

# Munis Approval Forwarding

1. From the Munis HUB, click on the Approvals tile.



2. Click Settings.

**Approvals**

All Process Codes ▼ All Dates ▼

[SELECT ALL](#) [REFRESH](#) (0/2)

<input type="checkbox"/>	REQ: Requisitions pending approvals \$13,112.00 - NeoGOV Insight Annual 2020	6/30/2020
<input type="checkbox"/>	REQ: Requisitions pending approvals	7/20/2018

**REQ: Requisitions pending approvals** 🔗

Created  
Tue Jun 30 2020

Reason  
amount of this requisition is greater than the threshold 3,000.01

Requisition Header

Fiscal year:  
2020

Requisition number:  
202362

General description:  
NeoGOV Insight Annual 2020

Contract:

Total amount:  
\$13,112.00

[CLOSE](#) [SETTINGS](#)

# Munis Approval Forwarding

## 3. Approvals Settings box opens.

- Use **Forwarding** to enable forwarding for *all* your approvals to one Approver.
- Use **Selective Forwarding** to forward your approvals individually.

### Approvals Settings

6455mhow - Margie Howard is not currently forwarding any work.

Process Code Restriction ▼ Workflow Card Title  
Approvals

**Forwarding**

Forward all Workflow to user

Approver ▼

**Selective Forwarding**

REQ Requisition Approvals Approver ▼

VEA Vendor External Addition Approver ▼

VEU Vendor External Update Approver ▼

**Schedule Forwarding**

Start Date ▼ Hour: 12 ▼ Minute: 00 ▼ AM/PM: AM ▼ End Date ▼ Hour: 12 ▼ Minute: 00 ▼ AM/PM: AM ▼

RESET FORWARDING MY WORK MOBILE CANCEL **SAVE**

- **Schedule Forwarding** to set the Start and Stop dates for forwarding your Approvals.
- Click Save.