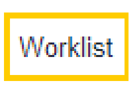
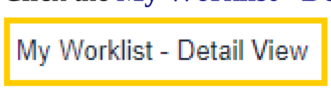
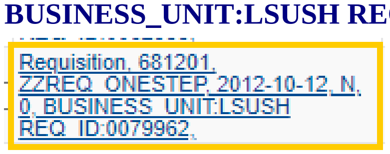
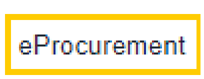
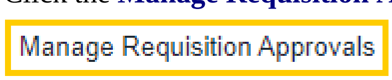
Approve an ePro Requisition

NOTE: DEPT_APPROVER roles are <u>no longer</u> self-approved for requisitions. These requisitions are now routed to another person for approval.

Step	Action
1.	**Approve ePro Requisitions through the Worklist**
2.	Requisition approvals may be performed via a few methods. This document includes the methods of approving from the **Worklist** and approving from the **Manage Requisition Approvals** menu option. Requisition approvers, who are familiar with the existing Purchase Requisition approvals, will know how to approve from the Worklist and may skip this section of the document. New requisition approvers should follow the exercise.
3.	After using the launcher to log into PeopleSoft Financials, at the top right of the landing page, click the NavBar icon. Click the **NavBar** link. 
4.	Click the **Menu** button. 
5.	Click the **Down** scrollbar. 
6.	Click the **Worklist** link. 
7.	Click the **My Worklist - Detail View** link. 
8.	On the Worklist view, select an item in the list for approval. Click the **Requisition, 681201, ZZREQ_ONESTEP, 2012-10-12, N, 0, BUSINESS_UNIT:LSUSH REQ_ID:0079962,** link. 

Step	Action
9.	The *Requisition Details* displays. As the Approver, you may scroll through the requisition lines, review comments, add comments, print the requisition, and edit the requisition prior to approving or denying the requisition. Enter the desired information into the **Enter Approver Comments** field. Enter a valid value e.g. "**Approving Example**".
10.	Click the **Approve** button. 
11.	Return to the Worklist to view the next item. Click the **Return to Worklist** button. 
12.	The **Worklist** displays. Click the **Home** button. 
13.	**Approve ePro Requisitions through the eProcurement Menu**
14.	An alternative method to navigate to the Worklist is through the *eProcurement* menu option. Click the **NavBar** button. 
15.	Click the **Menu** button. 
16.	Click the **Down** scrollbar. 
17.	Click the **eProcurement** link. 
18.	Click the **Manage Requisition Approvals** menu. 

Step	Action
19.	The **Manage Requisition Approvals** page displays. Approvers have several options to use to search for requisitions awaiting their approval. You may use requisition ID, date range, requester, etc. to filter search results. In this example, the approver is searching for anything requested by user *SROGER*. ***NOTE: You must use all capital letters when typing ID in this field, or you can use lower case letters and then the magnifying glass to the right of the field.*** Enter the desired information into the **Requester** field. Enter a valid value e.g. "**SROGER**".
20.	Click the **Search** button. 
21.	In the search results, each requisition appears as a pending line. To the left of the word "pending" there is an arrow. By selecting the arrow, the requisitions information displays.
22.	To approve the requisition, select the link in the ReqID column for the same requisition. Click the **Req ID 0079957** link. 
23.	The Approval section displays. If desired, enter comments and click Approve. If no comments are needed, just press Approve. Enter the desired information into the **Enter Approver Comments** field. Enter a valid value e.g. "**Approving Example**".
24.	Click the **Approve** button. 
25.	The approval displays. You may select the ***Next in Line*** to continue to go through the requisitions needing approval. Or, you may choose to ***Return to Approve Requisitions***.
26.	This completes ***Approve ePro Requisitions through the Worklist and eProcurement Menus***. **End of Procedure.**