


SOP #: 4.2.3.2	Area: Purchasing
Title: ePro Requisition Approval Process	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: N/A
Approval Date: 02-24-2016	Review Date: N/A

Title: ePro Requisition Approval Process

The requisition must be pulled from the worklist and reviewed before it can be approved. Follow the steps below to approve a requisition.

1. Enter **EUID** and **Password**.
2. Click **Sign In**.

UNIVERSITY OF NORTH TEXAS SYSTEM™



Enterprise Information System

The Enterprise Information System is the primary administrative information resource for the University of North Texas System.

This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

Web Browsers & Settings

Enterprise Information System (EIS) currently supports the following Web browsers and versions:

- Google Chrome 24
- Firefox 17
- Internet Explorer 11, 10, 9, and 8
- Safari 6

Note: Internet Explorer's Compatibility Mode is unsupported in EIS. Turn off this feature in Internet Explorer under Tools > Compatibility Mode Settings.

To use the Enterprise Information System, set your Web browser to allow JavaScript, accept cookies, and turn off popup blocking.

Some documents inside EIS are in PDF format and require the free [Adobe Reader](#) software to open.

System Login

EUID (required)

Password (required)

Trouble logging in?

[Activate my account](#)

[What's my EUID?](#)

[Reset my password](#)

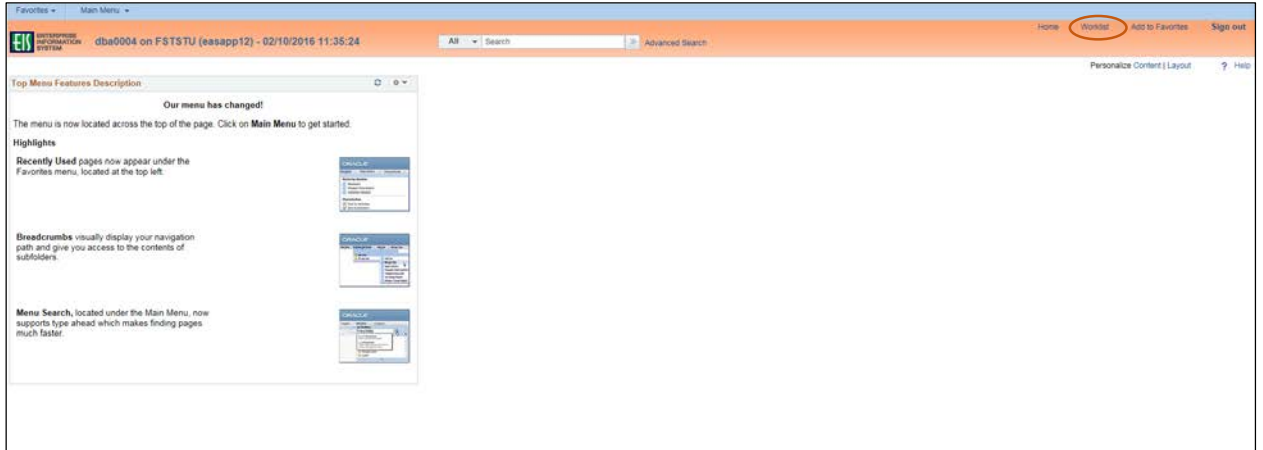
Scheduled Maintenance

Service may be interrupted during these regular maintenance times:

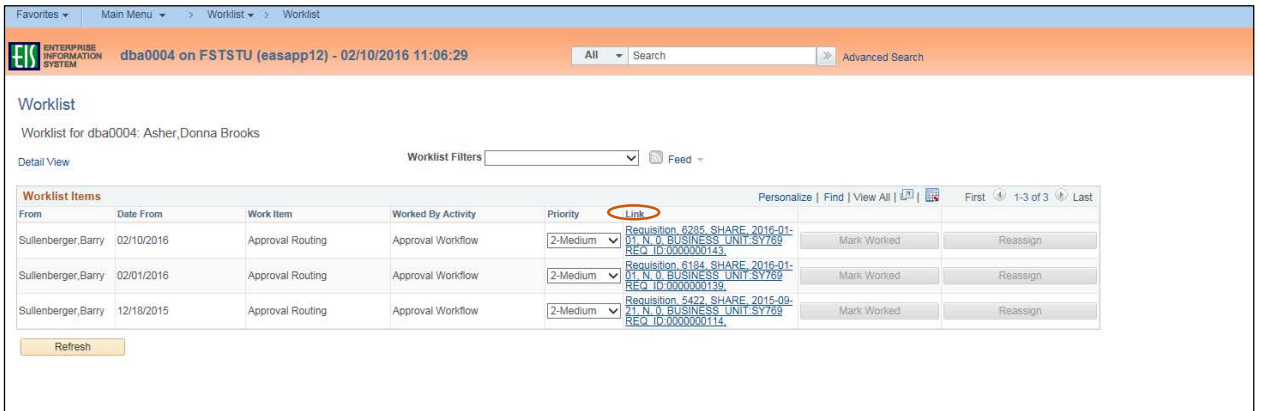
- Tuesday 7:00 - 9:30 pm
- Thursday 7:00 - 9:30 pm
- Saturday 7:00 pm to noon Sunday

[State of Texas](#) • [Statewide Search](#) • [Texas Homeland Security](#) • [Fraud Reporting](#) • [Public Information Act](#) • [Online Institutional Resumes](#)
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- Click **Worklist** on the top right of the screen.



- Select the appropriate requisition by clicking on the link under the **Link** section.



- Click the comment icon  under the **Requester's Comments** section to see comments and attachments when available.

Note: The comment icon  will only appear if line comments or attachments were added to the requisition.

Requisition Approval


Business Unit SY769
 Requisition ID 000000143
 Requisition Name Computer for Professor Davis
 Requester Business Services-Gen
 Entered on 02/06/2016
 Status Pending
 Priority Medium
 Budget Status Valid

Total Amount 1,150.00 USD

Requester's Justification
 This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.

[View printable version](#)

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
1	Dell Desktop Computer	SUMMUSINDU-001	1.0000	EA	1000.00000 USD	
2	Dell Keyboard	SUMMUSINDU-001	1.0000	EA	150.00000 USD	

[Return to Worklist](#)

- Click **View** to view attachments when attachments are available.
- Click **Return to Previous Page** to return to the **Requisition Approval** screen.

Requisition Comments

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price
1	Dell Desktop Computer	SUMMUSINDU-001	1.0000	EA	1,000.00000 USD

Comments

Attachments

Filename	View	Send to Supplier
1 Process_4.2.4.1_Vendor_Record_Inactivation.pdf	View	<input type="checkbox"/>

[Return to Previous Page](#)

8. Click the **View Line Details** button to review the Requisition Details screen.
Note: The Requisition Details screen will open in a separate window.

Enterprise Information System dba0004 on FSTSTU (easapp12) - 02/10/2016 11:06:29 All Search >> Advanced Search

Requisition Approval

Business Unit SY769
 Requisition ID 0000000143
 Requisition Name Computer for Professor Davis
 Requester Business Services-Gen
 Entered on 02/06/2016
 Status Pending
 Priority Medium
 Budget Status Valid

Total Amount 1,150.00 USD

Requester's Justification
 This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.

[View printable version](#)

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
<input checked="" type="checkbox"/>	1 Dell Desktop Computer	SUMMUSINDU-001	1.0000	EA	1000.00000	USD
<input checked="" type="checkbox"/>	2 Dell Keyboard	SUMMUSINDU-001	1.0000	EA	150.00000	USD

Select All / Deselect All

[View Line Details](#) Approve Deny Hold

Review/Edit Approvers

Enter Approver Comments


[Bid Tab Report](#)

[Return to Worklist](#)


9. Review the Header Comments, Line item specifics, and the Chartfields on the Requisition Details screen.

Note: Departmental ePro Approvers are responsible for ensuring that the requisition is appropriate and meets all purchasing guidelines, as well as approving the requisition.

Business Unit: SY769	Requester: E92200	Status: Pending Approval						
Requisition: 000000143	Requested By: Business Services-Gen	Currency: USD						
Requisition Name: Computer for Professor Davis	Entered Date: 2/6/16	Requisition Total: 1,150.00						
Header Comments:								
Dept. Contact: Sarah Jones Contact Phone: 940-555-5555 Contact Email: sarahjones@unt.edu								
Special Instructions: Please email the address above when the order ships								
Attachments: Refer to any attachments such as contracts or quotes								
Purpose: This purchase will allow Professor Davis to conduct cutting edge research which could result in grants and national recognition for the UNT System.								
This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.								
Line: 1	Item Description: Dell Desktop Computer	Quantity: 1.0000	UOM: EA	Price: 1,000.00	Line Total: 1,000.00			
Line Status: Pending								
Line Comments:								
Dept. Contact: Sarah Jones Contact Phone: 940-555-5555 Contact Email: sarahjones@unt.edu								
Special Instructions: Please email the address above when the order ships								
Attachments: Refer to any attachments such as contracts or quotes								
Purpose: This purchase will allow Professor Davis to conduct cutting edge research which could result in grants and national recognition for the UNT System.								
Ship Line: 1	Ship To: BSCA 400	Address:	Shipping Quantity: 1.0000					
Attention: Business Services-Gen	Due Date: 2/15/16	UNT System Business Service Center	Shipping Total: 1,000.00					
Ship Via: GROUND	Freight Terms: DESTADD	Send to: invoices@untsystem.edu						
		1112 Dallas Dr., Ste. 4000						
		Denton TX 76205						
		United States						
Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account	Altacct
1	Open	BSCP 400	1.0000	100.00	1,000.00	SY769	53101	7334
Dept	Fund	Class						
922000	200	100						
Open QTY	Open Amt							
0.0000	1000.000							
GL Base Amount	Currency	AM BU	Profile Id	Sequence	Capitalize			
1,000.00	USD	SY769	204	0	N			
Chartfield 1								
830000								
Line: 2	Item Description: Dell Keyboard	Quantity: 1.0000	UOM: EA	Price: 150.00	Line Total: 150.00			
Line Status: Pending								
Ship Line: 1								
Attention: Business Services-Gen	Ship To: BSCA 400	Address:	Shipping Quantity: 1.0000					
Ship Via: GROUND	Due Date: 2/15/16	UNT System Business Service Center	Shipping Total: 150.00					
	Freight Terms: DESTADD	Send to: invoices@untsystem.edu						
		1112 Dallas Dr., Ste. 4000						
		Denton TX 76205						
		United States						
Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account	Altacct
1	Open	BSCP 400	1.0000	100.00	150.00	SY769	53017	7335
Dept	Fund	Class						
922000	200	100						
Open QTY	Open Amt							
1.0000	0.000							
GL Base Amount	Currency	Sequence	Capitalize					
150.00	USD	0	N					
Chartfield 1								
830000								

10. Return to the **Requisition Approval** screen open in the other window.
11. Click the triangle icon  by the **Review/Edit Approvers** section.

[Favorites](#) > [Main Menu](#) > [Worklist](#) > [Worklist](#)



ENTERPRISE INFORMATION SYSTEM
dba0004 on FSTSTU (easapp12) - 02/10/2016 11:06:29
All Search [Advanced Search](#)


Requisition Approval




Business Unit SY769
 Requisition ID 000000143
 Requisition Name Computer for Professor Davis
 Requester Business Services-Gen
 Entered on 02/06/2016
 Status Pending Total Amount 1,150.00 USD
 Priority Medium
 Budget Status Valid

Requester's Justification
 This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.

[View printable version](#)


[Line Information](#) 

[Line Information](#) [Personalize](#) | [Find](#) 
First 1-2 of 2 Last

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
<input checked="" type="checkbox"/>	1  Dell Desktop Computer	SUMMUSINDU-001	1.0000	EA	1000.00000 USD	
<input checked="" type="checkbox"/>	2  Dell Keyboard	SUMMUSINDU-001	1.0000	EA	150.00000 USD	

Select All / Deselect All

Approve
 Deny
 Hold

 **Review/Edit Approvers**

Enter Approver Comments

[Bid Tab Report](#)

[Return to Worklist](#)

- Click the triangle icon  in the **Purchasing Approval** section by **Comments** to view the Buyer comments.

Enterprise Information System | dba0004 on FSTSTU (easapp12) - 02/10/2016 11:06:29 | All Search | Advanced Search


Requisition Approval

Business Unit SY769
 Requisition ID 000000143
 Requisition Name Computer for Professor Davis
 Requester Business Services-Gen
 Entered on 02/06/2016
 Status Pending
 Priority Medium
 Budget Status Valid
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[View printable version](#)

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
1	Dell Desktop Computer	SUMMUSINDU-001	1.0000	EA	1000.00000 USD	
2	Dell Keyboard	SUMMUSINDU-001	1.0000	EA	150.00000 USD	

Select All / Deselect All
 View Line Details | Approve | Deny | Hold

Review/Edit Approvers

Purchasing Approval

Computer for Professor Davis: Awaiting Further Approvals [View/Hide Comments](#) [Start New Path](#)

UNTS Buyer Approval

Approved
 Sullenberger, Barry
 Purchasing Approval
 02/10/16 - 11:03 AM

Comments

UNTS Dept ID - ePro

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

UNTS Department Approval

Pending: Saxon, Randall J (Inserted Approver) → Not Routed: Asher, Donna Brooks (Manager Fiduciary Approval)

Line 2: Pending [Start New Path](#)
 Dell Keyboard

UNTS Department Approval

Pending: Asher, Donna Brooks (Manager Fiduciary Approval)

Enter Approver Comments

[Bid Tab Report](#)

[Return to Worklist](#)

13. Review the **Comments** from the Buyer.

14. Review the **UNTS Dept ID - ePro** section to ensure appropriate approvers are listed.

The screenshot displays the 'Requisition Approval' page in the EIS system. At the top, the header shows 'dba0004 on FSTSTU (easapp12) - 02/10/2016 11:06:29'. The requisition details include Business Unit SY769, Requisition ID 000000143, and Requisition Name 'Computer for Professor Davis'. The status is 'Pending' with a total amount of 1,150.00 USD. The requester is 'Business Services-Gen', entered on 02/06/2016, with a medium priority and valid budget status.

The 'Requester's Justification' states: 'This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.'

The 'Line Information' table lists two items:

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
1	Dell Desktop Computer	SUMMUSINDU-001	1.0000	EA	1000.00000	USD
2	Dell Keyboard	SUMMUSINDU-001	1.0000	EA	150.00000	USD

The 'Purchasing Approval' section shows a 'Computer for Professor Davis: Awaiting Further Approvals' status. A 'UNTS Buyer Approval' is shown as 'Approved' by Barry Sullenberger on 02/10/16 at 11:03 AM. His comment reads: 'I have reviewed the fund and chart fields to ensure accuracy. Fund budgeted for purchase of replacement computer for Dr. Davis.'

The 'UNTS Dept ID - ePro' section shows two lines with pending department approvals:

- Line 1: Pending** (Dell Desktop Computer) - Pending approval from Saxon, Randall J (Inserted Approver) and Asher, Donna Brooks (Manager Fiduciary Approval). Status: 'Not Routed'.
- Line 2: Pending** (Dell Keyboard) - Pending approval from Asher, Donna Brooks (Manager Fiduciary Approval).

At the bottom, there is an 'Enter Approver Comments' field and a 'Bid Tab Report' button.

15. Add comments, if applicable, in the **Enter Approver Comments** field at the bottom of the screen.

This is a close-up view of the 'Enter Approver Comments' field. It features a large text input area with a 'Bid Tab Report' button located at the bottom right of the field.

16. Click **Approve**, **Deny**, or **Hold** as appropriate.

Note: **Hold** places a requisition on hold to allow time for further review, while maintaining the hold on funds.

Requisition Approval

Business Unit SY769
Requisition ID 000000143
Requisition Name Computer for Professor Davis
Requester Business Services-Gen
Entered on 02/06/2016
Status Pending
Priority Medium
Budget Status Valid

Total Amount 1,150.00 USD

Requester's Justification
This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.

View printable version

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
1	Dell Desktop Computer	SUMMUSINDU-001	1.0000	EA	1000.00000 USD	
2	Dell Keyboard	SUMMUSINDU-001	1.0000	EA	150.00000 USD	

Select All / Deselect All

View Line Details Approve Deny Hold

Review/Edit Approvers

Enter Approver Comments

Bid Tab Report

Return to Worklist

- Note:** A Confirmation message will appear on the **Requisition Approval** screen.
17. Click **Return to Worklist** at the bottom of the screen.

Requisition Approval

Confirmation

✓ Computer for Professor Davis has been routed for further approval.

Review/Edit Approvers

Purchasing Approval

Computer for Professor Davis: Awaiting Further Approvals View/Hide Comments

UNTS Buyer Approval

Approved

Sullenberger, Barry
Purchasing Approval
02/10/16 - 11:03 AM

Comments

UNTS Dept ID - ePro

Line 1: Pending
Dell Desktop Computer

UNTS Department Approval

Pending

Saxon, Randall J
Inserted Approver

Not Routed

Asher, Donna Brooks
Manager Fiduciary Approval

Line 2: Approved
Dell Keyboard

UNTS Department Approval

Approved

Asher, Donna Brooks
Manager Fiduciary Approval
02/10/16 - 11:33 AM

Return to Worklist

18. Review the **Worklist** to determine if more requisitions are pending approval.
19. Repeat steps 4-18 until all requisitions remaining on the **Worklist** are complete.

Worklist

Worklist for dba0004: Asher, Donna Brooks

Worklist Filters

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Sullenberger, Barry	12/15/2015	Approval Routing	Approval Workflow	2-Medium	Requisition 6102 SHARE 2015-02-11 11:44:03 Business Unit: SY202-REQ 100000000114	Mark Worked	Reassign
Sullenberger, Barry	02/01/2016	Approval Routing	Approval Workflow	2-Medium	Requisition 6104 SHARE 2016-01-11 11:44:03 Business Unit: SY202-REQ 100000000132	Mark Worked	Reassign