

Approvals viewed on a Purchase Requisition



Buyer Approval is required for: vendors who do not accept electronic orders and orders placed on your behalf with use of your credit card:





From Leigh Penn, when you use the Gold Card, Lpenn will typically look for the contract number within the PR prior to approval.

Approval Overide for TSRC Contracts and message is auto printed in *Comments* section:



Approvals for eVA Change Orders follow the same path. When editing the change order, add information into the *Comments* section to let the Approver know what has changed. Change orders are usually manually entered into Banner by TESS dept due to different manners of handling version changes.

**PO Version** numbers do not feed in**2** the **down**load.





UTube video on entering Change Orders: <https://www.youtube.com/embed/9Tof0XZEylQ?rel=0>

Questions and Comments??



When Requisitions are Denied….



Purchase orders requiring edits are *Denied* in eVA by the respective Approver and returned to the buyer. Approvers use the *Comments* section to provide guidance:



When an order is *Denied*,

Users receive notification via Outlook. Once logged into eVA, you will be on the landing page or land on the Portal. Once on the requisition, scroll down to view *Comments* for guidance on edit requirements.



Choose *Withdraw* to retract and delete or save the order for later (maybe the devil made you do it), or *Edit* to adjust and resubmit for Approval.



Arin denies all the time for the following: Incorrect Fixed Asset Code, 7 expense code incorrectly, lack of descriptions,….

Because we are working in two systems, our **Banner**, which is version **9**, can create multiple problems **across** the various departments in Business and Finance if we are not careful with data and reporting needs.

Outlook Notifications





Login to eVA and land on the eMall Summary Tab….sometimes. Other times I would land within the Portal then navigate to the eMall.



Summary Tab Comments



When navigating in the eMall, scroll down to window titled *Requisitions Submitted this Month in Denied Status*



 Requisition Tab views:

Approval Flow Tab



History Tab



 When we come back, Glenda the good witch will provide a few treats..



