

Review Approval History

Approval history is tracked and accessible for review from the **eProcurement Approval** page in Core-CT.

Navigation for Requesters:

Select Core-CT Financials Click eProcurement Tile

| Core-🗊 💿 🗢 | Menu v Search | in Menu | ٩ | △ ♀ ∶ @ |
|----------------------|---------------------|-----------------------|-------------------------------|--------------|
| Core-CT Financials ~ | | | | < 2 of 5 > 1 |
| | eProcurement | Procurament Contracts | Supplier Contracts | |
| | Purchasing | Accounts Payable | General Ledger and KK | |
| | Accounts Receivable | Billing | Asset Management and Tracking | |
| | Inventory | Project Costing | | |

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Click Manage Requisitions Tile

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|-------------------------------------|-------------------------|----------------------|--------------------------------|--|----|---|---|
| eProcurement | | | | | | | : |
| | Approvals | Create Regulation | Manage Regulations | | | | |
| | My Receipts | Add/Update Receipts | Regulsition Accounting Entries | | | | |
| | Convert Reg To Contract | Requesters Workbench | Sourcing Workbench | | | | |

Select View Approvals

| ← ⊙ | ⊘ (| | Q Search | i in Menu | | | | | Δ | : 0 |
|------------------|------------------------|---------------------------------|---------------------|--------------|---------|------------------|------------------|----------------|---|---------|
| My Requ | isitions | | | | | | | | | : |
| Requisiti | ion Search Keyword Sea | rch | | | | | | | | |
| | | | | | | | | | | 11 rows |
| Action 11 | Requisition Name 11 | Business Unit/Requisition ID 11 | Requisition Date 11 | Requester 11 | Name 11 | Request State 11 | Budget Status 11 | Total Amount 1 | | - |
| 0 | Actions × | DASM1/000008830 | 04/03/2024 | | DAS | Pending | Not Chk'd | 5.00 USD | | > |
| ⊙ Det | tails 2 | DASM1/000008829 | 04/03/2024 | | DAS | PO(s) Created | Valid | 18.92 USD | | > |
| ⊙ Cop | ру | DASM1/000008828 | 04/03/2024 | | DAS | PO(s) Created | Valid | 4.50 USD | | > |
| ⊙ ^{Vie} | w Print | DASM1/000008825 | 04/03/2024 | | DAS | Pending | Not Chk'd | 5.00 USD | | > |
| G | t | DASM1/000008824 | 04/03/2024 | | DAS | Pending | Not Chk'd | 5.00 USD | | > |
| Q Vier | w Approval | DASM1/000008820 | 04/02/2024 | | DAS | Approved | Not Chk'd | 1.00 USD | | > |
| 0 | Copy down of PA | DASM1/000008819 | 04/02/2024 | | DAS- | Pending | Not Chk'd | 5.00 USD | | > |
| \odot | PCARD TEST | DASM1/000008818 | 04/02/2024 | | DAS | Pending | Not Chk'd | 5.00 USD | | > |
| \odot | test | DASM1/000008817 | 04/02/2024 | | DAS | Pending | Not Chk'd | 11.00 USD | | > |
| 0 | FINEPRO0143 | DASM1/000008816 | 04/02/2024 | | DAS- | Pending | Not ChK'd | 6.00 USD | | > |
| Θ | FINEPRO0143 | DASM1/000008815 | 04/02/2024 | | DAS | PO(s) Created | Valid | 5.00 USD | | > |

The user opens the **Requisition Approval** page for review.

| Core | -01 | | | | |
|--|--------------------|---------------------------|-----------------------|----------------------|-------|
| 0 0 | | Q. Search in Menu | | | ΔĢ:@ |
| Requisition | | | | | |
| Request for Spec 143 - PC1 1.00 USD | | | | | |
| Approved on 04/02/2024 | | | | | |
| Summary | | | | | |
| Business Unit DASM1 | Requis | ition ID 0000008820 | Obligation Amount 1 | | |
| Routed Date April 2, 2024 | Requisition | on Date April 2, 2024 | Oblig Start 04/02/202 | 4 | |
| Requester DAS | Ent | ered by DAS | Oblig End 06/30/202- | 4 | |
| Card Number ********0287 | Budget Header | Status Not Budget Checked | | | |
| Mars lafe metion | | Edit Requisition | | | |
| View Printable Version | | | | | |
| | | | | | 1 row |
| Line Number Item Description | Merchandise Amount | Supplier Name | Contract ID | Purchasing Authority | |
| 1 Line 1 | 1.00 USD | SUBURBAN STATIONERS INC | | G71A | > |
| Approval Chain > | | | | | |

The Requisition is displayed, and the box to view the Approval Chain is present.

Click **Approval Chain** to view the approval history.

Review Approval History eProcurement Updated as of: July 28, 2024 Core-CT Financials

| Approval Chain | |
|---|----------|
| nount Approval | |
| Spec 143 - PC1 | Approved |
| Req Amount Approval | |
| Approved | |
| DAS- REQ AMT APPROVER 1 04/02/24 2:42 PM | > |
| eq Budget Approval | |
| Spec 143 - PC1 | Approved |
| Req Budget Approval | |
| Approved | |
| DAS- REQ BUDGET APPROVER 04/02/24 2:42 PM | > |
| eq Purchasing Approval | |
| Spec 143 - PC1 | Approved |
| Req Purchasing Approval | |
| Approved | |
| Approved DAS- DEC PURCH APPROVED | |

• Click on the arrow next to the Requisition Name (**Spec 143 – PC1**) to expand and see Approver Details.

Review Approval History eProcurement Updated as of: July 28, 2024 Core-CT Financials

| | Approver Information |
|--------------------|---------------------------|
| , DAS- Approved | |
| Detail In | formation |
| Phone | |
| Mobile | |
| Email d | oit.core.emailtest@ct.gov |

Navigation for Approvers:

Select Core-CT Financials Click eProcurement Tile

| Core-🎮 🛇 🗢 | [| Menu 👻 Search in Menu | | ٩ | Û Ĵ Î | ۵ |
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| Core-CT Financials ~ | | | | | < 2 of 5 > | : |
| | eProcurement | Procurement Contracts | Supplier Contracts | Purchasing | | |
| | Accounts Payable | General Ledger and KK | Accounts Receivable | Billing | | |
| | Asset Management and Tracking | Project Costing | | | | |

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| eProcurement | | | | : |
| | Approvals | Create Requisition | Manage Requisitions | |
| | My Receipts | Add/Update Receipts | Requisition Accounting Entries | |
| | Convert Reg To Contract | Requesters Workbench | Sourcing Workbench | |

Click Approvals Tile - to view the list of pending requisitions.

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|----|-----------------|----|-------------------------------|---------------------------|------------------------------------|-------------------------------------|-----------------------|----------------------|---------|---|
| Pe | nding Approvals | | | | | | | | | : |
| | View By Type | ~ | Requisition | | | | | | | 4 |
| | All | 68 | Ŧ | | | | | | | |
| | Purchase Order | 15 | | | | | | | 53 rows | |
| Ä | Requisition | 53 | Requisition 424,000.00 USD | DASM1 / 0000008325 / DAS- | / Legal Review - GovQA | SHI INTERNATIONAL CORP | Req Budget Approver | Routed 09/19/2023 | > | |
| | | | Requisition 98,160.00 USD | DASM1 / 0000008618 / DAS- | : / CAS Plant Cooling Tower Repair | INTERNATIONAL COOLING TOWER USA INC | Req Amount Approver 1 | Routed 09/25/2023 | > | |
| | | | Requisition 3,350.00 USD | DASM1 / 0000008603 / DAS- | / CAS Plant Batter Inspection | POWER RESOURCES INC | Req Amount Approver 1 | Routed 09/29/2023 | > | |
| | | | Requisition 102.38 USD | DASM1 / 0000008610 / DAS | / CAS Plant Fan Beits | GRAINGER INDUSTRIAL SUPPLY | Req Amount Approver 1 | Routed 09/29/2023 | > | |
| | | | Requisition 100,013.00 USD | DASM1 / 0000008637 / DAS | / Bits_SHI_e Silver Onspring | SHI INTERNATIONAL CORP | Req Amount Approver 3 | Routed 10/05/2023 | > | |
| | | | Requisition 148.34 USD | DASM1 / 0000008661 / DAS- | / CAS Plant Heater motor 2 | RELIABLE ELECTRIC MOTOR INC | Req Amount Approver 1 | Routed 10/05/2023 | > | |
| | | | Requisition 7,040.00 USD | DASM1 / 0000008702 / DAS | / Bits_Axway Inc_SFTP_LD | AXWAY INC | Req Amount Approver 1 | Routed 10/26/2023 | > | |

List of Requisitions pending approval display. Click on requisition to view details.

| | Core- | CT | | | | | | |
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| Requisition | | | | | | | | |
| Request for CA 102.38 USD | S Plant Fan Belts | | | | | Approve | Denv | More |
| 🔲 Header is p | ending your approval | | | | | | | |
| Summary | | | | | | | | |
| | Business Unit DASM1 | Requisition | ID 000008610 | Obligation Amount 102.38 | | | | |
| | Routed Date September 21, 2023 | Requisition Da | te September 21, 2023 | Oblig Start 09/21/2023 | | | | |
| | Requester DAS- | Entered | by DAS- | Oblig End 06/30/2024 | | | | |
| | Card Number *******0287 | Budget Header Stat | as Not Budget Checked | | | | | |
| ~ More Inform | nation | | Edit Regulsition | | | | | |
| View Printable | Version > | | | | | | | |
| ~ Lines | | | | | | | | |
| | | | | | | | | 3 rows |
| Line Number | Item Description | Merchandise Amount | Supplier Name | Contract ID | Purchasing Authority | | | |
| 4 | Tough Guy Trash Grabber | 33.02 USD | GRAINGER INDUSTRIAL SUPPLY | 17PSX0232AD | CONT | | | > |
| 5 | DAYTON V-Belt: B86 | 56.20 USD | GRAINGER INDUSTRIAL SUPPLY | 17PSX0232AD | CONT | | | > |
| 6 | DAYTON V-Belt: A23 | 13.16 USD | GRAINGER INDUSTRIAL SUPPLY | 17PSX0232AD | CONT | | | > |
| Approver Com | needs | | | | | | | |

Requisition Details page displays, Click **Approval Chain** box to view Approval History.

| Approval Chain | > | < |
|--|-------------------------------|---|
| Amount Approval | | |
| ∨ CAS Plant Fan Belts | Pending | |
| Start New Path | | |
| Req Amount Approval | | |
| ☑ Pending | + | |
| Multiple Approvers REQ AMT APPROVER 1 | > | |
| > Comment History | | |
| Req Budget Approval | | |
| . └ CAS Plant Fan Belts | Awaiting Further Approvals | |
| Start New Path | | |
| Req Budget Approval | | |
| 💴 Not Routed | + | |
| Multiple Approvers REQ BUDGET APPROVER | > | |
| ⊠ Not Routed | + | |
| DAS-Cascio Laura Jean Inserted Approver | > | |
| > Comment History | | |
| Req Purchasing Approval | | |
| [∨] CAS Plant Fan Belts | Awaiting Further Approvals | |
| Start New Path | | |