

Requisitions over 7 days old

In order for you to see ALL requisitions that require your approval, please follow the path below in PeopleSoft. The regular worklist only contains requisitions requiring approval that were submitted within the last 7 days.

Main Menu – eProcurement – Manage Requisition Approvals.

Below is a screenshot with the information that each field should contain. **Be sure to delete the “Date From”** field in order for the search to retrieve all requisitions requiring approval.

Let me know if you encounter an issues with the approval process.

The screenshot shows the Oracle PeopleSoft interface for 'Manage Requisition Approvals'. The breadcrumb navigation path is 'Main Menu > eProcurement > Manage Requisition Approvals', which is circled in red. Below the breadcrumb is the Oracle logo and a search bar with 'All' and 'Search' options. The main section is titled 'Manage Requisition Approvals' and contains a 'Search Requisitions' section. This section includes a search criteria form with the following fields: 'Requisition ID', 'Business Unit', 'Date From' (circled in red), 'Requisition Name', '*Status' (set to 'Pending'), 'Date To' (set to '01/08/2016'), and 'Entered by'. There are 'Search' and 'Clear' buttons, and a 'Show Advanced Search' link. At the bottom, there are links for 'Create New Requisition' and 'Manage Requisitions'.