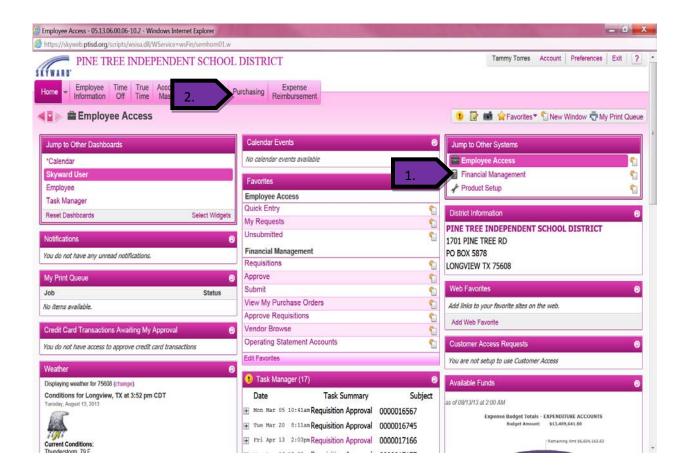
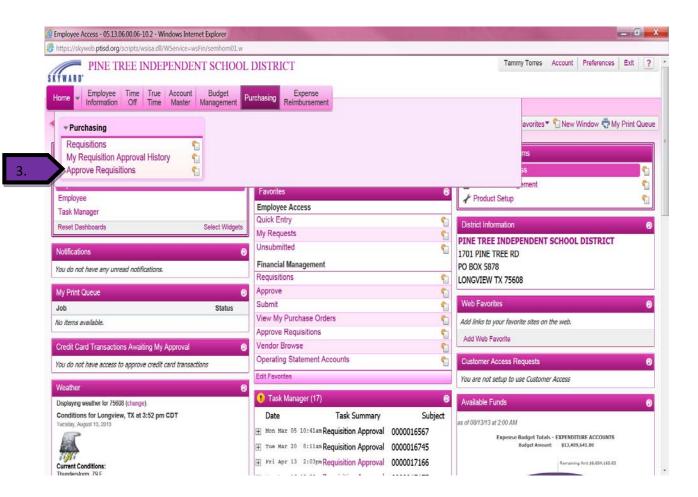


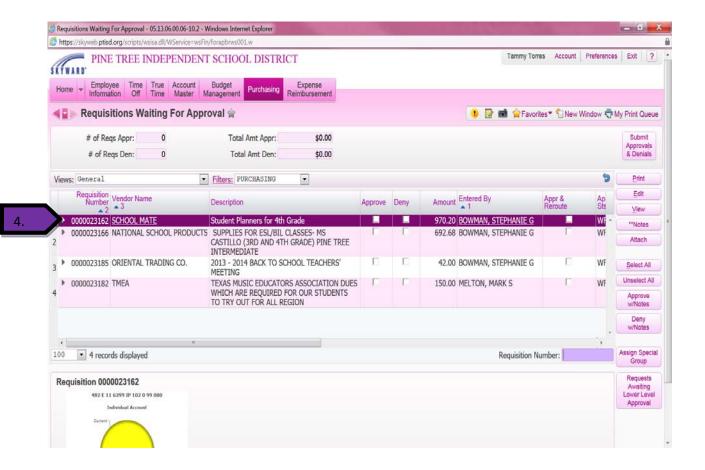
- 1.) FROM THE HOME SCREEN CLICK ON FINANCIAL MANAGEMENT.
- 2.) CLICK ON THE **PURCHASING** TAB.







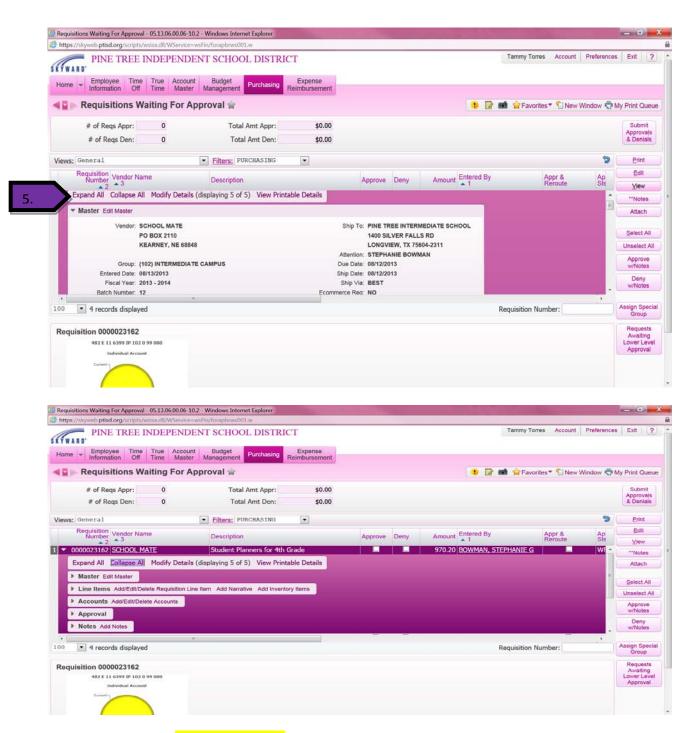




NOW YOU WILL BEGIN TO REVIEW THE REQUEST FOR ACCURACY.

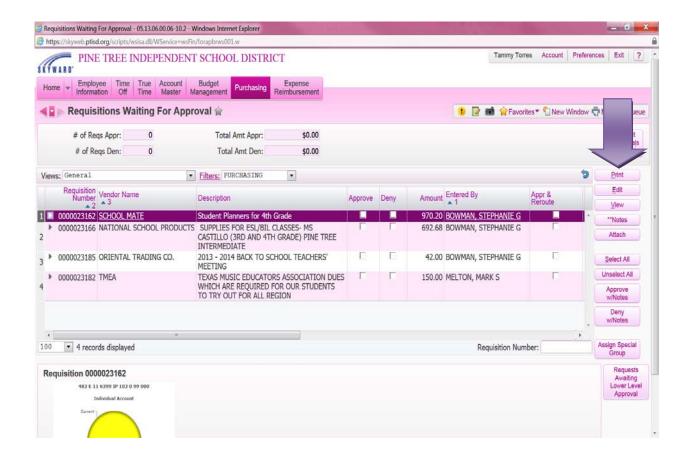
4.) CLICK THE **ARROW** TO THE LEFT OF THE HIGHLIGHTED LINE TO EXPAND THE FIELD AND SEE MORE INFORMATION ABOUT THE REQUISITION.





5.) IF YOU HIT **EXPAND ALL** YOU WILL SEE THE INFORMATION FOR THIS REQUEST SUCH AS ADDRESS, LINE ITEMS DETAILS, ACCOUNTS, AND APPROVALS. ONCE YOU ARE DONE CHECKING THE ACCURACY OF THE INFORMATION YOU MAY HIT **COLLAPSE ALL** TO RETURN BACK TO THE ORIGINAL STATE.

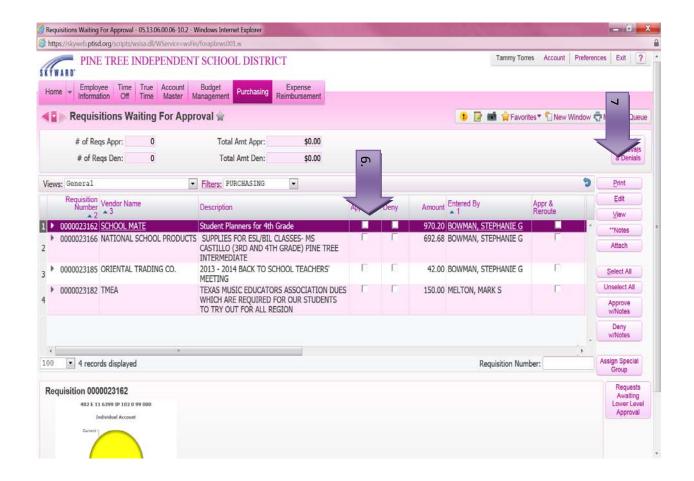




IN THE RIGHT HAND COLUMN THERE ARE SEVERAL OPTIONS THAT YOU MAY CLICK ON:

- PRINT
- EDIT THE REQUISITION
- VIEW THE REQUISITION/VIEW NOTES AND VIEW ATTACHMENTS
- APPROVE W/ NOTES OR DENY W/NOTES WHICH GIVE THE OPTION TO PROVIDE AN EXPLANATION OF WHY THE REQUEST IS BEING DENIED OR AN ANNOTATION TO THE APPROVAL.





- 6.) AFTER YOU HAVE REVIEWED THE REQUEST YOU MAY THEN CHOOSE TO APPROVE OR DENY BY CHECKING THE LITTLE BOX AS SHOWN ABOVE.

 (REMEMBER IF YOU WANT TO ADD APPROVAL OR DENIAL NOTES YOU WILL DO THAT BY CLICKING ON THE RIGHT SIDE PANEL INSTEAD).
- 7.) CLICK ON SUBMIT APPROVALS & DENIALS.

THIS CONCLUDES THE TUTORIAL ON HOW TO APPROVE A PURCHASE REQUEST IN SKYWARD WEB MODULE.