Requisition Approvers
Accessing the Worklist

- ePro Approvers must access Worklist via PSFIN Core System (Requisitions do not open in the Self-Service portal)
- Worklist link in top right corner
# Accessing the Worklist

The image shows a web interface for accessing worklists. The interface includes a table titled "Worklist Items" with columns for "From", "Date From", "Work Item", "Worked By Activity", "Priority", "Link", and additional columns for personalization and viewing options.

### Worklist Items

<table>
<thead>
<tr>
<th>From</th>
<th>Date From</th>
<th>Work Item</th>
<th>Worked By Activity</th>
<th>Priority</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester 35</td>
<td>03/09/2015</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>2-Medium</td>
<td><a href="#">Link</a> [UR#:8611681][UR #:8611681][UR #:8611681]</td>
</tr>
<tr>
<td>Requester 35</td>
<td>03/09/2015</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>2-Medium</td>
<td><a href="#">Link</a> [UR#:8611681][UR #:8611681][UR #:8611681]</td>
</tr>
</tbody>
</table>

The interface also includes options for personalization, finding, viewing, and other actions.
Requisition Approval Page
Rubbermaid - Utility/Service Cart - Service Cart, 500 lb Cap. (250 lbs per shelf), Tan

No Image Available

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req Price</td>
<td>104.00000</td>
</tr>
<tr>
<td>Item ID</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Mailroom Furniture: Bins, Boxes, Carts, Consoles (Including</td>
</tr>
<tr>
<td>Supplier</td>
<td>OfficeMax North America, Inc.</td>
</tr>
<tr>
<td>Supplier Item ID</td>
<td>E9450088BEIG</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>N/A</td>
</tr>
<tr>
<td>Mfg Item ID</td>
<td>450088BEIG</td>
</tr>
</tbody>
</table>

Return to Previous Page
### Requisition Approval Page

**Business Unit:** 40000  
**Requisition:** 00005000189  
**Requestor:** ITIBERREQUES003  
**Requested By:** Requester 35  
**Status:** Pending Approval  
**Currency:** USD  
**Requisition Total:** 363.87

#### Line 1
- **Item Description:** Rubbermaid - Utility Service Cart - Service Cart, 500 lb Cap. (250 lbs per shelf), Tan  
- **Quantity:** 1.0000  
- **UOM:** EA  
- **Price:** 104.90  
- **Line Total:** 104.90

<table>
<thead>
<tr>
<th>Dept</th>
<th>Fund</th>
<th>Program</th>
<th>Class</th>
<th>Budget Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>2510100</td>
<td>109500</td>
<td>111000</td>
<td>116000</td>
<td>2915</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GL Base Amount</th>
<th>Currency</th>
<th>Sequence</th>
<th>Capitalizer</th>
</tr>
</thead>
<tbody>
<tr>
<td>104.00</td>
<td>USD</td>
<td>0</td>
<td>N</td>
</tr>
</tbody>
</table>

#### Line 2
- **Item Description:** Rubbermaid - Heavy-Duty Plastic Utility Cart - Service Cart, 600 lb Cap., Tan  
- **Quantity:** 1.0000  
- **UOM:** EA  
- **Price:** 256.97  
- **Line Total:** 256.97

<table>
<thead>
<tr>
<th>Dept</th>
<th>Fund</th>
<th>Program</th>
<th>Class</th>
<th>Budget Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>2510100</td>
<td>109500</td>
<td>111000</td>
<td>116000</td>
<td>2915</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>GL Base Amount</th>
<th>Currency</th>
<th>Sequence</th>
<th>Capitalizer</th>
</tr>
</thead>
<tbody>
<tr>
<td>256.97</td>
<td>USD</td>
<td>0</td>
<td>N</td>
</tr>
</tbody>
</table>
Requisition Approval Page

Department and Proj. Approval

Line 1: Pending
Rubbermaid - Utility/Cart - Service Cart, 600 lb Cap (260 lbs per shelf), Tan
Pending
Diane EIMIZE White
Req-Dept Mgr-Line Level

Line 2: Pending
Rubbermaid - Heavy-Duty Plastic Utility Cart - Service Cart, 600 lb Cap, Tan
Pending
Diane EIMIZE White
Req-Dept Mgr-Line Level

Buyer Approval - NonCatalog

Requisition 000065000288 - Awaiting Further Approvals
Buyer Approval
Not Routed
Multiple Approvers
Buyer Approval

[Diagram of Requisition Approval Page]
<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Supplier Name</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rubbermaid - Utility/Service...</td>
<td>OFFICE-CAT-001</td>
<td>1.000000</td>
<td>EA</td>
<td>104.0000 USD</td>
</tr>
<tr>
<td>2</td>
<td>Rubbermaid - Heavy-Duty Plas...</td>
<td>OFFICE-CAT-001</td>
<td>1.000000</td>
<td>EA</td>
<td>259.8700 USD</td>
</tr>
</tbody>
</table>

Select All / Deselect All

View Line Details

Approve
Deny

Enter Approver Comments

Return to Worklist
Denying a Requisition

- Must include a comment explaining why Requisition is denied
- If something needs correcting, include instructions in the comments and tell the Requester to resubmit
- If needing to deny a requisition line, go ahead and deny all lines
  - In comments, indicate which line is actually denied and if it can be corrected/resubmitted
  - Inform Requester to resubmit other lines after correcting or removing the denied line
Inserting Ad-Hoc Approvers

Department and Proj. Approval

Line 1: Initiated
Rubbermaid - Utility/Service Cart - Service Cart, 500 lb Cap. (250 lbs per shelf), Tan

Not Routed
Diane Eleanor White
Req-Dept Mgr-Line Level

Line 2: Initiated
Rubbermaid - Heavy-Duty Plastic Utility Cart - Service Cart, 500 lb Cap., Tan

Not Routed
Diane Eleanor White
Req-Dept Mgr-Line Level
Requisition Push-Back

- Only certain approvers have this option
- Allows an approver to send a Requisition back to the previous approver
- Must include comments as to why you are pushing the requisition back
Assign an Alternate Approver

General Profile Information

Password
Change password
Change or set up forgotten password help

Personalizations
My preferred language for PIA web pages is: English
My preferred language for reports and email is: English
Currency Code
Default Mobile Page

Alternate User
If you will be temporarily unavailable, you can select an alternate user to receive your routings.
Description
From Date (example: 12/31/2000)
To Date (example: 12/31/2000)