

Approval Tracks – Database Documentation

Entity

Approval Tracks (Requisitions)

The Approval Tracks entity manages the approval workflow associated with requisitions. It defines the sequence of approvers, approval thresholds, alternate approvers, and approval outcomes. This entity supports procurement governance by ensuring requisitions are reviewed and approved by authorized individuals according to institutional purchasing policies. It also provides transparency and auditability into the approval process.

Related Entities

The Approval Tracks entity is related to the following business entities:

- **Requisitions**
Approval tracks are assigned to requisitions to manage the approval workflow associated with procurement requests.
 - **Persons**
Represents the individuals responsible for approving requisitions within the approval workflow.
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Key Tables

APPROVAL_TRK_CTL

Table Description

The APPROVAL_TRK_CTL table serves as the primary control table for approval tracks. It stores identifying and descriptive information for each approval track and establishes the framework for the approval workflow.

Key Columns

- **TRACK_ID**
Unique identifier for the approval track. This column is used to distinguish approval tracks and to join with related approval track tables.
- **TRK_DESC**
Description of the approval track that provides context regarding its purpose.

Other Important Columns

- **APPID**
Application identifier associated with the approval track record.

Relationships to Other Tables

- **APPROVAL_TRK_DTL**
Joined on TRACK_ID to associate approval track control records with the detailed approval steps and approvers.
- **REQ_HEADER**
Approval tracks are associated with requisitions through this table to manage requisition approval workflows.

APPROVAL_TRK_DTL

Table Description

The APPROVAL_TRK_DTL table contains the detailed approval steps that make up an approval track. Each record represents a sequential approval step, including the approver and any applicable approval limits.

Key Columns

- **TRACK_ID**
Identifier linking the record to the approval track control record (APPROVAL_TRK_CTL.TRACK_ID).
- **SEQ_NUM**
Sequential number defining the order of approval steps within the track.
- **LOGIN_USER_NAME**
Username of the individual responsible for the approval step.

- **APPR_IF_ABOVE_LMT**
Approval limit threshold indicating when an approver must review a requisition based on the requisition amount.

Other Important Columns

- **APPID**
Application identifier associated with the approval track detail record.

Relationships to Other Tables

- **APPROVAL_TRK_CTL**
Joined using TRACK_ID to associate detailed approval steps with the approval track definition.
- **REQ_HEADER**
Approval tracks may be assigned to requisitions through related structures. Requisitions with multiple approval tracks may store multiple identifiers.
- **APPROVAL_TRK_DTL_R**
Provides execution and outcome details for approval steps defined in this table.

APPROVAL_TRK_DTL_R

Table Description

The APPROVAL_TRK_DTL_R table stores approval workflow execution details for requisitions assigned to approval tracks. This includes approval actions, timestamps, and approval statuses. The table provides a historical audit trail of approval activity.

Key Columns

- **GRP_NUM**
Identifier of the requisition associated with the approval workflow.
- **SEQ_NUM**
Sequence number defining the order of approval actions.
- **LOGIN_USER_NAME**
Username of the individual performing the approval action.
- **APPR_IF_ABOVE_LMT**
Approval threshold indicating whether approval is required based on the requisition total.

- **APPR_DTE**
Date the approval action occurred.
- **APPR_TIME**
Time associated with the approval action.
- **APPR_STS**
Status of the approval action.

Key Column Values (Approval Status Codes)

APPR_STS values include:

- **A** – Approved
- **D** – Denied
- **R** – Returned to requestor
- **P** – Pending approval but not the next approver
- **N** – Pending and next approver required to act
- **S** – Skipped due to denial, return, or approval limits

Other Important Columns

- **APPID**
Application identifier associated with the approval workflow record.

Relationships to Other Tables

- **APPROVAL_TRK_CTL**
Provides the approval track context associated with approval activity.
- **APPROVAL_TRK_DTL**
Defines the approval steps executed in this table.
- **REQUISITION**
Joined using GRP_NUM to associate approval activity with requisitions.

APPROVAL_TRK_ALT

Table Description

The APPROVAL_TRK_ALT table stores alternate approvers who may act in place of designated approvers within an approval track during specified date ranges.

Key Columns

- **USER_ID**
Username of the original approver defined in the approval workflow.
- **SEQ_NUM**
Sequence number defining the order of alternate approvers when multiple alternates exist.
- **LOGIN_USER_NAME**
Username of the alternate approver.
- **BEGIN_DTE**
Start date when the alternate approver is authorized to approve requisitions.
- **END_DTE**
End date when the alternate approver authorization expires.

Other Important Columns

- **APPID**
Application identifier associated with the alternate approver record.

Relationships to Other Tables

- **APPROVAL_TRK_DTL_R**
LOGIN_USER_NAME may replace the original approver during the effective date range defined in this table.

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