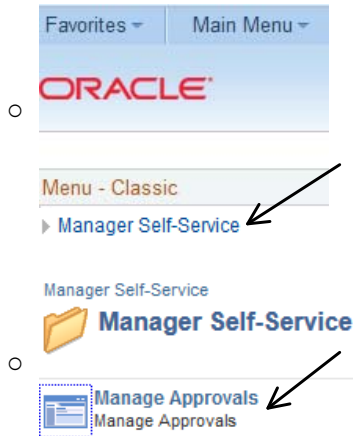


How to View Pending Approvals in FMS

It is important to frequently look in **both** of the following views to ensure that you are viewing all of your pending requests since not all requests always appear in each list.

- **Manager Self-Service View**

- Shows *pending Requisitions*



Manage Requisition Approvals

A screenshot of the 'Manage Requisition Approvals' search form. It features a 'Search Requisitions' section with a dropdown arrow. Below this is a text instruction: 'To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.' The form contains several input fields: 'Requisition ID', 'Business Unit', 'Date From' (with a calendar icon and the value '08/11/2014'), 'Requester', 'Requisition Name', '*Status' (a dropdown menu with 'Pending' selected), 'Date To' (with a calendar icon and the value '08/11/2015'), and 'Entered by'. At the bottom, there are 'Search' and 'Clear' buttons, and a 'Show Advanced Search' link. An arrow points to the 'Search' button.

- The Dates and Status auto-fill, just select the "Search" button

- **Travel and Expenses**

- Shows *pending Travel Authorizations & Expense Reports*

