

# Financials Email Approval Using Gmail.Docx

1. Click on the email which is received for the approval.

Select Approve/Deny action from the dropdown and Click on Submit button.

Approval Request - Requisition "testing", Pepertevewk KQQ, Total: \$55.00 CAD



Inbox x



emailapproval@ualberta.ca  
to me

Dec 10 (1 day ago)



## Requisition Approval

Req Name: testing  
Requisition ID: 0000030616  
Business Unit: UOFAB  
Total: \$55.00 CAD  
Requester: Pepertevewk KQQ  
Entered On: 12/10/2013  
Status: Pending Approval  
Justification: No justification entered by requester.

Action	Line	Item Description	Vendor Name	Qty	UOM	Price	Line Total
Approve	1	Test		1	EA	50.00	50.00
Approve	2	test 2		1	EA	5.00	5.00

Comments:

Submit

To approve or deny a requisition, choose the appropriate action(s), enter approver comments, and click 'Submit,' or navigate directly to the approval page by clicking the link below:

[https://www.devps.ualberta.ca/psp/uafsuat/EMPLOYEE/ERP/c/PV\\_MAIN\\_MENU.PV\\_REQ\\_APPROVAL\\_GBL?Action=U&BUSINESS\\_UNIT=UOFAB&REQ\\_ID=0000030616](https://www.devps.ualberta.ca/psp/uafsuat/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL_GBL?Action=U&BUSINESS_UNIT=UOFAB&REQ_ID=0000030616)

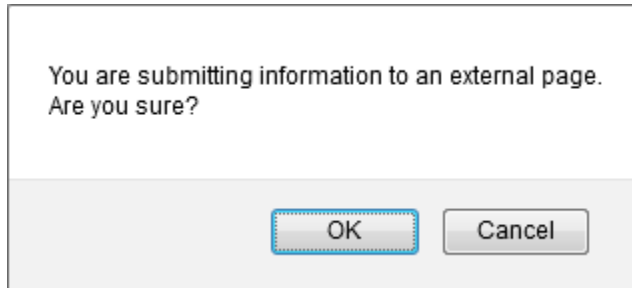
### NOTE:

This is a system generated email. Please do not respond to this e-mail.

Please contact AICT Helpdesk at [780.492.9400](tel:780.492.9400) if you have any questions related to this email.



- a) After clicking on the Submit the following message will pop up.



- b) Click Ok and a new Browser window will be opened with the email approval message as shown below

## **Requisition Approval Confirmation**

<b>Requisition ID:</b>	<b>0000030616</b>
<b>Line</b>	<b>Confirmation Status</b>
1	Line Denied.
2	Line Approved.
<b>Note:</b>	Thank you. Your response has been sent.