

A banner with a green and blue abstract background featuring glowing lines and particles. 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

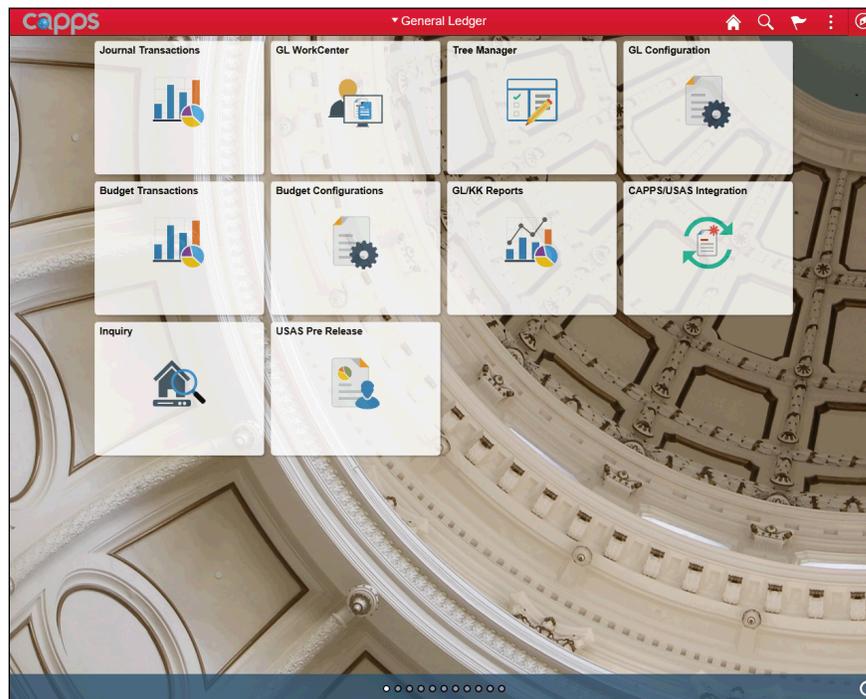
Budget Inquiry

Procedure

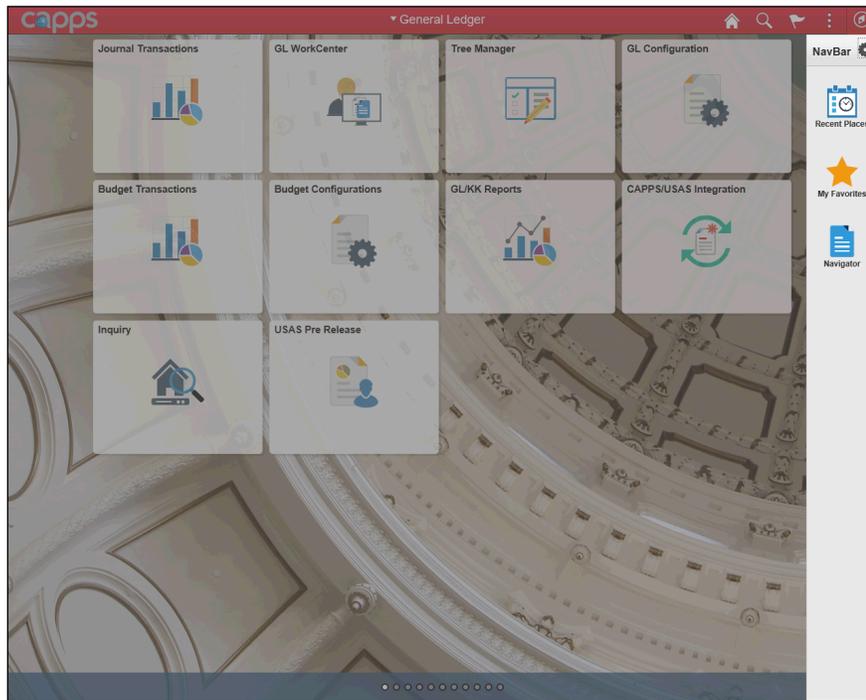
It is always a good practice to check for the available budget prior to creating a requisition. Performing a budget inquiry prior to entering a requisition will inform you if funds are available.

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

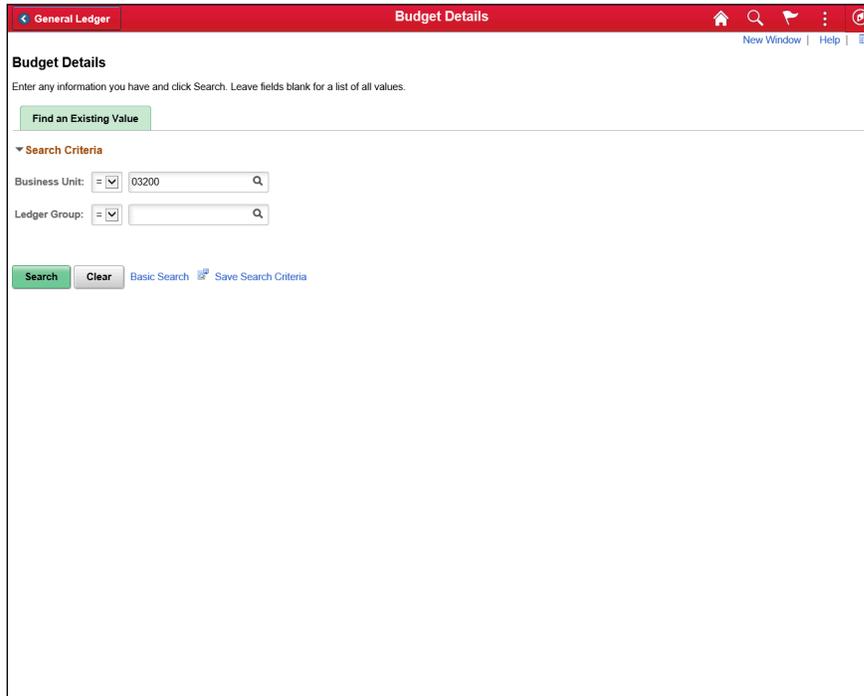
Please Note: Training uses fictitious budget information. You will always use the budget that is appropriate for the purchase.



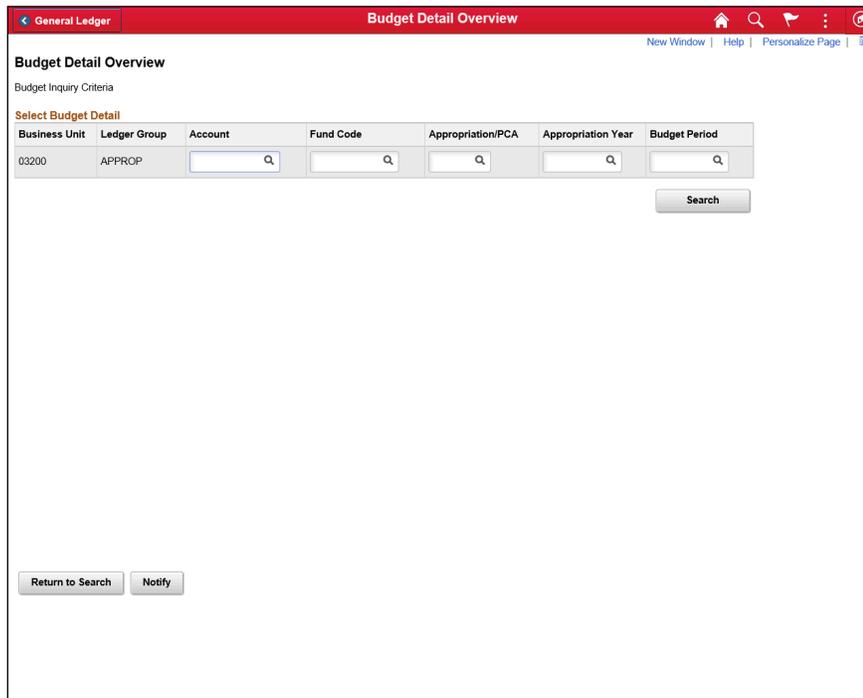
Step	Action
1.	Click the NavBar button. 

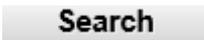


Step	Action
2.	Click the Navigator button.  Navigator
3.	Click the scrollbar.
4.	Only users with access can review budgets in Commitment Control. Click the Commitment Control menu. 
5.	Click the Review Budget Activities menu. 
6.	Click the Budget Details menu. 



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>



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

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

General Ledger Commitment Control Budget Details

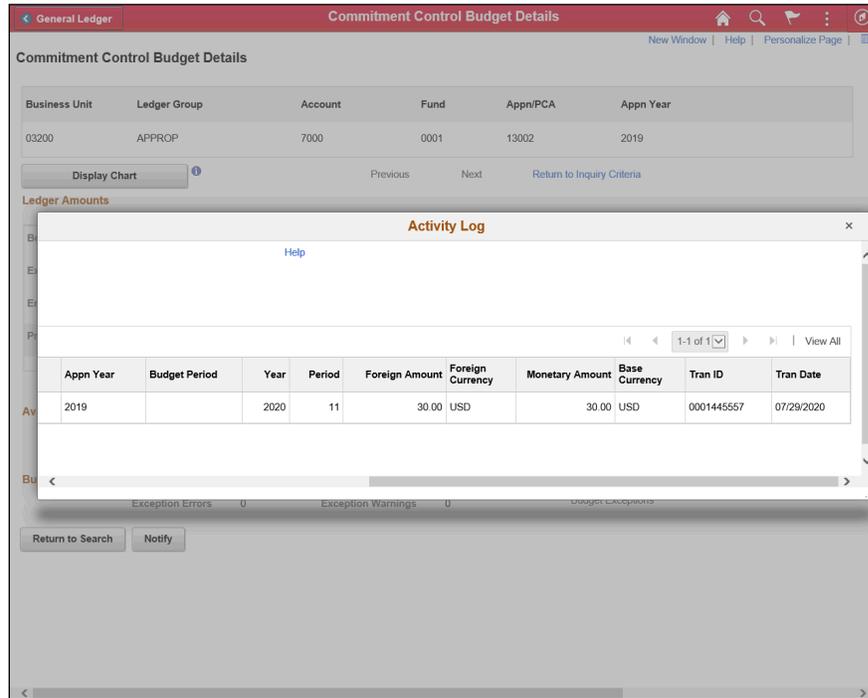
Activity Log

Ledger: APPROP_PRE
 Display open pre-encumbrances only

Activity Log

	Tran Line	Document Label	Document ID	Ref Bdgt?	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.



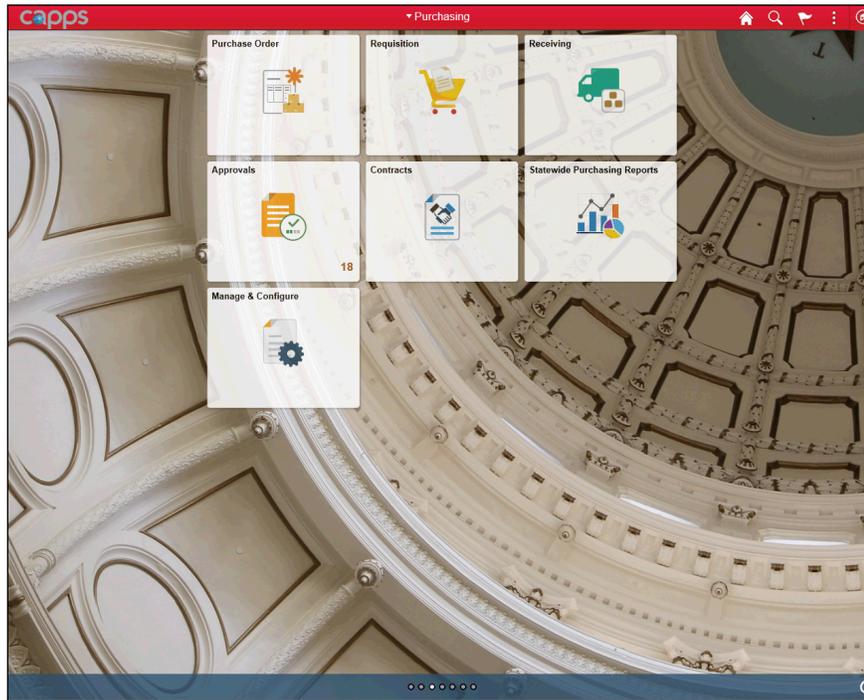
Step	Action
24.	After reviewing the details, close the window. Click the Close link. 
25.	The Encumbrance amount reflects requisitions that have been sourced into purchase orders.
26.	Expenses are POs that have been paid by Accounts Payable.
27.	The Budget amount is the available dollars prior to the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

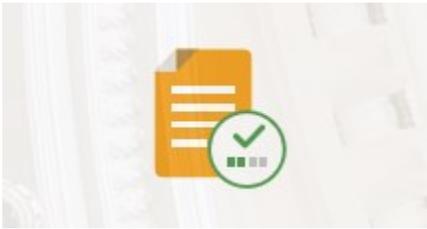
Section Requisition Approvals

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.

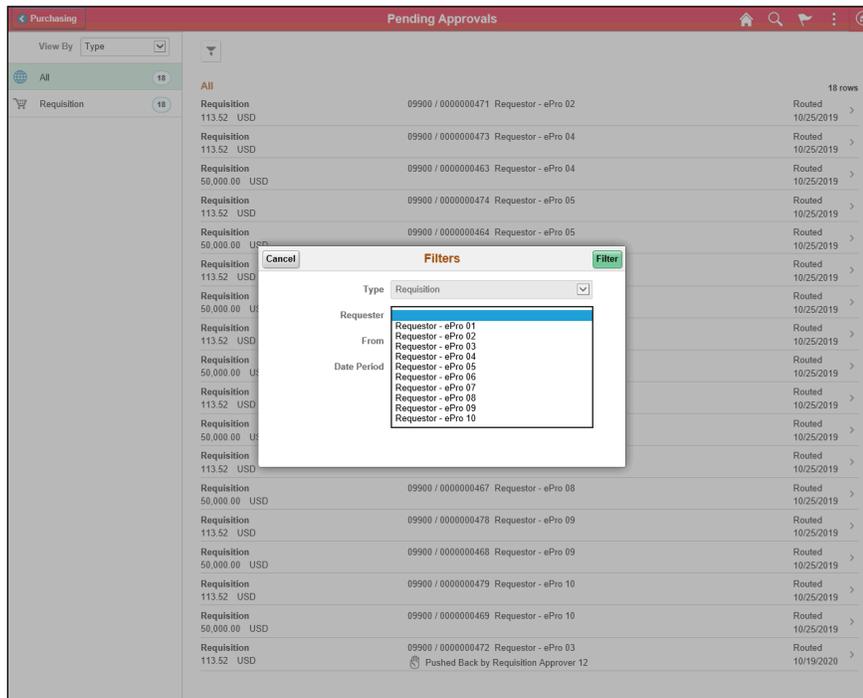


Step	Action
2.	Click the Approvals tile. 
3.	The Pending Approvals page displays a list of transactions awaiting your approval and will include the transaction type (e.g. requisition, purchase order, voucher, etc.), who made the request for approval, when the request was submitted, and the requisition's 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.

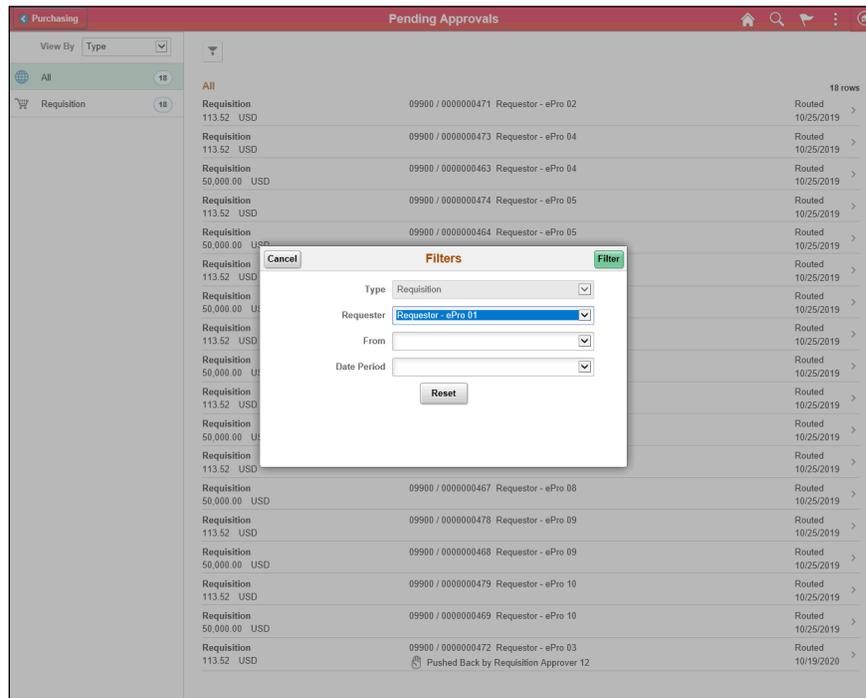
The screenshot shows the 'Pending Approvals' page in the CAPPS system. The interface includes a navigation bar with 'Purchasing' and 'Pending Approvals' tabs. Below the navigation bar, there are filters for 'View By' (set to 'Type') and a 'Filter' button. A sidebar on the left shows 'All' (18 items) and 'Requisition' (18 items). The main table displays 18 rows of requisition data, including requisition numbers, amounts, requesters, and approval dates. The last row is marked as 'Pushed Back by Requisition Approver 12'.

Requisition	Amount	Requester	Approval Date
09900 / 0000000471	113.52 USD	Requestor - ePro 02	Routed 10/25/2019
09900 / 0000000473	113.52 USD	Requestor - ePro 04	Routed 10/25/2019
09900 / 0000000463	50,000.00 USD	Requestor - ePro 04	Routed 10/25/2019
09900 / 0000000474	113.52 USD	Requestor - ePro 05	Routed 10/25/2019
09900 / 0000000464	50,000.00 USD	Requestor - ePro 05	Routed 10/25/2019
09900 / 0000000470	113.52 USD	Requestor - ePro 01	Routed 10/25/2019
09900 / 0000000460	50,000.00 USD	Requestor - ePro 01	Routed 10/25/2019
09900 / 0000000475	113.52 USD	Requestor - ePro 06	Routed 10/25/2019
09900 / 0000000465	50,000.00 USD	Requestor - ePro 06	Routed 10/25/2019
09900 / 0000000476	113.52 USD	Requestor - ePro 07	Routed 10/25/2019
09900 / 0000000466	50,000.00 USD	Requestor - ePro 07	Routed 10/25/2019
09900 / 0000000477	113.52 USD	Requestor - ePro 08	Routed 10/25/2019
09900 / 0000000467	50,000.00 USD	Requestor - ePro 08	Routed 10/25/2019
09900 / 0000000478	113.52 USD	Requestor - ePro 09	Routed 10/25/2019
09900 / 0000000468	50,000.00 USD	Requestor - ePro 09	Routed 10/25/2019
09900 / 0000000479	113.52 USD	Requestor - ePro 10	Routed 10/25/2019
09900 / 0000000469	50,000.00 USD	Requestor - ePro 10	Routed 10/25/2019
09900 / 0000000472	113.52 USD	Requestor - ePro 03	Routed 10/19/2020

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 <input style="border: 2px solid red;" type="text" value="Requester"/> </p>



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>



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

Header is pending your approval

Summary

Business Unit 09900	Requisition ID 000000460
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
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>

Approval Line Detail

Professional Development Consulting Service - Sample
50,000.00 USD

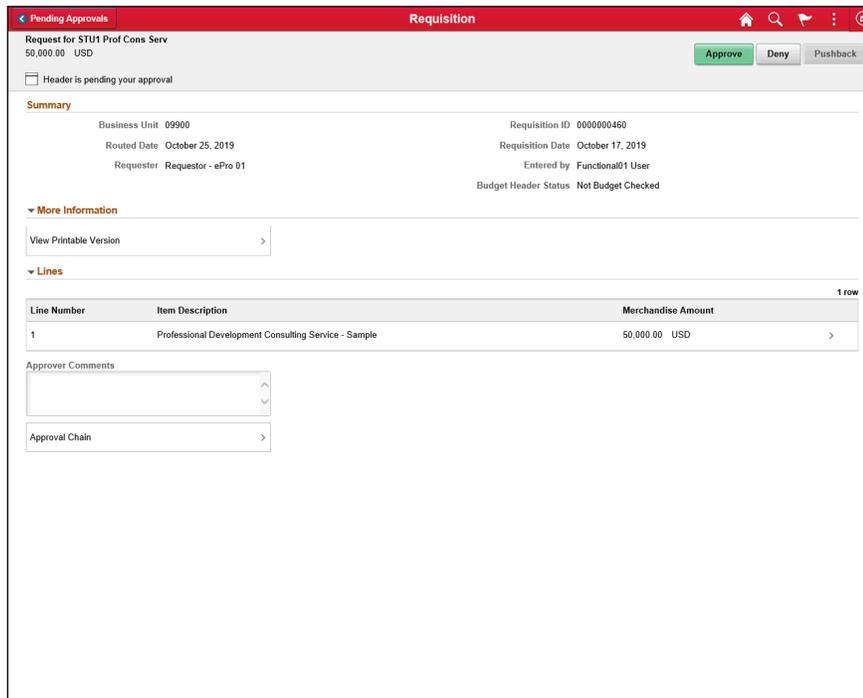
Line Details

Business Unit 09900	Requisition ID 000000460
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	>

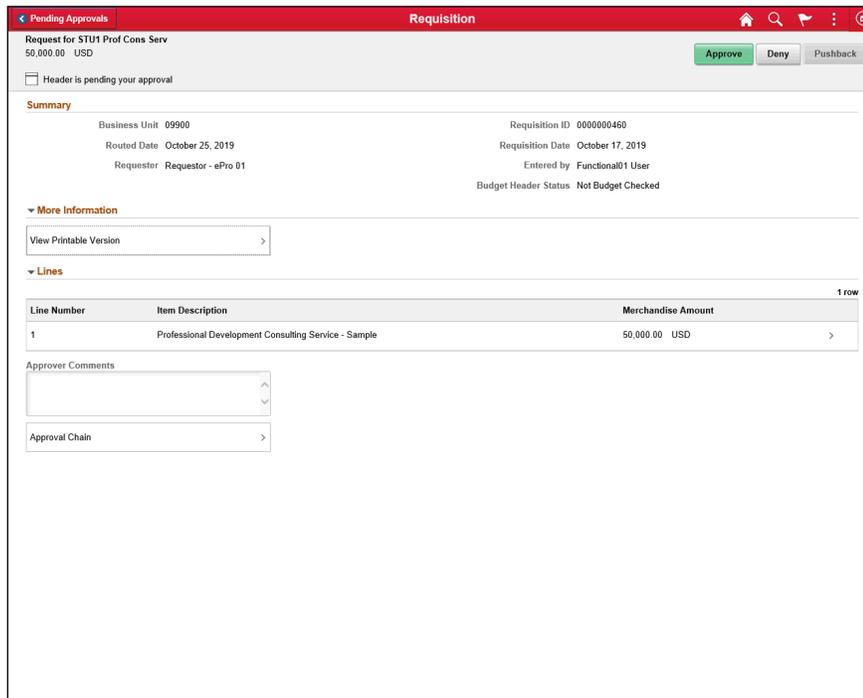
Step	Action
14.	The accounting distribution details for the line can also be reviewed. Click the More button. Requestor - ePro 01 ;
15.	A window displays the accounting distribution entered for the requisition line. Click the Close button after reviewing the details. ➤
16.	Click the Back to Header button. 



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 style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>View Printable Version ></p> </div>
18.	<p>A printable view appears. You can right click the mouse to access a menu for printing.</p>

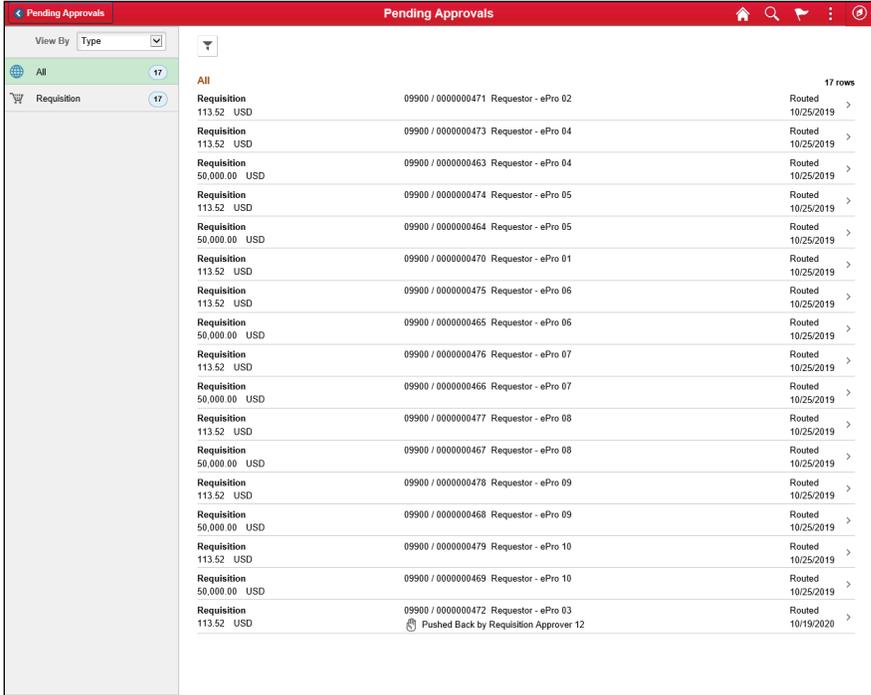
Business Unit: 09900		Requester: SRQ21		Status: Pending Approval			
Requisition: 002000460		Requested By: Requestor - ePro 01		Currency: USD			
Requisition Name: STU1 Prof Cons Serv		Entered Date: 10/17/19		Requisition Total: 50,000.00			
Line: 1	Item Description: Professional Development Consulting 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	Address:	Shipping Quantity: 500.0000			
Attention: Requestor - ePro 01		Due Date:	405 E. 21st Street	Shipping Total: 50,000.00			
Ship Via: TRUCK		Freight Terms: FOB DEST-S	Austin TX 78712	United States			
Dist	Status	Location	Qty	PCT	Amount	GL Dist	Account
1	Open	TX032-001	500.0000	100.00	50,000.00	0950	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.



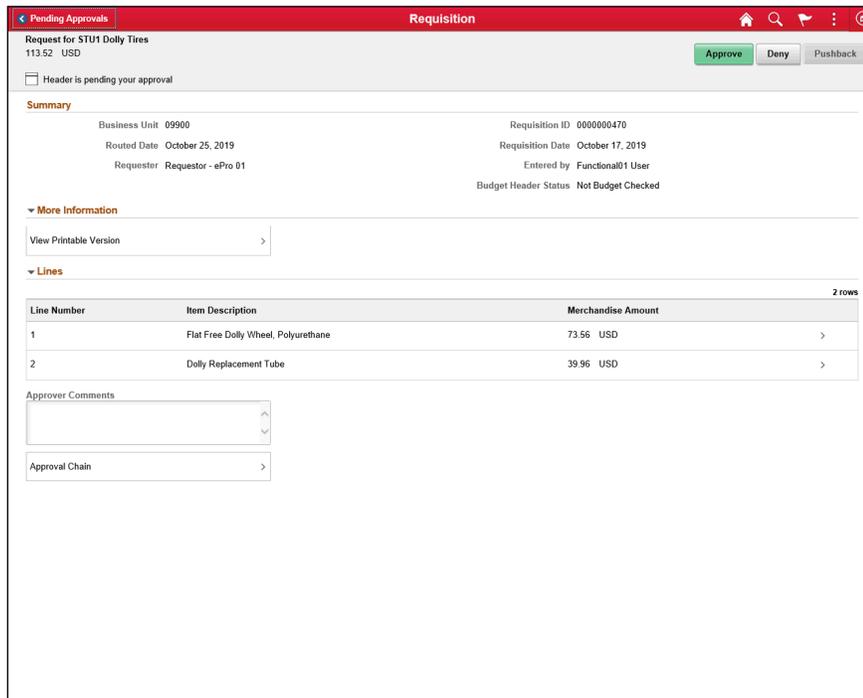
Step	Action
23.	<p>Let's review the approval chain for this requisition.</p> <p>Click the Approval Chain link.</p> <hr/> <p>Approval Chain ></p>
24.	<p>There are three levels of approval for this requisition. The third is listed because of the high dollar amount for this requisition.</p>
25.	<p>Once 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> 

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>



View By	Type	Amount	Currency	Requester	Date
All	17	113.52	USD	Requestor - ePro 02	Routed 10/25/2019
Requisition	17	113.52	USD	Requestor - ePro 04	Routed 10/25/2019
		50,000.00	USD	Requestor - ePro 04	Routed 10/25/2019
		113.52	USD	Requestor - ePro 05	Routed 10/25/2019
		50,000.00	USD	Requestor - ePro 05	Routed 10/25/2019
		113.52	USD	Requestor - ePro 01	Routed 10/25/2019
		113.52	USD	Requestor - ePro 06	Routed 10/25/2019
		50,000.00	USD	Requestor - ePro 06	Routed 10/25/2019
		113.52	USD	Requestor - ePro 07	Routed 10/25/2019
		50,000.00	USD	Requestor - ePro 07	Routed 10/25/2019
		113.52	USD	Requestor - ePro 08	Routed 10/25/2019
		50,000.00	USD	Requestor - ePro 08	Routed 10/25/2019
		113.52	USD	Requestor - ePro 09	Routed 10/25/2019
		50,000.00	USD	Requestor - ePro 09	Routed 10/25/2019
		113.52	USD	Requestor - ePro 10	Routed 10/25/2019
		50,000.00	USD	Requestor - ePro 10	Routed 10/25/2019
		113.52	USD	Requestor - ePro 03	Routed 10/19/2020

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>

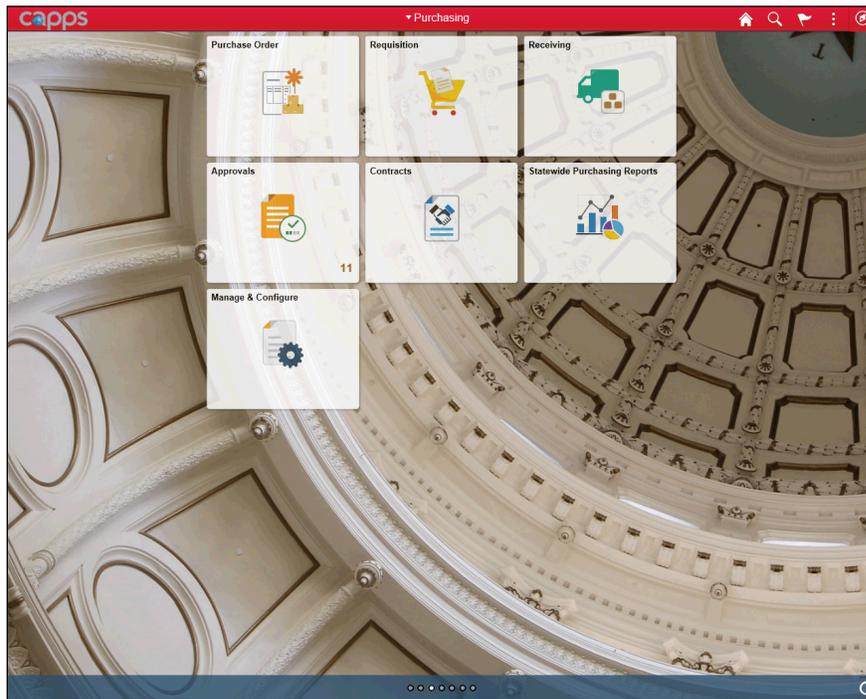


Step	Action
33.	<p>You have determined it is not valid and needs to be denied.</p> <p>Click the Deny button.</p> 
34.	<p>You must provide a detailed explanation when denying requisitions.</p> <p>Click in the Approver Comments field.</p> 
35.	<p>Enter "Provide additional justification." into the Approver 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.



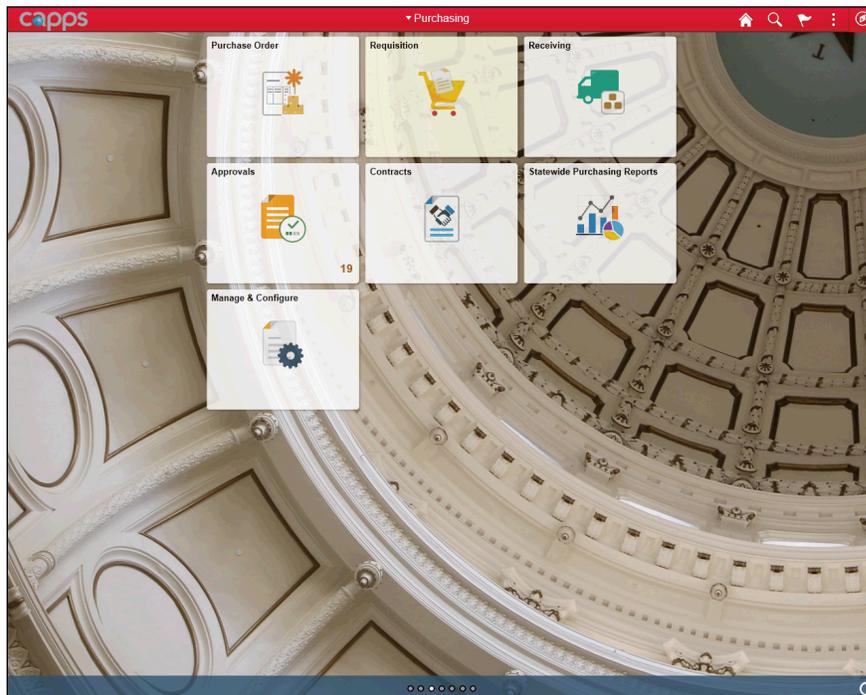
Step	Action
1.	Click the Approvals tile. 

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

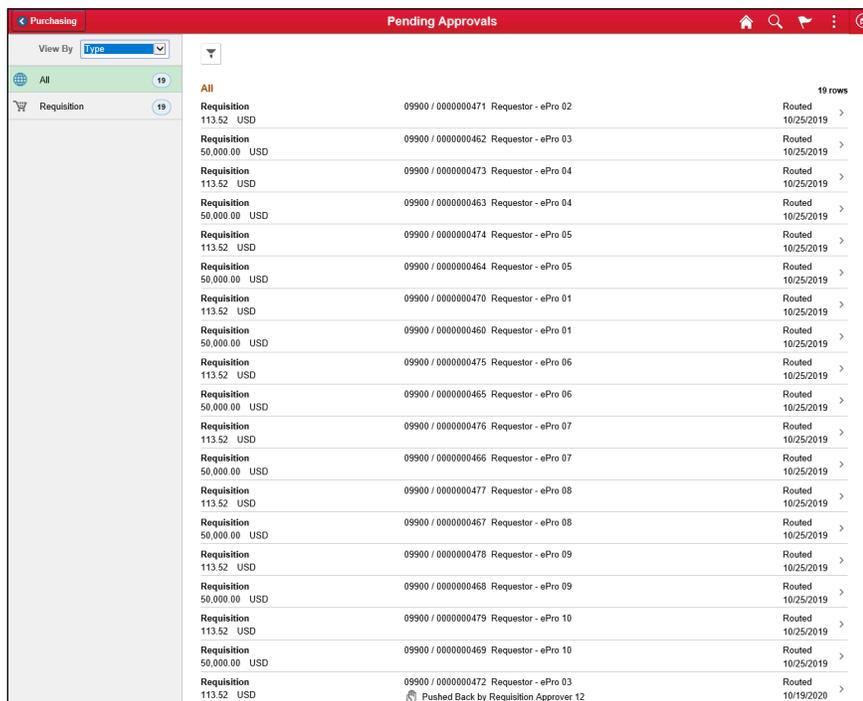
Step	Action
2.	Click the 09900 / 0000000472 Requestor - ePro 03 object. 09900 / 0000000472 Requestor - ePro 03

Pending Approvals		Requisition	
Request for STU3 Dolly Tires		113.52 USD	
<input type="checkbox"/> Header is pending your approval		Approve Deny Pushback	
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. 



Requisition	Amount	Requestor	Status
0990 / 000000471	113.52 USD	Requestor - ePro 02	Routed
0990 / 000000462	50,000.00 USD	Requestor - ePro 03	Routed
0990 / 000000473	113.52 USD	Requestor - ePro 04	Routed
0990 / 000000463	50,000.00 USD	Requestor - ePro 04	Routed
0990 / 000000474	113.52 USD	Requestor - ePro 05	Routed
0990 / 000000464	50,000.00 USD	Requestor - ePro 05	Routed
0990 / 000000470	113.52 USD	Requestor - ePro 01	Routed
0990 / 000000460	50,000.00 USD	Requestor - ePro 01	Routed
0990 / 000000475	113.52 USD	Requestor - ePro 06	Routed
0990 / 000000465	50,000.00 USD	Requestor - ePro 06	Routed
0990 / 000000476	113.52 USD	Requestor - ePro 07	Routed
0990 / 000000466	50,000.00 USD	Requestor - ePro 07	Routed
0990 / 000000477	113.52 USD	Requestor - ePro 08	Routed
0990 / 000000467	50,000.00 USD	Requestor - ePro 08	Routed
0990 / 000000478	113.52 USD	Requestor - ePro 09	Routed
0990 / 000000468	50,000.00 USD	Requestor - ePro 09	Routed
0990 / 000000479	113.52 USD	Requestor - ePro 10	Routed
0990 / 000000469	50,000.00 USD	Requestor - ePro 10	Routed
0990 / 000000472	113.52 USD	Requestor - ePro 03	Routed
		Pushed Back by Requisition Approver 12	10/19/2020

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

The screenshot shows the 'Pending Approvals' interface with a list of 19 requisitions. A 'Filters' dialog box is overlaid on the screen. The dialog has the following fields:

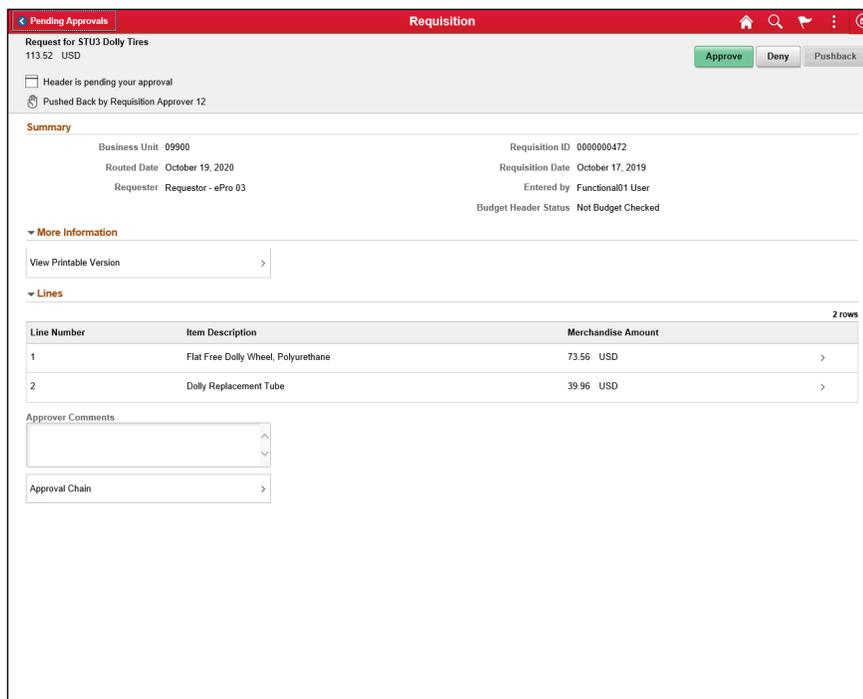
- Type: Requisition
- Requestor: Requestor - ePro 03 (highlighted)
- From: (empty)
- Date Period: (empty)

Buttons: Cancel, Filter, Reset.

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

This screenshot is identical to the one above, but the 'Requestor' field in the 'Filters' dialog box is now set to '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



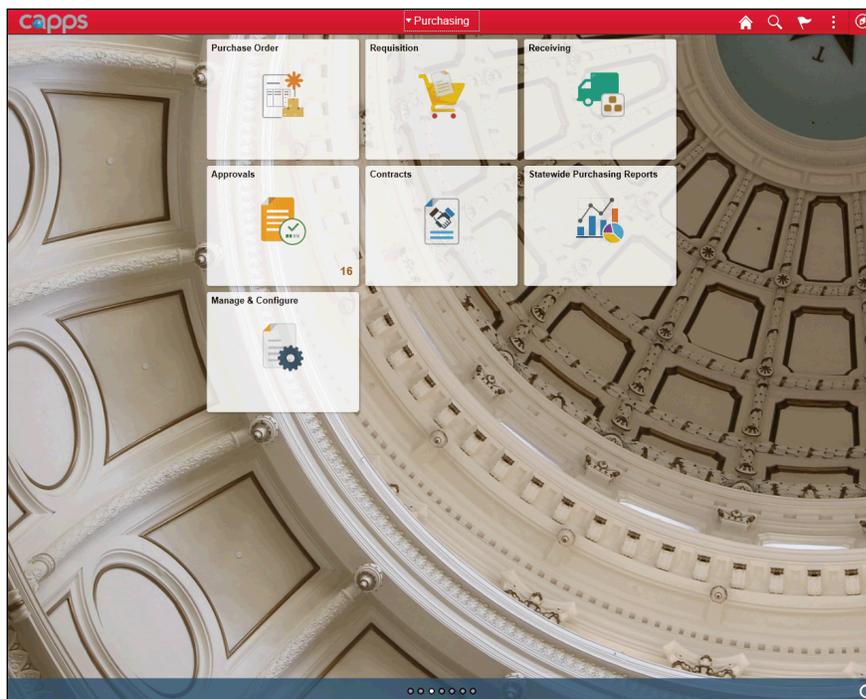
Step	Action
15.	Click the Approval Chain link. 
16.	The comment entered by the approver who pushed back the requisition can be reviewed. This comment should provide a reason why the transaction was pushed back.
17.	Click the Close (Esc) button. 
18.	At this point, the current approver should take the 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.



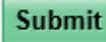
Step	Action
1.	Click the Approvals tile. 

View By		Type	Pending Approvals		
All	16	Requisition	16		
All					
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 / 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
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	
		Approve	Deny Pushback
<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 >			

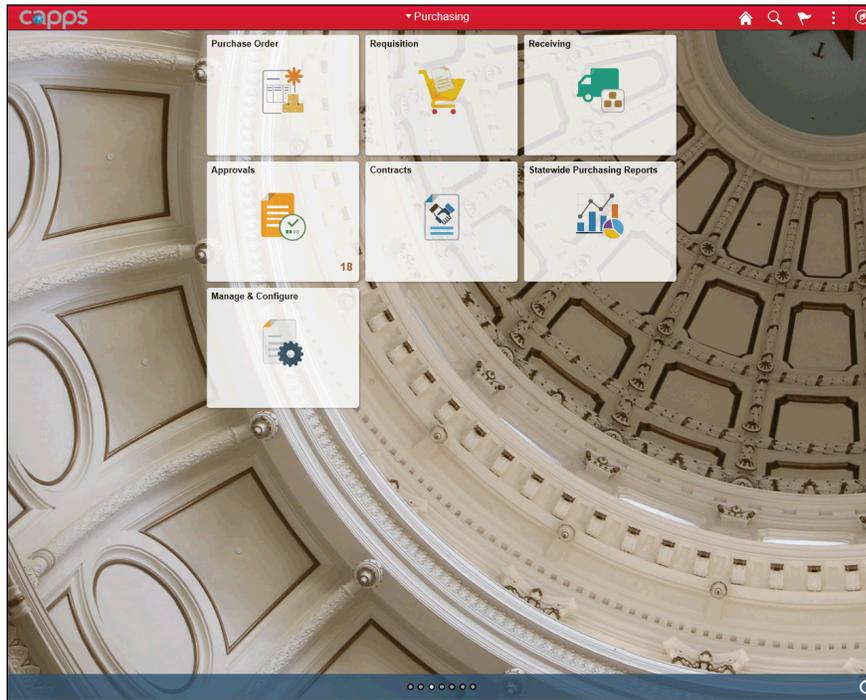
Step	Action
3.	Click the Approval Chain link. 
4.	You would like to add a reviewer in the workflow. The reviewer will be able to review the requisition. However, the requisition will continue to route to the next approver in the workflow even though a review was added.
5.	Click the Add button. 
6.	An 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.

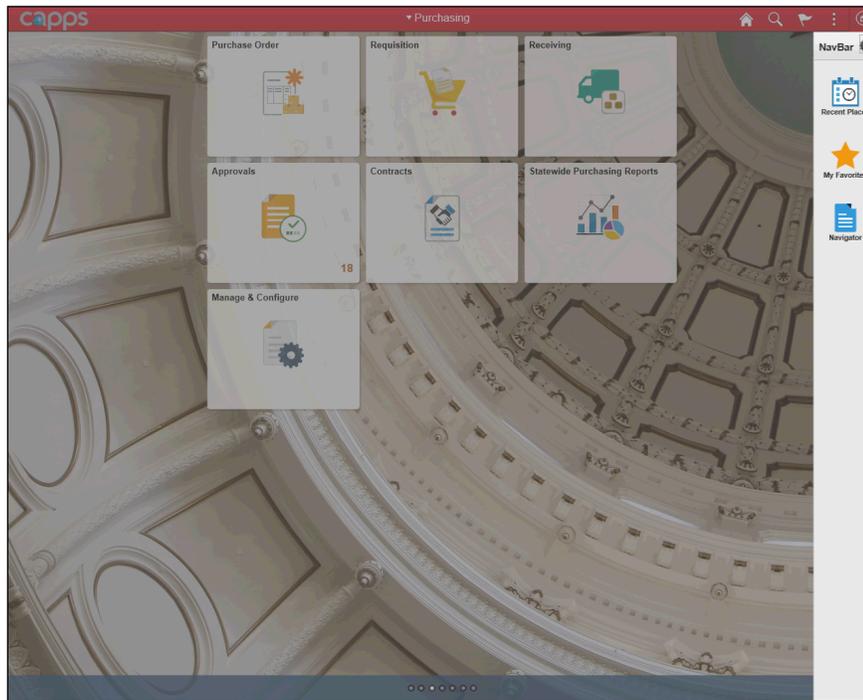
Creating Proxies for Approvers

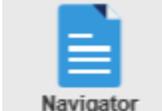
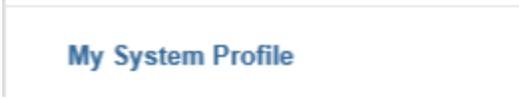
Procedure

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.	<p>Note: The assigned proxy must have the workflow approval security roles and user preferences established that allow them to perform these tasks.</p> <p>Assigning the Proxy alone will not provide them with this functionality.</p>

The screenshot shows the 'General Profile Information' page. It includes a 'Password' section with a 'Change password' link. The 'Personalizations' section has dropdowns for preferred language (English) and currency code. The 'Alternate User' section has a search field for 'Alternate User ID' and date pickers for 'From Date' and 'To Date'. The 'Workflow Attributes' section has checkboxes for 'Email User' and 'Worklist User'. At the bottom, there are sections for 'Email' and 'Miscellaneous User Links' with search and table controls.

Step	Action
6.	Click the Look up Alternate User ID (Alt+5) button. 
7.	Enter " TXTEST " into the begins with field. begins with <input style="border: 2px solid red; width: 100px; height: 20px;" type="text"/>
8.	Click the Search button. 
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.	The Workflow Attributes should default as checked. If they are not, please check them. User should NOT change their email address to the proxy approver's email address.
15.	Click the Vertical scrollbar.
16.	Click the Save button. 
17.	Congratulations! You have successfully completed this lesson. End of Procedure.

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