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Workflow Administrator Journal Approval Overview

If SFS Journal Entry Approval Workflow is implemented for your Institution, some journals will require approval prior to posting. The Journal Entry Workflow Administrator will need to use the Approval Monitor search page to view search results and utilize the Approval Monitor for a specific approval process.

The Approval Monitor gives the Journal Entry Workflow Administrator a view into all approvals to which he or she has access, as well as the ability to take necessary actions such as mass reassignments.

Process Frequency	If journals meet certain requirements, such as a particular Journal Source, they will require approval prior to posting to Ledger. If approvers are not available Workflow Administrators can reassign, approve or deny journals.
Dependencies	Implementation of Journal Entry Workflow
Assumptions	None
Responsible Parties	Specific users at the individual institutions and UWSA perform this business process.
Alternate Scenarios	None

Process Detail

I. Monitor Approval Search

Navigation: Enterprise Component > Approval > Approval > Monitor Approvals

Monitor Approvals

Search Criteria

Approval Process: GLJournalApproval

Definition ID:

Header Status:

Last Modified:

Approver: 00792545 ERICKSON, LEA

Approver Status: Pending

Originator:

Requester:

Search

Administrative Actions

There are no search results to reassign.

1. **Select** Approval Process: GLJournalApproval
2. **Select** Header Status: Blank (optional)
3. **Select** Approver: Select Approver user id
4. **Select** Approver Status: Pending
5. **Select** Originator: Blank (optional)
6. **Select** Requester: Blank (optional)
7. **Select** Definition ID: Blank (optional)
8. **Select** Last Modified: Blank (optional)
9. **Select** Search button
 - a. Administration Actions and Approval Process frames display in Monitor Approval page with search results

University of Wisconsin System

SFS Business Process

GL.2.06 – Workflow

Administrator Journal Approval

Monitor Approvals

Monitor Approvals

Approval Process

GLJournalApproval

Definition ID

Header Status

Last Modified

Approver

00792545

ERICKSON, LEA

Approver Status

Pending

Originator

Requester

Search

Administrative Actions

The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.

Approver's Oper ID

00792545

☐ Allow Auto Approval

Reassign To

☐ Allow Self-Approval

Comment

Reassign Selected

Approve Selected

Deny Selected

Search Results

Select All

Deselect All

Approval Process: GL Journal Approval Process

Business Unit

Journal ID

Journal Date

Line Business Unit

Filter

		Modified	Status	Business Unit	Journal ID	Journal Date	Line Business Unit
1	<input type="checkbox"/>	2018-07-11	Pending	UWMSN	0000449227	2018-06-24	UWMSN
2	<input type="checkbox"/>	2018-06-21	Pending	UWMSN	CS_TEST2	2018-06-21	UWMSN
3	<input type="checkbox"/>	2018-06-21	Pending	UWMSN	CS_TEST	2018-02-09	UWMSN
4	<input type="checkbox"/>	2018-07-12	Pending	UWMSN	0000449225	2018-06-21	UWMSN

II. Mass Approval Processing

The Journal Entry Workflow Administrator can reassign, approve or deny journals in mass.

Monitor Approvals

Search Criteria

Approval Process: GLJournalApproval Definition ID:
Header Status: Last Modified:
Approver: 00792545 ERICKSON, LEA
Approver Status: Pending
Originator:
Requester:
Search

Administrative Actions

The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.

Approver's Oper ID: 00792545
Reassign To: 00884637
Comment: Reassign because Lea is out on vacation
Reassign Selected Approve Selected Deny Selected

Search Results

Select All Deselect All

Approval Process: GL Journal Approval Process

Business Unit: Journal ID:
Journal Date: Line Business Unit:
Filter

		Modified	Status	Business Unit	Journal ID	Journal Date	Line Business Unit
1	<input checked="" type="checkbox"/>	2018-07-11	Pending	UWMSN	0000449227	2018-06-24	UWMSN
2	<input checked="" type="checkbox"/>	2018-06-21	Pending	UWMSN	CS_TEST2	2018-06-21	UWMSN
3	<input checked="" type="checkbox"/>	2018-06-21	Pending	UWMSN	CS_TEST	2018-02-09	UWMSN
4	<input checked="" type="checkbox"/>	2018-07-12	Pending	UWMSN	0000449225	2018-06-21	UWMSN

1. **Select** Reassign To: User whom journals will be reassigned to
2. **Enter** Comment: Enter text to appear under the approval graphic in the Approval Comment History section.
3. **Check box**
 - a. Select box associated with journals to be reassigned, approved or denied
4. Click Reassign Selected, Approve Selected, or Deny Selected button for action to be executed
 - a. Message dialog box similar to one below will appear

Message

Reassignment Successful (18081,5513)

OK

III. Individual Approval Processing

The Journal Entry Workflow Administrator can reassign, approve, deny, pushback or restart approval of journals workflow.

Monitor Approvals

Search Criteria

Approval Process: GLJournalApproval

Header Status:

Approver: EXMRG14

Approver Status: Pending

Originator:

Requester:

Definition ID:

Last Modified:

Approver-Term w workflow, EXMR

Search

Administrative Actions

The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.

Approver's Oper ID: EXMRG14

Reassign To:

Comment:

☒ Allow Auto Approval

☐ Allow Self-Approval

Reassign Selected

Approve Selected

Deny Selected

Search Results

Select All Deselect All

Approval Process: GL Journal Approval Process

Business Unit:

Journal ID:

Journal Date:

Line Business Unit:

Filter

	Modified	Status	Business Unit	Journal ID	Journal Date	Line Business Unit
1	2018-06-27	Pending	UWMSN	0000449238	2018-06-27	UWMSN
2	2018-05-31	Pending	UWMIL	0000449180	2018-05-30	UWMIL
3	2018-05-18	Pending	UWMSN	0000449172	2018-05-18	UWMSN
4	2018-04-25	Pending	UWMSN	0000449121	2017-06-12	UWMSN
5	2018-07-12	Pending	UWMSN	EDITTEST2	2018-06-05	UWMSN
6	2018-07-12	Pending	UWMIL	0000449229	2018-06-24	UWMIL
7	2018-07-12	Pending	UWMIL	0000449230	2018-06-24	UWMIL
8	2018-07-12	Pending	UWMIL	0000449241	2018-06-27	UWMIL

1. Click hyper-link for journal to be reassigned
 - a. Approval detail for journal selected will appear

SFS_GL.2.06_Workflow Admin_Jrnl_ Approval.docx

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Monitor Approvals

Approval Process GLJournalApproval Definition ID UWMIL

Business Unit UWMIL Journal ID 0000449229

Journal Date 2018-06-24 Line Business Unit UWMIL

Approver Approver-Term w workf

Comment

Reassign Pending Tasks

The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.

Reassign To 00884637

☐ Allow Self-Approval

☐ Allow Auto Approval

Reassign

Administrative Approve/Deny

Act on behalf of the approver selected above by selecting the Approve/Deny buttons below. This action will apply to all tasks pending for the approver selected within the context of this transaction.

Approve Deny Pushback Restart

UWMIL Journal Approval

Unit UWMIL, ID 0000449229, Date 2018-06-24, Line Unit UWMIL: Pending Start New Path

Actuals Led Journal Approval

Pending Approver-Term w workflow, EXMR UW_GL_Lvi2_Approver

Not Routed Multiple Approvers UW_GL_Lvi20_Approver

Not Routed Multiple Approvers UW_GL_Lvi21_Approver

Return

2. Enter comments stating why journal is being reassigned
3. **Select** Reassign To: User whom journals will be reassigned to
4. **Click** Reassign button from Monitor Approval page to reassign journal approval to another user
 - a. View of transaction after it has been reassigned by Workflow Administrator

University of Wisconsin System SFS Business Process GL.2.06 – Workflow Administrator Journal Approval

5. **Click** Approve button from Monitor Approval page to act on behalf of the original approver to approve journal entry
 - a. View of transaction after it has been approved by Workflow Administrator

6. **Click** Deny button from Monitor Approval page to act on behalf of the original approver to deny further approval of journal entry
 - a. View of transaction after it has been denied by Workflow Administrator

University of Wisconsin System SFS Business Process GL.2.06 – Workflow Administrator Journal Approval

Unit UWMIL Journal ID 0000449240 Date 06/27/2018 Submit

Approval Status

Unit UWMIL

Approval Check Active Y

Approval Status Denied

Approval Action Approve

Deny Comments

254 characters remaining

UWMIL Journal Approval

Unit UWMIL, ID 0000449240, Date 2018-06-27, Line Unit UWMIL: **Denied** View/Hide Comments

Actuals Led Journal Approval

Admin Approved WIEBEL, THEODORE UW_GL_Lv18_Approver 07/17/18 - 12:34 PM

Admin Denied FEKETE, KRISTIN UW_GL_Lv20_Approver 07/17/18 - 12:38 PM

Terminated Multiple Approvers UW_GL_Lv21_Approver

Comments

Approval History

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

IV. Resubmit After Denial

If a journal is inadvertently denied it can be resubmitted for approval. Click to resubmit a completed transaction to all approvers in the approval path. This button is only available when the transaction is complete. The transaction can only be resubmitted in its current state and cannot be modified before resubmitting for approval

Navigation: Enterprise Component > Approval > Approval > Monitor Approvals

University of Wisconsin System SFS Business Process GL.2.06 – Workflow Administrator Journal Approval

Monitor Approvals

Search Criteria

Approval Process: Definition ID:

Header Status: Last Modified:

Approver: FEKETE, KRISTIN

Approver Status:

Originator:

Requester:

Search

Administrative Actions

The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.

Approver's Oper ID: ☐ Allow Auto Approval

Reassign To: ☐ Allow Self-Approval

Comment:

Reassign Selected Approve Selected Deny Selected

Search Results

Select All Deselect All

Approval Process: GL Journal Approval Process

Business Unit: Journal ID:

Journal Date: Line Business Unit:

Filter

	Modified	Status	Business Unit	Journal ID	Journal Date	Line Business Unit
1	2018-07-17	Denied	UWMIL	0000449240	2018-05-27	UWMIL

1. **Select** Approval Process: GLJournalApproval
2. **Select** Header Status: Denied
3. **Select** Approver: Select Approver user id
4. **Select** Search button
 - a. Administration Actions and Approval Process frames display in Monitor Approval page with search results
5. **Click** hyper-link for journal to be reassigned
 - a. Approval detail for journal selected will appear

University of Wisconsin System SFS Business Process GL.2.06 – Workflow Administrator Journal Approval

The screenshot shows the 'Monitor Approvals' page. At the top, there's a navigation bar with a back arrow, 'Monitor Approvals', and icons for home, search, menu, and refresh. Below the navigation bar, there's a header with 'New Window | Help | Personalize Page'. The main content area is titled 'Monitor Approvals' and contains the following information:

- Approval Process:** GLJournalApproval
- Definition ID:** UWMIL
- Business Unit:** UWMIL
- Journal ID:** 0000449240
- Journal Date:** 2018-06-27
- Line Business Unit:** UWMIL
- Comment:** (Empty text box)

Below this information, there's a section titled 'Administrative Approve/Deny' with a warning message: 'Act on behalf of the approver selected above by selecting the Approve/Deny buttons below. This action will apply to all tasks pending for the approver selected within the context of this transaction.' Below the message are four buttons: 'Approve', 'Deny', 'Pushback', and 'Resubmit'.

Below the buttons, there's a section titled 'UWMIL Journal Approval' with a status bar showing: 'Unit UWMIL, ID 0000449240, Date 2018-06-27, Line Unit UWMIL: Denied'. At the bottom left, there's a 'Return' link.

6. Select Resubmit button
 - a. Administration Actions and Approval Process frames display in Monitor Approval page with search results

The screenshot shows the 'Monitor Approvals' page with a yellow background. At the top, there's a navigation bar with a back arrow, 'Monitor Approvals', and icons for home, search, menu, and refresh. Below the navigation bar, there's a header with 'New Window | Help | Personalize Page'. The main content area is titled 'Monitor Approvals' and contains the following information:

- Approval Process:** GLJournalApproval
- Definition ID:** UWMIL
- Business Unit:** UWMIL
- Journal ID:** 0000449240
- Journal Date:** 2018-06-27
- Line Business Unit:** UWMIL
- Approver:** (Invalid Value)
- Comment:** (Empty text box)

Below this information, there's a section titled 'Reassign Pending Tasks' with a warning message: 'The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.' Below the message is a 'Reassign To' dropdown menu and a 'Reassign' button. To the right of the dropdown are two checkboxes: 'Allow Self-Approval' and 'Allow Auto Approval'.

Below the 'Reassign Pending Tasks' section, there's a section titled 'Administrative Approve/Deny' with a warning message: 'Act on behalf of the approver selected above by selecting the Approve/Deny buttons below. This action will apply to all tasks pending for the approver selected within the context of this transaction.' Below the message are four buttons: 'Approve', 'Deny', 'Pushback', and 'Restart'.

Below the buttons, there's a section titled 'UWMIL Journal Approval' with a status bar showing: 'Unit UWMIL, ID 0000449240, Date 2018-06-27, Line Unit UWMIL: Pending'. To the right of the status bar are two links: 'View/Hide Comments' and 'Start New Path'.

Below the status bar, there's a section titled 'Actuals Led Journal Approval' with a workflow diagram. The diagram shows a flow from 'Pending' to 'Not Routed' to 'Not Routed'. The 'Pending' box contains 'Multiple Approvers' and 'UW_GL_Lv18_Approver'. The first 'Not Routed' box contains 'Multiple Approvers' and 'UW_GL_Lv20_Approver'. The second 'Not Routed' box contains 'Multiple Approvers' and 'UW_GL_Lv21_Approver'. Arrows connect the boxes, and there are plus signs in the middle of the arrows.

Below the workflow diagram, there's a section titled 'Comment History' with a 'Return' link at the bottom left.

Revision History

Author	Version	Date	Description of Change
Donnie Doctor	1.10	07/17/2018	Initial draft of document
Linda Diring	1.10	07/20/2018	Review/update