


SOP #: 4.2.3.2	Area: Purchasing
Title: ePro Requisition Approval Process	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: 10-01-2020
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. Login to **myfs.unt.edu** (Not to be confused with myhr.unt.edu – you will not be able to access requisition approvals from myhr.unt.edu).
2. Enter **EUID** and **Password**.
3. 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.

**System Login**

EUID (required)

Password (required)

[Sign In](#)

**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

**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

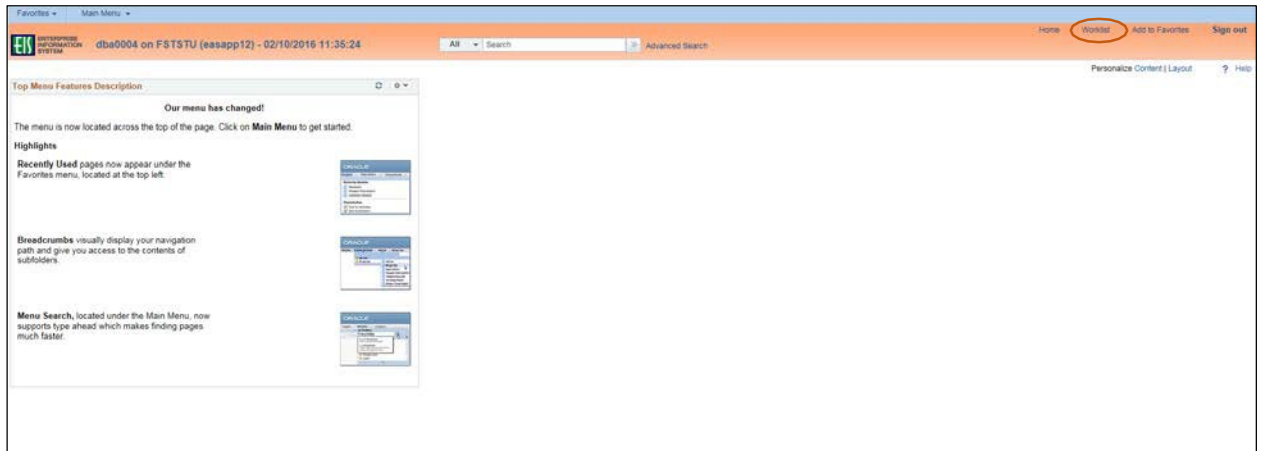
**Note:** Internet Explorer's Compatibility Mode is unsupported in EIS. Turn off this feature in Internet Explorer under Tools > Compatibility Mode Settings.

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

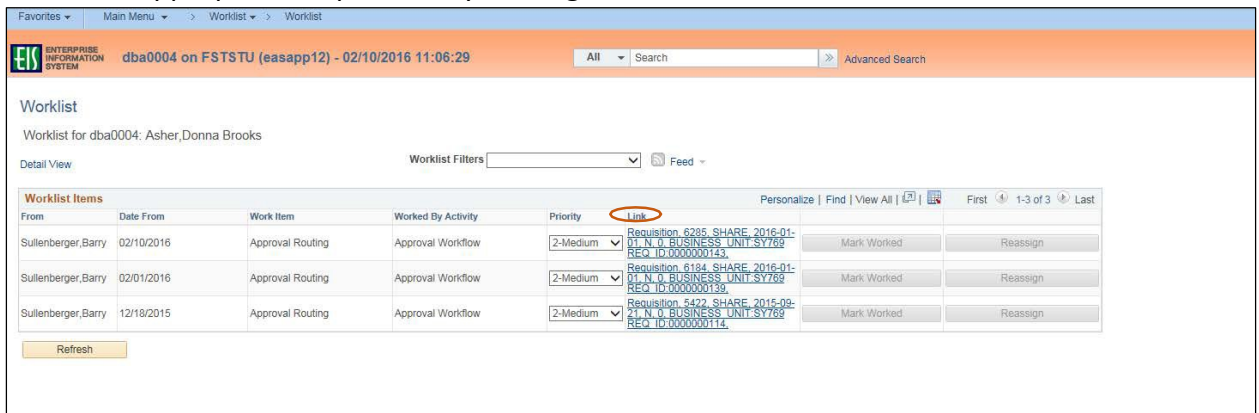
Some documents inside EIS are in PDF format and require the free [Adobe Reader](#) software to open.

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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	

Select All / Deselect All  
 View Line Details Approve Deny Hold

Review/Edit Approvers

Enter Approver Comments

Bid Tab Report

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		<input type="checkbox"/>

Return to Previous Page

9. 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](#)

10. 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.

<b>Business Unit:</b> SY769	<b>Requester:</b> E92200	<b>Status:</b> Pending Approval
<b>Requisition:</b> 000000143	<b>Requested By:</b> Business Services-Gen	<b>Currency:</b> USD
<b>Requisition Name:</b> Computer for Professor Davis	<b>Entered Date:</b> 2/6/16	<b>Requisition Total:</b> 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.

<b>Line:</b> 1	<b>Item Description:</b> Dell Desktop Computer	<b>Quantity:</b> 1.0000	<b>UOM:</b> EA	<b>Price:</b> 1,000.00	<b>Line Total:</b> 1,000.00
					<b>Line Status:</b> 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.

<b>Ship Line:</b> 1	<b>Ship To:</b> BSCA 400	<b>Address:</b>	<b>Shipping Quantity:</b> 1.0000
<b>Attention:</b> Business Services-Gen	<b>Due Date:</b> 2/15/16	UNT System Business Service Center	<b>Shipping Total:</b> 1,000.00
<b>Ship Via:</b> GROUND	<b>Freight Terms:</b> 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

---

<b>Line:</b> 2	<b>Item Description:</b> Dell Keyboard	<b>Quantity:</b> 1.0000	<b>UOM:</b> EA	<b>Price:</b> 150.00	<b>Line Total:</b> 150.00
					<b>Line Status:</b> 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.

<b>Ship Line:</b> 1	<b>Ship To:</b> BSCA 400	<b>Address:</b>	<b>Shipping Quantity:</b> 1.0000
<b>Attention:</b> Business Services-Gen	<b>Due Date:</b> 2/15/16	UNT System Business Service Center	<b>Shipping Total:</b> 150.00
<b>Ship Via:</b> GROUND	<b>Freight Terms:</b> 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

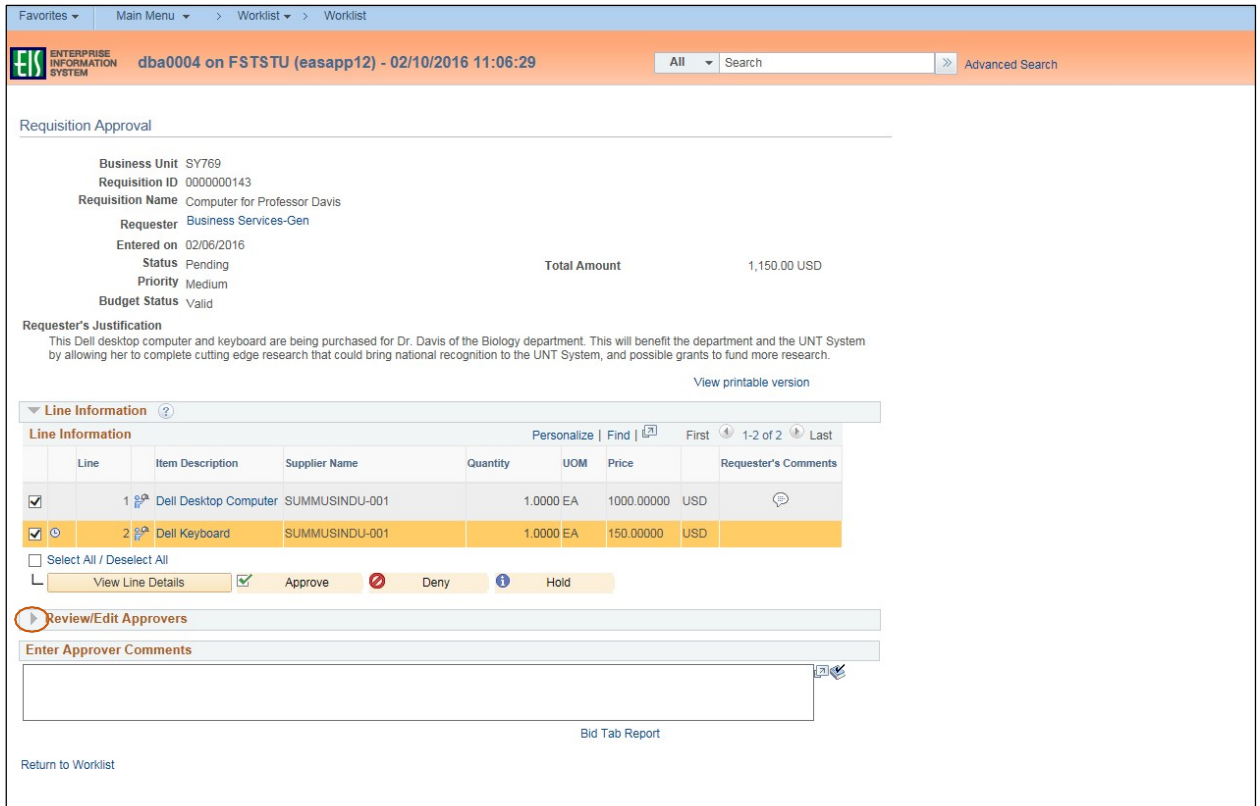
Open QTY	Open Amt
1.0000	0.000

GL Base Amount	Currency	Sequence	Capitalize
150.00	USD	0	N

Chartfield 1
830000

11.10 Return to the **Requisition Approval** screen open in the other window.

12.10 Click the triangle icon  by the **Review/Edit Approvers** section.



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

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
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

13. 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  
 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

**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  
 Dell Desktop Computer | [Start New Path](#)

UNTS Department Approval

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

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

UNTS Department Approval

Pending  
 Asher, Donna Brooks (Manager Fiduciary Approval)

Enter Approver Comments

Bid Tab Report

[Return to Worklist](#)

14. Review the **Comments** from the Buyer.
15. 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 main content area is divided into several sections:

- Requisition Information:** 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.
- Line Information:** A table with columns: Line, Item Description, Supplier Name, Quantity, UOM, Price, Requirer's Comments. It lists two lines: Line 1 (Dell Desktop Computer) and Line 2 (Dell Keyboard).
- Purchasing Approval:** Shows a 'Computer for Professor Davis: Awaiting Further Approvals' status. It includes a 'UNTS Buyer Approval' section with an 'Approved' status by Barry Sullenberger on 02/10/16 at 11:03 AM. A comment follows: 'I have reviewed the fund and chart fields to ensure accuracy. Fund budgeted for purchase of replacement computer for Dr. Davis.'
- UNTS Dept ID - ePro:** Shows approval flows for 'Line 1: Pending' (Dell Desktop Computer) and 'Line 2: Pending' (Dell Keyboard). Line 1 shows a 'Pending' status by Saxon, Randall J. and a 'Not Routed' status by Asher, Donna Brooks. Line 2 shows a 'Pending' status by Asher, Donna Brooks.
- Enter Approver Comments:** A large text input field at the bottom of the screen for providing additional comments.

16. 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, empty text area for input, a 'Bid Tab Report' link at the bottom right, and a small icon in the top right corner of the text area.



17. 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.

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

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  
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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

Enter Approver Comments

Bid Tab Report

Return to Worklist

- Note:** A **Confirmation** message will appear on the **Requisition Approval** screen.
18. 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

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

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

Worklist

Worklist for dba0004: Asher, Donna Brooks

From	Date From	Work Item	Worked By Activity	Priority	Link		
Sullenberger, Barry	12/15/2015	Approval Routing	Approval Workflow	2-Medium	Requisition 6222 SHARE 2015-02-11: UNTS Business: UNTS Dept ID - ePro: M3000000114	Mark Worked	Reassign
Sullenberger, Barry	02/01/2016	Approval Routing	Approval Workflow	2-Medium	Requisition 6184 SHARE 2016-01-01: UNTS Business: UNTS Dept ID - ePro: M3000000132	Mark Worked	Reassign