

## eFinancePLUS – Approving a Requisition

Each approver will get an email message with a URL link to go directly to the Requisition Approval Screen.

### Requisition Needs Approval

WFAdmin@ties.k12.mn.us

Sent: Thu 12/7/2017 2:24 PM

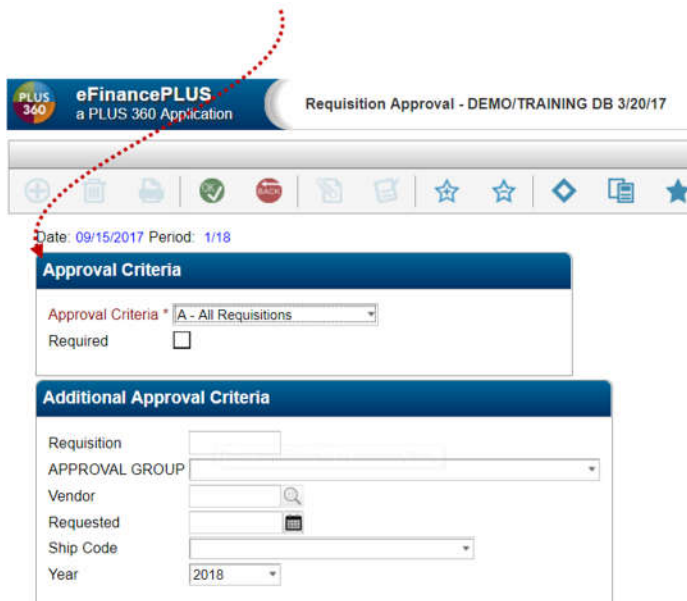
To:

Requisition # R180017, to vendor 005981 (R180017) - OFFICE SUPPLY (R180017), \_requested by ELIZABETH PROVENZA (R180017) needs your approval. To review and take action on this request, please click on the following link.

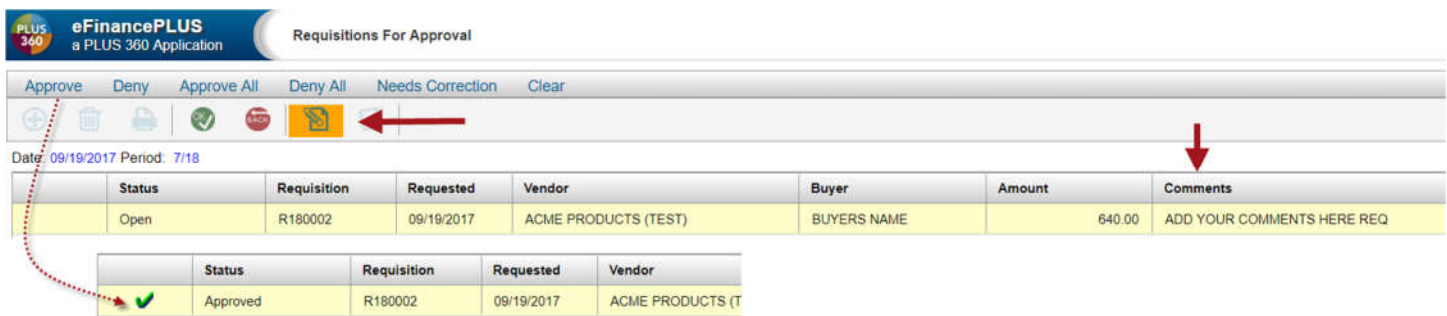
[https://app-dev.efp.tiescloud.net/wkf51/req/finplus51\\_0925?Arg=finplus51\\_0925&Arg=1&Arg=A&Arg=Y](https://app-dev.efp.tiescloud.net/wkf51/req/finplus51_0925?Arg=finplus51_0925&Arg=1&Arg=A&Arg=Y)

The approver also has the option, thru eFPLUS, to navigate to the REQ approval screen to display and approve the Requisition(s).

Purchasing > Entry & Processing > Requisition Processing > Approve/Deny Requisitions



To perform the Approval, click on the appropriate button on the top of the screen (Approve, Deny or Needs Correction) and then click “OK”. If the requisition has multiple line items, each line item can be marked as Approve, Deny or Needs Correction. All lines need to be approved before the requisition will be converted to a purchase order.



A sample report showing the approvals:

TIES		INDEPENDENT SCHOOL DISTRICT			PAGE NUMBER: 1
DATE: 09/19/2017		REQUISITION APPROVAL/DENIAL			MODULE NUM: REQAPPR11
TIME: 10:15:05		RUN BY: marquis			INFO: ALL RECORDS
SELECTION CRITERIA: requisit.yr='18'					
APPROVAL GROUP	REQ NUMBER	LINE ITEM	STATUS	AMOUNT	ERROR MESSAGE
HIGH SCHOOL	R180002	1	A	250.00	
		2	A	390.00	
			TOTAL	640.00	

The routing of requisition to purchase order is as follows:

Requisition Created > Budget Manager Approves > Business Office Approves > Converted to Purchase Order > Executive Director Business Services Approves > PO Printed > PO sent to creator of requisition.

## eFinancePLUS – Reviewing a Requisition

Purchasing > Entry & Processing > Requisition Processing > Requisitions

Highlight the requisition to review and select **OK**

**eFinancePLUS**  
a PLUS 360 Application

Requisition Listing

Print Requisitions Set Period Budget Transfers Budget Adjustments

Date: 09/19/2017 Period: 7/18

**Search Criteria**

Year: 2018 Recommended Vendor:

Requisition:  Ship To:

Buyer:  APPROVAL GROUP:

Date Requested:  Attention:

Date Required:  Status:

Find Advanced

Requisition	Date	Fiscal Year	Vendor #	Vendor Name	Buyer	APPROVAL GROUP	Amount	Status	In...
R180001	09/19/2017	2018	00001	ACME PRODUCTS (TEST)	BUYERS NAME	OHS	640.00		
R180002	09/19/2017	2018	00001	ACME PRODUCTS (TEST)	BUYERS NAME	OHS	640.00		
R180003	09/19/2017	2018	00001	ACME PRODUCTS (TEST)	BUYERS NAME	OHS	640.00		
R180004	09/19/2017	2018	00001	ACME PRODUCTS (TEST)		OHS	5.00		

### Requisition Detail:

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Requisition Information - R180002

Add Item

Date: 09/19/2017 Period: 7/18

Attachment icon is highlighted

Header Line Item (1 of 2)

**General Information**

Requisition \* R180002 ☐ Continuous

APPROVAL GROUP \* OHS - HIGH SCHOOL

Requested 09/19/2017

Required

Vendor 00001  Alternate Order Address

Vendor Address ACME PRODUCTS (TEST)  
123 ELM STREET  
UTOPIATOWN MN 54689

Enable Full Account View

Freight

Comments ADD YOUR COMMENTS HERE REQ  
R180001

Buyer BUYERS NAME

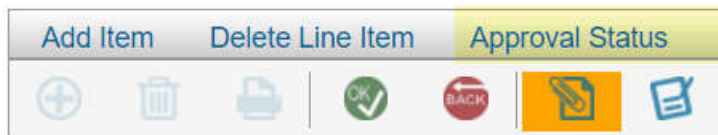
Attention ATTENTION TO FREE FORM TEXT

Ship To \* ZLOC - TEST LOCATION  
DO NOT USE

Notes icon appears

Item	Description	Quantity	Price	Total	BUDGET CODE	Account	Status
1	STOCK NUMBER: LINE ITEM 1 ON REQUI	1.00	250.0000	250.00	01005010000000	401	Open
2	123-87956 WATERCOLOR PAINTS, 12 COI	6.00	65.0000	390.00	01005010000000	401	Open

Select a requisition Line, and on the toolbar, a selection for Approval Status will display as follows:



Requisition Status:

Requisition Approval -

Req Number R180002
Line No 1

Level/Code	Approver	Action Date	Action	Required	Comments
2			O - No Action	Y - Yes	

**Approval History**

Date	Time	Level/Code	Approver	Action Date	Action	Required	Comments
09/19/2017	08:44:50	2			O - No Action	Y - Yes	REQUISITION ADDED - ROUTED FOR APP

Back