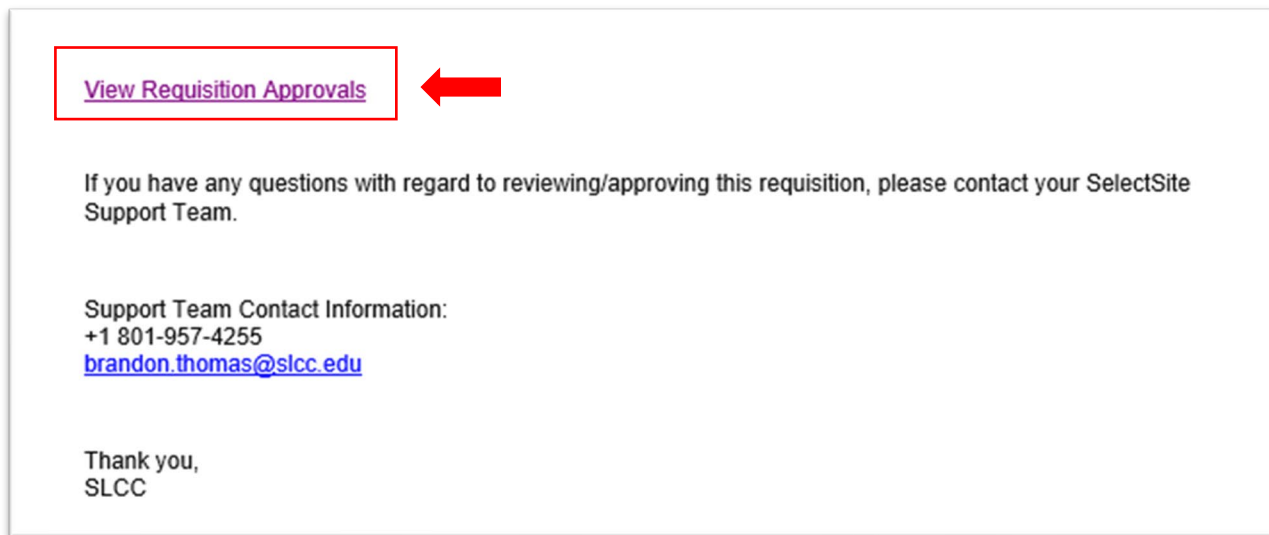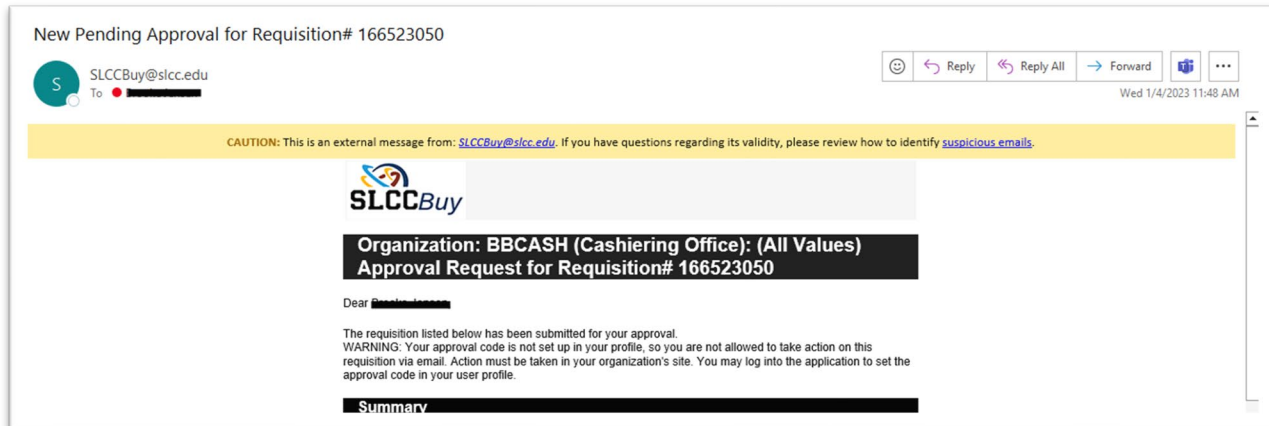# Section 3: Approvals

Requisition Approval

SLCCBuy Email notifications:

- Approvers (Budget Center Manager (BCM)) will receive email notification to their SLCC issued email notifying them of a pending requisition. Subject "New Pending Approval for Requisition#" from SLCCBuy@slcc.edu. The email will include all important information for initial review, including who submitted it, the description of the item, quantity, cost, and index/account.
- At the end of the email, there is a link that will take you directly to the Requisition by clicking the "View Requisition Approvals". If you have setup an e-mail approval code, you will see a "Take Action" button.

New Pending Approval for Requisition# 166523050

SLCCBuy@slcc.edu
To
Wed 1/4/2023 11:48 AM

CAUTION: This is an external message from: *SLCCBuy@slcc.edu*. If you have questions regarding its validity, please review how to identify suspicious emails.

SLCCBuy

**Organization: BBCASH (Cashiering Office): (All Values)
Approval Request for Requisition# 166523050**

Dear

The requisition listed below has been submitted for your approval.
WARNING: Your approval code is not set up in your profile, so you are not allowed to take action on this requisition via email. Action must be taken in your organization's site. You may log into the application to set the approval code in your user profile.

Summary

View Requisition Approvals

If you have any questions with regard to reviewing/approving this requisition, please contact your SelectSite Support Team.

Support Team Contact Information:
+1 801-957-4255
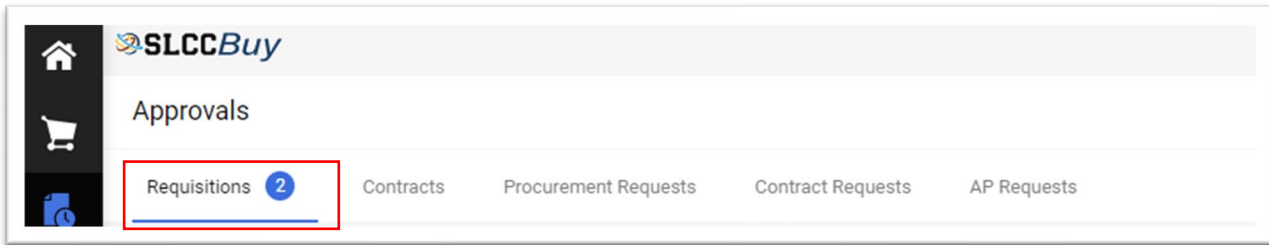brandon.thomas@slcc.edu

Thank you,
SLCC

You can also access your approval queue in SLCCBuy by doing the following:

1. Click the "Flag" on the Action Bar and select Requisitions
    OR
2. Click "Orders" > "Approvals" > "Requistions to Approve"
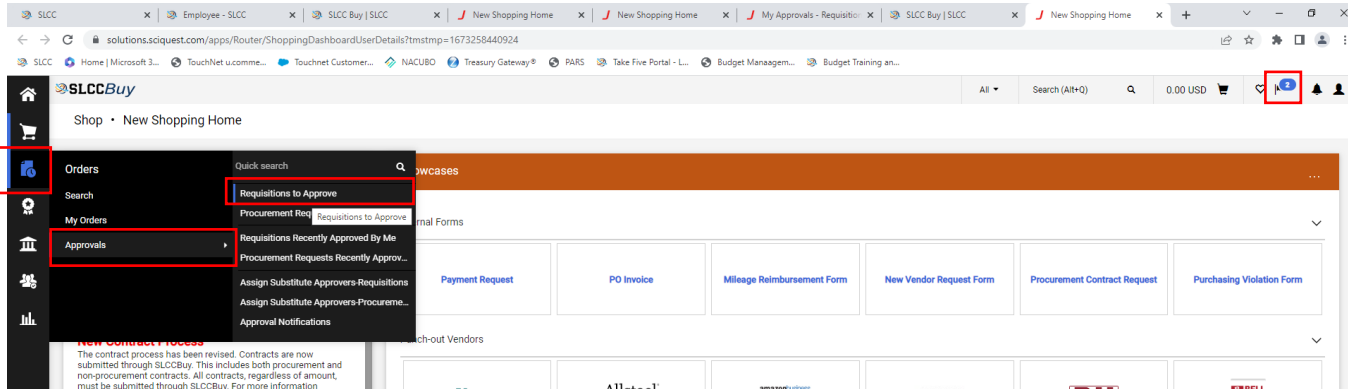
- This will bring you to the "Approvals" page. In example below, there are 2 pending requisitions needing review and approval.

- The default view is Folder View. You will see a folder for each Org that has documents to approve. To view the pending requisitions, click the arrow or name to expand the folder.
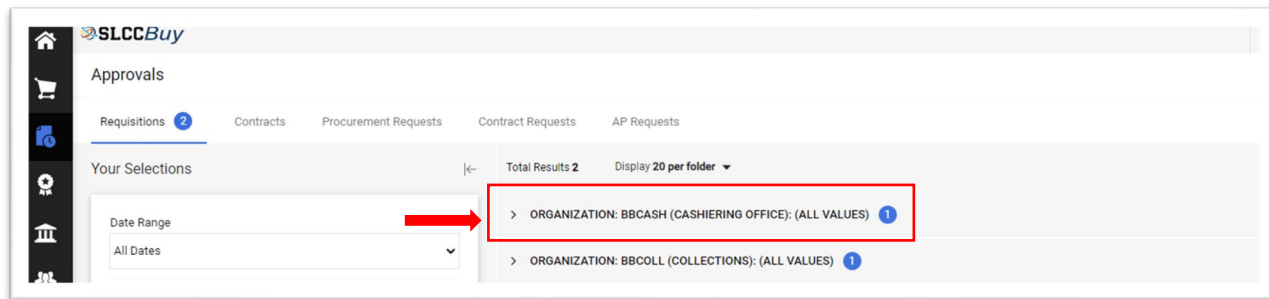
- You can change your approval queue from Folder view to list view. This will eliminate the folders that require you to click the > icon. To do that, on the approval screen, click the eyeball and deselect "group results by folders".
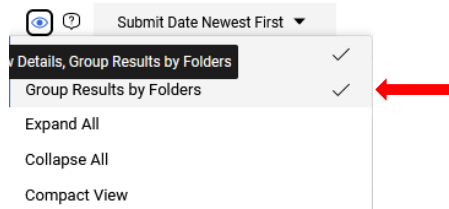
- On the far-right side of the requisition, you will see three icons:
  - Paperclip – View attachments. Clicking this will take you to the attachments page

- o Square with arrow - Quick view of requisition. Clicking this will pop up a summary of information entered for the requisition.
- o Approve - Quick approval. Clicking this will immediately approve the requisition. STOP: Do NOT click this until you have fully reviewed any attachment(s) and requisition details. SEE NEXT SECTION!

- **Review the requisition and attachments: Confirm the following prior to approval**

Review the requisition by clicking the "Requistion No." in blue.

To view the form that was submitted, Click the blue "Item" description located on the bottom of the Requisition. This will open the form and allow you to review it. When you have reviewed the form, click Close.

Ensure that the correct index and account have been entered.

When you have completed your review, click the blue menu button next to **Assign To Myself** and select **Approve**. If you select **Approve & Next**, the current requisition will be approved and the next requisition in your queue will be displayed.

Approving Requisitions Via Email

In order to approve via email, users must first set up a unique approval code (similar to a password) in SLCCBuy (See Email Approval Code section).

Once the email approval code has been created, the approver will now have a "Take Action" button in the email approval notification.
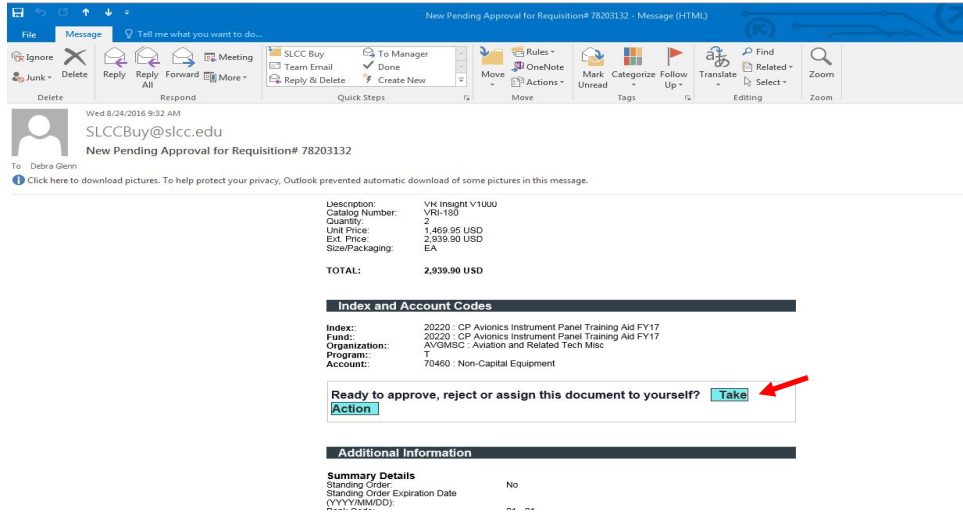
When the approver clicks the "Take Action" button, the approver will be redirected to the following screen. The approver should review the requisition. Once the review is complete enter your approval code in the appropriate box, enter comments if desired and click approve.

When an approver would prefer to reject a requisition or return it to the requestor for changes, the approver must still enter the approval code and click the "Assign to Myself" button, and the screen will refresh with additional options. The approver must again enter the approval code and click the appropriate option.

› Shipping		
› Billing		
› Index and Account Codes		
› Internal Notes and Attachments		
› External Notes and Attachments		
Attachments	**Success**	1 ⊙
	Requisition has been Assigned successfully!	
› Line Items		
› Other Approvers		3

Actions

Approval Code *

Required

Comment

|	
⊘	Approve
⊙	Return to Shared Folder
⊙	Return to Requisitioner
⊙	Forward to...
⊗	Reject/Cancel

Email Approval Code

To help with the approval process, Approvers can setup an approval code allowing them to approve a requisition from their e-mail without having to login to SLCCBuy. This makes it possible to approve using a mobile device.
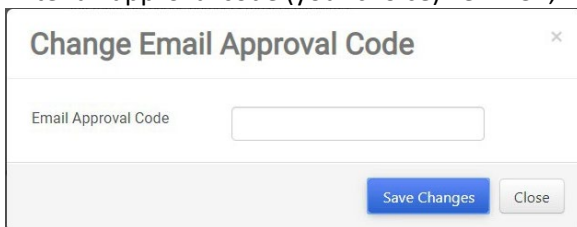
In SLCCBuy, click on the User Icon on the Action Bar and then on "View My Profile"
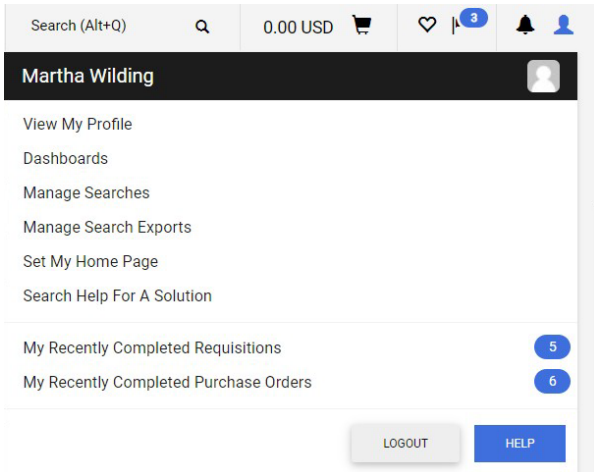
Click on "Update Security Settings" (on the left side) then on "Change Email Approval Code"
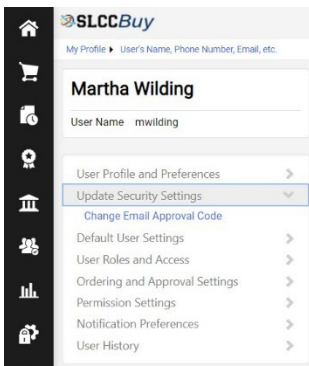
Enter an approval code (your choice) i.e. 1234, in the "Email Approval Code" box and "Save Changes"

Your code is now setup and can be used for all SLCCBuy documents requiring your approval going forward.