

Slide notes: A nominated Authorizer will approve new Requisitions in his or her queue by using the User Requisitions menu.

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Slide notes: Here, we choose 'Authorize Requisition'.





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Slide notes: The system will offer only Requisitions waiting in the queue of the current User.

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Slide notes: On the Requisition, any listed Item can be drilled for viewing or for making changes.

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Slide notes: The Authorizer has an option to cancel the Requisition, and can also quit the screen to leave the authorization for later.

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Slide notes: Usually the Requisition will be authorized by choosing 'Authorize now'.



Slide 13 Slide notes:

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Slide notes: The system then offers any further waiting Requisitions.









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Slide notes: When there are no further Requisitions, the system will indicate this.

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