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Chapter 1: GSU Workflow Approval Overview

GSU will use on-line Approval Workflow in SpectrumPlus v8.9 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/Initiator 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.
<table>
<thead>
<tr>
<th>Document</th>
<th>Origin/Source</th>
<th>Approval Level</th>
<th>GSU Security Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Express PO</td>
<td>DRG</td>
<td>Department Approver 1</td>
<td>GSU Department Approver 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department Approver 2</td>
<td>GSU Department Approver 2</td>
</tr>
<tr>
<td>Express PO</td>
<td>PRJ</td>
<td>Project Approver 1</td>
<td>GSU Project Approver 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Administrator</td>
<td>GSU Project Admin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Approver 2</td>
<td>GSU Project Approver 2</td>
</tr>
<tr>
<td>Non-PO Voucher</td>
<td>DRG</td>
<td>Department Approver 1</td>
<td>GSU Department Approver 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department Approver 2</td>
<td>GSU Department Approver 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AP Post</td>
<td>GSU AP Auditor</td>
</tr>
<tr>
<td>Non-PO Voucher</td>
<td>PRJ</td>
<td>Project Approver 1</td>
<td>GSU Project Approver 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Administrator</td>
<td>GSU Project Admin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Approver 2</td>
<td>GSU Project Approver 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AP Post</td>
<td>GSU AP Auditor</td>
</tr>
<tr>
<td>GL Journal</td>
<td>DRG</td>
<td>Department Approver 1</td>
<td>GSU Department Approver 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department Approver 2</td>
<td>GSU Department Approver 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AS Post</td>
<td>GSU AS Post</td>
</tr>
<tr>
<td>GL Journal</td>
<td>PRJ</td>
<td>Project Approver 1</td>
<td>GSU Project Approver 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Administrator</td>
<td>GSU Project Admin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Approver 2</td>
<td>GSU Project Approver 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AS Post</td>
<td>GSU AS Post</td>
</tr>
</tbody>
</table>
Chapter 2: Entering Workflow Transactions

2.1 Entering an Express Purchase Order

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:

NAVIGATION

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 be 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 Non-PO Voucher

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.

To Create a Non-PO Voucher

| NAVIGATION | Accounts Payable > Vouchers > Add/Update > Regular Entry |

1. When the Non-PO 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.
2. The remainder of the Voucher information will be entered by the Requester. The Voucher will then be saved and Budget Checked.

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 be run every 10 minutes throughout the day to take any Vouchers that have been entered and move those to the 1st Approvers worklist.

5. The WF Batch process will 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

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

To Create a GL Journal Entry

<table>
<thead>
<tr>
<th>NAVIGATION</th>
<th>General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</th>
</tr>
</thead>
</table>

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 on the Journal Lines 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.
Workflow Approver Manual

**Approval Status**
- Unit: GSUFS
- Approval Check Active: Y
- Approval Status: Pending Approval
- Approval Action: Approve
- Comments for Denial: 
- Email: 

**Approval History**

<table>
<thead>
<tr>
<th>Step</th>
<th>Path</th>
<th>Status</th>
<th>Date/Time Stamp</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>A</td>
<td>Initiated</td>
<td>06/27/2009 2:03:34PM</td>
<td>GSUUSER1</td>
</tr>
<tr>
<td>01</td>
<td>A</td>
<td>Pending</td>
<td>06/27/2009 2:03:34PM</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>A</td>
<td>Pending</td>
<td>06/27/2009 2:03:34PM</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>A</td>
<td>Pending</td>
<td>06/27/2009 2:03:34PM</td>
<td></td>
</tr>
</tbody>
</table>

**Workflow Diagram**

- [Image of workflow diagram]
Chapter 3: Approving Workflow Transactions

Transactions that require approval can 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 email of any pending transactions that require their approval. A system-generated email will be sent to the Approver for Express PO’s and Vouchers. This email will contain the PO or Voucher number that has been submitted to the approver to review.

In addition, the “Notify” icon can be used on the transaction or workflow approval page to create and 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 two actions that an approver can take:

**Express Purchase Order**

- **Approve** – By selecting this option, the PO will be approved for that particular approver level. The PO will then be routed to next approval level and approver.

- **Recycle** – By selecting this option, the PO will not get routed forward to the next approval level. The PO will be available for the Requester to go into transaction and make the appropriate updates. Once the Requester has made the appropriate updates, the PO will get routed back through the approval workflow levels, starting at Approver 1.

**Non-PO Voucher**

- **Approve** – By selecting this option, the Voucher will be approved for that particular approver level. The Voucher will then be routed to next approval level and approver.

- **Deny** – By selecting this option, the Voucher will not get routed forward to the next approval level. The Voucher will be available for the Requester to go into transaction and make the appropriate updates. Once the Requester has made the appropriate updates, the Voucher will get routed back through the approval workflow levels, starting at Approver Level 1.

**GL Journal Entry**

- **Approve** – By selecting this option, the GL Journal will be approved for that particular approver level. The GL Journal will then be routed to next approval level and approver.

- **Recycle** – By selecting this option, the GL Journal will not get routed forward to the next approval level. The GL Journal will be available for the Requester to go into the transaction and
make the appropriate updates. Once the Requester has made the appropriate updates, the GL Journal will get routed back through the approval workflow levels, starting at Approver 1.
3.1 Approve an Express PO

After an Express PO has been entered and budget checked by the requester, they 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.

A batch process will be 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.

<table>
<thead>
<tr>
<th>NAVIGATION</th>
<th>Worklist &gt; Worklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or</td>
<td>Click on the Worklist hyperlink on your Home page</td>
</tr>
</tbody>
</table>

![Worklist screenshot]

[Image of Worklist page with worklist entries and actions available for each entry]
1. 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.

2. Click on the [Detail View] hyperlink to expand the worklist columns and display additional field related to the worklist instance.

3. 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.

4. Click on the hyperlink of the Purchase Order that you want to approve.

5. You will be taken to the Purchase Order Chartfield Approval page. **NOTE**: An approver can also access this page directly rather than going through their worklist using the following navigation:

   - Purchasing > Purchase Orders > Approve Chartfields
• **Approval Action** – select “Approve” to approve the Purchase Order

• **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 PO** – click on this icon to open a new window and have access to print the Purchase Order document.

• **PO Inquiry** – click on this icon to have a new window and go to the PO Inquiry pages.

• **Distributions/Lines** – displays the PO Distributions and PO Lines

• **Save** – click to save the document after selecting your Approval Action.

• **View Worklist** – takes you back to your worklist.

• **Previous in Worklist** – takes you to the previous transaction in your worklist

• **Next in Worklist** – takes you to the next transaction in your worklist

• **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.
6. Click on “Save” to approve the transaction. The Department Approver 1, Project Approver 1, or Project Administrator approvers will receive the following message.

![Image]

6. Click on “Save” to approve the transaction. The Department Approver 1, Project Approver 1, or Project Administrator approvers will receive the following message.

7. Click “OK” to continue. This message states that there are additional levels of approval required for the PO. By clicking “OK”, 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”.

8. 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.

9. The Purchasing Department Buyers would then review the Purchase Order, and dispatch it to the vendor.

10. **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.
3.2 Recycle an Express PO

If the situation occurs where you are an approver and are reviewing an Express Purchase Order assigned to you that needs to be updated or even canceled, you can Recycle the Express PO back to the Requester. By Recycling the Express PO, you are preventing it from going forward in the Approval Workflow chain. The Requester can then make the necessary updates to the Express PO, or even Cancel the Express PO required. If updates are made to the Express PO, the Express PO will be submitted back through workflow approval starting at the Department Approver 1 or Project Approver 1 level.

Recycling an Express PO can be done at any level of approval. The Requester will be notified via email that an Express PO that they have entered has been Recycled.

Recycling an Express PO through the Worklist.

<table>
<thead>
<tr>
<th>NAVIGATION</th>
<th>Worklist &gt; Worklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or</td>
<td>Click on the Worklist hyperlink on your Home page</td>
</tr>
</tbody>
</table>

![Worklist for DA2BIOI: Dept Approver 2 Bioli](image)
1. Click on the hyperlink of the Express PO that you want to work on.
2. Select the Approval Action of “Recycle”.

3. You can enter a comment in the Comments field, describing why you are Recycling this Express PO.
4. Click on “Save”
5. You can use the “Notify” icon to send an email to the Requester, informing them of your reasons for Recycling the Express PO and what actions should be taken by them.
6. The PO Workflow batch process (runs every 10 minutes) will pick up this PO and send a system generated email to the Requester informing them their Express PO has been recycled.
7. The Requester can then make any necessary changes to Express PO. If they update the Quantity, Amount, or SpeedChart, they would be required to re-budget check the Express PO.
8. The PO Workflow batch process will pick up this Express PO and re-submit it through workflow approval. The Express PO would appear on the Department Approver 1 or Project Approver 1 worklist.
3.3 Approve a Non-PO Voucher

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 Worklist.

| NAVIGATION | Worklist > Worklist  
Or  
Click on the Worklist hyperlink on your Home page |

![Image of Worklist]

**ORACLE**
1. 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 (Normally 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 Vouchers, this value would be “Route for Additional Vchr Appr ”

- **Worked By Activity** – displays the type of transaction workflow approval Activity. For Voucher’s this would be “VOUCHER APPROVALS”.

- **Priority** – N/A. This functionality is not being used. This field will be blank

- **Link** – hyperlink that for Vouchers displays the Business Unit, Voucher number, Invoice Number, and workflow instance number. By clicking on this link, you will be taken to the Approve Voucher page for the particular Voucher.

- **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.

2. Click on the Detail View hyperlink to expand the worklist columns and display additional field related to the worklist instance.

3. Click on the Worklist Filters field drop down list to select a particular transaction type to limit what you see on your worklist. For Vouchers you would select “Route for Additional Vchr Appr ”, to only see available Vouchers displayed on your worklist.

4. Click on the hyperlink of the Voucher that you want to approve.

5. You will be taken to the Approve Voucher page. **NOTE:** An approver can also access this page directly rather than going through their worklist using the following navigation:

   - Accounts Payable > Vouchers > Approve > Approve Voucher
- **Approval Information**
  - Pending – will default as Pending until final approval
  - Approved – select to Approve Voucher
  - Deny – select to Deny Voucher

- **Budget Status** – lists the Budget Status of the Voucher
  - V – Valid
  - E – Budget Exceptions
  - N – Not Budget Checked

- **Details** – lists the Vendor for that Voucher

- **Line Information Tab** – Voucher Line details

- **Charge Information Tab** – Voucher Distribution Line details

- **Save** – click to save the document after selecting your Approval Action.

- **View Worklist** – takes you back to your worklist.

- **Previous in Worklist** – takes you to the previous transaction in your worklist

- **Next in Worklist** – takes you to the next transaction in your worklist

- **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.
6. Click on “Approved” to approve the transaction.

7. Click on “Save”. The Department Approver 1, Project Approver 1, or Project Administrator approvers will receive the following message.

8. Click “OK” to continue. This message states that there are additional levels of approval required for the Voucher. By clicking “OK”, the Voucher 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 Voucher Approval Status will change from “Pending Approval” to “Approved”.

9. You will be taken back to the Approve Voucher page and Approval Information Status will remain as “Pending”.

10. 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.

11. The WF Batch process will 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.
3.4 Deny a Non-PO Voucher

If the situation occurs where you are an approver and are reviewing Voucher assigned to you that needs to be updated, you can Deny the Voucher back to the Requester. By using Deny, you are preventing the Voucher it from going forward in the Approval Workflow chain.

The end user can then make the necessary updates to the Voucher. If updates are made to the Voucher, the Voucher will be submitted back through workflow approval starting at the Department Approver 1 or Project Approver 1 level.

Denying a Voucher can be done at any level of approval. The End User will be notified via email that a Voucher that they have entered has been Denied.

Denying a Voucher through the Worklist.

<table>
<thead>
<tr>
<th>NAVIGATION</th>
<th>Worklist &gt; Worklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or</td>
<td>Click on the Worklist hyperlink on your Home page</td>
</tr>
</tbody>
</table>

1. Click on the hyperlink of the Voucher that you want to work on.
2. Select the “Deny” radio button.
3. Click on “Save”.
4. You can use the “Notify” icon to send an email to the end user, informing them of your reasons for Denying the Voucher and what actions should be taken by them.
5. The AP Workflow batch process (runs every 10 minutes) will pick up this Voucher and send a system generated email to the end user informing them that their Voucher has been Denied.
6. The end user can then make any necessary changes to Voucher. If they update the Quantity, Amount, or SpeedChart, they would be required to re-budget check the Voucher.
7. The AP Workflow batch process will pick up this Voucher and re-submit it through workflow approval. The Voucher would appear on the Department Approver 1 or Project Approver 1 worklist.
3.5 Approve a 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.

Approving a Journal through the Worklist.

**NAVIGATION**

| Worklist > Worklist |
| Or |
| Click on the Worklist hyperlink on your Home page |

---

**ORACLE**

Worklist for DA18ICL:

<table>
<thead>
<tr>
<th>From</th>
<th>Date From</th>
<th>Work Item</th>
<th>Worked By Activity</th>
<th>Priority</th>
<th>Note</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSU End User 1</td>
<td>06/27/2009</td>
<td>Journal Approval Approval/ Deny Journal</td>
<td></td>
<td>0</td>
<td></td>
<td>1389, GSUFS_0000004157_2009-05-27_v_0, GRUPS</td>
</tr>
<tr>
<td>Bachner, Jeff</td>
<td>06/08/2009</td>
<td>VOUCHER APPROVALS</td>
<td>Route for Additional Voucher Approval</td>
<td>0</td>
<td></td>
<td>1389, GSUFS_000000057_v_0, GRUPS</td>
</tr>
<tr>
<td>Bachner, Jeff</td>
<td>06/08/2009</td>
<td>Route for Additional Voucher Approval</td>
<td>VOUCHER APPROVALS</td>
<td>0</td>
<td></td>
<td>1389, GSUFS_000000057_v_0, GRUPS</td>
</tr>
<tr>
<td>GSU Batch Process User</td>
<td>06/04/2009</td>
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<td>Route for Additional Voucher Approval</td>
<td>0</td>
<td></td>
<td>1389, GSUFS_0000004157_v_0, GRUPS</td>
</tr>
<tr>
<td>Bachner, Jeff</td>
<td>06/08/2009</td>
<td>PO ChartField Approvals</td>
<td>1389, GSUFS_000000056</td>
<td>0</td>
<td></td>
<td>1389, GSUFS_000000056</td>
</tr>
<tr>
<td>Bachner, Jeff</td>
<td>06/08/2009</td>
<td>PO ChartField Approvals</td>
<td>1389, GSUFS_000000056</td>
<td>0</td>
<td></td>
<td>1389, GSUFS_000000056</td>
</tr>
</tbody>
</table>
1. 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 Journal. For the approvers after level 1, they will see who the previous approver was that submitted the Journal after making their approval actions.

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

- **Work Item** – for Journals, this value would be “Journal Approval ”

- **Worked By Activity** – displays the type of transaction workflow approval Activity. For Journals, this would be “Approve/Deny Journals”.

- **Priority** – N/A. This functionality is not being used. This field will be blank

- **Link** – hyperlink that for Journals displays the Workflow instance, Business Unit, Journal ID, Journal Date, Journal Status. By clicking on this link, you will be taken to the Journal Entry Approve page for the particular Journal.

- **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.

2. Click on the [Detail View](#) hyperlink to expand the worklist columns and display additional field related to the worklist instance.

3. Click on the Worklist Filters field drop down list to select a particular transaction type to limit what you see on your worklist. For Journals you would select “Journal Approval”, to only see available Journals displayed on your worklist.

4. Click on the hyperlink of the Journal that you want to approve.

5. You will be taken to the Journal Approval page. **NOTE**: An approver can also access this page directly rather than going through their worklist using the following navigation:

- General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Approval page
• **Approval Status** – will be “Pending Approval” until approved by Accounting Services.

• **Approval Action** – select action to take on the journal
  - Approve – approves journal
  - Recycle – recycles journal back to end user

• **Approval History** – lists the approval levels for the journal. As each approval level takes action on the journal, the Date/Time Stamp and User Id will be updated.

• **Save** – click to save the document after selecting your Approval Action.

• **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.

6. Select Approval Action of “Approve”.

7. Click on “Save”

8. Go to the “Lines” tab.
10. Click on “Process” icon.

11. Go back to the “Approval” page.
12. The Department Approver 1 level approver has been updated in the Approved History.
13. The Journal will route to the next approver’s worklist.
14. 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.
15. 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.
3.6 Recycle a GL Journal Entry

If the situation occurs where you are an approver and are reviewing a GL Journal assigned to you that needs to be updated, you can Recycle the GL Journal back to the Requester. By Recycling the GL Journal, you are preventing it from going forward in the Approval Workflow chain.

The Requester can then make the necessary updates to the GL Journal as required. If updates are made to the GL Journal, the GL Journal will be submitted back through workflow approval starting at the Department Approver 1 or Project Approver 1 level.

Recycling a GL Journal can be done at any level of approval. The Requester will be notified via email that a GL Journal that they have entered has been Recycled.

Recycling a GL Journal through the Worklist.

1. Click on the hyperlink of the Voucher that you want to work on.
2. Go to the “Approval” tab.
3. Change the Approval Action equal to “Recycle”.

NAVIGATION

| Worklist > Worklist |
| Or |
| Click on the Worklist hyperlink on your Home page |
4. Click on the **Save** icon.
5. Click on the “Lines” tab.
6. Change the *Process* = “Submit Journal”.
7. Click on the “Process” icon.
8. 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.

9. The end user can then make any necessary changes to GL Journal. If they update the SpeedType or Amounts, they will be required to re-budget check the journal.

10. 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.
Chapter 4: Reviewing Workflow Transactions

All GSU end users have the access to review a workflow transaction to determine where in the approval steps it is, as well as who has approved the transaction. A custom page has been created that allows the user to search for Purchase Order, Voucher, and GL Journal transactions. In addition queries have been created for end users to run to see the workflow history for each transaction.

4.1 Workflow Approval History Page

| NAVIGATION | GSU > GSU Reports > Workflow Approval History |

**Workflow Approval History**

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Business Unit: | begins with GSUF3 |
| Transaction Type: | = |
| Transaction ID: | begins with |
| Approval Instance: | = |

Search   Clear   Basic Search   Save Search Criteria

1. Business Unit = GSUF3
2. Select a Transaction Type. Valid Transaction Types are as follows
   - Blank = will retrieve all Transaction Types
   - Journal = select to review GL Journals
   - Purchase Order = select to review Purchase Orders
   - Voucher = select to review Vouchers
3. Enter a Transaction ID or leave field blank to retrieve all transaction ids. This field coincides with the Transaction Type field. If the Transaction Type selected is Journal, then enter a GL Journal ID. If the Transaction Type selected is Purchase Order, then enter a Purchase Order ID. If the Transaction Type selected is Voucher, then enter a Voucher ID.
4. Approval Instance – enter the Approval Instance number if known. An approval instance is assigned to each transaction that goes through workflow approval. This field can also be left blank if you have the Transaction Type and Transaction ID.

Example of Workflow Approval History for Voucher

Workflow Approval History Page

- Depending on the Transaction Type selected, the Journal ID, Purchase Order ID, or Voucher ID will be displayed at the top of the page.
  In addition, Vendor Information will be displayed for PO’s and Vouchers.
- **Budget Status** – lists the Budget Checking Status of the transaction. All transactions must have a “Valid” budget checking status before they can get routed through the Approval Workflow process.
- **Entered By** – The User who entered the transaction.
- **Approval Instance** – The distinct approval instance number assigned to this workflow transaction.
- **Approval Status** – the Approval status of the transaction. Values are as follows:
  - Initiated
  - Pending
  - Approved
- **Path** – Workflow Business Process path. NOTE: This will always have a value of ‘A’.
- **Step** – workflow approval step. The number of approval steps varies by Workflow Origin/Source and Transaction. See Table on Page 4 for a listing of the steps by transaction. Step 0 represents the entering of the transaction.
- **Instance Status** – Workflow Worklist Instance status. The Worklist instance can be found on the “Detail” view of your worklist page.
- **Date/Time Stamp** – lists the Date and Time action was taken on this transaction by a particular user/approver.
- **Role User** – User ID of the person that approved the transaction. For Step 0, this will represent the user that initiated the transaction through workflow approval. For Vouchers and Purchase orders, this will be the GSUBATCH user. The workflow approval process is initiated through this user id every 10 minutes. For GL Journals, it will represent the UserId that entered the Journal entry and Submitted the journal through workflow.

**Worklist History Page**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Invoice</th>
<th>Vendor Name</th>
<th>Vendor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSUFS</td>
<td>900108121077</td>
<td>SPRINT</td>
<td>431408007</td>
</tr>
<tr>
<td>Voucher</td>
<td>01220573</td>
<td>Date: 07/06/2009</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget Status:** Valid

**Approval Instance:** 3106

<table>
<thead>
<tr>
<th>Instance ID</th>
<th>Instance Status</th>
<th>Operator</th>
<th>Role User</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1756</td>
<td>Worked</td>
<td>GACHFD</td>
<td>GACHFD</td>
<td></td>
</tr>
<tr>
<td>10336</td>
<td>Worked</td>
<td>PWELLS</td>
<td>PWELLS</td>
<td></td>
</tr>
<tr>
<td>11199</td>
<td>Worked</td>
<td>MSPROSTON</td>
<td>MSPROSTON</td>
<td></td>
</tr>
<tr>
<td>13475</td>
<td>Worked</td>
<td>KALEXANDER</td>
<td>KALEXANDER</td>
<td></td>
</tr>
<tr>
<td>13476</td>
<td>Worked</td>
<td>JBAKER</td>
<td>JBAKER</td>
<td></td>
</tr>
</tbody>
</table>
• **Instance ID** – Worklist instance ID of the transaction. This value can be found on the approvers worklist under the “Detail” view.

• **Instance Status** – status of the Worklist Instance ID. Values are “Worked”, “Available”, “Selected”.

• **Operator ID** – User Id of the person/s that this transaction went through their worklist.

• **Role User** – same as the Operator ID

• **Comment** – will display any comments entered on the approval page by the approver.

### 4.2 Workflow Approval History Queries

The following queries are available to review Workflow Approval History for each transaction type:

• **GSU_WF_PO_APPROVAL_HISTORY** – Approval history for a specific Purchase Order.

• **GSU_WF_VOUCHER_APPROVE_HISTORY** – Approval history for a specific Voucher

• **GSU_WF_JOURNAL_APPROVE_HISTORY** – Approval history for a specific Journal