



RIAS PROCURE-TO-PAY NOTICE

DATE: September 17, 2004
TO: All RIAS Users
FROM: University Procurement & Contracting
SUBJECT: RIAS PROCURE-TO-PAY UPDATE

Change to Individual Listed at the top of the Requisition Approval Hierarchy

When preparing a purchase requisition, you may have noticed that in certain instances, the name “Kevin L. Lyons” would appear in your approver list. This name would appear for the following reasons:

- You are creating a purchase requisition and did not change the default charging instructions to a valid account code combination (e.g., code combination is zeros)
- You are creating a purchase requisition with a valid account code combination but there is no one in your organization’s hierarchy authorized to approve this charging instruction
- You are creating a purchase requisition with multiple charging instructions and the individual(s) in your organization’s hierarchy are not authorized to approve all charging instructions
- You are a level 2 approver actually preparing a purchase requisition
- Your organization’s valid approver left either the department or Rutgers and a replacement has not yet been assigned to the approval hierarchy.

Essentially the Procure-to-Pay system automatically searches up the Preparer’s hierarchy for an Approver authorized to approve all of the charging instructions on a requisition. By design, there is always one individual at the top of the hierarchy and this has been Kevin L. Lyons.

Effective September 17, 2004, the name “Jennifer S. Weiner” will be at the top of the Requisition Approval hierarchy and may now appear in your approver list. Be advised that this individual’s name is only utilized as a placeholder and this individual does not have the authority to approve your requisitions. If you submit a requisition to Jennifer S. Weiner, this requisition may be returned to the Preparer to take appropriate action.

If you have questions, please contact the Purchasing Help Desk at 732/932-8888.