

A graphic with a green and blue abstract background featuring glowing 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 - 310

**REQUISITION APPROVALS**

PeopleSoft Version 9.2  
Version 1 – September 2015



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## Requisition Approvals

### Section 1 - eProcurement Overview

#### Section 1 - eProcurement Overview

### Budget Inquiry

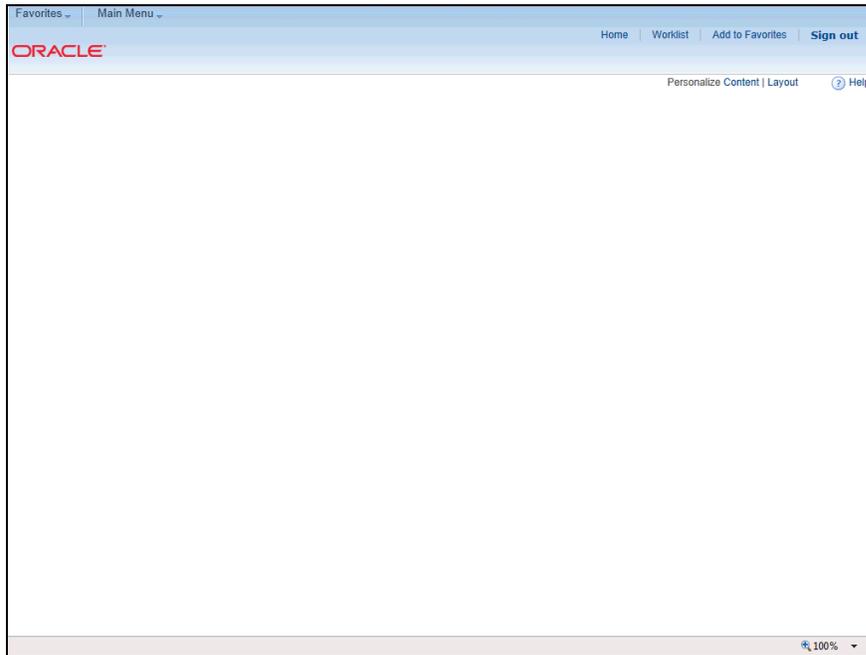
#### Section 1 - Lesson 1 Exercise - Scenario 1: Budget Inquiry

#### Procedure

It is always a good practice to check for the available budget prior to creating a requisition. Although a pre-budget check will be done, performing a Budget Inquiry will inform you beforehand if funds are available.

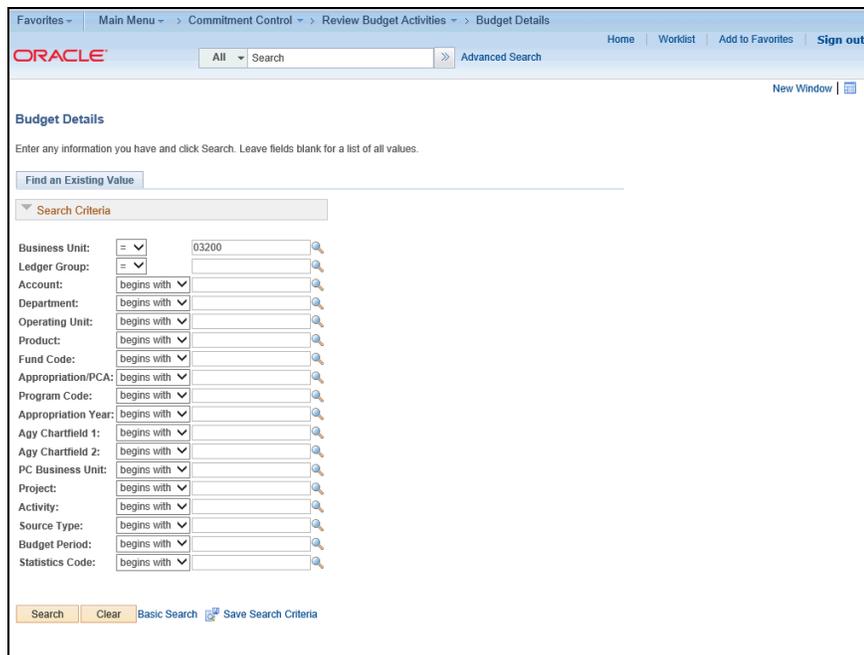
In this lesson, you will learn how to perform a Budget Inquiry.

**Please Note:** The budget information that is used in training, will not be the same in the real environment. You will always use the budget that is appropriate for the purchase.



Step	Action
1.	Click the <b>Main Menu</b> button. 

Step	Action
2.	<p><b>Note:</b> The CAPPS main menu you see here is for training purposes only and may display more functionality (menus) than you will see in your environment.</p> <p>The view of your home page will vary according to your role.</p>
3.	Only users with access can review budgets in Commitment Control.
4.	<p>Click the <b>Commitment Control</b> menu.</p> 
5.	<p>Click the <b>Review Budget Activities</b> menu.</p> 
6.	<p>Click the <b>Budget Details</b> menu.</p> 
7.	<p>Depending on what type of budget you want to look up , you would select the appropriate <b>Ledger Group</b>. The magnifying glass will list all ledger groups in which you have access.</p> <p>For this example, you will use Organization Ledger Group.</p>

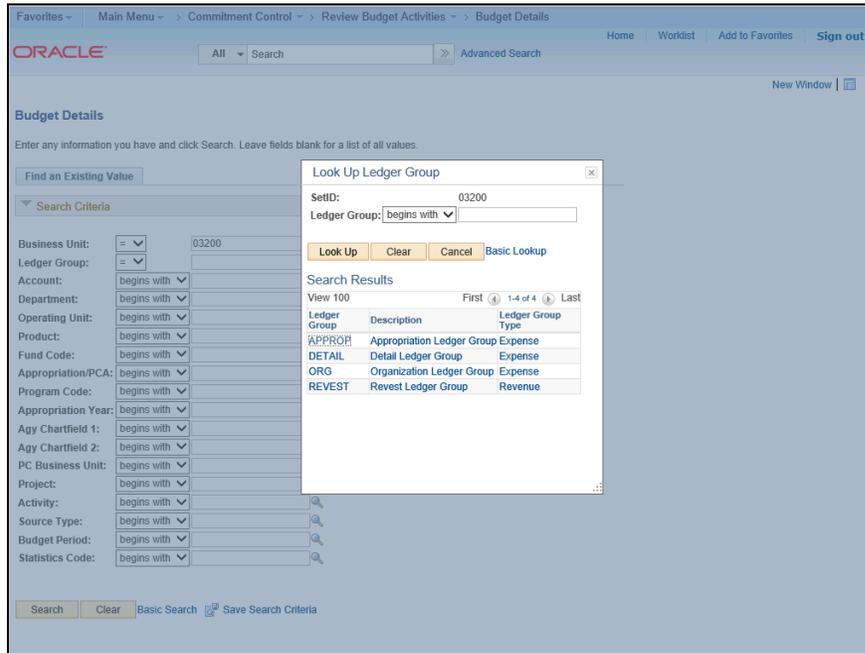


The screenshot shows the Oracle CAPPS interface for the 'Budget Details' page. The breadcrumb trail at the top reads: 'Favorites - Main Menu - > Commitment Control - > Review Budget Activities - > Budget Details'. The page title is 'ORACLE Budget Details'. Below the title, there is a search bar with 'All' selected and a search button. A 'New Window' button is visible in the top right. The main content area contains a 'Find an Existing Value' section with a 'Search Criteria' dropdown menu. The search criteria list includes: Business Unit (with a value of 03200), Ledger Group, Account, Department, Operating Unit, Product, Fund Code, Appropriation/PCA, Program Code, Appropriation Year, Agy Chartfield 1, Agy Chartfield 2, PC Business Unit, Project, Activity, Source Type, Budget Period, and Statistics Code. Each criterion has a dropdown menu and a magnifying glass icon. At the bottom of the search criteria section, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
8.	<p>Click the <b>Look Up Button</b> icon.</p> 

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Step	Action
9.	These are the Ledger Groups available for training purposes. The Ledger Groups that you will see are according to your User Profile.



**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: = 03200

Ledger Group: =

Account: begins with

Department: begins with

Operating Unit: begins with

Product: begins with

Fund Code: begins with

Appropriation/PCA: begins with

Program Code: begins with

Appropriation Year: begins with

Agy Chartfield 1: begins with

Agy Chartfield 2: begins with

PC Business Unit: begins with

Project: begins with

Activity: begins with

Source Type: begins with

Budget Period: begins with

Statistics Code: begins with

**Look Up Ledger Group**

SetID: 03200

Ledger Group: begins with

Look Up Clear Cancel Basic Lookup

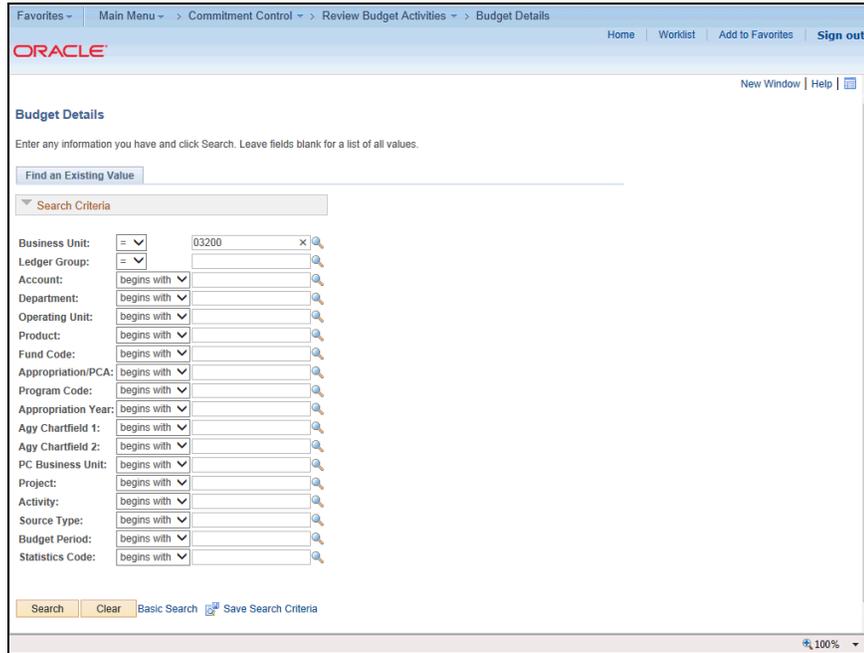
Search Results

View 100 First 1-4 of 4 Last

Ledger Group	Description	Ledger Group Type
APPROB	Appropriation Ledger Group Expense	
DETAIL	Detail Ledger Group Expense	
ORG	Organization Ledger Group Expense	
REVEST	Revest Ledger Group Revenue	

Search Clear Basic Search Save Search Criteria

Step	Action
10.	Click the <b>ORG</b> link. <b>ORG</b>



Step	Action
11.	Enter the desired information into the <b>Ledger Group</b> field. Enter "org". <b>Ledger Group:</b>   = ▼   <input style="border: 1px solid red;" type="text"/>
12.	Click the <b>ORG</b> option. <input style="border: 1px solid red;" type="text"/>
13.	For the Account field, you may enter the account number or the first few characters of the description.  To see all account numbers available to you, select the magnifying glass.
14.	Enter the desired information into the <b>Account</b> field. Enter "cons". <b>Account:</b>   begins with ▼   <input style="border: 1px solid red;" type="text"/>
15.	Click the <b>CONSUM</b> option. <input style="border: 1px solid red;" type="text"/>
16.	Enter the desired information into the <b>Department</b> field. Enter "300". <b>Department:</b>   begins with ▼   <input style="border: 1px solid red;" type="text"/>
17.	Click the <b>300</b> option. <input style="border: 1px solid red;" type="text"/>
18.	Enter the desired information into the <b>Fund Code</b> field. Enter "0010". <b>Fund Code:</b>   begins with ▼   <input style="border: 1px solid red;" type="text"/>

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Step	Action
19.	Click the <b>0010</b> option. 
20.	Enter the desired information into the <b>Appropriation/PCA</b> field. Enter " <b>09004</b> ". <b>Appropriation/PCA:</b>   begins with ▾ 
21.	Click the <b>09004</b> option. 
22.	Enter the desired information into the <b>Appropriation Year</b> field. Enter " <b>2013</b> ". <b>Appropriation Year:</b>   begins with ▾ 
23.	Click the <b>2013</b> option. 
24.	Click the <b>Search</b> button. 
25.	The Budget Details screen provides all of the details for a specific budget. The account that was used in the Search criteria is displayed at the top of the screen.
26.	The Ledger Amount section provides details on Requisitions and Purchase Orders that are at a certain point in the Procurement Process.
27.	The budget for a requisition begins when it is budget checked.
28.	Pre-Encumbrance amounts are based upon the Requisitions that have been budget checked.
29.	Encumbrances are based upon Requisitions that have been sourced into Purchase Orders.
30.	Expenses are POs that have been paid by Accounts Payable.
31.	The Budget amount is the available dollars prior to the Expense, Encumbrance, and Pre-Encumbrance.
32.	The Available Budget section is where you will look to see how much money is available for spending.  The Available Budget is the Budget line under Ledger Amounts minus the Expense, Encumbrance, and Pre-Encumbrance.

Step	Action
33.	<p>To understand how the Available Budget is determined take a look at how it is calculated:</p> <p>Budget is \$3,000,000.00</p> <p>Minus Expense \$87,502.00            Minus Encumbrance 31,790.60            Minus Pre-Encumbrance 877.00</p> <p>= Available Budget \$2,879,830.40</p>
34.	<p>Congratulations! You have successfully completed this lesson.  <b>End of Procedure.</b></p>

## Section 2 - Working with Approvals

### Section 2 - Approving Requisitions

#### Using Workflow Approval to Approve and Deny

#### Section 2 - Lesson 1 Exercises - Scenario 1: Using Workflow Approval to Approve and Deny

#### Procedure

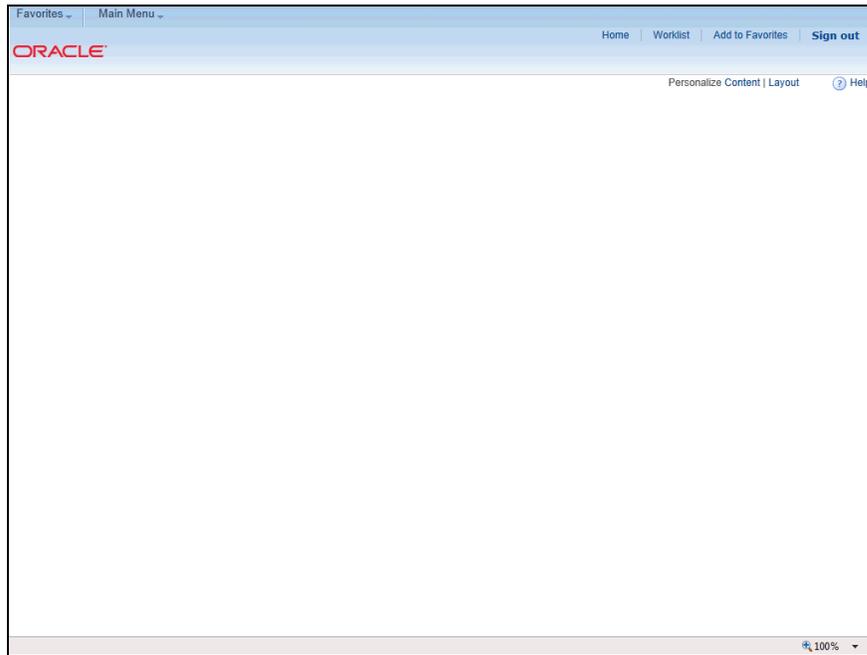
In this lesson, you will learn how to use the Worklist and select requisitions to Approve and Deny.

The following scenario will be used:

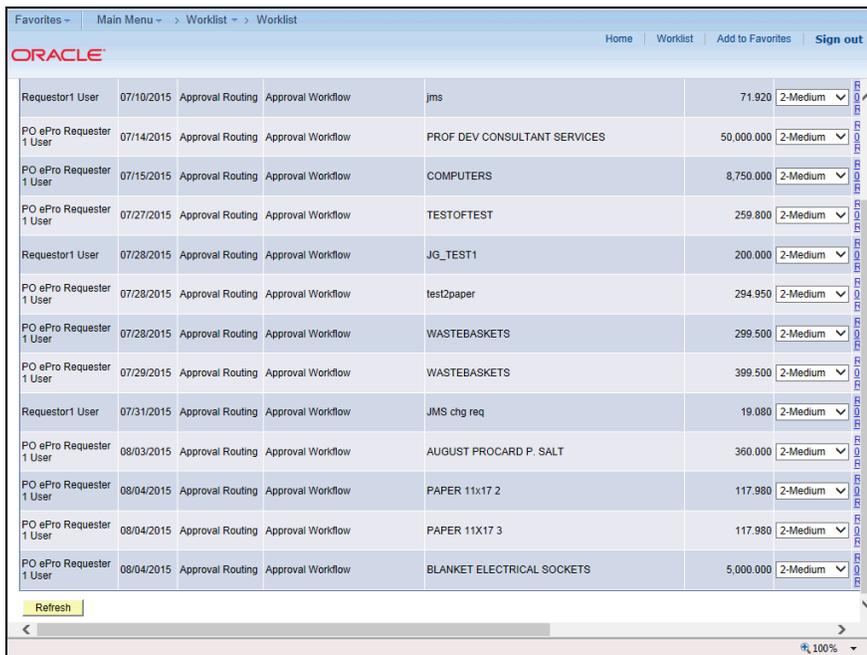
- 1) You will approve Requisition #0000000074.
- 2) You will add comments and deny Requisition #0000000075.

Step	Action
1.	<p>Typically, a requisition will go through multiple levels of approvals.</p> <p>The approval requirements will vary depending on factors such as requisition amount and types of items being purchased.</p>

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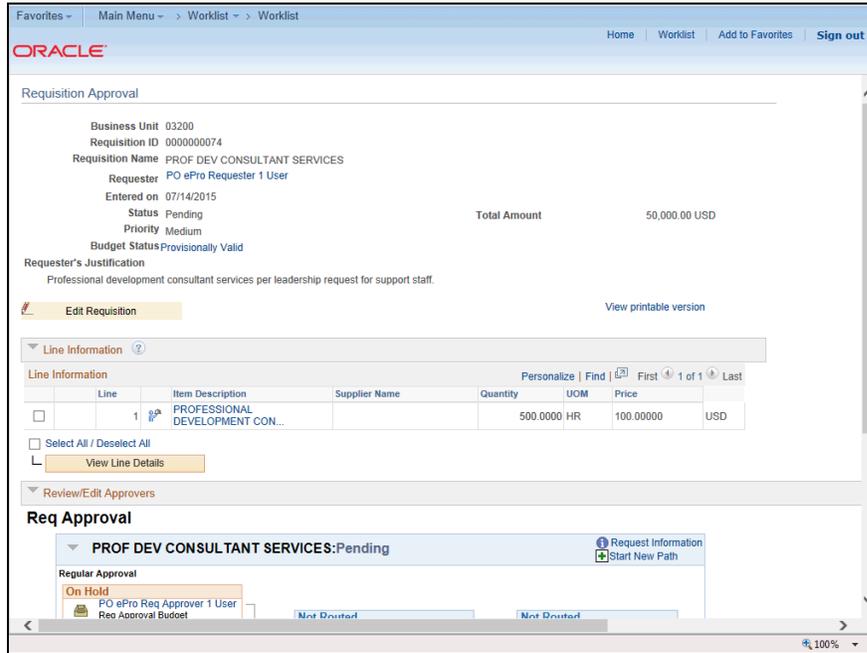
Step	Action
2.	Click the <b>Worklist</b> link. <b>Worklist</b>
3.	The Worklist displays a list of requisitions awaiting approval including who made the request for approval, when the request was made, a description of the requisition, total amount of the requisition and priority.
4.	You will review your list and select Req ID 0000000074 for \$50,000.



Requestor	Date	Approval Routing	Approval Workflow	Description	Amount	Priority
Requestor1 User	07/10/2015	Approval Routing	Approval Workflow	jms	71.920	2-Medium
PO ePro Requester 1 User	07/14/2015	Approval Routing	Approval Workflow	PROF DEV CONSULTANT SERVICES	50,000.000	2-Medium
PO ePro Requester 1 User	07/15/2015	Approval Routing	Approval Workflow	COMPUTERS	8,750.000	2-Medium
PO ePro Requester 1 User	07/27/2015	Approval Routing	Approval Workflow	TESTOFTEST	259.800	2-Medium
Requestor1 User	07/28/2015	Approval Routing	Approval Workflow	JG_TEST1	200.000	2-Medium
PO ePro Requester 1 User	07/28/2015	Approval Routing	Approval Workflow	tesl2paper	294.950	2-Medium
PO ePro Requester 1 User	07/28/2015	Approval Routing	Approval Workflow	WASTEBASKETS	299.500	2-Medium
PO ePro Requester 1 User	07/29/2015	Approval Routing	Approval Workflow	WASTEBASKETS	399.500	2-Medium
Requestor1 User	07/31/2015	Approval Routing	Approval Workflow	JMS chg req	19.080	2-Medium
PO ePro Requester 1 User	08/03/2015	Approval Routing	Approval Workflow	AUGUST PROCARD P. SALT	360.000	2-Medium
PO ePro Requester 1 User	08/04/2015	Approval Routing	Approval Workflow	PAPER 11x17 2	117.980	2-Medium
PO ePro Requester 1 User	08/04/2015	Approval Routing	Approval Workflow	PAPER 11X17 3	117.980	2-Medium
PO ePro Requester 1 User	08/04/2015	Approval Routing	Approval Workflow	BLANKET ELECTRICAL SOCKETS	5,000.000	2-Medium

Step	Action
5.	To scroll to the right, Click the <b>Horizontal Scroll bar</b> .
6.	Click the <b>Vertical Scroll bar</b> .
7.	Clicking on the hyperlink opens up the Requisition Approval screen.  Click the <b>Requisition, 36083, 03200, 2015-07-06, N, 0, BUSINESS_UNIT:03200</b> link.  <a href="#">Requisition, 36083, 03200, 2015-07-06, N, 0, BUSINESS_UNIT:03200</a> <a href="#">REQ_ID:0000000074 ORIGIN:331</a>
8.	The <b>Requisition Approval</b> page displays requisition details and line information.  In order to review ChartField and additional information the approver must view the <b>Line Details</b> .

## EUT Course



Requisition Approval

Business Unit 03200  
 Requisition ID 000000074  
 Requisition Name PROF DEV CONSULTANT SERVICES  
 Requester PO ePro Requester 1 User  
 Entered on 07/14/2015  
 Status Pending  
 Priority Medium  
 Budget Status Provisionally Valid  
 Total Amount 50,000.00 USD

Requester's Justification  
 Professional development consultant services per leadership request for support staff.

[Edit Requisition](#) [View printable version](#)

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	
<input type="checkbox"/>	1	PROFESSIONAL DEVELOPMENT CON...	500.0000	HR	100.00000	USD

Select All / Deselect All  
[View Line Details](#)

Review/Edit Approvers

Req Approval

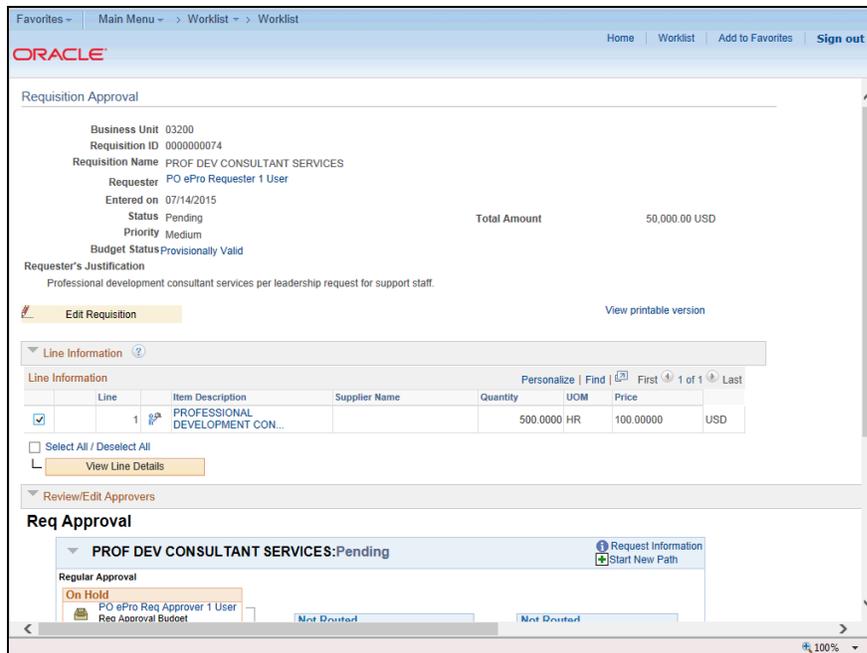
PROF DEV CONSULTANT SERVICES: Pending

Regular Approval

On Hold

PO ePro Req Approver 1 User  
 Req Approval Budget

Step	Action
9.	Click the <b>Check box</b> option.
	<input type="checkbox"/>   1
10.	<b>Viewing Line Details</b> opens up a new screen and you will have to use the TaskBar (at the bottom of the screen) to get back to this page.



Requisition Approval

Business Unit 03200  
 Requisition ID 000000074  
 Requisition Name PROF DEV CONSULTANT SERVICES  
 Requester PO ePro Requester 1 User  
 Entered on 07/14/2015  
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 Budget Status Provisionally Valid  
 Total Amount 50,000.00 USD

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Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	
<input checked="" type="checkbox"/>	1	PROFESSIONAL DEVELOPMENT CON...	500.0000	HR	100.00000	USD

Select All / Deselect All  
[View Line Details](#)

Review/Edit Approvers

Req Approval

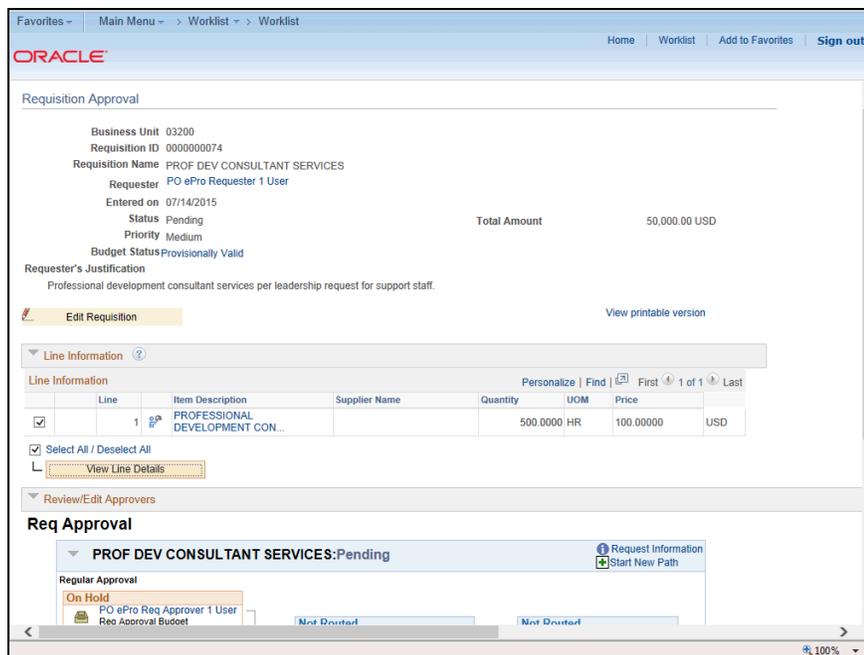
PROF DEV CONSULTANT SERVICES: Pending

Regular Approval

On Hold

PO ePro Req Approver 1 User  
 Req Approval Budget

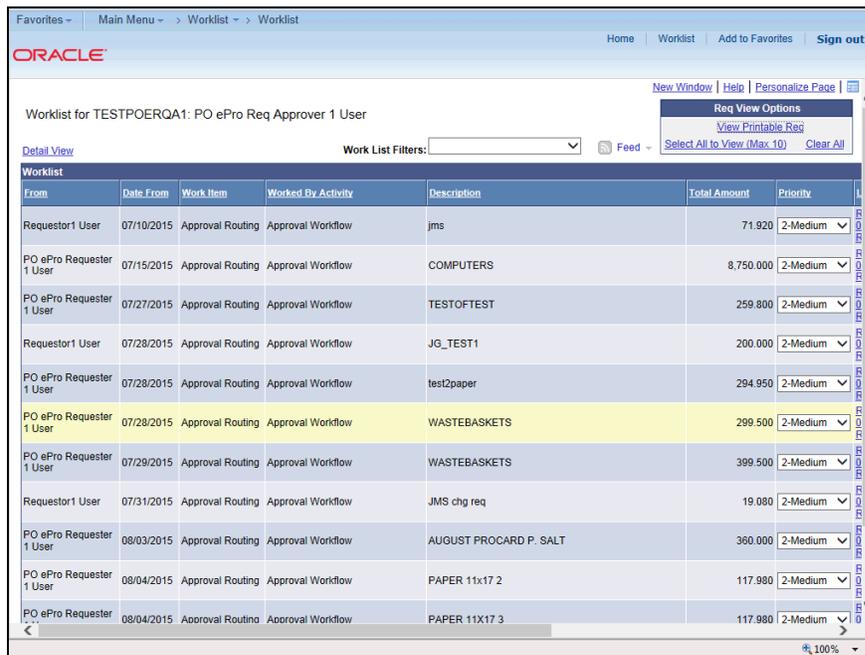
Step	Action
11.	Click the <b>View Line Details</b> button. 
12.	The View Line Details link displays the Requisition Line Details page where you can view details about the requisition line items that you selected
13.	To go back to the <b>Requisition Approval</b> page using the Windows Taskbar, Click the <b>Worklist - Internet Explorer provided by Texas Comptroller</b> list item.



Step	Action
14.	Click the <b>Vertical Scroll bar</b> .
15.	There are three levels of approval for this requisition. The third (Finance) is listed because of the high dollar amount for this requisition.
16.	Once Approver 1 approves the requisition, the status will change from "Pending/On Hold" to "Approved". It will then route to Approver 2 with a status of "Pending" until it is approved by Approver 2. Then it will route to Approver 4 with a status of "Pending" until it is approved.  The approver is notified via email when they have a "Pending" status.
17.	Click the <b>Approve</b> button. 

## EUT Course

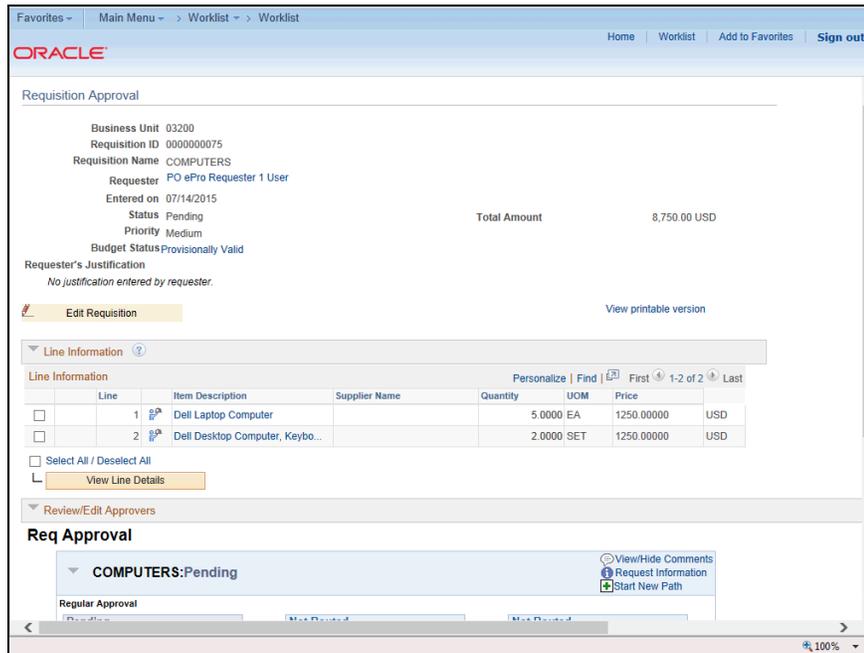
Step	Action
18.	The <b>Req Approval</b> section shows that you have Approved this requisition. It is now "Pending" approval for Approver 2.
19.	Once Approver 2 approves the requisition, it will route to Approver 4.
20.	The requester will receive an email when all approvals have been submitted. They can also check Manage Requisitions for statuses.
21.	To go back and Approve/Deny another requisition,  Click the <b>Return to Worklist</b> link. <a href="#">Return to Worklist</a>
22.	You will review the list and select Req ID #75 for \$8750.



The screenshot shows the Oracle CAPPS Worklist interface. The title bar indicates the user is logged in as 'TESTPOERQA1: PO ePro Req Approver 1 User'. The main content area displays a table of requisitions with columns for From, Date From, Work Item, Worked By/Activity, Description, Total Amount, and Priority. The requisition with ID 0000000075 (Computers) is highlighted in yellow.

From	Date From	Work Item	Worked By/Activity	Description	Total Amount	Priority
Requestor1 User	07/10/2015	Approval Routing	Approval Workflow	jms	71.920	2-Medium
PO ePro Requester 1 User	07/15/2015	Approval Routing	Approval Workflow	COMPUTERS	8,750.000	2-Medium
PO ePro Requester 1 User	07/27/2015	Approval Routing	Approval Workflow	TESTOFTST	259.800	2-Medium
Requestor1 User	07/28/2015	Approval Routing	Approval Workflow	JG_TEST1	200.000	2-Medium
PO ePro Requester 1 User	07/28/2015	Approval Routing	Approval Workflow	test2paper	294.950	2-Medium
PO ePro Requester 1 User	07/28/2015	Approval Routing	Approval Workflow	WASTEBASKETS	299.500	2-Medium
PO ePro Requester 1 User	07/29/2015	Approval Routing	Approval Workflow	WASTEBASKETS	399.500	2-Medium
Requestor1 User	07/31/2015	Approval Routing	Approval Workflow	JMS chg req	19.080	2-Medium
PO ePro Requester 1 User	08/03/2015	Approval Routing	Approval Workflow	AUGUST PROCARD P. SALT	360.000	2-Medium
PO ePro Requester 1 User	08/04/2015	Approval Routing	Approval Workflow	PAPER 11x17 2	117.980	2-Medium
PO ePro Requester 1 User	08/04/2015	Approval Routing	Approval Workflow	PAPER 11X17 3	117.980	2-Medium

Step	Action
23.	To scroll to the right, Click the <b>Horizontal Scroll bar</b> .
24.	Requisition #0000000075 is for Computers in the Total Amount of 8,750.000.
25.	Click the <b>Requisition, 36087, 03200, 2015-07-06, N, 0, BUSINESS_UNIT:03200</b> link. <a href="#">Requisition, 36087, 03200, 2015-07-06, N, 0, BUSINESS_UNIT:03200</a> <a href="#">REQ_ID:0000000075 ORIGIN:331</a>



Step	Action
26.	Click the <b>Vertical Scroll bar</b> .
27.	There are two lines on the requisition:  The Requester must change the requisition so you may add comments (for the requested changes) and Deny.
28.	Enter the desired information into the <b>Enter Approver Comments</b> field. Enter <b>"This requisition is being denied until it is changed. Line 2 for the Desktops needs to be deleted and Line 1 for the Dell Laptops need to be increased from 5 to 7. "</b>
29.	Click the <b>Deny</b> button.  <b>Deny</b>
30.	Once <b>Denied</b> , the requisition will not move forward to any other approvers.
31.	To review the comments entered, Click the <b>Expand</b> button. 
32.	The Denial and comments of the requisition will route back to the requester for further action.
33.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## EUT Course

### Using Workflow Approval to Pushback

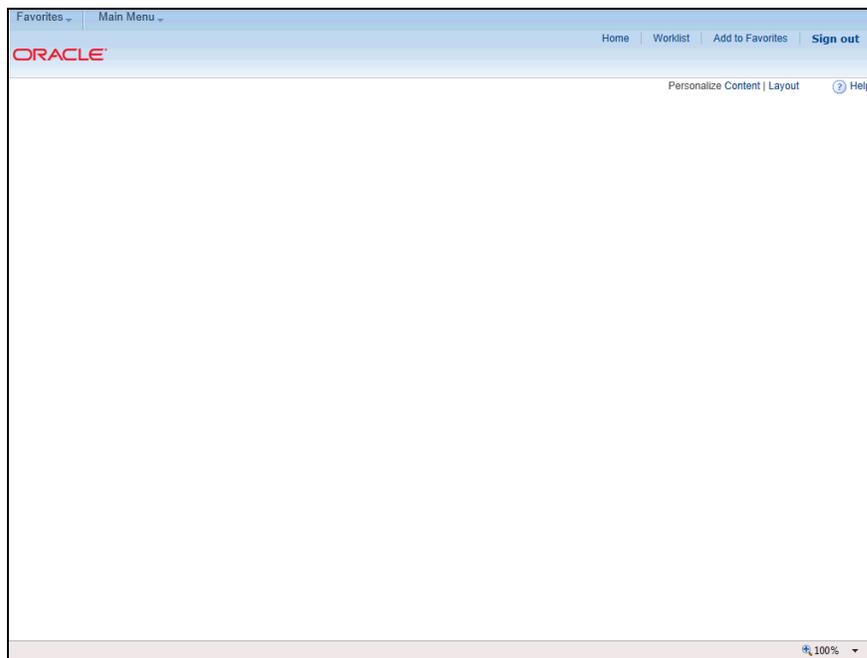
#### Section 2 - Lesson 1 Exercises - Scenario 2: Using Workflow Approval to Pushback

##### Procedure

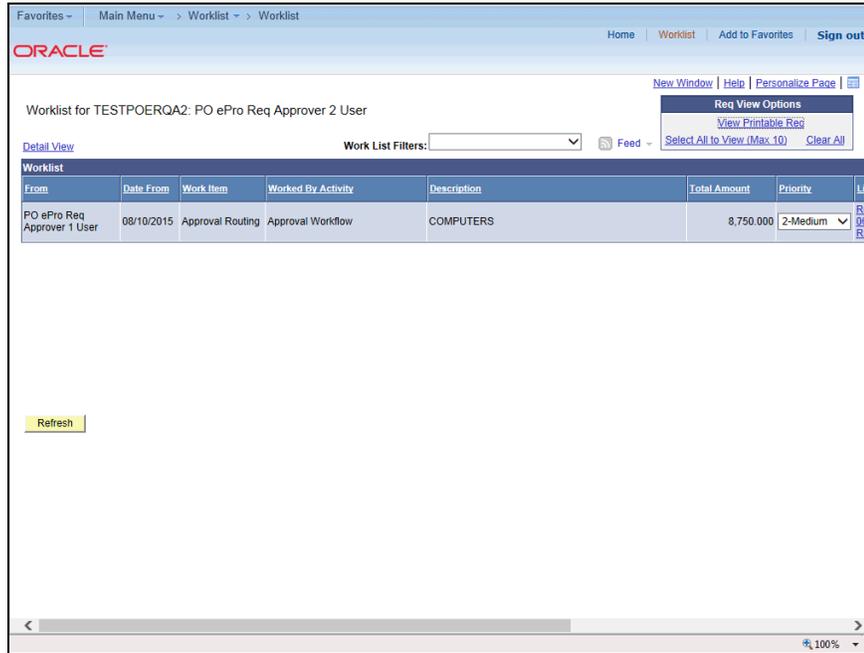
In this lesson, you will learn how to Pushback a Requisition to the previous Approver.

The following scenario will be used:

- 1) Requisition #0000000075 was previously submitted to Approver 1 and was denied. Approver 1 requested that the requester change the requisition. The requester changed and resubmitted the requisition.
- 2) The requisition was Approved by Approver 1 and has now routed to you (Approver 2).
- 3) You notice that the requisition does not contain Dell Desktops. You want an explanation before you will approve.
- 4) You will add Comments and Pushback the requisition to Approver 1.

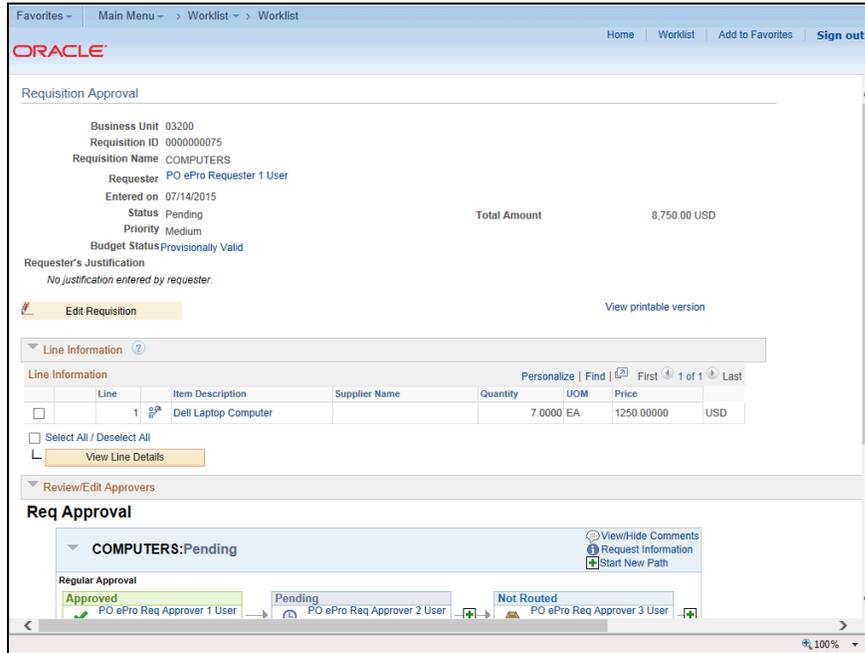


Step	Action
1.	Click the <b>Worklist</b> link. 



Step	Action
2.	To scroll to the right, Click the <b>Horizontal Scroll bar</b> .
3.	Click the <b>Requisition, 36128, 03200, 2015-07-06, N, 0, BUSINESS_UNIT:03200</b> link. <a href="#">Requisition, 36128, 03200, 2015-07-06, N, 0, BUSINESS_UNIT:03200</a> <a href="#">REQ_ID:0000000075 ORIGIN:331</a>

## EUT Course



Step	Action
4.	Click the <b>Vertical Scroll bar</b> .
5.	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.
6.	Enter the desired information into the <b>Enter Approver Comments</b> field. Enter <b>"Please explain why the desktops were not ordered. Upon justification, I will approve."</b> . 
7.	Click the <b>Pushback</b> button. 
8.	This action sends the requisition back to the first Approver (Pending). The approver will receive an email notification.
9.	Approver 1 will go back to their Worklist, select the Req link and then enter their response in the Approver Comments field and Approve the requisition.  The requisition and Approver Comments will route back to Approver 2.
10.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Inserting an Approver/Reviewer

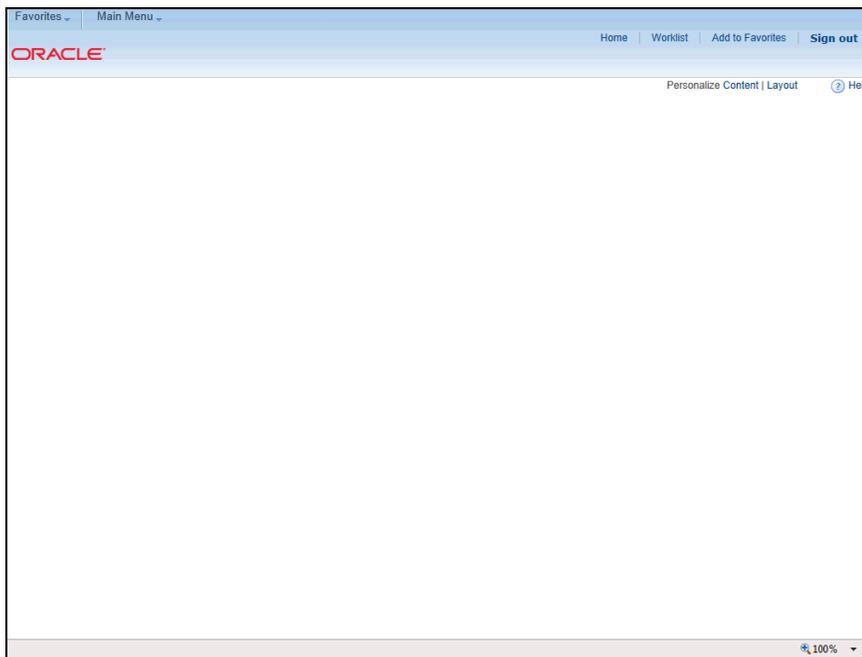
### Section 2 - Lesson 1 Exercises - Scenario 3: Inserting an Approver/Reviewer

## Procedure

In this lesson, you will learn how to add a Reviewer to the Approval Workflow.

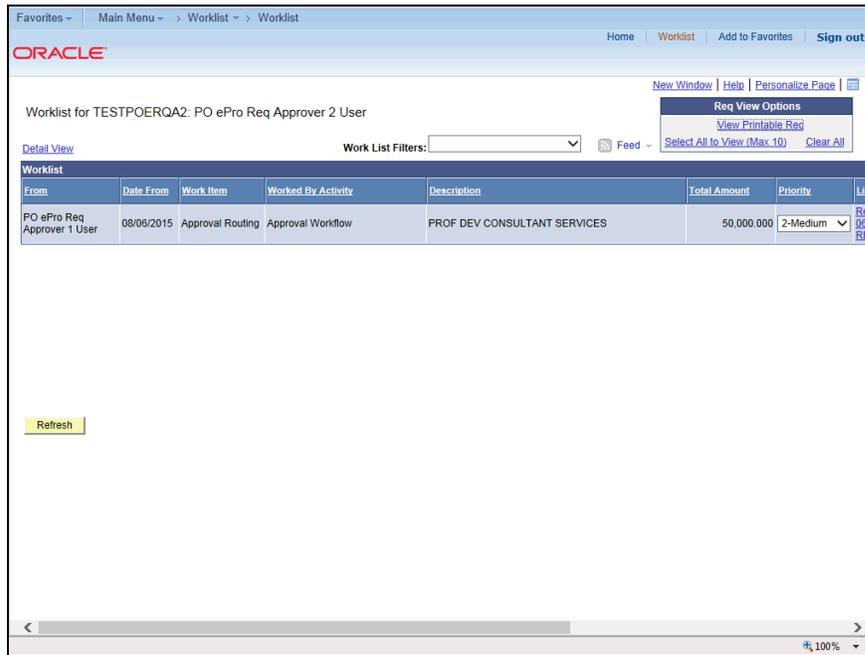
Using the following scenario:

- 1) You will be approving a requisition but would like a second pair of eyes to make sure that all is well.
- 2) You will add a Reviewer to the Workflow.

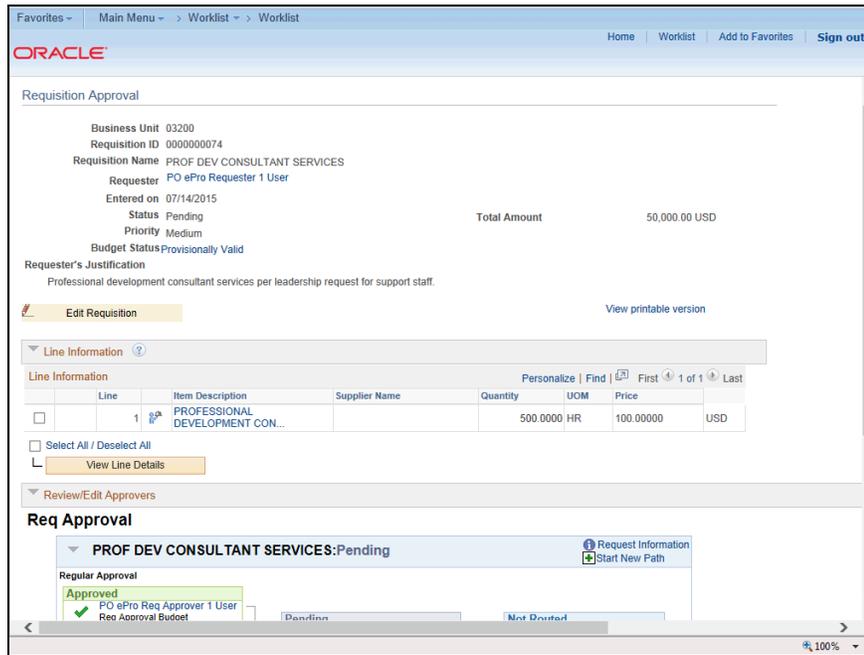


Step	Action
1.	Click the <b>Worklist</b> link. 

## EUT Course

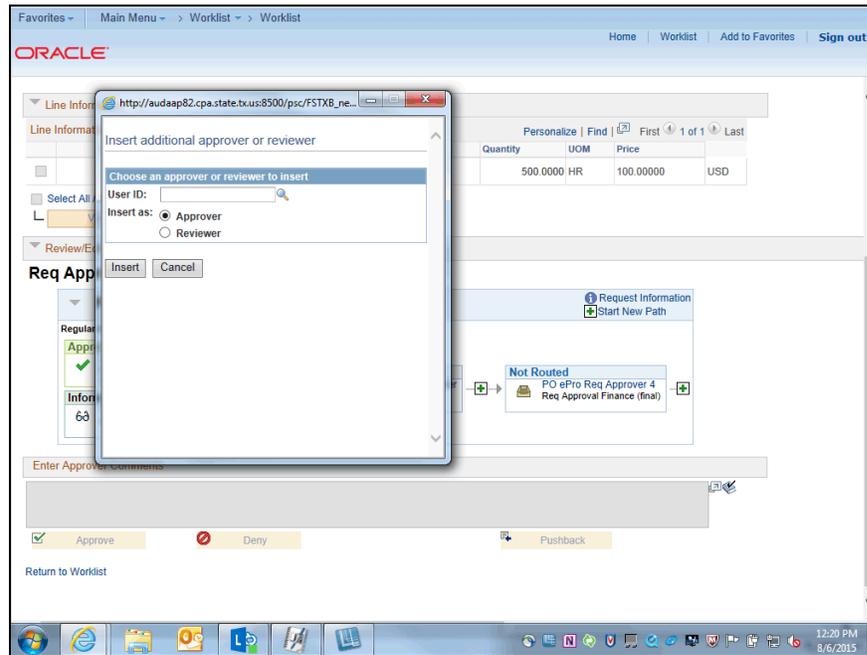


Step	Action
2.	To scroll to the right of page, Click the <b>Horizontal Scroll bar</b> .
3.	Click the <b>Requisition, 36083, 03200, 2015-07-06, N, 0, BUSINESS_UNIT:03200</b> link. <a href="#">Requisition, 36083, 03200, 2015-07-06, N, 0, BUSINESS_UNIT:03200</a> <a href="#">REQ_ID:0000000074 ORIGIN:331</a>

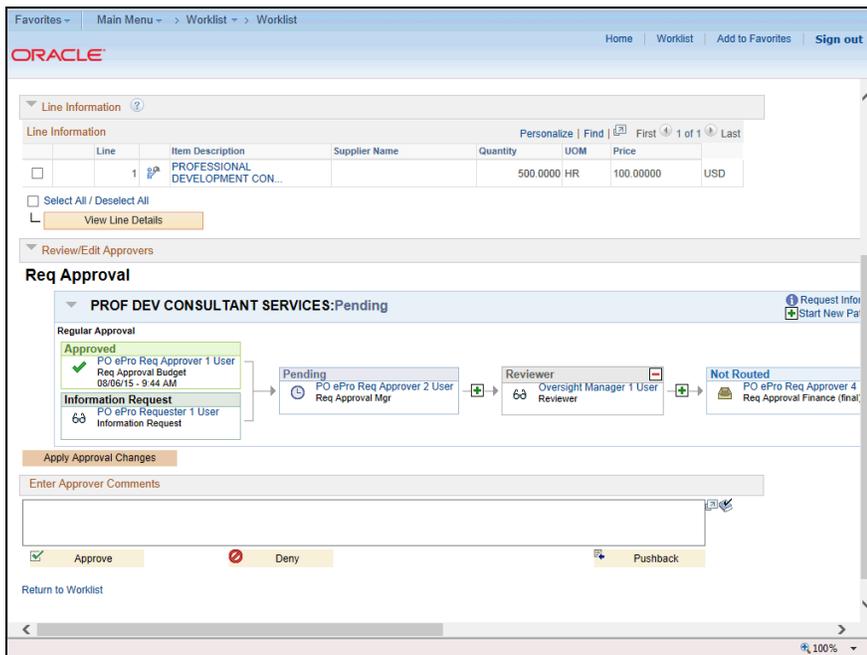


Step	Action
4.	Click the <b>Vertical Scroll bar</b> .
5.	You would like to add a Reviewer in the Workflow. The Reviewer will be able to review the requisition however the requisition will continue to route to the next Approver in the workflow even though a Review was added.
6.	Click the <b>Insert Approver</b> button. 
7.	An <b>Approver</b> can only approve a requisition if they have system access in order to do so. Adding them here does not grant that access.  A <b>Reviewer</b> won't be approving but must have system access in order to review requisitions.

## EUT Course



Step	Action
8.	Click the <b>Reviewer</b> option. <input checked="" type="radio"/> Approver <input type="radio"/> Reviewer
9.	Click the <b>Look up</b> button. 
10.	Click the <b>Vertical Scroll bar</b> .
11.	Click the <b>TESTPCOM1</b> link. 
12.	Click the <b>Insert</b> button. 
13.	The Reviewer now appears in the Workflow and will receive an email indicating that there is a requisition that needs their attention.  This request must be saved by Applying the Approval Changes.



Step	Action
14.	Click the <b>Apply Approval Changes</b> button. 
15.	Click the <b>Approve</b> button. 
16.	The requisition now shows Approved for Approver 1 and 2. It has been routed to the Reviewer and also to Approver 4 (Finance).
17.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Creating Proxies for Approvers

### Section 2 - Lesson 1 Exercises - Scenario 4: Creating Proxies for Approvers

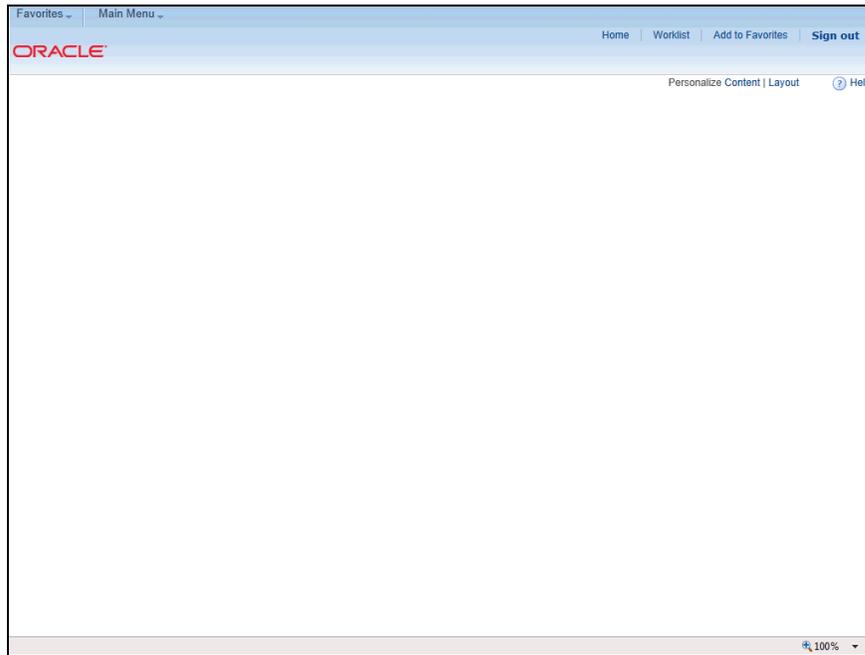
#### Procedure

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

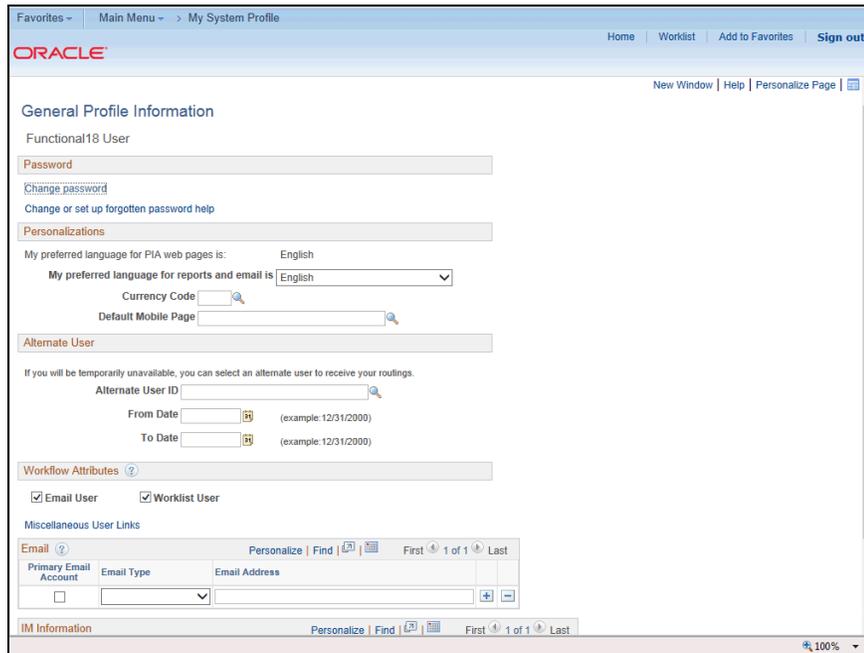
The following scenario will be used:

- 1) You will be out of the office for 30 days in September and need to assign a Proxy (Alternate) to approve requisitions in your absence.

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Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Scroll Down</b> button. 
3.	Click the <b>My System Profile</b> menu. 
4.	<b>Note:</b> 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.
5.	You will assign an Alternate User (Proxy) that will temporarily receive your Requisition Approval routing since you will be out for 30 days in September.



Step	Action
6.	Click the <b>Look up Alternate User ID (Alt+5)</b> button. 
7.	Click the <b>Vertical Scroll bar</b> .
8.	Click the <b>TESTPCOM1</b> link. 
9.	You will need to assign an Alternate User temporarily since you will be out for 30 days in September.
10.	Enter the desired information into the <b>From Date</b> field. Enter " <b>09012015</b> ". <b>From Date</b> 
11.	Enter the desired information into the <b>To Date</b> field. Enter " <b>09302015</b> ". <b>To Date</b> 
12.	Release the mouse button.
13.	The Workflow Attributes should default as checked. If they are not, please check them.  A primary email account, email type, and email address must be selected and entered for the Proxy.

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Step	Action
14.	Click the <b>Primary Email Account</b> option.  <input type="checkbox"/>
15.	Click the <b>Email Type</b> list. 
16.	Click the <b>Business</b> list item. 
17.	Enter the desired information into the <b>Email Address</b> field. Enter " <b>training.cpa.....</b> ". 
18.	Click the <b>Save</b> button. 
19.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>