November 2017 – Finance Newsletter

BUworks Finance Newsletter **November 2017**

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In this month's issue, we'll go over the journal entry workflow approval process, how to to track the workflow and address next steps to take.

Journal Entry Workflow Process

The process allows department approvers and submitters the ability to review, edit and approve journal entries for their **Cost Objects** (**Cost Center**, **Internal Order** or **WBS** element).

The system routes notification to the appropriate departmental approver and central offices such as **Budget and Planning office**, **Financial Affairs Office** (**FAO**) and **Post Award Financial Operation** (**PAFO**)**.**

The notification is received and approved through the **Worklist** tab on the **BUworks Central Portal**. The workflow approval process applies to journals entered using transaction code **FV50** as well as **ZJVUpload**.

Overview of BUworks Journal Entry Workflow

The BUworks journal entry workflow enhancement is designed to automate and streamline the central offices and department approval process.

The workflow is determined by several factors, here are some examples:

- The master data that is entered into the **SAP** system.
  - Examples of master data are **GL Account**, **Cost Center** (**CC**), **Internal Order** (**IO**), and **WBS** element.
- The assignment of roles that are associated with **CC** or **IO** used to create the journal entry.
  - Examples of roles are Finance department submitter role, and department approver role.

The system pulls the first set of finance system master data (Cost Object and GL Account), then addresses the following questions:

1. Are any approvers assigned to this **Cost Center** or **Internal Order?**
   The system locates all assigned approvers associated with the **Cost Object**, then forwards notification to their **Worklist** tab in the BUworks Central Portal.

2. Are any Unit Approvers assigned to the **Cost Object**? If yes, then it routes to assigned department approvers.
3. Does the entry cross multiple grants? If yes, then it routes to **PAFO** Approver.
4. Is entry hitting a transfer **GL** account? If yes, then it routes to **Budget** Approver.
5. Is entry hitting a balance sheet **GL** account? If yes, then it routes to **FAO** Approver.
6. Is entry a transfer to an Endowment or Gift account? If yes, then routes to **FAO** Approver.
7. Repeat Step 1 and 6 until all **Cost Objects** have been validated and reviewed.

If multiple approvers are assigned to a **Cost Object**, then all approvers will receive a **Worklist** notification.

The first approver who opens the entry on their **Worklist** tab is responsible for the task. The opening of the task triggers the system to “logically delete” all notifications sent to other approvers. The task will delete from the once the **Worklist** is refreshed**.**

To view a Quick Reference Guide on the journal entry workflow approval process flow chart or copy and paste link to browser: http://www.bu.edu/tech/files/2016/01/FI_QRG_Enhancement_JE-workflow_3rd_PAFO-and-Budget.pdf.

FAQs - Journal Entry (JE) Status Review

1. **How is the journal entry workflow initiated?** The Journal Entry workflow is triggered and initiated once you have clicked on the “**Save as Complete**” button on transaction code **FV50** accessed through the **WebGUI ECC** system.
2. **How do I know if my journal entry has started the workflow approval process?** Using transaction code **FBV3** – **Display Parked document** you can access the **Service for Object** button to display the workflow approval steps. Click on the **Services for Object** button located on the top left hand side of your window. Highlight **Workflow** and double click on **Workflow Overview.** A new window will show the status of the approval steps.
3. **The journal entry shows a status of “Rejected”, what do I do now?** When an entry is rejected, an email notification is sent to the department submitter who created the journal. The email will state the reason for the rejection and who rejected it.
   At this point you have two options;
   1. Change the entry and restart the workflow approval process.
   2. Delete the entry and re-create it if necessary.
   To watch a demo on how to perform these tasks click here.
   To download a copy of the PowerPoint with included demo click here.

Tips and Tricks - Changing and Deleting a Journal Entry

- To change a journal entry which has been “**Rejected**“, you can go back into the entry using transaction code **FBV2** – **Change Parked document** and correct and or edit the entry. Then click **Save as Complete** button to then re-start the journal entry approval process..

Note, a change to any field is required for the system to acknowledge the change. Once the change is made, click on the **Save as Complete** button to re-start the workflow approval process.

BUworks Online Help

To view a the Quick Reference Guide on how to use **WebGUI ECC** system transaction code **FBV2 – Change Parked document,** to change your journal entry click here.

- To delete the entry go to transaction code **FBV2 – Change Parked document**, click on the ***Menu*** button, highlight ***Document***, select and click on ***Delete.***

To view a the Quick Reference Guide (*Page 3, Steps 7 & 8*) on how to use **WebGUI ECC** system transaction code **FBV2 – Change Parked document,** to delete your journal entry click here.

To watch a demo on how to delete a journal entry or re-initiate the approval process click here.

Contact Us:
Thanks for taking the time to read this newsletter.
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