. The Purchasing Agent will NOT see this comment. If correction or other information is not on the Requisition itself or Requisition Header Comment, the requisition may be recycled again.

On the Approve Amounts page, change the Approval Action from Recycle to Approve.

Click the Save button. The system will advise that the requisition needs Purchasing Approval.

Click OK and the Requisition will move back to the Purchasing Agent’s Worklist.