APPROVAL PROCESS

The approval routing is pre-defined to various levels within organization budgets. Once a requisition has been processed an email is sent to alert designated persons that a requisition requires their approval.

The following steps must be taken.

1. Open **MC Square** using Internet Explorer or Firefox. Under the **Home** tab, select **Self-Service Main Menu**. Select **Finance** from the main menu and **Approve Documents**.

   **Approve Documents**

   **Enter Approval Parameters**

   - **User ID**:  
   - **Document Number**: G8ANKS
   - Documents for which you are the next approver
   - All documents which you may approve

   **Submit Query**

2. The default is “Documents for which you are the next approver”. Click **Submit Query**. This will bring up the document for you to review.

   **Approve Documents**

   - Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

   **Queried Parameters**

   - **User ID**: G8ANKS
   - **Document Number**: G8ANKS
   - **Documents Shown**: Next Approver

   **Approve Documents List**

   - **Other Query**

<table>
<thead>
<tr>
<th>Next Approver</th>
<th>Type</th>
<th>Change Seq</th>
<th>Sub Originating User</th>
<th>Amount</th>
<th>Queue Type</th>
<th>Document</th>
<th>History</th>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Another Query</td>
<td>REQ</td>
<td>35.00</td>
<td>G8ANKS</td>
<td>DOC</td>
<td>R0001929</td>
<td>History</td>
<td>Approve</td>
<td>Disapprove</td>
<td></td>
</tr>
</tbody>
</table>

   ![Email Image](image-url)
3. Select the **Document Number** to display the details of the document for your review. You may also click on **History** to see who has initiated the requisition and who has approved prior to coming to you for approval.

4. Return back to the Approve Document page by using the “Go back one page” arrow at the top left of the screen.

5. You must click **Approve** or **Disapprove**. This will give a message stating the requisition has been approved/disapproved.

**Approve Document**

<table>
<thead>
<tr>
<th>Document Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number:</td>
</tr>
<tr>
<td>Type:</td>
</tr>
<tr>
<td>Change Seq#:</td>
</tr>
<tr>
<td>SLU#:</td>
</tr>
<tr>
<td>Amount:</td>
</tr>
<tr>
<td>Comment:</td>
</tr>
</tbody>
</table>

6. In order for the process to be complete you MUST click the **Approve/Disapprove Document** button to the left.

7. If approved, the requisition is forwarded to the next approver or to Purchasing if you are the final approver.

8. You will receive an email acknowledging your approval/denial.

9. A final email goes to the initiator indicating the purchase requisition has been approved or denied.