

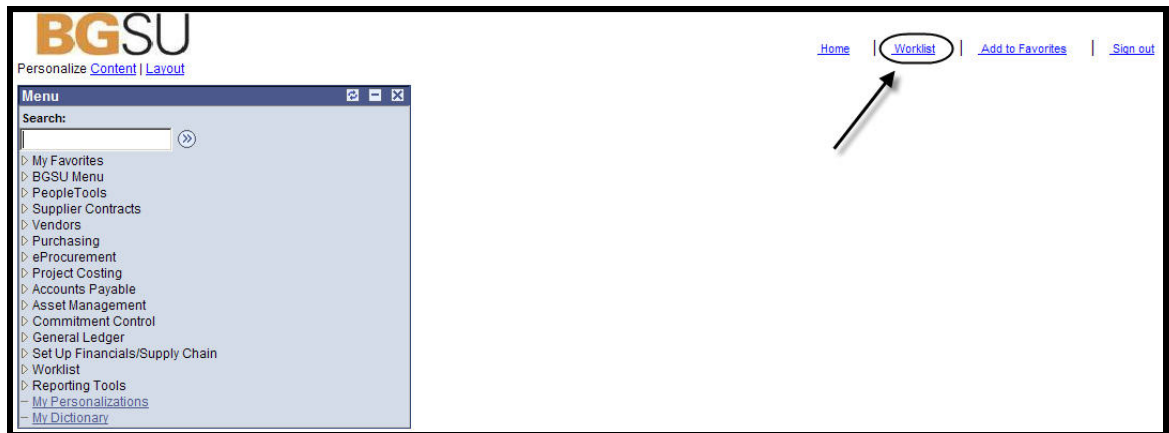
## Approving a Requisition Entered Against Your DCC by another Requester

There are times when departments share the cost of an item. In these situations one requester may be entering a requisition that is partially charged to a Department Cost Center for which he or she does not have security access. In these cases, the requester who is associated with the Department Cost Center will receive an item in his or her worklist inbox. That requester will have to click the link to the requisition and save the Requisition Amount Approval page. This will remove the requisition link from the worklist and the workflow routing will then continue. In this situation you will **not** receive an email notification telling you to check your worklist inbox.



**Use the following steps to approve a requisition entered against your DCC by another requester:**

1. Log in to FMS.
2. Click the **Worklist** link.



3. Click the link to the requisition.
4. The Requisition Amount Approval page is displayed. Look it over making sure this is an expense that should come to you and that the amount charged to your Department Cost Center is correct.

**Requisition Amount Approval**

Unit: BGSUN Req: 0000000204 Requester: Sarah V Grimes [Requisition Details](#)

\*Approval Action: **Approve** Approval Status: In Process [View Printable Req](#)

Comment

Amount Details

Requisition Date: 02/05/2007

Total Amount: 1,125.000 Dollar

Total Base Amount: 1,125.000 Dollar

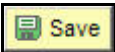
Line Details

Line	Sched	Status	Description	Category Code	Short Description	UOM	Req Qty	Item Price	Amount	Curr	Buyer	RFQ Required
1	1	Active	Conference registration materi	55101500	Prntd Publ	EA	500.0000	2.25000	1,125.00	USD	MIRELAN	N

Distributions/ChartFields

Line	Sched	Distrib	Amount	GL Unit	Fund	DCC	Program	Project/Grnt	Activity	Account	Revenue Class
1	1	1	562.50	BGSUN	10000	425100				55245	
1	1	2	562.50	BGSUN	10000	036100				55245	

5. If everything is correct, make sure the **Approval Action** is set for **Approve**.

6. Click . The requisition link will be removed from your worklist inbox and the requisition will continue in the workflow routing.