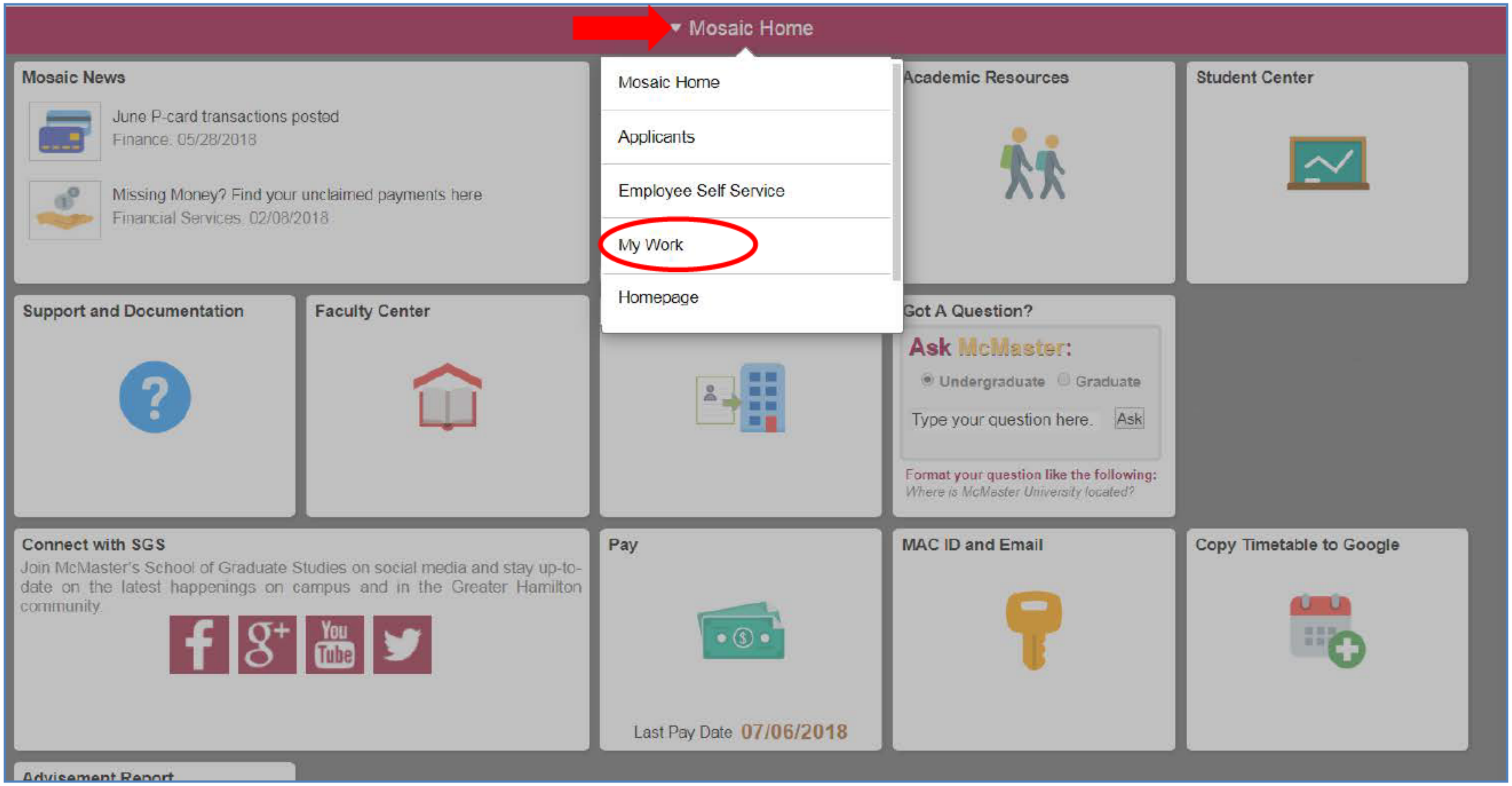
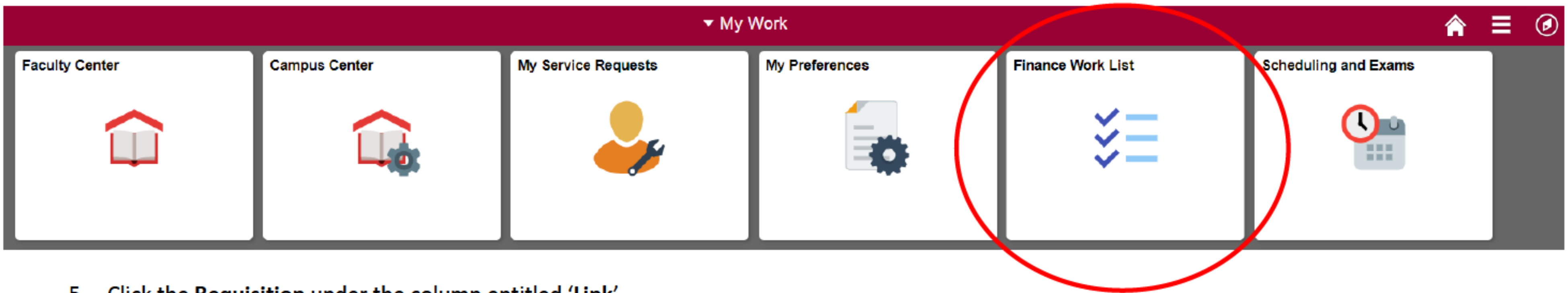
How to Approve (or Deny) a Requisition

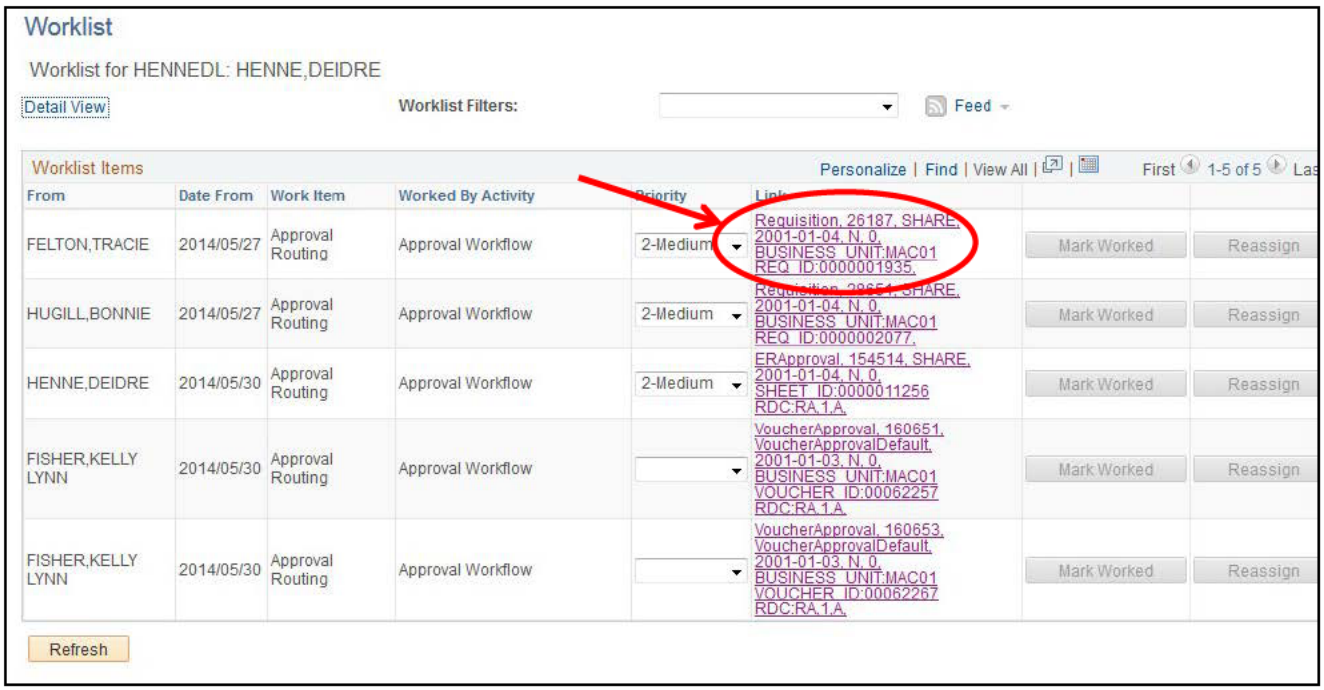
1. Login to MOSAIC
2. Select the arrow located next to **Mosaic Home**
3. Choose the **'My Work'** screen



4. Select the '**Finance Worklist**' tile.
Note: This may be in a different position on your screen, depending on the modules you use.

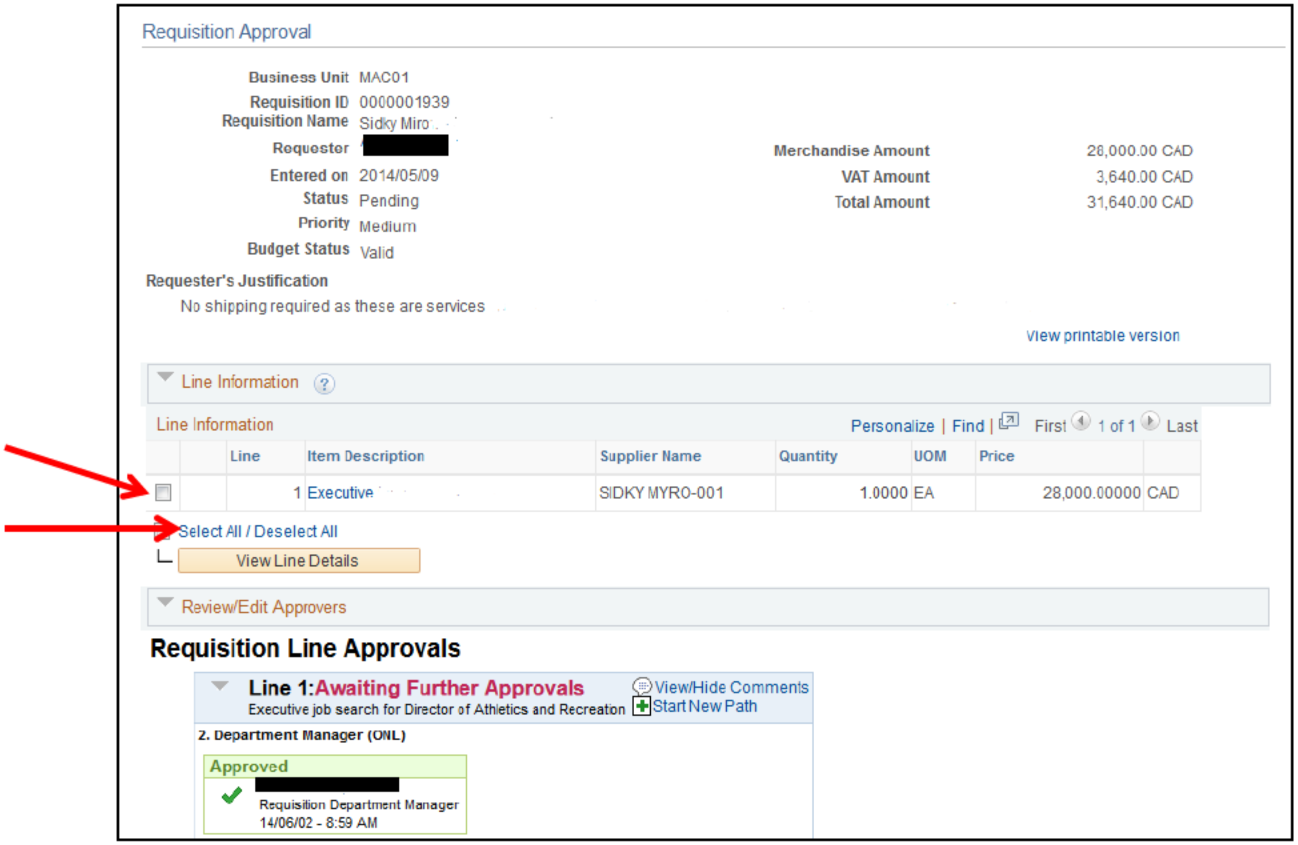


5. Click the **Requisition** under the column entitled '**Link**'

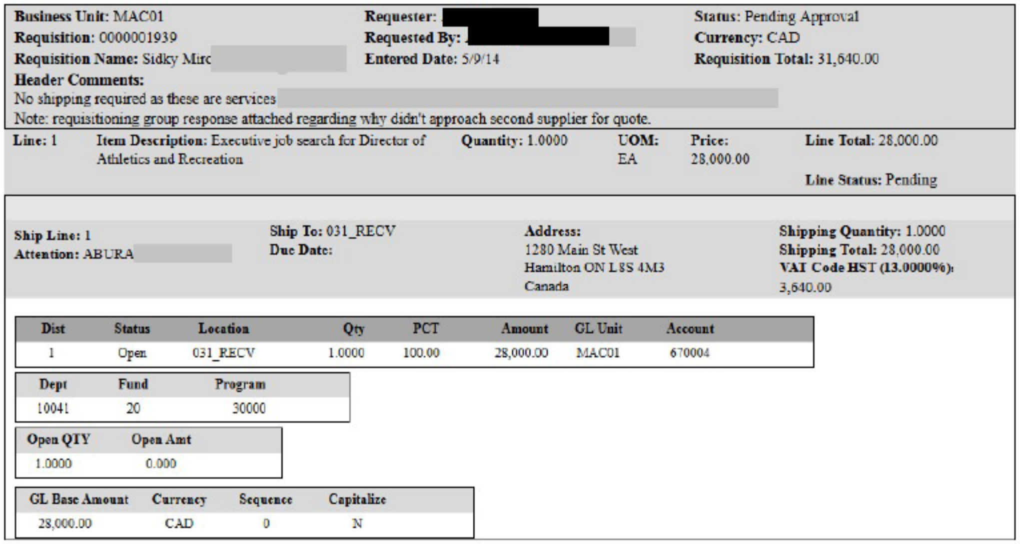


When you click the link from the Work List you are taken directly to the **Requisition Approval** screen. Here you can see more details about the requisition.

6. Review the information. To see more details click '**Select All**', then click '**View Line Details**'.



A new internet window (or tab) will open with the full charge information:
Here you can verify the cost and account.



Business Unit: MAC01
Requisition: 0000001939
Requisition Name: Sidky Mirc
Header Comments:
No shipping required as these are services
Note: requisitioning group response attached regarding why didn't approach second supplier for quote.

Requester: [redacted]
Requested By: [redacted]
Entered Date: 5/9/14

Status: Pending Approval
Currency: CAD
Requisition Total: 31,640.00

Line: 1 **Item Description:** Executive job search for Director of Athletics and Recreation **Quantity:** 1.0000 **UOM:** EA **Price:** 28,000.00 **Line Total:** 28,000.00
Line Status: Pending

Ship Line: 1
Attention: ABURA
Ship To: 031_RECV
Due Date:
Address: 1280 Main St West, Hamilton ON L8S 4M3, Canada
Shipping Quantity: 1.0000
Shipping Total: 28,000.00
VAT Code HST (13.0000%): 3,640.00

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	031_RECV	1.0000	100.00	28,000.00	MAC01	670004

Dept	Fund	Program
10041	20	30000

Open QTY	Open Amt
1.0000	0.000

GL Base Amount	Currency	Sequence	Capitalize
28,000.00	CAD	0	N

7. Return to **the Requisition Approval** screen (to return either close the tab, or click on the '**My Work**' tab.

8. Check **Attachments**, these are: quotes, sole/single source forms, or other correspondence that has been attached to the Purchase Requisition as support.

Requisition Approval

Business Unit	MAC01
Requisition ID	0000001939
Requisition Name	Sidky Miro
Requester	[redacted]
Entered on	2014/05/09
Status	Pending
Priority	Medium
Budget Status	Valid

Merchandise Amount	28,000.00 CAD
VAT Amount	3,640.00 CAD
Total Amount	31,640.00 CAD

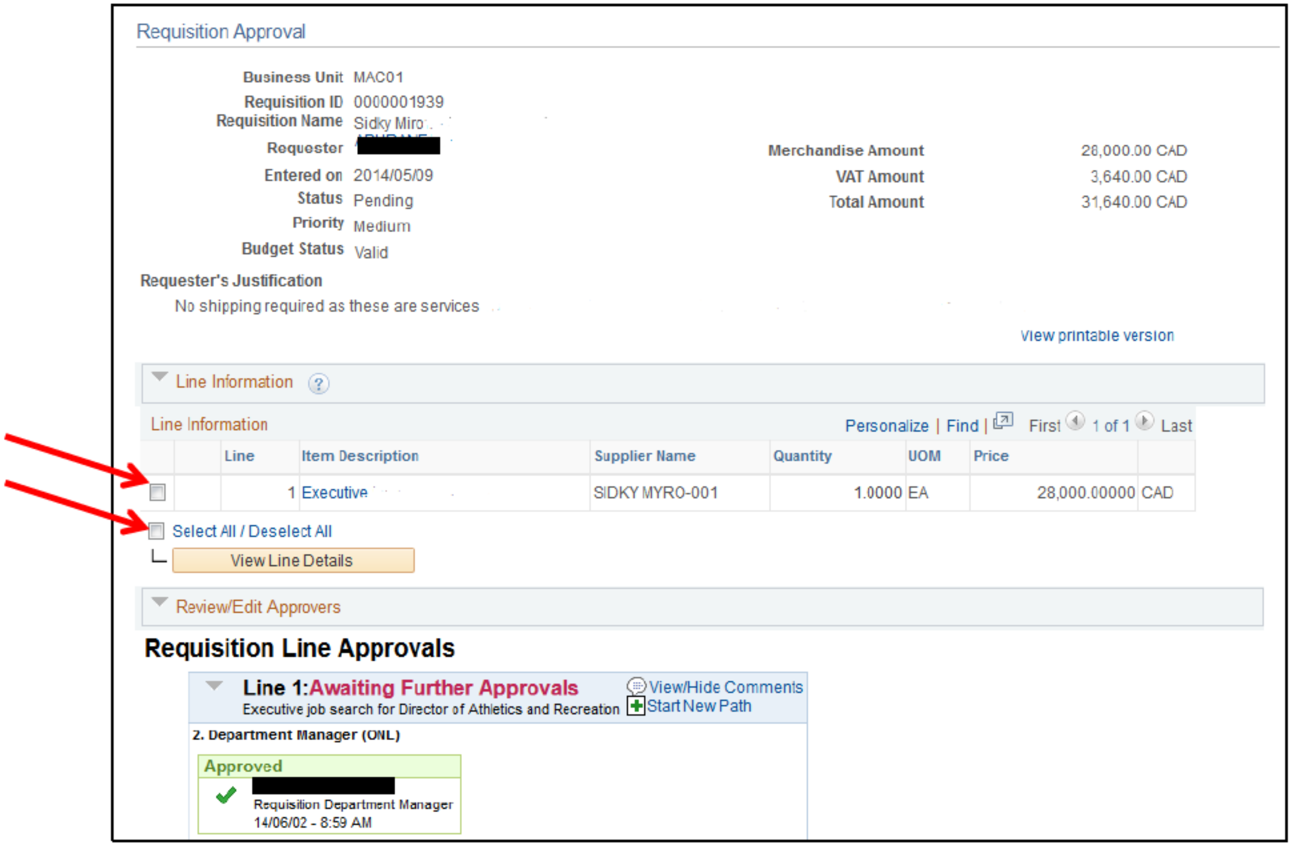
Attachments (1)

Requester's Justification
No shipping required as these are services

Again, a new tab will open with the attached documents.
Once you have reviewed these, return to the '**My Work**' tab.

You're now ready to approve or deny the requisition.

9. Select the line item(s) you wish to approve, or '**Select All**' if you wish to approve all lines at once.



10. Click on the '**Approve**' button.

Tip: You may also '**Deny**' the requisition if you have found something that needs to be changed, and/or provide comments to the requestor.

If you **add comments and 'Deny'** the Requisition, it will still be removed from your worklist, and will return to the initiator for correction.