

## Budget Holder Tasks: Approving a Requisition

Tasks can be found in the top right corner of the screen:



When you click on the Tick, a list of outstanding tasks will be displayed. This example shows the user has three tasks to action.

A requisition awaiting approval will show as **Budget holder Approval (Requisition) OrderNo: XXXXXX**

Click on the task to view the requisition.

Budget Holder Approval (Requisition) OrderNo: 136842

**Requisition approval**

Requisition

**Requisition information**

Resource: David Phillips  
Updated: 12/8/2020  
Estates: Liverpool Hope University  
Deliv.addr.: Hope Park, Liverpool L16 9JD, United Kingdom

Requisition number: 136842

**Workflow log (row 1)**

12/8/2020 4:45 PM David Phillips (DPHILL) - Distributed

(Enter a comment)

Copy

**Requisition details**

Map Status Currency Amount Curr. amount Quantity Price Product Product description Supplier Supplier name

<input type="checkbox"/>			GBP	6,500.00	6,500.00	1.00	6,500.00	HEALTH&SAFE	Legionella Management - 2021	50000573	Safe Aqua Limited
			Σ	6,500.00							

Kit components Approve Reject Undo

**Additional information**

Product Text / Description

**GL Analysis**

<input type="checkbox"/>	Map	Status	Account	Costc	Project	Asset	Tax code	Tax system	Percentage	Amount	
<input type="checkbox"/>		Approve	6050	PRGM	CON00001		PS		100.00	6,500.00	
									Σ	100.00	6,500.00

Approve Reject Undo

Save

Approve Reject Simple mode Workflow user log Log book Export

**Save**

**Annotations:**

- A **comment** must be entered in the workflow log for all rejected lines. To copy a comment to all ticked lines click on **Copy**.
- Approve/Reject Buttons**
- To select ALL lines, tick here
- NB:** Approve/Reject buttons in GL Analysis will action only the selected (blue) line, no matter how many lines are ticked.

**Approve / Reject:** Select the line(s) to be actioned and click approve or reject button as required.

Only the highlighted line (blue) will be actioned unless you select multiple lines using the boxes to the left of the lines, before clicking on Approve or Reject.

Any rejected requisition lines will be returned to the administrator for them to amend and resubmit or reject. A PO will not be generated until all lines have been actioned.