

Approving Requisitions

Navigate to worklist using link on upper right of EIS page. Click on the desired requisition. The screen below will appear. The top section contains the total amount of the requisition and the requester's justification. Be sure to review. The middle section contains information about the line items of the requisition, what is being purchased. Verify the funding source and review attachments. The last section indicates who the requisition routes to and provides a space for approval/denial comments.

Requisition Approval

Req Name: Approver Screen Shot
Total: 8.46 USD
Requester: [ATHLETICS](#)
Entered on: 03/11/2009
Status: Pending

Business Unit: NT752
Requisition ID: 0000070683
Priority: Medium

Requester's Justification:
 Department Contact:
 Vendor Contact:
 Benefit to UNT:
 Notes to Purchasing/Payments:

The little white speaking bubble under "Requester's Comments" indicates there are attachments or additional information for review.

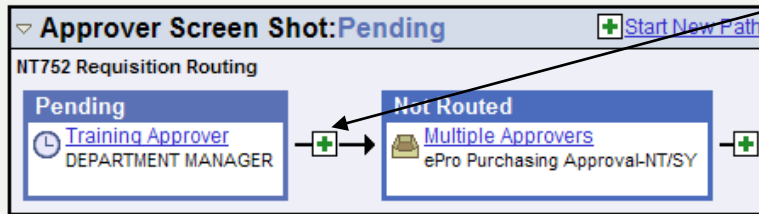
Click on the check box in front of the line and then choose "view line details" to confirm the funding source. A pop up window opens. (Below)

Line Information								
	Line	Item Description	Vendor Name	Qty	UOM	Price	Curr	Requester's Comments
<input type="checkbox"/>	1	Cheeseburgers	MCDONALD'S #22	2.0000	EA	1.99000	USD	
<input type="checkbox"/>	2	French Fries	MCDONALD'S #22	2.0000	EA	0.99000	USD	
<input type="checkbox"/>	3	Milk Shake	MCDONALD'S #22	1.0000	EA	2.50000	USD	

[Select All / Deselect All](#)
 [View Line Details](#)

Review/Edit Approvers

NT752 Requisition Approvals



If for some reason an approver needed to add someone to the routing of a requisition, it can be done by clicking on the green plus sign between their name and the next approver. Coordinators have this capability.

Enter Approver Comments

Approve Deny

[Return to Worklist](#)

[Bid Tab Report](#)

Requisitions totaling \$5,000.00 - \$25,000.00 should have a bid tab. If available, this will be a hyperlink.

The primary difference in approving requisitions is that there is no longer a hold button. Requisitions are either approved or denied. A third choice, "Pushback" may exist. Pushback sends the requisition back to the previous approver – whereas deny sends it all the way back to the coordinator. Pushback should be rarely used. If changes need to be made on the requisition, the coordinator is the one to complete them, so denying is most appropriate.

Approving Requisitions

https://eiswbfstra.admin.unt.edu/psc/fstra9001/EMPLOYEE/ERP/s/WEBLIB_PV.PV_PRINT_REQ.F...
 https://eiswbfstra.admin.unt.edu/psc/fstra9001/EMPLOYEE/ERP/s/WEBLIB_PV.PV_PRINT_REQ.FieldFormula.IScript_PVPrintReq?d

Requisition: Approver Screen Shot

Requester: ATHLETICS **Business Unit:** NT752 **Requisition ID:** 0000070683 **Date:** 3/11/2009

Comments: Department Contact: Vendor Contact: Benefit to UNT: Notes to Purchasing/Payments:

Line	Description	Qty	Price	Curr	UOM	Total
1	Cheeseburgers	2.0000	1.99000	USD	EA	3.98

Sched Line	Ship To	Attention	Due Date	Qty	Total
1	UNT Central Receiving	ATHLETICS	3/11/2009	2.0000	3.98

Line	Pct	Req Qty	Amount	GL Unit	Location	Budg Dt	Account	Alt Acct	Fund
1	100	2	3.98	NT752	ATH1 101	2009-03-11	500341	8107	21

Dept	Class	Fund Srce	PC Bus Unit
53950	97	LOCAL	NT752

This is the pop up window that opens when "View Line Details" is selected. The funding source is indicated under the heading Dept. This window can be closed using the "X" in upper right corner.

Requisition Comments

Line Information

	Line	Item Description	Vendor Name	Qty	UOM	Price	Currency
<input checked="" type="checkbox"/>	1	Cheeseburgers	MCDONALD'S #22	2.0000	EA	1.99000	USD
<input type="checkbox"/>	2	French Fries	MCDONALD'S #22	2.0000	EA	0.99000	USD
<input type="checkbox"/>	3	Milk Shake	MCDONALD'S #22	1.0000	EA	2.50000	USD

Comments

Attachments

Attached File	View	Send to Vendor
1 hotel_invoice.pdf	View	<input type="checkbox"/>

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This is the screen that appears when you click on the white speaker bubble under "Requester's Comments." Attachments can be viewed. To return to the requisition, use the blue hyperlink.