Table of Contents

I. Welcome Message .................................................................................................................. 3
II. Approver Overview ................................................................................................................ 4
III. Email Notification Of A Requisition To Approve ................................................................. 4
IV. Notifications & Action Items ................................................................................................. 6
V. Basic Tasks Of An Approver ................................................................................................. 8
VI. Carts Assigned To Me: Review & Edit Requisition ............................................................... 10
VII. Approval Window Navigation: Overview ............................................................................. 14
VIII. Approval Window Navigation: Show/Hide Requisition Details .......................................... 18
IX. Approval Window Navigation: Set Results Page to 100 ....................................................... 19
X. Approval Window Navigation: Using Approval Folder Filters ............................................. 19
XI. Approval Window Navigation: Remember Sorting On Approval Screens .......................... 25
XII. Approval Process: Assign A Requisition To Yourself Before Approving ......................... 25
XIII. Approval Process: Requisition Review Process & Approval ............................................. 28
XIV. Approval Process: Return A Requisition ........................................................................... 30
XV. Approval Process: Forward A Requisition To Another Approver ....................................... 32
XVI. Approval Process: Reject The Entire Requisition ............................................................. 33
XVII. Approval Process: Reject One Or More Line Items ......................................................... 34
XVIII. Approval Process: Place A Requisition On Hold .......................................................... 36
XIX. Approval Process: Return A Requisition To The Shared Folder (Unassign) ..................... 37
XX. Approval Process: Add A Comment And Attachment ......................................................... 38
XXI. Approval Process: Add Notes To History ........................................................................... 40
XXII. Approval Process: Assign A Substitute Approver .......................................................... 41
XXIII. Email Approvals: Overview of Processing Requisitions Via Email/Phone ..................... 42
XXIV. Email Approvals: Will My Mobile Device Work With Email Approvals? ..................... 44
XXV. Email Approvals: Set-Up Your Email Approval Code via email or phone ....................... 44
XXVI. Email Approvals: Receipt Of The Approval Email ....................................................... 45
XXVII. Email Approvals: Invalid Password Or Forget Password? ....................... 49
XXVIII. Email Approvals: What If There Is No Take Action Button? .............. 49
XXIX. Email Approvals: If I Forward My Approval Email to Another User? ....... 49
XXX. Email Approvals: What If I Turned Off My Approval Emails ............... 49
XXXI. Email Approvals: TAKE ACTION: Approve A Requisition Via Email ....... 50
XXXII. Email Approvals: TAKE ACTION: Reject A Requisition Via Email .......... 53
XXXIII. Email Approvals: TAKE ACTION: Return to Requisitioner Via Email ...... 55
XXXIV. Email Approvals: TAKE ACTION: Assign To Myself Via Email ............ 57
XXXV. View Processed Requisitions ...................................................................... 58
XXXVI. View Document Comments ........................................................................ 59
XXXVII. Copy To New Cart ....................................................................................... 60
XXXVIII. Add Notes To History .............................................................................. 61
XXXIX. View Others Draft Carts .............................................................................. 62
XL. View The History (Withdrawals, Comments, And Notes) ......................... 65
XLI. Quick Search ...................................................................................................... 68
XLII. View Approval Workflow Overview ............................................................... 69
I. Welcome Message

On Ohio University’s home page, click the Faculty/Staff button. Select the BobcatBUY link and enter your Ohio ID and Password.

NOTE: Upon initial login you will be asked to accept Terms and Conditions/BobcatBUY User Agreement. Read the entire agreement and click Accept.

Important announcements and training links are displayed in the Message window located on the left side of the page.

To logout of BobcatBUY, click the black Logout button (right side of screen, under the quick search link) or click on your Name (top right) and click Logout.
II. Approver Overview

In order to approve requisitions, you must have the appropriate approval permissions. Your Budget Unit Manager must notify Procure To Pay to let them know you will have the role of Approver and provide a list of account numbers you will be authorized to approve. For additional information or to submit your request, your Budget Unit Manager may email: procurement@ohio.edu. There are two types of approvals: 1) Manual Approvals, and 2) System Approvals, which are automatic in BobcatBUY. As a BobcatBUY Approver you will be performing manual approvals within the system. There are two Approver roles: Approver 1 and Approver 2 (usually the Budget Unit Manager).

As an Approver, you must review and approve all requests for purchases from those in your approval chain. You may be listed as one of several Approvers for a Cost Center (Account Number), where any requisitions with items charged to that particular account number are routed to you depending on dollar amounts.

In addition, a Shopper or Requester may assign a shopping cart directly to you for review, edit, and submission. In this instance, you must submit the requisition into workflow instead of approving it via the approval folder. This may happen when a Requester decides they want you to see a requisition that is under $1500 (or under $5000 if it is you are at an Approver 2 level), that you would not otherwise view because of the dollar limit. Some requisitions, as listed above, with the combination of dollar limits and the specific roles will by-pass the approval folder.

When a Shopper submits a request for approval (Assign Cart to his or her Requester), an email is automatically generated to the Shopper and the Requester. The Requester reviews and edits the requisition. Upon submission of the requisition by the Requester, an enhanced email notification containing order and line information will be sent to Approver 1 only on orders > $1500. This allows the organization to share detailed order information quickly. An Approver 2 receives email notification on orders > $5000.

III. Email Notification Of A Requisition To Approve

The new enhanced email can be delivered to approvers via HTML format or Plain Text. This setting, which is defaulted to HTML format, is determined at the organization level, but can be overridden at the user level. You also have the ability to approve requisitions via email. First, you must setup an approval code in your User Profile (see the Email Approvals sections below for detailed instructions). Once your approval code is setup, you may review the summary of the requisition and perform one of the following actions via email: Approve, Assign the Requisition to Yourself, Reject, Return to Requisitioner, and Add Optional Comments.
You may manage your own preferred email format by overwriting the organization’s default. The Preferred Email Format preference defaults to blank to inherit the organization’s setting. To choose a different format other than your organization, refer to the User Profile document.

1. To receive a different set of emails instead of the organization default emails, click the drop-down arrow to the right of your name in the top banner, click on View My Profile > Email Preferences link. This is also the section where you change notifications. Depending on the email you have the option to choose: None, Email, Email & Notification, or Notification. Click the Save button.

2. Click on View My Profile > Language, Time Zone and Display Settings link>click in the Preferred Email Format drop-down menu, select either HTML or Plain Text, and click Save.

The email notification is sent to all Approvers listed on the Cost Center (account number).
IV. Notifications & Action Items

1. Notifications

Notifications is located in the top banner. Notifications alert you of either activities that have already taken place or a task that you must complete. As an Approver you will receive notifications when a requisition has been submitted for your approval and when a cart has been assigned to you for processing.

a. Click Notifications. The number of Notifications are listed next to the link.
b. Scroll down and click the Notification you want to read. The actual document referred to in the Notification is displayed.
c. Once you click on a notification, it opens up, then disappears from the notification window.
d. In order to view the complete list of Notifications, click on the Click here to see all notifications link at the bottom right of the window.

e. A Notifications window opens. You have the choice to view all the notifications, Edit Notification Preferences, or Clear Notifications.
f. To receive a different set of emails instead of the organization default emails, you may;
   i. Choose the Edit Notification Preferences from the Notifications window as listed in the prior step, then follow step c.
   ii. click the drop-down arrow to the right of your name in the top banner, click on View My Profile > Email Preferences link. This is the section where you change Notifications.
   iii. Depending on the notification you have the option to choose: None, Email, Email & Notification, or Notification.
   iv. Click the Save button.
2. Action Items

*Action Items* is located in the top banner. *Action Items* are tasks that must be completed by you. The *Action Items* list includes all action items, Approvals, Carts Assigned To You, Orders, and/or Invoice Approvals from your own orders. The Approvals are broken down into two sections,

*My Assigned Approvals*: Approvals specifically assigned to you (*Requisition Approvals*) and draft carts that others have assigned to you (*Carts Assigned To Me*).

*Unassigned Approvals*: Approvals in shared folders to which the approver belongs. Selecting the hyperlink for any of the approvals takes the user to the appropriate tab under the *approvals* section.

1. Click on *Action Items*. The number of *Action Items* are listed to next to the link.

2. Scroll down and Click on the *Action Item* you want to access. They are grouped by particular tasks; *My Assigned Approvals*, *Unassigned Approvals*, *Orders*, etc. When you click on a task, the link takes you to the appropriate screen to complete your action. The number of *Action Items* listed in each task group are located to the right of the task group link.
V. Basic Tasks Of An Approver

The basic task of an Approver is to review, verify, and/or edit the requisition. You may want to update quantities or remove items from the shopping cart, etc. You may also want to edit cost centers, split expenses to multiple cost centers, edit shipping address, or edit natural accounts. In addition, you may decide to return the requisition and instruct the Requester or Shopper to edit it. (See Cart & Assign documentation for instructions on editing the requisition.) Detailed instructions for each task are listed throughout this document. Refer to the Table of Contents.

1. Go to Orders & Documents > Approvals > My Approvals.
2. Assign each Requisition.
3. Click on the My Requisition Approvals folder.
4. Click the Requisition number to open.
5. Review the items or services to be purchased. Review, remove, move, or add items to the requisition, or return the requisition, if applicable.
   a. To add items to the cart, or shop, click the Home icon located in the Main Menu banner on the left-side of the screen.
   b. Begin shopping. (For more details refer to Shopping & Cart document).
6. Click the General tab. You can edit the Cart Name in this section, if necessary.
7. Click on Shipping tab. Review and/or edit addresses entered at the header level and at each line level.
8. Click the Billing tab (only at Fiscal Year-end when prompted by Procure To Pay dept.) to be sure the expense is charged to the appropriate Fiscal Year.
9. Click the Cost Center tab. Review and/or edit cost center/s charged including PROJECT_TASK and FUNDTYPE_FUND_ORG at the header level and at each line level. You may Add A Split, in Header/Line Item Details, if necessary.
10. Click on Natural Account tab. Review and/or edit natural accounts entered at the header level and at each line level.
11. Click on Internal Notes and Attachments to view any Internal Notes and/or attachments.
12. Click on External Notes and Attachments to view any External Notes and/or attachments.
13. If a number (#) is displayed in the Comments tab, click the Comments tab to review the comments or add a comment of your own to help process the requisition.
14. If a number (#) is displayed in the Attachments tab, click the Attachments tab to review the attached document. Click on the Attachment to open it.
15. **View Approvals**: Click on the View Approvals tab to view the Approval Workflow Process. The requisition will go through as soon as the Requester clicks the Submit Requisition button. At that time the Requisition enters Workflow. The Shopper, Requester, or Approver may open the Requisition and select the View Approvals tab. (See the Approval Workflow Overview and The Requisition Approval Process in Cart & Assign Long Document. The entire Requisition, Purchase Order, and Invoice Approval Workflow Process is detailed.)

16. Click on History tab to view the history of the requisition up to this point in the processing. Once the requisition has been submitted by the Requester the requisition will enter the workflow. The first step of the workflow is the Funds Available Verification. The system looks at the Oracle Financial Management system to verify if there are funds available to pay for the expense. If there is not enough funds to pay for the expenditures a message will be displayed in the history. The requisition will not be stopped, the message is there for the Requester and Approver to review if this may be a determining factor on its’ approval.

**NOTE**: This message would be loaded once the requisition has gone through the workflow to check if there was Funds Available at that time.

17. Add your own approver comments to the requisition that will be seen by staff throughout the approval process and remain a part of the BobcatBUY history.

18. *Add [items] to Favorites.* Add requisition items To Favorites if interested in having the same products available for your own purchases.

19. Add items from the current cart to A Draft Cart or Pending Requisition/PO, only if you, the Approver, want to purchase the same item/s in the future.

20. You may add comments and/or attachments that may provide support information as the requisition moves through the Workflow process.

21. In addition to Approving A Requisition, you may also Return A Requisition, Reject A Requisition, Place A Requisition On Hold, or Forward A Requisition, Withdrawn Entire Requisition. (For more details, refer to the Table of Contents in this document).

22. You may view requisitions you have processed as an Approver in the Approver Outbox. Go to Orders & Documents > Approvals > My Recent Approvals. Use the Filter to view the exact requisition based on the Filter attributes.
VI. Carts Assigned To Me: Review & Edit Requisition

A Shopper may assign the shopping cart/requisition directly to you (Approver), if the Requester is out of the office. As the Approver, you would edit the requisition and submit it for approval. In addition,

A Requester may also assign a shopping cart/requisition to you as well. After the Requester reviews a shopping cart the Requester will most often click the Submit Requisition button to submit the shopping cart/requisition. If the requisition is > $1499.99 it will automatically route to you based on the Cost Center (account number) for which you are responsible. The task of an Approver is to review and verify the requisition that was assigned to you. As a reminder, carts under $1500 will only be processed by the Requester unless the Requester specifically wants the Approver to review it before it is submitted. If the Requester wants you to review the particular shopping cart/requisition in addition to their own review, they may assign the cart to you. Some departments require, at the minimum, two people to review all requisitions, no matter the total dollar amount. In these specific departments, if the Requester creates a Requisition under $1500 they are required to Assign their Cart to the Approver, who would not otherwise automatically see the Requisition.

1. Click on the Action Items link in the top banner.
2. Click on Carts Assigned To Me link.

3. Start processing the Shopping Carts assigned to you, located under the Drafts Assigned To Me section. Click on the Shopping Cart Name to open. The Shopping Cart Summary screen will open.
4. Review and/or edit any information in the Shopping Cart Summary screen.
5. Return the cart, if necessary. Ask the Shopper to make specific changes. The Return Cart button is located on the Shopping Cart Summary Screen. You may need to view the Requisition first to determine if you want to Return The Cart to the Shopper.
6. Click the Edit Requisition button. The Requisition Summary view is displayed. The Summary – Draft Requisition page details all information that needs to be updated, highlighted by the Red Exclamation Points at the top of the page.

Each Exclamation Point references a specific field in the requisition that needs to be edited. In the above example, the Natural Account field needs to be populated. Once you edit all of the required fields, submit the requisition.

Verify the following fields:
7. Review the items or services to be purchased.
8. Remove items from the cart, if necessary.
9. Move items to another cart, if necessary.
10. Add items to the cart if necessary. Click the Home icon located in the Main Menu Banner to the left of the screen. Begin shopping and adding items to the cart.
11. Click the General tab. You can edit the Cart Name in this section
12. Click the Shipping tab. Review and/or edit addresses entered at the header level and at each line level.
13. Click the Billing tab (only at Fiscal Year-end when prompted by Procure To Pay dept.) to be sure the expense is charged to the appropriate Fiscal Year.
14. Click the Cost Center tab. Review and/or edit cost center/s charged including PROJECT_TASK and FUNDTYPE_FUND_ORG at the header level and at each line level. You may Add A Split, in Header/Line Item Details, if necessary.
15. Click the Natural Account tab. Review and/or edit natural accounts entered at the header level and at each line level.
16. If a number (#) is displayed in the Comments tab, click the Comments tab to review the comments or add a comment of your own to help process the requisition.
17. If a number (#) is displayed in the Attachments tab, click the Attachments tab to review the attached document. Click on the Attachment to open it.
18. Click the **Internal Notes and Attachments** to view any internal notes and/or attachments.
19. Click on **External Notes and Attachments** to view external notes and/or attachments.
20. Add requisition items **To Favorites** if interested in having the same products available for your own purchases.
21. Add items from the current cart to A Draft Cart or Pending Requisition/PO, only if you, the **Requester**, want to purchase the same item/s in the future.
22. Click the **History** tab to view the history of the **Requisition** up to this point in the processing. Once the requisition has been submitted by the **Requester** the requisition will enter the workflow. The first step of the workflow is the Funds Available Verification. The system looks at the Oracle Financial Management system to verify if there are funds available to pay for the expense. If there is not enough funds to pay for the expenditures a message will be displayed in the history. The requisition will not be stopped, the message is there for the **Requester** and **Approver** to review if this may be a determining factor on its approval.

**NOTE:** This message would be loaded once the requisition has gone through the workflow to check if there was Funds Available at that time.

23. **View Approvals:** Click on the **View Approvals** tab to view the **Approval Workflow Process** the requisition will go through as soon as the **Requester** clicks the **Submit Requisition** button. At that time the **Requisition** enters **Workflow**. The **Shopper**, **Requester**, or **Approver** may open the **Requisition** and select the **View Approvals** tab. (See the **Approval Workflow Overview** and **The Requisition Approval Process** in Cart & Assign Long Document. The entire **Requisition**, **Purchase Order**, and **Invoice Approval Workflow Process** is detailed.)

24. Upon completing your review of the requisition, all fields in the workflow process will display a green checkmark. The requisition is now ready for submission. Click the **Submit Requisition** button. The requisition will be submitted into workflow.

If the requisition is ≤ $5000 it will be submitted into workflow. It will skip the Approver 2 of the Cost Center and move onto any other approval folders in that particular workflow.

If the requisition is > $4999.99 it will flow to the **Approver 2**, or Budget Unit Manager, assigned to the particular cost center/s expensed on the requisition.

25. **Assign Cart:** If you, the **Approver**, would like to see a requisition ≤ $5000 that would not automatically flow to the **Approver**’s folder based on the dollar limit, then you
must **Assign The Cart** to the **Approver 2**. If you are in a department that requires, at the minimum, two people to review all requisitions, no matter the total dollar amount, you, as the Approver must Assign your own shopping carts ≤ $4999.99 to the Approver 2.

26. After **Submitting the Requisition** a **Requisition Information** page opens to display:
   - Requisition Number
   - Requisition Status
   - Cart Name
   - Requisition Date
   - Requisition Total
   - Number of Line Items
   - You may also take advantage of the links at the bottom of the notification screen to move to other actions in BobcatBUY.

27. An email is automatically generated to the **Shopper** and the **Approver** notifying them the request has been submitted for processing.

**NOTE**: It is highly recommended that you keep your **User Profile** email settings enabled. You will also receive a **Notification** (top right).

28. After the Cart is submitted, any user may still access the requisition and complete the following actions: **Add Comment** to the requisition, **Add Notes to History**, and **Copy to New Cart**. Only the **Shopper & user** that actually **Submitted The Requisition** also has the ability to **Withdraw The Entire Requisition** (See **Cart & Assign Document**).
VII. Approval Window Navigation: Overview

1. Click on the Action Items in the top banner, and select the appropriate link; My Assigned Approvals (Carts Assigned To Me or Requisitions To Approve links), My Unassigned Approvals (Unassigned Requisitions Needing Approval link) and Orders (My Returned Requisitions). You may have a link; Carts Assigned To Me. The Shopping Carts (Carts Assigned To Me) must be processed as described in the prior section. You may also see links to your own orders if you shop.

2. You may manage your own preferred folder views.
3. In the Action Items box, under Unassigned Approvals, click the Requisitions link.
   a. The My Approvals window opens.
   b. All requisitions pending your review and approval will display.
4. There are two ways to view the folders, a folder view and a list view. In the Group Results By drop-down list select either List or Folders. (Located in the top left, under the My Approvals tab - near the Home/Shop tab).

The last option chosen in "Group Results By" is remembered and the next time the approver visits the page, the same option will be used.
5. If you select the **Folder** view, to view all of the requisitions.

6. Click the **Expand All** link to view the requisitions in each Cost Center folder, if the folders are collapsed. The collapsed and expanded state of each folder is also remembered so that when the user returns to the page, the folders that were left expanded will still be expanded and any that were left collapsed will still be collapsed.
7. Click the **Collapse All** link, to collapse all of the folders.

8. If you select the list view, each requisition available for your approval will be displayed without the requisitions being sorted by Cost Center folders.

9. In the **Sort By** drop-down list, there are several options to sort the requisitions listed. The default is **Submit Date Newest First**. However, you may select any of the other options available; **Requisition Number Descending**, **Requisition Number Ascending**, **Submit Date Newest First**, **Submit Date Oldest First**, **Folder Entry Date Newest First**, **Folder Entry Date Oldest First**, **Total High to Low**, **Total low to high**.

10. When in the Folder view, all the Cost Center folders are considered the **Shared Workflow Folders**. The **Shared Workflow Folders** are folders that can be accessed by one or more **Approvers**. These folders are shared by any approvers or back-up approvers given authority...
to process the requisition. In rare cases, there will only be one Approver per folder, but the norm is to setup at least two Approvers per folder. The actual Approval folders displayed are dependent upon the Approver’s permissions in BobcatBUY based on the actual number of Cost Centers under the scope of the Approver’s authority. Therefore, an approver might see one, two, or twenty folders.

11. To process a requisition, the approver must assign the requisition to him/herself. Then process the requisition accordingly (see the task below, assigning a requisition).

It is recommended that the Approver move the requisitions or, in other words, assign the requisition to their My Requisition Approval folder. Documents may be moved from a Shared Folder into your My Requisition Approvals folder. The My Requisition Approvals folder is only displayed after the approver assigns a requisition to him or herself.
   a. When a requisition is moved from a shared folder to an Approver’s individual folder (My Requisition Approvals), the requisition continues to be listed in both folders.
   b. The Requisition Approver’s name (the approver who moved the requisition to their own folder to process) is displayed to other users in the shared folder under the Assigned Approver column.
   c. The requisition displayed in the shared folder only has provides view access. Other approvers authorized to approve on the particular cost center the requisition is charging may only view the requisition (they have no functionality) once it has been moved to your “My Requisition Approvals folder”.
   d. When a requisition is in the My Requisition Approvals folder, you are the only approver that can apply an action to it. The requisition is essentially locked down so that other approvers may not perform any action on the requisition at the same time you may be processing the requisition. Again, this process guarantees that only one approver is processing a specific requisition at a time.
   e. Only an administrator can move a document out of the My Requisition Approvals folder.

12. Once the requisition is assigned to yourself then you may proceed in opening the requisition by clicking on the requisition number. Next, you will review the requisition and when ready use the Drop-down box in the upper right-hand corner of the Requisition Display screen to perform a number of functions, including Forward..., Return To Shared Folder, and more. See instructions below for all the options.
VIII. Approval Window Navigation: Show/Hide Requisition Details

You may view the requisitions in your Approval Folders with more or less details. BobcatBUY’s default is to Show Requisition Details.

1. Go to Orders & Documents > Approvals > My Approvals.
2. Pick Folders in the Group Results By field
3. Click on the Show Requisition Details link at the top of the screen. The Show Requisition Details option displays additional information for each document in the approval folders.

4. The Show Requisition Details default view is displayed. When the screen is in this default view, you do not see the words Show Requisition Details on the screen, you see the Hide Requisition Details link.

Click the Hide Requisition Details link to collapse the expanded view and to hide the additional information.
The Hide Requisition Details option displays the document information on a single row in the approval folders, or back to the original defaulted view.

IX. Approval Window Navigation: Set Results Page to 100

One of the first housekeeping tips to perform as an Approver is to set your Results Per Folder to the maximum choice of 100.

1. Go to Orders & Documents > Approvals > My Approvals.

2. In the Group Results By drop-down list select Folders. (Located in the top left, under the Orders & Documents bread crumb).

3. Click in the Results Per Folder dropdown box, scroll down to 100 and click on it. Each approval folder to which you have approval access will display up to 100 requisitions in your folder before folding to a “next page” option. Users have frequently commented that they think they have less requisitions to approve because they cannot see all the requisitions in the initial view of the approval folder. The system default is set to 20.

X. Approval Window Navigation: Using Approval Folder Filters

If you would like to filter requisitions by any number of categories, follow these instructions. The Filters located in the Filtered By section, at the top left-hand side of the screen, may be used to view specific types of approvals. The approval folder screen provides several filtering options to users to view pending documents and notifications in different ways.

1. Go to Orders & Documents > Approvals > My Approvals.
2. In the Group Results By drop-down list select Folders. (Located in the top left, under the Orders & Documents bread crumb).
3. You may collapse the **Filtered By** section and only display the results grid. Click on the arrow to collapse. Once the section is collapsed, click on the arrow to expand the **Filtered By** section.

4. The following category filters are available to refine your search results; Type, Date Range, Folders, Current Workflow Step, Assigned Approver, State, Custom Fields, Department, Form Type, Prepared By, Prepared For, Status Flags, Supplier, and Priority.

5. Once a filter is applied, the filter choices are visible in the "**Filtered By**" section just above the **Filter My Approvals** section. The filter group is no longer available under **Filter My Approvals** once an option from the group is applied.

   To stop applying a filter, uncheck the checkbox beside it in the "Filtered By" section. To stop applying all post filters that have been applied, click the "**remove all**" link in the "Filtered By" section.

6. **Type**: Click in the **Type** section if you would like to filter Invoices instead of Requisitions for Approval. The default is **Requisition**. Click on the drop-down arrow and switch between Requisitions and Invoices.
7. **Date Range**: Click on the drop-down arrow and choose Custom Date Ranges or any other appropriate selection for refining your search. The default is **All Dates**.

8. **Folders**: Click on a specific Project Task Number/ Cost Center (only Project Numbers that have requisitions expensing items to them will display) to only display that Cost Center folder and the requisitions contained within that particular folder. When you click on a specific Project Task number it removes the Folders option from the available choices.

Another option to filter Folders is to click on the funnel to the right of the word Filters. Click on the check boxes to the left of the Project_TASK/s and Click **Save**.

To reverse the option and display the Project Task Cost Center folders in the default view, you must scroll up to the top of the **Filtered By** section. Then click in the checkbox to the left of the Project Task.
9. **Current Workflow Step:** You may refine your results by requisitions that are waiting for specific Workflow steps to be approved. Most likely, if a requisition is in your approval folder, it will be in the Dept. Acct. Approval Workflow step.

10. **Assigned Approver:** You may sort requisitions by which approvers have already assigned the requisitions to themselves.

11. **State:** You may sort the requisitions by **Assigned** or **Not Assigned** requisitions. If there are no requisitions that are Assigned then the only option to display will be Not Assigned and vice versa.

12. **Custom Fields:** You may sort your requisitions based on the following options;
   a. **HR Person ID:** Click on **HR Person ID**. Click in the drop-down box to choose between **Is Exactly**, **Starts With**, **Is Between**. Next enter a description in the blank field. Click the **Save** button.

   b. **Natural Account:** Click on **Natural Account**. Click in the drop-down box to choose between **Is Exactly**, **Starts With**, **Is Between**. Next, enter a Natural Account description in the blank field. Or click on the **Select from all values** link, enter a description or value, and click **Search** button. Then choose the appropriate **Natural Account** code. Click the **Save** button. Click on the **Add another Natural Account** link if you want to add additional Natural Account codes to your search.

   c. **Prevailing Wage:** Click on **Prevailing Wage**. Click in the drop-down box to choose between **Yes/True** or **No/False** options. Click **Save** button.

   d. **Project Task:** Click on **Project Task**. Click in the drop-down box to choose between **Is Exactly**, **Starts With**, **Is Between**. Next enter a description in the blank field. Click the **Save** button. Enter a Project_Task number in the blank field. Or click on the **Select from all values** link, enter a description or value, and click **Search** button. Then choose the appropriate **Project Task** code. Click on the **Add another Project Task** link if you want to add additional Project_Task codes to your search. Click the **Save** button.

   Another method to apply the Custom Fields options is to click on the filter to the right of it.

   Choose all the available options from the Apply Custom Field Filter pop-up window. Click the **Save** button.
13. **Department:** Click on one of the departments listed to filter your results and view the requisitions charged to that only that department.

14. **Form Type:** If the requisitions include forms, any form type that is included in the requisitions will display. You may sort by a particular form type. If there are no forms contained within requisitions the *Form Type* choice will not display.

15. **Prepared By:** Click on any of the names listed under this option. If you know a staff member will be out on vacation or sick leave, you may sort the requisitions they submitted in order to process their requisitions before they leave.

16. **Prepared For:** Click on any of the names listed under this option. If you know a staff member will be out on vacation or sick leave, you may sort the requisitions they originated in order to process those requisitions before they leave.

17. **Status Flags:**
   a. **With Rejected Lines**
   The "with rejected lines" status flag is used to search for documents that have a rejected line. A document with multiple lines where only one line was rejected will be found when an advanced search is performed using the "with rejected lines" status flag. The flag is intended to be used in conjunction with the workflow status designations. It will allow users to identify which documents are pending with rejected lines or documents that are completed with rejected lines.

   b. **With Withdrawn Lines**
   The "with withdrawn lines" status flag is used to search for documents that have a withdrawn line. A document with multiple lines where only one line was withdrawn will be found when an advanced search is performed using the "with withdrawn lines" status flag. The flag is intended to be used in conjunction with the workflow status designations. It will allow users to identify which documents are pending with withdrawn lines or documents that are completed with withdrawn lines.

   c. **With Errors**
The "with errors" status flag is intended to help administrators identify documents that are in error state. When a step enters an error state the document becomes searchable using the "with errors" status flag on the advanced search page. The "with errors" flag will allow administrators to view all documents that have a workflow step in error. They can then see the break down by workflow step in the workflow step filter provided on the results page.

d. **With Attachments**
The "With Attachments" filter will limit the search results to documents that have any of the following kinds of attachments:

- **Header:**
  - internal: URL or file
  - external: URL or file

- **Line:**
  - internal: URL or file
  - external: URL or file

- **Form:**
  - internal: URL or file
  - external: URL or file

- **Comment:** URL or file

18. **Supplier:**
   a. Click on a supplier name in order to sort by requisitions Purchasing items from the particular suppliers listed.
   
   b. You may also refine your searches by clicking on the filter. Suppliers with hosted products are indicated with the hosted catalog icon. Other suppliers include non-catalog and punch-out suppliers.

   ![Supplier Filter](image)

   c. Choose all the available options from the **Supplier** Filter pop-up window. Click **Save**.

19. **Priority:** Click on **Normal** or **Urgent** (if available). If you click on Urgent you will display only the requisitions that have the Urgent option selected. If you do not use this particular filter, all requisitions, both urgent and normal, will be displayed.
XI. Approval Window Navigation: Remember Sorting On Approval Screens

1. Go to Orders & Documents > Approvals > My Approvals.  
2. In the Group Results By drop-down list select Folders view. (Located in the top left, under the Orders & Documents bread crumb).  
3. Click in the Sort By drop-down list, scroll down and choose a sort feature. The default is Submit Date Newest First. However, you may select any of the other options available: Requisition Number Descending, Requisition Number Ascending, Submit Date Newest First, Submit Date Oldest First, Folder Entry Date Newest First, Folder Entry Date Oldest First, Total High to Low, Total low to high.

4. The Approver can use the sort function to sort requisitions within approval folders. The Approver can sort documents by a specific column and have that order used each time they visit the screen. The sort order for documents is remembered when an approver leaves the screen and returns. The sort preference affects all the Approval folders to which the user has access. For example, if the approver is responsible for approving orders for three different account codes, he might choose to sort them by Req Date/Time. The next time he logs in to approve an order, this sort preference is remembered.

XII. Approval Process: Assign A Requisition To Yourself Before Approving

You may have Requisitions that you can assign to yourself and then approve. You may be listed as one of several approvers for a Cost Center (Account Number) folder, where any requisition with items charged to that particular account will be routed to you and the other approvers assigned to the particular Cost Center folder.

You must Assign requisitions to yourself in order to move them to your My Requisition Approvals folder. By assigning a requisition you lock down the functionality so no other approver can be simultaneously processing the same requisition. The requisition is still viewable by all other approvers in the Shared Folder. You process the requisitions once they are in your own My Requisition Approvals folder.

1. Go to Orders & Documents > Approvals > My Approvals.  
2. In the Group Results By drop-down list select List view. (Located in the top left, under the Orders & Documents bread crumb).
3. There are two ways you may assign requisitions to yourself.
   a. **Assign One Requisition**: Click on the **Assign** button, for each requisition you want to process at this particular time. You may now view it in the **My Requisition Approvals** folder.

   ![Assign One Requisition screenshot]

   b. **Assign Multiple Requisitions At Once Time**: Click in the function box to the right of the **Assign** button for each requisition you want to assign to yourself. Click on the **Go** button at the top right of the screen. You may now view those requisitions in the **My Requisition Approvals** folder.

   ![Assign Multiple Requisitions At Once Time screenshot]

**WARNING:** Always assign the requisition to yourself before processing the requisition! This should be done to avoid the possibility of two **Approvers** attempting to access/approve the same requisition at the same time.
4. If you are assigning a requisition to yourself and the requisition items have been charged to multiple accounts that you are also authorized to approve, a Message window will appear. The message states that the requisition is in an additional approval folder. It is asking if you would like to perform this action (assigning the requisition) against additional folders as well. You will always want to assign the requisition, even if it charges other cost centers that you are authorized to approve, all at once from all the folders.

Click the Yes button. The requisition will still be listed in each approval folder for the respective cost center. It will display that the requisition has been assigned to you with your name in the Approver column. However, the requisition will only be listed once in the My Requisition Approvals folder and you will process it just once.
XIII. Approval Process: Requisition Review Process & Approval

Once you have assigned a requisition to yourself, you may complete the approval step directly from My Requisition Approvals. **Always review the requisition before approving it.** If you have not assigned the requisition to yourself, refer to the above task.

You must verify all information is correct. You can modify the values – Header or Line Item – as needed. It is important to verify both the Header and Line Item Details. Verify the following fields:

See the “Cart & Assign” document for instructions detailing Editing the Requisition.

Steps to Review A Requisition

1. Select the requisition to be reviewed by clicking on the Requisition No. link. The requisition will open to view.
   
   When reviewing the requisition there are edit buttons in each section that you may use to edit that particular section. You will click on each tab to review each section of the requisition. By default, the requisition opens to the Requisition>Summary tab open.

2. Review the items or services to be purchased.

3. Remove items from the cart, if necessary.

4. Move items to another cart, if necessary.

5. Add items to the cart if necessary. Click the Home icon located in the Main Menu Banner to the left of the screen. Begin shopping and adding items to the cart. Return the cart, if necessary; ask the Shopper to make specific changes.

6. **General Section:** In the General section, click Edit button if changes need to be made.

7. Click the Shipping tab. Review and/or edit addresses entered at the header level and at each line level.

8. Click the Billing tab (only at Fiscal Year-end when prompted by Procure To Pay dept.) to be sure the expense is charged to the appropriate Fiscal Year.

9. Click the Cost Center tab. Review and/or edit cost center/s charged including PROJECT_TASK and FUNDTYPE_FUND_ORG at the header level and at each line level. You may Add A Split, in Header/Line Item Details, if necessary.

10. Click the Natural Account tab. Review and/or edit natural account codes entered at the header level and at each line level.
11. If a number (#) is displayed in the Comments tab, click the Comments tab to review the comments or add a comment of your own to help process the requisition.

12. If a number (#) is displayed in the Attachments tab, click the Attachments tab to review the attached document. Click on the Attachment to open it.

13. You may add comments and/or attachments that may provide support information as the requisition moves through the WorkFlow process.

14. View the Internal Notes and Attachments section. View internal notes and/or attachments.

15. Click on External Notes and Attachments to view external notes and/or attachments.

16. Add requisition items To Favorites if interested in having the same products available for your own purchases.

17. Add items from the current cart to A Draft Cart or Pending Requisition/PO, only if you, the Approver, want to purchase the same item/s.

18. Click the History tab to view the history of the requisition up to this point in the processing. Once the requisition has been submitted by the Requester the requisition will enter the workflow. The first step of the workflow is the funds available verification. The system looks at the Oracle Financial Management system to verify if there are funds available to pay for the expense. If there are not enough funds to pay for the expenditures, a message will display in the History. The requisition will not be stopped, the message is there for the Requester and Approver to review if this may be a determining factor on its’ approval.

The message informs users that, “WARNING: [Line 1]The Cost Center XXX does not have sufficient funds for this purchase.” The requisition will not be stopped, the message is there for the Requester and Approver to review if this may be a determining factor on its’ approval. This message is to inform the approver of the status of the funds available in the cost center to aid in the approver’s decision making. No auto-email message is sent in this step.

On a Grant Account If a natural account number is used that is not an authorized natural account number for that particular grant, the requisition will be returned with an error. A message will also be displayed in history for this transaction as well

NOTE: This message would have been loaded when the requisition went through workflow; it checked to see if funds were available at that time.

19. View Approvals: Click on the View Approvals tab. To view the Approval Workflow Process the requisition goes through before being delivered to the supplier, the Shopper, Requester, or Approver may open the Requisition and select the View Approvals tab. (See the Approval Workflow Overview in a later section). (See the Approval Workflow Overview and The Requisition Approval Process in Cart & Assign Long Document. The entire Requisition, Purchase Order, and Invoice Approval Workflow Process is detailed.)
20. Once the entire requisition has been reviewed and/or edited you may now complete one of the actions in the Available Actions field. The next example will display how to approve the requisition. All other available actions will be discussed later.

21. Click in the Available Actions field, and select Approve/Complete Step, and click the Go button.
   - If the requisition is < $5000 it will be submitted into workflow. It will skip the Approver 2 of the Cost Center and move onto any other approval folders in that particular workflow.
   - If the requisition is > $4999.99 it will flow to the Approver 2, or Budget Unit Manager, assigned to the particular cost center/s expensed on the requisition.

The requisition has completed the approver step and has been removed from your (Approver) queue. Both the Shopper (Prepared For) and the Requester (The Prepared By) will receive an email that verifies the process.

**XIV. Approval Process: Return A Requisition**

As the Approver, after you have reviewed the requisition (see earlier step), you may return it to the Requester for additional information or changes.

1. Select the requisition to be reviewed by clicking on the Requisition No. link to open it.
2. After careful review, you decide to return the requisition back to the Requisitioner (the person who initiated the shopping cart/requisition).
3. In the Available Actions dropdown list, select Return To Requisitioner.
4. Click Go.

**NOTE:** Use the Comments tab to add comments to the requisition History, before returning it to the Requisitioner.
5. In the *Return To Requisitioner* box, provide details as to why you are returning the requisition. Enter your *Reason For Return*.

6. Click the *Return To Requisitioner* button.

7. The requisition is returned back to the person who submitted the requisition, in addition to the person who initiated the requisition, if they are different.

The *Requester* can access the *Returned Requisition* at *Action Items > Carts Assigned to Me > My Returned Requisitions*. If a Shopper created the requisition and assigned it to the Requester and then the Requester submitted the requisition, either role may edit the requisition and re-process it. The Shopper can access the *Returned Requisition* at *Action Items > My Returned Requisitions*.

- The *Requester* can either **Edit** the requisition and **Submit** it (again), or **Withdraw** the requisition.
- The *Shopper* may **Unassign** the requisition, **Edit** it, and **Assign Cart** (again) to the *Requester*. The *Requester* would then review and **Submit** (again) into workflow.

The person who submitted the requisition (*Requester*) and the *Shopper* will receive an email notification from BobcatBUY.
XV. Approval Process: Forward A Requisition To Another Approver

After reviewing a requisition, you may decide that a different staff member is a more appropriate approver for a particular requisition. As a result, you may forward the requisition to a different Approver for review and approval.

**NOTE:** Usually there are at least two Approvers for every Approval Folder in BobcatBUY. If you know you are the only Approver or if you want to have an additional Approver it is recommended that you Assign A Substitute Approver if you will be on vacation or out of the office for a specific period of time. Forwarding a requisition would be done on a case-by-case basis.

1. Select the requisition to be reviewed by clicking on the Requisition No. link to open it.
2. In the Available Actions dropdown list, select Forward to...
3. Click Go.
4. In the User Search window, enter the search criteria and click the Search button.

Only staff assigned the role of Approver will be available in the options. If you do not find the individual you want to forward the requisition to, it is likely the person has not been assigned the role of Approver in BobcatBUY. Contact Finance Customer Care to find out the process to add staff as Approver’s in the BobcatBUY system.

5. Click the [select] link.
6. Enter your comments for the new Approver.
7. Click the Forward button.

8. The new Approver will receive an email notification from BobcatBUY notifying them that a requisition is pending approval.
XVI. Approval Process: Reject The Entire Requisition

An entire requisition may be Rejected or one or more line items in the requisition may be Rejected. If part of a requisition is rejected (one or more line items), the remaining line items continue in the Approval Workflow Process. If a line item or the entire requisition is Rejected (by an individual or the system), an email is sent to both the Shopper and the Requester notifying them of the rejection. The rejection notice can also be viewed in the History tab.

**NOTE:** It is recommended that you keep your auto-email and auto-notifications enabled.

1. Select the requisition to be reviewed by clicking on the Requisition No. link. The requisition will open. Following review you may decide to Reject the entire requisition.
2. In the Available Actions dropdown list, select Reject Requisition and click Go.
3. Enter your Reject Reason in the Reject Requisition textbox.
4. Click the Reject Requisition button.

5. The requisition is removed from the My Requisition Approvals section of your approval window. Both the Shopper and the Requester will receive an email indicating the requisition has been rejected.

6. To access the requisition for additional information regarding the Rejection, you may open the requisition;
   a. In the Quick Search field, select Requisition Number.
   b. Enter the Requisition Number and click Go.
   c. Click on the Requisition Number to open it.
   d. When the requisition displays, click on the History tab.
e. All of the Comments and History will display.

XVII. Approval Process: Reject One Or More Line Items

The Approver may want to approve a requisition but reject one or more of the line items on the requisition.
1. Select the requisition to be reviewed by clicking on the Requisition No. link. The requisition will open.
2. If you review the requisition and decide to Reject One Or More Line Items, Scroll down to the Supplier/Line Item Details section.
3. Click in the checkbox to the right of the item to be rejected.
4. Click the In the Available Actions field, choose Reject Selected Items, and click Go.
5. Enter your Reject Line Reason in the textbox.
6. Click the Reject Line Item button.
7. A Pending Rejection line item symbol displays next to the rejected line item.
8. The Shopper and the Requester will both receive an email notification regarding the rejection.
9. After you have reviewed all the other line items on the requisition and are ready to complete the approval process for the remaining line items:
   a. In the Available Actions dropdown list, select Approve/Complete Step
   b. Click Go

You may check the status of the requisitions that you processed:
10. Click on Orders & Documents > Approval > My Recent Approvals.
11. This requisition is displayed twice: Once for the rejected line item and again for the approval (remaining line items).
12. Click the Requisition Number to open it. View the requisition summary.
13. The Status displays Approved (checkmark) But Line Item Rejected (red x) symbol.

14. Scroll down to view the rejected line item. In the Supplier/Line Item Details section, the line item(s) is displayed with a Rejection symbol next to the line item.

The Requisition has completed this approval step and will move on to any additional workflow requirements. You may also view the Workflow Approval Process or the History for additional information.
XVIII. Approval Process: Place A Requisition On Hold

After reviewing a requisition, you may decide you need more information in order to adequately process the requisition. As a result, you may want to place the requisition on hold so any user inquiring about it, understands why you have not processed it.

1. Select the requisition to be reviewed by clicking on the Requisition No. link to open it.
2. In the Available Actions dropdown list, select PlaceReq on Hold.
3. Click Go.

4. The PlaceReq On Hold window displays. Enter your Hold Reason in the textbox.
5. Click the PlaceReq on Hold button.

The requisition remains in your queue with a Hold on it. When the requisition is ready to be reviewed, edited, and approved, you may release it from Hold.

6. You can view the Approval Workflow process (Click on the View Approvals tab) to see that the requisition is on hold. You may also view the status of the requisition via the History tab. Click the History tab.
When the requisition is ready to be reviewed, edited, and processed, in order to release it from Hold you have to perform one of the following actions on the requisition; Approve/Complete Step, Return to Shared Folder, Return to Requisitioner, Forward To..., or Reject Requisition. If you forward a requisition on hold it will be in a “Hold” state for the new approver.

Once you process the requisition, the requisition is removed from the approval queue.

XIX. Approval Process: Return A Requisition To The Shared Folder (Unassign)

You may want to return a requisition back to the Shared Approval Folder for another approver to review. If you have reviewed the requisition and have questions, you may want another approver to review the requisition.

To Unassign a requisition or Return it back to the shared approval folder,
1. Select the requisition to be reviewed by clicking on the Requisition No. link to open it.
2. In the Available Actions dropdown list, select Return To Shared Folder.
3. Click Go.
4. The requisition returns to an Unassigned state and returns to the shared folder.
XX. Approval Process: Add A Comment And Attachment

Comments and Attachments may be added by the Shopper, Requester, and Approver when each role has access to the document. Comments and Attachments can go back and forth between the Requisitioner and the Approver during the approval process.

In the Available Actions field,
1. Click Add Comment.
2. Click the Go button.

3. Or, if you are already viewing the requisition, you may click the Comments tab.
4. Click the Add Comment button.

5. To send an email notification indicating that a comment has been added,
   a. Click the checkbox next to the user’s name.
   b. To notify a different/additional person,
      o Click Add Email Recipient.
      o Enter the search criteria for the user and click the Search button.
      o Click the Select link next to the appropriate user.
      o Repeat to add additional users.

   Note: The added email recipient must be an authorized BobcatBUY user.
6. Add your Comment in the text box.
7. To attach a file or a link,
   a. Click the Browse button to navigate to where your file is saved.
   b. Double-click the file that you would like to attach.
8. To add a Link/URL to the comments section, click on the drop-down arrow in the Attachment Type field, click on Link/URL, enter the URL Name and the actual URL link in the appropriate fields.
9. Click Add Comment.
10. The following information displays regarding the added comment.

11. An email is sent to all of the users specified to receive the notification.
12. To view the Comment in History,
   - Open the requisition.
   - Click the History tab. You will be able to view all of the History for this requisition.
   - The following is displayed: Date/Time, Action, and the Comment/Note entered.
   - To view the entire note, click more.
XXI. Approval Process: Add Notes To History

You may add a Note to the history of the requisition. This only applies to Requisitions that have already been submitted into workflow.

If you are the Shopper,
- Click the Orders & Documents Menu icon > Search Documents > My Requisitions
- Click the Requisition Number to open it.

For other users, to open the requisition;
- Click on the Orders & Documents Menu icon > Search Documents,
- Enter the Requisition Number and click Go.

1. When your requisition displays, in the Available Actions drop-down list, select Add Notes To History, and click Go.

2. Enter your Note and click the Attach button.

3. To view the History (Note), open the Requisition and click the History tab. You will be able to view all of the History for this requisition.

The following is displayed: Date/Time, User, Steps, Action, Field Name, and the Note entered. If the note is long, click more, to view the entire note.
XXII. Approval Process: Assign A Substitute Approver

You can designate another Approver as your substitute if you are going to be on vacation or out of the office for a significant period of time. By specifying a substitute, any requisition assigned to you will automatically be redirected to your substitute. Most Cost Center folders have more than one Approver already listed on the cost center. The other Approver should also be receiving the emails that a requisition is awaiting approval (if they have not turned off those particular emails). You may need to only notify the other Approver/s on the account to let them know they must approve the requisitions during your absence.

You have the ability to assign a substitute for one or more specific folders or for all the folders to which you have approval authority. Users that have permission to Assign Substitute Approver will be able to select a button to assign a substitute for all their folders at once. This will apply to all folders regardless of whether there are documents pending approval in them. A button is also available to end substitution for all the approver’s substituted folders.

Assign A Substitute To All Your Folders / End A Substitute’s Role

1. Click on Orders & Documents > Approvals > Assign Substitute Approvers
   If you have more than one folder, you must assign a Substitute to each folder separately unless you want to assign all of your folders to the same substitute approver.

2. To assign a substitute to all your approval folders, you must click the Assign Substitute to All Requisition Folders button.
   a. Click in the Include Date Range for Substitution if you want to apply a specific date range to the substitution.
   b. Enter the Substitute Name and pick from the choices that are displayed
   c. Enter the Start Date and time
   d. Enter the End Date and time
   e. Click the Assign button.

3. When you want to delete the substitute, click on the End Substitute for All Requisition Folders button.

Assign A Substitute To One Or More Folders / End A Substitute’s Role

1. Click in the checkbox to the right of the Assign button on each Cost Center.

2. Click the Go button to the right of the Assign Substitute to Selected Folders field.
   a. Click in the Include Date Range for Substitution if you want to apply a specific date range to the substitution.
   b. Enter the Substitute Name and pick from the choices that are displayed
   c. Enter the Start Date and time / Enter the End Date and time
   d. Click the Assign button.

3. When you want to delete the substitute, click on the End Substitute for All Requisition Folders button.
Only staff assigned the role of Approver will be available in these options. If you do not find the individual you want to act as your substitute, it is likely the person has not been assigned the role of Approver in BobcatBUY.

All subsequent shopping carts will be assigned to your Substitute.

**WARNING:** Any shopping carts currently assigned to you must be acted on by YOU or Forwarded to your Substitute, or Returned To The Shared Folder.

### XXIII. Email Approvals: Overview of Processing Requisitions Via Email/Phone

Approvers can be notified of a requisition requiring your approval via email. Receiving emails is optional. Your approval emails are automatically turned on when you gain access to the system. If you turned them off, you must turn the email approvals back on in order to take advantage of this feature.

An Approver with permission to take action on a requisition via an Email Approval still has the ability to log into BobcatBUY. The Approval Email notification offers an alternative approval method for approvers that are away from their desk or who do not choose to log into the application.

Approvers will receive an enhanced approval email containing pertinent requisition information and a quick action webpage link where they take action on the requisition without logging into BobcatBUY. In order to approve a requisition via email the Approver must first enter an email approval code in their profile settings. The email approval code will always be maintained in the Approver’s Profile. By entering an approval code in your profile it will ensure the authorized Approver is the person taking action on the requisition via the email.

Only Approvers given prior access to approve/reject requisitions will receive the enhanced approval email option. Approvers will not be able to approve from an email if the Approver has not yet configured an email approval code in their profile. In this case, the Approver will receive the enhanced email with order information; however, the email will not contain a link to the approval webpage. Instead, a warning message will display directing them to their site to take action on the document as well as to configure their email approval code to take action from future emails.

When an email is received, the Approver will click on a Take Action button which directly accesses an approval webpage. The Approver then chooses the action and enters their email approval code which authenticates that person as the authorized Approver. The Take Action button allows access to a secure webpage where action may be taken. The link in the email includes encrypted tokens to protect the organization and approver’s information. The only way to access the webpage is from the link in the approval email.
Once the Approver receives an approval email, they must review the requisition information contained within the body of the email. At this point, the Approver decides which action, if any, will be taken on the requisition. If the Approver is ready to process the requisition they will click a link that takes them to the secure approval webpage. The Approver selects the desired action and enters comments, if applicable. The actions available to the Approver are Approve, Assign to myself, Reject, Return to Requisitioner, and Comments (optional). The Approver then must enter their email approval code and submit the action. Once the action is complete the Approver receives a confirmation webpage. The action is logged in history as having been approved via email by that particular Approver. Any Comments that may have been entered are logged in both Comments and History.

If action has already been taken on the requisition by another Approver in the shared cost center folder, when another approver tries to process the requisition by clicking the Take Action button, they will receive an email message indicating, The document has already been acted upon.
**XXIV. Email Approvals: Will My Mobile Device Work With Email Approvals?**

The Email Approval functionality is available wherever users can access their email and the internet. This includes laptops and many mobile devices with data plans. Email approvals are compatible with BlackBerry, Android, and Apple Mobile devices.

The following table lists the supported combinations of Browser/Operating Systems for use with Email Approval functionality within the BobcatBUY application. Readability of emails may vary based on email client and email formatting selected. Users may opt to receive email approval notifications in plain text rather than HTML in order to improve readability on some mobile devices. You may update your preferences on the Personal Settings tab of your profile.

**NOTE:** These Browser/Operating Combinations are effective starting with the 12.1 release (March 2012). Continue to refer to the updated Mobile Browser / Operating Systems for Email Approvals linked to the Procure To Pay web site.

http://www.ohio.edu/finance/purchasing/bbtrainingpg2.cfm
Click the BobcatBUY Browser Requirements are found here.

**XXV. Email Approvals: Set-Up Your Email Approval Code via email or phone**

If you are an Approver in BobcatBUY, you may take action directly from the auto-email sent to you by the system. This will allow you greater flexibility in approving some requisitions, without having to login to BobcatBUY. This feature is accessible via laptop with internet access or from a mobile phone with email/data plan.

**WARNING:** If you have not yet configured your personal Email Approval Code in your profile, you cannot approve directly from an email. BobcatBUY requires an email approval code.

1. Click on your Name (top right) > View My Profile.

![View My Profile](image)

2. Under User Information and Settings, click User’s Name, Phone Number, Email, etc.

A personal Email Approval Code is required to ensure the authorized Approver is taking action.
3. In the Email Approval Code field at the bottom of the window, enter your personal approval code. The minimum value is four (4) characters. This is case sensitive.

The minimum value for your personal approval code is four (4) characters.

4. Click Save.

Each time that you want to approve directly from email, you must enter your personal Email Approval Code. This is case sensitive.

XXVI. Email Approvals: Receipt Of The Approval Email
The Approver receives an email notifying them of a requisition that has been submitted for their approval. Other Approvers on the shared cost center folder will also receive the same email at the same time. You may have to decide who will process or simply allow the requisitions to be processed on a first-come, first-serve basis.

When a requisition contains two Cost Centers, for any reason; split at the Header level, a different Cost Center expensed at the Line level, etc., an Approval Email will be sent for each Cost Center, even though it is only one requisition. The Approver must process each email for each Cost Center expensed on the requisition before the requisition will move forward in the Approval Workflow Process. In some cases, it may be more efficient to login to BobcatBUY to process the requisition.

Information included in the email;
- Summary Information
  - Cart Name (In Title Bar)
  - Requisition Number (In Title Bar)
  - Folder: Cost Center Number and Name
- **Details: Line Level Information**
  - Supplier Name
  - Item Number (number on the line of the requisition, Item 1, Item 2, etc.)
  - Indication if the item is a Non-Catalog item
  - Indication if the line item is rejected or withdrawn
  - Product Description
  - Catalog Number
  - Quantity
  - Unit Price
  - Extended Price
  - Custom Catalog Attributes (displays only if the attribute is active and has a value)
  - Contract Number and Name (if applicable)
  - Size/Packaging
  - Commodity Code
  - Product Flags (displays if applicable)
  - Internal Notes and Attachments-if populated at the Line level
  - External Notes-if populated at the line level
  - Natural Account Code, if a different natural account code was entered at the line level
  - Total Dollar Amount of the requisition

**WARNING:** If the requisition contains more than ten lines, a message displays indicating user must login to see details. If an item was rejected or withdrawn in a previous approval step, only the Product Description and Catalog number displays for that line.

- **Form Data**-Includes the name and type of form that was used to populate the line item(s).
- **Cost Center**-Information including the field name, the value, and the associated description for the following; Project_Task, FundType_Fund_Org, Fund_Type, Fund, Org.

**WARNING:** If there are different Cost Centers at the line level, a message will be displayed; Accounting Code values vary by line. You must access the system in order to view the line level Cost Center information.
NOTE: If the Cost Center is split at the Header level, each Cost Center will be listed with the percentage amount listed and the respective Dollar amount of the percent split.

- **Take Action** - A hyperlink to Take Action on the requisition; the Take Action button is a link to process the requisition (see screen shot above).

NOTE: This link does not display if the Approver does not have an approval code set up or if it is the Approver's own order.

- **Additional Information**
  - Summary Details including the Natural Account Code and Description at the Header level, Prevailing Wage (Yes or No), and if there are Comments (#)
  - Internal Notes & Attachments entered at the Header Level
  - External Notes & Attachments entered at the Header Level
  - The list of other Approvers on the Cost Centers expensed on the requisition, and the Shipping Address.

Warning: If there are different Shipping Addresses at the line level, a message will be displayed: **Ship To values vary by line**. You must access the system in order to verify that information.
# PROJECT TASK: UN8400305 (NEUROBIOLOGY): (0.01 - *) USD Approval Request for Requisition# 750085

**Summary**

- **Approver:** [Name]
- **Revised:** 11/18/13

**Details**

**Spectrum Chemicals & Laboratory Products**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Catalog Number</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext Price</th>
<th>Discount</th>
<th>Ext Price</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Beaker Brush, White nylex 7.3-6.0 cm dia.</td>
<td>160-0799-C1</td>
<td>100</td>
<td>15.40 USD</td>
<td>1540.00 USD</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VWR International**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Catalog Number</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext Price</th>
<th>Discount</th>
<th>Ext Price</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Chemists for lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cost Center**

- **PROJECT Task:** OL0019092.01 - MODELING LEPTIN RECEPTOR BEHAVIOR (PROJECT COSTS)
- **FUND TYPE:** 300-4030 - RESTRICTED EDUCATIONAL AND GENERAL
- **DRG:** 0430 - 0430 BIOLOGICAL SCIENCES

**Ready to approve, reject or assign this document to yourself?**

**Additional Information**

**Internal Note**

- See the notes attached from the chemical supplier

**Summary Details**

- **AP: P000.01**
- **Principle PI:** No
- **Material Account:** 220900 - LABORATORY SUPPLIES
- **Comments:** (1)

**Other Possible Approvers**

- [Name]

**Internal Attachments**

- [View invoice stack]

**Shipping Address**

- [Add: Big Shopper, Ohio University, Dept OF, F150, 1000000, 01100000 T1, Academic Research, 3000, OHIO 33000, United States]

- Ship To values vary by line

---

Questions? Call 597-6446 or email procurement@ohio.edu
XXVII. Email Approvals: Invalid Password Or Forget Password?

If the Approver enters an invalid Approval Code, you may re-enter the correct password. If you cannot remember your Email Approval Code, you must login to BobcatBUY and setup a new code in your Profile.

XXVIII. Email Approvals: What If There Is No Take Action Button?

If you receive an Approval Email without a Take Action button visible you likely did not setup an Email Approval Code in your Profile. If you recently setup your Email Approval Code in your profile, consider that you may have received the Approval Email prior to you setting up the Email Approval Code. Refer to the instructions above to setup the Email Approval Code.

XXIX. Email Approvals: If I Forward My Approval Email to Another User?

Only the original email recipient/s (approver’s on that particular Cost Center) may take action on a requisition when the organization sets up approver’s to use email approval codes. If another BobcatBUY user receives the approval email and tries to Take Action from the original approver’s email without his or her own email approval code, the user will receive a message indicating the approval code is required (if they did not enter one) or invalid (if they entered an incorrect code).

XXX. Email Approvals: What If I Turned Off My Approval Emails

If you made the personal decision to turn-off your Approval Emails, to turn-them back on:
1. Click on your Name (top right) > View My Profile.
2. Under **User Information and Settings**, click **Email Preferences**.
3. Under Shopping, Carts & Requisitions, scroll down to: **Req pending Workflow approval**.
4. Verify that the drop-down field displays either Email & Notification or Email

5. To choose either Email & Notification or Email, click on the drop-down arrow and make selection.

**XXXI. Email Approvals: TAKE ACTION: Approve A Requisition Via Email**

Once your **Email Approval Code** is setup, you may review a Requisition’s **Summary** via email and **Take Action** without logging into BobcatBUY. The **Take Action** button directly accesses a secure webpage quick link.

If an employee leaves the organization, notify **Procure To Pay** and the account will be deactivated. Once the account has been deactivated the user is unable to take action on documents from email notifications. If the deactivated user attempts to access a link from a previous email message, he will receive a message indicating he is no longer authorized to take action on the document.
**WARNING:** If the requisition contains more than ten (10) lines, you must login to BobcatBUY to review the details. Refer to the Email Approvals: Receipt of the Approval Email for specific details regarding the content of the requisition via email.

To **Approve** a requisition:

1. Click the *Approval Email Message* email message to open it.
2. Scroll down to **Review** the requisition information contained in the body of the email. Your review will be similar to reviewing the requisition information within the Approval table of BobcatBUY.

**NOTE:** If the Cost Center is split at the Header level, each Cost Center will be listed with the percentage amount listed and the respective dollar amount of the percent split.

**WARNING:** When a Cost Center has been assigned at the line level that is different from the Cost Center in the Header, you will see the following message, “*Accounting codes values vary by line.*” If you see this message, it is highly recommended that you login to BobcatBUY to review the requisition, rather than approving via email.

3. In the email, click the **Take Action** button. If the *Take Action* link does not display, you do not have your *Email Approval Code* setup in your *Profile*.

**WARNING:** If you have not yet configured your personal *Email Approval Code* in your *profile*, you **cannot** approve directly from an email; BobcatBUY requires an email approval code.

4. The webpage appears to process the requisition and displays a new action screen.
5. Select the radio button next to **Approve**.
6. Add optional **Comments**.
7. Enter your personal Email Approval Code (previously setup in your profile). If you enter an invalid approval code, re-enter the correct code. If you forget your approval code, you must login to BobcatBUY and setup a new code in your **Profile**.
8. Click **Submit** button.

9. A pop-up window displays. You must click the **OK** button in order to process the approval.
10. The Approve Successful window displays.

![Approve Successful Window](image)

11. Close the Internet window

**NOTE:** If action has already been taken on the requisition by another Approver, you will receive a warning indicating the following; The document has already been acted upon. Please log in for more details.

![Document Altered Warning](image)

XXXII. Email Approvals: TAKE ACTION: Reject A Requisition Via Email

For more information regarding processing requisitions via email, refer to the section: Email Approvals: **TAKE ACTION: Approve A Requisition Via Email**.

To **Reject** a requisition:
1. Click the Approval Email Message email message to open it.
2. Scroll down to **Review** the requisition information contained in the body of the email. Your review will be similar to reviewing the requisition information within the Approval table of BobcatBUY.
3. In the email, click the **Take Action** button. If the Take Action link does not display, you do not have your Email Approval Code setup in your Profile.

![Take Action Button](image)
WARNING: If you have not yet configured your personal Email Approval Code in your profile, you cannot approve directly from an email; BobcatBUY requires an email approval code.

4. The webpage appears to process the requisition and displays a new action screen.
5. Select the radio button next to **Reject**.
6. Add optional **Comments**.
7. Enter your personal Email Approval Code (previously setup in your profile). If you enter an invalid approval code, re-enter the correct code. If you forget your approval code, you must login to BobcatBUY and setup a new code in your Profile.
8. Click **Submit** button.
9. Click the **OK** button.

10. The **Reject Successful** window displays
11. Close the Internet window
NOTE: If action has already been taken on the requisition by another Approver, you will receive a warning indicating, The document has already been acted upon. Please log in for more details.

XXXIII. Email Approvals: TAKE ACTION: Return to Requisitioner Via Email

For more information regarding processing requisitions via email, refer to the section: Email Approvals: TAKE ACTION: Approve A Requisition Via Email.

To Return to Requisitioner:
1. Click the Approval Email Message email message to open it.
2. Scroll down to Review the requisition information contained in the body of the email. Your review will be similar to reviewing the requisition information within the Approval table of BobcatBUY.
3. In the email, click the Take Action button. If the Take Action link does not display, you do not have your Email Approval Code setup in your Profile.

WARNING: If you have not yet configured your personal Email Approval Code in your profile, you cannot approve directly from an email; BobcatBUY requires an email approval code.

4. The webpage appears to process the requisition and displays a new action screen.
5. Select the radio button next to Return to Requisitioner.
6. Add optional Comments.
7. Enter your personal Email Approval Code (previously setup in your profile). If you enter an invalid approval code, re-enter the correct code. If you forget your approval code, you must login to BobcatBUY and setup a new code in your Profile.
8. Click Submit button.
9. Click the OK button.
10. The *Return To Requisitioner Successful* window displays

![Return to Requisitioner successful](image)

11. Close the Internet window

**NOTE:** If action has already been taken on the requisition by another Approver, you will receive a warning indicating, *The document has already been acted upon. Please log in for more details.*

![The document has already been acted upon](image)

When the Requisition is returned, both the Requester and the Shopper receive an email. Either may process the returned requisition.
XXXIV.  Email Approvals: TAKE ACTION: Assign To Myself Via Email

For more information regarding processing requisitions via email, refer to the section: Email Approvals: TAKE ACTION: Approve A Requisition Via Email.

To Assign to Myself:
1. Click the Approval Email Message email message to open it.
2. Scroll down to Review the requisition information contained in the body of the email. Your review will be similar to reviewing the requisition information within the Approval table of BobcatBUY.
3. In the email, click the Take Action button. If the Take Action link does not display, you do not have your Email Approval Code setup in your Profile.

**WARNING:** If you have not yet configured your personal Email Approval Code in your profile, you cannot approve directly from an email; BobcatBUY requires an email approval code.

4. The webpage appears to process the requisition and displays a new action screen.
5. Select the radio button next to Assign to Myself.
6. Add optional Comments.
7. Enter your personal Email Approval Code (previously setup in your profile). If you enter an invalid approval code, re-enter the correct code. If you forget your approval code, you must login to BobcatBUY and setup a new code in your Profile.
8. Click Submit button.
9. Click the OK button.

![Image of email approval process]

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Questions? Call 597-6446 or email procurement@ohio.edu
10. The Assign To Myself Successful window displays

```
Assign to myself successful

Requisition    749616
Shopper        Trainer1 Requester1
Approver       Trainer1 Approver1

Comment (Optional):
Need to find out more information before I can approve
```

11. Close the Internet window

**NOTE:** If action has already been taken on the requisition by another Approver, you will receive a warning indicating, **The document has already been acted upon. Please log in for more details.**

```
Ohio University

Requisition    749616
Status         Pending
Shopper        Trainer1 Requester1
Approver       Trainer2 Approver2

The document has already been acted upon. Please log in for more details.
```

12. When the requisition is Assigned (to you) it can no longer be acted upon via Email Approval. When you are ready to process the requisition, you must log into Bobcat BUY to review and process the requisition.

**XXXV. View Processed Requisitions**

At any time you may check the status of requisitions that you processed.

1. You may view requisitions you have processed as an Approver in the Approver Outbox. Go to Orders & Documents > Approvals > My Recent Approvals. Use the Filter to view the exact requisition based on the Filter attributes.

2. When you approve a requisition both the Shopper and the Requester receives an email notifying them that the requisition has completed the workflow routing and that a purchase order will be generated from this requisition.
3. The Approver, Requester, and Shopper will also receive an email indicating that your purchase order has been submitted to the workflow process and another email when the purchase order has completed the workflow.

XXXVI. View Document Comments

When a user opens a purchase requisition, a purchase order, invoice, or receipt, an audit trail is available through the History tab and comments are available for viewing through the Comments tab. Reviewing the Comments and History for an order is a common way to track status and view an audit trail of events. The number of comments on a document is shown in () on the comments tab. In addition, comments that are added during the various actions listed below will also display on the comments tab.

- Approve (when approving on behalf of another approver)
- Reject entire PR (within workflow)
- Reject Line Item(s)
- Draft Cart Assignment
- Assign
- Unassign
- Forward
- Place on Hold
- Add note to history
- Expedite through workflow steps
- Bypass a workflow step
- Withdraw entire PR
- Withdraw line(s) on PR
- Return PR

Users can select to view the comments only for the document that is open (the Req, PO, etc.) or to view information for all associated document types (requisition, purchase order, invoice, and receipt). This provides the ability to see all related comments on a single comments tab.

1. Click on the Comments tab to view comments. By default only the comments for the open document are displayed.
2. Use the Filter to view any associated documents. Click the Show Comments For drop-down menu to view comments for the other associated documents. You may choose to view comments for one specific document or choose All which will display any comments for all associated documents.
XXXVII. Copy To New Cart

You may want to *Copy* the existing cart to a new cart even if the requisition has already been turned into a purchase order. This may be an order that you want to repeat. You may also want to *Copy* a returned or withdrawn requisition to a new *shopping cart*.

1. Access the requisition.
2. In the *Available Actions* field in the top right, click on the drop-down arrow, select *Copy To New Cart*, and click the *Go* button.

A new *Shopping Cart* summary screen will open containing the identical items displayed in the previous cart. The shopping cart is ready to edit and then assign.

3. Update the *Cart Name* on the shopping cart summary page.
4. Click the *Save* button.
5. Click the *Edit Requisition* button. Edit the Requisition.

6. Submit Requisition.

**WARNING:** *Comments will not be copied over to the new cart*. Attachments will be copied over to the new cart. The system will copy items from a punch-out catalog. However, the *Punch-out Suppliers* do not support this feature. The system will display an error message. You must remove the punch-out catalog items in order to proceed. If all the items in your cart are from a
punch-out catalog you should not copy the cart. Start a new cart and shop via the punch-out catalog.

XXXVIII. Add Notes To History
You may add a Note to the history of the requisition. This only applies to Requisitions that have already been submitted into workflow.

If you are the Shopper,
- Click the Orders & Documents Menu icon>Document Search>Search Documents>My Requisitions
- Click the Requisition Number to open it.

For other users, to open the requisition;
- Click on the Orders & Documents Menu icon>Document Search>Search Documents
- Enter the Requisition Number and click Go.

A. When your requisition displays, in the Available Actions drop-down list, select Add Notes To History, and click Go.

B. Enter your Note and click the Attach button.

C. To view the History (Note), open the Requisition and click the History tab. You will be able to view all of the History for this requisition.

The following is displayed: Date/Time, User, Steps, Action, Field Name, and the Note entered. If the note is long, click more, to view the entire note.
XXXIX. View Others Draft Carts

You may view other BobcatBUY users draft carts to help answer questions or assist them in processing their own Draft Cart. The definition of a Draft Cart in this context is any cart that has not been submitted. So, the search may display carts that are in shoppers, requesters, or approvers My Draft Carts section or it may display carts that are in shoppers or requesters My Drafts Assigned To Others section. The view displays the Requisition Summary. It does not display comments or attachments. It does not display details on Shipping, Cost Center, or Natural Account Code values overridden at the line level. However, it does display the message if a particular value has been overridden (see the example draft requisition below).

1. **Click** on the Shop icon located in the Main Menu Banner to the left of the screen. Click on Admin > View Draft Carts From Other Users.

2. Enter search criteria in any field to find a particular Draft Cart. Click the Search button.

3. Click on the **Shopping Cart Name** to open and view the Draft Requisition.
### Draft Cart Search

<table>
<thead>
<tr>
<th>Assignee Name</th>
<th>Originator Name</th>
<th>Cart Number</th>
<th>Shopping Cart Name</th>
<th>Date Created</th>
<th>Cart Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renee Perry</td>
<td>Renee Perry</td>
<td>44107923</td>
<td>2013-10-14 pens1000</td>
<td>10/14/2013</td>
<td>199.14 USD</td>
<td></td>
</tr>
</tbody>
</table>

Questions? Call 597-6446 or email procurement@ohio.edu
4. The summary view of the Draft Requisition is displayed.
XL. View The History (Withdrawals, Comments, And Notes)

You may view the History (Comment, Note, and reason for a Withdrawal). When a user opens a requisition, a purchase order, invoice, or receipt, an audit trail is available through the History tab on the Requisition. Reviewing the History is a common way to track status and view an audit trail of events.

You may select to view the History only for the document that is open (the Req, PO, etc.) or for associated information for all document types (Req, PO, Invoice, and Receipt). This provides the ability to see all related history on a single History tab and saves valuable time toggling to different screens.

You may view the History starting from any document. For the example below we will display viewing the history from the Requisition.

1. If you know the requisition number you may use the Quick Search feature at the top, right-hand side of the screen. Click on the magnifying glass.

   ![Quick Search](image)

   You may use the default document type All, then press the Tab key, enter the Requisition Number that you would like to search for, and click the magnifying glass at the end of that field, or push the Enter key on the keyboard.

2. When the Requisition opens, click the History tab.
3. By default only the comments/transactions for the open document are displayed. Use the filter to view any other associated documents.
   a. Click the +Click To Filter History button.

In the Filters window, use one or more of the filters (Start Date, End date, Action, and Show History For). You do not have to enter any criteria in the Start Date, End Date, or Action field.

b. Start date - Enter the start date for the desired date range for the history search.
   End date - Enter the start date for the desired date range for the history search.

c. The Action drop-down field has five choices: Blank, Approvals, Modification, Integration, and Miscellaneous.

   Blank - Will result in displaying all actions for the particular document/s.
   Approvals - Indicates the action taken as part of the approval process.
   Modifications - Indicates the requisition or purchase order data was modified. See the Field Name for the data element that was modified.
   Integration - Indicates an action or modification completed as part of an external system integration.
   Miscellaneous - Indicates a miscellaneous action or modification completed for the requisition or purchase order.

d. The Show History For drop-down field has five choices: All, Requisition, Purchase Order, Invoice, and Receipt. You may choose to view comments for one specific document or choose All which will display comments/transactions for all of the associated documents.

NOTE: If you choose All in the Show History For drop-down menu, the Action field will disappear.
4. Determine the appropriate choices for one or more of the filters, and click the **Apply** button.

You will be able to view the entire *History* for either the specific document you have accessed or, if you used the filter, for the specific results based on the combination of filter choices. The *History* tracks and displays different columns based on your selections.

5. Under the *Note* column, if there is additional text, click **more** to view the entire *Note*.

Below is an example of the History display for viewing history for only one document.

When viewing the *History* for *All*, a column labeled **Applies To** is added. This column lists the document name to which the specific row of *History* information applies.
XLI. Quick Search

The *Quick Search* feature allows the user to perform a variety of searches, such as All Documents, Contracts, Documents, Invoice Numbers, Purchase Order Numbers, Receipt Numbers, Requisition Numbers, Supplier Invoice Numbers, Supplier Profiles and/or Help.

1. Use the *Quick Search* feature at the top, right-hand side of the screen.
2. Click on the magnifying glass. The Quick Search window is displayed.
   a. You may use the default document type All, or click the down-arrow and select the desired Document Type.
   
   ![Quick Search Window](image)

   b. Press the **Tab** key, enter the *specific Document Number* that you want (except for All).
   c. Click the magnifying glass at the end of that field, or push the Enter key on the keyboard.
   
   ![Quick Search Entry](image)

   Your search result will be displayed.
XLII. View Approval Workflow Overview

For Details on each workflow refer to the The Requisition Approval Process, The Purchase Order Approval Process, and The Invoice Approval Process in the Cart and Assign Document.

There are three different approval workflow processes in the system: the Requisition Approval workflow, the Purchase Order Approval workflow, and the Invoice workflow.

The workflow process begins when the cart is submitted and flows through all the steps until the Purchase Order is sent to the supplier and the supplier receives payment for the received goods or services. If the requisition is a Direct Payment, the requisition becomes a Purchase Order to enable payment via the Financial Management System but the Purchase Order is never sent to the supplier (since the product or service is most always already received).

- A cart is created, submitted, reviewed, and approved. Upon completion of the Requisition Approval Process, a purchase order number will be generated.
- Upon completion of the Purchase Order Approval Process, the purchase order is distributed to the supplier and the purchase order information is exported to Oracle FMS to create the Encumbrance.
- The item/service is received
- The Invoice is received by Accounts Payable staff and is entered into the system.
- Upon completion of the Invoice Approval Process, the Invoice is approved for payment.
- Notification is sent to Oracle to verify it is okay to pay the supplier
- The entire Requisition, Purchase Order, or Invoice Approval Workflow Process is detailed.

There are some instances when a purchase order will not be created. The following forms do not produce a purchase order; Request To Add New Supplier, Change Order Request, and Close PO Request.

However, you may still view the requisition approval workflow for those three forms. As mentioned above, there is a purchase order created for a Direct Payment form but it is not sent to the supplier.

The entire Requisition, Purchase Order, or Invoice Approval Workflow Process is detailed. Within each approval process there are folders that include an approval workflow tab (View Approvers tab in the Requisition, PO Approvals tab in the Purchase Order, and Approvals tab in the Invoice).
If you have not been notified of a requisition being turned into a purchase order or you realize the request is being delayed, you may view the approval process to determine where it has stopped in the workflow process.

If a step has a green checkmark and the word Approved, this step in the process has been approved and you move onto the next step to view the status. If you realize the request is being delayed (will display Active), you can select the View Approvers link in the "Current step" (the step in which the requisition is waiting to obtain approval). This will provide contact information for the Approvers for this particular workflow step.

You may also view the approver’s Name, Email, and Phone Number for any given approval workflow step. If the requisition is stopped at a particular workflow step, you may contact the approver to inquire about the approval status.

For example, by clicking on the link in the (Procure) Buying Ctr Review folder, the system displays the staff that may be contacted to approve this step in the requisition workflow.

There are a number of workflow steps that a requisition may or may not flow through based on its’ unique identifiers, such as: Commodity Code, Cost Center (account number), Dollar Amount, Natural Account, and Form Type, etc. Please find additional details regarding the three different workflow processes as well as examples at the end of this section.

For Details on each workflow refer to the The Requisition Approval Process, The Purchase Order Approval Process, and The Invoice Approval Process in the Cart and Assign Document.