

EP.010.070 – UPDATING DEPARTMENT MANAGER ID

Purpose	To update the Department Manager ID for eProcurement Requisition approval workflow routing.
Description	<p>eProcurement Requisitions use the Manager ID found on the Department ChartField Value page for approval workflow routing.</p> <p>As Department Managers resign or leave institutions, maintenance to the record must exist for proper approval routings and notifications for eProcurement transactions to be initiated.</p>
Security Role	BOR_PO_SETUP_CONFIG
Assumptions	None
Dependencies/Constraints	None
Additional Information	<ul style="list-style-type: none"> Email and Worklist notifications drive off the Department Manager ID and Project Manager ID in their respective ChartFields. A similar task is necessary if a Project ID is used on the Project ChartField. For more information, see EP.010.080 - Updating Project Manager ID.

Procedure

Below are step by step instructions on how to update a Department Manager ID.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Set Up Financials/Supply Chain link.
4.	Select the Common Definitions link.
5.	Select the Design ChartFields link.
6.	Select the Define Values link.
7.	Select the ChartField Values link.
8.	Select the Department link.
9.	Enter the Department in the Department field.
10.	Select the Search button.
11.	Verify the project status is Active to update Department Manager ID's for an active project only.
12.	Click the Correct History button.
13.	Enter or search for the Department Manager in the Manager field. <i>Note: to search for a Department Manager, click the magnifying glass icon. The Look Up Manager window appears to enter a Department Manager name and select from the search results.</i>
14.	Verify the Manager field populates with the User ID of the new Department Manager. The Manager Name field populates upon tabbing out of the Manager field or saving this record.
15.	Select the Save button.