

Next Block [Ctrl+Pg Down]

NOTE: All documents awaiting Purchasing approval will be displayed.

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	REQ	R0000251	<input type="checkbox"/>	<input type="checkbox"/>	FIMSUSR	112,000.00	DOC	<input type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	REQ	R0000252	<input type="checkbox"/>	<input type="checkbox"/>	FIMSUSR	112,000.00	DOC	<input type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	REQ	R0000255	<input type="checkbox"/>	<input type="checkbox"/>	FIMSUSR	91,354.00	DOC	<input type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	REQ	R0000256	<input type="checkbox"/>	<input type="checkbox"/>	FIMSUSR	1,725.00	DOC	<input type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	REQ	R0000260	<input type="checkbox"/>	<input type="checkbox"/>	ADAMSH	51.00	DOC	<input type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	REQ	R0000262	<input type="checkbox"/>	<input type="checkbox"/>	ADAMSH	1,829.46	DOC	<input type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			

Click on the Originating User or **Scroll Down [Arrow Down]** to the requisition that you would like to approve
 Click the **Detail** Button to review the requisition amount and the accounting distribution

Request: R0000262 | Hall Adams | Number of Items: 3

Line Item Information

Item: 1 | Commodity: Centipede Turf | Net: 839.30
 Vendor: 200054019 | Golf Course Specialty

Accounting Information

Sequence Number	COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location
1	N	15	416025	311001	313513	704431	92		
Extended Amount:			839.30	Discount Amount:		0.00	Tax Amount: 0.00		
Additional Amount:			0.00	Total:		839.30	Project:	NSF: <input checked="" type="checkbox"/> NSF Override	

NOTE: To view the requisition information, do the following:

Next Block [Ctrl+Pg Down], or choose **Document Information** from the **Options** menu.

You are now viewing the Document Information, such as order date, transaction date, delivery date, etc.

Oracle Fusion Middleware Forms Services: Open > FOAUAPP - FOQRACT - FPIREQN

File Edit Options Block Item Record Query Tools Help

Requisition Inquiry: Document Information FPIREQN 8.4 (TEST2095)

Requisition: R0000262
Order Date: 02-MAR-2015
Delivery Date: 11-MAR-2015
Commodity Total: 1,829.46
Transaction Date: 02-MAR-2015
Comments: NW
Accounting Total: 1,829.46
 In Suspense
 Document Text

Complete
 Approved
Print Date:
Activity Date: 02-MAR-2015
Cancel Date:
User ID: ADAMSH
Closed Date:
Cancel Reason:

Document Type: P PROCUREMENT
 NSF Checking
 Deferred Editing
Requisition Copied From:
Origin: BANNER
Reference Number:

Next Block [Ctrl+Pg Down], or Choose **Requestor/Delivery Information** from the **Options** menu to view the name of the individual who created the requisition and the standard delivery information.

Oracle Fusion Middleware Forms Services: Open > FOAUAPP - FOQRACT - FPIREQN

File Edit Options Block Item Record Query Tools Help

Requisition Inquiry: Requestor/Delivery FPIREQN 8.4 (TEST2095)

Requisition: R0000262
Order Date: 02-MAR-2015
Delivery Date: 11-MAR-2015
Commodity Total: 1,829.46
Transaction Date: 02-MAR-2015
Comments: NW
Accounting Total: 1,829.46
 In Suspense
 Document Text

Requestor: Hall Adams
COA: N Northwestern State University of LA
Organization: 313511 Rec Complex
Email:

	Area Code	Phone Number	Extension
Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ship To: CR

Street Line 1: Northwestern State University
Street Line 2: 998 South Jefferson
Street Line 3:

Contact: Central Receiving
Attention To: Central Receiving

Building: Plant Services **Floor:**
City: Natchitoches
State or Province: LA **ZIP or Postal Code:** 71497
Nation: United States

Area Code	Phone Number	Extension
318	3575152	<input type="text"/>

Next Block [Ctrl+Pg Down], or choose **Commodity/Accounting Information** from the **Options** menu to view the items to be purchased and the accounting distribution(s) to which the requisition is charged.

Requisition: R0000262
 Order Date: 02-MAR-2015
 Delivery Date: 11-MAR-2015
 Transaction Date: 02-MAR-2015

Item	U/M	Tax Group	Quantity	Unit Price	Extended
1 of 3	CUY		70.00	11.9900	839.30

Commodity: Centipede Turf
 Description: Mantis Aerator/Dethatcher, EAGLE 900E Sprinkler Nozzle

COA Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
N	15	416025	311001	313513	704431	92		

NOTE: If the “Item Text” box next to the description had a check in it, this would mean that there is more information about the item than what you see here. To see the rest of the description you must:
 Choose **Item Text** from the **Options** menu
 You will see the screen below
Next Block [Ctrl+Pg Down] to view the additional information.

Text Type: REQ
 Vendor: [Empty]
 Commodity Description: Tiger Village double occupancy Room for 25 days
 Code: R0045626
 Change Sequence: [Empty]
 Item Number: 1

Text	Clause Number	Print	Line
Housing charges, pending registration for Summer for Amber Sinegal		<input checked="" type="checkbox"/>	10
		<input checked="" type="checkbox"/>	20

Note: This is an example of information in Item Text

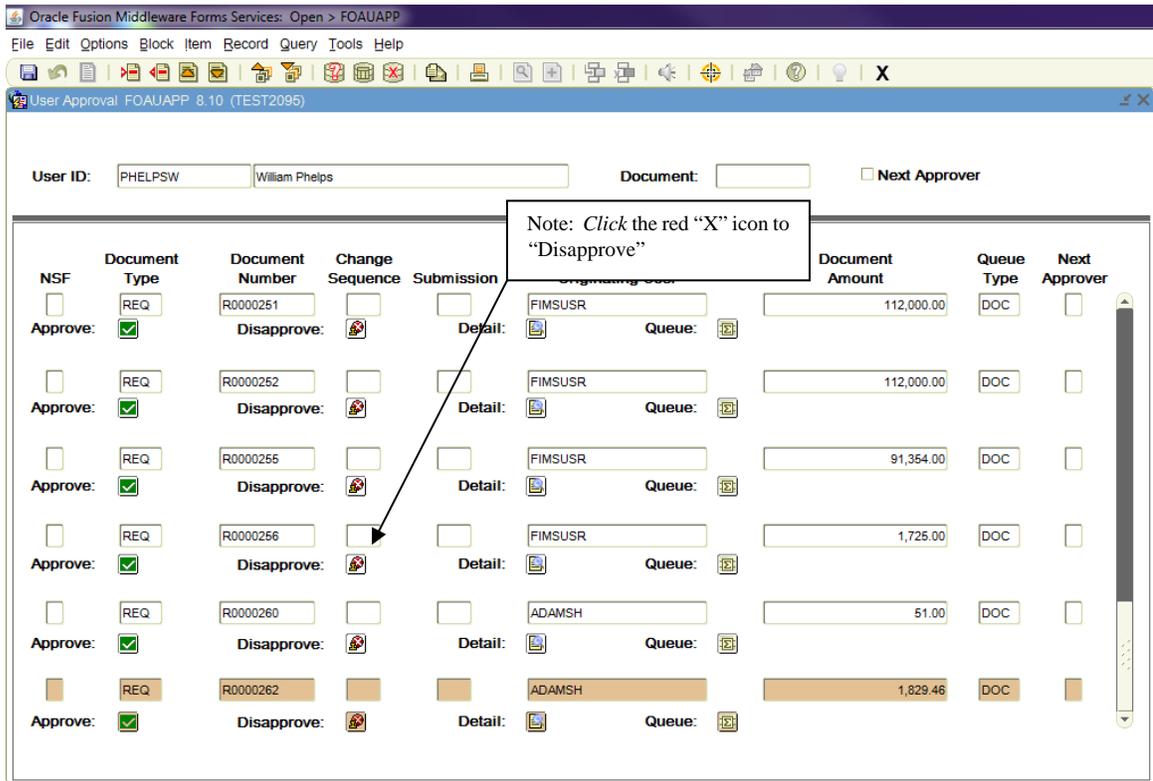
Exit [Ctrl+Q] to exit and return to Commodity/Accounting.

Exit [Ctrl+Q] on Commodity/Accounting to return to the Requisition Approval page.

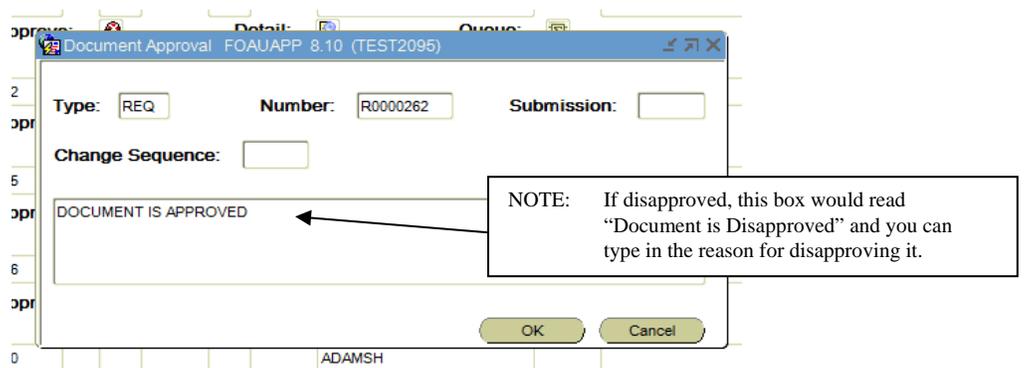
Exit [Ctrl+Q] again to return to the User Approval page.

NOTE: If you have reviewed all information for the requisition and there are no errors, you can now approve your requisition. If there are errors, you will disapprove the requisition and it will be directed back to the originator for changes.

Click “Approve” (the green check box)



The following screen will appear:



Click the “OK” button to approve or disapprove the requisition.

The following screen will appear:

Oracle Fusion Middleware Forms Services: Open > FOAUAPP

User ID: PHELPSW William Phelps

NSF	Document Type	Document Number	Change Sequence	Submission	Originating	Amount	Document Type
	REQ	R0000251			FIMSUSR	112,000.00	DOC
	REQ	R0000252			FIMSUSR	112,000.00	DOC
	REQ	R0000255			FIMSUSR		DOC
	REQ	R0000256			FIMSUSR		DOC
	REQ	R0000260			ADAMSH	51.00	DOC
	REQ	R0000262			ADAMSH	1,829.46	DOC

NOTE: If disapproved the box would read "Document has been disapproved by you"

Forms

Document has your approval.

OK

Click the "OK" button to complete the approval (disapproval) process.

NOTE: The requisition is no longer on the Originating User Approval Form. It should be posted within minutes. If it were disapproved the originator/requestor will get a message stating that the requisition has been disapproved. After making the necessary corrections, they will complete it and it will return for approvals.

NOTE: Repeat the steps above to approve more requisitions.

Exit [Ctrl+Q] to return to the main menu.