

TIP SHEET: Requisition Approvals for Managers/Directors

Step 1 - To access any requisition go to the Requisitioning Desktop:

Clinical
 Ambulatory
 Administrative
Financial
 Info Systems
 GBGH Reports
 Change Your User's PIN
 Enter/Edit Temporary Location

Materials Management

Requisitioning Desktop
Process Tasks

Step 2 – Select Item Reqs:

Req Number	Status	Template	Department	Initiated By	Number Lines
0000000043	WORKING	H.NUTRITION	507011950000000	ATTERO01RV	4

Initiated By: ATTERO01RV
 Last Edit By: ATTERO01RV
 Posted By:

User: ATTERO01RV
 Date: 20/04/21
 Device: HTML-2881-7241

Process Tasks
 PO Receive
 Purchase Order
 Cost/Qty Chng
 PO Inquiry
 PO From Inv
 PO From Req
 Check PO Num
 Purchase Reqs
 Req Inquiry
 Req From Inv
Item Reqs
 Pur. Routines
 Other Inquiries
 Contracts
 Bid Worksheet
 EDI
 Reports
 MM/AP Reports
 Custom Reports
 Select
 Scanning
 System Status
 Preferences

Step 3 – Select Purchasing facility from the drop down menu:

Facility: GBH.MM
 Ship To: GBH.MM
 Req Num:

Department: GBH.MM
 Deliver To: GBH.MM
 Purchase Total:

= Purchasing Facility

Process Tasks
 Purchase Reqs
 Req Inquiry
 Item Reqs
 PO Inquiry (Rst)
 Item Inquiry
 Stock Inquiry
 Reports
 Custom Reports
 Select
 Preferences

Step 4 – Click on “Select” on the right hand menu:

Facility: GBH.MM
 Ship To: GBH.MM
 Req Num:

Department: GBH.MM
 Deliver To: GBH.MM
 Purchase Total:

= Purchasing Facility GBH.MM

Req Number	Status	Template	Department	Initiated By	Number Lines

Initiated By: User
 Last Edit By: Date
 Posted By: Device

Process Tasks
 Purchase Reqs
 Req Inquiry
 Item Reqs
 PO Inquiry (Rst)
 Item Inquiry
 Stock Inquiry
 Reports
 Custom Reports
Select
 Preferences

Step 5– Enter “New” in Starting Selections field, your purchasing facility and to view ALL requisitions, select Date and Number Ranges from Beginning to End and click “OK”:

Item Requisitions

Ship To: Deliver To:
Req Num: Purchase Total:
*Purchasing Facility GBH.MM

MM.ROV - Select Item Requisitions

*Starting Selections NEW

*Purchasing Facility GBH.MM

From Date BEGINNING
Thru Date END
From Number BEGINNING
Thru Number END

Restrict to Department
Restrict to Status

Restrict to Initiating User
Restrict to Posting User

Cancel OK

Create New Req Enter or Edit Lines Quick Enter Enter or Edit Comments Verify Post Cancel List Create/Modify Template Refresh Cancel

NOTE: You can restrict your view by completing the other fields for “Department”, “Status”, “Initiating User” and “Posting User”.

Step 6– Once reviewed, you must click on the requisition you are ready to approve. Select VERIFY and OK and then POST to approve. If incomplete, select CANCEL to not move forward with approval.

Item Requisitions

Ship To: Deliver To:
Req Num: 0000000043 Purchase Total: 350.12
-Purchasing Facility HHC.MM

Req Number	Status	Template	Department	Initiated By	Number Lines
0000000043	WORKING	H.NUTRITION	50701195000000	ATTE001RV	4

Initiated By: ATTE001RV, Date: 20/04/21, Device: HTML-2881-7241
Last Edit By: ATTE001RV, Date: 20/04/21, Device: HTML-2881-7241
Posted By:

Verify Post Cancel List Create/Modify Template Refresh Cancel