

Mass Approving Requisitions

The purpose of the Mass Approve/ Issue Purchase Order option is to allow a rapid review and dispensation of purchase requests. The three main purposes of the Mass Approval are as follows:

Manage/Purchasing/Approve/Issue Purchase Orders

Mass Approve/Issue/Disapprove Requests

Fiscal Year: 2008 Criteria: Last Run

Document ID: From: To: Order Date: From: 00/00/0000 To: 00/00/0000

Approval Level: 1 2 3 4 5 6 7 8 9 Entry in progress

Vendor: Blank Requisitioner: Blank Requestor: Blank Location: Blank Department: Blank Catalog/Bid ID: Blank

Where:

OK Cancel

Click the Blank All Fields Button at the bottom of the screen if you want to fill in your own criteria.

Once the appropriate criteria is displayed, click OK

If any records match the criteria, the following screen will appear. The first grid shows all the purchase requisitions that fit the criteria, with columns to display information about the requisitions such as pending requisition numbers, pending budget transfers (Xfer), vendor name, attachments, notes, etc. The second and third grids show additional information about the highlighted requisition. Use the scroll bars to view additional fields of information for the requisitions in each of the three grids.

Mass Approve/Issue/Disapprove Requests

2008 DocNumber Search By DocNumber

Sel	DocNumber	Xfer	Description	Amount	Vendor	Vendor Order Name	Attachment	Notes	Re
<input type="checkbox"/>	PND-04242	<input type="checkbox"/>	Lot of business cards (500 per box)	22.00	523050	PREFERRED BUSINESS FORMS INC.			TI
<input type="checkbox"/>	PND-04732	<input type="checkbox"/>	OPEN PURCHASE ORDER	17500.00	000000	BEST SOURCE		DENISE SAYS THIS IS OK	EE
<input type="checkbox"/>	PND-04833	<input type="checkbox"/>	Char mat RUB 40600 (45"x53")	33.38	006336	UNITED SUPPLY CORP			SE
<input type="checkbox"/>	PND-05325	<input type="checkbox"/>	#10925 PRACTICAL IDEAS THAT REALLY WORK	53.92	001631	PRO-ED			HE
<input type="checkbox"/>	PND-05326	<input type="checkbox"/>	PRE714EBM READING DISABILITIES HANDBOOK	36.25	000858	NATALE\HOLLY			HE
<input type="checkbox"/>	PND-05328	<input type="checkbox"/>	BL2043.0 Buckle Down Grade 3 (TE)	54.72	001245	MROZEK-STRYEILEEN			LK
<input type="checkbox"/>	PND-05362	<input type="checkbox"/>	Hanging Media Bag Display Rack WS153100	394.30	186450	DEMCO INC			HL
<input type="checkbox"/>	PND-05431	<input type="checkbox"/>	29 assorted books @ \$13.54 = \$392.00	379.12	005079	JUNIOR LIBRARY GUILD	External		LK

Select To End Deselect To End Select All Deselect All

Description	Quantity	Unit Cost	Unit of Measure	Item ID	Pct	Shipping	Discount
Lot of business cards (500 per box)	1.00	22.0000	Each		0.00	0.00	0.00

Budget Code	Encumbrance	EncPct	Enc.Outstndng	Avail.Balance	Amount	Percent	Shipping	Description
A2010-450-60-0000	22.00	0.00%	327.40	25499.74	22.00	100.00%	0.0	Materials and Supplies

Mass Approve/Issue/Disapprove Requests

2008 DocNumber [] Search By DocNumber []

SEL	DocNumber	Xfer	Description
	PND-04242	<input type="checkbox"/>	Lot of business cards (500 per
	PND-04732	<input type="checkbox"/>	OPEN PURCHASE ORDER
	PND-04833	<input type="checkbox"/>	Char mat RUB 40600 (45"x53"
	PND-05325	<input type="checkbox"/>	#10925 PRACTICAL IDEAS T
A	PND-05326	<input type="checkbox"/>	PPE714ERM READING DISA
O	PND-05326	<input type="checkbox"/>	PPE714ERM READING DISA
L	PND-05326	<input type="checkbox"/>	PPE714ERM READING DISA

Approve Request
 Disapprove at originator approval level
 Disapprove at last approval level

Description
 Lot of business cards (500 per box)

Budget Code	Encumbrance	EncPct	Enc.Outstndng	Avail.Balance	Amount	Percent	Shipping	Description
A2010-450-60-0000	22.00	0.00%	327.40	25499.74	22.00	100.00%	0.0	Materials and Supplies

After the file has been reviewed, indicate the action to be taken in the SEL Column.
 To issue the order (I), simply left click in the SEL box of the appropriate purchase requisition.
 For other actions, right clicking will bring up a list of options:
 A – Approve Request,
 O – Disapprove at Originator Level,
 L – Disapprove at the last approval level).
 If an incorrect selection is made, left click to return the field to blank.

After all necessary actions have been indicated; left click on the Save Icon.

