


Approve Requisitions

 Only persons with the Approver Role can approve requests

Step-by-step guide

- 1. On the YoMart Shopping-Home Page select **Orders Approvals Requisitions to Approve**
- 2. If needed use the **Filter My Approvals** box in the left-hand pane to filter the approval type
- 3. Click on the **Approval Folder** to expand it

 **My PR Approvals [1 result]**

 **Organization: 415400 (Business Systems): (All Values) [2 results]**

- 4. Click on the **Requisition/Form Number** to open the request

 **2304442**  

- 5. Verify the request is appropriate and correct
- 6. Approval options and Workflow steps are located on the right-side of the Requisition

Pending

Total (26.33 USD)

Subtotal

Shipping

Handling

26.33

0.00

0.00

26.33

Assign To Myself

What's next?

Workflow

Show skipped steps

Submitted

10/17/2019 12:04 PM

Anna Bajka - Sys Admin

Banner Budget Authorization

Completed

System

Org Approval

Active

Form Approval

Future

Acct Validation

Future

7. Click the **Assign to Myself** button

Assign To Myself

8. Select the **appropriate action** for the specific requisition by clicking an option from the dropdown

Approve & Show Next

Approve

Return to Shared Folder

Return to Requisitioner

If the request is to be **APPROVED**- Click **Approve & Show Next** or select **Approve** from the dropdown

If the request is to be **RETURNED**- Select **Return to Requisitioner**

9. If the request is to be **REJECTED**- Click the **Reject** button

Approve & Show Next

▼

Reject

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