

My Requisition Approvals

Updated May 2015

The web approval window performs the same functions as the WinCap Mass Approve window. This approval screen is all inclusive as with the WinCap Mass Approve. The Approver is able to make any modification necessary to a pending requisition.

My Requisition Approvals														
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<input type="checkbox"/>	Validation	FY	P.O. #	Description	Requisitioner	Requestor	Bid/Request Type	Vendor	Issued Date	Current Status	Status	Order Cost	Summary	Action
<input type="checkbox"/>		2014	PND-00688	conference charges	BURDICK\SAM	Business Official		SCOTT BURDICK		Approved by DEPARTMENT HEADS (SAM BURDICK, ELEMENTARY SCHOOL PRINCIPAL)	Pending BUSINESS OFFICE Approval	100.00		
<input type="checkbox"/>		2015	PND-00132	5-gallons of AkVA Line Pre catalysed Wat	GOODMAN\LIHUA A.	High School Principle	2014/15 WEB REQS	PATSALOS\TIMOTHY		Approved by DEPARTMENT HEADS (CARL MICHAELS, JR - SR HIGH SCHOOL PRINCIPAL)	Pending BUSINESS OFFICE Approval	179.90		
<input type="checkbox"/>		2015	PND-00137	Milwaukee 2601-22 18V cordless M9 Lithiu	GOODMAN\LIHUA A.	High School Principle	2014/15 WEB REQS	CPO COMMERCE		Approved by DEPARTMENT HEADS (CARL MICHAELS, JR - SR HIGH SCHOOL PRINCIPAL)	Pending BUSINESS OFFICE Approval	179.99		
<input type="checkbox"/>		2015	PND-00155	2014/15 WEB REQS	CARLIN\PATRICIA T.	High School Principle	2014/15 WEB REQS	WINSKO WABASH INSTRUMENT CORPORATION		Approved by DEPARTMENT HEADS (CARL MICHAELS, JR - SR HIGH SCHOOL PRINCIPAL)	Pending BUSINESS OFFICE Approval	22.50		
		2015	PND-00417	testingpending	BURDICK\SAM	Windham Retired Principle		Susan Tyler		Approved by DEPARTMENT HEADS (SAM BURDICK, ELEMENTARY SCHOOL PRINCIPAL)	Pending BUSINESS OFFICE Approval	100.00		
<input type="checkbox"/>		2015	PND-00419	pencils	BATTISTA\BARBARA I.	Windham Retired Principle		STAPLES INC.		Approved by DEPARTMENT HEADS (SAM BURDICK, ELEMENTARY SCHOOL PRINCIPAL)	Pending BUSINESS OFFICE Approval	9.75		
<input type="checkbox"/>		2015	PND-00432	Activity Registration	WRIGHT\DENNIS T.	Windham Retired Principle		ERIE 2 CHAUT.-CATT.BOCES		Approved by DEPARTMENT HEADS (SAM BURDICK, ELEMENTARY SCHOOL PRINCIPAL)	Pending BUSINESS OFFICE Approval	125.00		
<input type="checkbox"/>		2015	PND-00433	Gas and tolls, pay to user	WRIGHT\DENNIS T.	Windham Retired Principle		SCOTT BURDICK		Approved by DEPARTMENT HEADS (SAM BURDICK, ELEMENTARY SCHOOL PRINCIPAL)	Pending BUSINESS OFFICE Approval	75.00		
<input type="checkbox"/>		2015	PND-00434	Hotel, 1 Night	WRIGHT\DENNIS T.	Windham Retired Principle		HILTON GARDEN INN		Approved by DEPARTMENT HEADS (SAM BURDICK, ELEMENTARY SCHOOL PRINCIPAL)	Pending BUSINESS OFFICE Approval	175.00		
<input type="checkbox"/>		2015	PND-00439	testing attachments	SEYFFERT\MARIE R.	Business Official		ABIBOW RECYCLING		Approved by DEPARTMENT HEADS (SAM BURDICK, ELEMENTARY SCHOOL PRINCIPAL)	Pending BUSINESS OFFICE Approval	50.00		
<input type="checkbox"/>		2015	PND-00442	Registration Fee	WRIGHT\DENNIS T.	Windham Elementry Assitant Principle		ERIE 1 BOCES		Approved by DEPARTMENT HEADS (SAM BURDICK, ELEMENTARY SCHOOL PRINCIPAL)	Pending BUSINESS OFFICE Approval	175.00		
<input type="checkbox"/>		2015	PND-00443	Lodging, 2 nights	WRIGHT\DENNIS T.	Windham Elementry Assitant Principle		HOLIDAY INN EXPRESS		Approved by DEPARTMENT HEADS (SAM BURDICK, ELEMENTARY SCHOOL PRINCIPAL)	Pending BUSINESS OFFICE Approval	360.00		

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Approve Selected

Approve Selected

Any checked boxes in this column are considered Mass Approved orders. They move to the next approval level if there are no errors during the approval

Validation

If there are any errors on this pending requisition, they appear in this column. An error appears with a red or yellow triangle. Errors in yellow are warning errors. Errors in red are errors that must be corrected before this order is approved at this level

FY (Fiscal Year)

The fiscal year where the pending requisition resides is displayed in this column

PO #

PND – Entered as a requisition

BRQ – Entered as a Budget Request through the Budget Development module when using Budget Requests

SRQ – Entered in WinCap as a Stock Request through the Warehouse module. This would not be available without that module.

Description

The first line item description defaults into the PO Description

Requestor

The requisitioner holds the requestor that defaults into this column

Bid\Request Type

If there is a bid or catalog associated with this requisition, the bid/catalog appears in this column

Vendor

The vendor associated with the requisition appears in this column.

Issued Date

A date only appears in this column if the requisition is issued

Current Status

The last approved level is displayed in this column

Status

This column displays the current status for approval

Order Cost

Total cost for this requisition

Summary

The ability to review and print the requisition. This is the only place to print on the web

Actions

 Approve – Allows the requisition to move to the next approval level

 Disapprove – Stops the order from moving to the next approval level or being issued. This order is cancelled but is still available for viewing in WinCap or on the Web.

 Refer Back – This requisition is moved to a lower approval level with a reason. The approver at that level must make the changes associated with the Refer Back. Once the changes are made, the requisition moves to the next approval level again and on through the process.

 On Hold – When an approver needs to research something, the On Hold takes the requisition out of the approval process and only that approver and the Purchasing Agent are able to access the order.

 Withdraw – When in the My Requisitions screen, the Requisitioner is able to Withdraw the PND that they requested.