

CSU Stanislaus Purchase Requisition Training Manual

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Overview

While the primary focus of this training is to provide guidance on the creation of Purchase Requisitions, we felt that it was important to all provide a brief overview of the purchase requisition life cycle from requisition to purchase order to invoice. This guide will also provide guidance on some of the other basic tasks in CFS such as setting up homepage tiles for easier navigation of the system and printing requisitions.

The Requisition Data Entry page provides a tool for identified CSU Stanislaus employees to enter requisitions directly into CFS. It is designed to automate and standardize the requisition process across the entire campus. Once the requisition has been created it must be reviewed and approved by the appropriate authority. Once the requisition has been approved, Procurement & Contracts will convert the requisition into a purchase order. Any funds associated with the purchase requisition are pre-encumbered once the requisition is approved and budget checked in the system.

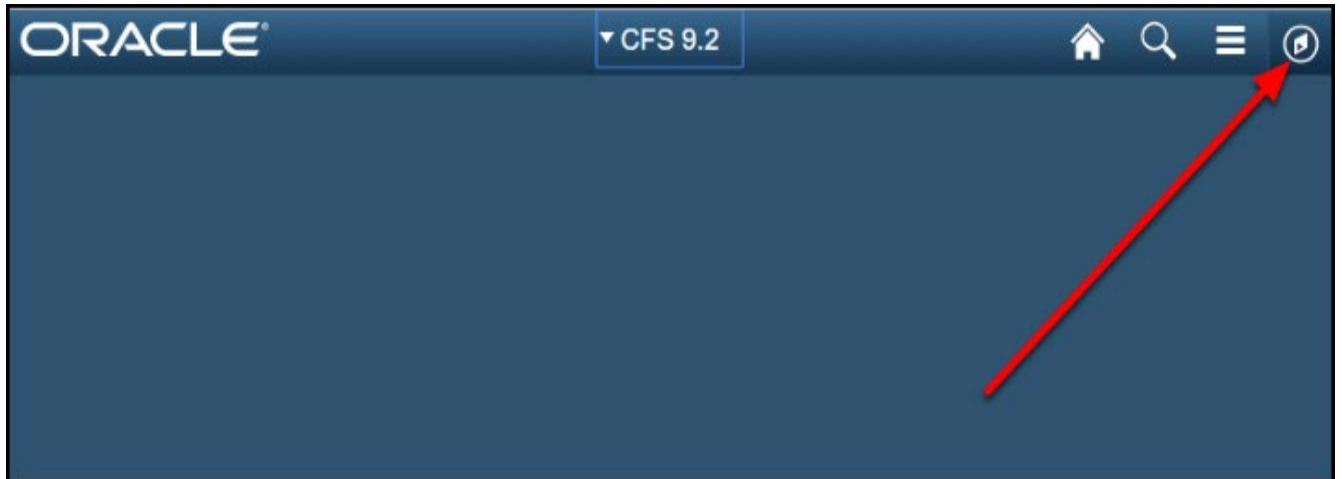
Purchase Requisition Lifecycle Step by Step

- 1) Purchase requisition is created in CFS by Requester and Requester generates a CFS notification which is then sent directly to the Approver.
- 2) Approver reviews the purchase requisition. If not approved, Approver notifies Requester of necessary changes. The Requester makes the changes to the purchase requisition and generates a new CFS notification and sends it to the Approver.
- 3) The Approver approves the requisition in CFS.
- 4) Procurement & Contracts receives the purchase requisition and assigns a Buyer. If the purchase requisition cannot be processed, the Requester is notified and the requisition is canceled. If it can be processed, the Buyer reviews the requisition, confirms pricing, and obtains additional quotes from other vendors. The Buyer generates the purchase order.
- 5) The Buyer sends the purchase order to vendor via email, mail, or fax.
- 6) If applicable, the goods are delivered to Shipping & Receiving; Shipping & Receiving delivers to Requester (or specified delivery site).
- 7) Vendor submits invoice to Accounts Payable who will forward via intercampus mail to the Requester. Requester reviews the invoice for accuracy, marks ok for payment and signs. The invoice is then returned to Accounts Payable for entry into CFS.
- 8) Invoice is paid by Accounts Payable.

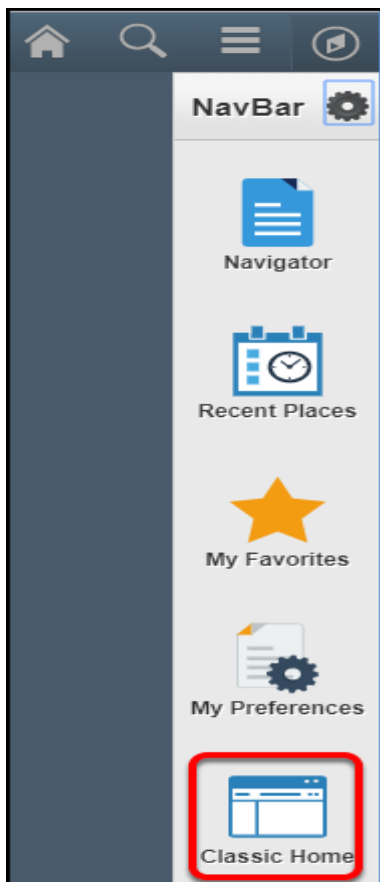
Adding Navigation Tiles to your CFS Homepage

This identifies how faculty and staff with access to CFS can add navigation tiles to their CFS Homepage which appears when they first log in to CFS. This will allow for quicker navigation through the system.

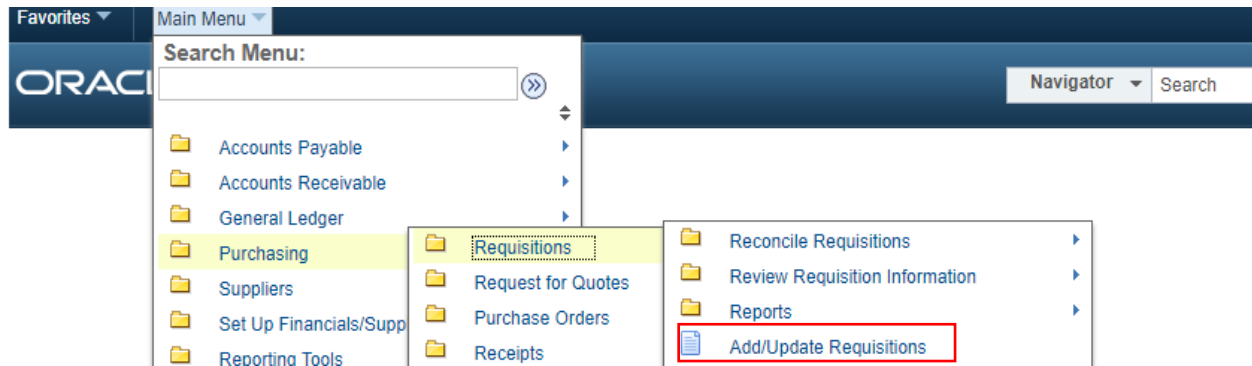
1. Click on the NavBar icon at the top right.



2. Click Classic Home.

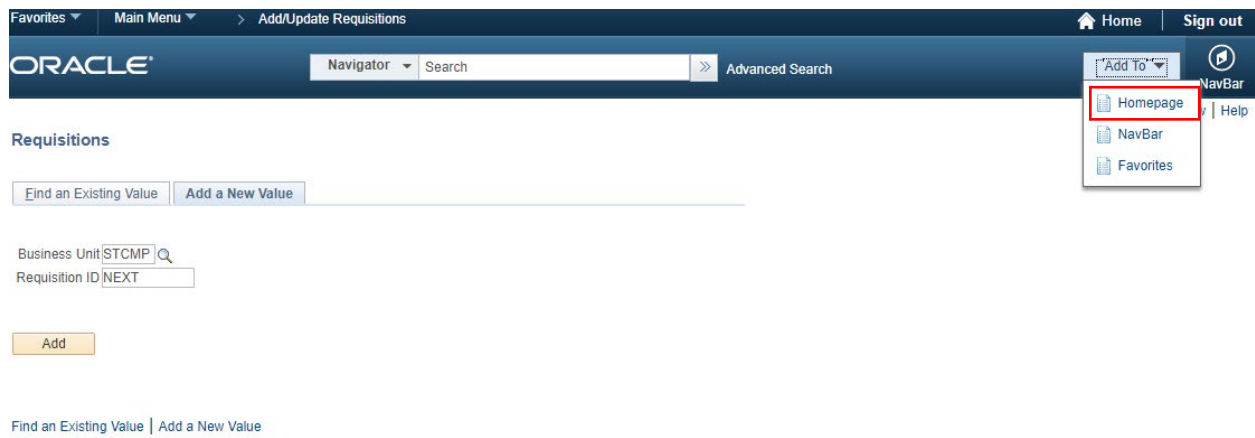


3. Navigate to the menu you want to add as a tile.



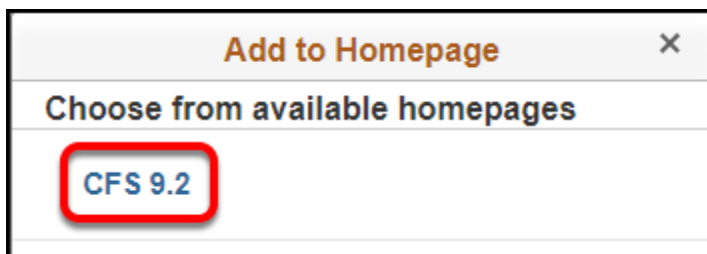
The example above is the navigation to the Add/Update Requisitions menu for creating, editing, and approving requisitions. Once you click on Add/Update Requisitions, it will take you to the appropriate screen.

4. Select Add To and then select Homepage.



1. Click on the Add to drop down menu at the top right.
2. Select **Homepage**.

5. Select CFS 9.2.



6. Click OK.



7. You will now see the Add/Update Requisitions tile on your CFS Homepage.



8. Repeat these steps to add any additional tiles you wish to have on your homepage.

Tiles you may want to add

You may want to add these tiles to your CFS homepage if you are someone who **creates** purchase requisitions:

- **Add/Update Requisitions:** Main Menu > Purchasing > Requisitions > Add/Update Requisitions
- **Print Requisition:** Main Menu > Purchasing > Requisitions > Reports > Print Requisitions
- **Document Status:** Main Menu > Purchasing > Review Requisition Information > Document Status
- **Print PO:** Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs

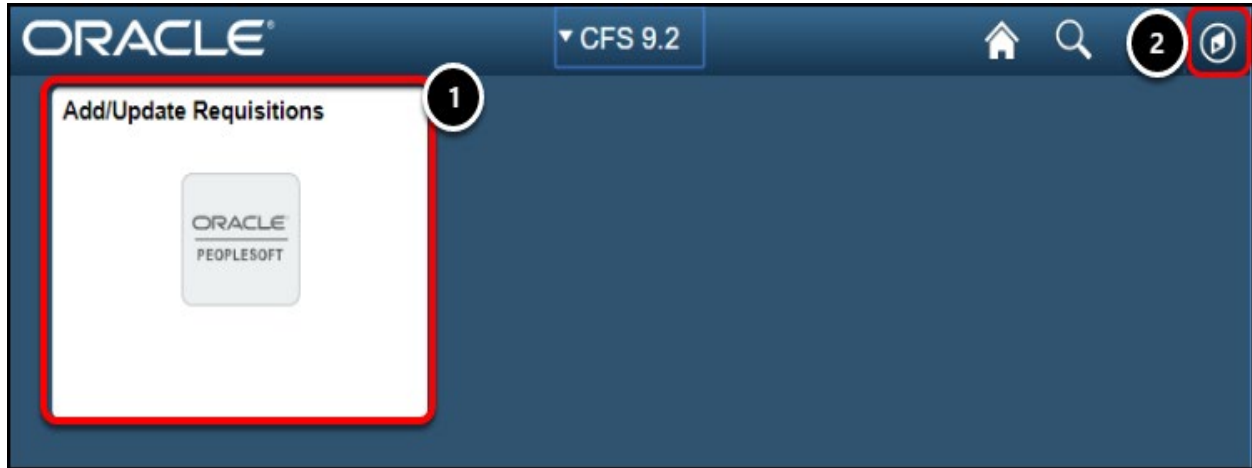
You may want to add these tiles to your CFS homepage if you are someone who **approves** purchase requisitions:

- **Add/Update Requisitions:** Main Menu > Purchasing > Requisitions > Add/Update Requisitions
- **Document Status:** Main Menu > Purchasing > Review Requisition Information > Document Status

Creating a Purchase Requisition

This sections covers how authorized Requesters can create a new purchase requisition in CFS as well as the information that should be attached.

1. Log in to CFS from the campus portal.
2. Click on the Add/Update Requisitions tile on your CFS homepage.



1. Click on the Add/Update Requisitions navigation tile.
2. If you do not have the tile set up, you can navigate to NavBar > Navigator > Purchasing > Requisitions > Add/Update Requisitions.

3. To create a new requisition, click the Add button.

Requisitions

Business Unit

Requisition ID

[Find an Existing Value](#) | [Add a New Value](#)


Do **not** change the Requisition ID from NEXT.

Changing your Business Unit

If you find that you do not have access to the necessary business unit, please contact your supervisor to discuss having it added.

Requisitions

Find an Existing Value Add a New Value


Business Unit 

Requisition ID

Add

Requisitions

Find an Existing Value Add a New Value

Business Unit 

Requisition ID

Add

Find an Existing Value | Add a New Value

Look Up Business Unit

Help

Business Unit

Description

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-5 of 5 Last

Business Unit	Description
STABS	Auxiliary & Business Services
STASI	Associated Students Inc
STCMP	CSU Stanislaus
STFDN	CSU Stanislaus Foundation
STUSU	University Student Union

If you need to change to ASI or ABS, simply click the magnifying glass to open the sub-menu with the additional business units. Once you find yours simply click on it and it will change accordingly.

Requisition Header

The Requisition Header information will be automatically populated with your information.

[Maintain Requisitions](#)

Requisition

Business Unit STCMP Requisition ID NEXT Requisition Name Laptop Purchase for D. Sawyer Copy From	Status Open Budget Status Not Chk'd <input type="checkbox"/> Hold From Further Processing
---	--

Header

*Requester	90003057392		Merrifield, Michelle
*Requisition Date	11/20/2019		Requester Info
Origin	ONL		Online Entry
*Currency Code	USD		Dollar
Accounting Date	11/20/2019		

Amount Summary

Total Amount	0.00 USD
---------------------	----------

Are we buying goods or services?

We will need to categorize if we are buying a service or a good. The system auto defaults to goods which ensures that the appropriate taxes are triggered. Taxes should never be added as a second line to an order unless it is being shipped to one of our off-campus groups (ESRP, etc.) Turlock and Stockton campuses have their rates entered into the system and will calculate accordingly.

Changing from goods to services.


[Item Search](#) [Requester Items](#)

Line							Pe
Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls							
Line	Item	Description	Quantity	*UOM	Category	Price	
1		Apple Mac Book Pro	1.0000	EA	20400	2,799.9900	

[View Printable Version](#)
[*Go to ...More...](#)

To change from goods to services, we will first click on the icon to the right of the item box.

This will bring up the sub-menu where we will make the change.

Buyer 90004001807 

Line Details

Buyer Name	Sawyer Jr, David	Buyer Information	Amount Sun
Category Code	20400	View Hierarchy	
Description	IT-COMPUTER HARDWARE & PERIPHE		

*Transaction Item Description

Apple Mac Book Pro

236 characters remaining

Preferred Language Item Description

Expand All Collapse All


- ▶ Supplier Information ?
- ▶ Item Information ?
- ▶ Attributes ?
- ▶ Contract ?
- ▶ Sourcing Controls ?


OK Cancel Refresh

Now we will expand all and modify the attributes box from Goods to Services. Simply click on the box and select services.

Expand All Collapse All

▼ Supplier Information ?


Supplier ID 

Supp Loc 


▼ Item Information ?

Supplier's Catalog

Supplier Item ID

Manufacturer ID  ☐ Devi

Description

Manufacturer's Item ID 

GTIN

Configuration Info

▼ Attributes ?



Physical Nature Goods ▼

☐ Am

☐ Zer

☐ Ins

▼ Contract ?

Contract ID  

The box has now changed to services. Select Ok to return to the main screen.

▼ Attributes ?

Physical Nature
Services

Where Service Performed
Ship To Location

☐ Amount Only
☐ Zero Price Indicator
☐ Inspection Required
Inspec

Expand All
Collapse All

▼ Supplier Information ?

Supplier ID

Supplier Loc

Supplier Lookup
Supplier Details

▶ Item Information ?

▼ Attributes ?

Physical Nature
Services

Where Service Performed
Ship To Location

☐ Amount Only
☐ Zero Price Indicator
☐ Inspection Required
Inspec

▶ Contract ?

▶ Sourcing Controls ?

OK
Cancel
Refresh

Adding the details**Header Comments (Required)**

New Window | Help |

Maintain Requisitions

Requisition

Business Unit STCMP Status Open ☒

Requisition ID NEXT Budget Status Not Chk'd

Requisition Name Laptop Purchase for D. Sawyer Copy From ☐ Hold From Further Processing

▼ Header ?

*Requester 90003057392 Merrifield, Michelle

*Requisition Date 11/20/2019 Requester Info

Origin ONL Online Entry

*Currency Code USD Dollar

Accounting Date 11/20/2019

Requisition Defaults Add Comments Amount Summary ?

Requisition Activities Total Amount 0.00 USD

Add Items From ?

The requisition **Header Comments** page is used to provide additional information to the Buyer or the Supplier. This is also where you will enter the vendor information if you are unable to find their Supplier ID or if they are a new vendor to CSU Stanislaus.

Header Comments

Business Unit STCMP Requisition Date 11/20/2019

Requisition ID NEXT Status Open

*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status Active Inactivate +

☐ Send to Supplier ☐ Show at Receipt

☐ Show at Voucher

Associated Document

Attachment Attach View Delete Email

From -> REQ STCMP-NEXT

Types of information commonly provided include and where they should go:

Box One: Contact Information

- Name, contact phone number, and email address for person(s) requesting this purchase (if other than Requester)

- Specific location for the delivery of items in the order
- Special Instructions (i.e. Rush Order Information)

Box Two: Supplier Information

- New Supplier Information
 - Supplier Name
 - Supplier Street Address, City, State, Zip
 - Phone Number
 - Email Address
 - Identify if Vendor 204 Form has been sent to supplier (add as attachment if you have received completed documentation)
 - Taxpayer Identification Number (TIN) if known*
- Existing Supplier Information (if cannot locate supplier ID)
 - Supplier Name
 - Supplier Street Address, City, State, Zip
 - Phone Number
 - Email Address
 - Taxpayer Identification Number (TIN) if known*

Additional Boxes (if necessary)

- Copy of a recent quote
- Copy of the Certificate of Insurance
- Freight, shipping, and handling amounts
- Additional details about one or more line items (i.e., if you need more space to describe your purchase than is provided in the Description field, you can add a comment to provide the additional details)
- Provide Procurement with additional required information
- Do not worry about clicking any of the boxes (Send to Supplier, etc.), Procurement during review will add any if necessary

***Do not include if the TIN is a person's Social Security Number.**

Add an Attachment (Required)

The requisition **Header Comments** page is also where documents are attached for use as a reference or for use by the Procurement Department.

Header Comments

Business Unit STCMP Requisition Date 11/20/2019
 Requisition ID NEXT Status Open

*Sort Method *Sort Sequence

Comments Find | View All First 1 of 1 Last
 Use Standard Comments Comment Status Active

☐ Send to Supplier ☐ Show at Receipt
☐ Show at Voucher

Associated Document

Attachment	Attach	View	Delete	Email
From -> REQ STCMP-NEXT				

Types of commonly provided information include:

- Supplier/Vendor quotes
- Order attachments
- Additional approval signatures
- Other required documentation

Note: You can only attach one file to each header comment box.

Requisition Line Details

Complete each requisition line (including line information, schedule information, and distribution information) before adding another line. As long as the requisition status remains open, you can make changes to any field you have entered.

1. Complete the following fields: Description, Quantity, UOM, Category, and Price.

Line ? Personalize Find | View All |

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text" value=""/>	Apple MacBook Pro - <input type="button" value="View"/>	1.0000	EA	20400	2,799.9900	2,799.99	Open

The description box is limited to 254 characters for description and has a limited view on the home screen. To review the information for verification, please click on the arrow box to the right of the description.

Item Search Requester Items

Line 1 Item Description Apple MacBook Pro - Quantity 1.0000 *UOM EA

View Printable Version

This will bring up a pop-up that allows you to review and modify the description as necessary. Please try to be as descriptive as possible. Also, please do not put in a part number at the beginning of the description. Any part number should be at the very end of the description.

Requisitions

Apple MacBook Pro - 16" Display with Touch Bar - Intel Core i9 - 16GB Memory - AMD Radeon Pro 5500M - 1TB SSD - Space Gray

132 characters remaining

Return

Each Category is associated with an Account code. CFS may change the Account code to match the one that goes with the Category you select. However, you can manually change the Account code on the Distribution screen later.

Updating the Ship To /Due Date

Line 1 Item Description Apple Mac Book Pro Due Date Ship To STANMAIN

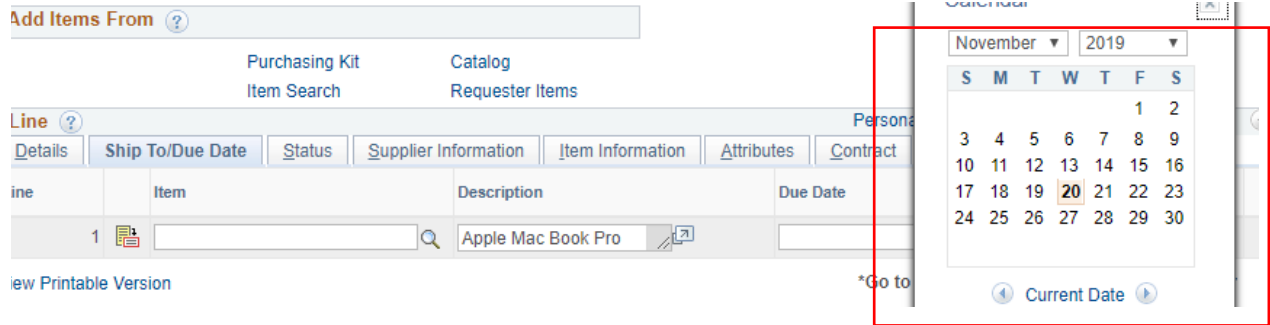
View Printable Version

1. To access the Ship To/Due Date to make changes, click on the tab labelled Ship to/ Due Date

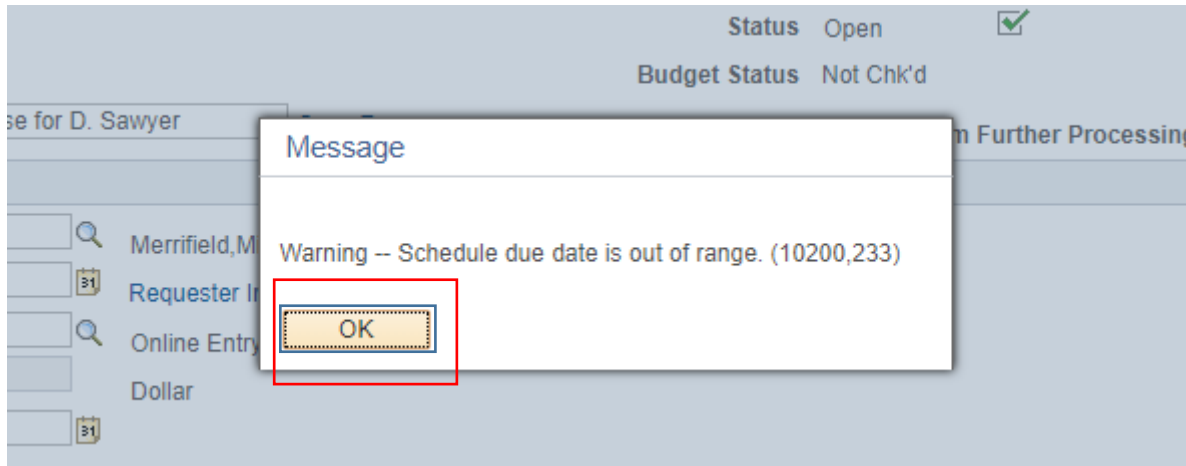
Line 1 Item Description Apple Mac Book Pro Due Date Ship To STANMAIN

View Printable Version

2. To change the ship to date, please click on the calendar icon next to the due date box, this will open a pop up box with a calendar.



3. Using the drop downs and days, you can change the date to reflect the actual expected date of delivery.



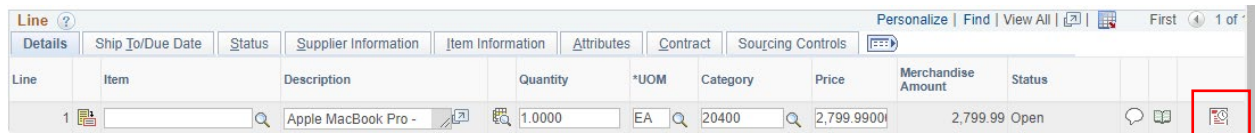
If you receive the above error message, simply click ok to override and the correct date will appear.



Modify the Chartfields for the Line Item

For each line item, you will need to view the Distribution screen to verify or modify the chartfields that will be charged for the line item.

1. Click on the Schedule icon at the far right of the Requisition Line.



2. Click on the Distribution icon next to the left of the Status column,

Line Find | View All First

1	Item	Apple Mac Book Pro	Quantity	1.0000	Each	Merchandise Amt	2,7
Schedule Personalize Find View All First							
Details							
Sched		*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To
1		STANM	1.0000	2,799.99000	2,799.99	12/25/2019	Merrifield, Miché
							Active

3. Verify that the chartfields on this screen are correct for this purchase and modify the fields as needed.

Distributions

Chartfields Details | Asset Information | Budget Information

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program
1	Open	100.0000	1.0000	2,799.99	STCMF	619804		G0106		

OK Cancel Refresh

Chartfield rules that CFS enforces:

- Must be a valid Account, Fund, Dept, Program, Class, or Project code
- Fund/Dept combination (not all fund codes are available for each department)
- Account/Fund combination (some fund codes restrict which account codes can be used with them).
- If there are any questions regarding which codes to use in the chart fields, please contact your budget analyst, stakeholder, accounting, or grant department (if purchase involves grant dollars).

Rules that CFS does NOT enforce, but CSU Stanislaus does:

- Delegation of Authority for Department ID
 - CFS will only check that you have entered a valid department ID; it will not check whether your approver has delegation of authority for the department ID.
 - CSU Stanislaus runs a process on all approved purchase requisitions to check that the approver has delegation of authority for all department IDs used on the purchase requisition. If not, the requisition will be put on hold and you and your approver will be notified. The requisition will NOT be processed until the necessary corrections are made.

Be sure you know the department ID(s) for which your approver(s) have delegation of authority. If an approver approves a requisition for a department for which they do NOT have delegation of authority, the only solution will be to cancel the requisition, re-create it, and then have the correct approver approve it.

4. Once you have verified that the information on the Distribution screen is correct, click OK.

speedChart | multi-speedCharts

Distributions

Chartfields Details Asset Information Budget Information

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	Dept
1	Open	100.0000	1.0000	2,799.99	STCMF	619804		G0106	

OK Cancel Refresh

5. Click Return to Main Page to go back to the main Requisition Entry screen.

Business Unit STCMP Requisition Date 11/20/2019

Requisition ID NEXT Status Open

Return to Main Page

Line

Line	Item	Quantity	Unit
1	Apple Mac Book Pro	1.0000	Eac

Schedule Personalize

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date
1	STANM	1.0000	2,799.99000	2,799.99	12/25/2019

Add Ship To Comments

6. Saving the requisition

Add Items From ?

Purchasing Kit Catalog

Item Search Requester Items

Line ?

Details Ship To/Due Date Status Supplier Information Item Information Attributes Con

Line	Item	Description	Quantity	*UOM
1		Apple Mac Book Pro	1.0000	EA

View Printable Version

Save Notify Refresh

You can click the Save button to save your requisition on this screen. In order to save a requisition, you must have filled out all of the line details.

7. Upon successfully saving, you will notice a Requisition ID has been assigned.

Requisition

Business Unit STCMP
Requisition ID 0000006859
 Requisition Name Anton Purchase for D. Sawyer

At this point in time, you can still modify any part of the requisition including adding additional lines, changing quantities, etc.

Adding additional lines

1. Click the plus sign icon at the end of the Line Details to add additional line items.

Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status			
1	Apple Mac Book Pro	1.0000	EA	20400	2,799.9900	2,799.99	Open			

2. Enter the number of line item rows you want to add and click ok.

/FCFSPRD/EMPLOYEE/ERP/C/REQUISITION_ITEMS.REQUISITIONS.GBL

Requisition

cfs.calstate.edu says

Enter number of rows to add:

1

OK Cancel

Status Open

Budget Status Not Chk'd

Remember that you can't save your requisition until ALL blank rows are populated. It's recommended that you add just one row at a time: add one row, fill out the line item information, click Save, and then add another row.

This way, if you are interrupted while filling out the requisition, you will only lose the one line item row you were working on if you are timed out after 20 minutes of inactivity.

3. You can now proceed with filling in the line item information.

Remember you still need to go to the Distribution screen to verify the chartfields for this line item!

The screenshot shows a table with two line items. The first line item is for an Apple Mac Book Pro with a quantity of 1.0000 and a price of 2,799.99. The second line item is blank with a quantity of 0.0000 and a price of 0. The table has columns for Line, Item, Description, Quantity, *UOM, Category, Price, Merchandise Amount, and Status.

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		Apple Mac Book Pro	1.0000	EA	20400	2,799.9900	2,799.99	Open
2			0.0000			0	0.00	Open

4. Once you have completed all line item rows and added any comments/attachments, click Save to make sure all of your changes are saved.

The screenshot shows the bottom of the Purchase Requisition form. The 'Save' button is highlighted with a red box. The form includes a 'Line' section with a table for line items, and a 'Save' button at the bottom.

Line	Item	Description	Quantity	*UOM
1		Apple Mac Book Pro	1.0000	EA

Save **Notify** **Refresh**

Next Steps

Are you ready to send this requisition for approval?


Not ready to send for approval yet? You can simply sign out of CFS if you are done. You can return and find your requisition to continue working on it later.





Now that you have saved the requisition, let's move it on for approvals.

Sending a Requisition for Approval

This section covers how purchase requisition Requesters can send the requisition to the appropriate Approver.


Business Unit STCMP
 Requisition ID 0000006859
 Requisition Name Laptop Purchase for D. Sawyer


Status Open ✓ ✗
 Budget Status Not Chk'd 
☐ Hold From Further Processing





*Requester 90003057392  Merrifield,Michelle
 *Requisition Date 11/20/2019  [Requester Info](#)
 Origin ONL  Online Entry
 *Currency Code USD Dollar
 Accounting Date 11/20/2019 

1. To begin the approval process, you will need to click on the green check mark. The status will then change to approved.

Business Unit STCMP
 Requisition ID 0000006859
 Requisition Name Laptop Purchase for D. Sawyer

Status Approved ✗
 Budget Status Not Chk'd 
☐ Hold From Further Processing


Header 


*Requester 90003057392  Merrifield,Michelle
 *Requisition Date 11/20/2019  [Requester Info](#)
 Origin ONL  Online Entry
 *Currency Code USD Dollar
 Accounting Date 11/20/2019 




2. Next you have to budget check the requisition. To do so, you will click on the icon to the right of the budget status.

Requisition

Business Unit STCMP
 Requisition ID 0000006859
 Requisition Name Laptop Purchase for D. Sawyer

Status Approved ✗
 Budget Status Not Chk'd 
☐ Hold From Further Processing

Header 

*Requester 90003057392  Merrifield,Michelle
 *Requisition Date 11/20/2019  [Requester Info](#)
 Origin ONL  Online Entry

3. Once completed you will have an "Approved" status and a "Valid" budget check

Status Approved ✗
 Budget Status Valid
☐ Hold From Further Processing

4. To send to the appropriate approver, you will need to select “Notify” at the bottom of the page

The screenshot shows the requisition details for item 1, an Apple Mac Book Pro. At the bottom of the page, there is a row of buttons: Save, Return to Search, Previous in List, Next in List, Notify (highlighted with a red box), and Refresh. Above these buttons are links for Printable Version, Delete Requisition, and Go to ...More...

5. This will bring up a pop-up screen where you will select the first level approver.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

The 'Send Notification' screen has a header 'Notification Details'. It contains fields for To, CC, and BCC. The Priority is set to '2-Med'. The Subject is 'Requisition #0000006859 - Please see Item (1) below'. The Template is 'Requisition Notification for STCMP #0000006859. Detail messages are listed below.' with a list of two items: '1 - This is a request to approve the Requisition' and '2 - This is a general inquiry'. There is a Message field at the bottom. On the right side, there are links for 'Lookup Recipient' and 'Delivery Options', and a checkbox for 'RichText'.

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK Cancel Apply

6. You will need to look up the recipient's details in order to select the appropriate person.

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

This screenshot is similar to the previous one, but the 'Lookup Recipient' button on the right side is highlighted with a red box.

7. A pop-up will open and you can search for the approver. This process is done by last name.

Lookup Address

Recipient Search

Name:

Search Results Personalize | Find | View All |

To	cc	bcc		Recipient	Email Address	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Recipient List

To:
CC:
BCC:

8. How the screen should look when you find your approver. To select the approver and add to the recipient list, you will click on the “to” box and hit add to recipient.

Lookup Address

Recipient Search

Name:

Search Results Personalize | Find | View All |

To	cc	bcc		Recipient	Email Address	User ID
<input style="border: 2px solid red;" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Linderman,Regan	rlinderman@csustan.edu	90002302898

9. The approver should have populated in the “to” box. All you have to do now is hit “ok” and the requisition is routed for approvals.

Lookup Address

Recipient Search

Name:

Search Results
Personalize | Find | View All | |

To	cc	bcc		Recipient	Email Address	User I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Linderman,Regan	rlinderman@csustan.edu	90000

Recipient List

To:

CC:

BCC:

10. The approver will receive an email similar to this with instructions on how to access the requisition.

From: tdonovan1@csustan.edu
Sent: Wednesday, November 20, 2019 11:40:56 AM (UTC-08:00) Pacific Time (US & Canada)
To: Debra Da Rosa
Subject: Requisition #0000006856 - Please see Item (1) below

Requisition Notification for STCMP #0000006856. Detail messages are listed below.

1 - This is a request to approve the Requisition
2 - This is a general inquiry
3 - The Requisition has been approved and ordered from vendor Storer Coachways

If you are not already signed in to CFS PeopleSoft, login using this link

<https://ds.calstate.edu/?svc=cfs>

Click the below link to view the Requisition page
https://cfs.calstate.edu/psp/FCFSRPD/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL?Page=PT_WF_NOTIFY&Action=U&BUSINESS_UNIT=STCMP&REQ_ID=0000006856

11. You have now created, filled out, and routed a requisition for approval!

