How To Edit a Requisition as an Approver

***You must use the notification either via the bell or email to edit the requisition. You cannot just open it from within the application as the edit function will not be available*.**

You will be notified via email and notification bell in Stratus that you have a requisition to review and approve. To edit the requisition, click on the Edit Requisition link at the bottom of the notification.

You will then be taken into Stratus RSSP requisition to view and be able to make changes as necessary. Highlighted are all the areas you can go in and view and edit.

In the example below line 2 description was clicked on the item description and quantity were updated. Then back to the home page of the requisition where when done you click Submit.

Requisition REQ0005306 Approver edit   Actions ▼   Submit

Computer
Sold By Dell Computer Corp.

$5,000.00 Each

Quantity
1   🗑 ✏

Fixed the description.
Sold By Dell Computer Corp.

$45.00 Each

Quantity
2   🗑 ✏

Requisition summary   ✏

Subtotal $5,090.00
Estimated Tax $0.00
Approval Amount $5,090.00

Description
Computer

Requester
Brian Starkloff

Deliver to Location
Towson University

Charge To
1020-20830-608201-00000-000-000000-   ↗
0000

Funds Status
Not reserved

Budget Date
9/24/24

Then click continue shopping.
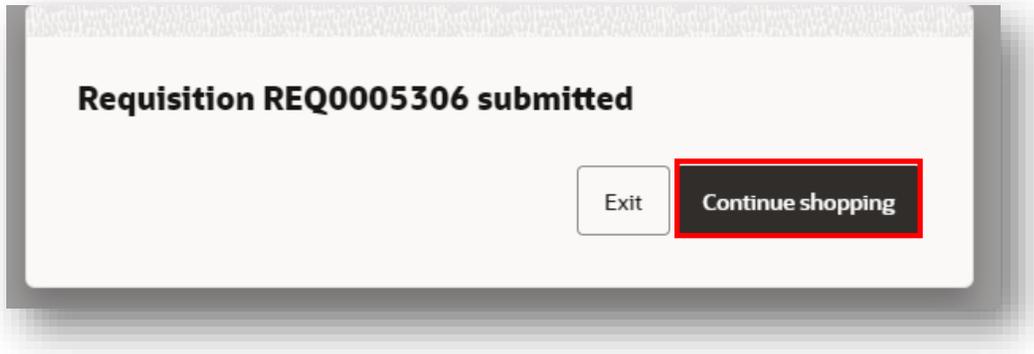
To approve the requisition, the simplest is to use the Notification bell at the top of the page where you would just click the black approve button.

Note however you will get another notification email and you could also approved from there but if you approve from the bell you can delete the email.
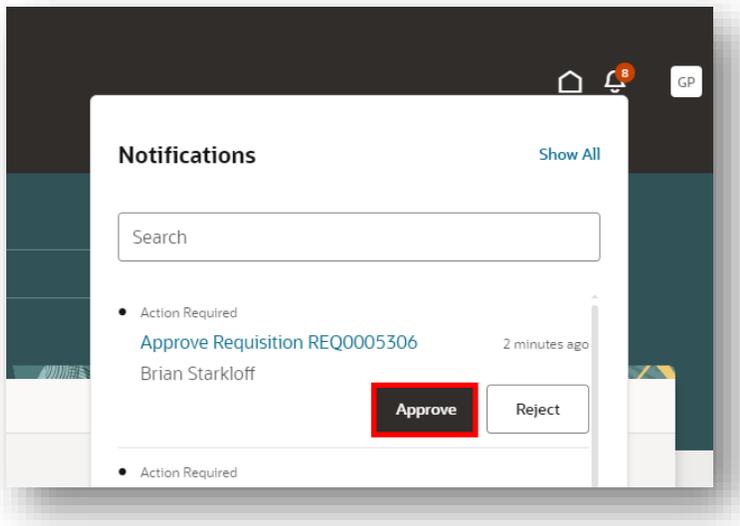
Action Required: Approve Requisition REQ0005306

TS   **TU Stratus Financials** <elbz-dev3.fa.sender@workflow.mail.us2.cloud.oracle.com>
    To   Peach, Gina

📄 REQ0005306.pdf
13 KB

Requisition Approval
$5,090.00
Starkloff, Brian
Computer

Approve	Reject	Request Info

Requisition   [REQ0005306](#)

Lines

Computer	$5,000.00

1 x $5,000.00
Charge Account: 1020-20830-608201-00000-000-000000-0000 State\-Support\-Admin & Fin-Financial
Systems and Tec-Administrative Hearing Ch-Default Initiative-UO Default-Future-Default Interfund
Budget Date: 9/24/24

Fixed the description.	$90.00

2 x $45.00
Charge Account: 1020-20830-608201-00000-000-000000-0000 State\-Support\-Admin & Fin-Financial
Systems and Tec-Administrative Hearing Ch-Default Initiative-UO Default-Future-Default Interfund
Budget Date: 9/24/24

Approval History

	9/24/24 9:38 AM
🕐 Assigned to Gina Peach	

	9/24/24 9:38 AM
🔼 Submitted by **Brian Starkloff**	
📎 REQ0005306.pdf	

Approve	Reject	Request Info

Once approved you can search for the requisition on the My Requisitions page, and you should now see that the status has been updated. If you were the last approver, you will see approved. If you were not, it will still say pending approval.

You can also click on the 3 dots and view the approval history/status to see where it is in the process.

Document History
Requisition REQ0005306

Entered By **Starkloff, Brian**   Business Unit **Towson University**   Description **Computer**

Expand All   Collapse All

∨   **Submission for requisition REQ0005306 (9/24/24 8:21 AM)**

Submitted By
Brian Starkloff   9/24/24 8:21 AM

Withdrawn By
Brian Starkloff   9/24/24 8:22 AM

∨   **Withdrawal for requisition REQ0005306 (9/24/24 8:22 AM)**

Withdrawn By
Application   9/24/24 8:22 AM
All lines are withdrawn.

∨   **Submission for requisition REQ0005306 (9/24/24 8:26 AM)**

Submitted By
Brian Starkloff   9/24/24 8:26 AM

Edited By
Gina Peach   9/24/24 9:31 AM

∨   **Submission for requisition REQ0005306 (9/24/24 9:37 AM)**

Submitted By
Brian Starkloff   9/24/24 9:37 AM

Approved By
Gina Peach   9/24/24 9:46 AM

Reserved By
Application   9/24/24 9:46 AM