JV Workflow Process — February 20th, 2020

Pre-Workflow

1. Process Starts
2. JV created and Edited in FV50
3. Attachments?
   - Yes: Attachments added to the Fi doc (via GOS button)
   - No: JV Saved as Complete
4. Ready to Post?
   - Yes: User starts the workflow via the GOS button
   - No: Workflow Starts

Workflow

1. Submitter selects Additional Department Approvers (0…n)
2. Number of Approvers
   - 1 or more
3. Department Approver (1)
4. Department Approver (n)
5. Hospital Approval Required?
   - Yes: Hospital Approval Buckets Determined Automatically by Workflow
6. Hospital Approver Level 1
7. Hospital Approver Level 2
8. AFRS Approval Required?
   - Yes: Assign to AFRS Point Person to Distribute
   - No: AFRS Approver
9. RFS Approval Required?
   - Yes: Assign to RFS Point Person to Distribute
   - No: RFS Approver
10. Post

Notes and Details

Departmental Approval

1. Approver Options
2. View IV
3. Approve
4. Reject
5. Forward for Review?
   - Yes: Workflow Ends
   - No: Workflow Continues

Back Office Approval (Hospital, AFRS & RFS)

1. Approver Options
2. View IV
3. Approve
4. Reject
5. Forward for Review?
   - Yes: Workflow Ends
   - No: Workflow Continues

Back Office Routing

Back office approval will flow from Hospital to AFRS to RFS, as required.

1. Any line has grant (aka WBS element)
   - 2* goes to AFRS (land grants)
   - 3* goes to RFS
   - 4* goes to AFRS
   - STPG
2. Cost Center starts with:
   - 105*, 106*, 107*, 108* goes Hospital
   - STPG
3. If any line has a cost center go to AFRS.
4. If no cost center it is either an order or a fund go to AFRS.
5. If GL account 162* and Fund 005* go to Hospital.

At least one back office approval will be required before posting. The default will be AFRS in the event that Hospital and RFS approval is not required.

Other Notes

1. If a JV is “Saved As Complete” while an approval workflow for the same document is running, the original workflow will be cancelled and the original submitter of it will be notified.
2. If a JV is “Posted” or “Deleted” by someone with appropriate access while an approval workflow for the same document is running, the original workflow will be cancelled and the original submitter of it will be notified.
3. Attachments to the JV should be stored in OpenText and will be archived in ECM. Attachments and comments added to the workflow will not be archived in ECM.
4. For Hospital Level 1 buckets, the workflow determines if it should go in the “Clearing Account” bucket or the “General” bucket. If approved at Level 1, it will then go to a Level 2 approver which consists of Tess Nash and Jerrod Carrico.

Buckets

1. Hospital Buckets:
   - General
   - Clearing Account (G/L 162*)
   - Controller (Level 2)
2. AFRS Buckets:
   - Balance Sheet and Revenues
   - Expenses and Recharges
   - Salaries and Benefits
   - Transfers
   - Endowments
   - Capital Assets
3. RFS Buckets:
   - Cost Share Funding
   - Service Center
   - Travel
   - Rent
   - Other

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