

UWL: Shopping cart- Workflow/Approval process

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Purpose

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Use this procedure to approve, reject, or edit a shopping cart.

Trigger

Perform this procedure when there is a shopping cart that needs to be reviewed.

Menu Path

Use the following menu path to access the transaction: N/A.

Helpful Hints

There are multiple levels of approvals for shopping carts - Manager and Fiscal Approver. The manager can approve, reject, or edit the shopping cart. The Fiscal Approver can only approve or reject the shopping cart by line item, but cannot edit the shopping cart. This example shows both levels of approval.

Procedure

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1. Start the transaction using the menu path or transaction code.



[Employee Overview - State of Mississippi - MAGIC Portal - Internet Explorer](#)

- 2.



Click



[Work Center Overview - State of Mississippi - MAGIC Portal - Internet Explorer](#)

3. Click [Universal Worklist](#).



Shopping carts may require several levels of approval. This example shows two levels: Manager and Fiscal Approver. First you will see the Manager approval.



[Universal Worklist - State of Mississippi - MAGIC Portal - Internet Explorer](#)

4. Click .
5. Click [Complete Shopping Cart 1000010302 with Value 1,000.00 USD](#) to open the shopping cart.



[Shopping Cart - State of Mississippi - MAGIC Portal](#)

6. Click [Approve](#).



After reviewing the shopping cart, the Manager can either **Approve**, **Reject**, or **Edit** it by clicking the appropriate button.

To reject the shopping cart, first add a note in the **Approval Note** field that includes the reason it is being rejected. Finally, click **Reject**.

The **Edit** option allows you to open the shopping cart and make edits before approving.



[Shopping Cart - State of Mississippi - MAGIC Portal](#)

7. Click [Display / Edit Agents](#) to see who the next approver is.



The shopping cart has been approved by the Manager and is now routed to the Fiscal Approver.



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8. Click [Shayla SRM:Cieon SRM](#) to view the next approver's user ID.



[Shopping Cart - State of Mississippi - MAGIC Portal](#)

9. Click [Close](#).



[Shopping Cart - State of Mississippi - MAGIC Portal - Internet Explorer](#)

10. Click  to close the shopping cart.



[Universal Worklist - State of Mississippi - MAGIC Portal - Internet Explorer](#)

11. Click [Log off](#) to log off as the Manager.



[Work Center Overview - State of Mississippi - MAGIC Portal - Internet Explorer](#)

12. Click [Universal Worklist](#).



Next you will see the Fiscal Approver's approval steps.



[Universal Worklist - State of Mississippi - MAGIC Portal - Internet Explorer](#)

13. Click .



[Universal Worklist - State of Mississippi - MAGIC Portal - Internet Explorer](#)

14. Click  to view the shopping cart.



[Shopping Cart - State of Mississippi - MAGIC Portal](#)

15. Click  after rejecting or approving line items.



The Fiscal Approver selects **Reject** or **Approve** for *each line item*.

Note that the Fiscal Approver cannot edit a shopping cart.



[Shopping Cart - State of Mississippi - MAGIC Portal](#)

16. Click  to see the updated status.



The shopping cart has been approved by the Fiscal Approver.



[Shopping Cart - State of Mississippi - MAGIC Portal - Internet Explorer](#)

17. Click  to exit the transaction.



The shopping cart status changes to **Approved**.