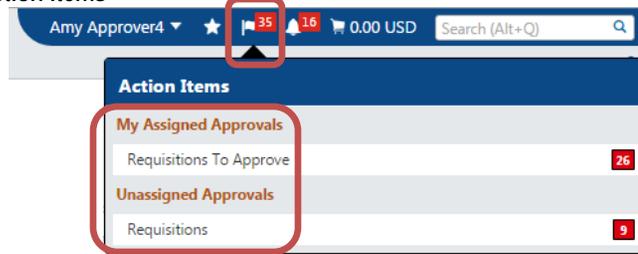


## Requisition Approval Concepts

- ▶ Each Procurement Dept Code will have at least one Requisition Approver who must review and approve all requisitions over \$500.
- ▶ This guide discusses how a Requisition Approver can access requisitions pending review and how to take an action on a requisition.

## Reviewing Action Items

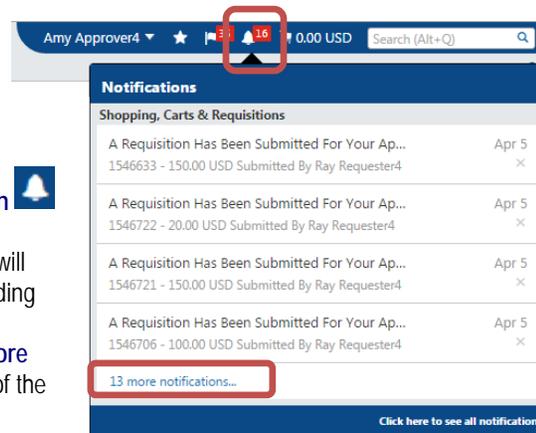


- ▶ Click the **Action Items** flag at the top of BearBuy for items pending your review.
- ▶ **Requisitions To Approve** (under **My Assigned Approvals**), shows the number of requisitions currently assigned to you. These requisitions are pending your approval.
- ▶ **Requisitions** (under **Unassigned Approvals**), shows the number of pending requisitions not assigned to any individual approver.
- ▶ Clicking the links will take you to your **My Approvals folders**, which list pending requisitions.
  - The **Requisitions To Approve** link will take you to view only requisitions assigned to you.
  - The **Requisitions** link (under **Unassigned Approvals**) will take you to view only unassigned requisitions in shared approval folders.

## Review Notifications

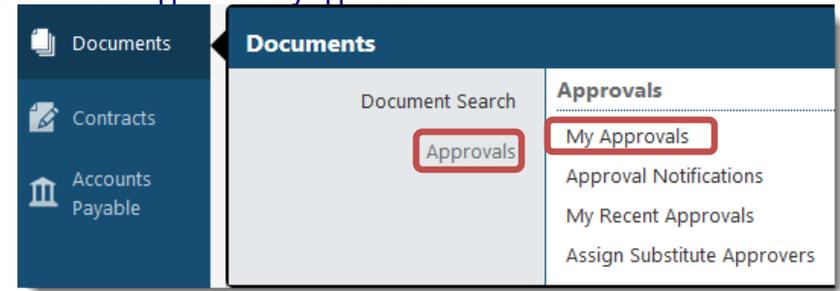
- ▶ Besides the **Action Items** flag, another way to access items pending your review is through **Notifications**.

1. Click on the **Notifications bell icon** at the top of the BearBuy page.
2. Click on an item from the list. This will navigate you to the requisition pending approval.
3. To see all notifications, click the **more notifications...** link at the bottom of the window.

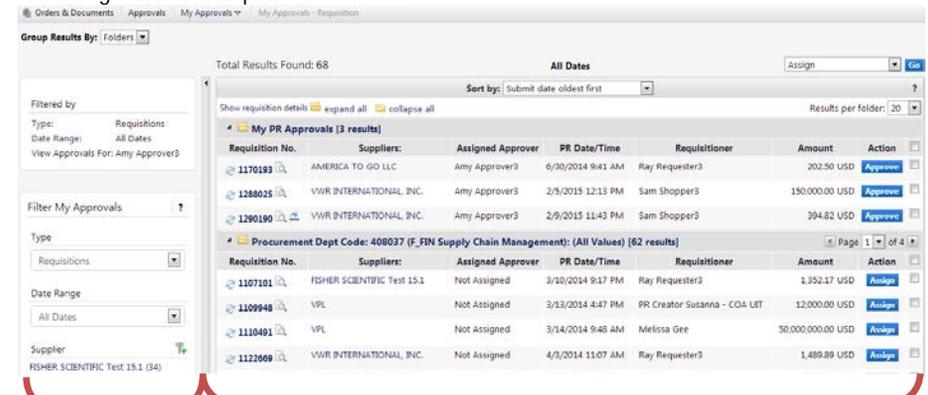


## My Approvals List

- ▶ Requisitions requiring review appear on the **My Approvals** list.
- ▶ The **My Approvals** list can be accessed through the **Action Items** flag or through **Documents > Approvals > My Approvals**.



- ▶ The **My Approvals** list consists of two main sections, approval folders containing requisitions on the right and a filter panel on the left.



**Filters Panel: Filters & Refinement Options**

**Approval Folders with Pending Requisitions: My PR Approvals folder and Shared Approval Folders**

## Approval Folders

- ▶ Approval folders list requisitions pending review.
- ▶ Each approval folder is indicated by the icon followed by the name of the folder and a count of pending requisitions in the folder.
- ▶ Requisitions are displayed with key information about each requisition such as suppliers, amounts, Shopper/Requester who submitted the requisition, etc.
- ▶ Aging information showing the specific number of days the requisition has been pending in an approval folder is also listed for each requisition.

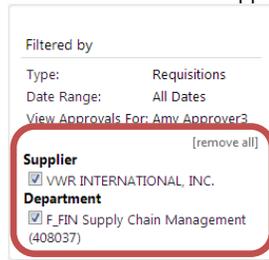
Folders 7 Days in folder [Procurement Dept Code: 408037 (F\_FIN Supply Chain Management): (All Values) ]

## Filtering the My Approvals List

- ▶ The **Refine Search Results** section of the filter panel provides several filters to view only desired requisitions.
  - ▶ The options include filtering by a Date Range, approval folders, Requester, custom fields, and more.
- Under **Refine Search Results** in the left filter panel, click the filter links one at a time or select a value from the **Date Range** dropdown.



- To select multiple values from each filter section, click the icon.
  - Selecting the Custom Fields such as **Procurement Dept Code** or **Fund** values will filter the My Approvals list to show only requisitions with those values.
- Once a filter value is applied, the value appears in the **Filtered By** section of the filter panel.
  - To stop applying a filter value individually, uncheck the checkbox beside the filter value in the **Filtered By** section.
    - To stop applying all filter values that have been applied, click the **[remove all]** link.

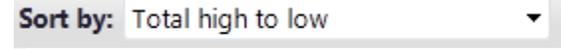


- ▶ The entire filter panel can be collapsed and hidden to the left side of the screen if you would like to have a wider view of only the approval folders.
- Click the vertical grey bar separating the filters panel from the approval folders to hide and expand the filter panel.

## Sorting the My Approvals List

- ▶ By default, requisitions are sorted in the My Approvals list by the **Submit date newest first**. However, you may want to sort all requisitions by other available criteria to bring important requisitions to the top of the My Approvals list.
- Click the **Sort by** dropdown menu above the approval folders.

- Select an option to sort by such as the **Total high to low** option to see all high value requisitions at the top of the My Approvals list.



## My Approvals Folder & List Views

- ▶ Approvers can view the My Approvals list with requisitions separated by folders or shown in one list of requisitions. By default the My Approvals list is shown in Folder view.
- On the My Approvals list page, navigate to the **Group results by** dropdown menu in the upper left hand corner.
  - Choose **Folders** to view requisitions grouped by folder.
    - This view is recommended for most Approvers.
  - Alternatively, choose **List** from the dropdown to view requisitions in a single listing.



## Collapse & Expand Approval Folders

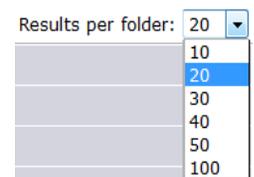
- ▶ All approval folders can be collapsed so only the folder heading is visible.
- Click the **collapse all** link at the top of the My Approvals list to collapse all approval folders.
    - Each approval folder can be collapsed individually by clicking on the specific approval folder icons or approval folder name.
  - To expand all approval folders and show all requisitions pending in all approval folders, use the **expand all** link at the top of the My Approvals list.
    - Expand a collapsed approval folder individually by clicking on the specific approval folder icons or approval folder name.

## Show or Hide Requisition Details

- ▶ Approvers can see additional requisition details in the My Approvals list such as requisition name, the number of line items, aging information, etc.
- On the My Approvals list page, click the **Show requisition details** link above all the approval folders.
    - This is the default setting.
  - Approvers can see fewer requisition details, a setting which displays basic information such as the requisition number, suppliers, assigned approver, etc.
    - On the My Approvals list page, click the **Hide requisition details** link above all the approval folders.
      - This setting reduces the information displayed, making the requisition listing shorter.

## Number of Requisitions per Page

- ▶ You can set the maximum number of requisitions that appear in approval folders at one time.
- On the My Approvals list, navigate to the **Results per folder** dropdown in the upper right of the My Approvals list page, above all the approval folders.



- Change the value to how many requisitions you would like to view. This setting applies to all approval folders.

- When the **Results per folder** is set to a low value and there are many requisitions in the approval folders, the Approver will need to navigate to the next page to view all requisitions in the approval folder.
- To navigate between pages, use the page arrows or dropdown found in the far right hand side of each approval folder heading.



## Requisition Approval

### Assign a Requisition to Yourself

- Go to **Action Items** or **Documents > Approvals > My Approvals**.
- Locate the requisition you wish to assign.
- Assign the requisition to yourself by clicking the **Assign** button in the Action column.
  - The requisition now appears in the **My PR Approvals** folder to indicate that the requisition is assigned to you.

### Return a Requisition to the Shared Approval Folders

- Returning a requisition to the shared approval folder un-assigns the requisition from you and allows other Requisition Approvers with access to the approval folder to review the requisition.
- Navigate to your **My PR Approvals** folder.
  - Locate the **requisition** you want to return to the shared folder.
  - Click the **Select**  checkbox in far right of the requisition listing.
  - Select **Return to Shared folder** from the dropdown list above the approval folders.
  - Click the **Go** button.

### Approve a Requisition

- Before approving a Requisition, **carefully review and confirm the accuracy of all information in the order including the Procurement Dept Code, Accounting Codes, and the Ship-To Address.**

- Go to **Action Items** or **Documents > Approvals > My Approvals**.
- Assign the requisition to yourself (if the requisition is not already in your **My PR Approvals** folder).



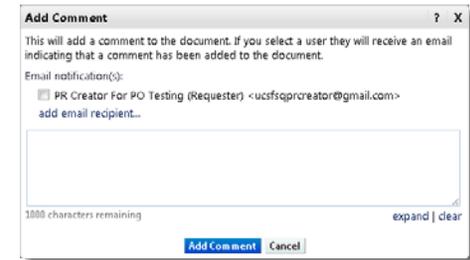
- Click the **Requisition No.** to open the requisition.
- Review** the requisition for accuracy and compliance.

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- Select **Approve/Complete Step** in the Available Actions list. Click the **Go** button.
  - You also have an **Approve/Complete Step & Show Next** option in your Available Actions list.
  - Using this option allows you to approve of the requisition and then be redirected to the next requisition in your approval folder for review.
  - This option approves the document in the same manner as **Approve/Complete Step**.

### Communicate Requisition Comments

- Approvers can add a pertinent comment to a pending requisition. The comment can be text and can include a document. Any comments made by Approvers are internal only, and are not shown on the Purchase Order.



- On the My Approvals list page, click on the requisition number to open the transaction.
- Click the **Comments** tab and then the **Add Comment** button.
- Enter your comments. If you would like to notify a BearBuy user of your comments, check the  **Email notification(s)** box next to the appropriate user name or search to add a user.

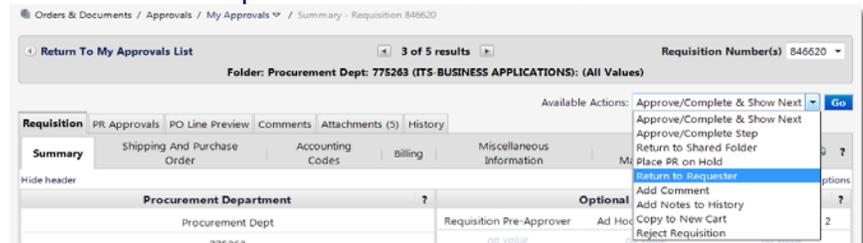


- Click the **Add Comment** button.

### Return a Requisition

- Returning a Requisition means that you are sending the requisition back to the department Requester for review or re-work. Your comments when returning are important.

- Go to **Action Items** or **Documents > Approvals > My Approvals**.
- Assign the requisition to yourself (if the requisition is not in your My PR Approvals folder).
- Click the **Requisition No.** to open the requisition.
- Review** the requisition for accuracy and compliance.
- Select **Return to Requester** from the Available Actions list.



- Click the **Go** button.
- Enter a **return reason**.

- Click the **Return to Requester** button.

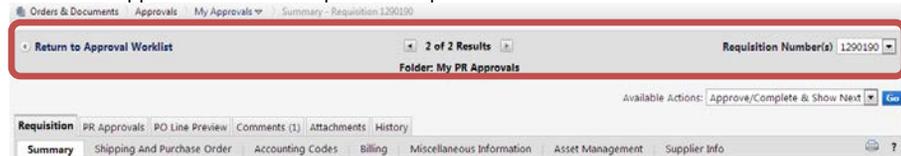
## Reject a Requisition

- Carefully consider if **Rejecting** is necessary, or if **returning** the Requisition may be more appropriate.
- Rejecting **permanently** rejects the requisition and must be recreated or copied in order to be re-submitted for approval.

- Go to **Action Items** or **Documents > Approvals > My Approvals**.
- Assign the requisition to yourself (if the requisition is not in your My PR Approvals folder).
- Click the **Requisition No.** to open the requisition.
- Review** the requisition for accuracy and compliance.
- Select **Reject Requisition** from the Available Actions list. Click the **Go** button.
- Enter a **reject reason**.
- Click the **Reject Requisition** button.
- The requisition is now rejected, and the owner of the order will be notified. The Reject Reason has also been recorded in the comments for the requisition.

## Navigating between Requisitions within an Approval Folder

- When viewing a requisition from your My Approvals list, you can navigate to other requisitions within an approval folder without returning to the My Approvals list.
- From your My Approvals list, click on a requisition number in an approval folder.
  - A bar appears across the top of the requisition.

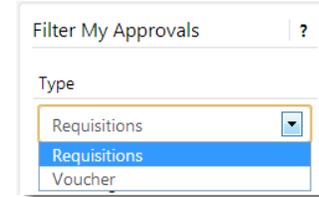


- A count of the requisitions in the approval folder displays in the center of the bar. Click the arrows adjacent to the count and navigate to the previous or next requisition from the search results list.
- The name of the current approval folder is displayed below the next/previous buttons.
- To skip between requisitions in the approval folder, click the requisition number(s) dropdown at the far right and select another document to view.
- To return to your My Approvals list, click the **Return to My Approvals List** link at the far left side of the bar.

## Navigating between different My Approvals List Types

- A Requisition Approver may also review vouchers as a Voucher Approver or a Match Exception Handler.

- The Requisition Approver would need to navigate to the voucher approval My Approvals list to see pending vouchers.
- In the My Approvals list's **Refine Search Results** section of the filter panel, navigate to the **Type** dropdown menu.
  - Select **Voucher** to view the voucher My Approvals list with pending vouchers for review.
    - To return to the requisition approval My Approvals list, select **Requisition** from the **Type** dropdown menu.
    - The **Type** dropdown menu only appears for Approvers who approve both requisitions and vouchers.



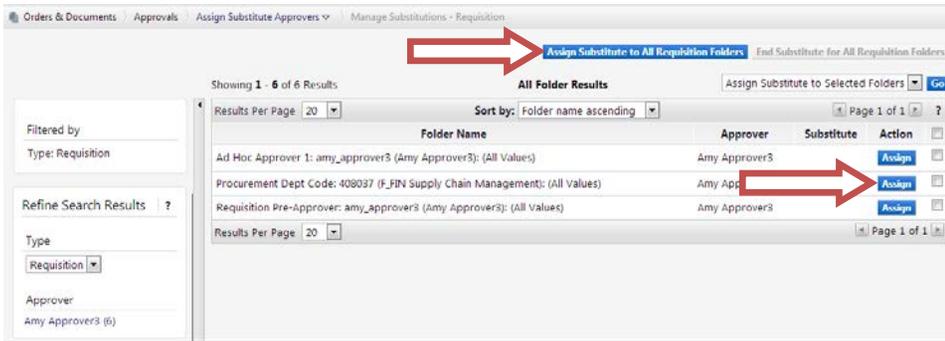
## My Recent Approvals

- The **My Recent Approvals** page lists all documents (requisitions and vouchers) an Approver has approved, rejected, or returned in the last 30 days (by default).
- Go to **Documents > Approvals > My Recent Approvals**.
  - Requisitions approved in the last 30 days appear by default.
    - This listing can be filtered and sorted in the same way as the approval folders.
    - If an Approver also approves vouchers, this page also has a **Type** dropdown to view requisitions and vouchers previously acted upon.

## Assign a Substitute Approver

- If a Requisition Approver will be absent, he/she can grant another Requisition Approver access to the approval folders to approve on his/her behalf during the absence.
- A user must have the 'Requisition Approver' role to be selected as a substitute Approver.

- Go to **Documents > Approvals > Assign Substitute Approvers**

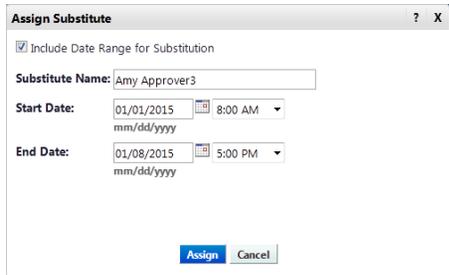


## Assign a Substitute Approver to One Folder

- Determine the approval folder you would like to set up a substitute.
- Click the folder's corresponding **Assign** button to assign a substitute to a single folder. The Assign Substitute window appears.
- In the **Substitute Name** field, enter the approver's name. Matching results will appear in a dropdown. Select the appropriate Approver.
- If you would like the substitution to immediately begin, click the **Assign** button.
  - The substitution is now complete. You will see the approver's name under the **Substitute** heading of the corresponding approval folder. Skip step 6.

Folder Name	Approver	Substitute	Action
Procurement Dept: 001018 (MC3-PED-NEO O/P): (All Values)	Amy Approver2	Amy Approver5	Remove

- NOTE: You will need to end the substitution manually. See **Removing Substitute Approvers** instructions in the next section of this document for details.
- If you would like to set a date range for the substitution to begin and end, click the **Include Date Range for Substitution** checkbox.
    - The **Start Date** and **End Date** fields appear. Choose a start and end date and time in the fields provided.
    - Once complete, click the **Assign** button to set the substitution.
    - The system will automatically start and end the substitution on the dates and times you specify. You do not need to take further action to set or end the substitution.



- You will see the approver's name under the **Substitute** heading of the corresponding approval folder with the begin and end date and time specified.
- If this is a future substitution, you will see the future icon. Once the substitution is in progress, you will see the active icon.

Folder Name	Approver	Substitute	Action
Procurement Dept: 002044 (MC3-PEDS SUR IC): (All Values)	Amy Approver2	Amy Approver3 Start Date: 7/12/2013 5:00 PM End Date: 7/19/2013 8:00 AM	Remove
Procurement Dept: 775263 (ITS-BUSINESS APPLICATIONS): (All Values)	Amy Approver2	Amy Approver3 Start Date: 7/15/2013 9:00 AM End Date: 7/16/2013 9:00 AM	Remove

- Repeat these steps for any other folders you would like to assign substitutes.

## Assign a Substitute Approver to All Folders

- If you need to assign approvers for **all** your approval folders, you may do so in one step.
- Click the **Assign Substitute to All Requisition Folders** button at top of the My Approvals list. The Assign Substitute window appears.

### Assign Substitute to All Requisition Folders

- In the **Substitute Name** field, enter the approver's name. Matching results will appear in a dropdown. Select the appropriate Approver.
- If you would like the substitution to immediately begin, click the **Assign** button.
  - The substitution is now complete. Skip step 5.
  - NOTE: You will need to end the substitution manually. See **Removing Substitute Approvers** instructions in the next section of this document for details.
- If you would like to set a date range for the substitution to begin and end, click the **Include Date Range for Substitution** checkbox.
  - The **Start Date** and **End Date** fields appear. Choose a start and end date and time in the fields provided.
  - Once complete, click the **Assign** button to set the substitution.
  - The system will automatically start and end the substitution on the dates and times you specify. You do not need to take further action to set or end the substitution.
  - You will see the approver's name under the **Substitute** heading for every approval folder with the begin and end date and time specified.
  - If this is a future substitution, you will see the future icon. Once the substitution is in progress, you will see the active icon.

## Removing Substitute Approvers

- If you specified a substitution date range, you **do NOT** need to manually remove the substitute. The system will automatically remove the substitution at the specified end date and time. You may follow the steps below to remove a substitution early.
- If you did not specify a substitution date range, you **DO** need to manually remove the substitute upon your return following the steps below.

- Go to **Documents > Approvals > Assign Substitute Approvers**

2. Determine the folder(s) from which you would like to remove the substitute Approver.
  - a. Click the **Remove** button next to each folder. **Remove**
3. Alternatively, end the substitution for all folders by clicking the **End Substitution for All Requisition Folders** button at the top of the page.

**End Substitution for All Requisition Folders**

#### **Navigating to Voucher Approval Folders List to assign/remove Substitute Approvers**

- ▶ If a Requisition Approver is also a Voucher Approver or Match Exception Handler, the Approver will see a **Type** dropdown list on the left side of the substitutions page.
- ▶ Choose **Voucher** from the dropdown menu to view your voucher approval folders and set substitute Approvers.
- ▶ For voucher approval folders, the designated substitute must have the same role as the Approver (i.e., Voucher Approver can only select users with the Voucher Approver role as substitutes).