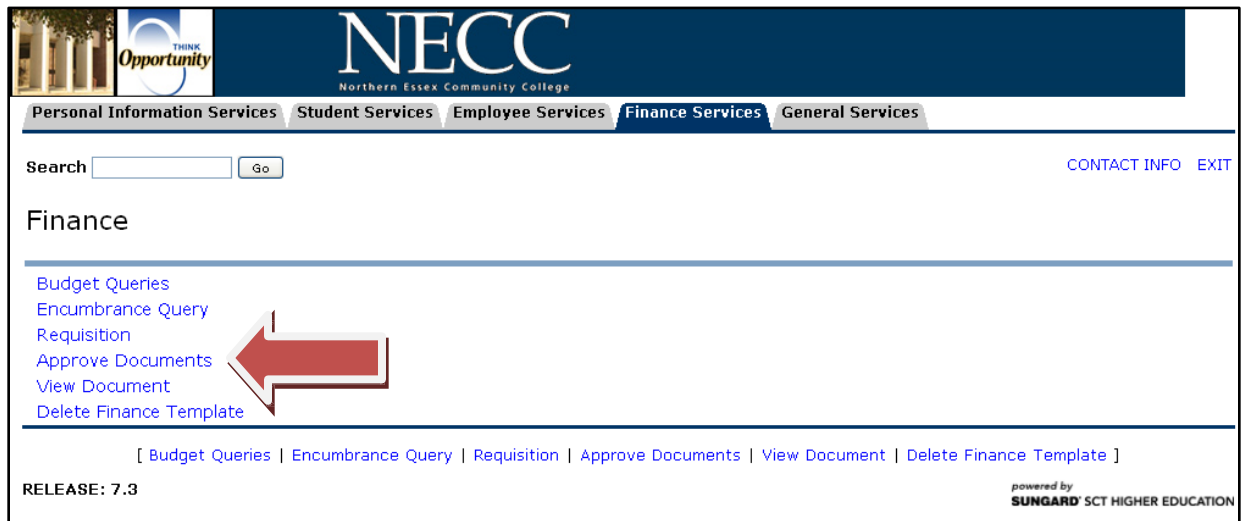



How to approve a requisition

1. Click on *Approve Documents*



The screenshot shows the NECC (Northern Essex Community College) website. The top navigation bar includes links for Personal Information Services, Student Services, Employee Services, Finance Services (highlighted), and General Services. Below the navigation bar is a search field with a 'Go' button and links for CONTACT INFO and EXIT. The main content area is titled 'Finance' and contains a list of links: Budget Queries, Encumbrance Query, Requisition, Approve Documents (highlighted with a red arrow), View Document, and Delete Finance Template. A breadcrumb trail at the bottom of the content area reads: [Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Finance Template]. The footer includes 'RELEASE: 7.3' and 'powered by SUNGARD SGT HIGHER EDUCATION'.

2. Your name will default in the User ID field, if you know the document number you can enter it but it is not necessary. Click on *Submit Query*



The screenshot shows the 'Approve Documents' form on the NECC website. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Approve Documents' and contains a section for 'Enter Approval Parameters'. This section includes a 'User ID' field with the value 'JCOGSWELL', a 'Document Number' field, and two radio button options: 'Documents for which you are the next approver' (selected) and 'All documents which you may approve'. A 'Submit Query' button is located below the radio buttons and is highlighted with a red arrow. A breadcrumb trail at the bottom of the content area reads: [Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Finance Template]. The footer includes 'RELEASE: 7.1.0.1' and 'powered by SUNGARD SGT HIGHER EDUCATION'.




How to approve a requisition

3. A list of documents will appear showing who entered the requisition and the amount. To review a document click on the blue document number, this will take you to a copy of the requisition.

[Personal Information Services](#)
[Student Services](#)
[Employee Services](#)
[Finance Services](#)
[General Services](#)


Search [CONTACT INFO](#)

Approve Documents

 Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID:	JCOGSWELL Jessica A. Cogswell
Document Number:	
Documents Shown:	Next Approver



Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				DASHBROOK	625.00	DOC	R0000329	History	Approve	Disapprove
Y	REQ				DASHBROOK	425.00	DOC	R0000330	History	Approve	Disapprove

4. Review the document for accuracy, including the vendor, items, and accounting information. Once that is completed click the **back button** on your browser to return to the previous screen.

Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:		Date:			
Requestor:	Jessica A. Cogswell	5500	Financial Planning & Analysis		
	978556-3811 X 3937	jcoqswell@necc.mass.edu			
Accounting:	Document Level				
Ship to:	Northern Essex Com. College				
	100 Elliott Street				
	Haverhill, MA 01830				
Attention:	Jessica A. Cogswell				
Contact:					
Vendor:	942404110	Apple Computer Inc			
	12545 Riata Vista Circle				
	Attn Higer Ed Sales Support				
	Brad Roberts				
	Austin, TX 78727-6524				
Phone:	978-808-6026	Fax:	866-758-7708		

Requisition Commodities


Item	Commodity Description	U/M	Qty	Unit Price	Ext Amount	
			Disc	Addl	Tax	Cost
1	Filing Cabinet Item #56384 Tan	EA	5	85	425.00	
			.00	.00	.00	425.00
2	Herman Miller Chair #95-222487 Blue	EA	1	200	200.00	
			.00	.00	.00	200.00
Total:					625.00	



How to approve a requisition

5. Click on the *Approve* link. (If you disapprove the document then it will return to the originator.)

Approve Documents


 Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID	JCOGSWELL	Jessica A. Cogswell
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				DASHBROOK	625.00	DOC	R0000329	History	Approve	Disapprove
Y	REQ				DASHBROOK	425.00	DOC	R0000330	History	Approve	Disapprove




6. Click Approve Document

Approve Document

Document Information

Document Number:	R0000329	Type:	REQ
Change Seq#		Sub#	
Amount:	625.00		

Comment:



Once you see the check box, the document has your approval. Click continue.

The requisition is now forwarded to the next approver or purchasing.


Personal Information Services | Student Services | Employee Services | **Finance Services** | General Services

Search [CONTACT INFO](#) [EX](#)

Document Pending Approval

Document R0000329 has your approval.

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Delete Finance Template](#)]





How to approve a requisition

TIPS

- To see the previous approvals for a document, click the History link
- If you disapprove a document because of an error, procurement will need to go in and fix it.

