Approving Finance Transactions

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Agenda

- Finding Information
- Overview of How Workflow Works
- Demonstration
- Getting Ready for Go-Live

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What's the best browser for ConnectCarolina?

Best Web Browsers

There are many web browser versions available. What browsers are recommended for accessing and using ConnectCarolina? Read more...

SPOTLIGHT

Submit Feedback

Campus Reps

RECENT NEWS

Integrated System for a Growing University
March 11, 2014

New Chartfields Webinar Mon., March 17, 2:30-3:30 p.m.

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TRAINING

- TIPs and Trainers
- Updates for TIPs and Trainers
- Live Demos
- Webinars
- Cohorts for Training
- Training Schedule
- ConnectCarolina Training Course Descriptions
- Resource Documents
- Parking Lot Questions

Training

Text:

Click here to login to Computer-Based Training

What Kind of Training is Available?

What do the Classes Cover?
Course titles and descriptions

Training Snapshot
[PDF]

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Who is my TIP? (ccinfo.unc.edu)

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TIPs and Trainers

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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

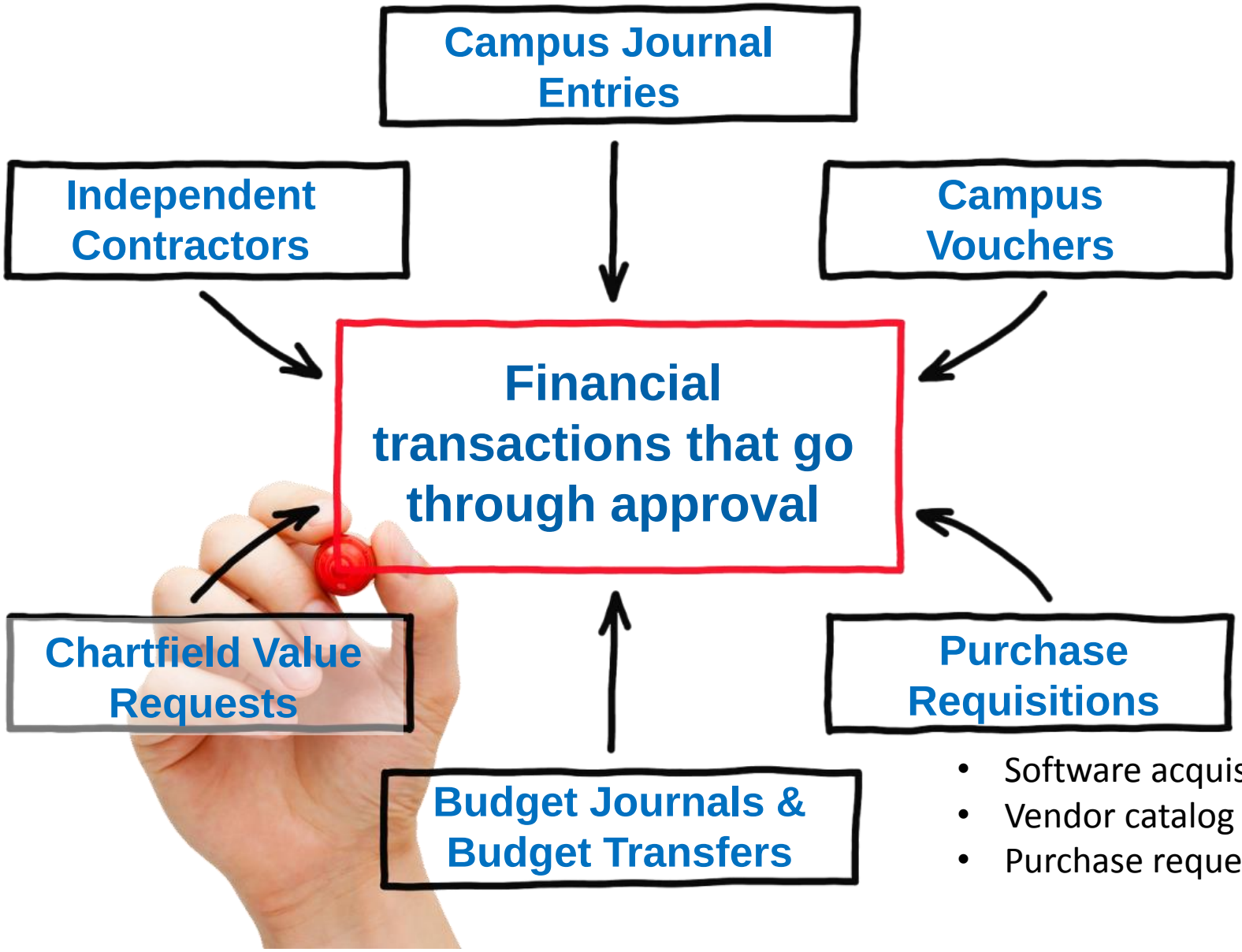
Approvals workflow

- 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

Which Transactions Go Through Approval



- Software acquisitions
- Vendor catalog orders
- Purchase requests

Approval Process: Different by Transaction

Important

- 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"

Required Approvals, Self-Approval

	Transaction	Departmental Approval Required?	Self-Approval Allowed?
1	Vouchers (Check Request/SOP)	Yes	No
2	Independent Contractors	Yes	No
3	Budget Journals & Transfers	Yes	Yes
4	Software Acquisition Orders	Yes	Yes
5	Fund Source Requests	Yes	Yes
6	Vendor Catalog Orders	No	Yes
7	Purchase Requisitions	No	Yes
8	Journal Entries (Basic & Complex)	No	Yes

Approvers & Reviewers

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

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Viewing Workflow for Your Department

New Window | Help | Personalize Page

Dept Approval Cfg | Approval Security

Business Unit: UNCCH UNC Chapel Hill Test
Department: 210000 Vice Chan Finance and Admin
Manager:
OSR Approval Group: OSR Group 2

Departmental Hierarchy and Options

Approval Required

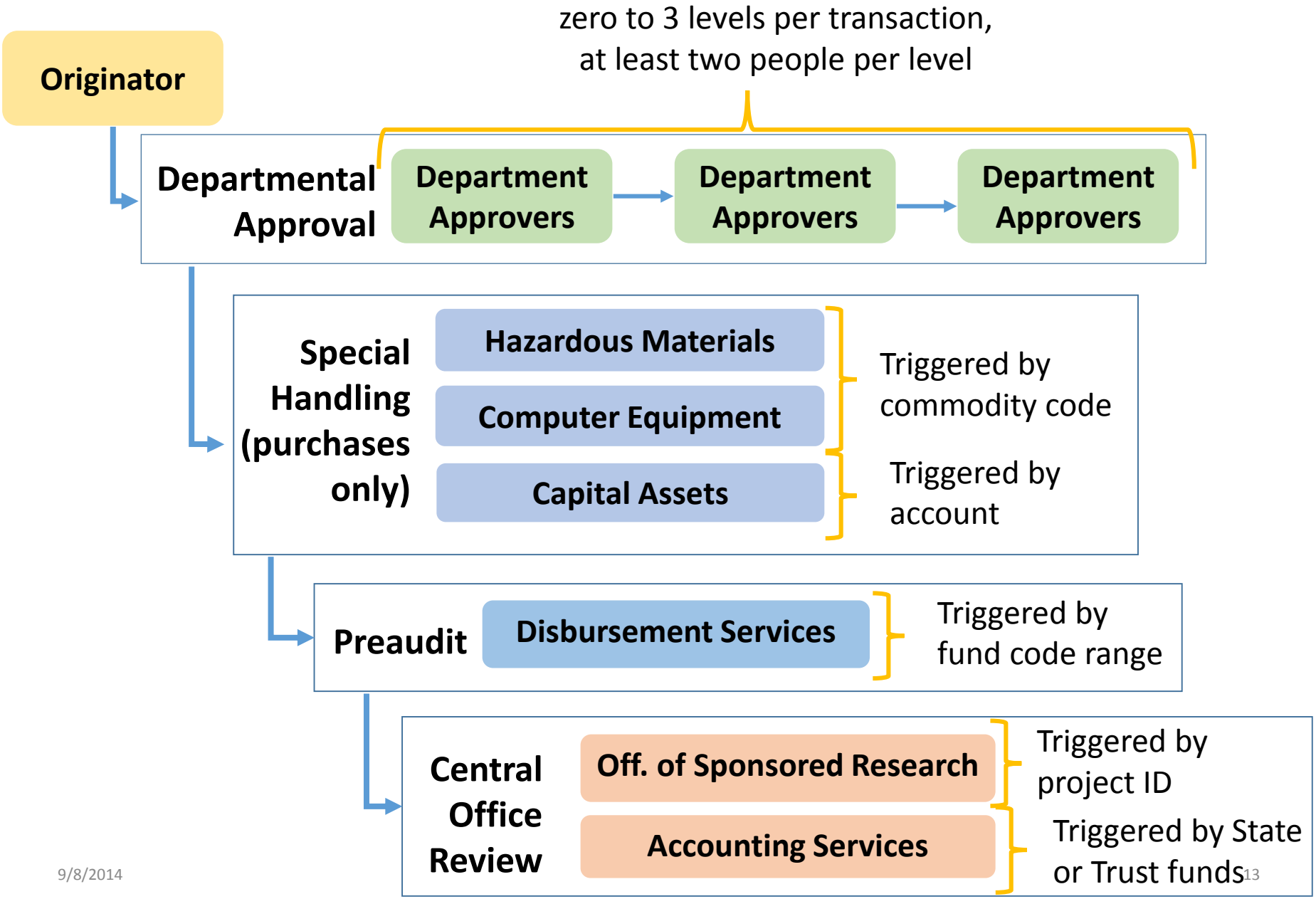
- Requisitions
- Vendor Catalog
- Software Aquisition
- Purchase Orders
- Vouchers
- Journal Entry Designation: Basic
- Journal Entry Designation: Complex
- Budget Entry
- Independent Contractor
- Source Create

Level 2 Level 3

- 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

Departmental Approvers

	*Approver Oprid	Description	Requisitions	Vndr Catalog	Software Aquisition	Purchase Order	Voucher	Jrnl Entry Basic
1	jkidd	Jeff Kidd	✓	✓	✓		✓	✓
2	lburroug	Laurie Burroughs	✓	✓	✓		✓	✓
3	tbrown3	Trevaughn Eubanks	✓	✓	✓		✓	✓
4	vnlong	Nicole Long	✓	✓	✓		✓	✓


zero to 3 levels per transaction,
at least two people per level
Originator
Departmental Approval
Department Approvers
Department Approvers
Department Approvers
Special Handling (purchases only)
Hazardous Materials
Computer Equipment
Capital Assets
Triggered by commodity code
Triggered by account
Preaudit
Disbursement Services
Triggered by fund code range
Central Office Review
Off. of Sponsored Research
Accounting Services
Triggered by project ID
Triggered by State or Trust funds

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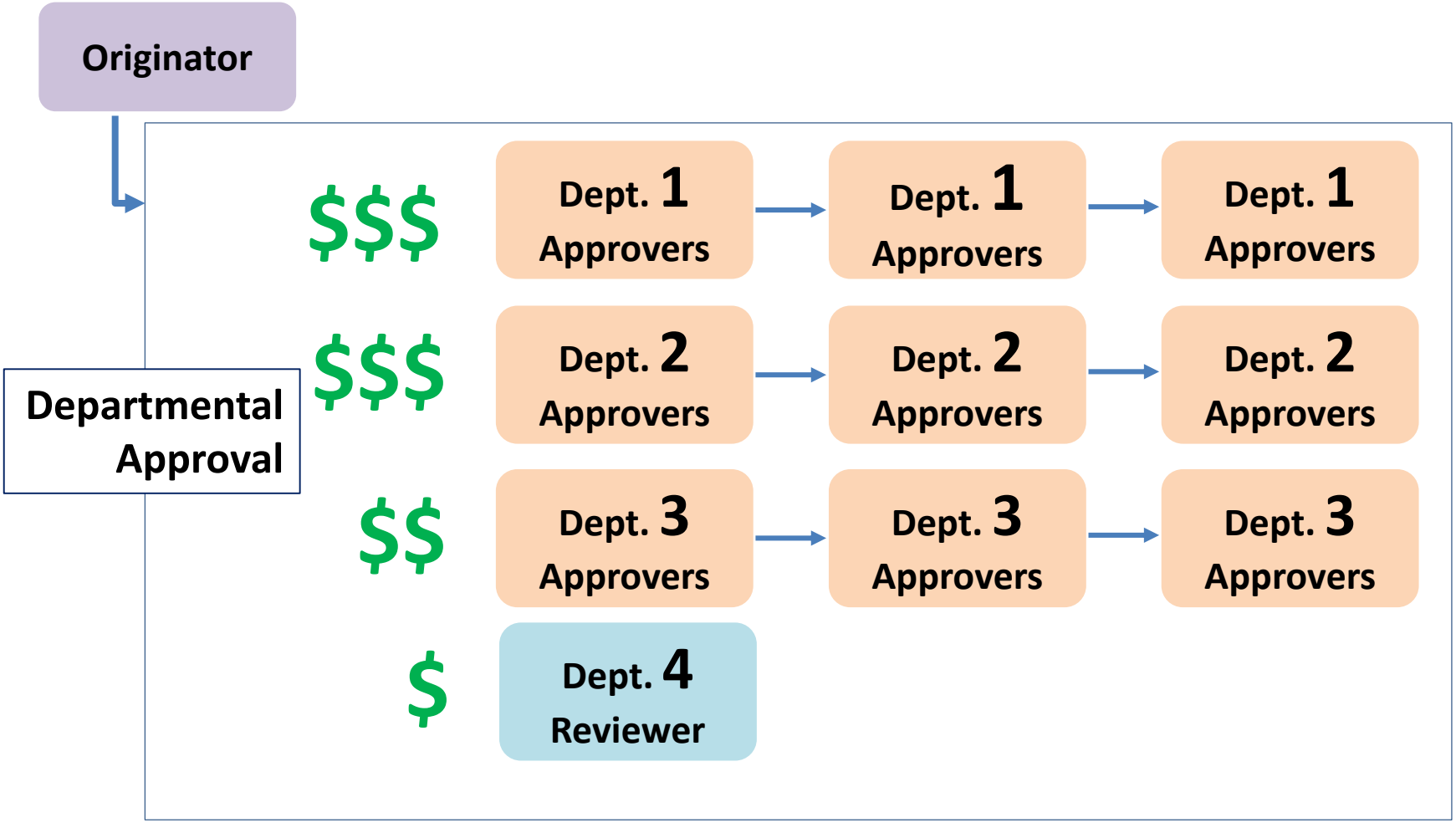
Multiple Departments on a Transaction



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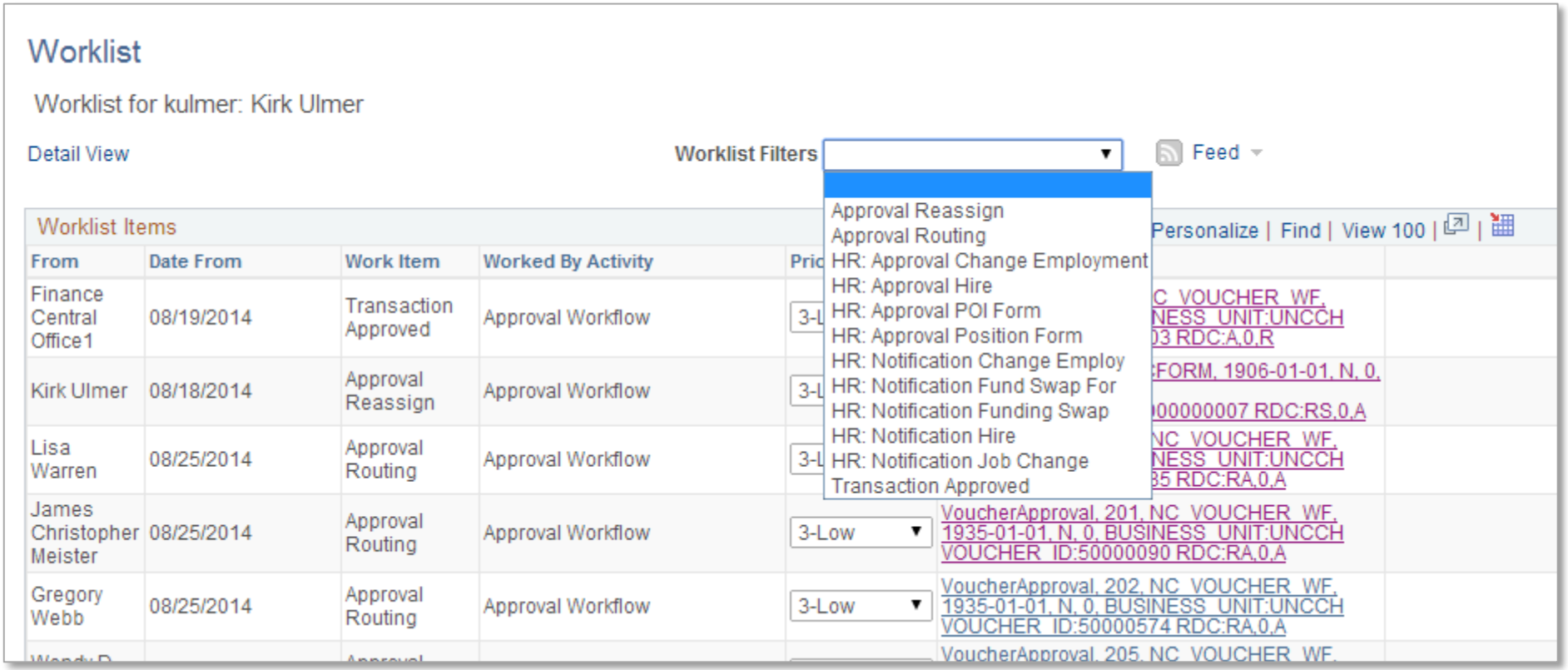
- have to be “hard wired” or
- on secure wireless or
- connected through VPN

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?