Procure to Pay

How to navigate through your worklist and view your notifications

Your Worklist is displayed as the screen after you log in. Columns can be sorted by clicking on header for each. The first 5 notifications are displayed. To see all “Open” notifications, click on “Full List”.

1. To close notifications that do not require an action, check the desired notification and click on “Close”.
2. To close all, click on “Select All” and click on “Close”.
3. For notifications that require an action, place a check in the appropriate box(s) or click on “Select All” if all need an action and then click on “Open” to view information about the notification.
4. Then take the appropriate action.

To view an individual notification, click on the one you would like to view.
**Preparer Notification** - If you are a preparer selected all notifications and clicked on “Open”, the first notification opens like this or the screen shot below depending on the type of notification. To view the next notification after taking action if needed, on this one, put a check in the box shown to the left. Then click on “OK”. The next notification will be shown. When finished click on “Return to Worklist”.

![Preparer Notification Example](image-url)
Approver Notification Page

On this screen an Approver can select any of the choices shown at the top, or under “Related Applications”. To Edit anything in the Requisition click on “Edit Requisition”, make a change there or then click on “Approver Checkout”, then “Edit Lines”. Select the line and click on the “Update” button. When finished click on “Return” twice and next to complete.

View Requisition Details will show all information about the requisition.