TEAMS: Returned Requisition Search

This guide will demonstrate how to search for returned requisitions in TEAMS. This is important to do because the funds will continue to be encumbered, even though the order will not be processed. The requisition will need to be corrected and resubmitted, or voided.

1. Select the Requisition Search entry point.

Requisition Search	•
Requisition Search	

2. Select the status Entered, Not Approved with a predefined reason or Not Released with a

predefined reason. There may be various requisitions pending with either of these statuses, so it may be necessary to repeat this step as needed.

Requisition Criteria		
Requestor:	×	
Stage:		
Status:	1	-
	Entered	*
	Force Closed	
Account Number:	No Need to Send	
Account Number.	Not Approved with a predefined reason	
	Not Released with a predefined reason	
	On Hold	-
	Minimum	

Note: Requisitions with a status of **Entered** may be saved *Traditional* or *Blanket* requisitions that have not yet been submitted for approval, or a *Warehouse* requisition that has been returned and not processed.



3. Place the mouse cursor over the status hyperlink to show the reason the requisition was returned.

	Traditional	Each	1.0	0.0	0.0	0.0	1.0	Approval Chain	Not Approved with a predefined reason
	Traditional	Bundle	4.0	0.0	0.0	0.0	4.0	Approval Chain	Not Approved
	× × predefined								
0	Denied Rea Denied Not	ison: Incorrect e: Should be f	Account Code unction 11	9					n

Use this information to determine if the requisition should be voided or modified and resubmitted.

To void a requisition at this point, select the row (it will highlight yellow), and click the **Void** button at the bottom of the screen.

To modify a requisition, select the row (it will highlight yellow) and select <u>Maintain Requisition</u> Make the necessary changes, then click the <u>Save and Restart Approval</u> button. The requisition will route back through workflow for the necessary approvals.