

Handling a Requisition Entered Against an Unauthorized DCC

Whenever a requester enters a Department Cost Center number for which he or she does not have security access, all the requesters who do have the security access to that DCC will receive an item in their worklists. There will be times when a requester enters a requisition and uses a Department Cost Center for which they are not authorized in the distribution line. The following exercise takes you through the steps of how to handle a requisition that includes a DCC for which the requester entering the requisition does not have security access.



Use the following steps to handle a requisition entered against an unauthorized DCC:

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 carefully.** Upon realizing the original requester entered one of your authorized DCCs , you have the following options:
 - a. Set the **Approval Action** to **Approve**.

If the requisition is less than \$1500 then it will be sourced to a purchase order.

If the requisition is \$1500 or greater then it will be sent to the worklist of the Budget Administrator for the Department Cost Center that was entered on the requisition.
 - b. Set the **Approval Action** to **Recycle**.

No matter what the dollar amount of the requisition, the requisition will go back to the worklist of the requester who entered it. That requester can then edit the requisition entering a different DCC.
 - c. Set the **Approval Action** to **Deny**.

No matter what the dollar amount of the requisition, the requisition will go back to the worklist of the requester who entered it. The requisition is no longer valid.

5. Regardless of what you choose to do, **Approve**, **Recycle**, or **Deny**, you should enter a comment alerting the requester who originated the requisition (or the Budget Administrator if you are approving the requisition and it is \$1500 or more) of the action you took and why. Your comment will be sent to the requester (or Budget Administrator) in an email notification.

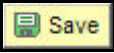
Requisition Amount Approval

Unit: BGSUN Req: 0000000208 Requester: Sarah V Grimes

*Approval Action: Recycle Approval Status: In Process View Printable Req

Comment

I'm recycling this requisition because it should be charged to a different DCC. Please enter the correct DCC and resubmit.

6. Click . The requisition link will be removed from your worklist inbox.

If the requisition goes to the worklist of more than one requester, whoever acts on it first determines what happens to that requisition. Once any one of the requesters has taken an action, it is removed from the worklists of all the requesters.