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.
4. Click **Worklist** on the top right of the screen.

![Worklist screenshot]

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

![Requisition screenshot]
6. 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.

7. Click **View** to view attachments when attachments are available.
8. Click **Return to Previous Page** to return to the **Requisition Approval** screen.
9. Click the **View Line Details** button to review the Requisition Details screen. **Note:** The Requisition Details screen will open in a separate window.
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.
11. Return to the **Requisition Approval** screen open in the other window.
12. Click the triangle icon by the **Review/Edit Approvers** section.
13. Click the triangle icon in the Purchasing Approval section by Comments to view the Buyer comments.
14. Review the Comments from the Buyer.

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

16. Add comments, if applicable, in the Enter Approver Comments field at the bottom of the screen.
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.
**Note:** A Confirmation message will appear on the Requisition Approval screen.

18. Click Return to Worklist at the bottom of the screen.

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.