ConnectCarolina

Managing Approvals Workflow and Approvers

Overview

Major Organizational Unit (MOU) leads manage and maintain the approval workflow for their school or division. For each department in their organization, they choose:

- which transactions require departmental approval (for the ones where approvals are optional)
- how many levels of approval are required within the department for each type of transaction
- who in the department approves transactions

MOU leads can also choose to delegate the tasks of maintaining approvals workflow.

Making Changes to Approval Workflow

To manage workflow, follow these steps:

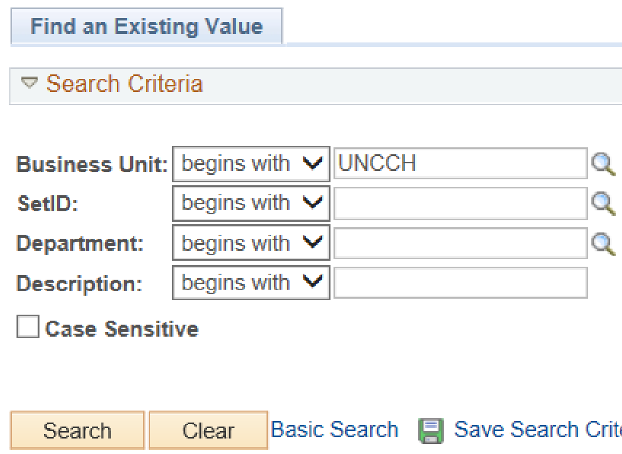
1. Go to **Main Menu > UNC Campus > Department Workflow Config**

   Note: Anyone who has access to the finance part of ConnectCarolina can use this option to view how approvals are set up for their department, but only MOU leads and their delegates have access to make changes.

2. Do one of the following:

   - Type all of or part of the department number in the Department field.
   - If you want to search by description, change “begins with” to “contains” beside the Description field and type all or part of the description.

3. Click the **Search** button.



   Result: ConnectCarolina does one of the following:

   - displays a list of departments that match what you typed, or
   - if there is only one that matches, it opens the department’s workflow configuration page. Skip to step 6.

4. Click the link of the department you need to work with.

   Result: ConnectCarolina displays the first tab of the screen that lets you configure your approval workflow.

5. Refer to the following pages for instructions on making changes to your approvals workflow.
6. Click **Save** to save your changes.
7. When you are finished you can do one of the following:

   - Click **Next in List** or **Previous in List** to move to the next department in your search results.
   - Click **Return to Search** to search again.

Specifying Which Transactions Need Approval & How Many Levels

Use these steps to specify which types of transactions require departmental approval and how many levels of approval they need.

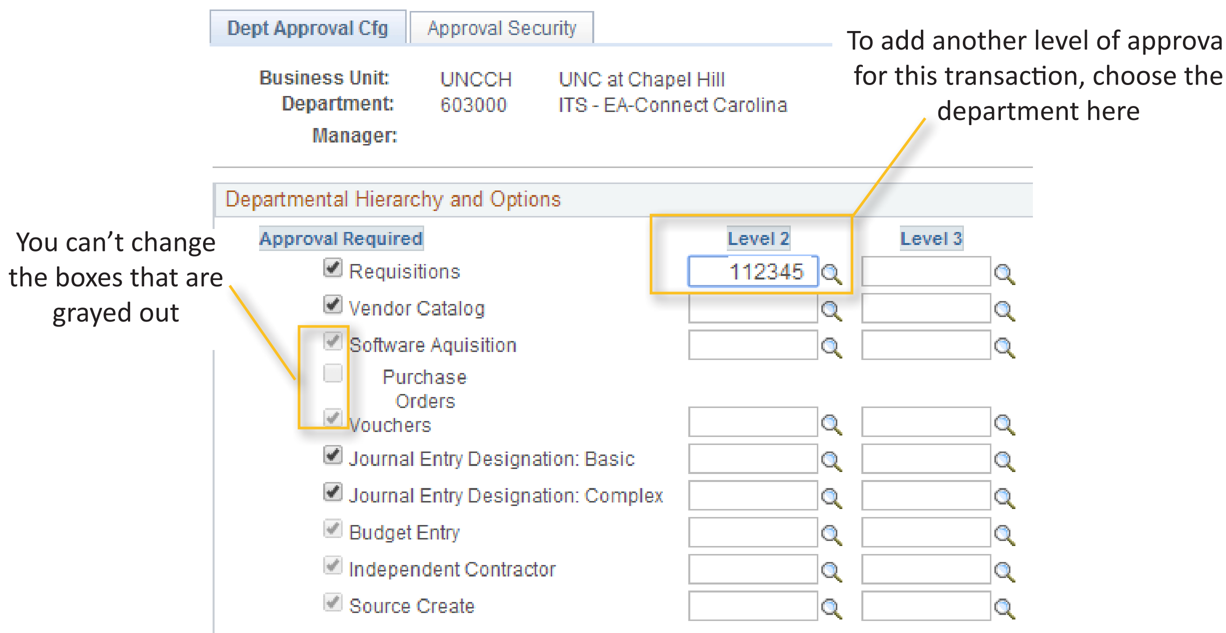
Turn Approvals On and Off

On the Dept. Approval Cfg tab in the Departmental Hierarchy and Options box (near the top of the page), mark the check boxes for each type of transaction that requires departmental approval. The transactions that require departmental approval are "grayed out," so you can't unmark their checkboxes.

Add Levels of Approval

If a transaction has a check next to it, it has at least one level of approval. The approvers listed at the bottom of the page are the approvers for this level. (These are also the approvers for the department if it is listed as a second or third level approver for another department.)

To add a second or third level of approval, type the department number in the Level 2 or Level 3 column beside the transaction you want to add another level to.



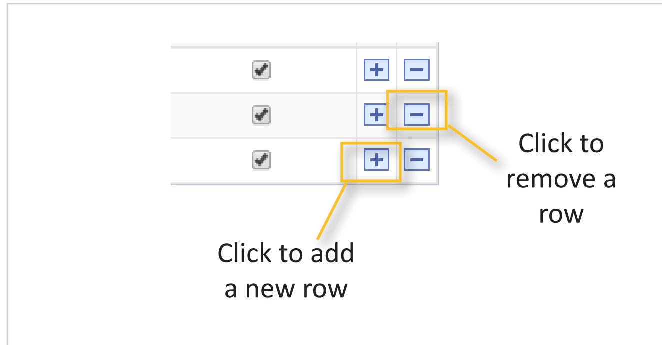
Adding and Removing Approvers

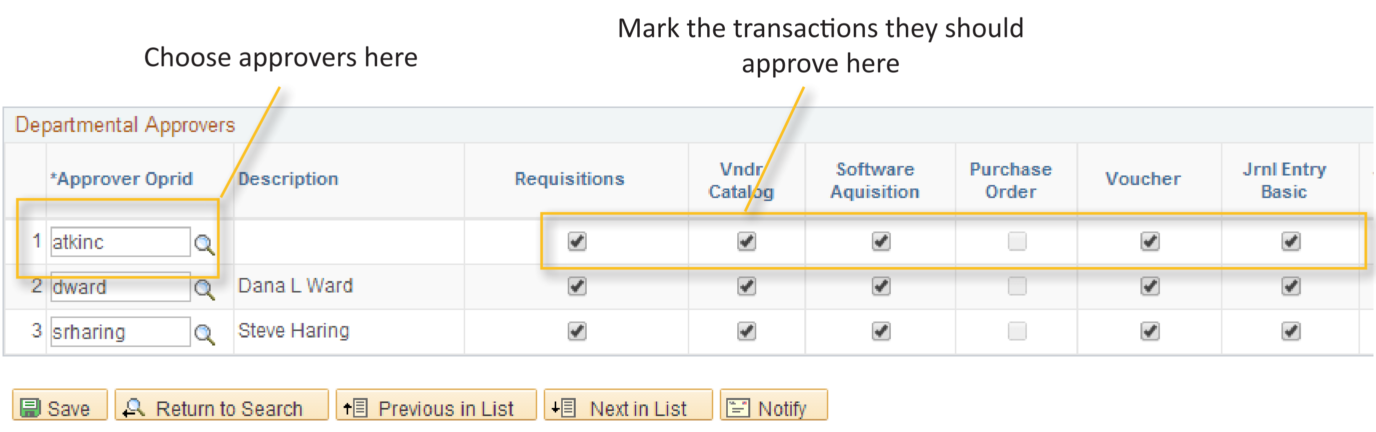
Use these steps to add and remove approvers for a department.

At the bottom of the Dept. Approval Cfg tab, in the Departmental Approvers section, you can add or remove approvers. Note: The University recommends that you always have at least two approvers for each type of transaction that requires approval.

To add an approver, click one of the plus signs on the right side of the Departmental Approvers box (scroll all the way to the right to see it). The system adds a new row. In the Approver Oprid field, choose the approver's Onyen. Check the box for each transaction you want the person to be an approver for.

To remove an approver, click the minus sign that is on the same row that the approver's Onyen.





	*Approver Oprid	Description	Requisitions	Vndr Catalog	Software Aquisition	Purchase Order	Voucher	Jrnl Entry Basic
1	atkinc		✔	✔	✔		✔	✔
2	dward	Dana L Ward	✔	✔	✔		✔	✔
3	srharing	Steve Haring	✔	✔	✔		✔	✔

Specifying Who Can Make Changes to Approvals Workflow

To delegate authority to make changes to approvals workflow and approvers, go to the **Approval Security** tab.

MOU leads can choose to have others:

- change which transactions require departmental approval (of those that have optional departmental approval) and how many levels of approval. You do this by adding or deleting names in the Authority to Assign Parental Hierarchy box.
- add or delete approvers. You do this by adding or deleting the names in the Authority to Assign Departmental Approvers box.

The Office of Sponsored Research maintains the names in the Authority to Assign OSR Approval Group box.

Adding and Removing Names

To add a name, click one of the plus signs in the box you need to work with. The system adds a new row. Search for the person you need to add.

To remove a name, click the minus sign on the same row as the Onyen of the person you need to remove.