San Jose/Evergreen Community College District How to Approve Requisitions in Datatel

As a budget manager, you will need to approve requisition requests using Datatel. By logging into the approval queue you will be able to view outstanding requests waiting for approval. You will also be able to view details about the requisition including requestor, amount, and account numbers.

APRN – Approvals Needed
1. Login to Datatel. Enter your username and password provided to you by ITSS. Then select OK to continue.
Datatel Login Enter a User ID, Password and Environment: User ID: sawan Password:
2. A FERPA privacy notice will appear. Select OK to open Datatel.
Alert NOTICE: You are attempting to access information that is protected by a Federal Privacy Law. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA). You should not attempt to proceed unless you have been specifically authorized to do so and are informed about FERPA. When accessing Colleague, you must access only that information needed to complete your assigned or authorized by the SJECCD to have access in accordance with the provisions of FERPA. Unauthorized use or release of this information is prohibited. Any violation of this policy is subject to discipline and possible prosecution.

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APRN – Approvals Needed, Datatel

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13. Once you access the approval queue, you will see the individuals who have already approved the requisition in the left column. The right column will show all of the approvals still needed. To approve the requisition, enter your username in the next field available in the Approvals Column, then press the down arrow on your keyboard. **NOTE:** You should always ensure that the requisitions are being sent to your business office. You do this by entering their username in the next approvals column. The Next Approvals Column should never be blank.

	RE	QUISITION MAINTENA	ANCE	
		Authorizations		
	Approvals	Dates	Next Approvals	
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2	sawan 🔶		2 Peggy Graham	
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Il be prompted for Approvals 1 Duncan Graham 2 sawan 3 4 5 6 7 8 9 10 11 12 13 14 15 Controller Approvals	Or your requisition a	approval passworn	d. Enter your password	and select OK.

15. Once you select ok, you will see your name appear in the approvals column along with the approval date. You will
also notice that your name disappears from the Next Approvals column.

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16. It is very impor select Update to sa Approva 2 Select 3 def 4 5 6 7 8 9 10 11 12 13 14 15	tant that you save your approace your approval.	oval. Select F10 o	n your keyboard or select save on the toolbar. Then

17. You will be returned as the last approval in t	d to the original requisitio he approvals field.	n information screen.	ou will be able to s	ee that your name is	s entered
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Be	equisition Date 07/24/13 Initiator Admir Ramic Desired Date 07/26/13	Ma	intenance Date 07/24 Requisition Amt	/13 詞 1,516.65	
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19. You will be returned to the Requisition Approval Queue. "Approved" should now appear in the Approve column verifying that your approval has been saved. You can continue to approve the remaining requisitions within your queue.

	Approval Passwor	d ******]		▼
Туре	Document ID	Name	Date	Net	Approve
1 REQ [0028904	Lids Team Sports	07/24/13	1,516.65	Approved
2 REQ [0028913	SARS Software Produ	07/26/13	5,940.00	No
3 REQ [0028922	Sport & Cycle, Inc	07/29/13	1,432.38	No
4 REQ [0028895	Freedom Scientific	07/22/13	4,609.85	No
5 REQ 🧧	0028906	Ai Squared	07/25/13	2,037.75	No
6 REQ [0028931	Sportdecals Inc	07/30/13	808.76	No
7 REQ [0028838	ACT, Inc	07/11/13	1,987.02	No
8 REQ [0028897	Freedom Scientific	07/23/13	5,888.35	No
9 REQ [0028914	Troxell Communicati	07/26/13	5,235.01	No
10 REQ [0028919	D3 Sports, Inc.	07/26/13	1,412.67	No
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