Approving Warehouse Requisitions

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Main Menu - Warehouse Inventory



Entry & Processing Approve Requests

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Type the requisition number in the *Request Number* field.

Click OK., or to view all requisitions, leave the Request Number field blank and just click OK.

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Highlight request that you want to approve/deny. Click *Approve* to approve that request. Green check mark will appear.

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Click *Deny* to deny the request. If you want to deny multiple requests - click *Deny All*. Click **FINISH**

If you want to clear approval or denial, highlight the request and click Clear.