



Specialized PeopleSoft 9.2
Financial Management



PeopleSoft v9.2 General Ledger Financials Supply Chain Management (FSCM)

GL Workflow Overview

Contents

➤ **Workflow Methods**

➤ **Workflow Process**

➤ **Workflow Approval Framework**

➤ **Approve Journals via Workflow**

Workflow Methods

➤ Use System Security

- Grant access to key pages and processes to specific users
 - [Mark Journals for Posting](#) page
 - [Edit Journal Request](#) page
 - [Post Journals](#) page
- User Preferences
 - Select the **Mark Journals to Post** check box

➤ Virtual Approver Method – IT Developer Required

- Define the roles and user profiles
- Define or modify the business process
- Define or modify the approval rule set
- Assign approval rules to business units, ledger groups, and journal sources

➤ Workflow Approval Framework – Configurable (v9.1 and above)

- Configure Transaction
- Create notification template
- Define user list
- Define approval criteria

Workflow Process



Originator enters, edits and submits Journal Entry for Approval

PeopleSoft's Workflow process adds Journal Entry to Approver's (Reviewer's) Worklist



Reviewer checks Journal Entry and either approves or denies it. If denied, Workflow moves it back to Originator's Worklist for correction and re-submittal. If approved, Workflow moves it to Final Approver's Worklist.

Workflow process moves Journal Entry to Final Approver's Worklist



Final Approver reviews Journal Entry and either approves or denies it. If denied, Workflow moves it back to Reviewer's Worklist for correction and resubmittal. If approved, it is marked for Posting.



Workflow Approval Framework

Approval Method

- You select the approval methodology for journal approval on the Installation Options - General Ledger page.

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Install ▾ > Installation Options

ORACLE

Installation Options | **General Ledger**

Journal Entry Options

*Journal Approval Method ▾

*Journal Delete Method ▾

Online Edit Options

Execute on Server 🔍

Sleep Time

Validate Journal Source in Journal Copy

Mobile Approval Options

GL Journal ChartFields to Display Personalize | Find | 📄 | 📅 First ◀ 1 of 1 ▶ Last

*ChartField Order	*ChartField	Long Name		
<input type="text"/>	<input type="text"/> 🔍		<input type="button" value="+"/>	<input type="button" value="-"/>

Configure Transaction

➤ Notification can be as a Text in Email or Attachment

➤ Delivered Transaction Types:

- Route for Approval
- Push Back
- Hold Step
- On Final Approval
- On Final Denial
- On re-assign

Configure Transactions

Process ID GLJournalApproval

Ad Hoc Approver Options

*Approval User Info View PSOPRDEFN_VW

Ad Hoc User List

Notification Options

Send Email Approvals to All

Email Approval User List

*Delivery Method

- Inline - HTML Form
- Attachment - Plain text email
- Both Attachment and Inline
- Enhanced Attachment
- Inline - HTML Form
- Inline - HTML Links

User Utilities

User Utilities Package

User Utilities Path

Events

Find | View All First 5 of 6 Last

*Event Route for Approval

Menu Name PROCESS_JOURNALS

Approval Component JOURNAL_APPROVAL

*Level Header

Configure Transaction

➤ Participant

- Who gets notified for Approval
 - You can also add adhoc participants during the approval process
- Each Event can have different Templates

➤ Channel

- Email
- Worklist

➤ Priority

- Used on workflow list

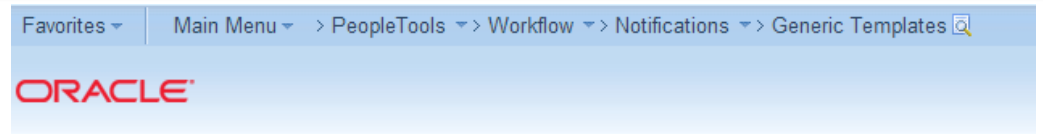
The screenshot shows the Oracle configuration interface for Events and Notifications. The top section, titled 'Events', contains several input fields: '*Event' (On Final Approval), '*Level' (Header), 'Menu Name' (PROCESS_JOURNALS), 'Approval Component' (JOURNAL_APPROVAL), 'Page Name' (JOURNAL_APPROVAL), 'Menu Action' (Update), and 'SQL Object Identifier' (GL_JRNL_AF_JRNL_INFO). Below this is the 'Notifications' section, which includes a table with columns for Participant, Channel, User List, Template Name, and Priority. The table contains one row with the following values: Participant: Requester, Channel: Both, Template Name: Journal Approved, Priority: 2-Med.

*Participant	Channel	User List	Template Name	Priority
1 Requester	Both		Journal Approved	2-Med

Template Definitions

➤ You can modify verbiage

➤ Create own template definitions as needed



Generic Template Definition | Blackberry Email Responses

Template: Journal Approval

*Description:

Instructional Text:

Priority:

*Sender: Email ID:

Subject:

Message Text:

Below is the list of available variables for this template.

You can use template variables within your subject or message text.

The following variables can also be used:

%Date, %DateTime, %Time, %ServerTimeZone, %EmailAddress, %NotificationPriority, %NotificationToList, %NotificationCCList

Template Variables			
*Value	*Description		
<input type="text" value="%1"/>	<input type="text" value="URL"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="%2"/>	<input type="text" value="BUSINESS_UNIT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>