



Workflow

October 24,












2013

The “How To” Guide to Managing & Approving Documents in Workflow

Contents

<i>Procurement Process Flow For PeopleSoft Requisitions</i>	2
<i>PeopleSoft Basics</i>	3
Setting Up Your Workstation for PeopleSoft	3
Logging into PeopleSoft	4
PeopleSoft Hotkeys	5
Favorites Menu.....	5
<i>Email Notifications for Approvers</i>	6
<i>Approve/Deny Workflow Documents</i>	7
Step I: Summary Tab	7
Step II – Requisition Tab.....	7
Appr History/Comments.....	8
Document Details	8
Add Comments	9
Add Approver	9
Step III: Approve or Deny the Requisition.....	9
<i>Approver Self Service (Assigning an Alternate Approver)</i>	10
<i>Monitoring the Approval Process</i>	12
<i>Changes to Workflow Approvers</i>	13

Procurement Process Flow For PeopleSoft Requisitions

REQUESTER	1	INPUTS REQUISITION, BUDGET CHECKS, AND SENDS REQUISITION FOR APPROVAL	
DEAN/DIRECTOR OF DEPARTMENT DEAN/DIRECTOR OF DIVISION PROGRAM MANAGER	2	APPROVES REQUISITION	
ACCOUNTING	3	CHECKS ACCOUNT STRING	
DIRECTOR OF BUSINESS SERVICES	4	APPROVES REQUISITION	
VP OF DIVISION	5	APPROVES REQUISITION ≥ \$1,000	
VP OF ADMINISTRATIVE SERVICES (CBO)	6	APPROVES REQUISITION ≥ \$5,000	
PRESIDENT	7	APPROVES REQUISITION ≥ \$25,000	
PURCHASING	8	SOURCES REQUISITION INTO PURCHASE ORDER & PLACES ORDER WITH VENDOR	
WAREHOUSE	9	RECEIVES ITEM INTO PEOPLESFT & DELIVERS TO REQUESTER	
REQUESTER (REPLACES GOLDEN ROD)	10	PRINTS PR, VERFIES RECEIPT OF ITEMS, SIGNS AND WRITES OKAY TO PAY ON PR , THEN FORWARDS TO ACCOUNTING	
ACCOUNTING	11	VERIFIES INVOICE WITH PO & SIGNED PR FROM REQUESTER, THEN SUBMITS PAYMENT TO VENDOR	

Setting Up Your Workstation for PeopleSoft

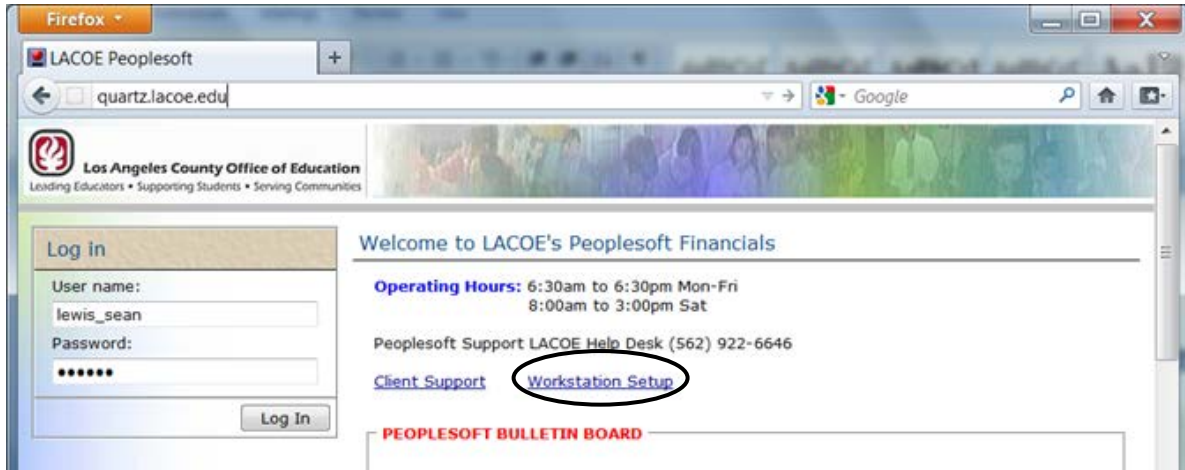
Citirx must be downloaded on the workstation prior to using PeopleSoft. Steps 2-3 are download instructions for windows. Instructions to download to Mac can be found within the workstation link.

1. Type quartz.lacoe.edu into the web address bar.

Windows: use Internet Explorer or Mozilla Firefox web browser

Mac: Use Mozilla Firefox

2. Click the Workstation Setup link.



3. Click the link "Install Citrix Online Plug-in Web Client for Windows Windows7/Vista/XP/2003/2008." If you have Windows 2000, click the link "Install Citrix Web Client for Windows Vista/XP/2003/2000."
4. Click on the **Run** button when the new window appears. The program will automatically download and install. Normally it takes anywhere from 2-3 minutes to complete the installation from start to finish. If for some reason this option does not work, click the link again and Save to a location on your hard drive. After the download is complete, launch the program to install the Citrix ICA Web client.

It's Very Important to close and re-launch your Browser after the completion of the installation.

NOTE: If your local machine does not permit you to save the file to your local hard drive, check with your on-site technical support for access permissions.

Logging into PeopleSoft

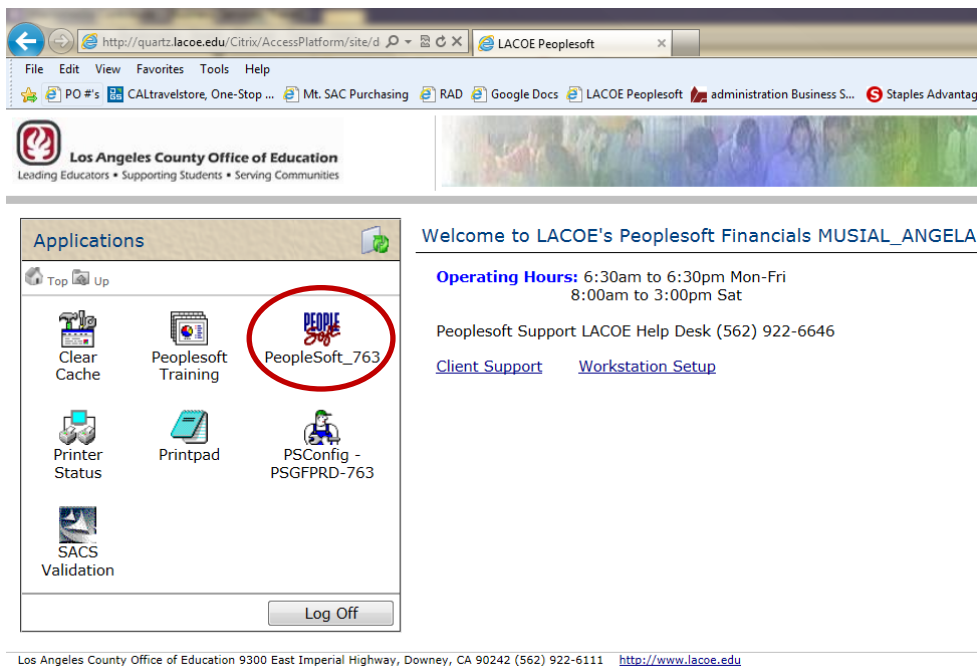
1. Type quartz.lacoe.edu into the web address bar.

Windows: use Internet Explorer or Mozilla Firefox web browser

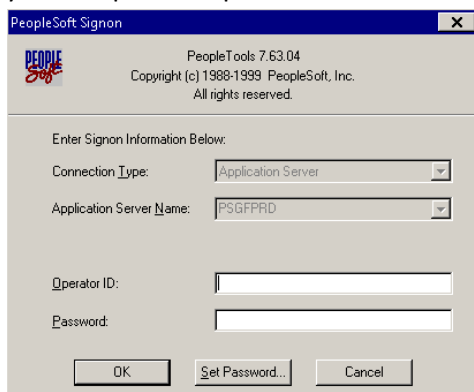
Mac: Use Mozilla Firefox



2. Type in your Citrix User name and Password , then click Log In.
3. Click on the PeopleSoft_763 icon.



4. Wait for the PeopleSoft Signon box to open, make sure your keyboard is in ALL CAPS, then type in your PeopleSoft Operator ID and Password. Click OK. Everything in PeopleSoft is done in ALL CAPS.



PeopleSoft Hotkeys

- F7 – Used to add additional account strings and additional Requisition lines.
- F8 – Used to delete account strings and Requisition lines.
- F4 – Used when in a field that has a list of selectable values. For example, UOM and Category codes.
- % – The percent sign acts as a wildcard. It can be used when searching a field for a specific value. For example, if a user is searching for a vendor with the word “DEPOT” in the name, by typing in “%DEPOT%”, PeopleSoft will show all vendors with the word “DEPOT” in the name.
- **X** – The red X in the top left corner of the screen will close the current screen you are in without exiting you out of PeopleSoft.

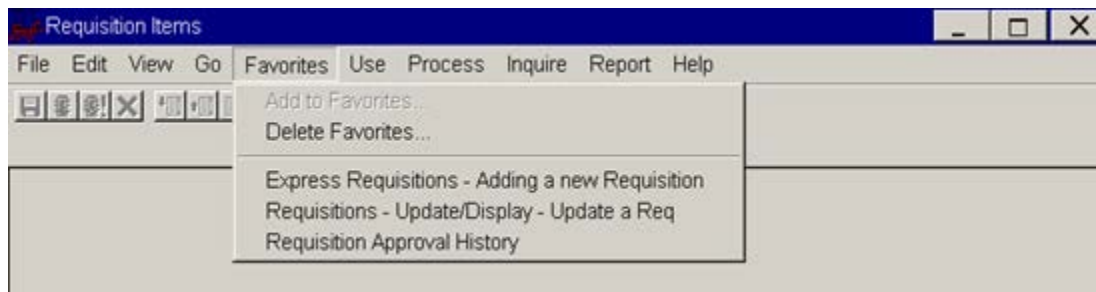


The green addition pushbutton at the top of the screen is a shortcut to adding a new Express Requisition. You can click this icon after sending a previous Express Requisition for approval.

The blue checkmark pushbutton at the top of the screen is a shortcut to search for an existing Requisition in the same panel that was previously closed.

Favorites Menu

PeopleSoft has a menu called “Favorites” that acts like bookmarking in a web browser. After going into a screen via the regular navigation, click on the Favorites menu, then click “Add to Favorites” to add that panel to the Favorites Menu. From then on, that panel can be accessed by clicking Favorites, and selecting the panel name.



Email Notifications for Approvers

When requisitions are awaiting approval, an email (similar to the example below) will be sent to the approver at 10:00am and 2:00pm every day until the requisition is approved. Requisitions can be approved prior to receiving the email, especially in cases where something needs to be processed ASAP.

----- Original Message -----

Subject:(PALLDEWL) PEOPLESOFT DOCUMENT(S) REQUIRES YOUR ATTENTION.

Date:18 Jun 2013 10:02:24 -0700

From:mvs@laco.edu

Reply-To:mvs@laco.edu

To:DKEELEN@AVC.EDU

FROM: PeopleSoft System

PEOPLESOFT DOCUMENT(S) REQUIRES YOUR ATTENTION.

The following transactions added to your worklist are awaiting
YOUR REVIEW & APPROVAL.

Document Type	Date	Business Unit	ID	Creation Date
-----	-----	-----	-----	-----
PO Requisition	06/18/13	64253	TEST6-18	06/13/2013

Please login into Peoplesoft using your Operator ID/Password
to check your current worklist items.

P.S. - This is a System generated email; Please do not reply to this message.

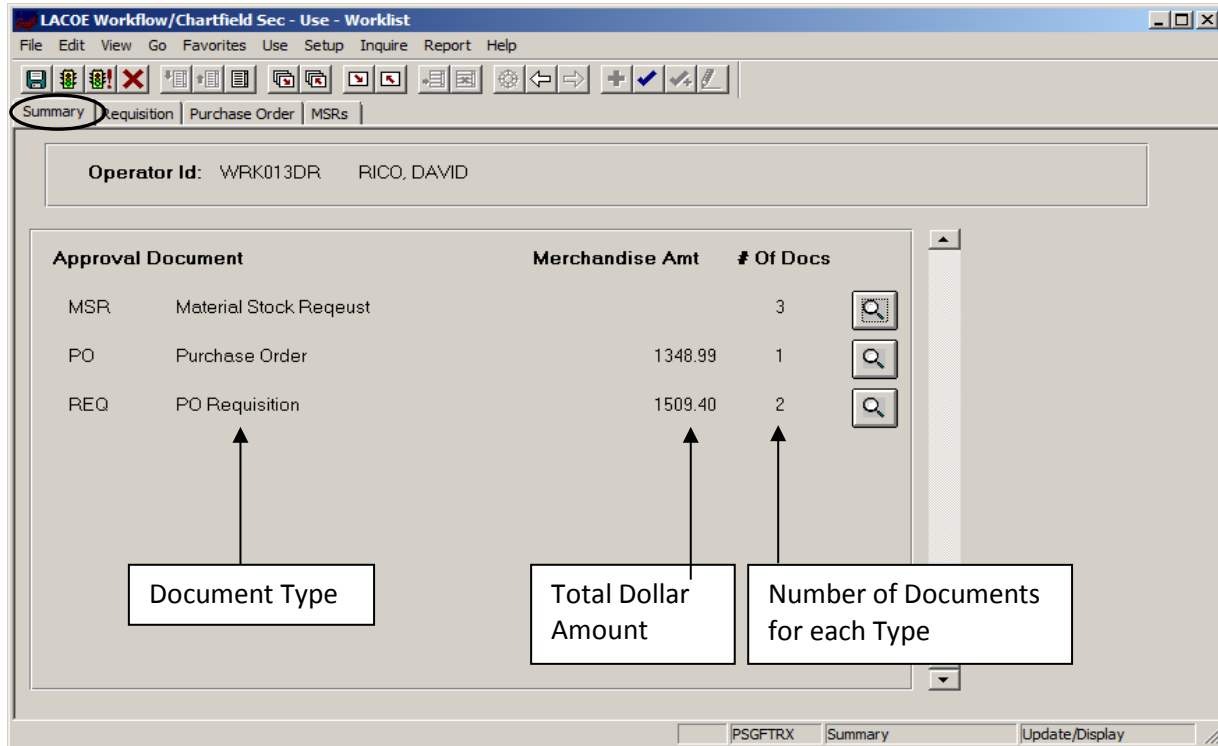
* DoNotReply System Generated Mail *
* PALLDEWL J0587196 ps2.laco.edu *
* Tue 06/18/13.169 10:02am *

Approve/Deny Workflow Documents

Menu: Go → Administer Procurement → LACOE Workflow/Chartfield Sec
Use → Worklist → Summary

Step I: Summary Tab

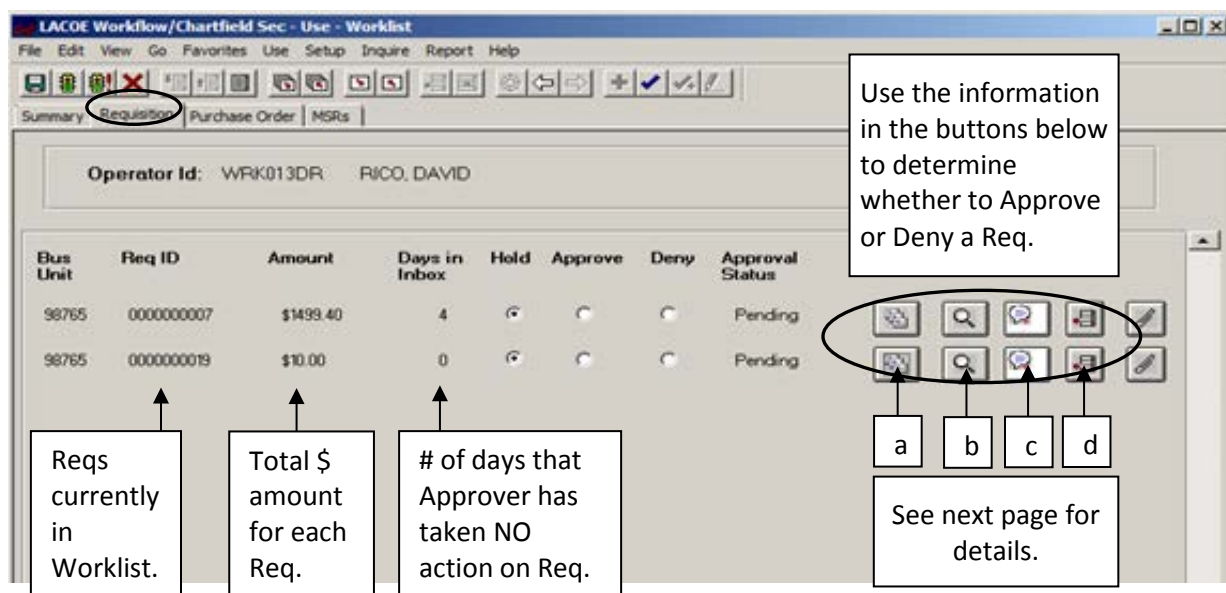
Indicates the type, dollar amount, and # of documents awaiting attention.*



*Our district is currently only setup to process and approve PO Requisitions (PeopleSoft Requisitions).

Step II - Requisition Tab

This is where you will Approve or Deny Requisitions
Gather information about the requisition:



Appr History/Comments

- When selected, the following panel will appear:

Approver	Approved By	Level	Approval Date	Days in Inbox	Worklist Status	Comment Text
WHITE, RON	WHITE, RON	0	09/13/2011 9:15AM	0	Initiated	
-----See List----->		10		0	Pending	
HORTON, JEFF		20			ToBeSent	
HARRIS, SHEILA		30		0	ToBeSent	
CURA, SARA		40			ToBeSent	
-----See List----->		70			ToBeSent	

This panel displays the Approval Matrix for the Document. It shows: All required Approvers for the Document, their Approval Level, Date and Time stamp of each action taken, and the Current Status at every Level.

The Comments pushbutton at the far right will also allow the Approver to view any Comments entered by other Approvers.

Document Details

- When selected, the following new PeopleSoft panel will open:

Select the Print Pushbutton to view all the requisition information (Items, comments, account strings, etc.) on one screen.

Business Unit: 98765 **Requisition ID:** 0000000021 **Change Order:**

Requester Name: 98765 - Cabrillo High School **Entered By:** White,Ron

Total Amount: 999.00 **Header Comments**

Line: 1 **Item:** **Descr:** Dell Desktop Computer - Model Optiplex

Qty: 1.0000 **Price:** 999.00000 **Buyer:**

Vendor: **Line Comments**

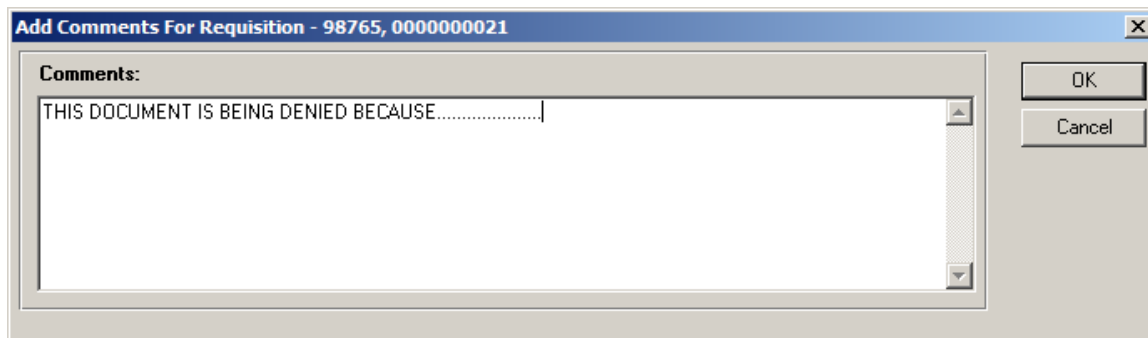
Line Status	Sch #	Dst #	Ship To	Fund	Res.PrjY	Goal	Funct	Obj	Sch/Loc	Budg Pd	Quantity	Amount
Open	1	1	77777	01.0	71550.0	11100	10000	4100	0030000	11-12	1.0000	999.00

PSGFTRX Req Detail Update/Display

The *Req Detail* panel displays the Document in Inquiry mode. Most information about the Document can be viewed on this panel (Line Items, Descriptions, Prices, Account Strings, Comments, etc.). Viewing the actual Document will be very important for the Approver when deciding to Approve or Deny the Document. This panel will also allow the Approver to Print a hard-copy of the Document for their records and view attachments.

Add Comments

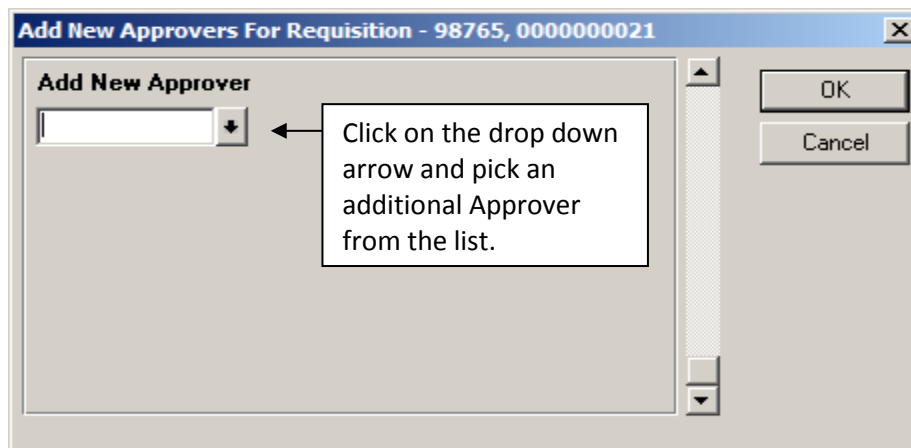
- c. When selected, the following panel will appear and will allow the Approver to enter Approval/Denial Comments for the Document at his/her Level.



The screenshot shows a dialog box titled "Add Comments For Requisition - 98765, 0000000021". It features a text area labeled "Comments:" containing the text "THIS DOCUMENT IS BEING DENIED BECAUSE.....". To the right of the text area are "OK" and "Cancel" buttons.

Add Approver

- d. Under some circumstances, an Approver may wish to add an additional approver to Workflow for a requisition. For example, the IT Director for a computer purchase or the Facilities Planning Director for Furniture. Contact the additional approver for their PeopleSoft user ID or click the drop down arrow to select from a list.



The screenshot shows a dialog box titled "Add New Approvers For Requisition - 98765, 0000000021". It features a section labeled "Add New Approver" with a text input field and a drop-down arrow. A callout box with an arrow pointing to the drop-down arrow contains the text: "Click on the drop down arrow and pick an additional Approver from the list." To the right of the input field are "OK" and "Cancel" buttons.

Step III: Approve or Deny the Requisition

The Hold, Approve, and Deny Buttons on the Requisition tab are for the Approver to use when deciding what action to take on each Requisition. If the Approver selects Approve, the Requisition will go to the next level Approver. If the Approver selects Deny, it will be sent back to the Initiator. The Approver can also leave the Requisition on Hold if he/she is not ready to make a decision on the Requisition.

Remember to **SAVE** after making your selection!

Approver Self Service (Assigning an Alternate Approver)

If an approver is planning on being out of the office, it may be necessary to delegate someone to approve documents during those prolonged periods of absence.

Menu: Go → Administer Procurement → LACOE Workflow/Chartfield Sec
 Use → Approver Self Service

The following screen appears; click on Search.

Update/Display -- Approver Self Service

SetID: 10199

Operator Id: IBPAPP01

SetID	Operator	Name
-------	----------	------

OK Cancel Search Detail

Your Operator ID and Name will appear; click on OK.

RoleUser Self Service panel appears.

LACOE Workflow Approvals - Use - Approver Self Service

File Edit View Go Favorites Use Inquire Help

RoleUser Self Service

SetID: 10199 Operator Id: IBPAPP01 IBPAPP01

Email Notifications

Immediate Email Notification? ☐ Batch Notification? ☐

Email ID: colon_irma@laoe.edu

Email Batch Notification Schedules

☒ 10:00 AM ☒ 2:00 PM

Role User Substitution

Alternate Operator Name Date From Date To

Alternate Operator dropdown menu

Contact the Alternate Operator for their PeopleSoft user ID or click on drop down menu for a list of Alternate Operators, select Alternate Operator, and click OK.

LACOE Workflow Approvals - Use - Approver Self Service

File Edit View Go Favorites Use Inquire Help

RoleUser Self Service

SetID: 10199 Operator Id: IBPAPP01 IBPAPP01

Email Notifications

Immediate Email Notification? ☐

Email ID: colon_irma@laco

Role User Substitution

Alternate Operator

Email Batch Notification Schedules

☒ 2:00 PM

To

Valid Values

SetID: 10199

Operator Id:

Name 1:

SetID	Operator	Name
10199	IBPAPP01	IBP APPROVER 01
10199	IBPAPP02	IBP APPROVER 02
10199	IBPAPP03	IBP APPROVER 03
10199	IBPAPP04	IBP APPROVER 04
10199	IBPAPP05	IBP APPROVER 05
10199	IBPAPP06	IBP APPROVER 06
10199	IBPAPP07	IBP APPROVER 07
10199	IBPAPP08	IBP APPROVER 08
10199	IBPAPP09	IBP APPROVER 09
10199	IBPAPP10	IBP APPROVER 10
10199	IBPAPP11	IBP APPROVER 11
10199	IBPAPP12	IBP APPROVER 12
10199	IBPAPP13	IBP APPROVER 13
10199	IBPAPP14	IBP APPROVER 14

OK Cancel Search

Enter Date From, Date To information and then click on Save icon.

While in the Alternate Operator box, hit the F7 key to add additional substitutions; hit F8 to delete additional substitutions.

Monitoring the Approval Process

Even AFTER Approvals/Denials have been given on a Document, Approvers can continue to monitor those same Documents. However, since these Documents no longer appear on the Approver's Worklist, the Navigation will be slightly different (*even though the panels being accessed will be the same*).

Menu: Go → Administer Procurement → LACOE Workflow/Chartfield Sec
 Inquire → Requisition Approval → Req Approval History

Update/Display -- Requisition Approval

Business Unit: 98765

Requisition ID:

Operator Id: WRK013DR

Accounting Date:

Requester Name:

Requisition Status:

Origin:

Vendor ID:

Short Vendor Name:

Type in the requisition # and click OK or just click Search to view all requisitions for your department(s).

OK

Cancel

Search

Detail

Unit	Req ID	Operator	Acctg Date	Requester	Status	Origin	\
98765	0000000021	WRK013DR	2011-09-09	98765 - Cabrillo High School	Pending	EXP	
98765	0000000020	WRK013DR	2011-09-09	98765 - Cabrillo High School	Pending	EXP	
98765	0000000019	WRK013DR	2011-09-09	98765 - Cabrillo High School	Pending	EXP	

Changes to Workflow Approvers

Purchasing must be notified ASAP when a workflow approver changes. Not notifying the Purchasing Department to update the system with any changes can result in an Audit Finding for the district.

Examples of Workflow Approver Changes:

New Program Coordinator

New Dean/Director for Department of Division

Etc.