**Electronic Approval Process Definitions and Standards**
Approval Process Actions/Status

*Requisitioner Options:*

E = Entry in Progress
        A user creates a PND but is not ready to submit into the approval process.
- In *WinCap*, the user would select the save icon and does not approve the requisition.
- In WinCapWeb, the user selects the 'Save for Later' button on the Line Items tab.

S = Submitted
        In WinCapWeb, the requisition is completed.
- The user selects the Submit button on the Line Items tab that sends the web requisition into the approval process in both *WinCap* and WinCapWeb.

A = Approved
        In *WinCap*, the Approve button is selected on the Line Items tab that sends the requisition into the approval process in both *WinCap* and WinCapWeb.

W = Withdrawn
        This cancels the original request by the originator
- The order cannot be modified after the withdraw option is selected.
- In WinCapWeb, select the Copy icon on this requisition which would create a new requisition and allow it to move back through the approval process as a new PND.
- In *WinCap*, the Add-Similar icon is available and used to create a copy of the original withdrawn requisition.
- Within the *WinCap* Approval Process, there is the ability to designate a level at which the Withdrawn can no longer be performed. If this option is blank, the Withdrawn can be completed until the requisition is issued.
- In WinCapWeb, the originator selects My Requisitions, locates the PND to be withdrawn and clicks on the red X on the far right of the display screen.
- In WinCap on the Line Items tab, select the option button where the Withdraw Request is available.

*Approver Options:*

A = Approved
        An approver selects the approve option to move the requisition to the next level for approval.
- In WinCapWeb, the approver selects the Mass Approve checkbox or the Approval icon on the Line Items tab.
- In *WinCap,* the approver selects the Approve button on the Line Items tab.

C = Cancelled

An Approver determines this is not a valid requisition.
- On WinCapWeb, this option is only available in the Admin/Requisitions tab.
- On WinCapWeb, the Approver selects the red X found to the far left to Cancel the requisition.
- In WinCap, the Approver selects the options button from the Line Items tab

D = Disapproved

An Approver denies a requisition
- This option requires a reason that is stored in History and cannot be modified.
- The Disapproved requisition cannot be modified. If the user needs to put this requisition back in for approval, they use the Copy function on WinCapWeb to create another requisition with the same data as the disapproved requisition. The user can edit the Copy before submission to *WinCap*.
- To access the Disapproved in WinCap, the add-similar function can be used to copy the record if not using the web for this requisition.

B = Refer Back to a Prior Approval Level

A pending requisition may need changes before approving or issuing. The Refer Back allows an approver to assign the requisition back to a previous approval level for changes. Once the changes are made, the requisition is then moved back through the approval process with the changes.
- When using the Refer Back process, a reason must be entered so the approver that receives the requisition understands what changes are required.

H = On Hold

- The Approver is aware of the request but is not ready to approve it yet. They don't want it to appear on their list to be approved while they are determining what needs to be done. On Hold keeps the requisition at their level but does not give the Mass Approve option in WinCapWeb.
- The WinCap Mass Approve does display the On Hold requisitions but clearing states in the Current Approval column that the requisition is On Hold.