

# How to Do Approvals as an Administrator

This guide will show you how to approve Purchase Requisitions, approve Payroll Entries, approve Work Orders, and approve Board Agenda Items.

## Contents

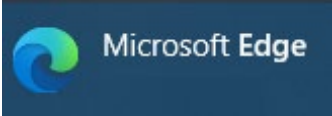
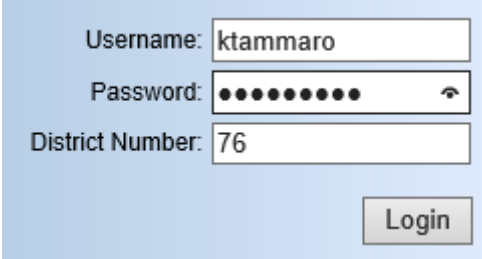
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## Financial 2000 - Support

<p>IT Department Trainers (909) 386-2550 techtraining@sbcusd.k12.ca.us</p>	<ul style="list-style-type: none"><li>• Financial 2000 Training</li></ul>
<p>Fiscal Services (909) 381-1154</p>	<ul style="list-style-type: none"><li>• Logins, Username, Password</li><li>• Approval Paths</li><li>• Reports</li><li>• Travel and Conference Questions</li><li>• Policy and Auditing Questions</li><li>• Purchase Requisition Questions</li></ul>
<p>Purchasing Department (909) 381-1126 <a href="http://www.sbcusd.com/intranet/purchasing">www.sbcusd.com/intranet/purchasing</a></p>	<ul style="list-style-type: none"><li>• Purchase Requisition Questions</li><li>• Purchase Order Questions</li><li>• CAL-Cards</li><li>• SouthWest Office and Custodial Supplies</li></ul>

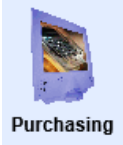
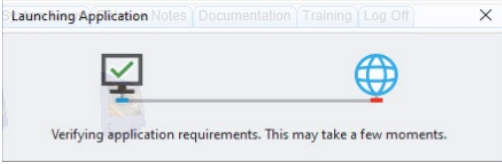

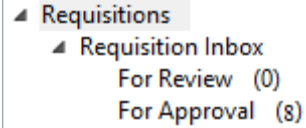
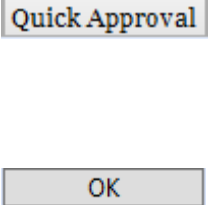
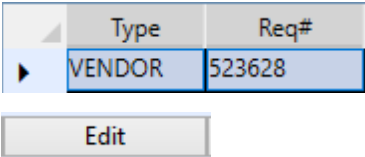
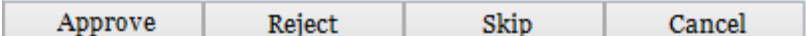
## Financial 2000 - Login

Financial 2000 is the District's budget and purchasing system.

<p>Open the Microsoft Edge browser (must be latest version).</p>	
<p>Go to the following web address.</p>	<p><a href="https://f2kmt.prod.sbcss.k12.ca.us/Financial2000/AspNetSecurityLogin.aspx?ReturnUrl=%2fFinancial2000">https://f2kmt.prod.sbcss.k12.ca.us/Financial2000/AspNetSecurityLogin.aspx?ReturnUrl=%2fFinancial2000</a></p>
<p>Input your <b>Username</b> and <b>Password</b> and click the <b>Login</b> button.</p> <p><b>NOTE:</b> The <b>District Number</b> is always 76.</p>	


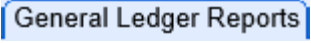
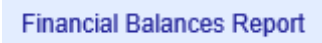

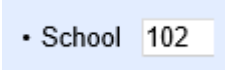


## Financial 2000 - Approve a Purchase Requisition

Once a Requisition is created, it goes through approval path pre-defined by the system. The steps below show you how to approve, reject, edit, or void a Requisition.

<p>Login to Financial 2000 and click on the <b>Purchasing</b> icon.</p>	
<p>The <b>Launching Application</b> will display.</p>	
<p>The <b>Purchasing</b> screen will display.</p>	
<p>Click on <b>For Approval</b> and select the Requisition(s) that you want to approve.</p>	
<p><b>Approval Without Requisition Review:</b></p> <ul style="list-style-type: none"> <li>Click on the <b>Quick Approval</b> button.</li> <li>Enter comments (optional).</li> <li>Click the <b>OK</b> button.</li> </ul> <p><b>Approval With Requisition Review:</b></p> <ul style="list-style-type: none"> <li>Click on a Requisition on the right side to highlight it.</li> <li>Click on the <b>Edit</b> tab.</li> <li>Make any necessary changes to the Requisition.</li> <li>Click the <b>Approve</b> or <b>Reject</b> button.</li> </ul>	  

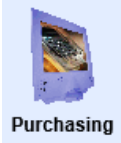
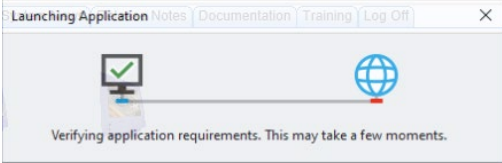

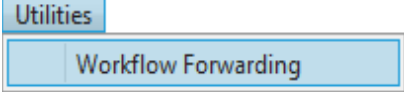
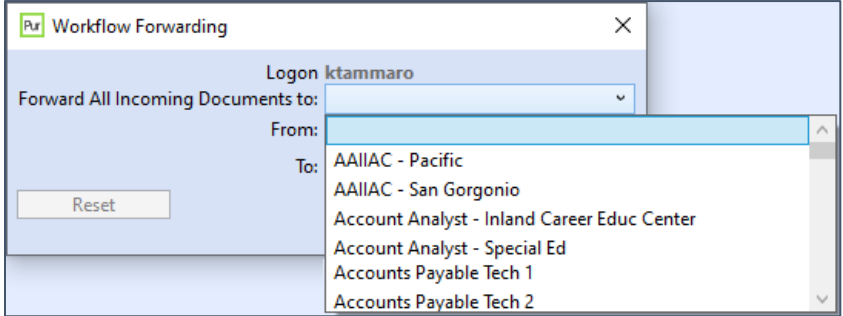
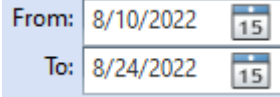
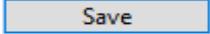
## Financial 2000 - Reports

Financial 2000 offers the EduReports module for analyzing your budgets. It is designed to allow administrators to retrieve District specific financial information. For training, contact your Budget Analyst in Fiscal Services.

<p>Login to Financial 2000 and click on the <b>EduReports 3.0</b> icon.</p> <p><b>NOTE:</b> If you do not see the EduReports 3.0 icon, call Fiscal Services at (909) 381-1154.</p>	
<p>Click on the <b>General Ledger Reports</b> tab.</p>	
<p>Click on the <b>Financial Balances Report</b> to view a summary of expenditures.</p> <p><b>-or-</b></p> <p>Click on the <b>Financial Activity Report</b> to view detailed expenditures.</p>	  
<p>Input your School or Department Site Number.</p>	
<p>Click the <b>Go</b> button.</p>	
<p>Click on the links in the report for more information.</p>	 <p><b>NOTE:</b> For assistance with interpreting the report, consult your Budget Analyst in Fiscal Services.</p>

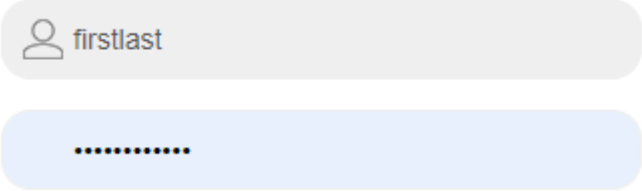

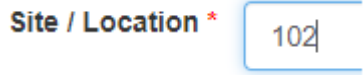
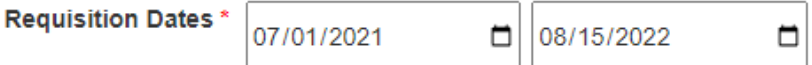
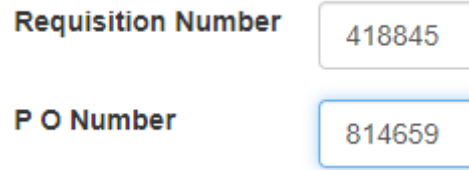
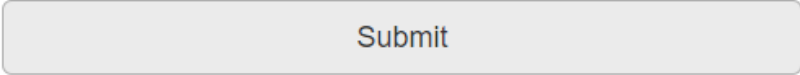
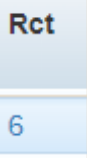

## Financial 2000 - Temporarily Forward Approval Rights to Another Approver

Follow the steps in this section if you need another administrator to approve Purchase Requisitions in your absence.

<p>Login to Financial 2000 and click on the <b>Purchasing</b> icon.</p>	
<p>The <b>Launching Application</b> will display.</p>	
<p>The <b>Purchasing</b> screen will display.</p>	
<p>Click on <b>Utilities</b> and choose <b>Workflow Forwarding</b>.</p>	
<p>Select the temporary approver user from the drop-down list.</p> <p><b>NOTE:</b> You can only select people who have Financial 2000 access.</p>	
<p>Select the date range that approvals will be delegated.</p>	 <p><b>NOTE:</b> Approval will automatically revert back to the original approver at the end of the timeframe.</p>
<p>Click the <b>Save</b> button.</p>	

## Financial 2000 – Purchase Warehouse Tracking Report

The report allows you to track your Requisitions and Purchase Orders.

Go to the following web address:	<a href="https://sbcusdapps.sbcusd.com/PWHT/">https://sbcusdapps.sbcusd.com/PWHT/</a>																		
Input your <b>District Username</b> and <b>District Password</b> .																			
Click the <b>Login</b> button.																			
In the <b>Site/Location</b> field, input your Department or School Site Number.																			
The <b>Requisition Dates</b> default from July 1 <sup>st</sup> to the current date. Change them as needed.																			
<b>Optional:</b> Input the <b>Requisition Number</b> and/or <b>Purchase Order Number</b> .																			
Click the <b>Submit</b> button.																			
The data you requested will display.	<table border="1" data-bbox="690 1417 1518 1512"> <thead> <tr> <th>Loc</th> <th>ReqNum</th> <th>Req.Date</th> <th>Requisition Description</th> <th>Requestor</th> <th>PO Num</th> <th>St</th> <th>Requisition Status</th> <th>Rct</th> </tr> </thead> <tbody> <tr> <td>102</td> <td>418845</td> <td>04/19/2022</td> <td>Amazon Supplies</td> <td>Ashley Dor...</td> <td>814659</td> <td>14</td> <td>PO Crea...</td> <td>6</td> </tr> </tbody> </table>	Loc	ReqNum	Req.Date	Requisition Description	Requestor	PO Num	St	Requisition Status	Rct	102	418845	04/19/2022	Amazon Supplies	Ashley Dor...	814659	14	PO Crea...	6
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102	418845	04/19/2022	Amazon Supplies	Ashley Dor...	814659	14	PO Crea...	6											
The <b>Rct</b> column displays <b>Receipt Details</b> for the Purchase Order. Click on the number to display it.																			
Click the <b>Back</b> button to go back.																			

## SAP – Support



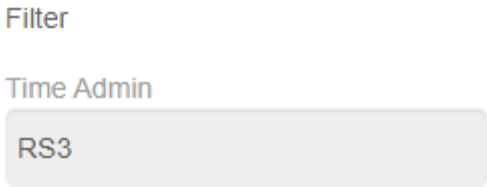
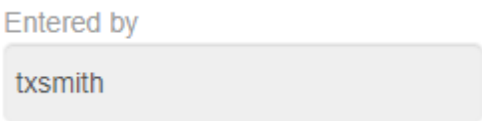

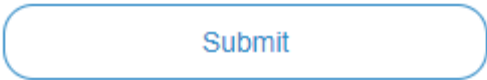


The SAP system is used to approve employee time.

IT Department Trainers (909) 386-2550 techtraining@sbcusd.k12.ca.us	<ul style="list-style-type: none"><li>• SAP Training</li></ul>
Help Desk (909) 888-4357	<ul style="list-style-type: none"><li>• Install SAP on Computer</li></ul>
Security Specialists (909) 386-2550 securityspecialist@sbcusd.k12.ca.us	<ul style="list-style-type: none"><li>• Logins, Username &amp; Password</li><li>• Authorizations/Permissions</li></ul>
Payroll (909) 381-1152	<ul style="list-style-type: none"><li>• Payroll Code Lists</li><li>• Absence and Attendance Types</li></ul>




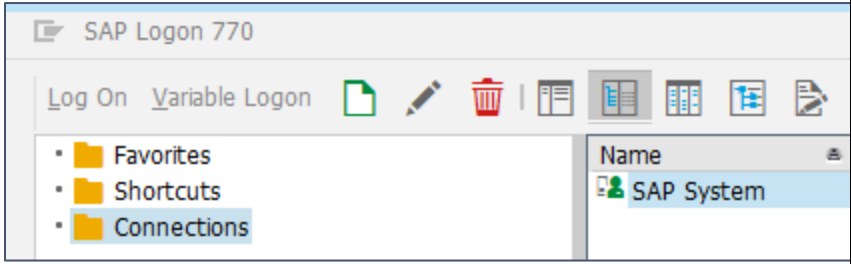
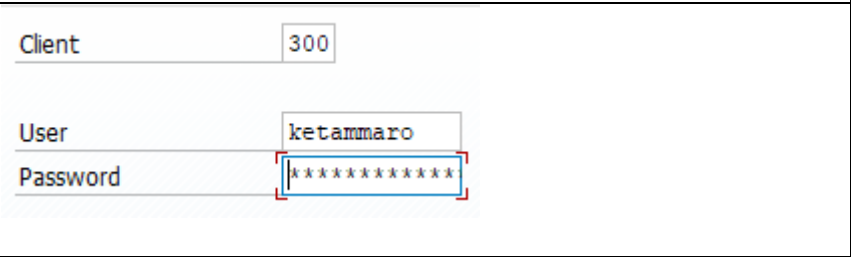

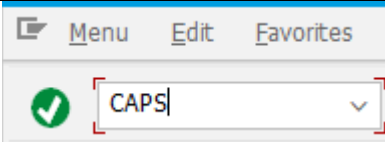

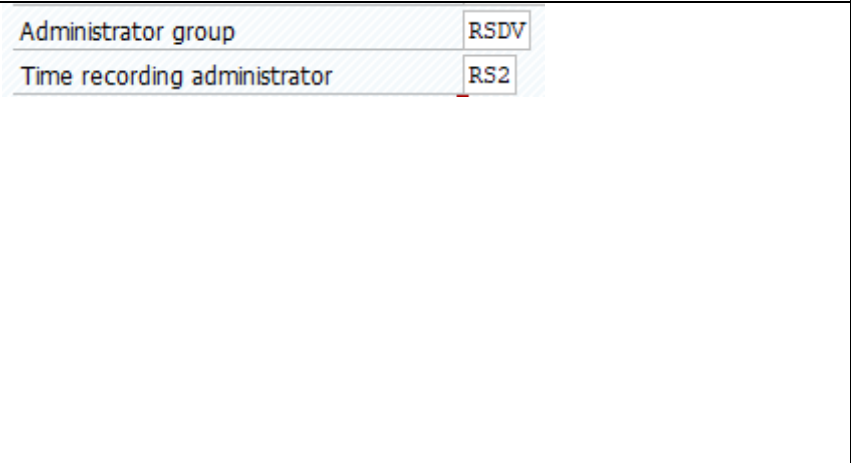
## SAP – Employee Time Approval via Web Based Application

































This method allows you to approve employee time on any device using any browser.

Go to the following web address:	<a href="https://mobile.sbcusd.com/TimeSheetApproval/">https://mobile.sbcusd.com/TimeSheetApproval/</a>
Input your <b>SAP Username</b> and <b>Password</b> .	
Click the <b>Login</b> button.	
Enter the <b>Administrator Code</b> for your site or department.  <b>NOTE:</b> The Payroll Department provides Administrator Codes.	
Input the <b>SAP Username</b> of the person who does SAP Time Entry at your site.	
Input the <b>Time Approval Date Range</b> .	
Click the <b>Submit</b> button.	
Checkmark <b>Select All</b> .	
Click the <b>Approve</b> button.	

## SAP – Employee Time Approval via SAP Desktop Application

This method allows you to approve employee time via the SAP desktop application.

Click the <b>SAP Logon</b> icon.	
Double-click <b>SAP System</b> .	
Input your <b>Username</b> and <b>Password</b> .	
Click the checkmark button.	
Enter <b>CAPS</b> in the command field and click the checkmark.	
Select a date range.	
Enter the <b>Administrator Group Code</b> and the <b>Time Recording Administrator Code</b> of your site or department.  <b>NOTE:</b> The Payroll Department provides the codes.	

Click the <b>Execute</b> button.	 <input type="button" value="Execute (F8)"/>																																																																								
Click on <b>Persons of</b> .	<p>Approval run of</p> <ul style="list-style-type: none"> <li>[-] <b>Persons of 07/01/2022 - 08/15/2022</b> <ul style="list-style-type: none"> <li>[+] 00012345 Ceballos, Dawn </li> <li>[+] 00012345 Avila, Mia </li> <li>[+] 00012345 Jackson, April </li> <li>[+] 00012345 Beltran, Lauren </li> <li>[+] 00012345 Maldonado, Kal </li> <li>[+] 00012345 Ramirez, Pria </li> <li>[+] 00012345 Venka, Kris </li> </ul> </li> </ul>																																																																								
The staff who need time approved will display.	<table border="1"> <thead> <tr> <th>Exception</th> <th>Employee/app.name</th> <th>Pers.No.</th> <th>Date</th> <th>Hours</th> <th>A/A type</th> <th>Name</th> <th>Last Change</th> </tr> </thead> <tbody> <tr> <td></td> <td>Ceballos, Dawn</td> <td>12345</td> <td>08/05/2022</td> <td>8.00</td> <td>SICK</td> <td>Released for approval</td> <td>08/15/2022</td> </tr> <tr> <td></td> <td>Avila, Mia</td> <td>12345</td> <td>08/12/2022</td> <td>8.00</td> <td>SICK</td> <td>Released for approval</td> <td>08/15/2022</td> </tr> <tr> <td></td> <td>Jackson, April</td> <td>12345</td> <td>08/15/2022</td> <td>8.00</td> <td>VACA</td> <td>Released for approval</td> <td>08/15/2022</td> </tr> <tr> <td></td> <td>Beltran, Lauren</td> <td>12345</td> <td>08/08/2022</td> <td>8.00</td> <td>OOSL</td> <td>Released for approval</td> <td>08/15/2022</td> </tr> <tr> <td></td> <td>Maldonado, Kal</td> <td>12345</td> <td>08/09/2022</td> <td>8.00</td> <td>OOSL</td> <td>Released for approval</td> <td>08/15/2022</td> </tr> <tr> <td></td> <td>Ramirez, Pria</td> <td>12345</td> <td>08/10/2022</td> <td>8.00</td> <td>OOSL</td> <td>Released for approval</td> <td>08/15/2022</td> </tr> <tr> <td></td> <td>Venka, Kris</td> <td>12345</td> <td>08/11/2022</td> <td>8.00</td> <td>OOSL</td> <td>Released for approval</td> <td>08/15/2022</td> </tr> <tr> <td colspan="4"></td> <td><b>56.00</b></td> <td colspan="3"></td> </tr> </tbody> </table>	Exception	Employee/app.name	Pers.No.	Date	Hours	A/A type	Name	Last Change		Ceballos, Dawn	12345	08/05/2022	8.00	SICK	Released for approval	08/15/2022		Avila, Mia	12345	08/12/2022	8.00	SICK	Released for approval	08/15/2022		Jackson, April	12345	08/15/2022	8.00	VACA	Released for approval	08/15/2022		Beltran, Lauren	12345	08/08/2022	8.00	OOSL	Released for approval	08/15/2022		Maldonado, Kal	12345	08/09/2022	8.00	OOSL	Released for approval	08/15/2022		Ramirez, Pria	12345	08/10/2022	8.00	OOSL	Released for approval	08/15/2022		Venka, Kris	12345	08/11/2022	8.00	OOSL	Released for approval	08/15/2022					<b>56.00</b>			
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	Beltran, Lauren	12345	08/08/2022	8.00	OOSL	Released for approval	08/15/2022																																																																		
	Maldonado, Kal	12345	08/09/2022	8.00	OOSL	Released for approval	08/15/2022																																																																		
	Ramirez, Pria	12345	08/10/2022	8.00	OOSL	Released for approval	08/15/2022																																																																		
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				<b>56.00</b>																																																																					
Click the <b>Select All</b> button.																																																																									
Click the <b>Approve</b> or <b>Reject</b> button.																																																																									
Click the <b>Save</b> button.																																																																									

## Facilitron – Support

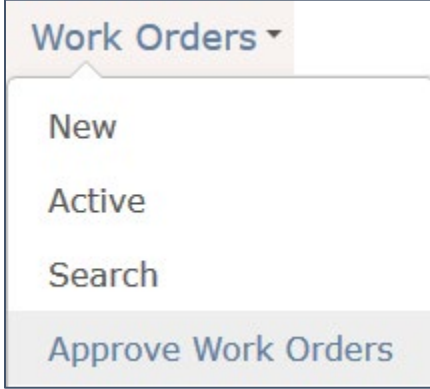
IT Department Trainers (909) 386-2550 techtraining@sbcusd.k12.ca.us	<ul style="list-style-type: none"><li>• Facilitron Training</li></ul>
Maintenance & Operations (909) 388-6100 -and- Facilitron <a href="mailto:support@facilitron.com">support@facilitron.com</a>	<ul style="list-style-type: none"><li>• Security Access</li><li>• Logins</li></ul>

## Facilitron – Login

Go to the following web address:	<a href="https://maintenance.facilitron.com">maintenance.facilitron.com</a>
The <b>Username</b> is your District email.	<input type="text" value="first.last@sbcusd.k12.ca.us"/>
Click the <b>Submit</b> button.	<input type="button" value="Submit"/>
The <b>Password</b> is issued by Facilitron via M&O.	<input type="password" value="....."/>
Click the <b>Login</b> button.  <b>NOTE:</b> You will be prompted to enter a new password once you login with the default password.	<input type="button" value="Log In"/>

## Facilitron – Approve or Reject a Work Order

A Work Order is a request to have work done at your site by the M&O Department. Administrators will receive emails throughout the Work Order process. When it is time for an administrator to do an approval, the administrator will receive an email. They will click on the link inside the email and login to the Facilitron system. They will follow the steps below to do the approval.

<p>Mouseover <b>Work Orders</b> and choose <b>Approve Work Orders</b>.</p>																						
<p>Click the <b>Approve</b> or <b>Reject</b> button.</p> <p><b>NOTE:</b> To view a Work Order before you approve it, click on the link in the <b>Work Order #</b> column.</p>	<table border="1"> <thead> <tr> <th>Work Order #</th> <th>Date</th> <th>Rm/Location &amp; Description</th> <th>Notes</th> <th>Approve</th> <th>Reject</th> <th>Notify Originator Approved</th> </tr> </thead> <tbody> <tr> <td><a href="#">FY16-17-03018</a></td> <td>5/12/2017</td> <td>MPR stage area Please remove mouse nest in curtains - stage left, bottom of curtain in curtain well.</td> <td><input type="text"/></td> <td><input type="button" value="Approve"/></td> <td><input type="button" value="Reject"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">FY16-17-03015</a></td> <td>5/2/2017</td> <td>P-12 Floor sagging from leak in roof.</td> <td><input type="text"/></td> <td><input type="button" value="Approve"/></td> <td><input type="button" value="Reject"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Work Order #	Date	Rm/Location & Description	Notes	Approve	Reject	Notify Originator Approved	<a href="#">FY16-17-03018</a>	5/12/2017	MPR stage area Please remove mouse nest in curtains - stage left, bottom of curtain in curtain well.	<input type="text"/>	<input type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input checked="" type="checkbox"/>	<a href="#">FY16-17-03015</a>	5/2/2017	P-12 Floor sagging from leak in roof.	<input type="text"/>	<input type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input checked="" type="checkbox"/>
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<a href="#">FY16-17-03015</a>	5/2/2017	P-12 Floor sagging from leak in roof.	<input type="text"/>	<input type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input checked="" type="checkbox"/>																
<p><b>Optional:</b> Click the <b>Approve All on Page</b> or <b>Reject All on Page</b> buttons.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="706 1360 992 1423" style="border: 1px solid gray; padding: 5px; text-align: center;">Approve All on Page</div> <div data-bbox="1042 1360 1328 1423" style="border: 1px solid gray; padding: 5px; text-align: center;">Reject All on Page</div> </div>																					

## Facilitron – Check the Status of a Work Order

Enter the **Work Order Number** (after the zeros) into the Search box at the top of the Facilitron window and hit the **Enter** key.

**-or-**

Mouseover **Work Orders** and choose **Active**.

The screenshot shows the Facilitron interface. At the top, there is a search box labeled 'Work Order #' containing the number '586'. A red circle highlights the number '586' in the search box, and a red arrow points from it to the search box. Below the search box, there is a dropdown menu labeled 'Work Orders' with a downward arrow. The dropdown menu is open, showing two options: 'New' and 'Active'. The 'Active' option is highlighted in a light blue color.

A list of your open Work Orders will appear.

Created Date	Originator Name	Assigned To	Status	Room/Location	Description	Work Order #
6/4/2019	Darlene Peters		Approved	Classroom, NP-1	There is a water leak under the sink in the Staff Break Room.	FY18-19-00378
5/24/2019	Darlene Peters		Assigned to Supervisor	Multi-Use Room, Multi-Use Room	Door doesn't lock	FY18-19-00183

The **Status** column gives you the following information and when the status changes, the person who created the work order will receive an email update:


- **Approved** – M&O has received the work order, but it is not yet assigned to a staff member.
- **Assigned to Supervisor** - It has been given to an M&O supervisor and they will delegate to staff.
- **Received** - It has been assigned to a staff member.
- **Pending Haz Mat Approval** – There is potentially hazardous material in the work order location (e.g. asbestos in the wall). The Safety Office will evaluate the situation and give M&O approval to proceed.

Created Date	Originator Name	Assigned To	Status	Room/Location	Description	Work Order #
1/29/2020	Darlene Peters		Pending Haz Mat Approval	A-wing Staff Room	The sink has a slow leak.	FY19-20-00089

## BoardDocs – Support

IT Department Trainers (909) 386-2550 techtraining@sbcusd.k12.ca.us	<ul style="list-style-type: none"><li>• BoardDocs Training</li></ul>
BoardDocs <a href="mailto:support@boarddocs.com">support@boarddocs.com</a> (800) 407-0141, Option 1	<ul style="list-style-type: none"><li>• 24/7 Technical Support</li></ul>
Superintendent's Office Karen Cunningham (909) 381-1240 <a href="mailto:karen.cunningham@sbcusd.k12.ca.us">karen.cunningham@sbcusd.k12.ca.us</a>	<ul style="list-style-type: none"><li>• Logins and Passwords</li><li>• SBCUSD Meeting and Agenda Development</li></ul>
Business Services Lou Galvin (909) 381-1164 <a href="mailto:lou.galvin@sbcusd.k12.ca.us">lou.galvin@sbcusd.k12.ca.us</a>	<ul style="list-style-type: none"><li>• Business In-Services</li><li>• Course of Study</li><li>• Extended Field Trips</li><li>• Gifts and Donations Agenda Items</li></ul>
Purchasing Department Gloria Vega (909) 381-1126 <a href="mailto:gloria.vega@sbcusd.k12.ca.us">gloria.vega@sbcusd.k12.ca.us</a>	<ul style="list-style-type: none"><li>• Contracts</li><li>• Non-District Facilities Use</li><li>• Non-Classified Experts Agenda Items</li></ul>

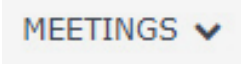
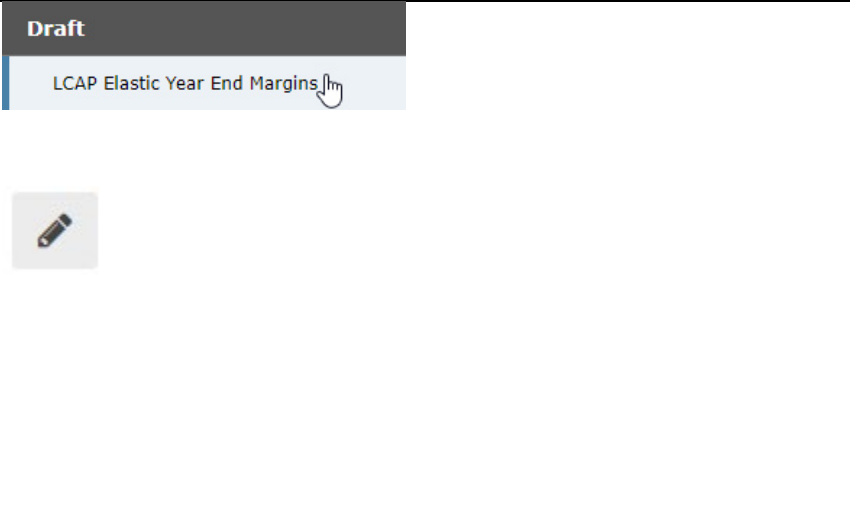
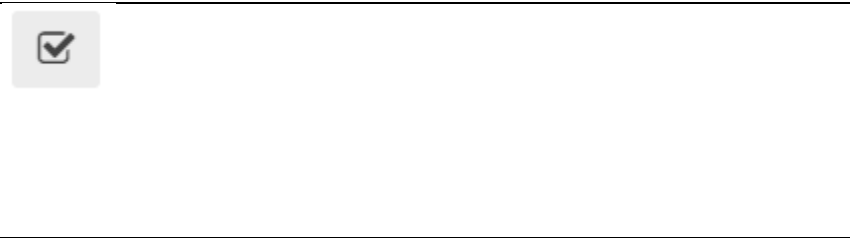
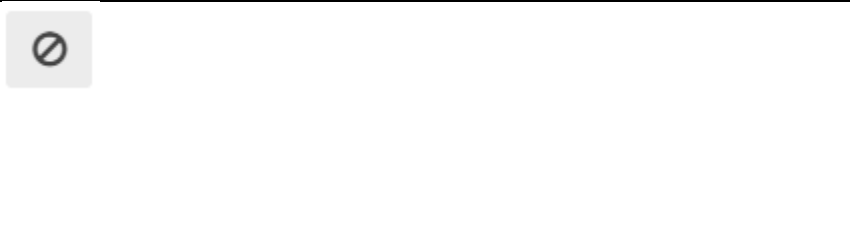
## BoardDocs – Login

Go to the following web address:	<a href="https://go.boarddocs.com/ca/sbcusd/board.nsf">https://go.boarddocs.com/ca/sbcusd/board.nsf</a>
Click on <b>Authenticate</b> .	<a href="#">Authenticate</a>
<b>Username:</b> firstinitiallastname  <b>Password:</b> Contact Karen Cunningham in the Superintendent’s Office for the initial BoardDocs password.	 <p>The screenshot shows a dark-themed login interface. At the top, the word "Username" is displayed in white. Below it is a white rectangular input field with a thin black border, containing the text "ktammaro".</p>




## BoardDocs – Approving, Rejecting, and Editing Board Agenda Items

If you are of a Board Agenda Approver, you will receive emails in your District inbox alerting you that an agenda item has been submitted or rerouted to you.

<p>Click on the <b>Meetings</b> Menu and choose <b>My Agenda Items</b>.</p>	
<p>Click on the meeting and click on the agenda item in question.</p> <p><b>NOTE:</b> If you need to make changes to the item, click <b>Edit</b>. A screen with editing fields, menus, and content areas displays. Click <b>Save</b> to preserve your changes.</p>	
<p>If you are ready to advance the item to the next approver, click <b>Approve</b>.</p>	
<p>if you want to return the item to the original submitter for revision, click <b>Reject</b>.</p>	

## BoardDocs – Rerouting Agenda Items

If you are of a Board Agenda Approver, you will receive emails in your District inbox alerting you that an agenda item has been submitted or rerouted to you.

<p>If you want to route it back to a previous approver for review, click <b>Route to a Previous Approver</b>.</p>	
<p>In the dialog box that displays, choose the recipient from the list of approvers, add desired notes in the Comments field, and click <b>OK</b>.</p> <p><b>NOTE:</b> Approvers may submit the item to the next approver or reject the item back to the submitter for revision or revise the item themselves and submit to next approver. Or you may reroute the item to anyone in the applicable approval tree.</p>	