Objective

The purpose of this document is to provide BobcatBUY users with the process to search for Requisitions, AP Requests, Procurement Requests, and Invoices that are either incomplete, recently approved or are awaiting approval.

Search Incomplete Procurement Request (Services Agreement Form)

1. Select Orders from the left navigation bar from the home page in BobcatBUY.
2. Select Procurement Requests to see all incomplete Service Agreement Forms.
3. Select the Form Name to open the Services Agreement Form.

Search Incomplete AP Requests (Payment Request Form)

To Search AP Requests by Form Number

1. Select AP Requests in the Search Box in the upper right corner on the BobcatBUY Home page.
2. Enter the Form # in the text box to the right of AP Requests.
3. Click Enter to search for your Payment Request Forms.
4. Select the Form Name to open the Payment Request Form.

To Search AP Requests by My Requests

1. Select Accounts Payable from the left navigation bar from the home page in BobcatBUY.
2. Select Invoices.
3. Select Search AP Requests.
4. Select **My Requests** on the left Menu Bar to see all your Payment Request Forms.
5. Select the **Form Name** to open the Payment Request Form.

**To Search AP Requests by Requester:**

1. Select **Accounts Payable** from the left navigation bar from the home page in BobcatBUY.
2. Select **Invoices**.
3. Select **Search AP Requests**.
4. Select **Created Date** period from the drop-down menu.
5. Select **Add Filter**
6. Select **Requester** from the Add Filter selections drop-down menu.
7. Select **Requester Name** by putting a checkbox next to the requester’s name.
8. Select **Apply**.
9. Click the **Form Name** to open the Payment Request Form.

**Note:** If you need to search for another requester select **Clear All Filters** and repeat steps above.

**Requisition Approvals**

**Requisitions to Approve**

1. Select **Orders** from the left navigation bar from the home page in BobcatBUY.
2. Select **Approvals**.
3. Select **Requisitions to Approve** to see all approval folders assigned to you.
4. Click on the Expand button to expand the folder to see requisitions awaiting your approval.
5. Click on the **Requisition Number** to open the requisition.

**Requisitions Recently Approved By Me**

1. Select **Orders** from the left navigation bar from the home page in BobcatBUY.
2. Select **Approvals**.

3. Select **Requisitions Recently Approved By Me** to see approval folders recently approved.
4. Click on the Expand button to expand the folder to see requisitions recently approved.
5. Click on the **Requisition Number** to open the requisition.

**AP Request Approvals**

**AP Requests to Approve**

1. Select **Accounts Payable** from the left navigation bar from the home page in BobcatBUY.
2. Select **Approvals**.

3. Select **AP Requests to Approve** to see invoice approval folders awaiting approval.
4. Click on the Expand button to expand the folder to see invoices awaiting approval.
5. Click on the Form Number to open the Payment Request Form.

**AP Requests Recently Approved By Me**

1. Select Accounts Payable from the left navigation bar from the home page in BobcatBUY.
2. Select Approvals.

3. Select AP Requests Recently Approved by Me to see approval folders recently approved.
4. Click on the Expand button to expand the folder to see AP Requests recently approved.
5. Click on the Form Number to open the Payment Request Form.

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**Invoice Approvals**

**Invoices to Approve**

1. Select Accounts Payable from the left navigation bar from the home page in BobcatBUY.
2. Select Approvals.
3. Select **Invoices to Approve** to see invoice approval folders awaiting approval.
4. Click on the Expand button to expand the folder to see invoices awaiting approval.
5. Click on the **Voucher Number** to open the invoice.

**Invoices Recently Approved By Me**

1. Select **Accounts Payable** from the left navigation bar from the home page in BobcatBUY.
2. Select **Approvals**.

3. Select **Invoices Recently Approved By Me** to see invoice approval folders recently approved.
4. Click on the Expand button to expand the folder to see invoices recently approved.
5. Click on the **Voucher Number** to open the invoice.