



Approving Documents in BUY.IU

Workflow

- Every REQ stops at “FO Approval” workflow stop.
- REQs greater than \$25,000 also stop at “Org Review” workflow stop.
- Any approver may ad hoc a document to another individual for additional review and approval. **(NOTE: do not Ad Hoc to the “Submitter”. Submitter’s are unable to approve their own document).** You can find Ad Hoc in the General section of an enroute document.
- The threshold for capital assets is \$5,000.
- The Standard Automatic Purchase Order, or APO, limit is \$3,000.
- Contract APO Limits are \$10,000 or \$15,000 depending on the type of contract.

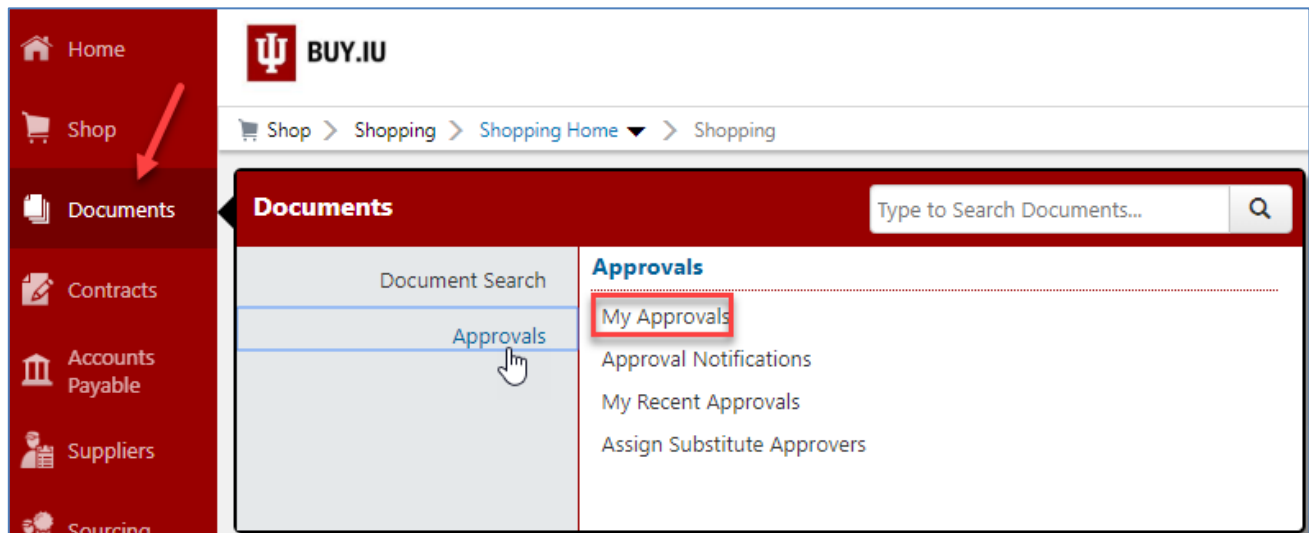
Segregation of Duties

- Requisition Submitter (or Initiator) and workflow approver may not be the same person.

Example: I am an FO and submitted or created a Requisition document. I cannot also approve that Requisition document. Another member of the FO Approval workflow stop must approve it.

The Approval Process

If you are a transaction approver in BUY.IU, you will access your approvals by selecting ‘Documents’, ‘Approvals, and ‘My Approvals’.





In this example, the approver has three “folders”. My PR (Purchase Requisitions) approvals contain documents where you are the sole fiscal approver; documents that you have assigned to yourself or that have been routed to you where you are NOT part of a group (e.g. someone Ad Hoc routes you a document).

The other two folders contain documents by account that routed to multiple fiscal approvers. These folders are “shared”. One of the approvers will need to ‘Assign’ the document to their self and approve it. More information on this step is covered later in the document.

The screenshot shows a search results interface with the following elements:

- Total Results Found: 192
- Filter: All Dates
- Action: Assign
- Go button
- Sort by: Submit date newest first
- Hide requisition details, expand all, collapse all
- Results per folder: 20
- Folder 1: My PR Approvals [6 results]
- Folder 2: Account: 1915030 (1915030): (All Values) [187 results]
- Folder 3: Account: 6815030 (BLOOMINGTON QUOTATION ACCT): (All Values) [5 results]

On the left hand side, there are Filters that can help you select requisitions by certain criteria if you desire. Of particular interest, the last category ‘State’ lets you know how many documents are ‘Not Assigned’ and/or ‘Assigned’.



Group Results By: **Folders** ▼

Filtered by

Type: Requisitions
 Date Range: All Dates
 View Approvals For: Timothy Wayne Rice

Filter My Approvals ?

Type

Requisitions ▼

Date Range

All Dates ▼

Supplier ▼

Dawn's Donuts (40)
 Cate's Costumes (24)
 COCA-COLA NORTH AMERICA (12)
 A. Daigger & Co. (12) [more]

Supplier Class ▼

Catalog Supplier (24)
 Science Catalog Supplier (20)

Department ▼

No Department (131)
 PURCHASING (UA-PUR) (42)
 2014 INTERNAL RESEARCH GRANTS (UA-14CR) (20)
 FINANCIAL MANAGEMENT SERVICES (UA-FMS) (2) [more]

Business Unit ▼

Business Unit ▼

No Business Unit (193)
 Financial Management Services (FMS) (4)
 Restricted (Restricted) (1)

Current Workflow Step ▼

FO Approval (192)
 Buy Desk-MRO (1)

Prepared For ▼

Dawn Marie Bodle (69)
 Christy A Carrell (29)
 Departmental User (26)
 Timothy Wayne Rice (14) [more]

Prepared By ▼

Dawn Marie Bodle (82)
 Christy A Carrell (27)
 Departmental User (24)
 Timothy Wayne Rice (12) [more]

Status Flags ▼

With Lines Awarded From Sourcing (12)
 With Attachments (8)
 With Lines Requiring Sourcing (4)
 With Trade-In Items (3)

Custom Fields ▼

Account SubAccount
 Capital Asset?
 Check Attachment Requested
 Check Special Handling Campus [more]

Product Flags

⚠ Hazardous material (3)

Form Type ▼

IU Services (10)
 Services (9)
 Goods (6)
 Non-Catalog Item (4) [more]

Folders ▼

Account: 1915030 (1915030): (All Values) (187)
 My PR Approvals (6)
 Account: 6815030 (BLOOMINGTON QUOTATION ACCT): (All Values) (5)

Priority

Normal (198)

Assigned Approver ▼

Timothy Wayne Rice (6)
 Christy A Carrell (2)
 Purchasing User (2)
 Jay Gottdenker (1) [more]

State ▼

Not Assigned (182)
 Assigned (12)
 Hold (1)



To open a folder, just click the folder and you will see all of the documents waiting for approval. As an example, the screen shot below contains the documents in the shared folder that has 6815030 as the account number. There are 5 requisitions in this shared folder.

Total Results Found: 192 All Dates Assign Go

Sort by: Submit date newest first Results per folder: 20

Hide requisition details expand all collapse all

My PR Approvals [6 results]

Account: 1915030 (1915030): (All Values) [187 results]

Account: 6815030 (BLOOMINGTON QUOTATION ACCT): (All Values) [5 results]

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
2598734	COCA-COLA NORTH AMERICA	Lora Fox	3/26/2019 1:06 PM	Dawn Marie Bodle	650.00 USD	Assign
Requisition Name		2019-03-26 0001775518 01	Folders	29 Days in folder [Account: 6815030 (BLOOMINGTON QUOTATION ACCT): (All Values)]		
No. of line items		1				
2581004	VWR International	Not Assigned	3/11/2019 11:58 AM	Damon Dorsey	39,467.65 USD	Assign
Requisition Name		2019-03-11 0001775518 04	Folders	44 Days in folder [Account: 6815030 (BLOOMINGTON QUOTATION ACCT): (All Values)]		
No. of line items		1				
2580982	VWR International	Not Assigned	3/11/2019 11:44 AM	Damon Dorsey	39,467.65 USD	Assign
Requisition Name		2019-03-11 0001775518 03	Folders	44 Days in folder [Account: 6815030 (BLOOMINGTON QUOTATION ACCT): (All Values)]		
No. of line items		1				
2574845	COCA-COLA NORTH AMERICA	Not Assigned	3/6/2019 11:55 AM	Dawn Marie Bodle	4,155.00 USD	Assign
Requisition Name		2019-03-06 trice@iu.edu 02	Folders	49 Days in folder [Account: 6815030 (BLOOMINGTON QUOTATION ACCT): (All Values)]		
No. of line items		2				
2574738	COCA-COLA NORTH AMERICA	Not Assigned	3/6/2019 9:43 AM	Dawn Marie Bodle	1,000.50 USD	Assign
Requisition Name		2019-03-06 0001775518 02	Folders	49 Days in folder [Account: 6815030 (BLOOMINGTON QUOTATION ACCT): (All Values)]		
No. of line items		2				

Notice the "history" of each document. In particular, notice the amount of days that the document has been in the folder.

2581004	VWR International	Not Assigned	3/11/2019 11:58 AM	Damon Dorsey	39,467.65 USD	Assign
Requisition Name		2019-03-11 0001775518 04	Folders	44 Days in folder [Account: 6815030 (BLOOMINGTON QUOTATION ACCT): (All Values)]		
No. of line items		1				
2580982	VWR International	Not Assigned	3/11/2019 11:44 AM	Damon Dorsey	39,467.65 USD	Assign
Requisition Name		2019-03-11 0001775518 03	Folders	44 Days in folder [Account: 6815030 (BLOOMINGTON QUOTATION ACCT): (All Values)]		
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Requisition Name		2019-03-06 trice@iu.edu 02	Folders	49 Days in folder [Account: 6815030 (BLOOMINGTON QUOTATION ACCT): (All Values)]		
No. of line items		2				



To see a list of all of the approvers for any document, click on the document number, and select 'PR Approvals' on the left side.

Requisition: 2580982
2019-03-11 0001775518 03

Status: Pending
Document Total: 39,467.65 USD

Requisition ▾

Summary

- General
- Shipping
- Billing
- Accounting Codes
- Internal Notes and Attachm...
- External Notes and Attachm...
- Integration
- Recurring Payments
- Tax Information
- PR Approvals** ←
- Comments
- Attachment Overview
- PO Preview

Summary Document A

▼ **General**

Status: Pending
FO Approval

Submitted: 3/11/2019 11:44 AM
Cart Name: 2019-03-11 0001775518 03
Description/Business Purpose: no value
Prepared by: Dawn Marie Bodle
Prepared for: Damon Dorsey
PO Clauses: 1 Contractor

Owner Phone: +1 555-555-5555
Order Restricted?: x

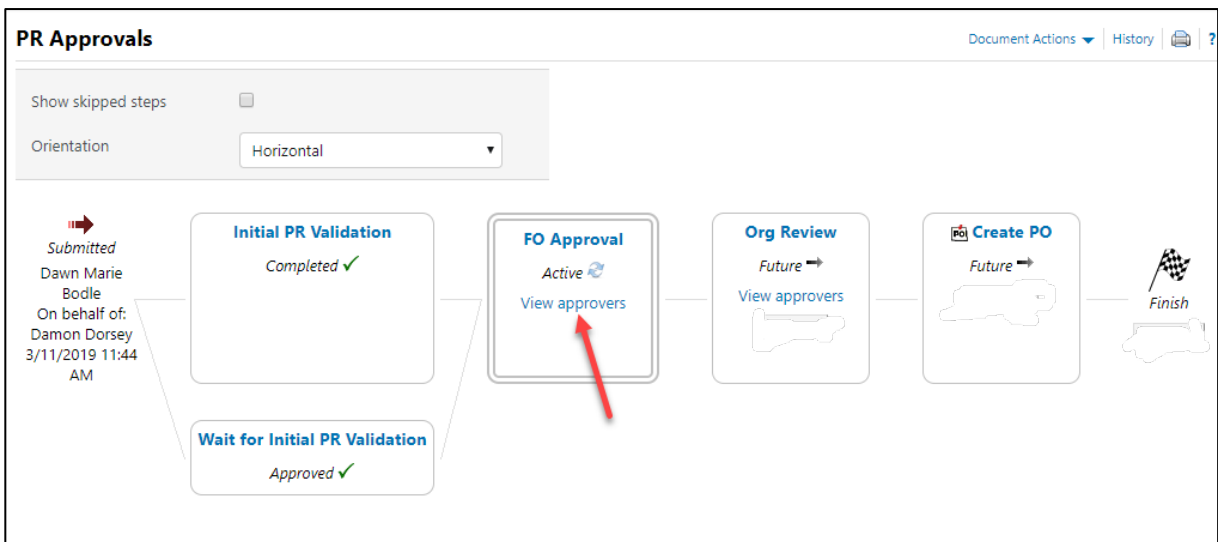
> **Shipping**

> **Billing**

▼ **Accounting Codes**

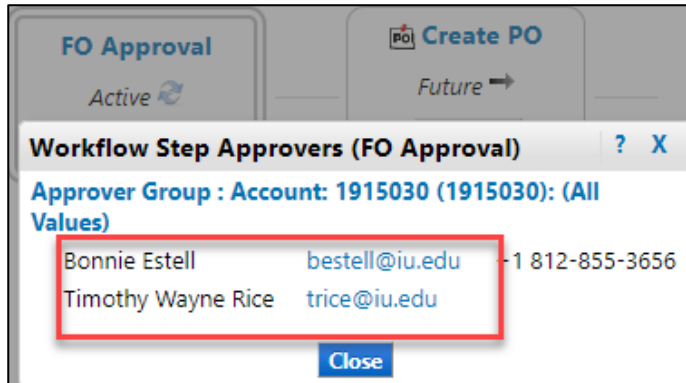
Fiscal Year	Account SubAccount	Obj Code	Project Code
2019	6815030 BLOOMINGTON QUOTATION ACCT (6815030 UA-PUR)	7000 CAPITAL EQUIPMENT	no value

This displays the workflow.

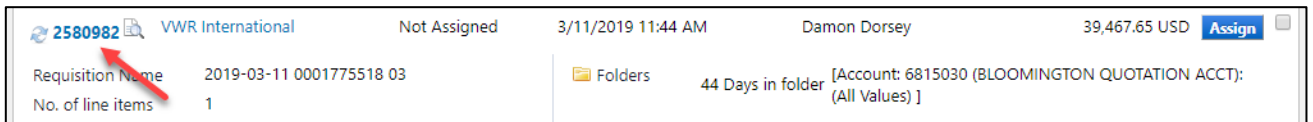




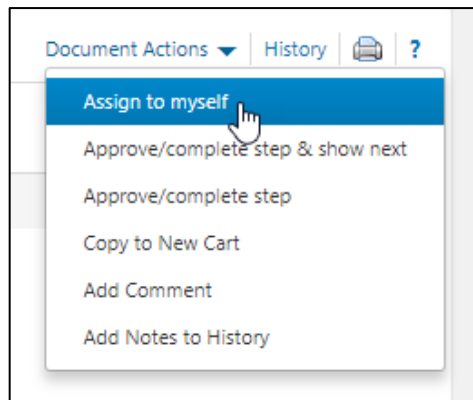
Click 'View approvers' to see the list of the FO Approvers assigned to this document. Therefore, in this example, either Bonnie Estell or Tim Rice will need to 'Assign' the PR to himself or herself in order to approve it.



We recommend that you open the document rather than clicking the 'Assign' button. You will be able to assign the document to yourself once you open it. This way, you can check the document for accuracy. This way is one less step.



After opening the document, select the 'Document Actions' dropdown and select 'Assign to myself'.





You will now see that Tim Rice is assigned and 'Pending' his approval.

Note: after assigning the document to yourself it will copy over to your 'My PR Approvals' folder as an easier way to identify documents that you, personally, need to take action on and/or to access at a later time.

It will also remain in the Group Folder as reference, but it will show whom it has been assigned to, and the Assign button will be greyed out.

General

Status	Pending FO Approval (Timothy Wayne Rice)
Submitted	3/11/2019 11:44 AM
Cart Name	2019-03-11 0001775518 03
Description/Business Purpose	<i>no value</i>
Prepared by	Dawn Marie Bodle
Prepared for	Damon Dorsey
PO Clauses	

As you are reviewing the Requisition and need to make a change, click the 'edit' button by each category.

Accounting Codes

Fiscal Year	Account SubAccount	Obj Code	Project Code	Org Ref Id	edit
2019	6815030 BLOOMINGTON QUOTATION ACCT (6815030 UA-PUR)	7000 CAPITAL EQUIPMENT	<i>no value</i>	<i>no value</i>	

Make your changes and click 'Save'.

Accounting Codes ? X

Select from your code favorites

Fiscal Year	Account SubAccount	Obj Code	Project Code	Org Ref Id	add split
<input type="text" value="2019"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="6815030"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="7000"/> <small>Select from all values...</small>	<input type="text"/> <small>Select from all values...</small>	<input type="text"/>	



If needed, write a comment. You can access 'Comments' on the left side bar.

Requisition: 2580982 2019-03-11 0001775518 03 Status: Pending Document Total: 39,467.65 USD Requisition ▾ Summary General Shipping Billing Accounting Codes Internal Notes and Attachm... External Notes and Attachm... Integration Recurring Payments Tax Information PR Approvals Comments ← Attachment Overview PO Preview	Summary ▾ General Status Submitted Cart Name Description/Business Purpose Prepared by Prepared for PO Clauses 1 Contractor Ad-Hoc Approver Owner Phone Order Restricted? > Shipping > Billing ▾ Accounting Codes Fiscal Year Account
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OR by opening the 'Document Actions' at the top and selecting, 'Add Comment'.

Document Actions ▾ History [Print] [?]

- Approve/Complete & Show Next
- Approve/Complete Step
- Return to Shared Folder
- Place on Hold
- Return to Requisitioner
- Copy to New Cart
- Add Comment** (highlighted)
- Add Notes to History
- Reject Requisition



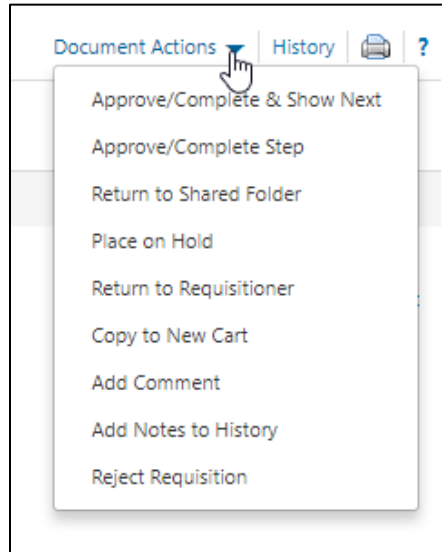
Check the box/s to send the comment to the Preparer and/or the Approver. You can also 'add email recipient' and enter their email address. You can also search for an address by clicking 'add email recipient' and enter information in the User Search fields.

At the bottom of 'Add Comment' are fields where you can add an attachment. Be sure to remember **not** to add critical data (or redact it from the attachment).

When you are finished, click Add Comment. You can add as many comments as you would like.



Once you are ready to take action on the document, click the 'Document Action' dropdown at the top. You will see the following list.



Approve/Complete & Show Next	Approve the Document/Complete. This will move the order you just approved out of your folder and open up the next one in in your folder.
Approve/Complete Step	Approve/Complete Step
Return to Shared Folder	Returns the document to the group folder for another member claim.
Place on Hold	Puts the document on hold...to be reviewed later. A notification icon will appear in history that indicates the document has been assigned but is on hold by the assignee. NOTE: this is only an indicator and does not <i>prevent</i> the document from being prematurely approved before it is ready.
Return to Requisitioner	Returns the document to the initiator for indicated changes. Previous workflow approvals are erased.
Copy to New Cart	Copies the requisition to a new cart. NOTE: FY, Notes and Attachments are erased on copied REQs
Add Comment	This is where you will write an internal note and can also 'send' a notice to another user to read the note.
Add Notes to History	N/A. Use the 'comments' field for Internal Notes
Reject Requisition	Document is disapproved

Please let us know if you have questions. You can write: askbuyiu@iu.edu