

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**).

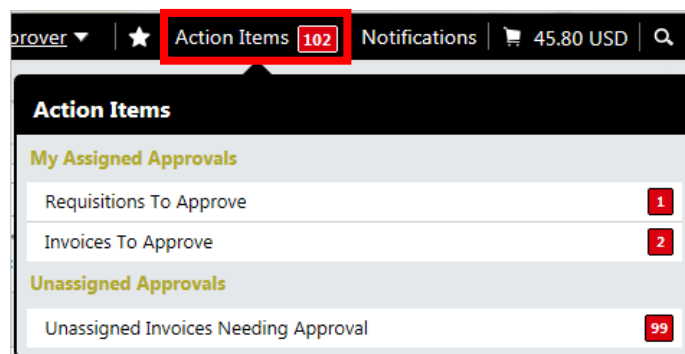
Moving a requisition from your **My PR Approvals** folder back to the shared approval folder will allow the other Approvers to work on the requisition.

This guide discusses:

- ✓ Returning requisitions to shared approval folders

Procedure

1. Begin by accessing CU Marketplace via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.
2. Access your pending invoice approvals by using your Action Items list. Click **Action Items** at the top of your screen and select the appropriate list.



Alternately, you can use the navigation bar on the left side of your screen and go to **Orders & Documents > Approvals > My Approvals**.

3. In the **My PR Approvals** folder, locate the requisition you would like to return to the shared approval folder.

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

5. Use the dropdown menu to select *Return to Shared Folder*.

6. Click the **Go** button.

The screenshot shows a requisition management interface. 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'. There are links for 'Hide requisition details', 'expand all', and 'collapse all'. A folder icon labeled 'My PR Approvals [1 result]' is highlighted with a red box. To its 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 right, there is a 'Go' button (highlighted with a red box) and an 'Approve' button. Below the folder, a table lists requisitions:

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

7. The requisition is removed from your **My PR Approvals** folder and returned to the shared approval folder.

The screenshot shows a folder icon labeled 'Speedtype: 41023334 (Gas) (All Values) [1' highlighted with a red box. Below it, a table lists requisitions:

Requisition No.	Suppliers:	Assigned Approver	PR D
875046	CD Biosciences Inc - Creative Diagnostics/Creative BioMart	Not Assigned	11/1/12

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