

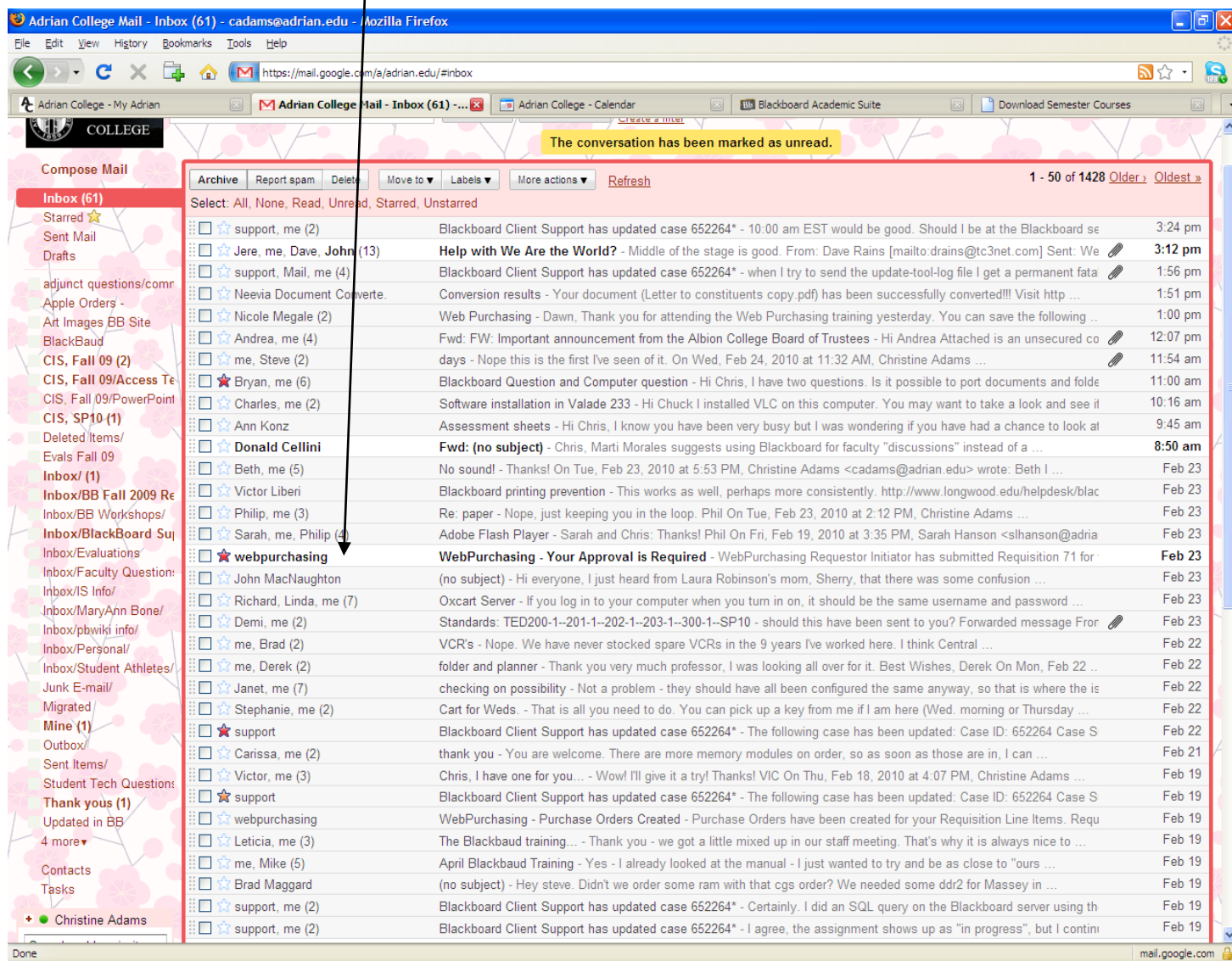
Blackbaud Approvers Process

As Approvers in the Blackbaud Web Purchasing system, your role is to review the P.O.'s that require your approval and choose to Approve or Reject all or part of the PO.

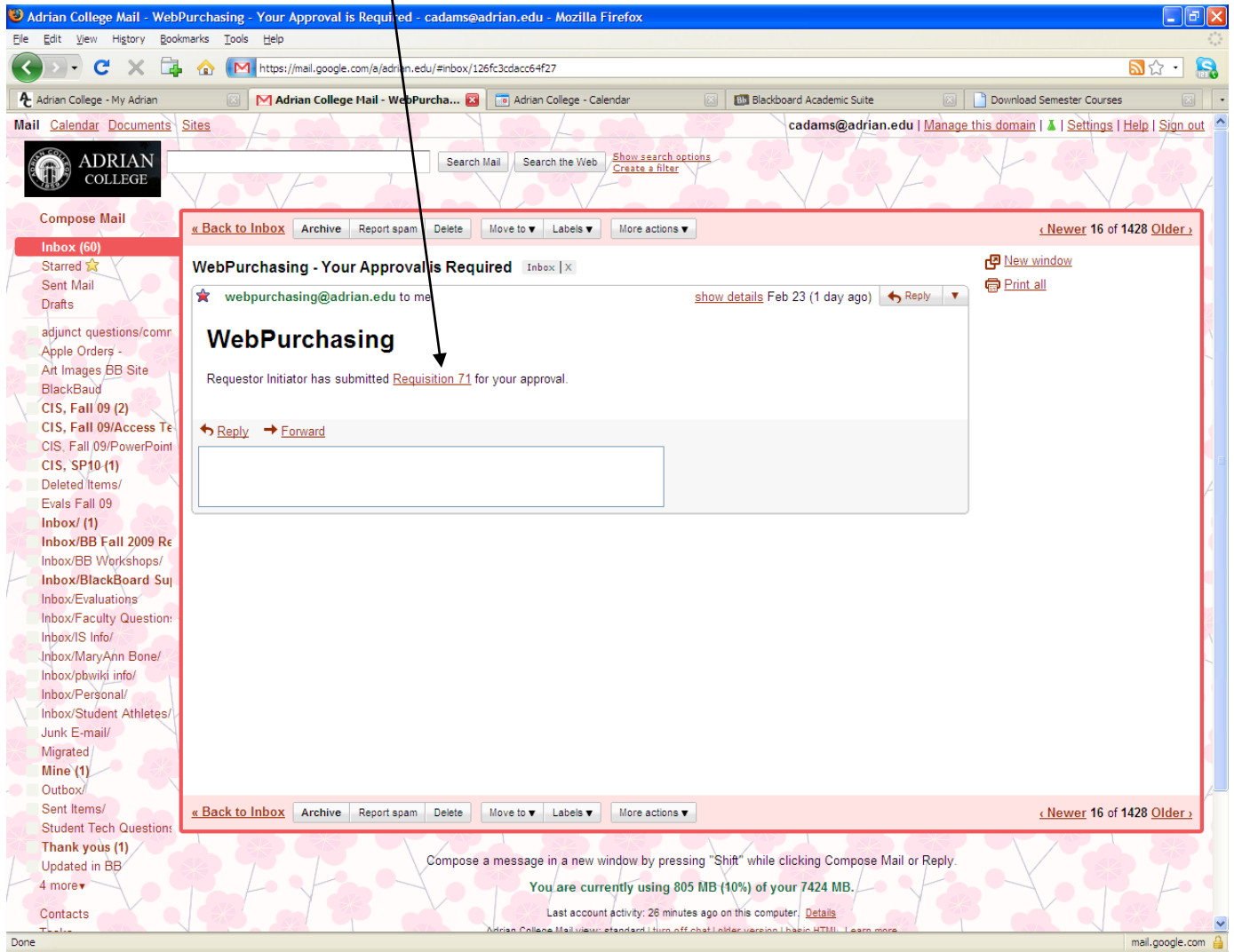
There are 2 ways to get to the list of PO's requiring your approval.

Method 1

You will receive an email when a PO has been submitted that requires your approval.



Upon opening that email, you will see the PO number and a link to the Blackbaud Web Portal. Click on the Requisition number



At the Web Portal Login, Type in your User Name and Password (supplied by Nicole)

The screenshot shows a Mozilla Firefox browser window titled "Log into WebPortal - Mozilla Firefox". The address bar displays the URL: <https://ike.adrian.edu/WebPurchasing/LogIn.aspx?ReturnUrl=%2fWebPurchasing%2fWebPurchasing%2fRequisitions%2fCreateRequisition.aspx%3f%26approve%3dtrue%26id%3d718&app>. The browser's tab bar shows several open tabs: "Adrian College - My Adrian", "Adrian College Mail - WebPurc...", "Adrian College - Calendar", "Blackboard Academic Suite", "Download Semester Courses", and "Log into WebPortal".

The main content area displays the "Blackbaud. The Financial Edge WebPortal" login interface. It features a header with the Blackbaud logo and the text "The Financial Edge WebPortal". Below the header, there are two input fields: "User Name:" with the text "initiator" entered, and "Password:" with masked characters (dots). A "Log In" button is positioned below the password field. A link labeled "Forgot your password?" is located below the "Log In" button. At the bottom of the login form, a small disclaimer states: "This program is protected by US and international copyright laws. (C) Blackbaud 2008."

The browser's status bar at the bottom shows "Done" on the left and "ike.adrian.edu" on the right.

Upon Login you will see the details of the PO. You can Approve or Reject each item in the PO

OR

You can Approve All or Reject All of the items in the PO

Review Requisition 71 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://ike.adrian.edu/WebPurchasing/WebPurchasing/Requisitions/CreateRequisition.aspx?approve=true&id=71

Adrian College - My Adrian Adrian College Mail username... Adrian College - Calendar Blackboard Academic Suite Download Semester Courses Review Requisition 71

Do you want Firefox to remember this password? Remember Never for This Site Not Now

Review Requisition 71 My Account Help Log Out Welcome Approver 1

Activities

Review Requisitions Save Requisition Distributions: Show All

Home Purchasing Requisitions

Approve All Reject All Save Finalize Total: \$85.00

Created By: Initiator: Submitted Approval Rule: Training Show Details

Status: Submitted

Description: delete this

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status	
1	AB1234 - 1234 Test Product	1.000	\$5.000	\$5.00	Pending	Edit Approve Reject
Vendor: OFFICEVILLE						
Distribution:						
Amount		\$5.00	GL Account:	01-6111-6210		
Amount		\$5.00	Project	Class		
			Unrestricted Net Assets			
2	CHCough1234, Cherry Cough Drops	4.000	\$20.000	\$80.00	Pending	Edit Approve Reject
Vendor: OFFICEVILLE						
Distribution:						
Amount		\$80.00	GL Account:	01-6111-6210		
Amount		\$80.00	Project	Class		
			Unrestricted Net Assets			

Attributes

Add

Attribute Type	Description	Short Description	Date	Required	Comments
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History of Changes

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Status	Editing	Submitted	2/23/2010	Initiator

Done

ike.adrian.edu

You may also edit the GL account that the item(s) is being charged to using the Edit button

If you are not able to Approve or Reject all of the items at that time, you can SAVE what you have done and come back to the PO at a later date

Once you have approved or rejected each item – or all the items – you click the Finalize button

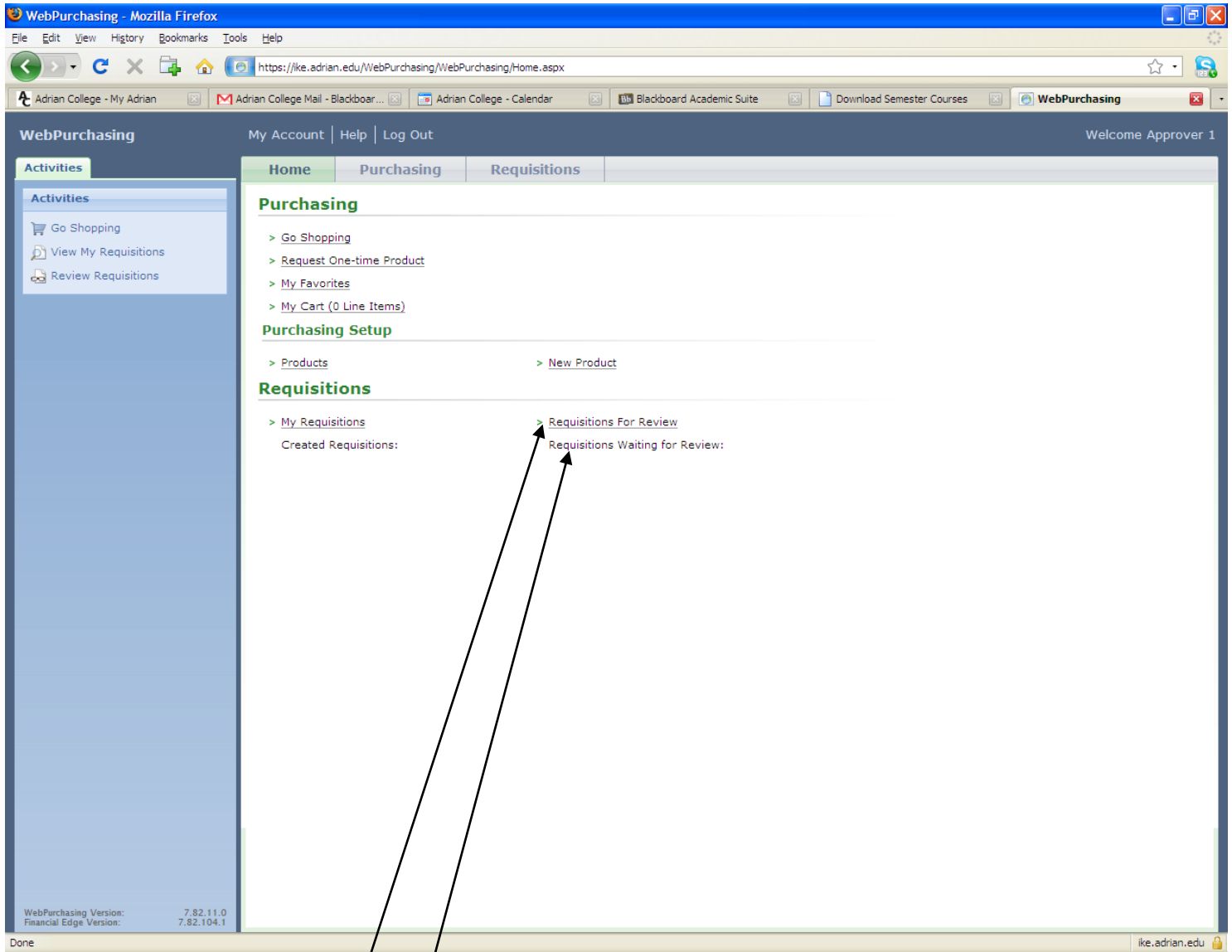
This will return you to the list of PO's waiting for your approval

Method 2

Log on to the Blackboard Web Portal at this address:

<https://ike.adrian.edu/WebPurchasing>

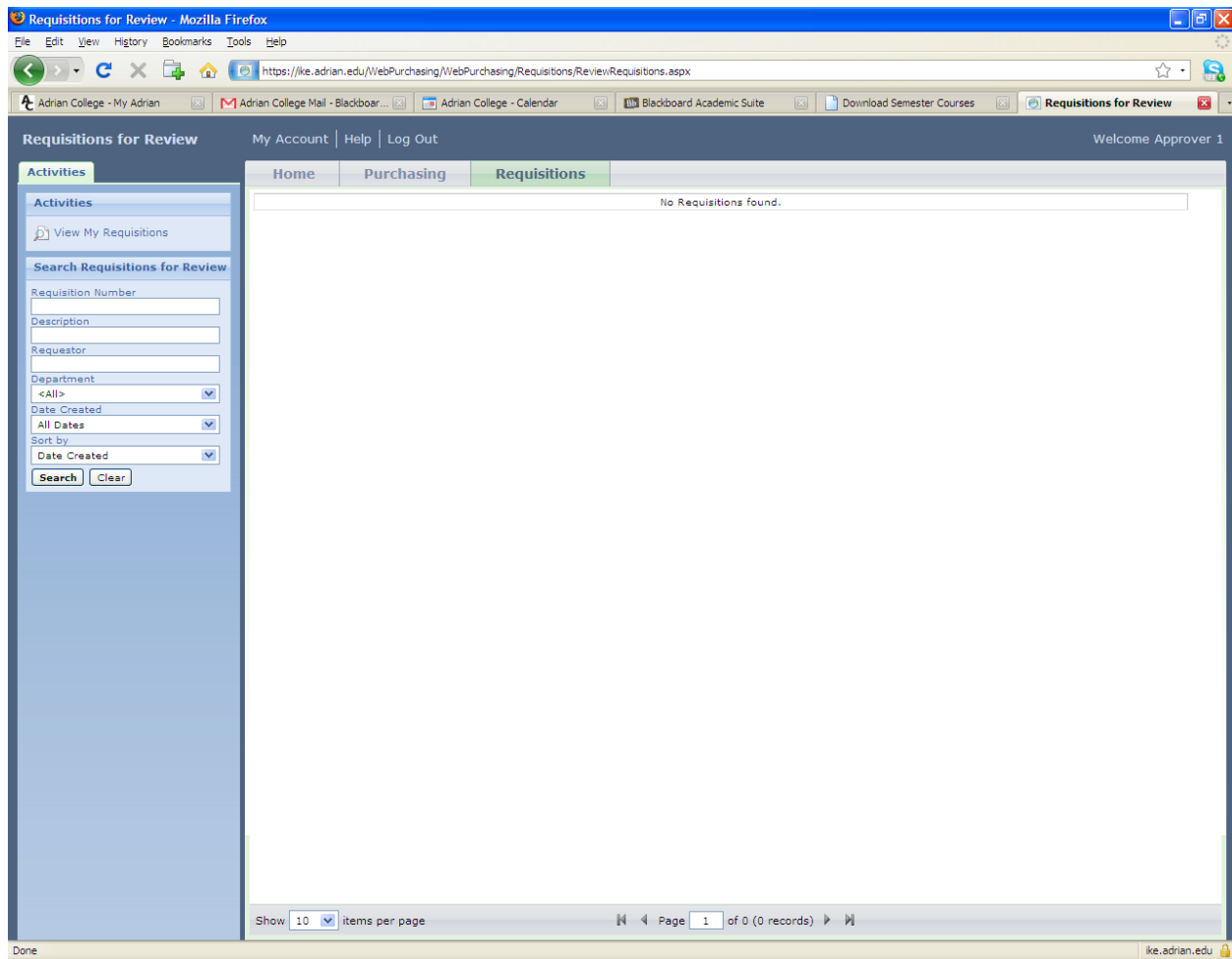
Upon entering a valid username and password (from Nicole) you will see this screen:



From here you can

- see a list of all PO's awaiting your approval
- click on a specific PO awaiting your approval
- Create a new PO

Click on Requisitions for Review to see the screen below – shows all PO's awaiting your approval



Click on the PO you would like to work with, follow instructions as on page 4