UNIVERSITY OF SOUTH CAROLINA

OneCarolina

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.

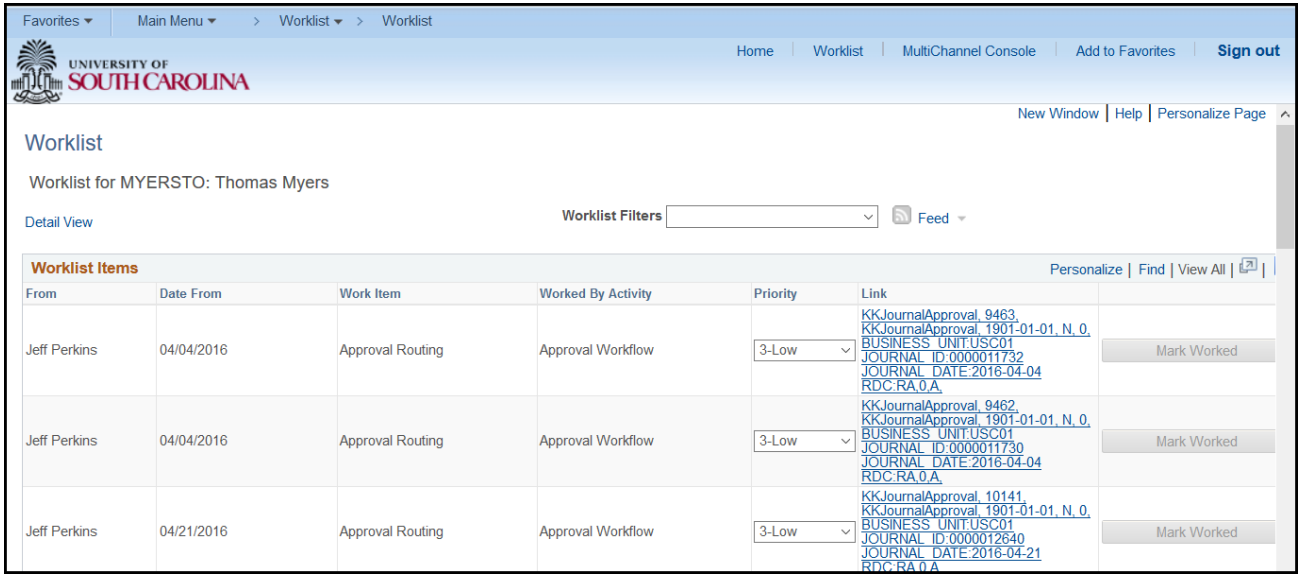
- On this form you will need to:
  1. Identify if you need the Approver 1 or 2 role in PeopleSoft
  2. Provide a list of the Departments you will be approving for
  3. Make sure the form is signed by your Supervisor
- Fax the completed form to (803) 777-9586.
- If someone had the Approver role but is 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.

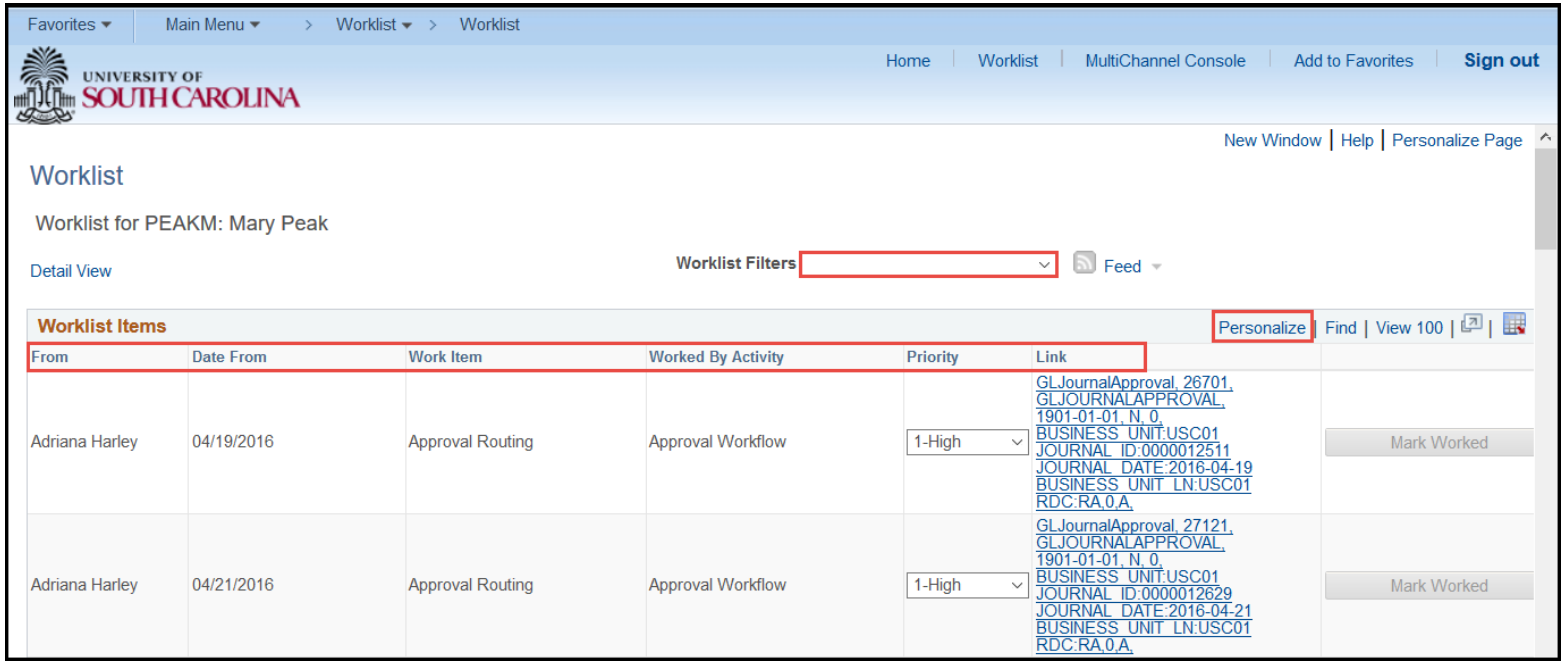
- Once one person in the pool approves the item, it drops from everyone else's worklist.



What is the Worklist

You can sort your worklists by using the:

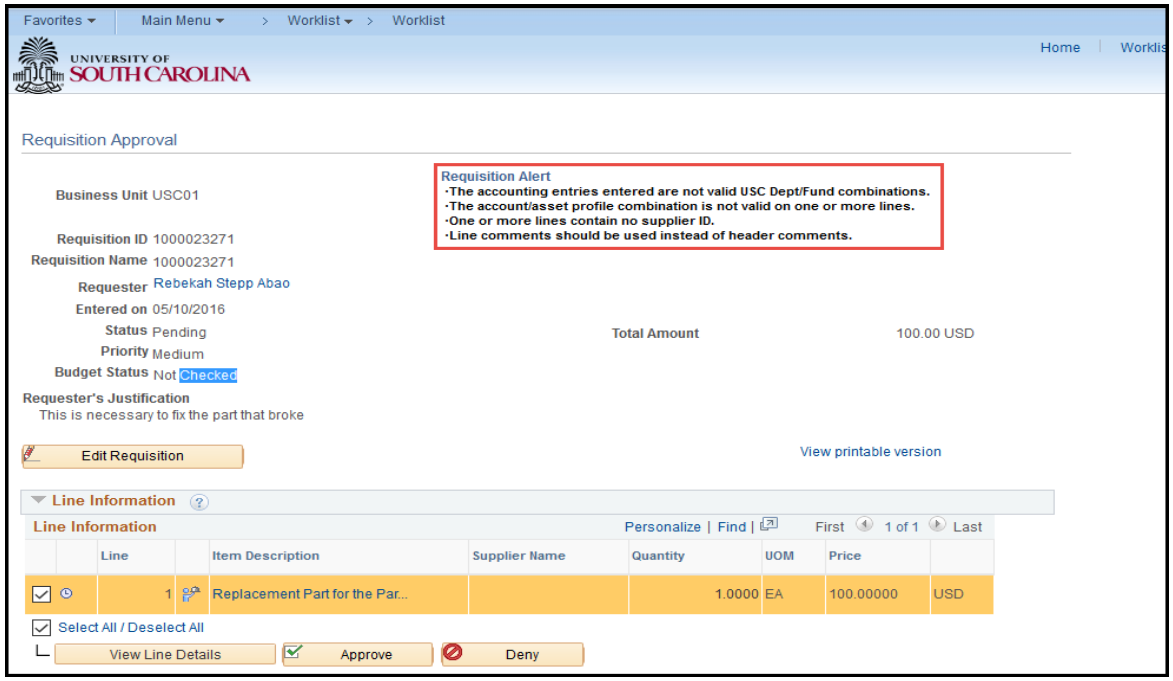
- Worklist Filters
- Personalize Columns and Sort
- Click the Column heading to sort ascending



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.

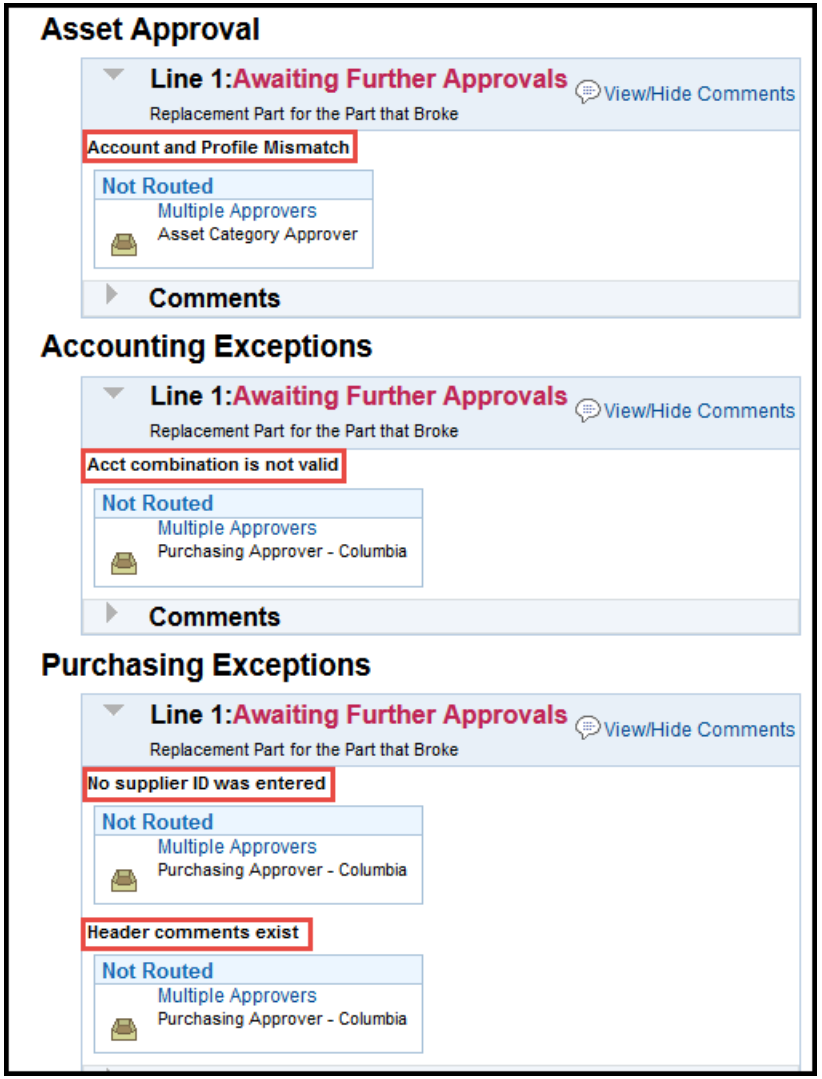


What to Look for When Approving/A Requisition – Requisition Alerts

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.



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.

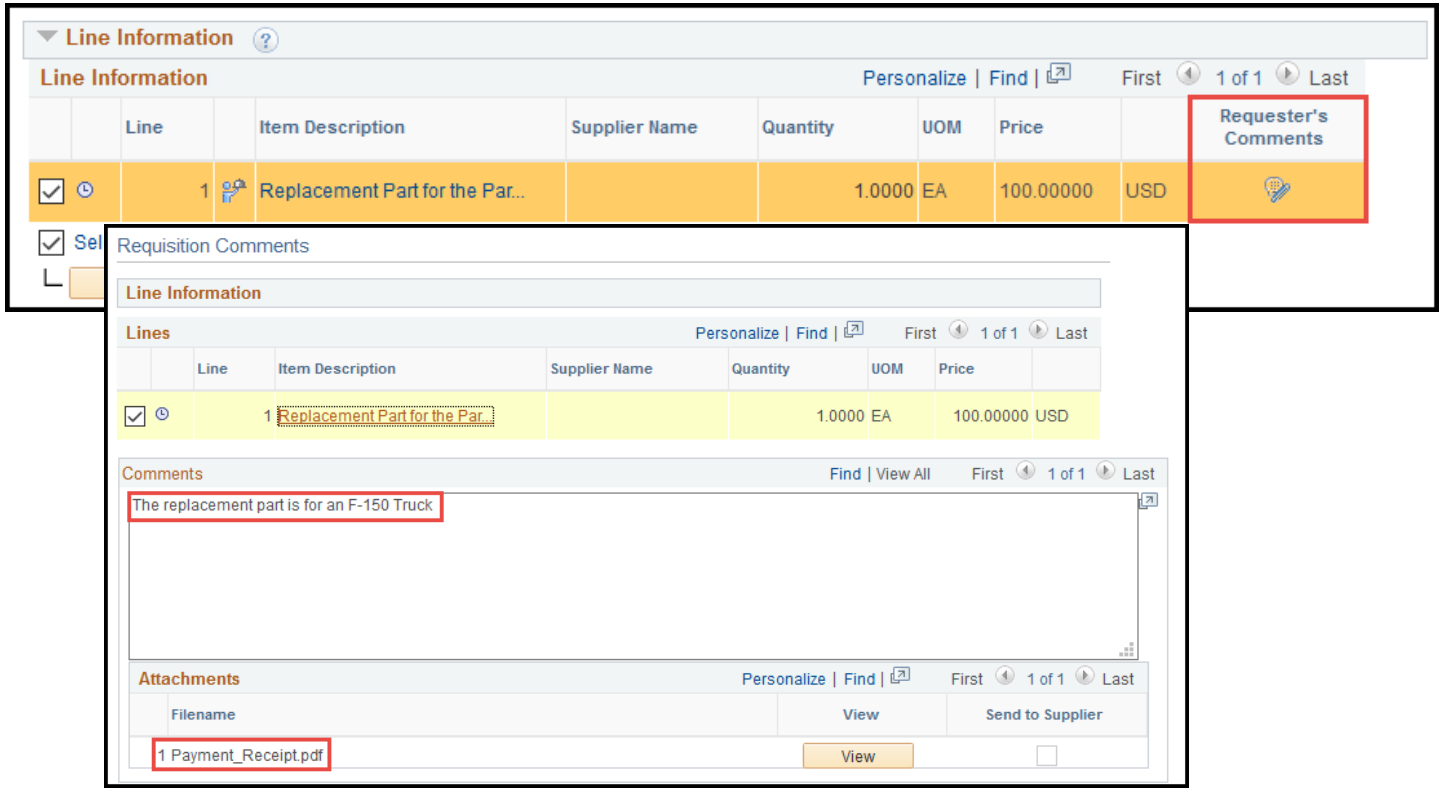
- Accounting Exceptions are:
  - The accounting entries entered are not valid USC Dept/Fund combinations.
  - One or more lines have an account profile mismatch.

- 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:

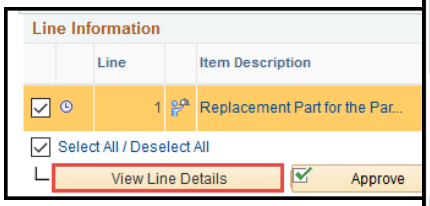
- The Line comments and attachments entered by the requisitioner, are found in the Line Information section. Click the Requestor's Comments link to view.

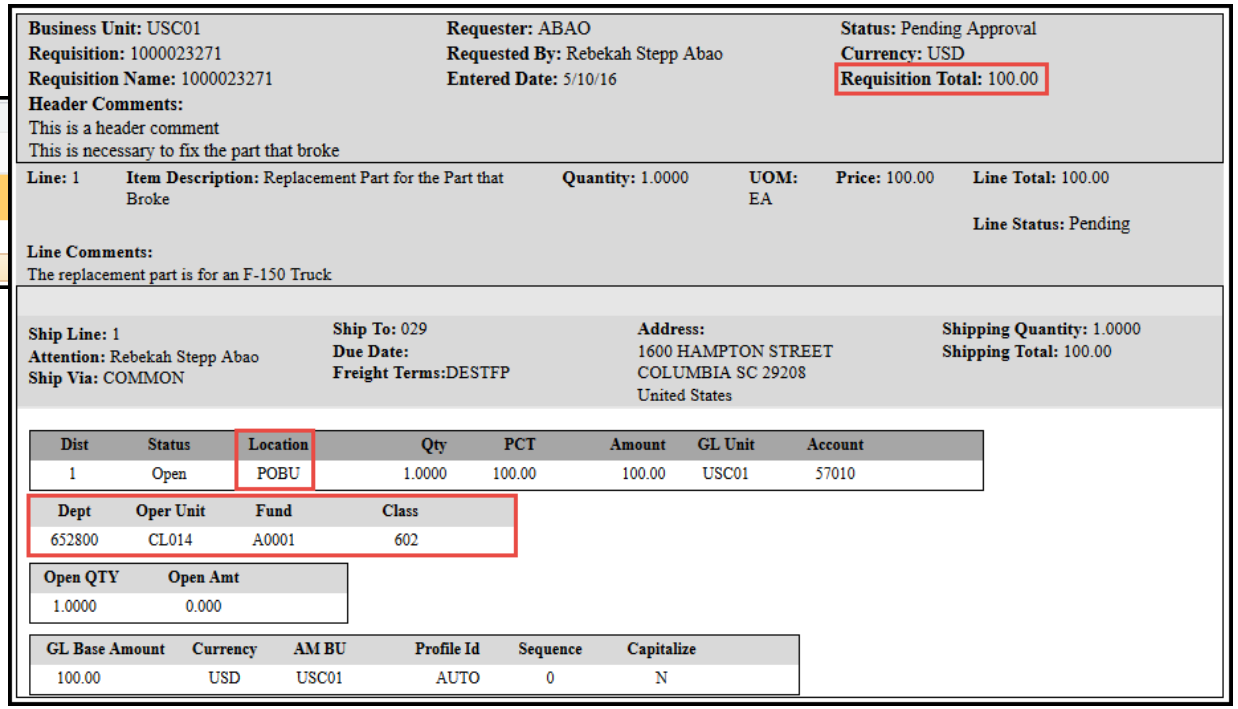


What to Look for When Approving/A Requisition

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.





Business Unit: USC01
Requisition: 1000023271
Requisition Name: 1000023271
Header Comments:
This is a header comment
This is necessary to fix the part that broke

Requester: ABAO
Requested By: Rebekah Stepp Abao
Entered Date: 5/10/16

Status: Pending Approval
Currency: USD
Requisition Total: 100.00

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
Attention: Rebekah Stepp Abao
Ship Via: COMMON

Ship To: 029
Due Date:
Freight Terms:DESTFP

Address:
1600 HAMPTON STREET
COLUMBIA SC 29208
United States

Shipping Quantity: 1.0000
Shipping Total: 100.00

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	POBU	1.0000	100.00	100.00	USC01	57010

Dept	Oper Unit	Fund	Class
652800	CL014	A0001	602

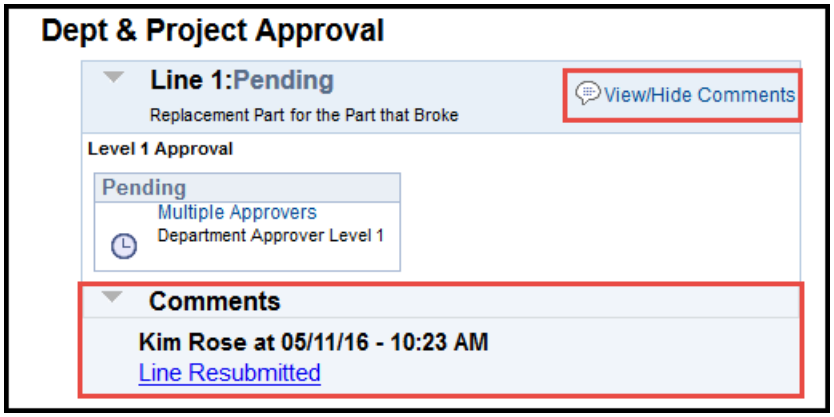
Open QTY	Open Amt
1.0000	0.000

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.



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.

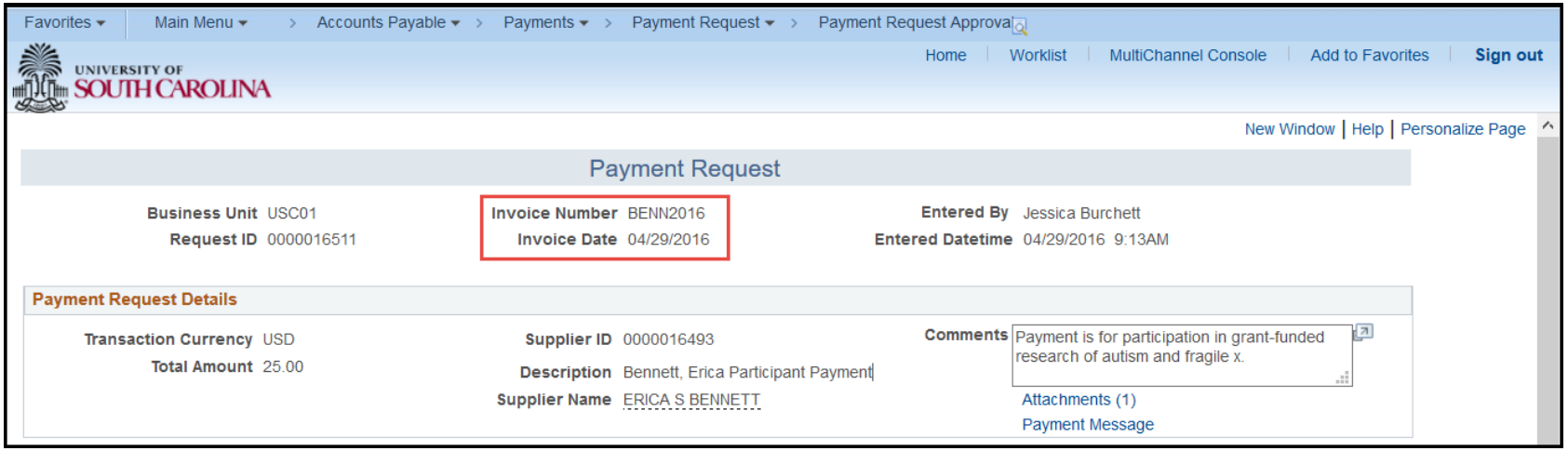
Exceptions:

- 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:

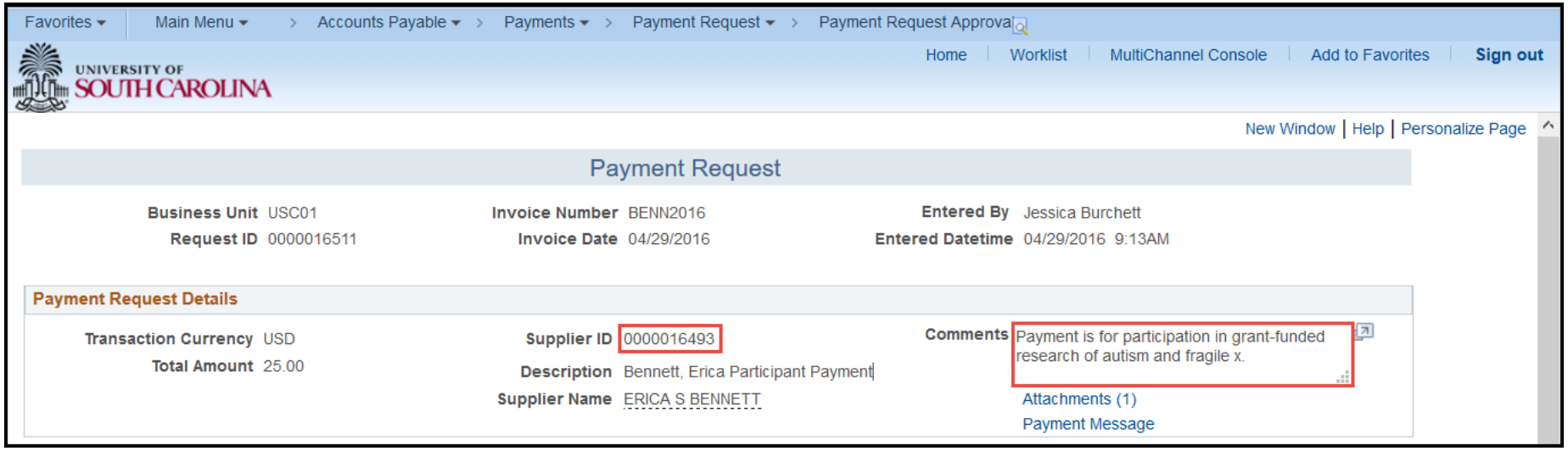
- The Invoice Number and Date.
  - This should be the number and date found on the invoice.
  - If there is no invoice use the Date (06012016) and Supplier Name/Last Name (06012016_Smith) in the Invoice Number field, and the same date in the Date field.



What to Look for When Approving/A Payment Request

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

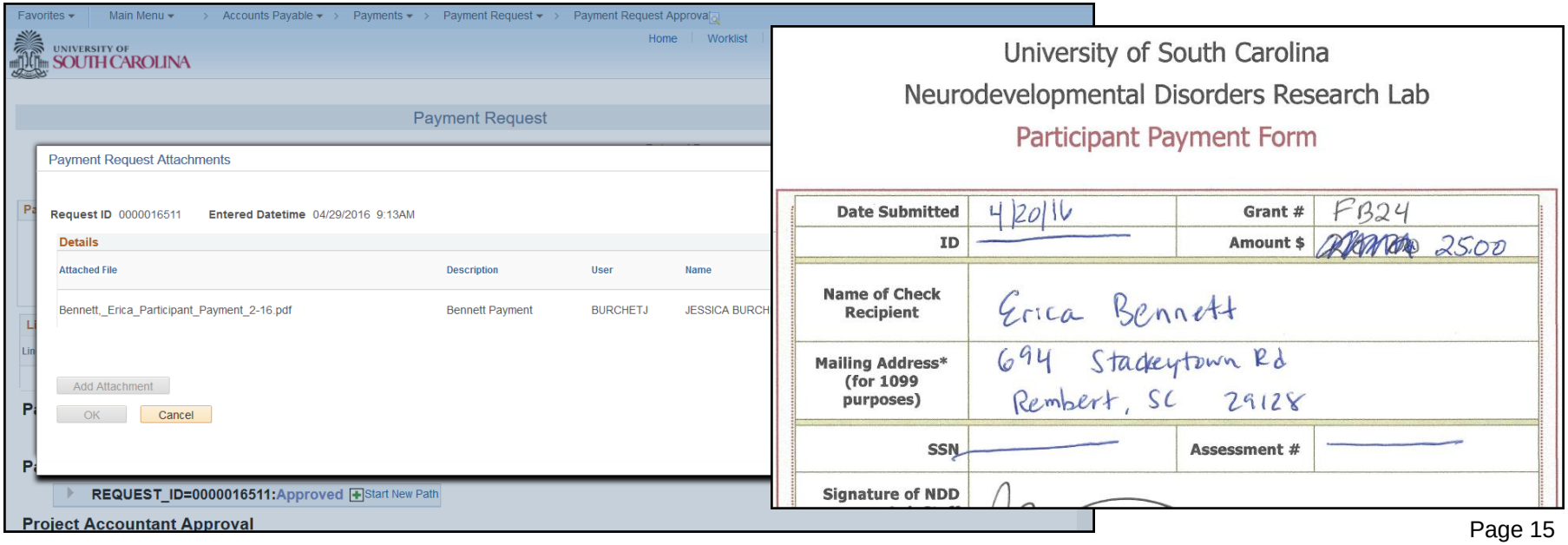
- Read the Comments to identify deadlines for payment or any request for a hold on payments, express print, etc.
- The Supplier ID field is populated.
- Supplier Name matches the supplier on the receipt.



What to Look for When Approving/A Payment Request

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

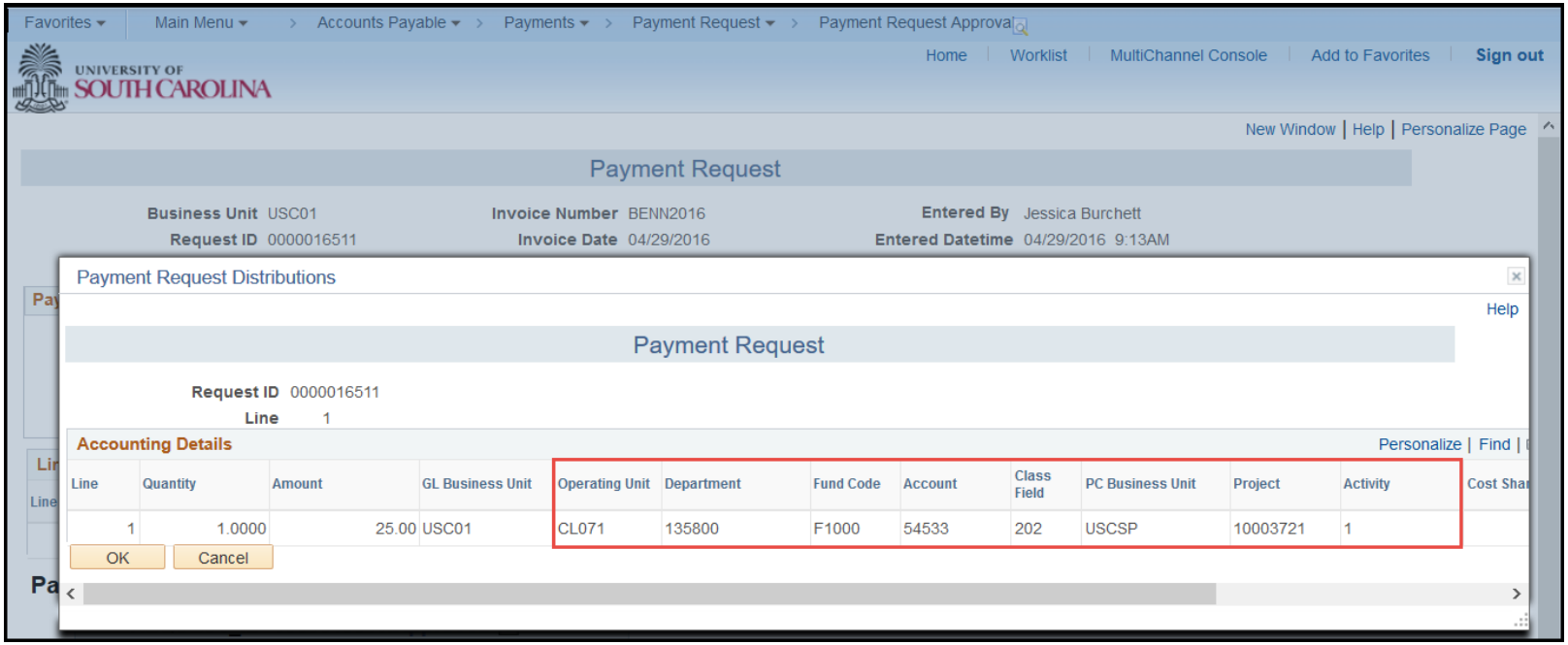
- Open the Attachments to review the receipt making sure the amount on the receipt matches the amount being requested, how it was paid, and all attachments needed for the request are included**.** For example, Payment Request created for a Food Reimbursement requires a Food Form, the receipt, and a list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



What to Look for When Approving/A Payment Request

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

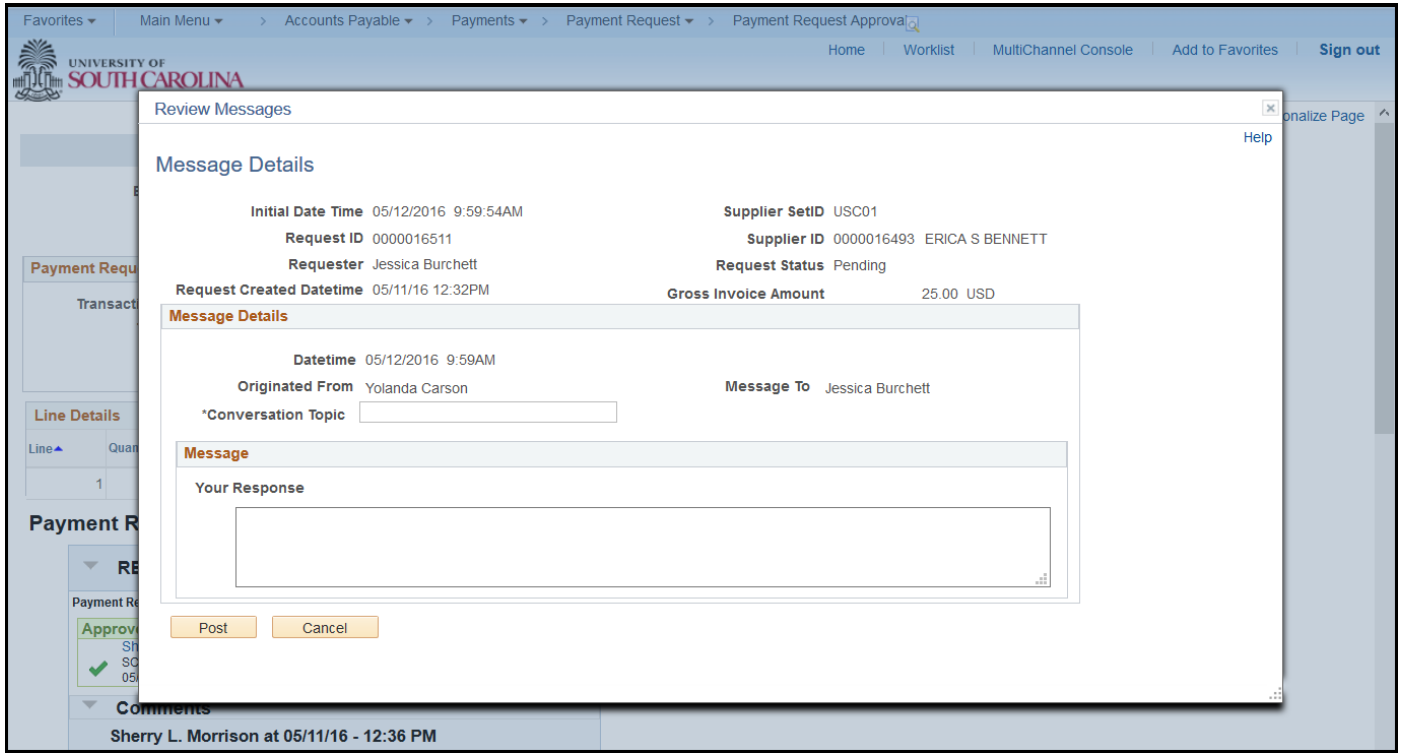
- Go into the Details to review the chartfield string. Be sure the Account matches the payment being requested. It is your job to make sure the chartfield string is equal to the Crosswalk and that it is correct for your department.



What to Look for When Approving/A Payment Request

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

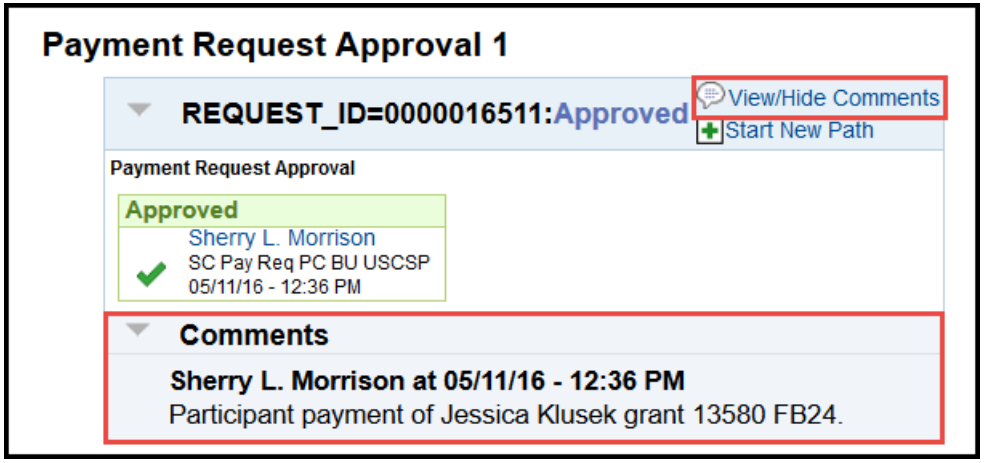
- Open the Payment Message to view any messages sent to you by other Approvers.



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.



What to Look for When Approving/A Payment Request

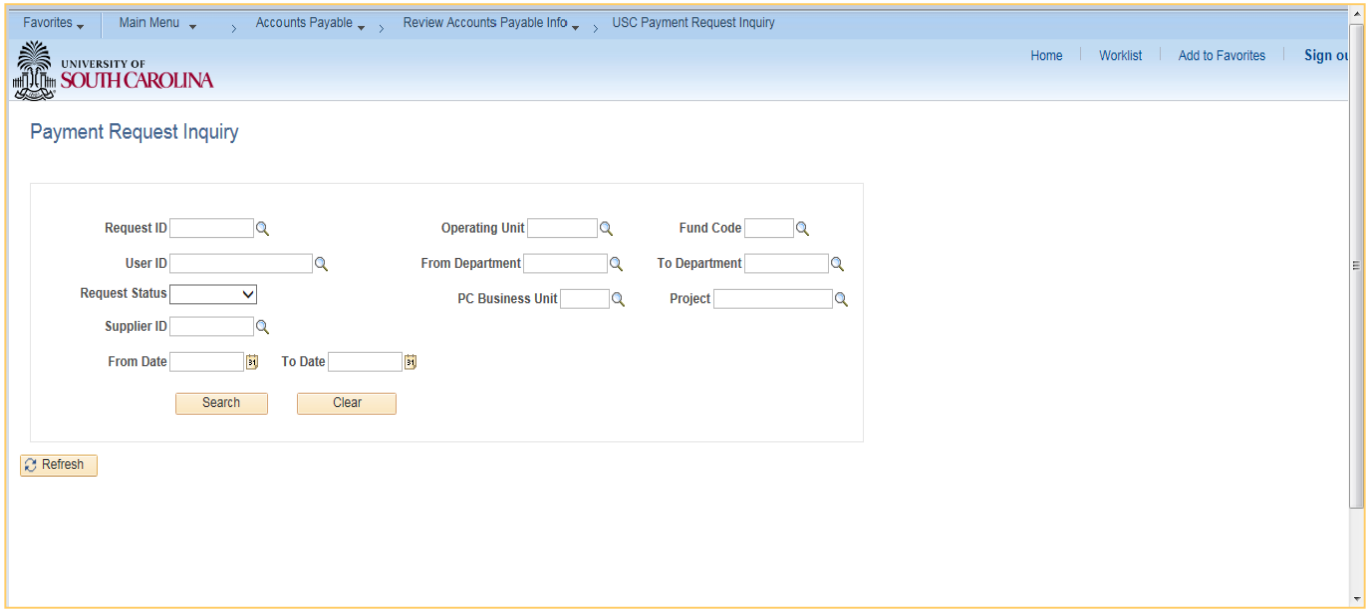
Important documentation needed for:

- 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

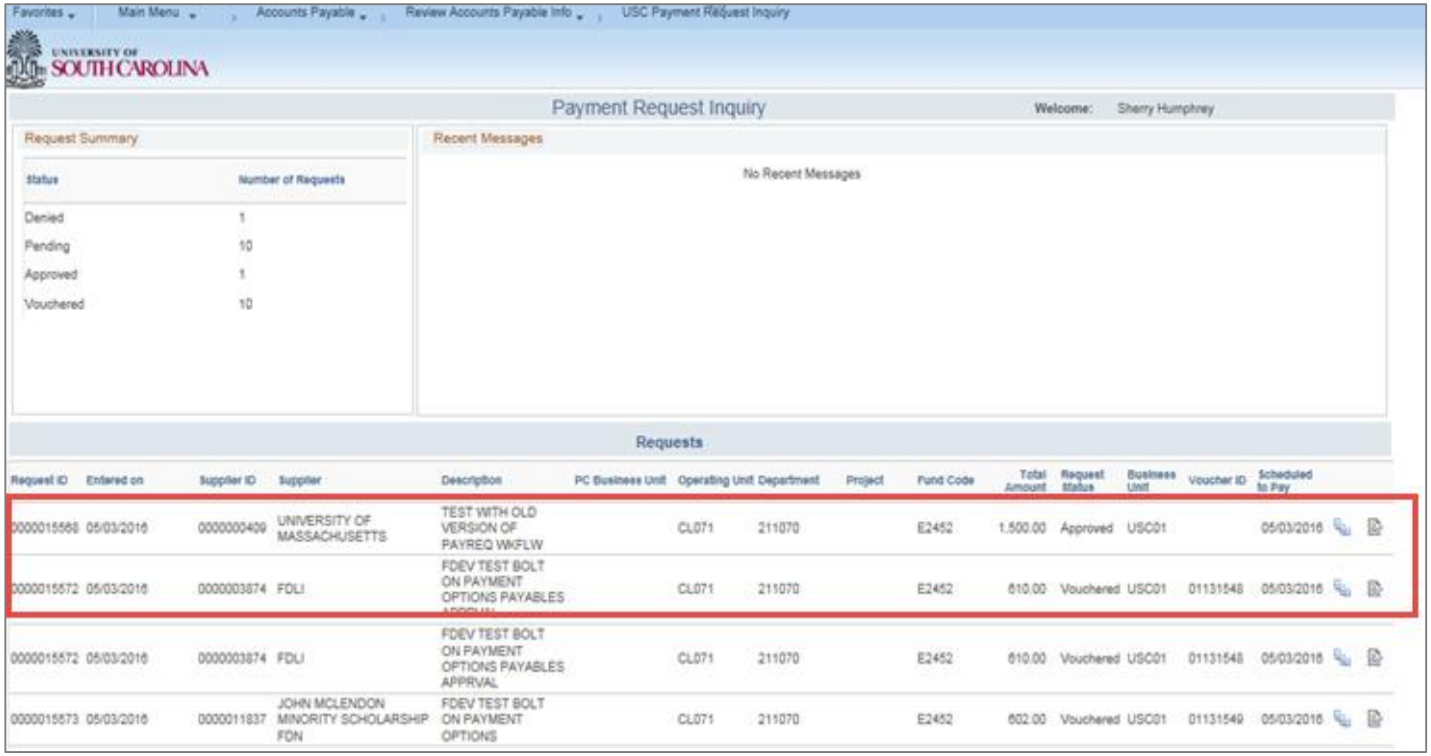


Search by Operating Unit, Department or by User and click the Search button.

What to Look for When Approving/A Payment Request

Use the USC Payment Request Inquiry page to view additional information.

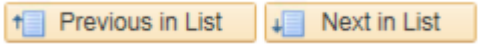
- View the search results.



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.

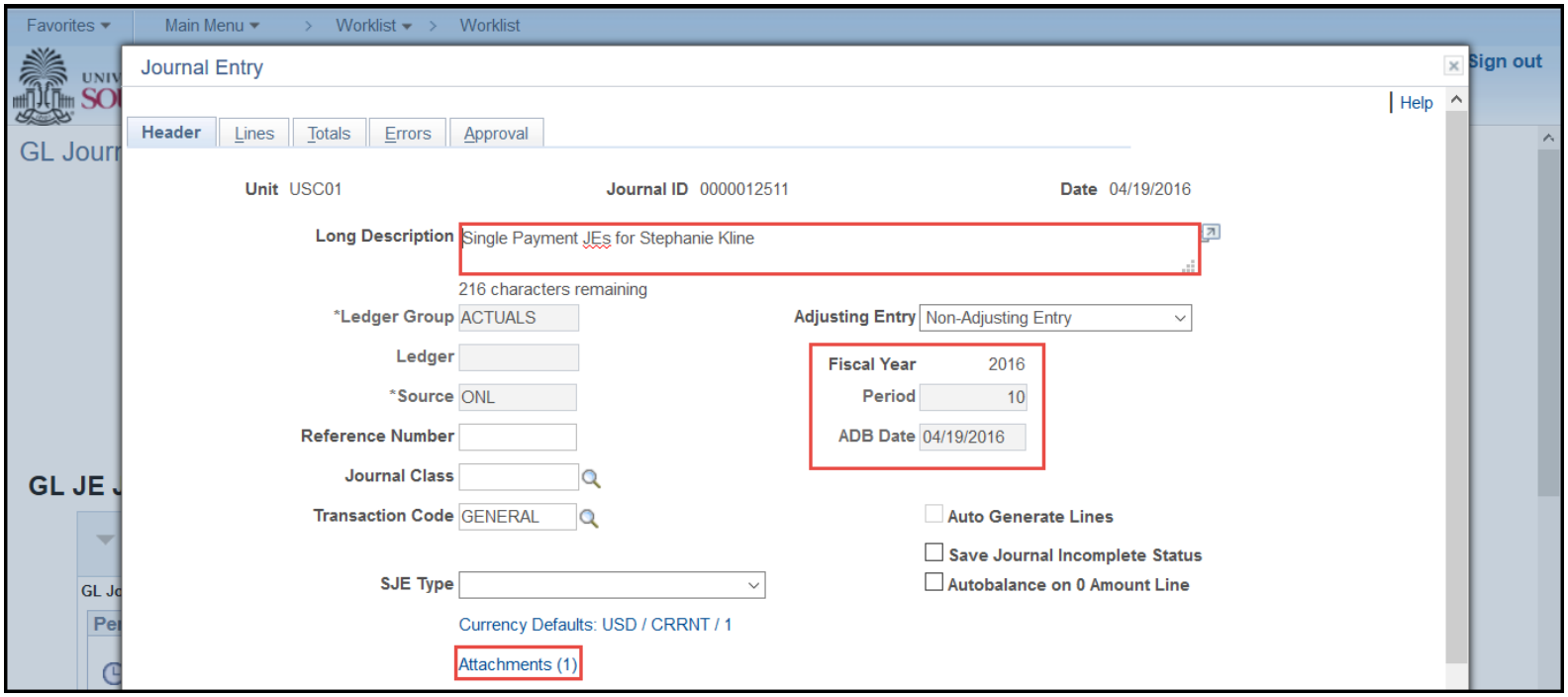


2. The Approval Workflow will not disappear from the page when you click a link on the Payment Request Approval page and make a change. (For example, the Edit Payment Request link)

What to Look for When Approving/A Journal Entry

Before approving a Journal Entry be sure to review:

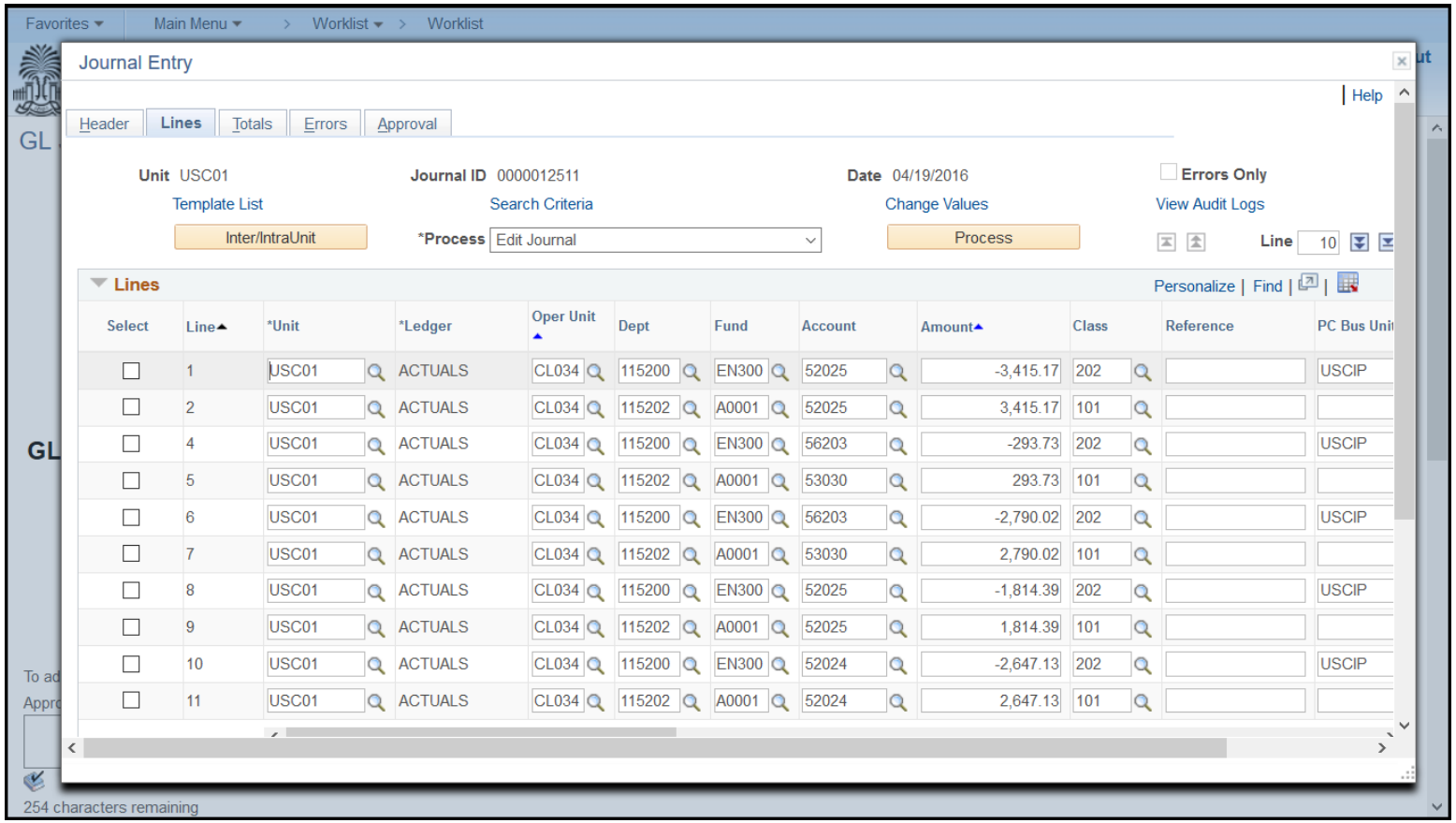
- Click the Go to Journal Entry Page to review:
  - The Header tab: review the Long Description, Dates, and click the Attachment link to review the Attachment(s) for valid justification and explanation



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.

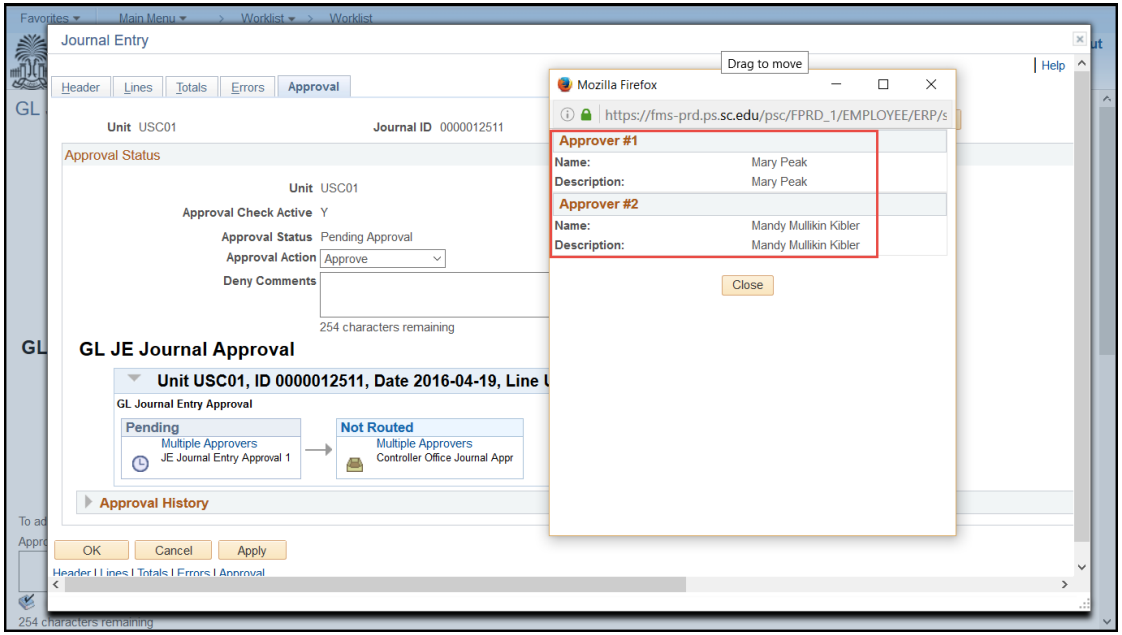


Select	Line	*Unit	*Ledger	Oper Unit	Dept	Fund	Account	Amount	Class	Reference	PC Bus Unit
☐	1	USC01	ACTUALS	CL034	115200	EN300	52025	-3,415.17	202		USCIP
☐	2	USC01	ACTUALS	CL034	115202	A0001	52025	3,415.17	101		
☐	4	USC01	ACTUALS	CL034	115200	EN300	56203	-293.73	202		USCIP
☐	5	USC01	ACTUALS	CL034	115202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

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.

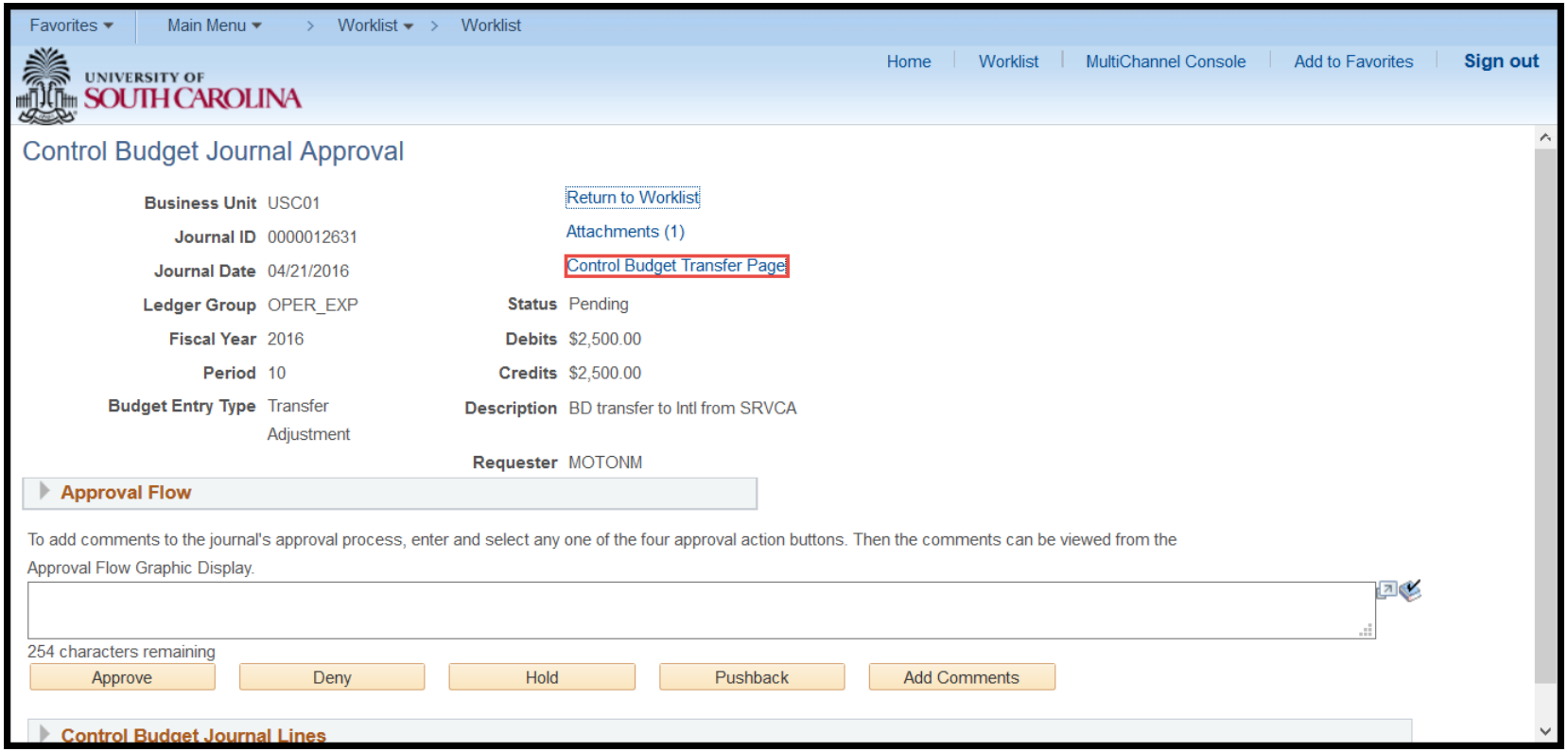


- Deny a Journal Entry if: (Be sure to add descriptive comments when denying.)
  - The attachment is missing
  - The chartfield string is not equal to the Crosswalk
  - Positive and negatives are not correct
  - It is an incorrect transaction

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

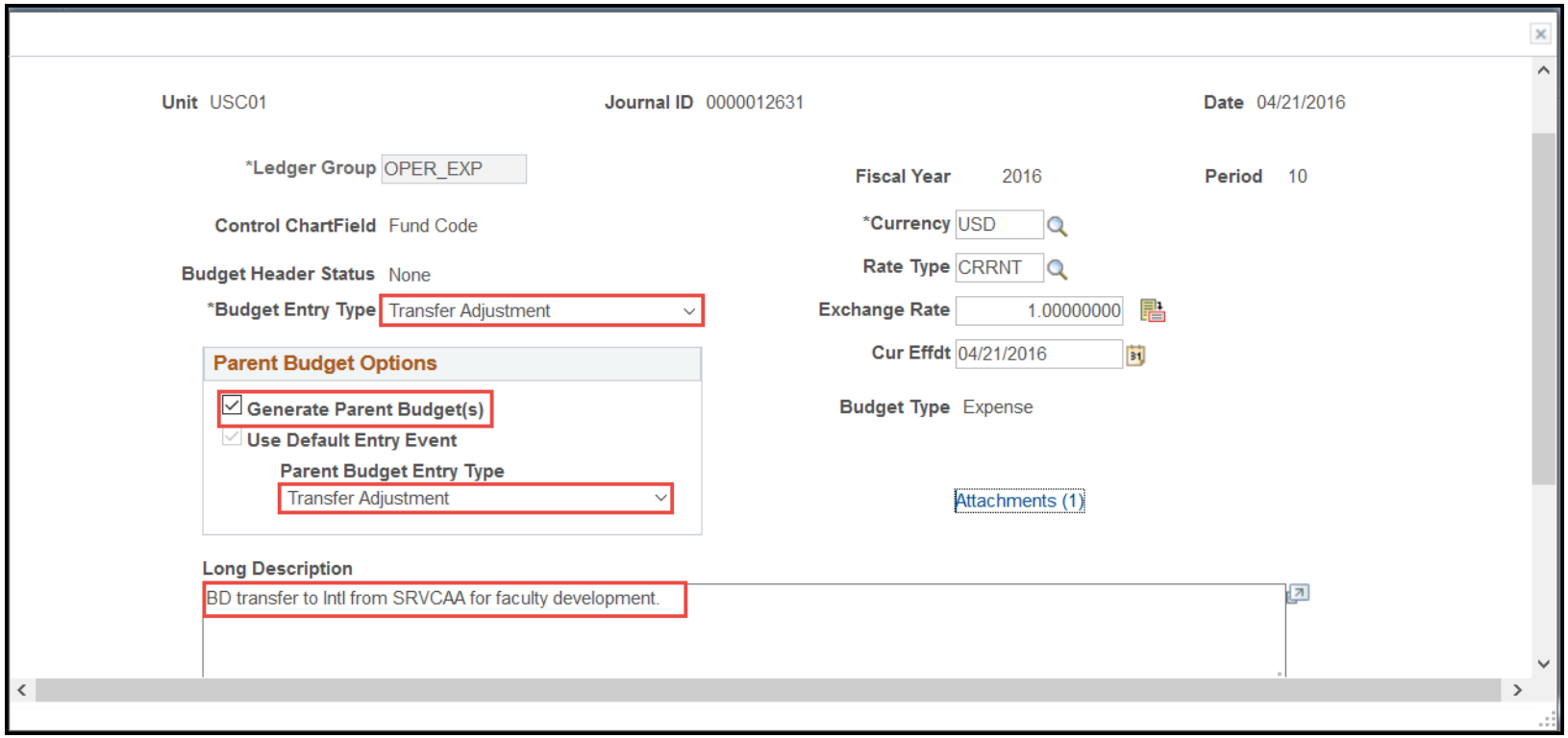
Before approving a Budget Adjustment for an Operating Expense be sure to review:

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



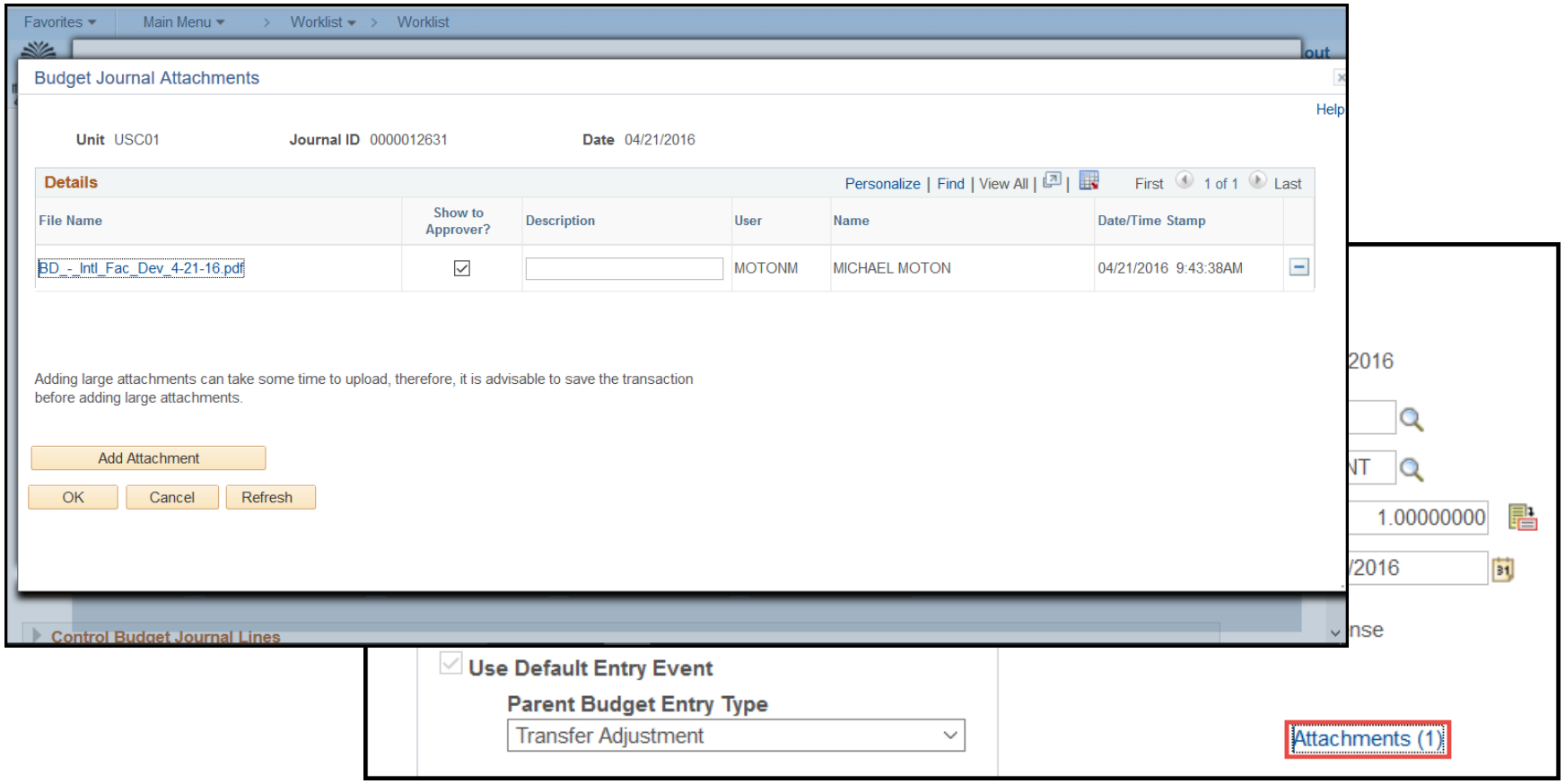
What to Look for When Approving/A Budget Adjustment – Operating Expense

- 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).



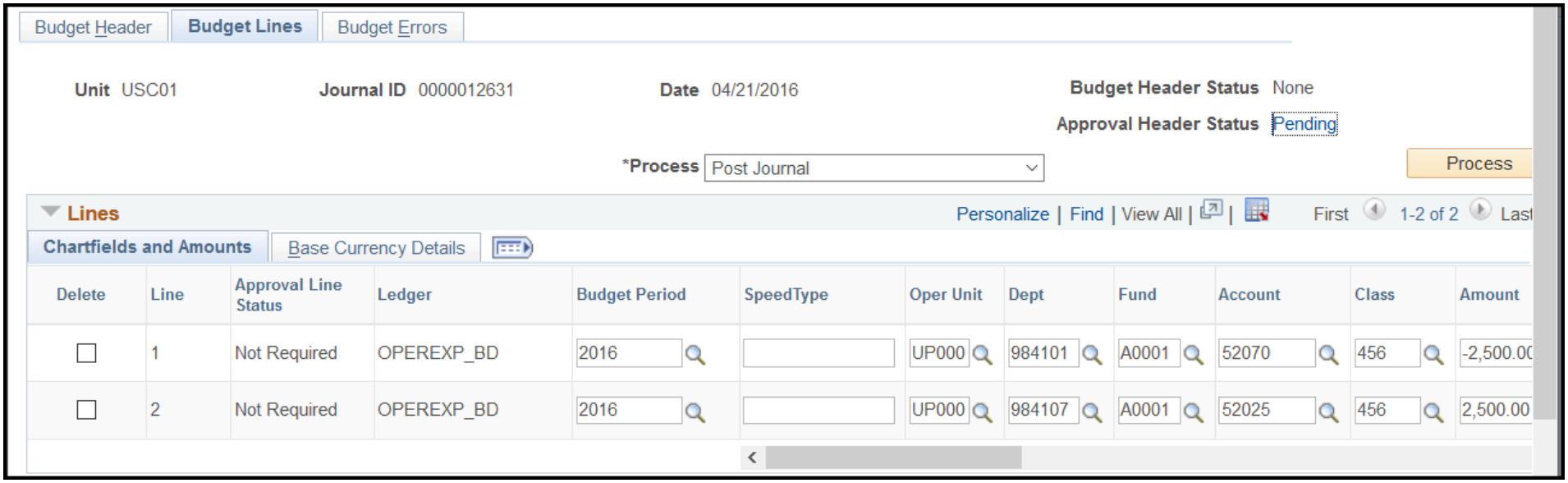
What to Look for When Approving/A Budget Adjustment – Operating Expense

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



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.



Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Oper Unit	Dept	Fund	Account	Class	Amount
☐	1	Not Required	OPEREXP_BD	2016		UP000	984101	A0001	52070	456	-2,500.00
☐	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).

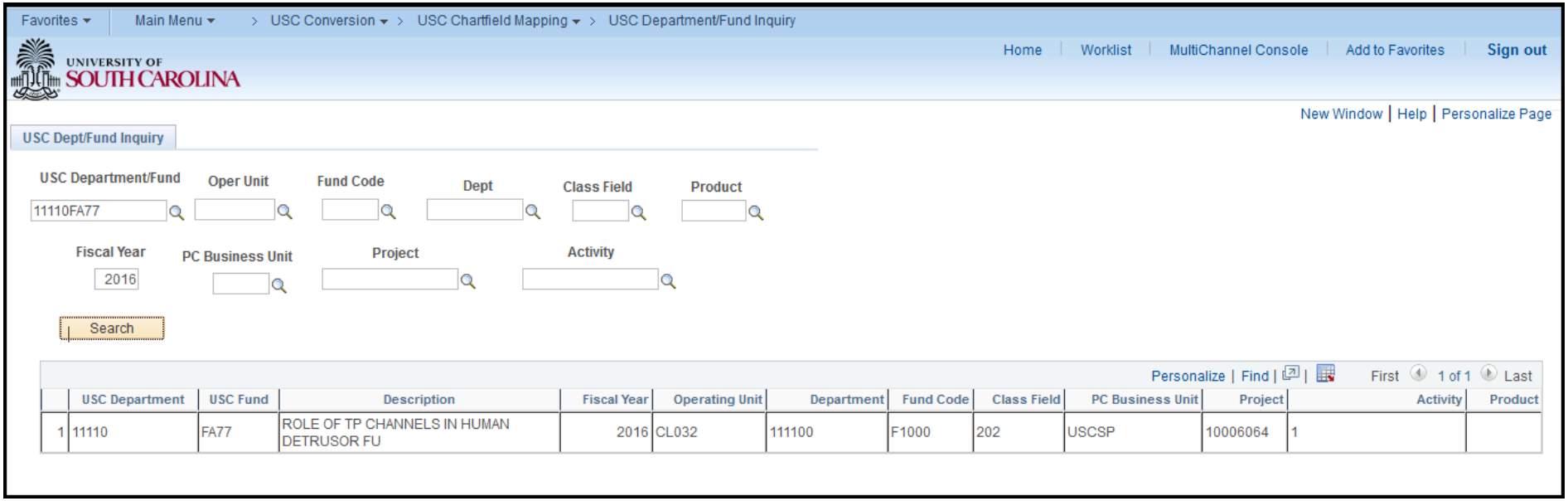
- On the Budget Lines tab review the chartfield string:
  - To ensure the PC Bus Unit, Project and Activity fields are blank unless dealing with an Internal Project. (Internal Projects use A1000)
  - To ensure Budgets are increased by entering a positive (+). The only EXCEPTIONS are Columbia “A” fund 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



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.

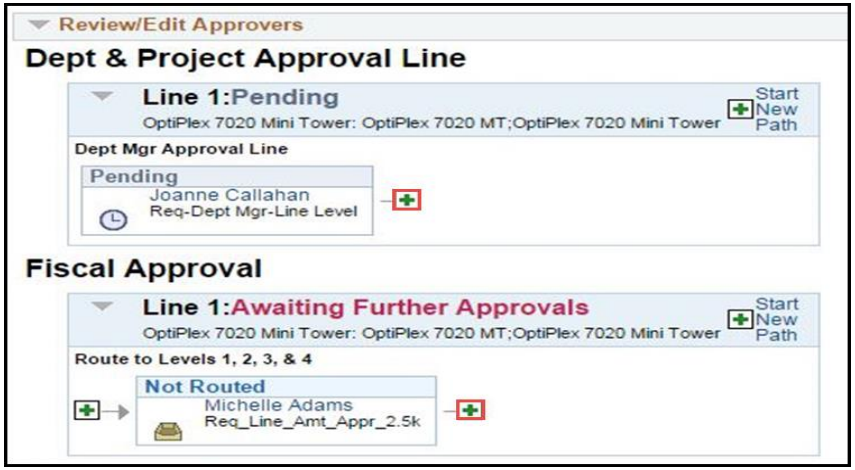
- Deny the transaction and provide the reason in the comments field. An email notification will automatically be sent to the Entry Person. The Creator will have access to the transaction to make necessary changes and resubmit. The Denied Requisition is saved to "Pending" and workflow will re-route to 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.



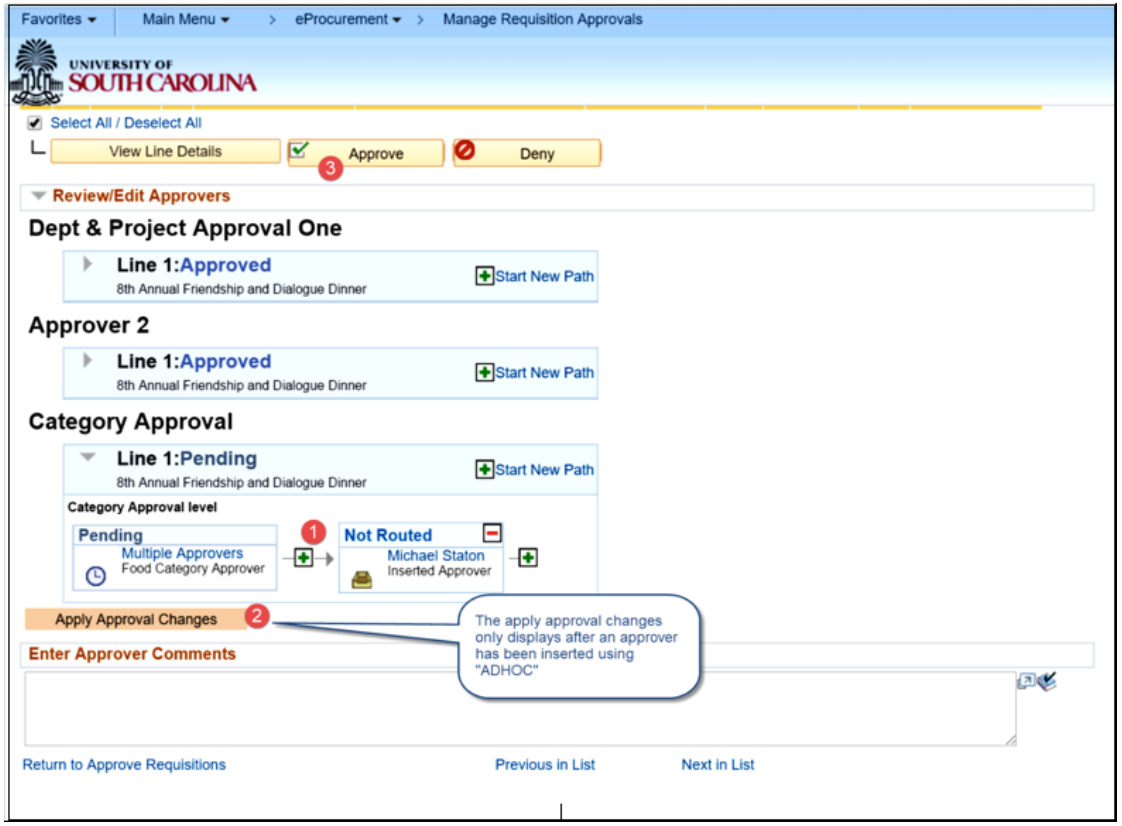
- The Insert additional approver or reviewer window appears for you to select the user ID, and to indicate whether the person is an ad hoc approver or reviewer for this line.

- 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.

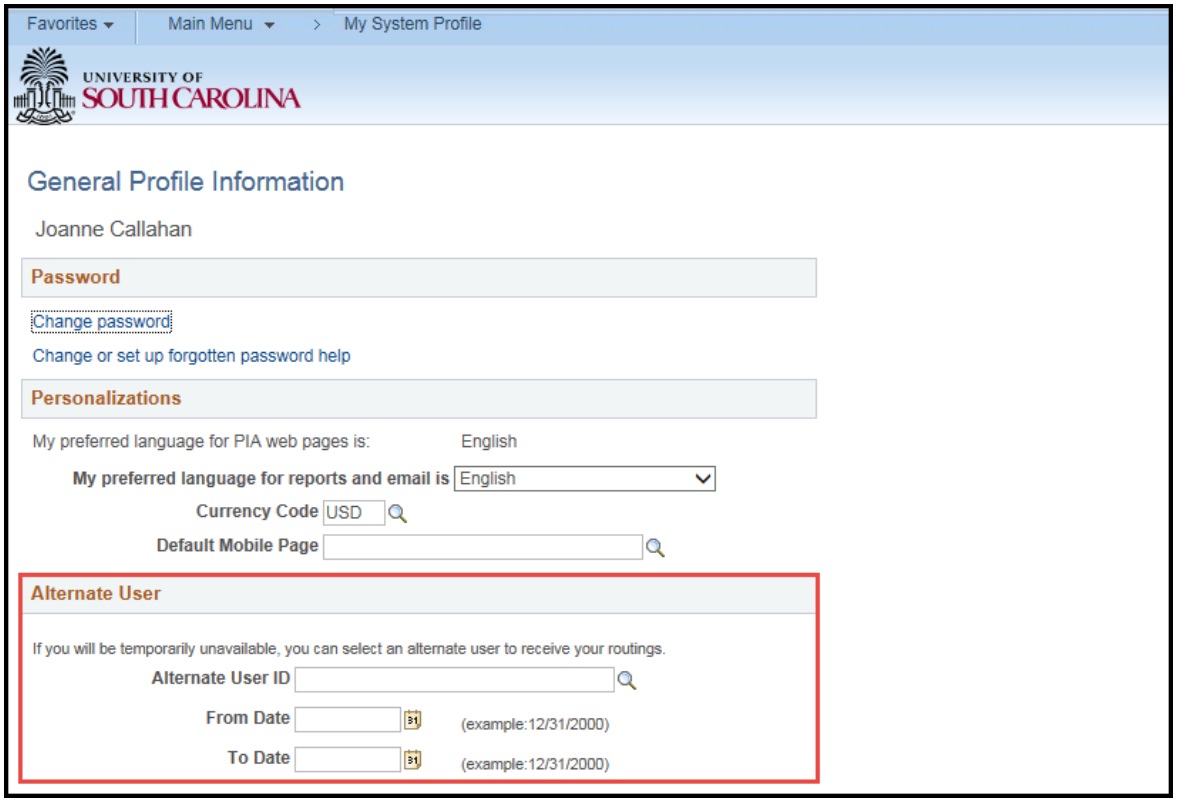


How to Designate an Approver When Out of the Office

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

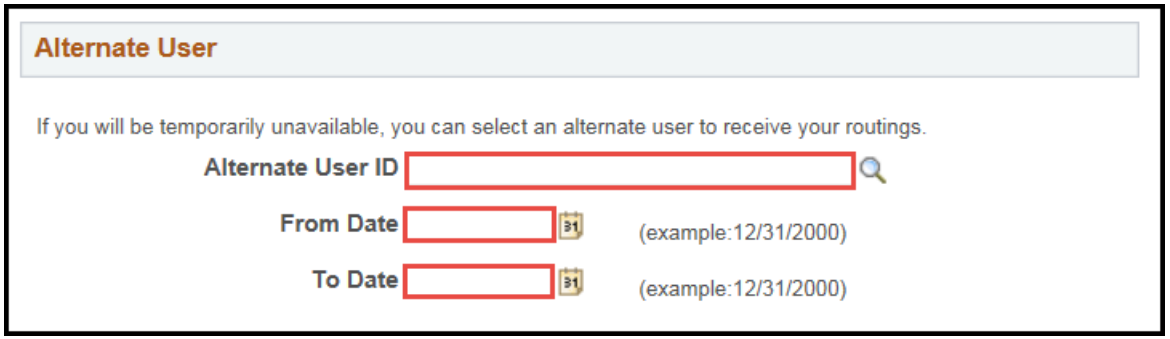
Main Menu → My System Profile

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



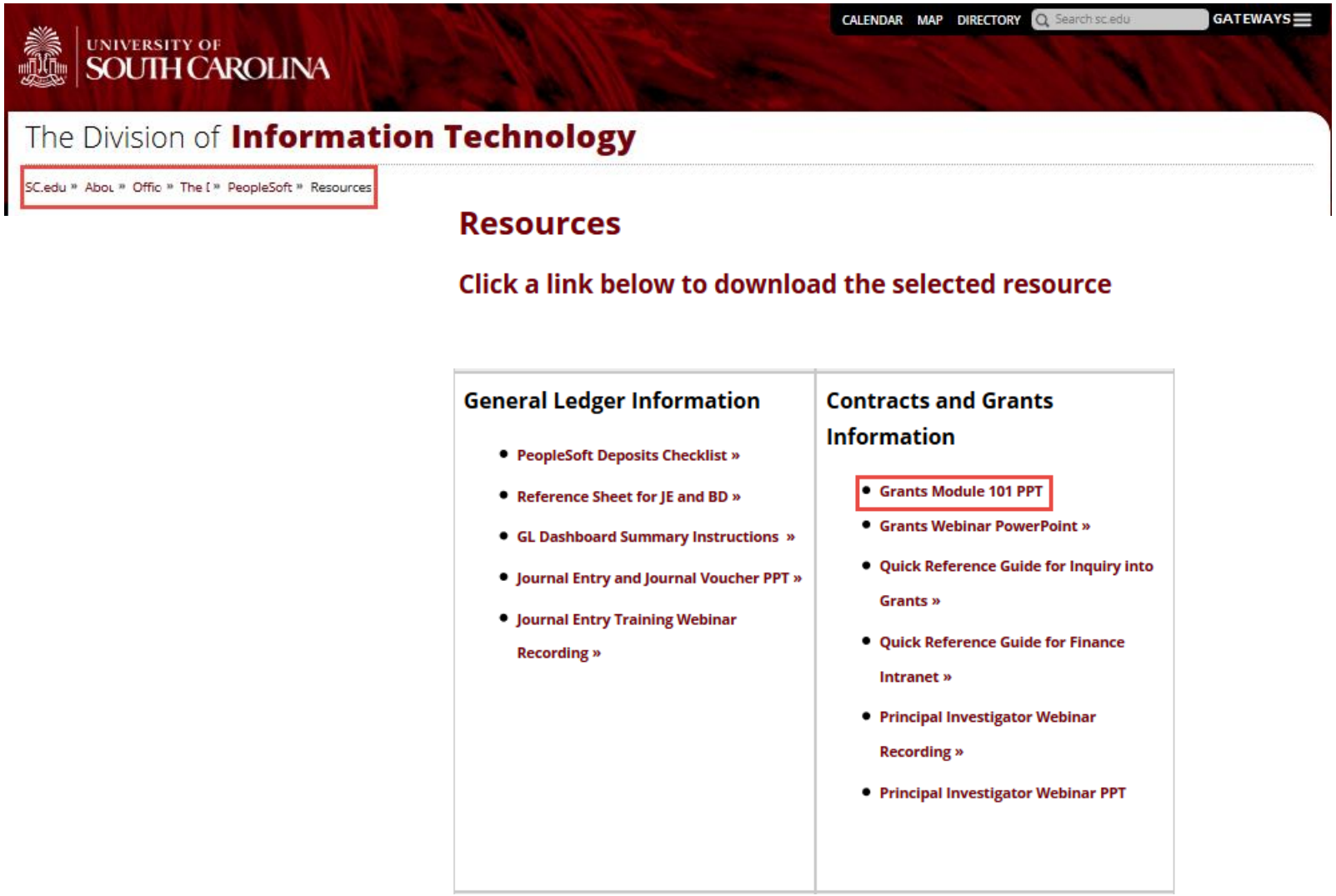
How to Designate an Approver When Out of the Office

- 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.



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

Where to find this Quick Reference Guide



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!