

## Approve Requisitions 8.9

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### *Overview*

This Job Aid provides instructions on managing approvals. It also has useful tips available to help you with:

- Viewing Requisition line details
- Approve Requisitions
- Deny Requisitions
- Push Back Requisitions
- Ad Hoc Approvers/Reviewers

### *Background Information*

After a Requisition is created and submitted to workflow, it will be routed to the appropriate Approvers depending on the Project, Department, Fund, and/or Category indicated within the Requisition. Keep in mind that often times there are multiple approval routings and each stage of the routing must be approved before the Requisition becomes fully approved and eligible to become a Purchase Order.

### *Purpose*

The Approver can take action against a Requisition from either the Worklist or the new e-Procurement Approve Requisitions component. The Approve Requisitions page is extremely useful for Approvers who have large numbers of Requisition pending approval. Unlike the Worklist, it allows Approvers to search for specific Requisitions in a clean and organized format. It also enables Approvers to continuously approve Requisitions without refreshing the page between each process. This Job Aid is entirely based in the Approve Requisitions page because of its new and highly useful capabilities.

### *Approval Procedure*

The following are detailed instructions for approving a Requisition.



## Just a Look...

When a Requester submits a Requisition to workflow, this is the Confirmation/Workflow Routing Screen they see.

Requesters are able to click the "Multiple Approvers" link to see exactly who their Requisition has been routed to and that Approver's contact information.

\*See screen below.

### Confirmation

<b>Requested For:</b>	YEARGAN, JONATHAN	<b>Number of Lines:</b>	1
<b>Requisition Name:</b>	Approve Reqs Test	<b>Total Amount:</b>	100.00 USD
<b>Requisition ID:</b>	0000212097		
<b>Business Unit:</b>	FSU01		
<b>Priority:</b>	Medium		
<b>Budget Status:</b>	Not Checked		

#### Requisition Approval Workflow

Line 1: Pending  
Approve Reqs Test

Req Approval Workflow Path

Pending

Multiple Approvers  
Dept Level 1 Approvers

Submit Edit Requisition Apply Approval Changes Check Budget

[View printable version](#) [Manage Requisitions](#) [Create New Requisition](#)

**Note:** The Department number seen on this page is the Department assigned to this Approver, not necessarily the Department your Requisition is routed to.

#### Approver #1

<b>Name:</b>	Folsom, Byron L
<b>EmplID:</b>	000060072
<b>Department:</b>	030000
<b>Supervisor ID:</b>	
<b>Telephone:</b>	
<b>Reports To Position Number:</b>	00053433
<b>Email ID:</b>	ps_invalid_email@admin.fsu.edu

#### Approver #2

<b>Name:</b>	LAZOR, JOSEPH
<b>EmplID:</b>	000000800
<b>Department:</b>	108000
<b>Supervisor ID:</b>	
<b>Telephone:</b>	850/644-0062
<b>Reports To Position Number:</b>	00055761
<b>Email ID:</b>	ps_invalid_email@admin.fsu.edu

Close



Now, let's begin...

## Navigation

e-Procurement > Approve Requisitions

The screenshot shows the 'Menu' on the left and the 'Main Menu' on the right. In the 'Menu', 'Approve Requisitions' is highlighted under the 'eProcurement' section. In the 'Main Menu', 'Approve Requisitions' is also highlighted, with a sub-description: 'Take actions on requisitions that require your approval.' Other options include 'My Profile' and 'My Favorites'.

**Note:** Please wait patiently while the Approve Requisitions page readies itself for use

Once the Approve Requisitions page loads, it will automatically shows all Requisitions pending your approval.

The screenshot shows the 'Approve Requisitions' page. It includes search filters for Requisition ID, Business Unit, Date From, Date To, and Requester. Below the filters is a 'Search' button and a 'Clear' button. A 'Show Advanced Search' link is also present. The main content area displays a table of requisitions with columns for Action/Status, Reg ID, Requisition Name, Bus. Unit, Date, Requester, Entered By, Total, and Curr.

Action/Status	Reg ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	Curr
⓪ Pending	0000207152	Deng-Xerox/Setup	FSU01	08/15/2006	WESTON, BOBBIE	WESTON, BOBBIE	397.98	USD
⓪ Pending	0000207053	Deng--Cadmus Journal/Setup	FSU01	08/15/2006	WESTON, BOBBIE	WESTON, BOBBIE	2,060.00	USD
⓪ Pending	0000207254	Deng--Indiana Univ/Setup	FSU01	08/16/2006	WESTON, BOBBIE	WESTON, BOBBIE	225.00	USD
⓪ Pending	0000207218	Blanket Atlantic 207218 Koenig	FSU01	08/16/2006	Hardee,Keli Nicole	Hardee,Keli Nicole	2,000.00	USD
⓪ Pending	0000207507	J. Fadool--Gropep Ltd.	FSU01	08/18/2006	WESTON, BOBBIE	WESTON, BOBBIE	250.00	USD
⓪ Pending	0000207459	D. Fadool--Henry Schein/R01	FSU01	08/18/2006	WESTON, BOBBIE	WESTON, BOBBIE	317.35	USD
⓪ Pending	0000207514	QNA_TEST	FSU01	09/18/2006	BEST, DAVID	BEST, DAVID	1,010.00	USD
⓪ Pending	0000207552	0000207552	FSU01	09/20/2006	BEST, DAVID	BEST, DAVID	1.00	USD
⓪ Pending	0000207525	0000207525	FSU01	09/20/2006	FELDMAN, MARCIA	FELDMAN, MARCIA	100.00	USD
⓪ Pending	0000207524	0000207524	FSU01	09/20/2006	HARLOW, CYNTHIA	HARLOW, CYNTHIA	500.00	USD
⓪ Pending	0000207575	0000207575	FSU01	09/21/2006	BEST, DAVID	BEST, DAVID	1.00	USD
⓪ Pending	0000207596	0000207596	FSU01	09/28/2006	BEST, DAVID	BEST, DAVID	10.00	USD
⓪ Pending	0000207598	0000207598	FSU01	10/03/2006	BEST, DAVID	BEST, DAVID	1.00	USD
⓪ Pending	0000207611	SCENERIO 5 DS1	FSU01	10/03/2006	BARROW,	BARROW,	80.00	USD



Enter Requisition ID in the parameters to search a specific Requisition for approval.

Click: **Search**

### Approve Requisitions

**Search Requisitions**  
To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

**Requisition ID:**  
**Requisition Name:**

**Business Unit:**  
**\*Status:**

**Date From:**  
**Date To:**

**Requester:**  
**Entered by:**

[Show Advanced Search](#)

---

### Requisitions

To view the complete details and approve a Requisition, click the requisition ID link.

|

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	Curr
<input type="button" value="🔍"/> Pending	<a href="#">0000212097</a>	Approve Reqs Test	FSU01	10/25/2006	YEARGAN, JONATHAN	YEARGAN, JONATHAN	100.00	USD

[Create New Requisition](#) [Manage Requisitions](#)

Click: **Expand Icon** to view more details for this Req

Click: **Req ID** link to go to the Requisition Approvals Page

### Approve Requisitions

**Search Requisitions**  
To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

**Requisition ID:**  
**Requisition Name:**

**Business Unit:**  
**\*Status:**

**Date From:**  
**Date To:**

**Requester:**  
**Entered by:**

[Show Advanced Search](#)

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### Requisitions

To view the complete details and approve a Requisition, click the requisition ID link.

|

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	Curr
<input checked="" type="button" value="🔍"/> Pending	<a href="#">0000212097</a>	Approve Reqs Test	FSU01	10/25/2006	YEARGAN, JONATHAN	YEARGAN, JONATHAN	100.00	USD

**Summary:** 1 of 1 Lines Pending      **Total Pending:** 100.00 USD      **Priority:** Medium

**Justification:**  
*No justification entered by requester.*

**Lines** Find | View All |  First 1 of 1 Last

Action/Status	Line	Item Description	Vendor Name	Price	Curr	Qty	UOM
<input type="button" value="🔍"/> Pending	1	<a href="#">Approve Reqs Test</a>	TULSAT	100.00	USD	1.0000	Each

[Create New Requisition](#) [Manage Requisitions](#)



## New Requisition Approval Page!

**Note:** The basic header and line information appear at the top of the page; including the Requester's contact information and Requester's Justification Comments.

Click: **Expand Icon** in the Review/Edit Approvers box to view other Approvers on this Requisition's path

Click: **View Line Details** button to review Requisition details before approving (pictured below)

The Line Details pop-up box appears with complete line information; including line, shipping, and accounting details.

Click: **Close** in pop-up box window to continue with the Approve Requisitions screen

### Requisition Approval

**Req Name:** Approval Testing  
**Total:** \$200.00 USD  
**Requester:** YEARGAN, JONATHAN  
**Entered on:** 10/30/2006  
**Status:** Pending

**Business Unit:** FSU01  
**Requisition ID:** 0000212162  
**Priority:** Medium

**Requester's Justification:**  
 Comments entered by the Requester can be seen from the Approve Requisitions Page.

**Line Information**

Line	Item Description	Vendor Name	Vendor Details	Category Code	Qty	UOM	Price	Curr
1	Item #1	DOCS-001	001	10100000	1.0000	EA	100.00	USD
2	Item #2	DOCS-001	001	10100000	10.0000	EA	10.00	USD

Select All / Deselect All

**Review/Edit Approvers**

**Enter Approver Comments**

Comments can be added here. Note: These comments can only be viewed by other Approvers. These comments will not automatically be available for the Buyer.

[Return to Approve Requisitions](#)

### Requisition: 0000212162

**Requester:** YEARGAN, JONATHAN      **Business Unit:** FSU01      **Requisition ID:** 0000212162      **Date:** 10/30/2006

**Comments:** Comments entered by the Requester can be seen from the Approve Requisitions Page.

Line	Description	Qty	Price	Curr	UOM	Total			
1	Item #1	1	100.000	USD	EA	100.00			
<b>Sched Line</b>	<b>Ship To</b>	<b>Attention</b>	<b>Due Date</b>	<b>Qty</b>	<b>Total</b>				
1	DEPARTMENT OF PHYSICS	YEARGAN, JONATHAN		1	100.00				
	<b>Line</b>	<b>Location</b>	<b>Req Qty</b>	<b>Amount</b>	<b>Pct</b>	<b>GL Unit</b>	<b>Dept</b>	<b>Fund</b>	<b>Account</b>
	1	SKEN303	1	100	100	FSU01	074000	110	741282
Line	Description	Qty	Price	Curr	UOM	Total			
2	Item #2	10	10.000	USD	EA	100.00			
<b>Sched Line</b>	<b>Ship To</b>	<b>Attention</b>	<b>Due Date</b>	<b>Qty</b>	<b>Total</b>				
1	DEPARTMENT OF PHYSICS	YEARGAN, JONATHAN		10	100.00				
	<b>Line</b>	<b>Location</b>	<b>Req Qty</b>	<b>Amount</b>	<b>Pct</b>	<b>GL Unit</b>	<b>Dept</b>	<b>Fund</b>	<b>Account</b>
	1	SKEN303	10	100	100	FSU01	074000	110	741282



**Comments on the Requisition.**

**Requisition Approval**

**Req Name:** Approval Testing  
**Total:** \$200.00 USD  
**Requester:** [YEARGAN, JONATHAN](#)  
**Entered on:** 10/30/2006  
**Status:** Pending  
**Requester's Justification:** Comments entered by the Requester can be seen from the Approve Requisitions Page.

**Business Unit:** FSU01  
**Requisition ID:** 0000212162  
**Priority:** Medium

**Line Information**

	Line	Item Description	Vendor Name	Vendor Details	Category Code	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1	<a href="#">Item #1</a>	DOCS-001	<a href="#">001</a>	10100000	1.0000	EA	100.00	USD
<input checked="" type="checkbox"/>	2	<a href="#">Item #2</a>	DOCS-001	<a href="#">001</a>	10100000	10.0000	EA	10.00	USD

[Select All / Deselect All](#)

**Review/Edit Approvers**

**Requisition Approval Workflow**

**Line 1: Pending** [Start New Path](#)  
 Item #1  
**Req Approval Workflow Path**  
 Pending  
[Multiple Approvers](#) Dept Level 1 Approvers

**Line 2: Pending** [Start New Path](#)  
 Item #2  
**Req Approval Workflow Path**  
 Pending  
[Multiple Approvers](#) Dept Level 1 Approvers

**Enter Approver Comments**

Comments can be added here. Note: These comments can only be viewed by other Approvers. These comments will not automatically be available for the Buyer.

Notice the expanded Requisition Approval Workflow Path.

If necessary, enter comments in the **Enter Approver Comments** box.

**\*Comments entered here can only be viewed by other Approvers on this Requisition's workflow path. Buyers DO NOT automatically receive these**



Click: **Approve** button

\*If you wish to deny a Requisition skip down to the Denial Procedure which begins from this step.

\*If you wish to push back a Requisition to the previous Approver, skip down to the Push Back Procedure which begins from this step.

### Requisition Approval

**Req Name:** Approval Testing  
**Total:** \$200.00 USD  
**Requester:** [YEARGAN, JONATHAN](#)  
**Entered on:** 10/30/2006  
**Status:** Pending  
**Requester's Justification:**  
Comments entered by the Requester can be seen from the Approve Requisitions Page.

**Business Unit:** FSU01  
**Requisition ID:** 0000212162  
**Priority:** Medium

#### Line Information

	Line	Item Description	Vendor Name	Vendor Details	Category Code	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1	<a href="#">Item #1</a>	DOCS-001	<a href="#">001</a>	10100000	1.0000	EA	100.00	USD
<input checked="" type="checkbox"/>	2	<a href="#">Item #2</a>	DOCS-001	<a href="#">001</a>	10100000	10.0000	EA	10.00	USD

[Select All / Deselect All](#)

#### Review/Edit Approvers

#### Enter Approver Comments

Comments can be added here. Note: These comments can only be viewed by other Approvers. These comments will not automatically be available for the Buyer.

[Return to Approve Requisitions](#)



Requisition Approval Confirmation screen

Click: **Next in List** (or **Previous in List**) to continue to Approve/Deny/Push Back

**Requisition Approval**

**Confirmation**

✓ Approval Testing has been approved.

**Review/Edit Approvers**

**Requisition Approval Workflow**

Line 1: **Approved** [View Comments](#)  
Item #1

**Req Approval Workflow Path**

**Approved**  
✓ [SIMS, LINDA](#)  
Dept Level 1 Approvers  
10/30/2006 - 10:02 AM

**Approval Comment History**

**SIMS, LINDA at 10/30/2006 - 10:02 AM**  
Comments can be added here. Note: These comments can only be viewed by other Approvers. These comments will not automatically be available for the Buyer.

Line 2: **Approved** [View Comments](#)  
Item #2

**Req Approval Workflow Path**

**Approved**  
✓ [SIMS, LINDA](#)  
Dept Level 1 Approvers  
10/30/2006 - 10:02 AM

**Approval Comment History**

**SIMS, LINDA at 10/30/2006 - 10:02 AM**  
Comments can be added here. Note: These comments can only be viewed by other Approvers. These comments will not automatically be available for the Buyer.

[Return to Approve Requisitions](#)   [Previous in List](#)   **[Next in List](#)**



## Denial Procedure

The Deny function returns the Requisitions to the Requester from any step in the Approval Workflow path.

The following are the detailed instructions for denying a Requisition.

On the Requisition Approval page, **Enter Approver Comments** explaining why this Requisition is denied.

Click: **Deny**

### Requisition Approval

**Req Name:** Approve Reqs Test 3  
**Total:** \$100.00 USD  
**Requester:** [YEARGAN, JONATHAN](#)  
**Entered on:** 10/25/2006  
**Status:** Pending  
**Requester's Justification:**  
*No justification entered by requester.*

**Business Unit:** FSU01  
**Requisition ID:** 0000212099  
**Priority:** Medium

---

#### Line Information

Line	Item Description	Vendor Name	Vendor Details	Category Code	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1 Test 3	BAKBOSOFTW-001	<a href="#">001</a>	43222609	2.0000	EA	50.00	USD

[Select All / Deselect All](#)

[View Line Details](#)  [Approve](#)  [Deny](#)

---

#### Review/Edit Approvers

### Requisition Approval Workflow

Line 1: Pending [Start New Path](#)

Test 3

**Req Approval Workflow Path**

```
graph LR; A["Pending  
Multiple Approvers  
Project Approvers"] --> B["Not Routed  
Multiple Approvers  
Category Level 1 Approvers"]; B --> C["Not Routed  
LAZOR, JOSEPH  
Category Level 2 Approvers"]; style A fill:#d9e1f2; style B fill:#d9e1f2; style C fill:#d9e1f2;
```

---

#### Enter Approver Comments

[Return to Approve Requisitions](#) [Previous in List](#) [Next in List](#)




Denial Confirmation page

Click: **Next in List** (or **Previous in List**) to continue to Approve/Deny/Push Back

**Requisition Approval**

**Confirmation**

 Approve Reqs Test 3 has been denied.

**Review/Edit Approvers**

**Requisition Approval Workflow**

Line 1: **Denied** [View Comments](#)

Test 3

**Req Approval Workflow Path**

**Denied** [SIMS, LINDA](#)  
Project Approvers  
10/25/2006 - 1:12 PM

→ **Not Routed** [Multiple Approvers](#)  
Category Level 1 Approvers

→ **Not Routed** [LAZOR, JOSEPH](#)  
Category Level 2 Approvers

**Approval Comment History**

**SIMS, LINDA at 10/25/2006 - 1:12 PM**  
This Requisition will be denied.

[Return to Approve Requisitions](#)   [Previous in List](#)   **[Next in List](#)**



## Push Back Procedure

The Push Back function returns the Requisition to the previous Approver in the Approval Workflow path.

The following are the detailed instructions for pushing back a Requisition.

On the Requisition Approval page, **Enter Approver Comments** explaining why this Requisition is pushed back.

Click: **Pushback**

### Requisition Approval

**Req Name:** S4 DS1  
**Total:** \$1,010.00 USD  
**Requester:** [FELDMAN, MARCIA](#)  
**Entered on:** 10/25/2006  
**Status:** Pending  
**Requester's Justification:**  
*No justification entered by requester.*

**Business Unit:** FSU01  
**Requisition ID:** 0000212100  
**Priority:** Medium

#### Line Information

Line	Item Description	Vendor Name	Vendor Details	Category Code	Qty	UOM	Price	Curr
1	<a href="#">One line, One Project, Amt &gt;...</a>	WOODWAYUSA-001	<a href="#">001</a>	10100000	1.0000	EA	1,010.00	USD

[Select All / Deselect All](#)

[View Line Details](#)  [Approve](#)  [Deny](#)  [Pushback](#)

#### Review/Edit Approvers

### Requisition Approval Workflow

Line 1: Pending  
One line, One Project, Amt > \$1k [+ Start New Path](#)

**Req Approval Workflow Path**

```
graph LR; A[Approved  
SIMS, LINDA  
Project Approvers  
10/25/2006 - 1:20 PM] --> B[Pending  
Multiple Approvers  
Fund Level 1 Approvers]; B --> C[Not Routed  
Multiple Approvers  
Fund Level 1 HRD Gross Amt];
```

#### Enter Approver Comments

Comment here as to why this Requisition is pushed back to the previous Approver.

[Return to Approve Requisitions](#)




Push Back Confirmation Screen

Click: **Next in List** (or **Previous in List**) to continue to Approve/Deny/Push Back.

**Requisition Approval**

**Confirmation**

 **S4 DS1 has been pushed back to the previous approver.**

**Review/Edit Approvers**

**Requisition Approval Workflow**

Line 1: **Pending** [View Comments](#)  
One line, One Project, Amt > \$1k

**Req Approval Workflow Path**

**Pending** → **Pushed Back** → **Not Routed**

- Pending**: Multiple Approvers, Project Approvers
- Pushed Back**: GRAHAM, GLORIA, Fund Level 1 Approvers, 10/25/2006 - 1:27 PM
- Not Routed**: Multiple Approvers, Fund Level 1 HRD Gross Amt

**Approval Comment History**

**GRAHAM, GLORIA at 10/25/2006 - 1:27 PM**  
Comment here as to why this Requisition is pushed back to the previous Approver.

[Return to Approve Requisitions](#)



## Ad Hoc Approver/Reviewer Procedure

The Ad Hoc function allows Approvers to add additional Approvers or Reviewers to the Requisition Approval Workflow path.

There are two ways of adding Approvers/Reviewers.

1. Add an Approver/Reviewer to the current path.
2. Start a new path for an Approver/Reviewer

The following are the detailed instructions for an Ad Hoc Approver/Reviewer.

Click: **Expand icon** in the Review/Edit Approvers box

### Requisition Approval

**Req Name:** 0000212148  
**Total:** \$420.00 USD  
**Requester:** [SULLIVAN, PHYLLIS](#)  
**Entered on:** 10/27/2006  
**Status:** Pending  
**Requester's Justification:**  
*No justification entered by requester.*

**Business Unit:** FSU01  
**Requisition ID:** 0000212148  
**Priority:** Medium

---

**Line Information**

	Line	Item Description	Vendor Name	Vendor Details	Category Code	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1	<a href="#">HP PRINTER 5600</a>	COOPECOMPU-001	<a href="#">001</a>	43212100	1.0000	EA	250.00	USD
<input checked="" type="checkbox"/>	2	<a href="#">HP TONER BLK FOR HP 5600</a>	COOPECOMPU-001	<a href="#">001</a>	43212100	2.0000	EA	50.00	USD
<input checked="" type="checkbox"/>	3	<a href="#">HP TONER MULTI COLOR</a>	COOPECOMPU-001	<a href="#">001</a>	43212100	2.0000	EA	35.00	USD

[Select All / Deselect All](#)

---

**Review/Edit Approvers**

Enter Approver Comments

[Return to Approve Requisitions](#)
[Previous in List](#)



**Method #1: Add to the current path**

Click: **Add icon** where the additional Approver is to be inserted.

This will require Approvals to be done in sequence as shown in the diagram.

**Line Information**

Line	Item Description	Vendor Name	Vendor Details	Category Code	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1 Two Lines, Two Projects (one...	GEOLOSOCIE-001	<a href="#">001</a>	10100000	1.0000	EA	1,020.00	USD
<input type="checkbox"/>	2 LINE 2	GEOLOSOCIE-001	<a href="#">001</a>	10100000	1.0000	EA	1,001.00	USD

[Select All / Deselect All](#)

**Review/Edit Approvers**

**Requisition Approval Workflow**

**Line 1: Pending** [+ Start New Path](#)  
Two Lines, Two Projects (one/line), Each Line Amt > \$1k

**Req Approval Workflow Path**

**Pending** [+ Add](#) **Not Routed** [+ Add](#) **Not Routed** [+ Add](#)

[Multiple Approvers](#) Project Approvers → [Multiple Approvers](#) Fund Level 1 Approvers → [Multiple Approvers](#) Fund Level 1 HRD Gross Amt

**Line 2: Pending** [+ Start New Path](#)  
LINE 2

**Req Approval Workflow Path**

**Pending** [+ Add](#) **Not Routed** [+ Add](#) **Not Routed** [+ Add](#)

[Multiple Approvers](#) Project Approvers → [Multiple Approvers](#) Fund Level 1 Approvers → [Multiple Approvers](#) Fund Level 1 HRD Gross Amt

**Enter Approver Comments**

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Input:

User ID

Insert as: **Approver**

Click: **Insert**

**Insert additional approver or reviewer**

Choose an approver or reviewer to insert

User ID:

Insert as:  Approver  
 Reviewer

**Insert** Cancel

Ad Hoc Approver appears in Requisition Approval Workflow.

Enter Approver Comments explaining why additional Approver was added to this Requisition.

**Line Information**

Line	Item Description	Vendor Name	Vendor Details	Category Code	Qty	UOM	Price	Curr
1	Two Lines, Two Projects (one...	GEOLOSOCIE-001	001	10100000	1.0000	EA	1,020.00	USD
2	LINE 2	GEOLOSOCIE-001	001	10100000	1.0000	EA	1,001.00	USD

Select All / Deselect All

View Line Details Approve Deny

**Review/Edit Approvers**

**Requisition Approval Workflow**

**Line 1: Pending** [Start New Path](#)  
Two Lines, Two Projects (one/line), Each Line Amt > \$1k

**Req Approval Workflow Path**

Pending Multiple Approvers Project Approvers → Not Routed LAZOR, JOSEPH Inserted Approver → Not Routed Multiple Approvers Fund Level 1 Approvers → Not Routed Multiple Approvers Fund Level 1 HRD Gross Amt

**Line 2: Pending** [Start New Path](#)  
LINE 2

**Req Approval Workflow Path**

Pending Multiple Approvers Project Approvers → Not Routed Multiple Approvers Fund Level 1 Approvers → Not Routed Multiple Approvers Fund Level 1 HRD Gross Amt

Apply Approval Changes

**Enter Approver Comments**

Explanation of why an additional Approver was added or notes to the added Approver.

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Click: **Apply Approval Changes** button to save Ad Hoc Approver



**Method #1: Example of Ad Hoc Reviewer**

Any user can be added as an Ad Hoc Reviewer.

**Insert additional approver or reviewer**

---

Choose an approver or reviewer to insert

User ID:   Shearer, Kelley

Insert as:  Approver  
 Reviewer

Line	Item Description	Vendor Name	Vendor Details	Category Code	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1 Two Lines, Two Projects (one...	GEOLOSOCIE-001	001	10100000	1.0000	EA	1,020.00	USD
<input type="checkbox"/>	2 LINE 2	GEOLOSOCIE-001	001	10100000	1.0000	EA	1,001.00	USD

Select All / Deselect All

**Review/Edit Approvers**

**Requisition Approval Workflow**

**Line 1: Pending**   
 Two Lines, Two Projects (one/line), Each Line Amt > \$1k

**Req Approval Workflow Path**

```

    graph LR
      A[Pending Multiple Approvers Project Approvers] --> B[Reviewer Shearer, Kelley Reviewer]
      B --> C[Not Routed Multiple Approvers Fund Level 1 Approvers]
      C --> D[Not Routed Multiple Approvers Fund Level 1 HRD Gross Amt]
    
```

**Line 2: Pending**   
 LINE 2

**Req Approval Workflow Path**

```

    graph LR
      A[Pending Multiple Approvers Project Approvers] --> B[Not Routed Multiple Approvers Fund Level 1 Approvers]
      B --> C[Not Routed Multiple Approvers Fund Level 1 HRD Gross Amt]
    
```

**Enter Approver Comments**

Explanation of why an additional Approver was added or notes to the added Approver.

[Return to Approve Requisitions](#) [Previous in List](#) [Next in List](#)

Ad Hoc Reviewer appears in Requisition Approval Workflow.

Click: **Apply Approval Changes** button to save Ad Hoc Reviewer



## Method #2: Start a New Path for Approvers/Reviewers

Click: **Start New Path** link

This method will create an entirely new and separate workflow path that is not dependent on the sequence of approvals in the original approval path. Both paths must be approved for the Requisition to be in Approved Status.

**Line Information**

	Line	Item Description	Vendor Name	Vendor Details	Category Code	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1	Two Lines, Two Projects (one...	GEOLOSOCIE-001	001	10100000	1.0000	EA	1,020.00	USD
<input type="checkbox"/>	2	LINE 2	GEOLOSOCIE-001	001	10100000	1.0000	EA	1,001.00	USD

Select All / Deselect All

**Review/Edit Approvers**

**Requisition Approval Workflow**

**Line 1: Pending** + Start New Path

Two Lines, Two Projects (one/line), Each Line Amt > \$1k

**Req Approval Workflow Path**

**Pending**  
Multiple Approvers  
Project Approvers

→ + →

**Not Routed**  
Multiple Approvers  
Fund Level 1 Approvers

→ + →

**Not Routed**  
Multiple Approvers  
Fund Level 1 HRD Gross Amt

→ +

**Line 2: Pending** + Start New Path

LINE 2

**Req Approval Workflow Path**

**Pending**  
Multiple Approvers  
Project Approvers

→ + →

**Not Routed**  
Multiple Approvers  
Fund Level 1 Approvers

→ + →

**Not Routed**  
Multiple Approvers  
Fund Level 1 HRD Gross Amt

→ +

**Enter Approver Comments**

Explanation of why an additional Approver was added or notes to the added Approver.

[Return to Approve Requisitions](#)     [Previous in List](#)     [Next in List](#)



Input:

User ID

Insert as: Approver

Click: Insert

**Start new approval path**

Choose an approver or reviewer to insert

User ID:

Insert as:  Approver  Reviewer

New path with Ad Hoc Approver appears in Requisition Approval Workflow.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<a href="#">Two Lines, Two Projects (one...</a>	GEOLOSOCIE-001	<a href="#">001</a>	10100000	1.0000	EA	1,020.00	USD
<input type="checkbox"/>	<input type="checkbox"/>	2	<a href="#">LINE 2</a>	GEOLOSOCIE-001	<a href="#">001</a>	10100000	1.0000	EA	1,001.00	USD

Select All / Deselect All

**Review/Edit Approvers**

**Requisition Approval Workflow**

**Line 1: Pending**

Two Lines, Two Projects (one/line), Each Line Amt > \$1k

**Req Approval Workflow Path**

Pending  Project Approvers → Not Routed  Fund Level 1 Approvers → Not Routed  Fund Level 1 HRD Gross Amt

SIMS, 1

Not Routed  Inserted Approver

**Line 2: Pending**

LINE 2

**Req Approval Workflow Path**

Pending  Project Approvers → Not Routed  Fund Level 1 Approvers → Not Routed  Fund Level 1 HRD Gross Amt

**Enter Approver Comments**

Explanation of why an additional Approver was added or notes to the added Approver.

[Return to Approve Requisitions](#) [Previous in List](#) [Next in List](#)

Enter Approver Comments explaining why new path with an additional Approver was added to this Requisition.

Click: Apply Approval Changes button to save Ad Hoc Approver



**Method #2: Example of Ad Hoc Reviewer**

Any user can be added as an Ad Hoc Reviewer.

Ad Hoc Reviewer appears in Requisition Approval Workflow.

**Insert additional approver or reviewer**

---

Choose an approver or reviewer to insert

User ID:   Shearer, Kelley

Insert as:  Approver  
 Reviewer

Click:  
**Apply Approval Changes**

	Line	Item Description	Vendor Name	Vendor Details	Category Code	Qty	UOM	Price	Curr
<input checked="" type="checkbox"/>	1	Two Lines, Two Projects (one...	GEOLOSOCIE-001	001	10100000	1.0000	EA	1,020.00	USD
<input type="checkbox"/>	2	LINE 2	GEOLOSOCIE-001	001	10100000	1.0000	EA	1,001.00	USD

Select All / Deselect All

---

**Review/Edit Approvers**

**Requisition Approval Workflow**

Line 1: Pending + Start New Path

Two Lines, Two Projects (one/line), Each Line Amt > \$1k

**Req Approval Workflow Path**

Pending

Project Approvers

→ +

Not Routed

Fund Level 1 Approvers

→ +

Not Routed

Fund Level 1 HRD Gross Amt

→ +

SIMS, 3

+ →

Reviewer

Reviewer

→ +

Line 2: Pending + Start New Path

LINE 2

**Req Approval Workflow Path**

Pending

Project Approvers

→ +

Not Routed

Fund Level 1 Approvers

→ +

Not Routed

Fund Level 1 HRD Gross Amt

→ +

---

**Enter Approver Comments**

Explanation of why an additional Approver was added or notes to the added Approver.

[Return to Approve Requisitions](#)    [Previous in List](#)    [Next in List](#)



button to save Ad Hoc Reviewer

### *How to Code a Help Ticket*

For additional questions regarding this Job Aid or related issues, please log a Help Ticket at [us.fsu.edu/help](http://us.fsu.edu/help)

Issue Area: Purchasing

Issue Type: Access Workflow Approvers

### *More Information*

More information can be found on the Purchasing Website at: [www.ais.fsu.edu/logins.html](http://www.ais.fsu.edu/logins.html).

Questions should be directed to Brenda Mundy at 644-6853.

