

Approving/Denying a Requisition



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 Financials application using your FIN username and password.

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

The **Worklist** page opens.

Worklist						Customize
From	Date From	Work Item	Worked By Activity	Priority	Link	
stomasine	09/06/2006	Approval Routing	Approval Workflow	<input type="text"/>	Requisition, BUSINESS_UNIT:UMAMH REQ_ID:000000208, 2357	
Green, Sue	09/07/2006	Approval Routing	Approval Workflow	<input type="text"/>	Requisition, BUSINESS_UNIT:UMAMH REQ_ID:000000212, 2385	
Green, Sue	09/08/2006	Approval Routing	Approval Workflow	<input type="text"/>	Requisition, BUSINESS_UNIT:UMAMH REQ_ID:000000215, 2456	
Green, Sue	09/13/2006	Approval Routing	Approval Workflow	<input type="text"/>	Requisition, BUSINESS_UNIT:UMAMH REQ_ID:000000238, 2705	
Green, Sue	09/13/2006	Approval Routing	Approval Workflow	<input type="text"/>	Requisition, BUSINESS_UNIT:UMAMH REQ_ID:000000233, 2707	

Step 2. Click the requisition **Link** you plan to approve. The **Requisition Approval** page opens.

Requisition Approval

Req Name: Trusted Site Roundtrip Test

Total: \$9.43 USD

Requester: [stomasine](#)

Entered on: 09/06/2006

Status: Pending

Requester's Justification:
No justification entered by requester.

Business Unit: UMAMH

Requisition ID: 000000208

Priority: Medium

[UMASS Req Info](#)

▼ Line Information

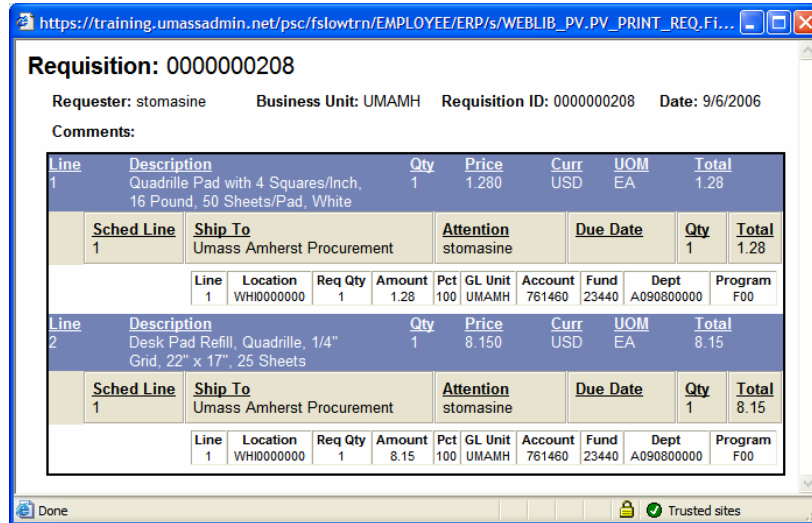
	Line	Item Description	Vendor Name	Contract ID	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1	Quadrille Pad with 4 Squares...	CORP-EXP-001		1.0000	EA	1.28	USD
<input checked="" type="checkbox"/>	2	Desk Pad Refill, Quadrille...	CORP-EXP-001		1.0000	EA	8.15	USD

[Select All / Deselect All](#)

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

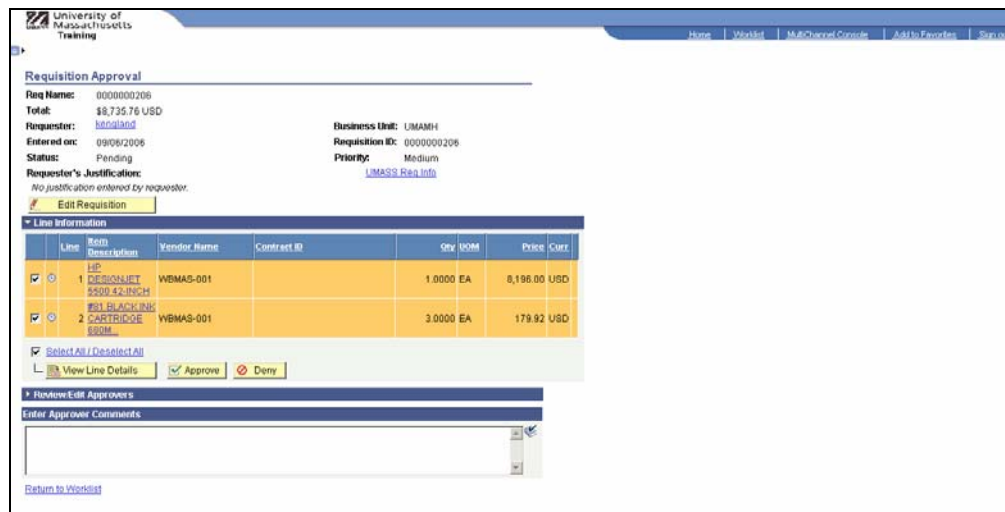
Click View Line Details if you wish to view the chartfield information for each line.

The Line Information opens in a new window.




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

Step 5. Scroll to the **Enter Approver Comments** box and enter a comment if desired.



Step 8. Click either Approve or Deny.

Step 9. When the confirmation page appears, you may scroll down and click Return to Worklist.

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

The **Confirmation** page opens.



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.



Note: If you click Deny, the requisition moves one step back in the approval process. It is not necessarily returned back to the requisition creator.

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.