

Requisition Approval

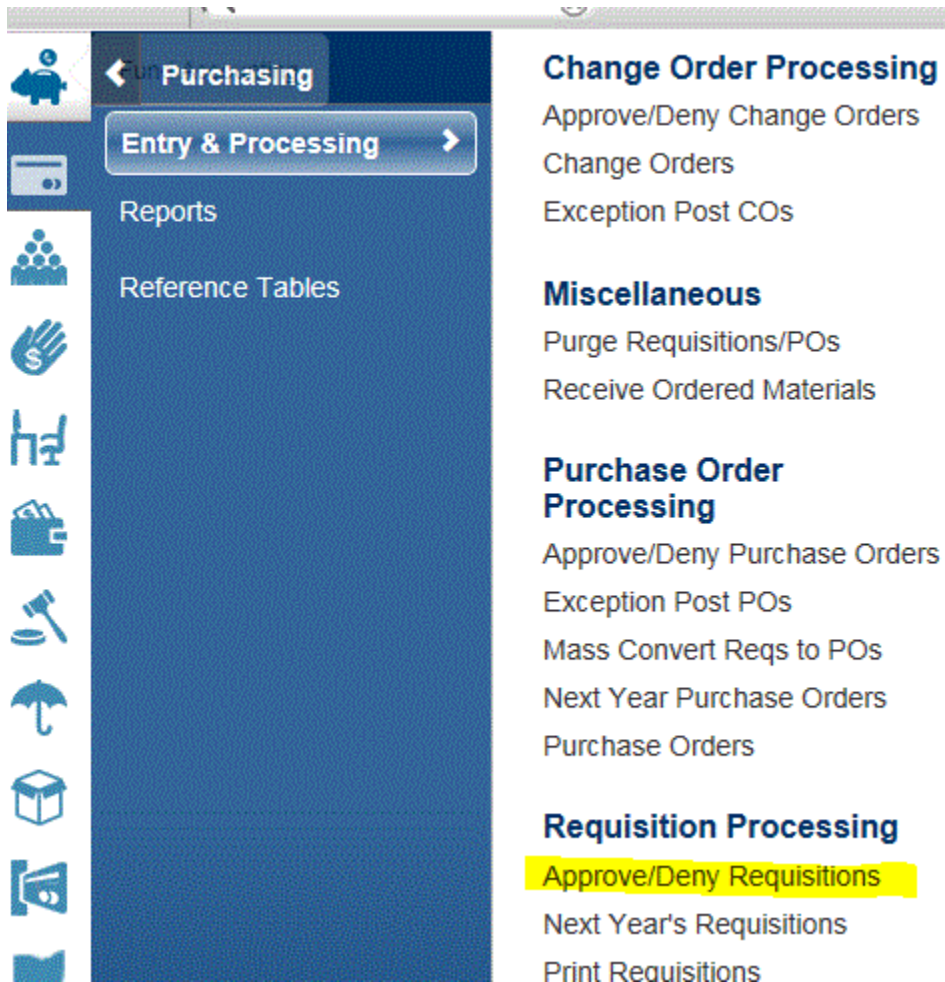
Three ways to approve a requisition

1. Receive an email and click on link inside of email to approve it
2. Listed in Activities
3. Log into eFP and approve/deny requisitions

Three different actions for a requisition in an approval flow

1. Approve
2. Deny
3. Needs Correction

To Approve/Deny Requisitions in eFP



Main Menu Purchasing Entry & Processing Requisition Processing Approve/Deny Requisitions

1. Go to the Approve/Deny Requisitions
2. Enter in your search criteria - For the Approval Criteria you want to select L - Approved at Lower Level so the requisitions are not approved out of order.

Approval Criteria

Approval Criteria * ▼

Required

Additional Approval Criteria

Requisition


APPROVAL ROUTE ▼

Vendor








Requested

Ship Code ▼




Year ▼


3. Click on 
4. Lists all requisitions waiting for your action. At the top you have the following options

Approve Deny Approve All Deny All Needs Correction Clear

5. You can choose to approve/deny/needs correction on an entire requisition or you can approve per line item
 1. To approve per line item you will need to double click on the requisition where it will then take you to the requisition detail
6. Highlight the requisition or requisition line items and click on the desired action

	Status	Requisition
	Approved	170002
	Needs Correction	170003
	Denied	170004

1. you may approve some, deny others and mark needs correction all in one batch
 1. If denying or marking needs correction it will ask for a description/reason, type it in and click on ok
7. Click  to move forward with your choice. It will mark the requisition as approved/denied/needs correction and will create a report