

PROCUREMENT SERVICES – APPROVER CHANGE REQUEST REVIEW AND ACCEPTANCE

PURPOSE

Review and accept change requests.

Note: Change Request approvals will be mixed in with requisition approval requests. Be sure to review approvals thoroughly to determine if you are viewing a new requisition approval or a change request approval.

STEPS

1. Review and accept change request: **Go to your Worklist to review pending approvals.**

Worklist
Worklist for MANNIXJA: Joyce Mannix

[Detail View](#) Worklist Filters Feed

| From | Date From | Work Item | Worked By Activity | Priority | Transaction Name | Approver Path | Link | | |
|--------------|------------|------------------|--------------------|----------|------------------|-----------------|--|--|--|
| Stephen Quin | 07/17/2019 | Approval Routing | Approval Workflow | 2-Medium | Requisition | Amount Approval | Requisition: 167302, EAGLE, 2013-11-06, N, 0, BUSINESS UNIT: EAGLE, REQ_ID: 0000108500 | | |
| Stephen Quin | 07/17/2019 | Approval Routing | Approval Workflow | 2-Medium | Requisition | Amount Approval | Requisition: 167312, EAGLE, 2013-11-06, N, 0, BUSINESS UNIT: EAGLE, REQ_ID: 0000108501 | | |

2. Click the link next to the approval you want to review and process.

Requisition Approval

Business Unit: EAGLE
Requisition ID: 0000108500
Requisition Name: Approvals Test
Requester: [Stephen Quin](#)
Entered on: 07/17/2019
Status: Pending **Total Amount:** 5,550.00 USD
Priority: Medium
Budget Status: Valid
Requester's Justification:
No justification entered by requester.

[Edit Requisition](#) [View printable version](#)

Line Information

| Line | Item Description | Vendor Name | Quantity | UOM | Price | |
|--------------------------|------------------------------------|----------------|----------|-----|------------|-----|
| <input type="checkbox"/> | 1 Workflow testing | FISHERSCIE-001 | 1.0000 | EA | 5550.00000 | USD |

[Select All / Deselect All](#)
[View Line Details](#)

Change Request Line(s)
Review/Edit Approvers

Enter Approver Comments

[Approve](#) [Deny](#)

[Return to Worklist](#) [Approval History](#)

3. To see information on the change being requested, Click the arrow next to **Change Request Line(s)**. This

| Line Information | | | | | | | |
|------------------|------------------|----------------|----------|-----|------------|-----|--|
| Line | Item Description | Vendor Name | Quantity | UOM | Price | | |
| 1 | Workflow testing | FISHERSCIE-001 | 1.0000 | EA | 5550.00000 | USD | |

Select All / Deselect All

| Change Request Line(s) | | | | | | |
|------------------------|-------|-------------------|-----------------|-------------|-------------|--|
| Line | Sched | Field Name | New Field Value | Prior Value | Reason Code | |
| 1 | 1 | Requisition Price | 5550.00000 | 5001.00000 | CHGAMT | |

4. If the Change Request is ready to be approved, click approve. If you want to deny the change request, add the reason for denial in the Approver Comments field, and deny the request.
- a. If a change request is approved, it will move on to the next approver (if one exists) or to Procurement for final approval and dispatching.

Requisition Approval

Confirmation

Approvals Test has been routed for further approval.

Review/Edit Approvers

Department Self-Approval

Approvals Test: **Approved** [View/Hide Comments](#)

Department Self-Approval

Self Approved

[Stephen Quin](#)
Department Self-Approver
 07/24/19 - 3:28 PM

[Comment History](#)

Amount Approval

Approvals Test: **Approved** [View/Hide Comments](#)

Amount Approval

Approved

[Joyce Mannix](#)
Amount Approver
 07/24/19 - 3:34 PM

[Comment History](#)

Special Fund Approval

Approvals Test: **Pending** [View/Hide Comments](#)

500 or 120 Fund Approval

Pending

[Multiple Approvers](#)
OSP Fund Approver 500&120

[Comment History](#)

- b. If a change request is denied, the Requisition will revert back to its prior status (undo the change request).

Requisition Approval

Confirmation

 **Approver has denied the change requested. Requisition has been rolled back to prior status.**

Review/Edit Approvers

Department Self-Approval

Approvals Test: **Denied** [View/Hide Comments](#)

Department Self-Approval

Self Approved

[Stephen Quin](#)
Department Self-Approver
07/17/19 - 3:38 PM

Comments

Comment History

Amount Approval

Approvals Test: **Denied** [View/Hide Comments](#)

Amount Approval

Denied

[Joyce Mannix](#)
Amount Approver
07/24/19 - 3:24 PM

Comments

Comment History

Special Fund Approval

Approvals Test: **Denied** [View/Hide Comments](#)

500 or 120 Fund Approval

Not Routed

[Multiple Approvers](#)
OSP Fund Approver 500&120