



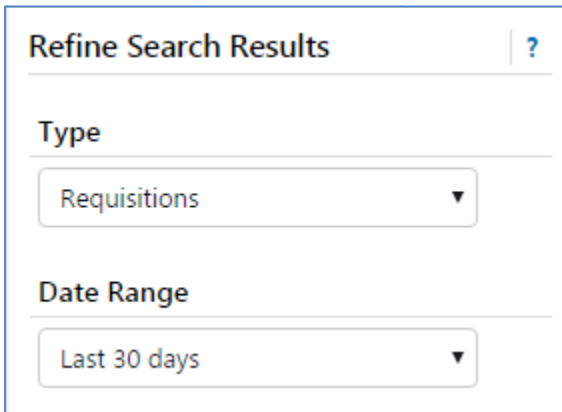
Access a List of Your Approved Requisitions

From the home page:

- From the left hand side menu, select **Orders and Documents**, then **Approvals**, and **My Recent Approvals**.



- On the left, you can see a number of filters you can use to more easily navigate through your search results. Adjust them as needed.



The filters allow you to look at recent approvals across both requisitions and invoices. A number of different sort criteria allows you to filter by date, amount, supplier/payee, etc.

- Click the transaction number link to view detailed information about individual transaction in question.

Requisition Number	My Action
 1641714 	Requisition approved
 1634996 	Requisition approved