

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.

My Requisition Approvals ?

Results per page 10 Requisitions Found: 0 Page of 0

Requisition No.	State	Priority	Req Date/Time	Requisitioner	Amount	Action
Apply Action to Selected Requisition(s) Assign <input type="button" value="Go"/>						

Department Level 1 Approval 04A1 ?

Results per page 10 Requisitions Found: 1 Page 1 of 1

Requisition No.	Approver	State	Priority	Req Date/Time	Requisitioner	Amount	Action
769413		Not Assigned	Normal	5/4/2012 10:16 AM	Joan Ferguson	137.32 USD	Assign <input type="checkbox"/>
Cart Name: Fine Arts-Office Of The Dean Office Supplies		Suppliers: OfficeMax Contract Inc					
Cart Description:							
No. of line items: 3							

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.

My Requisition Approvals ?

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Requisition No.	State	Priority	Req Date/Time	Requisitioner	Amount	Action	
769413	Active	Normal	5/4/2012 10:16 AM	Joan Ferguson	137.32 USD	Approve <input type="checkbox"/>	
Cart Name: Fine Arts-Office Of The Dean Office Supplies		Suppliers: OfficeMax Contract Inc					
Cart Description:							
No. of line items: 3							

Apply Action to Selected Requisition(s) Assign

Department Level 1 Approval 04A1 ?

Results per page 10 Requisitions Found: 1 Page 1 of 1

Requisition No.	Approver	State	Priority	Req Date/Time	Requisitioner	Amount	Action
769413	WayneBuy Approver	Assigned	Normal	5/4/2012 10:16 AM	Joan Ferguson	137.32 USD	
Cart Name: Fine Arts-Office Of The Dean Office Supplies		Suppliers: OfficeMax Contract Inc					
Cart Description:							
No. of line items: 3							

5. To view transaction details, select the **Transaction ID** link.



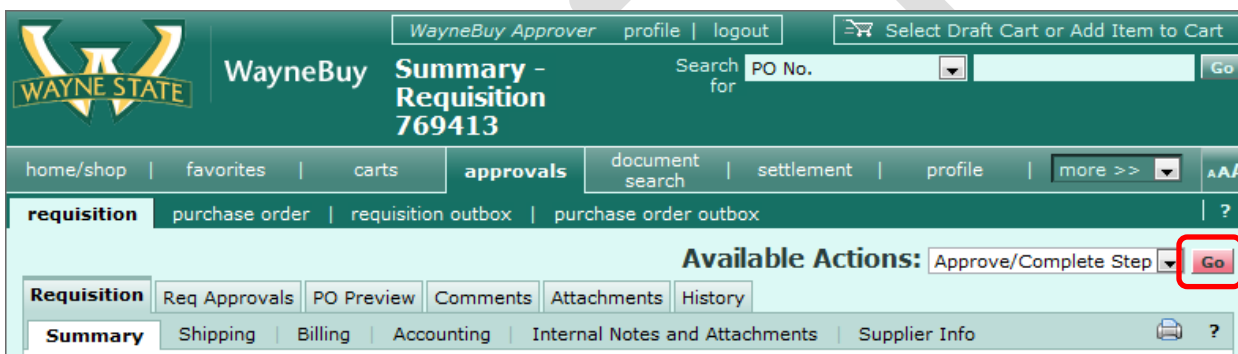
My Requisition Approvals

Results per page 10 Requisitions Found: 1 Page 1 of 1

Requisition No.	State	Priority	Req Date/Time	Requisitioner	Amount	Action
769413	Active	Normal	5/4/2012 10:16 AM	Joan Ferguson	137.32 USD	Approve

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

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 Approver profile | logout | Select Draft Cart or Add Item to Cart

WayneBuy Summary - Requisition 769413

Search for PO No. [] Go

home/shop | favorites | carts | **approvals** | document search | settlement | profile | more >> | AAA

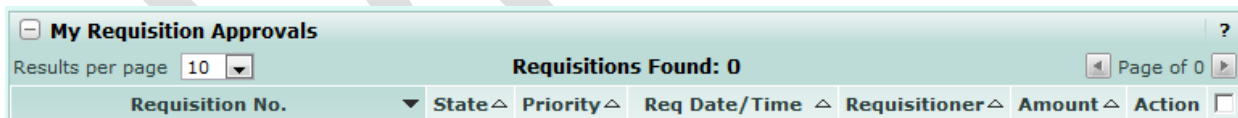
requisition | purchase order | requisition outbox | purchase order outbox | ?

Available Actions: Approve/Complete Step [] **Go**

Requisition | Req Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting | Internal Notes and Attachments | Supplier Info | ?

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.



My Requisition Approvals

Results per page 10 Requisitions Found: 0 Page of 0

Requisition No.	State	Priority	Req Date/Time	Requisitioner	Amount	Action
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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.

The screenshot shows the 'requisition outbox' page. It features a filter button, a 'Show requisition details' section, and a table of results. The table has columns for 'Current Workflow Status', 'Requisition Number', 'Workflow Step', 'My Action', 'Requisition Name', 'Requisitioner', and 'Approval Date/Time'. The 'Approval Date/Time' column for the single entry is highlighted with a red box.

Current Workflow Status	Requisition Number	Workflow Step	My Action	Requisition Name	Requisitioner	Approval Date/Time
✓	769413	Department Approval Level - 1	Requisition approved	Fine Arts-Office Of The Dean Office Supplies	Joan Ferguson	5/4/2012 11:50

You have successfully managed a draft cart.