

# [Approving Requisitions with Multiple Dept IDs]

Use this instruction guide to approve a purchasing requisition (PR) in myUF Market containing more than one Dept ID. Requisitions containing multiple DeptIDs will route to the approval folders for an approver or approvers assigned to those DeptIDs. For example, a requisition with a split distribution may have different Dept IDs. When assigning a requisition to the My Approvals folder, the system will ask if the approver would like to assign the requisition from all Dept ID folders displayed. Click the **Yes** button to approve all the lines at the same time. Click the **No** button to assign and approve folder by folder instead. The requisition may contain lines with Dept IDs not assigned to any of your Dept ID approval folders.

To learn how to approve a requisition in myUF Market, start with the instruction guide, "Approving Requisitions in myUF Market" and refer to the new guide, "Returning Requisitions in myUF Market." This instruction guide is for those who have Financial Approver security in myUF Market and the role, **UF\_N\_MKT\_Financial\_Approver**.

Note: Remember, hyperlinks in myUF Market are not underlined until you mouse over the words.

- ▶ Log in to **my.ufl.edu** using your GatorLink username and password
- ▶ Click on **eProcurement > myUF Market**
  - ▶ Refer to the **Action Items** panel or dashboard on the left and click on Approvals to access requisitions waiting for approval, or click the **Approvals** tab at the top
  - ▶ You may find the same requisition in more than one Dept ID folder
    - Assign it to your **My PR Approvals** folder by clicking the **Assign** link in the first Dept ID folder

The screenshot shows the 'My PR Approvals' interface. At the top, it says 'Requisitions Found: 0'. Below that is a table with columns: Requisition No., State, Priority, PR Date/Time, Requisitioner, Amount, Action, and Select. Below the table, there is a section for 'Dept Id: 62010000 (HR-HR ADMINISTRATION): (0.00 - 75,000.00) USD' with 'Requisitions Found: 1'. This section contains a table with columns: Requisition No., Approver, State, Priority, PR Date/Time, Requisitioner, Amount, Action, and Select. The first row in this table has '10348714' in the Requisition No. column, 'Not Assigned' in the Approver column, 'Normal' in the Priority column, '3/18/2009 4:21 PM' in the PR Date/Time column, 'Gator Requestor' in the Requisitioner column, '5,000.00 USD' in the Amount column, and 'Assign' in the Action column. The 'Assign' button is circled in red.

- ▶ A dialog box will open asking if you would like to assign the requisition from all of your Dept ID folders

The screenshot shows a 'Message' dialog box with the following text: 'The following PR(s) is currently in an additional approval folder. Would you like to perform this action against additional folders as well? Click Yes to include all folders. Click No to only include the selected folder.' Below the text is a table with two columns: 'PR No.' and 'Folder Name(s)'. The first row has '10348714' in the 'PR No.' column and 'Dept Id: 62010000 (HR-HR ADMINISTRATION): (0.00 - 75,000.00) USD' in the 'Folder Name(s)' column. The second row has 'Dept Id: 62010100 (HR-VICE PRESIDENTS OFFICE): (0.00 - 75,000.00) USD' in the 'Folder Name(s)' column. At the bottom of the dialog box are three buttons: 'Yes', 'No', and 'Cancel'.



# [ Approving Requisitions in myUF Market - Draft ]

- ▶ Click **Yes** to approve all the lines in the requisition from your Dept ID folders at the same time
  - ▶ The requisitions will display as **Assigned** in all your Dept ID folders
  - ▶ Approve using the instruction guide, "Approving Requisitions in myUF Market"
  - ▶ Once approved, rejected or modified, the requisition will appear in your **Requisition Outbox** and no longer display in your Dept ID folders

The screenshot displays four separate requisition approval screens, each for a different department ID. Each screen shows a table of requisitions with columns for Requisition No., State, Priority, PR Date/Time, Requisitioner, Amount, Action, and Select. The 'Assigned' status is highlighted in red circles in each table.

**Screen 1: My PR Approvals**

Requisition No.	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
10348714	Active	Normal	3/18/2009 4:21 PM	Gator Requestor	5,000.00 USD	Approve	<input type="checkbox"/>

**Screen 2: Dept Id: 62010000 (HR-HR ADMINISTRATION): (0.00 - 75,000.00) USD**

Requisition No.	Approver	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
10348714	Gator Approver	Assigned	Normal	3/18/2009 4:21 PM	Gator Requestor	5,000.00 USD		<input type="checkbox"/>

**Screen 3: Dept Id: 62010100 (HR-VICE PRESIDENTS OFFICE): (0.00 - 75,000.00) USD**

Requisition No.	Approver	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
10348714	Gator Approver	Assigned	Normal	3/18/2009 4:21 PM	Gator Requestor	5,000.00 USD		<input type="checkbox"/>

**Screen 4: Dept Id: 64404000 (FA-PDS-DISBURSEMENT): (0.00 - 75,000.00) USD**

Requisition No.	Approver	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
10348714	Gator Approver	Assigned	Normal	3/18/2009 4:21 PM	Gator Requestor	5,000.00 USD		<input type="checkbox"/>

For further assistance, please e-mail [myufmarket@ufl.edu](mailto:myufmarket@ufl.edu) or call Purchasing Services at 392-1331 or go to the website, <http://www.purchasing.ufl.edu/myufmarket>