

This guide demonstrates how to access approval queues and discusses some of the key features of the approval queues. Actual reviews and approvals are covered in a separate guide.

Procedure

1. Access your listing of approval queues by selecting the **Orders & Documents** icon from the navigation bar on the left side of the screen within **BUY-U**.

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- 2. Select the **Approvals** link \rightarrow **My Approvals**
- 3. The pending approval documents for which you have access are shown in the **My Approvals** tab. You can select **Group By Results** via the drop down list which contains a filter by **Folders or List**. The **Folders** option groups documents in folders by routing criteria. Alternately, you can select to view a general **List** of documents independent of folders.



4. If your preference of filtering is Folders, you'll see a list of one or more folders starting with the My PR Approvals folder.

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5. The title of each folder (or approval queue) is the scope/account number or other dedicated name associated with that approval workflow step.

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6. To open a folder, click the folder name or the "arrow" icon next to the folder name you wish to access. The subsequent list contains the requisition or invoice documents within the folder.

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	Requisition	Requisition No.	Suppliers:	Assigned Approver	PR Date	/Time Requisitioner	Amount	Action	
	Date Range	<i>2</i> 40826376 🖳	Dell(0004943)	Lsu Sciqreqa	6/23/2013 12:17	PM Lsu Sciqreq	6,226.35 USD	Assign	
	All Dates	Requisition Name	2013-06-23 scigreq1 01		Folders	0 Days in folder [My PR Approvals]			
	Folders 🌾	No. of line items	2			0 Days in folder [Approver: 184 - Sciqreqa, Lsu (sciqreqa1): (All Values			
	Approver: 184 - Sciqreqa, Lsu (sciqreqa1): (All Values) (10)	a 40772451 🔍	VWR INTERNATIONAL(0001968)	Lsu Sciqreqa	6/20/2013 3:07 P	M Lsu Sciqreq	5,657.80 USD	Assign	
	My PR Approvals (2) Additional Required Approver 2: Scigrega	Requisition Name	R-116		🔤 Folders	0 Days in folder [My PR Approvals]			
	Lsu (sciqreqa1) (Sciqreqa, Lsu	No. of line items	3			2 Days in folder [Approver: 184 - Sc	ciqreqa, Lsu (sciqreqa1): (All	Values)]	
	(scigregal)): (All Values) (1) Additional Required Approver: Scigrega,	2 40771290 🔍	Grainger Industrial Supply(0003409)	Not Assigned	6/20/2013 1:13 P	M Lsu Sciqreq	5,373.00 USD	Assign	
	(scigrega1): (All Values) (1)	Requisition Name	R-115		Folders 2 Days in folder [Approve		84 - Sciqreqa, Lsu (sciqreqa1): (All Values)]		
	Current Workflow Step 🏾 🌾	No. of line items	1						
	Department Financial Approval (12)	2 40770916 🔍	Dell(0004943)	Not Assigned	6/20/2013 12:58	PM Lsu Scigreg	6,577.30 USD	Assign	
	Additional Approval 2 (1)	Requisition Name	R-113		Folders	2 Days in folder [Approver: 184 - Sc	iqreqa, Lsu (sciqreqa1): (All	Values)]	
	Assigned Approver	No. of line items	1						
	Lsu Sciqreqa (2)	<i>2</i> 40769793 🔍	Dell(0004943)	Not Assigned	6/20/2013 12:49	PM Lsu Scigreg	11,137.24 USD	Assign	
	State %	Requisition Name	R-110		Folders	2 Days in folder [Approver: 184 - Sc	igrega, Lsu (scigrega1): (All	Values)]	
	Not Assigned (10) Assigned (2)	No. of line items	2						
	Custom Fields 🌇 🌾	av 40742539 🖎	Frost Barber Inc(0001922)	Not Assigned	6/19/2013 4:14 P	M Lsu Sciqreq	6,160.00 USD	Assign	
æ	Inventory Stock Number Project Number Retainage Percentage	Requisition Name No. of line items	R-101 1		🔚 Folders	3 Days in folder [Approver: 184 - Sc	iqreqa, Lsu (sciqreqa1): (All	Values)]	
	Sub Object Code	<i>2</i> 40742275 🖎	Dell(0004943)	Not Assigned	6/19/2013 4:08 P	M Lsu Scigreg	9,821.78 USD	Assign	

7. Approval queues can be visually collapsed by clicking the folder name again on the "arrow" icon.

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Navigating Approval Queues

8. The document line contains the following information: **Document Number**, **Supplier(s)**, **Assigned Approver**, **Document Date/Time**, **Requisitioner**, **Amount**, **Document Name**, **and Number of Items**. There is also aging information on the duration the document has remained in this folder in this particular workflow step as indicated by the "# of days in Folder".

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Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action			
<i>🎅</i> 40826376 🗟	Dell(0004943)	Lsu Sciqreqa	6/23/2013 12:17 PM	Lsu Sciqreq	6,226.35 USD	Assign			
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9. To arrange your documents by select criteria, i.e. Submit date oldest first, you can use the **Sort By** filter at the top of the approval queues.

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10. If you want to limit the displayed approval queues, you can apply filters by navigating to **Refine Search Results** located on the left hand side and show results by **Type**, **Date Range**, **Folders**, **etc**.

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You have successfully navigated the approval queues.