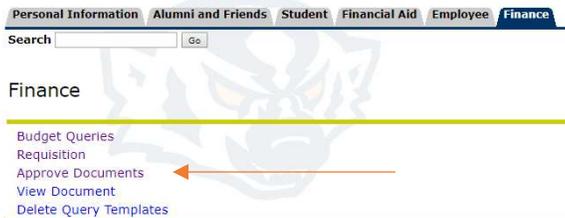


Approving Requisitions

Via Badger Web

1. Log into Badger Web account
 - a. Go to Finance Tab
 - b. Under menu options select “Approve Documents”.



2. The next screen you should show the following:

Approve Documents

A screenshot of the 'Approve Documents' form. The form has a title 'Approve Documents' and a subtitle 'Enter Approval Parameters'. It contains two input fields: 'User ID' with the value 'SHERRIH' and 'Document Number' which is empty. Below these fields are two radio button options: 'Documents for which you are the next approver' (which is selected) and 'All documents which you may approve'. At the bottom left is a 'Submit Query' button.

- a. Your Banner ID will automatically populate in the User ID field.
3. Select one of the two bubble choices below the “Document Number” field.
 - a. Leaving the Document number field blank will allow you to see all requisitions needing your approval.
 4. Select “Documents for which you are the next approver”, then click the “Submit Query” button.

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- The screen below allows you to review the request before approving or disapproving. Hitting the document hyperlink allows you to review what you are approving (quantity, cost, shipping, etc.).

Personal Information Alumni and Friends Student Financial Aid Faculty Services Employee Finance

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Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID	SHFRRTH Sherri Lynn Hansen
Document Number:	
Documents Shown:	All

Approve Documents List

Next Approver	Type	NSF	Change	Sea	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ					KLVINS	1,691.82	DOC		R0021170	History	Approve	Disapprove
	REQ					KEVINS	1,691.82	DOC		R0021170	History	Approve	Disapprove
	REQ					TARAND	4,895.22	DOC		R0021171	History	Approve	Disapprove

- The "History" link shows who the first approver is and who may be the second approver on the requisition.
- Once you've reviewed the requisition request, click the "Approve" or "Disapprove" hyperlink.
- Approving the requisition will send the request to the purchasing office where it is processed as a purchase order.

- The screen below allows you to review the request before approving or disapproving. Hitting the document hyperlink allows you to review exactly what you are approving (quantity, cost, shipping, etc.).

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