

## WEBAPP2: Requisition Approval/Rejection – Financial Approval

The purpose of this section is to introduce a Purchasing Officer how to approve or reject a Requisition on Agresso Web. If the Requisition is approved it will proceed to next step of the Approval workflow until it becomes a Purchase Order. If the Requisition is Rejected it will be sent back to originating requisitioner.

- **If under £100 it will go straight to the Purchasing Officer to Approve.**
- **If over £100 it will go to a nominated Sub-Project Approver. It will then have to be approved by a Purchasing Officer before converting into a Purchase Order.**
- **The higher the requisition amount the more levels of authority have to approve the requisition.**

Once the Requisition has become a Purchase Order it will be automatically emailed/ faxed/ printed off by the Purchasing Officer and sent to the supplier. The Purchase Order will also record a commitment against the appropriate Cost Centre and Sub-Project until all items on the Purchase Order are allocated to the corresponding invoice, or, the Purchase Order is manually closed.

**There are two options on how to approve a Requisition:**

WEBPAPP1.2: SIMPLE MODE - This allows the user to Approve or Reject the whole requisition in one quick process

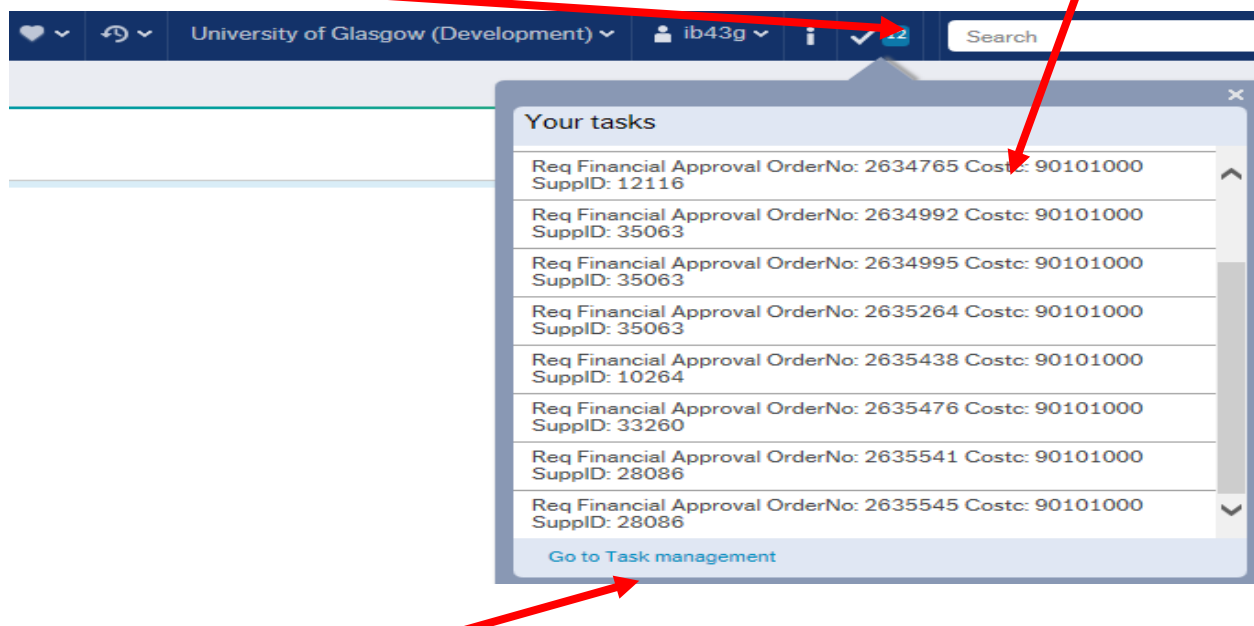
WEBPAPP1.3: ADVANCED MODE – This allows the user to Approve and Reject individual lines with further details shown on screen

## WEBAPP2.2: SIMPLE MODE Requisition Approval/Rejection

**This allows the user to Approve or Reject the whole requisition in one quick process**

1. To access the Approval or Reject screen:

✓ 1 Clicking on the task icon opens the task list preview where you can directly select a task.



Or choose to go to [Go to Task management](#) where all you will be able to view all yours sorted according to , type of task and importance, due date.

Requisition details

**Requisition information**

Resource	Ian Brown	Requisition number	2636031
Updated	28/05/2015		

**Workflow log (row 1)**

28/05/2015 15:37 Ian Brown (IAN) - Distributed

(Enter a comment)

**Message from user**

training example

**Requisition details**

Map	Status	Funds check	Product	Product description	Supplier	Quantity	Currency	Price	Curr. amount
<input type="checkbox"/>			LAB33 Laboratory Consumables	12345 - microscope cleaner	29022 THORLABS LTD	2.00	GBP	10.00	20.00

Σ

Kit components

**Product text**

123456 training example

**GL Analysis**

Map	Status	Account	Costc	Sub_project	Activity	Tax code	TS	Percentage	Amount
<input type="checkbox"/>		6440 OTHER LABOR...	90206000 US - Systems	* 141744-01 FIN OFFICE - SYSTEMS	7400 General OH	* AS Purchases - Std...	13 POT 2	40.00	8.00

**Requisition information**

Resource	Ian Brown	Requisition number	2636031
Updated	28/05/2015		

2. Requisition information will show:
  - a. Resource                      The person who raised the Requisition
  - b. Requisition number        Requisition number
  - c. Updated                        The last update

**3. Workflow Log (per row)**

Workflow log                      The Workflow Comment will show any comments made during the workflow process.

**Workflow log (row 1)**

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(Enter a comment)

4. Message                        The purpose of the requisition. This is entered by the Requisitioner

**Message from user**

training example

**5. Requisition Details** If required click on each row to see the Requisition Details per row

Each row will show the following information and, if required, can be amended by the Purchasing Officer

- a. Product Code University Specific Code for Purchasing
- b. Product Description Description entered by the Requisitioner
- c. Supplier The supplier
- d. Quantity The Quantity required
- e. Currency The Currency (this will depend on the Supplier selected)
- f. Price The Price of the goods before VAT
- g. Curr. Amount The Quantity multiplied by the Price

Requisition details											
Map	Status	Funds check	Product	Product description	Supplier	Quantity	Currency	Price	Curr. amount		
			LAB33 Laboratory Consumables	12345 - microscope cleaner	29022 THORLABS LTD	2.00	GBP	10.00	20.00		
Σ											

**6. Product Text** For each row you will also see any additional information entered by the Requisitioner for the product required. This can also be amended

Product text

123456 training example

**7. GL Analysis** This shows the details of the Sub-Project that has been selected to pay for the purchases. Some of these fields can be amended

- a. Account The Account for Reporting Purposes. **Do not amend**
- b. Cost Centre The cost centre for the Sub-Project
- c. Sub-Project The Sub-Project Code
- d. Tax Code The Tax code for the purchase
- e. Percentage The Percentage of cost that is assigned to the Sub-Project
- f. Amount The Amount of cost that is assigned to the Sub-Project

GL Analysis										
Map	Status	Account	Costc	Sub_project	Activity	Tax code	TS	Percentage	Amount	
		6440 OTHER LABOR...	90206000 US - Systems	* 141744-01 FIN OFFICE - SYSTEMS	7400 General OH	* AS Purchases - Std...	13 POT 2	40.00	8.00	
Σ									40.00	8.00

**8. Split Costs** If the costs are to split between different Sub-Projects the percentage/amount split will also be shown.

**9. APPROVING OR REJECTING THE WHOLE REQUISITION**

**Please note that once a requisition is approved or rejected it cannot be undone by the Approver.**

Approve

Reject

**10. Select** Approve **button to Approve the requisition. Once approved by a Purchasing Officer the requisition will convert into a Purchase Order.**

- To Reject the requisition Select **Reject** button and enter a comment why the requisition is to be rejected. The requisition will then go back to the person who approved the requisition.


Req PO Approval - Reject

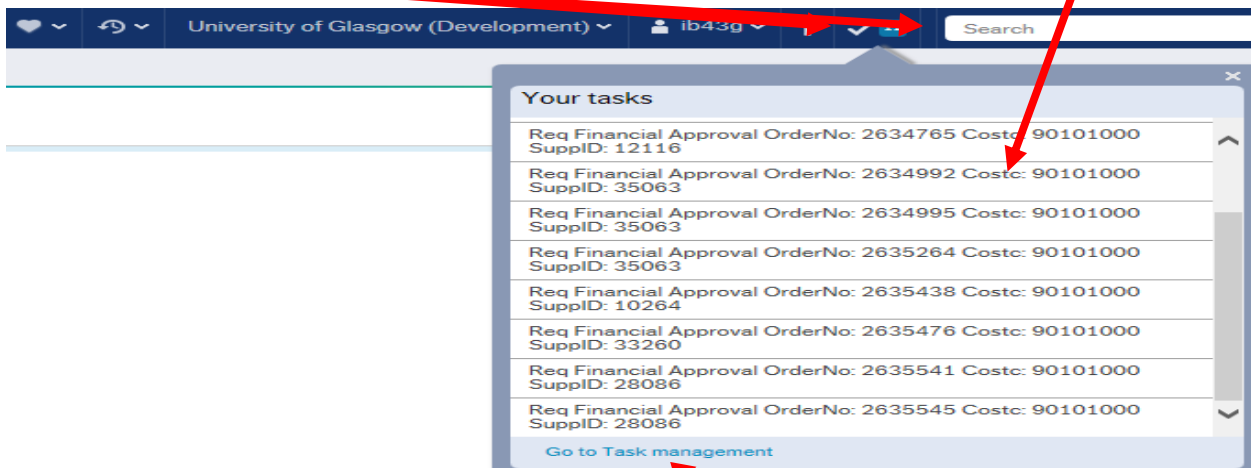
Enter your comment

## WEBAPP2.3: ADVANCED MODE Requisition Approval/Rejection

This allows the user to Approve and Reject individual lines with further details shown on screen

- To access the Approval or Reject screen:

 **1** Clicking on the task icon opens the task list preview where you can directly select a task.



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**Your tasks**

Req Financial Approval OrderNo: 2634765 Cost: 90101000 SupplID: 12116
Req Financial Approval OrderNo: 2634992 Cost: 90101000 SupplID: 35063
Req Financial Approval OrderNo: 2634995 Cost: 90101000 SupplID: 35063
Req Financial Approval OrderNo: 2635264 Cost: 90101000 SupplID: 35063
Req Financial Approval OrderNo: 2635438 Cost: 90101000 SupplID: 10264
Req Financial Approval OrderNo: 2635476 Cost: 90101000 SupplID: 33260
Req Financial Approval OrderNo: 2635541 Cost: 90101000 SupplID: 28086
Req Financial Approval OrderNo: 2635545 Cost: 90101000 SupplID: 28086

[Go to Task management](#)

Or choose to go to **Go to Task management** where all you will be able to view all yours sorted according to , type of task and importance, due date.

- To use the Advanced Mode **Advanced mode** options select from the menu at the bottom of the screen
- The Requisition details shown on screen will be the same as the Simple Mode Approval Screen mentioned in **Section WEBAPP1.3**

Requisition details											
<input type="checkbox"/>	Map	Status	Funds check	Product	Product description	Supplier	Quantity	Currency	Price	Curr. amount	<input type="checkbox"/>
<input type="checkbox"/>				LAB33 Laboratory Consumables	12345 - microscope cleaner	29022 THORLABS LTD	2.00	GBP	10.00	20.00	<input type="checkbox"/>
<input type="checkbox"/>				LAB34	1234 Filtration	29022	1.00	GBP	0.01	0.01	<input type="checkbox"/>
Σ											
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Kit components"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Undo"/>											

4. Approving a Requisition Row - Select  to approve each row, or Tick  on the Rows required to Approve and select

Requisition details						
<input type="checkbox"/>	Map	Status	Funds check	Product	Product description	Supplier
<input type="checkbox"/>		<b>Approve</b>		LAB33 Laboratory Consumables	12345 - microscope cleaner	29022 THORLABS LTD
<input type="checkbox"/>				LAB34	1234 Filtration	29022

5. Approving all rows - Tick  on the below box to select all rows then select

Requisition details					
<input checked="" type="checkbox"/>	Map	Status	Funds check	Product	
<input checked="" type="checkbox"/>		<b>Approve</b>		LAB33 Laboratory Consumables	
<input checked="" type="checkbox"/>		<b>Approve</b>		LAB34	

6. Rejecting a Requisition Row - Select  to reject each row. Or Tick  on the Rows required to Reject and select

Requisition details					
<input checked="" type="checkbox"/>	Map	Status	Funds check	Product	
<input type="checkbox"/>		<b>Reject</b>		LAB33 Laboratory Consumables	
<input type="checkbox"/>				LAB34	

A comment must be entered in the workflow for any rejected requisition.


⌵ Workflow log (row 1)

28/05/2015 15:24 Ian Brown (IAN) - Distributed

Item Not required

7. UNDO – This option will allow the user to undo the Approval or Reject status of the row. Click on the  button to revert the line to original status. NB This must be done before requisition is saved

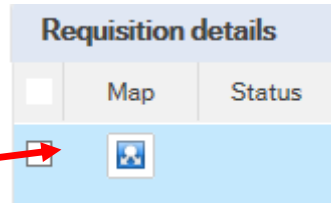
8. Saving the Requisition Approval/Rejection Once all the details for the Requisition have been Approved/Rejected the user can then Save the Requisition.

Select the  button at the bottom of the screen (you may need to scroll down to see this).

Once saved the Requisition will then follow a workflow to the approval process until it then becomes a Purchase Order, or, the if Requisition is rejected it will be sent back to the originating requisitioner.

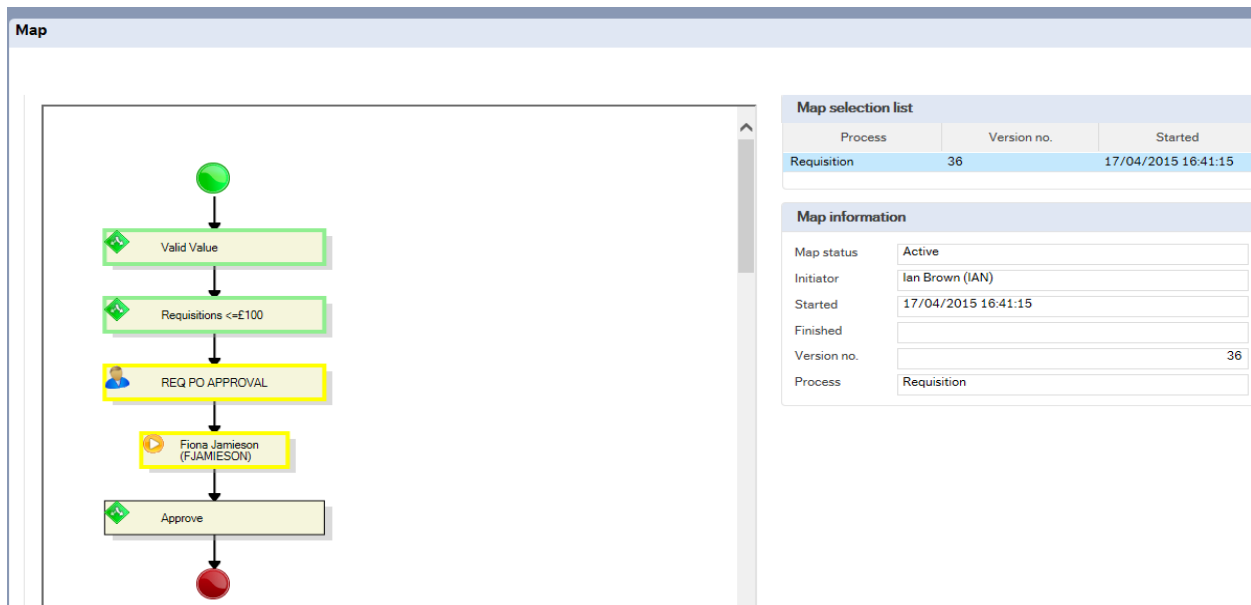
## WEBAPP2.4: Workflow Map

The Workflow Map can be used to see what stage of the process each Requisition row is currently at.



Select the workflow map icon on the required row.

The following screen will appear:



**Map selection list**

Process	Version no.	Started
Requisition	36	17/04/2015 16:41:15


**Map information**


Map status	Active
Initiator	Ian Brown (IAN)
Started	17/04/2015 16:41:15
Finished	
Version no.	36
Process	Requisition


The workflow diagram shows the following stages:

- Valid Value (Green tick)
- Requisitions <=£100 (Green tick)
- REQ PO APPROVAL (Yellow highlight)
- Fiona Jamieson (FJAMIESON) (Yellow highlight)
- Approve (Green tick)

### Task stages

 The highlighted areas in yellow show the parts of the workflow that need to be processed.

 If the process has a green tick – the person has completed their process

 If there is a Full Stop – The requisition has been Rejected

Place your cursor over the Workflow stage to see more information regarding each stage.

**Step information**

Step status	Active
Step started	17/04/2015 16:41:15
Step finished	
Distr. user	Ian Brown

**Logged values**

CURRENCY  
GBP Sterling Pound (GB)

ORDERNO  
2636019

SUPPID  
14189

ORDERED  
10

UNIT PRICE  
0.77

ORDERNO  
2636019

[Workflow log](#)