



Combined Approvers

MM_APP_300


Training for SRM, ECC, and PRD Approvals



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Approver Overview



An employee holding the **Approver** role is responsible for reviewing and approving the following documents created within their business area(s). The procurement processes are powered by SAP/SRM and the documents are housed within the *myUK* environment.

- Shopping Carts created within the Supplier Relationship Management (SRM) e-procurement system (academic campus areas)
- Requisitions created within the ECC Materials Management (MM) system for Hospital areas
- Payment Request Documents (PRDs) created for payment only of selected goods and services (all campus sectors)

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Training Request Form Requirement



A Training Plan Request Form must be completed and approved to receive the Approver role.

A How-To Guide to Establish Departmental Purchasing Roles can be found on the Purchasing website at: <http://www.uky.edu/Purchasing/>. The guide includes an overview of departmental roles, information on Role Combinations, and Steps to Request and Receive Training.

In addition to taking and passing this course, an approved Training Request Form must be provided to the Enterprise Applications Group (EAG) to receive the Approver Role. If you have booked and are taking this course without having completed the Training Plan Request Form, please be sure to complete this to receive the Approver role and *myUK* tab. The tab usually appears within 24 to 48 hours after completing both requirements.

Responsibilities of an Approver



By approving SRM Shopping Carts, PRDs, or ECC Requisitions, the Approver is responsible for affirming the following:

- The purchase is in compliance with all policies and procedures of the University.
- The purchasing method selected by the SRM Shopper, PRD Creator, or ECC Requisitioner is correct based on the nature of the transaction.
- The funding type selected is valid for the purchase based on the nature of the transaction.
- Funds are available for the purchase
- The documentation has been reviewed and all relevant information within the transaction is valid and correct.
- All goods and services have been received (for PRDs)



How Do the Document Types Differ?

SRM Shopping Carts and ECC Requisitions are purchase documents used for general ordering of most goods and services. Authorized SRM Shoppers (academic campus areas) and ECC Requisitioners (Hospital areas) create orders within the *myUK* environment to purchase items for their departments or units.

For selected goods or services only, all departments have Delegated Authority to make the purchase and process the invoice as a **Payment Request Document (PRD)**. The PRD is submitted by a departmental PRD Creator after the transaction has already taken place.

PRDs are generally used for payments of a discretionary nature or for which little or no formal Purchasing policy applies. Examples include speaker fees, government fees, awards, patient reimbursements, etc.

The Purchasing Division manages the ECC Requisition and SRM Shopping Cart processes.

Accounts Payable holds responsibility for the PRD process.




Purchasing/AP Quick Reference Guide

The Purchasing/AP Quick Reference Guide provides guidance on the correct method of ordering and paying for goods and services. Commodities are listed alphabetically and document creators should review the guide before ordering any goods or services.

Sample first page only – Access the full current guide at: <http://www.uky.edu/Purchasing/>

UK Purchasing/AP Quick Reference Guide							
In cases where the Procurement Card is allowed, it is the preferred method for payment. See Business P							
	Standard Procurement Card Purchases less than \$5,000 (Preferred Method)	SRM Shopping Cart / ECC Requisition through Purchasing	Payment Request Document (PRD)	Payroll	Student Payment Voucher (SPV)	Travel Voucher	Comments
Accreditation Fees	X						PRD if not authorized on the Procurement Card
Ad Placement (one-time or short-term placement of ads via print, radio, TV, billboard, includes employment advertising)	X	X					Purchasing must review and sign any written agreement
Advertising Services (long-term placement of ads via print, radio, TV, billboard, etc.)		X					Purchasing must review and sign any written agreement. Contact Purchasing for any purchase that may involve consulting, marketing, or branding services.
Agricultural Equipment, Supplies and Animals	X	X					
Alcoholic Beverages - BPM 3-2-2	X		X				Procurement card may be used solely with UK Dining, Boone Center, or Spadletop Hall and must be invoiced separately from food purchases.
Artwork		X					
Attorneys		X					Refer to BPM B-4. All invoices must be reviewed by Office of Legal Counsel prior to creation of Personal Service Contract and related Shopping Cart / Requisition.
Auctioneers		X					Refer to BPM B-4.

Role Combinations




There are restrictions on role combinations to maintain checks and balances. The matrix below shows all permissible combinations for various procurement-related roles within *myUK*.


	SIMILAR ROLES		
SAP (R3/MM)	REQUISITIONER	APPROVER	RECEIVER
SRM	SHOPPER	APPROVER	GOODS CONFIRMER
PRD	CREATOR	APPROVER	

	PRD CREATOR	SAP REQUISITIONER	SRM SHOPPER	SAP /SRM /PRD APPROVER	SAP RECEIVER	SRM GOODS CONFIRMER
OPTION 1	✓	✓	✓	✗	✓	✓
OPTION 2	✗	✗	✗	✓	✓	✓
OPTION 3	✗	✓	✓	✓	✗	✗

The same person is not required to hold all roles within any one option. The combinations reflect the maximum roles within each option any one person may hold.


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Approver Levels



Multiple approvals may be required depending on the amount of the SRM Shopping Cart, ECC Requisition, or PRD.

Total value of document	Approval(s) Required
Less than \$10,000	Level 1 only
\$10,000 or greater	Level 1 & Level 2

Note: Special additional approvals are required for purchases of vehicles and computer equipment.


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How Will I Receive Documents?



Approvers Table: “Workflow” moves SRM Shopping Carts, ECC Requisitions, and PRDs to assigned approvers based on a mechanism known as the “Approvers Table”.

- Approvers must be listed in the table in order to receive documents into their inboxes
- Back-up/multiple Approvers can also be assigned to the table
- Table contains routing information for every University department
- Table identifies the level approval required and routes carts accordingly to Approvers’ inboxes

In summary, Workflow delivers documents directly to Approvers’ inboxes. After task completion (approval, rejection, etc.), Workflow delivers the documents to their next destination.

For convenience purposes, Approvers are also notified via an Outlook email notification that a document has arrived in their inbox for approval.

Begin – Login to myUK



1. Click Link Blue from the UK Home Page

2. Click myUK from the Link Blue site

3. Login to myUK using your AD and password

The screenshot shows a browser window with the URL <http://www.uky.edu/>. The navigation menu includes CALENDAR, GIVING, JOBS, LIBRARIES, LINK BLUE, and SITE INFO. The Link Blue page is displayed, showing a sidebar with links like myUK, Student Web Server, and Student Email. The myUK link is highlighted. The myUK login page is shown with fields for User ID (with a 'clock' icon) and Password, and a Sign On button.

I. SRM/PRD Approver Tab and Site Navigation



SRM Shopping Carts and Payment Request Documents (PRDs) are approved through the Approver tab within myUK.

Remember: Academic campus areas use SRM Shopping Carts for purchases; Hospital areas use ECC Requisitions. Approvers from all campus areas will approve PRDs.

Approvers for SRM Shopping Carts and PRDs access the Approver tab within myUK

Subject	From	Sent Date
Approve Invoice Number 3000212434 by CLOCKE	Locke, Craig E	Today
Approve Invoice Number 3000212433 by CLOCKE	Locke, Craig E	Today
Approve Invoice Number 3000212432 by CLOCKE	Locke, Craig E	Today
Approve Invoice Number 3000212445 by CLOCKE	Locke, Craig E	Yesterday
Approve Shopping Cart 9000089402 w/ th Value 10,000.00 USD	Locke, Craig E	Yesterday
Approve Shopping Cart 9000089401 w/ th Value 900.00 USD	Locke, Craig E	Yesterday
Approve Shopping Cart 9000089400 w/ th Value 5,000.00 USD	Locke, Craig E	Yesterday
Approve Shopping Cart 9000089389 w/ th Value 15,000.00 USD	Locke, Craig E	Yesterday
Process Leave Request by Employee	Locke, Craig E	Aug 29, 2014

SRM/PRD Access Inbox



Approval tasks are executed via the Inbox located on the left side of the screen. As SRM Shopping Carts or PRDs route to the Approver, they can be found within the Inbox.

1. Click Inbox to begin the Approval process

2. Click Tasks tab to access documents for approval

SRM/PRD Documents Section Overview



Reports | SLOM Validators | Faculty Services | Home | Payment Request | Strategic Procurement | SRM

Tasks (9 / 9) | Alerts | Notifications | SAPoffice Mails | Tracking

Show: New and In Progress Tasks (9 / 9) | Select a Subview... | All

Subject	From	Sent Date	Priority
Approve Invoice Number 3000212434 by CLOCKE	Locke, Craig E	Today	Medium
Approve Invoice Number 3000212433 by CLOCKE	Locke, Craig E	Today	Medium
Approve Invoice Number 3000212432 by CLOCKE	Locke, Craig E	Today	Medium
Approve Invoice Number 3000212445 by CLOCKE	Locke, Craig E	Yesterday	Medium
Approve Shopping Cart 9000089402 w/ith Value 10,000.00 USD	Locke, Craig E	Yesterday	Medium
Approve Shopping Cart 9000089401 w/ith Value 900.00 USD	Locke, Craig E	Yesterday	Medium
Approve Shopping Cart 9000089400 w/ith Value 5,000.00 USD	Locke, Craig E	Yesterday	Medium
Approve Shopping Cart 9000089389 w/ith Value 15,000.00 USD	Locke, Craig E	Yesterday	Medium
Process Leave Request by Employee	Locke, Craig E	Yesterday	Medium

Approve Invoice Number 3000212434 by CLOCKE
 Sent Date: Today by Locke, Craig E
 Priority: Medium
 Description: You are responsible for the approval of Invoice Number 3000212434. Please click on the link to switch to Invoice to check the document and then approve.

Tabs, filters, and dropdown menus in the upper section provide tools for managing messages and tasks.

SRM Shopping Carts, PRDs, and other communications display in the bottom section in a message format.

SRM/PRD Access Documents



The Approver can drill into the SRM Shopping Cart or PRD to examine and review its contents.

Click Subject line of document to open in new window or tab

Reports | Financial Aid View of Student | Enterprise Services | my UK | myReports | SLOM Validators


Tasks (9 / 9) | Alerts | Notifications | SAPoffice Mails | Tracking

Show: New and In Progress Tasks (9 / 9) | Select a Subview... | All

Subject	From	Sent Date	Priority
Approve Invoice Number 3000212434 by CLOCKE	Locke, Craig E	Today	Medium
Approve Invoice Number 3000212433 by CLOCKE	Locke, Craig E	Today	Medium
Approve Invoice Number 3000212432 by CLOCKE	Locke, Craig E	Today	Medium
Approve Invoice Number 3000212445 by CLOCKE	Locke, Craig E	Yesterday	Medium
Approve Shopping Cart 9000089402 w/ith Value 10,000.00 USD	Locke, Craig E	Yesterday	Medium
Approve Shopping Cart 9000089401 w/ith Value 900.00 USD	Locke, Craig E	Yesterday	Medium
Approve Shopping Cart 9000089400 w/ith Value 5,000.00 USD	Locke, Craig E	Yesterday	Medium
Approve Shopping Cart 9000089389 w/ith Value 15,000.00 USD	Locke, Craig E	Yesterday	Medium
Process Leave Request by Employee	Locke, Craig E	Aug 29, 2014	Medium

Approve Shopping Cart 9000089400 with Value 5,000.00 USD
 Sent Date: Yesterday by Locke, Craig E
 Priority: Medium
 Status: New

Typical SRM Shopping Cart Structure



General Data shows creator's name, date created, etc.

Header section includes notes that may be relevant to the Approver

Number 90000894
Document Name CLOCKE 03/18/2015 16:28
Status Approved
Approval
Created On 03/18/2015

General Data

Buy on Behalf of: 22864 Mr. Craig Locke

Name of shopping cart: CLOCKE 03/18/2015 16:28

Approval Process: [Display / Edit Agents](#)

Budget: [Display](#)

Document Changes: [Display](#)

PO Type: NBPO

Period of Performance:

Approval Note

Shelving for Dr. Michaels' laboratory.

Item Overview


Line Number	Item Type	Description	Product Category	Quantity	Unit	Net Price / Limit	Delivery Date
1	Material	Shelving, metal, gray, 36"	56000000	5,000	LOT	1.00	04/01/2015

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Typical SRM Shopping Cart Structure – Details



Note: The Details section in the bottom is line-item driven. Different account assignments, etc., may be identified with each line item. If there are multiple lines, click the < > arrows to move among the lines.

Tabs within the Details section include: Account Assignment, Delivery Address, Notes and Attachments, etc.

Details for item 1
Details for item 1 Shelving, metal, gray, 36"

Item Data
Account Assignment
Notes and Attachments
Delivery Address/Performance Location
Sources of Supply / Service Agents

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Number	Percentage	Account Assignment Category	Cost Object	Account Assignment Description	General Ledger Account	General Ledger Description
0001	100.00	Cost Center	1012121290	IT - SAP - ASG	540300	Furnitu<2K/Compu<1K

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Typical PRD Structure



Unlike the line item detail found in SRM Shopping Carts, PRDs are lump sum documents with a total dollar amount for the payment.

Display Invoice (Approval mode)

PRD Number: 3000212432 External Invoice Number: 8764FKL Status: Awaiting Approval Total Value: 855.00 USD Invoicing Party: Adventure Promotions

Overview

Payment To: 133925 Adventure Promotions Total Value (Gross) Currency: 855.00 USD
 External Invoice Number: 8764FKL Balance: 0.00
 Payment Description: Gifts for visitors Payment Terms: Due Immediately
 Date on Invoice: 03/12/2015 Payment Method Supplement:
 Create Date: 03/19/2015

Payment To address:
 Adventure Promotions
 2625 Regency Rd
 Lexington KY 40503
 US

One Time Payment

Country:

Items

Line Number	Description	Product Category	Amount	GL Account Number	Account Assignment Category
1	Gifts (not promotional)	60101710	855	540309	Cost Center

Overview section shows vendor, invoice information, total dollar amount, etc., of the payment.

Items section shows one or more specific Product Categories designated for the payment with their corresponding amount(s).

Typical PRD Structure – Account Assignment



Display Invoice (Approval mode)

PRD Number: 3000212432 External Invoice Number: 8764FKL Total Value: 855.00 USD Invoicing Party: Adventure Promotions

Overview Header **Item** Notes and Attachments

Item Overview

Line Number	Description	Product Category	Amount	GL Account Number	Account Assignment Category
1	Gifts (not promotional)	60101710	855	540309	Cost Center

Details for Selected Item 1 - "Gifts (not promotional)"

Item Data: **Account Assignment**


Number	Accounting Line Number	Percentage	Account Assignment Category	Cost Object	Account Assignment Description	General Ledger Account	General Ledger Description
0001		100.00	Cost Center	10121290	IT-SAP-ASG	540309	Awards and Trophies

1. Click the Item tab to access Account Assignment Information

2. Click to open Details section

3. Account Assignment information can be found in lower section

Typical PRD Structure – Notes and Attachments



Approve Reject Print Preview Check Close Park System Information Create Memory Snapshot

PRD Number 3000212432 External Invoice Number 8764FKL Status Awaiting Approval Total Value 855.00 USD

Overview Header Item Notes and Attachments Approval Tracking

Notes

Add

Assigned To	Category	Text Preview
Document Header	Internal Note	Promotional gifts to for visiting conference speakers

Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile


Assigned To	Category	Description	File Name	Version	Processor	Visible Internally
Document Header	Standard Attachment	Adventure Enclosure	Adventure Invoice.pdf	1		<input checked="" type="checkbox"/>

Click Notes and Attachments tab


Notes section must contain internal notes relevant to the PRD

The invoice must be scanned and attached to the PRD. Other files containing supporting documentation may also be attached.

Note: If the documentation is not attached, either the PRD will need to be rejected, or the Approver can edit and attach the documentation prior to approving.


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SRM/PRD Complete Approval



If all aspects of the SRM Shopping Cart or PRD are correct, click Approve to finish task. The Approver may choose to reject the document if it contains errors.

1. Click Approve or Reject

2. Click Close when done to exit the open tab or window.

Display Invoice (Approval mode)

Approve Reject Edit Print Preview Close Park System Information Create Memory Snapshot

PRD Number 3000212432 External Invoice Number 8764FKL Status Awaiting Approval Total Value 855.00 USD

Overview Header Item Notes and Attachments Approval Tracking

* Payment To: 133925 Adventure Promotions

* External Invoice Number: 8764FKL

Payment Description: Gifts for visitors

* Date on Invoice: 03/12/2015

Create Date: 03/19/2015

One Time Payment

Name:

Name 2:

Name 3:


* Total Value (Gross)/Currency: 855.00


Balance: 0.00

Payment Terms: Due immediately

Payment Supplement:

Note: Prior to rejecting a document, edit and make a note on the Notes and Attachments tab conveying the reason for the rejection.


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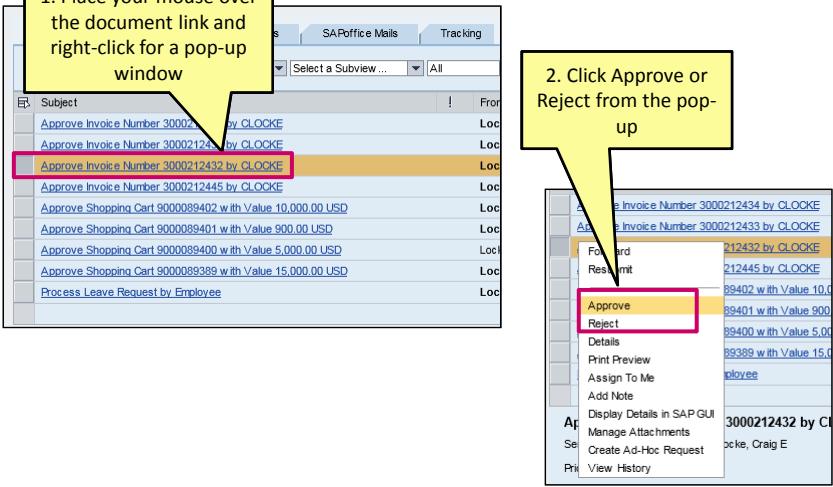



Alternative: Complete Approval from Inbox


If desired the Approver can Approve or Reject an SRM Shopping Cart or PRD directly from the Inbox.

1. Place your mouse over the document link and right-click for a pop-up window

2. Click Approve or Reject from the pop-up



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SRM/PRD Approve Level 2

SRM Shopping Carts or PRDs totaling \$10,000 or greater require an additional (Level 2) Approval.

The approval steps are the same regardless of level.

Some Approvers hold both Level 1 and Level 2 roles for their areas, in which case the second level approval can be executed within the same session from their Inbox.

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SRM/PRD Same Person Approve Level 2

Reminder: These steps apply if you serve as both as both Level 1 and Level 2 Approver for the same document.

1. After returning to the Inbox from the Level 1 approval, click Refresh from right-side dropdown menu

Subject	From	Sent Date	Priority	Due Date	Status
Approve Invoice Number 3000212434 by CLOOKE	Locke, Craig E	Today	Medium		New
Approve Invoice Number 3000212433 by CLOOKE	Locke, Craig E	Today	Medium		New
Approve Invoice Number 3000212432 by CLOOKE	Locke, Craig E	Today	Medium		New
Approve Invoice Number 3000212445 by CLOOKE	Locke, Craig E	Yesterday	Medium		New
Approve Shopping Cart 9000089402 w th Value 10,000.00 USD	Locke, Craig E	Yesterday	Medium		New
Approve Shopping Cart 9000089401 w th Value 900.00 USD	Locke, Craig E	Yesterday	Medium		New
Approve Shopping Cart 9000089400 w th Value 5,000.00 USD	Locke, Craig E	Yesterday	Medium		In Progress
Approve Shopping Cart 9000089389 w th Value 15,000.00 USD			Medium		New
Process Leave Request by Employee			Medium		New

2. The same Shopping Cart or PRD will return to the message listing for Level 2 approval.

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SRM/PRD Finish Level 2 Approval

3. Level 2 Approver can drill into the document if desired to display or edit –

Or...simply right-click on the document and Approve or Reject from the pop-up window.

Note: Some Approvers hold Level 2 authority only, in which case they may need to review or edit the document once it arrives to their inbox. A Level 2 Approver may also reject the document even though it was approved by a different Level 1 Approver.

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SRM/PRD Edit Overview



If an SRM Shopping Cart or PRD needs revisions, at the Approver's discretion, s/he can perform the edit themselves and approve rather than rejecting the document.

Examples of possible edits:

- Add or delete line items
- Change cost assignment
- Change delivery address
- Add attachments

Edits must be completed prior to approving

Note: The following slides show an edit made to an SRM Shopping Cart. Although the visual interface of the PRD differs, the edit steps between the document types are similar.

SRM/PRD Edit Document



Approve Shopping Cart

Approve Reject **Edit** Close Save Check Inquire System Information Create Memory Snapshot

Number 9000089401 Document Name CLOCKE 03/18/2015 16:29 Status Awaiting Approval Created On 03/18/2015 16:29

General Data

Buy on Behalf of: 22864 Mr. Craig Locke Approval Note

Name of shopping cart: CLOCKE 03/18/2015 16:29

Approval Process: [Display / Edit Agents](#)

Budget: [Display](#)

Document Changes: [Display](#)

PO Type: NBPO Note to Supplier

Period of Performance: [] []

Item Overview

Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Description	Unit	Delivery Date
1	Material	Lexmark printer, model CS310	50.00	04/01/2015

Additional Information


The document is in approval
Any document changes may lead to an adaptation of the workflow process

OK Cancel

1. Once the document is in display mode, click Edit to begin revision.

2. The following message may appear - click OK to continue

SRM/PRD Edit Document



Change Shopping Cart and Proceed

Approve | Reject | Close | Save | Check | Inquire | System Information | Create Memory Snapshot

Number 9000089401 Document Name CLOCKE 03/18/2015 16:29 Status Awaiting Approval Created On 03/18/2015

General Data

Buy on Behalf of: 22864 Mr. Craig Locke

Name of shopping cart: CLOCKE 03/18/2015 16:29

Default Settings: [Set Values](#)

Approval Note: Reduced quantity from 2 each to 1 each. Also, I replaced the original cost center with a new one.

Note to Supplier:

Period of Performance:

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Process All Items

Line Number	Item Type	Description	Product Category	Quantity	Unit	Net Price
1	Material	Lexmark printer, model CS310	44101700	1	EA	0.00
	Undefined Item Type		99999999	1.000		0.00

Details for item 1 Lexmark printer, model CS310

Item Data | Account Assignment | Notes and Attachments | Delivery Address | Performance Location | Sources of Supply


You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Number	Percentage	Account Assignment Category	Cost Object	Account Assignment Description	General Ledger Account
0001	100.00	Cost Center	1012121200	IT - SAP - ASG	540345

3. If needed, click Details to view/revise line item detail data

Note: Fields will turn white during Edit mode allowing revisions


4. Edit Item Data, Account Assignment, Delivery Location, etc., if needed in the bottom Details section



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SRM/PRD Finish Edit and Approve



Change Shopping Cart and Proceed

Approve | Reject | Close | Save | Check | Inquire | System Information

Number 9000089401 Document Name CLOCKE 03/18/2015 16:29

General Data

Buy on Behalf of: 22864 Mr. Craig Locke

Name of shopping cart: CLOCKE 03/18/2015 16:29

Default Settings: [Set Values](#)

5. Click Approve when finished editing

Remember: Edit steps for both SRM Shopping Carts and PRDs are similar. Simply place the document in Edit mode, make needed changes, and click Approve.


Confirmation message

6. Click Close to exit window

Display Document:

Edit | Close | Show my Tasks | Refresh | Copy

Action was successfully performed



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SRM Shopping Cart Approval Status Tabs

Both types of documents have Approval Process and Tracking information. The Approver tab will show where the document is in the process. If already approved, it will reflect the Approver along with date and time.

SRM Shopping Cart

Approval information for SRM Shopping Carts can be found via this tab in the bottom Details section.

Details for Item 1 Freezer, New Brunswick, -80
Approval Process Overview

Current Status: Active

Current Process Step: SRM Shopping Cart Approval (1)

Currently Processed By: Craig Locke, Leah Nicholas

Approval Process Data: Download as XML

Header Approval Note: Freezer for Dr. Jones' laboratory, room 333 (CLOCKE 03/18/2015 16:26:40 EST)

Approval Status Details for Selected Item

Sequence	Process Step	Level Status	Status	Processor	Received On	Processed On
001	SRM Shopping Cart Approval (1)	Completed (Level was Processed)	Approved	Mr. Craig Locke	03/18/2015 16:26:07	03/20/2015 10:43:26
002	SRM Shopping Cart Approval (1)	Active (Assigned Process is Running)	Open (No Decision Made)	Mr. Craig Locke, Ms. Leah Nicholas	03/20/2015 10:43:35	

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PRD Approval Status Tab

PRD

Approval information for the PRD can be found via this tab in the top header section.

Display Document:
Approval

PRD Number: 3000212432 External Invoice Number: 8764FKL Status: Awaiting Approval

Overview Header Item Notes and Attachments Approval Tracking

Current Status: Active

Current Process Step: SRM Invoice Approval

Currently Processed By: Alisha Blakley, Cara Nelson, Carole Ballard, Debra

Approval Process Data: Download as XML


Header Approval Note:

Header Approval Status

Sequence	Process Step	Level Status	Status	Processor Determination	Processor
001	SRM Invoice Approval	Completed (Level was Processed)	Approved	PRD - Level L1 Approver	Craig Locke
002	SRM Invoice Approval	Active (Assigned Process is Running)	Open (No Decision Made)	PRD - Final AP approvers	Alisha Blakley, Cara Nelson, Carole Ballard, Debra

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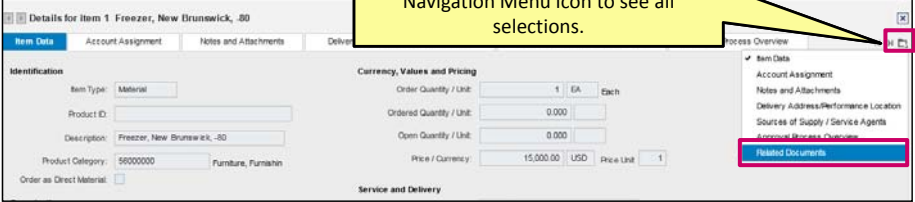
SRM Related Documents Tabs



Both types of documents have tracking and related documents capabilities.

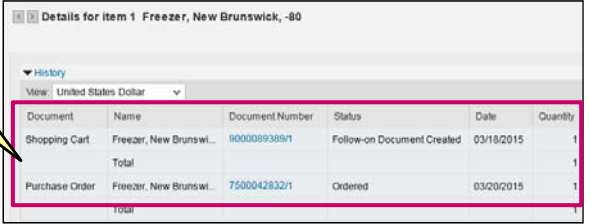
SRM Shopping Cart

Select Related Documents tab in bottom Details section. Depending on screen resolution, you may need to click the Navigation Menu icon to see all selections.




The screenshot shows the 'Details for Item 1 Freezer, New Brunswick, -80' page. A navigation menu is open on the right, with the 'Related Documents' tab highlighted in blue. The menu also lists other options like 'Item Data', 'Account Assignment', and 'Notes and Attachments'.

Related Documents and tracking information for SRM Shopping Carts are listed with tracking information.




Document	Name	Document Number	Status	Date	Quantity
Shopping Cart	Freezer, New Brunswi...	8000089389/1	Follow-on Document Created	03/18/2015	1
	Total				-1
Purchase Order	Freezer, New Brunswi...	7500042832/1	Ordered	03/20/2015	1
	Total				



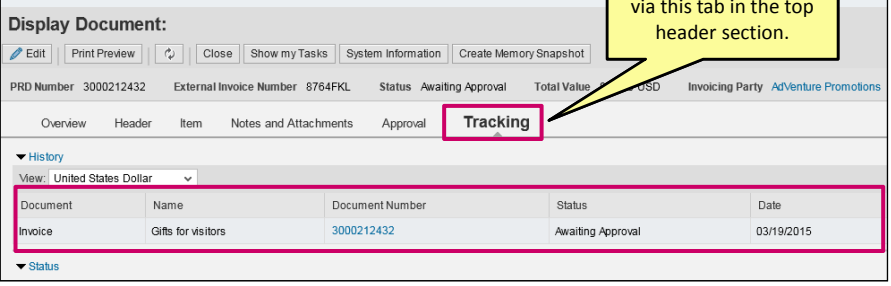
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PRD Tracking Tab




PRD



The screenshot shows the 'Display Document' page for a PRD. The 'Tracking' tab is selected in the header section. Below the header, a table displays the document's history.

Document	Name	Document Number	Status	Date
Invoice	Gifts for visitors	3000212432	Awaiting Approval	03/19/2015



Tracking information for the PRD can be found via this tab in the top header section.



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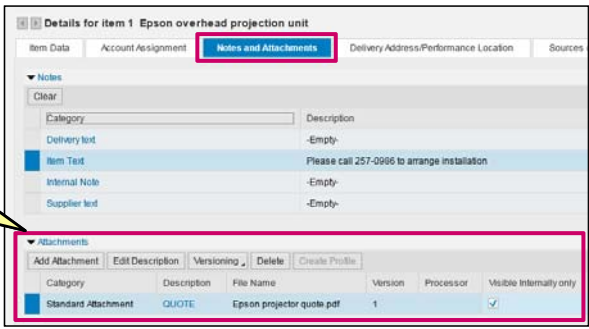
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SRM/PRD View Attachments


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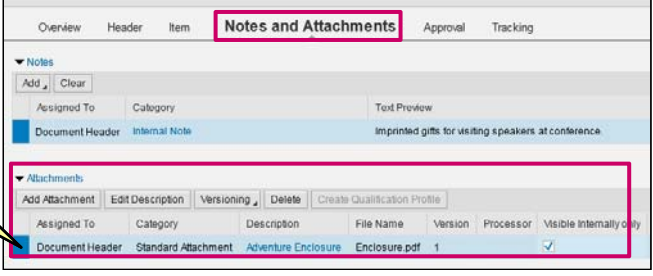
SRM Shopping Cart


Attachments for Shopping Carts can be found under the Notes and Attachments tab in the bottom Details section





PRD

Attachments for PRDs can be found under the Notes and Attachments tab in the Header section

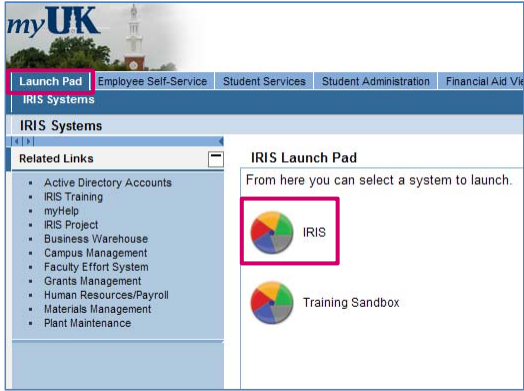



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II. How to Approve ECC Requisitions


Combined Approvers



After accessing *myUK*, Approvers for ECC Requisitions should click on the IRIS Launch Pad icon to enter SAP.



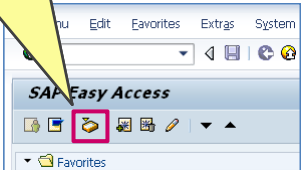
Reminder: Only Approvers within Hospital areas approve ECC Requisitions. You can bypass this section if you are not within these areas.


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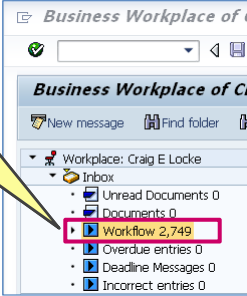
ECC Requisition – Access Business Workplace




The SAP Easy Access screen will open in a new window. Click the Inbox icon to access Business Workplace.




From Business Workplace, click Workflow within the Inbox to access documents awaiting approval.

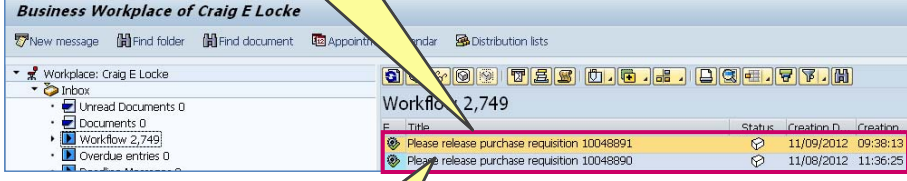



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Requisition – Access Documents




Requisitions awaiting approval will appear on the right side of Business Workplace



Double-click into the workflow item to access the document

E	Title	Status	Creation D.	Creation
	Please release purchase requisition 10048891		11/09/2012	09:38:13
	Please release purchase requisition 10048890		11/08/2012	11:36:25


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ECC Requisition – Major Components

Header Section contains Text notes and Release Strategy tabs

Item Overview section contains items requested for purchase with supplier, description, quantity and price.

Details Section contains Account Assignment, Delivery information, etc.

St...	Item A	Disc	Vendor	Vendor Material Number	Short Text	Quantity	Unit	Val. Price	Total Value	Plant	Delivery Da...
1	X		129201	07490	Shelving, size 36" x 72", ...	12	EA	200.00	2,400.00	UK00	12/03/2012
								0.00	0.00		
								0.00	0.00		
								0.00	0.00		
								0.00	0.00		
								0.00	0.00		

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ECC Requisition – Approval Steps

1. Click Header text tab to review notes


2. Confirm description, quantity, price, delivery date, etc. are correct.

3. Confirm Account Assignment information is correct, in particular that the correct G/L Account and cost object or WBS element are entered.

St...	Item A	Disc	Vendor	Vendor Material Number	Short Text	Quantity	Unit	Val. Price	Total Value	Plant	Delivery Da...
1	X		129201	07490	Shelving, size 36" x 72", ...	12	EA	200.00	2,400.00	UK00	12/03/2012
								0.00	0.00		
								0.00	0.00		
								0.00	0.00		
								0.00	0.00		
								0.00	0.00		

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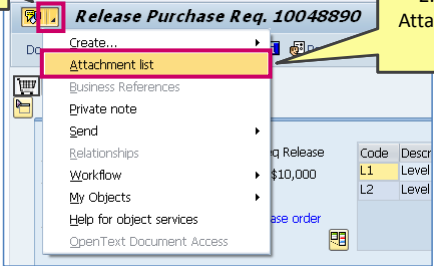
ECC Requisition – Where to Find Attachments



Attachments (e.g., supplier quote) commonly accompany a requisition. Approvers can access and view attachments if needed.

1. Click black triangle on right side of Services for Object icon


2. Click Attachment List



3. Double click on Attachment to download and view

Service: Attachment list


Icon	Title	Creator Name	Created On
	Quote for centrifuge	Craig E Locke	11/08/2012



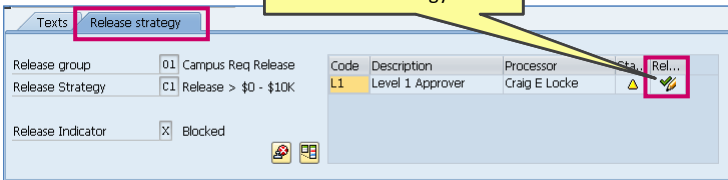
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ECC Requisition – Complete Approval



4. To Approve, click the green check-mark icon on Release Strategy tab




Status will turn from yellow to green

5. Click the Save icon at the top of the requisition to finish

Purchase Requisition Edit Environment System

Release Purchase Req. 10048891



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ECC Requisition – Complete Level 2 Approval

Requisitions that exceed \$10K require second level approval. In some cases the same person holds both levels of authority and can process both approvals from the same screen.

1. Click check for Level 1

2. Click check for Level 2

Status for both levels complete

3. Click Save to finish

Code	Description	Processor	Sta...	Rel...
L1	Level 1 Approver	Craig E Locke	✓	✓
L2	Level 2 Approver	Craig E Locke	✓	✓

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ECC Requisition – Reject Requisition

The Approver for an ECC Requisition can choose to reject the document if needed.

1. Select Text tab and enter reason for rejection

2. Click the Reject icon on the Release Strategy tab

3. Click Save to finish. The Requisitioner must make changes if needed and re-order.

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ECC Requisition – Edit



If an ECC Requisition needs revisions, at the Approver's discretion, s/he can perform the edit and approve rather than rejecting the document.

Examples of possible edits:

- Add or delete line items
- Change cost assignment
- Change delivery address
- Add attachments

Edits must be completed prior to approving and can be completed while the document is in approval mode.

ECC Requisition – Edit



Approver can add their own notes or attachments


St...	Item A	I	Des. Vendor	Vendor Material Number	Short Text	Quantity	Unit	Val. Price	Total Value
1	K		129281	87490	Shelving, 36" x 72", gray	12	EA	200.00	2,400.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00

Modify or delete line item data

Modify/overwrite account assignment information, etc.

Field	Value
G/L Account	540300
Business Area	0101
CO Area	0000
Cost Center	1012121290

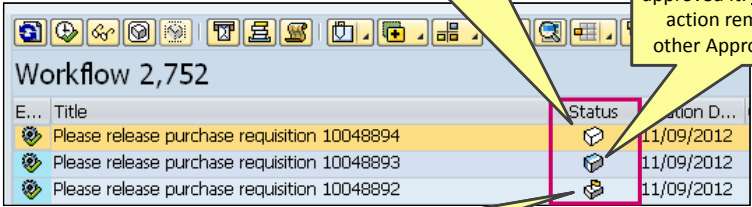
ECC Requisition – Understanding Status Icons



The manner in which an Approver handles requisitions within Business Workplace affects the document's status as well as other Approvers' access to the document.


White icon means the requisition has not been accessed and is **available** to all applicable approvers.

Blue and white icon means requisition is **In-Process**. An Approver has accessed the document, but not yet approved it. **Important:** This action removes it from other Approvers' inboxes.




E...	Title	Status	Creation D...
	Please release purchase requisition 10048894		11/09/2012
	Please release purchase requisition 10048893		11/09/2012
	Please release purchase requisition 10048892		11/09/2012

Flag icon means an Approver has intentionally **Reserved** the document for their approval only. As with an In-Process requisition, this removes it from all other Approvers' inboxes.

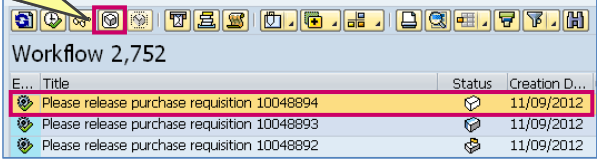

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ECC Requisition – Understanding Status



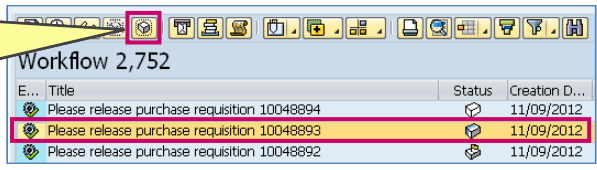
The toolbox at the top of the Workflow section has icons for managing status of requisitions.

To reserve a requisition for your approval only, highlight the document and click **Reserve** icon.




E...	Title	Status	Creation D...
	Please release purchase requisition 10048894		11/09/2012
	Please release purchase requisition 10048893		11/09/2012
	Please release purchase requisition 10048892		11/09/2012

If an In-Process or Reserved requisition needs to be re-delivered to other Approvers' inboxes, highlight the document and click the **Replace** icon.



E...	Title	Status	Creation D...
	Please release purchase requisition 10048894		11/09/2012
	Please release purchase requisition 10048893		11/09/2012
	Please release purchase requisition 10048892		11/09/2012


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Supplementary Tasks

What Happens After Approval?

Approved SRM Shopping Carts and ECC Requisitions move next to the Purchasing Division for purchase order processing. Some Shopping Cart orders are placed automatically by SRM immediately after approval.

Approved PRDs move next to Accounts Payable for payment processing. Some specific PRD category types also route to Purchasing for approval.

Rejected documents of any type return to the Inbox of the document Creator.

Using Tabs Instead of Open Windows



SRM and PRD tasks open in new browser windows by default. If desired you can configure your browser to instead open new tabs within a single browser window.

From your Internet Options, select Tabs

Note: Graphics shown are from IE 10 – Your browser menu may offer different options.

Check boxes as indicated and click OK

Business Tools for the Approver



SRM Shopping Cart and PRD Approvers have additional resources and business tools via their Site Navigation pane.

Display Purchase Order provides access to ECC / SRM purchase orders in display mode

Shopping Cart Report returns cart-based data on criteria such as cost center, WBS element, date created, GL account, etc.

Business Analysis Report offers higher-level data relating to business areas, catalogs, purchase orders, suppliers, etc.

Payment Request Report provides information on PRDs including document numbers, status, approval times, etc.

Close Open Windows or Tabs



Users should always click the Close button to exit an open window or tab.

Display Shopping Cart

Edit **Close** Refresh Copy System Information Create Memory Snapshot

Number 9000089361 Document Name CLOCKE 02/12/2015 15:56 Status Approved Created On 02/12/2015 15:56:51 Created By Mr. Craig Locke

General Data

Buy on Behalf of: 2286 Mr. Craig Locke Approval Note: These Items are for the Smith Lab (CLOCKE 02/12/2015 16:04:26 EST)

Name of shopping cart: CLOCKE 02/12/2015 15:56 Add Comment

Approval Process: Display/ Edit/ Add

Budget: Display

Document Changes: Display

Commitment Documents: Display

PO Type: NBPO Supplier: notify Jim when items are delivered to 98.

Period of Performance:

Item Overview

Details Add Item Copy Paste Duplicate Delete Process All Items

Line Number	Item Type	Description	Product Category	Quantity	Unit	Net Price / Limit	Delivery Date	Supplier
1	Material	8 BENT SHEAR SOFT BLUEGREY	44000000	12	EA	5.76	02/13/2015	OfficeMax Inc(126260)
2	Material	ASPEN 30 20# 8.5X11 CS	44000000	2	CAR	32.75	02/13/2015	OfficeMax Inc(126260)
3	Material	2015RY 3-MONTH WALL CAL 12X27	44000000	6	EA	5.67	02/13/2015	OfficeMax Inc(126260)

Remember: Click Close button to exit an open window or tab

Log Off



Approvers for all types of documents should click Log off to end myUK session

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Craig Locke Log Off

myReports SLQ/Validators Faculty Services Home Payment Request Strategic Procurement SRM System Admin Shopper Purchasing Admin Confirmations Approver

Tasks (1 / 1) Alerts Notifications SAPOffice Mails Tracking (31)

Show: New and in Progress Tasks (1 / 1) All Create Task

Subject	From	Sent Date	Priority	Due Date	Status
Process Leave Request by Employee	Locke, Craig E	Aug 29, 2014	Medium		New

SRM Help Web Sites



- SRM Resource Page on Purchasing web site:
<http://www.uky.edu/Purchasing/>
Site includes this PowerPoint file available for desktop reference as needed
 - myHelp – MM & Purchasing Help web site:
<http://myHelp.uky.edu/rwd/HTML/MM.html>
- Both sites contain Quick Reference Cards, updated and printable course manuals, Reference Manual, etc.
- SRM Assistance Email: SRMHelp@uky.edu


Appendix – Personal Settings for SRM and PRD Approvers



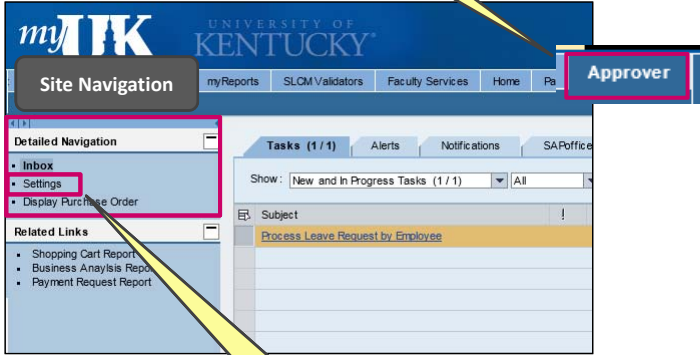
If you are an Approver for SRM Shopping Carts or PRDs, your Personal Settings **must** be confirmed and set-up for your role during the first visit to ensure successful approving.
Note: If you have already established settings for an existing SRM role or you are an Approver for ECC requisitions only, you are not required to complete Personal Settings.

Personal Settings relate to the user's personal data and are established via Site Navigation. Default information populates into this area based on data from the Human Resources organizational structure.


Start Personal Settings




1. Select the Approver tab from within myUK



2. Click Settings from within Site Navigation panel


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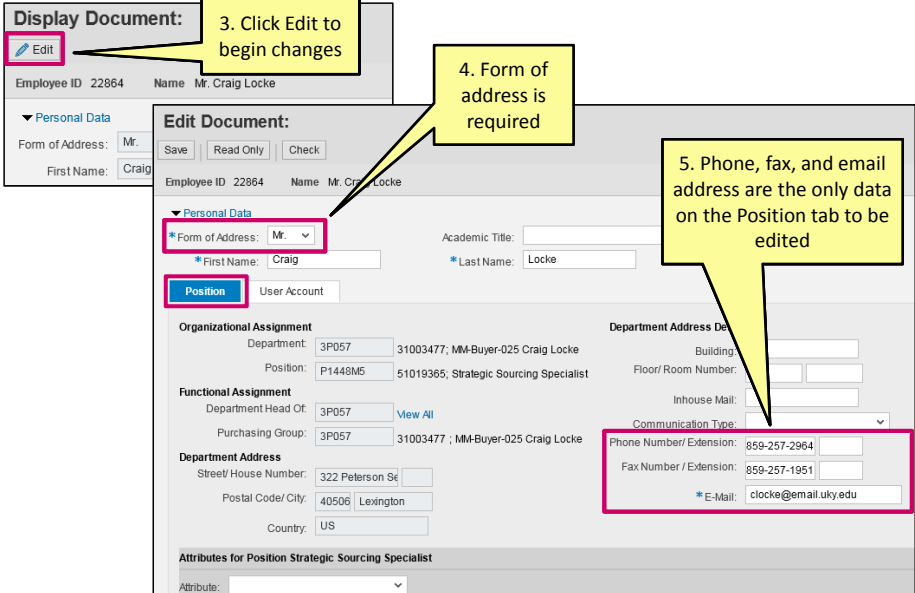
Personal Settings – Position Tab




3. Click Edit to begin changes


4. Form of address is required

5. Phone, fax, and email address are the only data on the Position tab to be edited




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Personal Settings – Position Tab



Edit Document:

Employee ID 22864 Name Mr. Craig Locke

▼ Personal Data

* Form of Address: Mr. Title: [dropdown]
 * First Name: Craig Last Name: Locke

Position User Account [dropdown]

Organizational Assignment
 Department: 3P057 31003477; MM-Buyer-025 C
 Position: P1448M5 51019365; Strategic Sourc


Functional Assignment
 Department Head Of: 3P057 View All
 Purchasing Group: 3P057 31003477; MM-Buyer-025 C Locke

Department Address
 Street/ House Number: 322 Peterson Se
 Postal Code/ City: 40506 Lexington
 Country: US

Attributes for Position Strategic: Sourcing Specialist
 Attribute: [dropdown]

Inhouse Mail: [input]
 Communication Type: [dropdown]
 Phone Number/ Extension: 859-257-2964
 Fax Number / Extension: 859-257-1951


Note: None of these items are edited within Personal Settings. If any of your Organizational or Functional Assignment data appears to be incorrect or you have changed departments, please notify SRMHelp@uky.edu



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Personal Settings – User Account Tab



Edit Document:

Employee ID 22864 Name Mr. Craig Locke

▼ Personal Data

* Form of Address: Mr. Title: [dropdown]
 * First Name: Craig Last Name: Locke

Position **User Account**


Standard Settings
 * User ID: CLOCKE
 * E-Mail: clocke@email.uky.edu
 Time Zone: EST Eastern Time (New York)
 Language: English
 Date Format: MM/DD/YYYY
 Decimal Notation: 1,234,567.89

My Procurement Substitutes for Team Purchasing
 [Settings](#)

Name of Substitute	Start Substitution On	End Substitution On

6. Click User Account Tab

7. Verify editable settings are correct.



SRM Shoppers Introduction

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Save and Exit Personal Settings



8. Click Save when all settings are completed

Edit Document:

Save | Read Only | Check

Employee ID: 22864 Name: Mr. Craig Locke

Personal Data

* Form of Address: Mr. Academic Title:

* First Name: Craig * Last Name: Locke

Position User Account

Organizational Assignment **Department Address Details**

Department: 3P057 31003477; MM-Buyer-025 Craig Locke Building:

Position: P1448M5 51019365; Strategic Sourcing Specialist Floor/ Room Number:

Functional Assignment Inhouse Mail:

Department Head Of: 3P057 [View All](#)

Check for Understanding



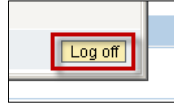
In order to receive full credit for the Combined Approvers course, you must now successfully complete the Check for Understanding – a quiz covering the main concepts presented in this course.



Course Completion



To complete this WBT, click on the yellow Log off button in the lower corner of this window.



Note: This window will close, and you should be returned to the main, myTraining page for this WBT. The main page will refresh (usually within 30 seconds, depending on network traffic), and you should receive a green, system message confirming your participation.

Your participation in this course has been completed.

You may then safely navigate away from the main page.