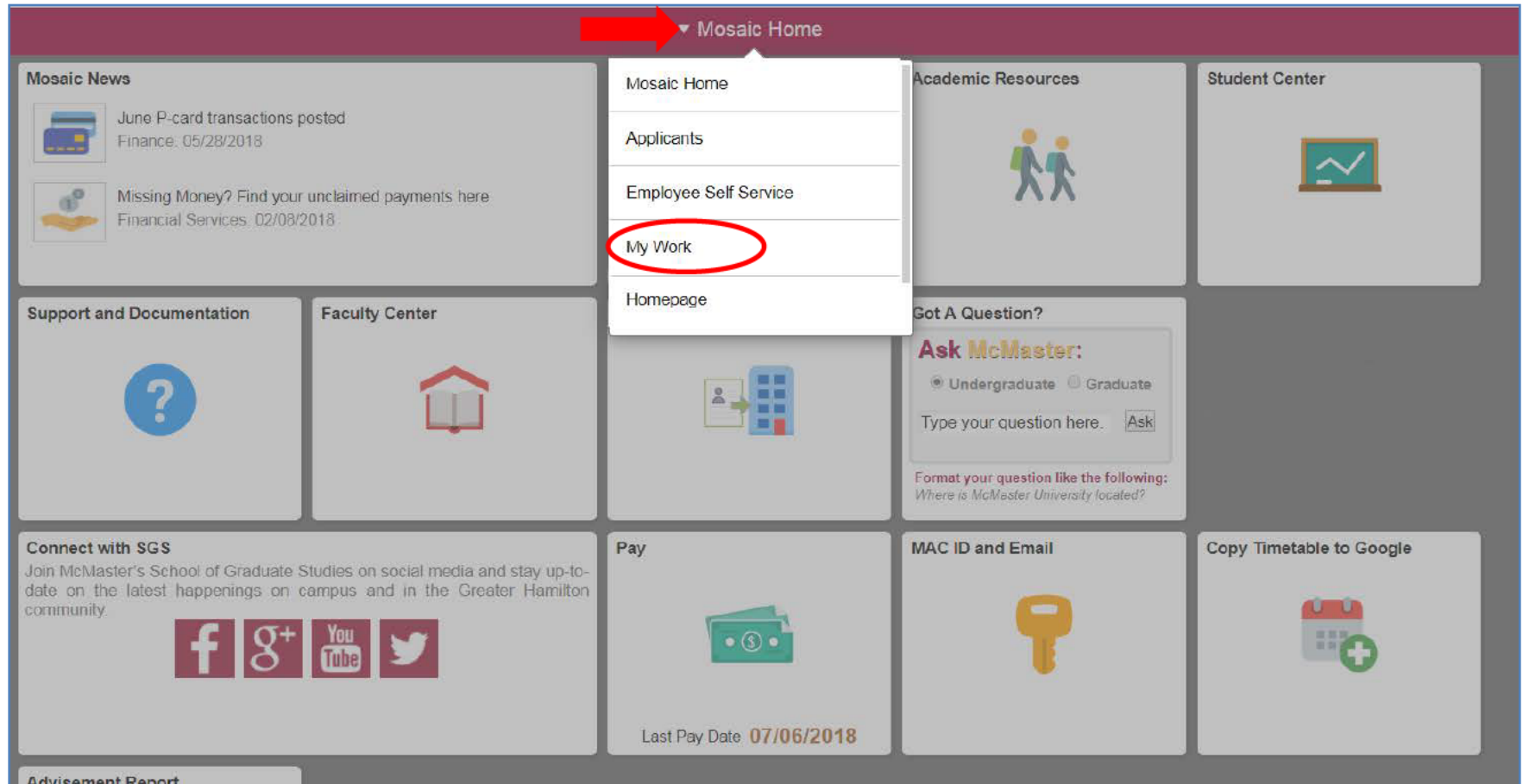


# How to Approve (or Deny) a Requisition

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'

Worklist

Worklist for HENNEDL: HENNE,DEIDRE

[Detail View](#) Worklist Filters:  [Feed](#)

From	Date From	Work Item	Worked By Activity	Priority	Link		
FELTON,TRACIE	2014/05/27	Approval Routing	Approval Workflow	2-Medium	<a href="#">Requisition, 26187, SHARE, 2001-01-04, N, 0, BUSINESS UNIT:MAC01 REQ ID:0000001935,</a>	Mark Worked	Reassign
HUGILL,BONNIE	2014/05/27	Approval Routing	Approval Workflow	2-Medium	<a href="#">Requisition, 28851, SHARE, 2001-01-04, N, 0, BUSINESS UNIT:MAC01 REQ ID:0000002077,</a>	Mark Worked	Reassign
HENNE,DEIDRE	2014/05/30	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval, 154514, SHARE, 2001-01-04, N, 0, SHEET ID:0000011256 RDC:RA.1.A,</a>	Mark Worked	Reassign
FISHER,KELLY LYNN	2014/05/30	Approval Routing	Approval Workflow		<a href="#">VoucherApproval, 160651, VoucherApprovalDefault, 2001-01-03, N, 0, BUSINESS UNIT:MAC01 VOUCHER ID:00062257 RDC:RA.1.A,</a>	Mark Worked	Reassign
FISHER,KELLY LYNN	2014/05/30	Approval Routing	Approval Workflow		<a href="#">VoucherApproval, 160653, VoucherApprovalDefault, 2001-01-03, N, 0, BUSINESS UNIT:MAC01 VOUCHER ID:00062267 RDC:RA.1.A,</a>	Mark Worked	Reassign

[Refresh](#)

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'.

**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

Requester's Justification  
No shipping required as these are services

[View printable version](#)

**Line Information** ?

Line Information Personalize | Find | First 1 of 1 Last

	Line	Item Description	Supplier Name	Quantity	UOM	Price
<input checked="" type="checkbox"/>	1	Executive	SIDKY MYRO-001	1.0000	EA	28,000.00000 CAD

[Select All / Deselect All](#)  
[View Line Details](#)

**Review/Edit Approvers**

**Requisition Line Approvals**

**Line 1: Awaiting Further Approvals** [View/Hide Comments](#)  
Executive job search for Director of Athletics and Recreation [Start New Path](#)

2. Department Manager (ONL)

**Approved**  
✓ Requisition Department Manager  
14/06/02 - 8:59 AM

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

Business Unit: MAC01		Requester: [REDACTED]		Status: Pending Approval			
Requisition: 000001939		Requested By: [REDACTED]		Currency: CAD			
Requisition Name: Sidky Mirc		Entered Date: 5/9/14		Requisition Total: 31,640.00			
Header Comments:							
No shipping required as these are services							
Note: requisitioning group response attached regarding why didn't approach second supplier for quote.							
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		Ship To: 031_RECV		Shipping Quantity: 1.0000			
Attention: ABURA		Duc Date:		Shipping Total: 28,000.00			
		Address: 1280 Main St West Hamilton ON L8S 4M3 Canada		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: 000001939  
Requisition Name: Sidky Mirc  
Requester: [REDACTED]  
Entered on: 2014/05/09  
Status: Pending  
Priority: Medium  
Budget Status: Valid  
Requester's Justification: No shipping required as these are services

Merchandise Amount: 28,000.00 CAD  
VAT Amount: 3,640.00 CAD  
Total Amount: 31,640.00 CAD  
[Attachments \(1\)](#)

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.

Requisition Approval

Business Unit: MAC01  
Requisition ID: 0000001939  
Requisition Name: Sidky Miro...  
Requestor: [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

Requester's Justification  
No shipping required as these are services

[View printable version](#)

Line Information ?

Line	Item Description	Supplier Name	Quantity	UOM	Price
1	Executive	SIDKY MYRO-001	1.0000	EA	28,000.00000 CAD

☐ Select All / Deselect All

[View Line Details](#)

Review/Edit Approvers

**Requisition Line Approvals**

**Line 1: Awaiting Further Approvals** [View/Hide Comments](#) [Start New Path](#)  
Executive job search for Director of Athletics and Recreation

2. Department Manager (ONL)

**Approved**  
[REDACTED]  
Requisition Department Manager  
14/06/02 - 8:59 AM

10. Click on the 'Approve' button.

Enter Approver Comments

[Return to Worklist](#) [Approval History](#)

**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.