

Florida State University



Travel and Expense Approval Workflow Setup and Configuration

Presenter: Sashi Gundimeda



Florida State University

- Public university of about 40,000 students
- Why PeopleSoft - Florida divestiture
- Financials 8.9
- Human resources 8.9
- 14000 employees



FSU

8.9 Expenses Workflow

Where We Came From

- 8.4 Custom Requirements
 - Change recipient for various T&E emails
 - Worklist re-assign
 - Transaction Approval Order
 - Exclude Return & Deny functions
 - Budget Checking Required

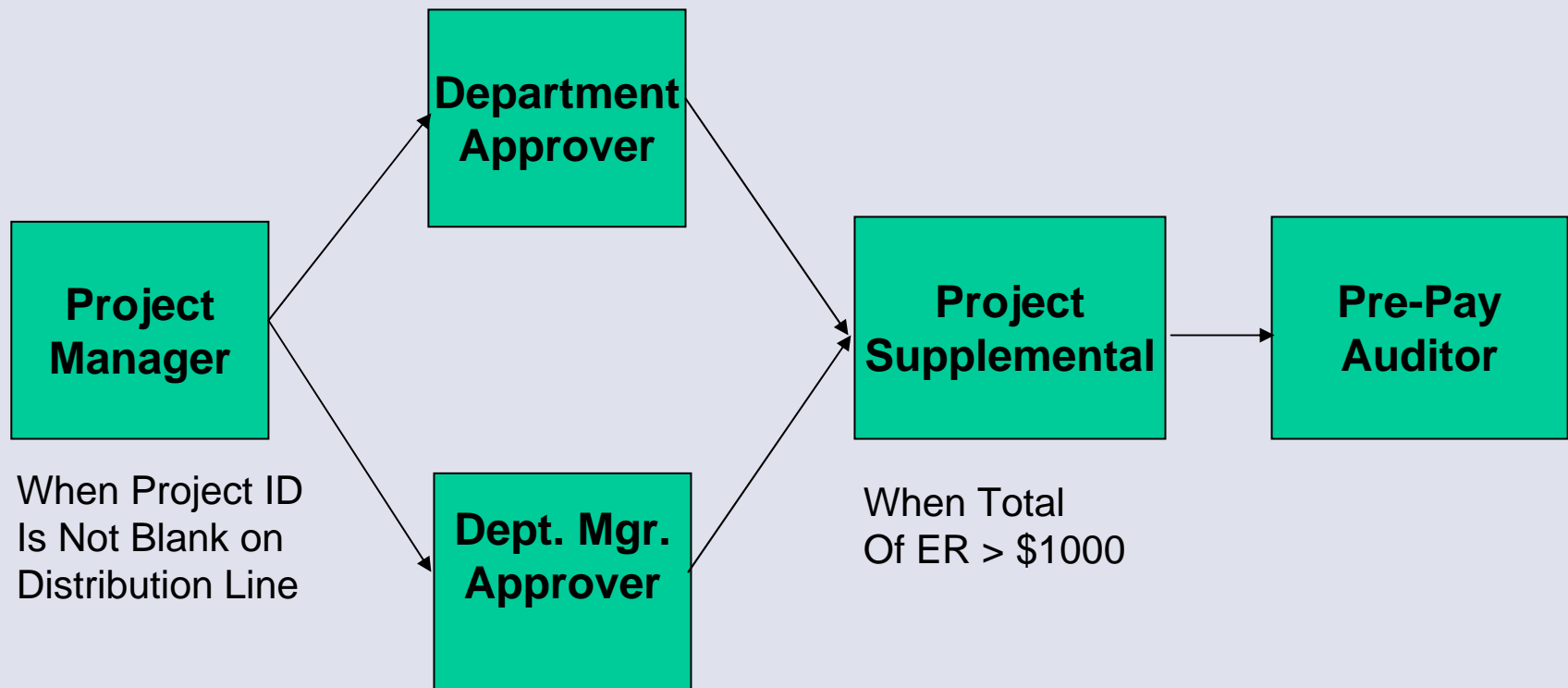
PeopleSoft 8.9 As Delivered

- 8.9 Delivered Features
 - Configurable Event Notifications
 - Configurable number and order of approvers
 - Approver security checking
 - Configurable Self Approval Criteria
 - Modifiable email notification templates
 - Approvals Monitor (Huge Advantage)
 - Administrator error handling
 - Monetary amount based approvals
 - Stage/Path/Step workflow configuration

FSU Expenses Custom Requirements

- FSU / PS Hybrid for Expenses Workflow
 - Approval Order
 - Number of Approvers
 - Submitter Email / Email Notification Verbiage
 - Exclude Deny Functionality
 - Approval Administrator Re-Assign
 - Sequenced vs. Pooled Approvers
 - Department Traveler vs. Department Manager Traveler Approval

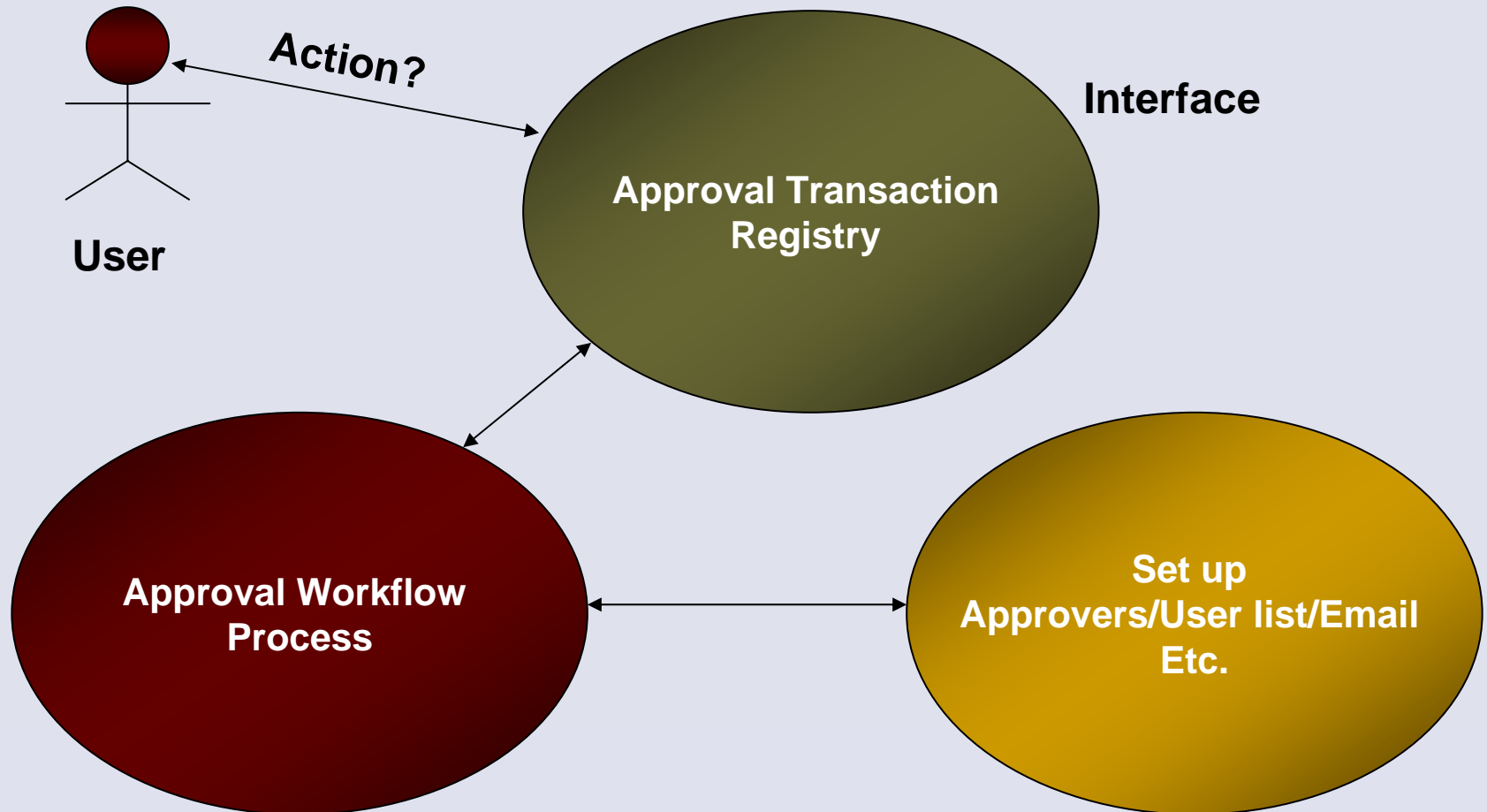
Expense Report Transactions at FSU





Approvals Workflow Engine (AWE) Setup and Configuration

Approvals Workflow Engine



Expense Reports Approval Process Definition

Approval Process Definition

[Preview](#) | [Approval Process Builder](#) | [Save As](#)

SetID: SHARE ***Status:** Active
Approval Process ID: ERApproval
Effective Date: 01/01/1904

***Admin Role:**

[Alert Criteria](#)

- Take Action on Line Completion
- User Auto Approval
- Route to Requester

Stages [Find](#) | [View All](#) First 1 of 5 Last

***Stage:** **Description:** **Level:** Line

Paths [Find](#) | [View All](#) First 1 of 1 Last

***Approval Path:** ***Source:** Static

Description: [Path Details](#) | [Criteria](#)

Steps [Customize](#) | [Find](#) | First 1 of 1 Last

*Step	Approver User List	Description	Step Details	Criteria
1	<input type="text" value="Expense Report A"/> <input type="button" value="m"/>	<input type="text" value="ER Project Manager"/>	Step Details	Criteria <input type="button" value="+"/> <input type="button" value="−"/>

[Expand All](#) | [Collapse All](#)

Stage 3 Custom Criteria

Criteria Definition

SetID: SHARE **Stage Number:** 3
Approval Process ID: ERApproval
Effective Date: 01/01/1904
Approval Path: ER Dept. Manager Approver
Criteria Type: User Entered

All Criteria Needed to Satisfy

▼ User Entered Criteria Find | View All First ◀ 1 of 1 ▶ Last

Description: + -

▼ Field Criteria

Record: **Field Name:**

[Customize](#) | [Find](#) | First ◀ 1 of 1 ▶ Last

	*Criteria Operator	Value	Value	
1	Equals <input type="button" value="▼"/>	<input type="text" value="Y"/>	<input type="text"/>	+ -

▼ Monetary Criteria

Amount Record: **Amount Field:**
Currency Field:
Operator: Greater Than
Amount: **Amount:**
Currency Code:
Rate Type:

▶ Application Class Criteria

[Return to Prior Page](#)

Stage 4 Configured Criteria

Criteria Definition

SetID: SHARE **Stage Number:** 4
Approval Process ID: ERApproval
Effective Date: 01/01/1904
Approval Path: ER Project Supplemental
***Criteria Type:** User Entered

All Criteria Needed to Satisfy

User Entered Criteria Find | View All First 1 of 1 Last

Description: Project ID Not Blank

Field Criteria

Record: EX_SHEET_DIST **Field Name:** PROJECT_ID

Customize | Find | First 1 of 1 Last

*Criteria Operator	Value	Value
1 Is Not Blank		

Monetary Criteria

Amount Record: EX_ER_HDR_AW_V **Amount Field:** TOTAL_AMT

Currency Field: CURRENCY_CD

Operator: Greater Than

Amount: 1,000.000 **Amount:**

Currency Code: USD

Rate Type: CRRNT

Application Class Criteria






User List Definition

User List Definition

User List: FSU_ER_PREPAY_AUDITOR


*Description: FSU ER PrePay Auditor


User List Source

<input type="radio"/> Role	Role Name:	<input type="text"/>	
<input checked="" type="radio"/> SQL Definition	SQL Object Identifier:	<input type="text" value="FSU_ER_PREPAY_AUDITOR"/>	
<input type="radio"/> Query	Query Name:	<input type="text"/>	
<input type="radio"/> Application Class	Root Package ID:	<input type="text"/>	
	Application Class Path:	<input type="text"/>	

Include Users as Input


Transaction Keys as Input

 Save

 Return to Search

 Previous in List

 Next in List

 Notify

 Add

 Update/Display

Approvals Transaction Registry

Approval Transaction Registry **Configuration Options**

Approval Process ID: ERApproval

***Description:** Expense Rpt Approval Process

Object Owner ID: Expenses

***Cross Reference Table:** EX_SHEET_AW

Notification Options

***Enable Notifications:** Enable Email and Worklist

***Notification Strategy:** Online Processing

Use Email Approvals:

Form Generator Package Root:

Form Generator Class Path:

Default Approval Component

***Menu Name:** APPROVE_EXPENSE_TRANSACTIONS

***Approval Component:** EX_SHEET_APPR

Approval Event Handler Class

Root Package ID: EX

Path: Approval:Callbacks:ERApprovalCallBac

Approval Status Monitor

Transaction Approval Levels

*Level		*Record (Table) Name		
1	Header	EX_ER_HDR_AW_VW	+	-
2	Line	EX_ER_LN_AW_VW	+	-

Level Record Key Field Label IDs

Record (Table) Name	Field Name	*Field Label ID
1 EX_ER_HDR_AW_VW	SHEET_ID	SHEET_ID
2 EX_ER_LN_AW_VW	LINE_NBR	LINE_NBR
3 EX_ER_LN_AW_VW	SHEET_ID	SHEET_ID

Approval Configuration Options

[Approval Transaction Registry](#) **Configuration Options**

Approval Process ID: ERAApproval

Ad Hoc Approver Options

***Approval User Info View:**

Ad Hoc User List:

Notification Options

Email Approval User List:

***Delivery Method:**

Perform Sent-To Security Check

Events Find | [View All](#) | First 4 of 7 Last

Header or Line Level: ***Event:**

Menu Name:

Approval Component:

Page Name:

Menu Action:

SQL Object Identifier:

Notifications Customize | Find | [View All](#) | | First 1 of 1 Last

	*Participant	Channel	User List	Template Name	
1	<input type="text" value="User List"/>	<input type="text" value="Email"/>	<input type="text" value="FSU_ER_SUBMITTE"/>	<input type="text" value="Expense Report Submissio"/>	

Email Template Definitions

Generic Template Definition

Blackberry Email Responses

Template: Expense Report Submission

***Description:** Expense Report Submission

Instructional Text: Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the

Priority: 1-High

***Sender:** User **Email ID:**

Subject: Expense report %5 for %3 has been submitted for approval

Message Text: An expense report has been submitted for approval:
 Employee ID: %2
 Employee Name: %3
 Submission Date: %4
 Report Description: %6
 Report ID: %5
 Business Purpose: %7

Below is the list of available variables for this template.

You can use template variables within your subject or message text.

The following variables can also be used:

%Date, %DateTime, %Time, %ServerTimeZone, %EmailAddress, %NotificationPriority, %NotificationToList, %NotificationCCList

Template Variables

*Value	*Description		
%1	URL	+	-
%2	EMPLID	+	-

Email Template Definitions - Sample Email

From: SPRDFI@admin.fsu.edu [mailto:SPRDFI@admin.fsu.edu]
Sent: Wed 2/28/2007 12:05 PM
To: Agner, Bill
Subject: Expense report 0000071736 for Tom Hawkins requires your attention

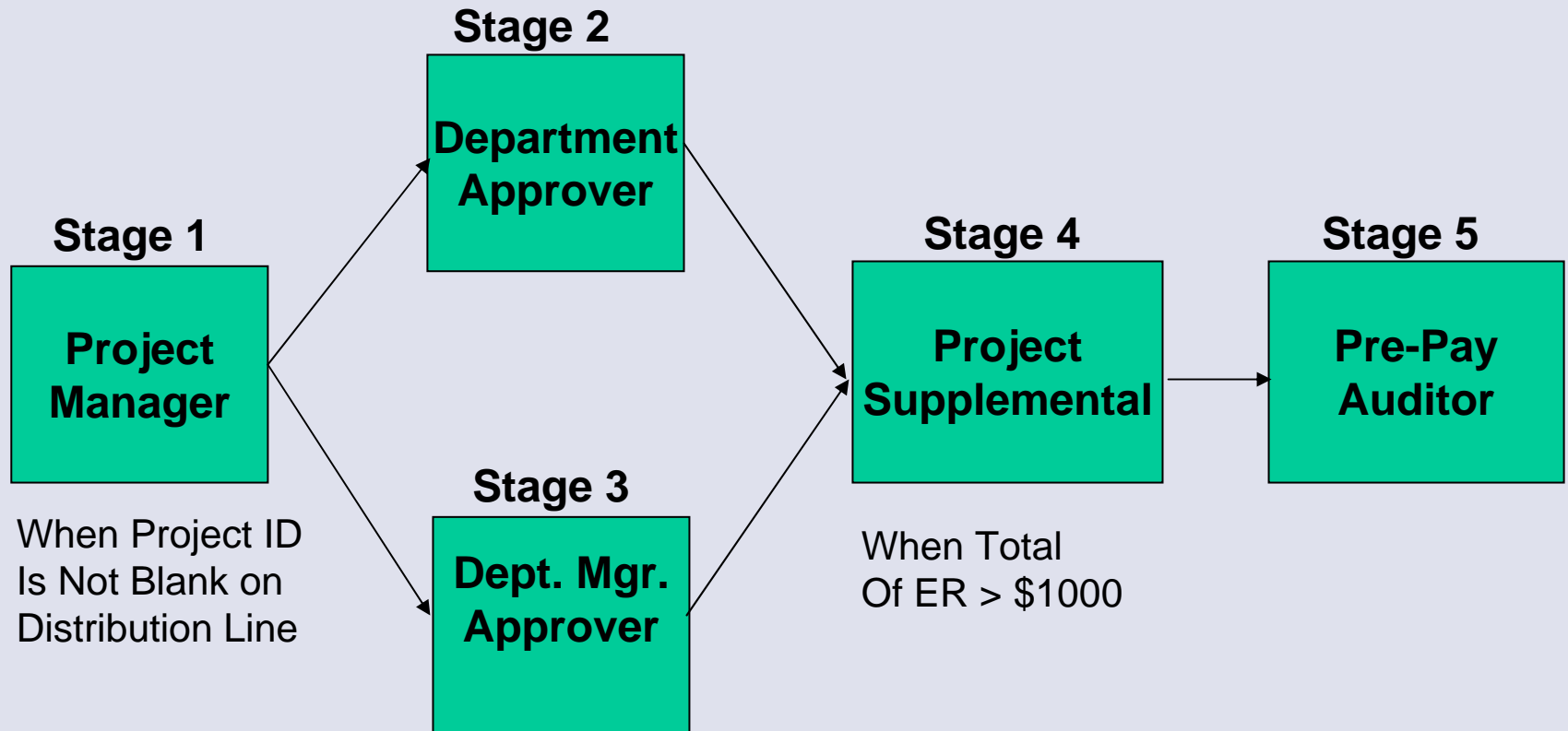
An expense report has been submitted that requires your action:

Employee ID:	000044135
Employee Name:	Tom Hawkins
Submission Date:	2007-02-28
Report Description:	Trip Miami
Report ID:	0000071736
Business Purpose:	Travel P-Card Charges Exp Rpt
Amount:	665.78 USD

You can navigate directly to the approval page by clicking the link below:

https://portal.omni.fsu.edu/psp/sprdep/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTION.SHEET_APPR.?Mode=U&SHEET_ID=0000071736&LINE_NBR=7

Expense Report Transactions at FSU





Expenses Workflow Setup

Approver Setup

- Approver Types
- Approver Profile
- Approver Assignment
- Transaction Definition
- Approvals Workflow Monitor



Approver Profiles

Approver Profile


SetID: SHARE


Approver Profile: EXP APPROVER

Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900  Status: Active 

*Description: Dept Travel Approver



















Long Description: Approves TAuths, Advances and Expense Reports at the Dept ID level 

*Approver Type: EXAPPRVER 

Default Profile

Approver Attributes











































Customize | Find |  First 1-3 of 3 Last

Transaction Type	Refinement Template	Change All	Privilege Template
Cash Advance 	<input type="text"/> 	<input type="checkbox"/>	Exp Approver    
Expense Report 	<input type="text"/> 	<input type="checkbox"/>	Exp Approver    
Travel Authorization 	<input type="text"/> 	<input type="checkbox"/>	Exp Approver    

Approver Assignments

GL Business Unit: FSU01

Approver Profile: EXP APPROVER

Customize Find  First <input type="text" value="1-620 of 620"/> Last				
*User Id	Employee ID	Name	*Department From	*Department To
<input type="text" value="AALDRIDGE"/> 	000006042	ALDRIDGE, AMY	<input type="text" value="075001"/> 	<input type="text" value="075014"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="ACREW"/> 	000005403	CREW, ALICIA	<input type="text" value="235000"/> 	<input type="text" value="235013"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="ACREW"/> 	000005403	CREW, ALICIA	<input type="text" value="235020"/> 	<input type="text" value="235020"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="ACREW"/> 	000005403	CREW, ALICIA	<input type="text" value="235056"/> 	<input type="text" value="235059"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="ACREW"/> 	000005403	CREW, ALICIA	<input type="text" value="235060"/> 	<input type="text" value="235065"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="AEVELAND"/> 	000061920	Eveland, Arthur	<input type="text" value="211000"/> 	<input type="text" value="211002"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="AFARRELL"/> 	000043005	SEARCY, ASHLEE	<input type="text" value="023000"/> 	<input type="text" value="023000"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="AFARRELL"/> 	000043005	SEARCY, ASHLEE	<input type="text" value="026000"/> 	<input type="text" value="026006"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="AFIELDS"/> 	000005002	FIELDS, ANIKA	<input type="text" value="232000"/> 	<input type="text" value="232001"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="AHGASKINS"/> 	000022469	GASKINS, ANGELA	<input type="text" value="012000"/> 	<input type="text" value="012000"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="AHGASKINS"/> 	000022469	GASKINS, ANGELA	<input type="text" value="030000"/> 	<input type="text" value="030000"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="AHOCKIN"/> 	000034770	HOCKIN, ANGELA	<input type="text" value="057002"/> 	<input type="text" value="057002"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="ALITTLES"/> 	000044092	LITTLES, ALMA	<input type="text" value="202000"/> 	<input type="text" value="202000"/>  <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="ALITTLES"/> 	000044092	LITTLES, ALMA	<input type="text" value="203000"/> 	<input type="text" value="203004"/>  <input type="button" value="+"/> <input type="button" value="-"/>

Transaction Definitions

SetID: SHARE Transaction Type: Expense Report

Find | View All First ◀ 1 of 1 ▶ Last

*Effective Date: 01/01/1904 *Status: Active

*Description: Expense Report

Long Description: Report of expenses incurred

*Object Owner ID: Expenses

*Approval System Administrator: JBRUORTON

Transaction Unit of Measure

Monetary Amount Based

Hours Based

Customize | Find First ◀ 1-5 of 5 ▶ Last

Mapping Properties Rerouting Rules

*Approval Process ID	Active	*Stage Identifier	Description	*Approver Type	Amount Based	Auto Approve		
ERApproval	<input checked="" type="checkbox"/>	614	Project Manager	PROJAPPRVR	<input type="checkbox"/>	<input type="checkbox"/>		
ERApproval	<input checked="" type="checkbox"/>	615	Department Approver	EXAPPRVER	<input type="checkbox"/>	<input type="checkbox"/>		
ERApproval	<input checked="" type="checkbox"/>	616	Dept. Manager Approver	DMAAPPRVER	<input type="checkbox"/>	<input type="checkbox"/>		
ERApproval	<input checked="" type="checkbox"/>	618	Project Supplemental	PROJSUPP	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
ERApproval	<input checked="" type="checkbox"/>	619	Pre-Pay Auditor	PREPAYAUD	<input type="checkbox"/>	<input type="checkbox"/>		

Transaction Definitions

Customize Find First 1-5 of 5 Last										
Mapping		Properties		Rerouting Rules						
*Approver Type	Routing Chartfield	Approve Payment	Approve Billing	Approve	Deny	Send Back	Hold	Review		
PROJAPPRVR		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXAPPRVER	Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DMAAPPRVER	Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROJSUPP	Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Customize Find First 1-5 of 5 Last										
Mapping		Properties		Rerouting Rules						
*Approver Type	Duration Days	Duration Hours	Route to Supervisor	Route to Other Approver	Name					
PROJAPPRVR	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXAPPRVER	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DMAAPPRVER	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROJSUPP	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PREPAYAUD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Approvals Workflow Monitor


Monitor Approvals

Approval Process: ERApproval

SetID: SHARE

Report ID: 0000042189

Approver: 

Comments:



Reassign Pending Tasks

The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.

Reassign To: 

Allow Self-Approval

Allow Auto Approval

Reassign

Administrative Approve/Deny

Act on behalf of the approver selected above by clicking the Approve/Deny buttons below. This action will apply to all tasks pending for the approver selected within the context of this transaction.

Approve

Deny

Approvals Monitor

Project Manager

▼ SHEET_ID=0000042189, LINE_NBR=1: Pending Start New Path

ER Project Manager

Pending
⌚ Laughlin, Monica R
 Expense Report Approver List ➡

Department Approver

▼ SHEET_ID=0000042189, LINE_NBR=1: Pending Start New Path

ER Department Approver

➡ Not Routed
📧 Laughlin, Monica R
 Expense Report Approver List ➡

▼ SHEET_ID=0000042189, LINE_NBR=2: Pending Start New Path

ER Department Approver

Pending
⌚ BARRETT, MICHAEL
 Expense Report Approver List ➡

Project Supplemental

▼ SHEET_ID=0000042189, LINE_NBR=1: Awaiting Further Approvals Start New Path

ER Project Supplemental

➡ Not Routed
📧 Miller, Joel
 Expense Report Approver List ➡





Expense Approval Transactions

[Overview](#)
[Expense Reports](#)
[Time Reports](#)
[Time Adjustments](#)
[Travel Authorizations](#)
[Cash Advances](#)
[Errors](#)

[Search Pending Transactions](#)
[Change Sort Order](#)

[Select All](#)
 [Clear All](#)
[Approve](#)
[Reviewed](#)
[Send Back](#)
[Hold](#)
[Budget Check](#)
[Refresh List](#)

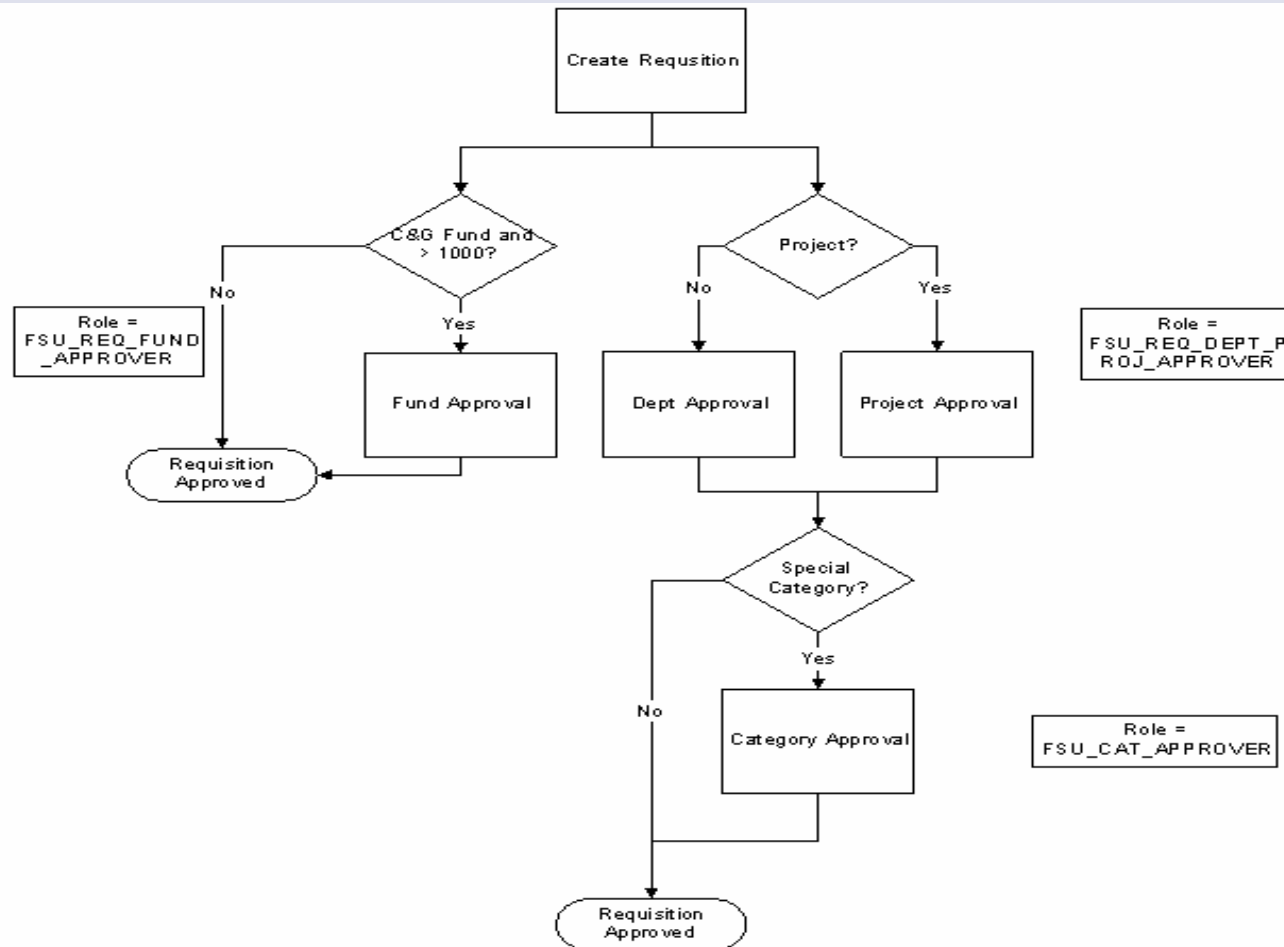
Transactions to Approve

Select	Alert	Errors	Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID
<input type="checkbox"/>			Cash Advance	478.58 USD	Bruorton,Jason Nicholas	000064478	JNB - Testing 301	0000001878
<input type="checkbox"/>			Cash Advance	125.35 USD	Bruorton,Jason Nicholas	000064478	JNB - Testing Dup	0000001887
<input type="checkbox"/>			Expense Report	1200.00 USD	Bruorton,Jason Nicholas	000064478	JNB - Testing WF1	0000042188
<input type="checkbox"/>			Expense Report	1470.06 USD	Bruorton,Jason Nicholas	000064478	JNB - Testing OO 2	0000042189
<input type="checkbox"/>			Travel Authorization	425.23 USD	Bruorton,Jason Nicholas	000064478	JNB - Testing 31	0000033126
<input type="checkbox"/>			Travel Authorization	425.23 USD	Bruorton,Jason Nicholas	000064478	JNB - Testing 32	0000033127
<input type="checkbox"/>			Travel Authorization	425.23 USD	Bruorton,Jason Nicholas	000064478	JNB - Testing 35	0000033128
<input type="checkbox"/>			Cash Advance	425.65 USD	Bruorton,Jason Nicholas	000064478	JNB - Testing 602	0000001886
<input type="checkbox"/>			Travel Authorization	159.00 USD	Agner JR,William S	000004472	TEST	0000033186

[Select All](#)
 [Clear All](#)
[Approve](#)
[Reviewed](#)
[Send Back](#)
[Hold](#)
[Budget Check](#)
[Refresh List](#)

[Comments](#)

EPRO Workflow Flow



EPRO Workflow

Approval Process Definition

[Preview](#) | [Approval Process Viewer](#) | [Save As](#)

SetID: SHARE *Status:
 Approval Process ID: Requisition
 Effective Date: 03/24/2007

*Admin Role: [Alert Criteria](#)
 Take Action on Line Completion
 User Auto Approval
 Route to Requester

Stages Find | View All First 1 of 1 Last

*Stage: Description: Level:

Paths Find | View All First 1 of 1 Last

*Approval Path: *Source:

Description: [Path Details](#) | [Criteria](#)

Steps Customize | Find | View 1 | First 1-8 of 8 Last

Sequence Number	Approver User List	Description	Step Details	Criteria
1	<input type="text" value="Project Approvers"/>	<input type="text" value="Project Approvers"/>	Step Details	Criteria
2	<input type="text" value="Dept Level 1 Approv"/>	<input type="text" value="Dept Level 1 Approvers"/>	Step Details	Criteria
3	<input type="text" value="Dept Level 2 Approv"/>	<input type="text" value="Dept Level 2 Approvers"/>	Step Details	Criteria
4	<input type="text" value="Dept Level Default"/>	<input type="text" value="Dept Level Default Rule"/>	Step Details	Criteria
5	<input type="text" value="Fund Level 1 Appri"/>	<input type="text" value="Fund Level 1 Approvers"/>	Step Details	Criteria
6	<input type="text" value="Fund Level 2 Appri"/>	<input type="text" value="Fund Level 2 Approvers"/>	Step Details	Criteria
7	<input type="text" value="Category Level 1 A"/>	<input type="text" value="Category Level 1 Approvers"/>	Step Details	Criteria
8	<input type="text" value="Category Level 2 A"/>	<input type="text" value="Category Level 2 Approvers"/>	Step Details	Criteria

FSU Custom Requirements

- FSU/PS Hybrid Expense Workflow
 - Approval Order
 - Number of Approvers
 - Submitter Email/Email Notification Verbiage
 - Exclude Deny Functionality
 - Approval Administer Re-Assign
 - Sequenced Vs. Pooled Approvers

Summary

- Advantages to 8.9 Approvals Workflow Engine
 - Flexible setup and configuration means less development and implementation time
 - Simultaneous multiple transaction approval
 - Workflow Administration Approval Monitor
 - Less security setup and maintenance
 - Email verbiage modifications are simple



Questions?