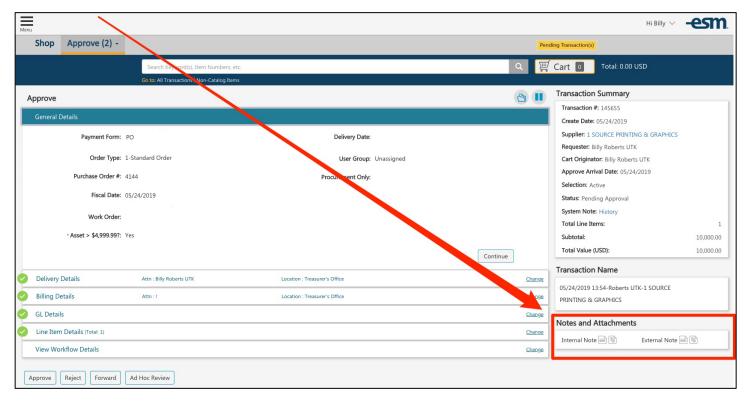
Approve Tab- New User Interface

Approve Tab

Clcik on the blue date link to open the transaction.

Menu	Hi Billy ~ -esm						
Shop	Approve (2) -				Pending Transaction(s)		
		Search Keyword(s), Item Numbers, etc.			Q 🛒 Cart 🚺 Tota	l: 0.00 USD	
Go to: All Transactions Non-Catalog Items							
Approval Transactions (Total 2)							
Filter By: A	Active	Showing: Last 7 days	Sort By: Create Date	÷	Search Transaction# or PO#	Q <u>Clear All</u>	
05/24/201 Transaction	9 13:54-Roberts UTK-1 n #: 145655	Total Line Items: 1 PO #: 4144	Total Value: 10,000.00 USD Supplier: 1 SOURCE PRINTING & GRAPHICS	Create Date: 05/24/2019 Requester: Billy Roberts UTK	Order Type: 1-Standard Order Approve Arrival Date: 05/24/2019	Pending Approval	

Notes and attachments at header level



Line Item Details

Notes and attachments at line item

Line Item Details (Total: 1)						
Item Details	Quantity	Price	Subtotal	Tax	Item Total (USD)	
1 description edit		100.00 / Each	100.00	0.00	100.00	more 🗙
			Notes and Attachments: Internal Note 📄 🕥	External Note		
						Continue
View Workflow Details						<u>Change</u>

Workflow Details

View Workflow Details	ew Workflow Details				
Workflow Name	Approver Name	Status			
Purchasing Bypass-1 UTK 17	Blake Reagan	Active - 03/07/2019 09:54 ET			
	OR Abbie Shellist	Active - 03/07/2019 09:54 ET			
	OR Ryan Holliday	Active - 03/07/2019 09:54 ET			
	OR Bradley M New	Active - 03/07/2019 09:54 ET			
	OR Sabrina Soltau	Active - 03/07/2019 09:54 ET			
	OR Donna L Holton	Active - 03/07/2019 09:54 ET			
	OR Lisa R Pate	Active - 03/07/2019 09:54 ET			
	OR Amy Dudenbostel	Active - 03/07/2019 09:54 ET			

Next Steps

1	Approve	rove				
Ø	General Details			<u>Change</u>		
Ø	Delivery Details	Attn : Billy Roberts UTK	Location : Treasurer's Office	Change		
Ø	lling Details	Attn : !	Location : Treasurer's Office	<u>Change</u>		
Ø	G Details			<u>Change</u>		
Ø	Litem Details (Total: 1)			<u>Change</u>		
	V orkflow Details			<u>Change</u>		
Approve Reject Forward Ad Hoc Review						