

## Quick Reference Guide To Approving Requisitions

Log-In to PeopleSoft, [quartz.lacoe.edu](http://quartz.lacoe.edu), and type in your Citrix User name (Smith\_John) and Password (citrix). Click Log In. Click on the PeopleSoft\_763 icon.

When the People Soft Signon box appears, type in your PeopleSoft Operator ID (AVC000JS) and Password (j123456).

Navigate to the Worklist panel to begin approving Requisitions:

Menu: Go → Administer Procurement → LACOE Workflow/Chartfield Sec  
Use → Worklist → Requisition

The quickest way to approve a requisition is to:

1. Click on the **View REQ Details Pushbutton (b – magnifying glass)**
2. Click on the **Printer Icon** in the new **Inquire** panel that appears. This allows you to see all the Requisition information on one page. If the View Attachments pushbutton is not grayed out, click on it to view attachments the requester included. Close the Inquire panel.
3. Go back to the **Worklist panel**, select **Deny or Approve**, then **Save**.

**Worklist Panel**

Bus Unit	Req ID	Amount	Days in Inbox	Hold	Approve	Deny	Approval Status
98765	0000000007	\$1499.40	4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pending
98765	0000000019	\$10.00	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pending

**Inquire Panel**

Business Unit: 64451    Requisition ID: 0000015261    Change Order:

Requester Name: 64451 - Business Services    Entered By: DARREN PURSEGLOVE

Total Amount: 10.00    Header Comments

Line: 1    Item:    Descr: Dell Desktop Computer - Model Optiplex

Qty: 1.0000    Price: 999.00000    Buyer:

Vendor:    Line Comments

Line Status	Sch #	Dst #	Ship To	Fund	Res.PrjY	Goal	Funct	Obj	Sch/Loc	Budg Pd	Quantity	Amount
Open	1	1	77777	01.0	71550.0	11100	10000	4100	0030000	11-12	1.0000	999.00