


Overview Once the requisition data entry is completed, by the Requester, the requisition must be approved by that Requester's Approver before a Purchase Order can be generated. The Requester can not approve the requisitions they enter.

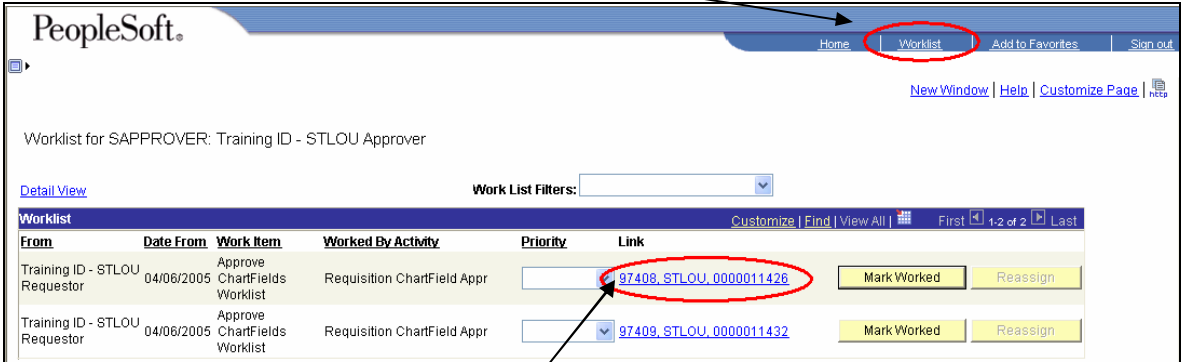
Abbreviated Approval Steps

1. Access <https://fsprd.umssystem.edu/prd/signon.html> and sign in with your SSO/Gateway ID and password.
2. Click on the Worklist link in the top right corner of the PeopleSoft screen.
3. Click on the link for the requisition ID you wish to approve.
4. Review the chartfield information and choose the appropriate Approval Action (Appr Act).
5. Click the Save button  .
6. The Approval Status changes from "In Process" to "Complete" if approved, remains "In Process" if recycled, changes from "In Process" to "Denied" if denied.
7. Click the View Worklist button at the bottom of the page or click the Worklist link. Remove the requisition from your worklist by clicking on the Mark Worked button for that requisition.

Detailed Approval Steps




Step 1 Access <https://fsprd.umssystem.edu/prd/signon.html> and sign in with your SSO/Gateway ID.

Click on the Worklist link in the upper right hand corner of the screen.



From	Date From	Work Item	Worked By Activity	Priority	Link		
Training ID - STLOU Requestor	04/06/2005	Approve ChartFields Worklist	Requisition ChartField Appr		97408_STLOU_0000011426	Mark Worked	Reassign
Training ID - STLOU Requestor	04/06/2005	Approve ChartFields Worklist	Requisition ChartField Appr		97409_STLOU_0000011432	Mark Worked	Reassign

Click on the link for the requisition ID you wish to approve.

A worklist may consist of multiple pages. Use [View All](#)  [First](#)  [1-3 of 3](#)  [Last](#) in the worklist grid to view the entire worklist on one page or to navigate through multiple pages.

Step 2

This is what you will see:

Requisition ChartField Approval

Unit: STLOU Req: 0000011426 Requester: Training ID - STLOU Requestor

*Appr Act: Approve Approval Status: In Process View Printable Req

Comment

Distributions/ChartFields Customize | Find | View All | First 1-3 of 3 Last

Distribution	More Details						
Line	Sched	Distrib	Status	GL Unit	Account	Fund	Dept
1	1	1	Open	STLOU	730000	0000	S0124001
2	1	1	Open	STLOU	730000	0000	S0124001
2	1	2	Open	STLOU	730000	0000	S0124001

Line Details

Save View Worklist Next in Worklist Previous in Worklist Notify

Review the chartfield information on the page and choose the appropriate Approval Action (field labeled "Appr Act:") as follows:

To view detailed line information, click Line Details and an additional table will appear.

The Amounts/Qty tab shows the detail about the line item amount and quantity:

Distributions/ChartFields Customize | Find | View All | First 1-3 of 3 Last

Distribution	More Details						
Line	Sched	Distrib	Status	GL Unit	Account	Fund	Dept
1	1	1	Open	STLOU	730000	0000	S0124001
2	1	1	Open	STLOU	730000	0000	S0124001
2	1	2	Open	STLOU	730000	0000	S0124001

Line Details Customize | Find | First 1-2 of 2 Last

Amounts/Qty Details

Line	Sched	Status	Amount	Currency	Base Amt	Base Currency	Req Qty	UOM	Revision
1	1	Active	2,500.00	USD	2500.00	USD	1.0000	EA	
2	1	Active	500.00	USD	500.00	USD	1.0000	EA	

The Details tab shows the description of the item:

Distributions/ChartFields Customize | Find | View All | First 1-3 of 3 Last

Distribution	More Details						
Line	Sched	Distrib	Status	GL Unit	Account	Fund	Dept
1	1	1	Open	STLOU	730000	0000	S0124001
2	1	1	Open	STLOU	730000	0000	S0124001
2	1	2	Open	STLOU	730000	0000	S0124001

Line Details Customize | Find | First 1-2 of 2 Last

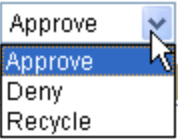
Amounts/Qty Details

Line	Sched	Status	Item	Description	Price Tol	Price Tol Under	% Prc Tol	% Prc Tol Under	Buyer	RFQ Required
1	1	Active	COMPUTER		99,999,999.99999	99999999.99999	0.00		BROOKST	N
2	1	Active	PRINTER		99,999,999.99999	99999999.99999	0.00		BROOKST	N

Save View Worklist Next in Worklist Previous in Worklist Notify

Step 3 Select the appropriate approval action.

*Appr Act:




Approval Action box is located at the top left, above the Comments box.

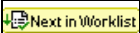
Approve – Choose this approval action option to Approve the requisition and send the requisition to Procurement for issuance of a purchase order.


Deny – Choose this approval action option to deny a requisition. A notice will be sent to the Requester’s worklist that indicates the order should not be placed. Once a requisition has been denied, the only action available is for the requisition to be deleted by the Requester.


Recycle – Choose this approval action option to return the requisition to the Requester for a change. You may explain the needed changes by entering comments in the Comment box prior to clicking the save button. After the requisition has been modified it must be resubmitted for approval by the Requester.

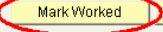

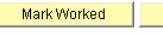

Step 4 Click  button at bottom left of the window.

The Approval Status will change from “In Process” to “Complete” if approved. The Approval Status will remain “In Process” if recycled. The Approval Status will change from “In Process” to “Denied” if denied.

If there are multiple requisitions that need approval, click  to view the Requisition Chartfield Approval page for the next requisition on the worklist.

Step 5 Click  to return to your worklist page.

Once the requisition has been approved, denied or recycled, you should remove the requisition from the worklist by clicking  for that requisition.

From	Date From	Work Item	Worked By Activity	Priority	Link	
Training ID - STLOU Requestor	04/06/2005	Approve ChartFields Worklist	Requisition ChartField Appr		97408_STLOU_0000011426	 
Training ID - STLOU Requestor	04/06/2005	Approve ChartFields Worklist	Requisition ChartField Appr		97409_STLOU_0000011432	 

Step 6 Exit PeopleSoft by clicking the Sign out link in the top right corner of the PeopleSoft Screen.