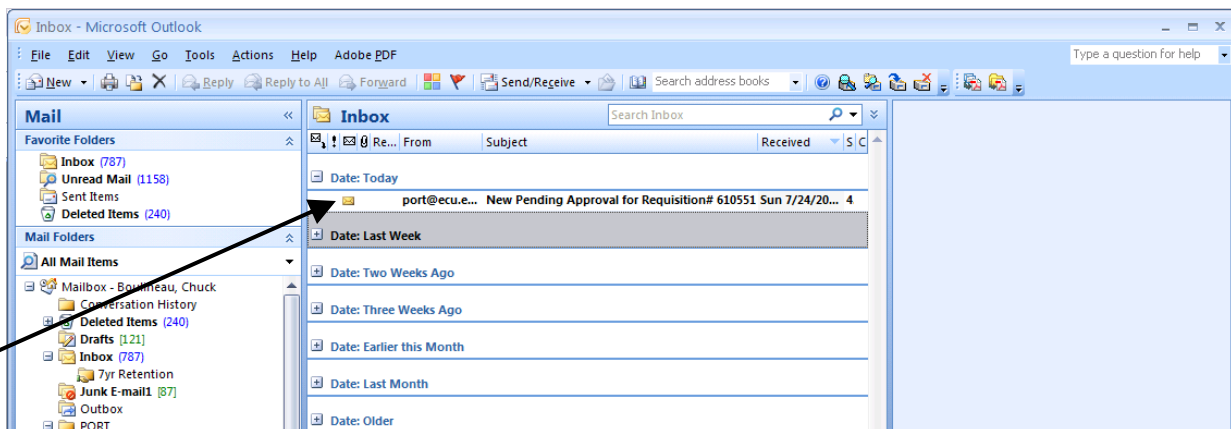


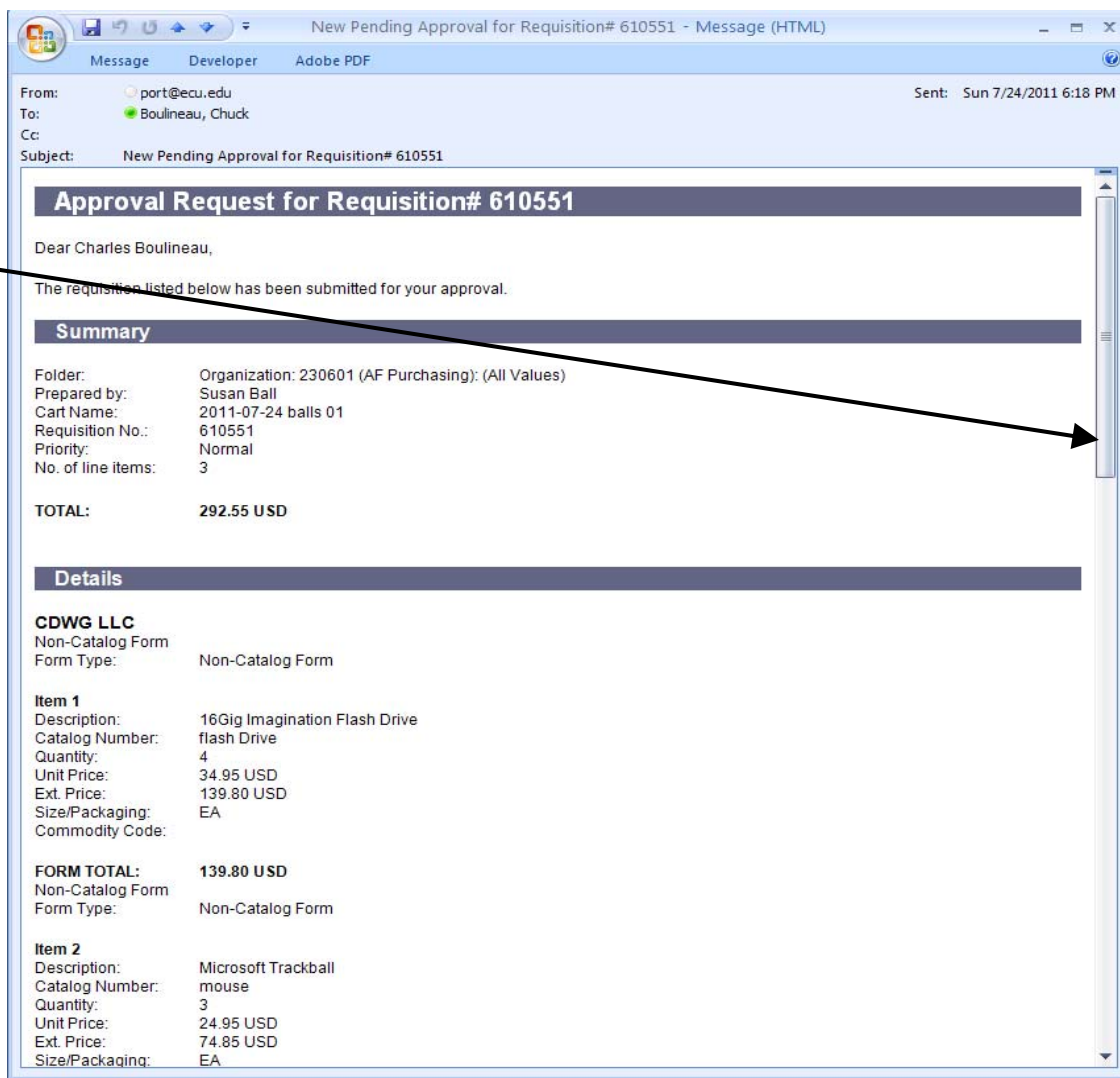
APPROVAL – DETAILED APPROVAL EMAIL

Last Updated on: 7/22/2011



For approvers in PORT there is a new detailed approval email that is available in the July 2011 release.
Note: To see the new detail approval email, approvers must have the following email notification turned on within their users settings for **Email Preferences: PR pending Workflow approval.**

1. Click on the email notification.



2. Scroll down the email to see more details for the requisition.

APPROVAL – DETAILED APPROVAL EMAIL

Last Updated on: 7/22/2011

Message Developer Adobe PDF

New Pending Approval for Requisition# 610551 - Message (HTML)

From: port@ecu.edu Sent: Sun 7/24/2011 6:18 PM

To: Boulineau, Chuck

Cc:

Subject: New Pending Approval for Requisition# 610551

FORM TOTAL: 74.85 USD
Non-Catalog Form
Form Type: Non-Catalog Form

Item 3
Description: Microsoft Bluetooth Keyboard
Catalog Number: keyboard
Quantity: 2
Unit Price: 38.95 USD
Ext. Price: 77.90 USD
Size/Packaging: EA
Commodity Code:

FORM TOTAL: 77.90 USD
TOTAL: 292.55 USD

FOAPAL / Ship Codes

Chart: E - East Carolina University
Fund: 111170 - AA General Institutional Support
Organization: 230601 - AF Purchasing
Account: 72111 - Office Supplies GIK
Program: 0000 - Default Program Code
Activity:
Location:

FOAPAL Codes values vary by line

Ready to approve, reject or assign this document to yourself **Take Action**

Additional Information

Summary Details
Work Order #:
State Exempt: None of the Above
Backup Required: No
Backup Type: None - no backup
Pricing Method:
Pricing Ref #:
Special Instructions: None

3.

4.

5.

3. The initial Header FOAPAL values will be displayed in the FOAPAL/Ship Codes section of the detailed email.
4. Note the comment that **FOAPAL Codes values vary by line**. **Important Note:** If there are multiple FOAPAL values at the header or line item, only the initial FOAPAL string will be displayed in the detailed email.
5. Note the **Take Action** button. See the Email Approval procedure for completing the action.
6. This completes the steps for this procedure.