

# 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.

## Manage Requisition Approvals

### Search Requisitions

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID

Requisition Name

Business Unit

\*Status

Date From

Date To

Requester

Entered by

Search

Clear

[Show Advanced Search](#)

### Requisitions

To approve or deny one or more pending requisitions, select the appropriate action from the dropdown and click submit. To view the complete details of a requisition, click the Requisition ID link.

Expand All

Collapse All

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	
<input type="text" value="Pending"/>	<a href="#">0000000774</a>	JSP Adverts 2023- check WA000 needed		11/20/2023	Sydney Morris	Sydney Morris	2050.00	USD
<input type="text" value="Pending"/>	<a href="#">0000000781</a>	Name Badge - C_McMullin	WA000	12/07/2023	Marley Gonzales	Marley Gonzales	15.00	USD

Mark All:



Approve



Deny



Hold

Submit

[Create New Requisition](#)

[Manage Requisitions](#)

## Process by Requisition ID

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

## Manage Requisition Approvals

### Search Requisitions

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Requisition ID

Requisition Name

Business Unit

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Date From

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Search

Clear

[Show Advanced Search](#)

### Requisitions

To approve or deny one or more pending requisitions, select the appropriate action from the dropdown and click submit. To view the complete details of a requisition, click the Requisition ID link.

Expand All

Collapse All

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	
<input type="text" value="Pending"/>	<a href="#">0000000774</a>	JSP Adverts 2023- check WA000 needed		11/20/2023	Sydney Morris	Sydney Morris	2050.00	USD
<input type="text" value="Pending"/>	<a href="#">0000000781</a>	Name Badge - C_McMullin	WA000	12/07/2023	Marley Gonzales	Marley Gonzales	15.00	USD

Mark All:



Approve



Deny



Hold

Submit

[Create New Requisition](#)

[Manage Requisitions](#)

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.

**Manage Requisition Approvals** | Requisition

**Request for JSP Adverts 2023- check needed**  
2,050.00 USD

Header is pending your approval  
In Process

**Summary**

Business Unit: WA000 | Requisition ID: 0000000774  
Routed Date: November 20, 2023 | Requisition Date: November 20, 2023  
Requester: Sydney Morris | Entered by: Sydney Morris  
Budget Header Status: Valid | [Edit Requisition](#)

**More Information**

Header comments and attachments >  
View Printable Version >

**Lines** 2 rows

Line Number	Item Description	Merchandise Amount
1	Advertising/Public Relations (Conway Data Inc. Invoice)	2,000.00 USD >
2	Advertising Consulting (Muller Design Studio LLC)	50.00 USD >

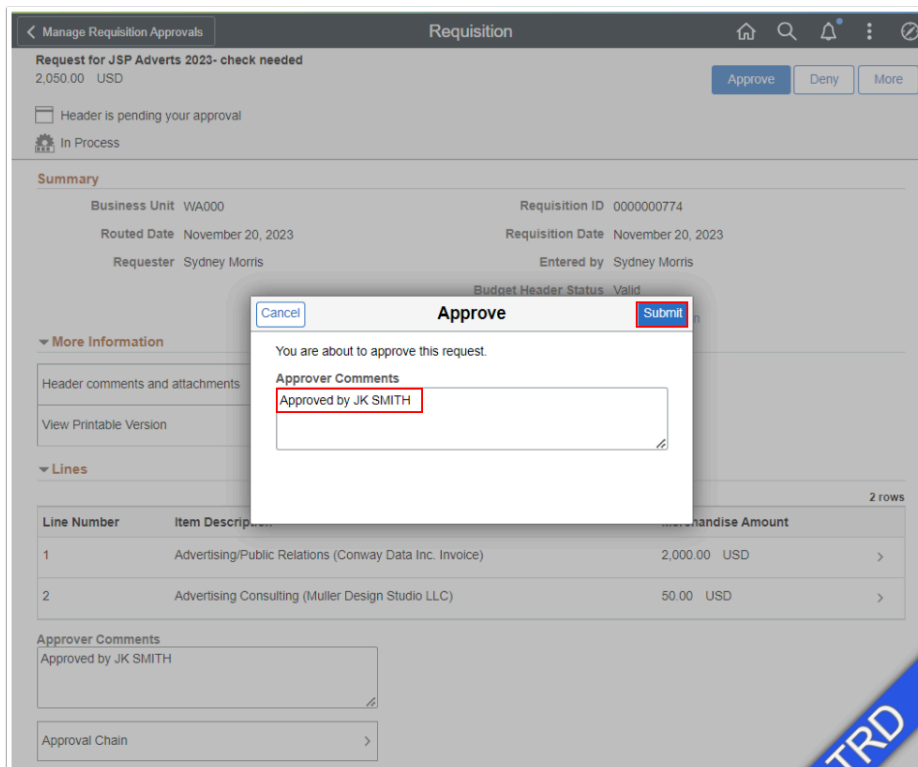
**Approver Comments**  
Approved by JK SMITH

[Approval Chain](#) >

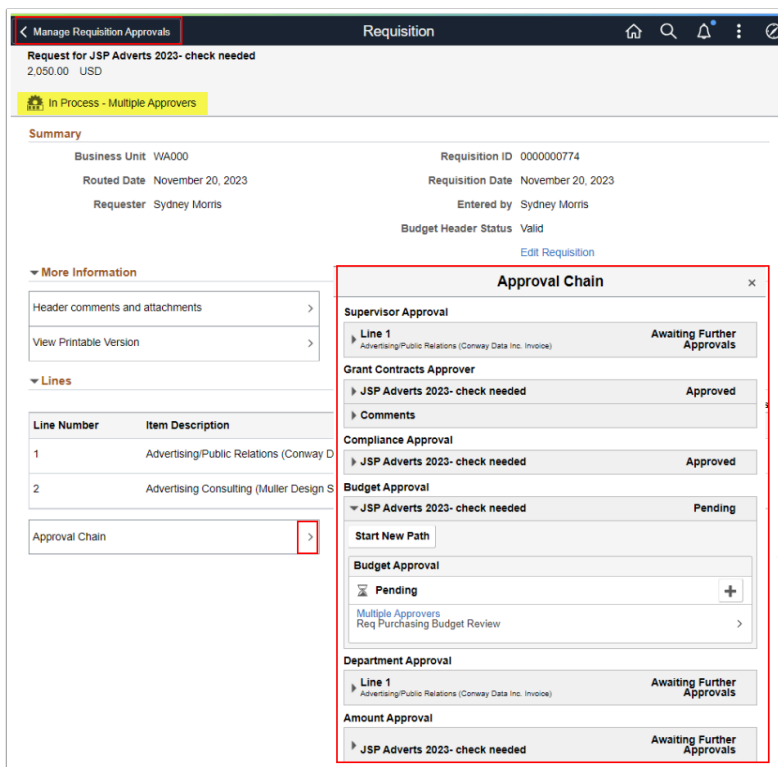
**Actions:** Approve, Deny, More (More dropdown: Pushback, Hold)

**TRD**

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.

**Manage Requisition Approvals**

**Search Requisitions**

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID  Requisition Name

Business Unit  \*Status

Date From  Date To

Requester  Entered by

[Show Advanced Search](#)

**Requisitions**

To approve or deny one or more pending requisitions, select the appropriate action from the dropdown and click submit. To view the complete details of a requisition, click the Requisition ID link.

[Expand All](#) [Collapse All](#)

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total
<input checked="" type="checkbox"/> Pending	0000000781	Name Badge - C_McMullin	WA000	12/07/2023	Marley Gonzales	Marley Gonzales	15.00 USD

**Summary** Requisition Pending **Total Pending** 15.00 USD **Priority:** Medium

**Justification:**  
No justification entered by requester.

**Lines** [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

[Requisition Details](#) [Item Details](#) [Item Details](#)

Status	Line	Item Description	Supplier Name	Price	Qty	UOM
Pending	1	Name Tag		15.00 USD	1.0000	Each

**Mark All:** ☒ Approve ☒ Deny ☒ Hold

[Create New Requisition](#) [Manage Requisitions](#)

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

**Requisitions**

To approve or deny one or more pending requisitions, select the appropriate action from the dropdown and click submit. To view the complete details of a requisition, click the Requisition ID link.

[Expand All](#) [Collapse All](#)

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total
<input checked="" type="checkbox"/> Pending	0000000781	Name Badge - C_McMullin	WA000	12/07/2023	Marley Gonzales	Marley Gonzales	15.00 USD

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[Requisition Details](#) [Item Details](#) [Item Details](#)

Status	Line	Item Description	Supplier Name	Price	Qty	UOM
Pending	1	Name Tag		15.00 USD	1.0000	Each

**Mark All:** ☒ Approve ☒ Deny ☒ Hold


[Create New Requisition](#) [Manage Requisitions](#)

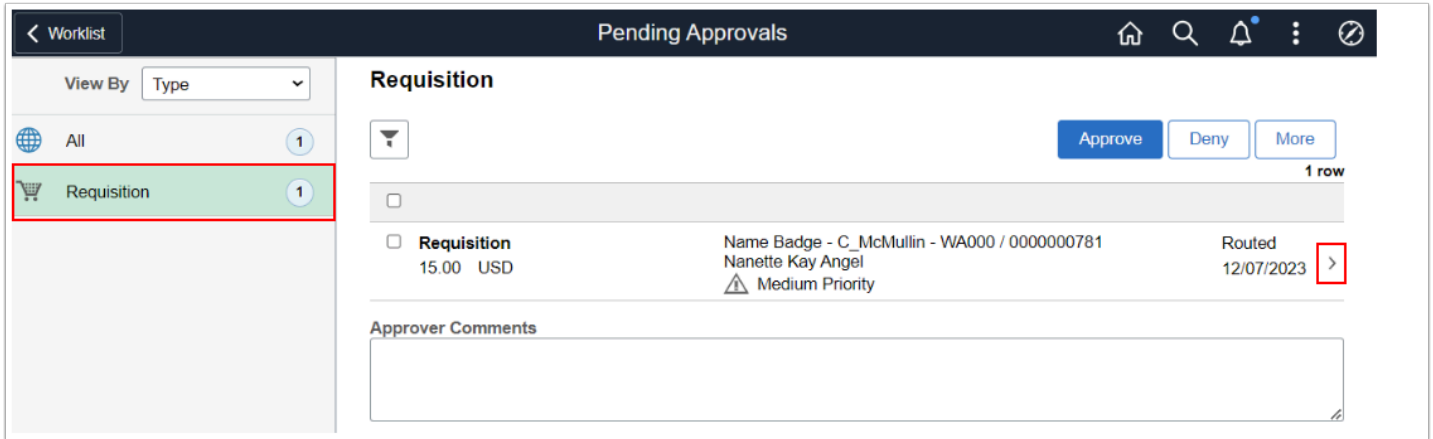
4. Section complete.

# Processing Requisition Approvals Using Fluid Tiles

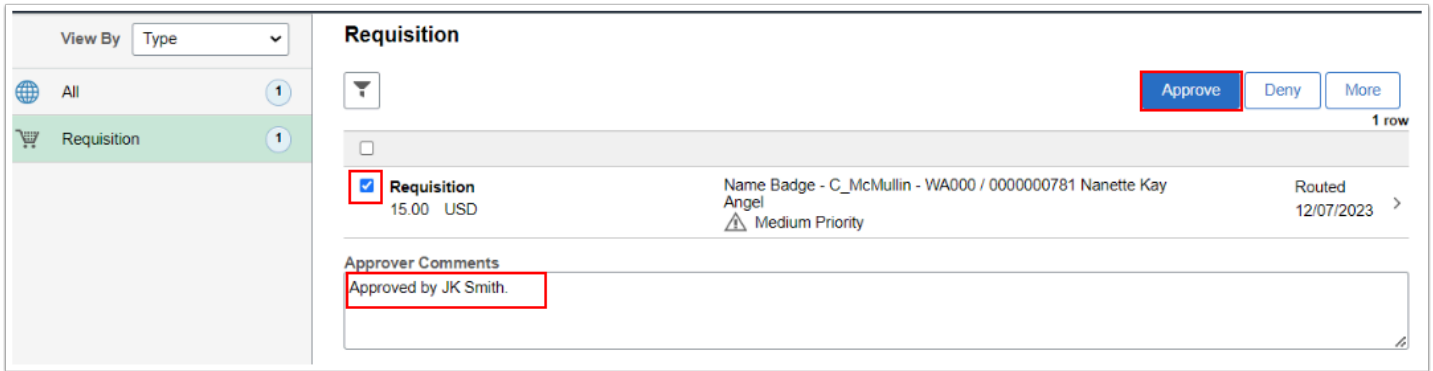
## Navigation: Fluid > Approvals Tile

- 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.