

## Recycling a Requisition

If an approver wants a change made to a requisition—for example, order a different quantity—the requisition will be recycled. When a requisition is recycled it comes back to the requester's worklist. There are several things a requester must do to a recycled requisition. This exercise takes you through the steps of recycling a requisition.

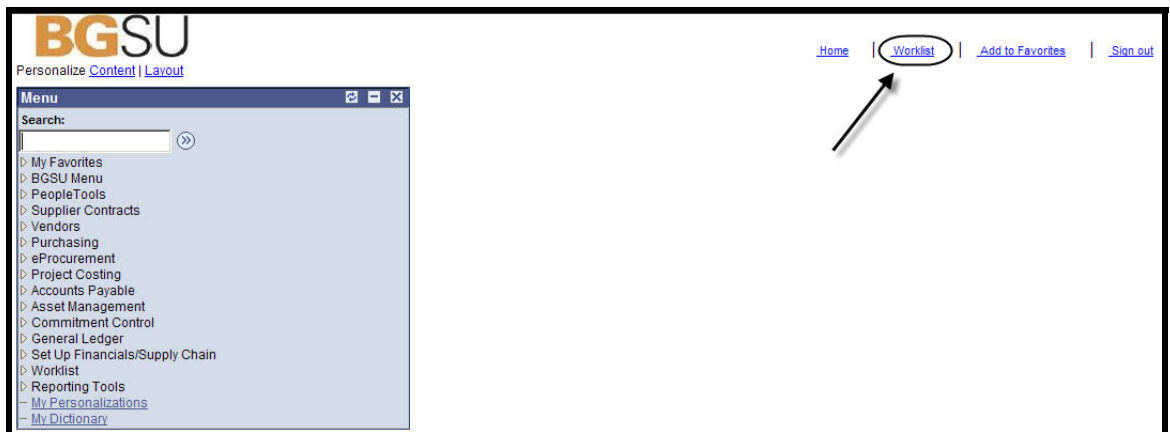


Use the following steps to recycle a requisition:

1. You will know that a requisition has been recycled to you because you will receive an email notification that will look similar to the one below.



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



4. Your worklist will look similar to the one below. Notice in the **Work Item** column it says **Recycle Req**. Click the link to the requisition that has been recycled.

Worklist for SGRIMES: Sarah V Grimes

[Detail View](#) Work List Filters:

From	Date From	Work Item	Worked By Activity	Priority	Link		
JoAnn Kroll	01/30/2007	Deny Req Worklist	BGSU Custom Requisition Amount Approval		<a href="#">12_BGSUN_0000000019</a>	Mark Worked	Reassign
JoAnn Kroll	01/30/2007	Recycle Req Worklist	BGSU Custom Requisition Amount Approval		<a href="#">0_BGSUN_0000000020</a>	Mark Worked	Reassign
Demetria Graham	02/05/2007	Recycle Req Worklist	BGSU Custom Requisition Amount Approval		<a href="#">0_BGSUN_0000000199</a>	Mark Worked	Reassign

- The Requisition Amount Approval page is displayed. The instructions for what the approver would like you to change in the requisition should appear under the **Comment** header. This is the same comment that is included in the email you received notifying you that a requisition was recycled and you should check your worklist inbox. Note the requisition number and the change you need to make. You can also get this information from the email notification.

**Requisition Amount Approval**

Unit: BGSUN Req: 0000000199 Requester: Sarah V Grimes [Requisition Details](#)

\*Approval Action:  Approval Status: Initial

**Comment**

The total amount should be \$1690

**Amount Details**

Requisition Date: 02/05/2007

Total Amount: 1,500.000 Dollar

Total Base Amount: 1,500.000 Dollar

**Line Details**

Line	Sched	Status	Description	Category Code	Short Description	UOM	Req Qty	Item Price	Amount	Curr	Buyer	RFQ Required
1	1	Active	<a href="#">Commercial Steamer</a>	47121800	Cing Equip	EA	1.0000	1,500.00000	1,500.00	USD	MIRELAN	N

**Distributions/ChartFields**

Line	Sched	Distrib	Amount	GL Unit	Fund	DCC	Program	Project/Grnt	Activity	Account	Revenue Class
1	1	1	750.00	BGSUN	10000	036100				53600	
1	1	2	750.00	BGSUN	10000	425100				53600	

- From the Menu pagelet, click **Purchasing, Requisitions, and Add/Update Requisitions**.
- Click the **Find an Existing Value** tab.
- Click the drop-down box for the **Requisition ID** field and select *contains*. Enter the requisition number in the **Requisition ID** field.
- Click .

**Find an Existing Value** **Add a New Value**

Business Unit:  BGSUN

Requisition ID:  199

Requisition Status:

Origin:

Requester:

Requester Name:

Hold From Further Processing

Case Sensitive

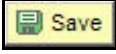
[Basic Search](#)

- The search results are displayed. Click the link to the requisition

**Search Results**

View All First 1 of 1 Last

Business Unit	Requisition ID	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing
BGSUN	0000000199	Pending	ONL	SGRIMES	Sarah V Grimes	N

- The Maintain Requisitions page opens. Make the changes requested by the approver and click .

Line Customize Find View All First 1 of 1 Last

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Commercial Steamer	1.0000	EA	47121800	1,690.0000C	1,690.00	Pending

- Click  to budget check.

**Maintain Requisitions**

**Requisition**

Business Unit: BGSUN Status: Pending

Requisition ID: 0000000199 Budget Status: Not Ch'kd 

- Once the budget check has returned as Valid, click the **Worklist** link.
- From your worklist, click the link to the recycled requisition.

**Worklist** Customize Find View All First 1-3 of 3 Last

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
JoAnn Kroll	01/30/2007	Deny Req Worklist	BCSU Custom Requisition Amount Approval		12_BGSUN_0000000019	Mark Worked	Reassign
JoAnn Kroll	01/30/2007	Recycle Req Worklist	BCSU Custom Requisition Amount Approval		0_BGSUN_0000000020	Mark Worked	Reassign
Demetria Graham	02/05/2007	Recycle Req Worklist	BCSU Custom Requisition Amount Approval		0_BGSUN_0000000199	Mark Worked	Reassign

- The Requisition Amount Approval page is displayed. Click the **Approval Action** drop-down box and select **Approve**.

**Requisition Amount Approval**

Unit: BGSUN Req: 0000000200 Requester: Sarah V Grimes

\*Approval Action: Recycle Approval Status: Initial

Comment: The total amount should be recycled

- Click .

- The requisition link is now removed from your worklist inbox.