How to Insert an Additional Approver in Requisition

Click Preview Approvals.

Арр	roval Justification					
	Enter approval justific	cation for this requisition				
	This Dell desktop co research that could b	mputer and keyboard are being purchase bring national recognition to the UNT Syst	d for Dr. I em, and p	Davis of the Biology departm cossible grants to fund more	ent. This will benefit the department and the UNT System by allowing her to complete cutting edge research.	0
1	Check Budget	Pre-Check Budget	Bu	dget Checking Status: <u>Va</u>	id	
	Submit	Bave Before Submit	÷	Add More Items	6d Preview Approvals	

Note: You may add an Approver/Reviewer to the front or end of the workflow by clicking

the 💽 before or after the existing Approver.

Favorites Main Menu Employee Self-Service	> Procurement • > Requisition		
ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp1	2) - 02/08/2016 11:46:40	All - Search	> Advanced Search
Preview Approvals			
Requested For Business Services-Gen	Number Tota	of Lines 2 Amount 1,150.00 USD	
Requisition ID 000000143			
Business Unit SY769	Approval Jus	stification	
Status Open Priority Medium	This Dell desk purchased for This will bene by allowing he	top computer and keyboard are being Dr. Davis of the Biology department. fit the department and the UNT System r to complete cutting edge research that	
Budget Status Valid	could bring na and possible of	tional recognition to the UNT System, grants to fund more research.	
Purchasing Approval			
Computer for Professor Davis:Initiat	ed Start New Path		
UNTS Buyer Approval Not Routed Image: Constraint of the state o			
UNTS Dept ID - ePro			
Line 1:Initiated Dell Desktop Computer	Start New Path		
UNTS Department Approval			
Line 2:Initiated Dell Keyboard	Start New Path		
UNTS Department Approval Not Routed Mot Routed Mensger Fiductary Approval			
Return Apply Approval Changes			

Click on the magnifying glass beside the blank User ID field.

Favorites -	Main Menu	Requisition		
ENTERPRIN INFORMAT SYSTEM	🖉 https://eiswbfststu.admin.unt.edu/psc/fststu01_ne	:40	All - Search	Advanced Search
Preview Appr	Insert additional approver or reviewer Choose an approver or reviewer to insert User ID:			
Requeste	Insert as: Approver Reviewer	Number of Lines	2	
Requisition	Insert Cancel	Total Amount	1,150.00 0.55	

Enter a full or partial name (Last Name, First Name) into the **Name** field. Click **Search**.



Select the appropriate Name or User ID for the Approver/Reviewer you want to insert.

Favorites -	Main Menu 👻 > Employee Self-Service 👻 > Procurement 🕶 > 1	Requisition
ENTERPRIS INFORMATION SYSTEM	https://eiswbfststu.admin.unt.edu/psc/fststu01_1/E https://eiswbfststu.admin.unt.edu/psc/fststu01_1/E https://eiswbfststu.admin.unt.edu/psc/fststu01_1/E	t40 All ▼ Search ≫ Advanced Search
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Requested	Search Clear Cancel	Number of Lines 2
Requisition N	search Results	Total Amount 1,150.00 USD
Requisitio	User ID Name Ics0014 Saxon_Ladonna C amr0299 Randall,Angela Marie wsr0010 Randall,Wesley Spencer	
Business	ris0001 Saxon,Randall J	
SI		Approval Justification
Pri		Inis Deil desktop computer and keyboard are being urchased for Dr. Davis of the Biology department. his will benefit the department and the UNT System will write has to expendent write and the reasonabilities.
Budget SI		or allowing her to complete counting edge research that ould bring national recognition to the UNT System, nd possible grants to fund more research.
Purchasir		
Fuicitasi	Start New)

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Click Insert.

Note: If you would like to insert someone as a Reviewer of the requisition instead of as an Approver, select the **Reviewer** option.

Favorites -	Main Menu	Requisition		
ENTERPRIS	//eiswbfststu.admin.unt.edu/psc/fststu01_1/E	:40	All - Search	Advanced Search
Preview Appro	Insert additional approver or reviewer Choose an approver or reviewer to insert User ID: rjs0001 Q Saxon,Randall J			
Requested	Insert as: Approver Reviewer	Number of Lines Total Amount	2 1.150.00 USD	
Requisition N	Insert Cancel			

Click Apply Approval Changes

ENTERINATION mmt0110 on FSTSTU (easapp12)	- 02/08/2016 14:43:37	All - Search	Advanced Search
ew Approvals			
Requested For Business Services-Gen	Number	of Lines 2	
equisition Name Computer for Professor Davis	Total	Amount 1,150.00 USD	
Requisition ID 0000000143			
Business Unit SY769			
Status Open	Approval Jus This Dell desk	tification top computer and keyboard are being	
Priority Medium	purchased for This will benef	Dr. Davis of the Biology department, it the department and the UNT System	
Budget Status Valid	could bring nat and possible g	r to complete cutting edge research that tional recognition to the UNT System, rants to fund more research.	
Computer for Professor Davis:Initiated	d ●Start New Path		
ITS Dept ID - ePro			
Line 1:Initiated Del Desites Computer	Start New Path		
UNTS Department Approval			
Not Routed ■ Not Routed ▲ Saxon,Randali J ▲ Asher,Donn Inserted Approver ▲ Manager Fid	a Brooks		
Line 2:Initiated Dell Keyboard	Start New Path		
UNTS Department Approval			
Asher Donna Brooks			

. Click Return.



Click Submit

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Select All / Deselect All	Select lines to:	Add to Favorites	Sal Add to Template(s)	E Delete Selected	Mass Change		
					Total Amount	1,150.00 USD	
				Pre-Er	cumbrance Balance	Not Available	
tipping Summary							
Edit for All Lines							
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Budget check must be **VALID** in order to successfully submit.