



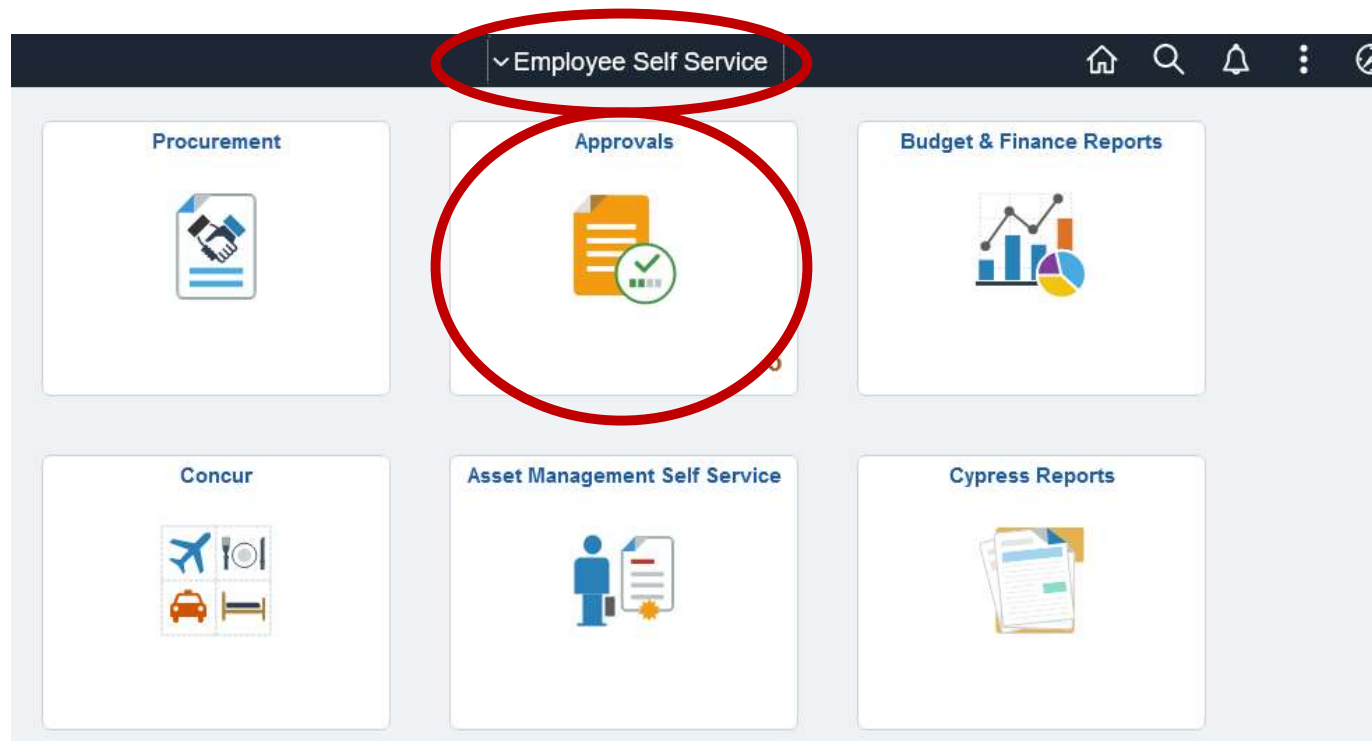
PEOPLESOFT FINANCE FLUID Approval – “Edit Requisition” not functioning

We apologize for the inconvenience.
We are working to resolve the issue as soon as possible.



Approval - Edit Requisition not functioning (formerly Worklist)

UNT System administrators are aware of a non-functioning link that is used in the approval tile. The link is associated only with requisition approvals.





Approval - Edit Requisition not functioning (formerly Worklist)

This issue is found with a link within the requisition that is being approved.

The screenshot shows the 'Employee Self Service' interface with the 'Pending Approvals' tab selected. The left sidebar contains a filter menu with 'All' (6), 'Journal Entry' (3), and 'Requisition' (3) options. The 'Requisition' option is circled in red. The main content area displays a list of 6 rows of pending approvals. The first row is a 'Requisition' for 385.40 USD, 'Rat Order Dr. Becker - NT752 / 0000222981 Behavior Analysis', with a 'High Priority' status and a 'Routed' date of 09/27/2018. The second row is a 'Requisition' for 212,063.17 USD, 'Terrell PAC Carpet - NT752 / 0000250360 Facilities-Gen', with a 'High Priority' status and a 'Routed' date of 09/22/2021. This second row is also circled in red. The remaining rows are 'Requisition' and 'Journal Entry' items with various amounts and 'Routed' dates.

Type	Amount	Description	Priority	Status	Date
Requisition	385.40 USD	Rat Order Dr. Becker - NT752 / 0000222981 Behavior Analysis	High Priority	Routed	09/27/2018
Requisition	212,063.17 USD	Terrell PAC Carpet - NT752 / 0000250360 Facilities-Gen	High Priority	Routed	09/22/2021
Requisition	253,603.00 USD	Entech Life Science A - NT752 / 0000248186 Facilities-Gen	Medium Priority	Routed	10/08/2021
Journal Entry	75.00 USD			Routed	11/17/2021
Journal Entry	340,745.83 USD			Routed	12/07/2021
Journal Entry	1,186.20 USD			Routed	01/07/2022



Approval - Edit Requisition not functioning (formerly Worklist)

The link circled here is currently not functioning as expected. We are working with Oracle to resolve the issue.

At present, please do not use this link. If an edit needs to be made, please use the Requisition Manager to make edits from that menu; directions follow:

The screenshot shows the Oracle Requisition system interface. At the top, it displays 'Pending Approvals' and 'Requisition'. Below this, the request details are shown: 'Request for Rat Order Dr. Becker', '385.40 USD', and buttons for 'Approve', 'Deny', and 'More'. A notification states '4 line(s) are pending your approval'. The 'Summary' section includes fields for Business Unit (NT752), Routed Date (September 27, 2018), Requisition ID (00002), Requisition Date (Septer), Requester (Behavior Analysis), Entered by (Cross), and Budget Header (1011). A circled link labeled 'Edit Requisition' is visible. Below the summary is a 'More Information' section with expandable options for 'Header comments and attachments' and 'View Printable Version'. The 'Lines' section is expanded to show a table of 4 rows. The table has columns for 'Select', 'Line Number', 'Item Description', and 'Merchandise Amount'. The rows contain details for rat orders, including descriptions, quantities, and amounts.

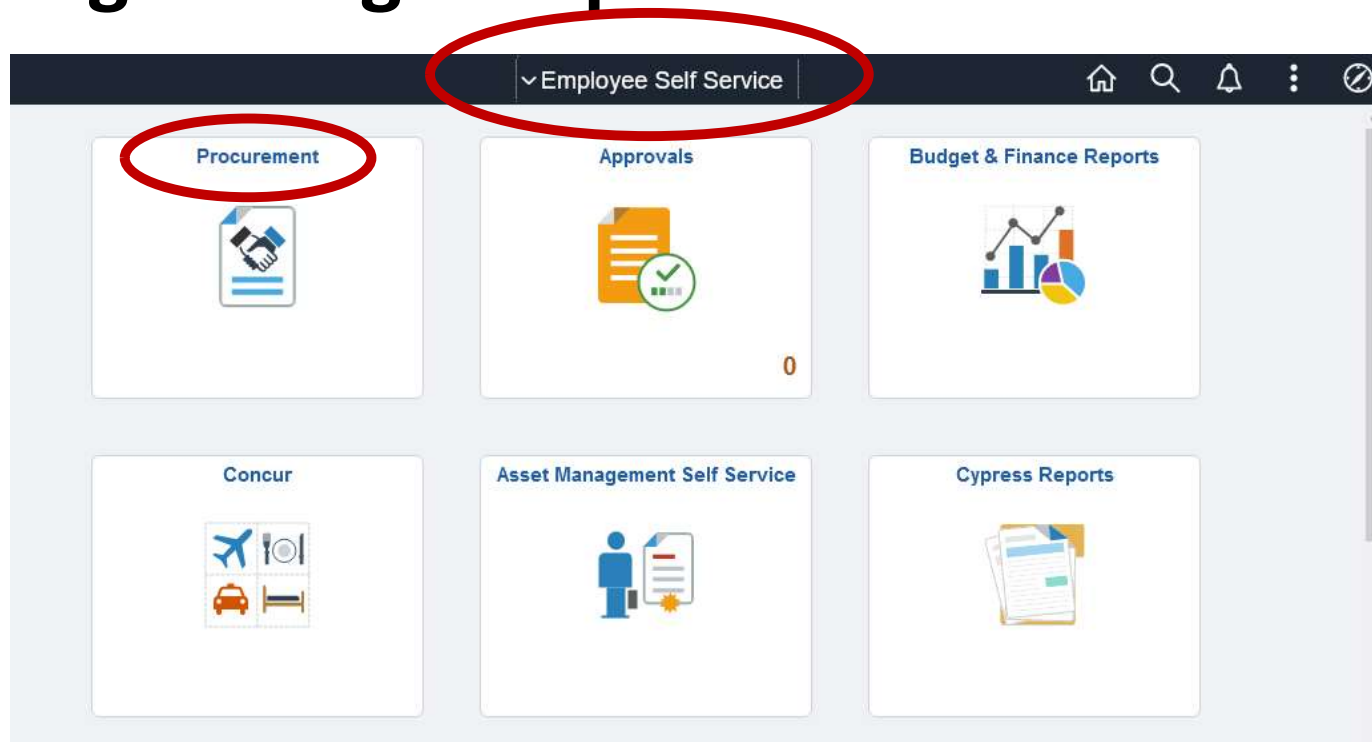
Select	Line Number	Item Description	Merchandise Amount
<input type="checkbox"/>	1	6 female long Evans rats all 3 weeks old for Dr. April Becker with the Department of Behavior Analysis at UNT. Deliver to Imelda North at the RSB Room 218A. These Rats will arrive Monday September 17, 2018. If you have any questions contact Ruth Cross	131.40 USD
<input type="checkbox"/>	2	6 male long Evans rats all 3 weeks old for Dr. April Becker with the Department of Behavior Analysis at UNT. Deliver to Imelda North at the RSB Room 218A. These Rats will arrive Monday September 17, 2018. If you have any questions contact Ruth Cross	129.60 USD
<input type="checkbox"/>	3	Creates for 6 female and 6 male rats all 3 weeks old for Dr. April Becker with the Department of Behavior Analysis at UNT. Deliver to Imelda North at the RSB Room 218A. These Rats will arrive Monday September 17, 2018. If you have any questions contact	39.30 USD
<input type="checkbox"/>	4	Freight for 6 female and 6 male rats all 3 weeks old for Dr. April Becker with the Department of Behavior Analysis at UNT. Deliver to Imelda North at the RSB Room 218A. These Rats will arrive Monday September 17, 2018. If you have any questions contact	85.10 USD



Accessing Manage Requisitions

The Procurement tile is located on the Employee Self Service homepage.

Select Employee Self Service on the banner.
Then select the Procurement Tile.





Accessing Manage Requisitions

The Manage Requisitions tab will allow you to search for the requisition that needs to be edited.

The screenshot displays the 'Employee Self Service' interface. The top navigation bar includes a back arrow, 'Employee Self Service', and a 'Procurement' tab which is circled in red. On the left sidebar, the 'Manage Requisitions' tab is also circled in red. The main content area is titled 'Manage Requisitions' and contains a search section. The search section includes a heading 'Search Requisitions' and a sub-heading 'To locate requisitions, edit the criteria below and click the Search button.' Below this are several search criteria: 'Business Unit' (SY769), 'Requisition ID', 'Date From' (03/03/2022), 'Requester', 'Requisition Name', 'Request State' (All but Complete), 'Date To' (03/10/2022), and 'Entered By'. There are 'Search' and 'Clear' buttons, and a link for 'Show Advanced Search'. A message at the bottom states 'The Requester specified has no Requisitions.' and there are links for 'Create New Requisition', 'Review Change Request', 'Review Change Tracking', and 'Manage Receipts'.



Accessing Manage Requisitions

After locating the requisition that needs to be updated, select action from the drop-down menu called 'Edit.'

Then, proceed with the needed changes as is normal business.

Manage Requisitions

Search Requisitions

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

Business Unit	<input type="text" value="NT752"/>	Requisition Name	<input type="text"/>
Requisition ID	<input type="text"/>	Request State	<input type="text" value="All but Complete"/>
Date From	<input type="text" value="01/01/2022"/>	Date To	<input type="text" value="03/30/2022"/>
Requester	<input type="text"/>	Entered By	<input type="text"/>
		Budget Status	<input type="text"/>
		PO ID	<input type="text"/>

[Show Advanced Search](#)

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000254347	tes	NT752	03/07/2022	Open	Not Chk'd	100.00 USD	[Select Action] <input type="button" value="Go"/>

- Cancel
- Check Budget
- Copy
- Edit**
- Print
- View Cycle
- View Print
- [Select Action]