HOW TO SUBMIT A TRANSACTION FOR APPROVAL IN ORION 11J

1. After creating your document e.g direct purchase requisition (DPR) select the submit option (green tick)

2. A screen will display after you select submit, select the drop down arrow on choose workflow
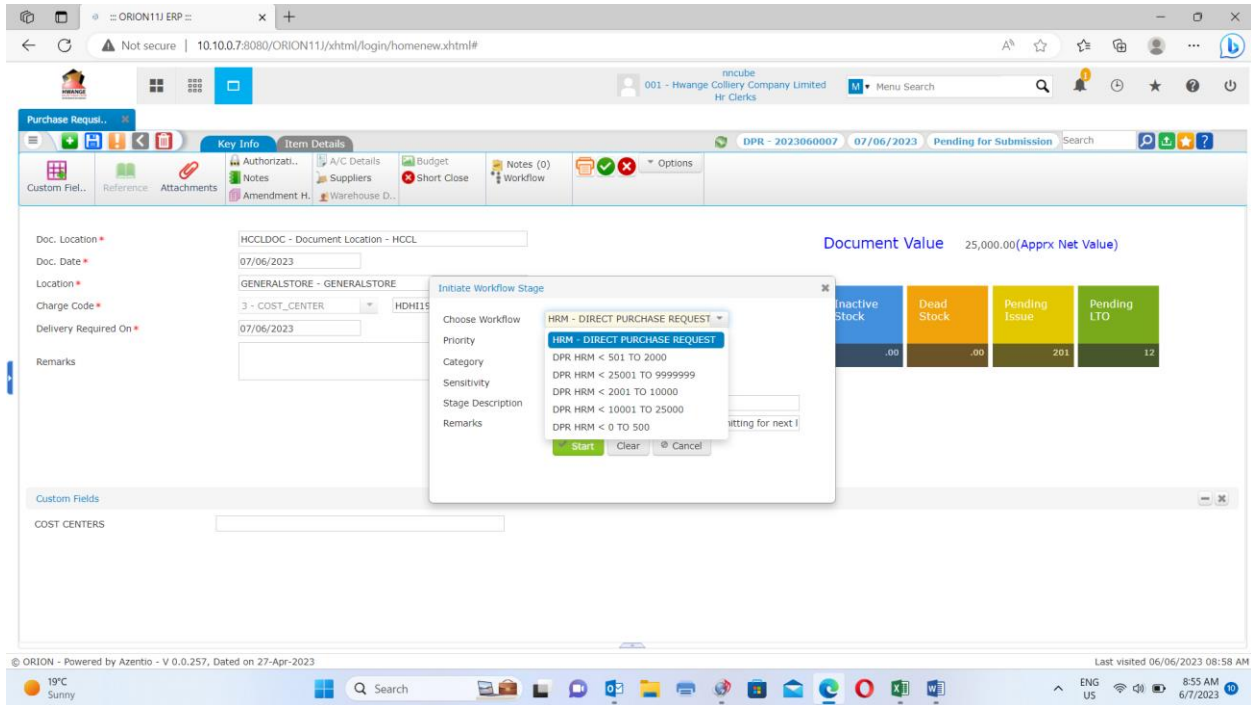
3. Check the document value on the top right side of your screen and select the workflow range in which your document value falls. In this example the document value is 25,000.00 hence the appropriate workflow to select is DPR HRM 10001 TO 25000
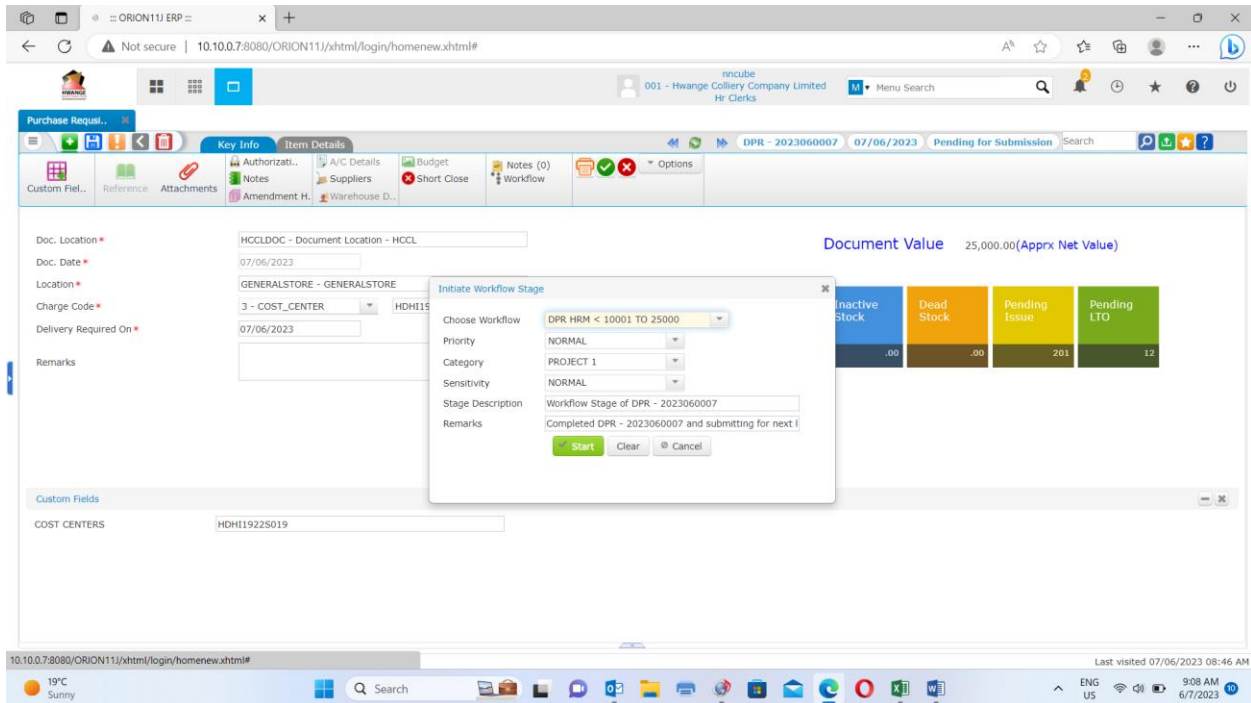
4. Once you have selected the workflow select start and the document will be submitted successfully.