



## MECHANIZED ACCOUNTS PAYABLE SYSTEMS

### 1.1 Introduction

### 1.2 Getting Started

*1.21 - AMAPS Logon*

*1.22 - 3270 Terminal Emulation*

*1.23 - SecurID Instructions*

### 1.3 Logging on to AMAPS

### 1.4 Tools and Techniques

*Employee Logoff*

*Screen Navigation*

*Window Pop-Ups*

### 1.5 Help Contacts



## 1.1 Introduction

The Ameritech Mechanized Accounts Payable System (AMAPS) user guide provides the instructions for using the following on-line real time input systems:

Employee Expense Reimbursement System (EXPRES)  
Vendor Voucher Payment System (VVOPS)  
Ameritech Routing And Approval System  
Ameritech Deputization System

These are standard Ameritech, regionally shared, input systems and can be used by any Ameritech employee whose payroll entity has been converted to these systems.

EXPRES and VVOPS are used to request employee reimbursement for incurred expenses and to request payment to vendors as a result of the purchase of goods and services not covered by a purchase order. The Ameritech Routing and Approval System is an independent, stand alone system that routes items for approval or notification. The Ameritech Deputization System interacts with the Routing and Approval System and allows employees to assign deputies to authorize the disbursement of funds, either for employee reimbursement or vendor payment.

The EXPRES and VVOPS systems replace paper intensive processes whereby employees originated paper vouchers and forwarded them to various voucher groups for review and entry into their respective A/P systems. Routing and Approval replaces the manual process of forwarding a document through the mail system to an authorized approver. The Deputization System replaces the manual process of filling out a form to forward to the voucher group for tracking and auditing.

## 1.2 Getting Started

This section details employee logon to AMAPS, getting started using the system and some tools and techniques to facilitate your navigation and understanding of the system. You will sign on to the AMAPS system using your regional ID. How you actually logon to the system depends on the type of workstation terminal that you are using and how the system is configured for your terminal. Use the following location specific information to aid your entry into AMAPS.

**Employee Reimbursement EXPRES**  
**EXPRES - EMPLOYEE EXPENSE REIMBURSEMENT SYSTEM**

SSN: \_\_\_\_\_ Name: \_\_\_\_\_

(C)reate New Voucher

\_\_\_\_\_ (R)evuew/Edit /Print Existing Voucher

e(X)it

When entering a voucher for expenses incurred by yourself, your SSN, nine-digit social security number is automatically entered. When preparing a voucher for expenses incurred by an employee other than yourself, press **Tab** *ALT PFI* twice to reach the SSN field and enter the appropriate SSN. Press **Tab** to return to the command line. There are two options on this menu:

- 1) The creation of a new voucher and
- 2) the review, edit or print of an existing voucher.

To create a new voucher, type **C**. Press **Enter** and proceed to Section 3.3.

To review, edit, cancel approval, print a receipt sheet or print an existing voucher, type **R**. Press **Enter** and proceed to Section 3.4.

To end your EXPRES session and return to the INFORMATION SERVICES/COECIS MAIN MENU screen, type **X** and press **Enter**.

### 3.3 Create a Voucher

There are three types of employee reimbursement:

- 1) Communications which include your residence phone concession, business calls from your residence or mobile phone and the use of a second line for business purposes;
- 2) Travel which consists of business travel related expenses such as airfare, meals, lodging, car rental and personal car mileage reimbursement;
- 3) Miscellaneous business expenses which include all expenses except those identified in the first two types.

All types of employee expenses can be entered during the same EXPRES session.



Employee Reimbursement EXPRES				
Voucher #:				
SSN:	Name:		RCO:	
Employee Phone:			Contact Phone:	
	<u>Comm.</u>	<u>Travel</u>	<u>Misc.</u>	<u>Total</u>
# Entered:				
\$ Entered:				
(C)ommunications, (T)ravel, (M)iscellaneous, (S)ave, (D)elete, or e(X)it: ___				

Select the expense type; (C)ommunications, type **C**, press **Enter**, proceed to Communications section; or (T)ravel, type **T**, press **Enter**, proceed to Travel section; or (M)iscellaneous, type **M**, press **Enter**, proceed to Miscellaneous section.

After creating the voucher for all types of expenses to be reimbursed, type **S** to save the entire voucher and press **Enter**. To delete the entire voucher, type **D** and press **Enter**.

*Note :* Deleted voucher information is not retained in the system.

Selecting (S)ave results in the display of the total dollars for the voucher, the outstanding cash balance and the 'Is this voucher ready to be approved?' prompt.

Responding (N)o to the prompt results in a voucher status of Created. Type **N** and press **Enter**. EXPRES provides you with the voucher number and requests that you press return to continue. Press **Enter**. EXPRES then returns you to the primary EXPRES menu. Proceed to Section 3.2.

Responding (Y)es to the prompt results in the display of the approver verification screen. Type **Y** and press **Enter**.

## USER SETUP MAINTENANCE

### 2.1 Introduction

### 2.2 User Profile Maintenance

*Method of Payment*

*Concession Phone Service*

*Preferred Print Device*

### 2.3 Change Password Option



## 2.1 Introduction

This section of the AMAPS user guide provides the instructions for updating your AMAPS user options: the Update EXPRES User Profile screen which contains information about your system options and the Change Password option which allows you to change your AMAPS password associated with your AMAPS user name.

**USER SETUP MENU**

UP - Update User Profile  
CP - Change Password

EX - Exit to Main Menu  
LO - Logoff System

Enter Selection [UP] :

## 2.2 User Profile Maintenance

UPDATE USER PROFILE	
Payment Account Type - (C)heck or (D)irect Deposit	:
Concession Phone Service - If your telephone bill originates from AMERITECH, enter "Y". If your telephone bell originates from any other company, enter "N".	:
Preferred Print Device - (F)ax, (E)-Mail or (I)BM	:
E-Mail Name:	Fax Number:
To change E-Mail, enter all or part (LAST,FIRST) and press RETURN/ENTER	
IBM Destination:	IBM Remote Printer ID:
IBM Output Class:	IBM Bin Number/Location
(S)ave or e(X)it:	

The data on your screen is valid for all future AMAPS sessions until changed by you. This screen will allow you to designate your preferred method of employee expense reimbursement, your concession phone service provider, your preferred print option, and E-mail distribution for Routing and Approval notification messages.

Using the Enter key after you have typed your data will automatically move the cursor to the next required field. The use of the Tab key will permit you to move the cursor to any field you wish to populate or change.

### *Method of Payment*

Your reimbursement payment options are linked to how your payroll payment is made. If your payroll payment selection is direct deposit, you can select either the direct deposit option or payment by check for your employee expense reimbursement. If the direct deposit option is selected, your reimbursement payment will be deposited in the same bank account as your payroll payment. If your payroll payment selection is payment by check, your employee expense reimbursement must also be paid by check.

To establish your method of payment type **D** for direct deposit or **C** to be reimbursed by check. Press **Tab**.

### *Concession Phone Service*

The concession phone service information is used to determine the account to be charged for your telephone concession entries. If your telephone service provider changes, remember to update your concession phone service indicator accordingly. To update your Concession Phone Service Indicator, type **Y** if your telephone bill is from Ameritech. Type **N** if your telephone bill is from a non-Ameritech provider. Press **Tab**.

### *Preferred Print Device*

After completing your EXPRES voucher, a copy of the receipt form must be printed for attaching receipts. You can select to send your receipt form to your E-mail account for subsequent printing, or directly to your IBM mainframe remote printer or to a FAX machine.

To specify your receipt printing location:

**FAX** Type **F** to route a copy of your receipt form to a FAX machine. Press **Enter**. Type the FAX number to which the receipt form should be sent. To continue entering data for this screen, press **Tab**. If you have completed data entry for this screen, press **Enter** and type **S** to save your profile information. Press **Enter** to return to the main EXPRES menu.

**E-mail** Type **E** to route receipt forms to your E-mail account for printing. Press **Enter**. Type all or part of your name in last name,first name format. If a duplicate name is found, tab to your name, type **S** next to your name on the selection list. To continue entering data on this screen, press **Tab**. If you have completed data entry, press **Enter**. Type **S** to save your profile information. Press **Enter** to return to the main EXPRES menu.

**Note:** *The E-mail field must be populated in order to receive notification messages from the Ameritech Routing and Approval system as well as notification of a deputy assignment. If you do not have an E-mail account, you can utilize the routing and approval process, but notification messages will not be delivered. Population of this field does not prevent the selection of another option for the preferred print location.*



**IBM** Type **I** to route your vouchers to an IBM printer. Press **Enter**. Type your system logical name, (i.e., use CDC for system SYS4 in Brecksville), Press **Tab** to move to the next input field. Type the remote printer ID or system printer on the system node (must be connected to SNA network). Press **Tab**. Type the production output print class (P). Press **Tab**. Type the location (i.e. name, floor, bin number, etc.). To continue entering data, press **Tab**. If you have completed data entry for this screen, press **Enter**. Type **S** to save your profile information. Press **Enter** to return to the main EXPRES menu.

## 2.3 Change Password Option

The change password option is selected from the User Setup menu by typing **CP** at the selection prompt. You may change your AMAPS password at any time prior to the expiration date by using this option.

After typing **CP** and pressing **Enter**, the system will prompt you for your old password. Key in your current AMAPS password and press **Enter**. You will then be prompted for a new password, which must be at least six characters long, contain one or more numerics and must not match a previously used password. Remember this password for future accesses to AMAPS. After keying in your new password and pressing **Enter**, you will be prompted for verification. Key in your new password a second time and press **Enter**, which will return you to the User Setup Menu.

If you do forget your AMAPS password, you may contact the Universal Help Desk (UHD) for your location. The UHD only has the ability to reset your password back to your AMAPS user name. UHD phone numbers can be found in Section 1 under Help Contacts.

**Paid** Payment has been issued for this voucher. The **Paid** status date reflects when payroll will actually create the payment.

**Rejected** The voucher has been rejected by the selected approver or failed the Voucher Office review and audit and has been returned to the originator. The voucher and reason for rejection can be displayed by selecting the **(V)iew** or **(E)dit** option.

Valid actions are:

**(V)iew** This option provides the capability to review a voucher.

**(E)dit** This option can be used to modify a previously entered voucher if the status is **Created**. While in the **Created** status, a voucher can be edited, deleted or sent for payment processing. Select the **Edit** option to make any changes.

Changes you can make under the **Edit** option:

**(A)dd** to add an entry to the existing voucher. Enter **A** on any Entry Summary line.

**(U)ppdate** to modify an entry on an existing voucher. Enter **U** on the Entry Summary line to be updated.

**(D)elete** to delete an entry on an existing voucher. Enter **D** on the Entry Summary line to be deleted.

**e(X)it** This action will return you to the previous screen.

**(D)elete** This option can be used to delete a voucher whose status is **Created**.

**(S)end** This option allows the user to select the appropriate approver and electronically transmits a **Created** voucher to the Routing and Approval System.

**(P)rint** This option is used to route a copy of your voucher to your selected print device.



- (C)ancel Approval** This option allows the user to remove the voucher from the Routing and Approval system. It changes the vouchers status from **Sent R&A** back to **Created**. The voucher can then be deleted or edited.
  
- (R)eceipt Sheet** This option will cause a receipt sheet to be sent to the print device selected on your user profile. The printed copy should be attached to the receipts associated with the voucher and mailed to the Voucher Office.
  
- e(X)it** This option will return you to the previous screen.

## 1.21 - AMAPS Logon

### Illinois Locations (Excluding Ameritech Center)

#### **3270 Terminal Emulation**

*Proceed to Section 1.22.*

#### **AOS Network via Direct Connection**

To access AMAPS from the AOS Network:

If the terminal has access to the ABLE Service prompt (Network Access Control - 2:2 (116) USERS Service:) Type EXPRES at the "Service:" prompt, press **Enter**. *Proceed to Section 1.3.*

Note: Users dialing into the AOS Network cannot access EXPRES at the "Service:" prompt. Please refer to the Dial-In Terminal Instructions below.

#### **VT or VT-Emulated Terminal**

To access AMAPS from a VT or VT-emulated terminal: If the terminal has access to a "Local>" prompt, Type C COECIS at the "Local>" prompt, press **Enter**.

*Proceed to Section 1.3.*

#### **LAN Terminal/PC**

To access AMAPS from a terminal/PC connected to a Local Area Network (LAN), contact your LAN Administrator to receive setup instructions for your specific work location.

*Proceed to Section 1.3.*

#### **OpenNet Workstation**

To access AMAPS from a workstation connected to OpenNet:

If the workstation is configured on OpenNet with Domain Name Service: Type TELNET COECIS, press **Enter**.

*Proceed to Section 1.3.*

#### **Modem/Dial-In Terminal/PC or ISDN**

To access AMAPS from ISDN or a terminal/PC with modem/dial in capabilities, set up your communications software (Crosstalk, Procomm, etc.) as follows:

9600 baud (or lower)

8 bits

No parity

1 stop bit

ISDN users dial 708-248-0902, *Proceed to Section 1.3.*

### NCC Access

Dial 708-248-2400 (Ameritech Center modem pool users must have an NCC Logon ID with COECIS access privileges).

At "Destination" prompt, type **COECIS**, press **Enter**.

At "NCC Login" prompt, type NCC Logon ID, press **Enter**.

At "NCC Password" prompt, type NCC password, press **Enter**.

At "Username>" prompt, type NCC Logon ID, press **Enter**.

At "Local>" prompt, type **C COECIS**, press **Enter**.

*Proceed to Section 1.3.*

### SecurID Access

*Note: You must have a SecurID, see Section 1.23.*

Dial one of the corporate network modem pools for your area. To obtain a list of available numbers, contact your SecurID administrator or the Client Help Center listed in Section 1.5.

Follow the instructions for logging onto the Network Access Server on your SecurID instructions. If EXPRES (COECIS) is not on your SecurID menu, refer to Section 1.23.

*Proceed to Section 1.3.*

### Other Users

If you do not have access to a workstation within your work group or one that is available at your work location that either has OpenNet access or dial-in capabilities, contact the Client Helpline for assistance in accessing AMAPS. This number is listed in Section 1.5.

Illinois - Ameritech Center

**3270 Terminal Emulation**

*Proceed to Section 1.22.*

**VT or VT Emulated Terminal**

To access AMAPS from a VT or VT-emulated terminal: If the terminal has access to a "Local>" prompt, Type **C COECIS** at the "Local>" prompt, press **Enter**.

*Proceed to Section 1.3.*

**Macintosh Workstation**

To access AMAPS from a Macintosh PC, modify your Phone Book to establish AMAPS as a menu item as follows:

Double click on Mac 240 Phone Book

Click and hold on DIAL, drag to EDIT NUMBERS.

Click on NEW.

Click on TELNET DRIVER, click on OK.

In TCP ADDRESS area, type **COECIS**, click on OK.

In MENU NAME area, type **AMAPS**, click on OK, click on FINISHED. Once AMAPS is established as a menu item, to log on from your MAC:

Click and hold on DIAL, drag down to AMAPS.

*Proceed to Section 1.3.*

**PC Workstation**

All other PC users should call 708-248-6228 to receive setup instructions for a PC logon batch file.

*Proceed to Section 1.3.*

**Modem/Dial-In Terminal/PC or ISDN**

To access AMAPS from ISDN or a terminal/PC with modem/dial in capabilities, set up your communications software (Crosstalk, Procomm, etc.) as follows:

9600 baud (or lower)

8 bits

No parity

1 stop bit

ISDN users dial 708-248-0902, Proceed to Section 1.3.

### **NCC Access**

Dial 708-248-2400 (Ameritech Center modem pool users must have an NCC Logon ID with COECIS access privileges).

At "Destination" prompt, type **COECIS**, press **Enter**.

At "NCC Login" prompt, type NCC Logon ID, press **Enter**.

At "NCC Password" prompt, type NCC password, press **Enter**.

At "Username>" prompt, type NCC Logon ID, press **Enter**.

At "Local>" prompt, type **C COECIS**, press **Enter**.

*Proceed to Section 1.3.*

### **SecurID Access**

*Note: You must have a SecurID, see Section 1.23.*

Dial one of the corporate network modem pools for your area. To obtain a list of available numbers, contact your SecurID administrator or the Client Help Center listed in Section 1.5.

Follow the instructions for logging onto the Network Access Server on your SecurID instructions. If EXPRES (COECIS) is not on your SecurID menu, refer to Section 1.23.

*Proceed to Section 1.3.*

### **Other Users**

If you do not have access to a workstation within your work group or one that is available at your work location that either has OpenNet access or dial-in capabilities, contact the Universal Help Desk for assistance in accessing AMAPS. This number is listed in Section 1.5.

### Indiana Locations

#### **3270 Terminal Emulation**

*Proceed to Section 1.22.*

#### **LAN Terminal/PC**

To access AMAPS from the LAN menu:

Under Communications, select the EXPRES/COECIS option. TCP/IP software is required. If it is not present, select the following options in sequence: Network Software, Software Setup and TCP/IP on PC and follow the prompts to install it on your PC.

*Proceed to Section 1.3.*

#### **LAN Via Windows**

To access AMAPS from the LAN via Windows:

Click on the EXPRES icon under Windows: LAN Communications Group.

*Proceed to Section 1.3.*

#### **All-In-One**

To access AMAPS from the Indiana All-In-1 system:

Log on to All-In-1, using your All-In-1 Username and Password.

Type COM (Communications Menu), press Enter.

Type MF (Main Frame Menu), press Enter.

Type 5 (EXPRES/COECIS), press Enter.

*Proceed to Section 1.3.*

#### **VT or VT-Emulated Terminal**

To access AMAPS from a VT or VT-emulated terminal: If the terminal has access to a "Local>" prompt, Type C COECIS at the "Local>" prompt, press Enter. *Proceed to Section 1.3.*

- OR -

Type C INVMS at the "Local>" prompt, press Enter. Type SNA at the "Username" prompt, press Enter. Type NETWORK at the "Password" prompt, press Enter. Type 97, press Enter.

*Proceed to Section 1.3.*

- OR -

Type C INVMS at the "Local>" prompt, press Enter. Type REGIONAL at the "Username" prompt, press Enter. Type REGIONAL at the "Password" prompt, press Enter. Type 8, press Enter.

*Proceed to Section 1.3.*





**Modem/Dial-In Terminal/PC**

AMAPS must be accessed via SecurID when using modem/dial in capabilities. If you do not have a SecurID card or EXPRES/COECIS is not on your SecurID menu, see Section 1.23 for instructions on obtaining a SecurID.

**Other Users**

If you do not have access to a workstation within your work group or one that is available at your work location that either has OpenNet access or dial-in capabilities, contact the Client Assistance Service Center at 317-265-5311 for assistance in accessing AMAPS.

### Michigan Locations

#### **3270 Terminal Emulation**

*Proceed to Section 1.22.*

#### **Modem/Dial-In Terminal/PC**

*Note: You must have a SecurID, see Section 1.23.*

#### **SecurID Access**

Dial one of the corporate network modem pools for your area. To obtain a list of available numbers, contact your SecurID administrator or the Client Help Center listed in Section 1.5

Follow the instructions for logging onto the Network Access Server on your SecurID instructions. If EXPRES (COECIS) is not on your SecurID menu, refer to Section 1.23.

*Proceed to Section 1.3.*

#### **LAN Terminal/PC**

To access AMAPS from a terminal/PC connected to a Local Area Network (LAN), contact your LAN Administrator to receive setup instructions for your specific work location.

*Proceed to Section 1.3.*

#### **Other Users**

If you do not have OpenNet, MBT Modem Pool, or LAN access, you may access AMAPS from terminals at the following locations:

Northwestern Hwy. Office Center:

A Building--Room 121

B Building--Room 300

E Building--Room 158

W Building--Room 252

10625 Northland Dr. (SANDY Building)--Room 200

or contact the Client Help Center for assistance. This number is listed in Section 1.5

## Ohio Locations

### **3270 Terminal Emulation**

*Proceed to Section 1.22.*

### **OpenNet Workstation**

To access AMAPS from OpenNet:

If your workstation (PC, Macintosh, or a terminal that can emulate a VT220 (or higher)) has access to the "Xyplex>" prompt:

Type **C COECIS**, press **Enter**.

*Proceed to Section 1.3.*

### **Modem/Dial-In Terminal/PC**

To access AMAPS from a terminal/PC with modem/dial-in capabilities, set up your communications software (Crosstalk Mark IV, Crosstalk for Windows, or SmartCommII) as follows:

9600 baud (or lower)

8 bits

No parity

1 stop bit

### **SecurID Access**

*Note: You must have a SecurID, see Section 1.23.*

Dial one of the corporate network modem pools for your area. To obtain a list of available numbers, contact your SecurID administrator or the Client Help Center listed in Section 1.5.

Follow the instructions for logging onto the Network Access Server on your SecurID instructions. If EXPRES (COECIS) is not on your SecurID menu, refer to Section 1.23.

*Proceed to Section 1.3.*

### **Other Users**

If you do not have access to a workstation within your work group or one that is available at your work location that either has OpenNet access or dial-in capabilities, contact the Ohio Desktop Computing organization for assistance on accessing AMAPS. This number is listed in Section 1.5.

### Wisconsin Locations

#### **3270 Terminal Emulation**

*Proceed to Section 1.22.*

#### **OpenNet Workstation**

To access AMAPS from the Wisconsin AOS/EAS/OpenNet system: Access AOS/EAS/OpenNet following your normal routines. Type **C COECIS** at the "Local>" prompt, press **Enter**.

*Proceed to Section 1.3.*

-OR-

Type **C INVMS** at the "Local>" prompt, press **Enter**. Type **REGIONAL** at the "Username" prompt, press **Enter**. Type **REGIONAL** at the "Password" prompt, press **Enter**. Type **8**, press **Enter**.

*Proceed to Section 1.3.*

#### **Modem/Dial-In Terminal/PC**

AMAPS must be accessed by SecurID when using modem/dial-in capabilities: If you do not have a SecurID card or EXPRES/COECIS is not on your SecurID menu, contact the administration hotline for SecurID information. See Section 1.23.

#### **Other Users**

If you do not have OpenNet or AOS/EAS access today, contact the Data Provisioning Helpline for information on obtaining access. This number is listed in Section 1.5. If access cannot be immediately established at your work station it is recommended that you:

- use a terminal in your work group which has access, or
- use one of the shared terminals which will be available at various locations.

*Proceed to Section 1.3.*



Other Locations

**Modem/Dial-In Terminal/PC**

To access AMAPS from a terminal/PC with modem/dial-in capabilities, set up your communications software (Crosstalk, Procomm, etc.) as follows:

9600 baud (or lower)

8 bits

No parity

1 stop bit

Dial the modem pool number that you use for your primary location.

(SecurID access will be required to access Ameritech modem pools.)

*Proceed to Section 1.3.*

## 1.22 - 3270 Terminal Emulation

The AMAPS 3270 Terminal Emulation software, A-Net, is accessed through a VTAM screen. Your screen looks like this:

```
AMERITECH INTEGRATED CORPORATE NETWORK  
SNA ID: XXXXXXXX
```

```
WARNING: FOR AUTHORIZED BUSINESS USE ONLY. SUBJECT TO MONITORING.
```

Type **LOG LACOECIS** or **LOG WACOECIS**. If you use a supersession (i.e., LASUP03 or Panoramic), add LACOECIS or WACOECIS to your application list. *Proceed to Section 1.3.*

### Keyboard Mapping

The keys shown below are those necessary to use the A-Net terminal emulator on your 3270-type terminal device to access AMAPS. If you have additional software to emulate a 3270-type device, use the key from your software package to emulate the appropriate Program Function key.

### EXPRES and Deputization Keyboard Mapping

```
(P)F1 = TAB  
(P)F2 = UP ARROW  
(P)F3 = EXIT/CANCEL  
(P)F4 = EXIT/CANCEL  
(P)F5 = CONTROL use with E (escape), L (on-line help), H (backtab)  
(P)F6 = REFRESH SCREEN  
(P)F7 = UP ARROW  
(P)F8 = DOWN ARROW  
(P)F12 = EXPRES Field Help  
ENTER = RETURN
```

### Routing and Approval Keyboard Mapping

```
(P)F1 = TAB  
(P)F2 = UP ARROW  
(P)F3 = NOT USED  
(P)F4 = NOT USED  
(P)F5 = NOT USED  
(P)F6 = REFRESH SCREEN  
(P)F7 = UP ARROW  
(P)F8 = DOWN ARROW  
(P)F9 = GOLD MENU  
(P)F12 = NOT USED  
ENTER = RETURN  
PA1 = GOLD HELP  
PA2 = EXIT
```

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### EXPRES, VVOPS, and Deputization Cursor Movement

The TAB (PF1) key moves your cursor from field to field, the ENTER key completes the screen, the UP ARROW (PF7) scrolls the data up through the scrolling region, the DOWN ARROW (PF8) scrolls the data down through the scrolling region. Type H plus CONTROL (PF5) to move the cursor back through the fields on your screen. ACTION commands instruct you to use the letter within the parentheses to perform your desired action. The EXIT/CANCEL keys or E plus CONTROL (PF5) allow you to escape from a screen. On-Line help is available for each field by pressing the PF12 key or L plus CONTROL (PF5).

### Routing and Approval Cursor Movement

The TAB (PF1) key moves your cursor from field to field, the ENTER key completes the screen, the UP ARROW (PF7) scrolls the data up through the scrolling region, the DOWN ARROW (PF8) scrolls the data down through the scrolling region. ACTION commands instruct you to type the letter(s) to perform your desired action. The EXIT key allows you to exit from a screen. On-Line help is available by pressing GOLD HELP (PA1) or H. Menu options are available by pressing GOLD MENU (PF9).

### 1.23 - SecurID Instructions

AMAPS must be accessed via SecurID when using modem/dial-up terminals. SecurID access is managed by Network-Distributed Security.

If you do not have a SecurID Card, complete a SecurID Card Request Form (AM860). Destination Request information should reflect EXPRES/COECIS. Mail or fax the form to the appropriate SecurID Administration group.

If you have a SecurID card, contact the appropriate SecurID Administration group via e-mail or complete form AM860 to Update Destination/Network information.

Any questions regarding SecurID access can be directed to the appropriate SecurID Administration Hotline.

#### Illinois and Wisconsin residents:

SecurID Administration	FAX#: 312-727-4259
225 W. Randolph, Room HQ9A	Hotline #: 312-727-8923
Chicago, IL 60606	

E-mail account on Illinois AOS: carroll, barb

#### Indiana, Michigan and Ohio residents:

SecurID Administration	FAX#: 810-424-2550
23500 Northwestern Hwy., Room A220	Hotline #: 810-424-7505
Southfield, MI 48075	

E-mail account on Michigan AOS: amrtch, secidadm-east

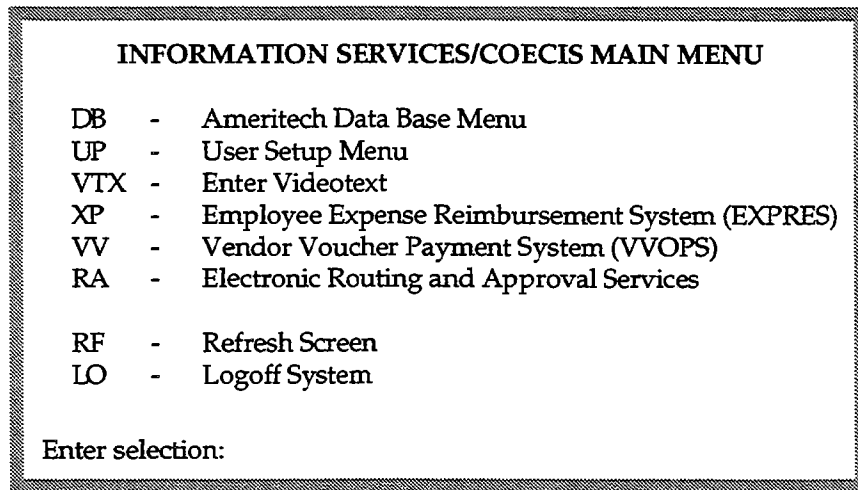




### 1.3 Logging on to AMAPS

Log onto AMAPS using your AMAPS Username and password.  
First time users: The password provided to you in your Job Aid is only valid for your first session of AMAPS. Follow the system prompts to establish your new password. Remember this new password and your AMAPS Username for your next logon. If you need your password reset, contact the Client Help Center. The number is listed in Section 1.5.

Once logged onto the system, the "Information Services/COECIS MAIN MENU" will be displayed. From this menu, select the primary menu for your application.



*Note:* The options you can access off this and subsequent menus will be determined by a system security function.

To update your user profile, type **UP** and press **Enter**. Proceed to Section 2.  
To request employee reimbursement, type **XP** and press **Enter**. Proceed to Section 3.  
To request vendor payment, type **VV** and press **Enter**. Proceed to Section 4.  
To use the routing and approval capabilities of the system, type **RA** and press **Enter**. Proceed to Section 5.

## 1.4 Tools and Techniques

### *Employee Logoff*

To logoff the system, you can return to the "INFORMATION SERVICES/ COECIS MAIN MENU" and select the **LO** option or you can logoff from the Electronic Routing and Approval Services Menu.

### *Screen Navigation*

There are several ways of moving about in AMAPS. One is by selecting an option from a menu within AMAPS. Another allows you to enter the appropriate option letter, shown in ( )s, onto the option request line.

"Action" options listed at the bottom of screens also provide some means of traversal. They function much like the options on a menu screen. Type an option letter on the action line for the function you wish to perform and then press Enter.

Limited use of PF (Program Function) keys are available in AMAPS. **CONTROL L** or **PF2**, the Help key, will display specific information about the field in question. **CONTROL E** or **PF4**, the Escape key, will allow you to cancel a function without completing a screen input; however, you will lose any data you have not saved. See Section 1.22 for 3270 terminal emulation keyboard mapping.

### *Window Pop-Ups*

A window pop-up screen is a temporary window that may overlay an entire screen or part of it, providing you with another screen to perform a given function or to input some data at a particular point in processing. Only one such screen is displayed at a time.



## 1.5 Help Contacts

To report system/network problems, call the CLIENT HELP CENTER (Formerly called the UNIVERSAL HELP DESK):

Illinois, Wisconsin, Indiana, Michigan and Ohio: 312-930-3800

To establish network access to AMAPS:

Ohio:	Ohio Desktop Computing Group	216-822-HELP
Michigan:	Client Help Center	312-930-3800
Illinois (excluding Ameritech Center):	Client Helpline	312-727-7583
Illinois (Ameritech Center):	Client Help Center	312-930-3800
Wisconsin:	Data Provisioning Helpline	1-800-924-3660
Indiana:	Client Help Center	312-930-3800

For voucher preparation assistance:

Voucher Office (EXPRES)	1-800-258-8380 or 708-248-3636
(VVOPS)	708-248-6063

## ELECTRONIC ROUTING AND APPROVAL SERVICES

### 5.1 Introduction

*About the Systems*  
*Special Features*

### 5.2 Approval Processing

*Introduction*  
*Approval Tables*  
*Table Maintenance*

### 5.3 On-line Approval

*Pending Items*  
*Read, Approve or Reject Items*  
*Completed Items*

### 5.4 Deputization

*Authorize a Deputy*  
*Cancel a Deputy*  
*Review Deputies for a Principal*  
*View Principals for a Deputy*

## 5.1 Introduction

### *About the Systems*

Routing and Approval Services contains two on-line systems:

- Routing and Approval
- Deputization

which allow the user to:

- review and approve or reject items such as employee expense and vendor vouchers. This eliminates the need for printing and delivering the voucher to the Manager for approval.
- assign deputies to authorize disbursement of funds, either for employee reimbursement or vendor payment. This replaces the manual process of filling out a form and forwarding to the voucher group for tracking.

Expense vouchers are entered via the EXPRES system. Vendor vouchers are entered via VVOPS. These systems will route vouchers (items) to the appropriate Manager for review and approval. If an item requires multiple approvals, the Routing and Approval system will forward the item to each approver based on the routing package.

**Note:** *You will need to go into your user profile to set up your E-Mail destination information under the PREFERRED PRINT DEVICE. This directs notification messages being sent from the Routing and Approval system. (Refer to Section 2 in the AMAPS User Guide, User Profile Maintenance.)*

## *Special Features*

### Routing and Approval

#### **Pending Items Menu**

Allows you to :

- select and read items (vouchers) which have been routed to you for approval
- approve or reject items
- view the history of an item
- display a count of pending items

#### **Completed Items**

Allows you to :

- delete an item
- view items that have been approved or rejected
- request a tracking report

### Deputization

Allows you to:

- authorize a deputy to approve your items
- review or cancel deputies
- view the principal approver for current deputies



Notification Messages

Within the Routing and Approval system, notification messages will be sent to your E-Mail account if:

- there are items waiting to be approved
- an item has been rejected
- you have been set up as a deputy
- an item has been sent to an alternate approver, with you as the primary approver

Menus

To begin, you will need to access the Information Services/COECIS Main Menu. Refer to Section 1 logging on to AMAPS in the AMAPS User Guide.

**INFORMATION SERVICES/COECIS MAIN MENU**

DB - Ameritech Data Base Menu  
UP - User Setup Menu  
VTX - Enter Videotext  
XP - Employee Expense Reimbursement System (EXPRES)  
VV - Vendor Voucher Payment System (VVOPS)  
RA - Electronic Routing and Approval Services

RF - Refresh Screen  
LO - Logoff System

Enter selection:

*Note: The options you can access off this and subsequent menus will be determined by a system security function.*

When the menu screen displays, the cursor is resting at the ENTER SELECTION prompt. Type the option letters RA and press Enter. The following screen will display:

ELECTRONIC ROUTING AND APPROVAL SERVICES MENU		
RA	-	Electronic Routing and Approval System
DP	-	Deputization System
EX	-	Exit to Main Menu
LO	-	Logoff System
Enter selection:		

When the screen displays, the cursor will be resting at the ENTER SELECTION line. You can select RA for Routing and Approval or DP for deputization.



## 5.2 Approval Processing

### A. Introduction

An integral part of the Approval Process are six approval tables which contain the information critical to the processing for approval of vouchers submitted from either the VVOPS or EXPRES applications.

### B. Approval Tables

The following are the six tables and a brief description of each:

1. **Business Unit Table** - contains the codes and descriptions of the Business Units currently set up to access the Approval Processing System:

*Note: Corporate, while not a Business Unit, is included in this table merely to establish a link between a reportee from a Business Unit and his/her immediate supervisor-approver from Corporate.*

2. **Business Unit Document Table** - contains information on the maximum dollar amount set for electronic routing and approval processing, by Business Unit and by Document type (VVOPS and EXPRES). If a voucher total exceeds this maximum dollar, it will be processed for manual approval.

3. **Business Unit Tier Table** - contains the default dollar approval levels by tier based on the RC owner indicator (Y/N), Business Unit and Document type.

*(Refer to Corporate Policy No. 3 (CP-3) Authorizations Matrix for approval authority levels.)*

4. **Business Unit Administrator Table** - contains the Regional IDs, the Security Levels, and the Names of employees designated as Business Unit Administrators. (Once established in the System, a Business Unit Administrator can update the Business Unit Individual Table.)

5. **Business Unit Supervisor Table** - contains a list of those supervisors and their direct reportees which, for the purpose of the Approval Process, are considered exceptions because the reporting relationship of the reportee to the supervisor does not follow the pattern common with the use of RCO, such as:

- The Business Unit identifier of the Supervisor RCO is different from that of his/her reportees; OR
- The Supervisor and the reportees have the same Business Unit identifier, same tier level and both are owners of their RC. However, in their Business Unit organizational structure, one is required to report to the other. (*Example: a tier C owner of his/her RC reports to another tier C owner of his/her RC in a Network Services Business Unit*).

*Note: The Supervisor Table establishes the link of a reportee to his/her supervisor-approver in a situation similar to the ones mentioned above.*

6. **Business Unit Individual Table** - contains the approval dollar levels for all active management employees, by Business Unit and by Document type. The approval dollar amounts match the dollar amount set in the Business Unit Tier Table unless the Individual Table has been modified.

*Notes: 1. The Business Unit Administrator must ensure that the approval dollar set for each employee conforms with the provisions of their Business Unit policy.*

*This same care is expected of a supervisor involved in updating his/her subordinates' approval levels.*

2. *The CP-3 establishes, among others, the Authorizations Matrix which shows the maximum approval dollar levels (for all management levels including the Ameritech Board of Directors, where applicable, for all Business Units and Legal Entities, by category of expenditures (i.e. Suppliers' bills, Employee Expenses, etc.).*

### **C. Table Maintenance**

#### **Responsibility**

The Business Unit Administrator (or Administrators) who has been designated by a particular Business Unit is generally responsible for updating the approval dollar levels in the Business Unit Individual Tables. *A supervisor, however, may also be able to update the approval dollar of his/her subordinates at an amount not greater than his/her own approval level (See Processing).*

*Maintenance of the other approval tables is the responsibility of the R&A Administrator in the Finance organization of the Administrative Unit.*

### **Establishing A Business Unit Administrator**

*To establish (or to delete) a Business Unit Administrator from the System, the Business Unit contact person must inform in writing (generally via E-Mail) the R&A Administrator, providing the following information:*

- The name of the employee designated by their Business Unit to serve as the Business Unit Administrator. Two or more employees can be designated as Business Unit Administrators with divided responsibilities.  
*(Only management employees qualify as Business Unit Administrators.)*
- Whether the employee will serve as the Business Unit Administrator for the entire Business Unit or for a specific group within the Business Unit.

*(Note: Based on the information provided, the R&A Administrator will set up the Business Unit Administrator's security level within the Approval Processing System.)*

### **Processing**

1. Log on to the **Information Services/COECIS Main Menu** with your **AMAPS Region ID**. Select option **RA** (Electronic Routing & Approval Services) and press **Return**.
2. From the displayed screen, select **BIM** (Business Unit Individual Maintenance) and press **Return**.

*Note: 1. At any point within the BIM screen processing, you can press the PF4 key to exit from the existing process.*

*2. Press F to scroll forward or B to scroll backward in an Inquiry screen or Inquiry/Update screen, if applicable.*

(Sample of the Business Unit/Individual Table Maintenance Inquiry screen)

```

APR BUIND_TM          Business Unit Individual
06/13/94  BUSINESS UNIT/INDIVIDUAL TABLE MAINTENANCE  12 : 45 : 25

Business Unit Code*:  V          ADMINISTRATIVE
Document Type*:      VVOPS
Last Name:           LEITNER
First Name:          TOM
RCO:                 (Enter '*' to select all employees)

  Act  Last Name  First Name  RCO  Approval
  ---  - - - - -  - - - - -  ---  - - - - -
                                           Dollars

                                     (I)nquire or e(X)it
    
```

(Sample of the Business Unit/Individual Table Maintenance Inquiry/Update screen)

```

APR BUIND_TM          Business Unit Individual
06/13/94  BUSINESS UNIT/INDIVIDUAL TABLE MAINTENANCE  12 : 45 : 00

Business Unit Code*:  V          ADMINISTRATIVE
Document Type*:      VVOPS
Last Name:           LEITNER
First Name:          TOM
RCO:                 (Enter '*' to select all employees)

  Act  Last Name  First Name  RCO  Approval
  ---  - - - - -  - - - - -  ---  - - - - -
                                           Dollars

          LEITNER  TOM          AV1610000  15000.00

                                     (I)nquire, (U)pdate, (F)orward, (B)ackward, or e(X)it

Last Page
    
```

3. Enter the following information on the screen (see sample screens above) to inquire:

*(Inquiry can be made either for a specific employee, group of employees, all of the employees for a Business Unit in a single Legal Entity, or all of the employees for a Business Unit in all Legal Entities.)*

- a. Type your Business Unit code: (example: S for Network Services)
- b. Press **Tab** and type the Document type (either *VVOPS* or *EXPRES*)
  - To inquire about a specific employee, perform the following:
    - i. Press **Tab** to the Last Name field and type the full Last Name of the employee.
    - ii. Press **Tab** to the First Name field and type the full First Name of the employee and press **Return**.
    - iii. Type **I** on the action field for additional inquiry, press **Return**, or go to step 5 to exit from the current process.

**OR**

- i. Press **Tab** three times to the RCO field and type the full RCO of the employee and press **Return**.
- ii. Type **I** on the action field for additional inquiry, press **Return**, or go to step 5 to exit from the current process.
- To inquire about a group of employees within a Business Unit, perform the following:
  - i. Press **Tab** to the Last Name field and type the partial Last Name of the employee;
  - ii. Press **Tab** to the First Name field and type the partial First Name of the employee (or no entry) and press **Return**.

- iii. Type **I** on the action field for additional inquiry, press **Return**, or go to step 5 to exit from the current process.

**OR**

- i. Press **Tab** three times to the RCO field and type the partial RCO of the employee of a the Business Unit and press **Return**.
- iii. Type **I** on the action field for additional inquiry, press **Return**, or go to step 5 to exit from the current process.

- To inquire about all the employees of a Business Unit, perform the following:

- i. Press **Tab** three times to the RCO field and type an asterisk (\*) and press **Return**. Information for the entire Business Unit regardless of Legal Entities will be displayed on the screen.

**CAUTION:** *If you type an asterisk (\*), the response time to your request may be very slow depending of how large the number of employees is in the Business Unit, etc. Because of this problem, it is advisable to inquire a single entity at a time, by typing the first two characters from the RCO. (The first character identifies the Legal Entity and the second, the Business Unit.)*

*For example, if you want to inquire about all the employees for the Network Services Unit in Ameritech Illinois, type QS on the RCO field and you'll get a display of all employees with RCOs matching the criteria.*

- iii. Type **I** on the action field for additional inquiry, press **Return**, or go to step 5 to exit from the current process.
- 
- 4. Enter the following information on the screens (see sample screens above) to update:
    - a. Type your Business Unit code: (example: S for Network Services)
    - b. Press **Tab** and type the Document type (either *VVOPS* or *EXPRES*).

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- c. Perform the following, as the case may be:
- To update the dollar amount for a specific employee, perform the following:
    - i. Press **Tab** to the Last Name field and type the full Last Name of the employee.
    - ii. Press **Tab** to the First Name field and type the full First Name of the employee and press **Return**.
    - iii. Type **U** on the action field, press **Tab** to the approval dollars field and update the amount. Press **Return**.
    - iv. Type **I** on the action field to perform additional inquiry, press **Return** and go to step 4 to update or to step 5 to exit from the current process;

**OR**

  - i. Press **Tab** three times to the RCO field and type the full RCO of the employee and press **Return**.
  - ii. Type **U** on the action field, press **Tab** to the approval dollars field and update the amount. Press **Return**.
  - iv. Type **I** on the action field to perform additional inquiry, press **Return**, and go to step 4 to update or to step 5 to exit from the current process;
  - To update a group of employees within a Business Unit, perform the following:
    - i. Press **Tab** three times to the RCO field and type the partial RCO of the employee of a the Business Unit.
    - ii. Type **U** on the action field, press **Tab** to move to the approval dollars field. Update the amount. Press **Return**.
    - iv. Type **I** on the action field to perform additional inquiry, press **Return**, and go to step 4 to update or to step 5 to exit from the current process;

- To update all the employees for a Business Unit in a single Legal Entity, perform the following:
  - i. Press **Tab** three times to the RCO field and type the first two characters of the RCO. The screen will display all the employees for a particular Business Unit and Legal Entity.
  - ii. Type **U** on the action field, press **Tab** to move to the approval dollars field. Update the amount. Press **Return**.
  - iii. Type **I** on the action field to perform additional inquiry, press **Return**, and go to step 4 to update or to step 5 to exit from the current process;

*NOTE: REPEAT INQUIRY AND/OR INQUIRY/UPDATE PROCESS AS NECESSARY.*

- 5. To **EXIT** from the current process, type **X** on the action field of the Inquiry screen or Inquiry/Update screen.
- 6. To **LOGOFF**, type **LO** on the option field of either the Electronic Routing and Approval Services Menu or of the Information Services/COECIS Main Menu.





## 5.3 On-line Approval

### *Pending Items*

Type the option letters **RA** on the Electronic Routing and Approval Services menu and press **Enter**. The Pending Items screen will display.

ROUTING & APPROVAL SYSTEM PENDING ITEMS			
<b>R</b>	Read	Type:	ROUTING Package
<b>F</b>	Forward via mail	Title:	EXPRES APPR: #5868-3907
<b>I</b>	Index	Author:	THERESA JONES
		Date:	14-Oct-1993 04:12pm
<b>CNT</b>	Count Pending Items	Pending:	1 Item
<b>APP</b>	Approve	<b>REJ</b>	Reject
<b>VH</b>	View History	<b>RI</b>	Role Instructions
<b>H</b>	Help		
<b>CI</b>	Completed Items		
<b>EX</b>	Exit Approval System		

Enter option and press RETURN

NOTE: Use the UP and DOWN arrow keys to select a document.

When the screen displays, the cursor will be blinking in the lower left hand corner. The highlighted box in the upper right hand corner of the screen will display with:

TYPE: = mail, routing services  
TITLE: = type of item, ie: EXPRES (expense voucher), VVOPS (vendor voucher) and the associated voucher number which is system assigned  
AUTHOR: = first name, last name of sender  
DATE: = date and time issued

The up and down arrow keys can be used to select a specific document.

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Action options available on the Pending Items screen are as follows:

- R**     **Read** allows you to read the item displayed in the highlighted box
  - You must read an item before approving or rejecting
- F**     **Forward via mail** allows you to send the item to your mail system as specified on your user profile
- I**     **Index** displays a listing of pending items as well as unread tracking reports. Tracking requests will be identified with an RE: (request) in the Title field.
  - You can use the up and down arrow keys to select an item
  - You can type the action options on the index screen

*Note:* A Tracking Request will generate an on-line report on a Completed Item and will display the current status for that item.

- CNT**   **Count Pending Items** displays the number of unapproved items next to the field PENDING:
  - This count will not automatically recalculate as each item is approved or rejected. You can enter CNT to re-display the current count of pending items.
- APP**   **Approve** allows you to approve the item displayed in the highlighted box
- VH**   **View History** allows you to view the actions that were taken on an item up to the point in time that you received it in your approval account
- H**     **Help** provides access to the help system
  - You can also obtain help at any point by using GOLD H
- CI**    **Completed Items** allows you to view items that you have taken action on, i.e., approved or rejected
- EX**    **Exit Approval System** will take you back to the Electronic Routing and Approval Services Menu

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- REJ**    **Reject** allows you to reject the item displayed in the highlighted box
  
- RI**     **Role Instructions** displays the action you are expected to take on the item displayed in the highlighted box

### *Read, Approve or Reject Items*

This section explains how to read, approve or reject items. It is recommended that you read and approve or reject an item in the same login session. If you read all of your items and decide not to approve or reject them until the next day, you may lose track of which items have been read.

If there is an item displayed in the highlighted box, Type **R** and press **Enter**. The following screen will be displayed:

```
----- TOP -----
TeamRoute ROUTING PACKAGE

Date:      14-Oct-1993 04:12pm
Initiator: THERESA JONES
Pkg Type:  Routing copy
Template:  ROUTING Package

Subject:   EXPRES APPR: #5868-3907
----- ATTACHMENT -----
Date Added: 14-Oct-1993 04:12pm
Added By:   Routing and Approval
Subject:    EXPRES APPR: #5868-3907

VOUCHER #: 5868-3907 EMPLOYEE REIMBURSEMENT DATE PREPARED: OCT 14, 1993
COMPANY: AMERITECH (01)

SSN:      333-33-3333          NAME: THERESA JONES
NAME:     THERESA JONES      PHONE: (000) 000-0000
PHONE:    (000) 000-0000

CONCESSION    TRAVEL    MISCELLANEOUS    VOUCHER TOTAL
10.00          0.00             0.00              10.00

-----
CONCESSION CLASS: A  CONCESSION PHONE: (999) 999-9999  BELL COMPANY: N

BILL DATE  CONCESSION AMOUNT  BUSINESS CALLS  PROJECT CODE  RCC
OCT 14, 1993      10.00             0.00

CONCESSION TOTAL: 10.00

-----
END OF VOUCHER
PAGE 1
Press RETURN to continue, GOLD MENU for options or EXIT to cancel
```

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Read an Item

The top portion of the screen displays information about the originator, the type of voucher, and its associated voucher number.

The attachment portion will be the item for approval. To read the item, press the **Enter** key to scroll by page or use the arrow keys to scroll by line.

To return to the top of the item, Type **pp** and press **Enter**.

After the item is reviewed for accuracy press **Enter**, and you will return to the Pending Items screen.

While reading an item you can also press **GOLD M** to access the Read Menu. Use your backup key or **EXIT** key to return to the item. The Read Menu offers several options you can use when reading an item; however, some of these options may not apply to the type of item you are reading. When using the Read Menu, you can use **Gold H** for additional help.

Approve an Item

After you read an item it will remain in the highlighted box on the Pending Items screen. Once you have read the item you can approve it by typing in **APP** and pressing **Enter**. The following screen will be displayed:

**ROUTING & APPROVAL SYSTEM PENDING ITEMS**

<b>R</b>	Read	Type:	ROUTING Package
<b>F</b>	Forward via mail	Title:	EXPRES APPR: #7860-2158
<b>I</b>	Index	Author:	JUDY SMITH
		Date:	20-Oct-1993 04:05am

<b>CNT</b> Count Pending Items	Pending: 2 Items
--------------------------------	------------------

**Electronic Approval System - Approve**

Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Password: \_\_\_\_\_

The cursor will be resting on the COMMENT: line. Type in any statement you feel is pertinent to the item.

*Note: A comment is not necessary for approving employee expense vouchers.*

Tab to PASSWORD:, enter your password and press Enter.

The Pending Items screen will display with a message "Approval Sent", and the system will continue to route the item. The highlighted box will display the next item to be read.

### Reject an Item

After you read an item it will remain in the highlighted box on the Pending Items screen. Once you have read the item you can reject it by typing in REJ and pressing Enter. The following screen will be displayed:

ROUTING & APPROVAL SYSTEM PENDING ITEMS			
R	Read	Type:	ROUTING Package
F	Forward via mail	Title:	EXPRES APPR: #7860-2158
I	Index	Author:	JUDY SMITH
		Date:	20-Oct-1993 04:05am
CNT	Count Pending Items	Pending:	2 Items
<b>Electronic Approval System - Reject</b>			
Comment: _____			
_____			
_____			
Password: _____			

The cursor will be resting on the COMMENT: line; type in a statement as to why you are rejecting the item.

*Note: A comment is required on a rejected item.*

**TAB** to **PASSWORD**, enter your password and press **Enter**.

The Pending Items screen will display with a message "Rejection Sent", and the system will send a notification message to the originator's mail account notifying them that the item was rejected. If the originator corrects the item, it will be routed again for approval.

### Completed Items

From the Pending Items menu you can access the Completed Items menu which allows you to view items that you have taken action on. On the Pending Items menu, type **CI** and press **Enter**. The following screen will display:

ROUTING & APPROVAL SYSTEM COMPLETED ITEMS			
<b>R</b>	Read	Type:	ROUTING Package
<b>F</b>	Forward via mail	Title:	EXPRES APPR: #5868-3907
<b>I</b>	Index	Author:	THERESA JONES
		Date:	14-Oct-1993 04:12pm
<b>TR</b>	Tracking Request		
<b>VH</b>	View History		
<b>RI</b>	Role Instructions		
<b>H</b>	Help		
<b>PI</b>	Pending Items		
<b>EX</b>	Exit Approval System		

Enter option and press RETURN

NOTE: Use the UP and DOWN arrow keys to select a document.

When the screen displays, the cursor will be blinking in the lower left hand corner. The highlighted box will display with the last item that was completed. This could be an approved/rejected item or a tracking request that was read.

In addition to the options discussed under Pending Items, the following options will display on the Completed Items screen:

**TR**     **Tracking Request** allows you to request a tracking report of a completed item.

- An on-line report will be routed to your approval account showing the current status and location of the document within the routing system. This is useful when multiple approvers are involved with an item.

Reading a Completed Item

To read a completed item type **R** on the Completed Items screen and press **Enter**, or read the item from the Index screen. The following screen will display:

```

----- TOP -----
TeamRoute ROUTING PACKAGE

Date:      20-Oct-1993 04:06am
Initiator: JUDY SMITH
Pkg Type:  Routing copy
Template:  ROUTING Package

Subject:   EXPRES APPR: #7143-9933
----- ATTACHMENT -----
Date Added: 20-Oct-1993 04:06am
Added By:   Routing and Approval
Subject:    EXPRES APPR: #7143-9933

VOUCHER #: 7143-9933 EMPLOYEE REIMBURSEMENT DATE PREPARED: OCT 19, 1993
COMPANY: AMERITECH (01)

PAYEE:
SSN:      999-99-9999
NAME:     JUDY SMITH
PHONE:    (000) 000-4000

PREPARED BY:
NAME:     JUDY SMITH
PHONE:    (000) 000-4000

CONCESSION      TRAVEL      MISCELLANEOUS      VOUCHER TOTAL
0.00             960.00             0.00                960.00
*****
EXPLANATION:   BUSINESS EXPENSE FOR SEMINAR
                OTHER EXPENSE FOR PURCHASE OF BOOKS
EXPENSE DTE:  OCT 9, 1993 TO OCT 9, 1993  PROJECT CODE:   RCC:

                LODGING:    600.00
                CAR RENTAL:  100.00
                AIR TRAVEL:   200.00
                OTHER EXPENSE: 60.00

                BUSINESS TOTAL: 960.00
-----
                END OF VOUCHER
                PAGE 1
----- SIGNATURE -----

Signed By:      A000000
Personal Name:  Williams-Jeanne
Role:           Approver
Action:         Disapprove
Date Signed:    20-Oct-1993 11:57am
Date Verified:
Status:         Not validated
----- BOTTOM -----

Press RETURN to continue, GOLD MENU for options or EXIT to cancel
    
```

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The item will display the same way as when you read a Pending Item. As you scroll thru the attachment portion of the item the signature portion will display the following information:

Signed By: the Regional ID of the approver  
Personal Name: the name of the approver  
Role: approver, editor, etc.  
Action: approve or disapprove  
Date Signed: the date the item was approved  
Date Verified: date the request was submitted  
Status: valid or invalid - this is a system status

Comment input by the approver (displays under the status line)

### Tracking Request

A Tracking Request will generate a report on a Completed Item and will display the current status of that item.

To request a tracking report of the item displayed in the highlighted box, type a **TR** on the Completed Items screen and press **Enter**, or type **TR** on a specific item from the Index screen. If the Index screen is used, the following screen will display:

INDEX OF COMPLETED ITEMS				
No.	Type	From	Date	Title
1	ROUTING	JUDY SMITH	10/23/93	RE: EXPRES APPR: #7143-
2	ROUTING	THERESA JONES	10/23/93	RE: EXPRES APPR: #5868-
3	ROUTING	JUDY SMITH	10/22/93	RE: EXPRES APPR: #7143-
4	ROUTING	CYNTHIA GRANT	10/14/93	RE: EXPRES APPR: #6208-
5	ROUTING	JUDY SMITH	10/20/93	EXPRES APPR: #7143-9933
6	ROUTING	THERESA JONES	10/14/93	EXPRES APPR: #5868-3907
>7	ROUTING	CYNTHIA GRANT	10/14/93	EXPRES APPR: #2488-8700
8	ROUTING	CYNTHIA GRANT	10/14/93	EXPRES APPR: #6208-9717

Move to item and enter option (press GOLD MENU to see options, or HELP for more information)  
**A tracking request has been sent for the current routing package**

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The system will display the message "A tracking request has been sent for the current routing package". Use your backup key or EXIT key to return to the Completed Items screen. The item you requested the tracking report for will display in the highlighted box, and the system will display the message "New TeamRoute/All-In-1 item from the Author".

*Note: This may take a few minutes to display.*



To read the tracking report, type **PI** to go back to Pending Items. In the Title area the tracking report will display with an **RE: (Request)** after the date. The following screen will display when reading a tracking report:

```
-----
TOP
-----
TeamRoute ROUTING PACKAGE

Date: 20-Oct-1993 04:06am
Initiator: JUDY SMITH
Pkg Type: Routing copy
Template: ROUTING Package

Subject: EXPRES APPR: #7143-9933
-----
ATTACHMENT
-----
Date Added: 20-Oct-1993 04:06am
Added By: Routing and Approval
Subject: EXPRES APPR: #7143-9933

VOUCHER #: 7143-9933 EMPLOYEE REIMBURSEMENT DATE PREPARED: OCT 19, 1993
COMPANY: AMERITECH (01)

PAYEE: PREPARED BY:
SSN: 999-99-9999 NAME: JUDY SMITH
NAME: JUDY SMITH PHONE: (000) 000-4000
PHONE: (000) 000-4000

CONCESSION TRAVEL MISCELLANEOUS VOUCHER TOTAL
0.00 960.00 0.00 960.00
-----
EXPLANATION: BUSINESS EXPENSE FOR SEMINAR
OTHER EXPENSE FOR PURCHASE OF BOOKS
EXPENSE DTE: OCT 9, 1993 TO OCT 9, 1993 PROJECT CODE: RCC

LODGING: 600.00
CAR RENTAL: 100.00
AIR TRAVEL: 200.00
OTHER EXPENSE: 60.00

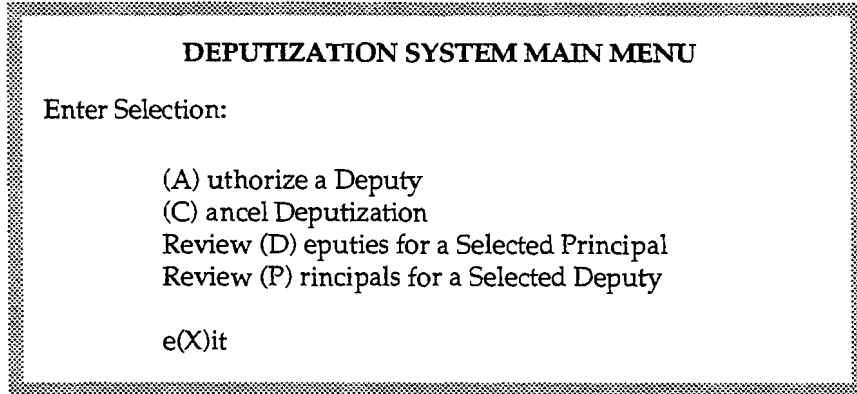
BUSINESS TOTAL: 960.00
-----
END OF VOUCHER
PAGE 1
-----
SIGNATURE
-----
Signed By: A000000
Personal Name: Williams-Jeanne
Role: Approver
Action: Disapprove
Date Signed: 20-Oct-1993 11:57am
Date Verified:
Status: Not validated
-----
BOTTOM
-----
Press RETURN to continue, GOLD MENU for options or EXIT to cancel
-----
```

The item will display the same way as when you read an item to approve or reject. As you scroll thru the attachment portion of the item, the signature portion will display with all of the actions that were taken on the item to date.

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## 5.4 Deputization

Type the option letters **DP** on the Electronic Routing and Approval Services menu and press **Enter**. The Deputization System Main Menu screen will display.



DEPUTIZATION SYSTEM MAIN MENU

Enter Selection:

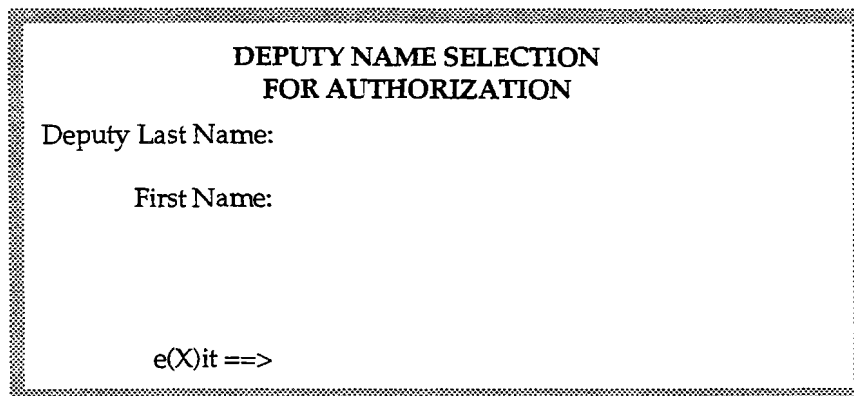
(A) uthorize a Deputy  
(C) ancel Deputization  
Review (D) eputies for a Selected Principal  
Review (P) rincipals for a Selected Deputy

e(X)it

When the screen displays, the cursor will be blinking at the ENTER SELECTION line. From here you can select to authorize or cancel a deputy, review deputies for a given principal, view principals for a given deputy or exit back to the Electronic Routing and Approval Services menu.

### *Authorize a Deputy*

Type the option letter **A** on the Deputization System Main Menu, press **Enter**. The following screen will display:



DEPUTY NAME SELECTION  
FOR AUTHORIZATION

Deputy Last Name:

First Name:

e(X)it ==>

When the screen displays the cursor will be resting at the DEPUTY LAST NAME: field.



If you do not know the correct spelling of the name, or there is more than one last name in the system. You can type in a partial last name and press **Enter**. The system will display a list of the names that match the entry on the DEPUTY LAST NAME field. The following pop-up window will display:

DEPUTY NAME SELECTION FOR AUTHORIZATION				
Please select one of the following entries and press ENTER:				
*****				
*				*
*	ACT	NAME	PHONE	RC
*	-----	-----	-----	-----
*		SMITH	DEBORAH	(999) 999-9999
*		SMITH	FREDERIC	(999) 999-9999
*		SMITH	WILLIAM	(999) 999-9999
*		SMITH	VERA	(999) 999-9999
*		SMITH	JILL	(999) 999-9999
*		SMITH	ROBERT	(999) 999-9999
*		SMITH	THOMAS	(999) 999-9999
*		VALID ACTIONS ARE: (S) - Select		
*		(X) - Exit		
*****				

Use your up and down arrow keys to select the correct name, type an S on the ACT field, press **Enter**.

If you know the correct spelling of the name, type the last name on the DEPUTY LAST NAME: field. Tab to the FIRST NAME: field, type the first name of the person you want to deputize (this is optional), press **Enter**. The following screen will display:

**AUTHORIZE A DEPUTY**

Deputy Last Name: SMITH  
First Name: THOMAS

Length of Deputization: (Maximum One Year)  
From: / / To:

e(X)it :

**Type in Start and End dates in MM/DD/YY format and press ENTER.**

The system will populate the last and first name of the assigned deputy. The cursor will be blinking on the FROM: date field. You will need to enter a start and end date for the deputy's term of authorization. This date can be a one-day authorization, but not more than one year.

*Note: The format for both dates are MM/DD/YY.*



Type in the start and end date, press Enter. The following pop-up window will display:

```

                                AUTHORIZE A DEPUTY
Deputy Last Name: SMITH
First Name: THOMAS

Length of Deputization: (Maximum One Year)
From: 10/29/93 To: 10/29/94

Please select one or more of the following entries and press ENTER:
*****
* ACT  DOC TYPE -----*
*
*   APROMS   ORDER ENTRY
*
*   EXPRES   EMPLOYEE REIMBURSEMENT
*
*   VVOPS    VENDOR VOUCHER PAYMENT (NON-PO RELATED)
*
*
* Valid Actions are: (S)elect or e(X)it
*****

```

The cursor will be blinking at the ACT field, and the system will display the deputy information from the previous screen.

On this window you can select the type of items you are authorizing your deputy to approve, i.e., EXPRES, AP-60s, APROMS. You can authorize one deputy for multiple item types.

Use the Tab key or up and down arrow keys to make a selection. Type in an S at the ACT field next to each item that you want to select, press **Enter**. The following pop-up window will display:

```

                                AUTHORIZE A DEPUTY

Deputy Last Name:  SMITH
      First Name:  THOMAS

Length of Deputization: (Maximum One Year)
      From: 10/29/93   To: 10/29/94

Please enter any comments for the selected document:
*****
*                                     *
*                               Document Type Comments *
*                                     *
*   DOCUMENT - EXPRES *
*                                     *
*   COMMENT - *
*                                     *
*                                     *
*   Press 'ENTER' when complete. *
*                                     *
*****

```

The pop-up window will display with the document type you are authorizing the deputy for, the cursor will be at the COMMENT line. If you enter comments, the comment line will display when you view current deputy information. Type in a comment line. Press **Enter**, or just press **Enter** if a comment is unnecessary.





After you press Enter the following screen will display:

```

                                AUTHORIZE A DEPUTY

Deputy Last Name:  SMITH
      First Name:  THOMAS

Length of Deputization: (Maximum One Year)
      From: 10/29/93   To: 10/29/94

Please type your password and press ENTER:
*****
* You Are Deputizing The Above Person For The Following Document(s): *
* EXPRES                                                                *
* PASSWORD: _____                                                *
*                                                                       *
* Valid Actions are: e(X)it                                           *
*****
```

The cursor will be blinking at the PASSWORD: field. The system will retain the deputy information and display the document he/she is authorized to approve. Type in your password, press **Enter**. The following screen will display:

```

                                AUTHORIZE A DEPUTY

Deputy Last Name:  SMITH
      First Name:  THOMAS

Length of Deputization: (Maximum One Year)
      From: 10/29/93   To: 10/29/94

*****
* Deputization is successful. Please press ENTER to continue. *
*                                                                       *
*****
```

The system will display a message "Deputization is Successful", press **Enter**, you will return to the Authorize a Deputy screen. You can continue authorizing deputies, or type in an **X** and press **Enter** to exit the Deputization System.

When authorizing a deputy you can have only one deputy authorized for each document type. If you authorize a deputy who is already authorized for that document type, the following screen will display:

```

                                AUTHORIZE A DEPUTY

Deputy Last Name: WILLIAMS
First Name: JEANNE

Length of Deputization: (Maximum One Year)
From: 11/15/93 To: 11/22/93

Please select one or more of the following entries and press ENTER:
*****
* No additional deputies allowed for the specified document: *
* * * * *
* EXPRES *
* * * * *
* Press ENTER to continue. *
*****
```

A message will display "No additional deputies allowed for the specified document." Press **Enter**, you will return to the Deputization System Main Menu.

### Cancel a Deputy

Type the option letter C on the Deputization System Main Menu, press **Enter**. The following screen will display:

```

                                CANCEL CURRENT DEPUTY
Principal Last Name: WILLIAMS
      First Name: JEANNE
           RC: A00000000

ACT  DEPUTY NAME      DOC TYPE  FROM      TO        RC
     COMMENTS
C    SMITH, JAMES     EXPRES   09/28/93  10/05/93  A00000000
     JONES, JUDY     APROMS   09/28/93  10/20/93  A00000000
     SMITH, JAMES     VVOPS    09/28/93  10/05/93  A00000000

Enter e(X)it OR (C)ancel

```

The top portion of the screen will display with your name and RC number. The bottom portion will display with the deputies assigned, what type of document, any comments associated with the document, start and end dates and RC number.

Use the Tab key or up and down arrow keys to make a selection.

**Note:** You can select multiple deputies to cancel.

Type in a C at the ACT field next to the deputy you want to cancel, press **Enter**.  
The following screen will display:

```

                                CANCEL CURRENT DEPUTY
Principal Last Name: WILLIAMS
First Name: JEANNE
RC: AR5130000
ACT  DEPUTY NAME      DOC TYPE  FROM    TO      RC
    COMMENTS
      SMITH, JAMES    EXPRES   09/28/93 10/05/93 A00000000
      JONES, JUDY     APROMS   09/28/93 10/20/93 A00000000
C    SMITH, JAMES    VVOPS    09/28/93 10/05/93 A00000000

*****
*                CONFIRM CANCELLATION                *
*                                                                 *
* Password:                                                                 *
*                                                                 *
* Please enter your password to confirm or 'X' to exit. *
*****
```

The cursor will be blinking at the **PASSWORD:** field in the pop-up window.

On this window you must confirm the deputy cancellation, by typing in your Password and pressing **Enter**. Or press **X** to exit if you do not want to cancel this deputy.



### Review Deputies for a Principal

Type the option letter **D** on the Deputization System Main Menu, press **Enter**. The following screen will display:

```

                PRINCIPAL NAME SELECTION
                FOR REVIEW

Principal Last Name:

        First Name:

e(X)it ==>
```

When the screen displays the cursor will be resting at the **PRINCIPAL LAST NAME:** field. Type in the last name/first name of the principal approver, press **Enter**. The following screen will display:

*Note: If you are not sure of the name spelling, the pop-up name selection screen will display as when you authorize a deputy (Authorize a Deputy section).*

```

                REVIEW CURRENT DEPUTY FOR PRINCIPAL

Principal Last Name: SMITH
        First Name: THOMAS
                RC: A00000000

ACT  DEPUTY NAME      DOC TYPE  FROM      TO        RC
     COMMENTS

C    NELSON, JAMES    APROMS   09/27/93  12/15/93  A00000000
     NELSON, JAMES    EXPRES   09/27/93  12/15/93  A00000000
     SMITH, JAMES     VVOPS    09/26/93  12/01/93  A00000000

Valid Action is: e(X)it
```

From this screen you can only view deputy information.

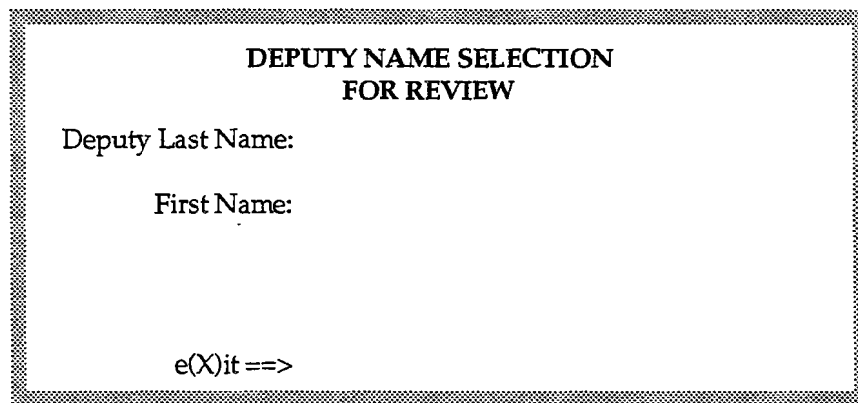
**CONFIDENTIAL**

Subject to restrictions on first page.

The top portion of the screen will display the Principal's Name and RC number. The lower portion will display the authorized deputies, with associated document types, from and to dates, RC numbers and comment line, if entered. To return to the Principal Name Selection screen, TAB to the e(X)it field, type an X and press Enter.

### *View Principals for a Deputy*

Type the option letter **P** on the Deputization System Main Menu, press **Enter**. The following screen will display:



The screenshot shows a terminal window with a dotted border. The title is "DEPUTY NAME SELECTION FOR REVIEW". Below the title are two prompts: "Deputy Last Name:" and "First Name:". At the bottom of the screen, there is a prompt "e(X)it ==>" with a cursor pointing to the right.

When the screen displays the cursor will be resting at the DEPUTY LAST NAME: field. Type in the last name/first name of the deputy, press **Enter**. The following screen will display:

**Note:** *If you are not sure of the name spelling, the pop-up name selection screen will display as when you authorize a deputy (Authorize a Deputy section).*



**VIEW PRINCIPAL FOR CURRENT DEPUTY**

Deputy Last Name: SMITH  
First Name: THOMAS

ACT	PRINCIPAL NAME	DOC TYPE	FROM	TO	RC
C	STAN, THERESA I WILL LET TOM SIGN FOR EXPRES VOUCHERS.	EXPRES	10/04/93	11/30/93	A0000000

Valid Action is: e(X)it

From this screen you can only view principal information.

The top portion of the screen will display the Deputy Name and RC number. The lower portion will display the principal's name, the type of document, from and to dates and their RC numbers and comment line if entered. To return to the Deputy Name Selection screen where you can select another Deputy to view, TAB to the e(X)it field, type an X and press Enter.