FORT HAYS STATE UNIVERSITY
PROCESS FOR APPROVING IFAS PRS

Budget Authority or Backup Budget Authority

To change the Budget Authority or Backup Budget Authority, complete and submit the Lotus Notes Account Changes New form.

Options 1 through 3 are for approving PRs only. If changes are needed on the PR before approving, go to Page 4.

Three options to approve IFAS PRs

*PR approval will need to be completed within **two** business days. An email notification will be sent every two days until the PR is approved. If there are two or more accounts listed for the budget authority, they will receive an email for each account and they must reply to each email or approve the PR for each account while on IFAS.*

FIRST OPTION – Approving PRs through Lotus Notes Email – On Campus

Step 1. Review email notification from sgwfp@fhsu.edu in Lotus Notes Inbox.

Email message will contain:

A. Instructions for approving the PR
B. Detailed information about the PR
C. History of the approval cycle

```
WORKFLOW Information


To approve this, simply reply and type Y, YES, or OK in the first line.
To reject this, reply and type N or NO in the first line.
On subsequent lines, you may type up to 255 characters of comments.
Please include this message in your reply for correct processing.

Description:

Purchase Request# = M70441
Purchase Order#   =
PR Total$         =    5455.00
Requested By      = Gloria Pfeifer
Request Date      = 7/18/2006
Entry Date        = 7/18/2006

Vendor Name       = VONLINTELS REFINISHING INC

Item#   Quantity      Price Item Total Description                    Split Amount
                                       Key(s)     Object(s) Project(s) Percent
===== ========== ========== ========== ========== ========= ========== ============
0001        1.00    5455.00    5455.00 Resurface Wood Floors CH Hall
                                             8888888888 59999


PR Notes
==========================================
Print After Notes
==========================================
Resurface Wood Floors in Cunningham and
Gross Coliseum.  2006 action plan #J
HHPATH 02 J06 Charged to Acct. #114201.


History:
 Who     : Gloria Pfeifer
 Status  : Yes
 When    : 7/18/2006 3:50:35 PM


User=AGREGG
Model=PR_APRV
Activity=A2_0728
Key=140608C4-07B2-4AD3-B52D-8C6CEA1D8F0F
Version=15
```

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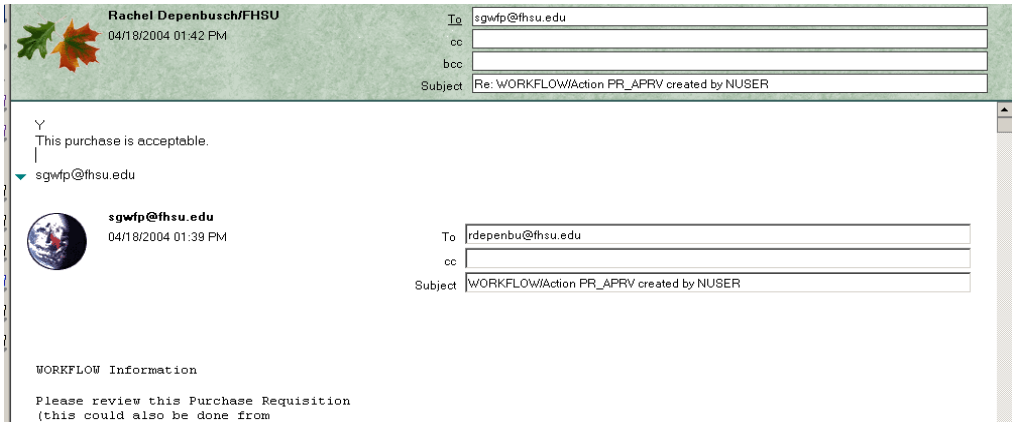
Step 2. Select **Reply with History**

A. Type in ALL CAPS a Y, YES, or OK, to approve the PR

OR

B. Type in ALL CAPS a N or NO to deny the PR

C. Hit Enter after the Y or N to add additional comments



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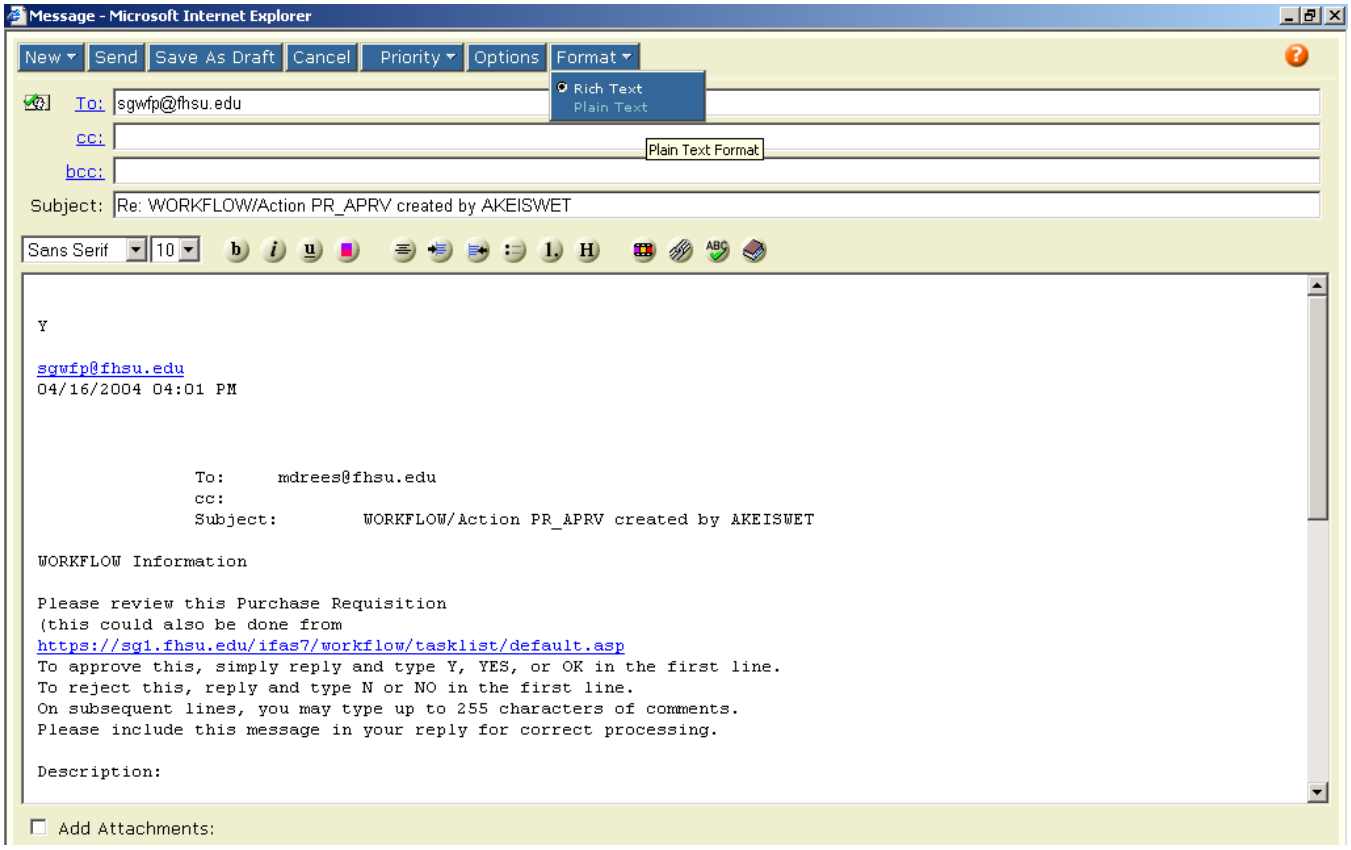
SECOND OPTION – Approving PRs through Lotus Notes Email – Off Campus

Log on to Internet Explorer and open Lotus Notes Email.

Step 1. Review email notification from sgwfp@fhsu.edu in Lotus Notes Inbox.
Email message will contain:
A. Instructions for approving the PR
B. Detailed information about the PR
C. History of the approval cycle

Step 2. Select **Reply with History**
A. Type in ALL CAPS a Y, YES, or OK, to approve the PR
OR
B. Type in ALL CAPS a N or NO to deny the PR
C. Hit Enter after the Y or N to add additional comments

Step 3. BEFORE submitting the email, **CHANGE THE FORMAT** from Rich Text to Plain Text. This option only appears AFTER you have clicked Reply with History.



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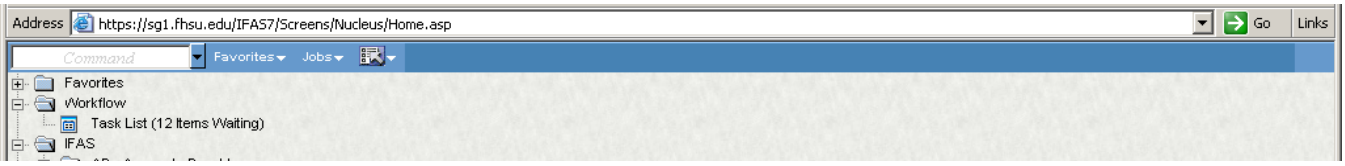
THIRD OPTION – Approving PRs from IFAS Website

Log on to Internet Explorer and type in the web address SG1 or sg1.fhsu.edu
Enter assigned IFAS User ID and IFAS Password.

Step 1. Open Workflow folder and select Task List



Step 2. **Budget Authority ONLY**: Click on PR from "Records waiting on your approval" on the left side of the screen

Backup Budget Authority ONLY: Click on "include tasks waiting on role approval" for the list of PRs waiting to be approved.

A. The right side of the screen will show history of the approval cycle and the detail of the PR.
B. Select one of the below approval options:
   1. Green Check Mark = Approve PR
   2. Red "X" = Deny PR
   3. Blue Arrow = To add an additional approver to the approval cycle
      a. Forward = Adds an additional approver. The PR will return to the original approver.
         1. Click blue arrow
         2. Select the individual's name
         3. Click Submit

            OR

      b. Reassignment = Transfers approval authority to the individual selected. The PR will not return to the original approver.
         1. Click blue arrow
         2. Click reassignment only box first
         3. Select the individual's name
         4. Click Submit

Notes:

1. The "Set Out of Office" can be clicked when the budget authority is going to be gone or unable to approve PRs. Once that box is marked, the backup budget authority will receive email notification for PRs awaiting approval.

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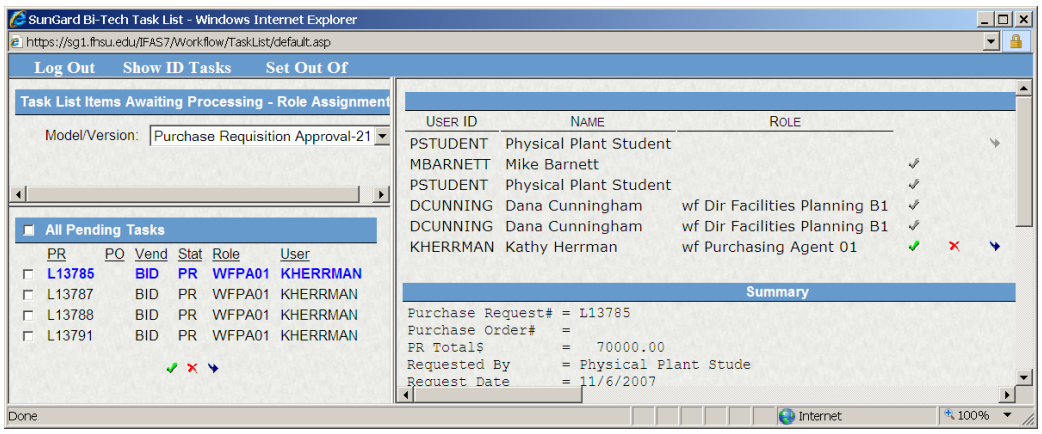
PROCESS FOR APPROVING IFAS PRS



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PROCESS FOR APPROVING IFAS PRS

MAKING CHANGES TO THE PR BY
BUDGET AUTHORITY OR BACKUP BUDGET AUTHORITY

Log on to Internet Explorer and type in the web address SG1 or sg1.fhsu.edu
Enter assigned IFAS User ID and IFAS Password.
Select the folders PO, UP, PR or type in the Mask "POUPPR".

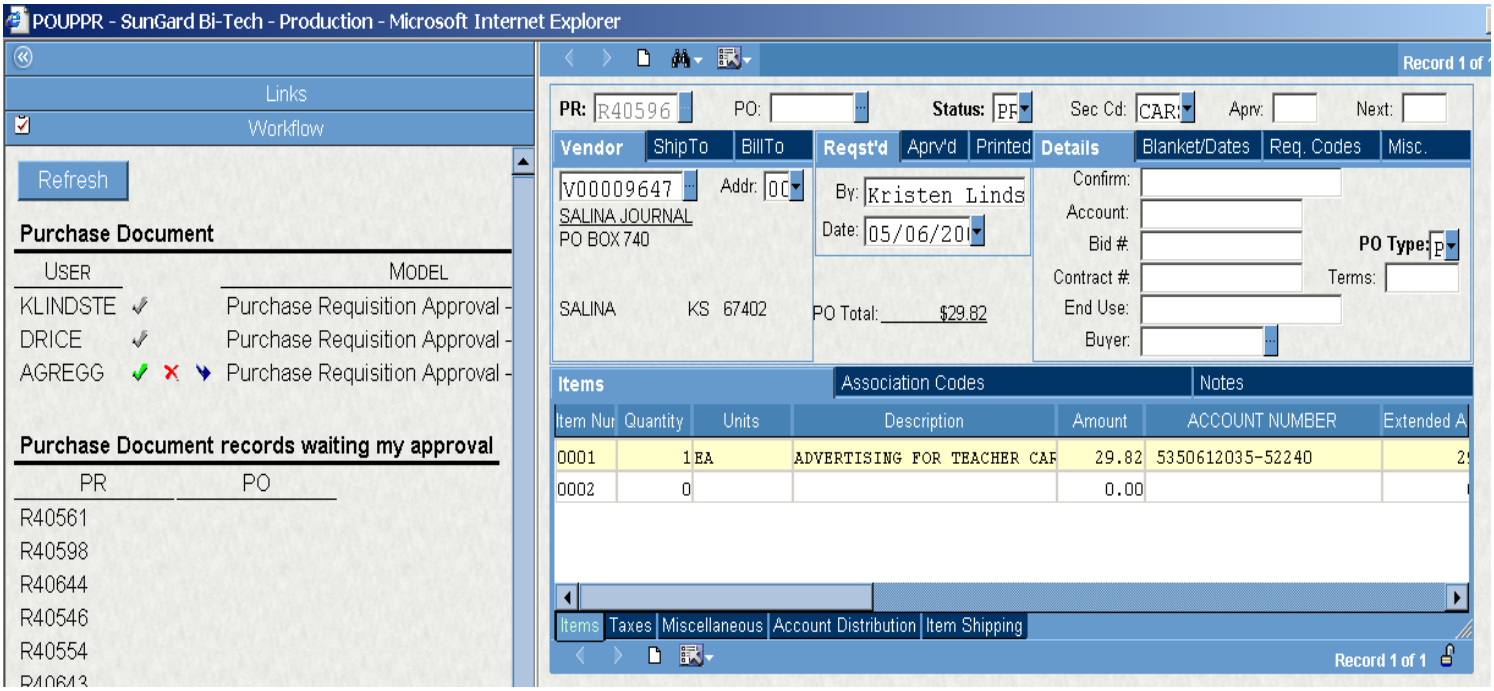
Step 1. Click on the Double Arrows on the top left of the screen.

Step 2. Select Workflow to view the list of PRs awaiting approval.

Step 3. Select the PR by clicking on the PR#.

Step 4. Go to the PR on the right side of the screen to make changes. Hit Enter to save the changes. "Record Accepted" will appear at the top of the PR.

Step 5. Under the Workflow bar, click on the green check mark to approve.



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