

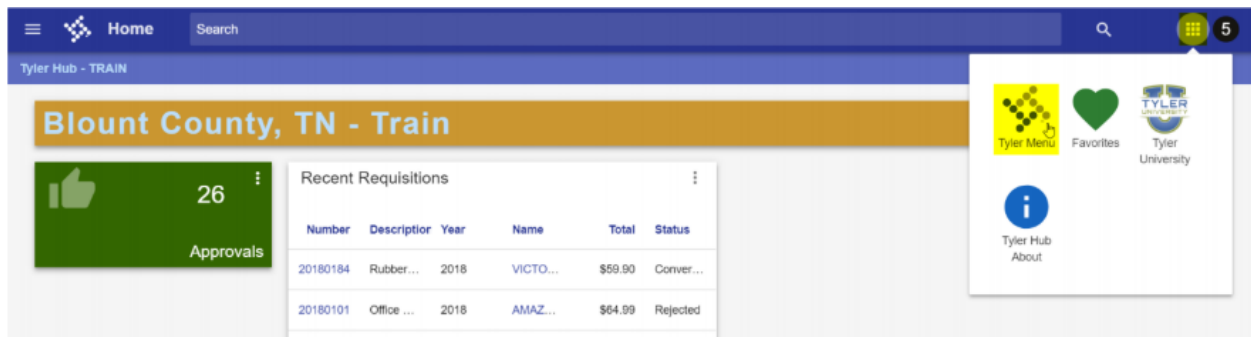
## How to Approve Requisitions

**This how-to shows two ways that the approver in each department can approve a Requisition that has just been released.**

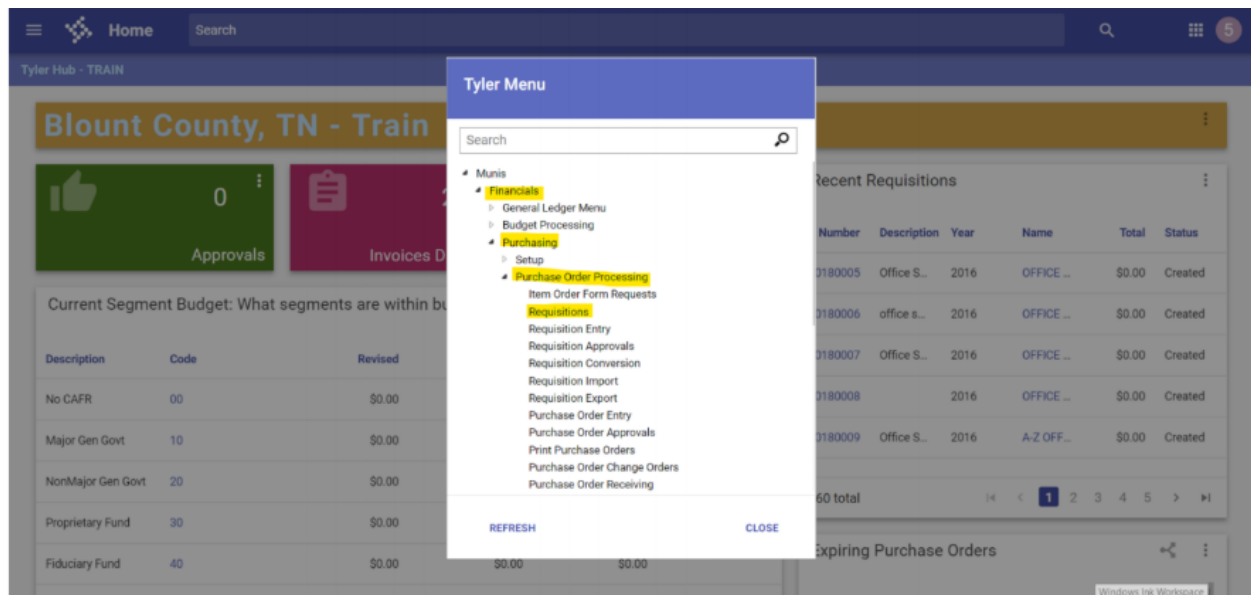
\*By default, approvers will be notified by email. However, high-frequency users who will be checking their dashboard daily may contact the IT Dept. to have the delivery method changed to their dashboard.

### Approval Method 1:

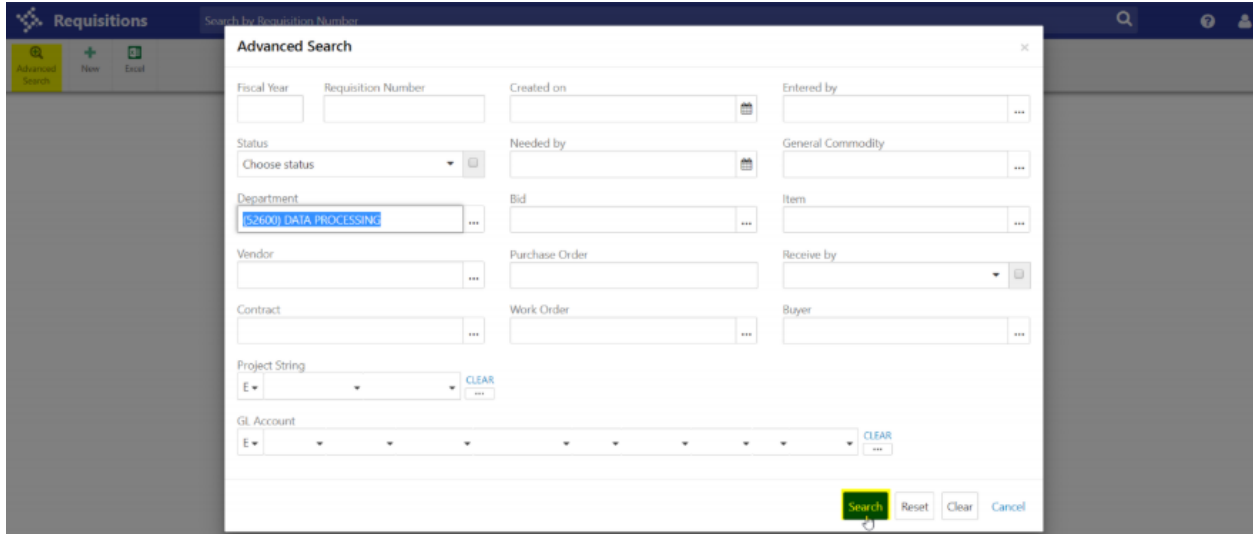
Log into Tyler Munis and click the "Apps" button then Tyler Menu



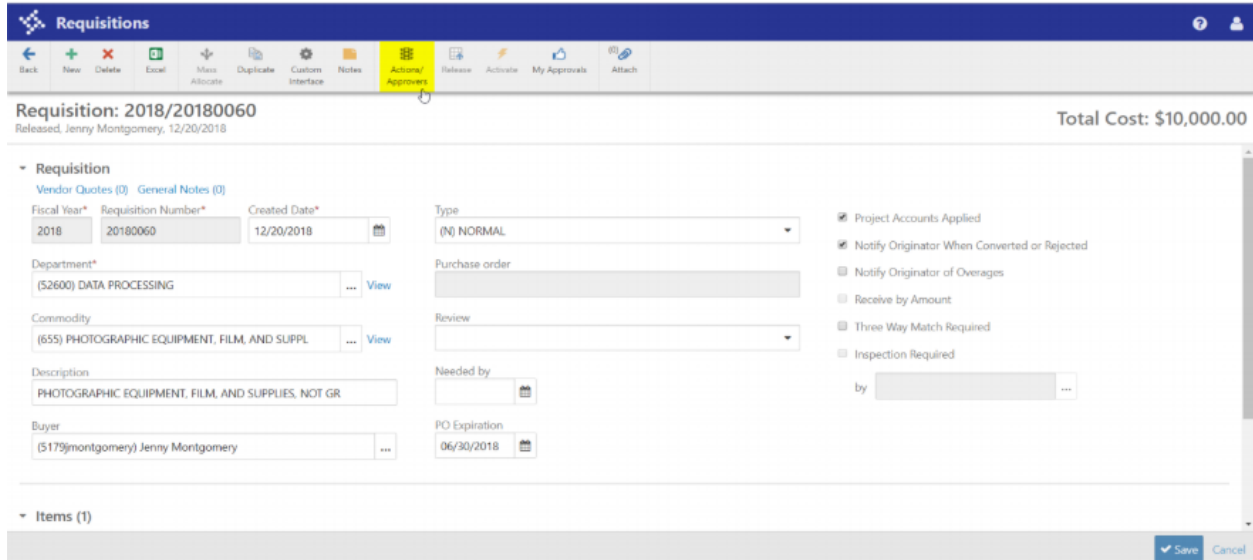
Click on "Financials" → "Purchasing" → "Purchase Order Processing" → "Requisitions"



Click on "Advanced Search" and search for the Requisition number. The Requisition number is referenced in the email notification otherwise you can search by other various fields. Click Search.



Click on the Requisition number you need to approve. The status will then be "Released". Look over the Requisition for accuracy and that required documents are attached, then click the "Actions / Approvers" button.



You should see your name listed under Steps. Click "Actions" → "Approve" → Enter "Comments" → "Save"

**Workflow Approval** ✕

**Steps**

- ▼ Step 20 - Approvers (5)
  - 👍 Angelie Shankle
  - 👍 Deena Finley
  - 👤 Jenny Montgomery
  - 👍 Angelie Shankle
  - 👍 Angelie Shankle
- Step 30 - Approvers (2)
- Step 40 - Approvers (1)

**Requisition Approvals**

**Actions** Step Details

- 👍 Approve
- 👎 Reject
- ⏸ Hold
- ➡ Forward

**Comments**

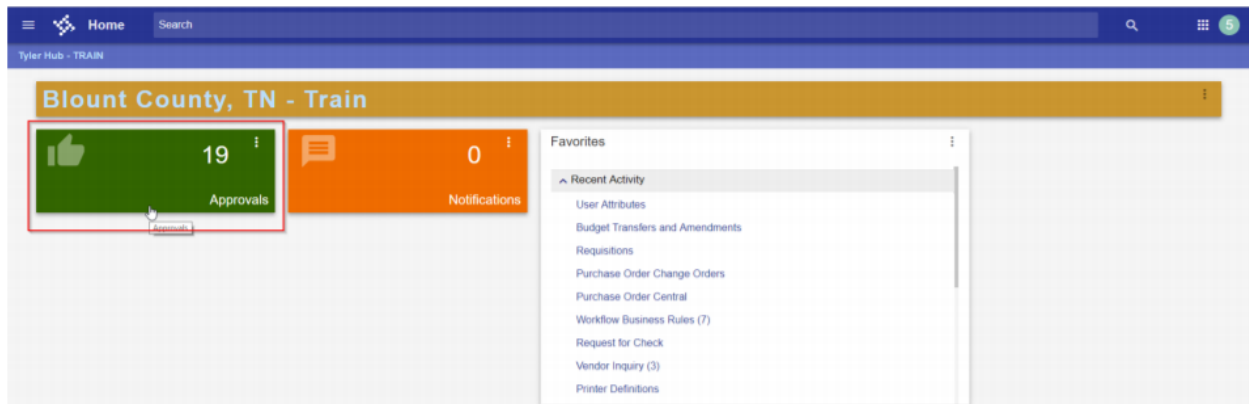
**Save** Cancel

\*In the test Requisition above we had previously rejected this Requisition. Notice the Multiple Approvers under each step.

Once the Requisition has been approved by Accounting and Purchasing the status will update to "Converted".

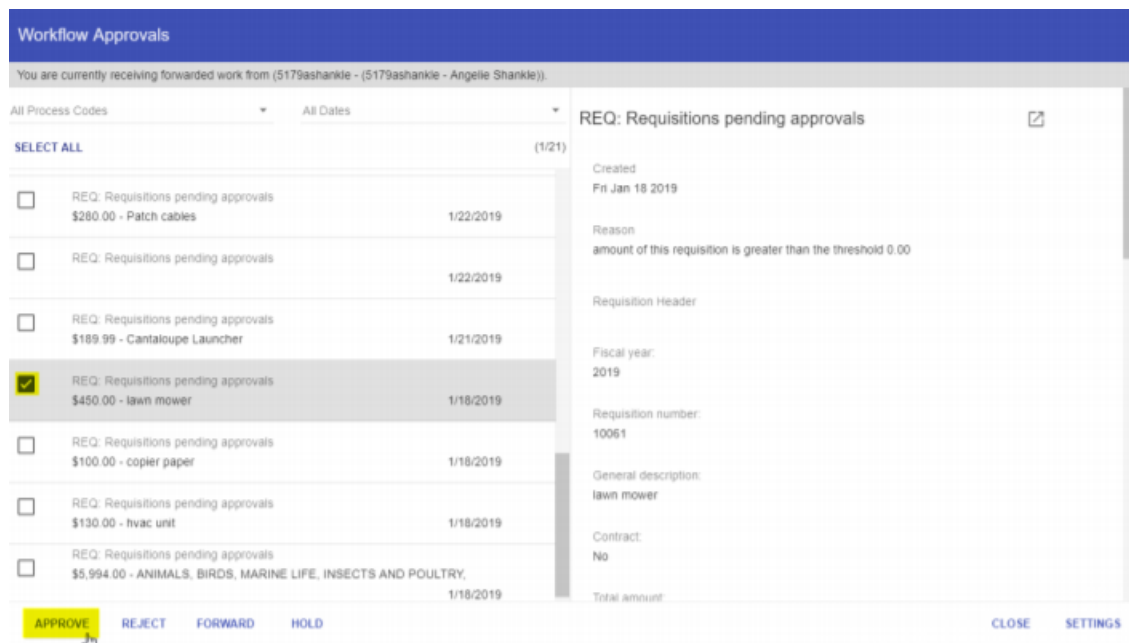
### Approval Method 2:

\*See "How to Add to Dashboard" to add this card to your dash  
Click on the "Approvals" Card.



A list of all items requiring your approval will show on the left side panel while the details of whichever one is highlighted will show on the right.

Click on the box in front of the item you are approving then click Approve or Reject, enter your comments, and then click “Submit”. Notice the REQ=Requisition (BGT=Budget Transfer, POM=PO Change Order, API=Invoice Processing)



If you would like to open the Requisition, click the box with the arrow in the top right corner. This will open a new tab showing that particular Requisition, and you can approve from here by using Approval Method 1 shown above.



## Workflow Approvals

You are currently receiving forwarded work from (5179ashankie - (5179ashankie - Angelie Shankie)).

All Process Codes	All Dates	REQ: Requisitions pending approvals
<b>SELECT ALL</b> (1/21)		
<input type="checkbox"/>	REQ: Requisitions pending approvals \$280.00 - Patch cables	1/22/2019
<input type="checkbox"/>	REQ: Requisitions pending approvals	1/22/2019
<input type="checkbox"/>	REQ: Requisitions pending approvals \$189.99 - Cantaloupe Launcher	1/21/2019
<input checked="" type="checkbox"/>	REQ: Requisitions pending approvals \$450.00 - lawn mower	1/18/2019

Created  
Fri Jan 18 2019

Reason  
amount of this requisition is greater than the threshold 0.00

Requisition Header

Fiscal year:  
2019