



G/L Workflow

Specification No. CW_FS_0015	Title: G/L Workflow	
Date of Request:	04/11/04	
Requested by:	Daryl Robinson	
Developer:	Mike McDevitt	
Project:		
Priority:	<input checked="" type="checkbox"/> Critical <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Low	
Functional Area: Replace <input type="checkbox"/> with <input checked="" type="checkbox"/> where applicable	<input type="checkbox"/> CRM <input type="checkbox"/> AD <input type="checkbox"/> AF <input type="checkbox"/> AU <input type="checkbox"/> CC <input type="checkbox"/> CS <input type="checkbox"/> FS <input type="checkbox"/> MK <input type="checkbox"/> MO <input type="checkbox"/> MU <input type="checkbox"/> QM <input type="checkbox"/> SL <input type="checkbox"/> SV <input type="checkbox"/> HRMS <input type="checkbox"/> HR <input type="checkbox"/> BN <input type="checkbox"/> PA <input type="checkbox"/> PY <input type="checkbox"/> TL <input checked="" type="checkbox"/> Financials <input type="checkbox"/> AP <input type="checkbox"/> AR <input checked="" type="checkbox"/> GL <input type="checkbox"/> AM <input type="checkbox"/> PO <input type="checkbox"/> Student Admin <input type="checkbox"/> AA <input type="checkbox"/> AD <input type="checkbox"/> CC <input type="checkbox"/> CR <input type="checkbox"/> FA <input type="checkbox"/> SF <input type="checkbox"/> SR <input type="checkbox"/> Supply Chain <input type="checkbox"/> BI <input type="checkbox"/> EN <input type="checkbox"/> FL <input type="checkbox"/> IN <input type="checkbox"/> OM <input type="checkbox"/> PM <input type="checkbox"/> PU <input type="checkbox"/> QA <input type="checkbox"/> Portal <input type="checkbox"/> Technical	
Development Type:	<input checked="" type="checkbox"/> Online <input type="checkbox"/> Batch Process <input type="checkbox"/> Report <input type="checkbox"/> Interface <input type="checkbox"/> Other <input type="checkbox"/> PeopleSoft Maintenance	
Modification Class:	<input type="checkbox"/> Functional Change <input checked="" type="checkbox"/> Functional Enhancement <input type="checkbox"/> Cosmetic <input type="checkbox"/> PeopleSoft Originated <input type="checkbox"/> Technical/Infrastructure	
Upgrade Impact:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Technical Development Estimate:	Time Estimated:	Revised/Initials:
Functional Testing Estimate:	Time Estimated:	Revised/Initials:
Development Completed:	Date:	Migrated By:

G/L Workflow

FUNCTIONAL SPECIFICATION SECTION (To be completed by Functional Author):

Gap Description

PeopleSoft delivered workflow for journal approval only set up for amount approval. We need to add additional rules for ChartField related routing.

Justification/Business Case

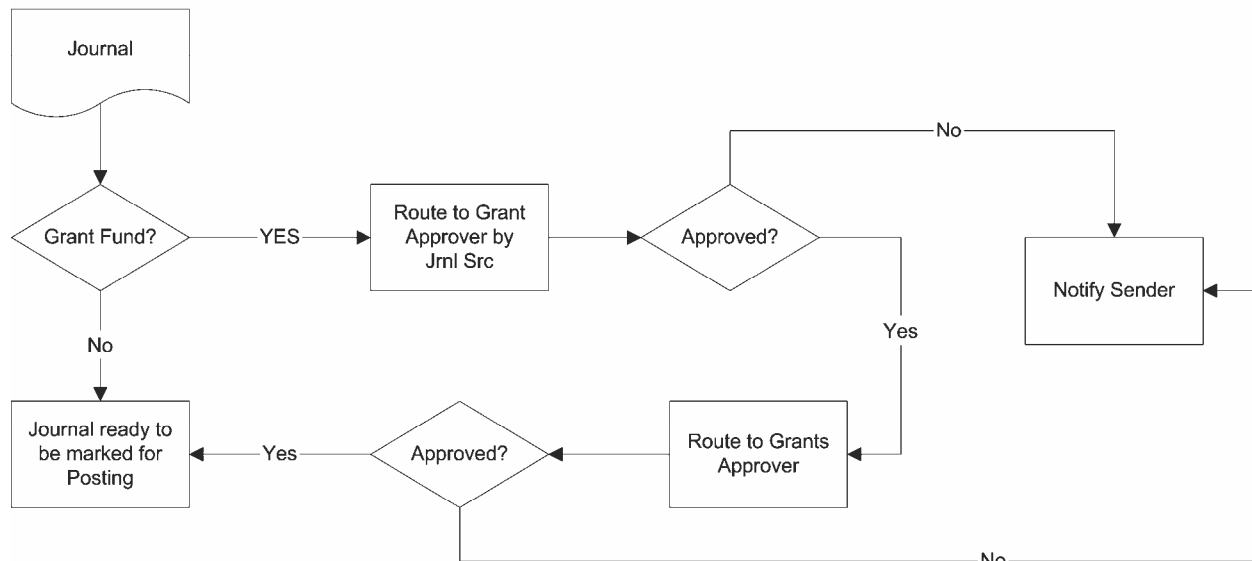
Journal workflow is necessary to ensure that online journals are approved by the appropriate parties. Normal, non-grant related journals will not be workflowed. They will be edited and budget checked by the originator and will wait to be posted by the nightly batch process.

Description of the Modification:

For journals that contain a grant-related fund (96000 – 96999), the journal should be routed from the originator to the grant approver for that journal source (by school) and then to grants accounting for final approval.

The journals that are routed through workflow should use pooled worklists so that they can be approved by more than one user. Routing should be based on the following flowchart:

G/L Workflow Flowchart



G/L Workflow

GL Journal Workflow History Log:

First GL workflow was originally designed to route Only Grant related funds (96000 thru 96999) according to SRC (source) Codes from the employee that enters the Journal to a mid level SRC (Source) approval and then to Grants accounting for final approval.

Next some SRC (Sources) (A&S, CSE, LAW, MED, MGT, UGN) decided to remove the mid level SRC (Source) and only have Grants Accounting approval for funds (96000 thru 96999). This leaves SRC (Sources) (DEN, MET, SAS) to route the original way.

Next some SRC (Sources)(DEN,SAS) decided they would like all Journals routed to the mid level SRC for approval and then the funds (96000 thru 96999) to route to Grants Accounting for final approval.

Next added SRC (BNB) to route all Journal entries to a mid level approval. (No Grants Accounting at all.)

Upgrade Impact Description:

To be completed by the Cedar Technical Lead.

Approvals for Development:

_____ Client Functional Lead	_____ Date
_____ Cedar Functional Lead	_____ Date
_____ Client Project Manager	_____ Date
_____ Cedar Project Manager	_____ Date

Your signature on this functional specification indicates:

1. You have read the document and understand it.
2. You agree that it's complete and accurate.
3. You agree with the information (functional need and approach to providing it).
4. You accept accountability; that is, the information is as correct as it can be at that point in time.

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Technical Specification Section

(To be completed by Technical Lead/Developer):

Specification No. [CW_FS_0015]: Title GL Workflow

Author

Mike McDevitt

Functional Contact

Daryl Robinson, Danielle Morris

Technical Lead

Nate Murphy

Description

General Ledger Journal Workflow routing by Source Code and Fund Code.

Project

CW_FS_0015

Fields

<u>Field Name</u> (Label Name)	<u>Type</u>	<u>Len</u>	<u>Format</u>	<u>Short Name</u>	<u>Long Name</u>

Database Records

Table Name: Table Description (New/Previously Added/Modify)

Table Type	Table / View / Derived / Work / Subrecord / Dynamic View / Query View / Stored Procedure / Temporary Table
Table Purpose	<text>
Parent Table	None / No Change / <table name>
Query Security	None / No Change / <table name>
Audit Table	None / No Change / <table name>

<u>A/C</u>	<u>Field Name</u>	<u>Key</u>	<u>List Box</u>	<u>Aud</u>	<u>Def Val</u>	<u>Req</u>	<u>Edit/ Xlat</u>	<u>Edit / Prompt</u>

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Pages

Page Name: Page Description (New/Previously Added/Modify)

Page Type	Page / Subpage / Secondary Page
Journal_Entry1	Journal_Entry1 modified by Adding Fund Code field (invisible) for passing fund code for validating if fund code is a grant 96000 - 96999.

Screen image:

<u>Fieldname</u>	<u>Object Type</u>	<u>Source Table</u>	<u>Source Field</u>	<u>Notes</u>

Components

Component Name: (New/Previously Added/Modify)

Search Record	<Record name>
Add Search Record	<Optional>
Detail Page	<Optional>
Actions	Add / Update / Update-Display / Correction
Default Search Action	Update / Update-Display / Correction
Default Lookup Type	Basic / Advanced
Toolbar Actions	Save / Return To List / Next In List / Previous / Next Page / Previous Page / Add / Update / Update-Display / Correction
Other Properties	<Optional>

<u>P</u> <u>o</u> <u>s</u>	<u>Page Name</u>	<u>Item Name</u>	<u>Item Label</u>	<u>Folder Tab Label</u>	<u>H</u> <u>i</u> <u>d</u>	<u>D</u> <u>e</u> <u>f</u>

Menus

Menu Name: (New/Previously Added/Modify)

<u>Bar Name</u>	<u>Item Name</u>	<u>Menu Label</u>	<u>Type</u>	<u>Component</u>	<u>Location</u>

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Translate Table Values

Field Name

<u>Field Value</u>	<u>Date</u>	<u>XLATLONGNAME</u>	<u>XLATSHORTNAME</u>	<u>Inactive?</u>

PeopleCode

Object / Object Name / Program Type

<u>Purpose</u>
<p>JRNL_HEADER_IU.JRNL_PROCESS_REQST = Added code for routing All Journals with source = DEN and Fund_code = NONE(not grant 96000 - 96999).</p> <p>JRNL_EDIT_REQ.MARK_POST_OPTN = This code evaluates whether to use Journal Entry Approvals through Workflow. To use the Workflow for Approvals, reversed comments in code.</p> <p>CW_DERIVED_RTE.FUND_CODE = * For Utilizing GL Virtual approval workflow for Fund Code. This code populates the CW_DERIVED_RTE.FUND_CODE field for GL Grant Fund Validation. It checks to see if the Grant Fund is &FUND_CODE >= "96000" And &FUND_CODE <= "96999" for the CW_GL_JRNL APPRRULESET's. The CW_DERIVED_RTE.FUND_CODE field is placed invisible on the PAGE.JOURNAL_ENTRY1</p>

Miscellaneous Database Objects

Access Groups

<u>Access Group</u>	<u>Description / Notes</u>

Activity Names

<u>Activity Name</u>	<u>Description / Notes</u>
APPROVE_DENY_JOURNAL	Modified activity fo GL workflow. Changed Supervisor Route Control to Two Route Control Qry.
CW_GL_APPROVE_JOURNAL	This Activity is used for processing Journals into the approved status. These Journals are valid source (SRC) schools and are for the Fund_Code's not = 96000 - 96999.

Application Engine Programs

<u>AE Program Name</u>	<u>Description / Notes</u>

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<u>AE Program Name</u>	<u>Description / Notes</u>

Application Engine Section

<u>AE Program Name</u>	<u>AE Section Name</u>	<u>Description / Notes</u>

Approval Rule Sets

<u>Rule Name</u>	<u>Effective Date</u>	<u>Description / Notes</u>
CW_GL_JRNL_AS		<p>This Approval Rule Set is used for approval processing of GL Journals for the School of Arts and Science. Source_Code A&S. AS will be used in PeopleSoft to represent A&S for PSoft naming standards.</p> <p>The Process of Approval consists of:</p> <ol style="list-style-type: none"> 1) Any Journals entered with this Source_Code and a Fund_code NOT equal to or between 96000 and 96999 will automatically be approved and ready for posting. 2) Any Journals entered with this Source_Code and a Fund_code equal or between 96000 and 96999 will need approval for that Source_Code from Grants Accounting before the Journal is ready for posting.
CW_GL_JRNL_CSE		<p>This Approval Rule Set is used for approval processing of GL Journals for the School of Engineering.</p> <p>The Process of Approval consists of:</p> <ol style="list-style-type: none"> 1) Any Journals entered with this Source_Code and a Fund_code NOT equal to or between 96000 and 96999 will automatically be approved and ready for posting. 2) Any Journals entered with this Source_Code and a Fund_code equal or between 96000 and 96999 will need approval for that Source_Code from Grants Accounting for final approval before the Journal is ready for posting.
CW_GL_JRNL_DEN		<p>This Approval Rule Set is used for approval processing of GL Journals for the School of Dentistry.</p> <p>The Process of Approval consists of:</p> <ol style="list-style-type: none"> 1) Any Journals entered with this Source_Code and a Fund_code equal or between 96000 and 96999 will need approval for that Source_Code approval level along with Grants Accounting for final approval before the Journal is ready for posting.

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<u>Rule Name</u>	<u>Effective Date</u>	<u>Description / Notes</u>
CW_GL_JRNL_DEN_ALL		<p>This Approval Rule Set is used for approval processing of GL Journals for the School of Dentistry.</p> <p>The Process of Approval consists of:</p> <ol style="list-style-type: none"> 1) All Journals entered will route to a role for approval.
CW_GL_JRNL_LAW		<p>This Approval Rule Set is used for approval processing of GL Journals for the School of Law.</p> <p>The Process of Approval consists of:</p> <ol style="list-style-type: none"> 1) Any Journals entered with this Source_Code and a Fund_code NOT equal to or between 96000 and 96999 will automatically be approved and ready for posting. 2) Any Journals entered with this Source_Code and a Fund_code equal or between 96000 and 96999 will need approval for that Source_Code from Grants Accounting for final approval before the Journal is ready for posting.
CW_GL_JRNL_MED		<p>This Approval Rule Set is used for approval processing of MED GL Journals for the school of Medicine.</p> <p>Source_Code MED.</p> <p>The Process of Approval consists of:</p> <ol style="list-style-type: none"> 1) Any Journals entered with this Source_Code and a Fund_code NOT equal to or between 96000 and 96999 will automatically be approved and ready for posting. 2) Any Journals entered with this Source_Code and a Fund_code equal or between 96000 and 96999 will need approval for that Source_Code from Grants Accounting for final approval before the Journal is ready for posting.
CW_GL_JRNL_MET		<p>This Approval Rule Set is used for approval processing of MET GL Journals for Metro Health.</p> <p>Source_Code MET.</p> <p>The Process of Approval consists of:</p> <ol style="list-style-type: none"> 1) Any Journals entered with this Source_Code and a Fund_code NOT equal to or between 96000 and 96999 will automatically be approved and ready for posting. 2) Any Journals entered with this Source_Code and a Fund_code equal or between 96000 and 96999 will need approval for that Source_Code approval level along with Grants Accounting for final approval before the Journal is ready for posting.



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<u>Rule Name</u>	<u>Effective Date</u>	<u>Description / Notes</u>
CW_GL_JRNL_MGT		<p>This Approval Rule Set is used for approval processing of GL Journals for the School of Management.</p> <p>The Process of Approval consists of:</p> <ol style="list-style-type: none"> 1) Any Journals entered with this Source_Code and a Fund_code NOT equal to or between 96000 and 96999 will automatically be approved and ready for posting. 2) Any Journals entered with this Source_Code and a Fund_code equal or between 96000 and 96999 will need approval for that Source_Code from Grants Accounting for final approval before the Journal is ready for posting.
CW_GL_JRNL_NUR		<p>This Approval Rule Set is used for approval processing of GL Journals for the School of Nursing.</p> <p>The Process of Approval consists of:</p> <ol style="list-style-type: none"> 1) Any Journals entered with this Source_Code and a Fund_code NOT equal to or between 96000 and 96999 will automatically be approved and ready for posting. 2) Any Journals entered with this Source_Code and a Fund_code equal or between 96000 and 96999 will need approval for that Source_Code from Grants Accounting for final approval before the Journal is ready for posting.
CW_GL_JRNL_SAS		<p>This Approval Rule Set is used for approval processing of GL Journals for the School of Applied Social Science.</p> <p>The Process of Approval consists of:</p> <ol style="list-style-type: none"> 1) Any Journals entered with this Source_Code and a Fund_code NOT equal to or between 96000 and 96999 will automatically be approved and ready for posting. 2) Any Journals entered with this Source_Code and a Fund_code equal or between 96000 and 96999 will need approval for that Source_Code approval level along with Grants Accounting for final approval before the Journal is ready for posting.
CW_GL_JRNL_UGN		<p>This Approval Rule Set is used for approval processing of GL Journals for the School of University General.</p> <p>The Process of Approval consists of:</p> <ol style="list-style-type: none"> 1) Any Journals entered with this Source_Code and a Fund_code NOT equal to or between 96000 and 96999 will automatically be approved and ready for posting. 2) Any Journals entered with this Source_Code and a Fund_code equal or between 96000 and 96999 will need approval for that Source_Code from Grants Accounting for final approval before the Journal is ready for posting.

Business Interlink

<u>Business Interlink Name</u>	<u>Description / Notes</u>

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<u>Business Interlink Name</u>	<u>Description / Notes</u>

Business Process Names

<u>Business Process Name</u>	<u>Description / Notes</u>
JOURNAL_ENTRY_APPROVAL	Added Activity CW_GL_APPROVE_JOURNAL for approving GL Journals entered with valid Source_Code and a Fund_code NOT equal to or between 96000 and 96999 so that these Journals will automatically be approved and ready for posting.

Color Names

<u>Color Name</u>	<u>Operator ID</u>	<u>Description / Notes</u>

Cube Definitions

<u>Cube Definition ID</u>	<u>Description / Notes</u>

Cube Instances

<u>Cube Instance ID</u>	<u>Description / Notes</u>

Dimensions

<u>Dimension</u>	<u>Type</u>	<u>Description / Notes</u>

File Layout Definitions

<u>File Layout Name</u>	<u>Description / Notes</u>

G/L Workflow***File References***

<u>File Name</u>	<u>Path</u>	<u>Description / Notes</u>

HTML

<u>HTML</u>	<u>Description / Notes</u>

Image

<u>Image Name</u>	<u>Description / Notes</u>

Index Ids

<u>Record Name</u>	<u>Index ID</u>	<u>Description / Notes</u>

Job Definitions

<u>Job Name</u>	<u>Description / Notes</u>

Message Catalog Entries

<u>Message Set</u>	<u>Message Number</u>	<u>Description / Notes</u>

Message Channels

<u>Message Channel</u>	<u>Description / Notes</u>

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<u>Message Channel</u>	<u>Description / Notes</u>

Message Definition

<u>Message Channel</u>	<u>Description / Notes</u>

Message Nodes

<u>Message Nodes</u>	<u>Description / Notes</u>

Permission List

<u>Permission List</u>	<u>Description / Notes</u>

Portal Registry Definition

<u>Portal Name</u>	<u>Description / Notes</u>

Portal Registry Structure

<u>Portal Name</u>	<u>Type</u>	<u>Object Name</u>	<u>Description / Notes</u>

Process Definitions

<u>Process Type</u>	<u>Process Name</u>	<u>Description / Notes</u>

Process Type Definitions

<u>Process Type</u>	<u>OS</u>	<u>DB Type</u>	<u>Description / Notes</u>

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<u>Process Type</u>	<u>OS</u>	<u>DB Type</u>	<u>Description / Notes</u>

Queries

<u>Operator ID</u>	<u>Query Name</u>	<u>Description / Notes</u>

Recurrence Definitions

<u>Recurrent Definitions</u>	<u>Description / Notes</u>

Roles

<u>Role Name</u>	<u>Description / Notes</u>
CW_GL_AS_APRV	School of Arts and Science
CW_GL_CSE_APRV	School of Engineering.
CW_GL_DEN_ALL_APRV	School of Dentistry for all Journals
CW_GL_DEN_APRV	School of Dentistry
CW_GL_GRANT_APRV	Grants Accounting Approval Role
CW_GL_JRNL_ENTRY	Employee Journal Entry Role
CW_GL_LAW_APRV	School of Law.
CW_GL_MED_APRV	School of Medicine.
CW_GL_MET_APRV	Metro Health.
CW_GL_MGT_APRV	School of Management.
CW_GL_NUR_APRV	School of Nursning.
CW_GL_SAS_APRV	School of Applied Science.
CW_GL_UGN_APRV	University General.

Server Definitions

<u>Server Definitions</u>	<u>Description / Notes</u>

SQL

<u>SQL</u>	<u>SQL Type</u>	<u>Description / Notes</u>
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<u>SQL</u>	<u>SQL Type</u>	<u>Description / Notes</u>
JOURNAL_TO_POST_VW		Added code to keep Journals from showing up on Marked to Post page until the Journal is approved. Code = (AND jrnl_process_reqst <> 'N')

Style Names

<u>Style Name</u>	<u>Description / Notes</u>

Style Sheets

<u>Style Sheet Name</u>	<u>Description / Notes</u>

Tree Structures

<u>Tree Structure ID</u>	<u>Description / Notes</u>

Tree Names

<u>Set ID</u>	<u>Tree Name</u>	<u>Effective Date</u>	<u>Description / Notes</u>

URL Definitions

<u>URL ID</u>	<u>Description / Notes</u>

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Source Modules

[Module Name] / [Module Type]: [Module Title] (New/Previously Added/Modify)

- **Program Purpose:**
General Ledger Journal Workflow for routing Journals.
- **Expected Frequency and Schedule:**
- **Program Output:**
- **Run Time Parameters**
- **Restart / Recovery**
- **Processing Steps**

G/L Workflow

Approvals for Development:

Client Functional Lead

Date

Cedar Functional Lead

Date

Client Technical Lead

Date

Cedar Technical Lead

Date

Client Project Manager

Date

Cedar Project Manager

Date

Your signature on this technical specification indicates:

5. You have read the document and understand it.
6. You agree that it's complete and accurate.
7. You agree with the information (technical need and approach to providing it).
8. You accept accountability; that is, the information is as correct as it can be at that point in time.