

# **Journal Entry Workflow**

## **Managing Worklist Tasks for Journal Entries**

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# Course Objectives

Upon completion of this session, you should be able to:

- Manage Worklist
- View Attachments
- Approve Journal Entry
- Reject Journal Entry



# Course Map

**Manage Worklist**

**Lesson 1: Navigate the Worklist Tab**

**Lesson 2: Select an Worklist Task to Review**

**Lesson 3: Approve / Reject**

**Lesson 5: Summary**

# Lesson 1 – Objectives

Upon completion of this lesson, you should be able to:

- View worklist
- Apply Task Tab Filters
- Use Additional Task Tab Functions



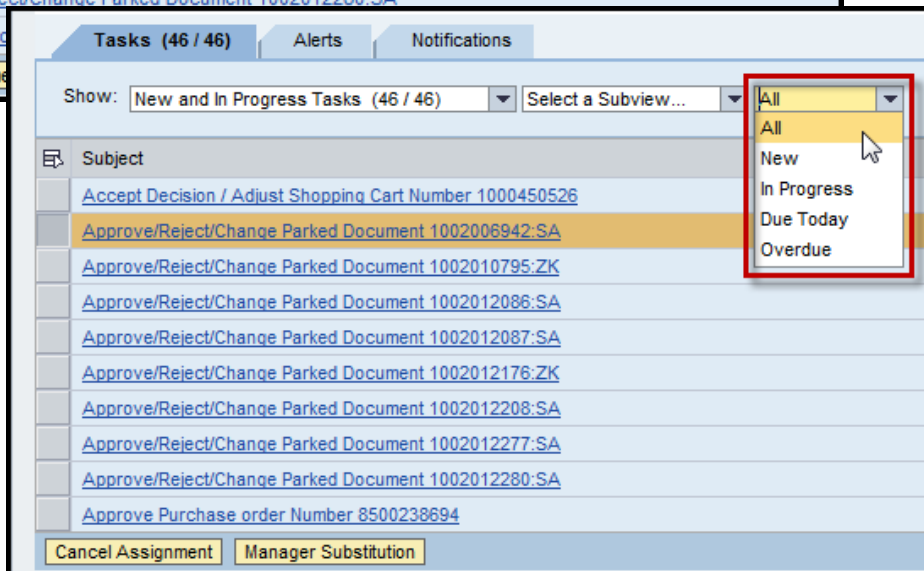
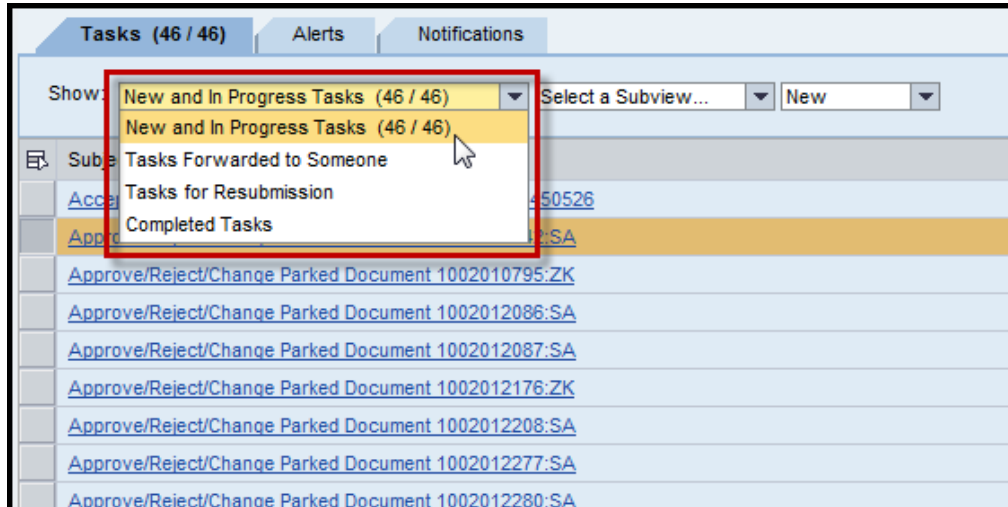
# BUworks Central Portal - Worklist Tab

The screenshot displays the BUworks Central Portal interface. At the top, the navigation menu includes 'Home', 'Employee Self-Service', 'Manager Self-Service', 'Payroll Coordinator', 'Organizational Chart', 'Finance', 'ACCT XWalk', 'Reporting', 'Procurement', 'Worklist' (highlighted with a red box), and 'WebGUI'. A 'Log off' link is visible in the top right corner. Below the navigation menu, a warning message states 'Cannot connect to the provider'. The main content area features a 'Tasks (46 / 46)' tab, which is highlighted with a red box. Below this tab, there are options to 'Show: New and In Progress Tasks (46 / 46)' and 'Select a Subview...'. A table of tasks is displayed with the following columns: Subject, Initiator, Sent Date, Due Date, and Status. The table contains several rows of tasks, with the second row highlighted in yellow. Below the table, there are buttons for 'Cancel Assignment' and 'Manager Substitution'. The detailed view of a selected task shows the following information: Subject: Approve/Reject/Change Parked Document 1002006942: SA; Sent Date: Aug 27, 2015 by Train, 503; Status: New; Priority: Medium; Description: Choose one of the decision options given. This completes the processing of this step. You can review document 1002006942 in the new window that opened. Fund Centers: 1202020000. Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also create your own attachments. If you choose Cancel, the user decision remains in your inbox for processing. Required Reading: A table with columns for Type, Title, Created On, and Created By. The title is 'Parked Document\_TRBU10020069422016 - Display'. Attachments: A section for attachments is visible at the bottom.

Subject	Initiator	Sent Date	Due Date	Status
Accept Decision / Adjust Shopping Cart Number 1000450526	Train, 512	Jan 28, 2016		New
Approve/Reject/Change Parked Document 1002006942: SA	Train, 503	Aug 27, 2015		New
Approve/Reject/Change Parked Document 1002010795: ZK	Train, 703	Feb 18, 2016		New
Approve/Reject/Change Parked Document 1002012086: SA	Train, 503	Feb 2, 2016		New
Approve/Reject/Change Parked Document 1002012087: SA	Train, 503	Feb 2, 2016		New
Approve/Reject/Change Parked Document 1002012176: ZK	Train, 503	Mar 17, 2016		New
Approve/Reject/Change Parked Document 1002012208: SA	Train, 503	Mar 30, 2016		New
Approve/Reject/Change Parked Document 1002012277: SA	Load Test 167, BUworks	May 23, 2016		New
Approve/Reject/Change Parked Document 1002012280: SA	Load Test 167, BUworks	May 23, 2016		New
Approve Purchase order Number 8500238894	Train, 513	Nov 12, 2015	Nov 14, 2015	New

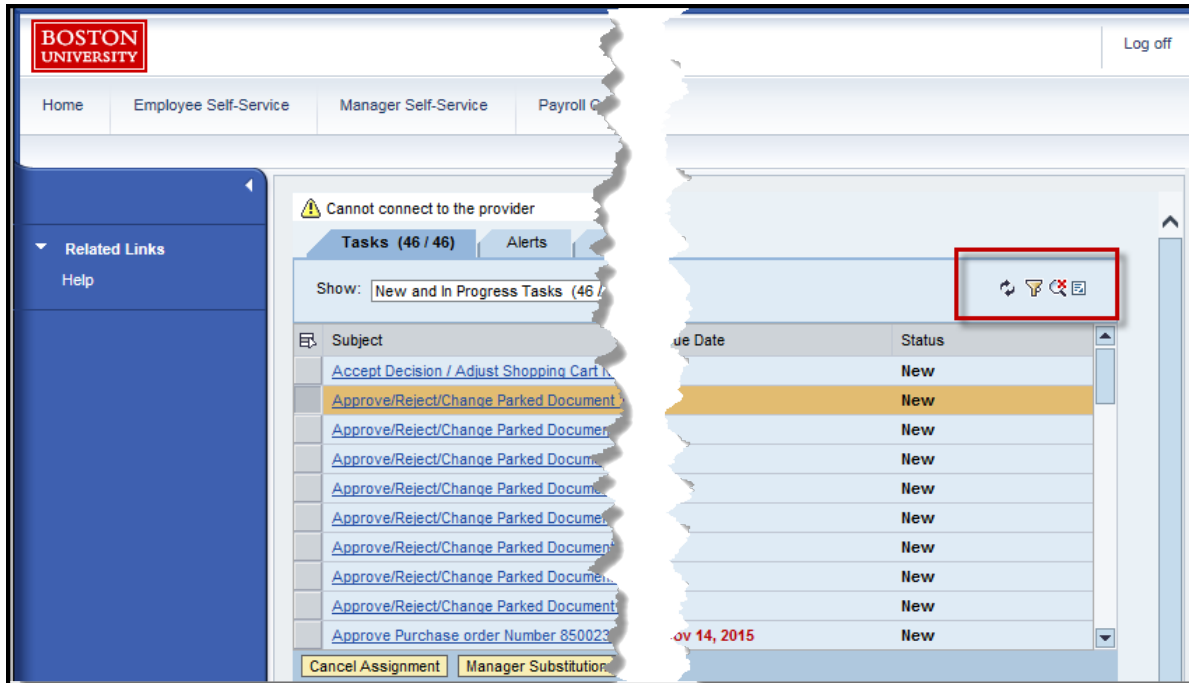
- To access your **Worklist**:
  - Log in to **BUworks Central Portal**
  - Click the **Worklist** tab
- Go to **Tasks** tab
  - Select a line item to review a **Task**




# Tasks Tab Filters



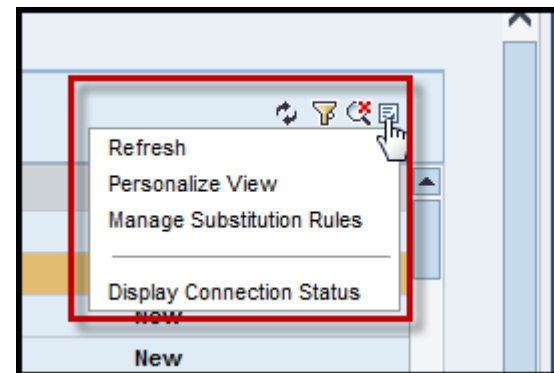
- Use the **Show** filter options to manage your Tasks.
- Use **Select a Subview** to only view Tasks on Queue.
- Use the **Document Status** filter to display tasks by status.

# Additional Task Tab Functions



-  **Refresh** items.
-  Display additional options for **Advanced Filtering**.
-  **Turn on / Turn off** the Preview Display Area.

To access **Manage Substitution Rules** Click on  Icon Button



# Show Advance Filter Options



Subject	Initiator	Sent Date	Due Date	Status
<a href="#">Accept Decision / Adjust Shopping Cart Number 1000450526</a>	Train, 512	Jan 28, 2016		New
<a href="#">Approve/Reject/Change Parked Document 1002006942-SA</a>	Train, 503	Aug 27, 2015		New
<a href="#">Approve/Reject/Change Parked Document 1002010795-ZK</a>	Train, 703	Feb 18, 2016		New
<a href="#">Approve/Reject/Change Parked Document 1002012086-SA</a>	Train, 503	Feb 2, 2016		New
<a href="#">Approve/Reject/Change Parked Document 1002012087-SA</a>	Train, 503	Feb 2, 2016		New

Click on **Advance Filter** Option button  to Filter By:

- **Subject**
  - Ascending Order
  - Descending Order
- **Sent Date**
  - Today
  - Yesterday
  - Last 7 Days
  - Last 30 Days
  - Last 90 Days
- **Due Date**
  - Today
  - Tomorrow
  - Yesterday
  - Last 7 Days
  - Next 7 Days
  - Last 30 Days
  - Next 30 Days
  - Last 90 Days
  - Next 90 Days
- **Status**
  - Clarified
  - Completed
  - Confirmed
  - In Clarification
  - In Progress
  - New
  - Read



# Turn on and Turn off Preview Buttons

The screenshot displays the BUworks Online Help interface. At the top, there are tabs for 'Tasks (46 / 46)', 'Alerts', and 'Notifications'. Below the tabs, there is a search bar and a dropdown menu for 'Select a Subview...'. The main area shows a table of tasks with columns for Subject, Initiator, Sent Date, Due Date, and Status. One task is highlighted in yellow: 'Approve/Reject/Change Parked Document 1002006942 SA' by Train, 503, sent on Aug 27, 2015, with a status of 'New'. Below the table, there is a preview pane for the selected task, showing details such as Sent Date, Priority, Description, and Required Reading. The preview pane also includes a table for 'Required Reading' with columns for Type, Title, Created On, and Created By.

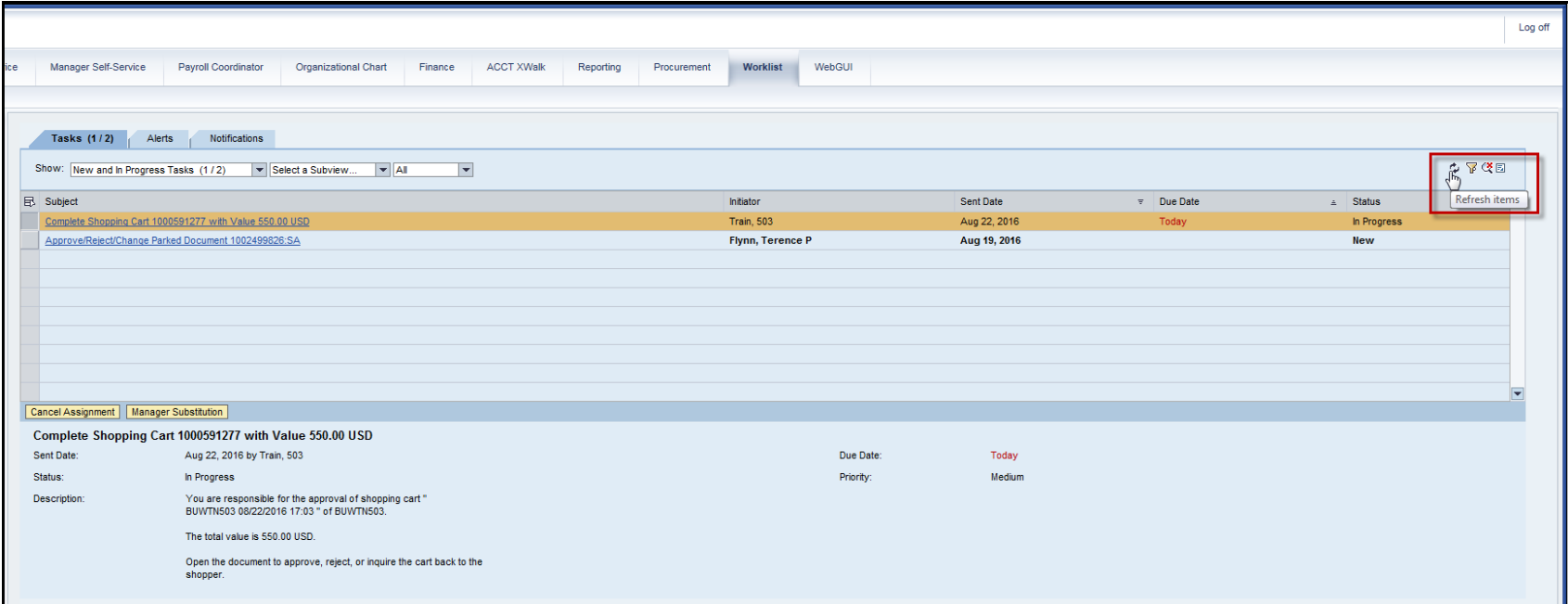
Subject	Initiator	Sent Date	Due Date	Status
Accept Decision / Adjust Shopping Cart Number 1000450528	Train, 512	Jan 28, 2016		New
Approve/Reject/Change Parked Document 1002006942 SA	Train, 503	Aug 27, 2015		New
Approve/Reject/Change Parked Document 1002010795 ZK	Train, 703	Feb 18, 2016		New
Approve/Reject/Change Parked Document 1002012086 SA	Train, 503	Feb 2, 2016		New
Approve/Reject/Change Parked Document 1002012087 SA	Train, 503	Feb 2, 2016		New
Approve/Reject/Change Parked Document 1002012176 ZK	Train, 503	Mar 17, 2016		New
Approve/Reject/Change Parked Document 1002012208 SA	Train, 503	Mar 30, 2016		New
Approve/Reject/Change Parked Document 1002012277 SA	Load Test 167, BUworks	May 23, 2016		New
Approve/Reject/Change Parked Document 1002012280 SA	Load Test 167, BUworks	May 23, 2016		New
Approve Purchase order Number 8500238694	Train, 513	Nov 12, 2015	Nov 14, 2015	New

**Approve/Reject/Change Parked Document 1002006942:SA**  
 Sent Date: Aug 27, 2015 by Train, 503      Status: New  
 Priority: Medium  
 Description: Choose one of the decision options given. This completes the processing of this step.  
 You can review document 1002006942 in the new window that opened.  
 Fund Centers  
 1202020000  
 Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also create your own attachments.  
 If you choose Cancel, the user decision remains in your inbox for processing.

Type	Title	Created On	Created By
	Parked Document: TRBU10020069422016 - Display		

- Use the **Turns on**  and **Turn off**  Preview Option buttons to allow for pane view (in the lower part of the window screen) on the selected **Task**.

# Refresh Button Function



The screenshot shows the BUworks Worklist interface. At the top, there are navigation tabs for various functions like Manager Self-Service, Payroll Coordinator, etc. The main area is titled 'Tasks (1 / 2)' and contains a table of tasks. A red box highlights the 'Refresh items' button in the top right corner of the task list. Below the table, there is a detailed view of a task: 'Complete Shopping Cart 1000591277 with Value 550.00 USD'. The task details include: Sent Date: Aug 22, 2016 by Train, 503; Due Date: Today; Status: In Progress; Priority: Medium. The description states: 'You are responsible for the approval of shopping cart \* BUWTN503 08/22/2016 17:03 \* of BUWTN503. The total value is 550.00 USD. Open the document to approve, reject, or inquire the cart back to the shopper.'

Subject	Initiator	Sent Date	Due Date	Status
<a href="#">Complete Shopping Cart 1000591277 with Value 550.00 USD</a>	Train, 503	Aug 22, 2016	Today	In Progress
<a href="#">Approve/Reject/Change Parked Document 1002499826.SA</a>	Flynn, Terence P	Aug 19, 2016		New

- Click on the refresh button  to display and updates new system generated **Tasks**.



# Demonstration: Manage Worklist Tasks

- Manage Tasks in the Worklist
  - Video System Demonstration



BOSTON UNIVERSITY Log off

Home Employee Self-Service Manager Self-Service Payroll Coordinator Organizational Chart Finance ACCT XWalk Reporting Procurement **Worklist** WebGUI

Tasks (2 / 3) Alerts Notifications

Show: New and In Progress Tasks (2 / 3) Select a Subview... All

Subject	Initiator	Sent Date	Due Date	Status
<a href="#">Approve/Reject/Change Parked Document 1002549715 SA</a>	Train, 503	Today		New
<a href="#">Complete Shopping Cart 1000591277 with Value 550.00 USD</a>	Train, 503	Aug 22, 2016	Today	In Progress
<a href="#">Approve/Reject/Change Parked Document 1002499826 SA</a>	Flynn, Terence P	Aug 19, 2016		New

[Cancel Assignment](#) [Manager Substitution](#)

**Approve/Reject/Change Parked Document 1002549715:SA**

Sent Date: Today by Train, 503      Status: New

Priority: Medium

Description: Choose one of the decision options given. This completes the processing of this step.

You can review document 1002549715 in the new window that opened.

Fund Centers  
1202020000

Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also create your own attachments.

If you choose Cancel, the user decision remains in your inbox for processing.

**Required Reading:**

Type	Title	Created On	Created By
	<a href="#">Parked Document TRBU10025497152017 - Display</a>		

**Attachments:**

Type	Title	Created On	Created By
	<a href="#">Parked Document TRBU10025497152017</a>		

# Questions



# Course Map

**Manage Worklist**

**Lesson 1: Navigate the Worklist Tab**

**Lesson 2: Select a Worklist Task to Review**

**Lesson 3: Approve / Reject**

**Lesson 5: Summary**

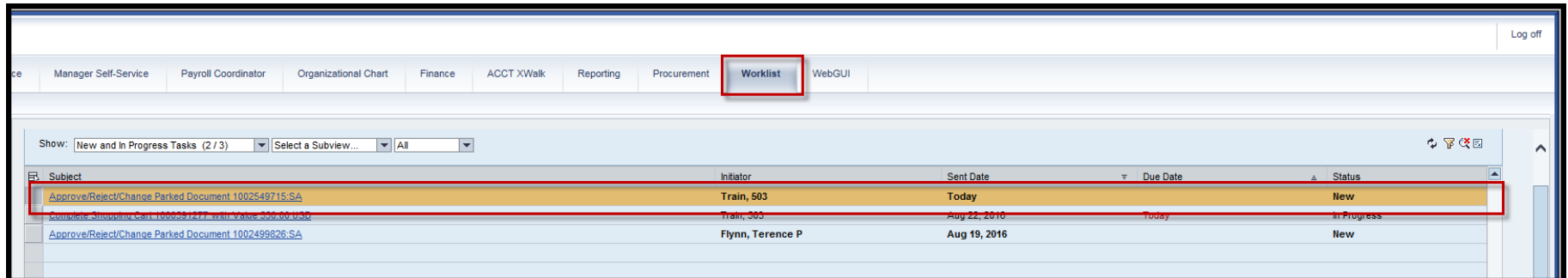
## Lesson 2 – Objectives

Upon completion of this lesson, you should be able to:

- Select a Task to Review
- Cancel Assignment of a Task
- Manage Substitutes for Approver
- View Attachments
- Utilize Additional Functions in Preview Pane

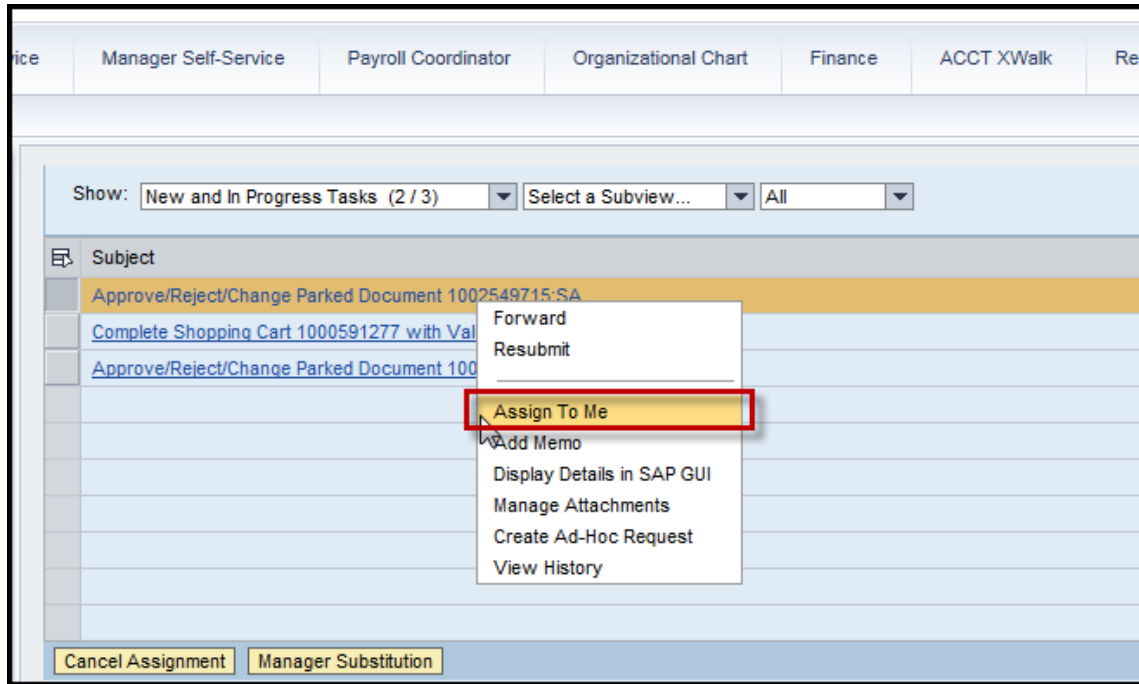


# Selecting a Task in Your Worklist



- Select a **Task** by clicking on a line item from **Worklist**.
- Once a **Task** is selected and opened (double clicking on **Task** Line Item):
  - **Task** is assigned to you for review and approval.
  - **Task** is removed from other Approver(s) **Worklist** and no longer available to view in their **Worklist**.

## Select a Task to Review – Assign To Me



- Highlight and select the **Task**
- Right click on **Task** to access **Assign To Me** option.
- Assign **Task** to yourself for review at a later time.

This ensures the **Task** is:

- Reviewed and approved only by you.
- Is “Logically Deleted” from other Approver(s) **Worklist**.



# Cancel Assignment

The screenshot shows a task list table with columns: Subject, From, Sent, Due, and Status. The first row is highlighted in yellow and contains the following information:

Subject	From	Sent	Due	Status
<a href="#">Journal Entry 1000074523 Ready for FAO Review (Funds Center 3432230000)</a>	Papke, Fred	Feb 28, 2012		In Progress
<a href="#">Change Parked Document 1000074217 (Funds Center 1010100000)</a>	Train 515, BUworks	Feb 27, 2012		In Progress
<a href="#">Approve: New Fund Master</a>	Train 609, BUworks	Jan 26, 2012	Jan 31, 2012	In Progress
<a href="#">Approve: New Balance Sheet GL Account</a>	Train 609, BUworks	Dec 16, 2011	Dec 21, 2011	In Progress
<a href="#">Approve: New Internal Order &amp; Related Master Data</a>	Greene, Coleman	Dec 14, 2011	Dec 19, 2011	In Progress

Below the table, the detailed view of the selected task is shown. The task title is "Journal Entry 1000074523 Ready for FAO Review (Funds Center 3432230000)". The "Sent" date is Feb 28, 2012, by Papke, Fred, and the status is "In Progress". The description states: "Parked document is to be released. Release the parked document or deny the release." There is one attachment: "Parked Document: TRBU10000745232012". At the bottom of the task view, there are several buttons: "Open Task", "Resubmit", "Forward", and "Cancel Assignment". The "Cancel Assignment" button is highlighted with a red box.

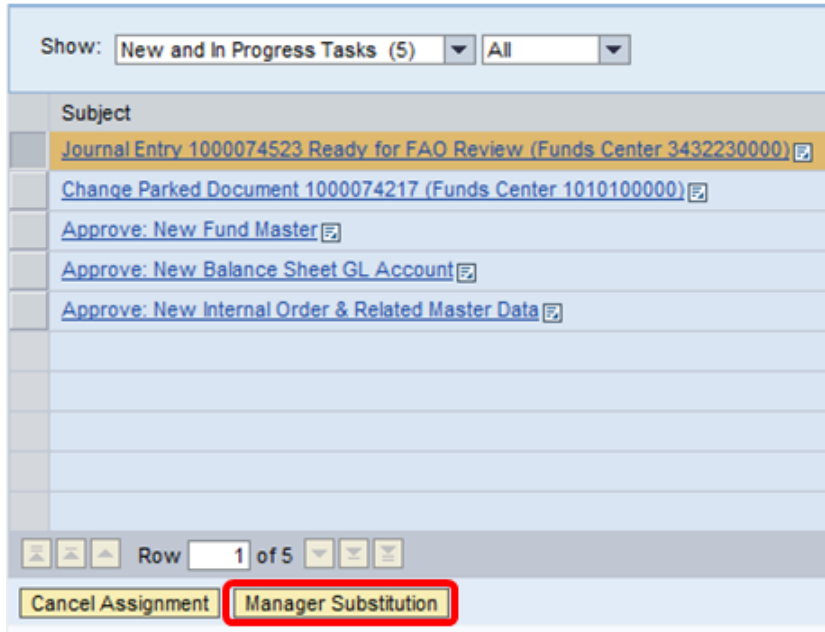
- If you select or open a task by mistake, you can use the **Cancel Assignment** buttons to return the task to workflow
- This allows another approver to select the task to review and approve

# Demonstration: Select a Task to Review

- **Select, open, and cancel assignment for a task in the worklist**
  - Live system demonstration



# Manage Substitutes for Approver



- Use the Manager Substitution button to temporarily assign a substitute approver for your worklist
- This allows you to create a rule for forwarding task to a specific individual

# Create Substitution Rule

**Manage Substitution Rules**

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in')

**My Substitution Rules**

Create Rule ... Delete Refresh

Tasks	Nominee	What To Do	Status

**Create a Substitution Rule**

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)

1 Define Rule 2 Set Rule Activation

Nominee:  Select...

Assign These Tasks: All

The nominee is the substitute for all tasks

I Want the Nominee to:

- Receive My Tasks  
You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule
- Fill In For Me  
If you are unexpectedly absent, the nominee can take over your tasks completely

Next Cancel

**Search For People**

More than one name found for hiram

Search For Names:  Search

**Current Selection**

<input checked="" type="checkbox"/>		<a href="#">Hiramoto, Miyu</a>
<input type="checkbox"/>		<a href="#">Ettienne, Hiram, C</a>
<input type="checkbox"/>		<a href="#">Rodriquez, Hiram</a>

Apply Cancel

Row 0 of 0

## Demonstration: Manage Substitutes for Approver

- **Create a substitution rule to temporarily forward your task to a different approver**
  - Live system demonstration




# View Attachments

**Journal Entry 1000074523 Ready for FAO Review (Funds Center 3432230000)**

Sent: Feb 28, 2012 by Papke, Fred      Status: In Progress  
Priority: Normal

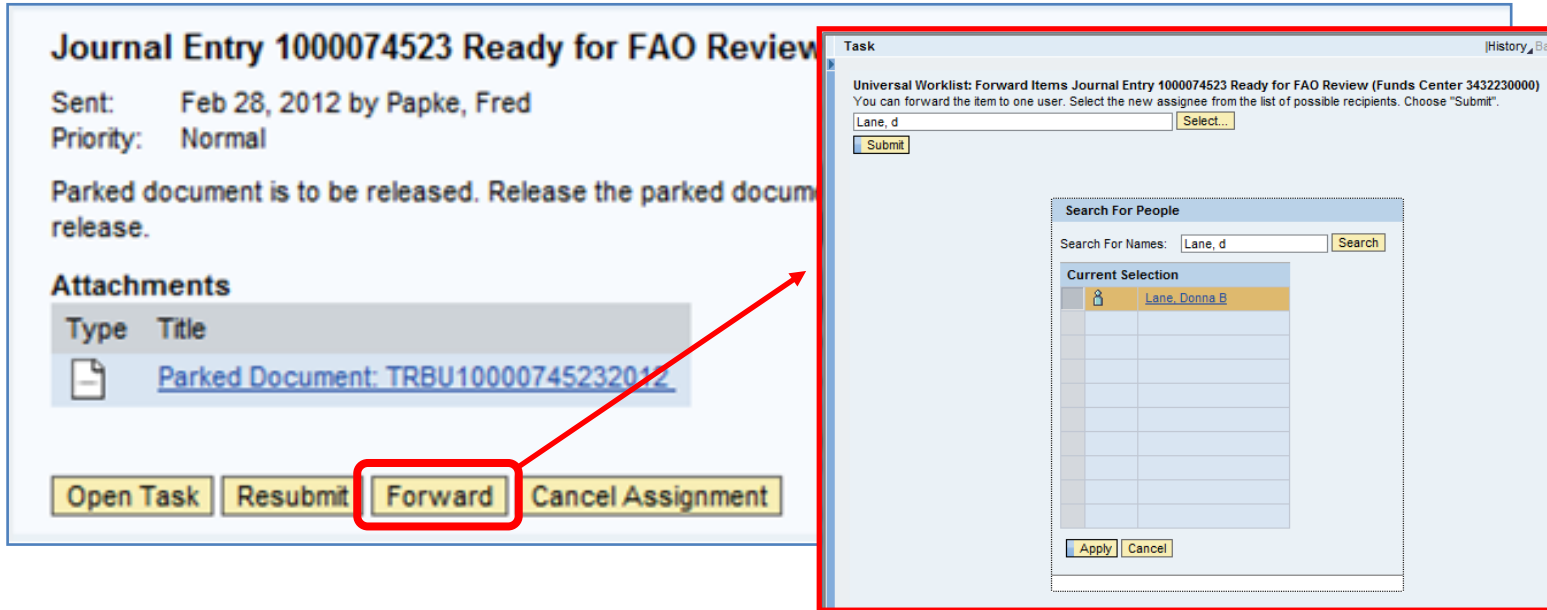
Parked document is to be released. Release the parked document or deny the release.

**Attachments**

Type	Title
	<a href="#">Parked Document: TRBU10000745232012</a>

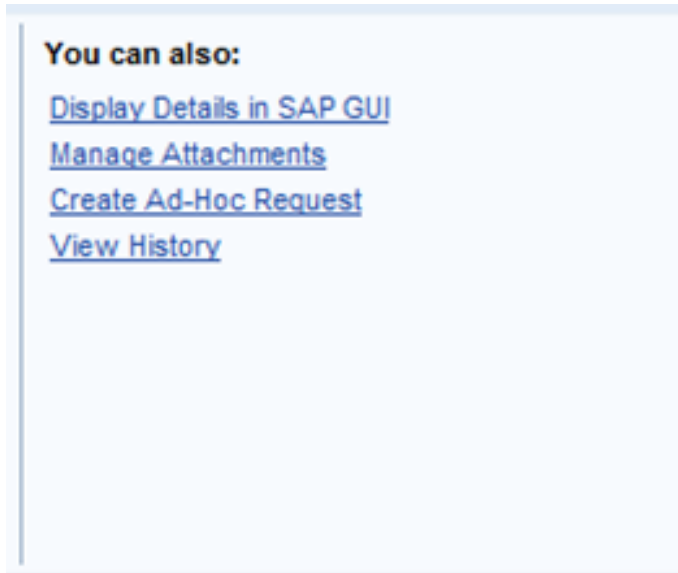
- You can find attachments for a task in the preview pane
- Click on the link to open the associated documents
  - These can include the SAP document, Notes, Word or PDF document types

# Forward Task



- You can forward a task to a specified user
- Once you click the button, a user name search window appears
- Search for the user you would like to sent the task to and confirm the forward.

# Commonly Used Preview Pane Functions



- Display Detail in SAP GUI
  - Opens the actual SAP document
- Manage Attachments
  - Opens attachment list containing any associated documents
- View History
  - Displays the workflow/approval history of the task



# Demonstration: Preview Pane Functions

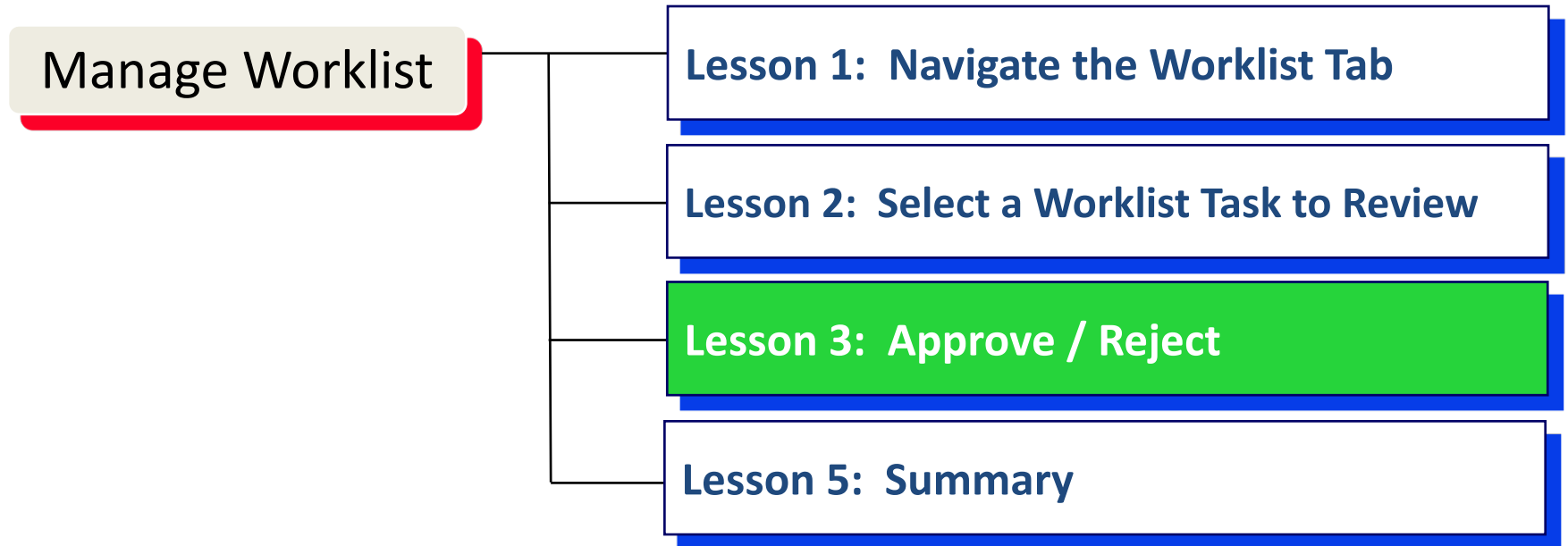
- **View attachments and utilize additional functions**
  - Live system demonstration



# Questions



# Course Map



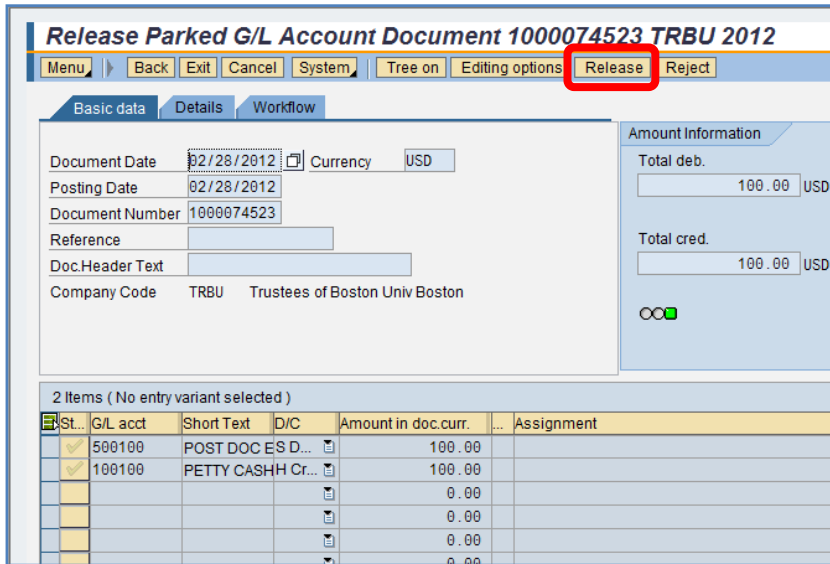
## Lesson 3 – Objectives

Upon completion of this lesson, you should be able to:

- Approve a Task (Release)
- Reject a Task



# Approve a Task



- Once you have selected and opened a task, the actual SAP document opens
  - For example, a parked journal entry
- Once you review the document for accuracy, use the Release button to approve the task
- If there a next level of approval, the task is sent to the reviewer for release

# Demonstration: Approve Task

- **Approve a task from the worklist**
  - Live system demonstration



# Reject a Task

**Release Parked G/L Account Document 1000074523 TRBU 2012**

Menu | Back | Exit | Cancel | System | Tree on | Editing options | Release | **Reject**

Basic data | Details | Workflow

Document Date: 02/28/2012 | Currency: USD  
 Posting Date: 02/28/2012  
 Document Number: 1000074523  
 Reference:   
 Doc.Header Text:   
 Company Code: TRBU Trustees of Boston Univ Boston

Amount Information  
 Total deb.: 100.00 USD  
 Total cred.: 100.00 USD

2 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment
<input checked="" type="checkbox"/>	500100	POST DOC ES D...		100.00	
<input checked="" type="checkbox"/>	100100	PETTY CASHH Cr...		100.00	
<input type="checkbox"/>				0.00	
<input type="checkbox"/>				0.00	
<input type="checkbox"/>				0.00	
<input type="checkbox"/>				0.00	

- You can also reject the document
- This will send the task back to the submitter
- You can add a note to ask for corrections or indicate needed changes
- The submitter will have to restart workflow once the corrections or updates are completed

# Demonstration: Reject Task

- **Reject a task from the worklist**
  - Live system demonstration





# Questions



# Course Map

**Manage Worklist**

**Lesson 1: Navigate the Worklist Tab**

**Lesson 2: Select a Worklist Task to Review**

**Lesson 3: Approve / Reject**

**Lesson 5: Summary**

# Course Review

You should now be able to:

- View Inbox
- View Attachments
- Approve Journal Entry
- Reject Journal Entry



# Help and Support



1. Access and refer to the on-line documentation for the task you are performing.
  - <https://prw.buw.bu.edu/gm/workplace>
2. Contact your Power User if you cannot resolve your issue with the on-line documentation.
3. Contact the Help Desk.

# Questions

