

Workflow & Approval Processes

Transaction Type	Auto-Approval Threshold	DeptID Approver 1	DeptID Approver 2	DeptID CA Approver (Same person for DeptID regardless of financial module)	Routing to Alternate Approver	Central Approver	Can One Have Preparer and Approver Roles in Different DeptIDs?	What Happens If DeptID Approver 1 Prepares Transaction?
Purchasing Requisition	< \$100 header	< \$10,000 distribution line	\$10,000 & greater distribution line	Sponsored activity, \$1,000 and greater, distribution line	5 business day lag, then routed with notification to alternate approver	\$50,000 and greater, header level – central Purchasing approver	Yes	The transaction will route to central for DeptID level 1 approval
Accounts Payable Voucher (against PO)	Header level, 10% up to \$100 greater than associated PO	n/a, obtained on PO Above threshold, routes to procurement specialist.	n/a, obtained on PO Above threshold, routes to procurement specialist.	n/a, obtained on PO Above threshold, routes to procurement specialist.	Routes concurrently to DeptID approver and alternate – alternate will not receive e-mail notification	n/a	Yes	This should not occur
Accounts Payable Voucher (non-PO)	< \$100 header	< \$10,000 distribution line	\$10,000 & greater distribution line	Sponsored activity, \$1,000 and greater, distribution line	Routes concurrently to DeptID approver and alternate – alternate will not receive worklist/e-mail notification	\$50,000 and greater, header level – Accounting Services approver	Yes	The transaction will route to the alternate approver
Expense Reports	All require approval	All transactions	n/a	Sponsored activity, any amount	5 business day lag, then routed with notification to alternate approver	\$10,000 and greater, header level – Accounting Services approver	Yes	The transaction will route to the alternate after 5 days for approval
Travel Authorizations	All require approval	All transactions	n/a	Sponsored activity, any amount	5 business day lag, then routed with notification to alternate approver	\$10,000 and greater, header level – Accounting Services approver	Yes	The transaction will route to the alternate after 5 days for approval
Cash Advance	All require an approved TA	n/a	n/a	n/a	n/a	All advances route to Disbursement Services approver	Yes	The transaction will route to the alternate after 5 days for approval

All transactions will sit in the approver's (or alternate approver's) worklist until action is taken. The system will not "push" the transaction anywhere for completion.

Workflow & Approval Processes (cont.)

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Journals	All require approval	< \$30,000 header	n/a	Sponsored activity – any amount, journal source at header level	Routes concurrently to DeptID approver and alternate – alternate will not receive e-mail notification	\$30,000 and greater header level – Accounting Services approval	Yes	The transaction will route to alternate approver. Note: Currently in production this will auto approve at department level. The fix is expected by 10/25/08.
Procurement Card (PCard)	All require approval	Approval is not tied to DeptID. Approvers are determined by cardholder department, based on delegation of authority.		Sponsored activity – any amount, at distribution line	Routing does not occur	Forced reconciliation	Not tied to DeptID. A cardholder may not be their own approver.	This may occur

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Contracts for Professional Services	< \$100 header	< \$10,000 distribution line	\$10,000 and greater, distribution line	Sponsored activity – \$1,000 and greater, distribution line	5 business day lag, then routed with notification to alternate approver	<p>SPA ad hoc based on review of CPS attributes.</p> <p>Facilities Management if CPS category of architect, engineer, or designer.</p> <p>Tax analyst if vendor type of individual or sole proprietor, \$3,000 and greater, header level.</p> <p>Payroll if vendor type of foreign.</p> <p>Associate controller if vendor type of audit.</p> <p>\$50,000 and greater, header level – central Purchasing approver .</p> <p>Procurement specialist if CPS is \$25,000 and greater, header level.</p> <p>Procurement specialist if CPS category of performer and \$3,000 and greater, header level.</p>	Yes	The transaction will route to central for DeptID level 1 approval

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