

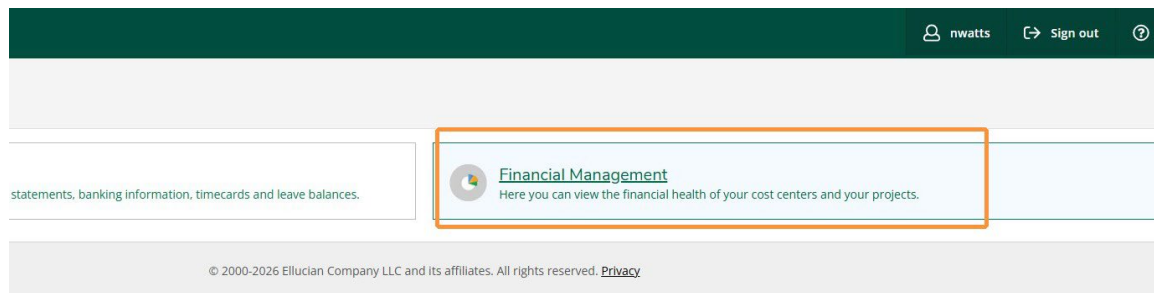


How To Approve Requisition in Colleague Self Service

Learn how to navigate the Colleague Self Service tool to review and approve your department's requisitions.

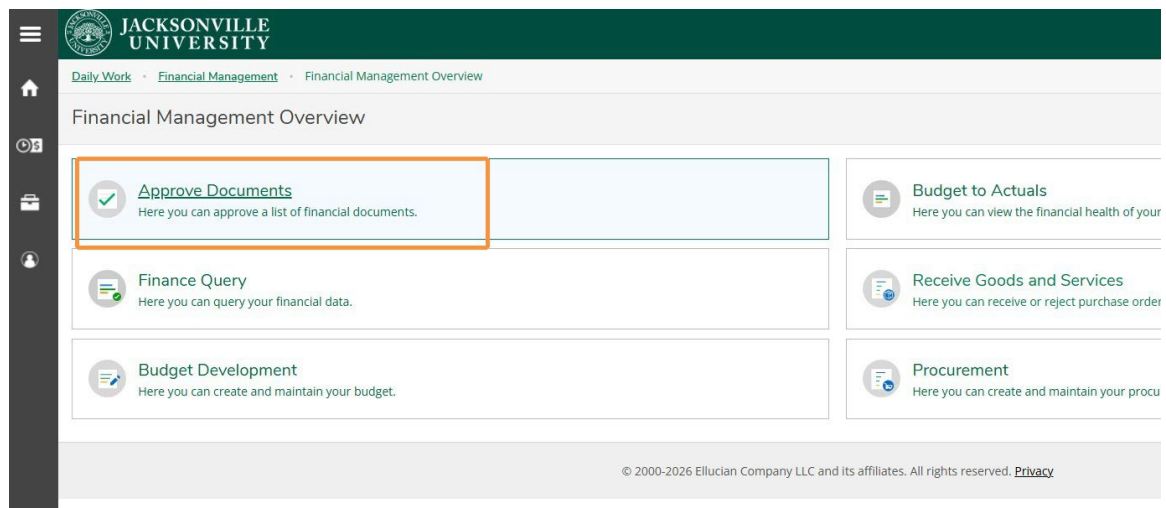
Financial Management Access

1. Navigate to <https://jvile-ss.colleague.elluciancloud.com/Student> and select "Financial Management"



Requisition Review

2. Click "Approve Documents"



Tip! Approval flows are systematically generated based on the



3. Select the requisition to review.

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Approve Documents

Approve History

Requisitions

Approve/Return	Next Approver	Requisition / Date / Vendor	Approvers / Next Approvers
☐ Next Approver Lookup		0039165 9/17/2026 BSN Sports	✓ Kasey Smith ⚠ Nicole Watts

Purchase Orders

There are no purchase orders that require your approval.

4. The Requisition Details will appear in the right-hand menu bar.

From this overview, you can:

- view all attachments;
- select the Approvers tab to see the reviewers;
- select the Line Items tab to view line-level information, such as description, funding, quantity, and price; or
- click the expand icon (v) next to Additional Details for shipping and payment information.

Requisition Details X

0039165

Overview Approvers Line Items

Status Not Approved

Vendor 0393217 BSN Sports

Amount \$2,400.00

Maintenance Date 9/17/2026

Initiator Kasey Smith

Requestor Kasey Smith

Attachments [View](#) 1

Additional Details v

Printed Comments

Internal Comments

Vendor	Approvers / Next Approvers
	✓ Kasey Smith ⚠ Nicole Watts



5. Click the attachment action icon.

Requisition Details

0039165

Overview Approvers Line Items

Status Not Approved

Vendor 0393217 BSN Sports

Amount \$2,400.00

Maintenance Date 9/17/2026

Initiator Kasey Smith

Requestor Kasey Smith

Attachments View 1

Additional Details

Request Date 9/17/2026

Status Date 9/17/2026

AP Type CAP Chase Accounts Payable

Ship To CR Jacksonville University

Attachments

Name	Uploaded On	Actions
Requisition Support-Adobe Form.pdf	9/17/2026 10:12:07 AM	

Close

6. The Approvers tab will display past approvals, approval date, and the current active approver.

Requisition Details

0039165

Overview Approvers Line Items

Approvers Approval Date

Kasey Smith	9/17/2026
Nicole Watts	Awaiting Approval



7. On the Line Items tab, you will see each line item included in the request and the extended price (unit price * quantity). For more information, click on the line item.

Requisition Details	
0039165	
Overview Approvers Line Items	
Description	Extended Price
1 Jersey Shirts	\$2,400.00

8. This will expand the detailed price, quantity, and GL account(s) selected. You can also select the requisition number link to see a full-page view of the requisition.

Requisition Details	
0039165	
Overview Approvers Line Items	
Back to Line Items	
Jersey Shirts	\$2,400.00
Quantity	12
Unit	
Price	\$200.0000
GL Account	
11-00-63150-79100 Main Campus : Purchasing : Office Supplies	
Item Code	
Quantity	12
Amount	\$2,400.00
Remaining Balance	\$9,411.21
Vendor Part	
Commodity	
Line Item Comments	



Full Requisition Details

9. From the full-page view, click the expand icon (v) next to the line-item number for the line-item details.

Status	Not Approved	Date
Vendor	0393217 BSN Sports	Status Date
Amount	\$2,400.00	Desired Date
Maintenance Date	9/17/2026	AP Type
Initiator	Kasey Smith	
Requestor	Kasey Smith	
Associated Documents		
Attachments	View 1	

Printed Comments

Internal Comments

Approvers

✓

Kasey Smith

⚠

Nicole Watts

Line Items	Description	Quantity	Unit
▼ 1	Jersey Shirts	12	

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Return to Approvals

10. To return to the menu, select "Approve Documents"

☰

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Requisition 0039165

Status	Not Approved	Date
Vendor	0393217 BSN Sports	Status Date
Amount	\$2,400.00	Desired Date
Maintenance Date	9/17/2026	AP Type
Initiator	Kasey Smith	
Requestor	Kasey Smith	
Associated Documents		
Attachments	View 1	

Printed Comments

Internal Comments

Approvers

✓

Kasey Smith

⚠

Nicole Watts

Line Items	Description	Quantity	Unit
▲ 1	Jersey Shirts	12	
▼ 11-00-63150-79100			



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Approve Documents

Approve History

Requisitions

Approve/ Return	Next Approver	Requisition / Date / Vendor	Approvers / Next Approvers
☐	Next Approver Lookup	0039165 9/17/2026 BSN Sports	✔ Kasey Smith ⬇️ Nicole Watts

Purchase Orders

i There are no purchase orders that require your approval.

Vouchers

i There are no vouchers that require your approval.

Journal Entries