Step-by-Step Guide
Approving Requisitions

In This Guide

- View approval queues
- Review approval requests
- Review/add comments
- View past approvals

Procedure

1. From the home screen, there are two ways to view documents in need of review. You can either select the Requisitions link within the Approvals section of the Action Items window (shown to the right), or select the Requisition tab under the Approvals window.

2. The Requisition tab under the Approvals window displays all documents awaiting your review/approval. As an approver, your approval queues are based on the organization specified on the transaction as shown in the following example:

   When requisitions are routed to a queue for approval, they are in an “unassigned” state, as multiple approvers can be assigned to a single queue.
3. To move a transaction to the “My Requisition Approvals” queue, where you are the only approver who can edit/approve the transaction, select the Assign link from one of your approval queues.

4. The transaction is moved to the “My Requisition Approvals” queue, preventing other approvers in the same queue from either approving the transaction or assigning it to their personal approval queue. Note, the transaction is still shown in the original queue, as well as “My Requisition Approvals”; however, the transaction is assigned to you and can not be edited by others on the approval queue.
5. To view transaction details, select the **Transaction ID** link.

- **My Requisition Approvals**
  
  **Requisitions Found:** 1
  
<table>
<thead>
<tr>
<th>Requisition No.</th>
<th>Active</th>
<th>Normal</th>
<th>5/4/2012 10:16</th>
<th>Joan Ferguson</th>
<th>137.32 USD</th>
<th>Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>AM</td>
</tr>
</tbody>
</table>

  - **Cart Name:** Fine Arts Office Of The Dean Office Supplies
  - **Cart Description:**
  - **No. of line items:** 3
  - **Suppliers:** OfficeMax Contract Inc

6. From within the transaction, you can review, and if necessary, edit, the transaction. Once you are through reviewing the transaction, select the **Approve/Complete Step** option from the **Available Options** section and click **Go**.

- **WayneBuy**
  
  **Summary - Requisition 769413**
  
  - **Available Actions:** Approve/Complete Step

7. The transaction has been approved and you are returned to the **Approvals** window. The transaction has been removed from all queues requiring your approval, including the “My Requisition Approvals” queue as well as the queue associated with the index on the transaction.
8. To view transactions you have previously reviewed, select the **Requisition Outbox** tab under the **Approvals** window.

9. A list of requisitions you have approved/returned/rejected is shown and the date of the review action is displayed.

You have successfully managed a draft cart.