PEOPLESOFT 9.2 REQUISITION APPROVAL

CONTENTS

REQUISITION APPROVAL SECURITY

PEOPLESOFT ONLINE APPROVAL FOR DEPARTMENT FORM 9.2

Security for Approval is granted via the   PeopleSoft Online Approval For Department 9.2 Form.

The person keying the transaction enters the departments that will be paying for the Requisition. Approvers associated with those departments will be notified.

## STEP1: APPROVAL NAVIGATION OPTIONS

APPROVAL FROM EMAIL

If an Approver is NOTIFIED via email, the email link will direct the approver to the exact transaction to approve.

APPROVAL FROM APPROVAL TILE

Approver may also access the "Approval Tile" via this navigation: **From Employee Self Service Home Page>Approvals Tile.**   The "Approval Tile" below has 2 pending item for Approval as indicated by the number in lower right corner.
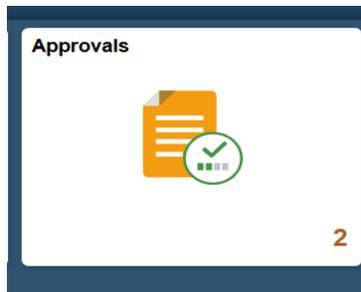
Clicking on the "Approval Tile" will bring the Approver to see the list of Pending Items. This screen will display summary information.

If there are different types of Pending Items for approval, the type and number of Pending items will be listed.

APPROVAL STEPS

STEP 2: REVIEW PENDING ITEM SUMMARY

The full screen will show the Description of the Pending Items. The left side of the screen lists the types of transactions to approve.

If the transaction type is selected, "Requisition", the middle of the screen will display only that type:

- Requisition is the transaction type
- Amount 499.00, USD
- The **Requisition Description is "Dell PC III**
- UMBC1 is business unit
- 000025491 is Requisition
- "Ken Griggs" is person that keyed this transaction
- Routed is the date it was routed to the approver

The approver can click on the Pending Item to review the summary of the Requisitions

PeopleSoft 9.2 Requisition Approval

The next step is to approve the transaction by clicking the green "Approve" Button in the upper right corner.

A smaller box appears to Submit. The Approval Comments are optional for APPROVALS.

APPROVAL FROM CAMPUS WORKCENTER

In addition to the Approval Tile above, two menus are available to an approver from the Campus Workcenter:

- **Requisition Approvals**
- **Manage Requisition Approvals**

These both allow the Approver to review the details and approve the transaction.

PeopleSoft 9.2 Requisition Approval

DENIAL

STEP 5: DENY TRANSACTION

The same Steps are followed if a transaction is Denied.

Please include explanation in the Deny Comments for the Entry person. The Entry person will receive an email with a link to access this transaction.

AD-HOC

AD-HOC APPROVAL

An approver may also choose to add an Ad-Hoc Approver or Ad-hoc Reviewer to the Approval Chain. Ad-hoc Approver requires that the person that is added approve the transaction.

AD-HOC REVIEW

An approver may also choose to add an Ad-hoc Reviewer to the Approval Chain. The pending item is sent to the Ad-hoc Reviewer for 'information only' and requires no "Approval" Action.