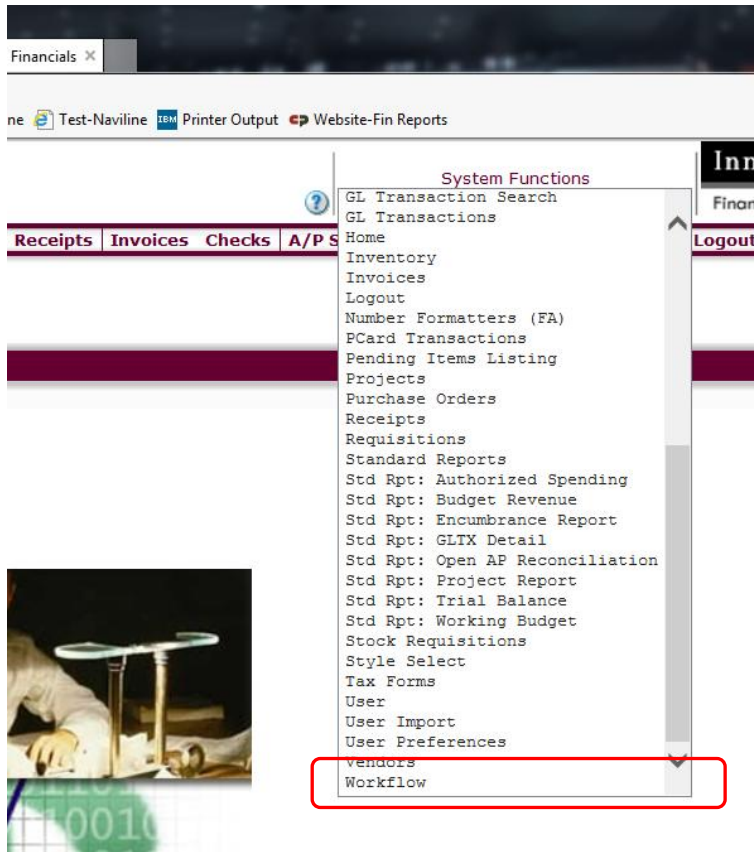


Requisition and Invoice Approvals

If you are sent an e-mail to approve a requisition or invoice, here are some procedures to help.

1. Log into Innoprise
2. Go to "System Functions" and select "Workflow".
 - a. Note: If this is a function you will use often, add this to your "Favorites" bar. See training manual for instructions.



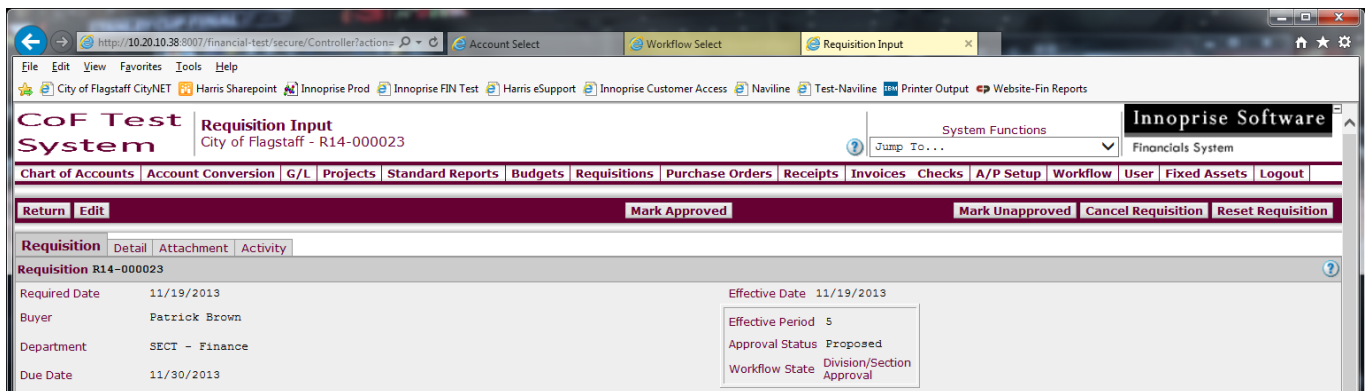
3. You will only see those items that are waiting for your approval. Please note that if there are multiple staff assigned to the same approval group, everyone will receive the same e-mail. If the other person approves it prior to you going into the system, it will no longer be available to approve.

NOTE: Don't forget the "Refresh" button! If new items have been sent, you will need to click the refresh button to display them.

4. Select the item you would like to approve by clicking on the “Description”.

5. The item may open in a new tab for review (this may be a browser set up). From here you can view the information submitted for approval.
- Requisition tab: Shows you the header information of the Requisition or Invoice. If you scroll to the bottom you will see account summary and budget information.
 - Detail tab: This will show you the line items on the item selected. You can select each item and review.
 - Attachment tab: This shows any documentation the submitter provided.
 - Note: Attachments are required on ALL invoices and requisitions between \$15,000 and \$49,999.
 - Please verify the correct attachments are there. You can do this by clicking on the “View” underline.
 - Activity tab: This will display what actions have occurred on the items including where the current status is.

6. Click back on the 1st tab. Once you have reviewed the information, you have a couple options.
 - a. Mark Approved: If you are ok with the items, click “Mark Approved”. The workflow will then send it the next approval level, which you could see on the Activity tab.
 - b. Mark Unapproved: If you want the original submitter to make changes, click here.
 - i. This will put it back to the original entry state.
 - ii. You will be required to enter a comment before final reset.
 - iii. Once the submitter makes corrections and proposes, you will see it again in the workflow.
 - c. Cancel Requisition: This will stop the requisition from going any further. If submitter wants to try again, they will need to enter a new requisition. You will be required to enter a comment.
 - d. Reset Requisition/Invoice: Same as Mark Unapproved.



The End