How To Approve a Requisition

The following steps will show approvers how to find and approve requisitions pending their approval in PeopleSoft. To sign in as an approver, users must have access to PeopleSoft’s ePro module.

Note: Purchases are made using taxpayer dollars and grant funding, so approvers are set in place to make sure all purchases are properly submitted, necessary, and allowable.

1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
   a. NOTE: Do not click the GFM Shopper Access tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.
3. In the NavBar menu, click Navigator > eProcurement > Manage Requisition Approvals.
4. On the next page, click Search (you do not need to clear out any of the values). Any requisitions pending your approval will appear (as shown below).
5. Click on a requisition ID to bring up more information about that requisition. Upon review, you can approve or deny it*.  
   
   *If you are denying a requisition, you must leave a comment noting why (missing documentation, not an allowable purchase, etc.).

6. Once you select an action, you will be redirected to a page that confirms your selection. If you have more requisitions to review, scroll to the bottom of page and click Return to Approve Requisitions or Previous/Next in List.

If you have any questions, please contact purchasing@kennesaw.edu.