

**Reviewing Approval Status of Purchase Requisitions,
Contracts, and Purchase Orders
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



Training Guide
Reviewing Approval Status of Purchase
Requisitions, Contracts, and Purchase Orders

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Reviewing Approval Status of Purchase Requisitions, Contracts, and Purchase Orders

Reviewing Approval Status of Purchase Requisitions, Contracts, and Purchase Orders Overview

End users can review the approval status of purchase requisitions, contracts and purchase orders.

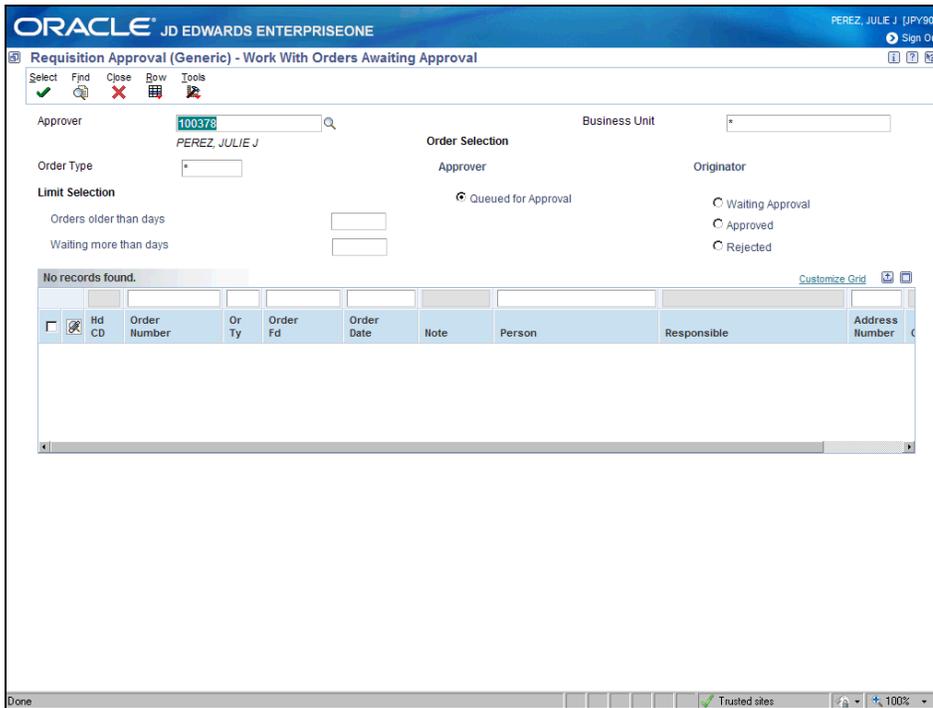
Reviewing Approval Status of Purchase Requisitions, Contracts, and Purchase Orders Lesson

Procedure

| Step | Action |
|------|---|
| 1. | Click the Purchasing - Agencies link. Purchasing - Agencies |
| 2. | Click the Document Approvals - Generic link. Document Approvals - Generic |
| 3. | Click the Requisition Approval (Generic) link. Requisition Approval (Generic) |
| 4. | Decision: I want to see Order Approval Status: <ul style="list-style-type: none"> • Review By Approver Go to step 5 on page 2 • Review By Originator Go to step 17 on page 3 |

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| Step | Action |
|------|---|
| 5. | <p>Approver</p> <p>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.</p> <p>Click in the Approver field.</p>  |
| 6. | Enter the appropriate Address Book number into the Approver field. |
| 7. | Press [Tab] . |
| 8. | Enter the desired information into the Order Type field. |
| 9. | <p>To populate the grid with all documents waiting approval by the specific Approver, click the Find button.</p>  |
| 10. | <p>Click in the box associated with the procurement document to be reviewed.</p>  |
| 11. | <p>Click the Row button.</p>  |
| 12. | <p>Click the Status Summary menu.</p>  |

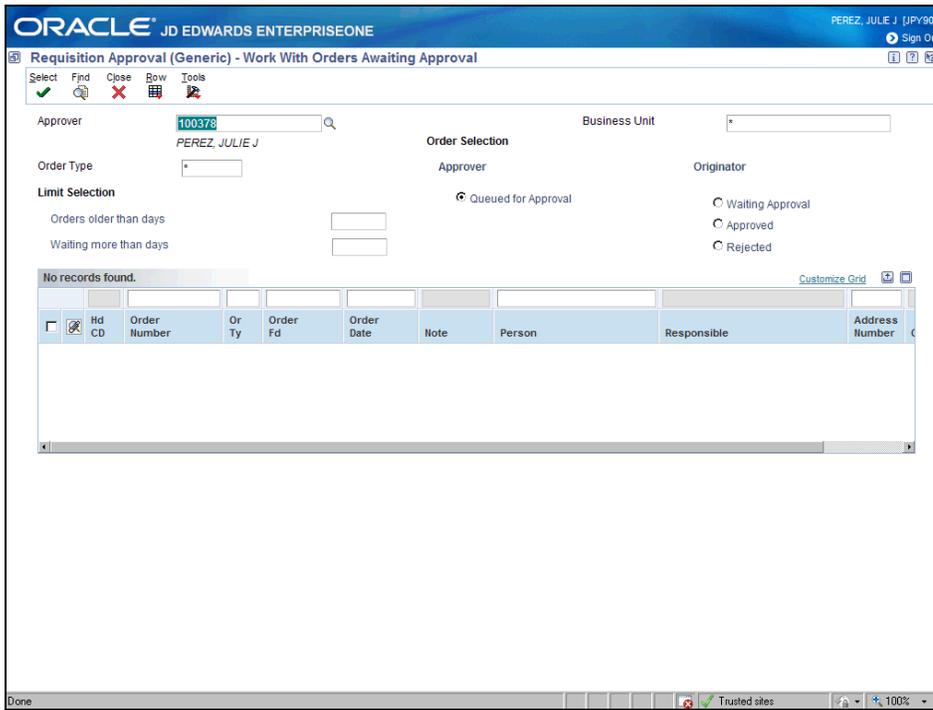
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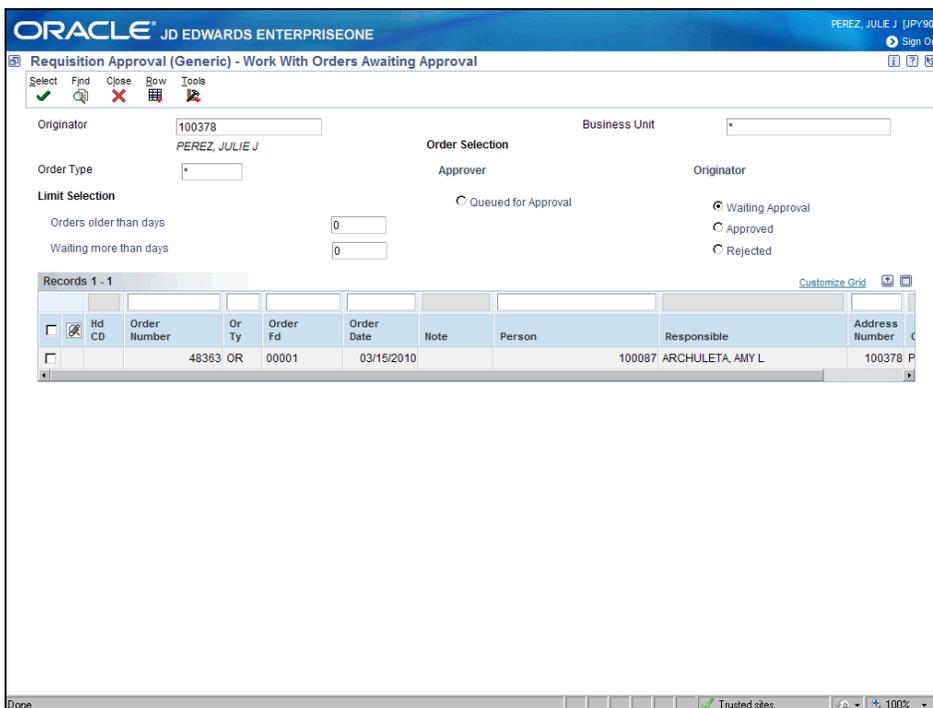
| Step | Action |
|------|---|
| 13. | <p>Approval History/Rejection appears on this screen.</p> <p>Click the Close button.</p>  |
| 14. | <p>Decision: I want to:</p> <ul style="list-style-type: none"> • Complete Order Approval Status Review Go to step 15 on page 3 • Continue Reviewing Order Approval Status Go to step 4 on page 1 |
| 15. | <p>Click the Close button.</p>  |
| 16. | <p>End of Procedure. Remaining steps apply to other paths.</p> |
| 17. | <p>Approver</p> <p>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.</p> |
| 18. | <p>In the Header, Approver will change to Originator once an Originator radio button is selected.</p> <p>Grid automatically refreshes as radio buttons are selected.</p> |

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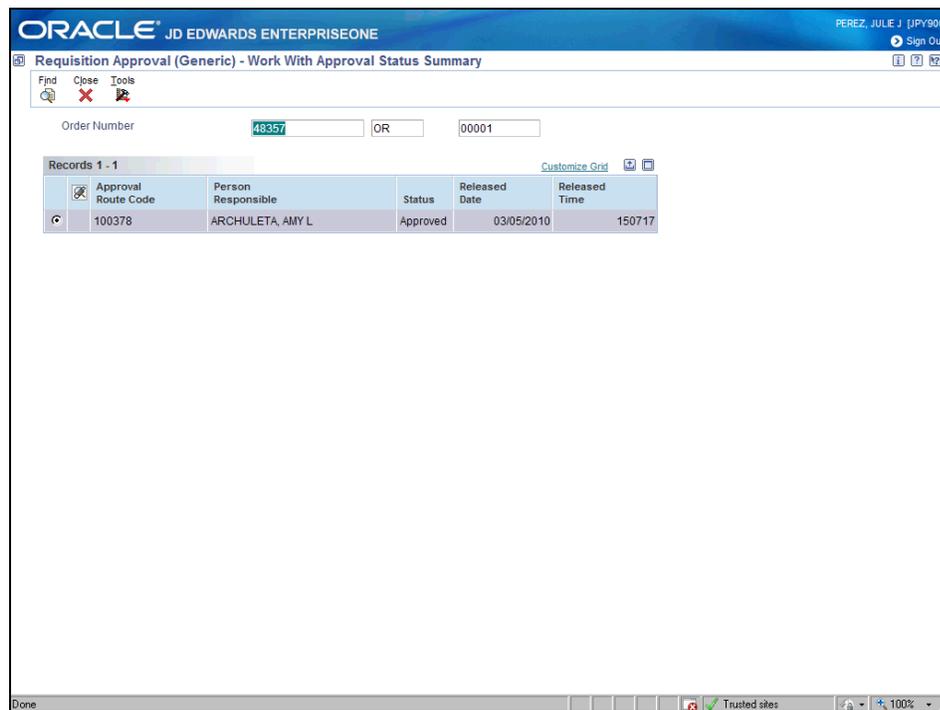
| Step | Action |
|------|---|
| 19. | Click the Waiting Approval option. |



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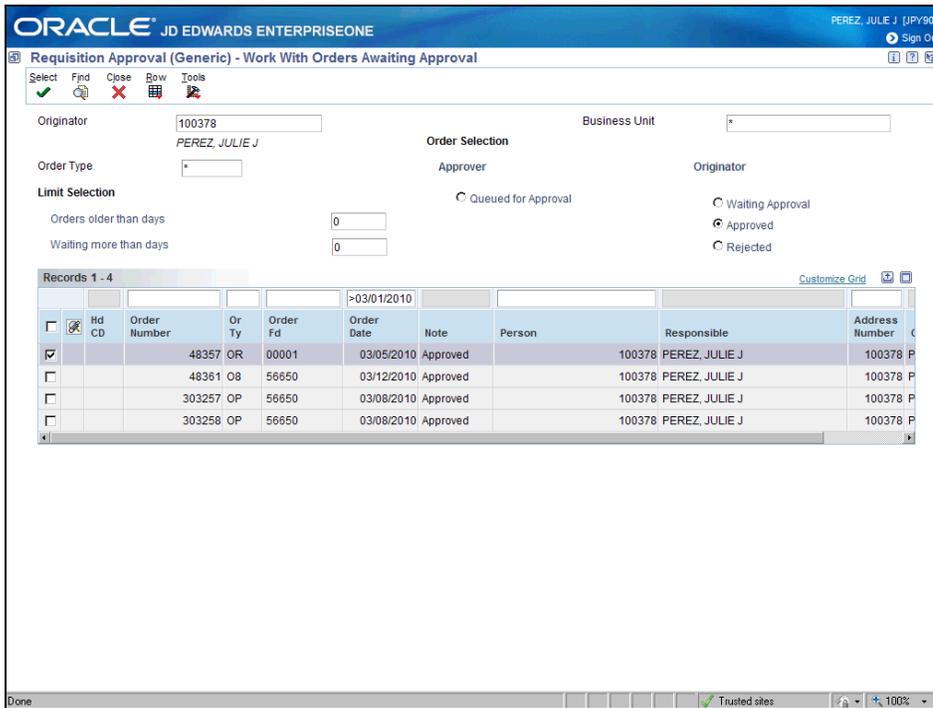
| Step | Action |
|------|--|
| 20. | Click the Approved option.  |
| 21. | Use the Query by Example (QBE) line to filter your search. <input type="text"/> |
| 22. | Click the Find button.  |
| 23. | Click in the box associated with the procurement document to be reviewed. <input type="checkbox"/> |
| 24. | Click the Row button.  |
| 25. | Click the Status Summary menu.  |



| Step | Action |
|------|---|
| 26. | Click the Close button.  |

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| Step | Action |
|------|--|
| 27. | Click the Rejected option.  |
| 28. | Click the Close button.  Go to step 14 on page 3 |