

Requisition Approval

Go to Quick Access box and use mnemonic **APRN**

The screenshot shows the 'Datatel - Colleague_Test - CF' application window. The 'Mnemonic' dropdown is set to 'APRN'. The main window title is 'APRN-Approvals Needed'. The 'Approvals Needed From' field is empty. Below this, there are sections for 'Requisitions', 'Purch', 'BPO', 'Vouchers', and 'Rcr Vouchers'. Each section has a table with columns for ID, Date, Net, and Appr. The 'Purch' section has an 'Authorization LookUp' dialog box open, with a green box around the input field.

Type your ID number in **Authorization look up**

The screenshot shows the 'Datatel - Colleague_Test - CF' application window. The 'Mnemonic' dropdown is set to 'APRN'. The main window title is 'APRN-Approvals Needed'. The 'Approvals Needed From' field is filled with 'Scott W. Stewart'. Below this, there are sections for 'Requisitions', 'Purchase Orders', 'BPO', 'Vouchers', and 'Rcr Vouchers'. Each section has a table with columns for ID, Date, Net, and Appr. The 'Requisitions' section shows a table with one requisition needing approval.

ID	Date	Net	Appr
1 0000041	03/22/04	2,500.00	No
2			

Any requisitions needing your approval will appear in the requisition section of the screen. You will get a message if no requisitions need your approval.



Drill down on the requisition to see more information about the requisition, vendor etc

Datatel - CF - REQ

File Edit Favorites Tools Help

Mnemonic: APRN Go

CF: APRN-Approvals Needed REQ-Requestion Maintenance

Requisition: 0000041 Status: Not Approved Status Date: 03/22/04

Requisition Date: 03/22/04 Maintenance Date:
 Initiator: Sally J. Van Horn Requisition Amt: 2,500.00
 Desired Date: 03/25/04

Vendor ID: 0000011 Types: 1
 Name: 1 Commercial Printing Company
 Address: 1 90 Market SW
 CSZ: Grand Rapids MI 49503
 Country:
 Currency: Terms: 02 2-10-30
 Ship To: 03 FDB:
 Ship Via: Commodity:

Approvals: 1 Sally VanHorn Line Items: 1
 Buyer: Printed Comments: 1
 Expire Date: Comments: 1
 AP Type: Priority:
 Inrvn Store: Requisition Done: Yes

Controller Printed Comments: No Values



Drill down on line items to see what is being ordered

Datatel - CF - REQ

File Edit Favorites Tools Help

Mnemonic: APRN Go

CF: APRN-Approvals Needed REQ-Requestion Maintenance RQIL-Requestion Item List

Requisition: 0000041 Status: Not Approved Status Date: 03/22/04
 Vendor..... Commercial Printing Company

	Description	Quantity	Estimated Price	Extended Price	Tax
1	Postcards	10,000.000	0.2500	2,500.00	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Taxes

	Amounts	Item Total
1		2,500.00
2		0.00
		Req Total 2,500.00

Controller Description: Value 1/1



Drill down on description to see account number charged

Datatel - CF - REQM
 File Edit Favorites Tools Help
 Mnemonic: APRN
 CF APRN-Approvals Needed REQM-Requisition Maintenance RQIL-Requisition Item List RQIM-Requisition Item Maintenance
 Requisition: 0000041 Status: Not Approved Status Date: 03/22/04
 Vendor Name: Commercial Printing Company
 Commodity:
 Invt Item:
 Description: 1 postcards
 2
 Est Price: 0.2500
 Quantity: 10,000,000
 Unit of Issue: EA Each
 Trade Disc Amt:
 Trade Disc Pct:
 Extended Price: 2,500.00
 Work Or/Type/Flg:
 Tax Codes: 1
 GL Account No: 1 10-0-20102-63056
 GL Amt: 2,500.00
 Proj ID:
 Desired Date: 03/25/04
 Fixed Asset:
 Vendor Part:
 Form/Box/Loc:
 Comments: 1
 Controller Description: Value 1/1

Make any necessary changes to accounts.

When you are done reviewing the requisition click save



Update

Press the (Red X) to close window

Cancel

Save and update



Drill down on approval

Approvals	Dates	Next Approvals
1 Sally VanHorn	03/22/04	1 Scott W. Stewart
2		2 Stephen Popp
3		3
4		4
5		5
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Type in your ID number under **approvals**
Enter your password when prompted
If another approver is needed put their ID in **next approvals**
You can do a ... look up by using their first Initial...



Save
Update

If you don't want the requisition to be approved send an e-mail to businessoffice@cornerstone.edu with the requisition number and tell her to terminate it.