

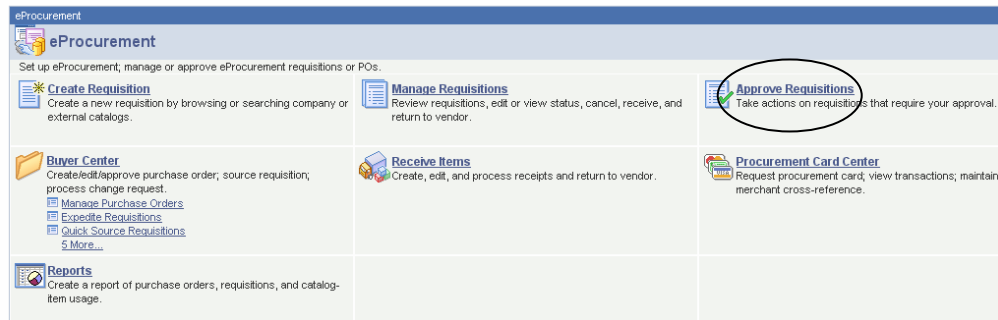
Approving a Requisition through “Approve Requisitions” search instead of the worklist



Once a requisition has been created and submitted to approval, the requisition will appear in the approver's worklist. An approver can select, review, approve or deny the requisition. Follow the steps below to approve a requisition through the “Approve Requisitions” search. This is an alternative route to your worklist and allows you to search for your requisitions using search criteria.

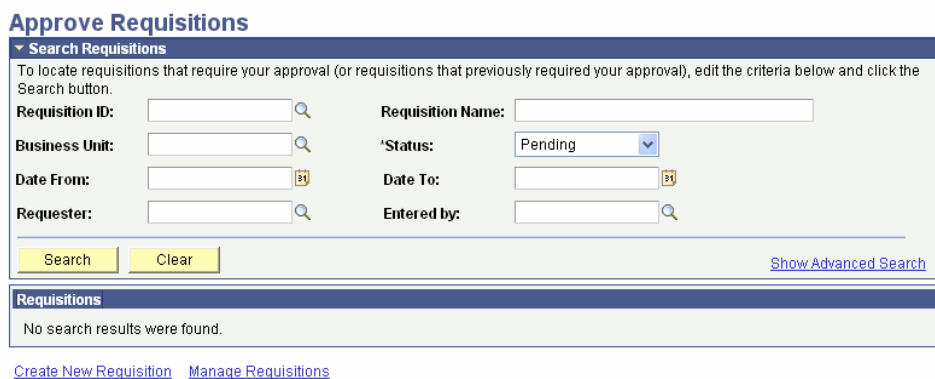
Step 1. Log into the e*mpac Application with your FIN Username and Password.

Navigate to eProcurement



Step 2. Click Approve Requisitions.

The **Approve Requisitions** search page opens.



Approve Requisitions

▼ Search Requisitions

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID:

Requisition Name:

Business Unit:

*Status: Pending

Date From:

Date To:

Requester:

Entered by:

[Show Advanced Search](#)

Requisitions

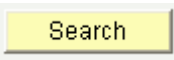
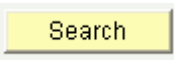
No search results were found.

[Create New Requisition](#) [Manage Requisitions](#)

Step 3. Enter search criteria:

- Requisition ID if you are looking for a specific requisition
- Requisition Name if the data entry person named the requisition
- Date Range
- Requestor if you want a list of requisitions put in the system by a particular

person. This is their user name.

•  Then click  and the list of requisitions needing your approval will be listed

Approve Requisitions

Search Requisitions

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID:
Requisition Name:

Business Unit:
***Status:**

Date From:
Date To:

Requester:
Entered by:

[Show Advanced Search](#)

Requisitions

To view the complete details and approve a Requisition, click the requisition ID link.

|

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	Curr
<input type="button" value="T"/> Pending	R000000107	Smith, John Dr.	UMAMH	01/16/2007	Roper,Patty	Roper,Patty	75.00	USD

Step 4. Click the triangle  to see a view of the requisition lines

[Show Advanced Search](#)

Requisitions

To view the complete details and approve a Requisition, click the requisition ID link.

|

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	Curr
<input type="button" value="T"/> Pending	R000000107	Smith, John Dr.	UMAMH	01/16/2007	Roper,Patty	Roper,Patty	75.00	USD

Summary: 1 of 1 Lines Pending **Total Pending:** 75.00 USD **Priority:** Medium

Justification:
No justification entered by requester.

Find View All <input type="button" value="Print"/> First 1 of 1 Last									
Action/Status	Line	Item Description	Vendor Name	Price	Curr	Qty	UOM		
<input type="button" value="T"/> Pending	1	LOTS OF NEAT STUFF	DELL MARKETING LP	25.00	USD	3.0000	Each		



Step 5. Click the Requisition ID to be brought to the approval page

The **Requisition Approvals** page opens. Review as necessary and approve or deny.

For a review of this page, see job aid on approving via the worklist.

Requisition Approval

Req Name: Smith, John Dr.

Total: \$75.00 USD

Requester: [Roper, Patty](#)

Business Unit: UMAMH

Entered on: 01/16/2007

Requisition ID: R000000107

Status: Pending **Budget Status:** Not Chk'd

Priority: Medium

Requester's Justification:

No justification entered by requester.

[UMASS Req Info](#)

[Edit Requisition](#)

Line Information

	Line	Item Description	Vendor Name	Contract ID	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1	LOTS OF NEAT STUFF	DELMAR-001		3.0000	EA	25.00	USD

[Select All / Deselect All](#)

[View Line Details](#)

[Approve](#)

[Deny](#)

Review/Edit Approvers

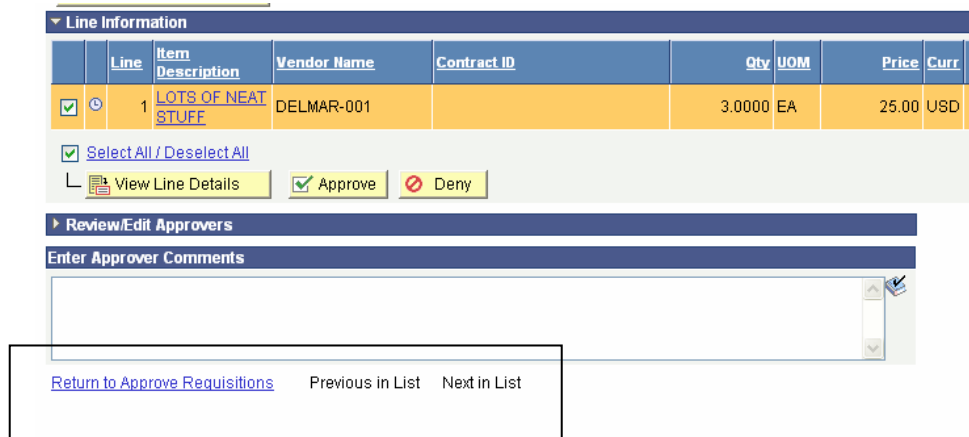
Enter Approver Comments

[Return to Approve Requisitions](#)

[Previous in List](#) [Next in List](#)

- Step 6.** To move to the next requisition in the search results, click “Next in list” at the bottom of the page. To move to a prior requisition, click “Previous in list”. If there was only one requisition in your search results, these two options will not be available.

To go back to the search results, click “Return to Approve Requisitions



The screenshot shows a web-based requisition approval interface. At the top, there is a section titled "Line Information" with a dropdown arrow. Below this is a table with columns: Line, Item Description, Vendor Name, Contract ID, Qty, UOM, Price, and Curr. The table contains one row with the following data: Line 1, Item Description "LOTS OF NEAT STUFF", Vendor Name "DELMAR-001", Contract ID (empty), Qty "3.0000", UOM "EA", Price "25.00", and Curr "USD". Below the table, there is a "Select All / Deselect All" link with a checked checkbox. Underneath are three buttons: "View Line Details" (with a magnifying glass icon), "Approve" (with a checkmark icon), and "Deny" (with a red X icon). Below the buttons is a section titled "Review/Edit Approvers" and "Enter Approver Comments" with a large text input area. At the bottom of the page, there is a navigation bar with three links: "Return to Approve Requisitions" (underlined), "Previous in List", and "Next in List".

Line	Item Description	Vendor Name	Contract ID	Qty	UOM	Price	Curr
1	LOTS OF NEAT STUFF	DELMAR-001		3.0000	EA	25.00	USD

[Return to Approve Requisitions](#) [Previous in List](#) [Next in List](#)



Last Edited Date	January 16, 2007
Last Edited By	Patty Roper