

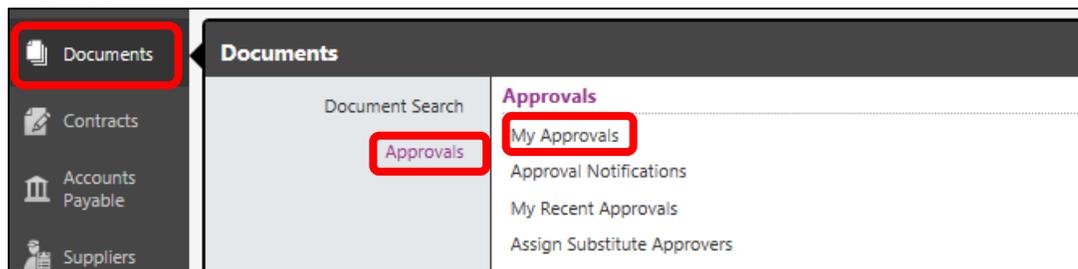
APPROVALS INQUIRY

Approval Queue Options

- **Filter Queues** offer several ways to view pending approvals including document type (e.g. requisitions, invoices, match exceptions), date range, and document attributes. (e.g. supplier, prepared by, status)
- **Sort Queues** allows the approval queue to be listed by a preferred order including: submit date, requisition number, folder entry date, and dollar amount
- **Group Results** allows the approver to toggle between a list view (show all requisitions in order) or a collapsed older view (arranged by department org approval queues)

Group Results

1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, click on **Documents** located on the left side panel. Navigate to **Approvals** and select **My Approvals**.



3. Within the **My PR Approvals** screen, click on **Group Results By** located in the top left corner of the screen.



4. Selecting **Folders** shows the pending approvals by department org approval queue, as shown above. Selecting **List** shows pending approvals in an expanded list view, as shown below.

Requisition No.	Suppliers	Assigned Approver	PR Date/Time	Requestor	Amount	Action
1909815	OSU Test Supplier	Not Assigned	6/28/2017 12:23 PM	Test User	5,540.00 USD	Assign
1909814						
1909814	OSU Test Supplier	Not Assigned	6/28/2017 12:22 PM	Test User	5,540.00 USD	Assign
1892101						
1892101	Genesee Scientific Corp	Joe Smith	6/14/2017 12:29 PM	Test User	9,352.50 USD	Assign
1858926						
1858926	SG Services	Not Assigned	5/16/2017 10:48 AM	Test User	20,000.00 USD	Assign
1857875						
1857875	Sigma-Aldrich Inc VWR International LLC	Joe Smith	5/15/2017 4:24 PM	Test User	5,550.04 USD	Assign

APPROVALS INQUIRY

Filtering Results

1. Within the **My PR Approvals** screen, you will see a list of requisitions requiring your approval. To refine your PR approval results, you use the filter options located on the left side panel. Filters include, but not limited to requisitions type, date range, supplier, department, preparer, status flag, and priority. Use the drop down menus or the filter  icon to refine results accordingly.

Filter My Approvals	Department	Form Type
Type Requisitions	No Department (12)	Non-Catalog Request Form (9)
Date Range All Dates	Current Workflow Step Budget Authority Approval (2)	Folders 
View Approvals For BC Approver (bcapprover)	Prepared For Test User (12)	Budget Authority Level 1 - ORG 212421 (6)
Supplier 	Prepared By Test User (12)	Budget Authority Level 2 - ORG 212421 (5)
OSU Test Supplier (7)	Status Flags	My PR Approvals (1)
SG Services (2)	With Attachments (1)	Budget Authority Level 1 - ORG 215120 (1)
OSU Test Supplier 23 (1)	Custom Fields 	Priority
WW Grainger Inc (1) [more]	Account	Normal (12)
Supplier Class 	Activity	Assigned Approver 
Contracted Supplier (7)	Check if BOLI PWR	Joe Smith (2)
Prime Supplier (2)	Final Payment Indicator [more]	BC Approver (1)
	Product Flags	Michael Gleason (1)
	Hazardous material (1)	State
		Not Assigned (8)
		Assigned (4)

2. Important categories are noted below:
 - **Type:** Requisitions will show Procurement requisitions, Payment Requests, and Form-based requests. Invoices will show Match Exceptions
 - **Date Range:** The date when the PR was submitted for approval
 - **Supplier:** The supplier who will be providing the goods or services to OSU
 - **Department:** Shows the department the request originated from
 - **Prepared By:** The individual who prepared the requisition and submitted it for approval
 - **Custom Fields:** Includes all chart field elements
 - **State:** The current status of the document. Documents can be assigned, unassigned, or placed on hold. Using hold is useful for separating documents that require follow up from new requests. Assigned documents indicate an approver has taken ownership. Unassigned documents reside in a share approval queue, any participating approvers can access the document

APPROVALS INQUIRY

Sorting Results

1. Within the **My PR Approvals** screen, you will see a list of requisitions requiring your approval. To help refine your search, you can use the sorting options located at the top center of your screen. Sort your approval documents by clicking on the drop down menu next to **Sort By**.

Showing 1 - 12 of 12 Results

Results Per Page: 20

Sort by: **Submit date newest first**

Requisition No.	Suppliers:	Assigned Ap	Requestor	Amount	Action
1909815	OSU Test Supplier	Not Assigned	Test User	5,540.00 USD	Assign
Requisition Name: 2017-06-28 tema 14 No. of line items: 1					
1909814	OSU Test Supplier	Not Assigned	Test User	5,540.00 USD	Assign
Requisition Name: 2017-06-28 tema 13 No. of line items: 1					
1907475	WW Grainger Inc	BC Approver	Test User	29,575.00 USD	Assign
Requisition Name: 2017-06-26 tema 11 No. of line items: 1					
1892101	Genesee Scientific Corp	Joe Smith	Test User	9,352.50 USD	Assign
Requisition Name: 2017-06-14 tema 04 Cindy Proc 6 No. of line items: 3					

Note: The sorting behavior will be impacted by the 'Group Results By' option as well. A list view will sort of documents, a folder view will overlay the sort results into each approval queue folder.

Multiple Document Actions

1. Within the **My PR Approvals** screen, approvers have the option to interact with multiple documents. For example, if several requisitions have been reviewed, the approver can select those requisitions by checking the box on the far right along the purchase requisition line and approve them at the same time using the available drop down menu shown below. This menu includes **Assign, Approve/Complete, Forward, Return to Shared Folder, Place PR on Hold, Add Notes to History, and Assign CV Code**. Click **Go** once you have selected the desired action,

Showing 1 - 6 of 6 Results

Results Per Page: 20

Sort by: Submit date newest first

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requestor	Action
1909815	OSU Test Supplier	Not Assigned	6/28/2017 12:23 PM	Test User	Assign
Requisition Name: 2017-06-28 tema 14 No. of line items: 1					
1909814	OSU Test Supplier	Not Assigned	6/28/2017 12:22 PM	Test User	5,540.00 USD Assign
Requisition Name: 2017-06-28 tema 13 No. of line items: 1					
1892101	Genesee Scientific Corp	Joe Smith	6/14/2017 12:29 PM	Test User	9,352.50 USD Assign
Requisition Name: 2017-06-14 tema 04 Cindy Proc 6 No. of line items: 3					
1858926	SG Services	Not Assigned	5/16/2017 10:48 AM	Test User	20,000.00 USD Assign
Requisition Name: 2017-05-16 tema 06 No. of line items: 3					

APPROVALS INQUIRY

Previewing Requisitions

1. Within the **My PR Approvals** screen, you should see a list of requisitions requiring your approval. To preview a requisition, click the magnifying glass icon  located next to the requisition number. The preview allows you to quickly review the requisition data, including shipping, billing, chart fields, product information, etc. without having to fully open the purchase requisition.

My PR Approvals [2 results]						
Requisition No.	Suppliers	Assigned Approver	PR Date/Time	Requestor	Amount	Action
189210 	Genesee Scientific Corp	Joe Smith	6/14/2017 12:29 PM	Test User	9,352.50 USD	Approve <input type="checkbox"/>
Requisition Name		2017-06-14 tema 04 Cindy Proc 6		Folders 0 Days in folder [My PR Approvals]		
No. of line items		3				

2. Within the preview screen, you can **Approve** the requisition, if appropriate, or **Assign** it to yourself for further review. You should review all components of the requisition before approving.

<Previous **0 of 14** Next>

Requisition Summary - 1892101

General		Shipping		Billing	
Status	 Pending Budget Authority	Ship To	Test User Cindy Proc 6 Room	Bill To	Test User AABC 260 SW WEATHERFORD PL Poling Hall CORVALLIS, OR 97331 United States
Submitted	6/14/2017 12:29 PM	Department	606 SW 15TH ST Adams Hall CORVALLIS, OR 97331 United States		
Transaction Date					
Prepared by	Test User				
Cart Name	2017-06-14 tema 04 Cindy Proc 6				
Description					
Check if BOLI PWR	x				
Procurement Method	no value	Delivery Options			

3. Use the **Previous** or **Next** links to allow quick navigation through the approval queue from one requisition to the next without exiting the preview screen.

<Previous 0 of 14 Next>

Requisition Summary - 1892101

General		Shipping		Billing	
Status	 Pending Budget Authority	Ship To	Test User Cindy Proc 6 Room	Bill To	Test User AABC 260 SW WEATHERFORD PL Poling Hall CORVALLIS, OR 97331 United States
Submitted	6/14/2017 12:29 PM	Department	606 SW 15TH ST Adams Hall CORVALLIS, OR 97331 United States		
Transaction Date					
Prepared by	Test User				
Cart Name	2017-06-14 tema 04 Cindy Proc 6				
Description					
Check if BOLI PWR	x				
Procurement Method	no value	Delivery Options			

4. To open a requisition from the preview window, click the **PR Number** next to **Requisition Summary**.

<Previous **0 of 14** Next>

Requisition Summary - 1892101

General		Shipping		Billing	
Status	 Pending Budget Authority	Ship To	Test User Cindy Proc 6	Bill To	Test User

APPROVALS INQUIRY

Navigating Through Multiple Documents

1. Within the **My PR Approvals** screen, open the desired purchase requisition by clicking on the **Requisition Number**.

My PR Approvals [3 results]						
Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requestor	Amount	Action
1858036	Bio Rad Laboratories Inc VWR International LLC	Rebecca Levernier	5/15/2017 6:38 PM	Test User	6,397.89 USD	Approve
Requisition Name		2017-05-15 tema 08		Folders 0 Days in folder [My PR Approvals]		
No. of line items		3				

2. Once the requisition is open, approvers should perform a thorough review of the request before taking any action. To page through the previous or next document in their approval queue without leaving the document summary page, click the arrows at the top of the screen to help navigate.

Navigation controls: 1 of 3 Results < > Folder: My PR Approvals

Requisition: 1909815
2017-06-28 tema 14

Status: Pending
Document Total: 5,540.00 USD

Summary

General

Status: Pending
Budget Authority Approval (Joe Smith)
Submitted: 6/28/2017 12:23 PM
Transaction Date: no value

3. Alternatively, approvers can navigate directly to a desired document using the drop down menu shown on the top head line. Click the desired **PR Number** to open.

Navigation controls: 2 of 6 Results < > Folder: Budget Authority Level 1 - ORG 212421

Requisition: 1909814
2017-06-28 tema 13

Status: Pending
Document Total: 5,540.00 USD

Summary

General

Status: Pending
Budget Authority Approval
Submitted: 6/28/2017 12:22 PM
Transaction Date: no value

APPROVALS INQUIRY

Viewing Document Information

1. Within the **My PR Approvals** screen, open the desired purchase requisition by clicking on the **Requisition Number**.

My PR Approvals [3 results]						
Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requestor	Amount	Action
1858036	Bio Rad Laboratories Inc VWR International LLC	Rebecca Levernier	5/15/2017 6:38 PM	Test User	6,397.89 USD	Approve
Requisition Name		2017-05-15 tema 08		Folders 0 Days in folder [My PR Approvals]		
No. of line items		3				

2. Once the requisition is open, you should see the requisition summary screen where you can view all details of the requisition. Click on the category name to view the document information.

- **Requisition:** Allows access to a summary view, as well as additional details specific to Shipping, Billing, Accounting Codes, Notes and Attachments, Supplier Information, and Taxes/Shipping & Handling
- **PR Approvals:** Approval workflow, including current position within workflow
- **Comments:** View and add comments. All comments are time date stamped and historically recorded on this tab within the requisition
- **Attachments:** Attachments associated with the requisition
- **PO Preview:** Preview of Purchase Order
- **History:** Systematic time date stamp of every event that occurs against the requisition

Requisition: 1858963
2017-05-16 tema 08

Status: Pending
Document Total: 17,420.00 USD

Requisition

- Summary
- General
- Shipping
- Billing
- Special Instructions
- Accounting Codes
- Internal Notes and Attachm...
- Notes and Attachments to...
- Supplier Information
- Taxes, Shipping & Handling

PR Approvals

Comments 3

Attachment Overview 1

PO Preview

Summary Document Actions History ?

Expand All | Collapse All

General

Status	Pending	edit
Submitted	5/16/2017 11:14 AM	
Cart Name	2017-05-16 tema 08	
Description	no value	
Prepared by	Test User	
Manual PO Distribution	x	
Check if BOLI PWR	✓	
Procurement Method	no value	

Shipping

Ship To edit

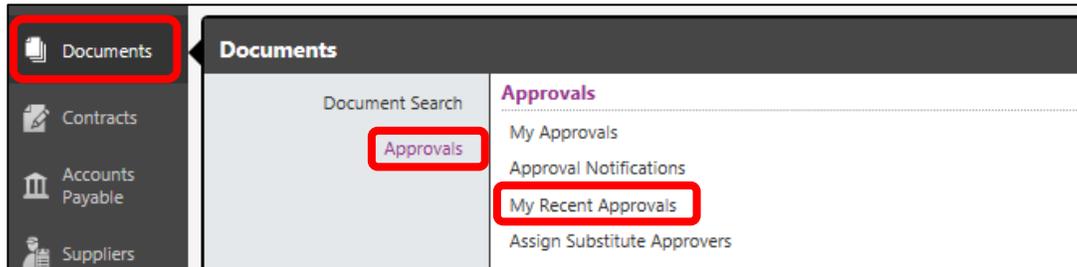
Test User
Room
Department
606 SW 15TH ST
Adams Hall
CORVALLIS, OR 97331
United States

Delivery Options edit

APPROVALS INQUIRY

View Recent and Past Approvals

- From the BennyBuy home page, click on **Documents** located on the left side panel. Navigate to **Approvals** and select **My Recent Approvals**.



- Results of your recent approvals should appear. To refine your results or search for a past approval, you can use the filters located on the left side panel. Filters include, but not limited to requisitions type, date range, workflow status, supplier, department, preparer, status flag, and priority. Use the drop down menus or the filter icon  to refine results accordingly. You can also sort your results by clicking on the drop down menu at the top of the page next to **Sort By**.

Showing 1 - 5 of 5 Results Last 30 days (6/1/2017-6/30/2017) [Show requisition details](#)

Results Per Page: Sort by: Approval date newest first

Requisition Number	My Action	Workflow Step	Approval Date/Time	Suppliers	Prepared For	Requisition Total
 1859136	Requisition approved	Budget Authority	6/26/2017 8:55 AM	OSU Test Supplier	Test User	22,000.00 USD
 1857888	Requisition approved	Budget Authority	6/26/2017 8:47 AM	VWR International LLC	Test User	7,231.14 USD
 1858036	Requisition approved	Budget Authority	6/26/2017 8:28 AM	Bio Rad Laboratories Inc VWR International LLC	Test User	6,397.89 USD
 1858963	Requisition approved	Business Center Review 1	6/22/2017 2:28 AM	ABC Inc.	Test User	17,420.00 USD
 1767879	Requisition approved	PCMM Review	6/21/2017 5:27 PM	OSU Test Supplier	Michael Gleason	50,000.00 USD

Search Details (highlighted with red box):
 Filtered by
 Type: Requisitions
 Date Range: Last 30 days
 Refine Search Results
 Type: Requisitions
 Date Range: Last 30 days
 Workflow Status: Pending (4), Completed (1)
 Supplier: OSU Test Supplier (2), VWR International LLC (2), Bio Rad Laboratories Inc (1), ABC Inc. (1)

- To open a previously approved document, click on the **Requisition Number**. You can also click on the **magnifying glass icon**  to preview a recently approved document.

Results Per Page: Sort by: Approval date newest first

Requisition Number	My Action	Workflow Step	Approval Date/Time	Suppliers	Prepared For	Requisition Total
 1859136	Requisition approved	Budget Authority	6/26/2017 8:55 AM	OSU Test Supplier	Test User	22,000.00 USD
 1857888	Requisition approved	Budget Authority	6/26/2017 8:47 AM	VWR International LLC	Test User	7,231.14 USD
 1858036	Requisition approved	Budget Authority	6/26/2017 8:28 AM	Bio Rad Laboratories Inc VWR International LLC	Test User	6,397.89 USD
 1858963	Requisition approved	Business Center Review 1	6/22/2017 2:28 AM	ABC Inc.	Test User	17,420.00 USD
 1767879	Requisition approved	PCMM Review	6/21/2017 5:27 PM	OSU Test Supplier	Michael Gleason	50,000.00 USD