Approving Finance Transactions

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• Finding Information
• Overview of How Workflow Works
• Demonstration
• Getting Ready for Go-Live
Click here to login to Computer-Based Training
TIPs and Trainers

This page provides information to campus personnel who are serving in the role of Training & Implementation Partners (TIPs) or as a Finance trainer.

MATERIALS FOR TIPS AND TRAINERS

Campus Led Training Checklist

WHO IS THE TIP OR TRAINER FOR MY SCHOOL, UNIT OR DEPARTMENT?

View these lists to find your training representative.

- Finance TIPs and Trainers May 2014
- HR TIPs May 2014

CONNECTCAROLINA TRAINING: A TEAM EFFORT

Planning and developing training is a joint effort of the ConnectCarolina project team and the Finance and Office of Human Resources (OHR) training units. But the size and complexity of the effort meant that the training team has expanded to include representatives from campus as well. Schools and units nominated Training & Implementation Partners, or TIPs, for both HR and Finance, and on the Finance side, additional training representatives.
Approvals workflow

• routes transactions from one predefined approver to another

• notifies approvers they need to take action
Good news

• If you’ve approved ePro vendor catalog orders or SOP documents, the process will be familiar

• Now applies to multiple transactions

• Now you’ll have one worklist for all Finance approvals (HR too)

• You can see where all transactions are in the approvals process, and how long they’ve been there

• FYI: FRED still used for Web Travel/CABS
Financial transactions that go through approval

- Campus Journal Entries
- Campus Vouchers
- Purchase Requisitions
- Independent Contractors
- Budget Journals & Budget Transfers
- Chartfield Value Requests

Which Transactions Go Through Approval

- Software acquisitions
- Vendor catalog orders
- Purchase requests
The approval process is not identical for all transactions.

Each major organizational unit (MOU) chose options for:
- whether to use approvals (for the transactions where it is optional)
- how many levels of approval for each department in their organization

Some transactions support options others do not.
- For example, journal entries don’t let you to add approvers “on the fly”
<table>
<thead>
<tr>
<th>Transaction</th>
<th>Departmental Approval Required?</th>
<th>Self-Approval Allowed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Vouchers (Check Request/SOP)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2 Independent Contractors</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3 Budget Journals &amp; Transfers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>4 Software Acquisition Orders</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>5 Fund Source Requests</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>6 Vendor Catalog Orders</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>7 Purchase Requisitions</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>8 Journal Entries (Basic &amp; Complex)</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Approvers

• Are notified when transactions are submitted

• Approve or deny transactions

• Have to take action for transactions to move forward

Reviewers

• Are notified when transactions are submitted

• Can view transactions and add comments

• Cannot prevent transactions from moving forward
Viewing Workflow for Your Department

- Everyone who can create transactions can see who the approvers are for their department.
- You can see which transactions use approvals, and who the approvers are for each.
- Important: Not in the Training environment.
Originator

Departmental Approval

Special Handling (purchases only)
- Hazardous Materials
- Computer Equipment
- Capital Assets

Preaudit

Disbursement Services

Central Office Review
- Off. of Sponsored Research
- Accounting Services

Departmental Approvers

Triggered by commodity code
Triggered by fund code range
Triggered by project ID
Triggered by State or Trust funds

zero to 3 levels per transaction, at least two people per level
Multiple Departments on a Transaction

Originator

Departmental Approval

Dept. 1 Approvers → Dept. 2 Approvers → Dept. 3 Approvers → Dept. 4 Reviewer
connectcarolina.unc.edu

- have to be “hard wired” or
- on secure wireless or
- connected through VPN
How Will You Know You Need to Approve a Transaction?

- You receive an email for each transaction
- Your worklist lists all transactions waiting for your approval (HR and Finance)
- Click a link in the worklist to open the transaction
Demonstration
Key Date for Approvers

September 15, 7:00 p.m.

In the legacy systems, last day to approve all:
• purchase requisitions
• check requests
• small order process (SOP) docs
• Web Travel travel reimbursement requests
• Central Airfare Billing System (CABS) requests
• Web Vendor requests

Date is for departmental approval, not central office approval
Go Live: How Can You Help?

- biggest change in **26 years** for accounting staff
- please be patient & understanding
  - with your staff
  - with central office staff

- September = preparing for system downtime & attending training.
- October = working hard to become proficient with a new system.
Questions?