

Approving a Requisition Job Aid



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.

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

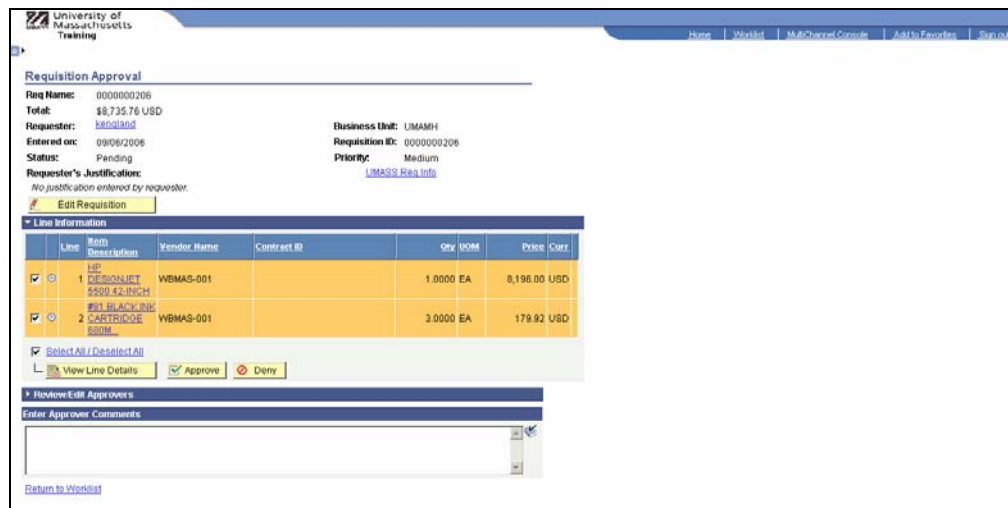
Click the **Worklist** link at the top of the page.

The **Worklist** page opens.



Step 2. Click the requisition **Link** you plan to approve.

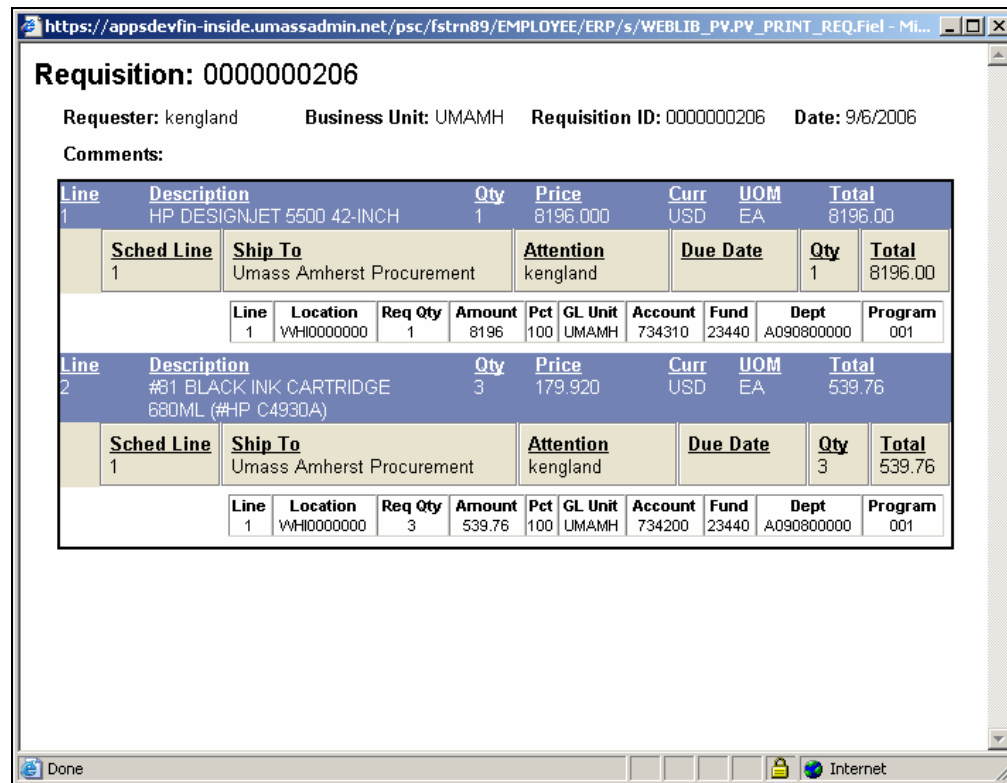
The **Requisition Approval** page opens.



Step 3. Click the **Select All** checkbox if the lines are not selected.

Click  View Line Details

The Line Information opens in a new window.




Requisition: 0000000206

Requester: kengland Business Unit: UMAMH Requisition ID: 0000000206 Date: 9/6/2006

Comments:

Line	Description	Qty	Price	Curr	UOM	Total			
1	HP DESIGNJET 5500 42-INCH	1	8196.000	USD	EA	8196.00			
Sched Line		Ship To		Attention		Due Date			
1		Umass Amherst Procurement		kengland		1			
Line	Location	Req Qty	Amount	Pct	GL Unit	Account	Fund	Dept	Program
1	WH10000000	1	8196	100	UMAMH	734310	23440	A090800000	001
Line	Description	Qty	Price	Curr	UOM	Total			
2	#81 BLACK INK CARTRIDGE 680ML (#HP C4930A)	3	179.920	USD	EA	539.76			
Sched Line		Ship To		Attention		Due Date			
1		Umass Amherst Procurement		kengland		3			
Line	Location	Req Qty	Amount	Pct	GL Unit	Account	Fund	Dept	Program
1	WH10000000	3	539.76	100	UMAMH	734200	23440	A090800000	001

Step 4. Review all line information; then click the  at the top right corner.

Return to the **Requisition Approval** page.

Step 5. Click the button next to **Review/Edit Approvers**.

The **Review/Edit Approvers** section opens.

Review/Edit Approvers

Department Approval

Line 1: Pending [Start New Path](#)
HP DESIGNJET 5500 42-INCH

Department Approver - Dist 01

Pending [Multiple Approvers](#) [PO Dept Approver 1 - Dist 1](#) → [Not Routed](#) [Multiple Approvers](#) [PO Dept Approver 2 - Dist 1](#)

Line 2: Pending [Start New Path](#)
#81 BLACK INK CARTRIDGE 680ML (RFP C4930A)

Department Approver - Dist 01

Pending [Multiple Approvers](#) [PO Dept Approver 1 - Dist 1](#) → [Not Routed](#) [Multiple Approvers](#) [PO Dept Approver 2 - Dist 1](#)

Account and Fund Approval

Line 1: Awaiting Further Approvals [Start New Path](#)
HP DESIGNJET 5500 42-INCH

Account > \$1,000 - Dist 01

Not Routed [Multiple Approvers](#) [Acct Spec Approver - Dist 1](#)

Fund > \$1,000 - Dist 01

Not Routed [Multiple Approvers](#) [Fund Fisc Approver - Dist 1](#)

Line 2: Awaiting Further Approvals [Start New Path](#)
#81 BLACK INK CARTRIDGE 680ML (RFP C4930A)

Fund > \$1,000 - Dist 01

Not Routed [Multiple Approvers](#) [Fund Fisc Approver - Dist 1](#)

Procurement Approval

Line 1: Awaiting Further Approvals [Start New Path](#)
HP DESIGNJET 5500 42-INCH

Dept > \$1,000 - Dist 01

Not Routed [Multiple Approvers](#) [Dept Proc Approver - Dist 1](#)

Line 2: Awaiting Further Approvals [Start New Path](#)
#81 BLACK INK CARTRIDGE 680ML (RFP C4930A)

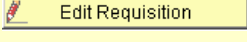
Dept > \$1,000 - Dist 01

Not Routed [Multiple Approvers](#) [Dept Proc Approver - Dist 1](#)

Step 6. Scroll to the **Enter Approver Comments** box.

The screenshot shows the 'Requisition Approval' page. At the bottom, there is a section titled 'Enter Approver Comments' with a text input area and a 'Return to Worklist' link.



Note: Before approving or denying a requisition, you can click  **Edit Requisition**, which accesses the **Edit Requisition (Review and Submit)** page. Here you can make changes to the requisition, based on your security access.

Step 7. Fill in **Enter Approver Comments** (if needed).


The screenshot shows a text box with the placeholder text 'Enter Approver comments here, if needed.' and a scroll bar on the right.

Step 8. Scroll up to the **Line Information** section.

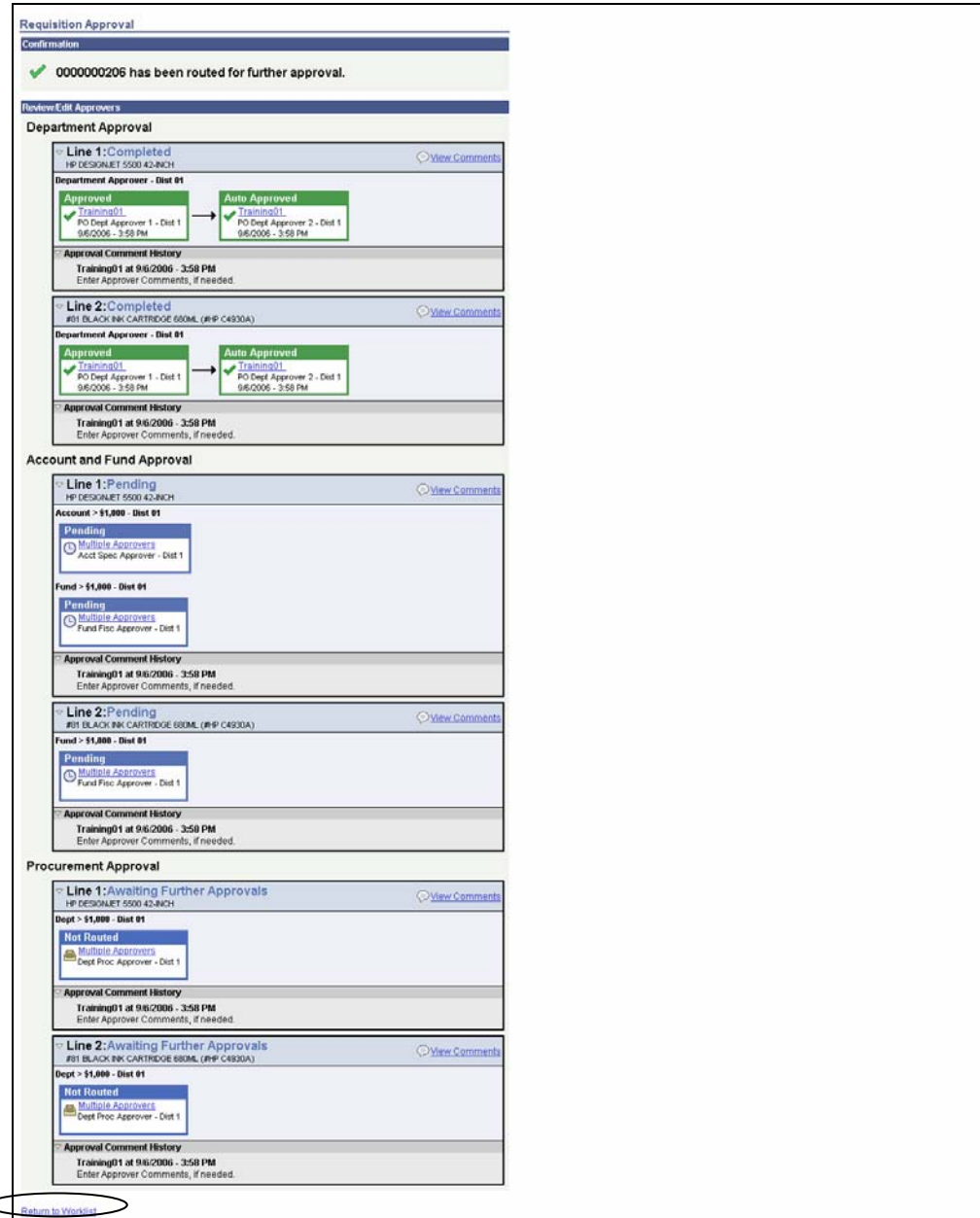
Line	Item Description	Vendor Name	Contract ID	Qty	UOM	Price	Curr
1	HP DESIGNJET 5500 42-INCH	WBMAS-001		1.0000	EA	8,196.00	USD
2	#81 BLACK INK CARTRIDGE 680M...	WBMAS-001		3.0000	EA	179.92	USD

Below the table, the 'Select All / Deselect All' checkbox is circled in blue. Other buttons include 'View Line Details', 'Approve', and 'Deny'.

Step 9. Click the **Select All** checkbox, or select an individual line.

Step 10. Click the  button (located below the **Line Information** section).

The **Confirmation** page opens.



Requisition Approval

Confirmation

000000206 has been routed for further approval.

Review/Edit Approvers

Department Approval

Line 1: Completed
HP DESIGNJET 5500 42-INCH

Department Approver - Dist 01

Approval: PO Dept Approver 1 - Dist 1 (9/6/2006 - 3:58 PM) → Auto Approved: PO Dept Approver 2 - Dist 1 (9/6/2006 - 3:58 PM)

Approval Comment History: Training01 at 9/6/2006 - 3:58 PM

Line 2: Completed
#11 BLACK INK CARTRIDGE 680ML (RIP C4930A)

Department Approver - Dist 01

Approval: PO Dept Approver 1 - Dist 1 (9/6/2006 - 3:58 PM) → Auto Approved: PO Dept Approver 2 - Dist 1 (9/6/2006 - 3:58 PM)

Approval Comment History: Training01 at 9/6/2006 - 3:58 PM

Account and Fund Approval

Line 1: Pending
HP DESIGNJET 5500 42-INCH

Account > \$1,000 - Dist 01

Pending: Multiple Approvers (Acct Spec Approver - Dist 1)

Fund > \$1,000 - Dist 01

Pending: Multiple Approvers (Fund Finc Approver - Dist 1)

Approval Comment History: Training01 at 9/6/2006 - 3:58 PM

Line 2: Pending
#11 BLACK INK CARTRIDGE 680ML (RIP C4930A)

Fund > \$1,000 - Dist 01

Pending: Multiple Approvers (Fund Finc Approver - Dist 1)

Approval Comment History: Training01 at 9/6/2006 - 3:58 PM

Procurement Approval

Line 1: Awaiting Further Approvals
HP DESIGNJET 5500 42-INCH

Dept > \$1,000 - Dist 01

Not Routed: Multiple Approvers (Dept Proc Approver - Dist 1)

Approval Comment History: Training01 at 9/6/2006 - 3:58 PM

Line 2: Awaiting Further Approvals
#11 BLACK INK CARTRIDGE 680ML (RIP C4930A)

Dept > \$1,000 - Dist 01

Not Routed: Multiple Approvers (Dept Proc Approver - Dist 1)

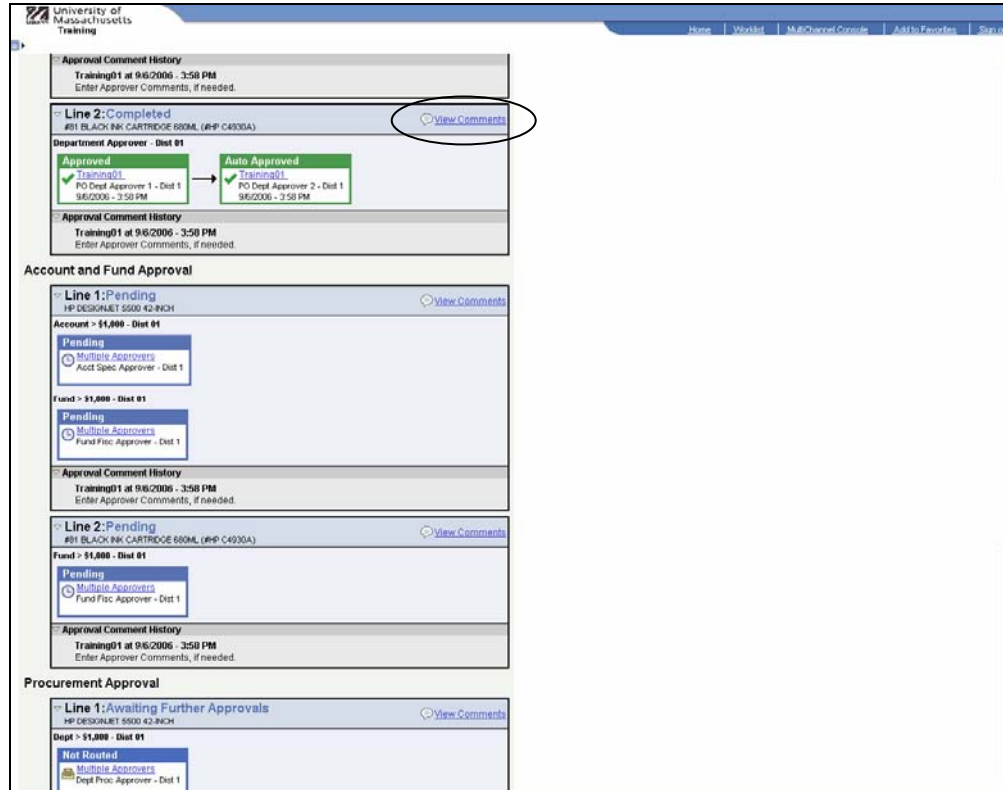
Approval Comment History: Training01 at 9/6/2006 - 3:58 PM

[Return to Vendor](#)



Note: The **Confirmation** page displays the names of the approvers and the approval status for each route. If all Lines (in each Route) have "Approved" next to them in green, the requisition has completed the approval process and will be sourced to a PO by the system in a batch process.

Step 11. Click the [View Comments](#) link to view approval comments.



Note: The **View Comments** link drops the screen down to the Approver comments section. This section displays the User ID, Date, and Time for which the comment was made.

Step 12. Scroll down to the bottom of the **Confirmation** page.

Step 13. Click the **Return to Worklist** link located at the bottom left.

The **Worklist** reopens.

Re-approve a Requisition after a Change

Once a requisition has been approved in workflow, the requester can still edit the requisition and resubmit it to workflow for approval. When a change is made, such as deleting an item or increasing the budget amount, the requester must resubmit the requisition to workflow. The re-approval process follows the same steps as Approving a Requisition (One Approver) or Approving a Requisition (Multiple Approvers). The requisition will re-appear in the Approver's worklist. For specific examples of how to make changes, please see the ePro End User Training Guide.



Last Edited Date	September 26, 2006
Last Edited By	Kristina D. England