



## Requisition Approval

Paso	Acción
1.	En el campo <b>User ID</b> debe entrar el nombre de la cuenta que le fue asignado por el D.E.  Utilice un valor apropiado. En este ejemplo ingrese: " <b>user1</b> ".



Paso	Acción
2.	Ingrese su <b>Contraseña</b> en el campo <b>Password</b> .  Utilice un valor apropiado. En este ejemplo ingrese: " <b>password1</b> ".



ORACLE  
PEOPLESFT ENTERPRISE


User ID: user1  
Password: \*\*\*\*\*  
**Sign In**

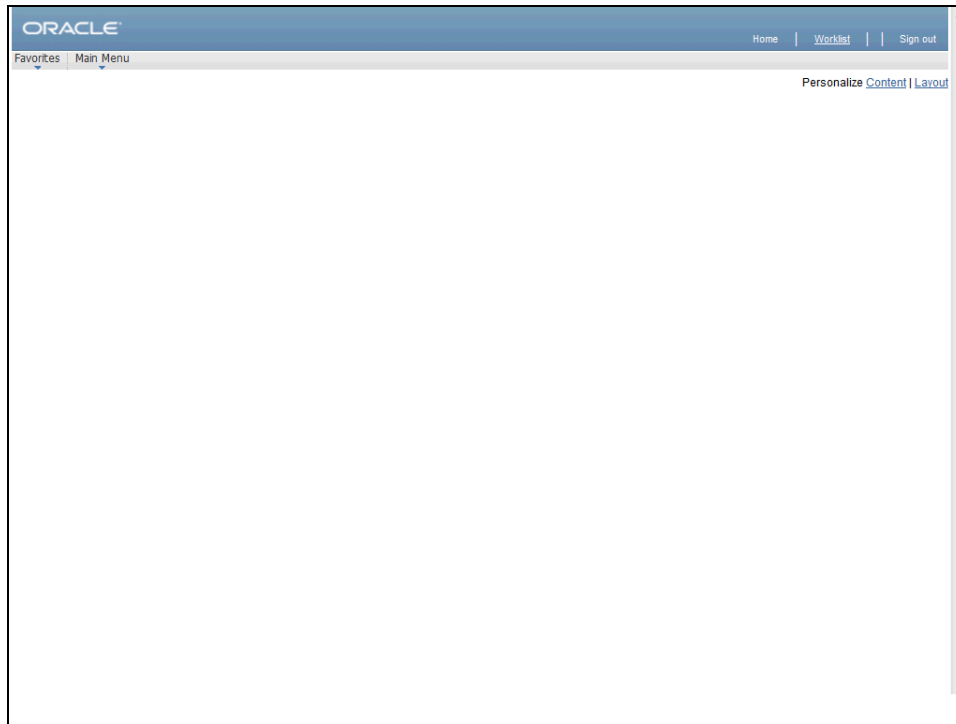
[Set Trace Flags](#)

Select a Language:

- English
- Dansk
- Français
- Italiano
- Nederlands
- Polski
- Suomi
- Čeština
- 한국어
- ไทย
- 繁體中文
- UK English
- Español
- Deutsch
- Français du Canada
- Magyar
- Norsk
- Português
- Svenska
- 日本語
- Русский
- 简体中文
- العربية

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Paso	Acción
3.	Haga clic en el botón <b>Sign In</b> . 



Paso	Acción
4.	Haga clic en el enlace <b>Worklist</b> . <a href="#">Worklist</a>



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Home | Worklist | Sign out

Favorites | Main Menu > Worklist > Worklist

New Window | Personalize Page | http

Worklist for figueroa.sf: SANTOS, FIGUEROA FELICIANO

Search Filters

Detail View | Work List Filters: | Feed

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
GLADYS, CHEVERE SANTOS	03/09/2009	Approve ChartFields Worklist	Requisition ChartField Appr		<a href="#">67962_00081_0000001792</a>	Mark Worked	Reassign
IVELISSE B. FONTANEZ MATEO	03/31/2009	Approve ChartFields Worklist	Requisition ChartField Appr		<a href="#">72159_00081_0000004835</a>	Mark Worked	Reassign
MARITZA, VEGA RAMOS	04/03/2009	Approve ChartFields Worklist	Requisition ChartField Appr		<a href="#">73172_00081_0000005316</a>	Mark Worked	Reassign
OLGA D. MERCADO ORTIZ	04/16/2009	Approve ChartFields Worklist	Requisition ChartField Appr		<a href="#">76054_00081_0000006714</a>	Mark Worked	Reassign
MAYRA, CRUZ COLON	05/04/2009	Approve ChartFields Worklist	Requisition ChartField Appr		<a href="#">81953_00081_0000009551</a>	Mark Worked	Reassign
ANDRES, CLARKE VIVES	05/09/2009	Approve ChartFields Worklist	Requisition ChartField Appr		<a href="#">0_</a>	Mark Worked	Reassign
JACKELINE, CORDERO SANCHEZ	05/11/2009	Approve ChartFields Worklist	Requisition ChartField Appr		<a href="#">85457_00081_0000007990</a>	Mark Worked	Reassign
ANTONIA, RODRIGUEZ NIEVES	05/11/2009	Approve ChartFields Worklist	Requisition ChartField Appr		<a href="#">85680_00081_0000003302</a>	Mark Worked	Reassign
LISBETH LUGO		Approve					

Paso	Acción
5.	Haga clic en la barra deslizadora.



ORACLE							Home	Worklist	Sign out
Favorites   Main Menu > Worklist > Worklist									
VIVIANA, MIRANDA VEGA	05/21/2009	Approve ChartFields Worklist	Requisition ChartField Appr		94569_00081_0000014932	Mark Worked	Reasi		
ANTONIA, RODRIGUEZ NIEVES	05/21/2009	Approve ChartFields Worklist	Requisition ChartField Appr		95302_00081_0000005850	Mark Worked	Reasi		
ANTONIA, RODRIGUEZ NIEVES	05/21/2009	Approve ChartFields Worklist	Requisition ChartField Appr		95342_00081_0000003210	Mark Worked	Reasi		
LILLIAM, SOTO DIAZ	05/21/2009	Approve ChartFields Worklist	Requisition ChartField Appr		96086_00081_0000018083	Mark Worked	Reasi		
YESENIA, RODRIGUEZ RODRIGUEZ	05/21/2009	Approve ChartFields Worklist	Requisition ChartField Appr		96244_00081_0000014915	Mark Worked	Reasi		
GLENDA, BERRIOS VELEZ	05/21/2009	Approve ChartFields Worklist	Requisition ChartField Appr		96958_00081_0000018765	Mark Worked	Reasi		
MARLINES DIAZ RIVERA	05/22/2009	Approve ChartFields Worklist	Requisition ChartField Appr		97372_00081_0000019055	Mark Worked	Reasi		
DAISY A., PANTOJA SANTIAGO	05/22/2009	Approve ChartFields Worklist	Requisition ChartField Appr		97638_00081_0000019245	Mark Worked	Reasi		
DE Sol, Torres Moore	05/22/2009	Approve ChartFields Worklist	Requisition ChartField Appr		99689_00081_0000019169	Mark Worked	Reasi		
MARICIELO, GASCOT MORENO	05/28/2009	Approve ChartFields Worklist	Requisition ChartField Appr		104266_00081_0000023624	Mark Worked	Reasi		
EUGENIO E. GARCIA CARRION	06/05/2009	Approve ChartFields Worklist	Requisition ChartField Appr		111558_00081_0000007939	Mark Worked	Reasi		
JOHNNY, CEBOLLERO RODRIGUEZ	10/10/2012	Approve ChartFields Worklist	Requisition ChartField Appr		413006_00081_0000140581	Mark Worked	Reasi		
JOHNNY, CEBOLLERO RODRIGUEZ	10/18/2012	Approve ChartFields Worklist	Requisition ChartField Appr		415220_00081_0000141616	Mark Worked	Reasi		

Refresh

Paso	Acción
6.	Haga clic en el enlace <b>415220, 00081, 0000141616</b> . <a href="#">415220, 00081, 0000141616</a>



ORACLE  
Home | Worklist | Sign out  
Favorites | Main Menu > Worklist > Worklist  
New Window | Personalize Page | http

### Requisition ChartField Approval

Unit: 00081 Req: 0000141616 Requester: JOHNNY, CEBOLLERO RODRIGUEZ

\*Approval Action: Approve Approval Status: In Process [View Printable Req](#)

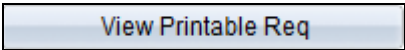
Comment

Distributions/ChartFields Personalize | Find | View All | First 1 of 1 Last

Line	Sched	Distrib	Status	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	1	1	Open	00081	E6190			221	48298		14F	2013

Line Details

[Save](#) [View Worklist](#) [Previous in Worklist](#) [Next in Worklist](#) [Notify](#)

Paso	Acción
7.	Haga clic en el botón <b>View Printable Req.</b>  Esto le permitirá obtener una versión en formato PDF.  



Process List | Server List

Actions

User ID:  Type:  Last:  1 Days

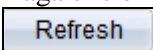
Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5033656		SQR Report	PORQ010	figueroa.sf	12/19/2012 8:44:50AM AST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5033655		SQR Report	PORQ010	figueroa.sf	12/19/2012 8:44:09AM AST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5033654		SQR Report	PORQ010	figueroa.sf	12/19/2012 8:39:44AM AST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5033653		SQR Report	PORQ010	figueroa.sf	12/19/2012 8:35:52AM AST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5033652		SQR Report	PORQ010	figueroa.sf	12/19/2012 8:33:54AM AST	Success	Posted	<a href="#">Details</a>

Process List | [Server List](#)

Paso	Acción
8.	Haga clic en el botón <b>Refresh</b> hasta que el proceso aparezca <b>Success, Posted</b> .







Process List | Server List

Actions

User ID:  Type:  Last:  1 Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5033656		SQR Report	PORQ010	figueroa.sf	12/19/2012 8:44:50AM AST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5033655		SQR Report	PORQ010	figueroa.sf	12/19/2012 8:44:09AM AST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5033654		SQR Report	PORQ010	figueroa.sf	12/19/2012 8:39:44AM AST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5033653		SQR Report	PORQ010	figueroa.sf	12/19/2012 8:35:52AM AST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5033652		SQR Report	PORQ010	figueroa.sf	12/19/2012 8:33:54AM AST	Success	Posted	<a href="#">Details</a>

Process List | [Server List](#)

Paso	Acción
9.	Haga clic en el enlace <b>Details</b> . <a href="#">Details</a>



Process Detail

Process

Instance	5033656	Type	SQR Report
Name	PORO010	Description	Requisition Print SQR
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	PS_REQ_810000141616_4329089	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request
Location	Server	
Server	PSNT	
Recurrence		

Date/Time

Request Created On	12/19/2012 8:44:50AM AST	<a href="#">Parameters</a>	Transfer
Run Anytime After	12/19/2012 8:44:50AM AST	<a href="#">Message Log</a>	
Began Process At	12/19/2012 8:44:58AM AST	Batch Timings	
Ended Process At	12/19/2012 8:45:14AM AST	<a href="#">View Log/Trace</a>	

OK Cancel

Paso	Acción
10.	Haga clic en el enlace <b>View Log/Trace</b> . <a href="#">View Log/Trace</a>



View Log/Trace

Report

Report ID: 3885556      Process Instance: 5033656      [Message Log](#)

Name: PORQ010      Process Type: SQR Report

Run Status: Success

Requisition Print SQR

Distribution Details

Distribution Node: NODO      Expiration Date: 12/26/2012

File List

File Name	File Size (bytes)	Datetime Created
<a href="#">PORQ010_5033656.PDF</a>	2,319	12/19/2012 8:45:14.382419AM AST
PORQ010_5033656.out	74	12/19/2012 8:45:14.382419AM AST
SQR_PORQ010_5033656.log	1,910	12/19/2012 8:45:14.382419AM AST

Distribute To

Distribution ID Type	*Distribution ID
User	figueroa.sf

[Return](#)

Paso	Acción
11.	Haga clic en el enlace <a href="#">PORQ010_5033656.PDF</a> .



**Requisition**

**Ship To:** Calle Beredich Esq. Vazquez  
Mayaguez PR  
Puerto Rico

<b>Business Unit:</b> 00081		
<b>Req ID:</b> 0000141616	<b>Date:</b> 10/18/2012	<b>Page:</b> 1
<b>Requisition Name:</b>		
<b>Requester:</b> JOHNNY, CEBOLLERO RODRIGUE	<b>Currency:</b> USD	
<b>Requester Signature:</b>		

Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date
1-1	0000000000 00000750	DONATIVOS, BONIFICACIONES Y APORTACIONES		1.0000	UNO	90.00	90.00	

Vendor: 010599628 WS. OPTICA CENTRO PSC  
Attn:

Espejuelo Estudiante Escuela Superior Eugenio Maria de Hostos-Mayagüez  
Lyanne M. Báez Christopher

Line Total: 90.00

Total Requisition Amount: 90.00

Paso	Acción
12.	SIFDE muestra la requisición en el formato PDF.



Requisition

Ship To: Calle Beredich Esq. Vazquez  
Mayaguez PR  
Puerto Rico

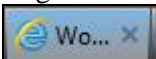
Business Unit:	00081	
Req ID:	Date	Page
0000141616	10/18/2012	1
Requisition Name:		
Requester	Currency	
JHNNY, CEBOLLERO RODRIGUE	USD	
Requester Signature		

Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date
1-1	0000000000 00000750	DONATIVOS, BONIFICACIONES Y APORTACIONES		1.0000	UNO	90.00	90.00	

Vendor: 010599628 WS. OPTICA CENTRO PSC  
Attn:

Espejuelo Estudiante Escuela Superior Eugenio Maria de Hostos-Mayaguez  
Lyanne M. Báez Christopher

Line Total: 90.00  
Total Requisition Amount: 90.00

Paso	Acción
13.	<p>Luego de obtener la requisición, regrese a la pantalla del <b>Worklist</b>.</p> <p>Haga clic en la pestaña <b>Worklist</b>.</p> 



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Home | Worklist | Sign out

Favorites | Main Menu > Worklist > Worklist

New Window | Personalize Page | http

### Requisition ChartField Approval

Unit: 00081 Req: 0000141616 Requester: JOHNNY, CEBOLLERO RODRIGUEZ

\*Approval Action:  Approval Status: In Process

Comment

Distributions/ChartFields

Line	Sched	Distrib	Status	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	1	1	Open	00081	E6190			221	48298		14F	2013

Line Details

Paso	Acción
14.	Haga clic en el botón que se encuentra a la derecha del campo <b>Approval Action</b> . <input type="button" value="Approve"/>



ORACLE

Home | Worklist | Sign out

Favorites | Main Menu > Worklist > Worklist

New Window | Personalize Page | http

### Requisition ChartField Approval

Unit: 00081 Req: 0000141616 Requester: JOHNNY, CEBOLLERO RODRIGUEZ

\*Approval Action: **Approve** Approval Status: In Process [View Printable Req](#)


Comment

Distributions/ChartFields

Line	Sched	Distrib	Status	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	1	1	Open	00081	E6190			221	48298		14F	2013

Line Details

[Save](#) [View Worklist](#) [Previous in Worklist](#) [Next in Worklist](#) [Notify](#)

Paso	Acción
15.	Seleccione la acción que desea tomar.  En este ejemplo haga clic en la lista <b>Approve</b> . 



ORACLE

Home | Worklist | Sign out

Favorites | Main Menu > Worklist > Worklist

New Window | Personalize Page | http

### Requisition ChartField Approval

Unit: 00081 Req: 0000141616 Requester: JOHNNY, CEBOLLERO RODRIGUEZ

\*Approval Action:  Approval Status: In Process

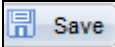
Comment

Distributions/ChartFields

Personalize | Find | View All | First 1 of 1 Last

Line	Sched	Distrib	Status	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	1	1	Open	00081	E6190			221	48298		14F	2013

Line Details

Paso	Acción
16.	Haga clic en el botón <b>Save</b> .  Save





ORACLE  
Home | Worklist | Sign out  
Favorites | Main Menu > Worklist > Worklist  
New Window | Personalize Page | http

**Requisition ChartField Approval**

Unit: 00081 Req: 0000141616 Requester: JOHNNY, CEBOLLERO RODRIGUEZ

\*Approval Action: Approve Approval Status: Complete View Printable Req

Comment

Distributions/ChartFields Personalize | Find | View All | First 1 of 1 Last

Line	Sched	Distrib	Status	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	1	1	Open	00081	E6190			221	48298		14F	2013

Line Details

Save View Worklist Previous in Worklist Next in Worklist Notify

Paso	Acción
17.	Observe que la requisición cambiará el estatus de <b>In Process</b> a <b>Complete</b> .



ORACLE

Home | Worklist | Sign out

Favorites | Main Menu > Worklist > Worklist

New Window | Personalize Page | http

### Requisition ChartField Approval

Unit: 00081 Req: 0000141616 Requester: JOHNNY, CEBOLLERO RODRIGUEZ

\*Approval Action:  Approval Status: Complete

Comment

Distributions/ChartFields Personalize | Find | View All | First 1 of 1 Last

Line	Sched	Distrib	Status	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	1	1	Open	00081	E6190			221	48298		14F	2013

Line Details

Paso	Acción
18.	<p><b>¡Felicidades!</b></p> <p><b>Ha completado la guía Requisition Approval exitosamente.</b></p> <p><b>Si se siente preparado para medir su conocimiento, realice esta guía utilizando ¿Lo Sabes?.</b></p> <p><b>Recuerde que puede utilizar ¡Míralo! e ¡Inténtalo! si necesita práctica adicional.</b></p> <p><b>Fin de procedimiento.</b></p>