

Approval history is tracked and accessible for review from the **Requisition Approval** page in Core-CT 9.1.

Navigation for Requesters: eProcurement > Manage Requisitions > View Approvals

Navigation for Approvers: eProcurement > Manage Requisition Approvals

The user opens the **Requisition Approval** page for review.

The screenshot displays the 'Line Information' section of the Requisition Approval page. It features a table with the following data:

Line	Item Description	Vendor Name	Quantity	UOM	Price	Requester's Comments
1	Department Logo Legal Pad 10...	550838832F-001	100.0000	EA	2.25000 USD	

Below the table, there are controls for 'Select All / Deselect All' and a 'View Line Details' button. The 'Review/Edit Approvers' section is expanded to show an 'Amount Approval' for 'Pad Restock: Approved'. The approval status is 'Approved' with a green checkmark. The approver is 'Robin Quivers' (CT WF REQ AMT APPROVER 1) with a timestamp of '11/27/12 - 4:59 PM'. A 'Comment History' group box is visible below the approval details, indicating previous approval activity. The 'Req Budget Approval' section is partially visible at the bottom.

This page displays the most current approvals. The example shows the **Amount Approval** has a **Comment History** group box that indicates there was prior approval activity.

Click the expand button to view the approval history.


Review/Edit Approvers

Amount Approval

Pad Restock: **Approved** [View/Hide Comments](#)

Req Amount

Approved

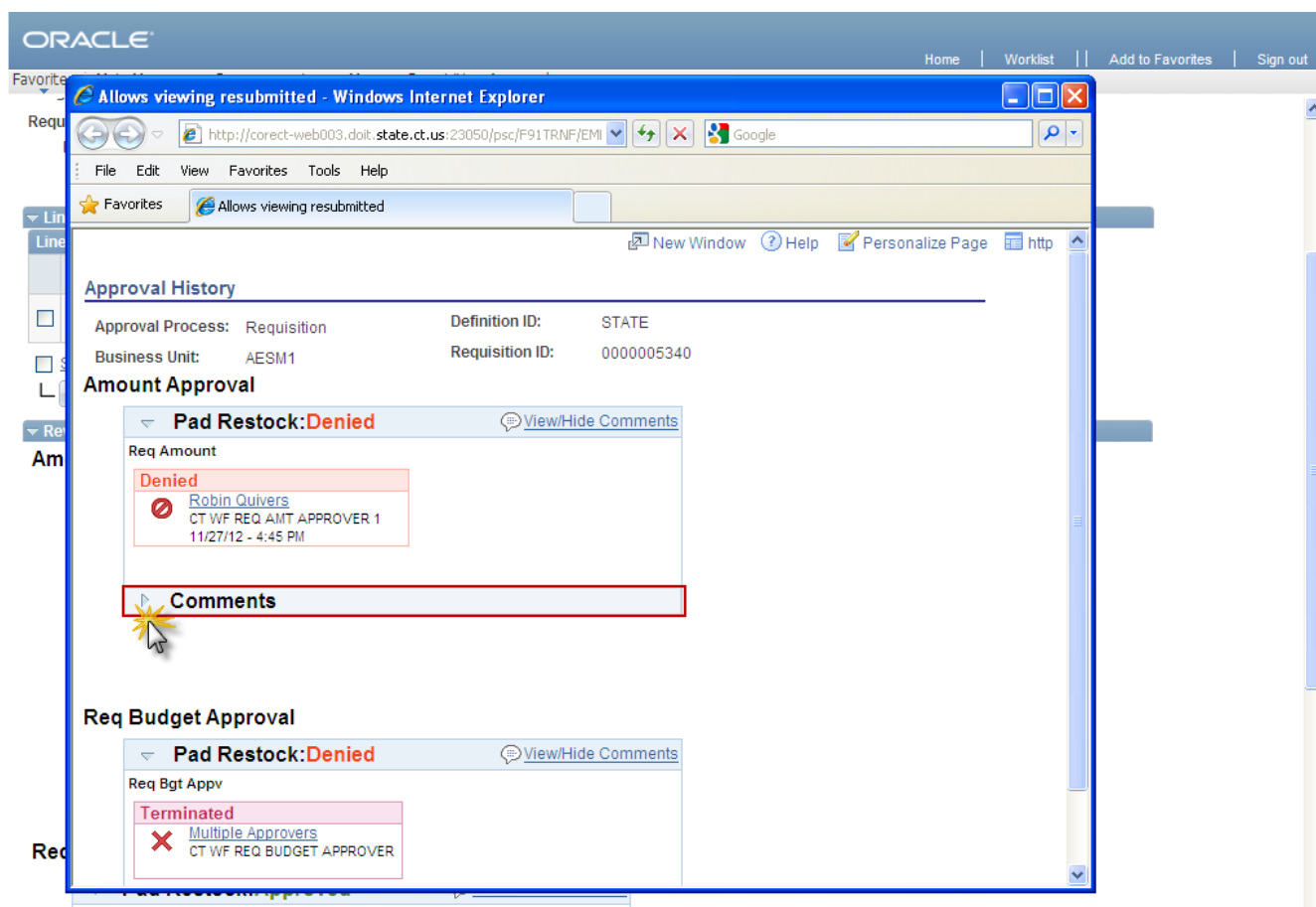
 [Robin Quivers](#)
CT WF REQ AMT APPROVER 1
11/27/12 - 4:59 PM

Comment History

Judy King eProcurement User at 11/27/12 - 4:52 PM

[View History](#)

The approver and time stamp information display. Click the [View History](#) link to view the details of the approval.



The screenshot shows a browser window titled "Allows viewing resubmitted - Windows Internet Explorer" with the URL "http://corect-web003.doit.state.ct.us:23050/psc/F91TRNF/EMI". The page content includes:

- ORACLE logo and navigation links (Home, Worklist, Add to Favorites, Sign out)
- Approval History section with details: Approval Process: Requisition, Definition ID: STATE, Business Unit: AESM1, Requisition ID: 0000005340.
- Amount Approval section for "Pad Restock: **Denied**" with a "View/Hide Comments" link. The status box shows a red "Denied" label, a red "X" icon, the approver name "Robin Quivers", and the timestamp "11/27/12 - 4:45 PM". Below this is a "Comments" group box with an expand/collapse icon.
- Req Budget Approval section for "Pad Restock: **Denied**" with a "View/Hide Comments" link. The status box shows a red "Terminated" label, a red "X" icon, the approver name "Multiple Approvers", and the timestamp "CT WF REQ BUDGET APPROVER".

The Approval Page for the previous approval displays in a new window. In this example the initial request was denied. There is a **Comments** group box for this approval indicating comments were entered for this action. Click the expand button to view comments.

Allows viewing resubmitted - Windows Internet Explorer

http://corect-web003.doit.state.ct.us:23050/psc/F91TRNF/EMI

File Edit View Favorites Tools Help

Allows viewing resubmitted

New Window Help Personalize Page http

Approval History

Approval Process: Requisition Definition ID: STATE
Business Unit: AESM1 Requisition ID: 0000005340

Amount Approval

Pad Restock: Denied [View/Hide Comments](#)

Req Amount

Denied

[Robin Quivers](#)
CT WF REQ AMT APPROVER 1
11/27/12 - 4:45 PM

Comments

Robin Quivers at 11/27/12 - 4:45 PM
Please resubmit when you get the new cost


Req Budget Approval

Pad Restock: Denied [View/Hide Comments](#)

Req Bgt Appv

Terminated

[Multiple Approvers](#)
CT WF REQ BUDGET APPROVER

The group box expands to display any comments for this approval. Click the  to close the window.