

Quick

Reference

Guide

Previewing Requisition Workflow

In This Guide

✓ Previewing requisition workflow

The Workflow is a set of steps including departmental and purchasing approvals which leads to the creation of a Purchase Order. The Workflow approval steps are specific to each department. The Workflow is displayed within the requisition and can be viewed to see where in the approval process the requisition stands.

Procedure

1. To view the Workflow for a specific requisition, hover over the Orders tab, then hover over Search, and click Requisitions.

â			All ▼ Search (Alt+Q) 2,413.96 USD 📜 ♥ 🏴 🌲
1	Simple Advanced		Go to: Favorites Forms Quick Order Browse: Suppliers Categories Contracts
i c	Orders	Quick search	Q Q
<u>ç</u>	Search	All Orders	
1 1	My Orders	Requisitions	
12	Approvals	Purchase Orders	
		Procurement Requests	c Supplies ···· V
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2. Choose the desired requisition.

*						All 👻	Search (Alt+Q) Q	2,413.96 USD 📜	♡ 📭 🔺 🗶
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ío	Quick Filters My Searches	Sub	mitted Date: Last 90 days 👻	Quick search		Q 0	Add Filter - Clear All Filters		?
e	Supplier V		1-15 of 15 Results						🔅 20 Per Page 👻
-12,	W.W. Grainger, Inc. 13 Office Depot 5		Requisition Number 🔻	Supplier	Requisition Name	Requisition Status 🔻		Submitted Date	Total Amount 🔻
հե	VWR International 1 Staples 1		3363249	Office Depot 🛛 VWR International 🕄	Printer Paper	Pending	Patrick Defourneaux	11/10/2021 11:46:24 AM	3,534.22 USD
a).	Requisition Status		3362001	Office Depot	Printer Paper	Complete	d Patrick Defourneaux	10/18/2021 3:35:16 PM	325.40 USD
*	Completed 14 Pending 1		3337739	W.W. Grainger, Inc.	2021-09-13 pdefou 05	Complete	d Patrick Defourneaux	9/13/2021 3:19:15 PM	170.92 USD
	C Show More		3337711	W.W. Grainger, Inc.	2021-09-13 pdefou 04	Complete	d Patrick Defourneaux	9/13/2021 1:47:27 PM	85.46 USD
	Prenared For V			0			Defourneaux		



3. The Workflow is displayed on the right of the requisition. Scrolling displays the entire workflow. Clicking the pop-out icon opens a window to view the workflow further.

	PO Preview C	Comments 2 🛛 Attachments 🌔	1 History				
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😋 Pending		-					
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11/10/2021 11.40 AM		New Orleans, LA 70112		United States		nananig	0.
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Printer Paper							3,534.
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Patrick Defourneaux							
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FIELD and Hurricane						Department App	

4. Clicking the line title reveals further information about that workflow step.

Requisition • 3363249 🕶	View Workflow	×	lits ▼ 〈 〉 As	sign To Myself
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1663000 Purchasing	Patrick Defourneaux			
a and doing	Start - Parallel Steps		Pending	
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io value	Department Approval 3		Show skipped ste	eps
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Accounting Codes	Allied Health Dean Approval 2		11/10/2021 11:46 Al	
	Jimmy Cairo		r atrococroameaa.	
Values vary by line. Copy to other lines	jcairo@lsuhsc.edu		Start - Parallel Steps	
	+1 504-568-4246			
Account Speedchart Dept Fund	Department Financial Approval			tion - Appro
530200 0050100001 1050100 111	Future		Approved	
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530200 0101000003 1101000 111		Close		

Revised 11/15/2021

For training inquiries, send an email to: buyuhelp@lsuhsc.edu