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Help for object services

Workflow

Journal Entry Workflow Overview - Services for Object

In this month's issue, we'll go over the journal entry **Workflow Overview** feature which is used to review the status of your journal entry.

This feature will help identify whether the status of your journal entry is in Parked (Save) status or in Workflow Approval status. Also, you'd be able to look up whether the entry has been Changed or Rejected and who's in the process of reviewing the journal entry.

Access Services for Object Feature

To access this function you need the Department Submitter (*e.fi.department_submitter*) or Department Submitter Display role(s) (*e.fi.department_submitter-disp*).

The **Workflow Overview** option is available while displaying the journal entry document (finance document number) using **SAP** transaction code **FBV3** - **Display Parked Document**.

The **Services for Object** button is available either by clicking on the **Icon** or accessing it through the **Menu** button.

Workflow Overview Steps

A new window will display the necessary steps taken for the journal entry approval process. The steps are contingent on a number of factors.

Factors that determine JE Workflow "STEPS" taken in approval process:

- The Cost Center (CC) or Internal Order (IO) entered
- Assignment of Central Approver(s) role to CC or IO
- Assignment of Department Approver(s) role to CC or IO,
- . If Unit Approver(s) is assigned to CC or IO then it routes to Unit Approver(s) worklist.
- If IO is a Grant that crosses multiple Grant IO then it routes to PAFO approver(s).
- If entry uses a transfer GL then entry routes to a Budget Approver(s).
- If entry is made to Balance Sheet account then it routes to FAO (Financial Affairs Office) approver(s).
- If IO is an Endowment or Gift account then it routes to FAO approver(s).

To view a **Quick Reference Guide** on the journal entry workflow approval process flow chart go here: <u>http://www.bu.edu/tech/</u><u>files/2016/01/FI_QRG_Enhancement_JE-workflow_3rd_PAFO-and-Budget.pdf</u>.

To view a Quick Reference Guide on how to track your journal entry click here.

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Contact Us:

Thanks for taking the time to read this newsletter. Click here to leave any comments or suggestions.

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1010 Commonwealth Ave. Suite 100 Boston, MA 02215 (617) 358-6829 iguiller@bu.edu

Visit us on the web at <u>http://www.bu.edu/buworks/help-pages/</u> <u>finance-training/</u>. Please click <u>here</u> to register for available train-

FAQs Workflow Overview - Reviewing Status

1. How do I know if my journal entry has started the Workflow approval process?

Using transaction code **FBV3** - **Display Parked document**, enter the JE document number and hit the "enter" key to go into the entry. Locate the **Service for Object** button to display workflow approval steps. Highlight **Workflow** and double click on **Workflow Overview**, a new window will show the workflow steps taken.

If you <u>do not</u> see multiple steps (rows) listed, as display in "*Example 1*", then the journal entry <u>has not</u> started workflow approval process.

2. How can I tell what the status is on my journal entry?

While displaying the **Workflow Overview**, locate the row(s) showing "*Approver/Reject Change Parked Document 10025XXXX: SA*" on the **Step Name** column, "*Ready*" on the **Status** column and "*Information*" on the **Agent** column. Click on "*Information*" link to view the approver which was sent the notification on their **Worklist** tab.

Note: there may be multiple rows listed with the information above; this indicates there are multiple approvers for the **Cost Center** or **Internal Order** line item entered.

The **Workflow Overview** row will display six columns, the **Step Name**, **Status**, **Results**, **Creation Date/Time**, **End Date/Time** and **Agent**. A typical **Status** column displays "*Ready*," "*Completed*" and "*Logically Deleted*". Common items listed under the **Result** column are "*Rejected*," "*Changed*," "*Executed*," and "*Mail Sent*".

The **Agent** column will display "*Information*," to display approver who has received the JE workflow notification on their **Worklist** tab. Click on the "*Information*" link and a new window will show the name of the approver.

3. Why do I use transaction code <u>FBV3 - Display Parked Document</u> to look up the status? Why does the journal entry "Step Name" list the entry as being "<u>Parked</u>" when workflow approval has started?

Journal entry workflow is initiated when the entry has been "**Saved as Complete**," however the entry will not *Post* to the *University General Ledger* system as an **Actual** expense until all parties have approved the entry.

Therefore, until the entry has been approved by the last approver, the entry will remain in "Parked" status. Note: <u>do not</u> confuse this with "**Save parked document**" button which will "save" your entry to recover later.

Tips and Tricks on Workflow Log

Access Workflow Log - 🛛 🕅

When multiple approvers are assigned to the same **Cost Center** and **Internal Order** it can cause the **Workflows for Current Context** window to display lots of rows and information which may be hard to follow.

There's a better way to review the **Workflow Overview** steps. Here's another way to view the workflow. Click on the **Workflow Log** Icon steps in a more understandable manner.

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While in the **Workflow Log** area, locate the **Agent** column and click on the **Agent** button to display name(s) of approver(s) who have been sent the workflow notification to their **Worklist** tab on the **BUworks Central** portal.

In this example, three individuals with the approval roles were sent the JE notification on their **Worklist** tab.

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