

### Previewing Requisition Workflow



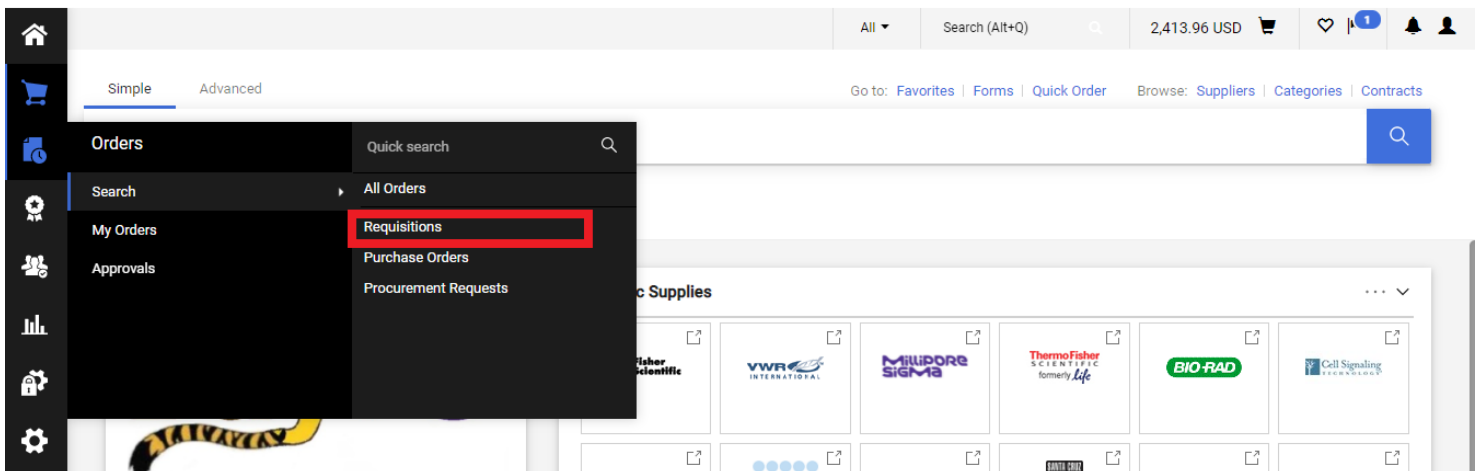
#### In This Guide

- ✓ Previewing requisition workflow

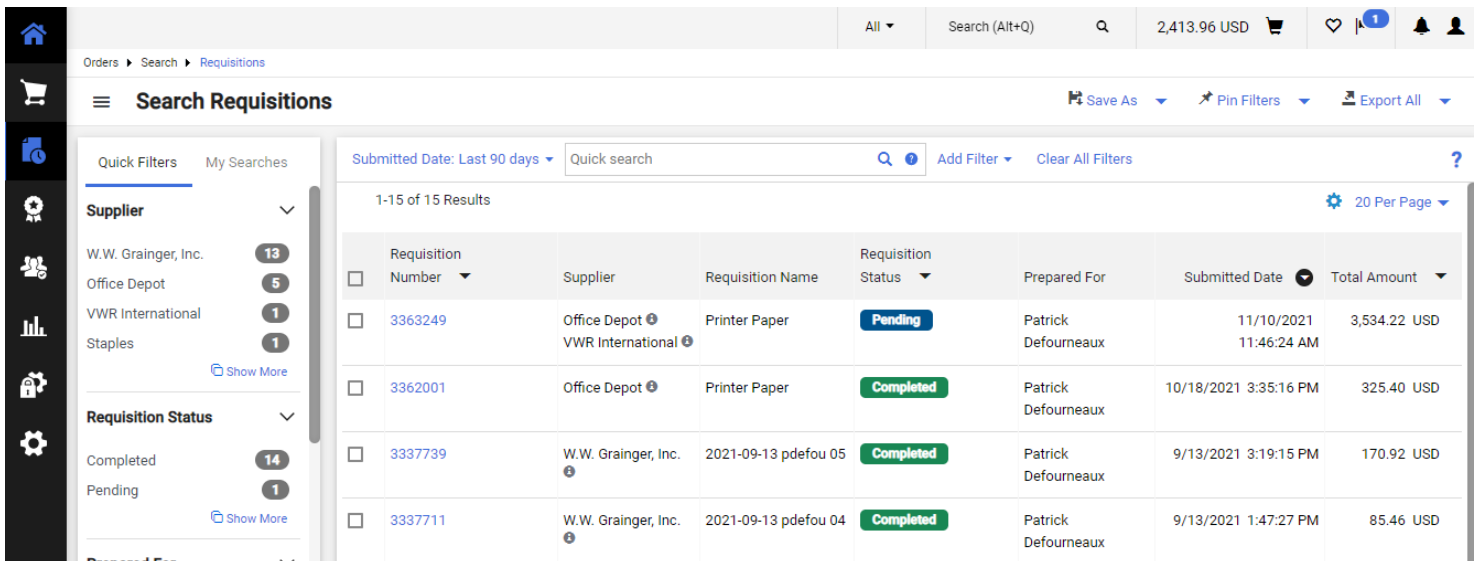
The Workflow is a set of steps including departmental and purchasing approvals which leads to the creation of a Purchase Order. The Workflow approval steps are specific to each department. The Workflow is displayed within the requisition and can be viewed to see where in the approval process the requisition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

#### Procedure

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



- Choose the desired requisition.





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.

Requisition • 3363249

Summary Taxes/S&H PO Preview Comments 2 Attachments 1 History

**General**

Status: Pending  
Department Approval 3

Submitted: 11/10/2021 11:46 AM

Cart Name: Printer Paper

Description: no value

Prepared by: Patrick Defourneaux

Home Department: 1663000 Purchasing

Business Unit: LSUNO

PO Number Prefix: NO

Ad hoc Approver: no value

Ad hoc Reviewer: no value

EMERGENCY COVID\_19  
FIELD and Hurricane  
IDA\_21

**Shipping**

Ship To: Patrick Defourneaux  
Rm: 650  
Neuroscience Center  
2020 Gravier St  
New Orleans, LA 70112  
United States

**Billing**

Bill To: Accounts Payable  
433 Bolivar St  
New Orleans, LA 70112  
United States

Billing Information: SSC Customer # no value

Credit Card Info: No credit card has been assigned.

**Pending**

Total (3,534.22 USD)

Subtotal: 3,534.22  
Shipping: 0.00  
Handling: 0.00

3,534.22

What's next?

Workflow

Show skipped steps

Submitted: 11/10/2021 11:46 AM  
Patrick Defourneaux

Start - Parallel Steps

Initial Validation - Approval: Approved

Initial Validation - Send: Completed

End - Parallel Steps

Department Approval 1

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

View Workflow

Submitted: 11/10/2021 11:46 AM  
Patrick Defourneaux

Start - Parallel Steps

Initial Validation - Approval: Approved

Initial Validation - Send: Completed

End - Parallel Steps

Department Approval 1: Approved  
Patrick Defourneaux

**Department Approval 3: Active**

Allied Health Dean Approval 2

Jimmy Cairo  
jcairo@lsuhsc.edu  
+1 504-568-4246

Department Financial Approval: Future

Purchasing: Future

Close