

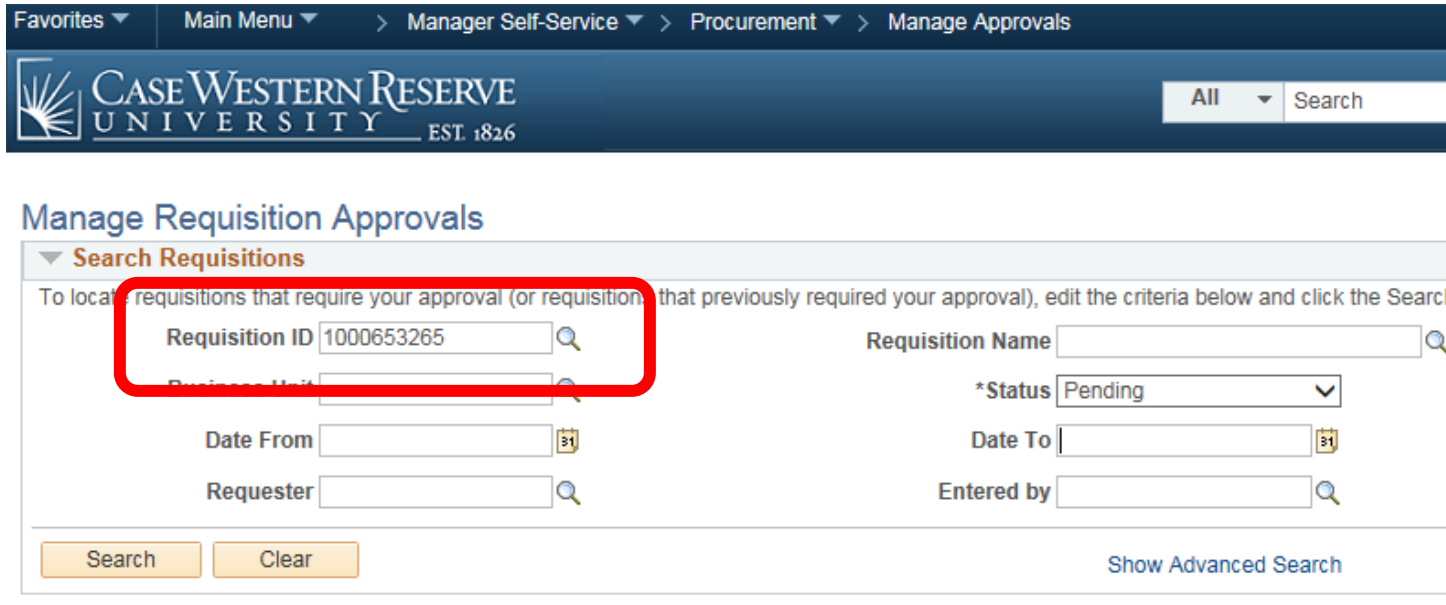
How to Approve a Pushed Back Requisition (For Requisition Self Approvers)

After you have made the required changes to your requisition, you must manually approve it back through to purchasing. When a requisition is pushed back, self-approval does not apply when the Req is resubmitted.

In PeopleSoft, navigate to NavBar>Manager Self-Service>Procurement>Manage Approvals



Clear out the date fields and enter the requisition ID that needs to be sent to Purchasing. Click Search.



When the requisition comes up, click on the Requisition ID to open it up.

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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	<input type="text" value="1000653265"/>	Requisition Name	<input type="text"/>
Business Unit	<input type="text"/>	*Status	<input type="text" value="Pending"/>
Date From	<input type="text"/>	Date To	<input type="text"/>
Requester	<input type="text"/>	Entered by	<input type="text"/>

[Show Advanced Search](#)

Requisitions

To view the complete details and approve a Requisition, click the requisition ID link.

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	
<input type="button" value="Pending"/>	1000653265	1000653265	CASE1	06/03/2019			2300.00	USD

You will be taken to the requisition approval page. From here, you can see the requisition detail.

You may need to scroll down the page to see the approval button. You can also enter any comments you would like to send to the buyer.

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Case Western Reserve University interface showing Requisition Approval details for Requisition ID 1000653265. A red circle highlights a Requisition Alert: "This requisition was pushed back to you. Review previous approver comments for details."

Business Unit CASE1
Requisition ID 1000653265
Requisition Name 1000653265

Requeste
Entered on 06/03/2019
Status Pending
Priority High
Budget Status Valid

Total Amount 2,300.00 USD
Budget Header Status Valid

Requester's Justification
Kelleys Island Collaborative, Invoice 1-32, golf carts

Buttons: Edit Requisition, Header Comments, View printable version

Line Information table:

Line	Item Description	Vendor Name	Quantity	UOM	Price	Requester's Comments
1	Kelleys Island Field Station...	KELLEYS IS-001	1.0000	EA	940.00000	USD
3	Kelleys Island Max Hayes HS ...	KELLEYS IS-001	1.0000	EA	1210.00000	USD
4	Kelleys Island Collaborative...	KELLEYS IS-001	1.0000	EA	150.00000	USD

Review/Edit Approvers

Stage: 1

Requisition 1000653265: Pending

Amount and Category Approval: Pending

Pushed Back by Gray, Debbie Johnetta (CW_PO_GENERAL_EQUIP_SUPPLIES) on 09/05/19 - 9:39 AM

Buttons: View/Hide Comments, Request Information, Start New Path, Comments, Comment History

Enter Approver Comments

Click the Approve button to send it back to the buyer.

How to Approve a Pushed Back Requisition (For Requisition Self Approvers)

Review/Edit Approvers

Stage: 1

Requisition 1000653265: Pending

View/Hide Comments
Request Information
Start New Path

Amount and Category Approval

Pending → Pushed Back
Gray, Debbie Johnetta
CW_PO_GENERAL_EQUIP_SUPPLIES
09/05/19 - 9:39 AM

Comments
Comment History

Enter Approver Comments

Approve Deny

Return to Worklist

From here, you will get a confirmation page and be able to see that it is now pending with the buyer in Purchasing.

Requisition Approval

Confirmation

✓ 1000653265 has been routed for further approval.

Review/Edit Approvers

Stage: 1

Requisition 1000653265: Pending

View/Hide Comments

Amount and Category Approval

Approved → Pending
Kwiatkowski, Kathryn
<\$5000 Approver
09/05/19 - 9:43 AM
Gray, Debbie Johnetta
CW_PO_GENERAL_EQUIP_SUPPLIES

Comments
Comment History

Return to Worklist