Approve Documents

Email Notification for Approval

R0140803 from Eugenia Scott needs your approval - First Notice
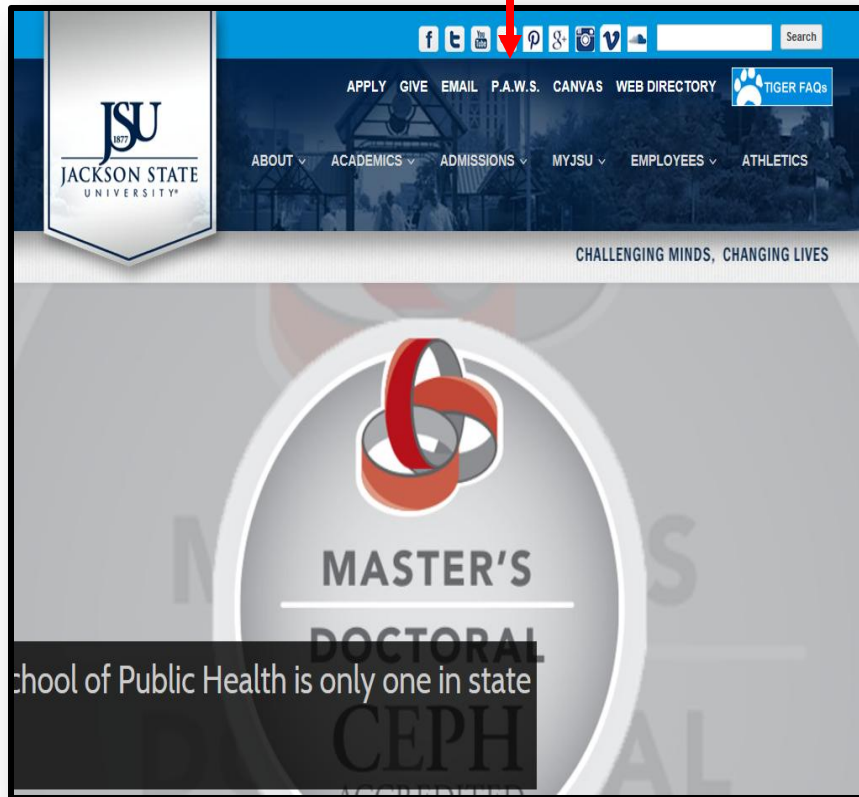
? **finance@jsums.edu**
to keilani.r.vani. ▾

Dear Keilani Vanish,

Please approve the following document, R0140803, in amount of $440.50.
The document was originated by Eugenia Scott.

Thank you.
Eugenia Scott
Email: eugenia.m.scott@jsums.edu

Approvers will get an email notification when there is a document that require their approval

**Documents that start with
R – requisition
I – invoice
J – budget transfer**

- **Go to www.jsums.edu**
- **Click PAWS**

JSU PAWS
PERSONAL ACCESS TO WEB SERVICES

UNIFIEDDIGITALCAMPUS

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

Enter your User ID and PIN.

User ID: [   ]

PIN: [   ]

[Login]

*** If you do not have your pin number, enter your user id then click: [Do not know my PIN?]

RELEASE: 7.3

Powered by **SunGard SCT**

If you do not know your pin, click "Do not know my PIN?" for instructions on resetting your PIN.

JSU PAWS
PERSONAL ACCESS TO WEB SERVICES

WWW

UNIFIEDDIGITALCAMPUS

Personal Information | Alumni and Friends | Student and Financial Aid | Employee | **Finance**

Search [_____] Go

MENU   SITE MAP   HELP   EXIT

Approve Documents

Make sure User ID is populated.
Then you may enter the document number or select one of the other available options.
Submit query

Enter Approval Parameters

| User ID | SFSJAX |
| Document Number: | |

◉ Documents for which you are the next approver ⟵

○ All documents which you may approve

Submit Query

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

RELEASE: 7.0

Powered by **SunGard SCT**

Click on the document number to View before approving/disapproving

Approve Documents

💬 Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID	J00128805	Keilani Vanish
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	PO				J00128805	390.00	DOC	P0028766	History	Approve	Disapprove
	REQ				J00128805	200.00	DOC	R0029293	History	Approve	Disapprove
	REQ				J00128805	5,000.00	DOC	R0029294	History	Approve	Disapprove
	REQ				J00128805	150.00	DOC	R0029295	History	Approve	Disapprove
	JV			0	J00128805	100.00	DOC	J0026370	History	Approve	Disapprove
	JV			0	J00128805	4,000.00	DOC	J0026371	History	Approve	Disapprove
	JV				J00128805			J0026372	History		Disapprove

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0140802	Aug 18, 2017	Aug 18, 2017	Aug 18, 2017		463.23

Origin:	SELF_SERVICE				
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Eugenia Scott		220000	College of Education	
Phone Number:	601-979- X 2433				
E-mail:	eugenia.m.scott@jsums.edu				
Accounting:	Document Level				
Ship to:	Central Receiving				
	1325 Hattiesburg Street				
	Old Shepard Bdg 1st				
	Jackson, MS 39204				
Attention:	Eugenia Scott				
Contact:					
Phone Number:					
Vendor:	J00482374	Gilbert, Nadine S.			
	P.O. Box 3585				
	Jackson, MS 39207				
Phone Number:	601-750-0511				
Fax Number:					

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		USB flash drives 4GB	EA	15	26	390.00	
				0.00	0.00	0.00	390.00
Total:							390.00

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	J	11		100000	100000	752030	60				N	N	N	390.00
Total of displayed sequences:														390.00

✔ No Related Documents Available

[View Supporting Documents]

View Entire Document
Verify Items ordered, amount, and budget

After reviewing the requisition, select "Approve Documents"

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	J	11		100000	100000	752030	60				N	N	N	390.00
Total of displayed sequences:														390.00

✔ No Related Documents Available

[View Supporting Documents]

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

RELEASE: 8.2

💬 Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID	J00128805	Keilani Drake
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	PO				J00128805	390.00	DOC	P0028766	History	Approve	Disapprove
	REQ				J00128805	200.00	DOC	R0029293	History	Approve	Disapprove
	REQ				J00128805	5,000.00	DOC	R0029294	History	Approve	Disapprove
	REQ				J00128805	150.00	DOC	R0029295	History	Approve	Disapprove
	JV			0	J00128805	100.00	DOC	J0026370	History	Approve	Disapprove
	JV			0	J00128805	4,000.00	DOC	J0026371	History	Approve	Disapprove
	JV				J00128805			J0026372	History		Disapprove

Approve Document

Document Information

Document Number:	R0028766	Type:	PO
Change Seq#		Sub#	
Amount:	390.00		

Comment:

This document has been approved.

[Approve Document] [Cancel]

RELEASE: 8.3

Click here to approve document

JSU PAWS
PERSONAL ACCESS TO WEB SERVICES

UNIFIEDDIGITALCAMPUS

| Personal Information | Alumni and Friends | Student and Financial Aid | Employee | **Finance** |

Search [   ] Go

Document Pending Approval

☑ Document R

Select "Continue" to return to the "Approve Documents" menu

[Continue]

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

RELEASE: 7.0

Powered by **SunGard SCT**

💬 Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID	J00128805	Keilani Drake
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	PO				J00128805	390.00	DOC	P0028766	History	Approve	Disapprove
	REQ				J00128805	200.00	DOC	R0029293	History	Approve	Disapprove
	REQ				J00128805	5,000.00	DOC	R0029294	History	Approve	Disapprove
	REQ				J00128805	150.00	DOC	R0029295	History	Approve	Disapprove
	JV			0	J00128805	100.00	DOC	J0026370	History	Approve	Disapprove
	JV			0	J00128805	4,000.00	DOC	J0026371	History	Approve	Disapprove
	JV				J00128805			J0026372	History		Disapprove

Questions or Concerns

For technical questions, contact Keilani Vanish at 601-979-0330