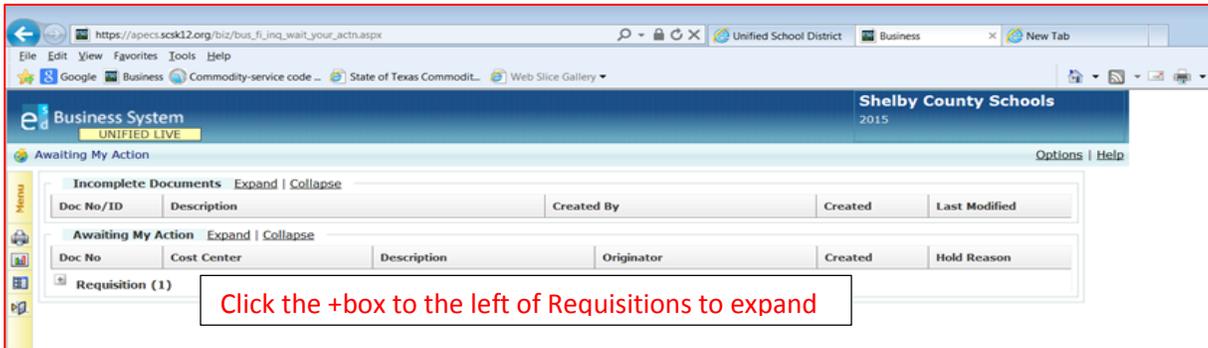


HOW TO APPROVE A REQUISITION

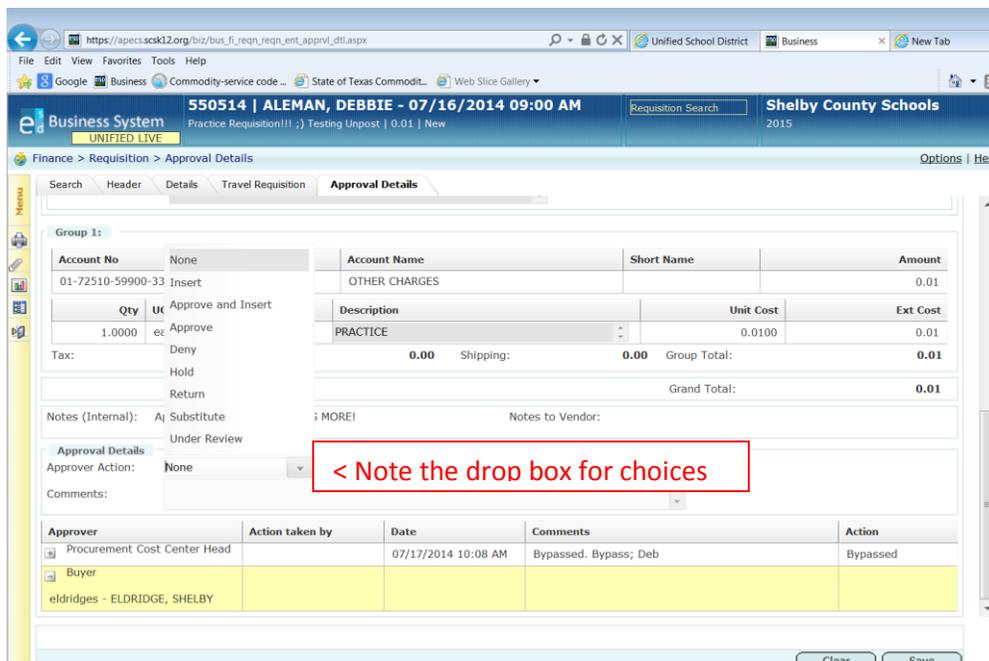
Personnel who need to review and approve requisitions will receive an email notification that a requisition is in your **Awaiting My Action** queue in APECS. Requisitions can be approved two ways: **Awaiting My Action** (recommended method) or through your **email** by clicking the button which enables the reviewer to log into the APECS system.

Step 1: Log into APECS and in your **Awaiting My Action** queue.

Step 2: Click the +box to the left of Requisitions to expand



Step 3: The **Approval Details** screen will appear. Scroll to the bottom of the screen. Click on the Approver Action field, click on the drop down box and choose the appropriate action. You will then click "Save". Your requisition will forward to the next approver shown.



These are the actions you can choose and enter comments to explain.

- **Approve** the requisition, and it will be forwarded to the next person in the approval queue.
- **Approve and Insert** another employee who is not already in the approval queue so he/she can review the requisition before it moves to the next person in the queue.
- **Insert** another approver to review and approve before you decide; the requisition will be returned to you after the Inserted employee reviews it.
- **Deny** a requisition has the same effect as voiding it; deny should only be used if you are positive the requisition is to be completely voided.

- **Return** requisition to the initiator for modifications; it is better to return the requisition and ask for modification than to just deny; **“Return a Requisition”**, choose Return from the drop down box, must state your reason for the return and click the **“Save”** button. The requisition is returned to the creator for modification per your comments. Once they make the changes and click **“Save and Post”** the requisition will forward back to you for approval.

Business System 550514 | ALEMAN, DEBBIE - 07/16/2014 09:00 AM | Requisition Search | Shelby County Schools 2015

Finance > Requisition > Approval Details

Search Header Details Travel Requisition **Approval Details**

Group 1:

Account No	Account Name	Short Name	Amount
01-72510-59900-333000-1000-0000	OTHER CHARGES		0.01

Qty	UOM	PCode	Description	Unit Cost	Ext Cost
1.0000	each	715-10	PRACTICE	0.0100	0.01

Tax: 0.00 Discount: 0.00 Shipping: 0.00 Group Total: 0.01

Grand Total: 0.01

Notes (Internal): Approval Directions Practicing MORE!

Approval Details
Approver Action: Return

Comments: Please give a more detailed description of your item.

Approver	Action taken by	Date	Comments	Action
Procurement Cost Center Head		07/17/2014 10:08 AM	Bypassed. Bypass; Deb	Bypassed
Buyer				
eldridges - ELDRIDGE, SHELBY				

Clear Save

- **Substitute** another approver to allow an approver other than yourself to review and approve the document; once the substitute reviewer approves the requisition it will move forward to the next indicated approver.

Business System 550514 | ALEMAN, DEBBIE - 07/16/2014 09:00 AM | Requisition Search | Shelby County Schools 2015

Finance > Requisition > Approval Details

Search Header Details Travel Requisition **Approval Details**

Group 1:

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Tax: 0.00 Discount: 0.00 Shipping: 0.00 Group Total: 0.01

Grand Total: 0.01

Notes (Internal): Approval Directions Practicing MORE!

Approval Details
Approver Action: Substitute
Approver Type: Person
ALEMAN, DEBBIE

Comments: * Note the reason you are substituting this person*

Approver	Action taken by	Date	Comments	Action
Procurement Cost Center Head			Bypassed. Bypass; Deb	Bypassed
Buyer				
eldridges - ELDRIDGE, SHELBY				

Clear Save