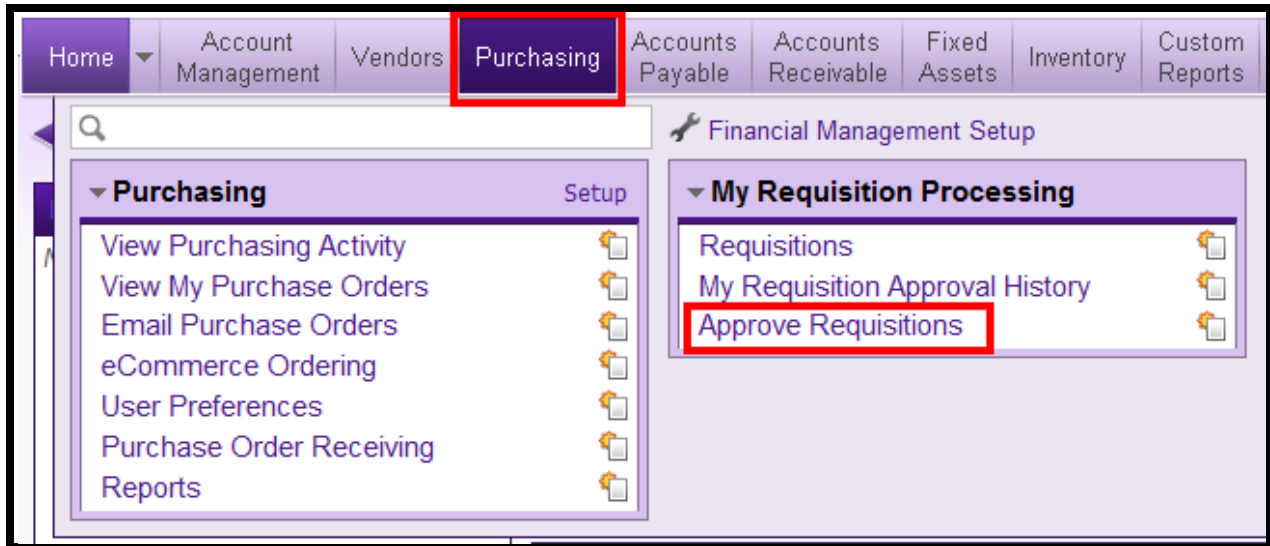



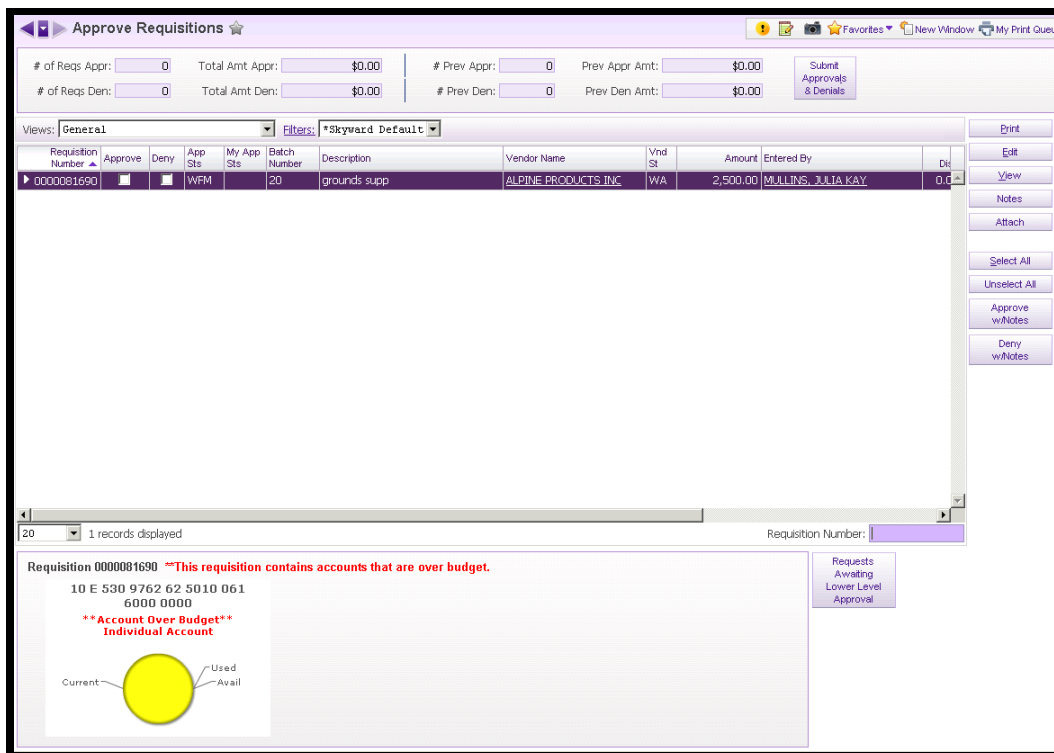
Web Requisition Approvals

Purchasing \ MR \ AR

1. Click **Purchasing, My Requisition Processing, then Approve Requisitions**



2. A list of requisitions awaiting approval displays as **WFM**. NOTE: If the yellow exclamation button  is used to access approvals, the requisition approve screen displays automatically.



Highlight the requisition. Click **Approve w/Notes** to approve the order, or **Deny w/Notes** to deny the request. When approving the note is optional but must be entered when denying so the user who entered the request is informed as to why it was denied.

NOTE: To **Mass Approve** requisitions, click the **Select All**. This will place a checkmark in the **Approve** checkbox. Click **Submit Approvals & Denials**. If not all requisitions selected are to be approved, you can either uncheck the **Approve** checkbox or check the **Deny** checkbox to deny the requisition.

The screenshot shows the 'Approve Requisitions' window. At the top, there are summary statistics for approved and denied requisitions, all currently at zero. Below this is a table with the following data:

| Requisition Number | Approve | Deny | App Sts | My App Sts | Batch Number | Description | Vendor Name | Vnd St | Amount | Entered By | Dt |
|--------------------|--------------------------|--------------------------|---------|------------|--------------|--------------|---------------------|--------|----------|--------------------|-----|
| 0000081690 | <input type="checkbox"/> | <input type="checkbox"/> | WFM | | 20 | grounds supp | ALPINE PRODUCTS INC | WA | 2,500.00 | MULLINS, JULIA KAY | 0.0 |

On the right side of the table, there is a vertical menu of buttons: Print, Edit, View, Notes, Attach, Select All, Unselect All, Approve w/Notes, and Deny w/Notes. The 'Approve' and 'Deny' checkboxes in the table row and the 'Select All', 'Unselect All', 'Approve w/Notes', and 'Deny w/Notes' buttons in the sidebar are highlighted with red boxes.

| Requisition Number | Approve | Deny | App Sts | My App Sts | Batch Number | Description | Vendor Name | Vnd St | Amount | Entered By |
|--------------------|--------------------------|--------------------------|---------|------------|--------------|--------------|---------------------|--------|----------|--------------------|
| 0000081690 | <input type="checkbox"/> | <input type="checkbox"/> | WFM | | 20 | grounds supp | ALPINE PRODUCTS INC | WA | 2,500.00 | MULLINS, JULIA KAY |

The 'Add Denial Note' dialog box contains the following text:

Add a Denial Note to this Requisition
 Requisition Number: 0000050554
 Denial Notes: [Text Area]
 Buttons: Save, Back

Alternately place a checkmark in the **Approve** or **Deny** checkbox. Click **Submit Approvals & Denials**. The **Submit Approvals and Denials** screen appears. Click **Yes** to submit the requisition(s). The requisitions no longer appear on the screen.

| Requisition Number | Vendor Name | Entered By |
|--------------------|------------------------|------------------|
| 0000050554 | William V Macgill & Co | COORDINATOR, NWR |

Submit Approvals and Denials

1 approved requisition
0 denied requisition
Approved Amount: \$10.90
Denied Amount: \$0.00
Would you like to submit these requisitions?

Yes No

NOTE: If a requisition is approved in error, view the requisition by clicking **Purchasing, My Requisition Processing, Requisitions**. The requisition appears as **WFM/APP**. Highlight the requisition then click **Remove Approval**.

Other Options

- **Filters** – move or remove columns from display.
- **Views** – view General (all requisitions awaiting your approval), any requisitions already approved that day, or any requisitions waiting for approval at the next higher level.
- **Graphical Display** – at the bottom of the screen, displays a Pie chart of current and used amounts based on the account(s) selected on the requisition.

Requests Awaiting Lower Level Approval

If there are no requisitions to be approved but it is known that there are requisitions waiting for approval, click the **Requests Awaiting Lower Level Approval**. This option will only appear if there are requests waiting for approval below the user's approval level. It does not display if there are none.

The screenshot shows the 'Approve Requisitions' window. At the top, there are summary statistics for approved and denied requests, all showing zero counts and zero amounts. Below this, there are 'Views' and 'Filters' dropdowns. A table with columns for Requisition Number, Approve, Deny, App Sts, My App Sts, Batch Number, Description, Vendor Name, Vnd St, Amount, and Entered By is shown. The table is empty, with a message: 'There are no records to display; check your filter settings.' To the right of the table is a vertical toolbar with buttons for Print, Edit, View, Notes, Attach, Select All, Unselect All, Approve w/Notes, and Deny w/Notes. At the bottom right, a button labeled 'Requests Awaiting Lower Level Approval' is highlighted with a red box.

Any requisition appearing can be approved by others at levels above the requisition's current approval level. **It cannot be modified at this step.** It can only be approved, denied or viewed.

The screenshot shows the 'Requisitions Waiting For Lower Approval' window. It features a table with the following columns: Requisition Number, App Sts, Today's Sts, Batch Number, Description, Vendor Name, Vnd St, Amount, and Entered By. The table contains 10 rows of data, all with 'WFL' in the App Sts column and 'MULLINS,' in the Entered By column. To the right of the table is a vertical toolbar with buttons for View, Approve Selected Request, Deny Selected Request, and Back. The 'View' button and the 'Approve Selected Request'/'Deny Selected Request' buttons are highlighted with a red box.

| Requisition Number | App Sts | Today's Sts | Batch Number | Description | Vendor Name | Vnd St | Amount | Entered By |
|--------------------|---------|-------------|--------------|-------------------------|----------------------------|--------|----------|------------|
| 0000081690 | WFL | | 20 | grounds supp | ALPINE PRODUCTS INC | WA | 2,500.00 | MULLINS, |
| 0000081691 | WFL | | 20 | GROUNDS SUPP | AGRISHOP | WA | 300.00 | MULLINS, |
| 0000081692 | WFL | | 20 | GROUNDS SUPP | AURORA MOWER | WA | 500.00 | MULLINS, |
| 0000083851 | WFL | | 29 | GROUNDS SUPPLIES | CLARK SECURITY PRODUCTS I. | CA | 500.00 | MULLINS, |
| 0000083852 | WFL | | 20 | GROUNDS SUPP | INDEPENDENT STATIONERS IN | IN | 250.00 | MULLINS, |
| 0000083853 | WFL | | 20 | GROUNDS SUPP | GIRARD RESOURCES & RECYCL | WA | 500.00 | MULLINS, |
| 0000083854 | WFL | | 20 | GROUNDS SUPP | HD FOWLER CO | WA | 500.00 | MULLINS, |
| 0000083855 | WFL | | 29 | GROUNDS CONTRACTUAL | MOCON | WA | 750.00 | MULLINS, |
| 0000083860 | WFL | | 29 | GROUNDS CONTRACTUAL | R & R RENTALS | WA | 2,000.00 | MULLINS, |
| 0000083886 | WFL | | 03 | MAINTENANCE CONTRACTUAL | HARGIS ENGINEERS, INC. | WA | 3,450.00 | MULLINS, |