**Reassigning Requisitions Routed to the ePro Admin Job Aid**

This job aid is designed to help you monitor Workflow and reassign the requisitions routed to the ePro Admin.

1. Log into **PeopleSoft Financials**.
2. Select **Set Up Financials/Supply Chain**.
3. Select **Common Definitions**.
4. Select **Approvals**.
5. Select **Monitor Approvals**.
6. In the **Approval Process** field, enter/select **Requisition**.
7. Specify your institution’s SetID.
8. In the **Approver** field, enter/select the **ePro Admin’s ID**.
9. Click the **Search** button.
10. In the Search results, sort by status by clicking on the **Status** column header and locate any rows with a **Pending** status.
11. Select the **Requisition ID** link for a Pending row.
12. Review where the requisition skipped an approval step and the reason why it skipped approval (under **Line Dept and Project Approval**).
13. Work with your Local Security Admin and Purchasing office to determine if the correct approver has the appropriate roles and setup.
14. After resolving the issue (or determining who the correct approver should be), you can reassign the Requisition by enter/selecting the **Approver** the requisition should be reassigned to (in the **Reassign Pending Tasks** group box).
15. You can reassign from this page by:
	1. Selecting the **Approver’s** name
	2. Then populating the **Reassign To** field with the new approver
	3. Clicking the **Reassign** button.
16. Click the **Reassign** button.
17. You will receive a confirmation of successful reassignment.
18. You can reassign multiple lines simultaneously to the same approver by selecting lines on the **Monitor Approvals/Search** page, and populating the “**Approver**” and “**Reassign To**” fields along with any necessary comments, then clicking on the “**Reassign Selected**” button. Make sure you do not include any slashes (/) in the comments section. The new approver will receive an email notification of the assigned transaction.
19. Search for the reassigned requisition on the **Monitor Approvals** page to verify it is no longer assigned to the ePro Admin.