Workflow Re-Introduction

Used for routing Documents such as requisitions, payments, journal entries and budget transfers through the software

- Escape is phasing out Standard 1234
  1 = Location; 2 = Acct; 3 = Fiscal; 4 = Dept
- Required to move to Online 6 Web Based
- Ability to Approve on Mac or Cell Phone
- Workflow Definitions allows numerous levels of approval and notification for document routing requirements
- Allows Flexibility
- Good chance to Review Users
- Review Internal Controls

Workflows allows you to:
- Define Approvers
- Assign Buyers
- Define Notifications
- Setup Approval Routing
Finance Workflow in Action

Vendor Requisitions

- Ability to edit in Submitted Status
- Approve based on Good & Services or Accounts Components
- Status Notifications
  Example – Notify AP when Ready for Payment

<table>
<thead>
<tr>
<th>Maximize approvals using workflow!</th>
<th>1234</th>
<th>Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Notifications</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Status Notifications</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Other Notifications: Change Notice, Issues, Unissues, Returns</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ability to edit in submitted status</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approvers can have different account component approvals based on department and type of requisition</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approvals are re-evaluated if requisition is edited in submitted status</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approvals can be done automatically if requisition is edited in submitted status</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approval levels can be customized</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approvals done automatically when submitted by approver</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Buyers can approve based on goods and services or account components</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Finance Workflow in Action

Journal Entries, Budget Transfers, Budget Revisions

- Ability to edit in Submitted Status
- Status Notifications
- Approvals can be routed based on Location or Department

<table>
<thead>
<tr>
<th>Maximize approvals using workflow!</th>
<th>1234</th>
<th>Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOURNAL ENTRIES, BUDGET TRANSFERS, BUDGET REVISIONS</td>
<td>1234</td>
<td>Workflow</td>
</tr>
<tr>
<td>Approval Notifications</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Status Notifications</td>
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<td></td>
</tr>
<tr>
<td>Other Notifications: On Hold, Off Hold, Reversed, Error</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approvers can have different account component approvals based on JE type</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ability to edit in submitted status</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approval levels can be customized</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approvals can be routed based on location, department, academic department, and campus</td>
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<td></td>
</tr>
<tr>
<td>Approvals done automatically when submitted by approver</td>
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<td>X</td>
</tr>
<tr>
<td>Notifications for system-generated journal entries</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Finance Workflow in Action

Payments: AP, Direct, Employee

- Ability to edit in Submitted Status
- Status Notifications
- Other Notifications
- Approvals can be different based on Payment Type

Approval Paths & Notifications

Example Vendor Requisition:
Implementation Considerations

Quick Overview

- Define Role Codes, Approval Paths and Workflow Definitions (In Production)
- IT Import current approvers into Workflow Users (In Production)
- Define Role Users (In Production)
- Activate Workflow (In Training)
- Make Changes (In Training & Production)
- Activate Workflow (In Production)

• STEP 1 – Define WF Role Codes
• STEP 2 – Define WF Role Users
• STEP 3 – Define WF Approval Paths
• STEP 4 – Define WF Definitions
Workflow Role Codes

Reflect Who Takes Action

Keep Simple
• Use Job Titles

• Type of Group

<table>
<thead>
<tr>
<th>Role Code</th>
<th>Description</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTCLK</td>
<td>Account Clerk</td>
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</tr>
<tr>
<td>CFO</td>
<td>Chief Business Officer</td>
<td></td>
</tr>
<tr>
<td>DEMPORTAL</td>
<td>Demographic Portal Change</td>
<td>Demographic Portal Change</td>
</tr>
<tr>
<td>HR TECH</td>
<td>HR Technician</td>
<td></td>
</tr>
<tr>
<td>PAYTECH</td>
<td>Payroll Technician</td>
<td></td>
</tr>
<tr>
<td>PRIN</td>
<td>Principal</td>
<td></td>
</tr>
<tr>
<td>TAXPORTAL</td>
<td>Employee Portal Tax Changes</td>
<td>HRA - Portal Tax changes</td>
</tr>
</tbody>
</table>

Workflow Role User

Defines the User’s Role

• Once the User Roles are defined then add the User to the Code
• IT will Import current approvers
Workflow Approval Path

Defines the Approvals for Each Role

- Levels of approvals established
- Approval dollar ranges
- Different Approval Paths allowed for each document type
  - Vendor Requisitions, Payments, Journal Entries, Budget Transfers
- Who can edit in Submitted Status?

Workflow Definitions

Defines the Steps of the Document and Approval Path

- Defines the Event (Submitted, Items Received, Printed, Approved, Denied, etc...)
- Who should get notified?
- Ability to notify even if not an Approver
Activate Workflow

**SCOE IT will Activate and Test with Districts**

- Check Approvals
- Check dollar amount thresholds
- Check Goods and Services

Districts Needed!

- Upgrade before it's mandated
  - Send to helpdesk@scoe.org
- Customizable Notifications
- Allows Different Approval Paths for each document
- Ability to Approve on Mac or Cell Phone