Process Requisition Approvals

Purpose: Use this document as a reference for processing requisition approvals in ctcLink.

Audience: Requisition approvers.

You must have at least one of these local college managed security roles:

- ZZ Requisition Approval

You must also set these User Preference Definitions:

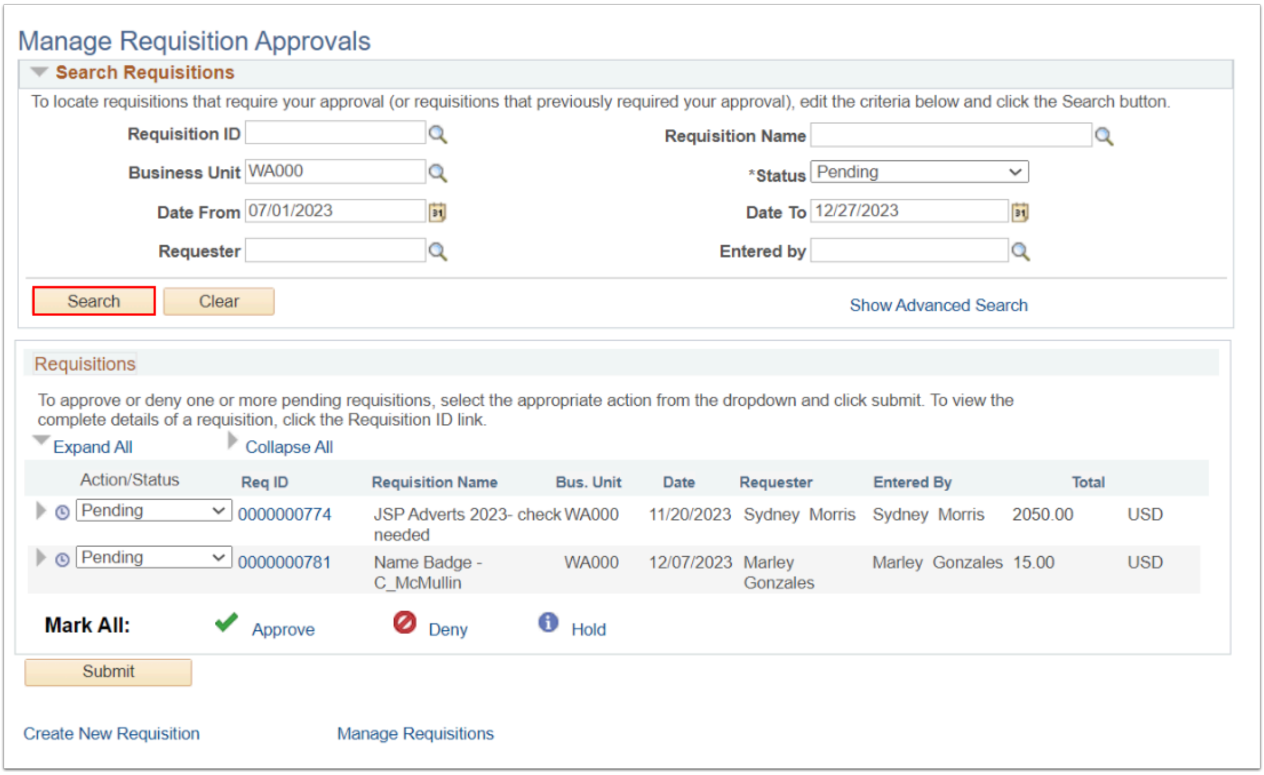
- User Preferences: Requisition Processing
- Requester Setup

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

Process Requisition Approvals Using Classic Navigation

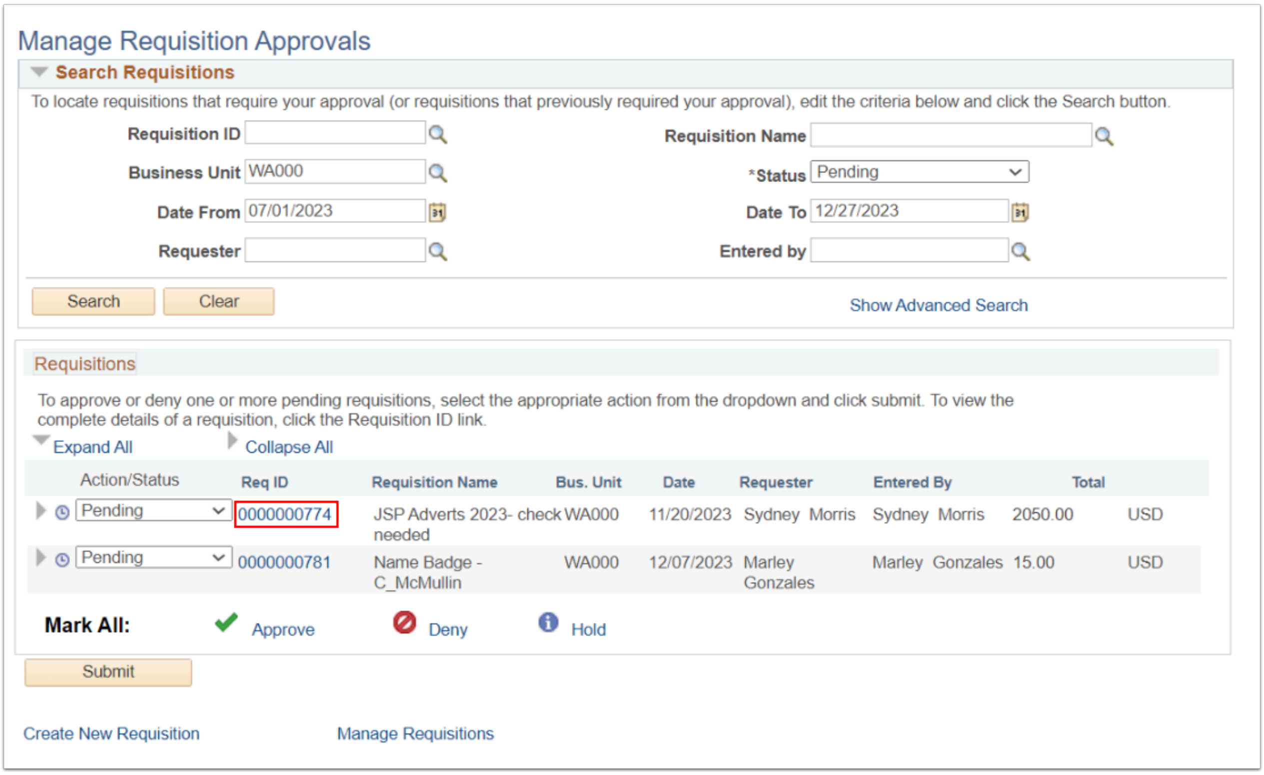
Navigation: Purchasing > Requisitions > Manage Requisition Approvals

1. The **Manage Requisition Approvals** search page displays.
2. Enter search criteria to identify your requisition. Select the **Search** button.
3. The **Requisitions** section of the page populates.



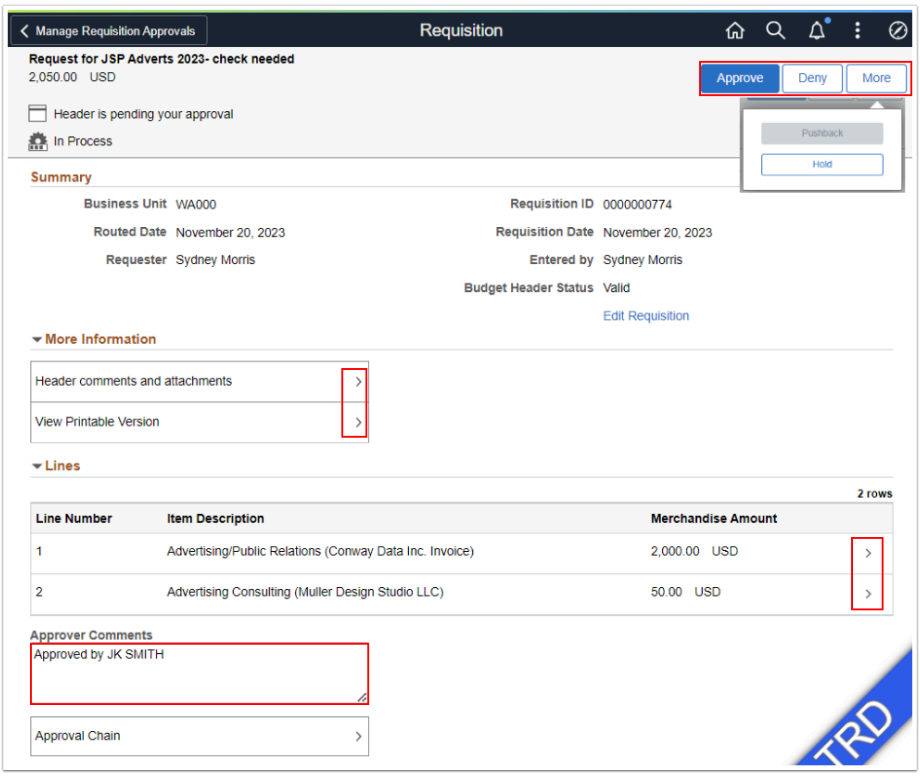
Process by Requisition ID

1. Select the **Req ID** link to open the requisition summary on a new page.

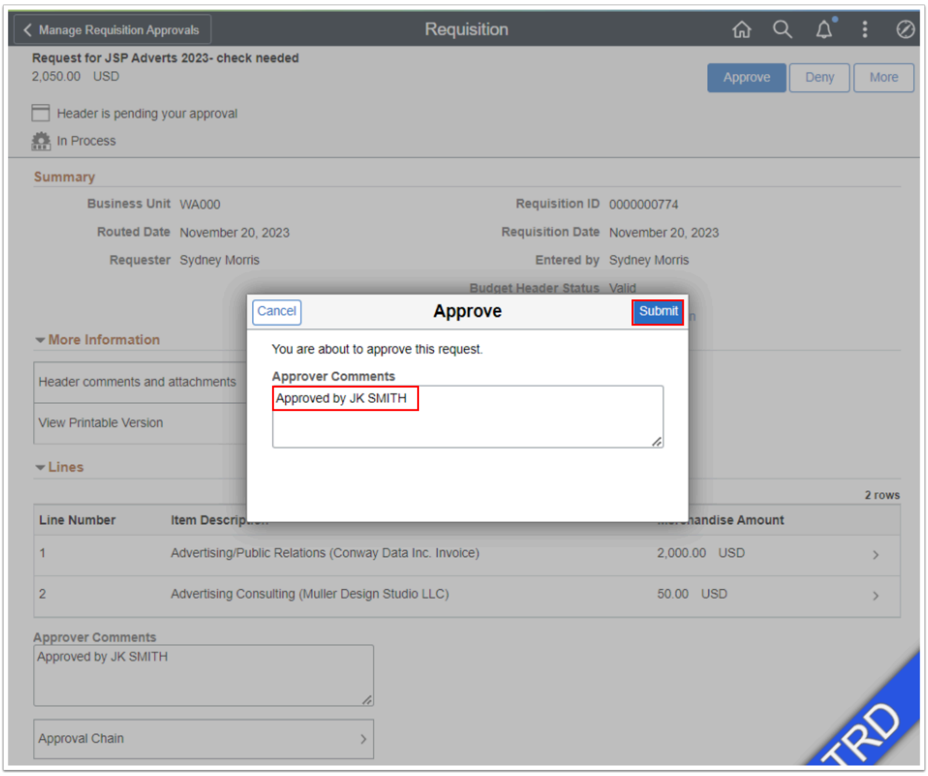


1. The **Requisition Summary** page displays.

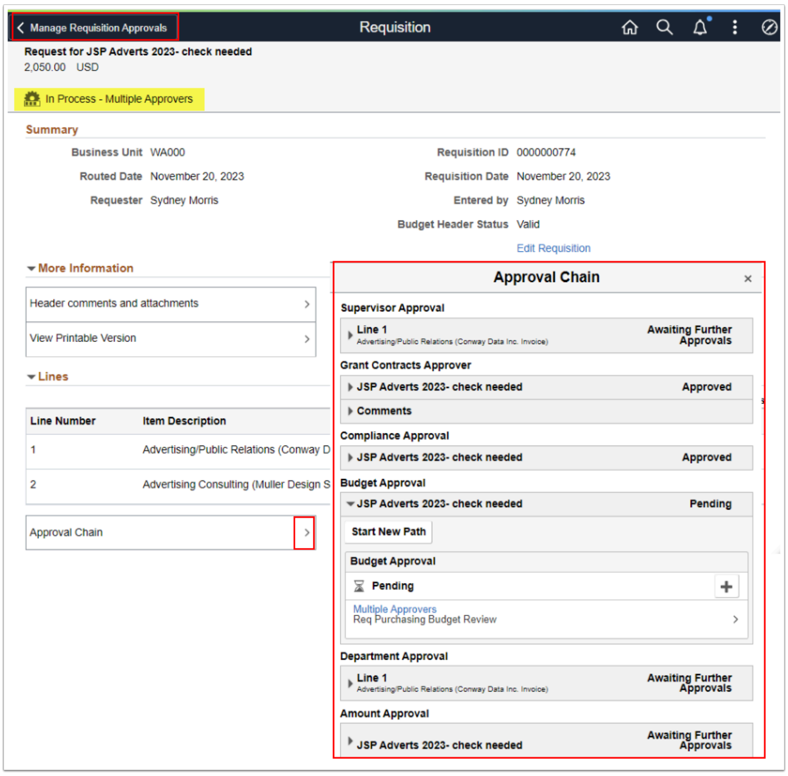
2. Optional to view Header or Line Comments and Attachments by selecting the corresponding side arrows.
3. Add custom **Approver Comments** prior selecting the **Action** buttons:
    - **Approve** - select to approve the Requisition.
    - **Deny** - select to deny the Requisition.
    - **More** - depending upon your colleges AWE flow, select to view additional buttons to **Pushback** or **Hold** the Requisition.



4. Upon selecting the **Action** button, the aligned **Approve/Deny/Hold Comments** box displays.
5. Review or modify the **Approver Comments** and select the **Submit** button.



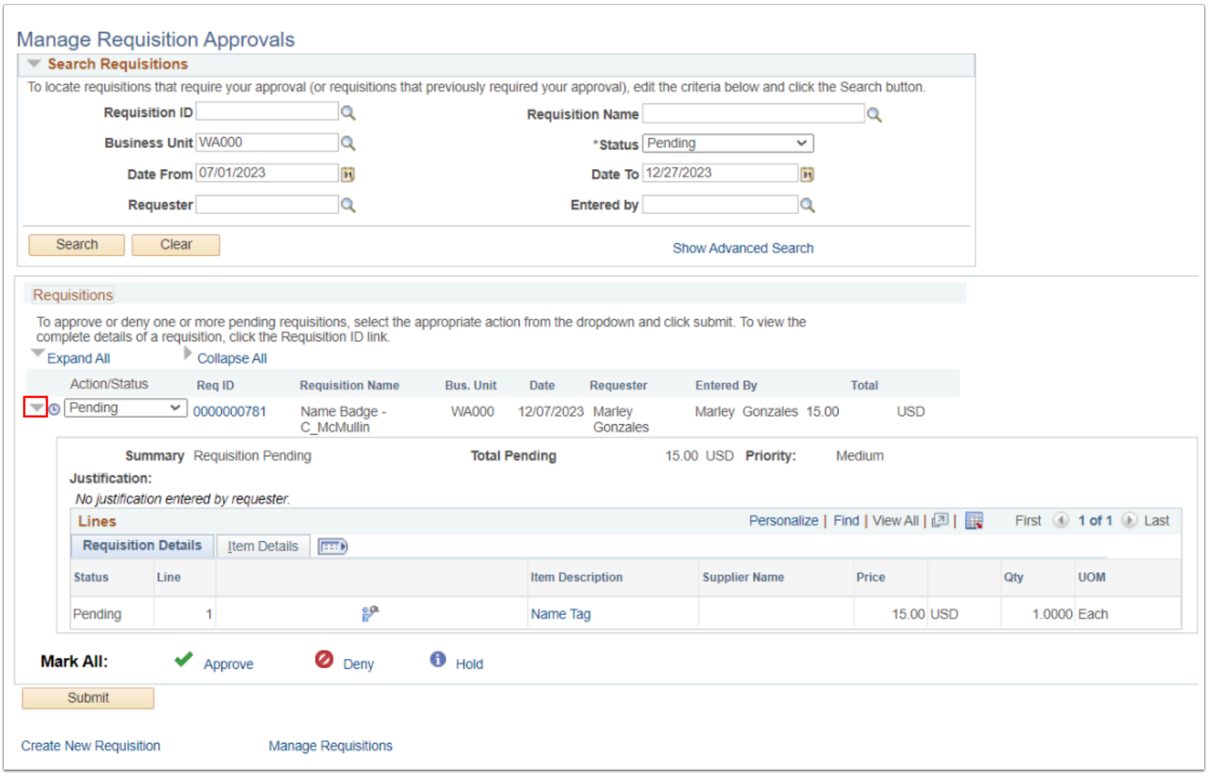
6. The **Approver Comments** window disappears.
7. The **Requisition** page displays the outcome of your action.
8. Optional to select the **Approval Chain** link to review the approval work flow.
9. Select the **Manage Requisition Approvals** back button to return to the Manage Requisition Approvals main page.



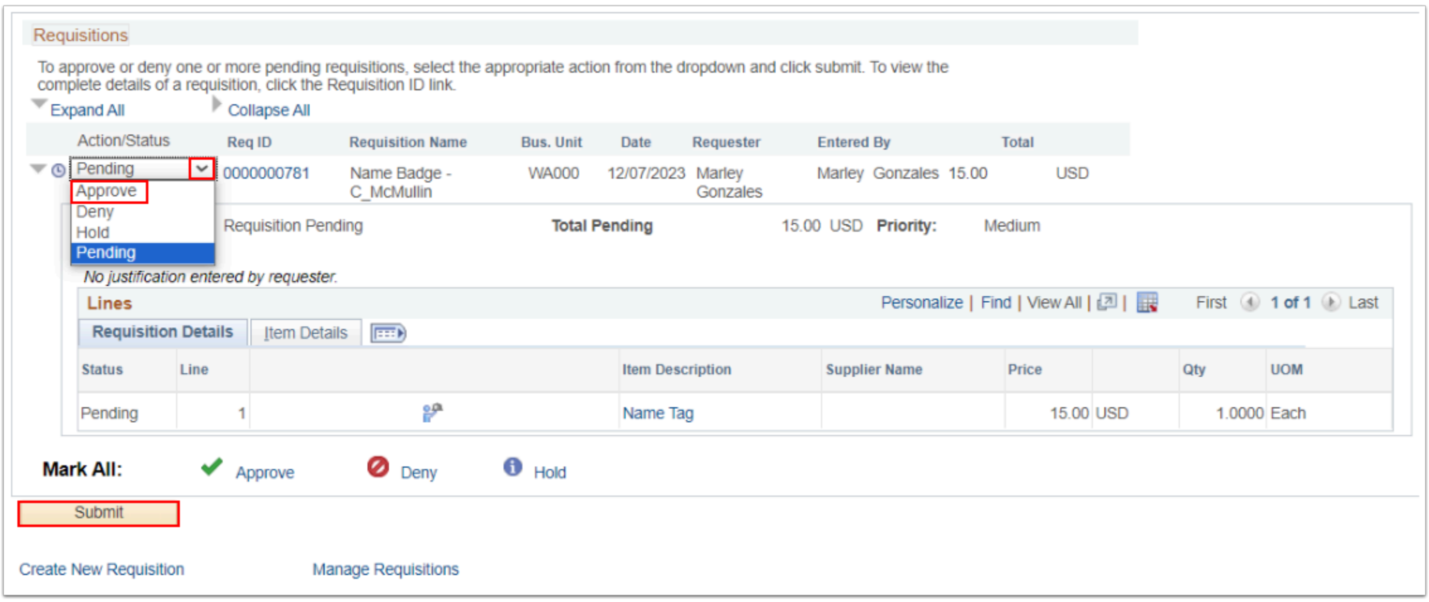
10. Section complete.

Process by Requisition Summary Results

1. You can also process **Requisition IDs** from the main page. Selecting the **Requisition ID side arrow icon** to expand.
2. Review summary details. Note the **Expand All** and **Collapse All** action arrows.



3. Use the **Action drop down arrow** functions to select the **Action** (Approve, Deny, Hold, Pending) and then select the **Submit** button.



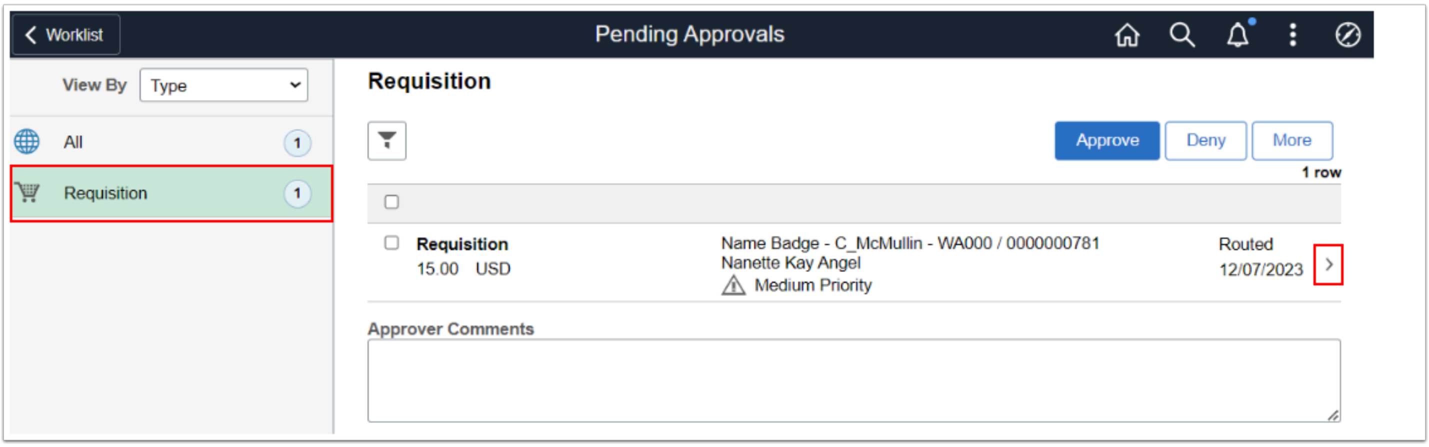
4. Section complete.

Processing Requisition Approvals Using Fluid Tiles

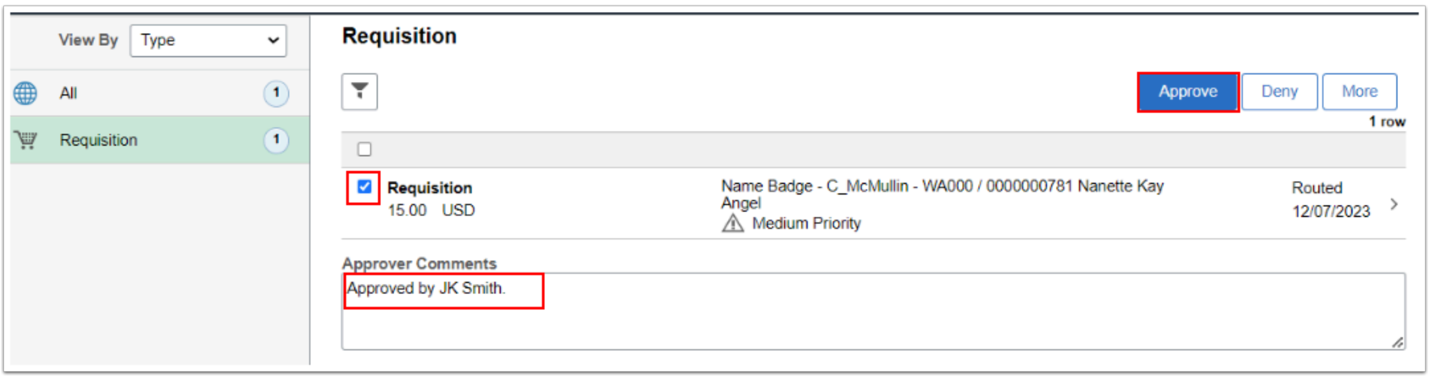
Navigation: Fluid > Approvals Tile

1. The **Pending Approvals** page displays.
2. On the left hand side of the page, select **Requisition** to populate the Requisition pending approval results.
3. To review a Requisition ID detail, select the **right arrow icon** to navigate to the **Requisition Summary** page.

> For steps to drill into the Requisition Summary page to review details and attachments, follow the above steps under **Process by Requisition ID.**



4. From the Fluid **Pending Approvals** page, select the **Requisition** check box, add **Approver Comments,** then select the **Process Action** (Approve, Deny, More) button.



5. Section complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the link to Process Requisition Approvals. This link will open in a new tab/window.