

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

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: MIR01 | Bid No/Quote: | Request State: | Budget Status: | Date From: | Date To: | Requester: CDEMOLL | Entered By: | PO ID: |

Requisitions

Req ID	Bid No/Quote	BU	Date	Request State	Budget	Total	
MRR0005269	MRR0005269	MIR01	08/08/2018	Pending	Valid	220.00 USD	[Select Action] [Go]
MRR0005218	OFFICE SOLUTIONS	MIR01	07/31/2018	Received	Valid	54.78 USD	[Select Action] [Go]
MRR0005205	ESTIMATE 1069	MIR01	07/30/2018	Received	Valid	5,700.00 USD	[Select Action] [Go]
MRR0005147	AMOUNT ONLY - VILLAGE N...	MIR01	07/17/2018	PO(s) Dispatched	Valid	4,000.00 USD	[Select Action] [Go]
MRR0005146	AMOUNT ONLY - HOME DEPOT	MIR01	07/17/2018	PO(s) Dispatched	Valid	4,000.00 USD	[Select Action] [Go]

Requester: Carrie De Moll | Entered By: Carrie De Moll | Priority: Medium

Request Lifespan: Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier	
1	AMOUNT ONLY - HOME DEPOT - F...	PO 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: MIR01
 Requisition ID: MRR0005274
 Requisition Name: 038297
 Requester: Lou Ascione
 Entered on: 08/08/2018
 Status: Denied
 Priority: Medium
 Budget Status: Valid

Total Amount: 18.00 USD

Requester's Justification: No justification entered by requester.

Header Comments | View printable version

Line Information

Review/Edit Approvers

Req Approval

Line 1: Denied
 KEYS, SPECTRUM LECTERN KEY, CH751, 55142-SPECTRUM

Miramar Req Approval

Approved: Lou Ascione (SDCCD Budget Approver) 08/09/18 - 10:09 AM → Denied: Denise Kapitzke (MIR01_ePro_Level_Two_Apprs) 08/09/18 - 11:25 AM → Skipped: No approvers found (SDCCD CGSF Approver) One → Terminated: Kelly Rosas (Route to Primary Buyer)

Comments
 Denise Kapitzke at 08/09/18 - 11:25 AM
 Please attach quote

Line 2: Denied
 SHIPPING, GST-SHIPPING SPECTRUM KEY

Miramar Req Approval

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