

Sm@rtBuy Non-PO Invoice Instructions – For Approvers

Introduction

This set of instructions details the steps that an Approver needs to take in Sm@rtBuy once a Purchaser has reviewed, updated, and approved the purchase in the system.

Note:

If vendor name is spelled incorrectly, proceed to APPROVE invoice and add notes in 'Comment' - Do not send back to Accounts Payable without approval except vendor name is totally incorrect.

Do not change any other previously entered information except accounting information.

Do not enter due date.

Purchasers need to refer to the separate set of instructions outlined for their role.

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Step 1: Pre-Step: Accounts Payable inputs Non-PO Invoice

- Accounts Payable will receive the non-PO invoice directly from the vendor and input the product details, quantity, packaging, and price in Sm@rtBuy, and attach the invoice.
- Accounts Payable will then forward the Non-PO invoice to the purchaser to review the information and enter the appropriate accounting details, then action on it.
- Once the purchaser approves the purchase in Sm@rtBuy, the system will automatically send an email (example below) to the cost centre approver for further review and action on the non-PO invoice



Sm@rtBuy

Jane Doe Approval Request for Invoice# I00111028

Dear Jane Doe,

The Invoice listed below has been submitted for your approval.

Summary

Folder: Jane Doe
Invoice Owner: Accounts Payable Clerk Name
Invoice No.: I00111028
No. of line items: 1

TOTAL: 2,147.00 CAD

Details

Item 1 Non-PO

Description: CHRRW
Supplier: Key Media Canada (HR) Ltd.
Quantity: 1
Unit Price: 1,900.00 CAD
Ext. Price: 1,900.00 CAD
Size/Packaging: EA
Taxable: Yes
Capital Expense: No
Commodity Code: 99999999

TOTAL: 2,147.00 CAD

Accounting Codes

Fund / Cost Centre

HEADER

Fund: -
Cost Centre: -
Activity: -
Time: -
Location: -

Additional Information

Summary Details Requisitioner:

Account: 335200 - ~~Adv~~-Public Radio-Tv
Comments: (1)

Internal Attachments [A17-01241.pdf](#)

[View Invoice Approvals](#)

If you have any questions with regard to reviewing/approving this Invoice, please contact your [SelectSite Support Team](#).

Support Team Contact Information:

+1 416-736-5143
smartbuy_support@yorku.ca

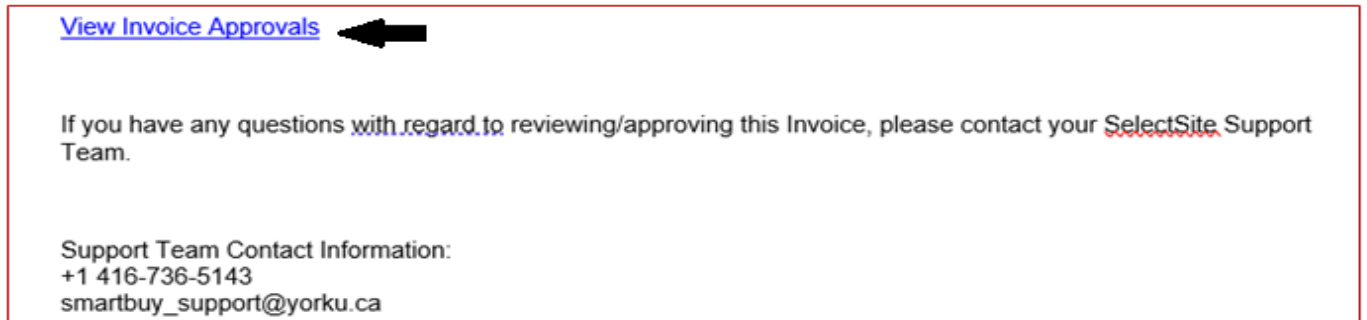
Thank you,
York University

Step 2: Approver Retrieves the Non-PO Invoice in Sm@rtBuy

The approver can access the Non-PO invoice in Sm@rtBuy in one of two ways as noted below:

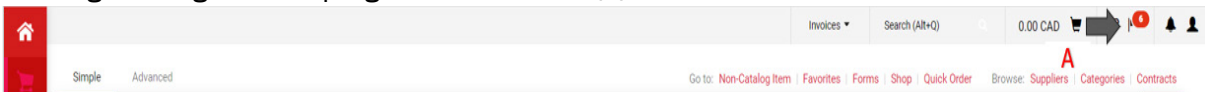
Option #1

- Approver can click on the link within the Sm@rtBuy email notification received

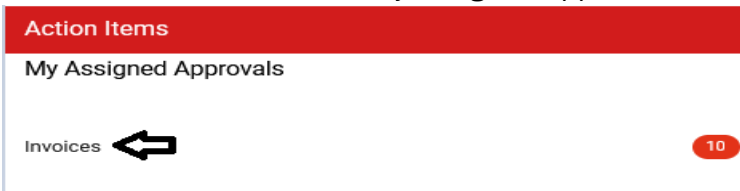


Option #2

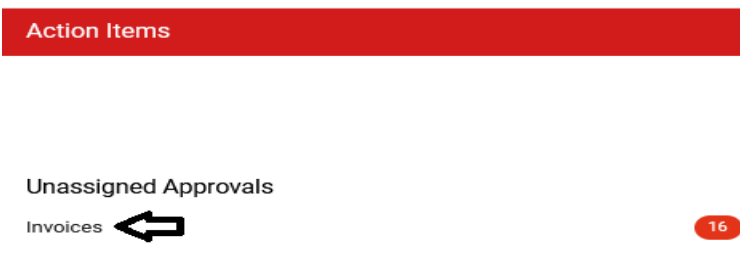
- Approver can login to Sm@rtBuy using their York passport ID and retrieve the Non-PO invoice by clicking the flag in the top right of the screen (A).



- Then click 'Invoices' under 'My Assigned Approvals' or 'Unassigned Approvals'.



OR;



Note: If the Cost Center has multiple Approvers, the header will indicate 'Unassigned Approvals'. If the Cost Centre has only one assigned Approver, the header will indicate 'My Assigned Approval'.

- This will open the “My Invoice Approvals” folder. Click the specific invoice number to approve e.g. I50001397.

Total Results 2 Display 20 per folder

MY INVOICE APPROVALS 2

INVOICE NO.	SUPPLIER INVOICE NO.	SUPPLIER NAME	ASSIGNED APPROVER	CREATE DATE	PO NO.	MATCH STATUS	AMOUNT (CAD)
I50001397	9090224354	Norton Rose Fulbright Canada LLP	Jeff Groves	05/12/2021 8:12 AM		Unmatched	5,557.50 CAD
Due Date		31/12/2021	No. of Lines:		1		
Invoice Name		2021-12-05 jeffgroves 01	Folders		0 Days in folder [My Invoice Approvals]		
Type		Non-PO Invoice					
Invoice Source:		Manual					
I50001396	7531598	H & H Media Inc.	Jeff Groves	04/10/2021 9:52 PM		Do Not Match	5,350.00 CAD
Due Date		01/12/2021	No. of Lines:		2		
Invoice Name		2021-10-04 simonel 03	Folders		0 Days in folder [My Invoice Approvals]		
Type		Non-PO Invoice					

Step 3: Approver Reviews the Non-PO Invoice

- First, review the comments provided to you from Accounts Payable and the purchaser by clicking the ‘Comments’ (A) tab.

Invoice • I50001397

Summary Matching **Comments 2** Attachments 1 History

Records Found: 2 Show comments for Invoice

Jeff Groves - 08/12/2021 1:56:50 PM
 Please review and action
 Email sent: Jeff Shopper <bjmundra@grovesandcompany.com>

Jeff Groves - 05/12/2021 8:31:54 AM
 Test

- Second, review the invoice itself by clicking the ‘(pdf) Attachments’ (A) then clicking the invoice name (B). Note, do not attach any other copy of the invoice received from the vendor.
Note: A single invoice document can hold up to 10 attachments with the size of each attachment not to exceed 5120KB.

Invoice • I50001397

Summary Matching Comments 2 **Attachments 1** History

Attachments found: 1 Select Invoice Image Add Internal Attachment

Attachment	Size	Type	Location	Visibility	Create Date
Norton+Rose.pdf	3729k	File	Document	Internal	05/12/2021 8:19 AM

- Third, Click on ‘Summary’ tab and scroll down to the accounting code section. Review the accounting information and ensure the Non-PO invoice is appropriate to be charged to the designated Account Number (A), Fund/Cost Center (B). If the information is correct, skip step 4 and proceed to step 5.

⚠ The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General	Remit Details	Note/Attachments						
Invoice Information Barcode: 12345678 Invoice Type: Invoice Supplier Name: Norton Rose Fulbright Canada LLP Sm@rtBuy Invoice No.: I50001397	Remit To Royal Bank Plaza, South Tower P.O. Box 84, 200 Bay Street Suite 3800 Toronto, Ontario M5J 2Z4 Canada Email: toronto@nortonrose.com Phone: 1-416-2164000- Fax: 1-416-2163930-	External Note: no value Internal Note: no value <table border="1"> <thead> <tr> <th>Internal Attachments</th> <th>Date</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td>📄 Norton+Rose.pdf</td> <td>05/12/2021</td> <td>⋮</td> </tr> </tbody> </table>	Internal Attachments	Date	Add	📄 Norton+Rose.pdf	05/12/2021	⋮
Internal Attachments	Date	Add						
📄 Norton+Rose.pdf	05/12/2021	⋮						

Accounting Codes

Account Number

Account: 305100 Safety Supplies ← **A**

Fund / Cost Centre

HEADER

Fund	Cost Centre	Activity	Time	Location
no value ⚠ Required	no value ⚠ Required	no value	no value	no value

Step 4: If Applicable: Change Accounting Information

If the accounting information is incorrect, make changes as follows.

4.1 Edit the 'Account Number' (B) by clicking 'edit' as represented by the pencil icon (C).

Accounting Codes

Account Number

Account: 305100 Safety Supplies ← **A**

↑ **B**

⋮ **C**

Fund / Cost Centre

HEADER

Fund	Cost Centre	Activity	Time	Location
no value ⚠ Required	no value ⚠ Required	no value	no value	no value

- This will open up a pop-up window to enter the account number, click 'Magnifying Glass' (A) to search for an account number.

Edit Accounting Codes [X]

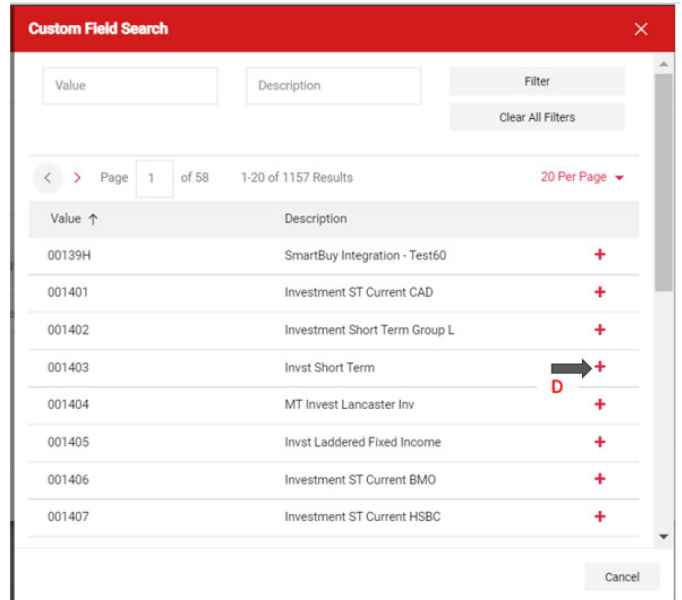
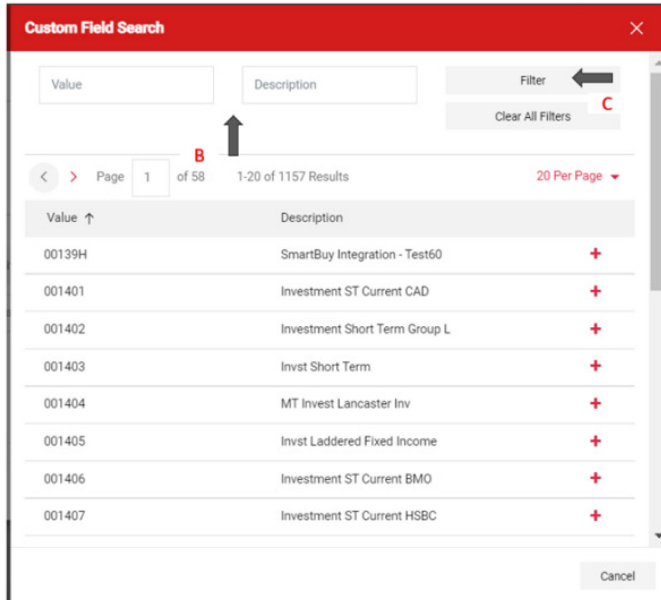
Account Number

Account: 🔍 ← **A**

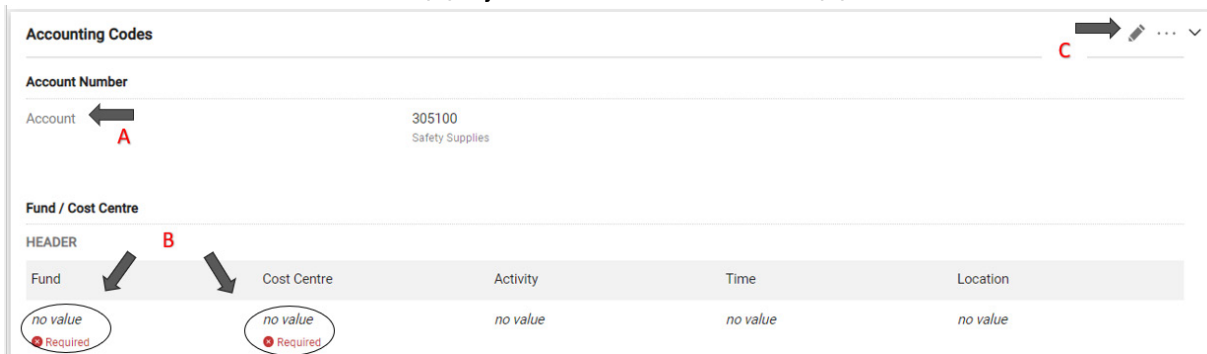
Fund / Cost Centre

Add alternate distribution for Discount +

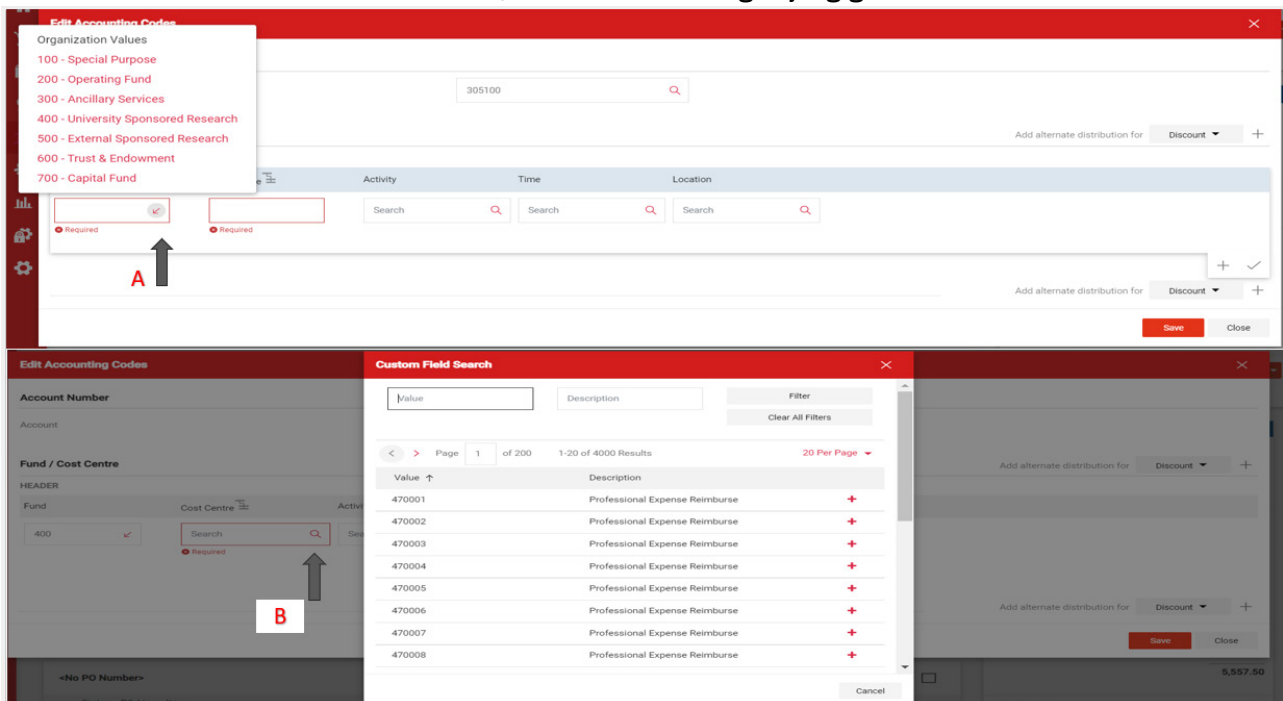
- This will open the "Custom Field Search" window. Search by entering a description or value (C). Partial information can be entered to find a match, for example, "Computer" for description or "305" for value.
- Once the appropriate account number has been located, click 'Add' icon (D).



4.2 Edit the 'Fund and Cost Centre' (B) by click on the edit button (C)



- Click the 'arrow' button to select Fund, and click the 'magnifying glass' to enter the Cost Centre



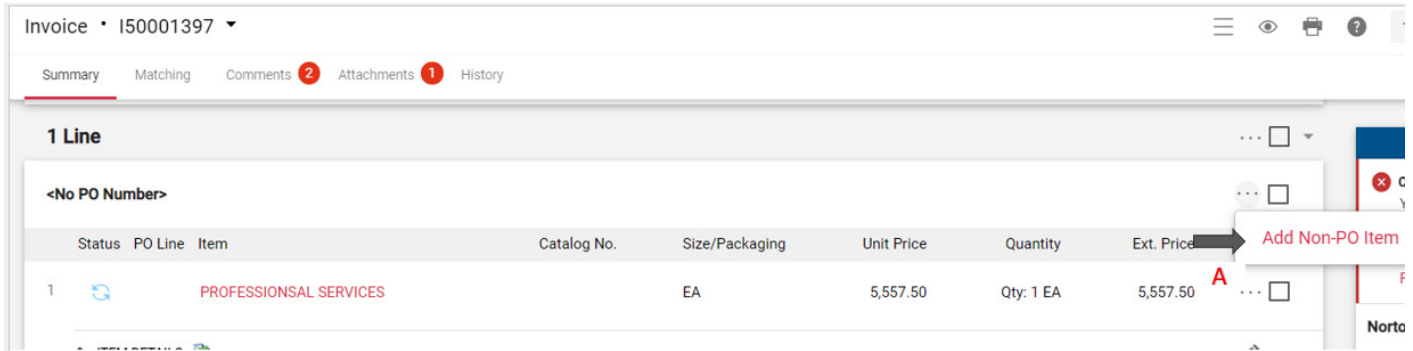
4.3 To enter multiple Funds or Cost Centres, click on the ‘+’ sign to add split (A). Select the option to split by “Amount of Price” or “%” of price” (DO NOT use % of quantity). Once the information is entered click on the “Save” button.

4.4 The Activity, Time and Location fields are optional but can be included if required.

- Repeat Steps 4.2 using the search icon (A) to (C) to search for the description or value of the required fields.
- Then Click on Save (D).

Step 5: *If applicable*: Approver Inputs Additional Non-PO Invoice Lines to Split the Invoice Amount into Multiple Accounts

To enter additional non-PO invoice lines, scroll down to the invoice PO line and click on the ellipses (...) (A) to see the option for adding non-PO items.



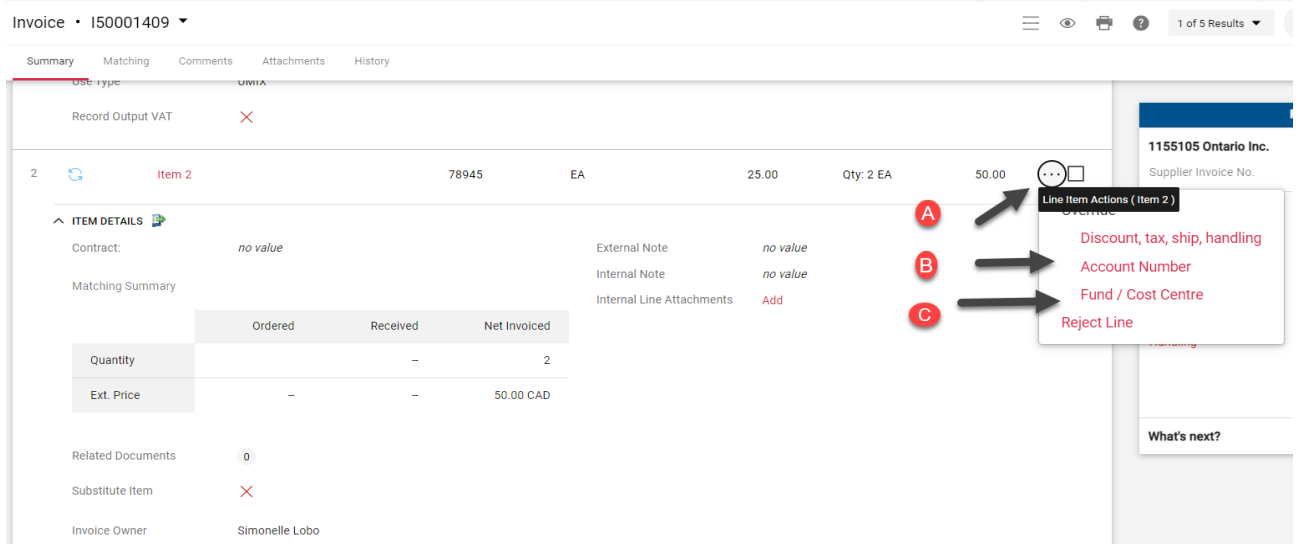
5.1 A new pop-up window will appear for the Invoice details to be entered. Type in all applicable fields such as description (C), quantity (D), price (E) and keep packaging default to “EA-Each” (F). (*Do Not enter PO Number field).

- Repeat step 4 to enter accounting information
- Once completed select the “Save” button to finish this step OR “Save and Add Another” button to continue to add additional lines for the invoice.

The 'Add Non-PO Item' pop-up window is shown. It has a red header and a close button (X) in the top right. The form is divided into sections: 'Item' and 'Additional Details'.
- **Item Section:** Includes fields for Description (with a 254-character limit), Catalogue No., Size, Quantity, Price (with 'CAD' as the currency), and Packaging (set to 'EA - Each'). Red arrows labeled C, D, E, and F point to the Description, Quantity, Price, and Packaging fields respectively.
- **Additional Details Section:** Includes fields for PO Number and Commodity Code. A search icon is next to the Commodity Code field.
- **Product Flags:** A list of checkboxes for 'Controlled substance', 'Recycled', 'Hazardous material', 'Radioactive', 'Rad Minor', 'Select Agent', 'Toxin', 'Energy Star', and 'Green'.
- **Bottom:** A red arrow labeled 'G' points to the 'Save' button. Other buttons include 'Save And Add Another' and 'Close'. A legend indicates that fields with a star icon are required.

5.2 Once the additional non-PO line has been entered, to split charges between two or more Cost Centres follow the steps below:

- Scroll to the non-PO line and click on the dotted menu (A)
- Select one of the options – Account Code (B) or Fund/Cost Centre (C) that you want to add to the line.



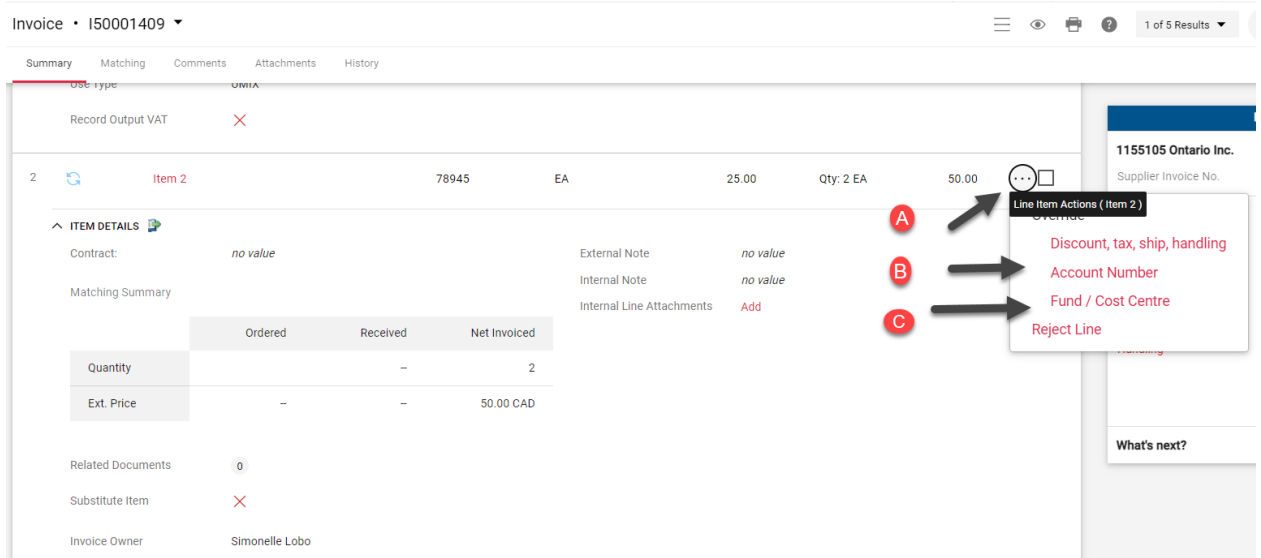
- Keep the default selection to 'Line' (D) and click on the plus ('+') sign (E).



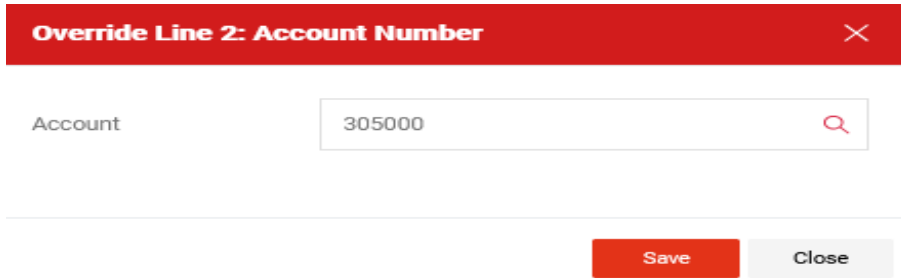
- Edit/override the Fund/Cost Centre (F) information following steps 4.2 and 4.3 to add the split accounting information to be distributed to the line
- Final step is to click on 'Save' (G).

5.3 To split charges between two or more accounts, follow the steps below:

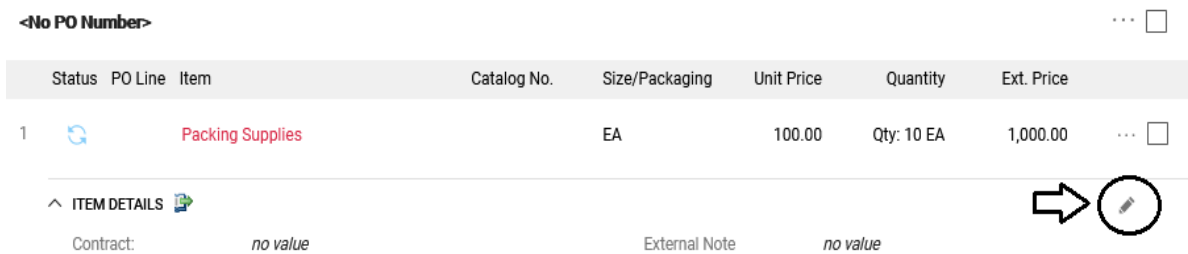
- On the newly added non-PO line, click on the dotted menu Ellipsis (A).
- Select Account Code (B)



- Edit/override the Account Number and click on “Save” to save the changes



- Update the original amount on the non-PO invoice by clicking on the “pencil” icon on the original non-PO invoice line.

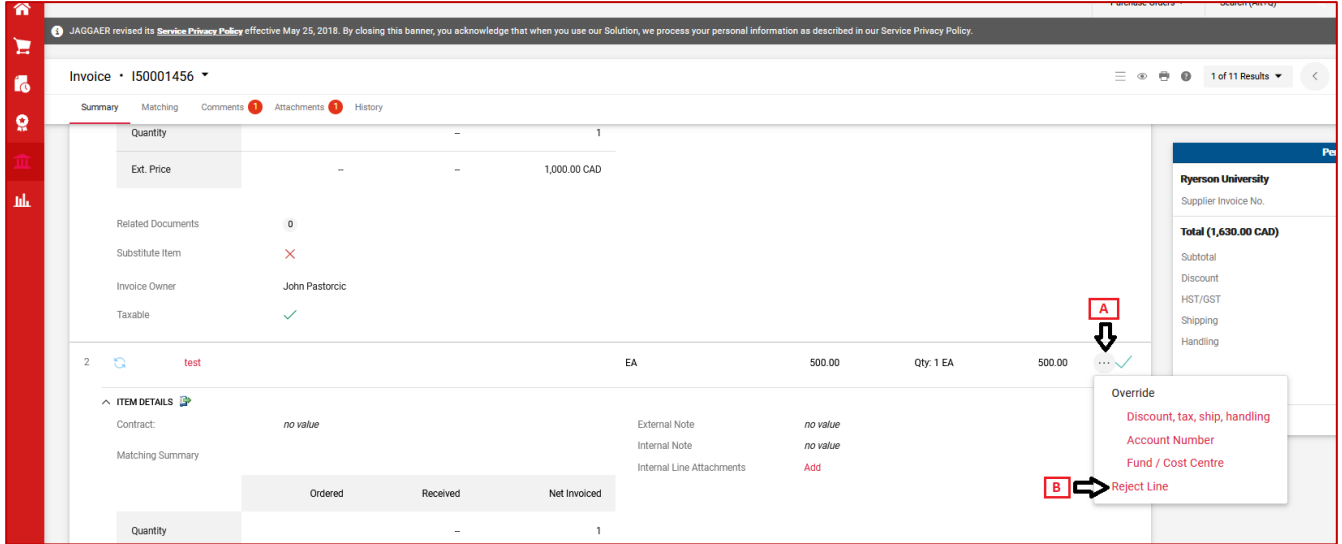


- The amount on this non-PO invoice line must be reduced by the amount entered on the newly added non-PO invoice line. Enter the amount in the available field. Once the amount is updated, click “Save”.

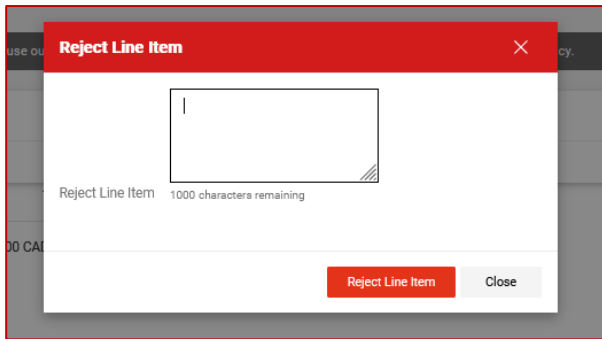


5.4 If a non-PO invoice line is added in error, the line can be rejected by completing the following steps:

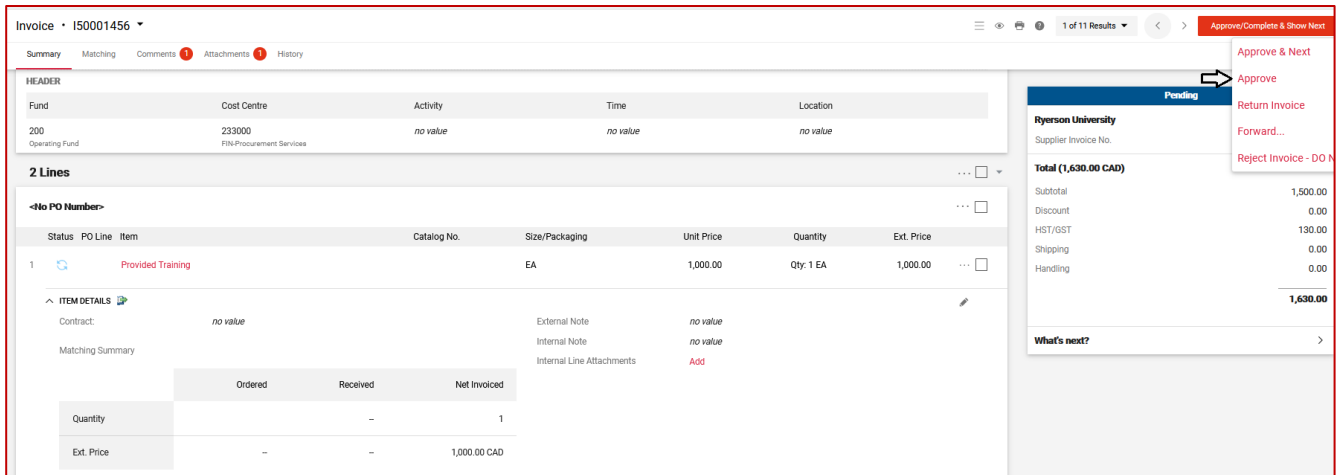
- At the line level, click on the ellipsis for the line you want to reject (A).
- Select “Reject Line” from the drop down (B).



- In the ‘pop-up box’, enter the reason for rejecting the line



- Proceed to approve the non-PO invoice



Step 6: Approver Actions the Non-PO Invoice

6.1 Approving the non-PO invoice:

- If the approver is satisfied, click the dropdown next to see more 'Available Actions' and select 'Approve Next' (D) to approve and move on the next Non-PO invoice in the queue for approval or 'Approve' (E) to approve the current Non-PO invoice only.

This will automatically send the non-PO invoice to Accounts Payable for a final review before payment is processed. Note, if the purchase is against a fund "500" and is over \$5,000 in value, Sm@rtBuy will automatically send the non-PO invoice to Research Accounting with a notification email from the system for approval before Accounts Payable. Research accounting is to follow steps 2-6.

6.2 If there is more than one non-PO invoice in queue for review, click 'Approve & Next' (D), then complete steps 3-5 for the other non-PO invoice(s).

Invoice Information	Remit To	External Note	Internal Note
Invoice Type: invoice	Accounting and Treasury	no value	no value
Supplier Name: Ryerson University	350 Victoria Street Toronto, Ontario M5B 2K3		

6.3 Forwarding the non-PO invoice to the purchaser for corrections:

- If the approver is not satisfied and needs to send the invoice back to the purchaser for further attention, click 'Forward' in the dropdown menu.
- A pop-up box will open to search for the purchaser using last name and first name (A and B), then click 'Search'. Names can then be selected from the populated user search using the 'plus sign' button.

User Search

Last Name:

First Name: (A)

User Name: (B)

Email:

Department:

Position:

Role:

Results Per Page: 10

User Search

New Search

Name ↑	User Name	Email	Phone	Action
Groves, Jeff	jeffgroves	jeffgroves@grovesandcompany.com	+1 214-555-1212	<input type="button" value="+"/>

- Enter an appropriate not for the purchaser then select ‘Forward’ (F).

Add Note
✕

Forward To - Groves, Jeff

Forward Reason

I

1000 characters remaining expand | clear

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

F ➔
Forward
Cancel

- Other options on the drop down are as follows:
 - Return Invoice – use this option to return the invoice to Accounts Payable for major revisions only (i.e. the invoice has to be completely revised or if the wrong vendor was selected on the Non-PO invoices). Please add comments on the ‘Comments’ tab and state the reason for returning the invoice to Accounts Payable.

Step 7: How to View Status of Invoice

- To view status of a non-PO invoice, click on “What’s Next” on the Summary Page.
- The expanded view in this section will show the approval workflow, including the following information:
 - a) Different stages of approvals within the workflow, which also allows you to see at which stage of the approval process, the Non-PO Invoice is currently at.
 - b) Status of the non-PO invoice (i.e., “Pending” – pending approval; “Completed” – all required approvals have been completed and the Non-PO Invoice is ready for payment processing by Accounts Payable.

Invoice • I00115789 89 of 169 Results

Summary Matching Comments 1 Attachments 1 History

⚠ The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General	Remit Details	Note/Attachments																					
<p>Invoice Information</p> <p><u>Invoice Type</u> Invoice</p> <p><u>Supplier Name</u> Fadden,Lorna</p> <p><u>Sm@rtBuy Invoice No.</u> I00115789</p> <p><u>Invoice Owner</u> Judy Doyle</p> <p><u>Supplier Invoice No.</u> FORENSIC DISCOURSE ANALYSIS</p> <p><u>Invoice Name</u> 2022-01-20 doylej 01</p> <p><u>Currency</u> Canadian Dollar</p> <p><u>Contract No.</u></p>	<p>Remit To</p> <p>129 Nanaimo Avenue W Penticton, British Columbia V2A 1N2</p> <p>Canada Email lorna@faddenlaw.com Phone 1-778-2350744- Fax 1-778-6462267- Address Id 0002050784-1 3rd Party Address ID 0002050784-1</p> <p><u>Supplier Payment Method</u> CHK</p>	<p><u>External Note</u> Payment in the amount of \$1,808.00 was made by Cheque on</p> <p><u>Internal Note</u> no value</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Internal Attachments</th> <th>Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>A17-01749.pdf</td> <td>20/01/2022</td> <td>...</td> </tr> </tbody> </table>	Internal Attachments	Date		A17-01749.pdf	20/01/2022	...	<div style="background-color: #27ae60; color: white; padding: 5px; text-align: center; font-weight: bold;">Complete</div> <p>Fadden,Lorna</p> <p>Supplier Invoice No. FORENSIC DISCOURSE AN...</p> <p>Total (1,808.00 CAD)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Charge</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Subtotal</td> <td>1,600.00</td> </tr> <tr> <td>Discount</td> <td>0.00</td> </tr> <tr> <td>HST/GST</td> <td>208.00</td> </tr> <tr> <td>Shipping</td> <td>0.00</td> </tr> <tr> <td>Handling</td> <td>0.00</td> </tr> <tr> <td></td> <td style="font-weight: bold;">1,808.00</td> </tr> </tbody> </table> <p>What's next?</p>	Charge	Amount	Subtotal	1,600.00	Discount	0.00	HST/GST	208.00	Shipping	0.00	Handling	0.00		1,808.00
Internal Attachments	Date																						
A17-01749.pdf	20/01/2022	...																					
Charge	Amount																						
Subtotal	1,600.00																						
Discount	0.00																						
HST/GST	208.00																						
Shipping	0.00																						
Handling	0.00																						
	1,808.00																						

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Summary Matching Comments 1 Attachments 1 History

The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General		Remit Details		Note/Attachments							
Invoice Information		Remit To		External Note							
Invoice Type	Invoice	129 Nanaimo Avenue W Penticton, British Columbia V2A 1N2		Payment in the amount of \$1,808.00 was made by Cheque on 18/02/2022.							
Supplier Name	Fadden,Lorna	Canada Email lorna@faddenlaw.com Phone 1-778-2350744- Fax 1-778-6462267- Address Id 0002050784-1		Internal Note no value							
Sm@rtBuy Invoice No.	I00115789	3rd Party Address ID 0002050784-1		<table border="1"> <thead> <tr> <th>Internal Attachments</th> <th>Date</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td>A17-01749.pdf</td> <td>20/01/2022</td> <td>...</td> </tr> </tbody> </table>		Internal Attachments	Date	Add	A17-01749.pdf	20/01/2022	...
Internal Attachments	Date	Add									
A17-01749.pdf	20/01/2022	...									
Invoice Owner	Judy Doyle	Supplier Payment Method CHK									
Supplier Invoice No.	FORENSIC DISCOURSE ANALYSIS										
Invoice Name	2022-01-20 doylej 01										
Currency	Canadian Dollar										
Contract No.											
Terms		Payment Information		Discount, Tax, Shipping & Handling							
Invoice Date	17/01/2022	Payment Method Cheque		Discount, tax, shipping & handling							
Terms	0, Net 30	Record No. 20323460		Allocation Weighted							
Terms Discount	0.00 CAD	Record Date 18/02/2022		<table border="1"> <thead> <tr> <th></th> <th>Header-level</th> </tr> </thead> <tbody> <tr> <td>Terms Discount</td> <td>0.00 CAD</td> </tr> <tr> <td>Discount</td> <td>0.00 CAD</td> </tr> </tbody> </table>			Header-level	Terms Discount	0.00 CAD	Discount	0.00 CAD
	Header-level										
Terms Discount	0.00 CAD										
Discount	0.00 CAD										
Use Terms Discount	✓										
Due Date	16/02/2022										
Discount Date	no value										

Shipping 0.00
Handling 0.00
1,808.00

What's next?

Workflow

Show skipped steps

- Submitted 20/01/2022 9:10 AM Judy Doyle
- Requisitioner Not Assigned Approved Hyc Park
- Cost Centre Approval Approved Phyllis Lepore Babcock
- Cheque Req Review Approved Judy Doyle
- OK to Pay Completed
- Auto Close PO Completed
- Completed 25/01/2022 9:06 AM

- The payment information is also available on the Summary Page.
- Scroll down to the Payment Information Section on the Summary Page:
 - a) Payment Method – this indicates the method of payment used to pay the Vendor
 - b) Record No. – this is the payment reference number
 - c) Record Date – this is the date when the payment was made to the Vendor.

Invoice • I00115788

Summary Matching Comments 1 Attachments 1 History

The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General		Remit Details		Note/Attachments							
Invoice Information		Remit To		External Note							
Invoice Type	Invoice	P.O. Box 936754 Atlanta, Georgia 31193-6754		Payment in the amount of \$56.50 was made by Cheque on 31/01/2022.							
Supplier Name	Cengage Learning Inc.	United States Phone 1-800-8423636- Fax 1-877-3634253- Address Id 0002046150-1		Internal Note no value							
Sm@rtBuy Invoice No.	I00115788	3rd Party Address ID 0002046150-1		<table border="1"> <thead> <tr> <th>Internal Attachments</th> <th>Date</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td>A17-01500.pdf</td> <td>20/01/2022</td> <td>...</td> </tr> </tbody> </table>		Internal Attachments	Date	Add	A17-01500.pdf	20/01/2022	...
Internal Attachments	Date	Add									
A17-01500.pdf	20/01/2022	...									
Invoice Owner	Oduunola Adeola Olatoye	Supplier Payment Method CHK									
Supplier Invoice No.	7625179										
Invoice Name	2022-01-20 aolatoye 01										
Currency	US Dollar										
Contract No.											
Terms		Payment Information		Discount, Tax, Shipping & Handling							
Invoice Date	01/12/2021	Payment Method Cheque		Discount, tax, shipping & handling							
Terms	0, Net 30	Record No. 10021360		Allocation Weighted							
Terms Discount	0.00 USD	Record Date 31/01/2022		<table border="1"> <thead> <tr> <th></th> <th>Header-level</th> </tr> </thead> <tbody> <tr> <td>Terms Discount</td> <td>0.00 USD</td> </tr> <tr> <td>Discount</td> <td>0.00 USD</td> </tr> </tbody> </table>			Header-level	Terms Discount	0.00 USD	Discount	0.00 USD
	Header-level										
Terms Discount	0.00 USD										
Discount	0.00 USD										
Use Terms Discount	✓										
Due Date	31/12/2021										
Discount Date	no value										

Step 8: eReports Review of Non-PO Invoices

- Once Accounts Payable has completed a final review, the invoice will automatically be sent to Peoplesoft for payment, and then posted to eReports for viewing in 1-2 business days.
- Note: the non-PO invoice is only viewable in eReports for those with the appropriate permission for the cost center that the non-PO invoice was charged against.
- You can access eReports through the Peoplesoft Finance webpage.

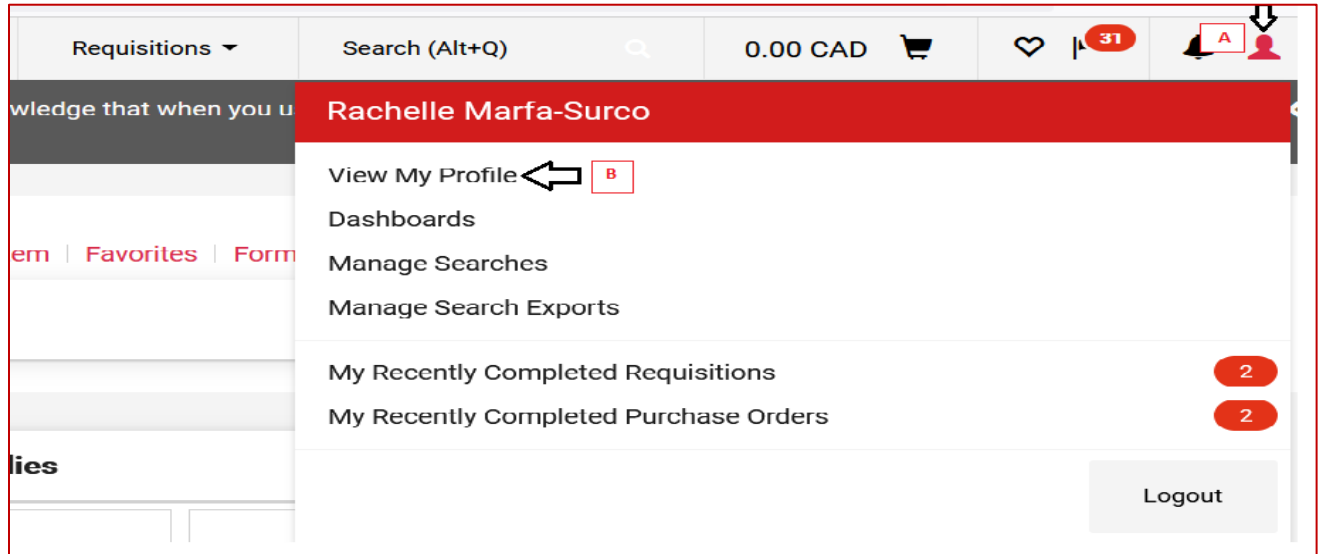
- When in eReports, navigate to “Transaction Detail” and click on the non-PO invoice hyperlink.

Fiscal Year	Date	Account Description	Journal / PO / Src	Journal Ref./ Invoice #	PO Reference	Vendor / Reference	Budget Amount	Transaction Amount
2022	08/17/2021	Various Line Items-Click here for details	AP	10011026	0011396	Stem Legal Web Enterprises...	-	2,881.50
2022	08/17/2021	HST Rebate	AP	10011026	0011396	Stem Legal Web Enterprises...	-	(331.50)

- When you click on the hyperlink of the non-PO invoice, it will redirect to log back into Sm@rtBuy to view the details

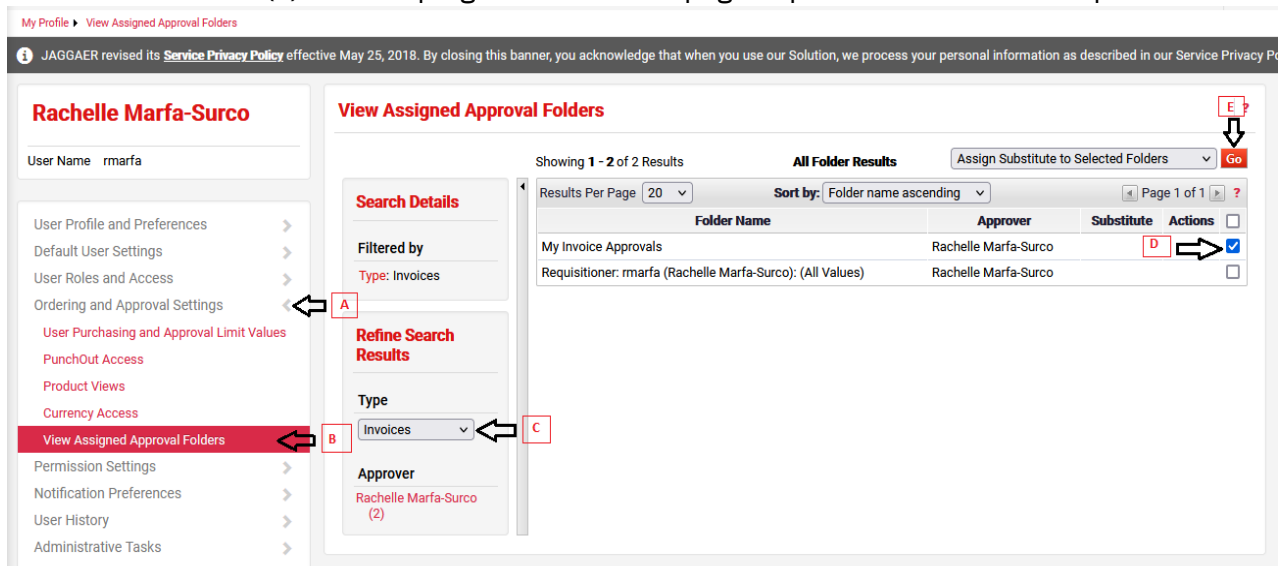
Step 9: How to Delegate Your Approval Rights

1. Click on your profile (A), then select 'View My Profile' (B) from the drop down.



2. On your Profile Page:

- Click on 'Ordering and Approval Settings' (A)
- Select 'View Assigned Approval Folders' (B)
- On the 'View Assigned Approval Folders' page, select 'Invoice' on the 'Type' dropdown (C)
- Click on the checkbox for the 'My Invoice Approvals' Folder Name (D)
- Click on 'Go' (E) at the top right corner of the page to proceed to the next step.



3. On the 'Assign Substitute' pop up box:

- Click on the 'Include Date Range for Substitution' checkbox (A)
- Search for the name of the person you are delegating your approval to (B)
- Enter the Delegation Assignment Start Date (C)
- Enter the Delegation Assignment End Date (D)
- Click on the Assign button to save and complete (E)

View Assigned Approval Folders

This user does not have any approver permissions assigned.

Showing 1 - 9 of 9 Results

All Folder Results

Assign Substitute to Selected Folders **Go**

Results Per Page 20

Sort by: Folder name ascending

Page 1 of 1

Search Details

Filtered by

Type: Requisitions

Refine Search Results

Type

Requisitions

Approver

Rachelle Marfa-Surco (9)

Folder Name	Approver	Substitute	Actions
CFI Review			<input type="checkbox"/>
LTE AVP/CFO Rev			<input type="checkbox"/>
LTE Assistant Dire			<input type="checkbox"/>
LTE Director Revie			<input type="checkbox"/>
LTE President Rev			<input type="checkbox"/>
My PR Approvals			<input checked="" type="checkbox"/>
Placeholder Suppl			<input type="checkbox"/>
Procurement Buye			<input type="checkbox"/>
Radioactive Appro			<input type="checkbox"/>
Results Per Page			<input type="checkbox"/>

Assign Substitute

Include Date Range for Substitution

Substitute Name *

Start Date *

End Date *

* Required