

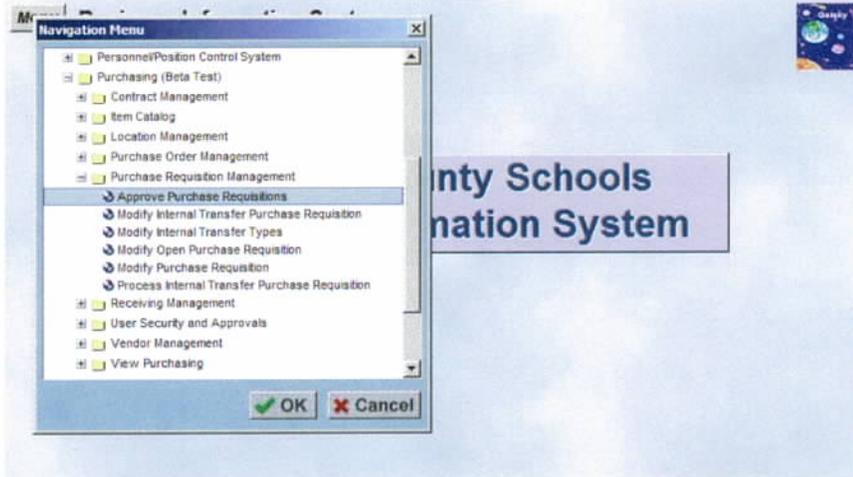
Approve Purchase Requisitions

This screen is used to approve purchase requisitions.

Step 1

From menu select
Approve Purchase
Requisitions

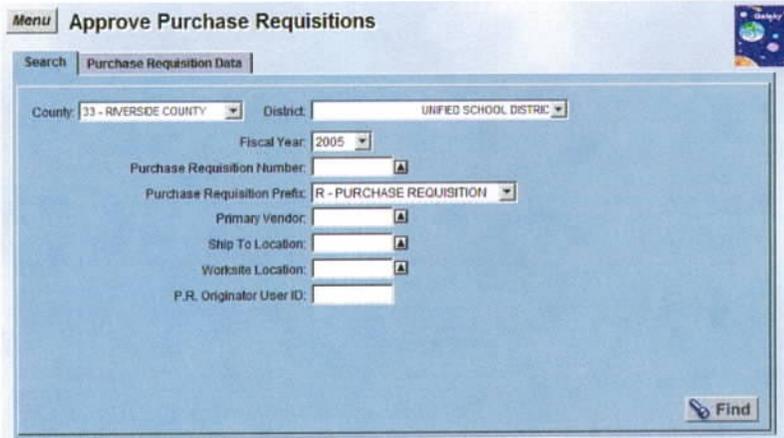
Click **OK**.



Step

To generate a list
of purchase
requisitions to
approve

Click **Find**.



Approve Purchase Requisitions

Step

To approve specific purchase requisitions enter “Y” in the Approve Field.

To approve all purchase requisitions check the “Approve All” Checkbox.

Click **Save**

The screenshot shows the 'Approve Purchase Requisitions' window. At the top, there is a search bar for 'Purchase Requisition Data'. Below it, a table lists requisitions with columns for 'Approve?', 'Comment', 'P.R. Number', 'P.R. Requestor', and 'Work Site'. The first row has 'Y' in the 'Approve?' column. Below the table, there are fields for 'Approve All' (checked), 'District' (UNIFIED SCH), 'Fiscal Year' (2005), and 'P.R. Nbr' (R0000100). There are 'Save' and 'Cancel' buttons. Below that, there are tabs for 'Details', 'Items', 'Account Distribution', 'Notes', 'Authorized Purchaser', and 'Approvals'. The 'Details' tab is active, showing fields for 'P.R. Type' (N - NORMAL), 'Date Due' (06/23/2005), 'P.R. Status' (S - SUBMITTED FOR APPROVAL), 'Primary Vendor' (22186 - OFFICE DEPOT), 'P.R. Amount' (7.27), 'Vendor Address' (2 - 72338 HWY 111, PALM DESERT, CA 92268 US), 'Category' (OFFICE), 'Bill To Location' (BUSINESS SVC - Business Services), 'P.R. Requestor', 'Ship To Location' (WAREHOUSE - Warehouse), 'Approval List', 'Worksite Location' (-), 'P.R. Originator User ID', 'Board Rpt Desc', 'Contact Phone Nbr', 'Misc. Field 1', 'Update User ID', 'Misc. Field 2', 'Update Time' (05/24/2005 2:24 PM), 'Print', 'In Rev', and 'Rev Cmt'.

Step

Click the Items sub tab to view information regarding the item(s) on the purchase requisition selected in the view above.

The screenshot shows the 'Approve Purchase Requisitions' window with the 'Items' sub-tab selected. It displays a table of requisition items with columns for 'Line Nbr', 'Item Name', 'Description', 'Quantity', 'Unit Price', 'U/M', 'Amount', 'Tax', 'Tax Amount', and 'Total Amount'. The table contains three rows of data:

Line Nbr	Item Name	Description	Quantity	Unit Price	U/M	Amount	Tax	Tax Amount	Total Amount	
0001	PAPER	Xerox Paper	5.00	0.75	REAM	3.75	Y	0.29	4.04	
03	166	0001 0 1110 1000	4300	0.00	1.000000			4.04		
#	0002	CONSTRUCTION PY Multi color package	3.00	1.00	PKG	3.00	Y	0.23	3.23	
						Total:		6.75	0.52	7.27

Step

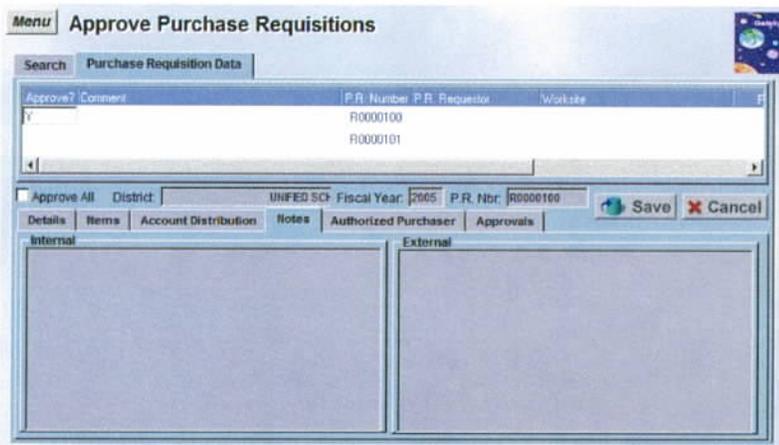
Click the Account Distribution sub tab to view information regarding the account distribution on the purchase requisition selected in the view above.

The screenshot shows the 'Approve Purchase Requisitions' window with the 'Account Distribution' sub-tab selected. It displays a table for account distribution with columns for 'Fund', 'School', 'Resource', 'PY', 'Cost', 'Function', 'Object', and 'Percent'. The table is currently empty.

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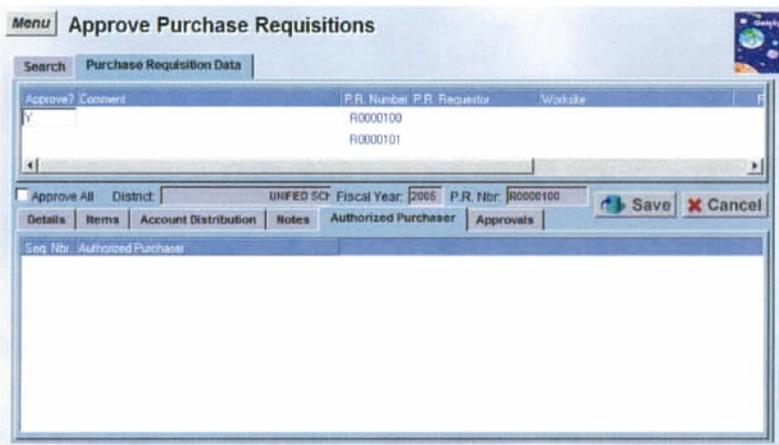
Step

Click the Notes sub tab to view information regarding the notes on the purchase requisition selected in the view above.



Step

Click the Authorized Purchaser sub tab to view information regarding the authorized purchaser on the purchase requisition selected in the view above.



Step

Click the Approvals sub tab to view information regarding the approvals on the purchase requisition selected in the view above.

