



State Of Oklahoma CORE Project

**Purchasing Course P109
Worklist Approval
Training Manual**

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State of Oklahoma

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WORKLIST APPROVAL

OVERVIEW

Many of the tasks you perform throughout the day are part of larger tasks that involve several steps and several people working together. For example, requestors are responsible for obtaining pre-authorizations for special purchases before creating a requisition in PeopleSoft. Authorizations may come in the form of electronic or paper approvals. This applies to the purchase of the following:

- Computer hardware or software
- Fleet Services
- Telecommunications
- State Use Exceptions
- OCI Exceptions
- Leasing

To a certain extent, most business processes involve workflow. PeopleSoft Workflow is a set of tools that enables automatic flow of documents. The application developed at the State of Oklahoma is for automatic routing and approval of requisitions and Purchase Orders. Additional PeopleSoft workflow application may be developed in the future. PeopleSoft Workflow usually includes processes that involve multiple users and the routing of data between the users. When work is routed to a user, it is placed into their worklist. The worklist is a prioritized list of work items awaiting the users' attention. Essentially it is an ordered list of the work a person (or group of people) needs to perform. To work on a particular item, the user selects it from the worklist, and the system automatically transfers them to the page where the work to be performed is located.

Worklists provide the following:

- Notification of pending work.
- Prioritization of work items.
- Pooled lists or specific assignments. All users (assigned to a particular role) can work from a shared list of work items, or you can allocate specific items to specific users. For example, you could put all requisitions into a worklist for the buyers, so that the first available buyer processes the highest priority requisition. Or you could consistently assign requisitions from a certain range of requestors to a particular buyer.
- Timeout exception processing. The system can automatically reassign work items to other worklists if the user is unavailable, or the work items have been sitting in the users' worklist for an extended period of time.



Basic rules for the State of Oklahoma requisition approval process are identified in the table below:

Approval Steps Table *

Steps	Approver	Approval Amount	Approval Notification
1	Department Approver	\$0	Manual/E-Mail
2	Department Approver	\$1	Manual/E-Mail
3	Department Approver	\$2,500	Manual/E-Mail
4	CPO	\$5,000	E-Mail
5	CPO	\$10,000	E-Mail
6	CPO	\$25,000	E-Mail
7	CP/CAP/LSG **	Less Than \$50,000	Worklist
8	CP/CAP/LSG **	Less Than \$200,000	Worklist
9	CP/CAP/LSG **	Greater Than \$200,000	Worklist

Note: ** CP = Central Purchasing, CAP = Construction and Properties, LSG = Leasing,
CPO = Certified Procurement Officer

*Some agencies may have delegated authority less than \$25K as determined by the State Purchasing Director.

This manual focuses on the E-Mail Notification process and the Worklist Approval process.

E-MAIL NOTIFICATION

The Requestor will create a requisition in PeopleSoft (Purchasing > Requisitions > Maintain Requisitions). For Requisitions that meet the criteria in steps 1 through 3 (Approval Amounts up to \$2,500), *shown in the chart above*, the Requestor will obtain the appropriate approvals prior to creating the requisition, and approve the requisition online from the Amount Approval Page (Purchasing > Requisitions > Approve Amounts), provided they have the authority to do so. If the Requestor does not have the authority to approve requisitions, the requisition will be routed to the Department Approver, or agency CPO for approval using E-Mail notification.

NOTE: Those Requisitions with an origin code of CAP or LSG will be routed to the CPO, through e-mail notification, regardless of the amount. The CPO will approve the requisition and the requisition will be routed to the worklist of the appropriate user in Construction and Properties (CAP) or Leasing (LSG).



To use the E-Mail Notification function the Requestor must first create the requisition by following the navigation below:

Navigation: *Purchasing > Requisitions > Maintain Requisitions*

Requisitions

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: 58000

Requisition ID: NEXT

[Find an Existing Value](#) | [Add a New Value](#)

Click to take you to the 'Online Requisition Form' page.

Maintain Requisitions - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7201/psp/sqa/EMPLOYEE/ERP/C/REQUISITION_ITEMS.REQUISITIONS.GBL

Form [Schedule](#)

Unit: 58000 Req ID: NEXT Req Date: 02/25/2003 Origin: AGY

Requester: JTUGADE Jon Tugade Hold From Further Processing

Status: Approved Budget Status: Not Chkd Accounting Date: 02/25/2003 Currency: USD Dollar

Line	Sel	Line	SSrc	SS.Type	Agency	Req Nbr	Item ID	Description	Req Qty	UOM	Category	Price	Ship To	St
1	<input type="checkbox"/>						04651169120	GENERAL PURPOSE, DUAL HEAD	20.0000	EA	04757387	20.00000	00000	Act
2	<input checked="" type="checkbox"/>						04651169120	GENERAL PURPOSE, DUAL HEAD	10.0000	EA	04757387	10.00000	00000	Act

Total Amt: 500.00 USD Total Base Amt: 500.00 USD

Go to: [Header Defaults](#) [Header Comments](#) [Item Search](#) [Item Detail](#) [Line Defaults](#) [Line Details](#)
[Copy From](#) [Catalog](#) [Line Comments](#) [Sourcing Controls](#) [...More...](#)

The Requestor will enter the appropriate information for the requisition.

Select the 'Approve' icon to change the status from 'Open' to 'Pending'.



Please note that this is not the final approval for the requisition. The final approval will be done from the 'Amount Approval' page. At that time the status will change from 'Pending' to 'Approved'.

Select the 'Budget Check' icon  to start the budget checking process. This will verify that funds exist in the appropriate accounts to cover the price of the requisition.

Select the 'Notify' icon  to send an email notification to the appropriate approver. The Requestor will be transferred to the following page:

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details		Lookup Recipient	Delivery Options
To:	<input type="text"/>		
CC:	<input type="text"/>		
BCC:	<input type="text"/>		
Priority:	<input type="text"/>		
Subject:	<input type="text" value="<Enter Subject here>"/>		
Template Text:	<input type="text" value="Workflow Notification"/> <input type="text" value="Priority: %NotificationPriority"/> <input type="text" value="Date Sent: 2009-06-25"/>		
Message:	<input type="text"/>		

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

Type the names, or email addresses in the 'To', 'CC', or 'BCC' fields, using a semi-colon (;) as a separator. Select the [Lookup Recipient](#) hyperlink to search for a name.



Send Notification

Lookup Address

Recipient Search

Name:

Search Results [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

To	cc	bcc	Recipient	Email Address	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Recipient List

To:

CC:

BCC:

Search for the appropriate name and indicate if the recipient is the 'TO', 'CC', or 'BCC' recipient. Select the 'OK' icon when finished.

The Requestor will be transferred back to the Send Notification page.

Select a Priority (High, Med, or Low).

1-High

2-Med

3-Low

Enter a subject in the Subject field (i.e. Requisition Number <req number> - Approval Needed)

In the Message field please indicate the action needed (i.e. Please approve Requisition Number <req number>. The requestor will provide their name and date).

Select the 'OK' icon when finished.

The Requestor will be transferred back to the Online Requisition Form page.

The CPO, or Department Approver will approve the requisition online from the Amount Approval Page (Purchasing > Requisitions > Approve Amounts) once they receive notification of the requisitions to be approved.



NOTE: If changes need to be made to either a requisition or a purchase order, return to requestor by email notification.

The CPO, or Department Approver will select the 'Save' button  .

The CPO, or Department Approver will be transferred back to the Amount Approval page.

SUMMARY

Requisitions that are greater than \$2,500, but less than \$25,000 will be routed to the CPO via e-mail notification for approval (Steps 4 through 6 on the Approval Steps Table – page 5). The CPO will verify that the appropriate approvals have been obtained and will approve the requisition online from the Amount Approval page (Purchasing > Requisitions > Approve Amounts).

If the CPO denies or recycles the Requisition, they will select the 'Deny' or 'Recycle' option (Approval Action) from the Amount Approval page and enter a reason for the denial or recycle in the comments box.

Requisitions with an origin code of 'CAP' or 'LSG' will be routed to the CPO, through e-mail notification, regardless of the amount. The CPO will approve the requisition and the requisition will be routed to the worklist of the appropriate user in Construction and Properties (CAP) or Leasing (LSG).



WORKLIST APPROVAL

Requisitions that are greater than \$25,000 will be routed to the CPO via e-mail notification for approval (Steps 7 through 9 on the Approval Steps Table – page 5). The CPO will verify that the appropriate approvals have been obtained and will approve the requisition online from the Amount Approval page.

Navigation: *Purchasing > Requisitions > Approve Amounts*

Approval Details

Unit: 58000 Req: 0000000396 Requester: JFRAILEY

*Approval Action: Approval Status: Initial

Comment

Amount Details	
Requisition Date:	06/25/2003
Total Amount:	25,002.000 Dollar
Total Base Amount:	25,002.000 Dollar

[Approval](#) | [Details](#)

Please note that the Approval Status is 'Initial'.

The CPO will select the **Approve** option and click the button.

The CPO will receive the following message:

Warning -- This transaction needs WF_R20_Approver1_(OK) approval. Enter it into workflow? (107,4)

This transaction must be approved. If you click OK, the system will route it to someone who can approve it; if you click Cancel, you can change the transaction without forwarding it.

Select the 'OK' icon .

This will then invoke the worklist routing to a designated user in Central Purchasing.

Please note that the status has changed to 'In Process'. This will be an indication to the user that this requisition has been routed for approval.



If the CPO denies or recycles the Requisition, they will select the 'Deny' or 'Recycle' option (Approval Action) from the Amount Approval page and enter a reason for the denial or recycle in the comments box.

The CPO will select the 'Save' button .

The CPO will notify the Requestor by selecting the 'Notify' button  from the Amount Approval Page. They will be transferred to the Send Notification page.

Enter a subject in the 'Subject' field (i.e. Requisition Number <req number> - Denied or Recycleed)

In the Message field please indicate the reason for denial (i.e. Requisition Number <req number> has been denied or recycleed for the following reasons: The CPO will provide their name and date).

Select the 'OK' icon  when finished.

The CPO will be transferred back to the Amount Approval page.

The user in Central Purchasing (CP) will go to their Worklist by selecting the Worklist hyperlink  on the PeopleSoft homepage, or by navigating to their worklist.

Navigation: *Worklist > Worklist*

Worklist for BMCMEANS:						
Detail View		Work List Filters: <input type="text"/>				
Worklist						
From	Date From	Work Item	Worked By Activity	Priority	Link	
KHICKS WORKFLOW	06/24/2003	Req Approval Worklist	Requisition Amount Approval	<input type="text"/>	326_58000_0000000392	<input type="button" value="Mark Worked"/> <input type="button" value="Reassign"/>

The CP user is able to view the items on their worklist from this page.

The user can select the [Detail View](#) hyperlink for additional information about items on their worklist. All the information from the Worklist page is repeated, along with additional details.

Work List Filters (*dropdown selection box*) allows the user to set criteria for viewing their Worklist.

Fields in the **Worklist** group box:

From - Provides the CP User/Approver with the User ID of the individual who triggered the work item.



Date From - Provides the date the work item was triggered.

Work Item - Provides the CP User/Approver with the types of activities to perform.

Worked By Activity - Provides the CP User/Approver with the activities that need to be completed by the Worklist item.

Link – Takes the CP User/Approver to the target page to process the item.

Priority – Allows the CP User/Approver to rank the worklist entry by importance. Priority values include: **1** for High, **2** for Medium, and **3** for Low.

Mark Worked – Enables the CP User/Approver to remove an item from the worklist without going to the target page. *This option should not be used.*

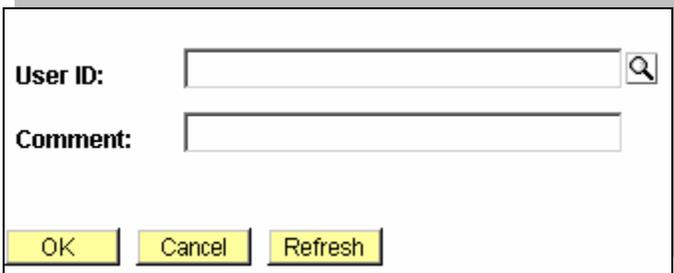
Reassign – Enables the CP User/Approver to forward the item to another user and removes it from the CP User/Approver worklist.

Refresh – Click the refresh button to update the page with the most recent changes.

Please note that by default all work items are visible from oldest to the newest. Click on any of the column headings to sort work items according to the data in that column.

The CP user will reassign the item by selecting the 'Reassign' icon .

The following page will appear:



User ID: 

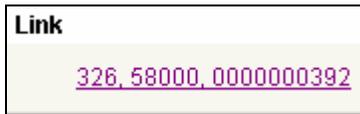
Comment:

The user will select the appropriate 'User ID' and enter comments. The comment becomes part of the worklist item when it appears in the assignee's worklist.

Select 'OK'  when completed.



The Approver will select the link under the Link column.



This will transfer the Approver to the Amount Approval page.

The screenshot shows the 'Amount Approval' page with the following details:

- Unit:** 58000 **Req:** 0000000392 **Requester:** JFRAILEY
- *Approval Action:** Approve (dropdown menu)
- Approval Status:** In Process
- Comment:** (empty text area)
- Amount Details:**
 - Requisition Date:** 06/24/2003
 - Total Amount:** 200,000.000 Dollar
 - Total Base Amount:** 200,000.000 Dollar
- Buttons: Save, View Worklist, Notify
- Navigation: [Approval | Details](#)

The Approver will select the appropriate Approval Action and select the 'Save' button .



Approve – The requisition is approved and requisition status changes to 'Approved'.

Deny – The requisition is denied and status remains at 'Pending'. A Worklist routing is invoked to the Requestor. Enter a reason in the Comment field, with your initials and date. An email to the requestor of the transaction will also be generated.

Recycle – The Requisition is recycled and status remains at 'Pending'. A Worklist routing is invoked to the Requestor. Enter a reason in the Comment field, with your initials and date.