



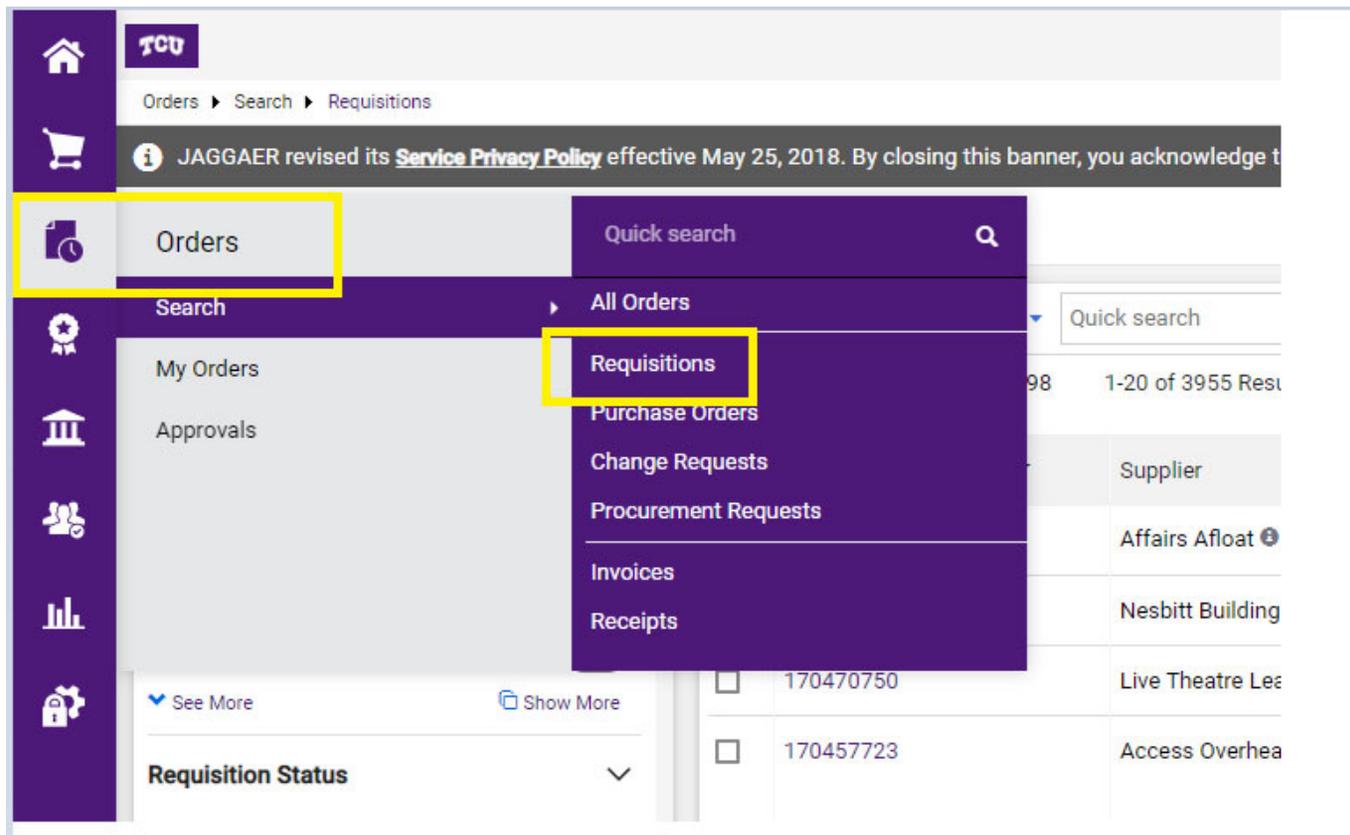
Filtering Jaggaer Requisitions



Filtering Requisitions

To identify where requisitions are in the approval workflow, configure the Requisition Orders listing to include a column identifying the current workflow step.

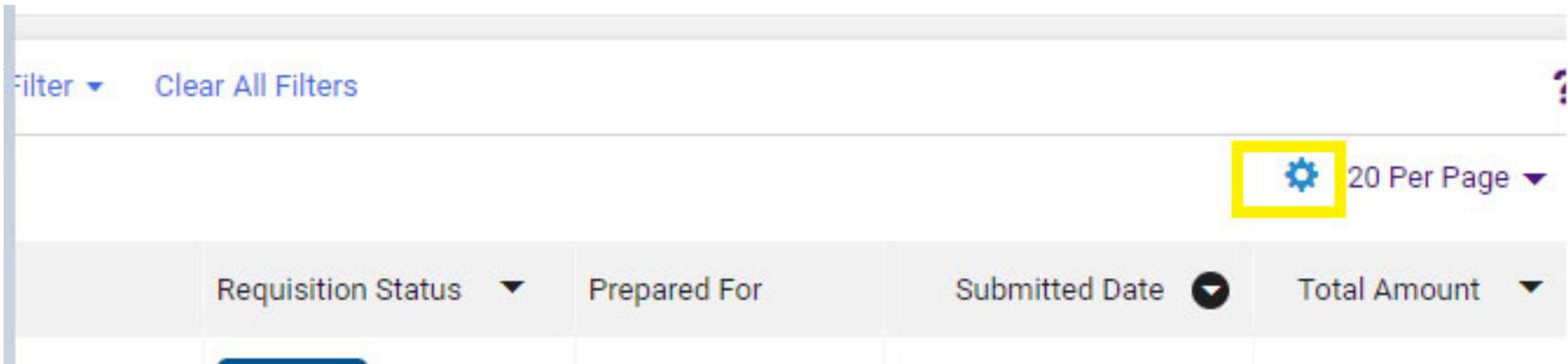
In Jaggaer, select Orders from the left-hand toolbar, then select Requisitions.





Filtering Requisitions

On the right side of your screen, click the settings wheel.





Filtering Requisitions

In the pop-up box, check Current Workflow Step. Once checked, it will appear on the right where you can move it up or down in the order with the arrows.

Moving it up or down changes which column the information will display in the report.

You must Pin Column as my defaults, and select Apply.

Configure Column Display

Reflects the columns defined for the current search. Customizations will apply to the lifetime of the current search unless the search is saved. Columns marked with an * are custom defined data elements

Type to Filter Available Columns...

Pin Columns as my defaults

<input type="checkbox"/> Account *	Requisition Number	↑ ↓
<input type="checkbox"/> Accounting Date	Current Workflow Step	↑ ↓ 🗑️
<input type="checkbox"/> Approval Actions	Supplier	↑ ↓ 🗑️
<input type="checkbox"/> Approval Bypass *	Requisition Name	↑ ↓ 🗑️
<input type="checkbox"/> Approval Steps	Requisition Status	↑ ↓ 🗑️
<input type="checkbox"/> Bill To	Prepared For	↑ ↓ 🗑️
<input type="checkbox"/> Bin *	Submitted Date	↑ ↓ 🗑️
<input type="checkbox"/> Business Unit *	Total Amount	↑ ↓ 🗑️
<input type="checkbox"/> Change Request No.		
<input type="checkbox"/> Charge Back *		
<input type="checkbox"/> Commodity Code		
<input type="checkbox"/> Completed Date		
<input type="checkbox"/> Contract Type		
<input type="checkbox"/> Created Date/Time		
<input checked="" type="checkbox"/> Current Workflow Step		
<input type="checkbox"/> Department		
<input type="checkbox"/> Department s		

Apply Cancel



Filtering Requisitions

In the examples below, you can see the requisitions that are pending in blue with the current workflow step in purple. Green “Completed’ indicates the requisition has completed all SDA approvals.

Requisition Number	Current Workflow Step	Supplier	Requisition Name	Requisition Status
170473427	Accounts Payable Approval	Hyatt Place Fort Worth TCU ⓘ	2903	Pending
170472268	Level 1 Approval ←	Grainger ⓘ	2023-04-10 108010997 01	Pending
170471799	Accounts Payable Approval	Affairs Afloat ⓘ	03302023	Pending
170470923	Accounts Payable Approval	Nesbitt Building Maintenance ⓘ	14449	Pending →
170470750	Accounts Payable Approval	Live Theatre League ⓘ	2023 Membership Theatre TCU	Pending
170457723	-	Access Overhead Door Inc ⓘ	SKYFOLD WALL REPAIR IN NEELY 218.6505-11000-23320ACCESS OVERHAED DOOR INV. 47264	Completed →
170470308	Accounts Payable Approval	Mondo Press LLC ⓘ	12064	Pending
170465930	Accounts Payable Approval	Sodexo, Inc & Affiliates ⓘ	2023-04-10 108016344 01	Pending
170434673	Project Review ←	Automationdirect.com ⓘ	14933320	Pending
170440911	Project Review	McMaster-Carr Supply Company ⓘ	95819851	Pending



Filtering Requisitions

After clicking on the requisition number, review the What's Next section on the right-hand side of the requisition. Clicking on the Purple title of the workflow step shows *who* needs to approve.

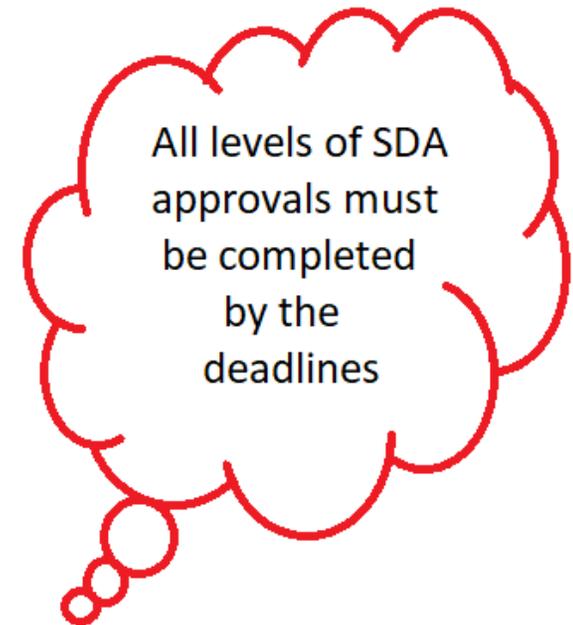
In the example at the right, this requisition is pending 3 levels of approval.

What's next?

Workflow

- Submitted
3/25/2024 8:20 AM
James Lehr
- Accounts Payable Approval
Approved
✓ Lindsey Tullos-Rios
- Level 1 Approval** (Active)
PROLBR - 34210 - Level 1
Abigail Jennings
ABBY.JENNINGS@tcu.edu
- Level 2 Approval (Future)
PROLBR - 34210 - Level 2
Daniel Williams
d.e.williams@tcu.edu
+1 817-257-5907
- Level 3 Approval (Future)
PROLBR - Level 3
Tracy Hull
t.hull@tcu.edu
+1 817-257-7696

Click on purple Levels for name of who must approve





Deadline Reminder

Important deadlines
in Jaggaer

5/30/25

and

6/9/25

5:00 pm CST





Fiscal Year End Deadlines

For FY25 requisitions submitted in Jaggaer 5/30/25 or earlier, requisitions must be through all SDA approvals by 5:00pm CST, 5/30/25.

For FY25 requisitions submitted in Jaggaer 6/1/25 - 6/9/25, and the fiscal year review box was checked in the requisition, requisitions must be through all SDA approvals by 5:00pm, CST 6/9/25.

It is the department's responsibility to ensure all SDA approvals are obtained to meet the above deadlines.



Email questions to accountspayable@tcu.edu