

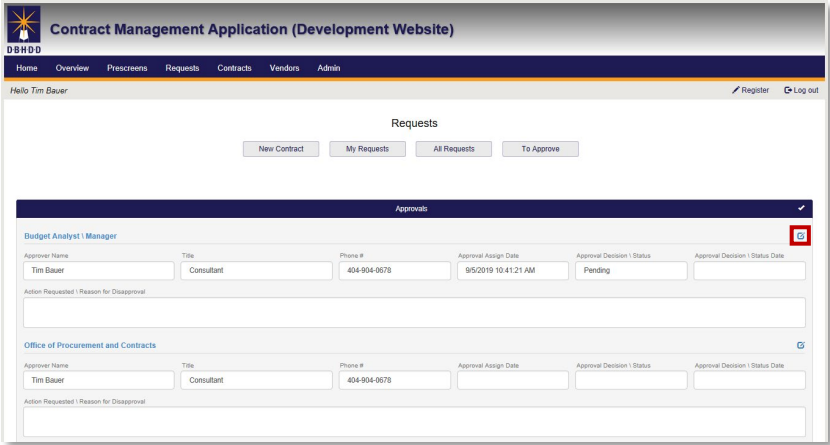

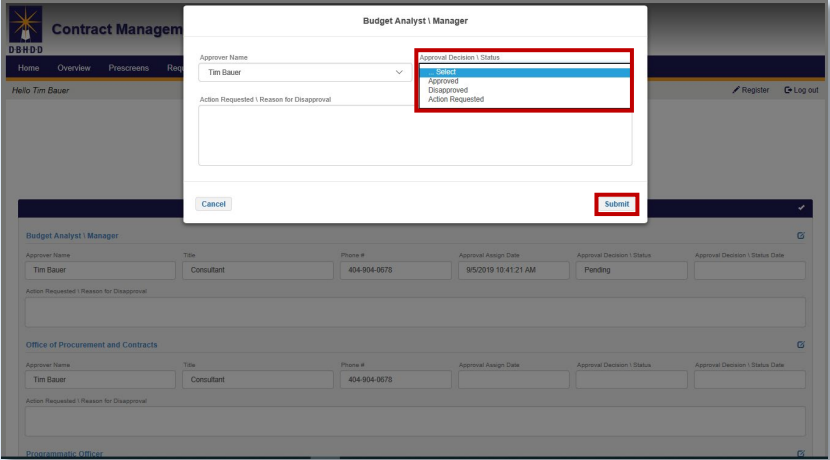



Approving a New AP Contract Request

SUMMARY

This job aid shows how to approve a new AP contract request.

Step	Action	Visual																																																																
<p>1</p> <p>There are two ways for the approver to access the requests to approve.</p> <ul style="list-style-type: none"> Each approver receives an email to respond to the request. The approver can select the link in the email to login and review the Request. From the Overview page, select the Requests button or Requests link to access the Requests. 																																																																		
<p>1a</p> <p>If selecting the Requests link from the Overview page, then select the To Approve button to list the Requests to select from.</p>																																																																		
<p>2</p> <p>From the AP Contract Initiation & Summary Form, select the Select link for the Approvals section.</p> <p>The Approvals section displays a list of all required approvers by department and/or name.</p>		<table border="1" data-bbox="673 1514 1485 1780"> <thead> <tr> <th>View</th> <th>Section #</th> <th>Section Name</th> <th>Section Status</th> </tr> </thead> <tbody> <tr><td>Select</td><td>1</td><td>Contract Information</td><td>Complete</td></tr> <tr><td>Select</td><td>2</td><td>Business Information</td><td>Complete</td></tr> <tr><td>Select</td><td>3</td><td>Departmental Administration Information</td><td>Complete</td></tr> <tr><td>Select</td><td>4</td><td>Contract Amount, Goals, and Budget Codes</td><td>Complete</td></tr> <tr><td>Select</td><td>5</td><td>Department and Contractor Contact Information</td><td>Complete</td></tr> <tr><td>Select</td><td>6</td><td>Contract Service Delivery Dates</td><td>Complete</td></tr> <tr><td>Select</td><td>7</td><td>Progress of Contract</td><td>Complete</td></tr> <tr><td>Select</td><td>8</td><td>Contract Deliverables</td><td>Complete</td></tr> <tr><td>Select</td><td>9</td><td>Federal Reporting</td><td>N/A</td></tr> <tr><td>Select</td><td>10</td><td>Vendor / Subsequent Requirements</td><td>N/A</td></tr> <tr><td>Select</td><td>11</td><td>Budget / Payments / Reports</td><td>Complete</td></tr> <tr><td>Select</td><td>12</td><td>Attachments</td><td>Complete</td></tr> <tr><td>Select</td><td>13</td><td>Initiator & Signature Form</td><td>Complete</td></tr> <tr><td>Select</td><td>14</td><td>Approvals</td><td>Approved</td></tr> <tr><td>Select</td><td>15</td><td>Requestion Number / Transfer Request</td><td>---</td></tr> </tbody> </table>	View	Section #	Section Name	Section Status	Select	1	Contract Information	Complete	Select	2	Business Information	Complete	Select	3	Departmental Administration Information	Complete	Select	4	Contract Amount, Goals, and Budget Codes	Complete	Select	5	Department and Contractor Contact Information	Complete	Select	6	Contract Service Delivery Dates	Complete	Select	7	Progress of Contract	Complete	Select	8	Contract Deliverables	Complete	Select	9	Federal Reporting	N/A	Select	10	Vendor / Subsequent Requirements	N/A	Select	11	Budget / Payments / Reports	Complete	Select	12	Attachments	Complete	Select	13	Initiator & Signature Form	Complete	Select	14	Approvals	Approved	Select	15	Requestion Number / Transfer Request	---
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Step	Action	Visual
<p>3</p>	<p>Select the Edit icon to the right side of the Budget Analyst \ Manager subsection.</p>	 <p>The screenshot shows the 'Contract Management Application (Development Website)' interface. At the top, there are navigation tabs: Home, Overview, Prescreens, Requests, Contracts, Vendors, and Admin. Below the navigation, there's a 'Requests' section with buttons for 'New Contract', 'My Requests', 'All Requests', and 'To Approve'. The main content area is titled 'Approvals' and contains two subsections: 'Budget Analyst \ Manager' and 'Office of Procurement and Contracts'. Each subsection has a table with columns for Approver Name, Title, Phone #, Approval Assign Date, Approval Decision \ Status, and Approval Decision \ Status Date. The 'Budget Analyst \ Manager' subsection is highlighted with a red box around the edit icon in the top right corner.</p>
<p>4</p>	<p>The Budget Analyst \ Manager popup window will appear.</p> <p>In the Approval Decision/Status field, select the drop-down menu and select either: Approved, Disapproved or Action Requested.</p> <p>For selections other than Approved, you must provide a comment in the Action Requested \ Reason for Disapproval field.</p> <p>Select the Submit button.</p> <p> NOTE: Once you submit, you will not be able to change the Approval Decision \ Status field when Pending. However, the contract manager can reset the Approval Decision \ Status.</p>	 <p>The screenshot shows the 'Budget Analyst \ Manager' popup window. It has a 'Approval Decision \ Status' dropdown menu that is open, showing three options: 'Approved', 'Disapproved', and 'Action Requested'. The 'Submit' button is highlighted with a red box. The background shows the same 'Approvals' section as in the previous screenshot, but it is dimmed.</p>

Step	Action	Visual
5	<p>When you select Approved and then select the Submit button, the Approval Decision \ Status field changes to Approved and the Approval Assign Date field updates.</p> <p>Upon an Approved decision of the first approver, an email will be sent instructing the next Approver to access the request for an Approved, Action Requested, or Disapproved status.</p> <p> NOTE: If an approver's decision is Action Requested or Disapproved, the approval workflow stops, and the requestor must take the Action Requested and the approval workflow restarts if modifications are made.</p> <p>For a Disapproved decision, only the Contract Manager may change an approval decision and/or restart the approval workflow if directed by management.</p>	