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New 9.2 Training Materials  
For New Approvers**

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# Menu Options

- ✓ Click on the Hyperlink from e-mail notification (requires network connection)

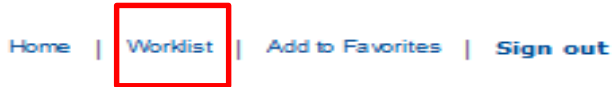
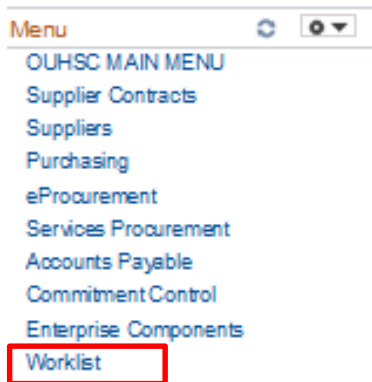
A requisition has been entered which requires your attention.

Requester: TINGRAM  
 Business Unit: University of Oklahoma HSC  
 Requisition ID: 0000066998  
 Requisition Name: 0000066998  
 Date: 2014-04-16

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

[http://fsdevunx.hsc.net.ou.edu:8030/psp/FTGFS920/EMPLOYEE/ERP/c/PV\\_MAIN\\_MENU.PV\\_REQ\\_APPROVAL](http://fsdevunx.hsc.net.ou.edu:8030/psp/FTGFS920/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL)

- ✓ Click on the "Worklist" link – from the menu bar or from top right corner



## Worklist

Worklist for LJOHNSO4: Johnson, Linda K. (Affiliate)

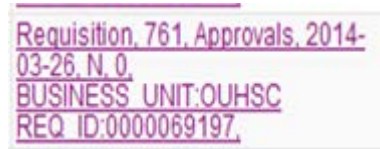
Detail View

Worklist Filters:

Feed

Worklist Items					Personalize	Find	View All	First	1-2 of 2	Last
From	Date From	Work Item	Worked By Activity	Priority	Link					
Rustin, Dianna G.	04/17/2014	Approval Routing	Approval Workflow	2-Medium	<a href="#">Requisition, 661, Approvals, 2014-03-26, N. O. BUSINESS UNIT:OUHSC REQ ID:0000069185.</a>				Mark Worked	Reassign
Rustin, Dianna G.	04/21/2014	Approval Routing	Approval Workflow	2-Medium	<a href="#">Requisition, 761, Approvals, 2014-03-26, N. O. BUSINESS UNIT:OUHSC REQ ID:0000069197.</a>				Mark Worked	Reassign

By clicking on the Requisition number, the information about that Requisition will be displayed so you can complete the approval process.



## Review Information

### Requisition Approval

**Business Unit** OUHSC  
**Requisition ID** 0000069207  
**Requisition Name** 0000069207  
**Requester** Jan Duke  
**Entered on** 04/29/2014  
**Status** Pending  
**Priority** Medium  
**Budget Status** Valid

**Total Amount** 150.00 USD

### Requester's Justification

No justification entered by requester.

[View printable version](#)

**Req has 1 attachment(s)**

Line Information <span>?</span>							
Line Information <span>Personalize   Find   First 1 of 1 Last</span>							
Line	Item Description	Supplier Name	Quantity	UOM	Price		
1	Microscope	VWR INTERN-001	2.0000	EA	75.00000	USD	

Select All / Deselect All

## Review Requisition

Click  **Select All / Deselect All**

Click

### Header comments and line details will appear

<b>Business Unit:</b> OUHSC <b>Requisition:</b> 0000069207 <b>Requisition Name:</b> 0000069207 <b>Header Comments:</b> This should be shipped overnight to listed address  University of Oklahoma 1001 NE 10th Street OKC, OK 73104		<b>Requester:</b> ZSUN <b>Requested By:</b> Sun, Zhongjie (RO) <b>Entered Date:</b> 4/29/14		<b>Status:</b> Pending Approval <b>Currency:</b> USD <b>Requisition Total:</b> 150.00			
<b>Line:</b> 1 <b>Item Description:</b> Microscope <b>Quantity:</b> 2.0000 <b>UOM:</b> EA <b>Price:</b> 75.00 <b>Line Total:</b> 150.00 <b>Line Status:</b> Pending							
<b>Ship Line:</b> 1 <b>Attention:</b> Sun, Zhongjie (RO)	<b>Ship To:</b> SEE BELOW <b>Due Date:</b> 5/31/14	<b>Address:</b> SEE BELOW United States	<b>Shipping Quantity:</b> 2.0000 <b>Shipping Total:</b> 150.00				
Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	BMS00662	2.0000	100.00	150.00	OUHSC	651400
Dept	Fund	Program	Class				
COM115	SPNSR	00012	00000				
Open QTY	PC BU	Project	Activity	Open Amt			
0.0000	OUHSC	C3080301	01	150.000			
GL Base Amount	Currency	Sequence	Capitalize				
150.00	USD	0	N				

▶ Review/Edit Approvers

**Approver Steps Include:**

- Department Approvers
- Specialty Approvers
- AP Approvers
- Requisition PO Approvers
- Reviewer - will be Buyer Assigned to Requisition

**Requisition Approvals**

▼ Requisition 0000069213: **Approved** View/Hide Comments

Approvers

<b>Approved</b>  Robinson, Carol A. WF Req Department Approvers 05/01/14 - 11:15 AM	→	<b>Approved</b>  Washam, Sarah A. WF Req AP Approvers 05/01/14 - 11:18 AM	→	<b>Approved</b>  Johnson, Linda K. (Affiliate) WF Req PO Approvers 05/01/14 - 11:20 AM	→	<b>Reviewer</b>  Cantrell, Pamela S. (Aff) Reviewer
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Enter Approver Comments


▼ **Comments**

**Linda K. (Affiliate) Johnson at 05/01/14 - 11:20 AM**  
 Pam Cantrell will be the buyer on this order. Please forward any back-up information to her.

▶ **Comment History**

▼ Requisition 0000069213: **Denied** View/Hide Comments

Approvers

<b>Approved</b>  Robinson, Carol A. WF Req Department Approvers 05/01/14 - 10:59 AM	→	<b>Approved</b>  Washam, Sarah A. WF Req AP Approvers 05/01/14 - 11:00 AM	→	<b>Denied</b>  Johnson, Linda K. (Affiliate) WF Req PO Approvers 05/01/14 - 11:02 AM
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▼ **Comments**

**Linda K. (Affiliate) Johnson at 05/01/14 - 11:02 AM**  
 Microscopes should be on State Contractor contract. Please re-enter contract supplier.

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**Carol A. Robinson at 05/01/14 - 10:59 AM**  
 Do we really need these?

## Approver Options

**“Approve”** sends the requisition to next level of approvers



**“Deny”** sends the requisition back to Entry Person



If Deny is selected type the reason in the comments field. An email notification, including comments will automatically be sent to Requester and Entry Person. The Creator will have access to the Requisition to make necessary changes. The Denied Requisition is saved to “Pending” and workflow will re-route to Approver.

If Requisition is no longer required contact Purchasing to close and recon funds.

The following requisition has been "Denied".

Requisition Number:

0000069212

Date:

2014-04-30

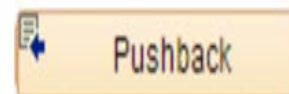
You can navigate directly to the approval page for more information by clicking the link below.

[http://fsdevunx.hsc.net.ou.edu:8060/psp/TSTFS920/EMPLOYEE/ERP/c/PV\\_MA\\_IN\\_MENU.PV\\_REQ\\_APPROVAL.GBL?Action=U&BUSINESS\\_UNIT=OUHSC&REQ\\_ID=0000069212](http://fsdevunx.hsc.net.ou.edu:8060/psp/TSTFS920/EMPLOYEE/ERP/c/PV_MA_IN_MENU.PV_REQ_APPROVAL.GBL?Action=U&BUSINESS_UNIT=OUHSC&REQ_ID=0000069212)

**“Hold”** If department has more than one approver the hold Requisition will no longer be available on the other approvers worklist.



**“Pushback”** sends requisition to previous approval step without any notification.



❖ Feature: View Worklist Link

[Return to Worklist](#)

Allows the user to jump back to the Worklist and view the remaining Approvals that need processing.

Worklist

Worklist for LJOHNSO4: Johnson, Linda K. (Affiliate)

[Detail View](#)

Worklist Filters:

Feed ▾

Worklist Items					Personalize	Find	View All			First	1-19 of 19	Last
From	Date From	Work Item	Worked By Activity	Priority	Link							
Sun, Zhongjie (RO)	04/07/2014	Approval Routing	Approval Workflow	2-Medium ▾	<a href="#">Requisition, 251, Approvals, 2014-03-26, N, 0, BUSINESS UNIT:OUHSC, REQ ID:0000069134</a>							
Sun, Zhongjie (RO)	04/07/2014	Approval Routing	Approval Workflow	2-Medium ▾	<a href="#">Requisition, 252, Approvals, 2014-03-26, N, 0, BUSINESS UNIT:OUHSC, REQ ID:0000069135</a>							
Rustin, Dianna G.	04/08/2014	Approval Routing	Approval Workflow	3-Low ▾	<a href="#">VoucherApproval, 162, VoucherApprovalDefault, 2014-03-26, N, 0, BUSINESS UNIT:OUHSC, VOUCHER ID:01810406, RDC,RA,0,A</a>							

Select next available approval link to review the information. Approval page will be displayed so you can complete the approval process.

[Requisition, 761, Approvals, 2014-03-26, N, 0, BUSINESS UNIT:OUHSC, REQ ID:0000069197](#)