Viewing a Comment Explaining a Denied Requisition

- 1. Navigate to your "Manage Requisitions" screen
- 2. Erase any "Date From" information and click the "Search" button to see all requisitions that you have created

			Finance Dashboard											
C	Finance Dashboard		М	lanage Requ	isitions									
	Procurement	^		 Search Requis To locate requisition 	sitions ns, edit the criteria below an	nd click the \$	Search button.							
	Create a Requisition			Business Requisiti Date	s Unit MIR01	0	Bid I Requ	No/Quote		✓	E	udget Status		
\rightarrow	Manage Requisitions			Requ	ester CDEMOLL	0	Er	ntered By		0		PO ID		
	Add/Update Supplier			Search	Clear		Show Advan	ced Search						
	Receive an Item		Requisitions (2) To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.											
	Request a Payment			Reg ID MRR0005269	Bid No/Quote MRR0005269	BU MIR01	Date 08/08/2018	Request State Pending	Budget Valid	T	Total 220.00 USI	[Select Action]	~	Go
	Travel & Expense	~		MRR0005218 MRR0005205	OFFICE SOLUTIONS ESTIMATE 1069	MIR01	07/31/2018	Received	Valid		54.78 USI	[Select Action]	∨[Go Go
	Manager Self Service	~		MRR0005147	AMOUNT ONLY - VILLAGE N	E MIR01	07/17/2018	PO(s) Dispatche	ed Valid		4,000.00 US	[Select Action]	√[Go
	Reports	~	1	Rec Pre-I	quester Carrie De Moll Encumbrance Balance	WIITED	Entered 0.00 US	I By Carrie De Mo	oll valid	Prio	rity Medium)	
	Employee Dashboard		3	3			Pu	rchase	Change	6	Ì			
Í	Finance Dashboard		Requisition Approvals Request Lifespan:		Inventor	Inventory Orders Request		Receiving	Personalize Find 🗐 🔜 Firsi		Payment			
				Line D	escription 4	s	itatus	Price	Currency	Quantity	UOM	Supplier		
				1 🥐 🛱	MOUNT ONLY - HOME DE	POT - F	O Dispatched	4000.00	USD		1 EA	HOME DEPOT INC	×	

- 3. Click the gray arrow next to the desired requisition ID #.
- 4. Select the Approvals icon
- 5. Click the gray arrow next to "Comments" to reveal any approval comments associated with the requisition

Business Unit Requisition ID Requisition Name Requesté Entered on Status Priority Budget Status	MIR01 MIR0005274 038297 08/08/2018 Denied Medium Valid	Total Amount	18.00 USD											
No justification entered b	y requester.	Header Comments	View printable version											
Line Information ② Review/Edit Approver Req Approval	S													
Line 1:Deni KEYS, SPECTRU	ed M LECTERN KEY, CH751, 55142-SPECTRUM		♥View/Hide Comments											
Miramar Req Approval Approved Coursection SDCCD Budget SDCCD Budget SDCCD Budget SDCCD Budget SDCCD Budget SDCD Bu	Approvers Approvers Approvers Denied Denise Kapitzke MIR01_ePro_Level_Two_Apprs 08/09/18 - 11:25 AM	Skipped No approvers found SDCCD CGSF Approvers One	Kelly Rosas Route to Primary Buyer											
Denise Kapitz Please attach	Denise Kapitzke at 08/09/18 - 11:25 AM Please attach quote													
Line 2:Deni SHIPPING, GST-5	ed SHIPPING SPECTRUM KEY		♥View/Hide Comments											
Miramar Req Approval Approved Lou Ascione SDCCD Budget D8/09/18 - 10:09	Approvers AM	Skipped No approvers found SDCCD CGSF Approvers One	Kelly Rosas Route to Primary Buyer											
Denise Kapitz Please attach	zke at 08/09/18 - 11:25 AM quote													