How to Approve Requisitions

This how-to shows two ways that the approver in each department can approve a Requisition that has just been released.

*By default, approvers will be notified by email. However, high-frequency users who will be checking their dashboard daily may contact the IT Dept. to have the delivery method changed to their dashboard.

Approval Method 1:

Log into Tyler Munis and click the "Apps" button then Tyler Menu

Click on "Financials" → “Purchasing” → “Purchase Order Processing” → “Requisitions”
Click on "Advanced Search and search for the Requisition number. The Requisition number is referenced in the email notification otherwise you can search by other various fields. Click Search.

![Requisitions Advanced Search](image1)

Click on the Requisition number you need to approve. The status will then be "Released". Look over the Requisition for accuracy and that required documents are attached, then click the "Actions / Approvers" button.

![Requisitions Requisition Details](image2)

You should see your name listed under Steps. Click "Actions" → "Approve" → Enter "Comments" → "Save"
*In the test Requisition above we had previously rejected this Requisition. Notice the Multiple Approvers under each step.

Once the Requisition has been approved by Accounting and Purchasing the status will update to "Converted".

**Approval Method 2:**
*See “How to Add to Dashboard” to add this card to your dash
Click on the “Approvals” Card.
A list of all items requiring your approval will show on the left side panel while the details of whichever one is highlighted will show on the right.

Click on the box in front of the item you are approving then click Approve or Reject, enter your comments, and then click “Submit”. Notice the REQ=Requisition (BGT=Budget Transfer, POM=PO Change Order, API=Invoice Processing)

If you would like to open the Requisition, click the box with the arrow in the top right corner. This will open a new tab showing that particular Requisition, and you can approve from here by using Approval Method 1 shown above.
<table>
<thead>
<tr>
<th>All Process Codes</th>
<th>All Dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SELECT ALL</strong></td>
<td>(1/21)</td>
<td></td>
</tr>
<tr>
<td>Req: Requisitions pending approvals</td>
<td>1/22/2019</td>
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<td>Req: Requisitions pending approvals</td>
<td>1/16/2019</td>
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**REQ: Requisitions pending approvals**

- **Created**: Fri Jan 18 2019
- **Reason**: Amount of this requisition is greater than the threshold 0.00
- **Requisition Header**
- **Fiscal year**: 2019