Boise State University | University Financial Services
Standard Operating Procedures

<table>
<thead>
<tr>
<th>Title:</th>
<th>Approval Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Reference:</td>
<td>6130: Purchasing</td>
</tr>
<tr>
<td></td>
<td>6180: Travel</td>
</tr>
<tr>
<td></td>
<td>6290: Accountable Plan</td>
</tr>
</tbody>
</table>

I. Purpose & Overview
The purpose of this document is to provide campus users with sufficiently detailed information to review and approve or reject transaction in accordance with University policy and central administration requirements. Approval workflow involves electronic approval of Expense Reports and Purchase Requisitions.

II. Procedure

1) Process Flow

2) Definitions
   a. **Standard Approval Workflow**: System functionality that automatically routes transactions for approval according to funding source, requester/traveler, and amount of purchase.
   b. **Expense Report**: (ER) The mechanism used in OFC to reimburse employee expenses.
   c. **Purchase Requisition**: The mechanism used in OFC to pay suppliers for goods and services including payment requests, independent contractors, and standard requisitions.
   d. **Request Information**: System functionality that allows approvers in the workflow to request additional information for a requisition or expense report submitted.
   e. **Ad hoc Approver**: System functionality that allows approvers in the workflow to add additional approvers into the workflow.
   f. **Delegation**: System functionality that allows approvers in the workflow to delegate transaction approval to another employee.
   g. **Reassign**: System functionality that allows approvers in the workflow to reassign transaction approval to another employee.
   h. **POET**: Indicates a restricted funding source used to pay the specific expense item on an expense report. It will include a project number, department segment, account code, and task number.
3) Requirements

a. Expense Reports

i. Traveler/Employee: If the ER is entered by a delegate, it will be electronically routed to the employee being reimbursed for review and approval prior to entering the standard approval workflow.

ii. Travel & Expense Audit: The expense report will be electronically routed to Travel and Expenses and/or Office of Sponsored Programs to confirm compliance and ensure the approval workflow is correct prior to being released into the standard approval workflow.

iii. Principle Investigator (PI): The PI will be added to the approval workflow by the Project Manager in the Office of Sponsored Projects for project-funded transactions to review and approve.

iv. Funding Source Person: The expense report will be electronically routed to the funding source person of the department segment entered for each expense item for compliance and budget review and approval.

v. Supervisor: The expense report will be electronically routed to the supervisor of the employee that is being reimbursed for strategic review and approval.

b. Purchase Requisitions
i. **Funding Source Person:** The payment request will be electronically routed to the funding source person of the department segment entered for each Charge Account for compliance and budget review and approval.

ii. **Supervisor:** The payment request will be electronically routed to the supervisor of the employee that is entered as the Requester for strategic review and approval.

iii. **Principle Investigator (PI):** The PI will be added to the approval workflow with project-funded transactions for review and approval.

iv. **Additional Approval Levels:** The payment request will be electronically routed to additional levels of approval for higher dollar amounts. These approvers are defined by the associated departments.

   1. >$9,999: Department Head, Chair, Director
   2. >$24,999: Dean, Associate Vice President
   3. >$49,999: Vice President

c. **Modifying the Standard Approval Workflow:** Approvers are able to modify the standard approval workflow to delegate, reassign, or add approvers according to department business process.

   i. **Ad hoc Approver**

   1. Add one or more approvers from the Action menu after reviewing the transaction.
   2. **Note:** The transaction will show that you approved the transaction once completed. If you do not approve the transaction, use the Reject option.
   3. The approval workflow will be updated with the name of the additional approver and indicate “Adhoc Participant”.

   ![Employee - Adhoc Participant](10/28/16 2:23 PM)

   ii. **Delegation**

   1. Forward the transaction to be reviewed and approved by another employee from the Action menu.
   2. Delegation assumes that you have given permission for the employee to act on your behalf.
   3. The approval workflow will be updated with the Delegate Name and indicate the employee that delegated the approval below it.

   ![Delegate - Header Hierarchy](10/28/16 12:37 PM by Employee)

   iii. **Reassign**

   1. Forward the transaction to be reviewed and approved by another employee from the Action menu.
   2. Reassign assumes that the employee will act on their own behalf.

   iv. **Request Information**

   1. Approvers may request additional information in the comments or attachments of the transaction by selecting this option from the Action menu.
   2. Requested information must be submitted back by the requested employee in order to continue approval.
4) **Troubleshooting**

*Note*: Hover over each approver in the workflow diagram to identify why they are in the approval workflow.

a. **Identify the Requester/Traveler**: The supervisor of the requester/traveler is required in the standard approval workflow.
   i. If the supervisor for the transaction is incorrect, check the Human Resources (HR) record to ensure that it is correct in the system.
      1. If the record is incorrect, update with HR; and
      2. Withdraw the transaction.
      3. Resubmit upon correction of the HR record.
   ii. If this does not resolve the issue, submit an UFS-OCI Service Request.

b. **Identify the Department Segment used in the transaction**: The funding source person is identified by the five-digit department segment.
   i. If the funding source person is incorrect, check the Standard Approval Workflow Matrix Designations.
      1. If the record is incorrect, submit an Approval Workflow Participant Maintenance Form to update; and
      2. Withdraw the transaction.
      3. Resubmit upon correction of the record.
   ii. If this does not resolve the issue, submit an UFS-OCI Service Request.

c. **Identify the dollar amount of the transaction**: Additional approvals are required for transactions greater than or equal to $10,000.
   i. If the additional approval levels are incorrect, check the Standard Approval Workflow Matrix Designations.
      1. If the record is incorrect, submit an Approval Workflow Participant Maintenance Form to update; and
      2. Withdraw the transaction.
      3. Resubmit upon correction of the record.
   ii. If this does not resolve the issue, submit an UFS-OCI Service Request.

d. **Is a project used?** The principle investigator (PI) is required to approve transactions for sponsored project funding sources.
   i. If the PI is incorrect, check the Awards module to confirm the PI is appropriately assigned to the corresponding project.
      1. If the record is incorrect, request an update from your Sponsored Project Administrator; and
      2. Withdraw the transaction.
      3. Resubmit upon correction of the record.
   ii. If this does not resolve the issue, submit an UFS-OCI Service Request.
### III. Additional References

<table>
<thead>
<tr>
<th>Source</th>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Financials Cloud (OFC)</td>
<td>System</td>
<td>Expense Reports are entered in OFC for expense items, approval, and reimbursement.</td>
</tr>
<tr>
<td>Standard Approval Workflow Matrix Designations</td>
<td>Resource</td>
<td>Resource provided to identify funding source person and additional approval levels by department segment value.</td>
</tr>
<tr>
<td>Approval Workflow Participant Maintenance Form</td>
<td>Form</td>
<td>Online form to be completed for updates to standard approval workflow funding source person and additional approval levels.</td>
</tr>
<tr>
<td>UFS-OCI Service Request</td>
<td>Form</td>
<td>Online form to be completed for production support and maintenance requests.</td>
</tr>
<tr>
<td>Creating a Vacation Rule for Approval Workflow</td>
<td>Training</td>
<td>This tutorial will guide you through setting a vacation rule.</td>
</tr>
<tr>
<td>Delegating Approval Workflow</td>
<td>Training</td>
<td>This tutorial will guide you through delegating approval workflow.</td>
</tr>
<tr>
<td>Modifying Standard Approval Workflow</td>
<td>Training</td>
<td>This tutorial will guide you through the modifications that can be made to the standard approval workflow.</td>
</tr>
<tr>
<td>Reviewing and Approving or Rejecting – Email</td>
<td>Training</td>
<td>This tutorial will guide you through the approval process via email.</td>
</tr>
<tr>
<td>Reviewing and Approving or Rejecting – Notification Bell</td>
<td>Training</td>
<td>This tutorial will guide you through the approval process via notification bell in the system.</td>
</tr>
<tr>
<td>Reviewing and Approving or Rejecting – Worklist</td>
<td>Training</td>
<td>This tutorial will guide you through the approval process via Worklist in the system.</td>
</tr>
</tbody>
</table>