**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.
BobcatBUY – Approval Search QRG

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.

![Navigational Bar](image)

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.

**Invoice Approvals**

**Invoices to Approve**

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

![Navigational Bar](image)

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.

Substitute Approvals for Invoices

New substitute approval type filters have been added to Requisition, PO, and Invoice searches so that users can generate search reports with substitute approval data. For OU, we will only have substitute data available for invoices (substitute approvers for requisitions are handled through FARM changes).

**NOTE:** This new search filter is an enhancement being added in the March 21, 2022 release. At this time, only approvals that occur after that date will be included in these search results.

1. Select **Orders** from the left navigation bar from the home page in BobcatBUY.
2. Select **Invoices** to see all invoices.
3. Select **Created Date** period from the drop-down menu.
4. Select **Add Filter**
5. Select **Status Flags** from the Add Filter selections drop-down menu.
6. Select **With Substitute Approvals**.
7. Select **Apply**.
8. Click on gear icon on the right.
9. Search for **Status Flags** and select by checking the check box.
10. **Optional:** Select **Pin Columns as my defaults** checkbox to see the column by default when you open invoice search.
11. Select **Apply**.

**Important Note:** Substitute approvers for invoices must be setup in BCB. Please refer to the QRG Assign Substitute Approvers on how to setup substitute approvers for invoices. Substitute approvers for requisitions are setup in FARM and the data will not be available in BCB.