

Ex-Employees with Approval Routes

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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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Ex-Employees with Approval Routes

Ex-Employees with Approval Routes Overview

The Ex-Employees with Approval Routes report is an integrity report created to identify approval routes assigned to and ex-employee and ex-employees who are approvers (Person Responsible). There is no need to change the data selection as it is pre-set.

The report is a “two section report”. The first section identifies ex-employees with “Approval Routes”. These routes should be deleted. The second section indicates an ex-employee that is an approver in an employee’s approval route “Person Responsible”. The ex-employee should be removed from this route or the duties should be delegated to another person.

Columns in the report:

- Name = Name of Ex-Employee
- Address Book # = Ex-Employee’s EnterpriseOne Address Book Number/Approval Route
- Doc Ty = Procurement Document with an existing approval that needs deleted or delegated.

This report is secured by Business Unit Security and will allow you to view those employees who were part of your agency.

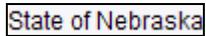
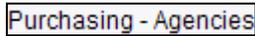
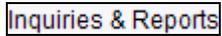
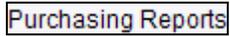
Roles that are authorized to run this Integrity Report: PT31, PT41, PT50, and PT51

Report Number: R571404 – NIS0001
Approval Route Integrity Report

Ex-Employees with Approval Routes Lesson

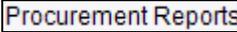
Procedure

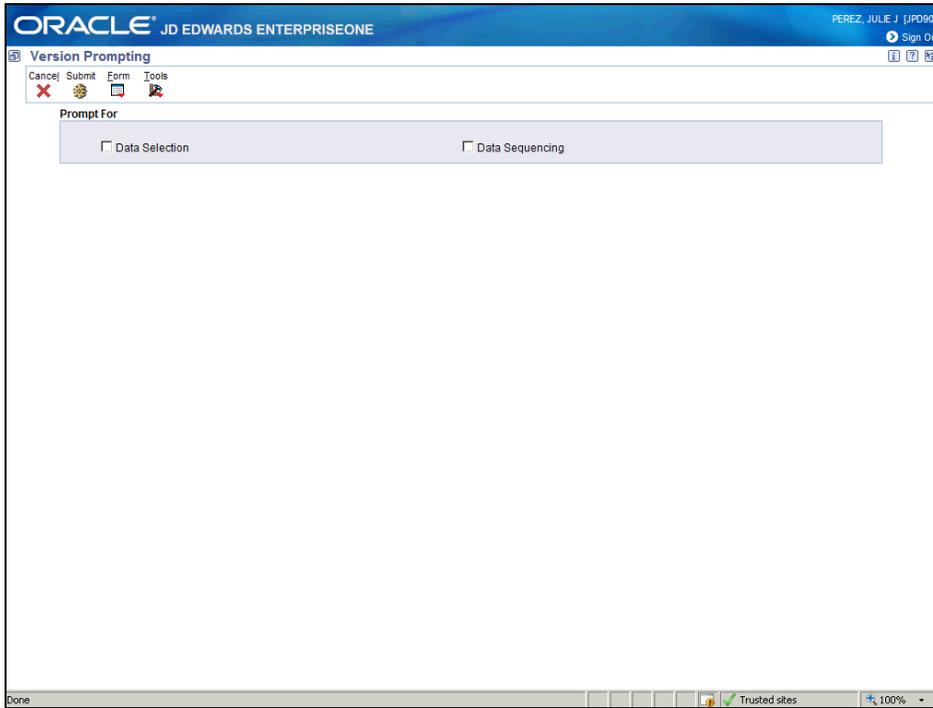
In this lesson you will learn how to run the Ex-Employees with Approval Routes Report.

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Purchasing Reports link. 

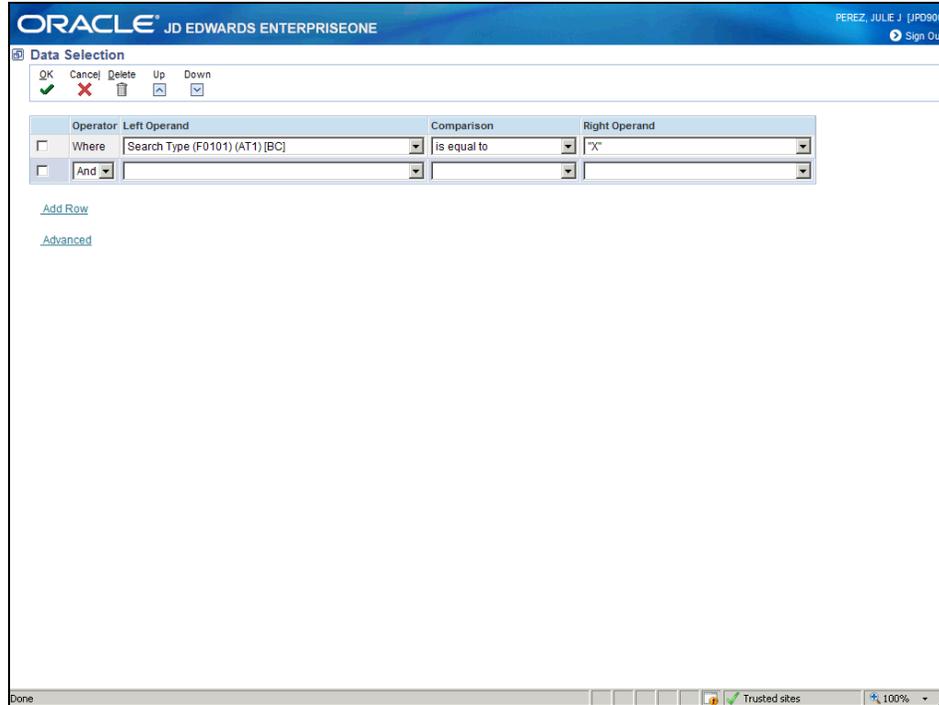
Training Guide

Ex-Employees with Approval Routes

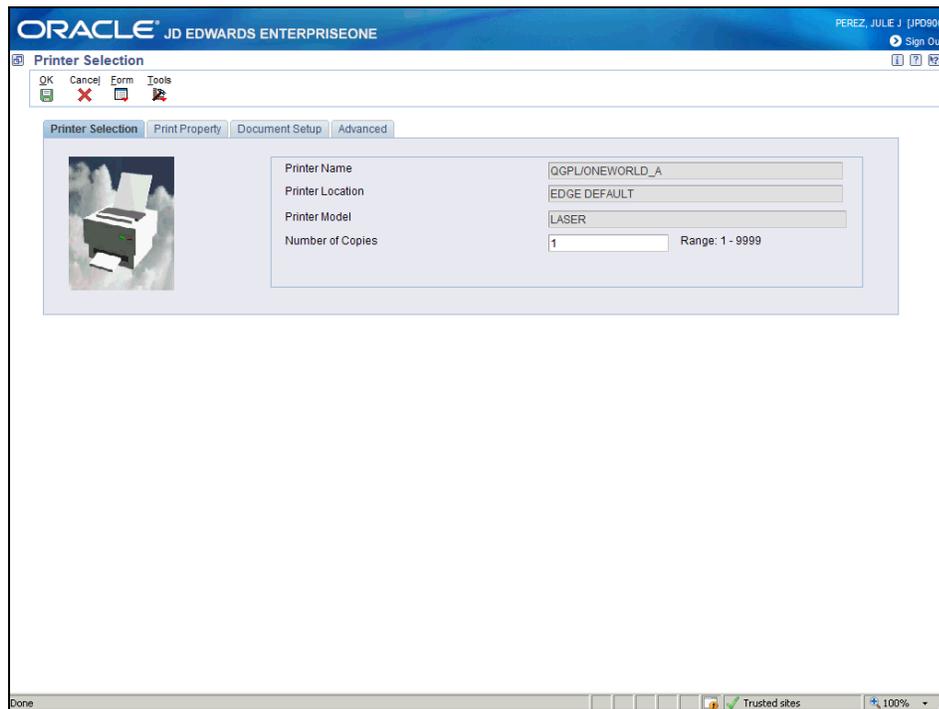
Step	Action
5.	Click the Procurement Reports link. 
6.	Click the Ex-Employees with Approval Routes link. 



Step	Action
7.	Click the Data Selection option. This is Optional. Report is based on existing address book records that are a Search Type "X = Ex-Employee". Data Selection is pre-set to include this criteria. 
8.	Click the Submit button. 



Step	Action
9.	Click the OK button. 



Training Guide

Ex-Employees with Approval Routes



Step	Action
10.	Click the OK button. 
11.	Report Number = R571404
12.	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 (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) Training Guides. You have successfully completed this lesson. End of Procedure.