Quick Reference Guide

Processing Requisitions Returned

In This Guide

✓ Navigating to returned requisitions
✓ Processing requisitions returned

This guide demonstrates how to process returned requisitions. Note: The requester will receive notification that the requisition has been returned both via email and as a notification within LSU GeauxShop.

Procedure

1. From the LSU GeauxShop homepage, access your returned requisitions by clicking your name at the top of the screen and selecting the My Returned Requisitions link.

2. Click on the shopping cart name in the My Returned Requisitions area to open the returned requisition.

3. You can verify the reason for the returned cart by clicking on the History tab and looking in the Note field.
4. In this example, the requisition was returned because 2 fiscal years were selected on the same requisition. Under the **Requisition → Summary** tab, click the **Edit** button in the **Accounting Codes** section or at the line item level, as appropriate.

5. In the **Accounting Codes** window, the accounting information will need to be revised. For this example, in the resulting pop-up window, click the **Remove** link to the right of the screen to remove the 2nd account split string.

6. Click the **Save** button.

7. Submit the requisition by clicking the **Submit Requisition** button.

You have successfully resubmitted a requisition that was returned.