

APPROVING ONLINE PURCHASE REQUISITIONS

MANDATORY STEP: Approvers are required to assign an approval password.

To create or change your approval password, please see the document “Colleague – changing your approval password.”

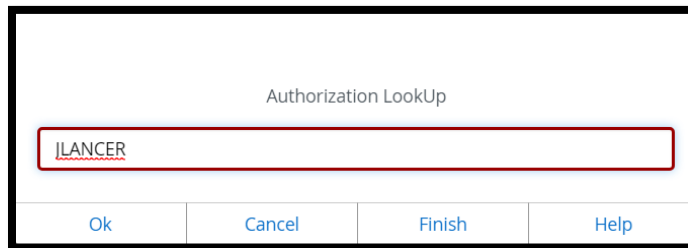
This procedure can be used at any time to create a new Approval Password or to change an existing one. Once you know your approval password, continue here:

1. Access the **APRN** (approvals needed) screen

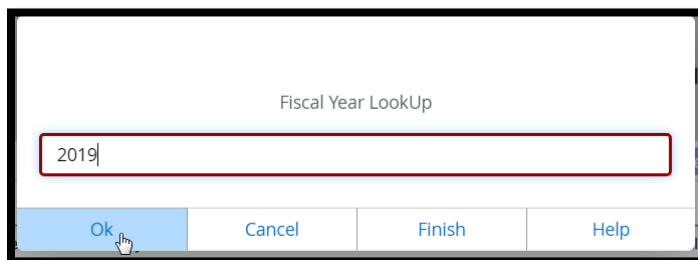


2. Type your **Approval ID** in the Authorization Lookup box

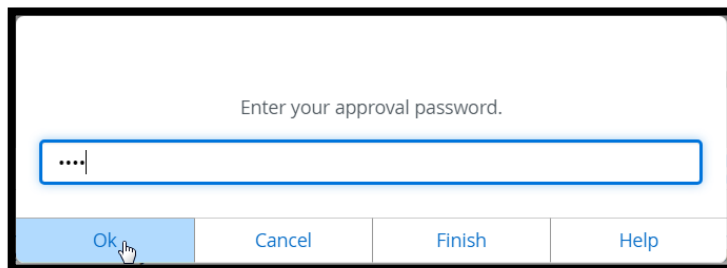
(TIP: Your Approval ID will be your first initial and the first 6 characters of your last name)

A screenshot of a dialog box titled "Authorization Lookup". It features a text input field containing the text "JLANCER". Below the input field are four buttons: "Ok", "Cancel", "Finish", and "Help".

3. Type the 4-digit **Fiscal Year** and click **OK**

A screenshot of a dialog box titled "Fiscal Year Lookup". It features a text input field containing the text "2019". Below the input field are four buttons: "Ok", "Cancel", "Finish", and "Help". A mouse cursor is clicking on the "Ok" button.

4. Enter your approval password and click **OK**

A screenshot of a dialog box titled "Enter your approval password.". It features a text input field containing three dots "..." indicating a password field. Below the input field are four buttons: "Ok", "Cancel", "Finish", and "Help". A mouse cursor is clicking on the "Ok" button.

5. To approve individual requisitions, type a **Y** in the Approve box to the right of the requisition:

Type	Document ID	Name	Date	Net	Approve	
1	REQ	0054582	Worcester State Unive	05/17/19	28,657.68	No
2	REQ	0054581	Worcester State Unive	05/17/19	3,520.00	Yes
3						

- 6. **NOTE:** For Budget Transfer approvals, you will need to detail into those items in order to complete the approval (continue to step 9).
- 7. **NOTE:** For requisitions created in a closed month, you will see this alert message: **‘Transaction date is not in an open month. Detail to maintain’**. Click OK after reading the alert message (continue to step 9).
- 8. If you do NOT need to detail in to complete your approvals, then you’re all set. Click on **Save ALL**
- 9. If you DO need to detail in to complete your approvals, continue with these steps:



- A. On APRN, click the **Detail** button to open the item you wish to approve.
- B. Click the Detail button to the right of the **Approvals** field/box.

- C. In the first available box under **Approvals** (left-hand column on the APRV screen), type your **Approval ID** and Press **<Enter>**, then enter your Approval Password:

- D. Click **Save and Update**.
- E. Click **Save and Update** again, back to the APRN screen.

Once you have finished all of your approvals in APRN, click **Save and Update**, then **Finish**.