



 **Racine County, WI - Train**  
Tyler Dashboard

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Racine County, WI - Train

<p>Approvals</p> <p style="font-size: 2em; font-weight: bold; margin: 0;">1</p> <p>0 unread</p>	<p>Notifications</p> <p style="font-size: 2em; font-weight: bold; margin: 0;">1</p> <p>0 unread</p>
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▼ Recent Activity

[Vendors](#)

On your dashboard, you will see an Approval waiting. Click the Approvals tile.

## Approving Vendors

### Approvals

By Process Code By Date

All Process Codes ▼

VIA: Vendor profile creation approval  
New vendor profile record approval re... Thu Nov 10 2016

[VIA: Vendor profile creation approval](#)

**Created** Thu Nov 10 2016  
**Reason** Approval of one or more vendor fields is required.

<b>General Description</b>	New vendor profile record approval required	▲
<b>Vendor Number</b>	3055	
<b>Vendor Name</b>	NAPA AUTOMOTIVE PARTS CO INC	
<b>Group</b>	Remit Address	
<b>Field</b>	Name	
<b>Old Value</b>		
<b>New Value</b>	NAPA AUTOMOTIVE PARTS CO INC	
<b>Group</b>	Remit Address	
<b>Field</b>	AddressLine1	
<b>Old Value</b>		
<b>New Value</b>	4321 WASHINGTON AVE	
<b>Group</b>	Remit Address	
<b>Field</b>	AddressLine2	
<b>Old Value</b>		
<b>New Value</b>		▼

  
Refresh

  
Close

Records waiting for Approval appear here. Scroll down to see every field that was changed.

VIA: Vendor profile creation approval

New vendor profile record approval re... Thu Nov 10 2016

If the vendor is ready for action, select it.

  
Approve

  
Reject

  
Hold

  
Forward

  
Close

The menu below shows. Press Approve, Reject, Hold, or Forward as needed.

# Approve

## Optional Comment for (1) Approval

50/50

Save  Cancel

Enter a comment if needed and press save.

### For new vendors (not changes or updates)

Go back to the main menu and go to

*Financials > Accounts Payable > Vendor Processing > Vendors*

Vendors - Munis [Racine County | TRAIN | 10/06]

HOME

Accept Cancel **Search** Browse Query Builder Add Update Global Duplicate Print PDF Preview Excel Word Email Schedule Attach Notes Notify Audit Release Sort REQ Vendors Invoice Inquiry More... Return

Confirm Search Actions Output Office Tools Alerts Menu

**General Vendor Information**

Vendor  Entity   
Alpha  Type   
Status  Reason

**Audits**

Entered   
Modified   
By   
Change Set

Main General Miscellaneous Contacts Certifications Insurances Withholding

**Contact Information**

Company Name  [Addresses \(0\)](#) [Comments \(0\)](#)

DBA

Address

Zip code

City

State

Country   Foreign entity

Email

Phone

WWW

## Approving Vendors

Click  Search and enter the added vendor number and click  Accept

Vendors - Munis [Racine County | TRAIN | 10/06]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global+ Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notify Maplink+ Alerts Release Sort REQ Vendors 1099 Data Invoice Inquiry More... Return

Confirm Search Actions Output Office Tools Menu

**General Vendor Information**

Vendor: 4381 Entity: 1  
 Alpha: JOHNSON INSURANCE Type:   
 Status: STOP Reason:   
 Audits: Entered: 11/11/2016 Modified: 11/11/2016 By: 6750gzimmer Change Set: Approved 

Main General Miscellaneous Contacts Certifications Insurances Withholding

**Contact Information**

Company Name: JOHNSON INSURANCE Addresses (0) Comments (0)

Click on the Change Set 

Vendor Changesets - Munis [Racine County | TRAIN | 10/06]

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Accept Cancel Search Browse Query Builder Add Update Delete Global+ Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notify Maplink+ Alerts Process Approved Schedule Settings Return

Confirm Search Actions Output Office Tools Menu

**Change Set Information**

Vendor: 4381 Change Set: 2 Entry User: 6750gzimmer Entry Date: 11/11/2016 Comments: new vendor for test

**Groups**

Group	Status	Effective Date	Business R...
WORKFLOW	Approved	11/11/2016	VIA

Click Process Approved. This message will appear at the bottom:

**Changes have been written to vendor records.**



Return

Click Return

The status on the vendor should change from Stop to Active.

Send an email to the requester to let them know the vendor is approved.