

A banner with a green and blue abstract background featuring swirling lines and dots. The text "CAPPS Financials" is in white and "End-User Training (EUT)" is in dark red.

CAPPS Financials

End-User Training (EUT)

EUT Course

Requisitioning and Receiving

(305)

PeopleSoft 9.2
October 2020

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Requisition Approval Fluid

Section eProcurement Overview

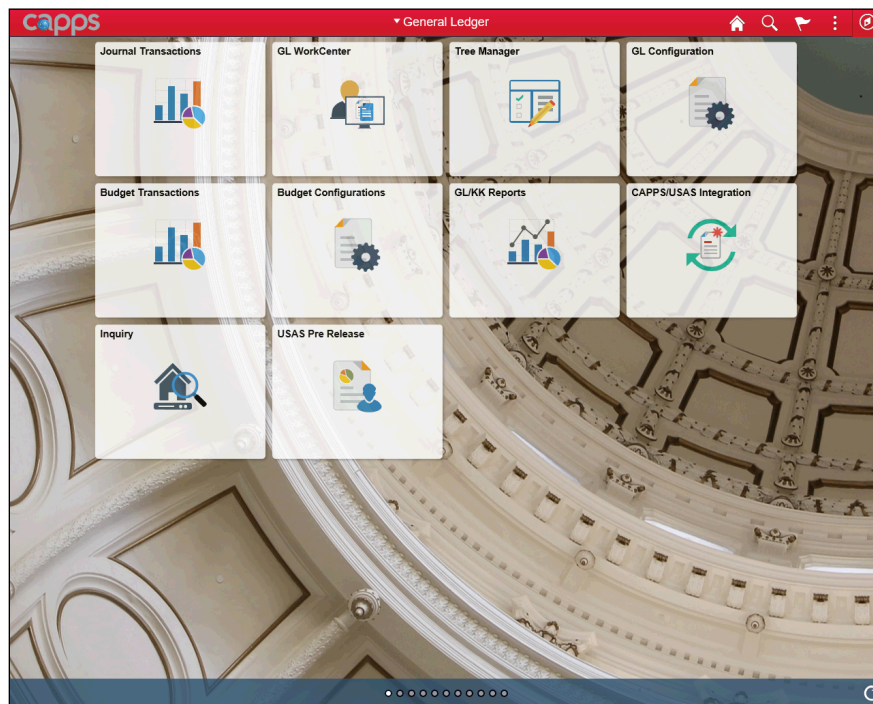
Budget Inquiry


Procedure

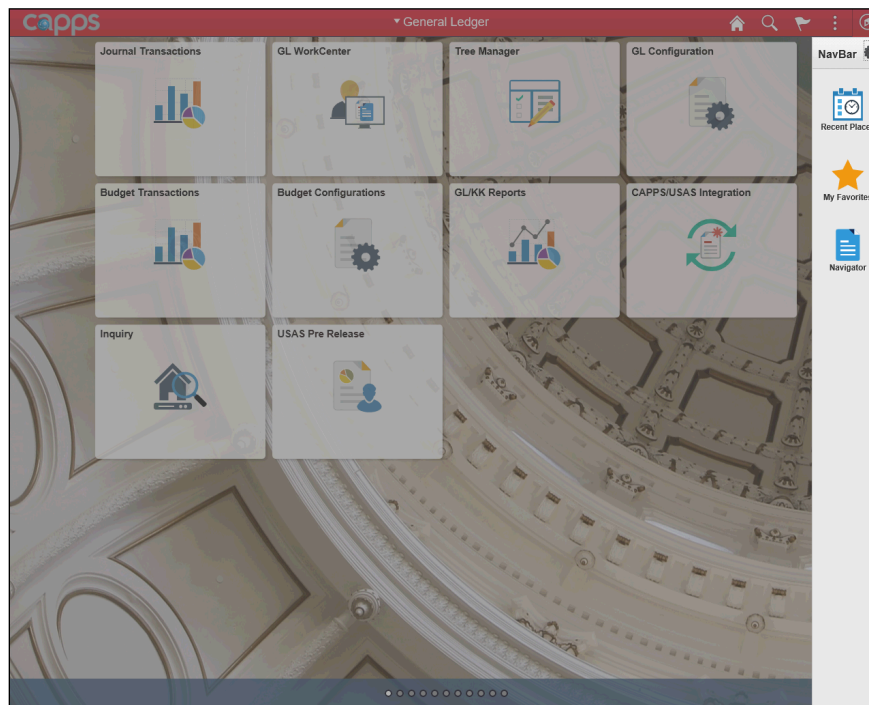
It is always a good practice to check for the available budget prior to creating a requisition. Performing a budget inquiry prior to entering a requisition will inform you if funds are available.





In this lesson, you will learn how to perform a budget inquiry.

Please Note: Training uses fictitious budget information. You will always use the budget that is appropriate for the purchase.



Step	Action
1.	Click the NavBar button. 



Step	Action
2.	Click the Navigator button.  Navigator
3.	Click the scrollbar.
4.	Only users with access can review budgets in Commitment Control. Click the Commitment Control menu. 
5.	Click the Review Budget Activities menu. 
6.	Click the Budget Details menu. 

Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#)

Search Criteria

Business Unit:

Ledger Group:

[Basic Search](#) [Save Search Criteria](#)




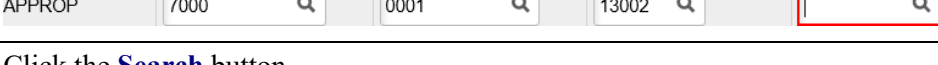

Step	Action
7.	<p>Depending on what type of budget you want to look up, you would select the appropriate Ledger Group. The magnifying glass will list all ledger groups to which you have access.</p> <p>For this example, you will use Appropriation ledger group.</p> <p>Click the Look up Ledger Group (Alt+5) button.</p> 
8.	<p>Click the APPROP link.</p> <p>APPROP</p>
9.	<p>Click the Search button.</p> <p>Search</p>

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Appropriation/PCA	Appropriation Year	Budget Period
03200	APPROP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step	Action
10.	Enter "7000" into the Account field. 
11.	Enter "0001" into the Fund Code field. 
12.	Enter "13002" into the Appropriation/PCA field. 
13.	Enter "2019" into the Appropriation Year field. 
14.	Click the Search button. 
15.	Click the View Details link. View Details
16.	The Commitment Controls Budget Details page provides all of the details for a specific budget. The account used in the search criteria appears at the top of the page.
17.	The Ledger Amounts section provides details on requisitions and purchase orders that are at a certain point in the procurement process.

Step	Action
18.	The budget for a requisition begins when it is budget checked.
19.	The Pre-Encumbrance amount reflects the budget checked requisitions.

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Appn/PCA	Appn Year
03200	APPROP	7000	0001	13002	2019

Buttons: [Display Chart](#) [Previous](#) [Next](#) [Return to Inquiry Criteria](#)

Ledger Amounts

Budget:	1,000,000.00	USD		
Expense:	60.00	USD		
Encumbrance:	557,726.00	USD		
Pre-Encumbrance:	30.00	USD		


Available Budget

Associate Revenue	0.00	USD		
Without Tolerance	442,184.00	USD	Percent	(44.22%)
With Tolerance	442,184.00	USD	Percent	(44.22%)

Budget Exceptions


Exception Errors	0	Exception Warnings	0	Budget Exceptions
------------------	---	--------------------	---	-------------------

Buttons: [Return to Search](#) [Notify](#)

Step	Action
20.	Click the Drill to Activity Log button to view a list of requisitions that make up this balance. 

Tran Line	Document Label	Document ID	Ref Bdg?	Account	Fund	Appn/PCA	Appn Year	Year	Period	Foreign An
1	Purchase Order	0000001432	Y	7000	0001	13002	2019	2019	8	-1.9
2	Purchase Order	0000001432	Y	7000	0001	13002	2019	2019	8	-3
1	Purchase Order	0000001433	Y	7000	0001	13002	2019	2019	8	-1.9
2	Purchase Order	0000001433	Y	7000	0001	13002	2019	2019	8	-3
1	Purchase Order	0000001434	Y	7000	0001	13002	2019	2019	8	-1.9
2	Purchase Order	0000001434	Y	7000	0001	13002	2019	2019	8	-3
1	Purchase Order	0000001435	Y	7000	0001	13002	2019	2019	8	-1.9
2	Purchase Order	0000001435	Y	7000	0001	13002	2019	2019	8	-3
1	Purchase Order	0000001436	Y	7000	0001	13002	2019	2019	8	-1.9
2	Purchase Order	0000001436	Y	7000	0001	13002	2019	2019	8	-3
1	Purchase Order	0000001437	Y	7000	0001	13002	2019	2019	8	-1.9
2	Purchase Order	0000001437	Y	7000	0001	13002	2019	2019	8	-3
1	Purchase Order	0000001438	Y	7000	0001	13002	2019	2019	8	-1.9
2	Purchase Order	0000001438	Y	7000	0001	13002	2019	2019	8	-3
1	Purchase Order	0000001439	Y	7000	0001	13002	2019	2019	8	-1.9

Step	Action
21.	Click the Display open pre-encumbrances only option. <input type="checkbox"/> Display open pre-encumbrances only
22.	There is one requisition that makes up the pre-encumbrance balance.
23.	Click the Horizontal scrollbar to scroll right to view more details.

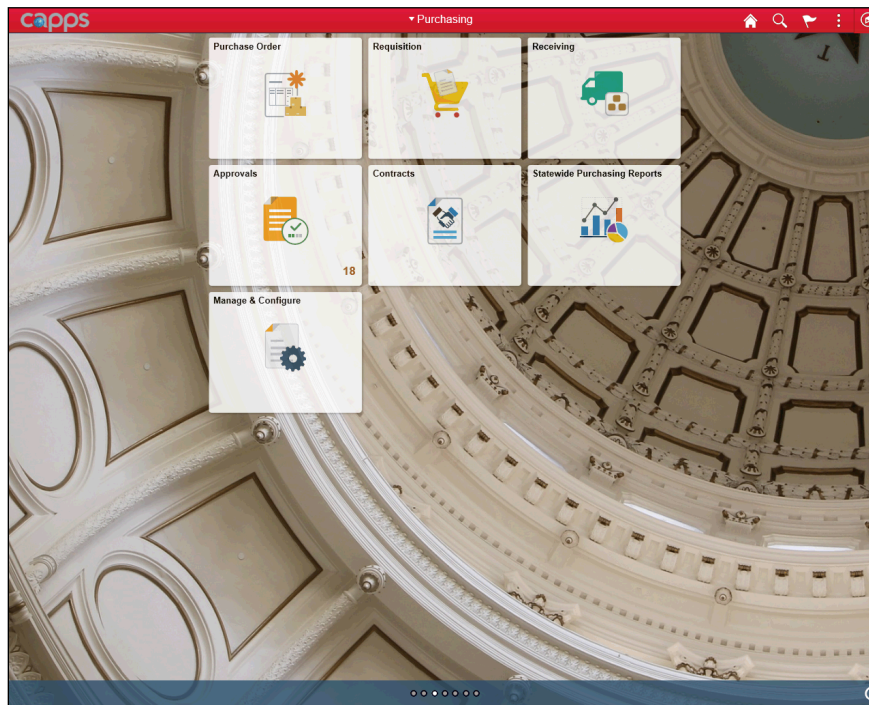
Step	Action
24.	<p>After reviewing the details, close the window.</p> <p>Click the Close link.</p> 
25.	The Encumbrance amount reflects requisitions that have been sourced into purchase orders.
26.	Expenses are POs that have been paid by Accounts Payable.
27.	The Budget amount is the available dollars prior to the Expense, Encumbrance, and Pre-Encumbrance.
28.	<p>Congratulations! You have successfully completed this lesson.</p> <p>End of Procedure.</p>

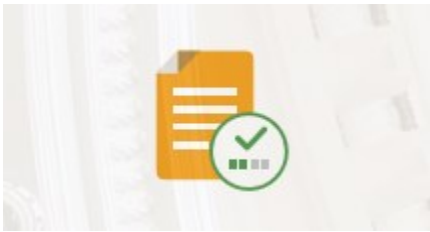
Section Requisition Approvals

Using Workflow Approval to Approve and Deny Procedure


In this lesson, you will learn how to use the worklist and select requisitions to approve and deny.

Step	Action
1.	Prior to navigating to the approval page, notice the Approvals tile displays a number in the lower right corner. This number indicates the total number of transactions that need your approval.



Step	Action
2.	Click the Approvals tile. 
3.	The Pending Approvals page displays a list of transactions awaiting your approval and will include the transaction type (e.g. requisition, purchase order, voucher, etc.), who made the request for approval, when the request was submitted, and the requisition's total amount.
4.	You will review the list and select the transaction you wish to approve. You can use the View By dropdown and Filter (funnel) icon to manage the transactions displayed, if needed.

Purchasing		Pending Approvals					
View By Type							
All 18							
Requisition 18							
		All 18 rows					
Requisition		113.52 USD	09900 / 0000000471	Requestor - ePro 02	Routed	10/25/2019	>
Requisition		113.52 USD	09900 / 0000000473	Requestor - ePro 04	Routed	10/25/2019	>
Requisition		50,000.00 USD	09900 / 0000000463	Requestor - ePro 04	Routed	10/25/2019	>
Requisition		113.52 USD	09900 / 0000000474	Requestor - ePro 05	Routed	10/25/2019	>
Requisition		50,000.00 USD	09900 / 0000000464	Requestor - ePro 05	Routed	10/25/2019	>
Requisition		113.52 USD	09900 / 0000000470	Requestor - ePro 01	Routed	10/25/2019	>
Requisition		50,000.00 USD	09900 / 0000000460	Requestor - ePro 01	Routed	10/25/2019	>
Requisition		113.52 USD	09900 / 0000000475	Requestor - ePro 06	Routed	10/25/2019	>
Requisition		50,000.00 USD	09900 / 0000000465	Requestor - ePro 06	Routed	10/25/2019	>
Requisition		113.52 USD	09900 / 0000000476	Requestor - ePro 07	Routed	10/25/2019	>
Requisition		50,000.00 USD	09900 / 0000000466	Requestor - ePro 07	Routed	10/25/2019	>
Requisition		113.52 USD	09900 / 0000000477	Requestor - ePro 08	Routed	10/25/2019	>
Requisition		50,000.00 USD	09900 / 0000000467	Requestor - ePro 08	Routed	10/25/2019	>
Requisition		113.52 USD	09900 / 0000000478	Requestor - ePro 09	Routed	10/25/2019	>
Requisition		50,000.00 USD	09900 / 0000000468	Requestor - ePro 09	Routed	10/25/2019	>
Requisition		113.52 USD	09900 / 0000000479	Requestor - ePro 10	Routed	10/25/2019	>
Requisition		50,000.00 USD	09900 / 0000000469	Requestor - ePro 10	Routed	10/25/2019	>
Requisition		113.52 USD	09900 / 0000000472	Requestor - ePro 03	Routed	10/19/2020	>
		Pushed Back by Requisition Approver 12					


Step	Action
5.	<p>Let's display the requisitions for a single requester.</p> <p>Click the Filter button to begin.</p> 
6.	<p>Click the Requester list.</p> <p>Requester ▼</p>

The screenshot shows the 'Pending Approvals' screen in the CAPPS Financials system. The main table lists requisitions with columns for Type, Amount, Currency, Requestor, and Date. A 'Filters' dialog box is open, allowing users to filter the list by Requestor. The 'Requestor' field is selected, and a list of requestor names is displayed, including 'Requestor - ePro 01' through 'Requestor - ePro 10'. The 'Requestor - ePro 01' item is highlighted in the list.

Step	Action
7.	<p>A list of requester names will appear.</p> <p>Click the Requestor - ePro 01 list item.</p> <p>Requestor - ePro 01</p>

The screenshot shows the 'Pending Approvals' screen in the CAPPS system. A list of requisitions is displayed, including details like Requisition ID, Amount, and Requester. A 'Filters' dialog box is open, allowing users to refine the search by Type, Requester, From, and Date Period. The 'Requester' dropdown is set to 'Requester - ePro 01'.

View By	Type	Requisition	Amount	Requester	Status	Date
All	Requisition	09900 / 0000000471	113.52 USD	Requester - ePro 02	Routed	10/25/2019
		09900 / 0000000473	113.52 USD	Requester - ePro 04	Routed	10/25/2019
		09900 / 0000000463	50,000.00 USD	Requester - ePro 04	Routed	10/25/2019
		09900 / 0000000474	113.52 USD	Requester - ePro 05	Routed	10/25/2019
		09900 / 0000000464	50,000.00 USD	Requester - ePro 05	Routed	10/25/2019
		09900 / 0000000467	50,000.00 USD	Requester - ePro 08	Routed	10/25/2019
		09900 / 0000000478	113.52 USD	Requester - ePro 09	Routed	10/25/2019
		09900 / 0000000468	50,000.00 USD	Requester - ePro 09	Routed	10/25/2019
		09900 / 0000000479	113.52 USD	Requester - ePro 10	Routed	10/25/2019
		09900 / 0000000469	50,000.00 USD	Requester - ePro 10	Routed	10/25/2019
		09900 / 0000000472	113.52 USD	Requester - ePro 03	Routed	10/19/2020

Step	Action
8.	Click the Filter button. 
9.	CAPPS filters the results and only shows requisitions for the selected requester. In this example, there are two requisitions.
10.	Select the transaction you wish to review and approve (or deny). Click the 09900 / 0000000460 Requestor - ePro 01 link. Requisition
11.	The Requisition Approval page displays requisition details and line information.

Pending Approvals

Requisition

Request for STU1 Prof Cons Serv
50,000.00 USD

Approve

Deny

Pushback

☐ Header is pending your approval

Summary

Business Unit 09900
Routed Date October 25, 2019
Requester Requestor - ePro 01

Requisition ID 0000000460
Requisition Date October 17, 2019
Entered by Functional01 User
Budget Header Status Not Budget Checked

More Information

View Printable Version >

Lines

Line Number	Item Description	Merchandise Amount
1	Professional Development Consulting Service - Sample	50,000.00 USD

1 row

Approvers Comments

Approval Chain

Step	Action
12.	<p>In order to review chartfield and additional information the approver must view the Line Details.</p> <p>Click the More button.</p> <p>USD ;</p>
13.	<p>The Line Details page appears. Use this page to review general line information such as the quantity, price, and ship to details.</p>

[Back to Header](#)
Approval Line Detail

Professional Development Consulting Service - Sample
50,000.00 USD

Line Details

Business Unit	09900	Requisition ID	0000000460
Line	1	Item ID	
Supplier	1-STOP PRI-001	Quantity	500 HR
Price	100.00 USD	Ship To	TX032-001
Category	918		

Shipping Information

Schedule	Ship To	Quantity	Price	Amount	Attention	Due Date
1	TX032-001	500 HR	100.00 USD	50,000.00 USD	Requestor - ePro 01	>

Step	Action
14.	<p>The accounting distribution details for the line can also be reviewed.</p> <p>Click the More button.</p> <p>Requestor - ePro 01</p>
15.	<p>A window displays the accounting distribution entered for the requisition line.</p> <p>Click the Close button after reviewing the details.</p>
16.	<p>Click the Back to Header button.</p> <p>Back to Header</p>

Pending Approvals **Requisition**

Request for STU1 Prof Cons Serv
 50,000.00 USD

[Approve](#) [Deny](#) [Pushback](#)

☐ Header is pending your approval

Summary

Business Unit 09900 Requisition ID 0000000460
 Routed Date October 25, 2019 Requisition Date October 17, 2019
 Requester Requestor - ePro 01 Entered by Functional01 User
 Budget Header Status Not Budget Checked

More Information

[View Printable Version](#)

Lines

Line Number	Item Description	Merchandise Amount
1	Professional Development Consulting Service - Sample	50,000.00 USD


1 row

Approver Comments

Approval Chain

Step	Action
17.	<p>You also have the option of generating a printable version of the requisition.</p> <p>Click the View Printable Version link.</p> <div> View Printable Version </div>
18.	<p>A printable view appears. You can right click the mouse to access a menu for printing.</p>

Business Unit: 09900		Requester: SFG201		Status: Pending Approval			
Requisition: 000000460		Requested By: Requestor - ePro 01		Currency: USD			
Requisition Name: STU11 Prod Cons Serv		Entered Date: 10/17/19		Requisition Total: 50,000.00			
Line: 1	Item Description: Professional Development Consulting Service - Sample	Quantity: 500.0000	UOM: HR	Price: 100.0000	Line Total: 50,000.00		
Line Status: Pending							
Ship Line: 1		Ship To: TX032-001		Shipping Quantity: 500.0000			
Attention: Requestor - ePro 01		Due Date:		Shipping Total: 50,000.00			
Ship Via: TRU/OK		Freight Terms: FOB DEST-S		Address: 405 E. 2nd Street Austin TX 78712 United States			
Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	TX032-001	500.0000	100.00	50,000.00	09500	7300
Dept		Fund			Class		Budget Ref
2000		0003			20214		2019
Open QTY			Open Amt				
500.0000			0.000				
GL Base Amount		Currency	Sequence	Capitalize			
50,000.00		USD	0	N			

Step	Action
19.	Once finished, point to the top of the page. Point to the top page.
20.	Click the Approvals tab. 
21.	The Requisition page re-appears.
22.	Typically, a requisition will go through multiple levels of approval. The approval requirements will vary depending on factors such as requisition amount and types of items being purchased.

Pending Approvals **Requisition**

Request for STU1 Prof Cons Serv
50,000.00 USD

[Approve](#) [Deny](#) [Pushback](#)

☐ Header is pending your approval

Summary

Business Unit 09900 Requisition ID 0000000460
Routed Date October 25, 2019 Requisition Date October 17, 2019
Requester Requestor - ePro 01 Entered by Functional01 User
Budget Header Status Not Budget Checked

More Information

[View Printable Version](#)


Lines



Line Number	Item Description	Merchandise Amount
1	Professional Development Consulting Service - Sample	50,000.00 USD

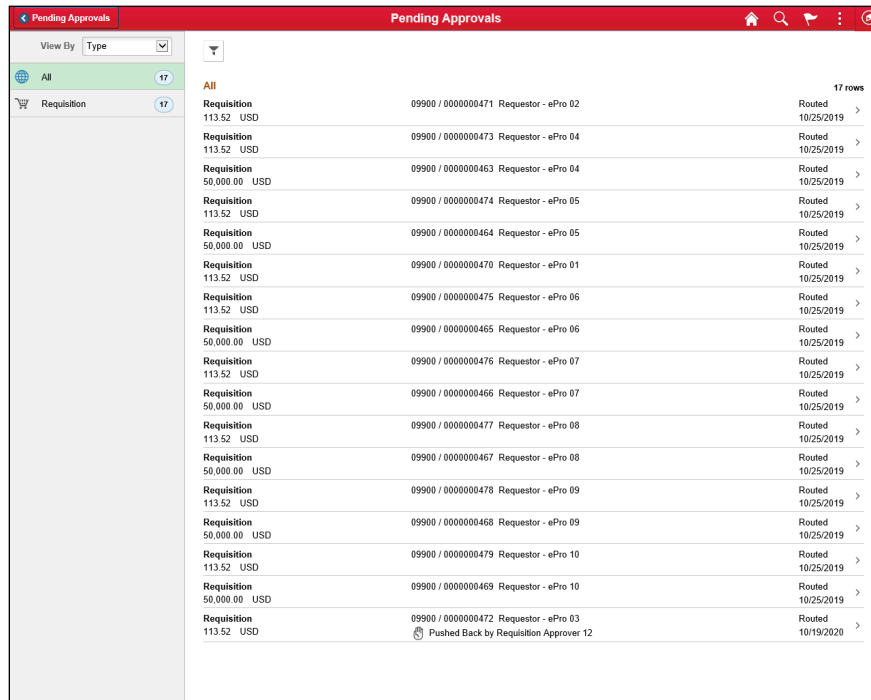
1 row

Approver Comments

Approval Chain

Step	Action
23.	<p>Let's review the approval chain for this requisition.</p> <p>Click the Approval Chain link.</p> <p>Approval Chain ></p>
24.	<p>There are three levels of approval for this requisition. The third is listed because of the high dollar amount for this requisition.</p>
25.	<p>Once Approver 1 approves the requisition, the status will change from "Pending" to "Approved". It will then route to Approver 2 until it is approved by Approver 2. Then it will route to Approver 3 until it is approved.</p> <p>The approver is notified via email when they have a "Pending" status.</p>
26.	<p>Notice, the first and second approval levels display 'Multiple Approvers'. This indicates that the requisition has been (or will be) routed to multiple people for approval. Only one of the recipients will need to approve the transaction in order for it to advance to the next level of approval.</p> <p>Note: You can click the Multiple Approvers link to display a list of all the recipients for that particular level.</p>
27.	<p>After reviewing, click the Close (Esc) button.</p> <p></p>

Step	Action
28.	<p>You have finished the review of the requisition and are ready to approve it.</p> <p>Click the Approve button.</p> 
29.	<p>Comments are optional when approving the requisition.</p> <p>Click the Submit button.</p> 
30.	<p>The approved requisition no longer appears in the listing.</p> <p>Move on and review another requisition.</p>



Pending Approvals			
View By	Type		
All	17		
Requisition	17		
Requisition	113.52 USD	09900 / 0000000471 Requestor - ePro 02	Routed 10/25/2019
Requisition	113.52 USD	09900 / 0000000473 Requestor - ePro 04	Routed 10/25/2019
Requisition	50,000.00 USD	09900 / 0000000463 Requestor - ePro 04	Routed 10/25/2019
Requisition	113.52 USD	09900 / 0000000474 Requestor - ePro 05	Routed 10/25/2019
Requisition	50,000.00 USD	09900 / 0000000464 Requestor - ePro 05	Routed 10/25/2019
Requisition	113.52 USD	09900 / 0000000470 Requestor - ePro 01	Routed 10/25/2019
Requisition	113.52 USD	09900 / 0000000475 Requestor - ePro 06	Routed 10/25/2019
Requisition	50,000.00 USD	09900 / 0000000465 Requestor - ePro 06	Routed 10/25/2019
Requisition	113.52 USD	09900 / 0000000476 Requestor - ePro 07	Routed 10/25/2019
Requisition	50,000.00 USD	09900 / 0000000466 Requestor - ePro 07	Routed 10/25/2019
Requisition	113.52 USD	09900 / 0000000477 Requestor - ePro 08	Routed 10/25/2019
Requisition	50,000.00 USD	09900 / 0000000467 Requestor - ePro 08	Routed 10/25/2019
Requisition	113.52 USD	09900 / 0000000478 Requestor - ePro 09	Routed 10/25/2019
Requisition	50,000.00 USD	09900 / 0000000468 Requestor - ePro 09	Routed 10/25/2019
Requisition	113.52 USD	09900 / 0000000479 Requestor - ePro 10	Routed 10/25/2019
Requisition	50,000.00 USD	09900 / 0000000469 Requestor - ePro 10	Routed 10/25/2019
Requisition	113.52 USD	09900 / 0000000472 Requestor - ePro 03	Routed 10/19/2020
		Pushed Back by Requisition Approver 12	

Step	Action
31.	<p>Click the 09900 / 0000000470 Requestor - ePro 01 link.</p> <p>09900 / 0000000470 Requestor - ePro 01</p>
32.	<p>The requisition appears.</p>

Pending Approvals **Requisition**

Request for STU1 Dolly Tires
113.52 USD

☐ Header is pending your approval

Summary

Business Unit 09900 Requisition ID 0000000470
Routed Date October 25, 2019 Requisition Date October 17, 2019
Requester Requestor - ePro 01 Entered by Functional01 User
Budget Header Status Not Budget Checked

More Information




[View Printable Version](#)


Lines

Line Number	Item Description	Merchandise Amount
1	Flat Free Dolly Wheel, Polyurethane	73.56 USD
2	Dolly Replacement Tube	39.96 USD

Approver Comments

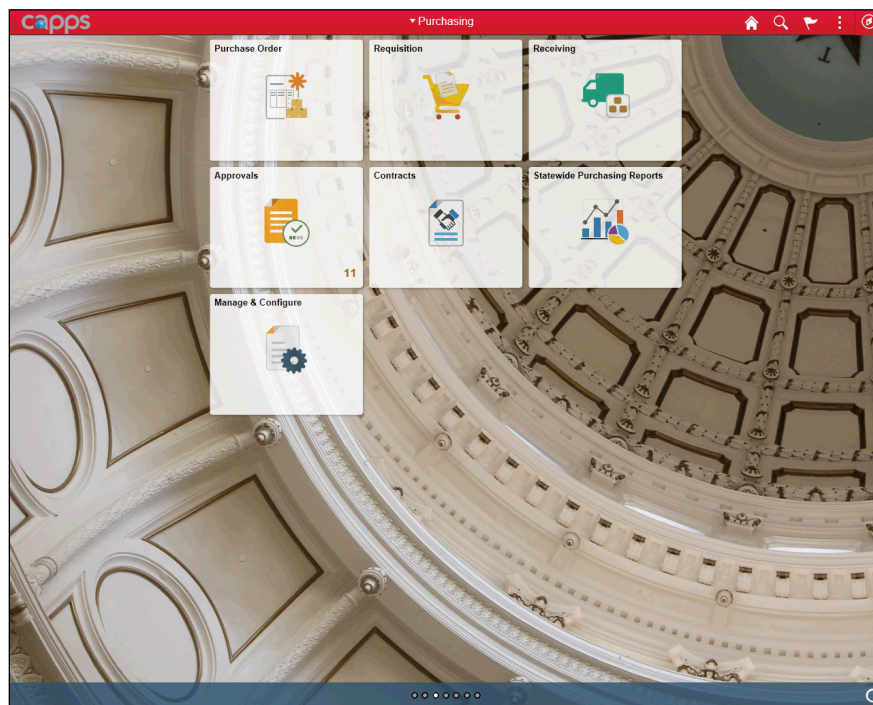
Approval Chain


Step	Action
33.	<p>You have determined it is not valid and needs to be denied.</p> <p>Click the Deny button.</p> 
34.	<p>You must provide a detailed explanation when denying requisitions.</p> <p>Click in the Approver Comments field.</p> 
35.	<p>Enter "Provide additional justification." into the Approver Comments field.</p> 
36.	<p>The requester will be notified via email that the requisition has been denied. The email will include the comment provided by the approver who denied the transaction.</p>

Step	Action
37.	Click the Submit button. 
38.	Once Denied , the requisition will be removed the list and will not move forward to any other approvers.
39.	Congratulations! You have successfully completed this lesson. End of Procedure.

Using Workflow Approval to Pushback Procedure

In this lesson, you will learn how to pushback a requisition to the previous approver.






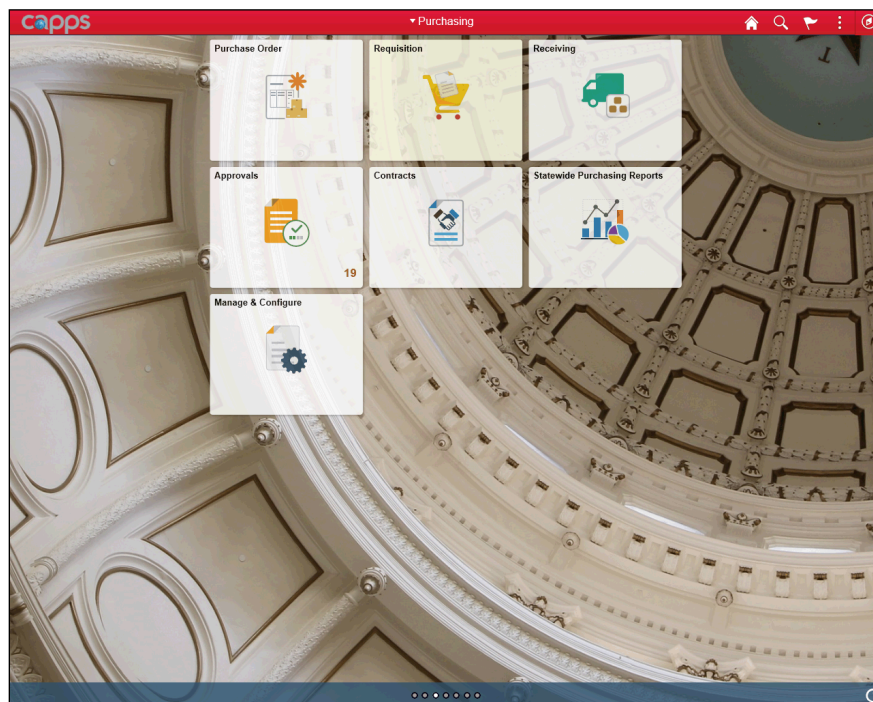
Step	Action
1.	Click the Approvals tile. 


Purchasing		Pending Approvals		
View By	Type			
All	11			
Requisition	11			
		All		
		11 rows		
		Requisition	09900 / 0000000481 Requestor - ePro 02	Routed 11/13/2019 >
		10,000.00 USD		
		Requisition	09900 / 0000000482 Requestor - ePro 03	Routed 11/13/2019 >
		10,000.00 USD		
		Requisition	09900 / 0000000483 Requestor - ePro 04	Routed 11/13/2019 >
		10,000.00 USD		
		Requisition	09900 / 0000000484 Requestor - ePro 05	Routed 11/13/2019 >
		10,000.00 USD		
		Requisition	09900 / 0000000480 Requestor - ePro 01	Routed 11/13/2019 >
		10,000.00 USD		
		Requisition	09900 / 0000000485 Requestor - ePro 06	Routed 11/13/2019 >
		10,000.00 USD		
		Requisition	09900 / 0000000486 Requestor - ePro 07	Routed 11/13/2019 >
		10,000.00 USD		
		Requisition	09900 / 0000000487 Requestor - ePro 08	Routed 11/13/2019 >
		10,000.00 USD		
		Requisition	09900 / 0000000488 Requestor - ePro 09	Routed 11/13/2019 >
		10,000.00 USD		
		Requisition	09900 / 0000000489 Requestor - ePro 10	Routed 11/13/2019 >
		10,000.00 USD		
		Requisition	09900 / 0000000472 Requestor - ePro 03	Routed 10/19/2020 >
		113.52 USD		

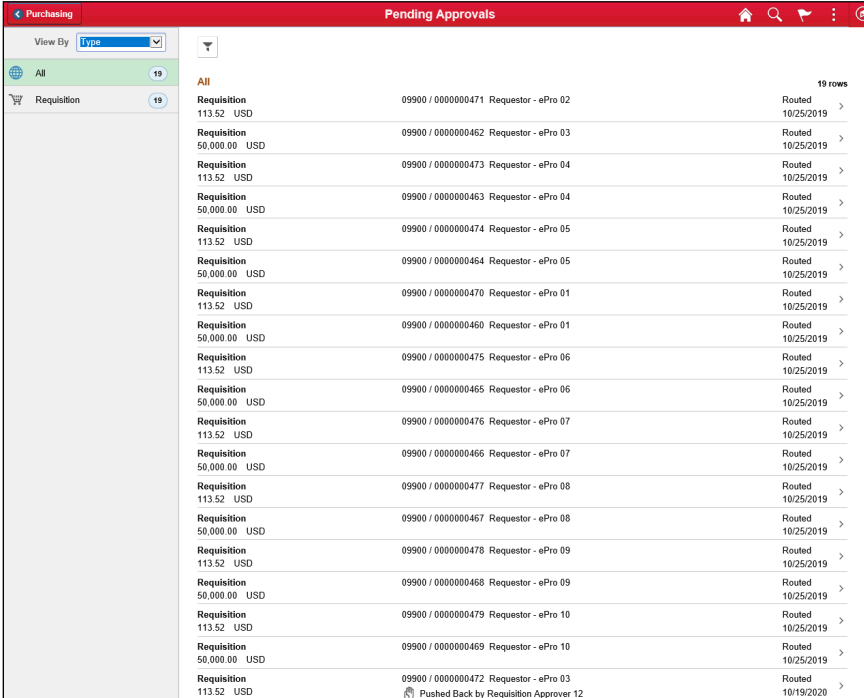
Step	Action
2.	Click the 09900 / 0000000472 Requestor - ePro 03 object. 09900 / 0000000472 Requestor - ePro 03

Pending Approvals		Requisition		
Request for STU3 Dolly Tires				
113.52 USD				
		Approve Deny Pushback		
<input type="checkbox"/> Header is pending your approval				
Summary				
Business Unit 09900		Requisition ID 0000000472		
Routed Date October 25, 2019		Requisition Date October 17, 2019		
Requestor Requestor - ePro 03		Entered by Functional01 User		
		Budget Header Status Not Budget Checked		
More Information				
View Printable Version		>		
Lines				
		2 rows		
Line Number	Item Description	Merchandise Amount		
1	Flat Free Dolly Wheel, Polyurethane	73.56 USD >		
2	Dolly Replacement Tube	39.96 USD >		
Approver Comments				
Approval Chain		>		



Step	Action
3.	<p>You would like additional information from the previous approver before you decide to approve the requisition, therefore, you will enter comments and pushback the requisition.</p> <p>Click the Pushback button.</p> 
4.	<p>Enter "Confirm quantity needed." into the Approver Comments field.</p> <p>Approver Comments</p> 
5.	<p>Click the Submit button.</p> 
6.	<p>This action sends the requisition back to the previous approver. The approver will receive an email notification.</p>
7.	<p>Next, you will review the requisition that has been pushed back.</p> <p>You are now signed in as the first approver to whom the requisition was pushed back.</p>



Step	Action
8.	Click the Approvals tile. 



View By		Type			
All	19	All			19 rows
Requisition	19				
Requisition	113.52 USD	09900 / 0000000471	Requestor - ePro 02	Routed	10/25/2019
Requisition	50,000.00 USD	09900 / 0000000462	Requestor - ePro 03	Routed	10/25/2019
Requisition	113.52 USD	09900 / 0000000473	Requestor - ePro 04	Routed	10/25/2019
Requisition	50,000.00 USD	09900 / 0000000463	Requestor - ePro 04	Routed	10/25/2019
Requisition	113.52 USD	09900 / 0000000474	Requestor - ePro 05	Routed	10/25/2019
Requisition	50,000.00 USD	09900 / 0000000464	Requestor - ePro 05	Routed	10/25/2019
Requisition	113.52 USD	09900 / 0000000470	Requestor - ePro 01	Routed	10/25/2019
Requisition	50,000.00 USD	09900 / 0000000460	Requestor - ePro 01	Routed	10/25/2019
Requisition	113.52 USD	09900 / 0000000475	Requestor - ePro 06	Routed	10/25/2019
Requisition	50,000.00 USD	09900 / 0000000465	Requestor - ePro 06	Routed	10/25/2019
Requisition	113.52 USD	09900 / 0000000476	Requestor - ePro 07	Routed	10/25/2019
Requisition	50,000.00 USD	09900 / 0000000466	Requestor - ePro 07	Routed	10/25/2019
Requisition	113.52 USD	09900 / 0000000477	Requestor - ePro 08	Routed	10/25/2019
Requisition	50,000.00 USD	09900 / 0000000467	Requestor - ePro 08	Routed	10/25/2019
Requisition	113.52 USD	09900 / 0000000478	Requestor - ePro 09	Routed	10/25/2019
Requisition	50,000.00 USD	09900 / 0000000468	Requestor - ePro 09	Routed	10/25/2019
Requisition	113.52 USD	09900 / 0000000479	Requestor - ePro 10	Routed	10/25/2019
Requisition	50,000.00 USD	09900 / 0000000469	Requestor - ePro 10	Routed	10/25/2019
Requisition	113.52 USD	09900 / 0000000472	Requestor - ePro 03	Routed	10/19/2020
			Pushed Back by Requisition Approver 12		

Step	Action
9.	Click the Filter button. 
10.	Click the Requester list. 


The screenshot shows the 'Pending Approvals' screen in the CAPPS system. A list of 19 requisitions is displayed, each with a 'Requestor' field. A 'Filters' dialog box is open, showing a list of requestors. The 'Requestor' field is set to 'Requestor - ePro 03'.

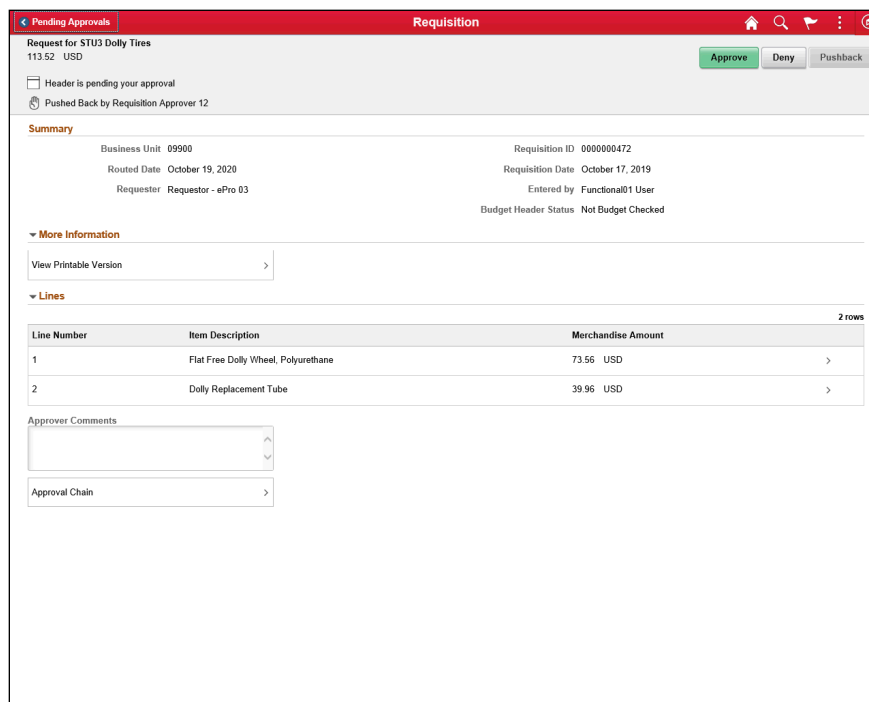
Type	Requestor	From	Date Period
Requisition	Requestor - ePro 01		
Requisition	Requestor - ePro 02		
Requisition	Requestor - ePro 03		
Requisition	Requestor - ePro 04		
Requisition	Requestor - ePro 05		
Requisition	Requestor - ePro 06		
Requisition	Requestor - ePro 07		
Requisition	Requestor - ePro 08		
Requisition	Requestor - ePro 09		
Requisition	Requestor - ePro 10		

Step	Action
11.	Click the Requestor - ePro 03 list item. Requestor - ePro 03

The screenshot shows the 'Pending Approvals' screen in the CAPPS system. A list of 19 requisitions is displayed, each with a 'Requestor' field. A 'Filters' dialog box is open, showing a list of requestors. The 'Requestor' field is set to 'Requestor - ePro 03'.

Type	Requestor	From	Date Period
Requisition	Requestor - ePro 03		

Step	Action
12.	Click the Filter button. 
13.	The requisition will include a note that it has been pushed back. This will help distinguish requisitions that have been pushed back vs those that have not been.
14.	Click the Pushed Back by Requisition Approver 12 link. Pushed Back by Requisition Approver 12



Pending Approvals Requisition

Request for STU3 Dolly Tires
113.52 USD

☐ Header is pending your approval
Pushed Back by Requisition Approver 12

Summary

Business Unit 09900 Requisition ID 0000000472
Routed Date October 19, 2020 Requisition Date October 17, 2019
Requester Requestor - ePro 03 Entered by Functional01 User
Budget Header Status Not Budget Checked


More Information
View Printable Version >

Lines 2 rows

Line Number	Item Description	Merchandise Amount
1	Flat Free Dolly Wheel, Polyurethane	73.56 USD
2	Dolly Replacement Tube	39.96 USD

Approver Comments

Approval Chain >

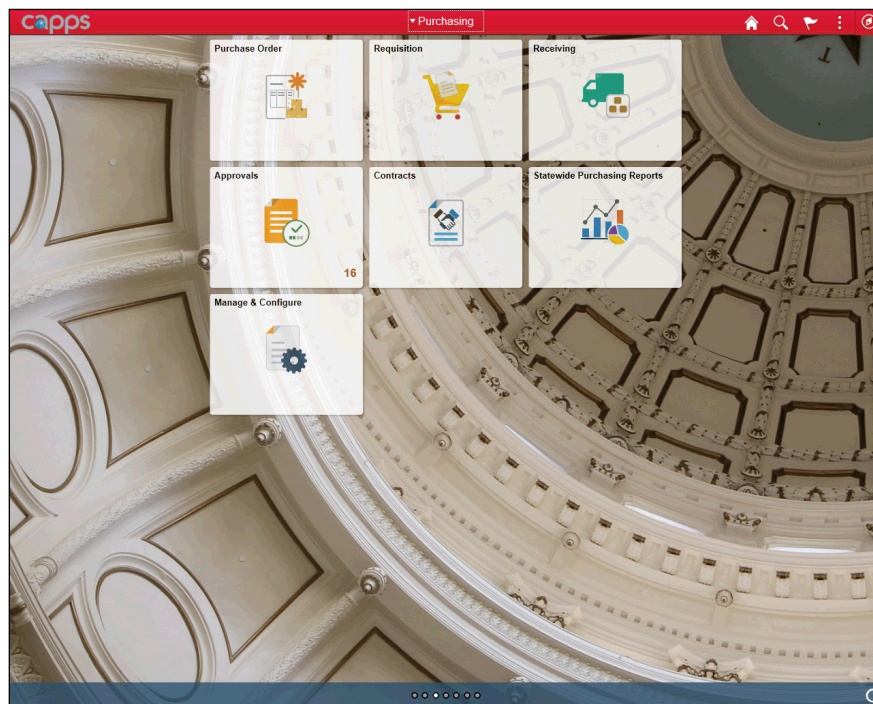
Step	Action
15.	Click the Approval Chain link. Approval Chain >
16.	The comment entered by the approver who pushed back the requisition can be reviewed. This comment should provide a reason why the transaction was pushed back.
17.	Click the Close (Esc) button. 
18.	At this point, the current approver should take the necessary action and then choose to either approve or deny the requisition.

Step	Action
19.	Congratulations! You have successfully completed this lesson. End of Procedure.

Inserting an Approver/Reviewer

Procedure

In this lesson, you will learn how to add a reviewer and an approver to the approval workflow.













Step	Action
1.	Click the Approvals tile. 

Purchasing		Pending Approvals			
View By	Type				
All	16				
Requisition	16				
		All			
		16 rows			
		Requisition	09900 / 0000000471	Requestor - ePro 02	Routed 10/25/2019 >
		113.52 USD			
		Requisition	09900 / 0000000473	Requestor - ePro 04	Routed 10/25/2019 >
		113.52 USD			
		Requisition	09900 / 0000000463	Requestor - ePro 04	Routed 10/25/2019 >
		50,000.00 USD			
		Requisition	09900 / 0000000474	Requestor - ePro 05	Routed 10/25/2019 >
		113.52 USD			
		Requisition	09900 / 0000000464	Requestor - ePro 05	Routed 10/25/2019 >
		50,000.00 USD			
		Requisition	09900 / 0000000475	Requestor - ePro 06	Routed 10/25/2019 >
		113.52 USD			
		Requisition	09900 / 0000000465	Requestor - ePro 06	Routed 10/25/2019 >
		50,000.00 USD			
		Requisition	09900 / 0000000476	Requestor - ePro 07	Routed 10/25/2019 >
		113.52 USD			
		Requisition	09900 / 0000000466	Requestor - ePro 07	Routed 10/25/2019 >
		50,000.00 USD			
		Requisition	09900 / 0000000477	Requestor - ePro 08	Routed 10/25/2019 >
		113.52 USD			
		Requisition	09900 / 0000000467	Requestor - ePro 08	Routed 10/25/2019 >
		50,000.00 USD			
		Requisition	09900 / 0000000478	Requestor - ePro 09	Routed 10/25/2019 >
		113.52 USD			
		Requisition	09900 / 0000000468	Requestor - ePro 09	Routed 10/25/2019 >
		50,000.00 USD			
		Requisition	09900 / 0000000479	Requestor - ePro 10	Routed 10/25/2019 >
		113.52 USD			
		Requisition	09900 / 0000000469	Requestor - ePro 10	Routed 10/25/2019 >
		50,000.00 USD			
		Requisition	09900 / 0000000472	Requestor - ePro 03	Routed 10/19/2020 >
		113.52 USD		Pushed Back by Requisition Approver 12	

Step	Action
2.	Click the 09900 / 0000000468 Requestor - ePro 10 object. 09900 / 0000000469 Requestor - ePro 11

Pending Approvals		Requisition			
Request for STU9 Prof Cons Serv 50,000.00 USD		<div>Approve</div> <div>Deny</div> <div>Pushback</div>			
<input type="checkbox"/> Header is pending your approval					
Summary					
Business Unit 09900		Requisition ID 0000000468			
Routed Date October 25, 2019		Requisition Date October 17, 2019			
Requestor Requestor - ePro 09		Entered by Functional01 User			
		Budget Header Status Not Budget Checked			
More Information					
View Printable Version		>			
Lines					
		1 row			
Line Number	Item Description	Merchandise Amount			
1	Professional Development Consulting Service - Sample	50,000.00 USD >			
Approver Comments					
Approval Chain		>			

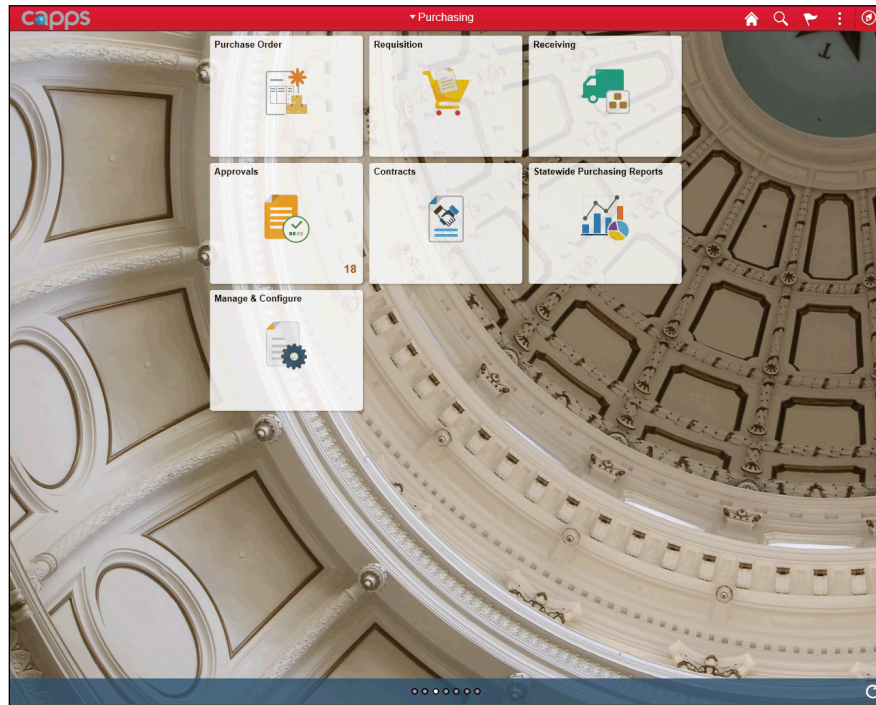
Step	Action
3.	Click the Approval Chain link. 
4.	You would like to add a reviewer in the workflow. The reviewer will be able to review the requisition. However, the requisition will continue to route to the next approver in the workflow even though a review was added.
5.	Click the Add button. 
6.	An Approver can only approve a requisition if they have system access in order to do so. Adding them here does not grant that access. A Reviewer won't be approving but must have system access in order to review requisitions.
7.	Click the Reviewer option. <input type="radio"/> Reviewer
8.	Enter " SAM02 " into the User ID field. 
9.	Click the Insert button. 
10.	The Reviewer now appears in the workflow and will receive an email indicating that there is a requisition that needs their attention.
11.	Next, you will insert an additional approver into the approval chain. Remember, in addition to inserting the user into the approval chain the newly inserted approver must also have the appropriate authority to approve. Click the Add button. 
12.	Important: Select the Approver or Reviewer option before populating the User ID field. Click the Approver option. <input type="radio"/> Approver


Step	Action
13.	Enter "SRQA20" into the User ID field. 
14.	Click the Insert button. 
15.	The additional approver appears in the approval chain.
16.	You have the option of removing manually inserted reviewers and approvers. You cannot remove an approver that was inserted based on the configured approval workflow rules.
17.	Click the Close (Esc) button. 
18.	Click the Approve button. 
19.	Click the Submit button. 
20.	At this point, the requisition is routed to the manually inserted reviewer and to the next approval levels.
21.	This page illustrates the approval workflow view available to requesters via the Manage Requisition page.
22.	The first level of approval has approved this transaction.
23.	When approved, the transaction was routed to the Reviewer (AM Analyst 02) and to the next level of approval and is 'pending' their approval. Remember, reviewers receive the requisition for information/review purposes only and do not have approval responsibility.
24.	Recall, some approval levels may have multiple approvers designated. Typically, only one of the designated approvers at that level will need to approve the transaction in order for it to advance to the next level. If the requisition is routed to one approver, then you will see their User information appear. If the requisition is routed to multiple approvers then you will see Multiple Approvers appear and can click the link to see a breakdown of the designated approvers.
25.	Congratulations! You have successfully completed this lesson. End of Procedure.

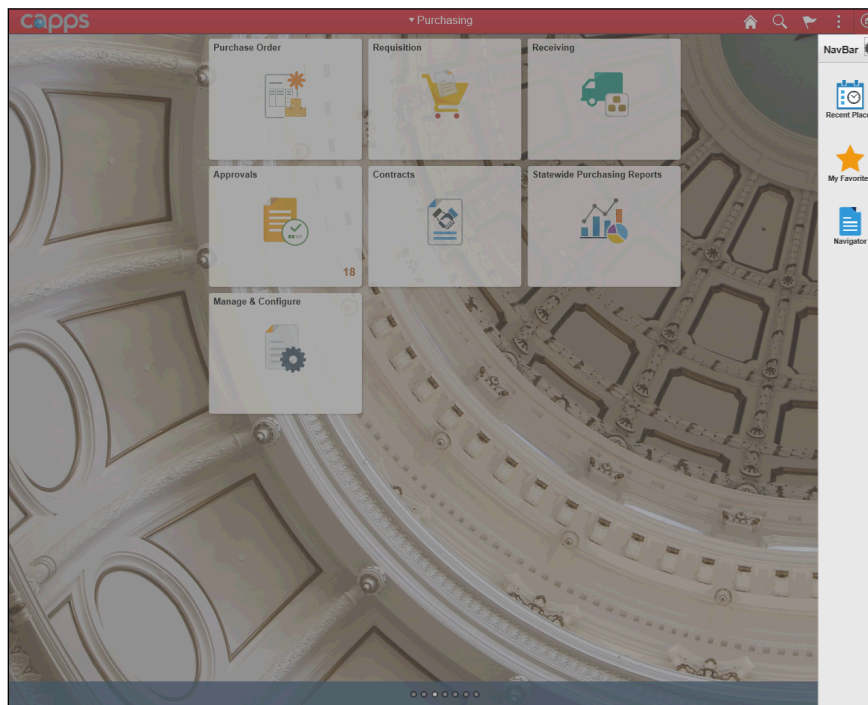
Creating Proxies for Approvers


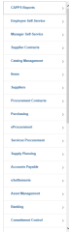
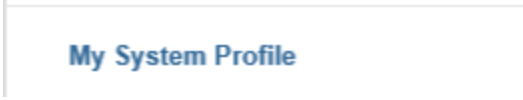
Procedure

In this lesson, you will learn how to assign a Proxy (Alternate User) for a specified period of time.



Step	Action
1.	Click the NavBar button. 



Step	Action
2.	Click the Navigator button. 
3.	Click the Vertical scrollbar. 
4.	Click the My System Profile menu. 
5.	Note: The assigned proxy must have the workflow approval security roles and user preferences established that allow them to perform these tasks. Assigning the Proxy alone will not provide them with this functionality.

General Profile Information

Requisition Approver 01

Password
[Change password](#)
 Change or set up forgotten password help

Personalizations
 My preferred language for PIA web pages is: English
 My preferred language for reports and email is: English
 Currency Code:
 Default Mobile Page:




Alternate User
 If you will be temporarily unavailable, you can select an alternate user to receive your routings.
 Alternate User ID:
 From Date: (example: 12/31/2000)
 To Date: (example: 12/31/2000)


Workflow Attributes
☒ Email User ☒ Worklist User

Miscellaneous User Links

Email
 Primary Email Account: Email Type: Email Address:



IM Information

Step	Action
6.	Click the Look up Alternate User ID (Alt+5) button. 
7.	Enter " TXTEST " into the begins with field. begins with <input type="text"/>
8.	Click the Search button. Search
9.	Click the TXTESTFNC01 link. TXTESTFNC01
10.	Click the Calendar From Date (Alt+5) button. 
11.	Click the 26 button. 26
12.	Click the Calendar To Date (Alt+5) button. 
13.	Click the 30 button. 30



Step	Action
14.	<p>The Workflow Attributes should default as checked. If they are not, please check them.</p> <p>User should NOT change their email address to the proxy approver's email address.</p>
15.	Click the Vertical scrollbar.
16.	<p>Click the Save button.</p> 
17.	<p>Congratulations! You have successfully completed this lesson.</p> <p>End of Procedure.</p>

Knowledge Check - Req Approvals



Budget Inquiry

 Question
Budget Inquiry is not real-time. The budget balances are as of the last month end close.
 Response
<p>A. True</p> <p>B. False</p>



Denial Notice

 Question
When an approver denies a requisition, how is the requester informed?
 Response
(Select all that apply) <input type="checkbox"/> The approver must email the requester. <input type="checkbox"/> The requester should check Manage Requisitions daily to review the statuses of requisitions. <input type="checkbox"/> The approver must call the requester to inform them of the denial. <input type="checkbox"/> The requester will receive an email message regarding the denial with comments from the approver.



Req Approval

 Question
As an approver, how will I know that a requisition is waiting for my approval?
 Response
(Select all that apply) <input type="checkbox"/> The approver will receive an email notification. <input type="checkbox"/> The approver can check their Worklist (via Navigator menu) or Pending Approvals page (via Approvals tile). <input type="checkbox"/> The approver can go to the Manage Requisitions screen. <input type="checkbox"/> Only B and C.



Reviewer

 Question
When a reviewer is added to the Workflow, the routing of the requisition stops with them and will not move forward until the Reviewer acknowledges that they have reviewed the requisition.
 Response
A. True B. False



Encumbrance

 Question
A purchase order creates an encumbrance.
 Response
A. True B. False

Pre-Budget Checking

 Question
A pre-budget checking is done to check the budget for available funds at that moment but doesn't pre-encumber funds.
 Response
A. True B. False

Pre-Encumbrance

 Question
What action creates a pre-encumbrance?
 Response
<ul style="list-style-type: none">A. Pre-Budget CheckB. Creating a Purchase OrderC. Creating a RequisitionD. Budget Check of a requisition