



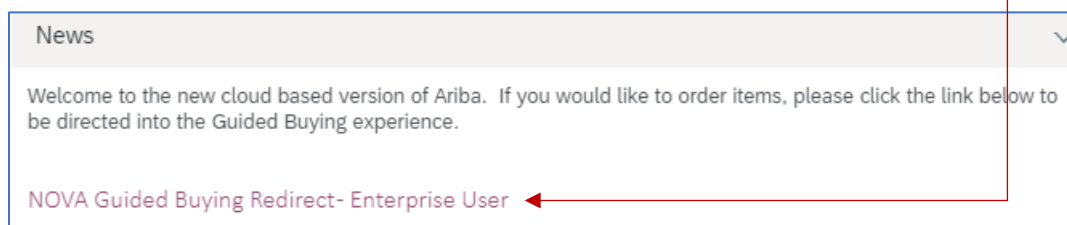
## Ariba Approvals for Central Approvers

The easiest way to review Purchase Requisitions (PRs) for approval will be to monitor your emails. When a PR requires your approval, you will receive an email notification. Appendix A provides an example of an email notification.

As a central approver, you may receive many emails, and may have updated your setting to receive consolidated emails. If you have this setting, then you will not receive an individual email notification when a PR is submitted, and all approvals will be completed directly in Ariba.

Upon logging into Ariba you will navigate to the “Buying & Invoicing” section of Ariba, commonly referred to as B&I. All other users automatically navigate to the “Guided Buying” (GB) section of Ariba.

You must navigate to the GB section to create a purchase order or check request. To facilitate this process, the link to GB is provided in the news section:



Once you click on that link, you will be in GB and can now create PRs or CRs. You may still complete approvals in GB, however, the GB view is not conducive to a quick review. It is recommended to review documents pending approval in B&I, or to set your email notification preferences to be individual notifications and complete your review through the email process.

Once you navigate to the Guided Buying (GB) section, there is not a link to bring you back to B&I. You must log out, and log back in to navigate back to the B&I section.

In the Home section of Ariba, you will see a “to do” list, which will include all items pending your review. Once you click on an item that is pending approval, you will navigate to the summary page of the document.

Following the header, you will see any comments, the approval flow, and the items specific to the requisition. The following page provides an example of what you will see.



### Summary Tab View

PR2350 - TEST-DO NOT FULFILL-CG8<1000\_050321 Status: Submitted

[Edit](#) [Approve](#) [Deny](#) [Print](#)

**Summary** | [Budgets](#) | [Orders](#) | [Receipts](#) | [History](#)

Title: TEST-DO NOT FULFILL-CG8<1000\_050321  
Purchasing Unit: Nova Southeastern University  
Is this Purchase Order for the next Fiscal Year?  
Buyer: (no value)  
My Labels: [Apply Label...](#)  
Ship To: NSU East Campus Tower  
Deliver To: Campbell, Shomari S  
Need-by Date: [?](#)

**Cart Summary**

Albers Applianc... (4)	\$936.00 USD
<b>Total (4 items)</b>	<b>\$936.00 USD</b>

▼ Comments (1)

Comments

Campbell, Shomari S TEST-DO NOT FULFILL-CG3<1000\_050321  
[Monday, May 3, 2021 at 11:33 AM] [Edit](#)

[Add Comment](#)

Attachments: [Add Attachment](#)

▼ Approval Flow

Submitted → **Active** (Gross, Cynthia K; Silva, Alyson; Hanbury II, George L) → Pending (Lougheed, Vanesa) → Pending (Budget Office) → Watcher (65 Watcher) → Approved

▼ Line Items

4 Items Total [Hide Details](#)

No.	Type	Description	Qty	Unit	Price	Amount	
1		Avanti 1.2 cu. ft. Countertop Microwave with	1	each	\$119.00 USD	\$119.00 USD	<a href="#">Detail</a>
Supplier Part #: MT12VOW							
Supplier Part #: MT12VOW							
Commodity Code: Domestic kitchen appliances							
Partitioned Commodity Code: All Commodities							
Supplier: Albers Appliance - v7916							
Contact: Albers Appliance - V7916							
2		Whirlpool 0.7 cubic ft. Countertop Microwave with	1	each	\$129.00 USD	\$129.00 USD	<a href="#">Detail</a>

Select "print" to easily review the accounting associated with all of the lines on the PR.

Summary

If you are in the approval flow with multiple other users, this means that the document has escalated. All individuals will see the document in their "to do" list. Any of them can approve it. Once it is approved, it will be removed from the to do list of the other users.

In this example, the initial approver was Gross, Cynthia. It then escalated to Silva, Alyson, and escalated again to Hanbury II, George.

Appendix B provides detail on adding approvers to the approval flow.

Select "detail" to review the accounting associated with each line.



## Budget Review

If you are a central approver who also is responsible for budget oversight, then you will also have access to the Budgets tab. Select the Budgets tab to review details of the budget.

The “Check Status” section will provide information on whether or not the budget check was successful. For a PR with multiple lines, those that have insufficient funds will always be displayed ahead of those that had a successful budget check.

No.	Title	Budget Code	Budget Period	Tolerance(%)	Available	Requested	Consumed	Last Checked On	Check Status
1	Budget20210430-28	1608003271	2021:2021	0	\$0.00 USD	\$0.00 USD		Mon, 24 May, 2021	Insufficient funds
An associated budget has insufficient or no available funds. The requested amount exceeds allocation plus tolerance by 319 USD. The following lines and splits have failed: Line #2 [319 USD]									
<b>Line Item Accounting Splits</b>									
				Company:	65-VP Finance	Split Line Amount: \$319.00 USD			
				Region:	No Choice				
Line Number: 2				Business Unit:	65010-VP FINANCE				
Split Number: 1				Cost Center:	160800-VP Finance				
				Purchasing Unit:	Nova Southeastern University				
				Account:	3271-Supplies-Art				
2	Budget20210430-28	1608003266	2021:2021	1.154	\$768.22 USD	\$0.00 USD	\$98.32 USD	Mon, 24 May, 2021	Budget check was successful
Budget check was successful									

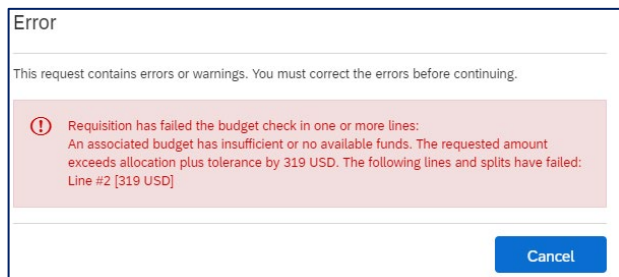
The “Available” section is based on information in Banner, and displays how much funding is available after considering the “Consumed” amount related to the PR. In the example above, the first section includes an NSF item. The consumed amount is blank, because there is no budget available. The second item has a consumed amount of \$98.32, which leaves a budget available amount of \$768.22.

You will not be required to review the budget for every PR. The system will let you know if a budget review is necessary. If you attempt to approve a PR that is in an NSF status, you will receive an alert.

If you approve via email, you will receive a reply email with a subject line of “Could not process message. Approve PRxxxx”. You will be required to log into Ariba to review the Budget information. Appendix C, provides a sample email response.

If you click approve via B&I, and the PR includes items that are NSF, you will receive a pop up notice preventing you from approval.

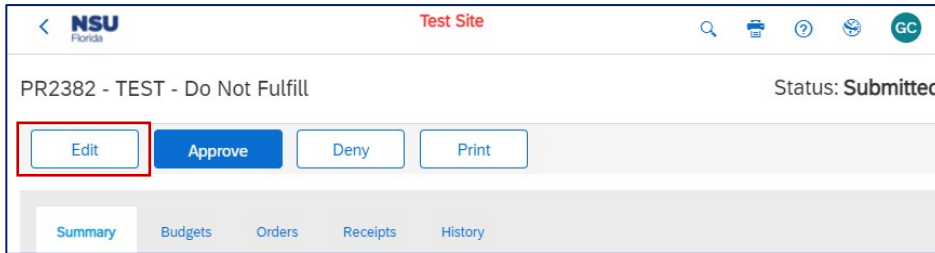
You must “cancel” and review the budget information.



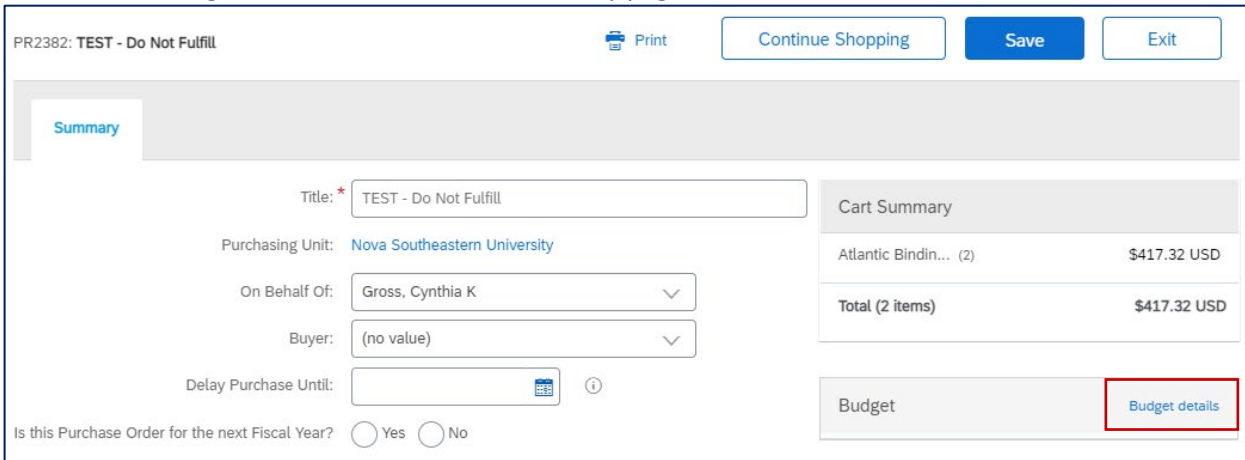


### Approving when NSF

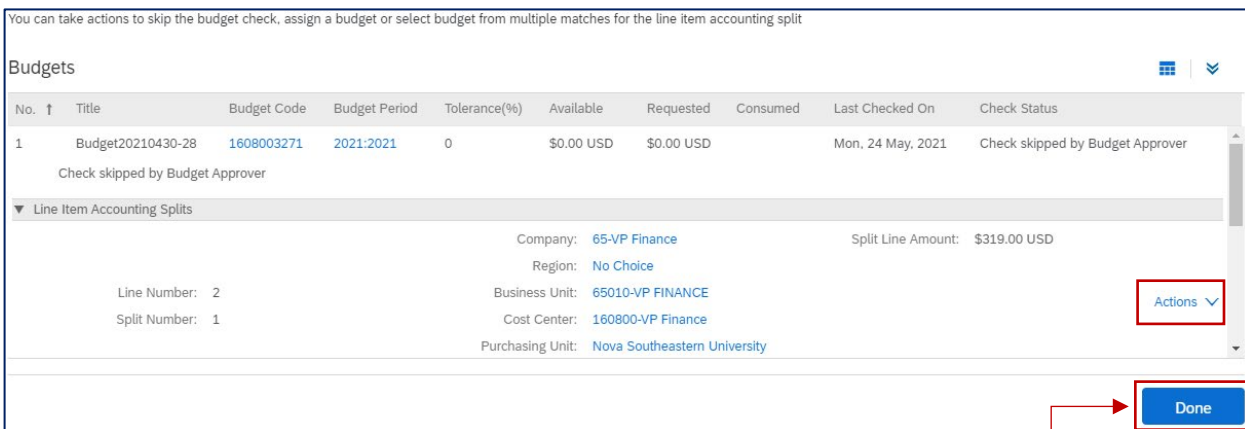
Begin the process by selecting “edit” from the list of options:



Click on the “Budget details” link from the summary page:



You will navigate to the “budget details”. This section provides detail on what is in an NSF status. You will need to follow standard operating procedures, and process a budget transfer in Banner to ensure that the index/acct will have funds available for the purchase. After the budget transfer is completed, click on “actions” and select “skip budget check” from the list of options.



Click OK to confirm you would like to skip the budget check. Then click on Done. You will navigate back to the summary page, where you must click “Save” to save your updates.



After you have saved your update, you can now complete the approval process. The system will send you back to the “catalog” page. You must navigate back to the home page and select the PR from the “to do” list. You can then select approve.

To facilitate processing by the budget office, it is recommended that you add a comment and include the JE# of the budget transfer that was processed in Banner.



## Appendix A – Sample Email Notification

**From:** Email Approval <buyerapproval-prod3+nova-1-T@ansmtp.ariba.com>  
**Sent:** Tuesday, February 16, 2021 9:10 AM  
**To:** Cindy Gross <cgross@nova.edu>  
**Subject:** Action required: Approve the requisition that Test User 4 submitted - PR1398 - TEST catalog order- DO NOT FULFILL- (\$15,602.56 USD)

The email will include most of the information needed for PR review. You have the option of “Approving” or “Denying” the email without navigating into Ariba.

**NSU Security WARNING:** This is an external email. Do not click links or open attachments unless you recognize the sender and know that the con



The body of the email will include a summary of the PR, along with the options to Approve, Deny or View the PR.

**Requires your action**

This requisition that Test User 4 submitted requires your approval.  
 Reason: testing approval

Click “Approve” or “Deny” to approve or deny the Requisition, and enter your comments in the email that opens. To view the Requisition in the Ariba solution, click “View”

On behalf of  
 Test User 4  
 Requisition  
 PR1398 - TEST catalog order- DO NOT FULFILL-  
 Created  
 Tuesday, February 16, 2021 at 8:59 AM, EST  
 Total Amount  
**\$15,602.56 USD**

[Approve](#) [Deny](#) [View](#)

Select “View” if you need to see supporting documentation or add another approver. (Appendix A has information on adding an approver.)

**Line Items**

1	Description	Supplier	Qty	Unit	Price	Amount				
	NSU OIIT PREAPPROVED FY21 Mobile Precision Workstation 5550: Base:Dell Mobile Precision Workstation 5550 BTX	Dell Marketing LP, -v1137	8.00	each	\$1,950.32 USD	\$15,602.56 USD				
	Account Type Expense	Deliver To Test User 4								
	Cost Center	Business Unit	Company	Account	SubAccount	Project	Region	Product	Type	Proportion
	126505-Psy-Guided Self Change Program	8105-Psychology Clinics	81-Division of Clinical Operations	9080-Cap Exp-Computer Equip			No Choice		Percentage	100.00

The line item detail of the PO will also be listed. This provides the description, quantity, amount, and account code the item(s) will be charged to.

**Recent Comments**

Tuesday, February 16, 2021 at 10:35 AM, EST: Martinez, Monica - TESTING UAT  
 Tuesday, February 16, 2021 at 10:27 AM, EST: Martinez, Monica - TESTING UAT  
 Tuesday, February 16, 2021 at 10:23 AM, EST: Rodriguez, Erin T - TESTING UAT

Comments will be displayed.

**Approval Flow (As of Tuesday, February 16, 2021 at 10:35 AM, EST)**

Status	Required	Reason	Approver	Date	Time
Approved	Yes	Add Requester's Supervisor	West, Christopher (on behalf of Rodriguez, Erin T)	February 16, 2021	10:23 AM
Approved	Yes	NSF Watcher	Martinez, Monica (on behalf of Crocquet, Marc M)	February 16, 2021	10:27 AM
Approved	Yes	Department Approver	Martinez, Monica (on behalf of Corominas, Miguel A)	February 16, 2021	10:35 AM
Ready for approval	Yes	OIT Central Receiving Approver	OIT Central Receiving		
Pending	Yes	Budget Office Requirement >= \$1,000	Budget Office		

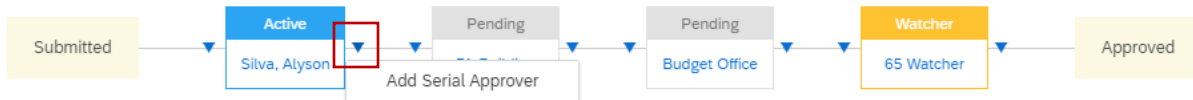
The prior and subsequent approvers will be listed. This section will include the date/time stamp for those approvals that are completed.

Normally, only one approval will be “ready for approval” at a time. Each time an approval is processed, the next step becomes “ready”. In instances where an approver has been manually added to an approval flow, you may see more than one row in “ready for approval” status.

## Appendix B – Adding Approvers

When you are logged into Ariba B&I, and you open up a PR that is pending your approval, the approval flow section will follow the summary. You simply need to click on the arrow in the approval flow line where you would like to add the approver. Once you click on the arrow, you will be able to “add serial approver”.

▼ Approval Flow



A pop up window will display. Use the drop down arrow, to “Search for more” and find the name of the person/group you would like to add to the approval flow.

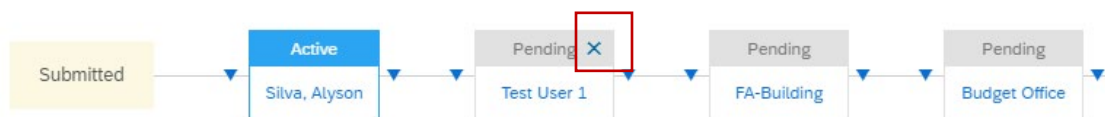
Be sure to enter a reason, so that it is clear why they were added to the approval flow.

The 'Add Approval Request' pop-up window contains the following elements:
 

- Title: Add Approval Request
- Field: 'Add approver to approval flow: \*' with a text input and a dropdown arrow highlighted by a red box.
- Field: 'Add this approval request as:' with radio buttons for 'Approver' (selected) and 'Watcher'.
- Field: 'Provide a reason:' with a text input box highlighted by a red box.
- Buttons: 'OK' and 'Cancel'.

If you decide you need to remove the approver you have added, simply click on the “x”.

▼ Approval Flow



You will receive a pop up asking you to confirm that you want to delete the approver. Click OK, and they will be removed from the approval flow. You can only remove approvers you have added.



## Appendix C

Below you will find an example of an email notification that is sent when a user with Budget Approval attempts to approve a PR by clicking the “approve” button in the email notification, however the PR cannot be approved via email due to insufficient budget.

Email will be from Ariba, and Subject line will include “Could not process message”, followed by the action that was attempted.

In the example below, the action was to Approve PR2365.

The text of the message will provide details on why the action could not be processed.

In the example below, there was an NSF in Line 1 of the PR because the \$539 purchase amount would have resulted in an NSF for that accounting that was greater than 1,000.

The email will also include the original approval email that was sent.

From: Ariba Administrator <no-reply@ansmtp.ariba.com>  
 Sent: Thursday, May 13, 2021 2:25 PM  
 To: Cindy Gross <cgross@nova.edu>  
 Subject: Could not process message. Approve PR2365

NSU Security WARNING: This is an external email. Do not click links or open attachments unless you recognize the sender and know that the content is safe.

There was an error while processing your approval: Requisition has failed the budget check in one or more lines:  
 An associated budget has insufficient or no available funds. The requested amount exceeds allocation plus tolerance by 1,061.25 USD. The following lines and splits have failed:  
 Line #1 [539 USD]

Contact your System Administrator for further assistance.

----- Original Message -----  
 [:Begin Comments section. Enter your comments starting on the next line:]

Approved by budget

[:End Comments section:]

IMPORTANT: Send this message to approve this request.

Do not edit or delete the text below this line.  
 [x] WorkflowActionID,NXhwAXjE77pBSL,1h68v812kxnky,NXhwAE4Ce8fphK,1,NXhwAE4Ce8fphK,nova-1-T;