

Reviewing Approval Status of Purchase Requisitions, Contracts and Purchase Orders

Overview

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

Route for OJ and ZR:

NIS State of Nebraska > Dist & Mfg – CSI > Purchasing > CSI Requisition > Enter Revise Inventory/Floor Stock Requisition > Comm Req (ZR) Approval

Route for ZP:

NIS State of Nebraska > Dist & Mfg – CSI > Purchasing > CSI Purchase Order > Inventory/Floor Stock Purchase Order > Inventory/Floor Stock PO (ZP) Approval

Route for ZG:

NIS State of Nebraska > Dist & Mfg – CSI > Purchasing > CSI Purchase Order > Inventory/Floor Stock Purchase Order > Inventory/Floor Stock PO (ZG) Approval

Steps

Start this instruction from the Work with Orders Awaiting Approval window.

Comm Req (ZR) Approval - Work With Orders Awaiting Approval

Select Find Close Row Tools

Approver 112188 Business Unit
GILBERT, KAREN J

Order Type ZP

Limit Selection

Orders older than days
Waiting more than days

Order Selection

Queued for Approval

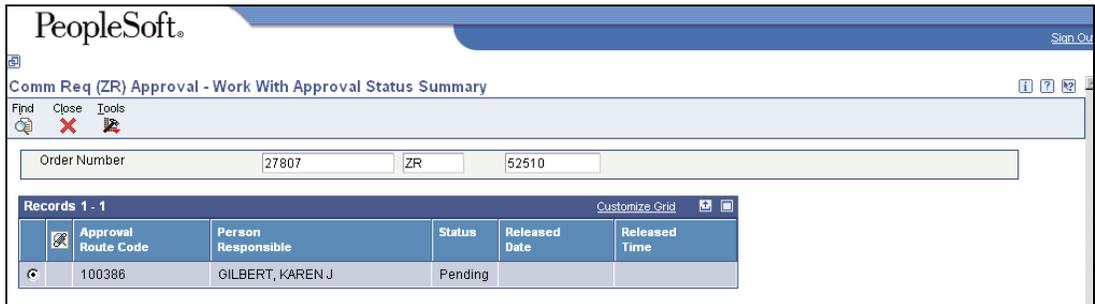
Originator

Waiting Approval
Approved
Rejected

No records fetched. Customize Grid

Hd CD	Order Number	Or Ty	Order Id	Order Date	Note	Person	Responsible	Address Number	Or
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1. If you are an Approver, select the circle in front of *Queued for Approval* in the **Approver** box or if you created a document, select one of the circles in front of *Waiting Approval, Approved, or Rejected* in the **Originator** box.
 System defaults to the user's id from the login profile, but any user's id may be placed in the Approver field or the field can be left blank.
2. Enter the Order Type of the documents you want to view.
3. Click **Find**.
4. Choose the desired Order Number.
5. Click **Row, Status Summary**. The Work with Approval Status Summary window appears.



PeopleSoft. Sign Out

Comm Req (ZR) Approval - Work With Approval Status Summary [?] [X] [Z]

Find Close Tools

Order Number 27807 ZR 52510

Records 1 - 1 Customize Grid [X] [Z]

Approval Route Code	Person Responsible	Status	Released Date	Released Time
100386	GILBERT, KAREN J	Pending		

-  Here you can view the history of the approver activity for the selected order.
6. Click **Close**.
7. Click **Close**.