Filter Approval “Queues by Custom Field”

This feature is particularly helpful to Approvers that have a large number of documents to approve because it allows them filter the documents by the Custom Fields found on AggieBuy Purchase Requisitions, PO’s, and Invoices. We currently have added five of these Custom Fields (Member ID, Department Code, Account Code, Order Category, and “Rush the Payment Process”) to the filter but if you would like to see others please let us know by sending an email to aggiebuy@tamu.edu.

To filter your Approval Documents by Custom Field first click the “approvals” tab.

Next, click the “Click to filter requisitions” link.
Click “Manual Filter” from the dropdown menu.

In addition to the five Custom Field filters there are also filters for document Date and Status (Assigned or Unassigned).