



Approver Responsibilities Within PeopleSoft

**A Quick Reference Guide for Approving in PeopleSoft
Procurement
May 2016**

Today's Agenda

Why is the Approver Role so Important

How to Receive the Approval Role

How to Sort the Approval Worklist

What to Look for Before Approving

- A Requisition/Requisition Alerts
- A Payment Request
- A Journal Entry
- A Budget Adjustment

How to Validate Chartfield Information

How to Approve, Deny, Hold, and Pushback

How to Ad Hoc an Additional Approver to Workflow

How to Designate an Approver When Out of the Office

Why is the Approver Role so Important

- As an Approver it is your responsibility to ensure all of the information on the transaction is correct before clicking the Approval button and sending it off to the next person in workflow.
- If any important information is missing, or incorrect, it is your responsibility to Deny it. This will send the transaction back to the initiator to make the necessary edits. They can save the changes and resubmit, re-sending it back through the Approval workflow process.
- Level 1 Approvers are the first line of defense. It is your responsibility to review and identify missing information before it moves to the next level in workflow. We are all human and make mistakes, and Level 1 and 2 Approvers are there to catch mistakes.
- Approvers enter comments in the “Enter Approver Comments” box and the comment history is display only. These comments stay with the request and provide important information to other Approvers; specifically when if it is denied, sent back for edits, and resubmitted for approval.

How to Receive the Approval Role

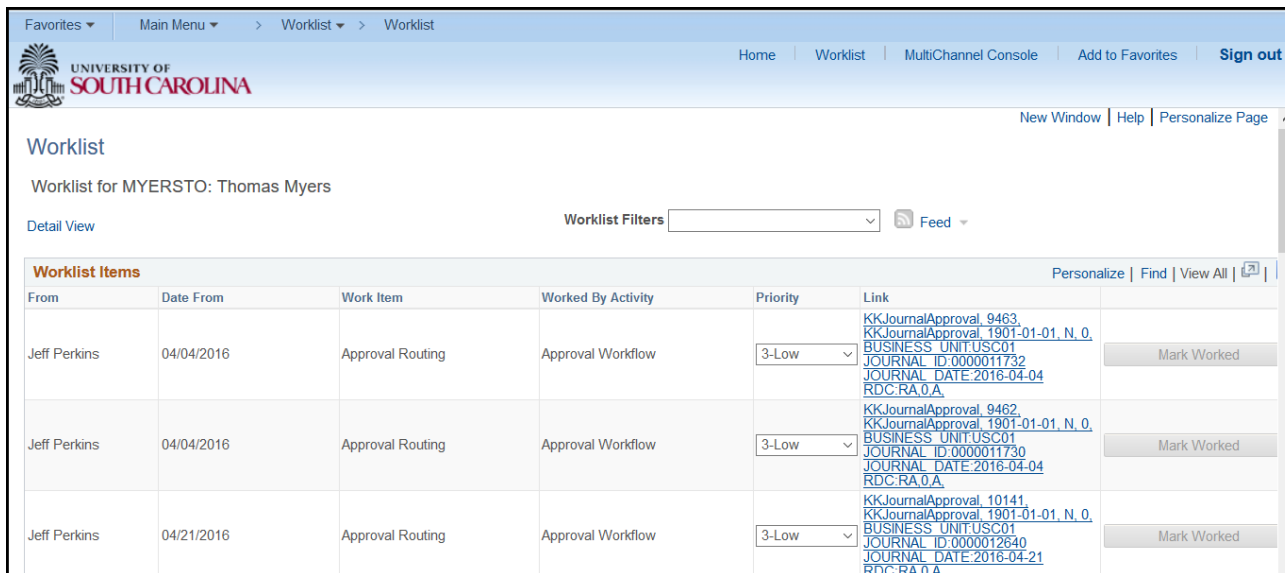
To gain access to PeopleSoft you will need to complete the [Request for PeopleSoft Finance Access](#) form.

- On this form you will need to:
 1. Identify if you need the Approver 1 or 2 role in PeopleSoft
 2. Provide a list of the Departments you will be approving for
 3. Make sure the form is signed by your Supervisor
- Fax the completed form to (803) 777-9586.
- If someone had the Approver role but is no longer in your department, please email PSSECURE@mailbox.sc.edu to have the role removed. Also, use this email for any other questions regarding this form.
- Multiple people in a department can be assigned the Approver 1 or Approver 2 role. Actually, it is encouraged in case someone is out of the office.

What is the Worklist

The Worklist is where you will find a prioritized lists of the work you have to do. To work on an item, select it from the worklist and the appropriate page will open to begin work.

- Many approver levels are pooled so that more than one person receives the notification.
- Once one person in the pool approves the item, it drops from everyone else's worklist.



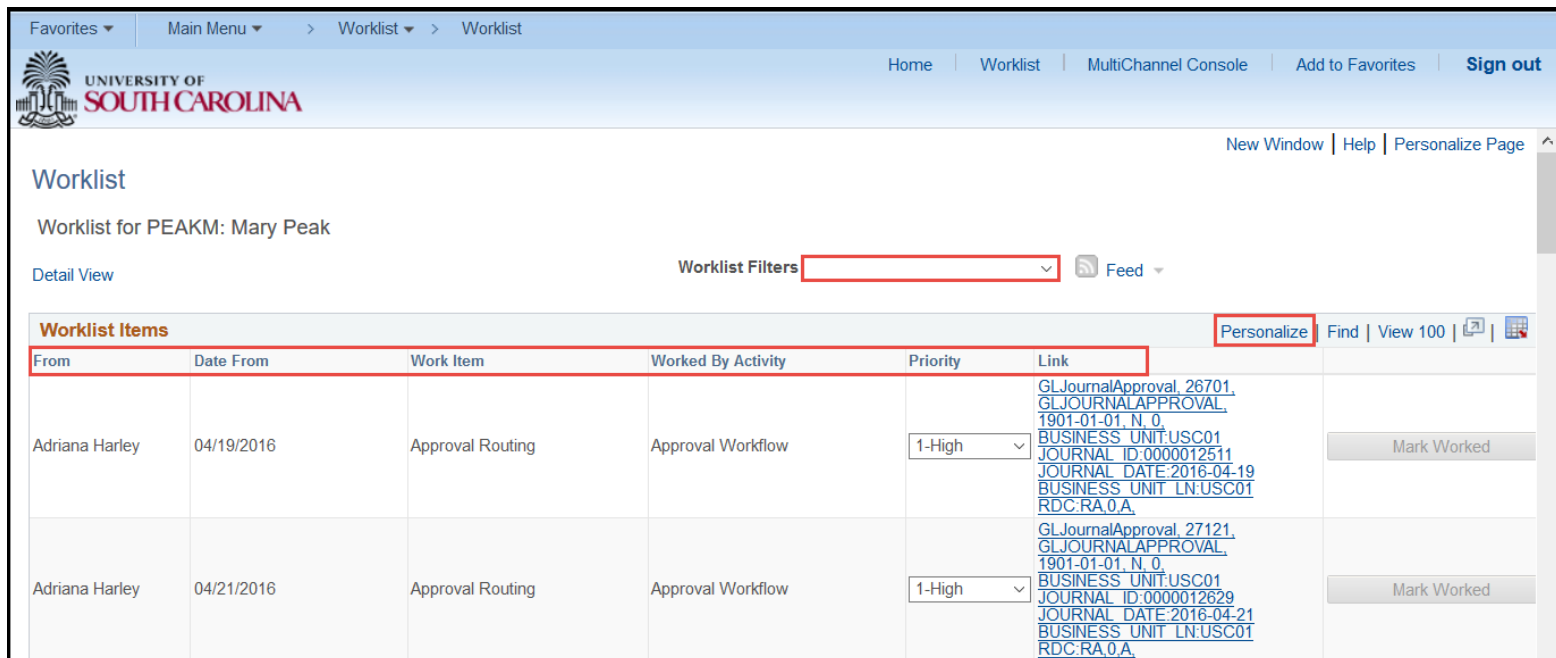
The screenshot shows the 'Worklist' page for Thomas Myers. It includes a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there's a 'Worklist Filters' dropdown and a 'Feed' button. The main table lists work items with columns for 'From', 'Date From', 'Work Item', 'Worked By Activity', 'Priority', and 'Link'. Each row has a 'Mark Worked' button.

From	Date From	Work Item	Worked By Activity	Priority	Link	
Jeff Perkins	04/04/2016	Approval Routing	Approval Workflow	3-Low	KKJournalApproval_9463 KKJournalApproval_1901-01-01_N_0 BUSINESS_UNIT:USC01 JOURNAL_ID:0000011732 JOURNAL_DATE:2016-04-04 RDC:RA.0.A	Mark Worked
Jeff Perkins	04/04/2016	Approval Routing	Approval Workflow	3-Low	KKJournalApproval_9462 KKJournalApproval_1901-01-01_N_0 BUSINESS_UNIT:USC01 JOURNAL_ID:0000011730 JOURNAL_DATE:2016-04-04 RDC:RA.0.A	Mark Worked
Jeff Perkins	04/21/2016	Approval Routing	Approval Workflow	3-Low	KKJournalApproval_10141 KKJournalApproval_1901-01-01_N_0 BUSINESS_UNIT:USC01 JOURNAL_ID:0000012640 JOURNAL_DATE:2016-04-21 RDC:RA.0.A	Mark Worked

What is the Worklist

You can sort your worklists by using the:

- Worklist Filters
- Personalize Columns and Sort
- Click the Column heading to sort ascending



The screenshot shows the University of South Carolina Worklist interface. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The main header displays the University of South Carolina logo and the title 'Worklist for PEAKM: Mary Peak'. Below this, there is a 'Worklist Filters' dropdown menu and a 'Feed' icon. The 'Worklist Items' table is displayed with columns: From, Date From, Work Item, Worked By Activity, Priority, and Link. The table contains two rows of work items, both for 'Adriana Harley' and 'Approval Routing'. The 'Priority' column has a dropdown menu set to '1-High'. The 'Link' column contains a URL for each item. A 'Personalize' button is located to the right of the table header. The bottom right corner of the table has a 'Mark Worked' button for each row.

From	Date From	Work Item	Worked By Activity	Priority	Link
Adriana Harley	04/19/2016	Approval Routing	Approval Workflow	1-High	GLJournalApproval_26701_GLJOURNALAPPROVAL_1901-01-01_N_0_BUSINESS_UNIT_USC01_JOURNAL_ID:0000012511_JOURNAL_DATE:2016-04-19_BUSINESS_UNIT_LN_USC01_RDC:RA.0.A
Adriana Harley	04/21/2016	Approval Routing	Approval Workflow	1-High	GLJournalApproval_27121_GLJOURNALAPPROVAL_1901-01-01_N_0_BUSINESS_UNIT_USC01_JOURNAL_ID:0000012629_JOURNAL_DATE:2016-04-21_BUSINESS_UNIT_LN_USC01_RDC:RA.0.A

What to Look for When Approving/A Requisition – Requisition Alerts



A new feature for Approvers and additional workflow routings:

- The Requisition Alerts are:
 1. The accounting entries entered are not valid USC Dept/Fund combinations.
 2. One or more lines have an account profile mismatch.
 3. One or more lines contain no supplier ID.
 4. Line comments should be used instead of header comments.
 5. Old Category Code was used in the Requisition Line.

The screenshot displays the "Requisition Approval" page for the University of South Carolina. The page header includes navigation links like "Favorites", "Main Menu", and "Worklist". The main content area shows details for a requisition with ID 1000023271, requested by Rebekah Stepp Abao, with a status of "Pending" and a total amount of 100.00 USD. A red-bordered box highlights a "Requisition Alert" with the following messages:

- The accounting entries entered are not valid USC Dept/Fund combinations.
- The account/asset profile combination is not valid on one or more lines.
- One or more lines contain no supplier ID.
- Line comments should be used instead of header comments.

Below the alert, there is a section for "Line Information" with a table showing one line item:

Line	Item Description	Supplier Name	Quantity	UOM	Price	
1	Replacement Part for the Par...		1.0000	EA	100.00000	USD

At the bottom, there are buttons for "View Line Details", "Approve", and "Deny".

What to Look for When Approving/A Requisition – Requisition Alerts



A new feature for Approvers and additional workflow routings:

- The Requisition Alerts can also be seen in workflow:

Note: Please deny or edit this transaction if you see any of these alerts.

The image displays three screenshots of a requisition workflow interface, each showing a different type of alert. Each screen has a header section with a dropdown arrow, the text "Line 1: Awaiting Further Approvals", and a "View/Hide Comments" link. Below the header is a description of the transaction: "Replacement Part for the Part that Broke".

Asset Approval

- Alert: **Account and Profile Mismatch** (highlighted in red)
- Status: **Not Routed** (blue box)
- Approvers: Multiple Approvers, Asset Category Approver
- Comments: (expandable section)

Accounting Exceptions

- Alert: **Acct combination is not valid** (highlighted in red)
- Status: **Not Routed** (blue box)
- Approvers: Multiple Approvers, Purchasing Approver - Columbia
- Comments: (expandable section)

Purchasing Exceptions

- Alert: **No supplier ID was entered** (highlighted in red)
- Status: **Not Routed** (blue box)
- Approvers: Multiple Approvers, Purchasing Approver - Columbia
- Alert: **Header comments exist** (highlighted in red)
- Status: **Not Routed** (blue box)
- Approvers: Multiple Approvers, Purchasing Approver - Columbia

What to Look for When Approving/A Requisition – Requisition Alerts



A new feature for Approvers and additional workflow routings:

- Purchasing Exceptions are:
 - One or more lines contain no supplier ID. (Exception: Out for bid)
 - Line comments should be used instead of header comments.
 - Old Category Code was used in the Requisition Line.
- Accounting Exceptions are:
 - The accounting entries entered are not valid USC Dept/Fund combinations.
 - One or more lines have an account profile mismatch.
- Purchasing and Accounting Exceptions routing is determined by the operating unit.
 - **Aiken**/ Jeff Jenik and Janet Joy
 - **Beaufort**/ Abby Moonen
 - **Upstate**/ Tammy Cash and Elaine Reese
 - **Columbia**/ Lana Widener, Mac Stiles, Jeff Patterson, and Leann Cudd
 - **Assets**/Jennifer Capell

What to Look for When Approving/A Requisition



Before approving a Requisition be sure to review the following:

- The Line comments and attachments entered by the requisitioner, are found in the Line Information section. Click the Requestor's Comments link to view.

The screenshot displays the 'Line Information' section of a requisition. It includes a table with columns for Line, Item Description, Supplier Name, Quantity, UOM, Price, and a 'Requester's Comments' link. The first line item is highlighted, showing a quantity of 1.0000 EA and a price of 100.00000 USD. Below the table, the 'Requisition Comments' section is expanded, showing a comment: 'The replacement part is for an F-150 Truck'. The 'Attachments' section is also visible, showing a file named '1 Payment_Receipt.pdf'.

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
1	Replacement Part for the Par...		1.0000	EA	100.00000	USD

Requisition Comments

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price
1	Replacement Part for the Par...		1.0000	EA	100.00000

Comments

The replacement part is for an F-150 Truck

Attachments

Filename	View	Send to Supplier
1 Payment_Receipt.pdf	View	

What to Look for When Approving/A Requisition



Before approving a Requisition be sure to review the following:

- Click the Line Details to review:
 - The dollar amount falls within the correct limits.
 - The chartfield string equaling the Crosswalk, including class.
 - The location making sure it is correct, it is important to check for multiple locations for a supplier to be sure orders and payments are going to the right place.

Line Information

	Line	Item Description
<input checked="" type="checkbox"/>	1	Replacement Part for the Par...

☒ Select All / Deselect All

☐ L ☒ Approve

Business Unit: USC01		Requester: ABAO		Status: Pending Approval	
Requisition: 1000023271		Requested By: Rebekah Stepp Abao		Currency: USD	
Requisition Name: 1000023271		Entered Date: 5/10/16		Requisition Total: 100.00	
Header Comments: This is a header comment This is necessary to fix the part that broke					
Line: 1	Item Description: Replacement Part for the Part that Broke		Quantity: 1.0000	UOM: EA	Price: 100.00
				Line Total: 100.00	
Line Status: Pending					
Line Comments: The replacement part is for an F-150 Truck					
Ship Line: 1		Ship To: 029	Address:		Shipping Quantity: 1.0000
Attention: Rebekah Stepp Abao		Due Date:	1600 HAMPTON STREET		Shipping Total: 100.00
Ship Via: COMMON		Freight Terms: DESTFP	COLUMBIA SC 29208		
			United States		
Dist	Status	Location	Qty	PCT	Amount
1	Open	POBU	1.0000	100.00	100.00
					GL Unit
					USC01
					Account
					57010
Dept	Oper Unit	Fund	Class		
652800	CL014	A0001	602		
Open QTY		Open Amt			
1.0000		0.000			
GL Base Amount	Currency	AM BU	Profile Id	Sequence	Capitalize
100.00	USD	USC01	AUTO	0	N

What to Look for When Approving/A Requisition



Before approving a Requisition be sure to review the following:

- Review the Comment History to review any comments added by Approvers for any transactions that have been resubmitted, specifically for requests that have been denied or put on hold.

A screenshot of a web application interface titled "Dept & Project Approval". It displays a requisition line labeled "Line 1: Pending" with the description "Replacement Part for the Part that Broke". To the right of this line is a button labeled "View/Hide Comments". Below the line description, it shows "Level 1 Approval" with a status of "Pending" and "Multiple Approvers" at the "Department Approver Level 1". At the bottom, a "Comments" section is expanded, showing a comment from "Kim Rose at 05/11/16 - 10:23 AM" with a link to "Line Resubmitted". Red rectangular boxes highlight the "View/Hide Comments" button and the "Comments" section in the screenshot.

What to Look for When Approving/A Requisition - Requisition Limits



Review the requisition to ensure:

- The requisition must be equal to or greater than \$10,000.

Exceptions:

- All assets must use a purchase order (\$5,000 or greater).
- All radioactive material must use a purchase order (no dollar limit).
- Suppliers that require a PO.

What to Look for When Approving/A Payment Request



Before approving a Payment Request be sure to review the following:

- The Invoice Number and Date.
 - This should be the number and date found on the invoice.
 - If there is no invoice use the Date (06012016) and Supplier Name/Last Name (06012016_Smith) in the Invoice Number field, and the same date in the Date field.

A screenshot of the University of South Carolina's Payment Request Approval interface. The page has a blue header with navigation links: Favorites, Main Menu, Accounts Payable, Payments, Payment Request, and Payment Request Approval. The University of South Carolina logo is on the left, and links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out are on the right. Below the header, the title "Payment Request" is centered. The main content area displays details for a payment request. A red box highlights the "Invoice Number" field, which contains "BENN2016", and the "Invoice Date" field, which contains "04/29/2016". Other fields include "Business Unit" (USC01), "Request ID" (0000016511), "Entered By" (Jessica Burchett), and "Entered Datetime" (04/29/2016 9:13AM). Below this, a section titled "Payment Request Details" shows "Transaction Currency" (USD), "Total Amount" (25.00), "Supplier ID" (0000016493), "Description" (Bennett, Erica Participant Payment), and "Supplier Name" (ERICA S BENNETT). A "Comments" field contains the text: "Payment is for participation in grant-funded research of autism and fragile x." There are also links for "Attachments (1)" and "Payment Message".

What to Look for When Approving/A Payment Request



Before approving a Payment Request be sure to review the following:

- Read the Comments to identify deadlines for payment or any request for a hold on payments, express print, etc.
- The Supplier ID field is populated.
- Supplier Name matches the supplier on the receipt.

A screenshot of the University of South Carolina's Payment Request Approval web application. The interface includes a top navigation bar with links like "Home", "Worklist", and "Sign out". The main content area is titled "Payment Request" and displays details for a specific request. Key fields include Business Unit (USC01), Invoice Number (BENN2016), Supplier ID (0000016493), and Comments (Payment is for participation in grant-funded research of autism and fragile x). The Supplier Name is listed as ERICA S. BENNETT. The interface is designed with a light blue header and a white main area, with red boxes highlighting the Supplier ID and Comments fields.

Payment Request

Business Unit USC01
Request ID 0000016511

Invoice Number BENN2016
Invoice Date 04/29/2016

Entered By Jessica Burchett
Entered Datetime 04/29/2016 9:13AM

Payment Request Details

Transaction Currency USD
Total Amount 25.00

Supplier ID 0000016493
Description Bennett, Erica Participant Payment
Supplier Name ERICA S. BENNETT

Comments Payment is for participation in grant-funded research of autism and fragile x.
Attachments (1)
Payment Message

What to Look for When Approving/A Payment Request



Before approving a Payment Request be sure to review the following:

- Open the Attachments to review the receipt making sure the amount on the receipt matches the amount being requested, how it was paid, and all attachments needed for the request are included. For example, Payment Request created for a Food Reimbursement requires a Food Form, the receipt, and a list of participants. (See Payment Request Matrix for all requirements)

The screenshot displays the University of South Carolina's Payment Request system interface. The top navigation bar includes links for Favorites, Main Menu, Accounts Payable, Payments, Payment Request, and Payment Request Approval. The main header shows the University of South Carolina logo and the text "Payment Request".

The "Payment Request Attachments" section displays the following details:

- Request ID: 0000016511
- Entered Datetime: 04/29/2016 9:13AM

The "Details" section shows a table of attachments:

Attached File	Description	User	Name
Bennett_Erica_Participant_Payment_2-16.pdf	Bennett Payment	BURCHETJ	JESSICA BURCH

Below the table are buttons for "Add Attachment", "OK", and "Cancel". At the bottom, a status bar indicates "REQUEST_ID=0000016511:Approved" and a "Start New Path" button.

Overlaid on the right is a "Participant Payment Form" from the University of South Carolina Neurodevelopmental Disorders Research Lab. The form contains the following handwritten information:

University of South Carolina Neurodevelopmental Disorders Research Lab Participant Payment Form	
Date Submitted	4/20/16
Grant #	FB24
ID	
Amount \$	2000 25.00
Name of Check Recipient	Erica Bennett
Mailing Address* (for 1099 purposes)	694 Staceytown Rd Rembert, SC 29128
SSN	
Assessment #	
Signature of NDD	

What to Look for When Approving/A Payment Request



Before approving a Payment Request be sure to review the following:

- Go into the Details to review the chartfield string. Be sure the Account matches the payment being requested. It is your job to make sure the chartfield string is equal to the Crosswalk and that it is correct for your department.

The screenshot shows the "Payment Request Approval" interface for the University of South Carolina. The top navigation bar includes "Favorites", "Main Menu", and a breadcrumb trail: "Accounts Payable > Payments > Payment Request > Payment Request Approval". The University of South Carolina logo is on the left, and "Home", "Worklist", "MultiChannel Console", "Add to Favorites", and "Sign out" are on the right. Below the navigation bar, the "Payment Request" section displays the following information:

- Business Unit: USC01
- Request ID: 0000016511
- Invoice Number: BENN2016
- Invoice Date: 04/29/2016
- Entered By: Jessica Burchett
- Entered Datetime: 04/29/2016 9:13AM

A "Payment Request Distributions" window is open, showing details for "Request ID 0000016511" and "Line 1". The "Accounting Details" section contains a table with the following data:

Line	Quantity	Amount	GL Business Unit	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Cost Share
1	1.0000	25.00	USC01	CL071	135800	F1000	54533	202	USCSP	10003721	1	

At the bottom of the table, there are "OK" and "Cancel" buttons. The "Payment Request" window also has a "Help" button in the top right corner.

What to Look for When Approving/A Payment Request



Before approving a Payment Request be sure to review the following:

- Open the Payment Message to view any messages sent to you by other Approvers.

The screenshot displays the 'Payment Request Approval' interface of the University of South Carolina. A 'Review Messages' modal window is open, showing details for a payment request. The background interface includes a navigation bar with 'Favorites', 'Main Menu', 'Accounts Payable', 'Payments', 'Payment Request', and 'Payment Request Approval'. The modal window contains the following information:
Message Details
Initial Date Time: 05/12/2016 9:59:54AM
Request ID: 0000016511
Requester: Jessica Burchett
Request Created Datetime: 05/11/16 12:32PM
Supplier SetID: USC01
Supplier ID: 0000016493 ERICA S BENNETT
Request Status: Pending
Gross Invoice Amount: 25.00 USD
Message Details
Datetime: 05/12/2016 9:59AM
Originated From: Yolanda Carson
Message To: Jessica Burchett
*Conversation Topic: [Text Box]
Message
Your Response: [Text Area]
At the bottom of the modal are 'Post' and 'Cancel' buttons. The background interface also shows a 'Payment Request' list with a green checkmark and a 'Comments' section with a comment from Sherry L. Morrison at 05/11/16 - 12:36 PM.

What to Look for When Approving/A Payment Request



Before approving a Payment Request be sure to review the following:

- The Comment History to review any comments/attachments added by Approvers, specifically for requests that have denied or put on hold. Before denying a Payment Request be sure to Add a Comment. This will create Comment History, providing important information for other Approvers.

Payment Request Approval 1

▼ **REQUEST_ID=0000016511:Approved** [View/Hide Comments](#) [+ Start New Path](#)

Payment Request Approval

Approved

✓ Sherry L. Morrison
SC Pay Req PC BU USCSP
05/11/16 - 12:36 PM

▼ **Comments**

Sherry L. Morrison at 05/11/16 - 12:36 PM
Participant payment of Jessica Klusek grant 13580 FB24.

What to Look for When Approving/A Payment Request



Important documentation needed for:

- Wire Transfers: look for a \$20 increase to the total cost
- Internal Travel Reimbursements: include a Currency Conversion for the date of the transaction.

What to Look for When Approving/A Payment Request



Use the USC Payment Request Inquiry page to view additional information, use the following navigation:

Main Menu → Accounts Payable → Review Accounts Payable Info → USC Payment Request Inquiry

A screenshot of the USC Payment Request Inquiry web application. The browser's address bar shows the navigation path: Favorites > Main Menu > Accounts Payable > Review Accounts Payable Info > USC Payment Request Inquiry. The page header includes the University of South Carolina logo and navigation links: Home, Worklist, Add to Favorites, and Sign out. The main content area is titled "Payment Request Inquiry" and contains a search form. The form has several input fields: Request ID, User ID, Request Status (a dropdown menu), Supplier ID, From Date, To Date, Operating Unit, From Department, PC Business Unit, Fund Code, To Department, and Project. Each text input field has a magnifying glass icon to its right. At the bottom of the form are "Search" and "Clear" buttons. Below the form is a "Refresh" button with a circular arrow icon.

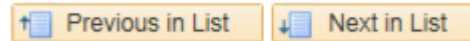
Search by Operating Unit, Department or by User and click the Search button.

What to Look for When Approving/A Payment Request



Coming Soon!!

1. The Payment Request Approval page now has a Next in List and Previous in List buttons.



2. The Approval Workflow will not disappear from the page when you click a link on the Payment Request Approval page and make a change. (For example, the Edit Payment Request link)

What to Look for When Approving/A Journal Entry



Before approving a Journal Entry be sure to review:

- Click the Go to Journal Entry Page to review:
 - The Header tab: review the Long Description, Dates, and click the Attachment link to review the Attachment(s) for valid justification and explanation

A screenshot of the "Journal Entry" form in the OneCarolina system. The form is titled "Journal Entry" and has tabs for "Header", "Lines", "Totals", "Errors", and "Approval". The "Header" tab is selected. The form contains the following fields: "Unit" (USC01), "Journal ID" (0000012511), "Date" (04/19/2016), "Long Description" (Single Payment JEs for Stephanie Kline), "Ledges Group" (ACTUALS), "Ledger" (empty), "Source" (ONL), "Reference Number" (empty), "Journal Class" (empty), "Transaction Code" (GENERAL), "SJE Type" (empty), "Adjusting Entry" (Non-Adjusting Entry), "Fiscal Year" (2016), "Period" (10), "ADB Date" (04/19/2016), "Auto Generate Lines" (checkbox), "Save Journal Incomplete Status" (checkbox), "Autobalance on 0 Amount Line" (checkbox), "Currency Defaults: USD / CRRNT / 1", and "Attachments (1)". The "Long Description" field, the "Fiscal Year", "Period", and "ADB Date" fields, and the "Attachments (1)" link are highlighted with red boxes.

What to Look for When Approving/A Journal Entry



Before approving a Journal Entry be sure to review:

- The Lines tab: review the chartfield lines to validate the string equals the Crosswalk, including Class, as well as correct positives and negatives.

The screenshot shows the "Journal Entry" window with the "Lines" tab selected. The window displays a table of journal entry lines with various fields for selection, line number, unit, ledger, department, fund, account, amount, class, reference, and PC Bus Unit. The table contains 11 lines of data, each with a checkbox for selection and a magnifying glass icon for search. The "Amount" column shows both negative and positive values. The "Class" column shows values like 202 and 101. The "PC Bus Unit" column shows values like USCIP.

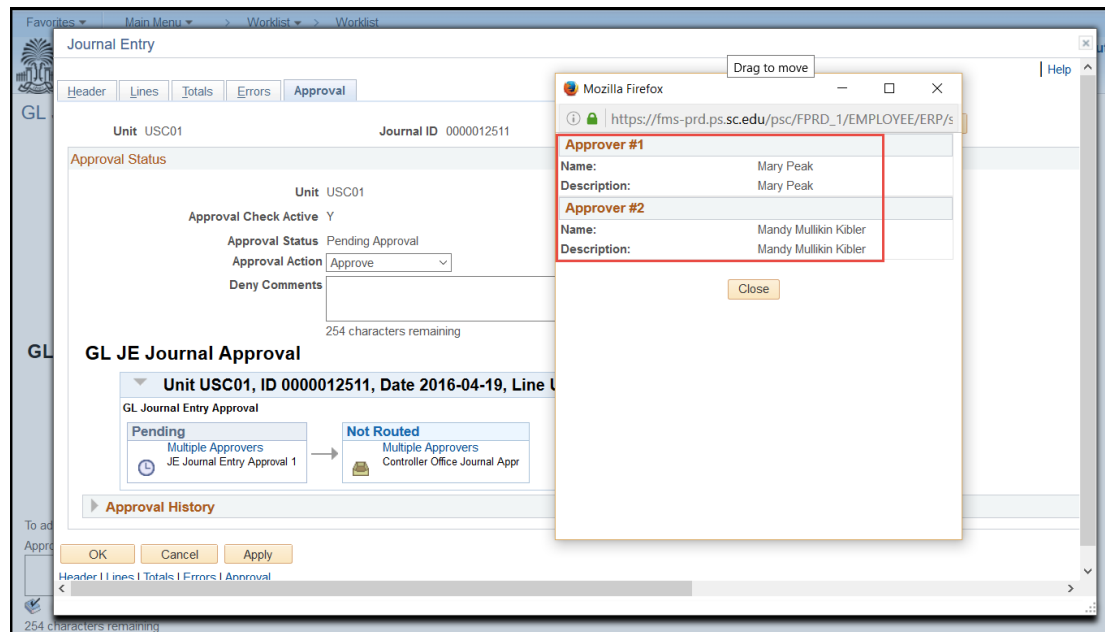
Select	Line	*Unit	*Ledger	Oper Unit	Dept	Fund	Account	Amount	Class	Reference	PC Bus Unit
<input type="checkbox"/>	1	USC01	ACTUALS	CL034	115200	EN300	52025	-3,415.17	202		USCIP
<input type="checkbox"/>	2	USC01	ACTUALS	CL034	115202	A0001	52025	3,415.17	101		
<input type="checkbox"/>	4	USC01	ACTUALS	CL034	115200	EN300	56203	-293.73	202		USCIP
<input type="checkbox"/>	5	USC01	ACTUALS	CL034	115202	A0001	53030	293.73	101		
<input type="checkbox"/>	6	USC01	ACTUALS	CL034	115200	EN300	56203	-2,790.02	202		USCIP
<input type="checkbox"/>	7	USC01	ACTUALS	CL034	115202	A0001	53030	2,790.02	101		
<input type="checkbox"/>	8	USC01	ACTUALS	CL034	115200	EN300	52025	-1,814.39	202		USCIP
<input type="checkbox"/>	9	USC01	ACTUALS	CL034	115202	A0001	52025	1,814.39	101		
<input type="checkbox"/>	10	USC01	ACTUALS	CL034	115200	EN300	52024	-2,647.13	202		USCIP
<input type="checkbox"/>	11	USC01	ACTUALS	CL034	115202	A0001	52024	2,647.13	101		

254 characters remaining

What to Look for When Approving/A Journal Entry

Before approving a Journal Entry be sure to review:

- The Approve tab: review who is in the workflow.



- Deny a Journal Entry if: (Be sure to add descriptive comments when denying.)
 - The attachment is missing
 - The chartfield string is not equal to the Crosswalk
 - Positive and negatives are not correct
 - It is an incorrect transaction

What to Look for When Approving/A Budget Adjustment – Operating Expense



Before approving a Budget Adjustment for an Operating Expense be sure to review:

- Click the Control Budget Transfer Page link to review information: (click the Ok button on the Enter Budget Transfer Search page)

The screenshot shows the "Control Budget Journal Approval" page in the University of South Carolina's financial system. The page has a blue header with navigation links: Favorites, Main Menu, Worklist, Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The University of South Carolina logo is on the left. The main content area displays journal details: Business Unit USC01, Journal ID 0000012631, Journal Date 04/21/2016, Ledger Group OPER_EXP, Fiscal Year 2016, Period 10, Budget Entry Type Transfer Adjustment, Status Pending, Debits \$2,500.00, Credits \$2,500.00, Description BD transfer to Intl from SRVCA, and Requester MOTONM. There are links for "Return to Worklist", "Attachments (1)", and "Control Budget Transfer Page" (which is highlighted with a red box). Below this is an "Approval Flow" section with a text area for comments (254 characters remaining) and buttons for Approve, Deny, Hold, Pushback, and Add Comments. At the bottom is a section for "Control Budget Journal Lines".

What to Look for When Approving/A Budget Adjustment – Operating Expense



- On the Budget Header tab review:
 - The Budget Entry and Parent Budget Entry default types to make sure they match, showing “Transfer Adjustment”.
 - The “Generate Parent Budget” box to make sure it is checked.
 - The corresponding OPER REV transfer/Journal number is referenced in the Long Description box (if applicable).

A screenshot of a web-based financial system interface for the Budget Header tab. The interface is divided into several sections. At the top, it shows 'Unit USC01', 'Journal ID 0000012631', and 'Date 04/21/2016'. Below this, there are fields for '*Ledger Group' (OPER_EXP), 'Fiscal Year' (2016), and 'Period' (10). Further down, 'Control ChartField' is set to 'Fund Code', '*Currency' is 'USD', 'Rate Type' is 'CRRNT', 'Exchange Rate' is '1.00000000', and 'Cur Effdt' is '04/21/2016'. The 'Budget Header Status' is 'None'. The '*Budget Entry Type' is a dropdown menu showing 'Transfer Adjustment'. Below this is a section titled 'Parent Budget Options' which contains two checked checkboxes: 'Generate Parent Budget(s)' and 'Use Default Entry Event'. Under 'Use Default Entry Event', there is a 'Parent Budget Entry Type' dropdown menu also showing 'Transfer Adjustment'. To the right of this section is a link for 'Attachments (1)'. At the bottom, the 'Long Description' field contains the text 'BD transfer to Intl from SRVCAA for faculty development.' Red rectangular boxes highlight the '*Budget Entry Type', 'Generate Parent Budget(s)', 'Parent Budget Entry Type', and 'Long Description' fields. The interface has a standard web browser look with a scrollbar on the right and navigation arrows at the bottom.

What to Look for When Approving/A Budget Adjustment – Operating Expense



- On the Budget Header tab review:
 - The Attachments by clicking the link.

The screenshot shows the "Budget Journal Attachments" window in a web application. The window has a header with "Unit USC01", "Journal ID 0000012631", and "Date 04/21/2016". Below the header is a table with columns: "File Name", "Show to Approver?", "Description", "User", "Name", and "Date/Time Stamp". The table contains one row with the file "BD - Intl_Fac_Dev_4-21-16.pdf", a checked "Show to Approver?" box, an empty "Description" field, user "MOTONM", name "MICHAEL MOTON", and timestamp "04/21/2016 9:43:38AM". Below the table is a message: "Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments." At the bottom of the window are buttons: "Add Attachment", "OK", "Cancel", and "Refresh".

Below the main window, there is a section for "Control Budget Journal Lines" with a checkbox for "Use Default Entry Event" (checked) and a dropdown for "Parent Budget Entry Type" set to "Transfer Adjustment". To the right of this section, there is a link labeled "Attachments (1)".

What to Look for When Approving/A Budget Adjustment – Operating Expense



- On the Budget Line tab review the chartfield string:
 - To ensure the string equals the Crosswalk.
 - For a Class code.
 - To ensure the PC Bus Unit, Project and Activity fields are blank unless dealing with an Internal Project. (Internal Projects use A1000)
 - To ensure budgets are increased by entering a positive (+). The only EXCEPTIONS are the Contra expenditures (IITS), which are increased with a negative (-).
 - To ensure expenses on **Transfers** balance to zero.
 - To ensure expenses on **Journals** do not balance to zero, since the overall budget is being adjusted.

Budget_Header

Budget_Lines

Budget_Errors

Unit USC01

Journal ID 0000012631

Date 04/21/2016

Budget Header Status None

Approval Header Status Pending

*Process Post Journal

Process

Lines

Personalize | Find | View All | First 1-2 of 2 Last

Chartfields and Amounts

Base Currency Details

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Oper Unit	Dept	Fund	Account	Class	Amount
<input type="checkbox"/>	1	Not Required	OPEREXP_BD	2016		UP000	984101	A0001	52070	456	-2,500.00
<input type="checkbox"/>	2	Not Required	OPEREXP_BD	2016		UP000	984107	A0001	52025	456	2,500.00

What to Look for When Approving/A Budget Adjustment – Operating Revenue



Before approving a Budget Adjustment for an Operating Revenue be sure to review:

- On the Budget Header tab review :
 - To ensure the corresponding OPER EXP transfer/Journal number is referenced in the Long Description box (if applicable).
- On the Budget Lines tab review the chartfield string:
 - To ensure the PC Bus Unit, Project and Activity fields are blank unless dealing with an Internal Project. (Internal Projects use A1000)
 - To ensure Budgets are increased by entering a positive (+). The only EXCEPTIONS are Columbia “A” fund allocations (3s) Transfers OUT, which are decreased with negative (-).


How to Validate Chartfield Information

To ensure chartfield information is correct:

1. Input the old Department/Fund into the Crosswalk to verify the chartfield used on the transaction is correct. The navigation is:
 - Main Menu → USC Conversion → USC Conversion Mapping → USC Dept/Fund Inquiry

Favorites ▾

Main Menu ▾ > USC Conversion ▾ > USC Chartfield Mapping ▾ > USC Department/Fund Inquiry



[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

USC Dept/Fund Inquiry

[New Window](#) | [Help](#) | [Personalize Page](#)

USC Department/Fund

Oper Unit

Fund Code

Dept

Class Field

Product

11110FA77

Fiscal Year



PC Business Unit

Project

Activity

2016

Search

Personalize | Find |  | 

First 1 of 1 Last

	USC Department	USC Fund	Description	Fiscal Year	Operating Unit	Department	Fund Code	Class Field	PC Business Unit	Project	Activity	Product
1	11110	FA77	ROLE OF TP CHANNELS IN HUMAN DETRUSOR FU	2016	CL032	111100	F1000	202	USCSP	10006064	1	

How to Validate Chartfield Information

2. When using the Crosswalk be sure to enter the current fiscal year to ensure you are using the correct chartfield string.

For a more in-depth understanding of the Crosswalk review the [PeopleSoft Chart of Accounts](#) and the [New Code Structure](#) documents found on the Resource page of our website.

How to Approve, Hold, or Deny

After reviewing all of the important information, now it is decision time. You can:

- Approve the transaction if you feel everything is correct. This action will send it to the next level of approvers.
- Hold the transaction if you feel more information is needed. This prevents someone in your pool from approving or denying the request while you are researching something related to the request. A request cannot move forward until an approver removes the hold.
- Deny the transaction and provide the reason in the comments field. An email notification will automatically be sent to the Entry Person. The Creator will have access to the transaction to make necessary changes and resubmit. The Denied Requisition is saved to "Pending" and workflow will re-route to Approver.
- Pushback to the previous Approver at the same level, for clarification.

How to Add Additional Approvers

To add additional approvers:

- To insert ad hoc approvers and reviewers, click the plus + symbol for a pending requisition line.



The screenshot shows a web interface titled "Review/Edit Approvers". It contains two main sections:

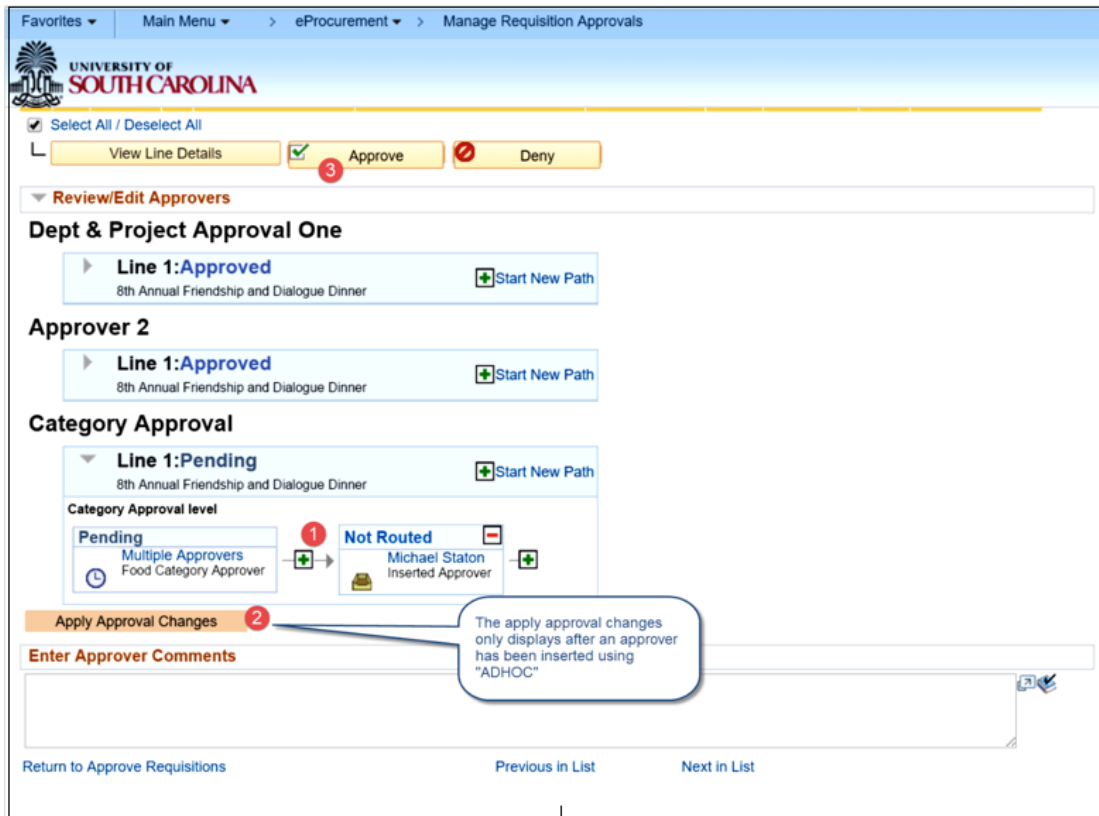
- Dept & Project Approval Line**: This section shows "Line 1: Pending" for the requisition "OptiPlex 7020 Mini Tower: OptiPlex 7020 MT; OptiPlex 7020 Mini Tower". Below this, under "Dept Mgr Approval Line", it shows a "Pending" status for "Joanne Callahan" at the "Req-Dept Mgr-Line Level". A red plus icon is visible next to the name.
- Fiscal Approval**: This section shows "Line 1: Awaiting Further Approvals" for the same requisition. Below this, under "Route to Levels 1, 2, 3, & 4", it shows a "Not Routed" status for "Michelle Adams" with a requirement of "Req_Line_Amt_Appr_2.5k". A red plus icon is visible next to the name.

- The Insert additional approver or reviewer window appears for you to select the user ID, and to indicate whether the person is an ad hoc approver or reviewer for this line.
- Ad hoc approvers for any transactions you feel requires additional approval, for example large dollar amounts.

How to Add Additional Approvers

To add additional approvers follow the steps below:

1. Click the plus “+” symbol to add an approver or reviewer.
2. Click the **Apply Approval Changes** button to save the changes.
3. Click the **Approve** button to move the transaction on to the next level of approval.



University of South Carolina eProcurement - Manage Requisition Approvals

Select All / Deselect All

View Line Details Approve Deny

Review/Edit Approvers

Dept & Project Approval One

Line 1: Approved
8th Annual Friendship and Dialogue Dinner

Approver 2

Line 1: Approved
8th Annual Friendship and Dialogue Dinner

Category Approval

Line 1: Pending
8th Annual Friendship and Dialogue Dinner

Category Approval level

Pending

Multiple Approvers
Food Category Approver

Not Routed
Michael Staton
Inserted Approver

Apply Approval Changes

Enter Approver Comments

The apply approval changes only displays after an approver has been inserted using "ADHOC"

Return to Approve Requisitions Previous in List Next in List

How to Designate an Approver When Out of the Office



To designate an Approver when out of the office begin with the following navigation:

Main Menu → My System Profile

- Use the Alternate User section of the page to designate an approver.

A screenshot of the University of South Carolina's "My System Profile" page. The page has a blue header with the university's logo and name. Below the header, there are sections for "General Profile Information", "Password", "Personalizations", and "Alternate User". The "Alternate User" section is highlighted with a red border. It contains a text input field for "Alternate User ID", a "From Date" field with a calendar icon, and a "To Date" field with a calendar icon. The "Alternate User" section is the last one on the page and is highlighted with a red border.

Favorites ▾ Main Menu ▾ > My System Profile

UNIVERSITY OF SOUTH CAROLINA

General Profile Information

Joanne Callahan

Password

[Change password](#)

[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English ▾

Currency Code USD 🔍

Default Mobile Page 🔍

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID 🔍

From Date 📅 (example: 12/31/2000)

To Date 📅 (example: 12/31/2000)

How to Designate an Approver When Out of the Office





- In order to assign someone as an Alternate Approver they MUST have the approver role assigned to them.
- In situations where you will be unavailable, add a user to the Alternate User ID field and enter a date range for when you are not going to be available. The system uses these dates to forward routings to the alternate user.

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date  (example: 12/31/2000)

To Date  (example: 12/31/2000)

- Be sure to click the Save button when you are done.



Where to find this Quick Reference Guide



UNIVERSITY OF
SOUTH CAROLINA

CALENDAR MAP DIRECTORY GATEWAYS

The Division of **Information Technology**

SC.edu » About » Office » The I » PeopleSoft » Resources

Resources

Click a link below to download the selected resource

General Ledger Information	Contracts and Grants Information
<ul style="list-style-type: none">• PeopleSoft Deposits Checklist »• Reference Sheet for JE and BD »• GL Dashboard Summary Instructions »• Journal Entry and Journal Voucher PPT »• Journal Entry Training Webinar Recording »	<ul style="list-style-type: none">• Grants Module 101 PPT• Grants Webinar PowerPoint »• Quick Reference Guide for Inquiry into Grants »• Quick Reference Guide for Finance Intranet »• Principal Investigator Webinar Recording »• Principal Investigator Webinar PPT

For Additional Questions



- If you have questions after this webinar please use the [Contact Us](#) page to email them to the appropriate department.
- This presentation is also available to download on our PeopleSoft Training website.

Thank You!

