

# Approve Documents



# Email Notification for Approval

R0140803 from Eugenia Scott needs your approval - First Notice

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**finance@jsums.edu**

to keilani.r.vani. ▾

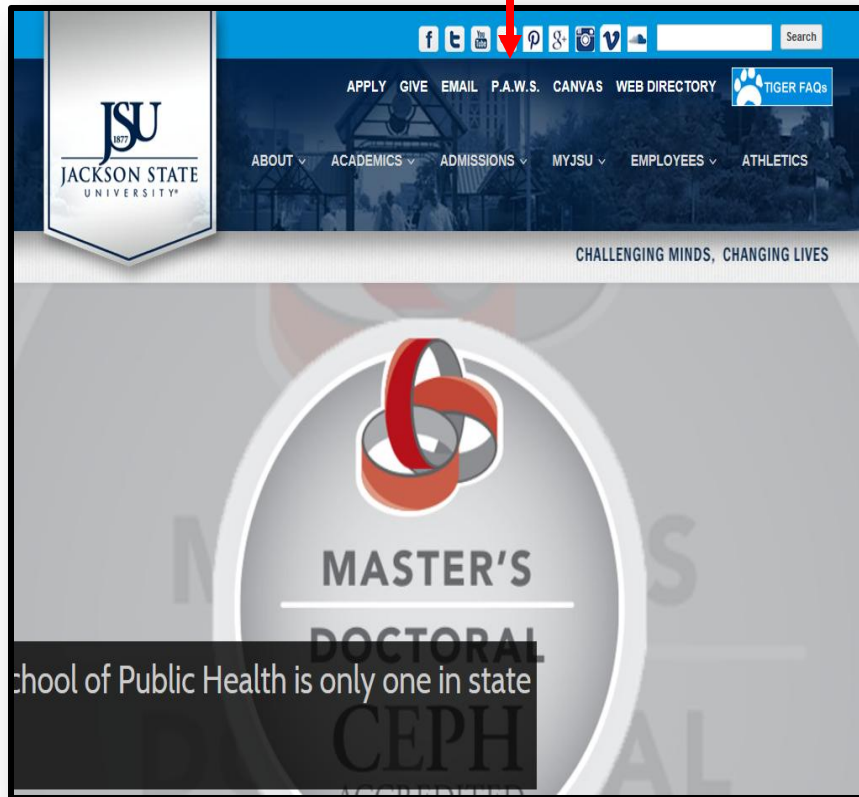
Dear Keilani Vanish,

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](mailto: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](http://www.jsums.edu)
- Click PAWS

Jackson State University's Homepage  
Enter Secure Area (JSU PAWS)  
Prospective Students  
Apply for Admission  
General Financial Aid  
Campus Directory  
Class Schedule  
Course Catalog  
Alumni and Friends  
Cayuse 424  
Canvas

RELEASE: 8.8.3

**Click**



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.

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

Enter your User ID and PIN.

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



## Main Menu

Welcome, Janieth F. Wilson Adams, to JSU PAWS (Personal Access to Web Services) ! Last web access on Oct 25, 2007 at 10:41 am

### [Personal Information](#)

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

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Find classmates, communicate, career advisor, job posting, online giving, volunteer.

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Apply for Admission, Register, View your academic records and Financial Aid

### [Employee](#)

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

### [Old WebTailor Administration](#)

Customize a web menu or procedure, a graphic element, a set of information text, a set of menu items; update user roles; Customize a web module, web rules, WebTailor parameters; Customize a login return location; Customize WebTail or overrides, global user interface settings.

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Create or review financial documents, budget information, approvals.

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## Finance

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- [Encumbrance Query](#)
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- [Purchase Order](#)
- [Approve Documents](#)
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Select "Approve Documents"



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## 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

Document Number:

- Documents for which you are the next approver
- All documents which you may approve

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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	<a href="#">P0028766</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
	REQ					J00128805	200.00		DOC	<a href="#">R0029293</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
	REQ					J00128805	5,000.00		DOC	<a href="#">R0029294</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
	REQ					J00128805	150.00		DOC	<a href="#">R0029295</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
	JV				0	J00128805	100.00		DOC	<a href="#">J0026370</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
	JV				0	J00128805	4,000.00		DOC	<a href="#">J0026371</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
	JV					J00128805				<a href="#">J0026372</a>	<a href="#">History</a>		<a href="#">Disapprove</a>

**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:					

**View Entire Document  
Verify Items ordered,  
amount, and budget**

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](#)

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

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

RELEASE: 8.2

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Click here to  
approve a  
document

Click here to  
disapprove a  
document

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**Queried Parameters**

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

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	REQ				J00128805	5,000.00	DOC	R0029294	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>
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	JV				J00128805			J0026372	<a href="#">History</a>		<a href="#">Disapprove</a>



## Approve Document

Additional comments required if disapproving

### 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



Search

## Document Pending Approval

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

Document R

## Repeat the process if there are additional documents to be approved/disapproved

- ☛ 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.

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Document Number:		
Documents Shown:	Next Approver	

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	JV				J00128805			<a href="#">J0026372</a>	<a href="#">History</a>		<a href="#">Disapprove</a>

# Questions or Concerns

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