

Costpoint PR in Workflow

Quick Reference Guide (QRG)



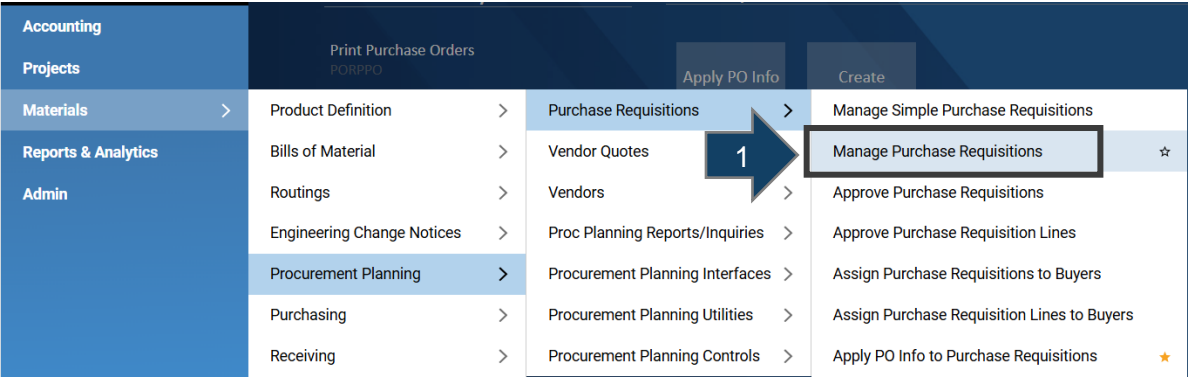
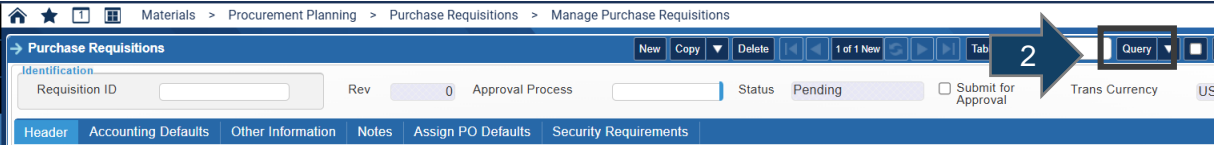
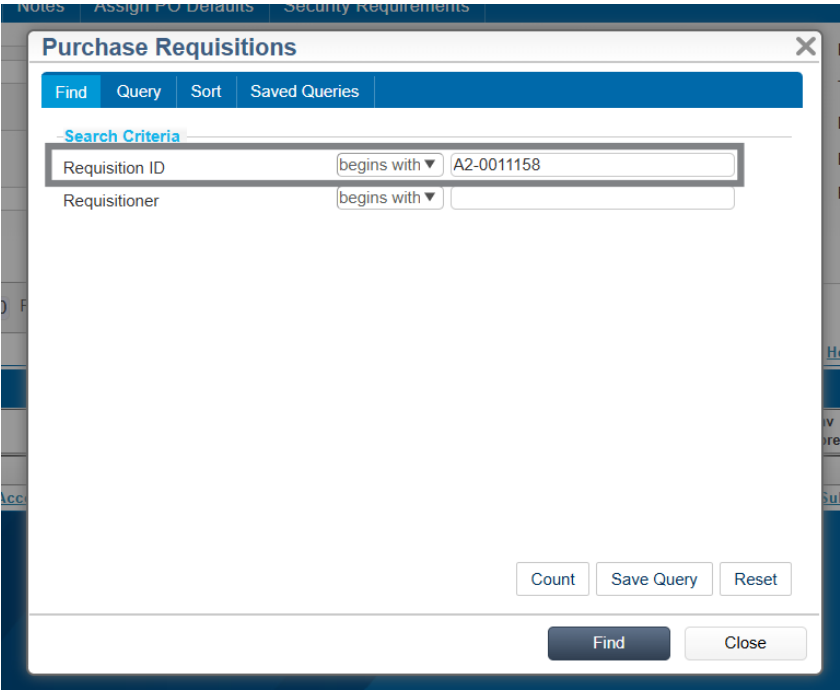
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Link to Costpoint: <https://prodcg.amentum.com/CPWeb/cploginform.htm?1707419202>

Costpoint Purchase Requisition in a Workflow - How to determine where in workflow a PR is sitting

Costpoint PR in Workflow from Manage Purchase Requisition Screen

	Steps and Screenshots
Manage Purchase Requisitions	<ol style="list-style-type: none"> Begin Reviewing where in a workflow a PR is sitting selecting Materials > Procurement Planning > Purchase Requisitions > Manage Purchase Requisition. Query the PR to review the status.  
Query PR	<ol style="list-style-type: none"> Enter Requestion ID and click "find". 

Costpoint PR in Workflow in Manage Purchase Requisition Screen

Rev: NEW

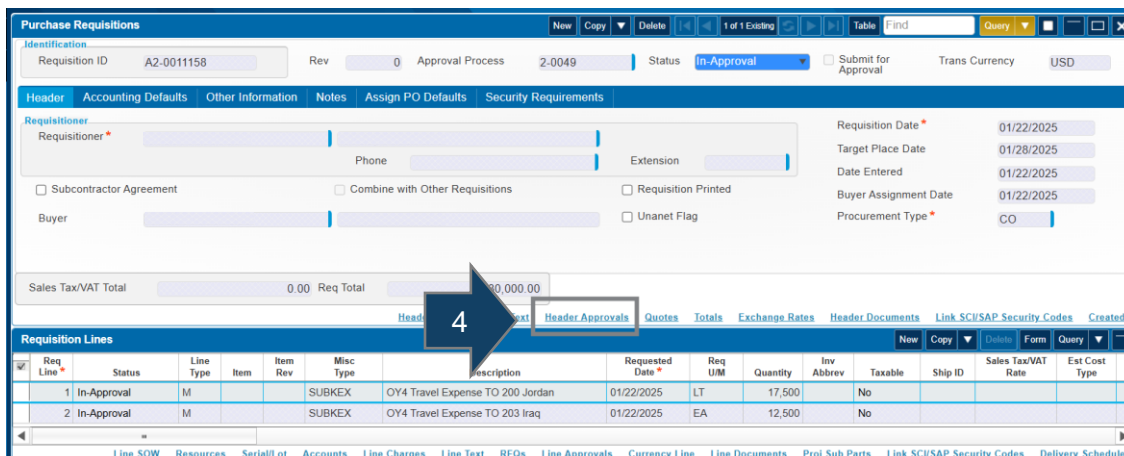
2

4. Select **Header Approvals** to review approvers for the workflow selected. Below table shows the example of PR statuses and steps.

Status	Description	Steps
Pending	Waiting for PR to be submitted for Approval	Step 1
In-Approval	Waiting for Approval	Step 2
Approved	Approved	Step 3
Closed	Manually Closed	Step 3
Rejected	Rejected	Step 3
PO Generated	PO was generated for a PR	Step 4
Void	Canceled	Step 4

Note: Header Approvals will list approvers for an approval process selected for a particular PR.

Header



Purchase Requisitions

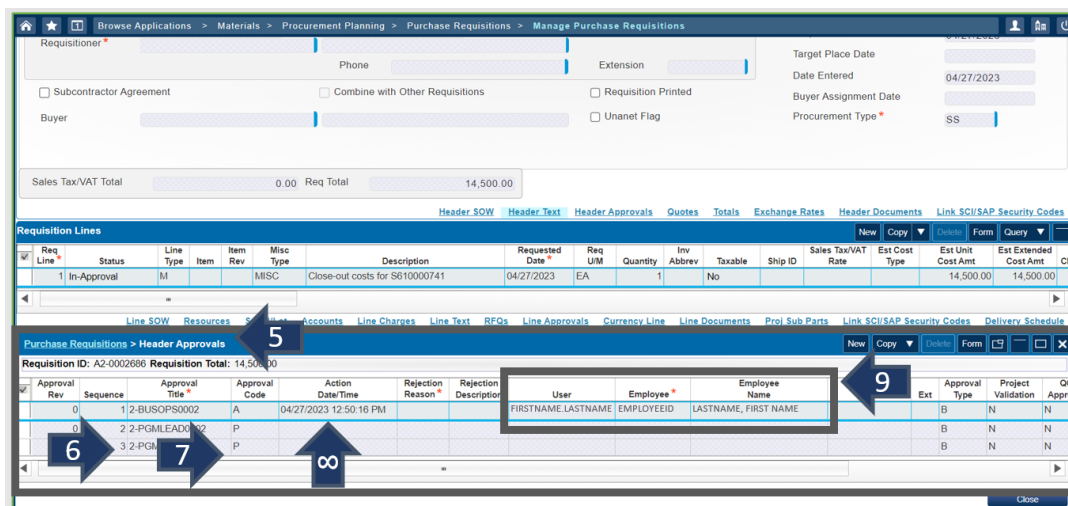
Requisition ID: A2-001158 Rev: 0 Approval Process: 2-0049 Status: In-Approval

Header Approvals

Req Line	Status	Line Type	Item	Item Rev	Misc Type	Description	Requested Date	Req U/M	Quantity	Inv Abbrev	Taxable	Ship ID	Sales Tax/VAT Rate	Est Cost Type
1	In-Approval	M			SUBKEX	OY4 Travel Expense TO 200 Jordan	01/22/2025	LT	17,500		No			
2	In-Approval	M			SUBKEX	OY4 Travel Expense TO 203 Iraq	01/22/2025	EA	12,500		No			

5. **Header Approvals** to review approver details to determine who had approved it and whose approval is still pending.
6. **Approval Titles** includes approval titles for a specific workflow selected for this PR.
7. **Approval Code** refers to whether a PR was approved or rejected.
 - Whether it lists "A", means a PR was approved by a specific approver in a workflow.
 - Whether it lists "R" means a PR was rejected by a specific approver in a workflow, scroll to the right to review approval notes to correct/void PR and resubmit for approval.
 - Whether it lists "P" means a PR is pending under specific approval level in a workflow.
8. Shows **Data Stamp** of Approval/Rejection of this PR.
9. Shows **who** under this specific Approval Titles has **approved/rejected** this PR.

Accounting Defaults



Purchase Requisitions > Header Approvals

Requisition ID: A2-0002686 Requisition Total: 14,500.00

Approval Rev	Sequence	Approval Title	Approval Code	Action Date/Time	Rejection Reason	Rejection Description	User	Employee	Employee Name	Ext	Approval Type	Project Validation	QC
0	1	BUSOPS0002	A	04/27/2023 12:50:16 PM			FIRSTNAME.LASTNAME	EMPLOYEEID	LASTNAME, FIRST NAME		B	N	N
0	2	PGMLEAD0002	P								B	N	N
0	3	PGMLEAD0002	P								B	N	N

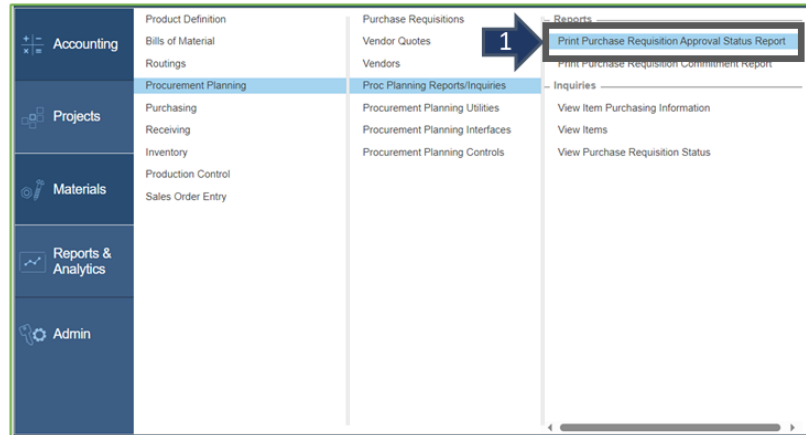
Costpoint PR in Workflow in Manage Purchase Requisition Screen

Costpoint PR in Workflow from Print Purchase Requisition Approval Status Report

Steps and Screenshots

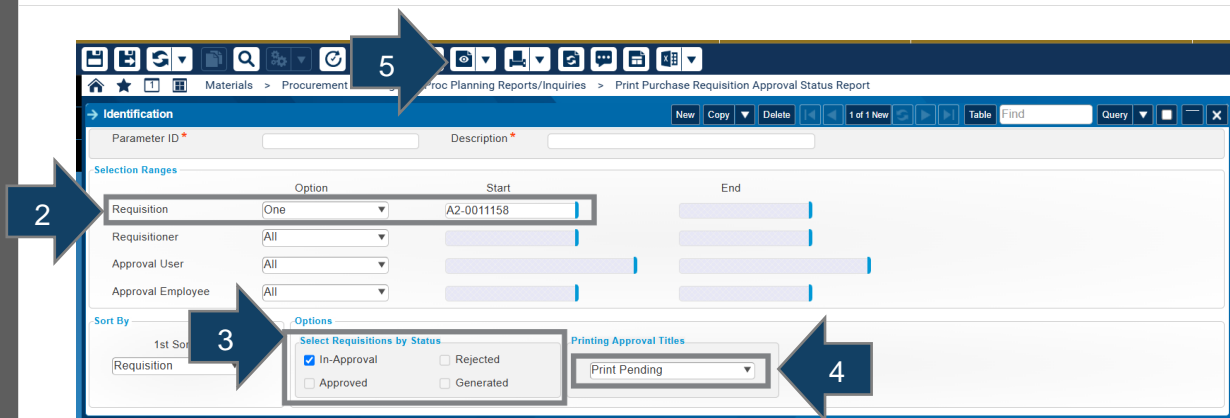
Print Purchase Requisition Approval Status Report

1. Begin Reviewing where in a workflow a PR is sitting by selecting **Materials > Procurement Planning > Proc Planning Reports/Inquiries > Print Purchase Requisition Approval Status Report**.



Query PR



2. Query for a PR to review the status by selecting under **Option "One"** to look for a single PR, enter **PR #** under **Start**.
3. Select **Printing Approval Titles**:
 - a. **Print Pending** – means to review approvers that are still pending, that will need to review to approve/reject this PR.
 - b. **Print Current Pending** – means in whose queue this PR is right now and waiting for approval/rejection.
 - c. **Print Approval History** – means and is only used when a PR has been fully Approved/Rejected/Generated. In other cases, the report will not be available. You will be able to review approval history with details.
4. Select Options for requisitions by status, can be used **only** when **Print Approval History** is selected under Printing Approval Titles.
5. Select and a report will be displayed.



Costpoint PR in Workflow in Print Purchase Requisition Approval Status Report

6. In this example we selected “Print Pending” to review all pending approvers for a PR. This section shows the header details of a PR: Requisition #, Revision if any, Status, Estimated Amount and approval Process.
7. Shows approval titles that the PR is under currently, that is Bus Ops and displays all potential approvers for this approval title.
8. Shows approval titles that the PR will be after Bus Ops that is Program Manager approval that displays all potential approvers for this approval title.

Status Report


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GO
As Generated


Materials > Procurement Planning > Proc Planning Reports/Inquiries > Print Purchase Requisition Approval Status Report
Parameters | Reports

Purchase Requisition Approval Status Report - 1

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01/30/25
06:39 AM

Amentum Services, Inc
Purchase Requisition Approval Status Report
By Requisition

Requisition: A2-0011158
Rev: 0
Date: 01/22/25
Org:

Status: In-Approval
Estimated Amount: \$30,000.00
Phone:

Appr Process: 2-0049

Approval Rev	Seq	Approval Title	Approval Status	Action Date	Employee	User ID	Rej Reason
0	1	2-BOSOPS0049	Pending				
Potential Approvers:							
	Seq	Pref Appr	Employee	Employee Name	User ID	User Name	
	1	Yes	EMPLOYEEID	LASTNAME, FIRSTNAME	USERID	LASTNAME, FIRSTNAME	
	1	Yes	EMPLOYEEID	LASTNAME, FIRSTNAME	USERID	LASTNAME, FIRSTNAME	
	1	Yes	EMPLOYEEID	LASTNAME, FIRSTNAME	USERID	LASTNAME, FIRSTNAME	
	1	Yes	EMPLOYEEID	LASTNAME, FIRSTNAME	USERID	LASTNAME, FIRSTNAME	
	2	No	EMPLOYEEID	LASTNAME, FIRSTNAME	USERID	LASTNAME, FIRSTNAME	
	2	No	EMPLOYEEID	LASTNAME, FIRSTNAME	USERID	LASTNAME, FIRSTNAME	
0	2	22-PGMMGR0049	Pending				
Potential Approvers:							
	Seq	Pref Appr	Employee	Employee Name	User ID	User Name	
	1	Yes	EMPLOYEEID	LASTNAME, FIRSTNAME	USERID	LASTNAME, FIRSTNAME	
	1	Yes	EMPLOYEEID	LASTNAME, FIRSTNAME	USERID	LASTNAME, FIRSTNAME	
	2	No	EMPLOYEEID	LASTNAME, FIRSTNAME	USERID	LASTNAME, FIRSTNAME	
	2	No	EMPLOYEEID	LASTNAME, FIRSTNAME	USERID	LASTNAME, FIRSTNAME	

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Costpoint PR in Workflow in Print Purchase Requisition Approval Status Report

Rev: NEW

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Revision

Revision	Date	Notes
NEW	01/30/2025	New QRG