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New 9.2 Training Materials
For New Approvers

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HSC - Approver - Worklist

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

✓ Click on the “Worklist” link – from the menu bar or from top right corner

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

Review Requisition

Click

Click

Header comments and line details will appear
**Approver Steps Include:**
- Department Approvers
- Specialty Approvers
- AP Approvers
- Requisition PO Approvers
- Reviewer - will be Buyer Assigned to Requisition
**Approver Options**

*Approve* sends the requisition to next level of approvers.

*Deny* sends the requisition back to Entry Person.

*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.

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.

Feature: View Worklist Link

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

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