

Infinite Visions' approvers will receive an email notification of requisitions for approval.

AP Requisitions to Approve



noreply@tylerhost.net

Wed 9/23/2020 3:00 PM

To: Miller, Tracy

You have AP Requisitions to Approve.

[Reply](#)

[Forward](#)

Login to *Infinite Visions* (below) -

so | PROVISIO ID... | PMA - Government... | Account info... | home | warehouse... | boardbook | itemdownload.aspx | frontline - sign in | home | open L3

Proviso Township High School District 209
NIHIL NISI OPTIMUM, Nothing but the Best

Home Self Service Pay/Tax Information Updates My Workflow My Staff

Welcome to the Proviso Township High Schools Employee Self Service Web Portal!

Here you have the ability to view and manage many elements of employee information, including your employee profile, pay stubs, tax withholding information (W-4), and more. Information is available 24/7 via this secure IVisions Portal.

Announcements

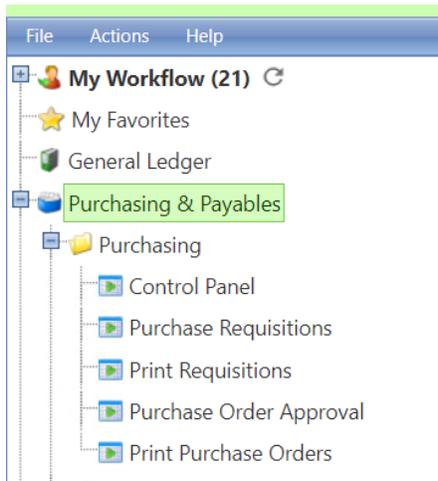
District Calendar - Wednesday, July 1, 2020
FY 2021 District School Calendar

Next, click on **My Workflow**

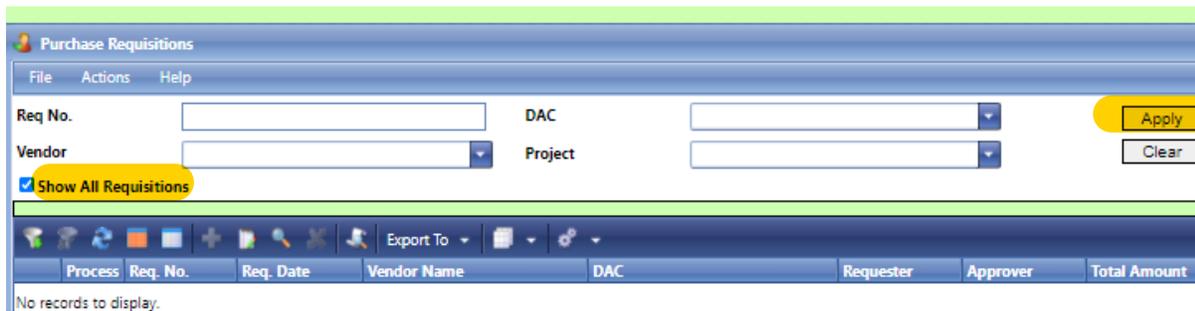
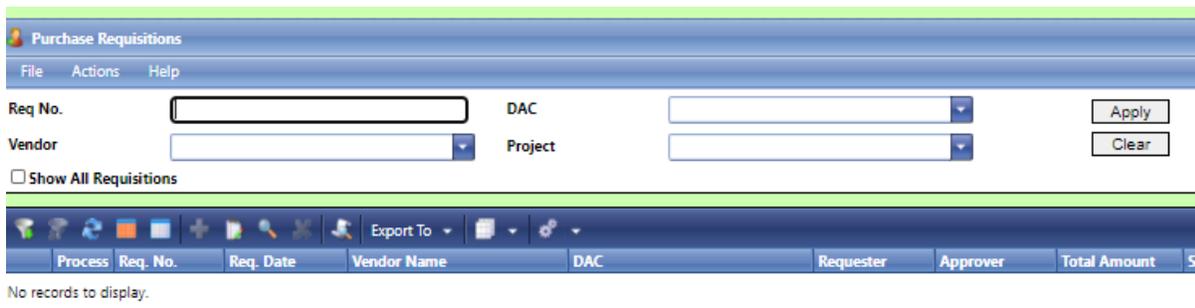
File Actions Help

- My Workflow (21) ↻
- My Favorites
- General Ledger
- Purchasing & Payables
- Payroll
- Human Resources
- Security

Click on **Purchasing & Payables** and then **Purchase Requisitions** -



Check the **Show All Requisitions** box and then click on **Apply** -



INFINITE VISIONS: TRAINING INFORMATION FOR APPROVERS

The **Purchase Requisition** screen will appear -

Purchase Requisitions
File Actions Help

Req No. DAC
Vendor Project

Show All Requisitions

Process	Req. No.	Req. Date	Vendor Name	DAC	Requester	Approver	Total Amount	Status	Project	Internal	
1	<input type="checkbox"/>	11199	9/24/2020 7:00:00 AM	RAYBURN, ANTOINETTE	Human Resources	Stacy Cooper	420436.djohnson	\$3,334.50	Open	Undesignated	
2	<input type="checkbox"/>	11198	9/24/2020 8:00:00 AM	SNAP-ON INDUSTRIAL	Grants - State and Federal	Donald Robinson	420436.cwhite	\$3,506.25	Open	Undesignated	
3	<input type="checkbox"/>	11197	9/24/2020 8:00:00 AM	IL OFFICE OF THE STATE FIRE MAR	Operations & Maintenance - East	AL McDonald	420436.pamcdone	\$210.00	Open	Undesignated	2020 BOLL
4	<input type="checkbox"/>	11196	9/24/2020 8:00:00 AM	STAPLES ADVANTAGE	Proviso West High School	Sherice York	420436p.bkanvelas	\$157.57	Open	Undesignated	
5	<input type="checkbox"/>	11195	9/24/2020 8:00:00 AM	PM MUSIC CENTER	Proviso East High School	Cletis Seals	420436p.faguirre	\$1,847.72	Open	Undesignated	

Then click on the requisition to approve and the line will highlight -

Purchase Requisitions
File Actions Help

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Next, double-click on the line item and the **Edit Requisition** screen will appear -

Edit Requisition
Actions Help

Requisition Detail Addresses Notes

Requisition Information Req. Number: 11196 Date: 9/24/2020 Vendor: STAPLES ADVANTAGE Ship To: Proviso West High School DAC: Proviso West High School Requester: Sherice York Buyer: W9 Roid	Order Information Order Via: Fax Project: Undesignated Date Required: 10/9/2020 Order Type: Purchase Order Reference: Award Number:	PO Information PO Number: 0 PO Date: Revision: 0 Req. App: Yes Closed Date: Status: Open
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Line	Account	Qty	Unit	Part Number	Description	Unit Price	Ext Price	Tax	Freight
1	10.5.2134410.0000.003.0163.0000	1.000000	CARTON	2661502	Staples Standard 2" 3-Ring View Binders, Black, 6/Carton	20.9900	\$20.99	\$0.00	\$0.00
2	10.5.2134410.0000.003.0163.0000	2.000000	CARTON	416780	Kleenex Standard Facial Tissue, 2-Ply, White, 125 Sheets/Box, 48 Boxes/Pack	68.2900	\$136.58	\$0.00	\$0.00
3.000000							\$157.57	\$0.00	\$0.00

Hold Account Submit for Approval Sales Tax Percent: 0.0000%

Mode: Edit (1 of 1)

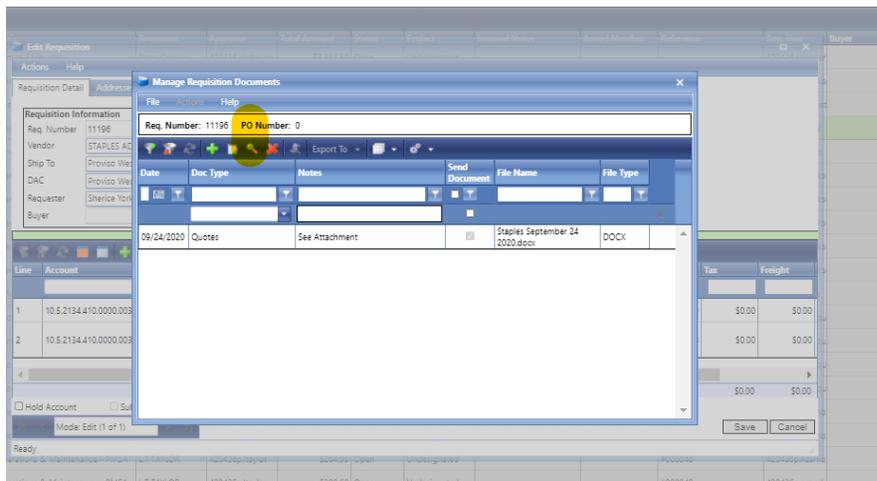
INFINITE VISIONS: TRAINING INFORMATION FOR APPROVERS

Please review **both** the account number(s) for accuracy per your department budget and the back-up documentation. To view the back-up documents (invoices, quotes, receipts etc.), click on the **paperclip icon** (see below **Order Information** screen below).

Order Information

Order Via	Fax	PO I
Project	Undesignated	PO
Date Required	10/9/2020	Rev
Order Type	Purchase Order	Rec
Reference		Clo
Award Number		Star

The Manage Requisition Documents screen will appear -



Click on the **magnifying glass** to view back-up documents for approval of the requisition -



INFINITE VISIONS: TRAINING INFORMATION FOR APPROVERS

After viewing and verifying the the support documentation - close out (“x”). Also, close out the **Edit Requisition** screen to return to **Purchase Requisitions** screen.

The screenshot shows the 'Purchase Requisitions' application window. At the top, there are search fields for 'Req No.', 'Vendor', 'DAC', and 'Project', along with 'Apply' and 'Clear' buttons. A checkbox labeled 'Show All Requisitions' is checked. Below this is a toolbar with an 'Export To' dropdown. The main area contains a table with the following data:

	Process	Req. No.	Req. Date	Vendor Name	DAC	Requester	Approver	Total Amount	Status	Project
1	<input type="checkbox"/>	11199	9/24/2020 7:00:00 AM	RAYBURN, ANTOINETTE	Human Resources	Stacy Cooper	420436.djohnson	\$3,334.50	Open	Undesig
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5	<input type="checkbox"/>	11195	9/24/2020 8:00:00 AM	PM MUSIC CENTER	Proviso East High School	Cletis Seals	420436p.faguirre	\$1,847.72	Open	Undesig

If the requisition meets with your approval, click on **Actions** and then **Approve Requisition** (see below) -

The screenshot shows the 'Purchase Requisitions' application with the 'Actions' menu open. The menu items are:

- Check Budget
- Check Vendor Alerts
- Show Vendor Alerts in Grid
- View Requisition
- Approval Log
- Return to Originator
- Return to Prior Approver
- Approve Requisition

This message will appear – click **OK** (for approval) -

The screenshot shows a confirmation dialog box with the following text:

eiw.tylerhost.net says
Are you sure you wish to approve the selected requisition(s)?

Buttons: **OK** (blue), **Cancel** (white)