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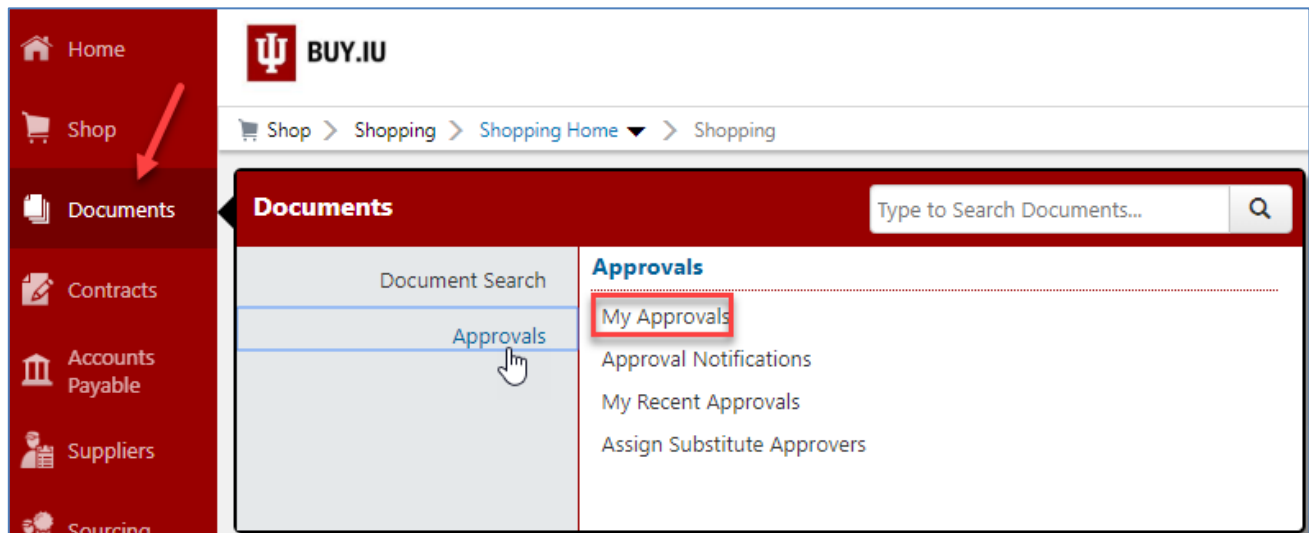
In this example, the approver has three "folders". My PR (Purchase Requisitions) approvals contain documents where you are the sole fiscal approver; documents that you have assigned to yourself or that have been routed to you where you are NOT part of a group (e.g. someone Ad Hoc routes you a document).

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.

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'.

INDIANA UNIVERSITY

BUY.IU

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.

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

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.

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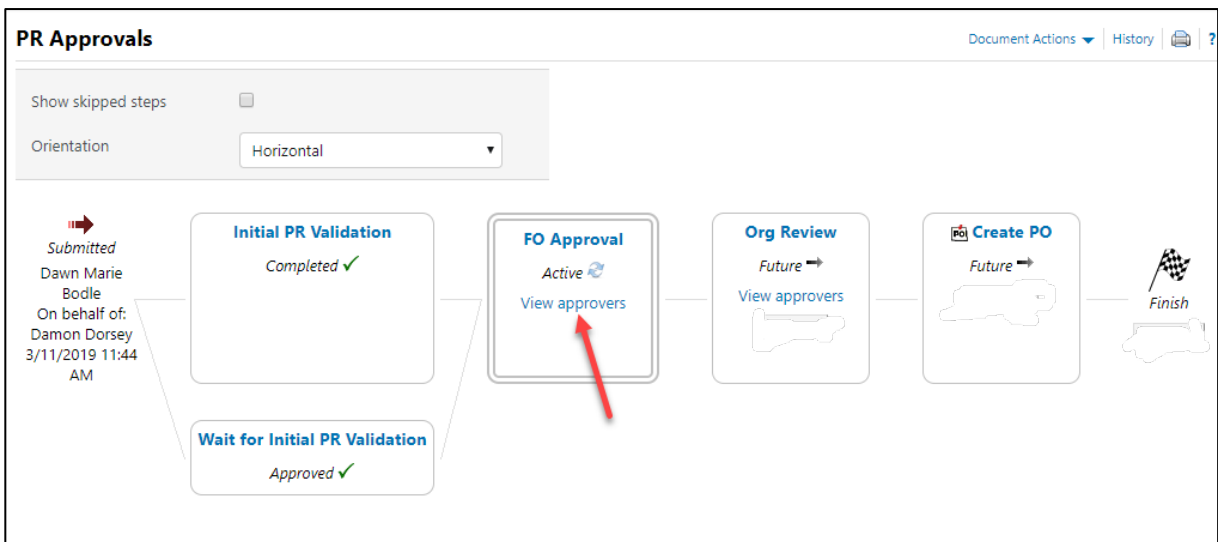
Click 'View approvers' to see the list of the FO Approvers assigned to this document. Therefore, in this example, either Bonnie Estell or Tim Rice will need to 'Assign' the PR to himself or herself in order to approve it.
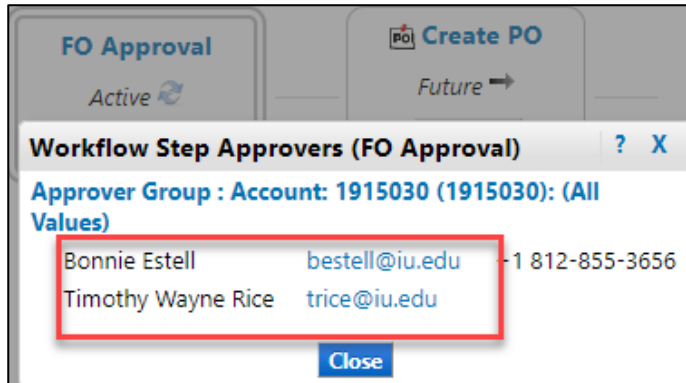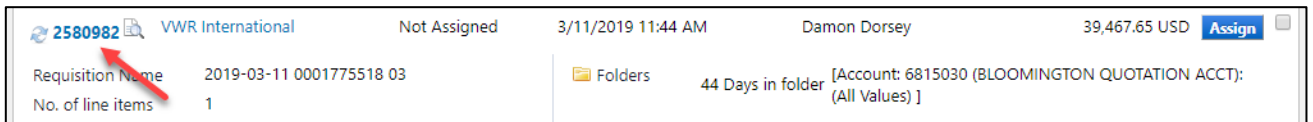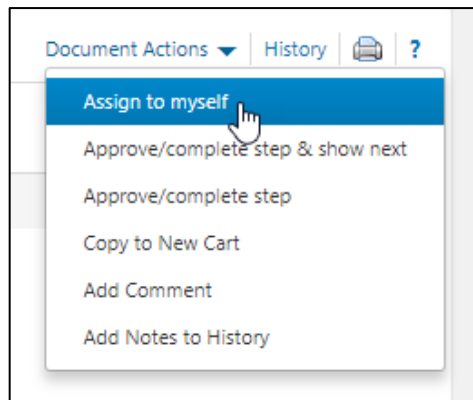

We recommend that you open the document rather than clicking the 'Assign' button. You will be able to assign the document to yourself once you open it. This way, you can check the document for accuracy. This way is one less step.

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.

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

Make your changes and click 'Save'.

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

OR by opening the 'Document Actions' at the top and selecting, 'Add Comment'.

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.

Document Actions ▾ | History 🖨 ?
- Approve/Complete & Show Next
- Approve/Complete Step
- Return to Shared Folder
- Place on Hold
- Return to Requisitioner
- Copy to New Cart
- Add Comment
- Add Notes to History
- Reject Requisition

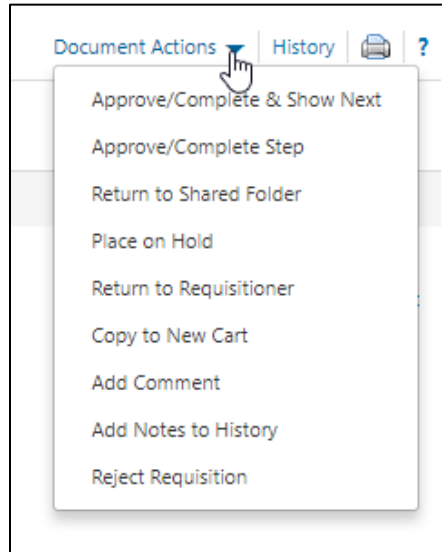|	
Approve/Complete & Show Next	Approve the Document/Complete. This will move the order you just approved out of your folder and open up the next one in in your folder.
Approve/Complete Step	Approve/Complete Step
Return to Shared Folder	Returns the document to the group folder for another member claim.
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 *prevent* 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