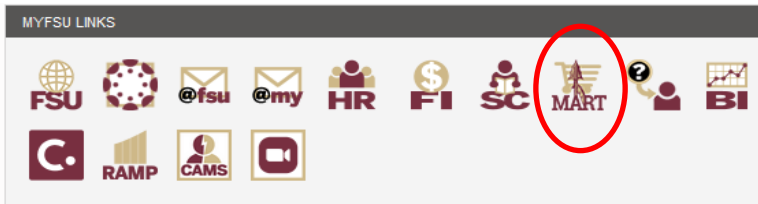


Overview

You will receive an email notification when a requisition has been submitted for any budget or category that you are set up to approve. There are two ways you can approve the requisition.

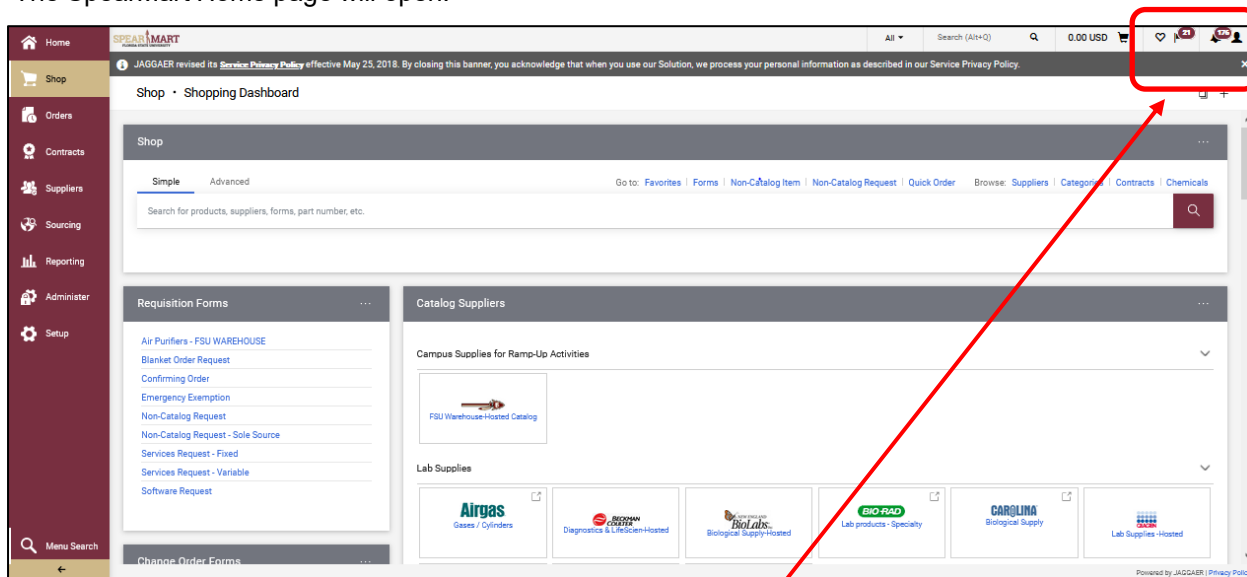
1. Go into SpearMart to approve.
2. Approve via the notification email.

Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



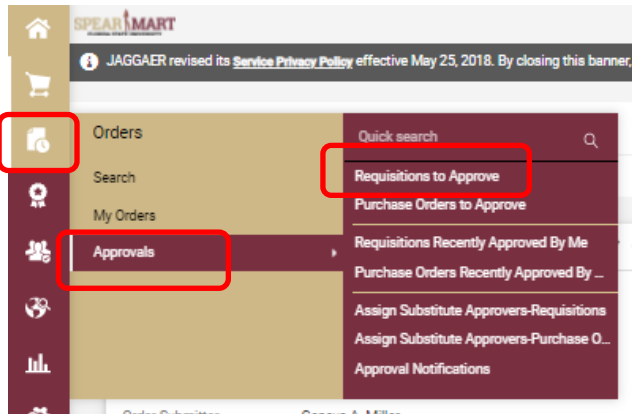
Method 1: SpearMart approvals

The SpearMart Home page will open.

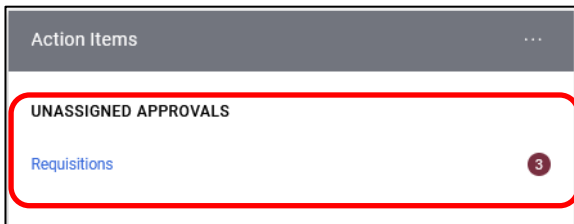


There are several ways you can get to requisitions that are pending your approval. The first method is at the very top of the page. There are notification flags and a notification bell.

1. Click the notification flag to get the notifications OR click the **"My approvals"** link OR the click the left side Documents search menu, then click **"Approvals"**.
 - a. View of top notification flag method. Click the flag as shown above.
 - b. View of left Document Search method. If you click on **"Approval Notifications"**, you will get to the same place to select a requisition to approve.

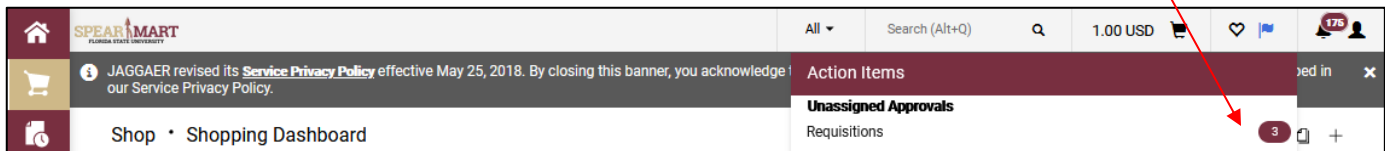


c. On the bottom of the Shopping Home page, under the "Action Items" widget, click on Unassigned Approvals since this particular Approver is in a pool where other Approvers are in the pool.



For this example, the top notification flag is selected.

Click the flag at the top to get the requisitions window to pop up. Click on the word, "Requisitions".



Folders will pop up as shown below. Click the arrow to open the folder.

If you are one of several approvers that approve for the department, you are seeing the same requisitions as other approvers set up for the Dept ID or Project identified in the folder name.

This example shows this approver having multiple folders where they are an assigned approver.



If you have more than one folder, click the arrow to the left of the folder name and a list will open up with all the requisitions pending approval at your level.

Total Results 33 Display 20 per folder

- > MY PR APPROVALS 10
- > 039000 1
- 40000 3

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUESTER	AMOUNT
155443774	FULL PRESS APPAREL	Dana C. Davis	3/16/2022 7:35 AM	Kimberly L. Dodson	828.90 USD
Requisition Name		2201268/098 Full Press	Folders	6 Days in folder [My PR Approvals]	
No. of line items		4	6 Days in folder [040000]		
155446149	NEMETSCHKE VECTORWORKS INC	Not Assigned	3/16/2022 8:45 AM	Kimberly L. Dodson	2,959.00 USD
Requisition Name		2201268/089 Vector Works	Folders	0 Days in folder [040000]	
No. of line items		1			
155660749	CONNIE LILES AUTO PARTS	Not Assigned	3/22/2022 8:57 AM	Kyler Singletary	133.52 USD
Requisition Name		PR 48283_ Connie Liles	Folders	0 Days in folder [040000]	
No. of line items		4			
This PR has notes		✓			

To select to review and approve, click the requisition number or name link.

040000 3

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUESTER	AMOUNT
155443774	FULL PRESS APPAREL	Dana C. Davis	3/16/2022 7:35 AM	Kimberly L. Dodson	828.90 USD
Requisition Name		2201268/098 Full Press	Folders	6 Days in folder [My PR Approvals]	

The selected requisition will open up so you can now review the requisition to determine if you can approve it or if changes are required prior to approval.

Requisition • 155443774

Summary PO Preview Comments Attachments 1 History

You are reviewing a requisition currently assigned to the approver Dana C. Davis

Assign To Myself

Pending

Total (828.90 USD) >

What's next? >

General Shipping Billing

Status Pending Ship To Bill To

Assign to myself: There may be more than one approver for the requisitions pending in the folder, so the first step is to ensure the Available actions box has **"Assign to myself"** showing. Click the box to assign the requisition to yourself and remove it from the shared approval folder.

Note: The other approvers will no longer see this requisition in their list once you have assigned it to yourself. If you decide you do not want to take action on a requisition that you have assigned to yourself, you can return it to the shared approver folder by selecting **"Return to Shared Folder"** to allow another approver to see the requisition, assign it to themselves, and take appropriate action.

Approvers should review the requisition to ensure that the items on the requisition are for business use, an appropriate budget is being used or the items authorized on that particular budget, and that the requisition has the appropriate information in it prior to approval.

Step 1: Review accounting codes to ensure budget used is correct. There are two places where accounting information is found. The first **"Accounting Codes" section** is in the header and will apply to all items unless the line accounting has been updated.

Accounting Codes

Values vary by line.

Business Unit GL	Location	Department ID	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	FAC-Work Order	FAC-Phase	FAC-Inventory Part
FSU01	0223A1400A UNIVERSITY CENTER - BLDGA1400A	027000 Procurement Services	110 E&G General Revenue	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value

In the above example, there is a note that states, **Accounting Codes "values vary by line"** which means that the budgets have been changed at the line level. You will need to scroll down to view the line item(s) to view any budget information. Note: The line accounting overrides the header Accounting Codes.

PUBLIX SUPER MARKETS · 1 Item · 250.00 USD

SUPPLIER DETAILS LAKELAND FL-ACH: 800 OCALA RD, TALLAHASSEE, FL...

PO Number To Be Assigned

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Supplier to provide training on food safety, proper food handling techniques, and customer service.			250.00	Qty: 1	250.00

ITEM DETAILS

Contract: no value Internal Note: no value

Account: 740272 Employee Training External Note: no value

Commodity Code: 86000000 / Education/ Training Services (740272)

ACCOUNTING CODES Values have been overridden for this line

Business Unit GL	Location	Department ID	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	FAC-Work Order	FAC-Phase	FAC-Inventory Part	% of Price
FSU01	0223A1400A UNIVERSITY CENTER - BLDGA1400A	027000 Procurement Services	110 E&G General Revenue	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	50%
FSU01	0223A1400A UNIVERSITY CENTER - BLDGA1400A	227000 Nat'l High Magnetic Field Lab	110 E&G General Revenue	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	50%

When the line accounting codes open you can see that accounting line #1 is not within your approval, so you do not have to take action on that line unless the accounting codes seem to be incorrect. Accounting Line #2 is on a budget that you are set up as the approver on, so when you take action on this requisition, you will only be approving or returning this accounting line.

If you want to see more detail on the items being purchased, you can click on the "more info" link under the description of the item being reviewed. This link will open the form that the requester used. Once you have reviewed the requisition you can take the following actions.

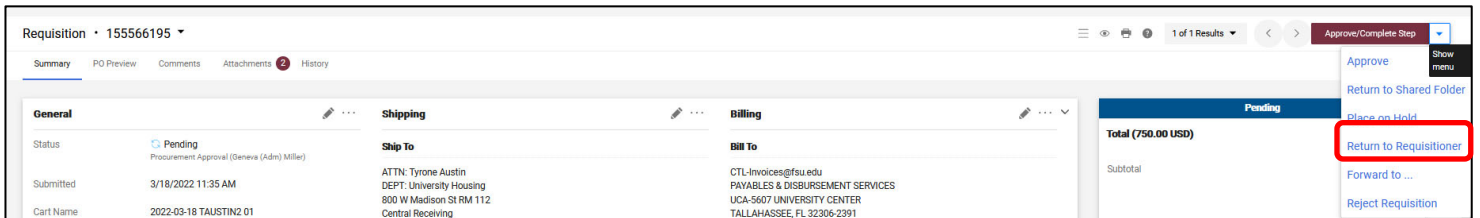
Step 2: Review the items being purchased and ensure the budget(s), commodity codes and item information is correct, purchase is allowable on the type of budget, and the purchase is for official business and should be approved.

Available Actions for Approvers to take with requisitions:

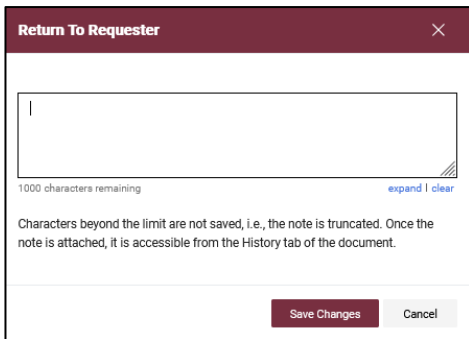
- 1. Approve:** If you agree that the requisition is valid and the budget information is correct and you want to approve the requisition, go to the **"Available Actions"** box at the top of the requisition and select **"Approve/Complete Step"** from the list, then click **"Go"**. This will approve the requisition and send it to the next level of approval.



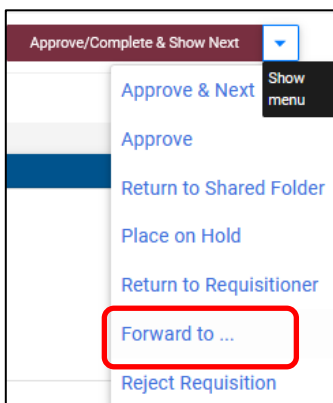
- 2. Return to Requester:** If you need the Requester to correct the description, price, budget, or any other portion of the requisition, you can select **"Return to Requester"** in the **"Available Actions"** drop down.



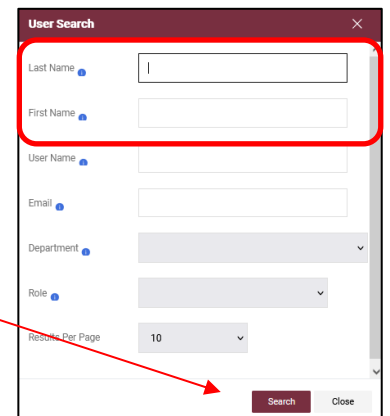
You will get a popup comment box so you can enter a note to the Requester (see below). Once you enter the note of what needs changing, click **"Save Changes"** and the requisition will go back and they will get a notification.



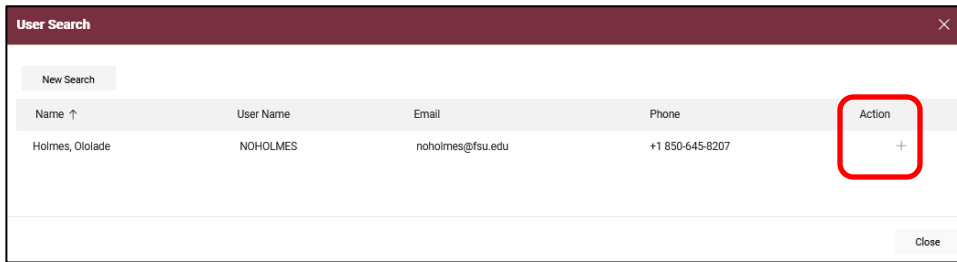
- 3. Forward to another approver:** If you need another approver that is not in the pool of approvers for the department or project to review and approve the requisition, you can forward the requisition to them. You would select **"Forward to..."** in the **"Available Action"** box and then select that individual from the search box. The person must be an Approver for you to take this action.



Once you click **"Forward to..."** a search box will come up. Enter the person's first and last names and click **"Search"**, then select them from the list (see below).

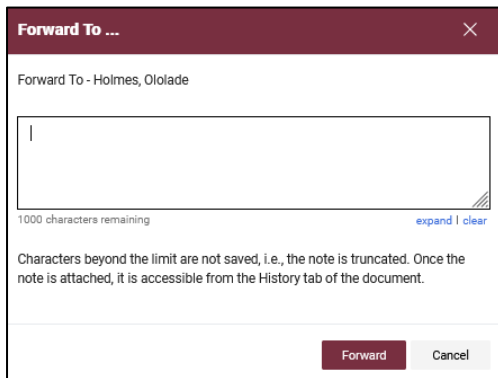


Click the “+” sign to select the approver.



Name ↑	User Name	Email	Phone	Action
Holmes, Ololade	NOHOLMES	nholmes@fsu.edu	+1 850-645-8207	+

Once a name is selected, you will need to enter a note and then click “Forward” to complete this action.



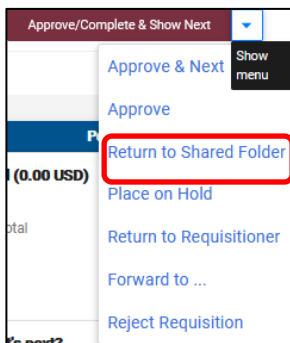
Forward To - Holmes, Ololade

1000 characters remaining [expand](#) [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Forward Cancel

4. **Return to Shared Folder:** If you determine you don't want to take any action on the requisition, you can return the requisition to the approval folder. Select **"Return to Shared Folder"** in the **"Available Actions"** drop down.



- Approve & Next Show menu
- Approve
- Return to Shared Folder**
- Place on Hold
- Return to Requisitioner
- Forward to ...
- Reject Requisition

Take the appropriate action and once you have done that, you can move on to the next one or sign out of the system!

Method 2: Email approvals

Approving from the email notification:

Open the email notification when received. Scroll to the bottom of the email for the section titled: "**Ready to approve, reject or assign this document to yourself?**"



Approver Role Request Approval Request for Requisition# 156687549

Dear Geneva (Adm) Miller,

The requisition listed below has been submitted for your approval.

Summary

Folder:	Approver Role Request
Order Submitter:	Jania S. Kadar
Cart Name:	2022-04-14 JS07H 02
Requisition No.:	156687549
Priority:	Normal
No. of line items:	1
TOTAL:	0.00 USD

Details

Procurement Services

Approver Role Request

Form Type: UserRoleRequest

Item 1

Description:	Approver Role Request
Catalog Number:	
Quantity:	1
Unit Price:	0.00 USD
Ext. Price:	0.00 USD
Size/Packaging:	
Commodity Code:	99999999 (740231)

Account:
740231 - Svcs Prof Other

FORM TOTAL:	0.00 USD
TOTAL:	0.00 USD

Accounting Codes

Accounting Codes

Business Unit GL: FSU01 : Florida State University
Location: 00171033 : JOHNSTON BUILDING1033
Department ID: 197000 : Art Education
Fund: 110 : E&G General Revenue
PC Business Unit: –
Project-Activity: –
Source Type: –
Category: –
Subcategory: –
Chartfield 1: –
Chartfield 2: –
Chartfield 3: –
Budget Reference: –
FAC-Work Order: –
FAC-Phase: –
FAC-Inventory Part: –

Procurement Information

Buyer

Procurement Officer: –
Email: –
Phone: –
OPRID: –

Ready to approve, reject or assign this document to yourself?

Take

Action

Click on **'Take Action'** to review attachments, internal notes, and other details about the requisition.

The below window will open.



Requisitions: 156687549

Owner:	Jania S. Kadar
Total:	0.00 USD
Discount:	0.00 USD
Tax1:	0.00 USD
Tax2:	0.00 USD
Shipping:	0.00 USD
Handling:	0.00 USD
Priority:	Normal
No. of line items:	1
Suppliers:	Procurement Services
Assigned To:	Not Assigned

> Shipping

> Billing

> Internal Notes and Attachments

> External Notes and Attachments


> Line Items


> Other Approvers

2

Actions

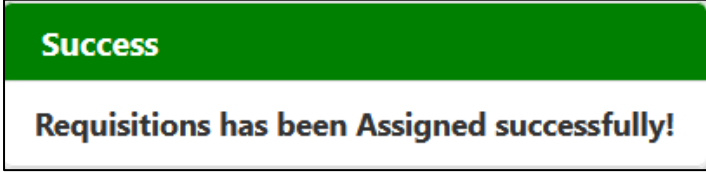
Comment

 **Assign to myself**

 **Approve**

Click "Assign to myself" to ensure none of the other approvers in the shared approval folder for this requisition have access to take action.

You will see a box pop up showing that you have assigned the cart successfully.



From there, the following options appear for you choose from. In this example, we will select "Approve."

Actions

Comment

 Approve
 Return to Shared Folder
 Return to Requester
 Forward to...
 Reject/Cancel

Congratulations! You have approved a requisition through an email.