

# BUworks Finance Newsletter

## 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.

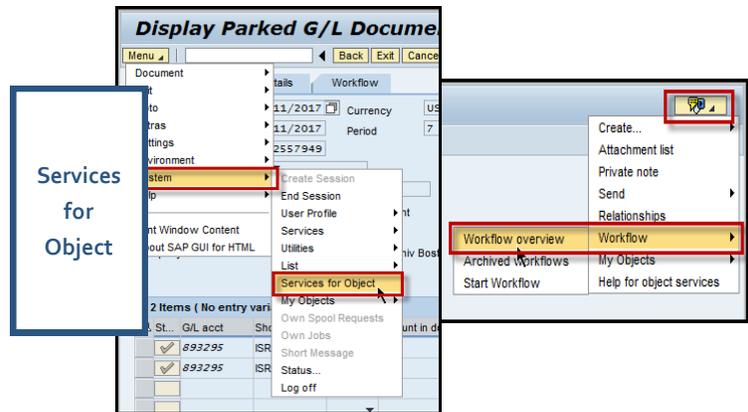
This feature will help identify whether the status of your journal entry is in **Parked (Save)** status or in **Workflow Approval** status. Also, you'd be able to look up whether the entry has been **Changed** or **Rejected** and who's in the process of reviewing the journal entry.

### 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.

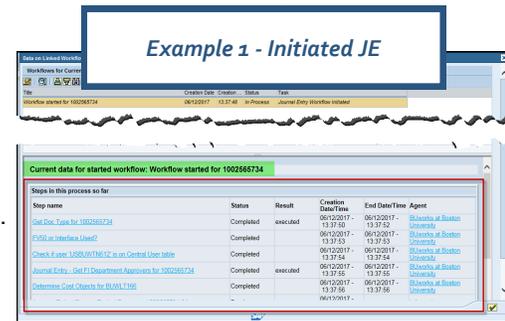


### Workflow Overview Steps

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: [http://www.bu.edu/tech/files/2016/01/FI\\_QRG\\_Enhancement\\_JE-workflow\\_3rd\\_PAFO-and-Budget.pdf](http://www.bu.edu/tech/files/2016/01/FI_QRG_Enhancement_JE-workflow_3rd_PAFO-and-Budget.pdf).

To view a Quick Reference Guide on how to track your journal entry click [here](#).

### "In This Issue"

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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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## 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 **do not** see multiple steps (rows) listed, as display in “*Example 1*”, then the journal entry has not 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 10025XXXXX: 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.

Workflow and task	Status	Created	End Date/Time	Agent	Result
Journal Entry - Get FI Department Approvals for 1002512724	Completed	02/16/2017 15:59:09	02/16/2017 15:59:09	Eljanku at Boston University	executed
Determine Cost Objects for BUW1136	Completed	02/16/2017 15:59:09	02/16/2017 15:59:09	Eljanku at Boston University	Completed
Approve/Reject/Change Parked Document 1002507274.2J	Ready	02/16/2017 15:59:09	02/16/2017 15:59:09	Information	Ready
Determine Cost Objects for BUW07612	Completed	02/16/2017 15:59:09	02/16/2017 15:59:09	Eljanku at Boston University	Completed
Approve/Reject/Change Parked Document 1002507274.2J	Ready	02/16/2017 15:59:09	02/16/2017 15:59:09	Information	Ready
Determine Cost Objects for J04L1Y	Completed	02/16/2017 15:59:09	02/16/2017 15:59:09	Eljanku at Boston University	Completed
Approve/Reject/Change Parked Document 1002507274.2J	Ready	02/16/2017 15:59:09	02/16/2017 15:59:09	Information	Ready
Determine Cost Objects for L10461E	Completed	02/16/2017 15:59:09	02/16/2017 15:59:09	Eljanku at Boston University	Completed
Approve/Reject/Change Parked Document 1002507274.2J	Ready	02/16/2017 15:59:09	02/16/2017 15:59:09	Information	Ready

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 FBV3 - Display Parked Document to look up the status? Why does the journal entry “Step Name” list the entry as being “Parked” 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: **do not** 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  to display the steps in a more understandable manner.

Workflow and task	Details	Graphic	Agent	Status	Result	Date	Time
Journal Entry - Get FI Department Approvals for 1002508274	[Icon]	[Icon]	[Icon]	Completed	executed	06/12/2017	13:37:55
Approve/Reject/Change Parked Document 1002507274.2J	[Icon]	[Icon]	[Icon]	In Process		06/12/2017	13:37:55
Determine Cost Objects for BUW1136	[Icon]	[Icon]	[Icon]	Completed		06/12/2017	13:37:56
Approve/Reject/Change Parked Document 1002507274.2J	[Icon]	[Icon]	[Icon]	Ready		06/12/2017	13:37:56
Approve/Reject/Change Parked Document 1002507274.2J	[Icon]	[Icon]	[Icon]	In Process		06/12/2017	13:37:56
Determine Cost Objects for BUW03502	[Icon]	[Icon]	[Icon]	Completed		06/12/2017	13:37:57
Approve/Reject/Change Parked Document 1002507274.2J	[Icon]	[Icon]	[Icon]	Ready		06/12/2017	13:37:57
Approve/Reject/Change Parked Document 1002507274.2J	[Icon]	[Icon]	[Icon]	In Process		06/12/2017	13:37:57
Determine Cost Objects for 451045	[Icon]	[Icon]	[Icon]	Completed		06/12/2017	13:37:57
Approve/Reject/Change Parked Document 1002507274.2J	[Icon]	[Icon]	[Icon]	Ready		06/12/2017	13:37:57

### Look up Agent -

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.

Workflow and task	Details	Graphic	Agent	Status	Result	Date	Time
Journal Entry - Get FI Department Approvals for 1002508274	[Icon]	[Icon]	[Icon]	Completed	executed	06/12/2017	13:37:55
Approve/Reject/Change Parked Document 1002507274.2J	[Icon]	[Icon]	[Icon]	In Process		06/12/2017	13:37:55
Determine Cost Objects for BUW1136	[Icon]	[Icon]	[Icon]	Completed		06/12/2017	13:37:56
Approve/Reject/Change Parked Document 1002507274.2J	[Icon]	[Icon]	[Icon]	Ready		06/12/2017	13:37:56
Approve/Reject/Change Parked Document 1002507274.2J	[Icon]	[Icon]	[Icon]	In Process		06/12/2017	13:37:56
Determine Cost Objects for BUW03502	[Icon]	[Icon]	[Icon]	Completed		06/12/2017	13:37:57
Approve/Reject/Change Parked Document 1002507274.2J	[Icon]	[Icon]	[Icon]	Ready		06/12/2017	13:37:57
Approve/Reject/Change Parked Document 1002507274.2J	[Icon]	[Icon]	[Icon]	In Process		06/12/2017	13:37:57
Determine Cost Objects for 451045	[Icon]	[Icon]	[Icon]	Completed		06/12/2017	13:37:57
Approve/Reject/Change Parked Document 1002507274.2J	[Icon]	[Icon]	[Icon]	Ready		06/12/2017	13:37:57