

# Changes to Online Approvals

Datatel's recent Approvals Updates have changed the way online Voucher and Requisition approvals are done. In the past, staff who create Requisitions on **REQM** and Vouchers on **VOUM** have not marked the transactions **DONE** when they were finished. In order for the transactions to appear on the new **APRN** screen, initiators **MUST** mark Requisitions and Vouchers **DONE**.

REQM-Requestion Maintenance

Requisition: 0021173      Status: Outstanding      Status Date: 07/01/05

Requisition Date: 07/01/05      Maintenance Date:

Initiator: Leta A. Janssen      Requisition Amt: 12,000.00

Desired Date:

Vendor ID: 0007465      Types: 1

Name: 1 Elsevier Science Inc

Address: 1 655 Ave of the Americas

CSZ: New York      NY      10010-5107

Country:

Currency:

Ship To: ML Milner Library      Terms:

Ship Via:

Commodity:

Approvals: 1 Steven Clogston

Buyer:

Expire Date:

AP Type: G04L Income Fund Local (0)

Invn Store:

Line Items: 1

Printed Comments: 1

Comments: 1 FY06

Priority:

Requisition Done: Yes

Mark the Requisition DONE by placing a Y in the Requisition Done field when you are ready to have your fiscal agent approve the Requisition

Figure 1. REQM – Requisition Maintenance

VOUM-Voucher Maintenance

Voucher ID: V0762697      Status: Outstanding      Status Date: 09/26/05

Debit.....: 400.00      Credit:      Net.....: 400.00

Voucher Date: 09/26/05      Invoice Number: 056230

PD Number:

Maintenance Date: 09/26/05      Invoice Date: 01/01/05

Invoice Totals: 400.00

Vendor ID: 0007487      Types: 1

Name: 1 Miller Products Co

Address: 1 PO Box 555

CSZ: Decatur      IL      62525-0555

Country:

Terms:

Cash Discount:

Due Date: 09/26/05      Check Group:

Take Discount:

Rcr Voucher:

Approvals: 1

Comments: 1

AP Type: G04L Income Fund Local (0)

Line Items: 1

Voucher Done: Yes

Reference No: 1

Pay Voucher: Yes

Assoc. Emps:

Mark the Voucher Done by entering Y in the Voucher Done field when you are ready to have your fiscal agent approve the Voucher

Figure 2. VOUM – Voucher Maintenance

The new **APRN** screen enables an approver to enter his or her User ID and Password once and enter Yes in the Approve column for all documents to be approved.

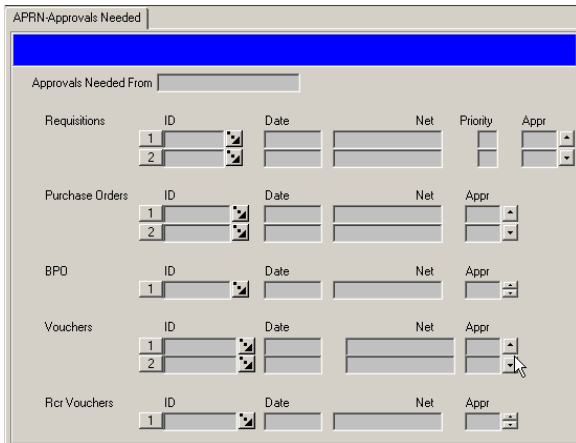


Figure 3. "Old" APRN Screen

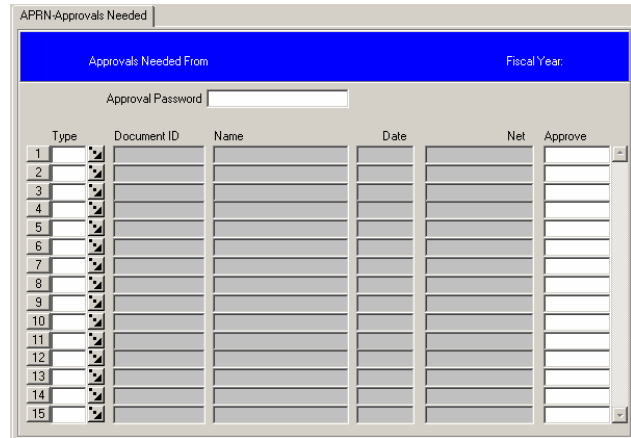


Figure 4. "New" APRN Screen

Approvers are prompted for their approval ID (Authorization LookUp), and then prompted for the Fiscal Year of the documents to be approved. Currently, although both FY05 and FY06 are open, only FY06 documents are being created and can be approved, so 2006 should be entered. During fiscal year-end and lapse period, approvers may have documents requiring approvals within both open fiscal years.

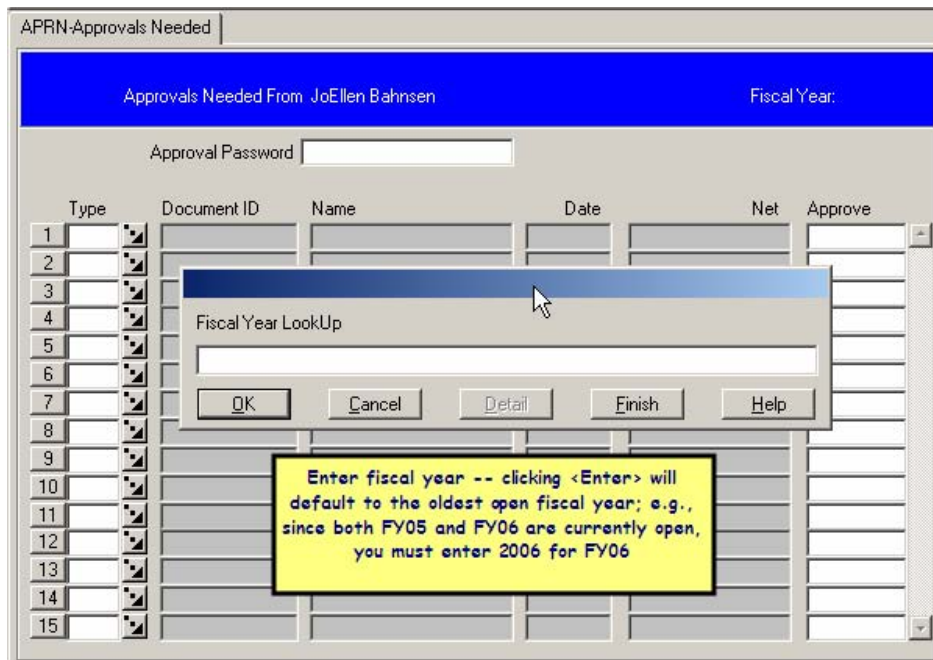


Figure 5. APRN – Approvals Needed – Fiscal Year LookUp prompt

Approvers will then be prompted for their approval password: “Enter your approval password.” There are three options for entering the approval password while on the **APRN** screen.

- 1) Enter the password at the first approval prompt
- 2) Click “cancel” at the first approval prompt, then place cursor in the “Approval Password” field at any time
- 3) If you have not entered your approval password but have entered “Yes” in the “Approve” column, Datatel will prompt you for your approval password when you update and save out of the **APRN** screen.

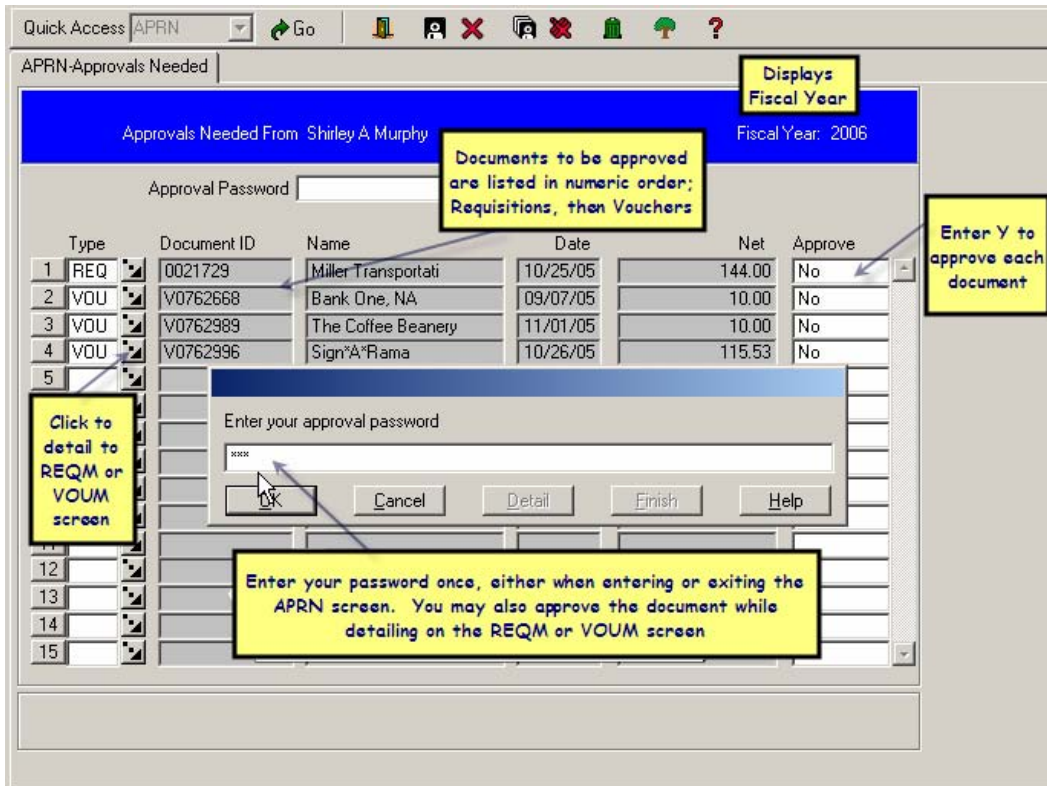


Figure 6. APRN details – note that the Vendor Name now appears on the APRN screen

If your department does not do online fiscal agent approvals, it is not necessary to mark Requisitions or Vouchers **DONE**, nor is it necessary to enter the User ID of Business Office accountants or account technicians as Next Approvers on the **APRN** screen.

Approvers may still approve documents individually on the **REQM** and **VOUM** screens, or may opt to approve all documents on the **APRN** screen. If you access **VOUM** or **REQM** through the **APRN** screen and do approvals on the individual documents, the status in the **APRN** “Approve” column will be “Approved”.

If you have questions related to online approvals, please contact the Datatel Assistance Desk at 8-2270.