

**Approval Route Report**  
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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 Report

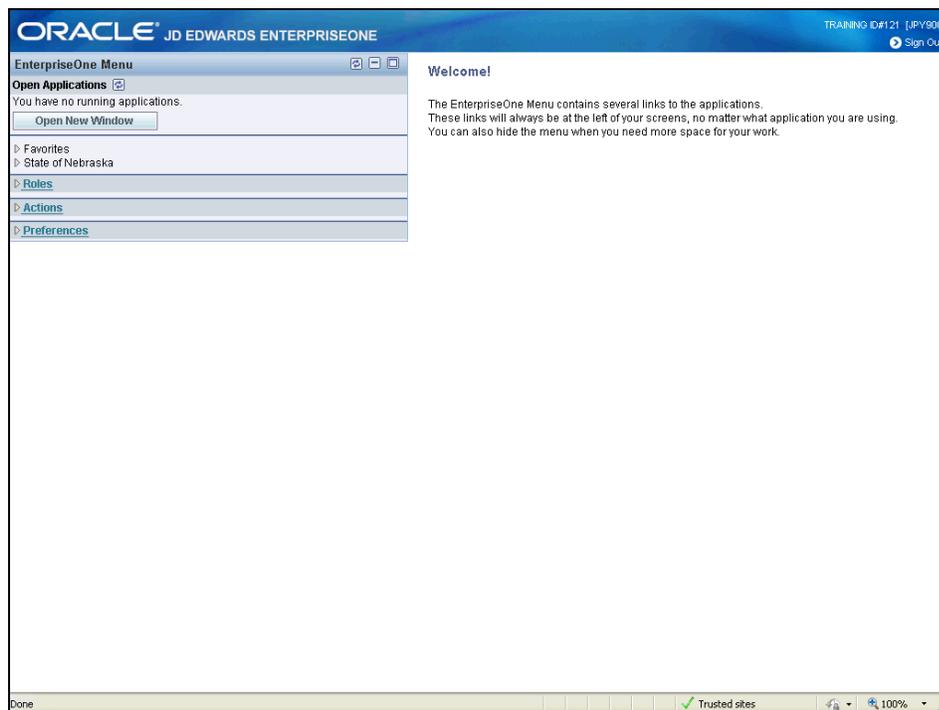
### Approval Route Report Overview

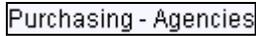
This work instruction describes how to generate the Approval Route report for viewing the approval routes that are tied to end users in your agency.

### Approval Route Report Lesson

#### Procedure

In this lesson you will learn how to run the Approval Route Report.

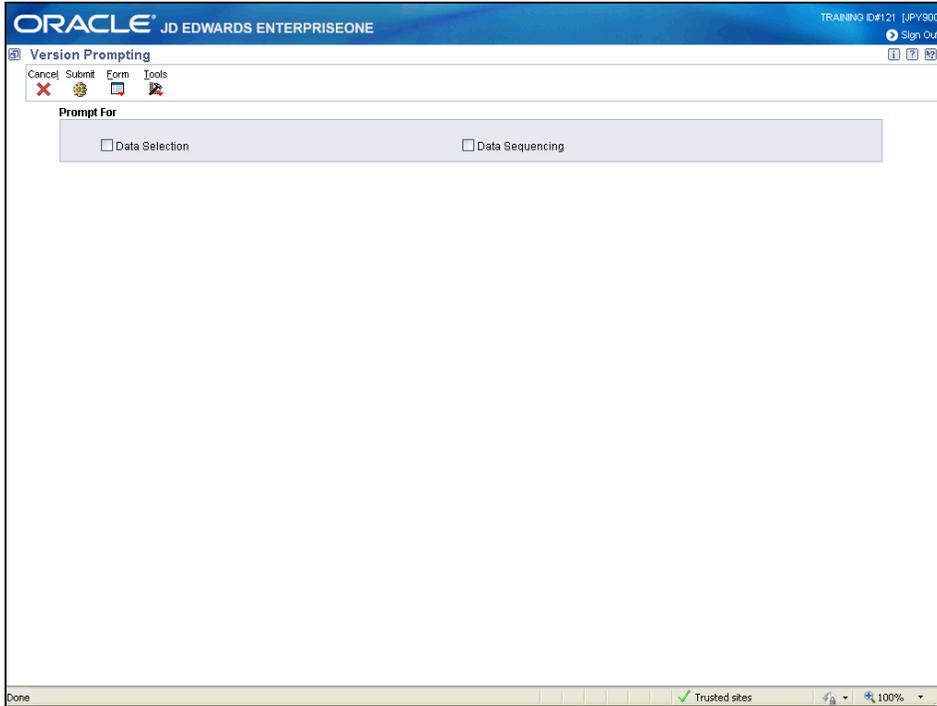


Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Purchasing - Agencies</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Purchasing Reports</b> link. 
5.	Click the <b>Procurement Reports</b> link. 

# Training Guide

## Approval Route Report

Step	Action
6.	Click the <b>Approval Route</b> link. 



Step	Action
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Submit</b> button. 
9.	<b>Decision:</b> Please make a selection from the options listed below. <ul style="list-style-type: none"> <li>• Run the Report for individuals Go to step 10 on page 3</li> <li>• Run the Report for an entire agency Go to step 23 on page 10</li> </ul>

ORACLE JD EDWARDS ENTERPRISEONE TRAINING ID#121 [LPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where		

[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

Step	Action
10.	Click the <b>Left Operand</b> list.

ORACLE JD EDWARDS ENTERPRISEONE TRAINING ID#121 [LPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where		

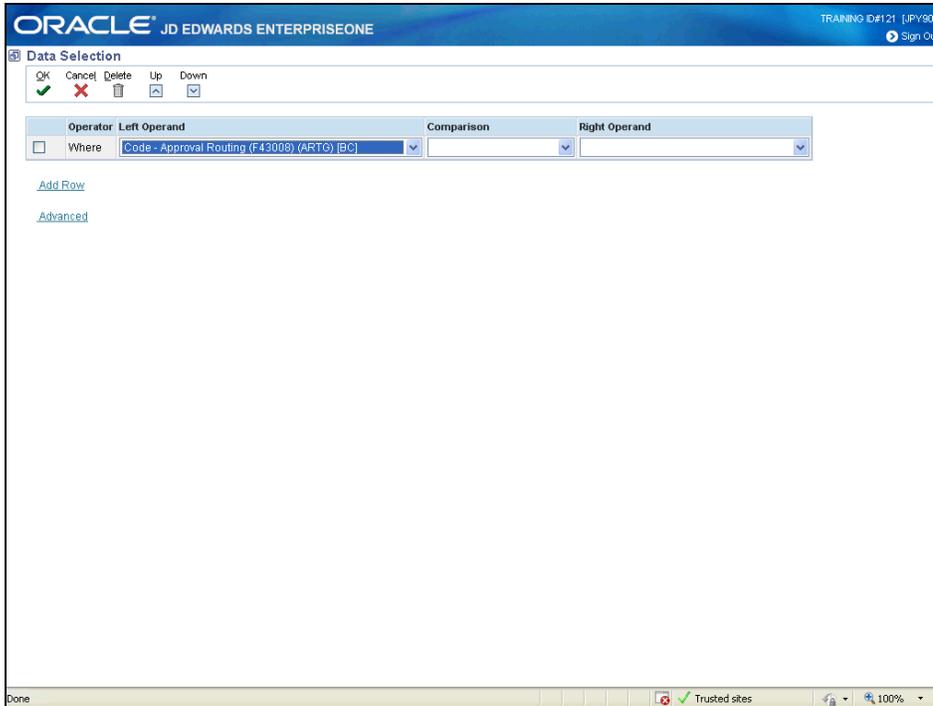
[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

# Training Guide

## Approval Route Report

Step	Action
11.	Click the <b>Code - Approval Routing (F43008) (ARTG) [BC]</b> list item.



Step	Action
12.	Click the <b>Comparison</b> list. <input type="text" value=""/>

ORACLE JD EDWARDS ENTERPRISEONE TRAINING ID#121 [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Code - Approval Routing (F43008) (ARTG) [BC]	<b>is equal to</b>	

[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

Step	Action
13.	Click the <b>is equal to</b> list item. <b>is equal to</b>

ORACLE JD EDWARDS ENTERPRISEONE TRAINING ID#121 [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Code - Approval Routing (F43008) (ARTG) [BC]	is equal to	

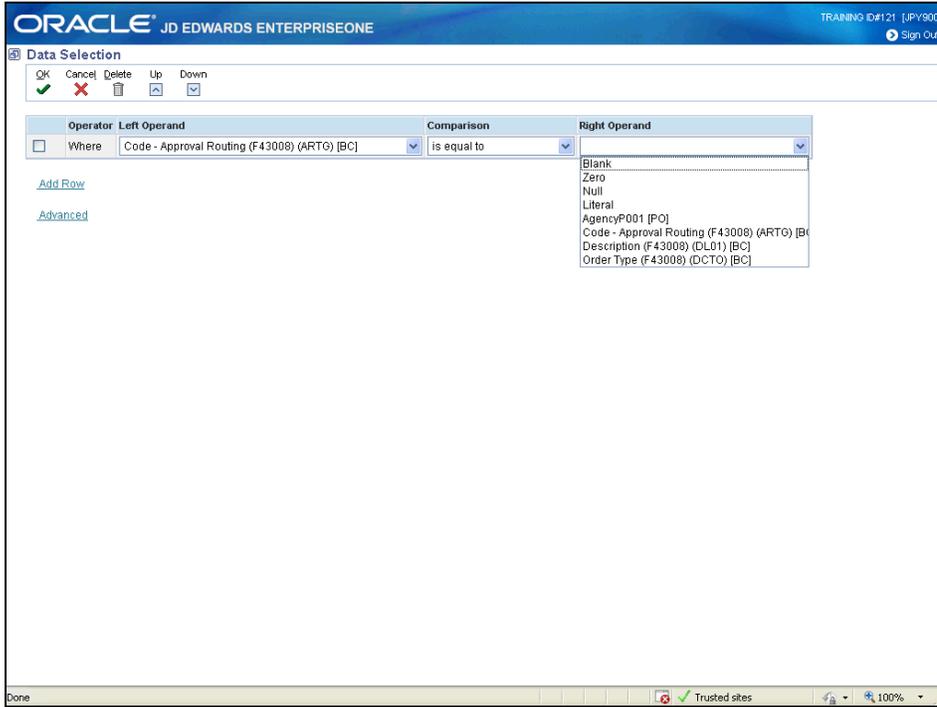
[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

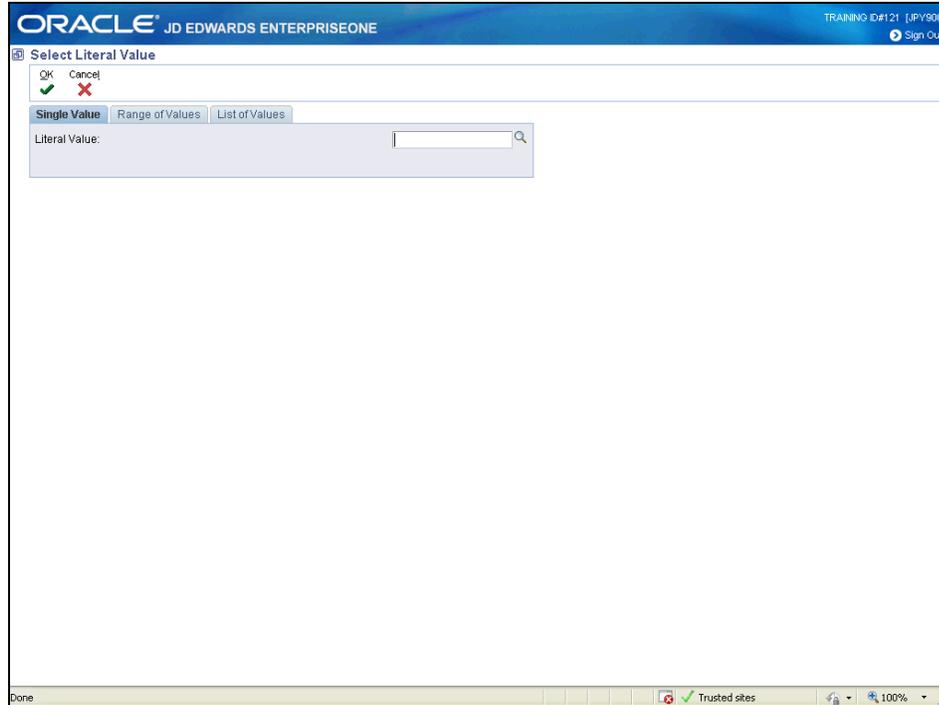
# Training Guide

## Approval Route Report

Step	Action
14.	Click the <b>Right Operand</b> list. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>



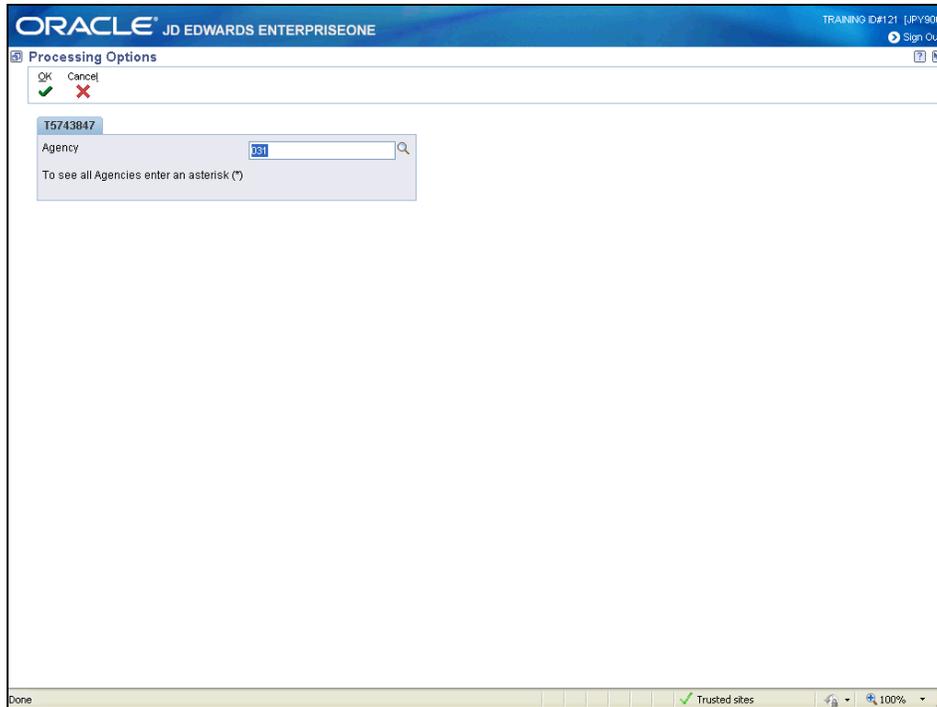
Step	Action
15.	Click the <b>Literal</b> list item. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px; padding-left: 5px;">Literal</div>



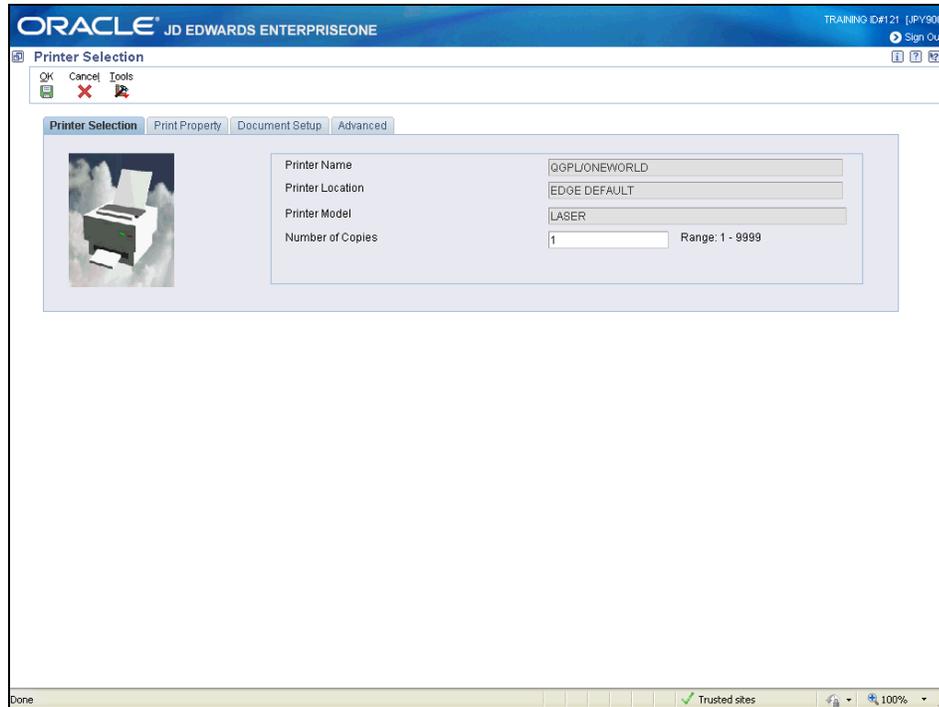
Step	Action
16.	Enter the employee address book number into the <b>Literal Value:</b> field.  <b>Note:</b> If you have multiple employees to view, select "List of Values" tab and enter all the numbers.
17.	Click the <b>OK</b> button. 
18.	Click the <b>OK</b> button. 

# Training Guide

## Approval Route Report



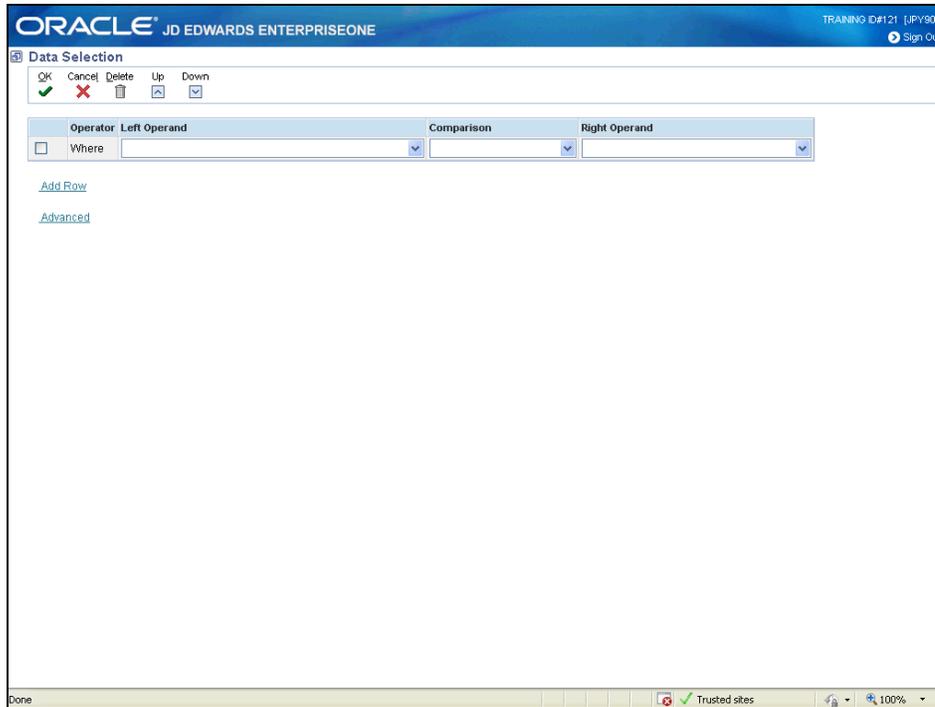
Step	Action
19.	Enter your 3-digit agency number in the <b>Agency</b> field.  <b>Note:</b> If you entered an individual address book number in the data selection, you can put an asterisk in this field.
20.	Click the <b>OK</b> button. 



Step	Action
21.	Click the <b>OK</b> button. 
22.	To view the report you will need to go to View Job Status. For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ) Training Guides.  You have successfully completed this lesson. <b>End of Procedure.</b> Remaining steps apply to other paths.

# Training Guide

## Approval Route Report



Step	Action
23.	<p>Click the <b>OK</b> button.</p> <p><b>Note:</b> If running report for an entire agency, leave the Data Selection blank and click the <b>OK</b> button.</p>  <p>Go to step 19 on page 8</p>