

APPROVAL OVERVIEW

In eSHOP, requisitions are moved to workflow queues or folders and approvers are assigned to those folders based on the funding assigned to that requisition. Multiple approvers may be assigned to the same folder. Each approver will be notified via email when a requisition has been submitted for their approval.

EMAILS

If you are an approver, you will by default receive an email notification to your campus email account notifying you when a new requisition is pending your approval. You can approve or reject the requisition directly from your email, or you can log into eSHOP to view the requisition. If you wish to partially reject a Requisition, you will need to do so in eSHOP.

APPROVALS FOLDERS

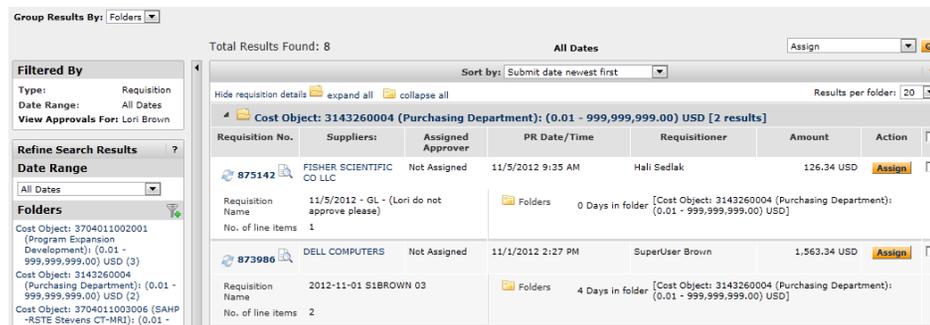
Action Items and Notifications can be found on the Banner. You can also view any requisitions needing your approval by

hovering over the  icon on the left side navigation bar. When the fly-out menu appears, click on Approvals, then My Approvals.



To review the requisitions awaiting approval, click the Action Items link on the Banner or navigate to My Approvals (as listed above).

There are two views available for your Approvals screen: **Folders** or **List**. The **Folders** view groups the Requisitions by folder. Click on any of the folders to view the Requisitions.



Requisition No.	Suppliers	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
875142	FISHER SCIENTIFIC CO LLC	Not Assigned	11/5/2012 9:35 AM	Hali Sedlak	126.34 USD	Assign
873986	DELL COMPUTERS	Not Assigned	11/1/2012 2:27 PM	SuperUser Brown	1,563.34 USD	Assign

The shared folders contain Requisitions that have not yet been assigned. Requisitions that have been assigned to you will show in your **My PR Approvals** folder.

The **List** view groups all the Requisitions together sorted by Requisition number.

APPROVING REQUISITIONS

Because multiple users may be assigned to the same approval folder and to avoid duplication of effort, follow these steps for reviewing and approving requisitions:

1. Click the **Assign** button next to the Requisition you wish to review.
2. That Requisition will now appear in your **My PR Approvals** folder and will no longer show in the shared folders.
3. Click the **Requisition number** to open the Requisition.
4. To approve the Requisition after reviewing it, select **“Approve/Complete Step”** from the **Available Actions** drop-down at the top of the screen and click **Go**.

REJECTING REQUISITIONS

You may reject an entire Requisition or individual line items of a multi-line Requisition. You should only reject a Requisition if you want to cancel it completely. If only changes are needed, choose the Return option shown below.

1. Click the **Assign** button next to the Requisition you wish to review.
2. The Requisition will now appear in your **My PR Approvals** folder and will no longer show in the shared folders.
3. Click the **Requisition number** to open the Requisition.
4. Scroll down to the lines of the Requisition and click the box next to the line(s) you wish to reject.
5. Select **“Reject Selected Items”** from the drop-down above the first line and click **Go**.
6. You may now enter a reason for the rejection, which will be saved on the Requisition for the user to see. Enter the reason and click **Reject Line Item**.
7. To approve the remainder of the Requisition, choose **“Approve/Complete Step”** from the **Available Actions** drop-down and click **Go**.

RETURNING REQUISITIONS

If you are reviewing a Requisition and determine it requires changes before approvals, you can return it to the requisitioner so they can make changes and the resubmit it.

1. Click the **Assign** button next to the Requisition you wish to review.
2. The Requisition will now appear in your **My PR Approvals** folder and will no longer show in the shared folders.
3. Click the **Requisition number** to open the Requisition.
4. Select **“Return to Requisitioner”** option from the **Available Actions** drop-down menu at the top of the screen and click **Go**.