

Inquiring on Requisition Approvals Job Aid



To inquire on the approval status of a requisition, the approver can go to the **Manage Requisitions** page. The Manage Requisitions page allows you to see the status of a requisition along with the ability to inquire on the approval process. Follow the steps below to inquire on requisition approvals.

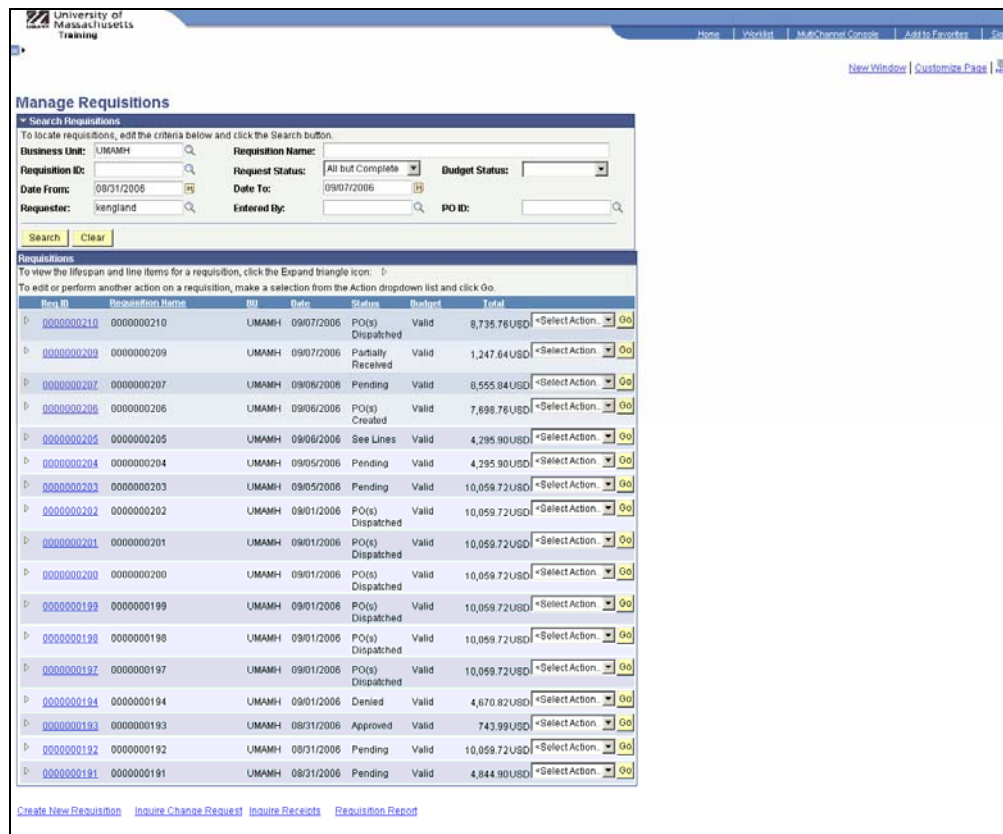
- Step 1.** Log into the e*mpac Application with your FIN Username and Password.



Navigate to the following path:

eProcurement → Manage Requisitions

The **Manage Requisitions** page opens.

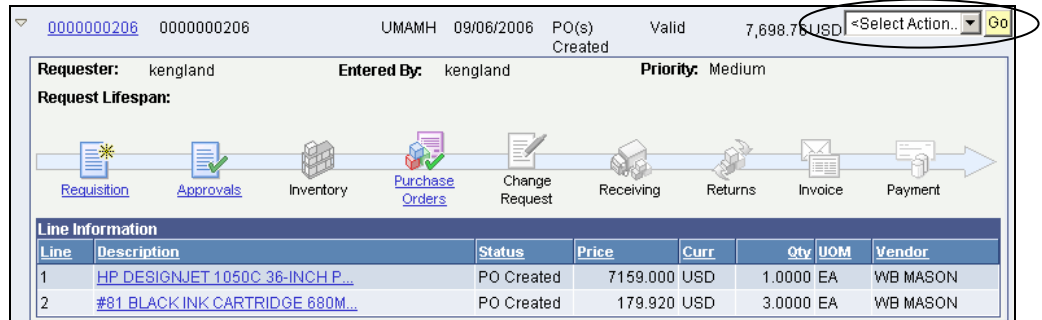


Req ID	Requisition Name	BU	Date	Status	Budget	Total
000000210	000000210	UMAMH	09/07/2006	PO(s) Dispatched	Valid	8,735.76 USD
000000209	000000209	UMAMH	09/07/2006	Partially Received	Valid	1,247.64 USD
000000207	000000207	UMAMH	09/06/2006	Pending	Valid	8,555.84 USD
000000206	000000206	UMAMH	09/06/2006	PO(s) Created	Valid	7,898.76 USD
000000205	000000205	UMAMH	09/06/2006	See Lines	Valid	4,295.90 USD
000000204	000000204	UMAMH	09/05/2006	Pending	Valid	4,295.90 USD
000000203	000000203	UMAMH	09/05/2006	Pending	Valid	10,059.72 USD
000000202	000000202	UMAMH	09/01/2006	PO(s) Dispatched	Valid	10,059.72 USD
000000201	000000201	UMAMH	09/01/2006	PO(s) Dispatched	Valid	10,059.72 USD
000000200	000000200	UMAMH	09/01/2006	PO(s) Dispatched	Valid	10,059.72 USD
000000199	000000199	UMAMH	09/01/2006	PO(s) Dispatched	Valid	10,059.72 USD
000000198	000000198	UMAMH	09/01/2006	PO(s) Dispatched	Valid	10,059.72 USD
000000197	000000197	UMAMH	09/01/2006	PO(s) Dispatched	Valid	10,059.72 USD
000000194	000000194	UMAMH	09/01/2006	Denied	Valid	4,670.82 USD
000000193	000000193	UMAMH	08/31/2006	Approved	Valid	743.99 USD
000000192	000000192	UMAMH	09/31/2006	Pending	Valid	10,059.72 USD
000000191	000000191	UMAMH	08/31/2006	Pending	Valid	4,844.80 USD

- ◆ You can change the search criteria, such as the **Requester**, **Date From** and **Date To**, and the **Request Status**.

Step 2. Click the  button next to the **Req ID**.

The requisition information expands.



0000000206 0000000206 UMAMH 09/06/2006 PO(s) Valid 7,698.76 USD <Select Action...> Go

Requester: kengland Entered By: kengland Priority: Medium

Request Lifespan:

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Line	Description	Status	Price	Curr	Qty	UOM	Vendor
1	HP DESIGNJET 1050C 36-INCH P...	PO Created	7159.000	USD	1.0000	EA	WB MASON
2	#81 BLACK INK CARTRIDGE 680M...	PO Created	179.920	USD	3.0000	EA	WB MASON



Note: The **Request Lifespan** field displays the process flow of the requisition, highlighting the processes that have already been completed. This section also provides you with all **Line Information** and the **Requester**.

Step 3. Click on the **Select Action** drop-down list.



View Approvals Go

<Select Action...>

Requisition Cycle

View Approvals

Step 4. Select View Approvals.

Step 5. Click .



Step 6. The **Approval Status** page opens.

Approval Status

Req Name: 000000208
Total: \$7,698.76 USD
Requester: [Minkovic](#) Business Unit: UMMNH
Entered on: 09/06/2006 Request Item ID: 000000208
Status: Approved Priority: Medium
Requester's Justification: CHANGED LINE ITEM #1. 36-INCH BLOTTER, INSTEAD OF 42-INCH BLOTTER. TOTAL AMOUNT HAS DECREASED.
[UMASS Req Info](#)

Line Information

Department Approval

Line 1: Approved
HP DESKJET 1050C 36-INCH PRINTER [View Comments](#)

Department Approver - Dist 01

Approved [Minkovic](#) → Auto Approved [Training01](#)
PO Dist Approver 1 - Dist 1 9/7/2006 - 5:52 PM PO Dist Approver 2 - Dist 1 9/7/2006 - 5:52 PM

Approval Comment History

Instructor 1 at 9/7/2006 - 5:55 PM
Approver can enter additional comments (if needed).

kemppland at 9/7/2006 - 5:54 PM
Approver may enter additional comments (if needed).

Training01 at 9/7/2006 - 5:52 PM
Include comments, if needed. Example: Rush Order.

Line 2: Approved
#01 BLACK INK CARTRIDGE 600ML (HP C4900A) [View Comments](#)

Department Approver - Dist 01

Approved [Minkovic](#) → Auto Approved [Training01](#)
PO Dist Approver 1 - Dist 1 9/7/2006 - 5:52 PM PO Dist Approver 2 - Dist 1 9/7/2006 - 5:52 PM

Approval Comment History

Instructor 1 at 9/7/2006 - 5:55 PM
Approver can enter additional comments (if needed).

kemppland at 9/7/2006 - 5:54 PM
Approver may enter additional comments (if needed).

Training01 at 9/7/2006 - 5:52 PM
Include comments, if needed. Example: Rush Order.

Account and Fund Approval

Line 1: Approved
HP DESKJET 1050C 36-INCH PRINTER [View Comments](#)

Account > \$1,000 - Dist 01

Approved [Minkovic](#)
Acct Spec Approver - Dist 1 9/7/2006 - 5:54 PM

Fund > \$1,000 - Dist 01

Approved [Minkovic](#)
Fund Proc Approver - Dist 1 9/7/2006 - 5:54 PM

Approval Comment History

Instructor 1 at 9/7/2006 - 5:55 PM
Approver can enter additional comments (if needed).

kemppland at 9/7/2006 - 5:54 PM
Approver may enter additional comments (if needed).

Training01 at 9/7/2006 - 5:52 PM
Include comments, if needed. Example: Rush Order.

Line 2: Approved
#01 BLACK INK CARTRIDGE 600ML (HP C4900A) [View Comments](#)

Fund > \$1,000 - Dist 01

Approved [Minkovic](#)
Fund Proc Approver - Dist 1 9/7/2006 - 5:54 PM

Approval Comment History

Instructor 1 at 9/7/2006 - 5:55 PM
Approver can enter additional comments (if needed).

kemppland at 9/7/2006 - 5:54 PM
Approver may enter additional comments (if needed).

Training01 at 9/7/2006 - 5:52 PM
Include comments, if needed. Example: Rush Order.

Procurement Approval

Line 1: Approved
HP DESKJET 1050C 36-INCH PRINTER [View Comments](#)

Dept > \$1,000 - Dist 01

Approved [Minkovic](#)
Dept Proc Approver - Dist 1 9/7/2006 - 5:55 PM

Approval Comment History

Instructor 1 at 9/7/2006 - 5:55 PM
Approver can enter additional comments (if needed).

kemppland at 9/7/2006 - 5:54 PM
Approver may enter additional comments (if needed).

Training01 at 9/7/2006 - 5:52 PM
Include comments, if needed. Example: Rush Order.

Line 2: Approved
#01 BLACK INK CARTRIDGE 600ML (HP C4900A) [View Comments](#)

Dept > \$1,000 - Dist 01

Approved [Minkovic](#)
Dept Proc Approver - Dist 1 9/7/2006 - 5:55 PM

Approval Comment History

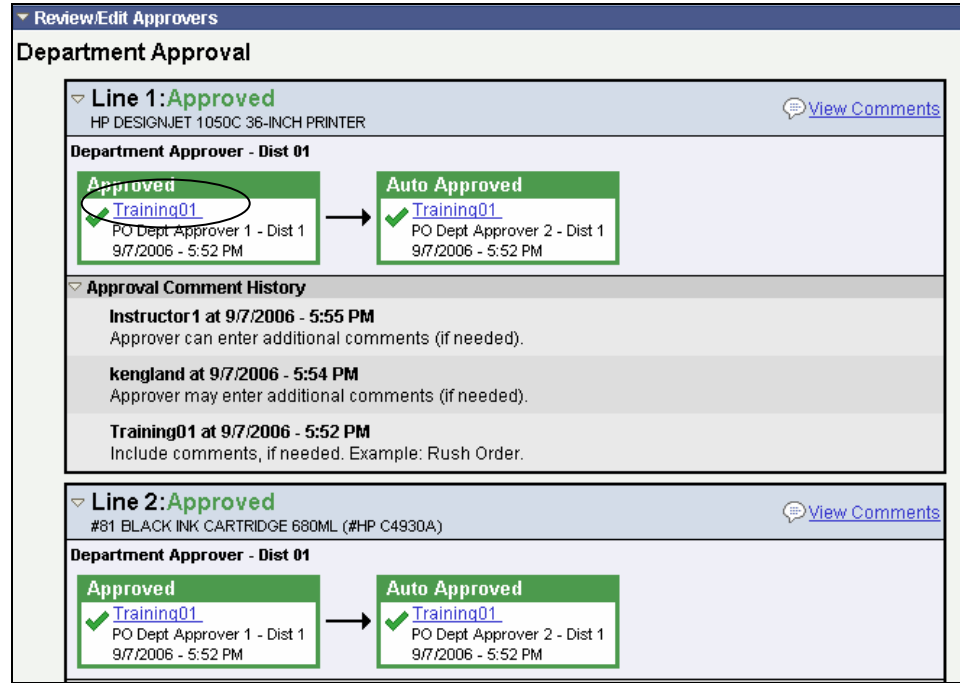
Instructor 1 at 9/7/2006 - 5:55 PM
Approver can enter additional comments (if needed).

kemppland at 9/7/2006 - 5:54 PM
Approver may enter additional comments (if needed).

Training01 at 9/7/2006 - 5:52 PM
Include comments, if needed. Example: Rush Order.

[Return to Manage Requisitions](#)

Step 7. Click the **Approver** link to view the approver's contact information.



Review/Edit Approvers

Department Approval

Line 1: **Approved** [View Comments](#)
HP DESIGNJET 1050C 36-INCH PRINTER

Department Approver - Dist 01

Approved [Training01](#)
PO Dept Approver 1 - Dist 1
9/7/2006 - 5:52 PM

→

Auto Approved [Training01](#)
PO Dept Approver 2 - Dist 1
9/7/2006 - 5:52 PM

Approval Comment History

Instructor 1 at 9/7/2006 - 5:55 PM
Approver can enter additional comments (if needed).

kengland at 9/7/2006 - 5:54 PM
Approver may enter additional comments (if needed).

Training01 at 9/7/2006 - 5:52 PM
Include comments, if needed. Example: Rush Order.

Line 2: **Approved** [View Comments](#)
#81 BLACK INK CARTRIDGE 680ML (#HP C4930A)

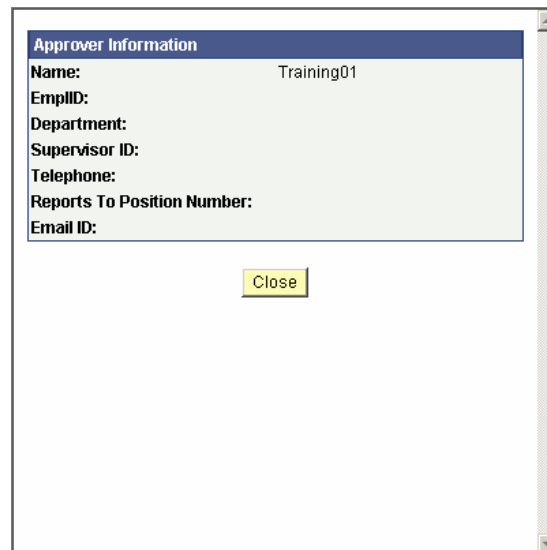
Department Approver - Dist 01

Approved [Training01](#)
PO Dept Approver 1 - Dist 1
9/7/2006 - 5:52 PM

→

Auto Approved [Training01](#)
PO Dept Approver 2 - Dist 1
9/7/2006 - 5:52 PM

The Approver Information window opens.



Approver Information

Name: Training01

EmpID:

Department:

Supervisor ID:

Telephone:

Reports To Position Number:

Email ID:

Close



Note: The Approver Information window will display the Approver's name.



Step 8. Click **Close**.

Returns to the Approval Status page.

The screenshot displays the 'Approval Status' page for a requisition. At the top, it shows the requisition name '000000208', total amount '\$7,599.76 USD', and requester 'hsolstad'. The status is 'Approved' with a 'Requester's Justification' of 'CHANGED LINE ITEM #1: 36-INCH BLOTTER, INSTEAD OF 42-INCH BLOTTER. TOTAL AMOUNT HAS DECREASED.' Below this, the page is divided into three main approval sections: 'Department Approval', 'Account and Fund Approval', and 'Procurement Approval'. Each section contains two lines of items. The first line in each section is 'Line 1: Approved' for 'HP DESIGNJET 106C 36-INCH PAPER'. The second line is 'Line 2: Approved' for '881 BLACK 9K CARTRIDGE 680ML (RFP-CK200A)'. Each line shows approval status, approver information, and a comment history. At the bottom of the page, there is a link that says 'Return to Manage Requisitions'.



Step 9. Click the ***Return to Manage Requisitions*** link at the bottom of the page.

The ***Manage Requisitions*** page reopens. You can move on to viewing the approval status of other requisitions.