Workflow Approver Manual

The Spectrum+ System

Georgia State University

PeopleSoft Financials

Version 9.2

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Chapter 1: GSU Workflow Approval Overview

GSU will use on-line Approval Workflow in SpectrumPlus v9.2 for the following transactions:

- Express Purchase Orders
- Vouchers
- GL Journal Entries

Workflow approval enables these transactions that are initiated by Requesters/End Users, to be routed through the system to pre-defined Approvers. Each of the Approvers are assigned to a specific workflow approval level. As the transaction is passed through each workflow approval level, the Approver is responsible for verifying the information on the transaction, and either approving the transaction to go forward to the next approver level, or not approving the transaction and notifying the Requester/Initiator of the required updates to the transaction. In this instance, the Requester/Iniatiator can make the requested updates to the transaction, and the transaction will be re-routed back through the approval workflow starting at the first approver level.

GSU Workflow routings will be based on the combination of Origin/Source and Department ID/Project ID that initiators select on the header section of Express PO's, Vouchers, and GL Journal Entries.

GSU will use the following Origin Codes for Express PO's and Vouchers

- DRG – Department Regular
- PRJ – Project Regular

GSU will use the following Source Codes for GL Journals

- DRG – Department Regular
- PRJ – Project Regular
- ISO – Internal Service Organization (used only by Accounting Services Department)

When the Origin/Source of DRG is selected on the transaction, the user will be prompted to select a valid Department that will determine the approval workflow routing.

When the Origin/Source of PRJ is selected on the transaction, the user will be prompted to select a valid Project that will determine the approval workflow routing.

The Combination of Origin/Source and Department/Project selected at the transaction header should represent the Department/Project that the is being charged on the transaction distribution lines.

GSU will use the following Approval Levels for each transaction.

Document	Origin/Source	Approval Level	GSU Security Role
Express PO	DRG	Department Approver 1	GSU Department Approver 1
		Department Approver 2	GSU Department Approver 2
Express PO	PRJ	Project Approver 1	GSU Project Approver 1
		Project Administrator	GSU Project Admin
		Project Approver 2	GSU Project Approver 2
Non-PO Voucher	DRG	Department Approver 1	GSU Department Approver 1
		Department Approver 2	GSU Department Approver 2
		AP Post	GSU AP Auditor
Non-PO Voucher	PRJ	Project Approver 1	GSU Project Approver 1
		Project Administrator	GSU Project Admin
		Project Approver 2	GSU Project Approver 2
		AP Post	GSU AP Auditor
GL Journal	DRG	Department Approver 1	GSU Department Approver 1
		Department Approver 2	GSU Department Approver 2
		AS Post	GSU AS Post
GL Journal	PRJ	Project Approver 1	GSU Project Approver 1
		Project Administrator	GSU Project Admin
		Project Approver 2	GSU Project Approver 2
		AS Post	GSU AS Post

Chapter 2: Entering Workflow Transactions

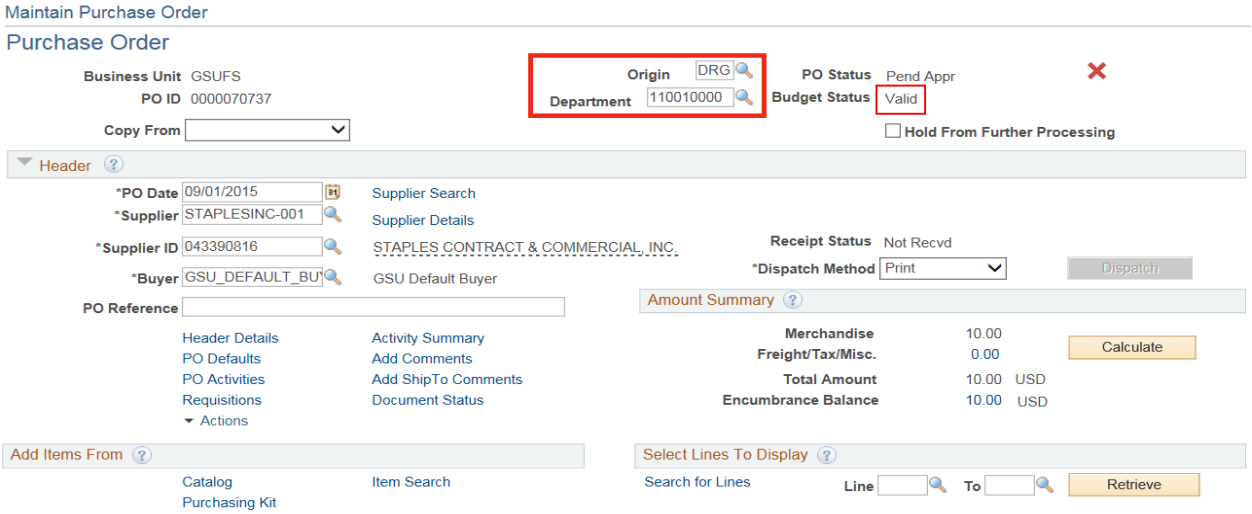
2.1 Entering an Express Purchase Order Workflow

When a Requester enters an Express Purchase Order, it is required that this transaction goes through Workflow Approval. The Requester would need to select the Workflow Origin and corresponding Department/Project on the PO header.

To create an Express PO:

Main Menu > Purchasing > Purchase Orders > Add/Update Express POs

1. When the Express Purchase Order is entered, the Requester is required to select the Workflow Origin of DRG or PRJ.
    - If DRG is selected, then the Department field becomes active and a Department ID workflow routing will need to be selected. This will determine the workflow routing and approvers for this transaction. The DRG workflow routing for Express PO's is 2 levels of approval.
    - If PRJ is selected, then the Project field becomes active and a Project ID workflow routing will need to be selected. This will determine the workflow routing and approvers for this transaction. The PRJ workflow routing for Express PO's is 3 levels of approval.



2. The remainder of the Purchase Order information will be entered by the Requester. The PO will then be saved and Budget Checked.
3. The PO Status will be "Pend Appr". The PO status will stay at Pending Approval until the PO is approved by each designated approver. Once the PO is approved, the PO Status changes to "Approved", and the Requester will no longer have access to update the Purchase Order. They would only have access to the PO through the PO Inquiry pages.
4. A Batch Process will run every 10 minutes throughout the day to take any PO's that have been entered and move those to the 1st Approvers worklist.
5. The WF Batch process will pick up PO's that have not been successfully budget checked, so it is important as an approver to verify the budget check status of the PO prior to approving the transaction.

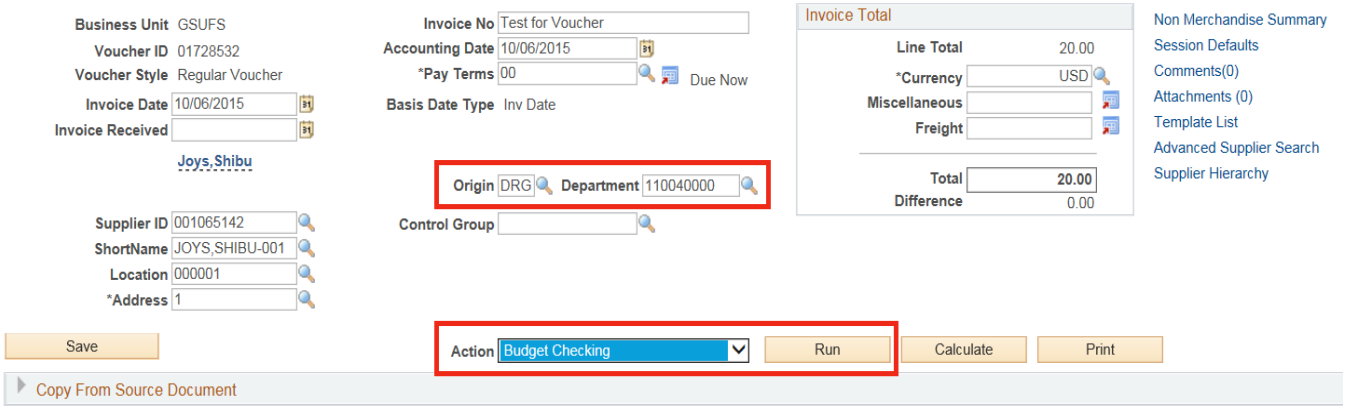
2.2 Entering a Voucher Entry Workflow

When a Non-PO Voucher is entered by a Department End User, it is required that this transaction goes through Workflow Approval. The Requester would need to select the Workflow Origin and corresponding Department/Project on the Voucher header.

Create a Voucher Workflow Entry

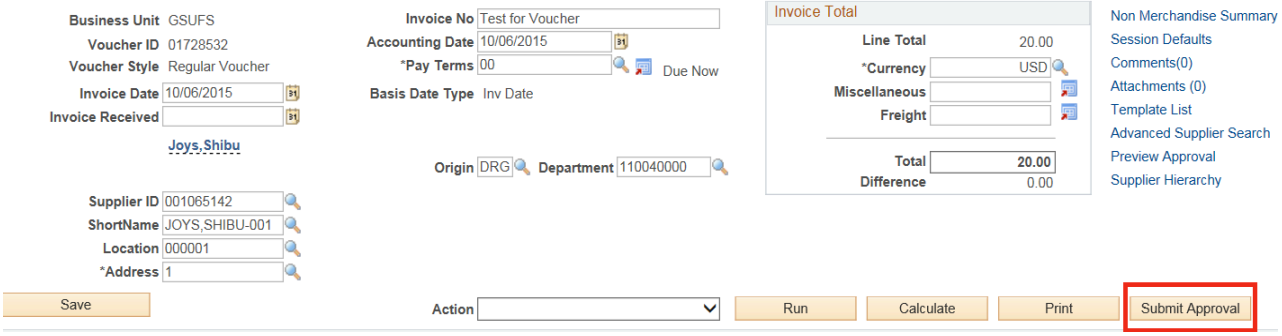
Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

1. When the Voucher is entered, the Requester is required to select the Workflow Origin of DRG or PRJ.
    - If DRG is selected in the Type field, then the Department field becomes active and a Department ID workflow routing will need to be selected. This will determine the workflow routing and approvers for this transaction. The DRG workflow routing for Vouchers is 2 levels of approval, plus an additional level of approval in the Disbursements Department.
    - If PRJ is selected in the Type field, then the Project field becomes active and a Project ID workflow routing will need to be selected. This will determine the workflow routing and approvers for this transaction. The PRJ workflow routing for Vouchers is 3 levels of approval, plus an additional level of approval in the Disbursements Department.



The remainder of the Voucher information will be entered by the Requester. The Voucher will then be saved and '**Budget Checked'**.

2. Once budget check is valid, requestor will select the '**Submit Approval**' tab to send the voucher into workflow.



3. The Voucher Approval Status will be "Pending". The Approval Status will stay at Pending Approval until the Voucher is approved by each designated approver, as well as the AP Auditor in the Disbursements Department. Once the Voucher is approved by all of the approval levels, the Approval Status changes to "Approved for Payment", and the Requester will no longer have access to update the Voucher.
4. A Batch Process will run every 10 minutes throughout the day to take any Vouchers that have been entered and move them to the 1st Approvers worklist.
5. The WF Batch process will not pick up Vouchers that have not been successfully budget checked, so it is important as an approver to verify the budget check status of the Voucher prior to approving the transaction.

2.3 Entering a GL Journal Entry Workflow

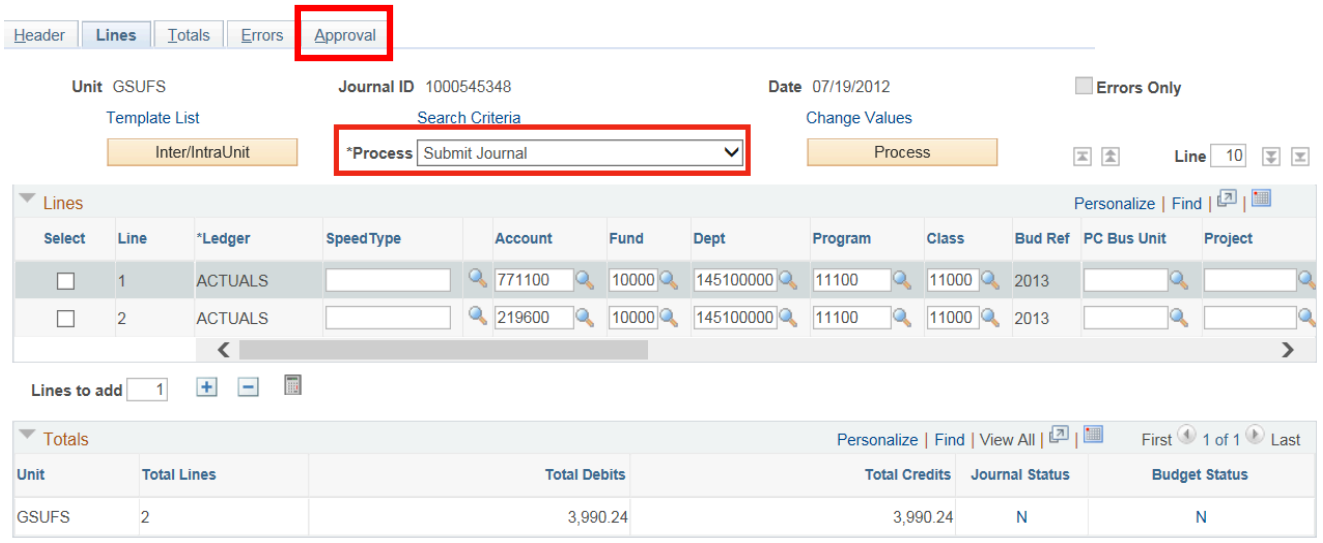
When an End User enters a GL Journal Entry, it is required that this transaction goes through Workflow Approval. The End User would need to select the Workflow Source and the corresponding Department/Project on the Journal header.

Create a GL Journal Entry

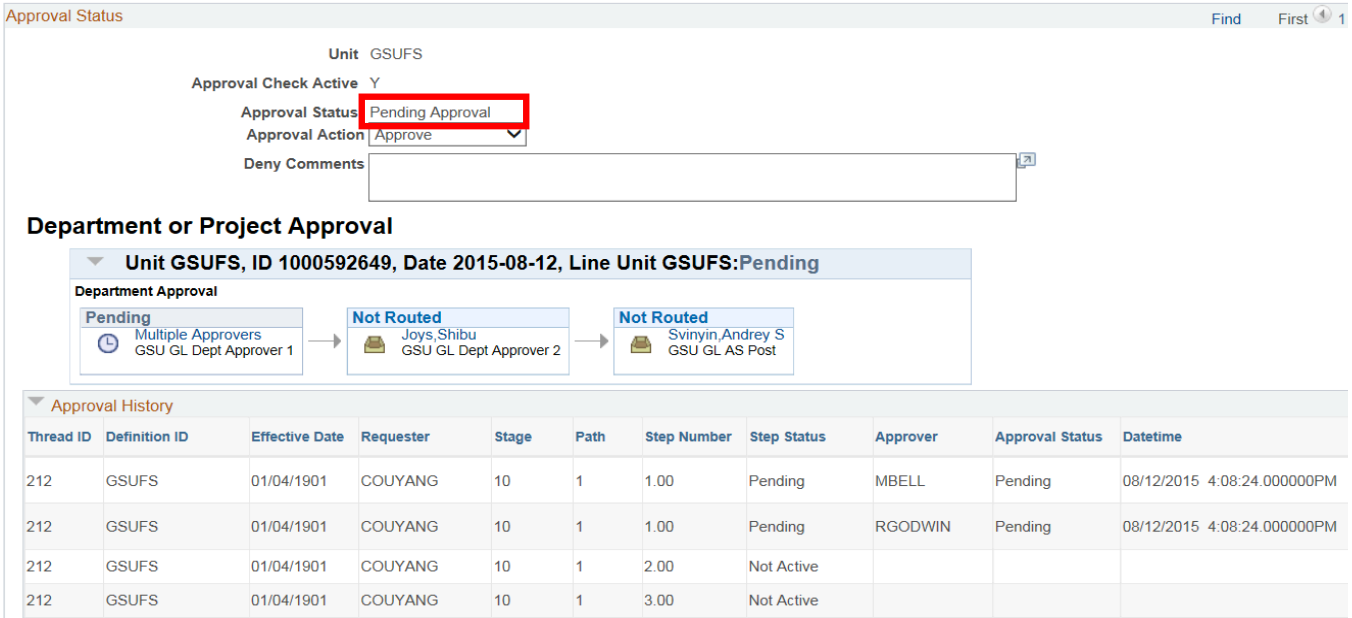
Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

1. When a GL Journal is entered, the End User is required to select the Source of DRG or PRJ.
   - If DRG is selected in the Source field, then the Workflow Department field becomes active and a Department ID workflow routing will need to be selected. This will determine the workflow routing and approvers for this transaction. The DRG workflow routing for GL Journals is 2 levels of approval, plus an additional level of approval by the Accounting Services Department.
   - If PRJ is selected in the Source field, then the Workflow Project field becomes active and a Project ID workflow routing will need to be selected. This will determine the workflow routing and approvers for this transaction. The PRJ workflow routing for GL Journals is 3 levels of approval, plus an additional level of approval by the Accounting Services Department.

2. The remainder of the GL Journal information will be entered by the End User on the Journal Lines page. The GL Journal will then be saved and Edit/Budget Checked by running the "Edit Journal" Process.
3. The End User will select the "**Submit Journal**" Process to submit the journal for workflow approval. This process will send the Journal to the assigned approver's worklist.



4. Click on the "**Approval**" tab to see the Approval status of the GL Journal. The Approval Status will be "Pending Approval". The Approval Status will stay at Pending Approval until the GL Journal is approved by each designated approver, as well as the AS Post role in the Accounting Services Department. Once the GL Journal is approved by all of the approval levels, the Approval Status changes to "Approved to Post", and the Journal will be available to be posted to the General Ledger.



Chapter 3: Approving Workflow Transactions

Transactions that require approval will be accessed by the approver via the Approver's Worklist or by going directly into the approval page for the particular transaction. The approver will be notified via system generated email of any pending transactions that require their approval. This email will contain the PO, Journal or Voucher number that has been submitted into the approvers worklist to review as well as a link to the approval page of the transaction.

1. **NOTE**: There are multiple ways to approve a transaction. Select the hyperlink in the approval email, go to the approver's Worklist and select the links, or go to Approval status tab for that particular transaction

Notify icon can be used on the transaction or workflow approval page to send an email to one or more recipients notifying those people of the pending transaction. This email will contain a hyperlink that will take the recipient to the PeopleSoft page that the Notify email was originated from. If the recipient of the email is not logged into PeopleSoft at the time they click on the hyperlink, then it will take them to the logon screen first, then once they are logged into the system they will be taken to the page identified on the hyperlink.

For each type of transaction, there are four actions that an approver can take:

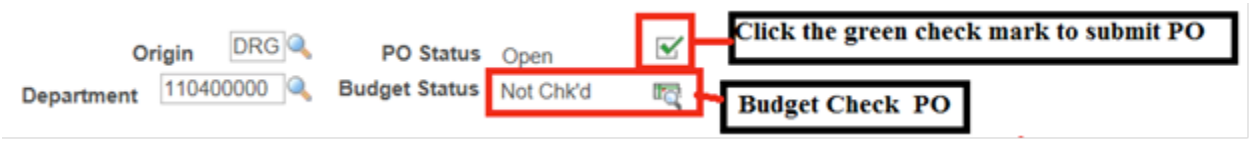
- **Approval Actions –** select "**Approve**" tab to approve the transaction, Select '**Hold**' to place the transaction on hold, select '**Deny**' to cancel the transaction, Select '**Pushback**' to recycle the transaction back to the previous approver.
- **Approval Status** – will stay "In Process" until final approval. Once the final approver has approved the PO, the status will change to "Completed"

- **Approve** – By selecting this option, the PO is approved for that particular approver level. The PO will route to next approval level and approver.
- **Pushback** – Select Pushback to return an approved requisition back to the previous approver or the requester with comments. This is possible only if there was a previous approver in the same path. You cannot push back a requisition across stages. Once the Requester/Approver has made the appropriate updates, the PO will get routed back through the approval workflow levels, starting with Approver 1.
- **Deny** – By selecting this option, the Voucher will not get routed forward to the next approval level. The transaction cannot be modified or resubmitted
- **Hold** – By selecting this option, the transaction is placed on hold until the approver takes further action on it.
- **Add Comments** – By selecting this option, the approver is able to add comments to the transaction to be reviewed by the approvers.

3.1 Approval Process – Express Purchase Orders Entry

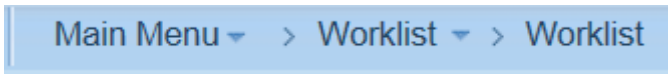
After an Express PO has been entered and budget checked by the requester, it will require Departmental or Project level approval prior to the PO being dispatched to the Vendor by the Purchasing Department. Based on whether an Origin of DRG or PRJ is selected, the transaction will be routed to assigned approver for each approval level.

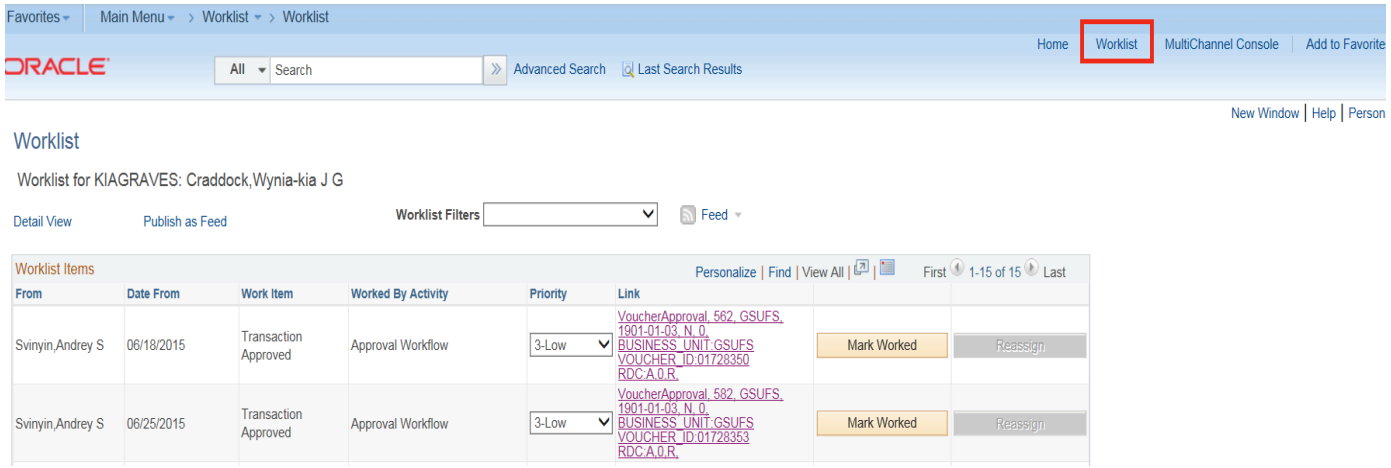
Click on "green check box" to approve the transaction. The Department Approver 1, Project Approver 1, or Project Administrator approvers will receive an approval message. You have to budget check the transaction before you can submit the PO.



A batch process will run every 10 minutes throughout the business day to route eligible Express PO's to their designated approver's worklist. In addition, an email notification generated from the system will be sent to the Approver for each pending Express PO. This email notification will contain the Subject of "Purchase Order Approval Request" and have the PO number listed in the body of the email.

Approving an Express PO through the Worklist.





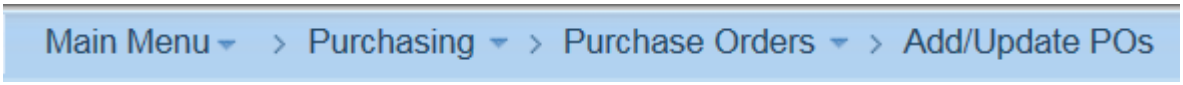
2. The Worklist will list all transactions that have been routed to the approver. The Fields on the worklist are as follows:

- **From** – displays the userid that previously submitted this item. For the Approval Level 1, they would see the userid that submitted the PO Workflow batch process (User: GSUBATCH). For the approvers after level 1, they will see who the previous approver was.

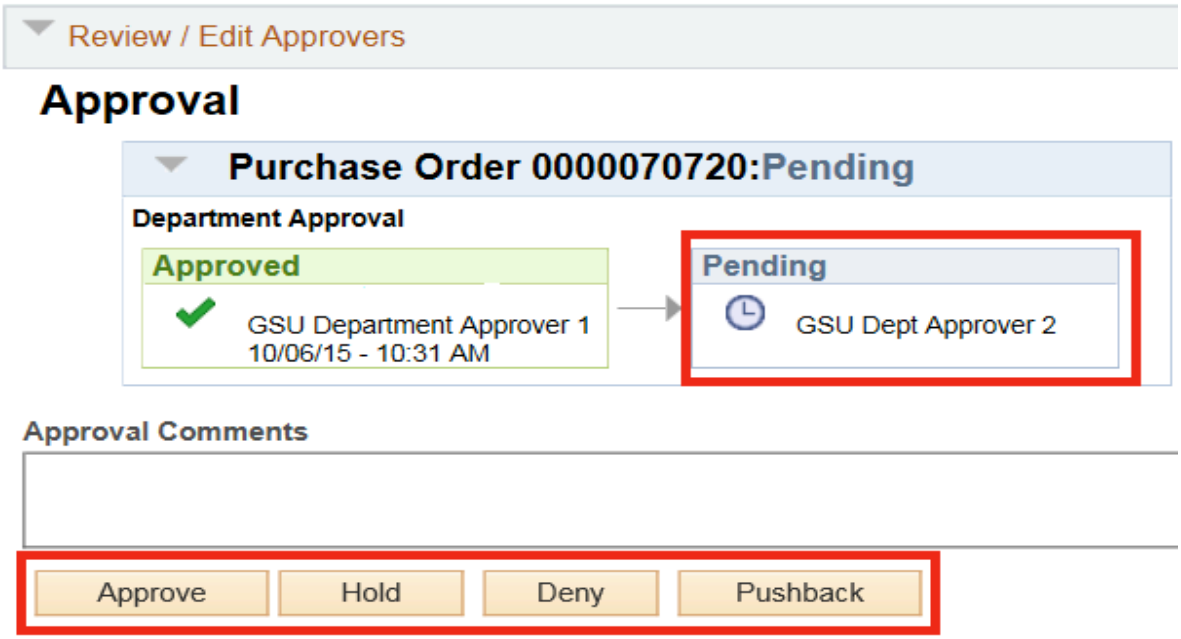
- **Date From -** displays the date when the transaction was submitted

- **Work Item –** for Express Purchase Orders, this value would be "Supervisor"
- **Worked By Activity –** displays the type of transaction workflow approval Activity. For PO's this would be "PO Chartfield Approval".
- **Priority –** N/A. This functionality is not being used. This field will be blank
- **Link –** hyperlink that displays the Worklist instance number, Business Unit, and PO Id number. By clicking on this link, you will be taken to the PO Chartfield Approval page for the particular PO.
- **Marked Work –** click on this icon if you want to mark the transaction as worked, if you have completed your required actions on the item.
- **Reassign –** N/A. This functionality will not be used by the Approvers.

3. Click on the Detail View hyperlink to expand the worklist columns and display additional field related to the worklist instance.
4. Click on the Worklist Filters field drop down list to select a particular transaction type to limit what you see on your worklist. For PO's you would select "Supervisor", to only see available Purchase Orders displayed on your worklist.
5. Click on the hyperlink of the Purchase Order that you want to approve.
6. You will be taken to the Purchase Order Approval page. **NOTE**: An approver can also access this page directly rather than going through their worklist using the following navigation:



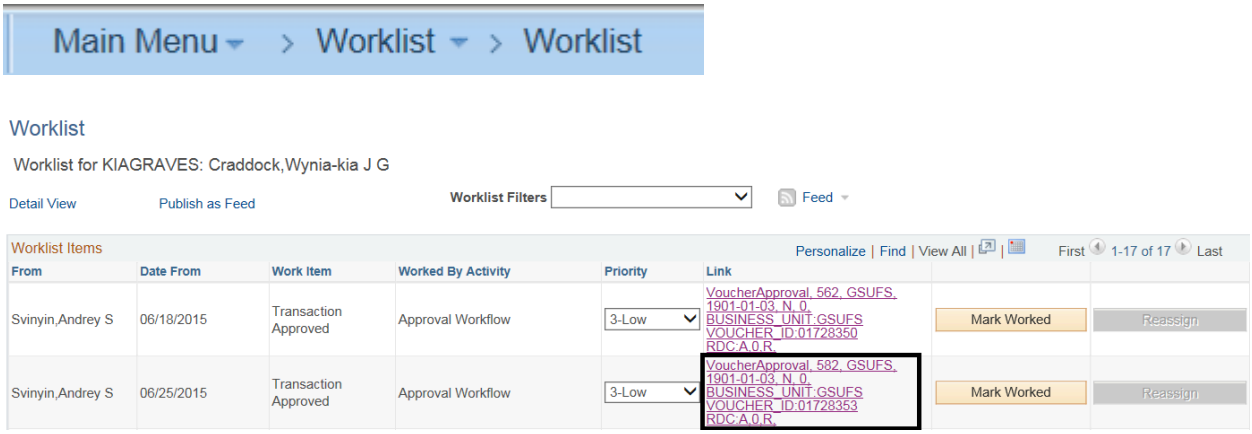
7. **Approval Actions –** select "**Approve**" tab to approve the transaction, Select '**Hold**' to place the transaction on hold, select '**Deny**' to cancel the transaction, Select '**Pushback**' to recycle the transaction back to the previous approver
8. Deny Action - Denying a Voucher can be done at any level of approval. The Requestor will be notified via email that a Voucher that they have entered has been denied.
9. **Pushback Action**- selecting pushback allows the transaction to recycle back to the requestor for updates. The transaction will not go forward in the approval workflow chain. When the end user makes their changes to the GL Journal and re-submits the journal, the GL Journal will appear on the Department or Project Approver 1 worklist



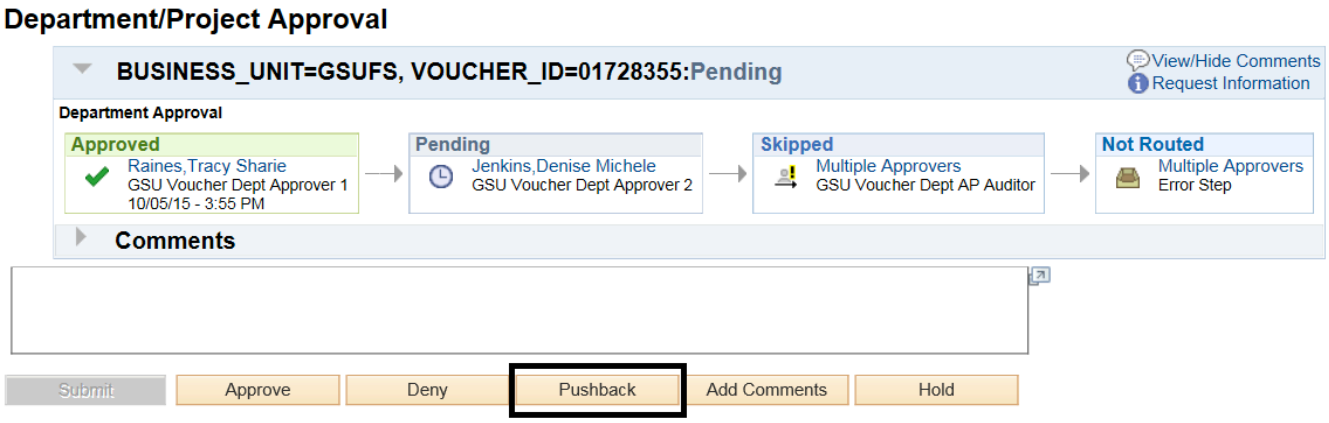
- **Approval Status** – will stay "In Process" until final approval. Once the final approver has approved the PO, the status will change to "Completed"
- **View Printable Version –** click on this link to open a new window and have access to print the Purchase Order document.
- **Review Lines –** click on this link to have a new window and go to the PO Inquiry pages. displays the PO Distributions and PO Lines
- **Notify –** click on this icon to create an email and send to one or more recipients. You can lookup and select the recipients names that have SpectrumPlus user id's or enter in the email address directly. When you submit this email, it will include a hyperlink to the SpectrumPlus page you submitted it from.

10. Click Approve, the PO will be routed to the next approver's worklist. If you are a Department Approver 2 or Project Approver 2 level approver, you will not receive this message and the PO Status will change from "Pending Approval" to "Complete". Hold
11. Once the PO status is "Complete", the Requester would no longer have access to make any updates to the PO. They would only be able to access the PO through the PO Inquiry pages.
12. The Purchasing Department Buyers would then review the Purchase Order, and dispatch it to the vendor.
13. **NOTE**: The WF Batch process will pick up PO's that have not been successfully budget checked, so it is important as an approver to verify the budget check status of the PO prior to approving the transaction.

Pushback the transaction through the Approval workflow



1. Click on the hyperlink of the transaaction that you want to work on.
2. Select the Approval Action of "Pushback".



3. You can enter a comment in the '**Add Comments tab'**, describing why you are recycling this Express PO back to the previous approver.
4. The batch process (runs every 10 minutes) will pick up all PO's and send a system generated email to the Previous approver informing them their Express PO has been recycled.
5. The approver can then make any necessary changes to the transaction. If they update the Quantity, Amount, or SpeedChart, they would be required to re-budget check the transaction.

3.2 Approval Process – Voucher Entry

After a Voucher has been entered and budget checked by the end user, they will require Departmental or Project level approval prior to the Voucher being routed to the Disbursement Department for AP Auditor approval and payment. Based on whether an Origin of DRG or PRJ is selected, the transaction will be routed to assigned approver for each approval level.

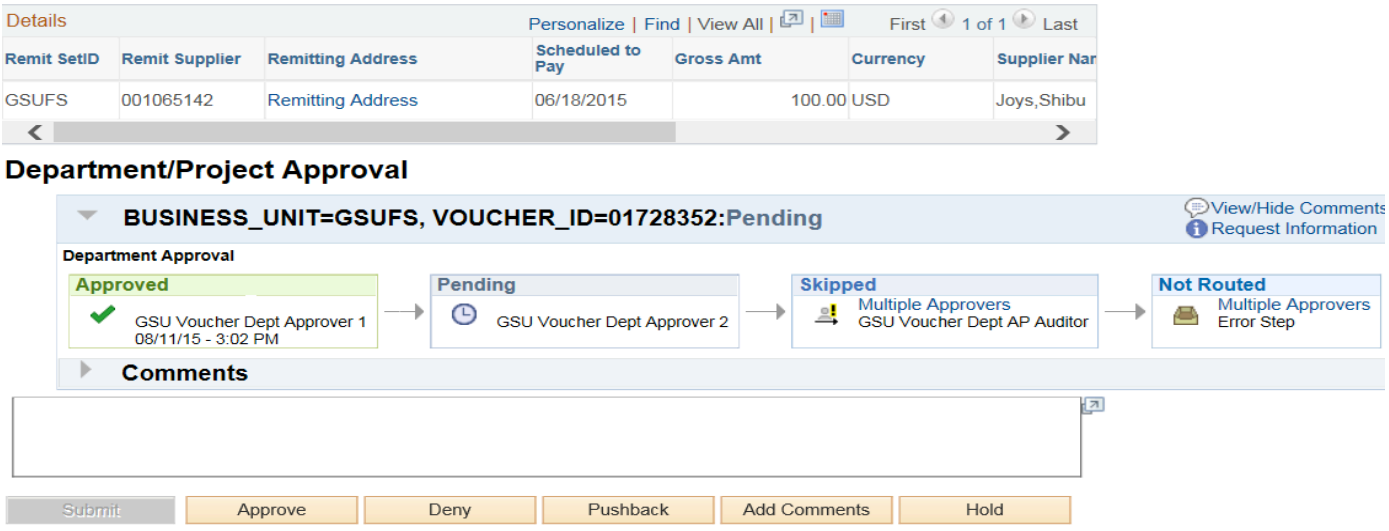
A batch process will be run every 10 minutes throughout the business day to route eligible Vouchers to their designated approver's worklist. In addition, an email notification generated from the system will be sent to the Approver for each pending Voucher. This email notification will contain the Subject of "Voucher Approval Request" and have the Voucher number listed in the body of the email.

Approving a Voucher through the Approval Email

EMAIL:

A voucher has been entered that requires your attention.
Business Unit: GSUFS
Voucher ID: 01728355
Invoice ID: TriptoSummit
Invoice Date: 2015-06-18
Gross Amount: 100
Supplier: Joys,Shibu
Entered by: Craddock,Wynia-kia J G
Updated by: Craddock,Wynia-kia J G
You can navigate to the Voucher Approval page by clicking the link below.
https://www.f92qa.spectrum.gsu.edu/psp/F92QA/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_APPROVE2.GBL?Page=VCHR_APPRVL_AF&Action=U&BUSINESS_UNIT=GSUFS&VOUCHER_ID=01728355

1. Click on the hyperlink of the Voucher from the email.



2. You will be taken to the Approve Voucher page.

3. **NOTE**: An approver can also access this page directly rather than going through their worklist or email by using the following navigation:

Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers

4. **Approval Actions –** select "**Approve**" tab to approve the transaction, Select '**Hold**' to place the transaction on hold, select '**Deny**' to cancel the transaction, Select '**Pushback**' to recycle the transaction back to the previous approver

5. Deny Action - Denying a Voucher can be done at any level of approval. The Requestor will be notified via email that a Voucher that they have entered has been denied.

6. **Pushback Action-** selecting pushback allows the transaction to recycle back to the requestor for updates. The transaction will not go forward in the approval workflow chain. When the end user makes their changes to the GL Journal and re-submits the journal, the GL Journal will appear on the Department or Project Approver 1 worklist

7. After the Department Approver 2 or Project Approver 2 has approved the voucher, the last level of Approval is the AP Auditor role in the Disbursements Department. Once the AP Auditor has approved the Voucher, it will available for Payment.

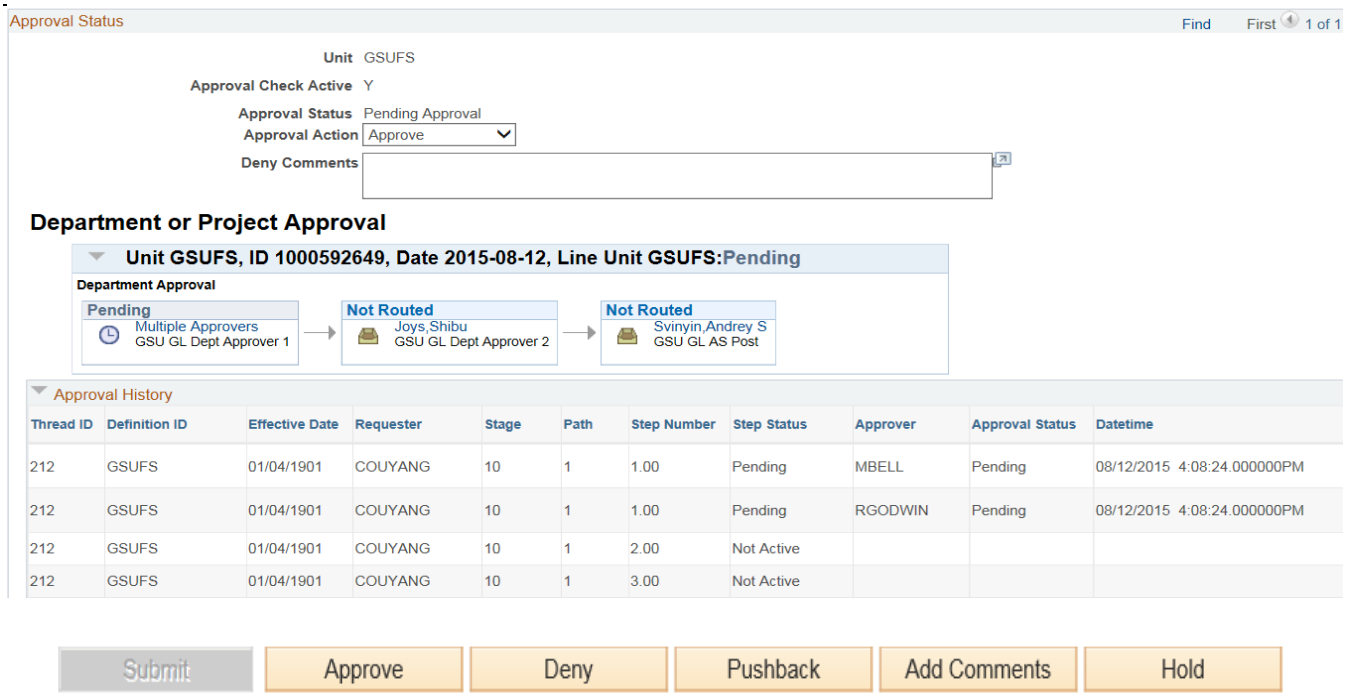
8. The WF Batch process will not pick up Vouchers that have not been successfully budget checked, so it is important as an approver to verify the budget check status of the Voucher prior to approving the transaction.

3.3 Approval Process - GL Journal Entry

After a GL Journal has been entered, edited/budget checked, and submitted by the end user, they will require Departmental or Project level approval prior to the Journal being routed to the Accounting Services Department for AS Post approval and posting to the General Ledger. Based on whether a Source of DRG or PRJ is selected, the transaction will be routed to assigned approver for each approval level.

2. **NOTE**: There are multiple ways to approve a Journal. Select the hyperlink in the Journal approval email, go Worklist and select the Journal link, or go to Approval status tab on the Journal by following the path below.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries



3. **Approval Actions –** select "**Approve**" tab to approve the transaction, Select '**Hold**' to place the transaction on hold, select '**Deny**' to cancel the transaction, Select '**Pushback**' to recycle the transaction back to the previous approver.

4. **Deny Action** - Denying a Voucher can be done at any level of approval. The Requestor will be notified via email that a Voucher that they have entered has been Denied.

5. **Pushback Action**- selecting pushback allows the transaction to recycle back to the requestor for updates. The transaction will not go forward in the approval workflow chain. When the end user makes their changes to the GL Journal and re-submits the journal, the GL Journal will appear on the Department or Project Approver 1 worklist.

6. You can use the "Notify" icon to send an email to the end user, informing them of your reasons for Recycling the GL Journal and what actions should be taken.

7. The Department Approver 1 level approver has been updated in the Approved History.

8. The Journal will route to the next approver's worklist.

9. Each time an approver selects the Approval Action of "Approve", they will need to go to the Journal Lines page and run the "Submit Journal" process.

10. The last level of approval for Journals is the AS Post level in Accounting Services. After Accounting Services approves the Journal, it is available for posting to the General Ledger.