

Approval Route Management
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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.

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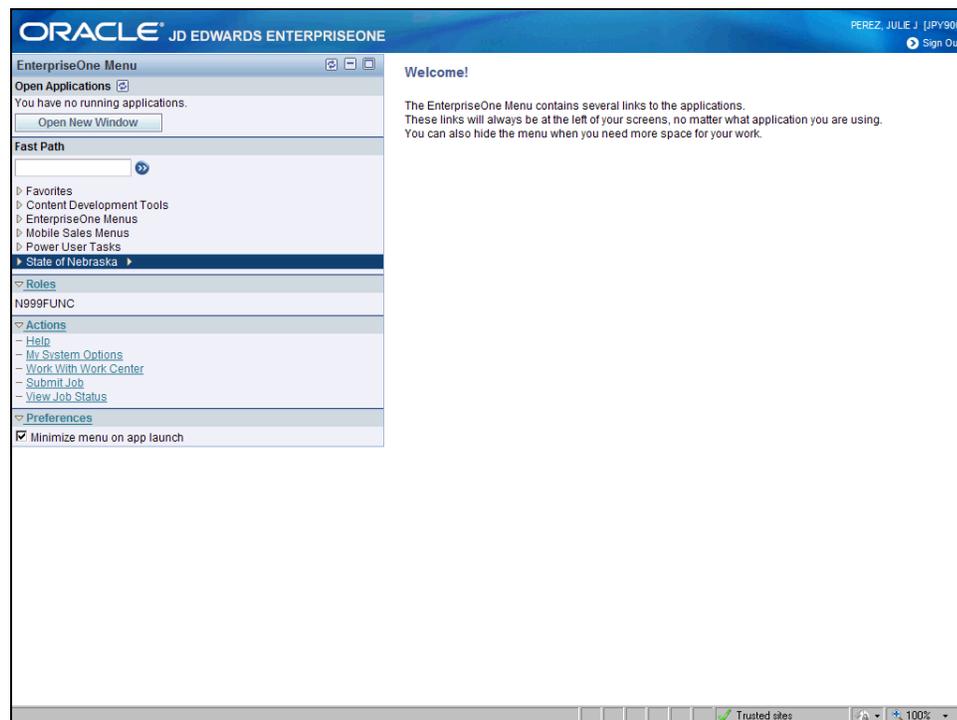
Approval Route Management

Approval Route Management Overview

Approval Routes ensure Procurement Documents (Requisitions, Purchase Orders, and Contracts) route to appropriate people at specific dollar levels. Some documents remain within

Approval Route Management Lesson

Procedure

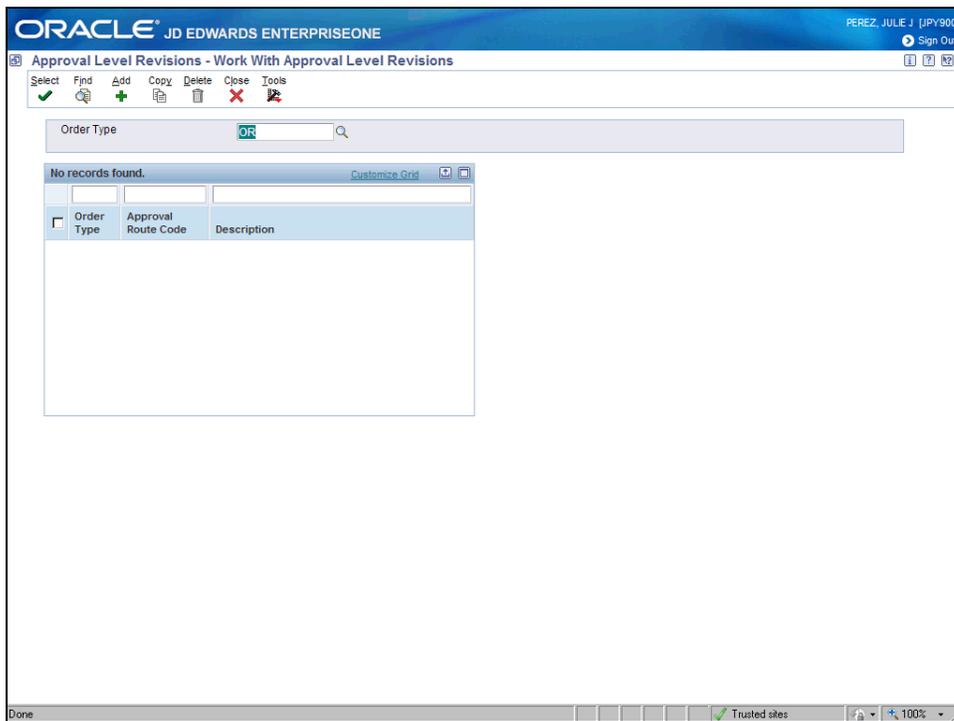


Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Approval Route Management link. Approval Route Management
4.	Click the Approval Level Revisions link. Approval Level Revisions

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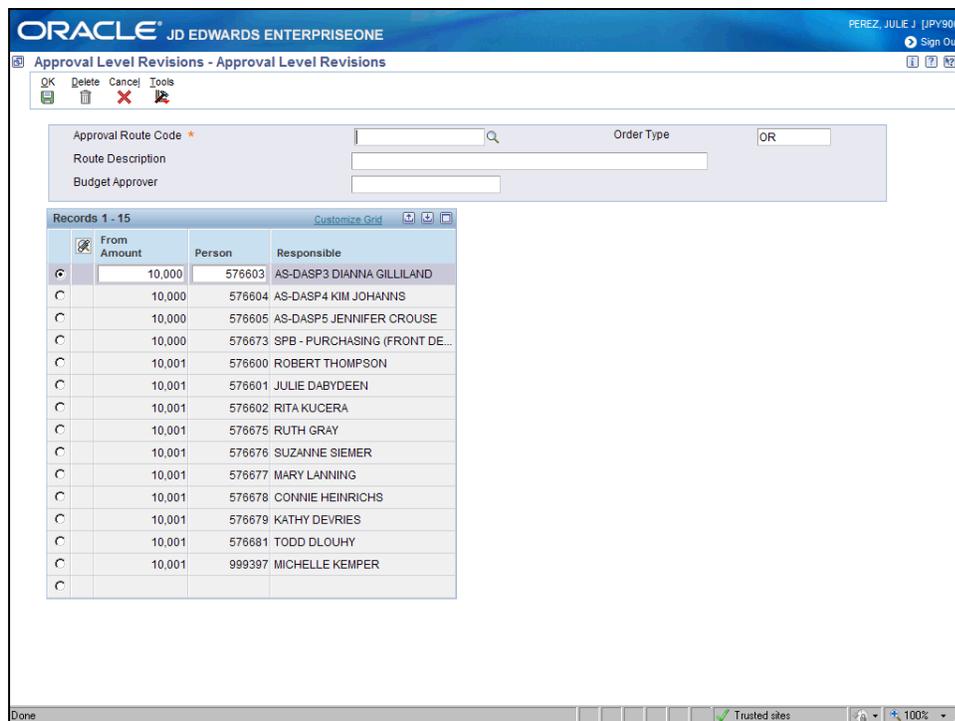
Approval Route Management

Step	Action
5.	<p>Decision: I want to:</p> <ul style="list-style-type: none"> • Add Approval Route that requires approvals outside my Agency Go to step 6 on page 2 • Add an Approval Route that stays within my Agency Go to step 32 on page 5 • Copy an Existing Approval Route Go to step 50 on page 7 • Revise an Existing Approval Route Go to step 60 on page 9 • Delete an Approval Route Go to step 73 on page 11



Step	Action
6.	Double-click in the Order Type field. <input type="text" value="OR"/>
7.	Enter the desired information into the Order Type field. Enter "*".
8.	Click in the Approval Route Code field. <input type="text"/>
9.	Enter the desired information into the Approval Route Code field. Enter " MASTER ".

Step	Action
10.	Click the Find button. 
11.	Click the Go to end button. 
12.	Click the Row:5 option. 
13.	Click the Copy button. 

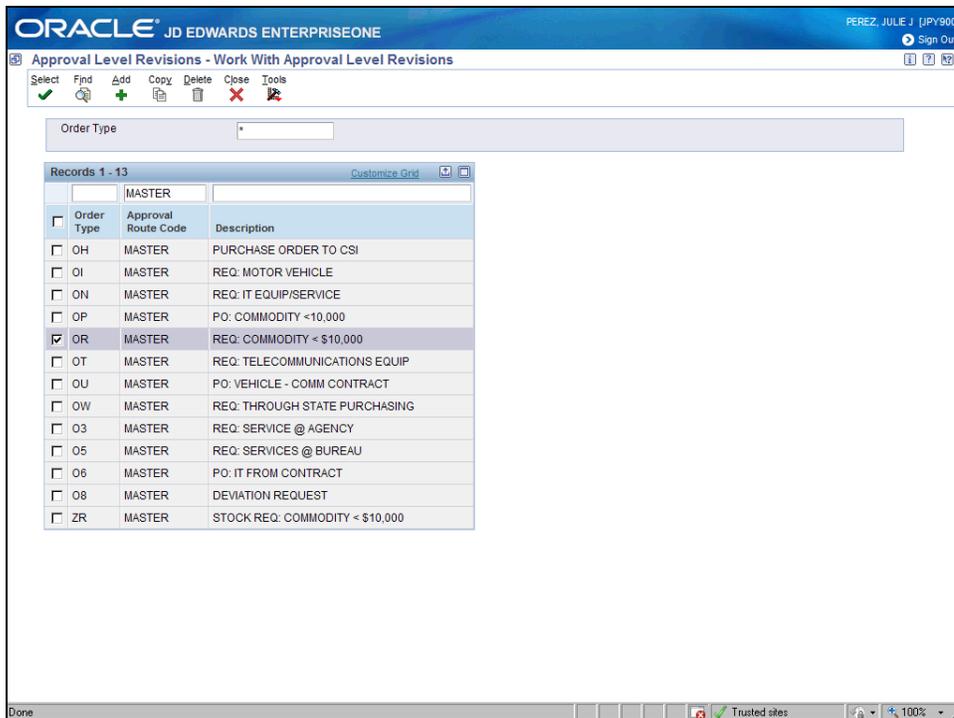


Step	Action
14.	Enter the desired information into the Approval Route Code field. Enter " 109293 ".
15.	Enter the desired information into the Route Description field. Enter " DEE WARD ".
16.	Click the From Amount object. 
17.	Enter the desired information into the From Amount field. Enter " 500 ".
18.	Press [Tab] .
19.	Enter the desired information into the Person field. Enter " 100386 ".

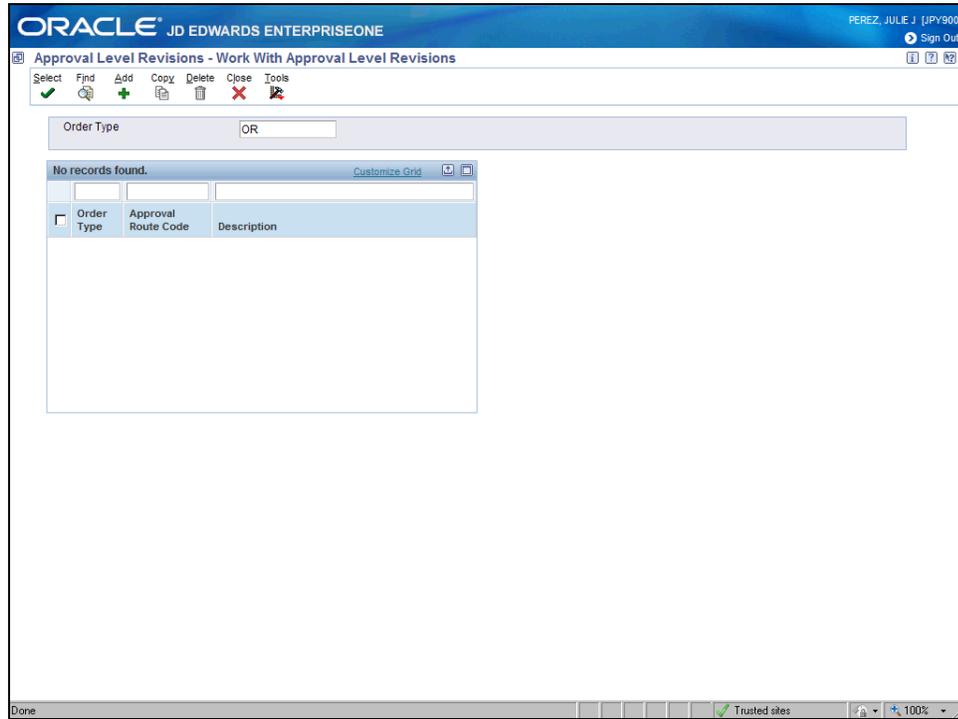
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Step	Action
20.	Click the From Amount object. <input type="text"/>
21.	Enter the desired information into the From Amount field. Enter " 1000 ".
22.	Press [Tab] .
23.	Enter the desired information into the Person field. Enter " 100378 ".
24.	Click the From Amount object. <input type="text"/>
25.	Enter the desired information into the From Amount field. Enter " 1000 ".
26.	Press [Tab] .
27.	Enter the desired information into the Person field. Enter " 100087 ".
28.	Click the OK button.
29.	<p>Decision: I want to:</p> <ul style="list-style-type: none"> • Complete Approval Route Maintenance Go to step 30 on page 5 • Continue Approval Route Maintenance Go to step 5 on page 2



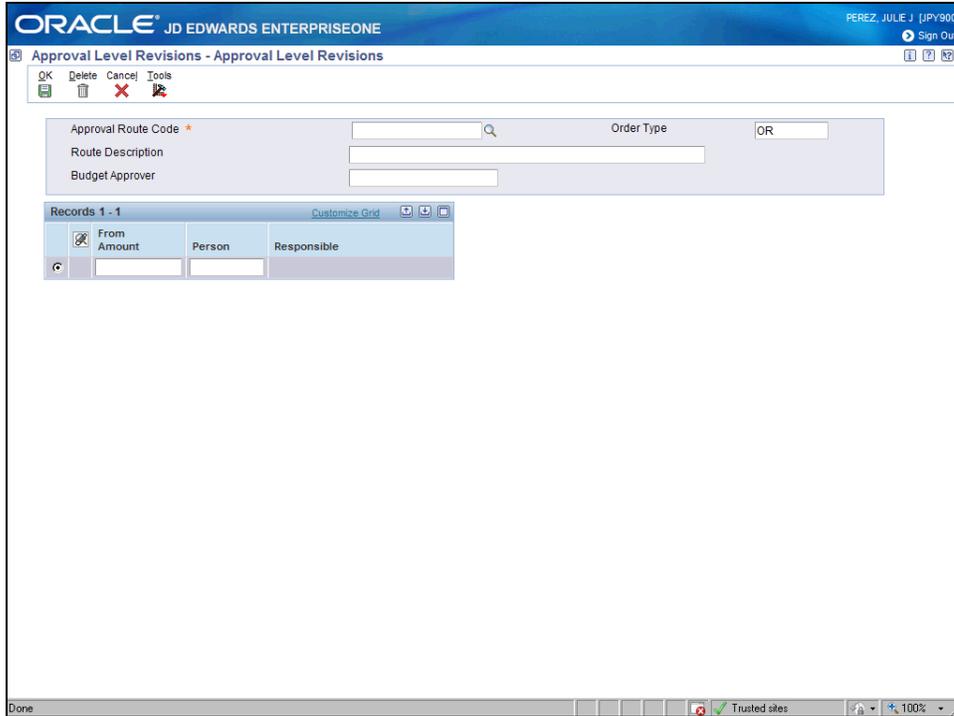
Step	Action
30.	Click the Close button. 
31.	End of Procedure. Remaining steps apply to other paths.



Step	Action
32.	Click the Add button. 

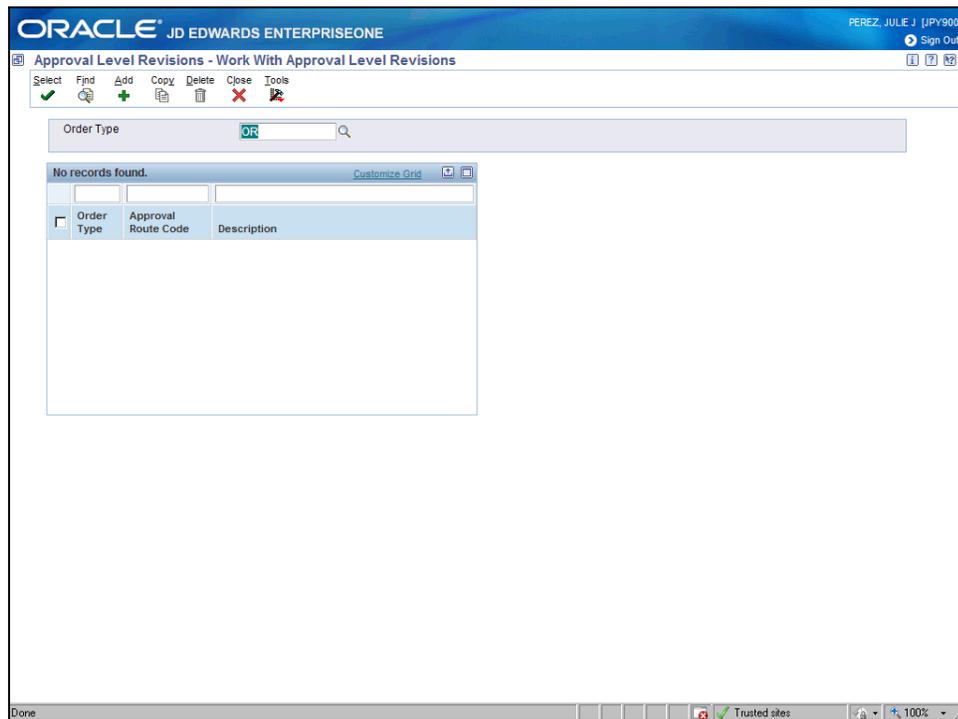
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Step	Action
33.	Enter the desired information into the Approval Route Code field. Enter " 109293 ".
34.	Click in the Order Type field. <input type="text" value="OR"/>
35.	Enter the desired information into the Order Type field. Enter " OG ".
36.	Click in the Route Description field.
37.	Enter the desired information into the Route Description field. Enter " DEE WARD ".
38.	Click in the From Amount field. <input type="text"/>
39.	Enter the desired information into the From Amount field. Enter " 500 ".
40.	Click in the Person field. <input type="text"/>
41.	Enter the desired information into the Person field. Enter " 100386 ".
42.	Click the From Amount object. <input type="text"/>
43.	Enter the desired information into the From Amount field. Enter " 1000 ".
44.	Click in the Person field. <input type="text"/>
45.	Enter the desired information into the Person field. Enter " 100378 ".

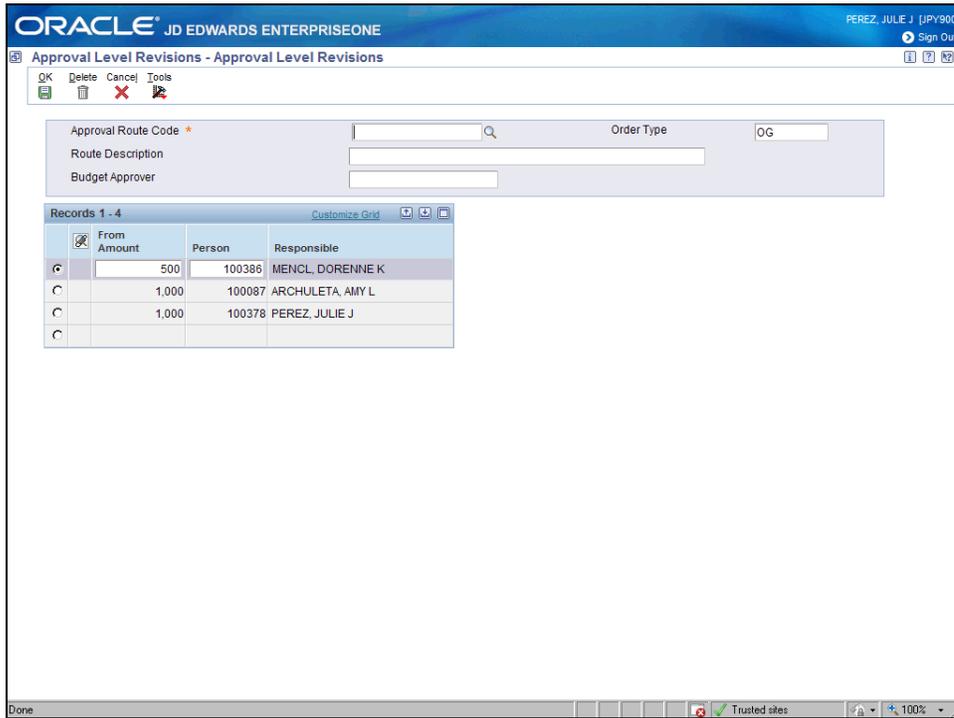
Step	Action
46.	Click the From Amount object. 
47.	Enter the desired information into the From Amount field. Enter " 1000 ".
48.	Enter the desired information into the Person field. Enter " 100087 ".
49.	Click the OK button.  Go to step 29 on page 4



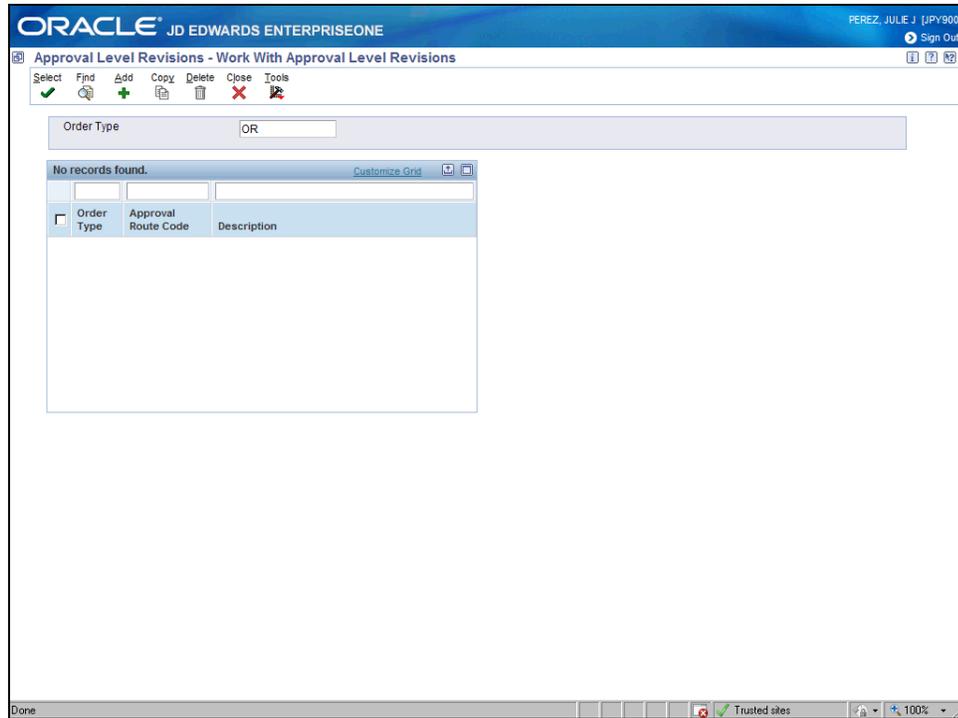
Step	Action
50.	Enter the desired information into the Order Type field. Enter " * ".
51.	Click in the Approval Route Code field. 
52.	Enter the desired information into the Approval Route Code field. Enter " 109293 ".
53.	Click the Find button. 
54.	Click the Row:1 option. 
55.	Click the Copy button. 

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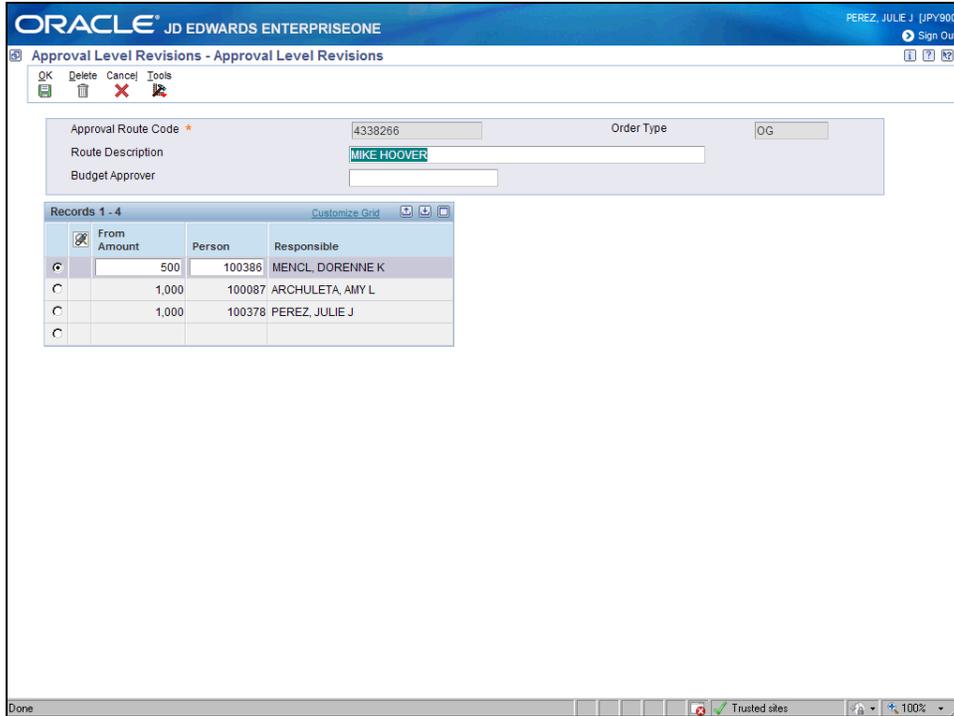
Step	Action
56.	Enter the desired information into the Approval Route Code field. Enter " 4338266 ".
57.	Click in the Route Description field.
58.	Enter the desired information into the Route Description field. Enter " MIKE HOOVER ".
59.	Click the OK button.  Go to step 29 on page 4



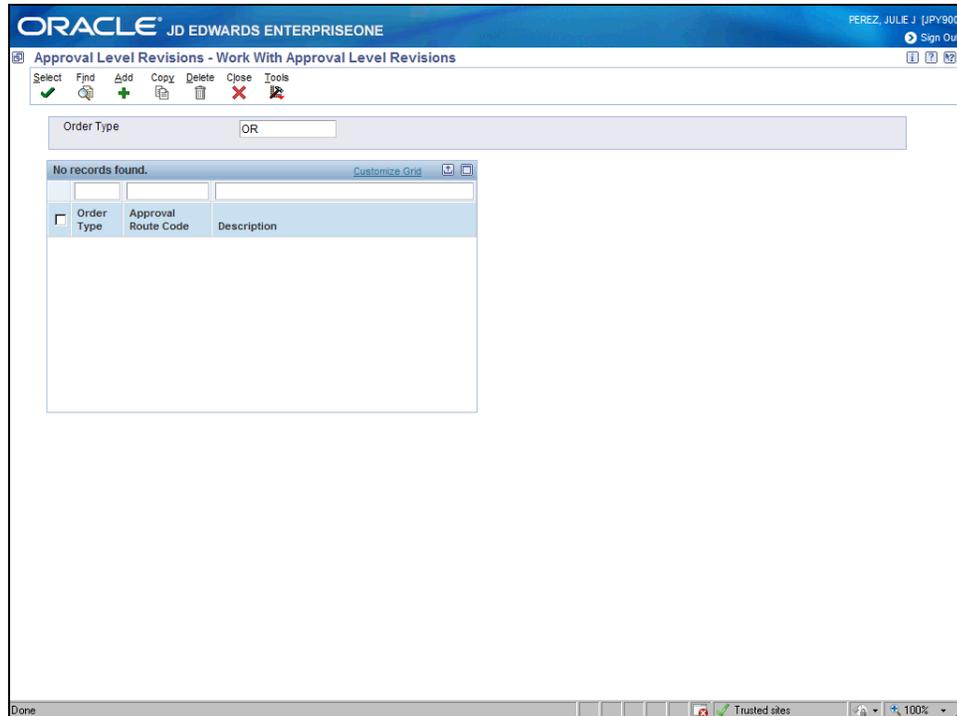
Step	Action
60.	Click in the Order Type field. <input type="text" value="OR"/>
61.	Enter the desired information into the Order Type field. Enter " OG ".
62.	Click in the Approval Route Code field. <input type="text"/>
63.	Enter the desired information into the Approval Route Code field. Enter " 4338266 ".
64.	Click the Find button. 
65.	Click the Row:1 option. <input type="checkbox"/>
66.	Click the Select button. 

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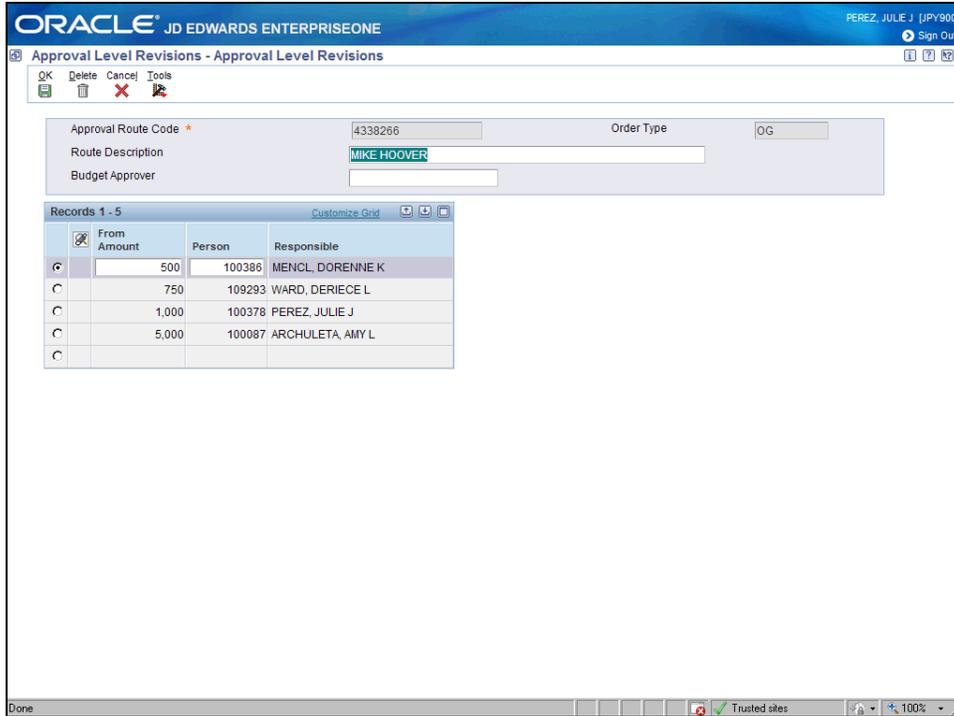
Step	Action
67.	Click the From Amount object.
68.	Enter the desired information into the From Amount field. Enter " 5000 ".
69.	Click the From Amount object.
70.	Enter the desired information into the From Amount field. Enter " 750 ".
71.	Enter the desired information into the Person field. Enter " 109293 ".
72.	Click the OK button. Go to step 29 on page 4



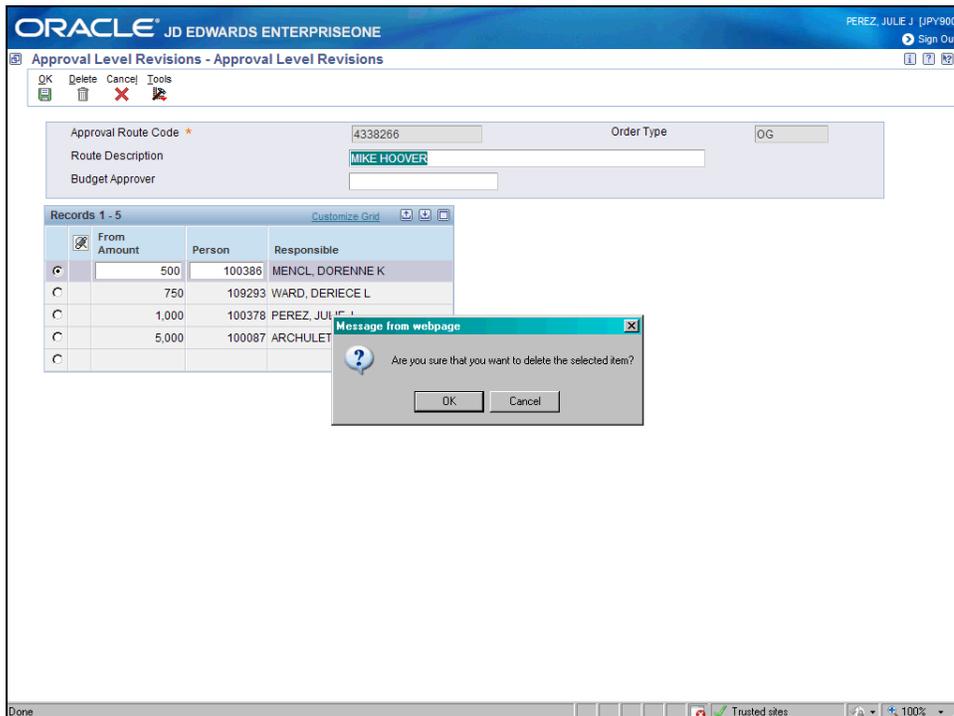
Step	Action
73.	Click in the Order Type field. <input type="text" value="OR"/>
74.	Enter the desired information into the Order Type field. Enter " OG ".
75.	Click in the Approval Route Code field. <input type="text"/>
76.	Enter the desired information into the Approval Route Code field. Enter " 4338266 ".
77.	Click the Find button. 
78.	Click the Row:1 option. <input type="checkbox"/>
79.	Click the Select button. 

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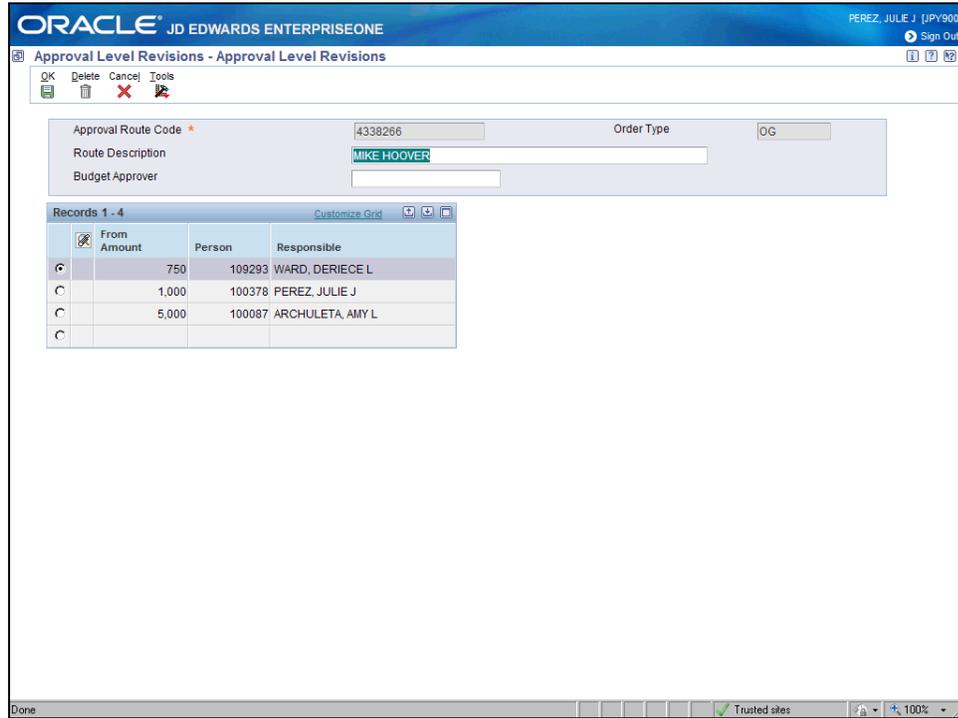
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Step	Action
80.	Click the Delete button. 



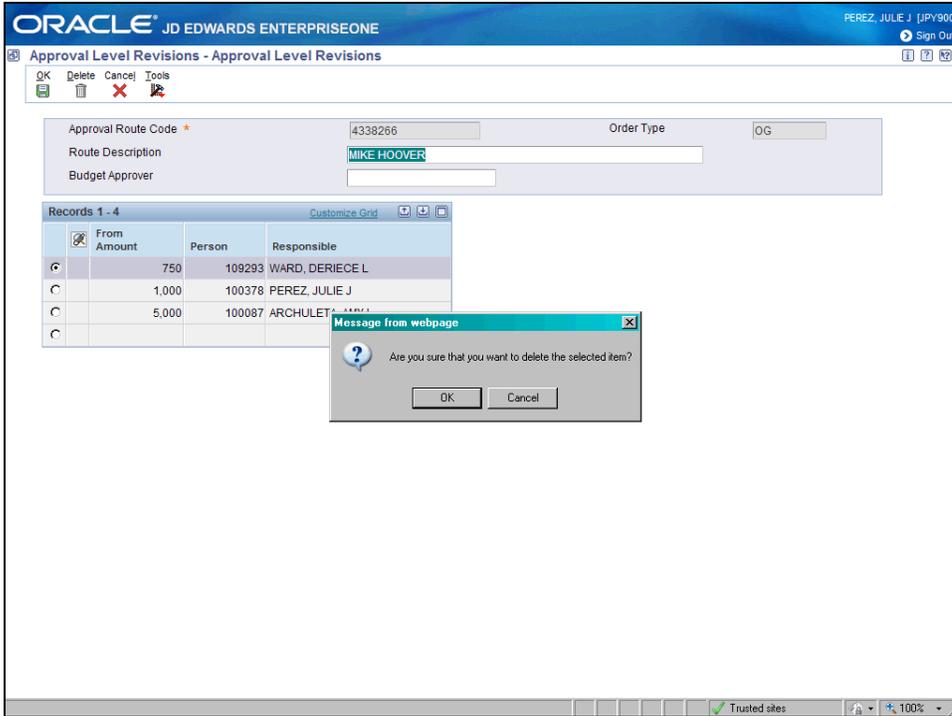
Step	Action
81.	Click the OK button. 



Step	Action
82.	Click the Delete button. 

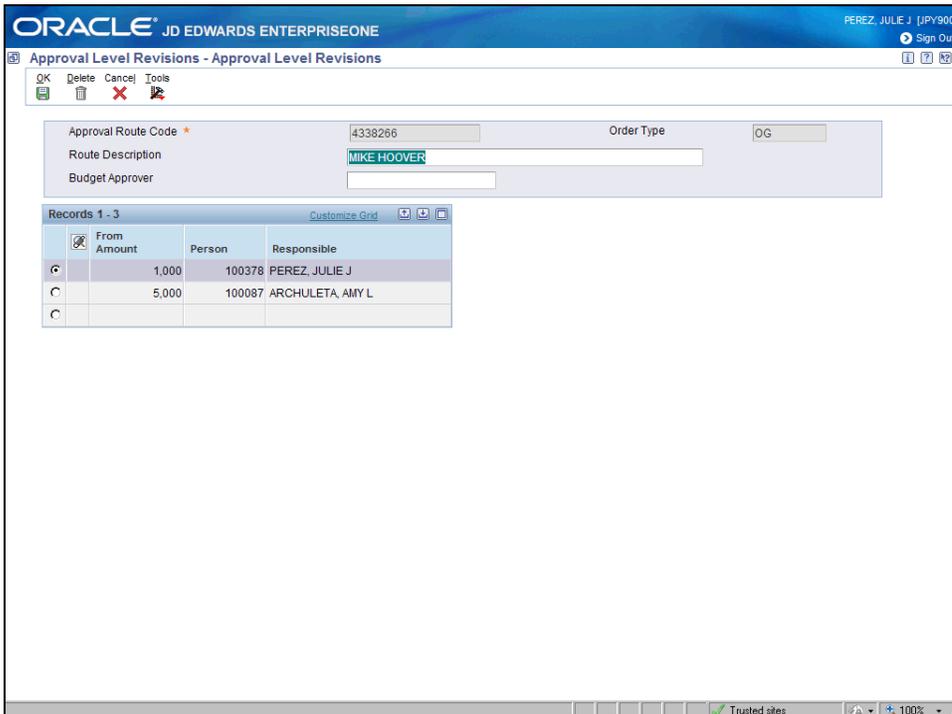
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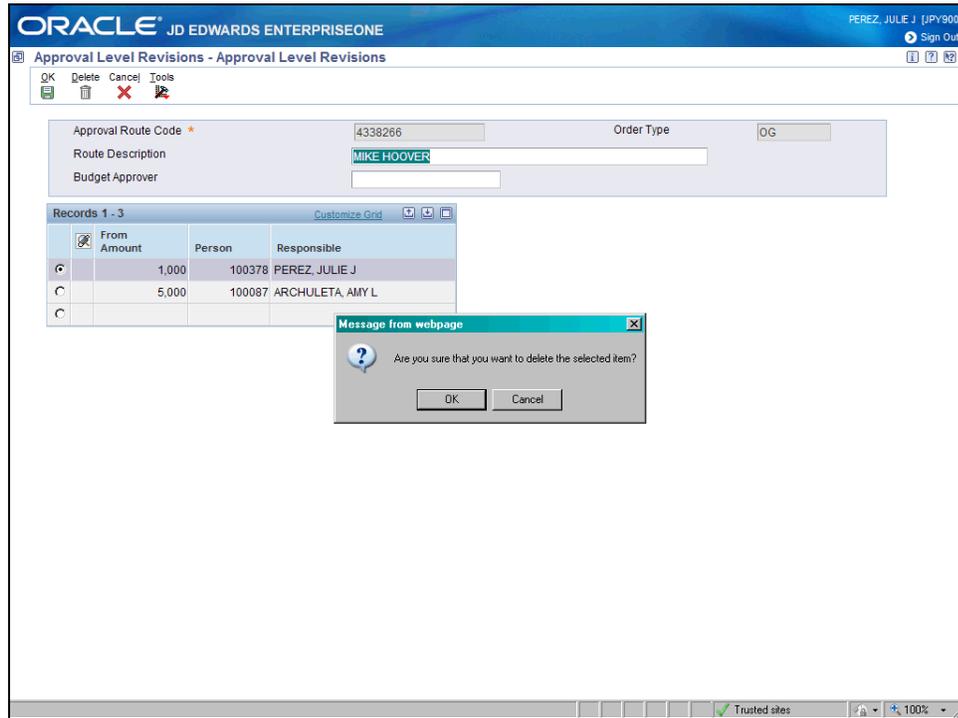


Step	Action
83.	Click the OK button.

OK



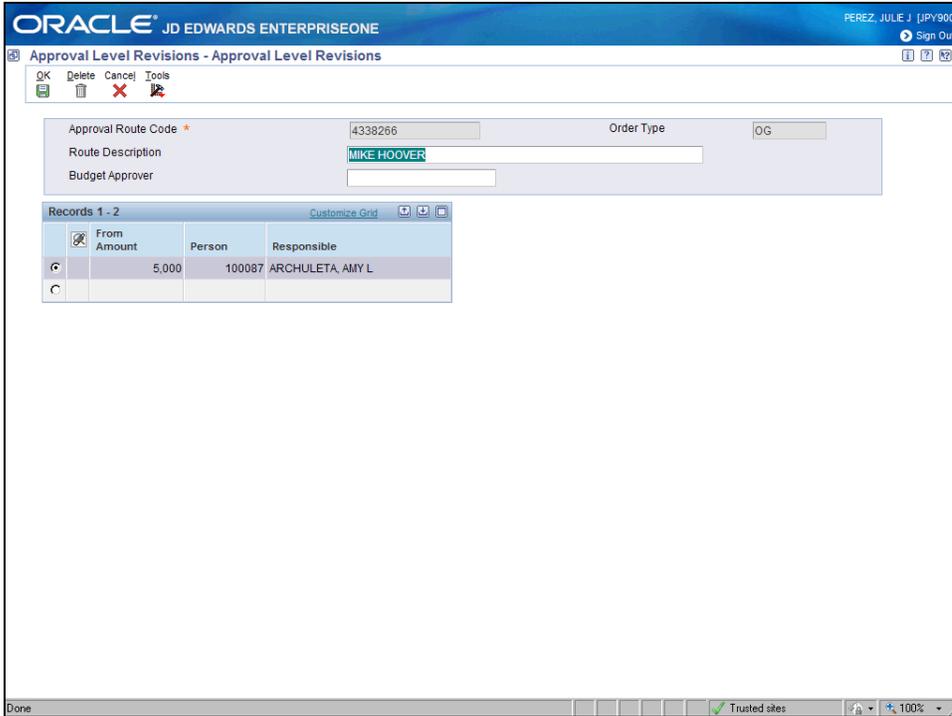
Step	Action
84.	Click the Delete button. 



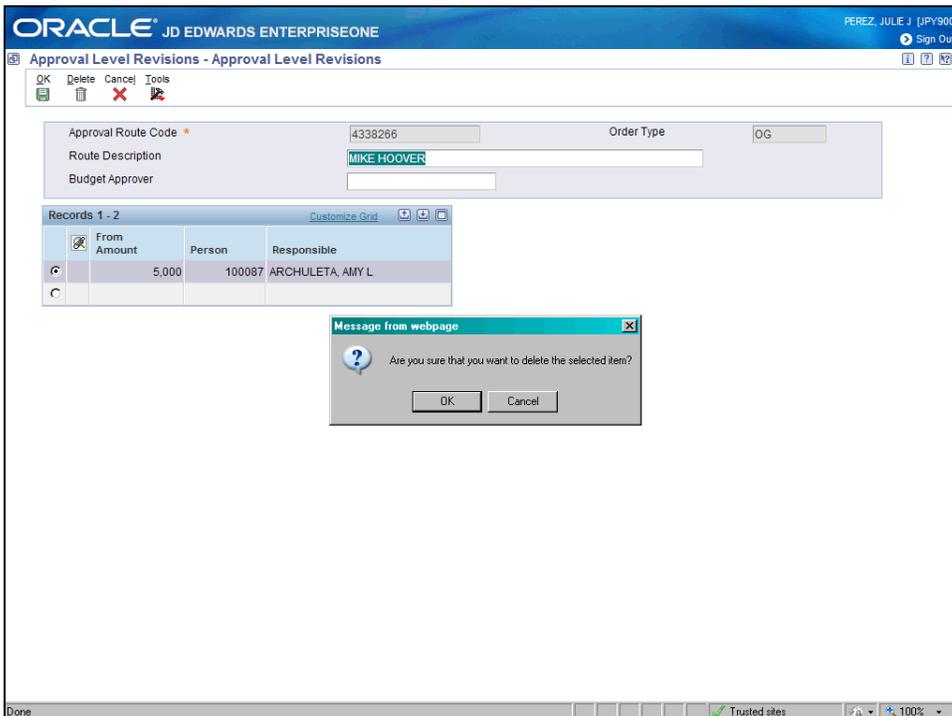
Step	Action
85.	Click the OK button. 

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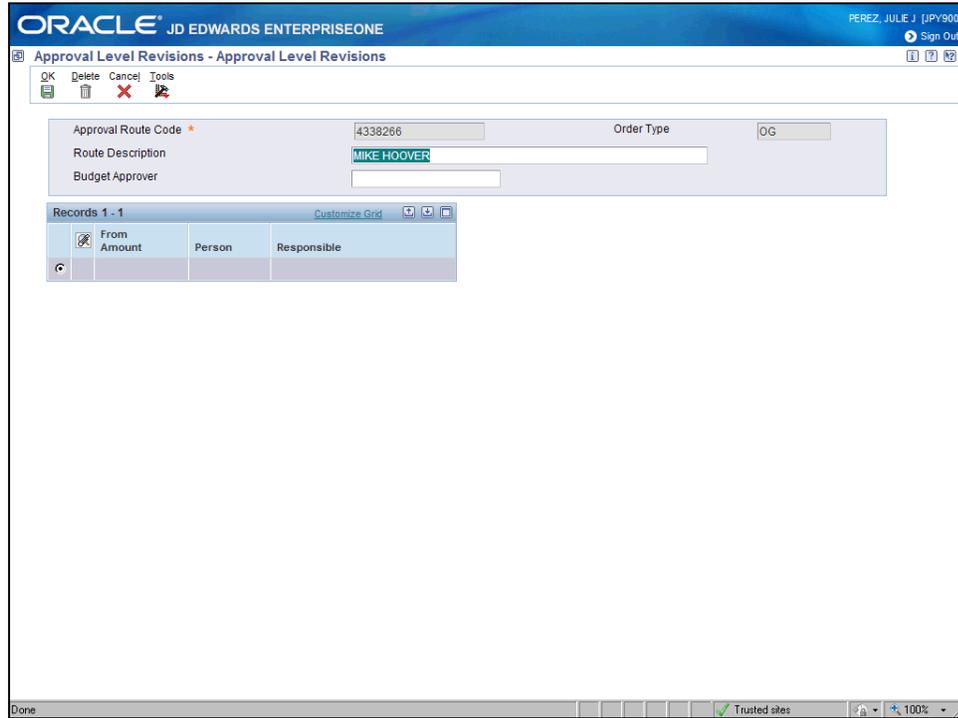
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Step	Action
86.	Click the Delete button. 



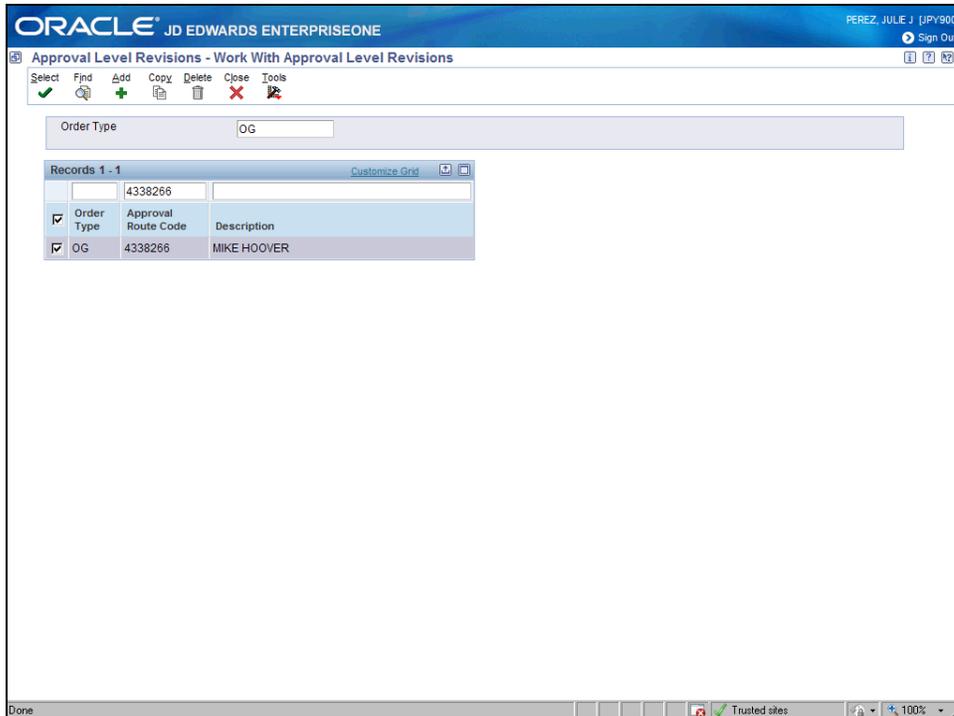
Step	Action
87.	Click the OK button. 



Step	Action
88.	Click the OK button. 

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Step	Action
89.	<p>Click the Find button.</p>  <p>Go to step 29 on page 4</p>