

Providence Healthcare St. Joseph's Health Centre St. Michael's Hospital

Infor CloudSuite

Training Manual

Manager/Director Financial Approval Workflow for Requisitions and Expense Invoices

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1. Signing Authority

Managers can approve up to \$50,000 Directors can approve up to \$250,000 Requisitions >\$250K and <\$1M require VP and DCFO approval Requisitions over \$50K will pass through a sequential multi-level approval process e.g. 1st Manager, 2nd Director and so on as required by the total \$ value of the requisition

2. Approving an Invoice

As an Accounting Unit (AU) Manager, you will receive an e-mail notification that an invoice has been submitted and requires your attention. Invoice details will also be on the e-mail for your review. Example email:

Men 6/3/2024 8:39 AM from AX1.pfi@tam.ca1 Request for Approval: Vend To INcholes Pearson	inforcioudsuite.com er EDWARDS LIFESCIENCES CANADA (4708) Invoice 366438DEMO CAD 24,250.00 is waiting for your approval.
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By clicking on the URL to the Inbasket, you will be taken to the Infor Login page. Log in using your normal network credentials:

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Double-clicking on the entry will bring up the following screen:

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The **View Invoice Document** allows you to review the invoice and ensure it has been entered accurately and completely. Example invoice:

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information. As this invoice is related to a Purchase Order, the Accounting distribution is pre-defined.

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When you have approved the invoice, a message will appear in the	 Approve × Action completed successfully
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3. Updating & Managing Invoice Errors

Example: You must supply accounting distribution in order to process the invoice. The email will advise/indicate information to be supplied/completed:

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 Invoice Approval 		≪" Assign To Ne 🗸 A	pprove 🗵 Reject ≼	Reassign	B Save As Draft
nder IDI SERVICES (CANADA) LP (27535) witce Sumber ORINV 442978	Freedox Date: 5/28/2024 Doa: Date: 6/27/2024	truelue Amount 8,027.69 CAD View Invision Decument			
nvoice Distributions Related Documents	Comments Errors Approval Tracki	ng.			
stributions			B	Create On List	D =
Finance Structure		R	Arbouint	Tax Code	Taxable Anso
CORE + 1 + 733 201010 + 562 4033300 + Project	+ Job + Benefit/Oct. Class. + Status/Coverage PayTyp	e + 62400 + 333333333	0.00		0.00
			0.09		

You can now press **Approve** to process the invoice.

Note: If you do not complete the accounting distribution, the system will still allow you to press approve. However, the invoice will not be approved and a message will simply return to you again for completion.

Invoice Approval				< Assign To Ne	Approve Reject	< Reassign	图: Save As Dreft
Verder GDI SERVICES (CANADA) LP (27535) Invelos Number TORINV 442978	Invoice Date 5/28/2024 Due Date 6/27/2024		Involve Amount 8,027.69 CAD View Involve Decument	Enon esia		Þ	
Invoice Distributions Related Documents	Commenta Exors	Approval Tracking					
Approval Tracking							Ŧ
Team/Resource/Role	Action	Date		Action Reaso	in Comment		Escalated
Pearson, Nicholas R.	Assigned	5/28/2024 13:29:30 AM					No
Valdez, Roselie	Submitted	5/28/2024 11:28:22 AM					Nu

When you have approved the invoice, a message will appear in the top right corner.

Approve	Х
Action successfully complet	ed

20 .

4. Rejecting an Invoice

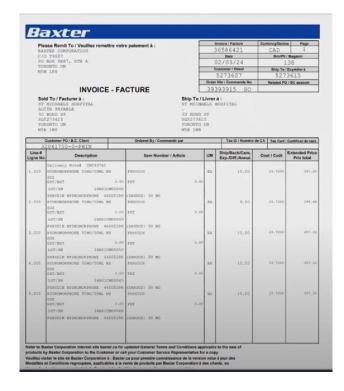
In this example, we will select on the following Baxter Corp Invoice by double clicking on it:

3	w = *	Work Description 1 [4] -	Start Date	Due Date	ы М•[]	Ori [A] +
3	30452	Invoice 36556421 for vendor BACTER CORP (150) requires Level 40 approval	5/28/2024 10:59:14 AM	6. 5/31/2014 10:55.11 AM		1006009
1	13288	Regulation VS74454 from Requester Almira Opinal do for \$1,037,430.00 requires Level 70 approval	5/27/2024 18:30:42 AM	1/18/2025 2:39:05 AM		lawine
3	20158	Requisition #574408 from Requester Alinina Opinaldo for \$1,037,430.00 reguines Level 60 approval	5/29/2024 12:23:20 PM	(D) 5/30/2024 12:23:38 PM		lavison
1	20190	Regulation #374405 from Requester Almina Optivaldo for \$1,037,430.50 requires Level 70 approval	5/35/2124 5 25 05 PM	1/10/2025 7 21.23 AM		laveren
1	30571	Requisition FS74457 from Requester Almira Opinaldo for \$1,037,430.00 requires Level 10 approval	5/30/2024 7:01:05 AM	0 5/06/2024 5/02/00 PM		lavenen

The invoice details will appear:

≡ Invoice Approval		
Vendor BAXTER CORP (150) Investor Wanther 36586421	Investor Date 5/28/2024 Due Date 6/27/2024	Involve Amaunt 4,313.30 CAD View Invetice Decument
Involce Distributions Related Documents	Comments Approval Tracking	
Company ST.MICHAEUS HOEPITAL (3) Processor Valdez, Rosette Buselle Valdez/Junity-seetth to	moucher 2247 Remot To Locathers	

You can review the invoice document, if desired.



In examining the invoice, you determined the distribution entered by AP is incorrect:

ender BAXTER CORP (150) weice itumber	5/28/2024			1.30 CAD In this invoice		ice by p	s case you will reject the e by pressing the Reject n in the top right hand corn		
6586421 Inveice Distributions Related Do	6/27/2024								
istributions								q	
Firance Structure			Amount	UnitAm	Tax Code	Taxable	Description	Add On	
CONE + 1 + 711251020 + 5000011300	Project + Jub + Benefit/Doz.Class + Status/Coverage Fav/Ty	pe + 67091 + 331333333	43(3.3)	0.00		0.00	152 - BALTER CORP		
			J						

The following page will appear to capture the reason for your rejection:

Reason *		
Action Comments	Press the Reasons drop down to access a lisiting of acceptable reason codes.	
Cancel Ok Select 'Reason' ×		
Action Reasons T C Action Reason Description Subject		
(A) • (A) • ADDTL DOCUMENT Additional Decomment Needed Rejections/site APMANUMENT_ECT APMANUMENT Needed Rejections/site	In this case, we will select "INCORRECT ACCT UNIT"	
BILLIO DI CELTARES BERGENERALES BERGENERALES	as the reason for rejecting this invoice.	
NONE OF THE ABOVE Please specify resions on action comments Rejectived as SERVICE NOT REVERED Work or Service Not Mendered Rejectived as 10. +		
Response Required	If you know the correct AU, pl	ease supply it to AP in the
INCORRECT ACCT UNIT RA	Action Comments field. AP wi	ll amend the invoice and
Action Comments * The accounting unit is incorrect, it should be T11010103	resend it for approval. Click "C receive a message that the inv	•
Cancel	Reject × Action completed successfully	

5. Assigning a Proxy

The system has functionality to enable you to set a proxy. A proxy is a substitute approver for you during a defined absence period. The proxy that is set will be able to approve invoices AND requisitions in your absence. The proxy is an approver at the same job level or higher.

You can set a proxy for a maximum of 365 days. Recognize that while the proxy is in effect, both you and your proxy will receive email notifications for transactions to approve.

You can set more than one proxy, if desired. Typically this is not desirable, as all identified proxies will receive email notifications. If you are going to be away for more than one week, however, you may wish to nominate one proxy for the first week of your absence and another for the second week.

If you are absent and no proxy is set, your requisitions and invoices will sit unattended until they are escalated (nine (9) business hours for requisitions and 10 business days for invoices). A proxy can be set for you by your manager through a request to the Help Desk. However, any unapproved requisitions and invoices will be unreleased and will require re-submission by the requisitioner or AP clerk, in order to begin the workflow again.

To set your proxy, select My Proxies on the landing page:

Process Server 0	≡ My Tasks							C
Search	My Tasks	Work Items						w 14
My Tasks	Vicholas Pearson		Work Description 1 [4] - [Start Date	Due Date	гн (М • 🗌	or (A) -
My Work		13200	Requisition #574464 from Requester Almira Opinald	to for \$1,637,435.00 requires sevel 70 approval	5/37/2024 33:39 H2 AM	7/58/2025 2:39.05 AM		Januari
My Requests			Regulation #574458 from Requester Almira Opicula	to for \$1,037,430.50 requires Level 40 approval	5/29/2024 12:23:20 FM	© 5/30/3024 12:23:38 PM		lawion
			Requisition #574403 from Requester Almira Opinald	to for \$1,037,439.90 requires Level 70 approval	5/28/2024.3:26/03.114	7/19/20257 27:23 AM		lawson
My Actions		L 10571	Reguliiton #374461 from Requester Almita Ophylu	In for \$1,637,430.80 requires Level 00 approval	0/30/2024 T-03-05-6H	© 5/38/2014 5/01/03 PM		lawson
Options		Display Deta	alts History Messages Related Liv	nks				
		Work Low Des 12285 Reg Start Date 5(27)2024 10:39: Crigiostar Brocket Chart	guisition #574664 from Requester Almira Opinaldo Due Date Filter Hay	Filter Value EmailAddress	Proseed Taple Type			
Inhaster		13288 Req Start Date 5/27/2024 10:39: Originator	putultion HS74664 from Requester Almira Opinada Dua Data NB AM T/18/2025 2:39:45 AM	Filter Value EmailAddress				
		13288 Req Start Date 5/27/2024 10:39: Originator	putultion HS74664 from Requester Almira Opinada Dua Data NB AM T/18/2025 2:39:45 AM	Filter Value EmailAddress				
Notifications		13288 Req Start Date 5/27/2024 10:39: Originator	putultion HS74664 from Requester Almira Opinada Dua Data NB AM T/18/2025 2:39:45 AM	Filter Value EmailAddress				
Inhasiwi Rictifications Report Catalog Sign Out		13288 Req Start Date 5/27/2024 10:39: Originator	putultion HS74664 from Requester Almira Opinada Dua Data NB AM T/18/2025 2:39:45 AM	Filter Value EmailAddress				

				25
Tasks				80 -
D	Task Name	Tink	Туре	Provy Ce
, D	1008587	U	ar	
	D.			
			Click the Create icon proxy.	to create your
Proxy List				8 7 0 0 5
0	Proxy User	Effective Data	Explication Date	
No Data A	vailable indicator provi			
	ProxyList	Proxy List	Test Name Test	Test Name Test Type L000302 User

The Proxy Form will appear:

■ Proxy Form	Select your Proxy Use names available in th		Select 'F	'roxy User'	×
Proxy User *			 Proxy User	List	T C
Proxied User		9	Dist.	Last Name [4] +	flist liame
1008587		, Nicholas Pearson	 8024319	ñaza	'munut
Provied Task			 187683	Witten	Afrian
1006587*1		C.	 100029	1850	enative manda
Effective Date			 302405	Bhattachiryye	Witun
Expiration Date *			name(s proxy a	by Last or Firs). Select your nd click the con to create bxy.	

■ Proxy Form	
123456 John Smith	When a proxy is selected, their Employee number will be populated in the Proxy User field.
123456	
Explication Date *	An Effective Date is not required. If left blank, the system will recognize today's date as the effective date.
Created By	An Expiration Date is required.

When all necessary information has been entered, press the **Save icon** to keep your settings.

■ Proxy Form			ос.	. (
Praxy User *				
Provided User 1208587	Nicholas Pearson	2		
Provied Task 1008587*1 Role C Effective Date				
Expiration Date *				
7/5/2024 10:21:42 AM				

Your My Proxies page should now show your new settings:

	Task Norme	Task Type	👌 Ö 🐨 Proty Co
0	1000567	User -	Prog.Co
			20
İst			
lst	Prony User	Effective Date	0 8 0 7

6. Approving a Requisition

As a requisition Approver, you will receive an **e-mail notification**:



Tue 5/21/2024 3:03 PM

from.AX2.pfi@tam.ca1.inforcloudsuite.com

Requisition #522639 from Requester Priyanka Negi is waiting for your approval

Nicholas Pearson; Brian Townsend

Action Items

CAUTION: External email. Think before clicking

Approval Level: 40 - MANAGER

The following requisition is currently in your Inbasket and requires your action:

Requisition Summary

Company	Requisition <u>#</u>	<u>Requester</u>	<u>Requisition</u> <u>Bundle Total</u>	Acct Unit	<u>Project</u> Number	Project Type
1	522639	1015085	\$128.65	713501525		NoProject

Requisition Detail

Req Location	Buyer	<u>Requested Delivery</u> <u>Date</u>
CENT - ENT CLINIC 8C-138	190612 - Calema Brooks-Smith	

Requisition Detail

Req Location	Buyer	Requested Delivery Date
CENT - ENT CLINIC 8C-138	190612 - Calema Brooks-Smith	

<u>Req</u> Line #	Item	Description	Quantity	<u>Item</u> Type	<u>UOM</u>	<u>Unit Cost</u>	Ext Unit Cost	<u>Vendor</u> Name	Vendor Item	Contract	Company	Acct Unit	Account
2	1017609	BANDAGE SURGIGRIP GLE10	2.00	I	RL	\$64.3231	\$128.65				1	713501525	5460603100 - M&S - General

Comments

URL to Comments

Follow the link at the bottom of the e-mail, which will direct you to your Inbasket in Infor CloudSuite.



Once you click on the link from the body of the e-mail, you will be prompted to **log in to Infor**. Log in using your normal network credentials:

Infor Prod
Sign in with your organizational account Iomeone@example.com Password Sign in To sign in, use your network user name in the form of stjoe\username or stjoe\username or stjoe\username or unity\username or Unity\username Example: unity\smithj Fyou are unable to log in with unity\username please fyou are unable to log in with unity\username please fyou are unable to log in with unity\username please fyou are unable to log in with unity\username please fyou are unable to log in with unity\username please fyou are unable to log in with unity\username please fyou are unable to log in with unity\username please inty using your original site specific account using the same password. For example, if unity\smithj fails to login, the alternate site account unity the smith\username

After logging in to Infor, you will be directed to your main dashboard. Requisitions awaiting your approval are retrieved by clicking on "Inbasket":

0	Approver \$
Q	Search
Ф	My Tasks
ີເວັ	Invoice Approval History
ይ	My Work
E	My Requests
☑	My Actions
0	My Proxies
ш	Options
	Inbasket

You will be directed to your **Work Items** page where all of your requisitions may be viewed. Requisitions can be sorted by date (e.g. recent to oldest or vice versa). **Double-click** on the requisition you would like to address.

≡ Inbasket

		$K \triangleleft \triangleright N$	5 🔻
Work	Items		ē =
	Work Unit = $$ = $$	Work Description +	Start Date
	120	Requisition #522639 from Requester Priyanka Negi for \$128.65 requires Level 40 approval	5/21/2024 3:02:4
	121	Requisition #522639 from Requester Priyanka Negi for \$497.40 requires Level 40 approval	5/21/2024 3:02:4
	117	Requisition #522640 from Requester Priyanka Negi for \$5.14 requires Level 40 approval	5/21/2024 3:02:1
	118	Requisition #522640 from Requester Priyanka Negi for \$858.00 requires Level 40 approval	5/21/2024 3:02:1
	115	Requisition #522641 from Requester Priyanka Negi for \$10,000.00 requires Level 40 approval	5/21/2024 3:01:3

For the purpose of this training manual, we will select requisition 522639. You will note this particular requisition has two work unit groups. The **system divides requisition items into stock and non-stock (or direct from vendor)** work unit groups.

Click on the first work unit: Once you select your requisition, the details for that work unit will expand to the view below. Scroll down to view the requisition details.

Choices are to approve, un-release or reject a requisition.

≡ Work Item	✓ Approve ⊠ Reject ≪ Unrelease
Work Unit Description 120 Requisition #522639 from Requester Priyanka Negi for \$128.65 requires Level 40 app	proval
Start Date Due Date Filter Key Filter Value 5/21/2024 3:02:46 PM 5/22/2024 3:02:43 PM Filter Value	
Originator Email Address	
lawson 🔤	
Proxied User Proxied Task Name	Proxied Task Type
	· · · · · · · · · · · · · · · · · · ·
Display History Messages Related Links	
Requisition Summary Requisition Requisition Project Project <u>#</u> Requisition Acct Unit Number Type 1 522639 1015085 \$128.65 713501525 NoProject Requisition Detail	
Req Location Buyer Date CENT - ENT CLINIC 8C- 190612 - Calema 138 Brooks-Smith	
Req Line # Item Description Quantity Item Type UOM Unit Cost Ext Unit Vendor Vendor Contract 2 017609 BANDAGE SURGIGRIP GLE10 2.00 I RL \$64.3231 \$128.65 This view displays the Infor Item number, the Description, Quantity Measure (UoM), the unit and extended costs, and AU/accouncharges are assigned.	-

To approve the requisition, click the **Approve** button on the top right hand corner of the work item page:

Work Unit	Description						
120			yanka Negi fo	\$128.65 requires Level 40 app	proval		
Start Date 5/21/2024 3	3:02:46 PM	Due Date 5/22/2024 3:02:43 PM	Filter Key	Filter Value			
Originator				Email Address			
lawson			ΞQ				
Proxied Use	r		Proxied Ta	sk Name		Proxied Task Type	

You will receive a message that the requisition is approved:

The following action 'Execute Action' completed	Approve	×
	The following action 'Execute Action' completed	

7. Unreleasing a Requisition

Unreleasing a requisition enables you to send a requisition back to the requisitioner for alterations. You should unrelease only if there is an issue with one line or quantity on a requisition. If you reject it, the requisitioner will have to start from scratch to recreate all items on the order that were acceptable.

When you un-release a requisition, you must select a reason code and add comments to describe your reason(s) for unreleasing. This directs the requisitioner to make the necessary changes.

For the purposes of this training manual, we will look at requisition 522640, work unit 118:

Work Items

Work Unit	Work Description 🗘	Start Date
120	Requisition #522639 from Requester Priyanka Negi for \$128.65 requires Level 40 approval	5/21/2024 3:02:4
121	Requisition #522639 from Requester Priyanka Negi for \$497.40 requires Level 40 approval	5/21/2024 3:02:4
117	Requisition #522640 from Requester Priyanka Negi for \$5.14 requires Level 40 approval	5/21/2024 3:02:1
118	Requisition #522640 from Requester Priyanka Negi for \$858.00 requires Level 40 approval	5/21/2024 3:02:1
115	Requisition #522641 from Requester Priyanka Negi for \$10,000.00 requires Level 40 approval	5/21/2024 3:01:3

As with the first example, when you click on the Requisition, the following window will appear:

≡ Work Item

✓ Approve 🗵 Reject 📽 Unrelease

Work Unit Description 117 Requisition #522640 from Requester Prive	anka Negi for \$5.14 requires Level 40 approval	
Start Date Due Date 5/21/2024 3:02:13 PM 5/22/2024 3:02:11 PM	Filter Key Filter Value	
Originator	Email Address	
lawson	ĒQ	
Proxied User	Proxied Task Name	Proxied Task Type
Display History Messages Related Lin Approval Level: 40 - MANAGER The following requisition is currently in your Inbasket a		
Requisition Summary		
Requisition Requisition Company Requester Acct L # Bundle Total Acct L	<u>Number Type</u>	
1 522640 1015085 \$5.14 71350	.525 NoProject	

Req Location Buy					
CENT - ENT CLINIC 8C- 190612 - 0 138 Brooks-	05/20/2024				
Req Item Description Line #	Quantity UOM Unit Cost <u>Ixpe</u>	<u>Ext Unit Vendor Vendor</u> <u>Cost Name Item</u>	Contract Compar	i <u>y</u> <u>Acct Uni</u>	<u>t Account</u> 5460603100 -
BEDPAN ADULT 1022860 AUTOCLAV 1.9L BL	1.00 I EA \$5.1370 U	\$5.14	1	71350152	5 M&S - General
omments					
IRL to Comments					
Requisition 522640				₽ - 8	î î C
^{quester} riyanka Negi	Company ST. MICHAEL'S HOSPITAL (1)	Requesting Location CENT - ENT CLINIC 8C-138	Amount 974.0	₽ • ¤ 68 CAD	1 û C
quester riyanka Negi iyanka.Negi@unityhealth.to	ST. MICHAEL'S	CENT - ENT CLINIC			î î C
quester riyanka Negi yanka.Negi@unityhealth.to ines Approval History	ST. MICHAEL'S	CENT - ENT CLINIC			0 0 C
quester riyanka Negi iyanka.Negi@unityhealth.to .ines Approval History nes	ST. MICHAEL'S	CENT - ENT CLINIC			
quester riyanka Negi yanka.Negi@unityhealth.to ines em Description	ST. MICHAEL'S HOSPITAL (1)	CENT - ENT CLINIC 8C-138	C 974.0 Vendor Item	58 CAD	°₹.
iuester riyanka Negi wanka.Negi@unityhealth.to ines Approval History nes em Description 3499 NEEDLE BONE MARROW 13GX4"	ST. MICHAEL'S HOSPITAL (1) Manufacturer	CENT - ENT CLINIC 8C-138 Vendor TERUMO MEDICAL CANADA, INC.	C 974.0 Vendor Item	58 CAD	© च . Quan UOM
auester riyanka Negi yanka.Negi@unityhealth.to ines Approval History nes em Description 13499 NEEDLE BONE MARROW 13GX4" 1322860 BEDPAN ADULT AUTOCLAV 1.9L BLU 100711 SLICKER CT TABLE CVT2000SYS	ST. MICHAEL'S HOSPITAL (1) Manufacturer ARGON MEDICAL DEVICES INC (ANM)	CENT - ENT CLINIC 8C-138 Vendor TERUMO MEDICAL CANADA, INC.	C 974.0 Vendor Item	58 CAD	© च . Quan UOM 1 BX
quester riyanka Negi yanka.Negi@unityhealth.to ines Approval History nes em Description 13499 NEEDLE BONE MARROW 13GX4" 122860 BEDPAN ADULT AUTOCLAV 1.9L BLU 100711 SLICKER CT TABLE CVT2000SYS	ST. MICHAEL'S HOSPITAL (1) Manufacturer ARGON MEDICAL DEVICES INC (ANM) MEDEGEN MEDICAL PRODUCTS (MGM	CENT - ENT CLINIC 8C-138 Vendor TERUMO MEDICAL CANADA, INC.	C 974.0 Vendor Item BMHN1304X	58 CAD	 □ = . Quan UOM 1 BX 1 EA
quester riyanka Negi yanka Negi@unityhealth.to ines Approval History nes em Description 13499 NEEDLE BONE MARROW 13GX4" D22860 BEDPAN ADULT AUTOCLAV 1.9L BLU 206711 SLICKER CT TABLE CVT2000SYS otal	ST. MICHAEL'S HOSPITAL (1)	CENT - ENT CLINIC 8C-138 Vendor TERUMO MEDICAL CANADA, INC.	C 974.0 Vendor Item BMHN1304X	58 CAD	 □ = . Quan UOM 1 BX 1 EA
quester riyanka Negi@unityhealth.to ines Approval History nes em Description MEDLE BONE MARROW 13GX4" 222860 BEDPAN ADULT AUTOCLAV 1.9L BLU 222800 BEDPAN ADULT AUTOCLAV 1.9L BLU	ST. MICHAEL'S HOSPITAL (1)	CENT - ENT CLINIC 8C-138 Vendor TERUMO MEDICAL CANADA, INC. GE HEALTHCARE CANADA > > > >	C 974.0 Vendor Item BMHN1304X	58 CAD	 □ = . Quan UOM 1 BX 1 EA
quester riyanka Negi yanka Negi@unityhealth.to ines Approval History nes em Description 13499 NEEDLE BONE MARROW 13GX4" 1222860 BEDPAN ADULT AUTOCLAV 1.9L BLU 106711 SLICKER CT TABLE CVT2000SYS 1 Comments Header Comments Type 1 0 1	ST. MICHAEL'S HOSPITAL (1)	CENT - ENT CLINIC 8C-138 Vendor TERUMO MEDICAL CANADA, INC. GE HEALTHCARE CANADA > > > >	C 974.0 Vendor Item BMHN1304X E8016AN	58 CAD	 □ = . Quan UOM 1 BX 1 EA
quester riyanka Negi@unityhealth.to ines Approval History nes tem Description 43499 NEEDLE BONE MARROW 13GX4" 1022860 BEDPAN ADULT AUTOCLAV 1.9L BLU 1066711 SLICKER CT TABLE CVT2000SYS 1006711 SLICKER CT TABLE CVT2000SYS 100711 SLICKER CT TABLE CVT200SYS 100711 SLICKER CT TABLE CVT2	ST. MICHAEL'S HOSPITAL (1) Manufacturer ARGON MEDICAL DEVICES INC (ANM) MEDEGEN MEDICAL PRODUCTS (MGM GE MEDICAL SYSTEMS (GES) K d Comments Title Attacher NSTRUCTIONS	CENT - ENT CLINIC 8C-138 Vendor TERUMO MEDICAL CANADA, INC. GE HEALTHCARE CANADA > > > >	C 974.0 Vendor Item BMHN1304X E8016AN	58 CAD	 □ = . Quan UOM 1 BX 1 EA
Approval History iyanka.Negi@unityhealth.to iyanka.Negi@unityhealth.to ines Approval History ines teem Description A3499 NEEDLE BONE MARROW 13GX4* 022860 BEDPAN ADULT AUTOCLAV 1.9L BLU 0006711 SLICKER CT TABLE CVT2000SYS otal Comments Header Comments Type C	ST. MICHAEL'S HOSPITAL (1) Manufacturer ARGON MEDICAL DEVICES INC (ANM) MEDEGEN MEDICAL PRODUCTS (MGM GE MEDICAL SYSTEMS (GES) K d Comments Title Attacher NSTRUCTIONS	CENT - ENT CLINIC 8C-138	C 974.0 Vendor Item BMHN1304X E8016AN	58 CAD	 □ = . Quan UOM 1 BX 1 EA

Explanation I'm ordering one of these as a spare Upon review of the comments, we will decide to unrelease this requisition. Click the **Unrelease button** at the top of the requisition display:

≡ Work Item

🗸 Approve 🛛 Reject 🛛

📽 Unrelease

The following window will appear asking for the reason code for your unrelease. Your choices are:

- Error in the AU or account code selected
- Issue with the \$ value/budget impact of the requisition
- Issue with the specific product or quantity of product ordered

For the purposes of this example, we will choose the **Action Reason** of "Unrelease Cost" where the approver has an issue with the cost of the requisition.

Action Reasons

Action Reason [A] ▼	Description [A]	Subject [A]
REJECT	Completely Cancel Requisition	RejectTaskApproval
UNRELEASE ACCOUNTING	Send Back to User for Revision - Error in Accounting AU or Account code	RejectTaskApproval
UNRELEASE COST	Send Back to User for Revision - Concerns with Budget and Cost of Product or Total Value of All Item	RejectTaskApproval
UNRELEASE PRODUCT	Send Back to User for Revision - Error on Line Quantity or Vendor Part Number, Etc.	RejectTaskApproval

The approver will be prompted to explain their action through the addition of **Action Comments**. These are very important as it gives the requisitioner information on how to amend the Requisition to get it approved

Response Required

Reason *	
UNRELEASE COST	
Action Comments * Line item 3, would rather not purchase this now from a budget point of view.	Input your Action Comments detailing why the requisition was unreleased and returned to the requisitioner, then press " OK ".
Cancel Ok	

You will receive a message that the requisition has been unreleased.



8. Rejecting a Requisition

Rejecting a requisition effectively cancels the requisition. You should reject a requisition **only** when you are denying approval, and there is no action to make the requisition approvable.

For the purpose of this training manual, we will select requisition 522641 (Note: there is only one work unit group for this requisition)

Work Unit	Work Description \$ [A] -	Start Date
120	Requisition #522639 from Requester Priyanka Negi for \$128.65 requires Level 40 approval	5/21/2024 3:02:4
121	Requisition #522639 from Requester Priyanka Negi for \$497.40 requires Level 40 approval	5/21/2024 3:02:4
117	Requisition #522640 from Requester Priyanka Negi for \$5.14 requires Level 40 approval	5/21/2024 3:02:1
118	Requisition #522640 from Requester Priyanka Negi for \$858.00 requires Level 40 approval	5/21/2024 3:02:1
115	Requisition #522641 from Requester Priyanka Negi for \$10,000.00 requires Level 40 approval	5/21/2024 3:01:3

When you double click on this requisition, you see the following:

Work Unit Description 115 Requisition F322641 from Requester Privanka Negi for \$10,000.00 requires Level 40 approval 5/27/2024 301:33 PM Due Date 5/27/2024 301:33 PM Sy22/2024 301:31 PM Originator Email Address Invoid Email Address Proxied User Proxied Task Name Proxied Task Type Display History Messages Related Links Approval Level: 40 - MANAGER The following requisition is currently in your inbasket and requires your action: The requisition details are shown here: 1 522641 105085 \$10,000.00 713501525 NoProject NoProject NoProject Item and Description Requisition Detail Burker Date Os/22/2024 1 138 Brooks-Smith Os/22/2024 1 Level Castion Burker Date 05/22/2024 Sou X A S2,000.0000 Stown or Sto	≡ Work Item	🗸 Approve 🗵 Reject 🔩 Unrelease
5/21/2024 3:01:33 PM 5/22/2024 3:01:31 PM Originator Email Address Iawson Foxied User Proxied User Proved Task Name Proved Level: 40 - MANAGER The following requisition is currently in your inbasket and requires your action: Requisition Summary Escuester 2 202611 1015085 \$10,000.00 713501525 NoProject Requisition Detail Resourced Delivery Brooks-Smith 05/22/2024 Easi Isem Description 1 38 Brooks-Smith 05/22/2024 Denson Shower Chair 5.00 X Ext Scient Shower Chair 5.00 X		l 40 approval
Invasion Proxied User Proxied Task Name Proxied Task Type Display History Messages Related Links Approval Level: 40 - MANAGER The following requisition is currently in your Inbasket and requires your action: The following requisition details are shown here: Requisition Requisition Requisition Acct Unit Project The requisition details are shown here: 1 522641 1015085 \$10,000.00 713501525 NoProject Item and Description Requisition Detail Resulted Delivery Date 05/22/2024 Item and Description Rest Location Burser Rescuested Delivery Date 05/22/2024 Rest Item Description 05/22/2024 Accounting information Image: Line in the process Smith 05/22/2024 Senson Senson Image: Line in the process Sinth 05/22/2024 Senson Senson Image: Line in the process Sinth Soot X Ext Unit Cost Soot Mittool Sinton Senson Image: Line in the process Sinth Soot X Ext Sinth Cost Soot Mittool Sinton Senson Image: Line in the process Sinth Soot X </td <td>,,</td> <td></td>	,,	
Proxied User Provied Task Name Proxied Task Type Display History Messages Related Links Approval Level: 40 - MANAGER The following requisition is currently in your Inbasket and requires your action: Requisition Summary Company Requisition Requisition Acct Unit Project Project 1 522641 1015085 \$10,000.00 713501525 NoProject • Item and Description Requisition Detail Requester Date • Of/22/2024 • Accounting information Res Item Description • Soo X Ext Unit Vendor Name Vendor Name 2 Commode and Shower Chair 5.00 X EA \$2,000,0000 \$10,000.00	Originator Email Address	
Display History Messages Related Links Approval Level: 40 - MANAGER The following requisition is currently in your inbasket and requires your action: Requisition Summary Executisition Summary Company # Requisition Acct Unit Project Project 1 522641 1015085 \$10,000.00 713501525 NoProject Requisition Detail Requested Delivery. Date 05/22/2024 • Item and Description East Image: South State 05/22/2024 05/22/2024 • Accounting information Image: South State Responder State 05/22/2024 Extunit Yender Name Contract Company Acct Unit Account Image: South State South State South State South State State 2 Commode and Shower Chair South State South State State 2 Commode and Shower Chair South State State State 2 Commode and Shower Chair South State State State	lawson 🙃	
Ppproval Level: 40 - MANAGER The following requisition is currently in your Inbasket and requires your action: Requisition Summary Company. Requisition 1 522641 1 522641 1 522641 1 510,000.00 713501525 NoProject Requisition Detail Requested Delivery Requisition Detail Requested Delivery Date Date CENT - ENT CLINIC 8C- 190612 - Calema 138 Brooks-Smith 2 MC4000 Commode and Shower Chair 5.00 2 MC4000 Commode and Shower Chair 5.00 2 MC4000 Shower Chair	Proxied User Proxied Task Name	Proxied Task Type
The following requisition is currently in your Inbasket and requires your action: Requisition Summary Company <u>#</u> Requester Requisition Acct Unit Number Type 1 522641 1015085 \$10,000.00 713501525 NoProject Requisition Detail Requisition Detail Requisition Detail Requisition Class Buyer Bequested Delivery 138 Brooks-Smith Dote 1 Requisition Class Brooks-Smith Requisition Rescription Quantity Item Type 138 Drooks-Smith Line Item Description Quantity Item Type 2 MC4000 Commode and Shower Chair 5.00 x EA \$2,000.0000 \$10,000.00 \$10,000.00 II PRICES MC4000 II TI3501525	Display History Messages Related Links	
Req Location Buyer Date CENT - ENT CLINIC 8C- 138 190612 - Calema Brooks-Smith 05/22/2024 Reg Line Item Quantity Item Type UOM Unit Cost Ext Unit Cost Vendor Name Vendor Item Contract Company Acct Unit Account 2 MC4000 Commode and Shower Chair 5.00 X EA \$2,000.0000 \$10,000.00 MEDICAL INDUSTRIES MC4000 1 546070310. 713501525	The following requisition is currently in your Inbasket and requires your action: Requisition Summary <u>Requisition Requester Requisition Acct Unit Project Project</u> <u># Requester Bundle Total</u> 1 522641 1015085 \$10,000.00 713501525 NoProject	shown here:Item and DescriptionPrice, unit of measure and
	Req Location Buyer Date CENT - ENT CLINIC 8C- 190612 - Calema 05/22/2024 138 Brooks-Smith 05/22/2024 Req Line Item Description Quantity, Item UOM Unit Cost Ext Unit Vendor Name 2 MC4000 Commode and Shower Chair 5.00 X EA \$2,000.0000 \$10,000.00	Accounting information <u>Vendor</u> <u>Item</u> <u>Contract Company Acct Unit</u> <u>Account</u> <u>546070310</u> <u>546070310</u> <u>713501525</u> <u>-M&S - Not</u> <u>Elsewhere</u>

Requisition details continued on next page

Comn	nents			
<u>Req</u> Line #	Comments Type	<u>Comments Title</u>	Attachment	<u>Comments Text</u>
2	Ρ	Quotation Sampe	Quotations Sample.docx	This is a sample of a quotation
URL to	o Comments			_
URL to	o the Inbasket		Note : This requisition has comments and an attachment.	
				_

Click on the URL to Comments, to reach the following page:

Requester Priyanka Negi Priyanka.Negi@unityhealth.to		Company ST. MICHAEL'S HOSPITAL (1)		Requesting Location CENT - ENT CLINIC 8C-138		Amount 10,000.00 CAD	
Lines	Approval History						
Lines						÷ =	
Item	Description	Manuf Vendor	Vendor	Type Quant	UOM Unit Cost	Amount Co	
MC4000	Commode and Shower Chair	BENSON MEDICAL INDUS	TRIES INC MC4000	Special 5.00	EA 2,000.000	0 10,000.00 ()	
Total						10,000.00	
Distributi	ions Additional Details	Comments				5 🔻	
	omments	comments					
Quotation This is a s	Sampe sample of a quotation						

Click on Attachment, to reach the following screen displaying the quotation:

Your Company Name		Quotation
Your Company Slagen		June 21, 2020
Street Address City, ST 2IP Code	Quotation # Customer ID	
Phone: Erler Phone number here Fax: Erter Fax number here		
Gill To:	Quotation valid arts?	July 1, 2020
Name	Prepared by:	Name
Company Name Street Address		
City, ST ZIP Code Phone		
Comments or special instructions:	Nanc	
Description		ANOUNT
O_		

Upon review, we will **reject** this requisition. For the purpose of this exercise, the reason is a standard item in the catalogue can be ordered instead.

≡ Work Item		✓ Approve	🗵 Reject	📽 Unrelease
Work Unit Description 115 Requisition #522641 from Requester Provided in the second	iyanka Negi for \$10,000.00 requires Level 40 ap	proval		
Start Date Due Date 5/21/2024 3:01:33 PM 5/22/2024 3:01:31 PM	Filter Key Filter Value			
Originator	Email Address			
lawson	≣q			
Proxied User	Proxied Task Name	Pro	kied Task Type	*

Click **Reject** and the following appears. You will be asked for an **Action Reason** (i.e. reason code), and in this case, select **REJECT**.

Select 'Reason'		
Action Reasons		≡ C
Action Reason [A]	Description [A]	Subject [A]
REJECT	Completely Cancel Requisition	RejectTaskApproval
UNRELEASE ACCOUNTING	Send Back to User for Revision - Error in Accounting AU or Account code	RejectTaskApproval
UNRELEASE COST	Send Back to User for Revision - Concerns with Budget and Cost of Product or Total Value of All Item	RejectTaskApproval
UNRELEASE PRODUCT	Send Back to User for Revision - Error on Line Quantity or Vendor Part Number, Etc.	RejectTaskApproval

You will be prompted to add **Action Comments** for the requisitioner, describing the reason for the cancellation:

Response Required			
Reason *		- 1	
REJECT	ΞQ		
Action Comments *			
There is a standard product in the car should be ordering.	talogue that we	:	
			Press " OK" to complete
Cancel	Ok		the process

You will receive a message that the requisition has been rejected.

Reject	Х
The following action 'Execute Action' completed	ł

9. Notifications & Escalations

- **Timing of notifications:** Once a requisition has been released by the requisitioner for approval, the system will notify the responsible manager via email that a requisition requires approval. If the manager does not address the requisition, a reminder e-mail will be sent **two (2) business hours after the initial notification**. If still no action, another notification e-mail will be sent to the approving manager six (6) business hours after the first reminder.
- Escalation of notifications and approvals: After nine (9) business hours of no action on the part of the manager, the requisition will be sent to the director (level 2) to be approved (Note: the manager will also receive an e-mail notification that the requisition has been sent to the director). The cycle will repeat again, and if there is no action on the part of the director, then the requisition will be escalated to the next level responsible for this AU up until VP level is reached.
- **Escalation Timing:** Escalations will only occur Monday to Friday. If the escalation elapsed time from receipt occurs on a Saturday, Sunday or Holiday, then the period will default to the next business day.