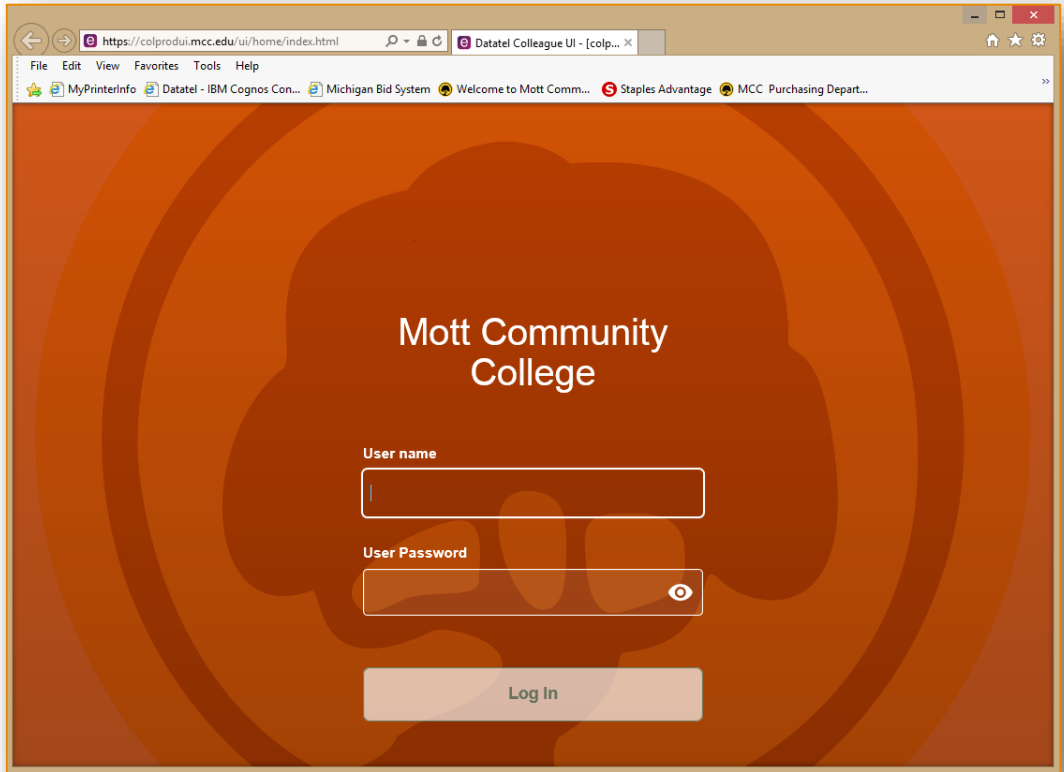
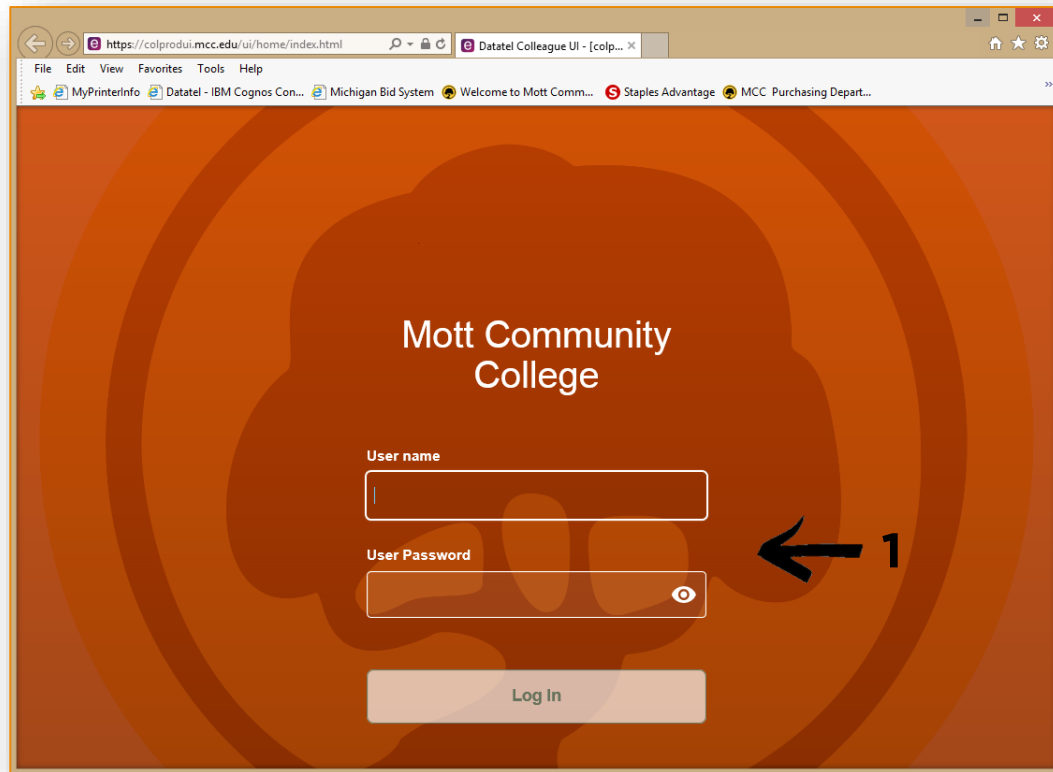


# How to Add an Approver to a Requisition in Colleague

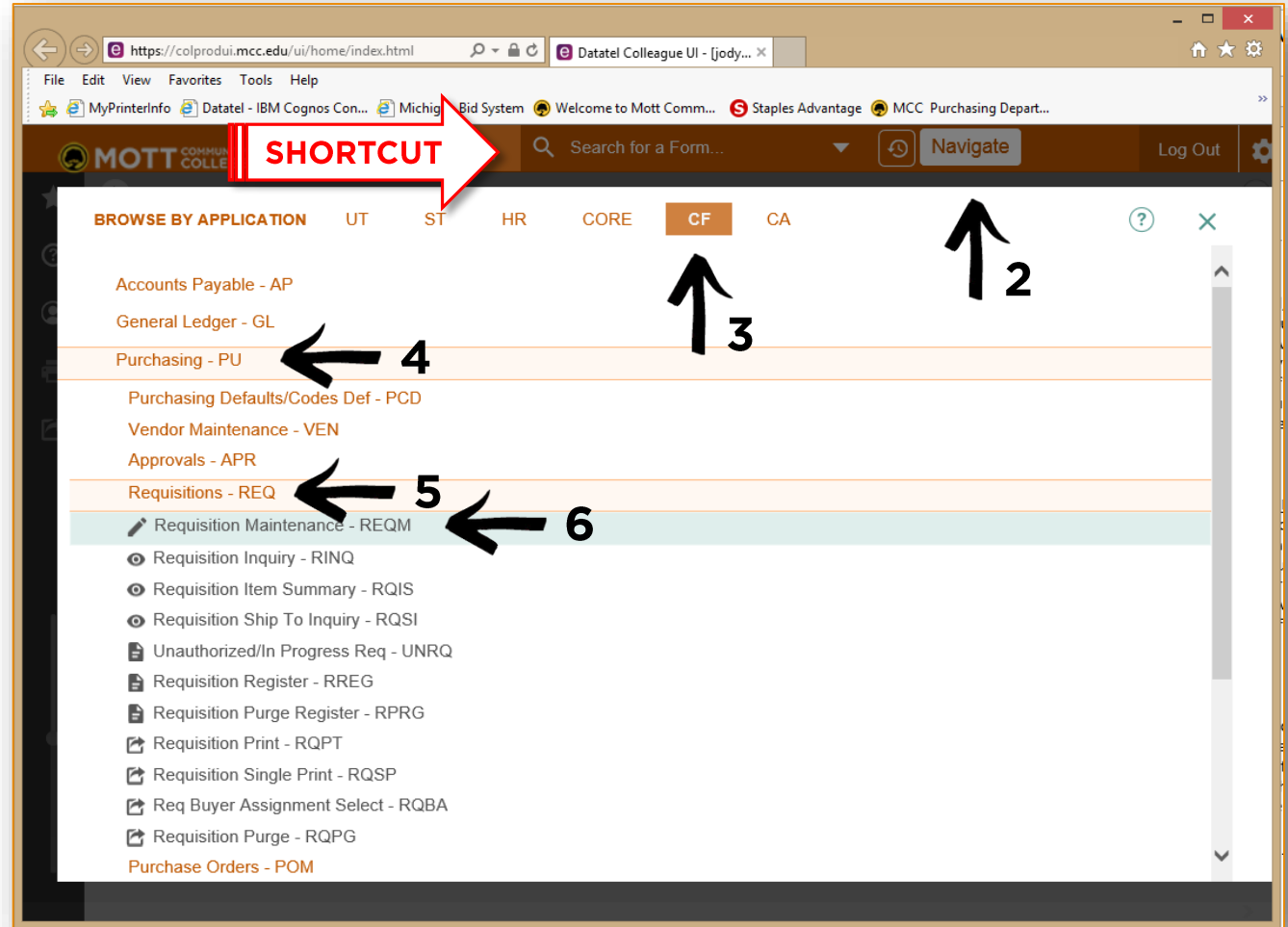
<https://colprodui.mcc.edu/ui/home/index.html>



1. Log in to Colleague at <https://colprodui.mcc.edu/ui/home/index.html>. The User Name and User Password should be the same as those used to log in to the employee's Gmail work account.



2. Click **Navigate**
3. Click **CF**
4. Click **Purchasing - PU**
5. Click **Requisitions - REQ**
6. Click **Requisition Maintenance - REQM**



**SHORTCUT: Type REQM in the Search Bar and press Enter or click the Search Icon**

The screenshot shows the 'REQM - Requisition Maintenance' form in the Colleague system. The form is titled 'REQM - Requisition Maintenance' and includes a 'New Record' button and 'Save', 'Save All', 'Cancel', and 'Cancel All' buttons. The form is divided into several sections: 'Requisition' (with fields for Requisition Date, Initiator, Desired Date, Maintenance Date, and Requisition Amt), 'Vendor' (with fields for Vendor ID, Name, Address, CSZ, Country, Currency, Ship To, and Ship Via), 'Approvals' (with fields for Approvals, Buyer, Expire Date, AP Type, and Invn Store), and 'Comments' (with fields for Line Items, Printed Comments, Comments, Priority, and Requisition Done). A file icon is highlighted in the top right corner of the form area.

## How to maneuver in Colleague

Detail into fields by clicking on the **file icon** or by clicking in the field and pressing **F2**.

**F8** - return to the previous screen without saving

**F9** - save (click **Update** when prompted to complete the save)

**SHIFT + F9** - save and return to the previous screen

**Tab** or use the mouse to maneuver between and among the fields

The screenshot shows the 'REQM - Requisition Maintenance' form in the Colleague system. The form is divided into several sections:

- Requisition Information:** Requisition Date (09/26/18), Initiator (highlighted with a red box), Maintenance Date, Requisition Amt (highlighted with a yellow box), and Desired Date.
- Vendor Information:** Vendor ID, Name (1), Address (1), CSZ, Country, Currency, Ship To (MC Mott Community Co), and Ship Via.
- Approval and Tracking:** Approvals (1), Buyer, Expire Date, AP Type, Invn Store, Printed Comments (1), Comments (1), Priority, and Requisition Done (No).
- Other Fields:** Types (1), Terms, FOB, and Commodity.

## How to maneuver in Colleague

CTRL-ALT-D (the letter D, not Delete) – deletes the value in a field

TIP! Entering ... in most fields will provide you with a list of available choices for that field. But BE CAREFUL! If there are a lot of values in the field (i.e. **Vendor ID**), it will an extremely long time to produce the list of values.

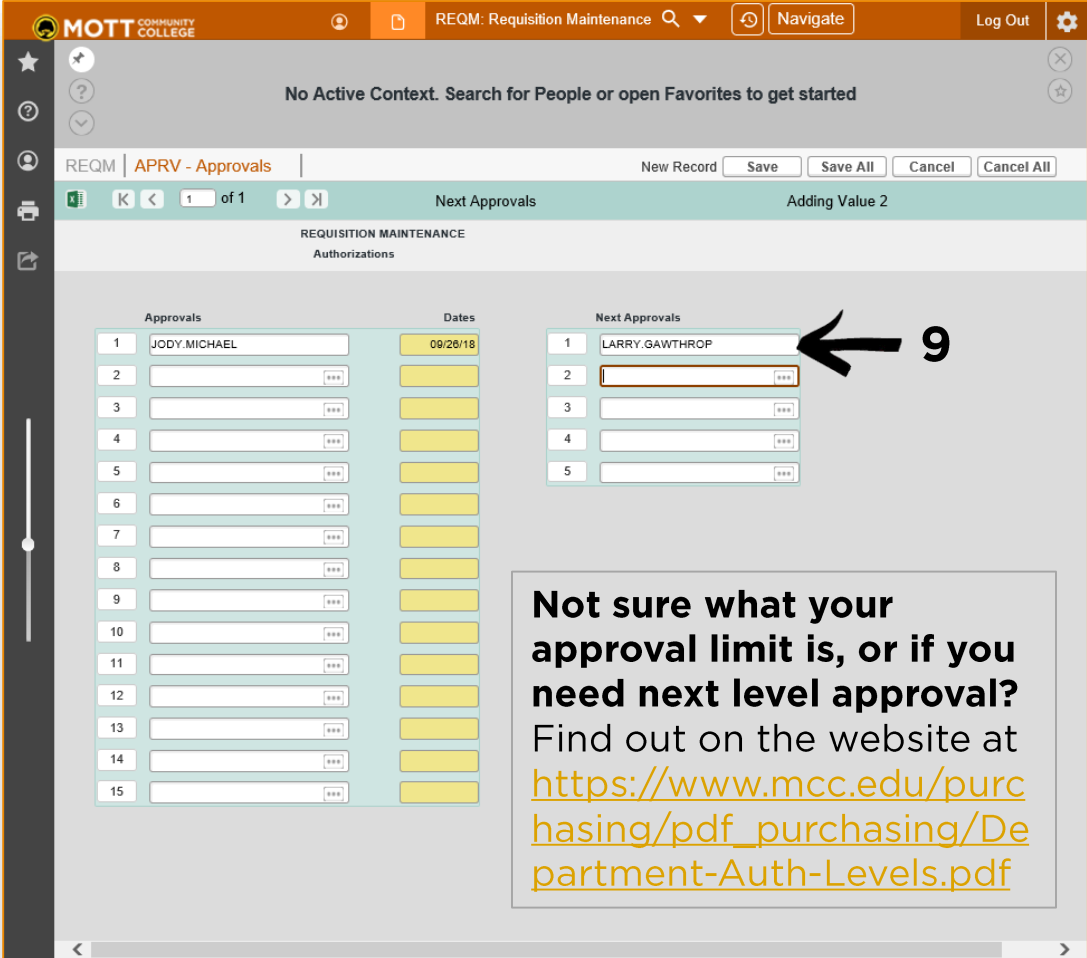
7. Enter the full requisition number and press **Enter** or click **Ok**.

The screenshot displays the 'Datatel Colleague UI' for MOTT Community College. A modal dialog box titled 'Requisition LookUp or (A)dd' is centered on the screen, featuring a text input field and four buttons: 'Ok', 'Cancel', 'Finish', and 'Help'. A large black arrow points to the input field with the number '7' next to it. The background shows the 'REQM - Requisition Maintenance' screen with various fields for requisition details, including Requisition Date, Initiator, Desired Date, Maintenance Date, Requisition Amt, Vendor ID, Name, Address, CSZ, Country, Currency, Ship To, Ship Via, Types, Terms, FOB, and Commodity.

8. Click on the icon next to the **Approvals** field.

The screenshot shows the 'REQM - Requisition Maintenance' form. The 'Approvals' field is highlighted with a red box, and a black arrow points to the icon next to it. The number '8' is placed next to the arrow. The form includes fields for Requisition ID (0186980), Status (Not Approved), Status Date (09/28/18), Requisition Date (09/28/18), Initiator (Ms. Carri L. Farah), Desired Date (09/28/18), Maintenance Date (09/28/18), Requisition Amt (85,170.00), Vendor ID (1000469), Types (1 C C Corporation), Name (1 J. Perez Construction, Inc.), Address (1 2232 Davison Rd), CSZ (Flint MI 48506), Country (USA U.S.A.), Currency, Terms (30 Net/30), Ship To (FM Physical Plant), FOB, Ship Via, Commodity, Buyer, Expire Date, AP Type (BPO BLANKET PURCHASE ORDE), Invn Store, Line Items (1), Printed Comments (1 Prah), Comments (1 Invoi), Priority, and Requisition Done (Yes).

9. Enter the username of the next level approver in the **Next Approvals** field. Click **Save** and return to the previous screen.



The screenshot shows the 'REQUISITION MAINTENANCE Authorizations' screen. The 'Next Approvals' section is highlighted, and the first field contains 'LARRY.GAWTHROP'. A large black arrow points to this field with the number '9' next to it, indicating the step described in the text. The 'Approvals' section shows 'JODY.MICHAEL' as the first approver with a date of '09/26/18'. The 'Next Approvals' section has five empty fields below the first one.

**Not sure what your approval limit is, or if you need next level approval?** Find out on the website at [https://www.mcc.edu/purchasing/pdf\\_purchasing/Department-Auth-Levels.pdf](https://www.mcc.edu/purchasing/pdf_purchasing/Department-Auth-Levels.pdf)



10. Click **Save** then **Update** to save your approval. Once all required approvers approve the requisition, the requisition will go into **Outstanding** status and the Purchasing Department will be able to act on it accordingly.

The screenshot displays the 'REQM - Requisition Maintenance' form in the Colleague system. The top navigation bar shows 'MOTT COMMUNITY COLLEGE' and 'APRN: Approvals Needed'. The main header indicates 'No Active Context. Search for People or open Favorites to get started'. The form title is 'APRN | REQM - Requisition Maintenance'. The 'Save' button is highlighted with a large black arrow and the number '10' below it. The form fields include:

- Requisition: 0186980, Status: Not Approved, Requisition Date: 09/28/18
- Requisition Date: 09/28/18, Initiator: Ms. Carri L. Farah, Desired Date: 09/28/18
- Maintenance Date: 09/28/18, Requisition Amt: 85,170.00
- Vendor ID: 1000469, Types: 1, C C Corporation
- Name: 1, J. Perez Construction, Inc.
- Address: 1, 2232 Davison Rd
- CSZ: Flint, MI, 48506
- Country: USA U.S.A.
- Currency: [Dropdown], Terms: 30 Net/30
- Ship To: FM Physical Plant, FOB: [Dropdown]
- Ship Via: [Dropdown], Commodity: [Dropdown]
- Approvals: 1, Chad.Stirrett
- Buyer: [Dropdown]
- Expire Date: [Dropdown]
- AP Type: BPO BLANKET PURCHASE ORDE
- Invn Store: [Dropdown]
- Line Items: 1
- Printed Comments: 1, Prah
- Comments: 1, Invoi
- Priority: [Dropdown]
- Requisition Done: Yes

Colleague updates and cycles overnight. The approver you entered will get an email notification the following morning letting him/her know they have a requisition requiring their approval. You can also email the approver the requisition number and let him/her know the requisition is ready for approval.

It is your responsibility as the initiator of the requisition to make sure all necessary approvals are completed to move the requisition forward to the buyer. Once the requisition is in Outstanding status, the Purchasing Department can see it and act on it.

## **Requisition Statuses**

- O** – Outstanding; buyers can act on this status.
- N** – Not Approved; waiting for manager's approval
- U** – Unfinished; Requisition Done field is still set to No
- P** – Processed; purchase order has been issued