Approvals Overview

Approver responsibilities:
PeopleSoft Financial approvers assume fiscal responsibility for the transactions they are approving per CMP Policy 203 - Expectations of Employees with Fiscal Responsibilities.
"Approvers should only approve those transactions for which the approver has reviewed the supporting documentation and is satisfied that the transaction is appropriate, accurate and complies with applicable laws, regulations, policies and procedure"

Required Department/Project Approver Setup:
Approver setup within PeopleSoft Financial involves two separate setup steps: 1) the user must be setup in the workflow approver list for workflow routing, and 2) the user must have the appropriate security role to access the approval pages.

A user will automatically be given the appropriate security role based on being setup in the workflow approver list for a department or project. The process for adding/removing users from the workflow approver list is explained below:

- The department/project managers for new departments/projects are automatically setup as the department/project approver.
- Changing Departmental Approvers. Multiple approvers are allowed for state/local departments. To add/remove state/local department approvers, have the department manager listed on the department chartfield setup page: Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values > Department send an e-mail request to their JFR. "If you have a question on who your JFR is, please contact the Budget Office representative assigned to your cabinet" which we do have a link to on our Budget Office website (http://nau.edu/Budget/Budget-Management/).
- For new grant projects, the principal investigator (PI) on the grant award is setup as the project manager by default. The PI may delegate his/her approval authority to another user by submitting a Signature Delegation form to the Post Award Office (box 4070).

To view the existing approval assignment table setup, run the Business Objects "PS Financials Approvers Listing" found under the Financial Management Reports> General Accounting folder.

Limited and Backup Approvers:
Department approvers can be limited to approving only certain transactions. In addition, departments may delegate a user as a backup approver when the normal approver(s) are on vacation. To setup a limited or backup approver, refer to the PeopleSoft Financial Security Role webpage: https://nau.edu/comptroller/security-roles/

Self-Approvals:

Please be aware that journal approvals allow self-approval if the user is both the initiator and approver for a department/project. Self-Approval is not allowed for other types of transactions.

Multiple Approvers:

If a department has multiple approvers, the first approver to approve the transactions completes the approval for the department. Upon approval, the transaction will be removed from the worklist of all approvers.

Approval Notifications and Worklist

When a transaction is submitted for approval the first approver(s) are notified via email that the transaction is awaiting their approval. If additional levels of approvals are required for the transaction, the subsequent approvers will be notified via email after the prior level approval is applied. Email notifications contain a link directly to the transaction. Approvers can also access the transaction from their PeopleSoft Financials worklist. See examples of email notification and approver worklist below.

Approving from email notification:

Click on the hyperlink at the bottom of the e-mail to be taken to the document needing approval. If not already logged in, the user will have to login first.

Approval is Requested for Journal ID "SUP0095157" Business Unit "NAUBU"

Brent.Helsel@nau.edu

Sent: Wed 3/1/2017 10:36 AM

To: Anton Patrick Ciochetti

A journal has been entered that requires your attention.

Business Unit: NAUBU
Journal ID: SUP0095157
Journal Date: 2017-03-01
Line Business Unit: NAUBU

You can navigate directly to the journal entry page by clicking the link below.

https://financials.peoplesoft.nau.edu/psp/pf91pr/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?Page=JOURNAL_ENTRY2_IE&Action=U&BUSINESS_UNIT=NAUBU&JOURNAL_ID=SUP0095157&JOURNAL_DATE=2017-03-01&BUSINESS_UNIT_LN=NAUBU

Approving from Worklist :

Select the "Worklist" link at the top right corner of the PeopleSoft session. Click the document link to review and approve document