



How to Approve and Budget Check a Requisition

1. Main Menu Folder (1) → Purchasing Folder (2) → Requisitions Folder (3) → Add/Update Requisitions (4) → Find an Existing Value tab (5) → Enter Requisition ID (6) → Click Search (7)

The screenshot shows the Oracle Requisitions interface. The breadcrumb trail at the top is: Favorites > Main Menu > Purchasing > Requisitions > Add/Update Requisitions. Red arrows point to each step: 1 (Main Menu), 2 (Purchasing), 3 (Requisitions), 4 (Add/Update Requisitions), 5 (Find an Existing Value tab), 6 (Requisition ID field), and 7 (Search button). The 'Find an Existing Value' tab is selected. The search criteria section includes fields for Business Unit (SFCMP), Requisition ID (begins with 1201402982), Requisition Name (begins with), Requisition Status (=), Origin (begins with), Requester (begins with), and Requester Name (begins with). The 'Search' button is highlighted with a red arrow. Below the search criteria, there are links for 'Find an Existing Value' and 'Add a New Value'.

2. The requisition status should be “OPEN”. You’ll need to click on the “APPROVE” Button (1—green check mark icon)

The screenshot shows the 'Maintain Requisitions' page for a specific requisition. The requisition details are: Business Unit SFCMP, Requisition ID NEXT, and Requisition Name. The status is 'Open' and the budget status is 'Not Chk'd'. A green checkmark icon (1) is next to the 'Open' status, indicating the 'APPROVE' button. The 'Hold From Further Processing' checkbox is unchecked. The 'Header' section shows the requester information: *Requester 75900030149 (Tam, Deanna), *Requisition Date 06/29/2015, Origin ONL (Online Entry), *Currency Code USD (Dollar), and Accounting Date 06/29/2015.

3. The requisition status should change to “APPROVED” and the red X will show up. Now you’ll need to click on “BUDGET CHECK” button (1—excel spreadsheet with magnify glass icon)

Maintain Requisitions

Requisition

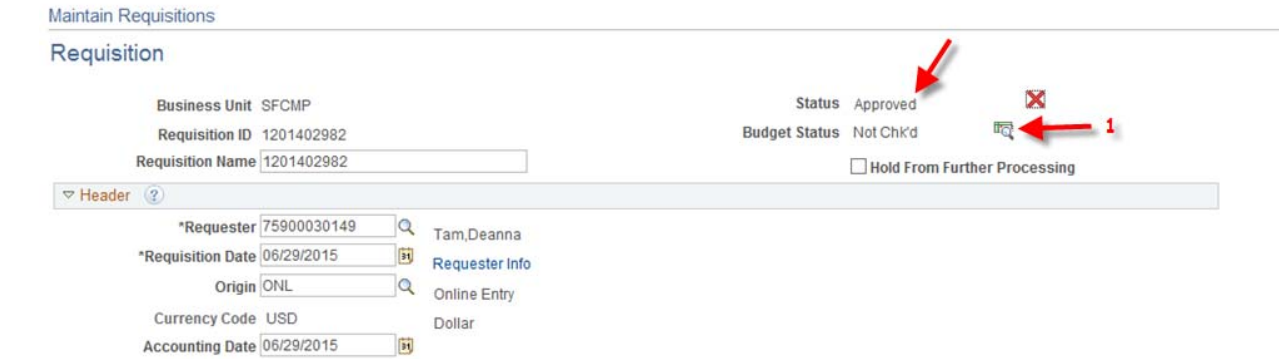
Business Unit SFCMP
Requisition ID 1201402982
Requisition Name 1201402982

Status Approved
Budget Status Not Chk'd

☐ Hold From Further Processing

▼ Header ?

*Requester 75900030149 Tam,Deanna
*Requisition Date 06/29/2015 Requisition Info
Origin ONL Online Entry
Currency Code USD Dollar
Accounting Date 06/29/2015



4. The Budget Check status should change to “VALID”. Now your requisition has successfully Approved and Budget Check.

Maintain Requisitions

Requisition

Business Unit SFCMP
Requisition ID 1201402982
Requisition Name 1201402982

Status Approved
Budget Status Valid

☐ Hold From Further Processing

▼ Header ?

*Requester 75900030149 Tam,Deanna
*Requisition Date 06/29/2015 Requisition Info
Origin ONL Online Entry
Currency Code USD Dollar
Accounting Date 06/29/2015

