

Step-by-Step Guide

Returning Requisitions to Shared Approval Folders

In This Guide

When a requisition is pending approval, it initially appears in a shared approval folder for each SpeedType funding the requisition. Approval folders are shared by every individual with a fiscal role on the SpeedType (except Officer of Fiscal Staff – Report Recipient) who has also been granted CU Marketplace Approver access by her or his department. You can let other Approvers know you are working on a requisition by assigning it to yourself – which moves it from the shared approval folder to your own approval folder (titled **My PR Approvals**).

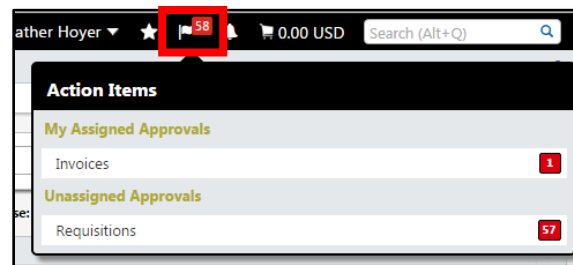
Moving a requisition from your **My PR Approvals** folder back to the shared approval folder will allow the other Approvers to work on the requisition.

This guide discusses:

- ✓ Returning requisitions to shared approval folders

Procedure

1. Begin by accessing CU Marketplace via [your campus portal](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
2. Access your assigned shopping carts by using your Action Items list. Click **Action Items** at the top of your screen and select the appropriate list.



3. Alternately, you can use the navigation bar on the left side of your screen and go to **Orders & Documents > Approvals > My Approvals**.
4. In the **My PR Approvals** folder, locate the requisition you would like to return to the shared approval folder.

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- Check the checkbox, located on the right side of the requisition line.

The screenshot shows a web interface for managing requisitions. At the top, it says 'Total Results Found: 1' and 'All Dates'. Below this is a 'Sort by:' dropdown set to 'Submit date newest first'. A red box highlights the 'My PR Approvals' folder icon. To the right, a dropdown menu is open, showing options: 'Assign', 'Assign', 'Approve/Complete', 'Return to Shared Folder' (highlighted with a red box), 'Place PR On Hold', and 'Add Notes to History'. At the bottom, a table lists requisitions. The first row is for requisition 875046 from CD Biosciences Inc - Creative. The 'Assigned Approver' is Kyle. The 'Action' column has a red box around the 'Approve' button.

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
875046	CD Biosciences Inc - Creative	Kyle	11/4/2012 3:27 PM	Rachel Requester	6,500.00 USD	Approve

- Use the dropdown menu to select *Return to Shared Folder*.
- Click the **Go** button.
- The requisition is removed from your **My PR Approvals** folder and returned to the shared approval folder.

The screenshot shows a web interface for managing requisitions. At the top, it says 'Speedtype: 41023334 (Gas): (All Values) [1]'. Below this is a table with columns: 'Requisition No.', 'Suppliers:', 'Assigned Approver', and 'PR D'. The first row is for requisition 875046 from CD Biosciences Inc - Creative. The 'Assigned Approver' field is set to 'Not Assigned' and is highlighted with a red box. A red arrow points from the text 'Note that the Assigned Approver field is now Not Assigned.' to this field.

Requisition No.	Suppliers:	Assigned Approver	PR D
875046	CD Biosciences Inc - Creative Diagnostics/Creative BioMart	Not Assigned	11/4/2

Note that the **Assigned Approver** field is now *Not Assigned*.