Approving Requisitions: First Approver

Introduction

After the requester completes and submits the requisition, an email will be sent to the First Approver notifying them they have a requisition to review.

Procedure

1. Click the **Message link** from the Approval Request notification email.
2. Log in with your **ID** and **password**.
3. To view requisition information, click the **Select All/Deselect All** option.
4. Click the **View Line Details** button.
5. The requisition information displays. Click the **Close** button on the tab or window when the review is complete.
6. If a requester has left comments a comment bubble will appear. Click on the **Comments** bubble.
7. Comment information displays. Click the **Return to Previous Page** link when finished viewing.
8. Enter the desired information into the **Enter Approver Comments** field.

NOTE: Comments are required when denying a requisition.

9. Click the **Approve** or **Deny** button.
10. Once the first approver has reviewed the requisition, the approval path will indicate Approved or Denied. If a second approver is in the approval path, then an email will be sent to the new approver on the path.
11. **End of Procedure.**

A requisition has been entered which requires you to Approve or Deny it.

Requester Employee ID:17945958
Requisition ID: 0000007763
Requisition Name: 0000007763
Date: 2016-08-04

Click the link below to logon to SMU Financials. Upon logon you will be taken directly to the page to approve or deny the requisition.
https://fsdev.smu.edu/psp/fsdev/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL.GBL?
Action=U&BUSINESS_UNIT=SMETH&REQ_ID=0000007763

An example of email sent to approver.