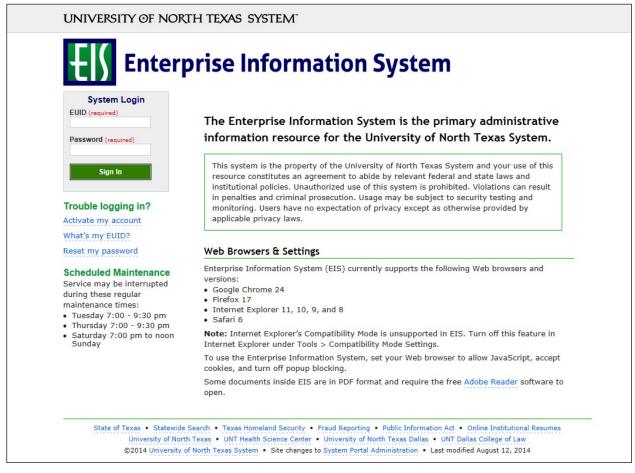
SOP #: 4.2.3.2	Area: Purchasing
Title: ePro Requisition Approval Process	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: 10-01-2020
Approval Date: 02-24-2016	Review Date: N/A

Title: ePro Requisition Approval Process

The requisition must be pulled from the worklist and reviewed before it can be approved. Follow the steps below to approve a requisition.

- 1. Login to **myfs.unt.edu** (Not to be confused with myhr.unt.edu you will not be able to access requisition approvals from myhr.unt.edu).
- 2. Enter EUID and Password.
- 3. Click Sign In.



4. Click **Worklist** on the top right of the screen.

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5. Select the appropriate requisition by clicking on the link under the **Link** section.

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6. Click the comment icon \bigcirc under the **Requester's Comments** section to see comments and attachments when available.

Note: The comment icon \bigcirc will only appear if line comments or attachments were added to the requisition.

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- 7. Click **View** to view attachments when attachments are available.
- 8. Click **Return to Previous Page** to return to the **Requisition Approval** screen.

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9. Click the **View Line Details** button to review the Requisition Details screen. **Note:** The Requisition Details screen will open in a separate window.

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10. Review the Header Comments, Line item specifics, and the Chartfields on the Requisition Details screen.

Note: Departmental ePro Approvers are responsible for ensuring that the requisition is appropriate and meets all purchasing guidelines, as well as approving the requisition.

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- 11.18 turn to the **Requisition Approval** screen open in the other window. 12.1 Click the triangle icon by the **Review/Edit Approvers** section.

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13. Click the triangle icon in the **Purchasing Approval** section by **Comments** to view the Buyer comments.

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- 14. Review the **Comments** from the Buyer.
- 15. Review the UNTS Dept ID ePro section to ensure appropriate approvers are listed.

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16. Add comments, if applicable, in the Enter Approver Comments field at the bottom of the screen.

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17. Click **Approve, Deny,** or **Hold** as appropriate.

Note: Hold places a requisition on hold to allow time for further review, while maintaining the hold on funds.

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Note: A Confirmation message will appear on the Requisition Approval screen.

18. Click **Return to Worklist** at the bottom of the screen.

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- 19. Review the **Worklist** to determine if more requisitions are pending approval.
- 20. Repeat steps 4-18 until all requisitions remaining on the **Worklist** are complete.

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