

Approving a Requisition

After a requisition is created and submitted it will be routed for approval. When the approval request is first initiated an email will be sent to the Approver's email to notify them that approval is pending. In order for the requisition to move on to the next approval step in the process, be budget checked or to be created into a Purchase Order (PO) approvals must be completed. The approval notification can also be found in the approver's worklist.

"Approval Requested" Email:

Approval is Requested for Requisition ID "1000010097" Line "1" Business Unit "Northern Arizona University"

Requester.Name@nau.edu
Sent: Wed 5/16/2012 9:48 AM
To: Your Name

A requisition line has been entered which requires your attention.

Requester: my
Business Unit: Northern Arizona University
Requisition ID: 1000010097
Requisition Name: ITEP - Magnolia Hotels
Line: 1
Description: Hotel Madera, AMID, Denver CO, July 17-19, 2012, Participant Lodging
Date: 2012-05-16

You can navigate directly to the approval page by clicking the link below.

https://jewel.ucc.nau.edu/psp/pf91qanc/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL.GBL?Action=U&BUSINESS_UNIT=NAUBU&REQ_ID=1000010097&LINE_NBR=1

Select the hyperlink at the bottom of the email. The link will go to the PS Financials login page. After logging in, it will automatically direct you to the requisition that needs approval.

"Approval Request" in Worklist:

NORTHERN ARIZONA UNIVERSITY **Financials (FMS)** Home | **Worklist** | Add to Favorites | Sign out

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Worklist for .

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From	Date From	Work Item	Worked By Activity	Priority	Link
Sandoval, Albert R	04/17/2017	Approval Routing	Approval Workflow	2-Medium	Requisition: 482669, REGULAR, 2016-07-27, N. O. BUSINESS UNIT: NAUBU, REQ ID: 1000071453
Medoff, Norman	04/17/2017	Approval Routing	Approval Workflow	2-Medium	Requisition: 483714, REGULAR, 2016-07-27, N. O. BUSINESS UNIT: NAUBU, REQ ID: 1000071638

Select the hyperlink on the right and it will direct you to the requisition that needs approval.

Requisition Approval:

Requisition Approval Documentation

Business Unit: NAUBU
 Requisition ID: 1000071453
 Requisition Name: NUR - FNP Supplies
 Requester: [Harris, Nicole](#)
 Entered on: 04/11/2017
 Status: Pending Total Amount: 14,533.80 USD
 Priority: Medium
 Budget Status: Valid
 Requester's Justification:
No justification entered by requester.

Edit Requisition [View printable version](#)

Line Information Personalize | Find | First | 1-4 of 4 | Last

Line	Item Description	Vendor Name	Quantity	UOM	Price	
<input checked="" type="checkbox"/> <input type="radio"/>	1 60905 - Clinical Female Pely...	LIMBS&THIN-001	1.0000	EA	6100.00000	USD
<input checked="" type="checkbox"/> <input type="radio"/>	2 60951 - Clinical Male Pelvic...	LIMBS&THIN-001	1.0000	EA	6303.00000	USD
<input checked="" type="checkbox"/> <input type="radio"/>	3 60120 - Rectal Examination T...	LIMBS&THIN-001	1.0000	EA	1949.00000	USD
<input checked="" type="checkbox"/> <input type="radio"/>	4 Freight	LIMBS&THIN-001	1.0000	EA	181.80000	USD

Select All / Deselect All

View Line Details Approve Deny Hold

Review/Edit Approvers

Enter Approver Comments

[Return to Worklist](#) [Approval History](#)

The lines that require approval are highlighted in orange.

Line Information: To take action on a line, select checkbox next to line(s)

View Line Details: Select to view more detailed information of the line such as funding information

Approve: Select to approve the requisition line(s)

Deny: Select to deny approve the requisition line(s)

Hold: Select to hold approval for the requisition line(s)

Documentation: Select the documentation button to view supporting documentation such as vendor quotes.

Enter Approver Comments: Comments are required for Denial or Hold. Comments should explain what a Requester may need to change in order for the requisition line(s) to be approved.