



## **Online Requisitions and Approval Process**

### **Requester Steps**

- 1.



Processing Steps	Screenshot
<p>When the requisition is ready for approval:</p> <ul style="list-style-type: none"><li>• Click the Approve Icon*</li><li>• The Status will change from Open to Approved</li></ul> <p>*If you receive an error message indicating that the Accounting Date is not open, see Appendix A. Otherwise, you are done.</p>	

**3.0 Appendix A: Updating Accounting Date**

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When approving a requisition that was created in a prior month and receive notification indicating that the Accounting Date is not open, follow the steps below to update the accounting date to current date.

Processing Steps	Screenshot
<ul style="list-style-type: none"><li>• Click on the calendar Icon</li><li>• Click Current Date</li><li>• Click Save</li></ul>	