

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) 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**).

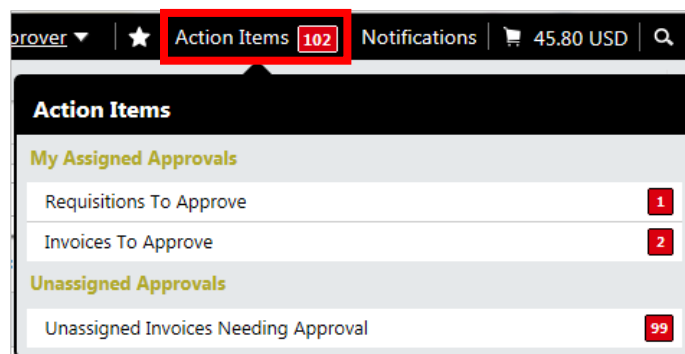
Moving a requisition from your **My PR Approvals** folder back to the shared approval folder will allow the other Approvers to work on the requisition.

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, there is a table with columns: 'Requisition No.', 'Suppliers:', 'Assigned Approver', 'PR Date/Time', 'Requisitioner', 'Amount', and 'Action'. The first row shows requisition number 875046 for CD Biosciences Inc - Creative, with assigned approver Kyle and PR date/time 11/4/2012 3:27 PM. The 'Action' column has an 'Approve' button and a checkbox, both highlighted with red boxes.

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

The screenshot shows a requisition management interface. 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 Date/Time'. The first row shows requisition number 875046 for CD Biosciences Inc - Creative Diagnostics/Creative BioMart. The 'Assigned Approver' field is highlighted with a red box and contains the text 'Not Assigned'. A red arrow points from the text 'Note that the Assigned Approver field is now Not Assigned.' to this field.

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