

# Requisition Approval for Managers

**APPN Screen** – used to Review Requisitions, Approve Requisitions and Assign the next Approver

Signing into the APPN screen

Enter your Login (usually your last name first initial)

Enter the Fiscal Year – Example July 1, 2020 through June 30, 2021 is Fiscal Year 2021

No need to enter the Password when you first sign in

The first page is a list of all requisitions requiring your approval

- 1) Drill into each requisition
- 2) Drill into each Line Item for the requisition
- 3) Drill into each Description Line of the requisition

Review and verify the details of the requisition

Click on the account number to see the financial information for that account

Verify that there is enough budget to cover the expense

Verify that the account number is correct – make sure the Object Code is being used is appropriate for the purchase

There might be two account numbers being used for the requisition, so click the down arrow on the account number to verify all accounts, if there are multiple.

The Chart of Accounts can be found either in the CF File or by running the Chart of Accounts report in CROA

Once the items have been verified on the RQIM screen click on Cancel

Continue reviewing all items on the requisition

Once all items have been reviewed click on Cancel on the RQIL screen

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## **Approve the requisition** – Drill down on Approvals

List of everyone that has already approved the requisition is on the left

Your name should be on the right – under Next Approvals

Enter your login (last name first initial) on the first available line under Approvals and your name will be removed from the Next Approvals list

Enter the name of the next approver on the first line under Next Approvals

## **Only enter 1 name in the Next Approvals list**

The “...” wild card can be used – example “Lu...” will bring up everyone with a last name that starts with “Lu”

Once the name is entered click on Save

Once the requisition has been approved click on Save

Continue approving the other requisitions in your approval queue

Click on Save once all requisitions are approved

## **Approval Password**

Use the APPW screen to assign a password to your approval and to change your approval password

Enter your user login (last name first initial)

Enter the password you want to use to approve requisitions

Re-enter the password