Credit/Rebill Approvals

Key Changes to Credit/Rebill Approvals

- The Approval link and <Approve> button must be selected on both a credit bill and a rebill to complete approval. A credit bill must be approved before approving a related rebill.
- The Send Back option is used if the adjustment does not meet criteria for approval; comments must be included when sending back a transaction to the billing specialist.
- The billing specialist will be notified via the financial system when the transaction is approved, if the transaction is sent back, or if the bill has not been approved within 5 calendar days.
- The approver(s) will be determined by the DeptID's in the bill distribution lines rather than identified by the billing specialist at the time of the adjustment entry.

Accessing Bill Adjustments for Approval

Primary approvers may access bill adjustment transactions for approval in several ways: through the Worklist, email notification, Approval WorkCenter, or Billing WorkCenter. Alternate approvers may access bill adjustment transactions for approval through the Approval Workcenter or Billing WorkCenter. Credits and rebills may also be opened by navigating to: Billing > Maintain Bills > Standard Billing by both primary and alternate approvers.

Routing for Approval

Credit and rebill invoices are simultaneously routed to the primary approver and to a pool of one or more alternate approvers. If a credit or rebill has multiple DeptIDs in the chartstrings and those DeptIDs have different primary approvers, then the credit or rebill will be routed to each of the primary approvers. Primary approvers also receive an email. An invoice needing approval will remain in the primary approver's Worklist until it has been approved. In the case that a transaction has not been approved or sent back within five calendar days, the billing specialist will be notified by a system-generated email.

Taking Action on Transactions Needing Approval

The steps below describe the process for approving a Credit/Rebill Adjustment. Note that for a credit/rebill, the credit invoice must be approved first.

1. Open the credit bill in one of the ways described above (Worklist, email, WorkCenter, Billing module).
2. Review any supporting documentation by clicking <Attachment>.
3. Review the Header Notes page for the justification and for consistency with any supporting documents.
4. Click <Approvals> on the Header Info 1 page.
Credit/Rebill Approvals (cont.)

Taking Action on Transactions Needing Approval (cont.)

5. From the Approvals window, click <Approval Monitor> to view any comments; close the comments after viewing.

6. In the Approvals window, click <Approve>. If the credit cannot be approved, add comments and click <Send Back>.

7. To open a corresponding rebill, use the method selected for opening the credit (Worklist, email, WorkCenter, Billing module).

8. Review the Header Notes page for the justification.

9. Verify that changes to the rebill are consistent with the justification.

10. Click <Approvals> on the Header Info 1 page.

11. From the Approvals window, click <Approval Monitor> to view any comments; close the comments after viewing.

12. In the Approvals window, click <Approve>. If the rebill cannot be approved, add comments and click <Send Back>.

Monitor Status of Related Credits and Rebills

Approvers may ensure that credits and related rebills have been submitted and approved in a timely manner by monitoring the Credit/Rebill Invoices page through the Approval WorkCenter or the Billing WorkCenter. The Related Approval Status column allows the approver to see the status on any credit or rebill. A status of “Initial” indicates a credit or rebill has not been submitted. A status of “Pending” indicates the bill has been submitted and is pending approval.
Journal Approvals

Key Changes:

- There are additional ways to access journals for approval.
- The Send Back option replaces the Deny option.
- The Approval History includes approver names and retains any approver comments.

Accessing Journals for Approval

Approvers may access Journal Entry transactions for approval in several ways: through the Worklist (for primary approvers), by navigating to General Ledger > Journals > Journal Entry > Manage Journal Approval, or alternately, through either the Approval WorkCenter or the General Ledger WorkCenter.

Routing for Approval

Journals are simultaneously routed to the primary approver and to a pool of one or more alternate approvers. A journal needing approval will remain in the primary approver’s queue until it has been approved. In the case that a journal has not been approved or sent back within five days, the preparer will be notified by a system-generated email. Journal preparers will follow up with the approver when a journal has not been approved within the five days.

Taking Action on Journals Needing Approval

Criteria for approving a journal remain the same. For details on required documentation of journal entries refer to University Policy. When taking action on journals from the Approval WorkCenter, complete the following steps:

1. Click the My Work <Journals> link to open the Approval list.
2. Click the journal ID from the Approval list.
3. Click <Go to Journal Entry Page>.
4. Review the Lines page details; the <Projected Balance> link on each line provides the debit and credit impacts of the journal.
5. Review the Header page details.
6. Review any attachments indicated with a number next to the <Attachments link>.
7. Select the Approval page.
Journal Approvals (cont.)

8. Select the appropriate approval action from the Approvals tab:
   - **Approve**: If the transaction meets policy and procedure, click <Approve>. Criteria for approving a journal remain the same.
   - **Send back**: Enter information into the Approval Comments field to instruct the preparer on what must be changed or to cancel the journal. Click <Send back>.
   - **Hold**: Prevents any other individuals—including other approvers—from taking action on the transaction, effectively stops the processing of the transaction. Transaction will only proceed through the approval process when it is taken “off Hold.”

9. Enter comments as required when selecting “Send Back” or “Hold.”

10. Click <Submit> at the top of the Approval page.

If no action has been taken on the journal within five days, EFS will send the preparer an email to alert them that it has not been approved. At that time, they can work with the approver(s) to resolve any issues.

If you are designated as both the DeptID and Certified Approver for the same line, you will only need to take action once and it will be recorded for both the DeptID and CA approvals at once.
PO Change Order Approvals

Key Changes:

- PO Change Orders that total $100 or more and have either an increase or decrease in quantity, price, or dollar amount or have category or ChartFields changes will now route for approvals.
- PO Change Order approvals will follow the same workflow rules as requisition approvals.

Process Overview for PO Change Orders

Here is an overview of the PO Change Order life cycle:

- Department identifies a need and notifies the procurement specialist to make changes to the PO.
- The procurement specialist enters the changes on the PO and clicks <Save>.
- The Change Order will route to the approver(s) based on the PO's criteria (e.g. dollar amount).
- The approver(s) reviews and takes action on the Change Order.
  - If approved, EFS will automatically budget check and dispatch the PO during the next scheduled procurement job.
  - If sent back, the procurement specialist must make the suggested changes and click <Save> to re-route the Change Order for approvals.

Routing for Approval

PO Change Orders pending approval will be available for review by either the primary or alternate approver(s). If a PO Change Order has not been approved or sent back within five days, the procurement specialist will receive an email notification from EFS to follow-up with the associated approvers.

Accessing PO Change Orders

Approvers may access PO Change Orders awaiting approval in three possible ways: through the Worklist (for primary approvers), by navigating to Purchasing > Purchase Orders > Approve POs, or through the Approval WorkCenter located near the bottom of the Main Menu.

Purchase Order Approval Requirements

- Purchasing Services must approve changes to federal contracts that increase POs to total $25,000 or more.
- Purchasing Services must approve changes that increase the PO to total $50,000 or more.
- Controller’s Office must approve changes to POs for audit services.
- Facilities Management must approve changes to POs for construction services.
- Environmental Health and Safety must approve changes that increase POs for restricted chemicals.
PO Change Order Approvals (cont.)

Reviewing a PO Change Order

1. Verify the PO's new total, supplier, and procurement specialist.
2. Ensure the procurement specialist clearly described what changed and why.
3. Click <View purchase order comments> to see all comments from the inception of the PO. Verify any required forms were attached (e.g. Exception to Regents Purchasing policy).
4. Review each line's details. Lines with the clock icon indicate that your approval is required. Use the task bar to scroll to the right of the page to view any line level comments and attachments.
5. To preview the ChartFields and copy of the PO, click <View Printable Version> or <View Line Details>.
6. Click <View PO> to access the PO Inquiry Page to view the POs full details. To verify what was changed, select <Change History> from the Go To dropdown menu. Click<Ship Changes>, then sort by Description to determine what was changed.
7. Take action on the change order: approve, send back, or hold. If sending back, text is required in the Approval Comments box.
Requisition Approval

Key Changes:

- Requisitions pending approval will be available for review by either the primary or alternate approver(s).
- If a requisition has not been approved or sent back within five days, the requisition preparer will receive an email notification from EFS to follow-up with the associated approvers.
- Approvers must choose between three possible actions: approve, send back, or hold. Send back replaces the “deny” action.
- Additional requisition alerts were added to remind approvers to verify the requisition preparer uploaded required attachments or entered data correctly into certain requisition fields.
- Requisition preparers are able to add header level comments to their requisitions. Therefore, a new link called “View Requisition Comments” will appear for approvers to review any header level attachments (e.g. statement of work, Price Comparison Form) or comments.
- Requisitions that total $25,000 and are paid for by a federally sponsored contract will now route to Purchasing Services for approval.

Accessing Requisitions

Approvers may access requisitions awaiting approval in three possible ways: through the Worklist (for primary approvers), by navigating to eProcurement > Manage Requisition Approvals, or through the Approval WorkCenter located near the bottom of the Main Menu.

Routing for Approval

Requisitions are simultaneously routed to the primary approver and to a pool of one or more alternate approvers. A requisition needing approval will remain in the primary approver’s queue until it has been approved. In the case that a requisition has not been approved or sent back within five days, the preparer will be notified by a system-generated email. Requisition preparers will follow up with the approver when a requisition has not been approved within the five days.

Taking Action on Requisitions Needing Approval

Criteria for approving a requisition remain the same.
Requisition Approval (cont.)

Reviewing Requisitions Pending Approval

Here is a visual summary of the Requisition Approval page and how to review its information and take action upon it. Steps with an * next to them indicate new or changed functionality.

*1. Determine whether any Requisition Alerts appear. If so, follow their instructions.
2. Verify the requisition’s total, supplier, and start and end dates (if CPS/blanket order).
3. Ensure the preparer’s justification and purchase adheres to policy.
*4. <View Requisition Comments> to see any header level comments. Verify any required forms were attached (e.g. statement of work, price comparison form).
5. Review each line’s details. Lines with the clock icon indicate that your approval is required. Click the icon under the Requester’s Comments column to view any line level comments and attachments.
6. To preview the ChartFields and Ship to information, click <View Printable Version> or <View Line Details>.
*7. <View Requisition> to access the Requisition Inquiry Page to view the requisition’s full details.
*8. Take action on the requisition: approve, send back, or hold. If sending back, text is required in the Enter Approver Comments box.
Travel, Expense, & PCard Approvals

Key Changes:

- The monthly forced reconciliation process will no longer occur. Instead, departments must reconcile and approve their PCard transactions within 30 days in which the expense is loaded into EFS.

- Barcoded reports are no longer required to be signed by the PCard cardholder and imaged by the department. For PCard transactions, cardholders must provide a signature on the individual detailed receipts, barcoded Expense Report or other documentation that includes enough information to tie the approval to the individual charges. For out-of-pocket expenses, employees must still sign the Employee Expense Worksheet.

- Receipts and supporting documentation may be attached in My Wallet or to the Expense Report. Any documentation attached to an expense report will be “swept” nightly into ImageNow.

- A PDF copy of the barcoded expense report will also be swept to ImageNow once the expense report is approved.

Routing for Approval

EFS will route the expense report for approvals based on the DeptID value(s) and amount(s) entered on the report. Each DeptID will have one primary approver, and one or more alternate approvers who may act upon the expense report. This is commonly referred to as pooled approvals. If no action has been taken on the expense report within five days, EFS will send the preparer an email to alert them that it has not been approved. At that time, they can work with the approver(s) to resolve any issues.

Accessing Expense Approvals

Approvers may access Expense transactions through the Worklist (for primary approvers), by navigating to Travel and Expenses > Approve Transactions > Approve Transactions, or through the Approval WorkCenter. Alternate approvers can find eligible transactions in the My Work section of the Approval WorkCenter.

The Approval WorkCenter is accessible from a link at the bottom of the main menu.

Adherence to Policy

It is an expectation that cardholders and employees using University funds are responsible for knowing and adhering to the guidelines established in the “Using the University Procurement Card” and “Traveling on University Business” policies.
Travel, Expense, & PCard Approvals (cont.)

Taking Action on Expenses Needing Approval

Follow these steps to confirm the information in an expense report. See labeled points on the Expense Report Summary.

1. Ensure the preparer selected the appropriate Business Purpose. This is important because data from this field is used for institutional reporting purposes.
2. Review the Expense Line Items section for information about travel authorizations, cash advances, or accounts receivable deposits that are associated with an expense report.
3. Review the following fields:
   - Date the expense occurred.
   - Description of each expense line.
   - Verify the preparer attached images of the receipts or required supporting documentation for each line expense. Click on the image to view it in its entirety. Ensure the expense adheres to policy.
   - Total amount for the expense report in the Totals section.
   - Determine whether a cash advance was applied.
   - Notes field: verify the business justifications are adequate and meets policy.
4. Confirm the expense is allowable per policy.

5. Approvers may take one of three actions on expense reports:
   - **Approve**: When the transaction meets policy and procedure, you must first click <Budget Options> to initiate the budget check process. Once it is successful, click <Approve>.
   - **Send Back**: Enter information into the Approval Comments field to instruct the preparer on what must be changed or to cancel the expense report. Click <Send Back>.
   - **Hold**: Prevents any other individuals—including other approvers—from taking action on the transaction, effectively stops the processing of the transaction. Transaction will only proceed through the approval process when it is taken “off Hold.”

If you are designated as both the DeptID and Certified Approver for the same line, you will only need to take action once and it will be recorded for both the DeptID and CA approvals at once.
Reviewing a Voucher for Approval

1. Ensure appropriate Business Purpose is selected.
2. Review Expense Line Items.
3. Date expense occurred.
4. Verify images of receipts attached.
5. Review totals.
6. Determine whether cash advance applied.
7. Verify business justification.
Voucher Approvals

Key Changes:

- Pooled approvals will allow primary and alternate approvers to access the transaction at the same time.
- When taking action on a voucher, approvers will choose between Approve, Send Back, or Hold.

Accessing Vouchers

Approvers may access voucher transactions for approval in several ways: through the Worklist (for primary approvers), by navigating to Accounts Payable > Vouchers > Approve > Approve Voucher, or alternately, through the Approval WorkCenter.

The Approval WorkCenter is accessible from a link at the bottom of the main menu.

Routing for Approval

Vouchers are simultaneously routed to the primary approver and to a pool of one or more alternate approvers. A voucher needing approval will remain in the primary approver’s queue until it has been approved. In the case that a voucher has not been approved or sent back within five days, the preparer will be notified by a system-generated email. Voucher preparers will follow up with the approver when a voucher has not been approved within the five days.

Taking Action on Vouchers Needing Approval

Criteria for approving a voucher remain the same.

Follow these steps to confirm the information in a voucher:

1. Open the voucher in one of the ways described above (Worklist, WorkCenter, Accounts Payable module).
2. Review the invoice.
3. Review the following fields: Comments, ChartFields, Remit address.
4. Confirm that the transaction is allowable per policy.
5. Approvers may take one of three actions on vouchers:

   - **Approve**: When the transaction meets policy and procedure, click <Approve>.
   - **Send back**: Enter information into the Approval Comments field to instruct the preparer on what must be changed or to cancel the voucher. Click <Send back>.
   - **Hold**: Prevents any other individuals—including other approvers—from taking action on the transaction, effectively stops the processing of the transaction. Transaction will only proceed through the approval process when it is taken “off Hold.”

If you are designated as both the DeptID and Certified Approver for the same line, you will only need to take action once and it will be recorded for both the DeptID and CA approvals at once.
Reviewing a Voucher for Approval

1. Review the Invoice.
2. Verify Remit Address.
3. Review Justification.
4. Verify ChartField string.
5. Add Approver Comments to instruct preparer about what must be changed if using the **Send Back** button.