

Approval Route Report (R57APROUTE)

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.

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 Administrative Services website:

<http://www.das.state.ne.us/>.

Navigation

Click Roles, Procurement or Inventory.

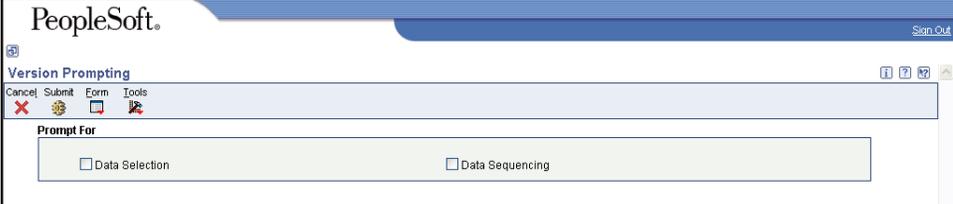
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Inquiries & Reports > Purchasing Reports > Procurement Reports > Approval Route

Steps

Run the Approval Route Report

Start this instruction from the Version Prompting window.



The screenshot shows a PeopleSoft web interface window titled "Version Prompting". The window has a standard menu bar with "Cancel", "Submit", "Form", and "Tools". Below the menu bar, there is a "Prompt For" section with two radio buttons: "Data Selection" and "Data Sequencing". The "Data Selection" radio button is selected.

1. Choose Data Selection.

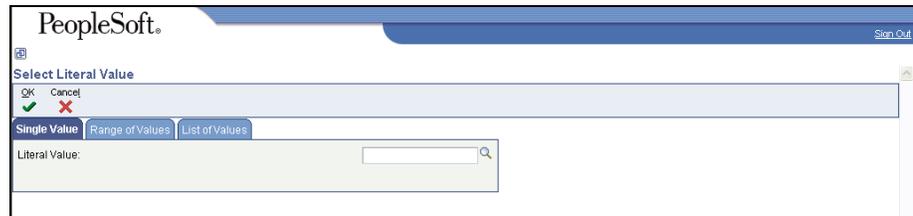
2. Click **Submit**. The Data Selection window appears.



3. If running report for an entire agency, leave the Data Selection blank, click **OK**, and skip to step 6.

4. To run report by an individual, in the first row, enter the following fields:

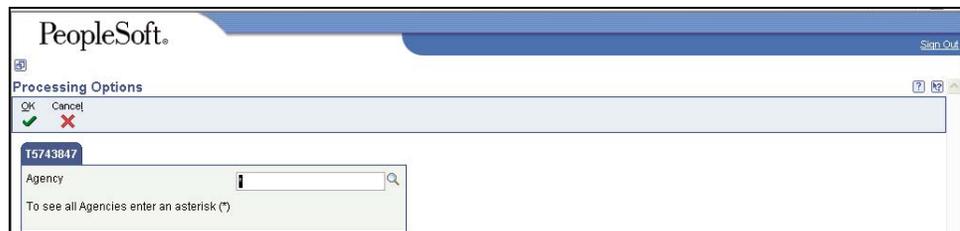
- Left Operand: "Code - Approval Routing (F43008) [BC]"
- Comparison: "is equal to"
- Right Operand: "literal." The Select Literal Value window appears.



5. Enter the **employee address book number** in the Literal Value: field.

-  If you have multiple employees to view, select "List of Values" tab and enter all the numbers.

6. Click **OK**. The Processing Options window appears.



7. Enter your 3-digit agency number in the Agency field.

-  If you entered an individual address book number in the data selection, put an asterisk in this field.

8. Click **OK**. The Printer Selection window appears.

9. Click **OK**. You will return to the main menu.

-  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R57APROUTE_...) once the Description is "Done".

 Please see below for detailed descriptions of the columns that appear on the Approval Routes Report:

Report Information:

Report Number prints in upper left corner of document (R57APROUTE)

Title is centered across top of report

Date, Time, and Page prints in upper right corner of document

Detail Line Information

Lines appear sequentially, from lowest \$ approver to highest \$ approver by order type.

Columns on the Approval Routes Report

Field	Description
Or Ty	Order Type Examples: OR = Purchase Requisition OP = Purchase Order
Approval Route Code	Address Book Record tied to end user who is creating/generating the procurement document
Person Responsible	Person (Address Book number) tied to the approval route who needs to review the document at a specified dollar amount
Description	Name of Person Responsible
Approval Limit	Dollar value that requires an approval by another individual "1" indicates that the end user has unlimited authority
Description	Name of End User