

REQUISITION APPROVALS

Requisition approval options:

1. Email approval
2. Approval within Requisition Approval program
3. Approval within Requisition Entry program

Option 1: Email Approval

In your Inbox an approval email will appear as below after your bookkeeper releases a requisition.

fcps.munis@fayette.kyschoo... Pending requisition approval

Click on the link to **Approve** or **Reject** or click **Additional information** then **Approve** or **Reject**.

From: fcps.munis@fayette.kyschools.us [mailto:fcps.munis@fayette.kyschools.us]
Sent: Monday, October 03, 2016 3:39 PM
To: Garrett, Jill
Subject: Pending requisition approval

User 916 3 has entered the requisition 5025 (fiscal year 2017) for department 702 with the commodity code and a general description of test of 11.2.

This requisition can be accessed for approval in the Requisition Approval program in MUNIS.

To update this item within Munis use these links:

[Approve](#)
[Approve with comment](#)
[Reject](#)
[Forward](#)
[Hold](#)
[Additional Information](#)

Option 2: Approval within MUNIS Requisition Approval program

Open **Requisition Approvals**. Your pending approvals will be listed.

Tyler Menu

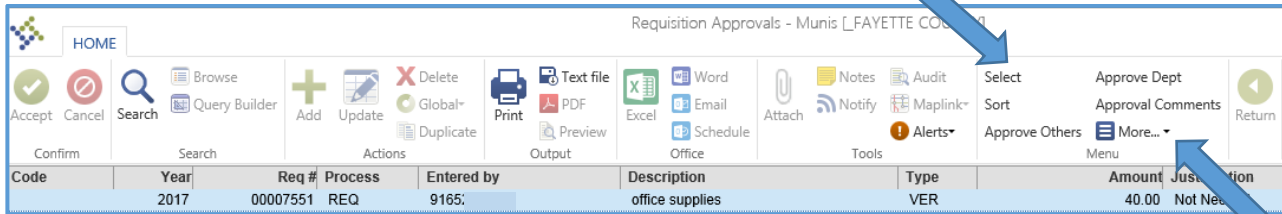
Search

MANAGER

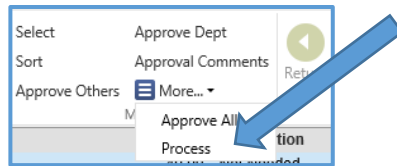
Time & Attendance Entry
Employee Master
Employee Accruals
Account Inquiry
Requisition Approvals ←

REQUISITION APPROVALS

Click **Select** on the right side of the ribbon.



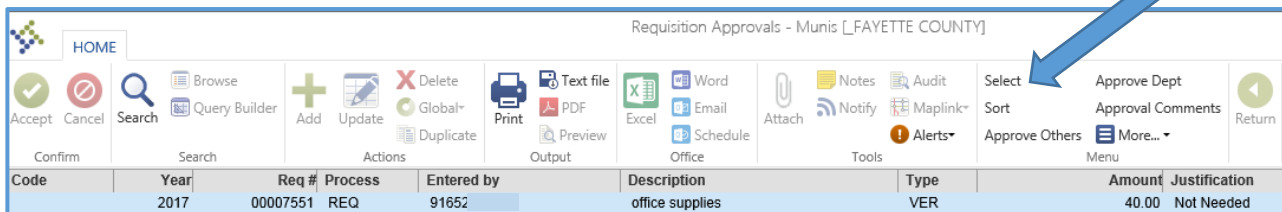
- Click the drop down in the Code column to select **Approve** or **Reject**. Click **Accept**.
- To select Approve for all requisitions in the list click **More** and **Approve All** then **Accept**.
- Click on **More** on the right side of the ribbon and select **Process** to finalize the approval.



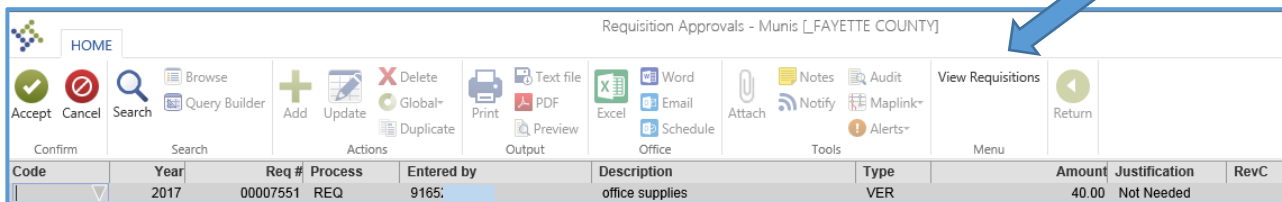
Option 3: Approve within actual requisition

Open the **Requisition Approval** program as shown above in option 2 from your Manager menu.

Click **Select** from the right side of the ribbon.



Click **View Requisitions** to open the actual requisition and review details.



When ready to approve or reject the requisition scroll to the bottom of the screen and click **Approve** or **Reject**.

