

## THE AUTOMATED REQUISITION APPROVAL PROCESS COLLEAGUE FINANCIAL & WORKFLOW

1. The Process of initiating and approving online Requisitions has changed slightly, but not substantially. Two familiar mnemonics, REQM, or requisition maintenance, and APRN, or approvals needed, are now replaced with XRQM, and XAPR.
2. The screen layouts will be exactly the same, but they will link the processing to Workflow programming in the background.
3. First, upon initiation, the name of the first level Approver will be populated into the "Next Approvals" field of that req. A system generated e-mail will be sent twice a day to let that person know there is something in his/her queue which needs action.
4. Workflow then shepherds the req to and through each subsequent level of review and approval necessary for the requisition to achieve the status of "Outstanding", and eligible to become a Purchase Order.
5. At each level, the system will automatically populate the name of the next higher level of Approver in the "Next Approvals" field. This includes those special approvals by G & C, Special Funds, IT, etc.
6. When a high level Approver decides to essentially disapprove the req as written, he/she will need to do the following three steps:
  - delete the name(s) of any prior Approvers
  - type a reason or concern in the "Comments" field, and
  - send an e-mail to the Initiator regarding the disapproval.The Initiator may look up the req via XRQM, make appropriate changes, and re-launch by "saving" and "updating".
7. Workflow programming is coupled with baseline Colleague Financial and custom programming created within District IT. The flow from person to person is accomplished through the use of "roles" that are defined in the Resource Database, combined with approval hierarchies which were developed from input provided by each organizational unit. When someone leaves, or someone is hired into one of these roles, Pattie Grela and Gary Van Beenen should be notified as soon as possible.

### XAPR – APPROVE REQ/JE/BE on Aprn

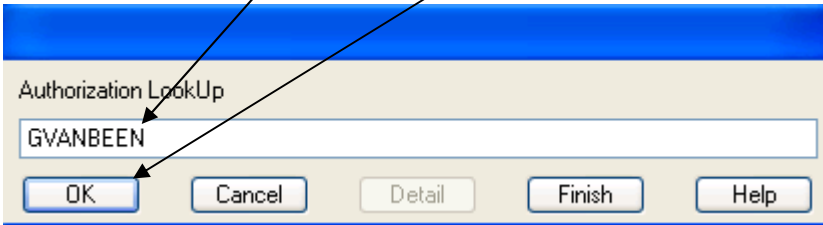
Type **XAPR** in the Quick Access field and click **GO** button –  
 (or click PU-Purchasing, APR – Approvals, XAPR – Approve Req/JE/BE on Aprn)

Screen Print A



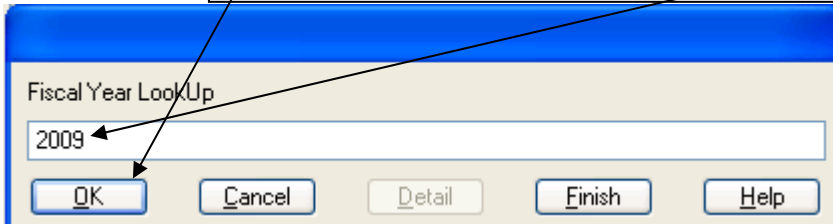
Type **login ID** and click **OK** button or press **Enter** key

Screen Print B



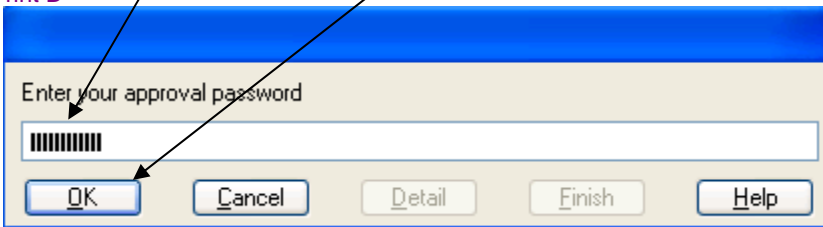
Type the last year of current fiscal year period (e.g., **2009**) and click **OK** or press **Enter** key.

Screen Print C



Enter your **approval password** and click **OK** or press **Enter** key.

Screen Print D



This new screen titled wfXAPF (see Tab) basically looks the same as did the old APRN screen, only this screen has Workflow fundamentally working behind it. Workflow will auto-populate the Next Approver in each requisition. The system will generate an email mid-morning and mid-afternoon if any reqs are in the queue requiring action. The list of “Not-Approved” requisitions requiring your approval will look similar to [Screen Print E](#) (aka summary page). (Note: some Approvers will have JE’s and BE’s, in addition to Requisitions.)

Screen Print E

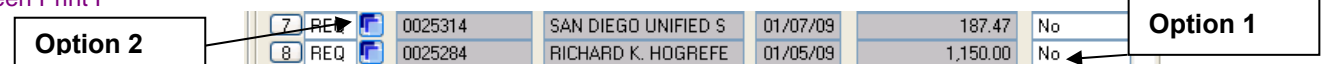
| Type  | Document ID | Name                | Date     | Net       | Approve |
|-------|-------------|---------------------|----------|-----------|---------|
| 1 JE  | J027282     | MS09AB              | 01/02/09 | 2,869.72  | No      |
| 2 JE  | J027350     | MS09AB              | 01/06/09 | 8,963.22  | No      |
| 3 JE  | J027353     | MS09AB              | 01/06/09 | 25,578.24 | No      |
| 4 BE  | B006307     | GC09CK00060         | 12/31/08 | 0.00      | No      |
| 5 BE  | B006308     | GC09CK00060         | 12/31/08 | 0.00      | No      |
| 6 REQ | 0025325     | SAN DIEGO UNIFIED S | 03/05/09 | 187.47    | N       |
| 7 REQ | 0025314     | SAN DIEGO UNIFIED S | 01/07/09 | 187.47    | No      |
| 8 REQ | 0025284     | RICHARD K. HOGREFE  | 01/05/09 | 1,150.00  | No      |
| 9 REQ | 0025234     | Electronix Express  | 12/18/08 | 589.51    | No      |
| 10    |             |                     |          |           |         |
| 11    |             |                     |          |           |         |
| 12    |             |                     |          |           |         |
| 13    |             |                     |          |           |         |
| 14    |             |                     |          |           |         |
| 15    |             |                     |          |           |         |

Element Approvals Value 6/9

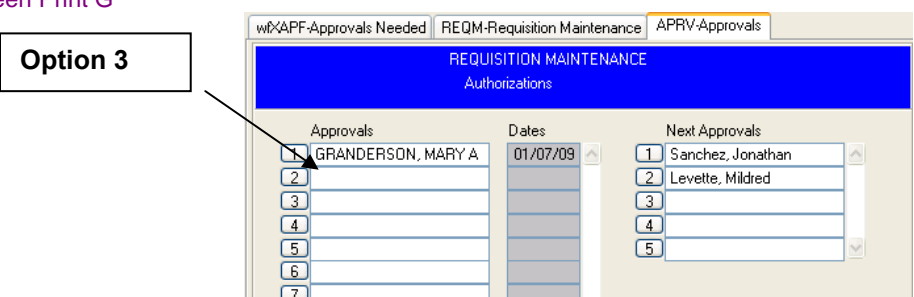
To **APPROVE**, choose one of the following three options and **enter your login ID**

- Option 1: Approve in wfXAPF screen.** Requisitions may easily be approved by clearing the No and entering a Yes (Y) in the Approve column. Save & Update. System remains on the wfAPRF screen ([Screen Print E](#)) and the Approve column will indicate which reqs that have been approved. Save & Update again to return to the Main Menu.
- Option 2: Approve in the Approvals field on REQM screen.** If further information is needed, click the detail boxes (in [Screen Prints F & H](#)) to access the requisition via wfAPRN. Approve in the next available Approvals field.
- Option 3: Approve in Approvals field on APRV screen.** Click detail boxes in Option 2 and Approve in the next available Approvals field. [See Screen Print G.](#)

Screen Print F



Screen Print G



Screen Print H

The screenshot shows the 'REQ-Requirement Maintenance' window. At the top, it displays 'Requisition: 0025284', 'Status: Not Approved', and 'Status Date: 01/05/09'. Below this, there are fields for 'Requisition Date' (01/05/09), 'Initiator' (Carmeter L. Land), 'Maintenance Date', and 'Requisition Amt' (1,150.00). The 'Vendor ID' is 2053198, and the 'Name' is RICHARD K. HOGREFE. The address is 11218 WINGATE DR, ALTA LOMA, CA 91701. The 'Commodity' is 918 PROF/CONSULTING SVCS. The 'Buyer' is Vanessa White, and the 'AP Type' is AP Accounts Payable. There are two callout boxes: one on the left pointing to the 'Approvals' field with the text 'Approve on next available field.', and one on the right pointing to the 'Line Items' field with the text 'Click to detail down to view the Items screens.'

You may need to press Enter again. Remember to click the **SAVE** icon & **Update** all the way back to the Main Menu to complete the approval.



## APPW – APPROVAL PASSWORD MAINTENANCE

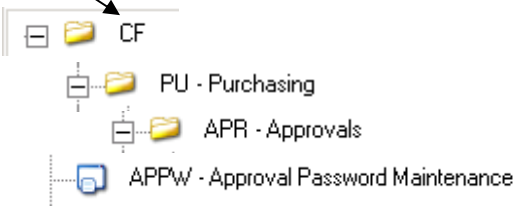

Each user should create an approval password for his/her approval ID with the Approval Password Maintenance (APPM) form. This password is used to verify the electronic signature entered for a requisition's approval. If an approval password is not established using APPW, any user will be able to enter an approver's ID in the appropriate field on a requisition and approve that requisition on the approver's behalf.

Use the following guide to establish, change or reset your password.

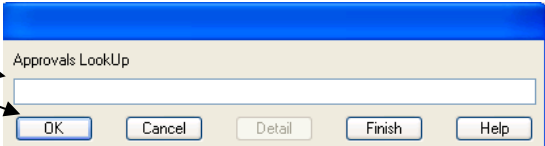
From the CF Main Menu, type **APPW** in the Quick Access field and click **GO** button.

OR

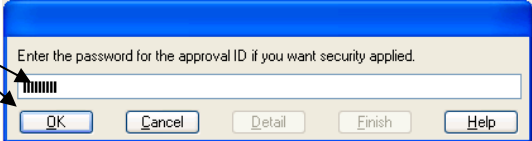
Navigate to the APPW screen via CF, PU, APR, to APPW.



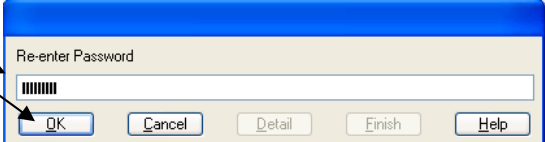
Type your login ID and click **OK** button or press **Enter** key



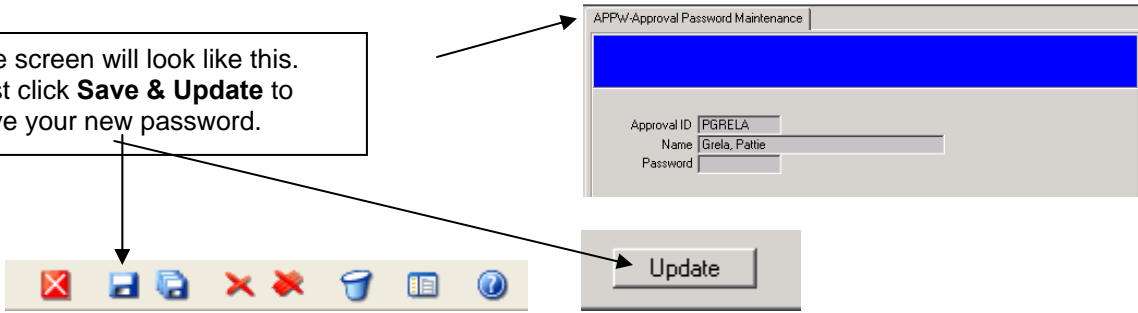
Enter your new **approval password**, (the one you want from this point in time forward), and click **OK** or press **Enter** key. *This password can be any combination of letters and/or numbers.*



**Re-enter** (confirm) your **approval password** and click **OK** or press **Enter** key.



The screen will look like this. Just click **Save & Update** to save your new password.



Click **Finish** on the Approvals Lookup window.



**NOTE: You may change your password at any time by accessing the APPW form and follow the instructions above. You do not need to remember your "old" password in order to re-establish a "new" password.**

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