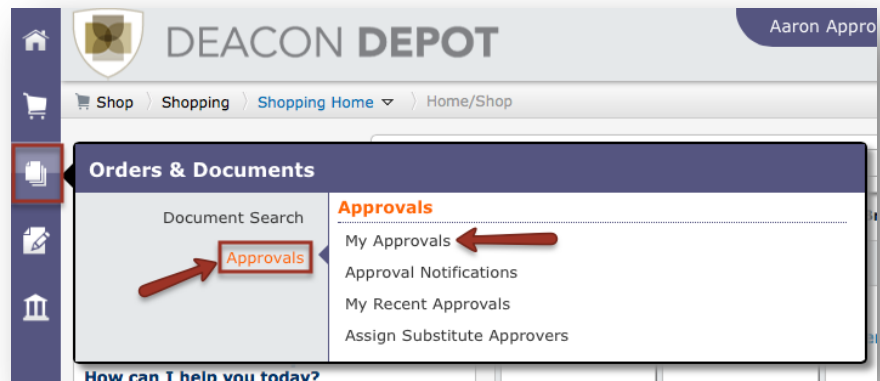




Toolbox: Approving a Purchase Requisition



After logging in to Deacon Depot, navigate to the Approvals screen. This is found under the 3 papers icon on the left side of the screen. When the fly-out menu displays, select Approvals on the left side of the fly-out menu, then click on 'My Approvals' on the right.



Departmental or Fund folders that an approver is assigned to will display in a collapsed format.

Expand a folder to view its contents by clicking the twisty to the left of the folder title.

After expanding the folder, click 'Assign' on the right to assign the PR to yourself.

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
1363100	18th Judicial District Bar	Not Assigned	6/4/2015 4:38 PM	Natalie Hill - Sys Admin	5,986.25 USD	Assign
[Department: 112303 (Fin Systems): (1,000.01 - 100,000.00) USD]						
1361343	JanPak Inc.	Not Assigned	6/2/2015 2:05 PM	Randy Requisitioner	2,042.40 USD	Assign
[Department: 112303 (Fin Systems): (1,000.01 - 100,000.00) USD]						
1305725	Grandma Pants, LLC	Not Assigned	3/9/2015 10:10 AM	Request 11 Requisitioner	3,000.00 USD	Assign
[Department: 112303 (Fin Systems): (1,000.01 - 100,000.00) USD]						

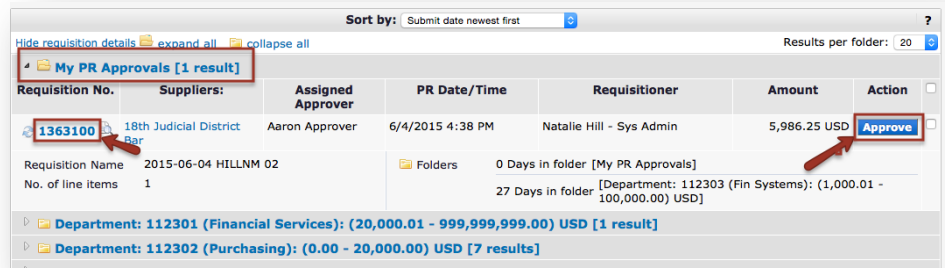
Once you have assigned a PR to yourself, the 'My PR Approvals' folder will display.

After expanding the 'My PR Approvals' folder, an 'Approve' button will display. NOTE: Clicking this button will approve the PR immediately, without opening it for review.

It is recommended that all PRs be reviewed prior to approving. To review the PR, click the Requisition number on the left side of the screen.

Upon clicking the requisition number, the PR summary will display.

If changes need to be made to the PR while reviewing, click the edit button within a particular PR section to make any necessary changes. Items to review include: Shipping Address, Accounting Codes, Internal & External notes & attachments, Individual line items.

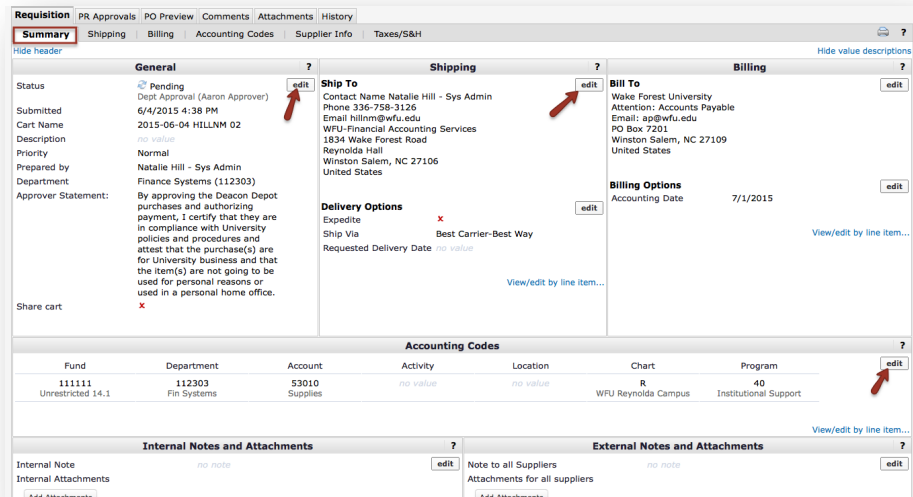


Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
1363100	18th Judicial District Bar	Aaron Approver	6/4/2015 4:38 PM	Natalie Hill - Sys Admin	5,986.25 USD	Approve

Requisition Name: 2015-06-04 HILLNM 02
No. of line items: 1

0 Days in folder [My PR Approvals]
27 Days in folder: [Department: 112303 (Fin Systems): (1,000.01 - 100,000.00) USD]

Department: 112301 (Financial Services): (20,000.01 - 999,999,999.00) USD [1 result]
Department: 112302 (Purchasing): (0.00 - 20,000.00) USD [7 results]



Requisition: 1363100

Summary | Shipping | Billing | Accounting Codes | Supplier Info | Taxes/S&H

Hide value descriptions

General	Shipping	Billing
Status Pending Dipt Approval (Aaron Approver) Submitted 6/4/2015 4:38 PM Cart Name 2015-06-04 HILLNM 02 Description no value Priority Normal Prepared by Natalie Hill - Sys Admin Department Finance Systems (112303) Approver Statement: By approving the Deacon Depot purchases and authorizing payment, I certify that they are in compliance with University policies and procedures and attest that the purchase(s) are for University business and that the item(s) are not going to be used for personal reasons or used in a personal home office. Share cart	Ship To Contact Name Natalie Hill - Sys Admin Phone 336-758-3126 Email hillnm@wfu.edu WFU-Financial Accounting Services 1834 Wake Forest Road Reynolds Hall Winston Salem, NC 27106 United States Delivery Options Expedite Ship Via Best Carrier-Best Way Requested Delivery Date no value View/edit by line item...	Bill To Wake Forest University Attention: Accounts Payable Email: ap@wfu.edu PO Box 7201 Winston Salem, NC 27109 United States Billing Options Accounting Date 7/1/2015 View/edit by line item...

Fund	Department	Account	Activity	Location	Chart	Program
111111	112303	53010	no value	no value	R	40
Unrestricted 14.1	Fin Systems	Supplies			WFU Reynolds Campus	Institutional Support

Internal Notes and Attachments
Internal Note no note
Internal Attachments
[Add Attachments](#)

External Notes and Attachments
Note to all Suppliers
Attachments for all suppliers
[Add Attachments](#)

To edit individual line items, check the select box above the line, choose the desired action from the drop-down menu, and click the “Go” button.

After reviewing and editing the requisition, use the Available Actions drop-down menu in the upper right-hand corner of the screen to perform a number of approval-related functions.

If changes are made, it is recommended to enter a comment to explain the change.

To Approve the requisition, select “Approve/Complete Step” and click “Go”.

To approve a Purchase Requisition by email: First, set your email approval code in the Profile section of Deacon Depot. For assistance in how to do this, use the ‘Setting an Email Approval Code’ quick guide.

When an approval notification email is received. Review all the information in the email. If no changes are needed, click the “Take Action” button.

Note: If changes are necessary, you must click the link at the bottom of the email to log in to Deacon Depot and edit the requisition as indicated in the steps above.

Approval Request for Requisition# 628124

Dear Jennifer Rogers,
The requisition listed below has been submitted for your approval.

Summary

Folder:	Department: 110032 (Business Diversity Program): (All Values)
Prepared by:	Nathan Anderson
Cart Name:	2011-08-26 andersna 01
Requisition No.:	628124
Priority:	Normal
No. of line items:	1
TOTAL:	9.99 USD

Details

Office Depot

Item 1

Description:	Smead(R) Manila File Folders, 1/3 Cut, Letter Size, Box Of 100
Catalog Number:	315515
Quantity:	1
Unit Price:	9.99 USD
Ext. Price:	9.99 USD
Size/Packaging:	EA
Commodity Code:	44000000
Product Flags:	Recycled
Business Purpose:	
Department Reference Number:	
TOTAL:	9.99 USD

Accounting Codes

Fund:	111111 - Unrestricted
Department:	110032 - Business Diversity Program
Account:	53010 - Supplies sq1
Activity:	
Location:	
Chart:	R - WFU Reynolda Campus
Program:	40 - Institutional Support

Ready to approve, reject or assign this document to yourself? [Take Action](#)

Select the appropriate action by clicking one of the radio buttons.

Enter your approval code and click “Submit”.

Deacon Depot

Requisition 628124
Status Pending
Shopper Nathan Anderson
Approver Jennifer Rogers

Select an action:

☐ Approve
☐ Assign to myself
☐ Reject
☐ Return to Requisitioner

Comment (Optional):

Enter your approval code to submit:

The following screen will appear and indicates the completion of the approval workflow.

Approve successful

Requisition 628124
Shopper Nathan Anderson
Approver Jennifer Rogers

Comment (Optional):
Just this once.

