Fixed Assets Approval Workflow

Fixed Asset Approval account codes (eff. 8/2010)

Account (Account) one of the following values: {"203410", "203421", "203425", "203430", "203440", "203450", "203460", "203470", "203480", "203490", "203510", "203520", "203530", "203540", "203550", "203551", "203610", "203620", "21001A", "21001B", "21001C", "21001D"}

Fixed Assets II Approval (eff. 8/2010)

Document Total amount : greater than or equal to 5000.00 USD –and- any of the "suspicious" codes below: {"201110", "201120", "201130", "201140", "201150", "201151", "201152", "201153", "201210", "201220", "201230", "201240", "201250", "201350", "201351", "201610", "201710", "201810", "201820", "201840", "202010", "203250", "203270", "203280", "203290", "203310", "203320", "203330", "203340", "221050", "221060", "221070", "221080", "221090", "221100", "221110", "233110", "233210", "233310", "233410", "233510", "233520", "233530", "233610", "233710", "233810", "233910", "234010", "234110", "236010", "236020", "236110", "236210", "236310", "236410", "236510", "236610", "236710", "236810", "236910", "237010", "237110", "237210"}

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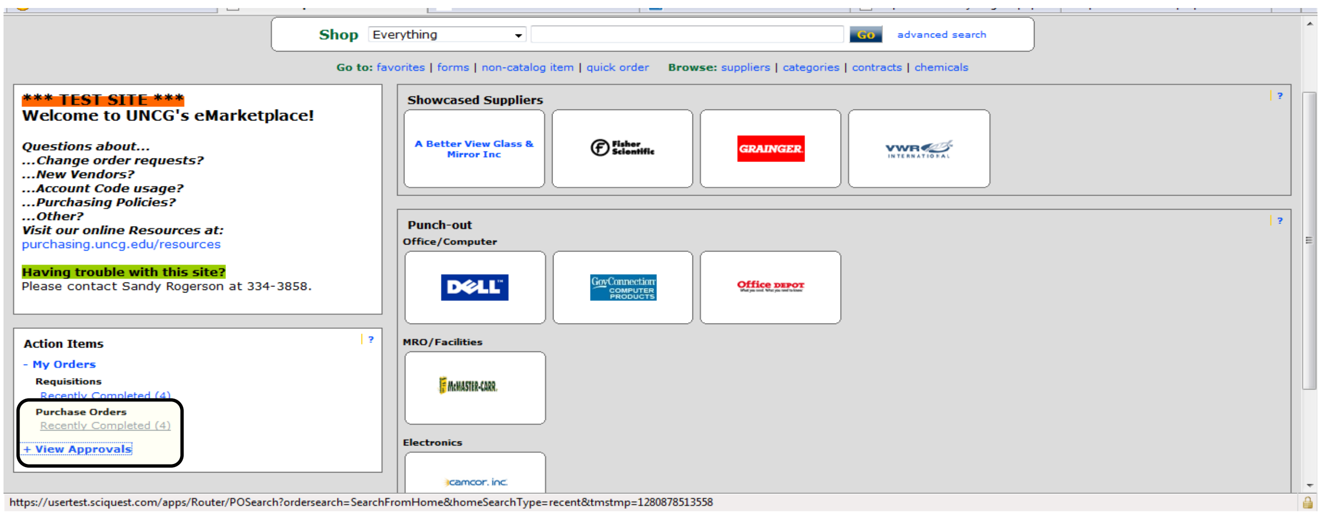
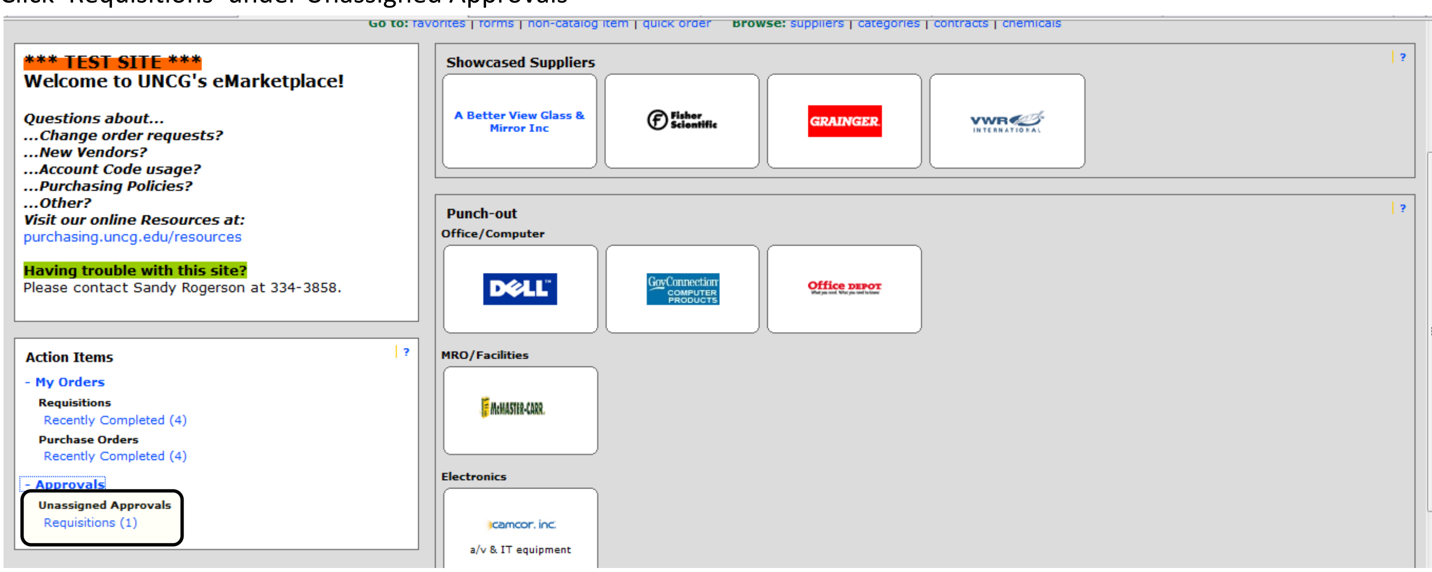
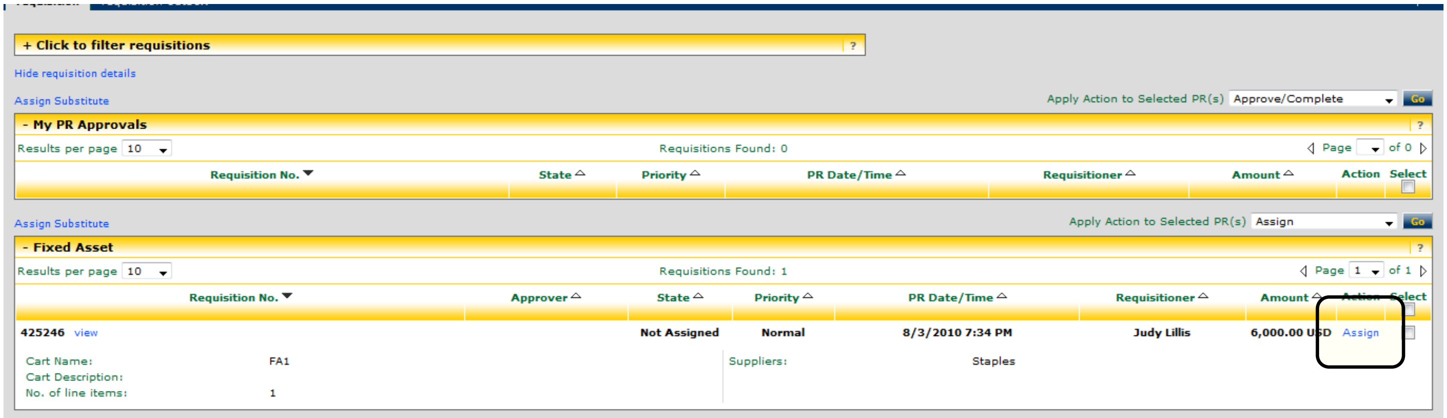
1. Login to eMarketplace
2. Expand 'View Approvals' under Action Items



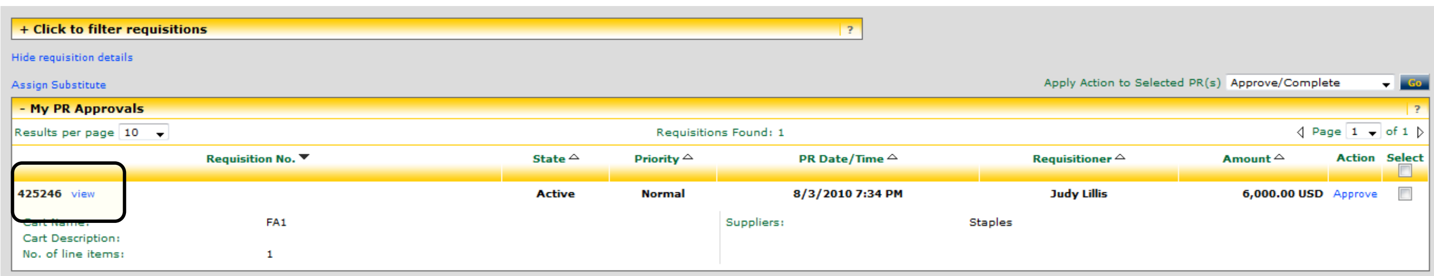
3. Click 'Requisitions' under Unassigned Approvals



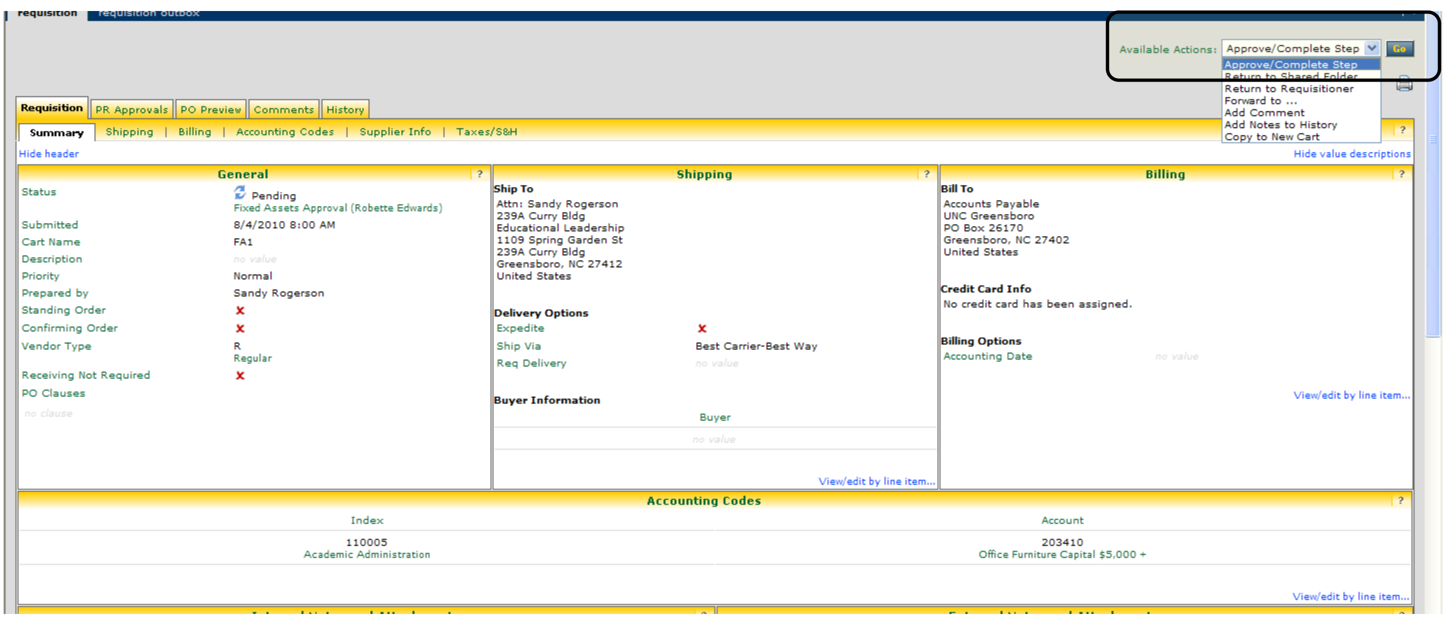
4. Click ‘Assign’ to assign the requisition to yourself



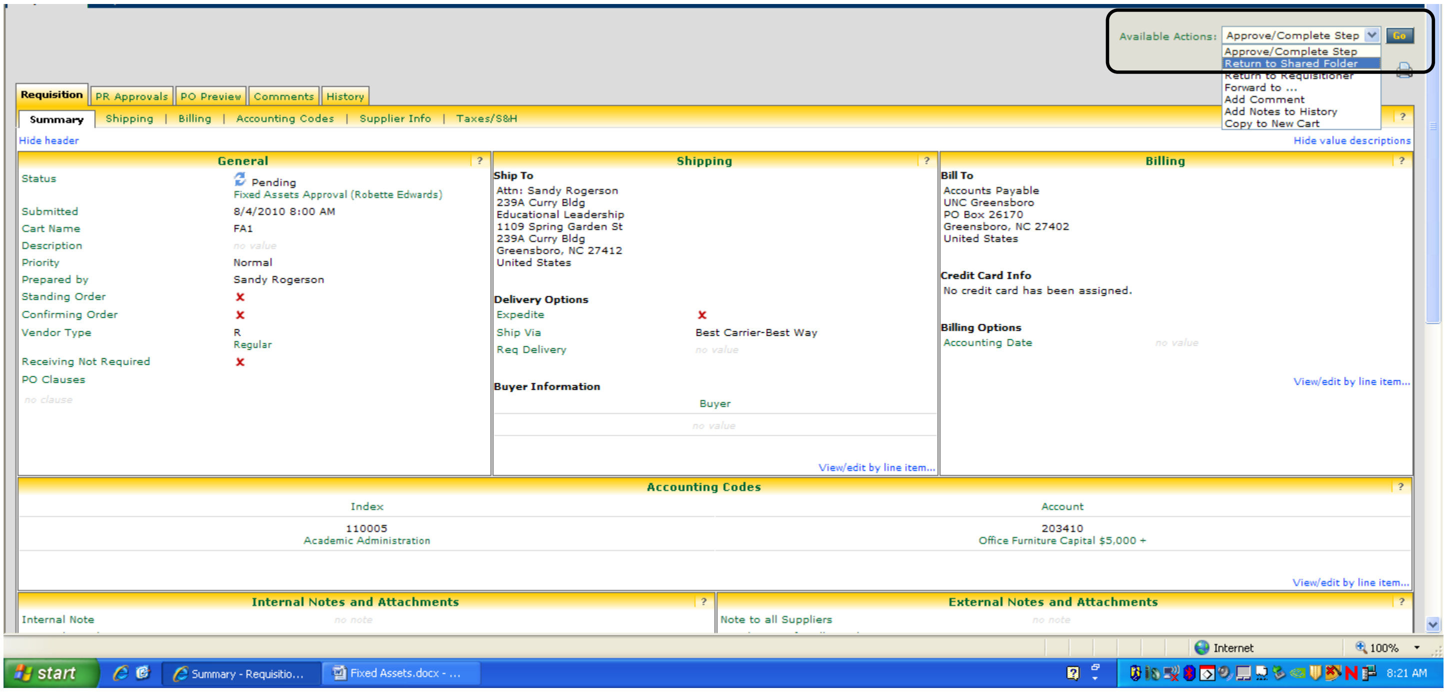
5. Click either the requisition number or view to access requisition information



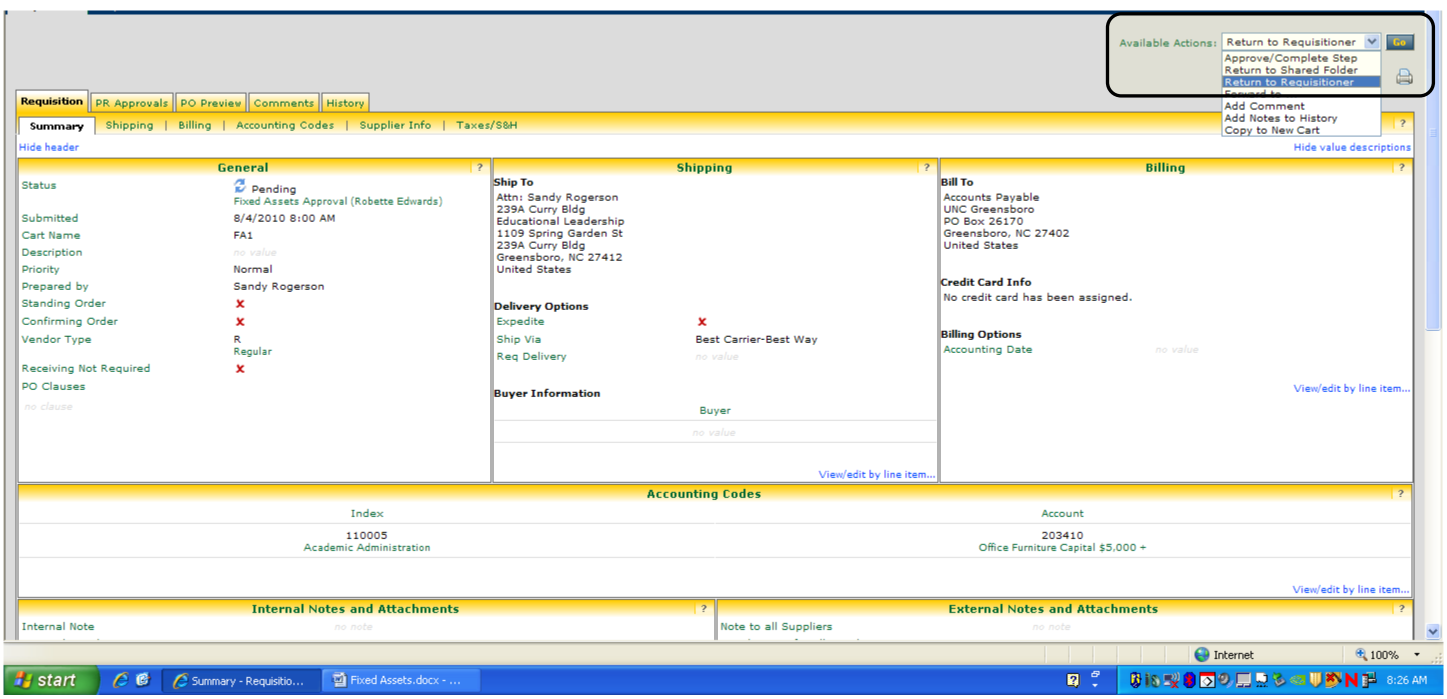
- **<u>If the requisition information is all correct</u>**, select Approve/Complete step from Available Actions dropdown and click Go



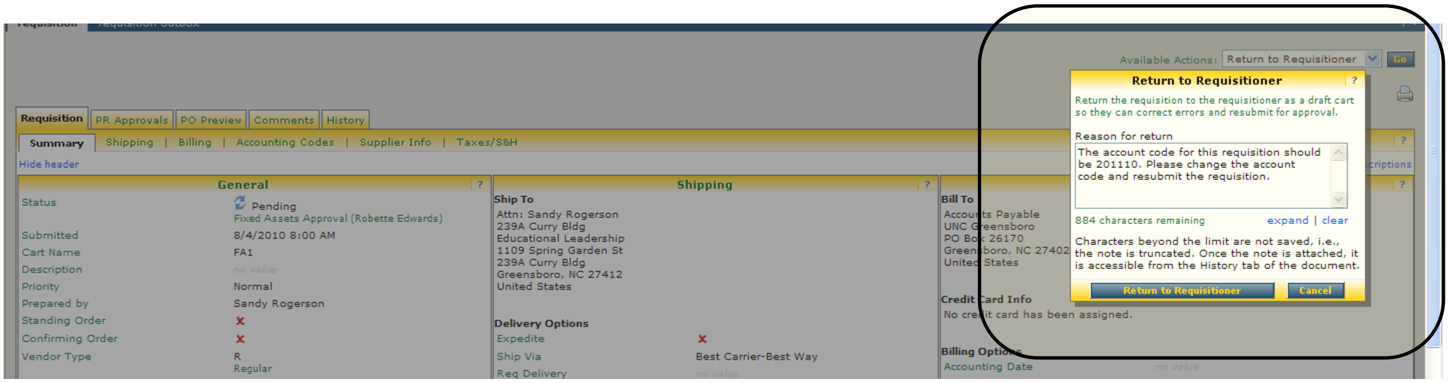
- **To forward to allow another Fixed Asset approver to review**, select Returned to Shared Folder from the Available Actions dropdown and click Go.



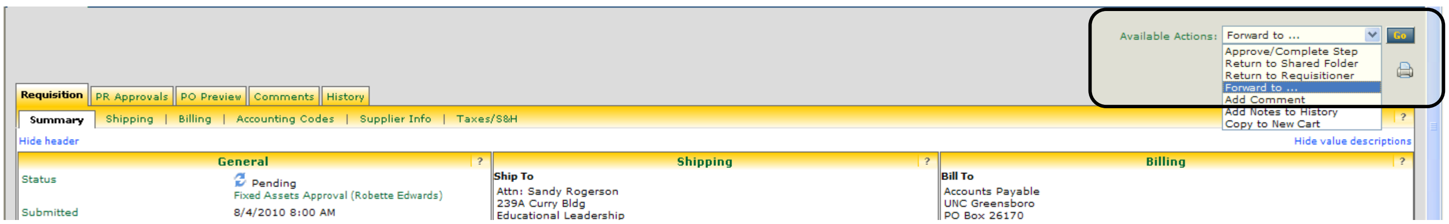
- **To return to the requisitioner** for changes, select Return to Requisitioner from the Available Actions dropdown and click Go.



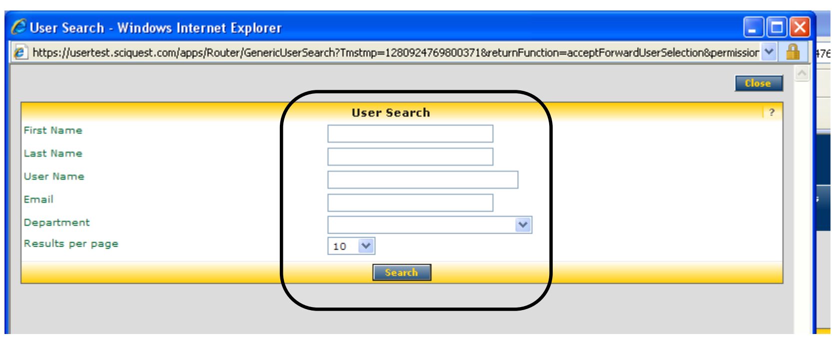
  - You can then add any notes as to why this requisition is being returned. The requisitioner will receive any notes you enter here in an email.



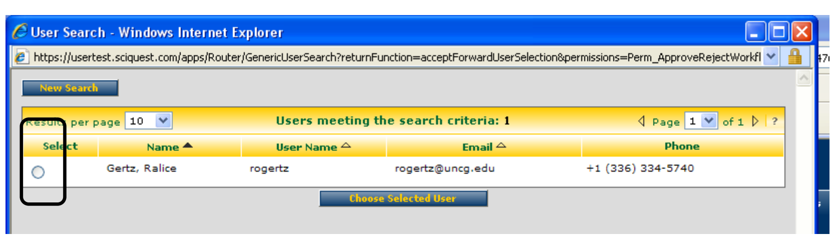
- **To forward the requisition to your supervisor or some other person for review,** select Forward to… from the Available Actions dropdown and click Go.



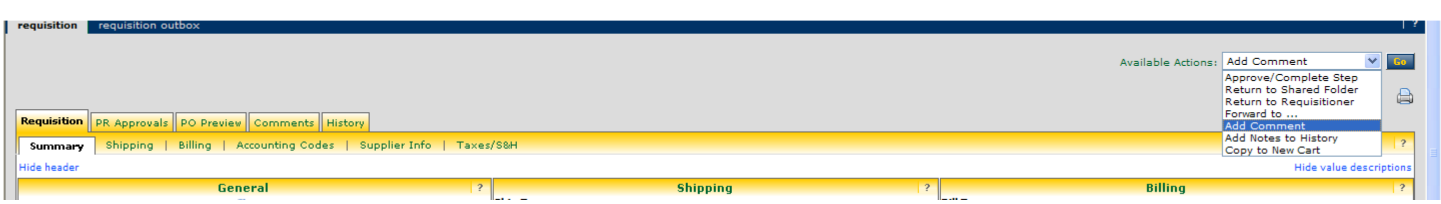
  - Type the last name of the person to whom you want to forward the requisition to in the Last Name field and click Search.



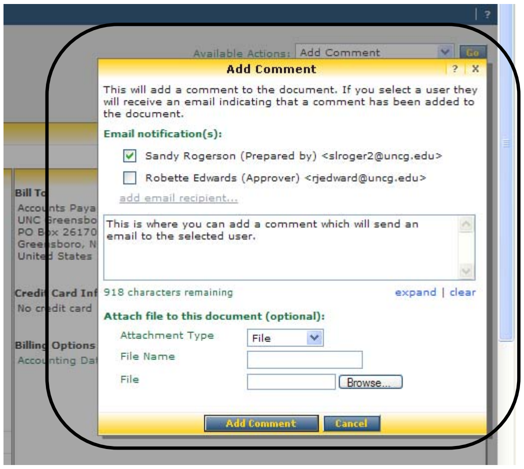
  - Select the person to whom you want to forward the requisition to and click Choose Selected User. You are given the option of sending a note to the person you are forwarding the requisition to.



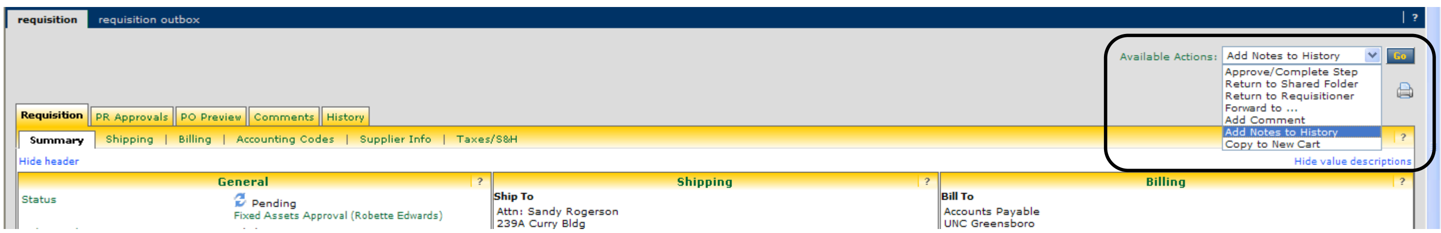
- **To add a comment to email to someone**, select Add Comment from the Available Actions dropdown and click Go.



- This is where you can add a comment which will be sent in an email to the selected user.



- **<u>To add a comment to the auditor for justification or auditing purposes without sending an email</u>**, Click Add Notes to History, then Go.



- Add the notes and then click Attach.