Access a List of Your Approved Requisitions

From the home page:

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

2. 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.

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

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**Orders and Documents**

<table>
<thead>
<tr>
<th>Document Search</th>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>My Approval:</td>
</tr>
<tr>
<td></td>
<td>Approval Notifications</td>
</tr>
<tr>
<td></td>
<td>My Recent Approvals</td>
</tr>
<tr>
<td></td>
<td>Assign Substitute Approvers</td>
</tr>
</tbody>
</table>

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**Refine Search Results**

- **Type**
  - Requisitions

- **Date Range**
  - Last 30 days

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**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.**

**| Requisition Number | My Action |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1641714</td>
<td>Requisition approved</td>
</tr>
<tr>
<td>1634996</td>
<td>Requisition approved</td>
</tr>
</tbody>
</table>