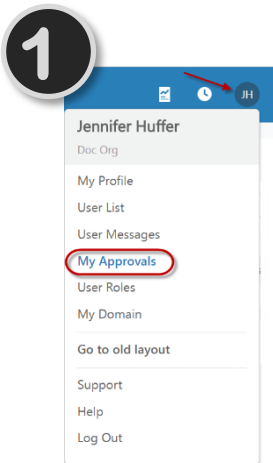


## Approving Requisitions from My Approvals

When a standard requisition is submitted that requires your approval, the requisition is automatically placed in your queue to review for approval. Use the **User > My Approvals** menu to access requisition that are awaiting your approval.



Select your initials in the upper right corner, then click **My Approvals**.



When the **My Approvals** page displays, requisitions waiting your approval display in the list.

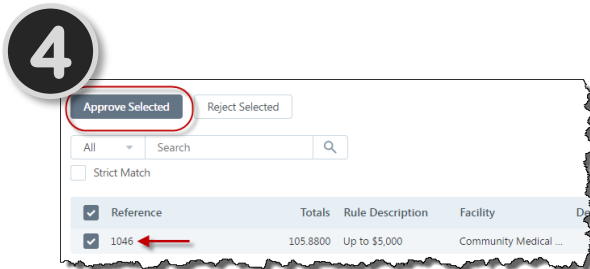
If you have too many requisitions to browse through, filter by selecting a specific facility or type. You can also filter by status. By default, **Pending/Escalated** is selected. This allows you to see the requisitions requiring your attention.



You can also search for specific requisitions awaiting approval with the **Search** menu.

Enter a requisition number or other property in the **Search** field. You can search through all properties or only those you select. For example, search only for requisitions under a specific vendor.

After you enter the information to search on, click the **Search** icon. The list filters, based on your search criteria.



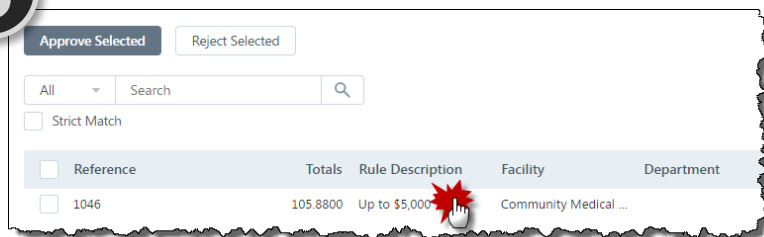
If you are positive that multiple requisitions can be approved without further review, you can quickly approve them by selecting their check boxes in the list, then clicking the **Approve Selected** button.

You can also follow the same process to reject multiple requisitions, then click the **Reject Selected** button.



**BEST PRACTICE:** Typically, you should open each individual requisitions to review for approval or rejection. This allows you to first see all details for each individual requisition...

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Approve Selected Reject Selected


All Search

☐ Strict Match

<input type="checkbox"/>	Reference	Totals	Rule Description	Facility	Department
<input type="checkbox"/>	1046	105.8800	Up to \$5,000	Community Medical ...	

To review a specific requisition for approval, click the requisition in the list.

6



DETAILS PAYMENT/SHIPPING ADDRESSES LINE ITEMS UPDATE RESOURCES FILES

Edit Print View Approve/Reject

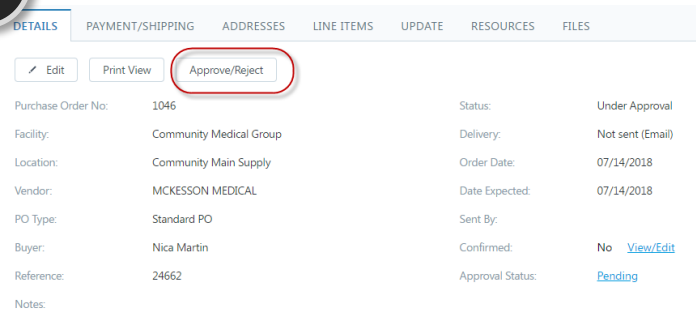
Purchase Order No:	1046	Status:	Under Approval
Facility:	Community Medical Group	Delivery:	Not sent (Email)
Location:	Community Main Supply	Order Date:	07/14/2018
Vendor:	MCKESSON MEDICAL	Date Expected:	07/14/2018
PO Type:	Standard PO	Sent By:	
Buyer:	Nica Martin	Confirmed:	No <a href="#">View/Edit</a>
Reference:	24662	Approval Status:	<a href="#">Pending</a>
Notes:			

Click each tab to review specific information about the requisition.



**NOTE:** When the requisition is in the approval process, you cannot edit the line items or quantities. The requisition as a whole is either approved or rejected.

7



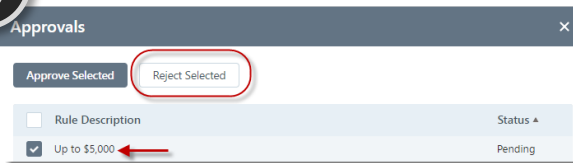
DETAILS PAYMENT/SHIPPING ADDRESSES LINE ITEMS UPDATE RESOURCES FILES

Edit Print View **Approve/Reject**

Purchase Order No:	1046	Status:	Under Approval
Facility:	Community Medical Group	Delivery:	Not sent (Email)
Location:	Community Main Supply	Order Date:	07/14/2018
Vendor:	MCKESSON MEDICAL	Date Expected:	07/14/2018
PO Type:	Standard PO	Sent By:	
Buyer:	Nica Martin	Confirmed:	No <a href="#">View/Edit</a>
Reference:	24662	Approval Status:	<a href="#">Pending</a>
Notes:			

When you are ready to approve or reject the requisition, click the **Approve/Reject** button under the **Details** tab.

8



Approvals

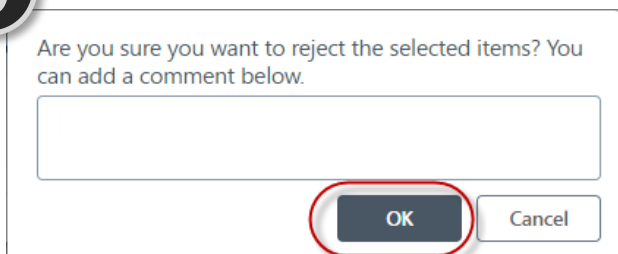
Approve Selected **Reject Selected**

<input type="checkbox"/> Rule Description	Status ▲
<input checked="" type="checkbox"/> Up to \$5,000	Pending

When the **My Requisition Approvals** page opens, select the rule description, then click the button to approve or reject the requisition.

In this example, the requisition will be rejected.

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A confirmation dialog box with a title bar. The text inside says "Are you sure you want to reject the selected items? You can add a comment below." Below the text is a text input field. At the bottom right are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

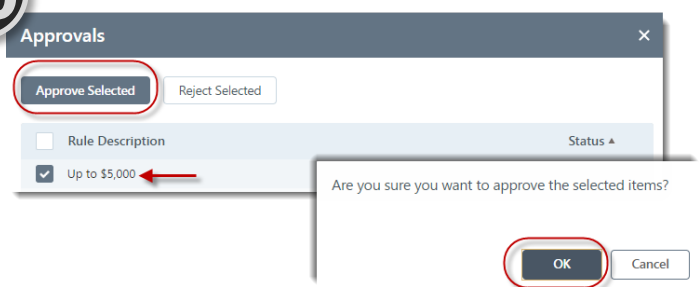
If you reject the requisition, a confirmation prompt displays, allowing you to provide a comment for the rejection.

Enter a comment, then click the **OK** button.



**NOTE:** When you reject a requisition, the status of the requisition is updated to **Rejected** and then routed back to the original buyer to update, as needed.

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A screenshot of the "Approvals" dialog box. It has a title bar with a close button. Below the title bar are two buttons: "Approve Selected" (circled in red) and "Reject Selected". Below these buttons is a table with two columns: "Rule Description" and "Status". The first row in the table has a checked checkbox in the "Rule Description" column and the text "Up to \$5,000" (with a red arrow pointing to it). A confirmation dialog box is overlaid on top of the "Approvals" dialog, asking "Are you sure you want to approve the selected items?". This dialog has "OK" and "Cancel" buttons, with the "OK" button circled in red.

If you approve the requisition, as shown in this example, a confirmation prompt displays, allowing you to confirm the approval.

Click the **OK** button.



**NOTE:** When you approve a requisition, either the requisition is sent to the next round of approval, if applicable, or the order is sent directly to the vendor for placement.