SW NAV210
Introduction to Approvals

Web Based Training

Rev 12/10/2019

Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Course Objectives

After completing this course, you will be able to:

- Use the different methods of approval in Cardinal
- Use the worklist to approve items in Cardinal
- Assign your worklist or specific worklist items to an alternate approver
- Approve items in Cardinal
- Deny items in Cardinal
- Push back items in Cardinal

Course Objectives (continued)

- Send back items in Cardinal
- Hold items for later action in Cardinal
- Add an additional approver or reviewer

Agenda

1. Approvals Overview
2. Managing Your Worklist

Lesson 1: Introduction

1 Approvals Overview

This lesson covers the following topics:

- Overview of Approval Processing
- Methods of Approval

Approvals Overview

There are two different methods for agencies to enter transactions in Cardinal. Some agencies send transactions to Cardinal via an interface from their agency system. Other agencies enter all transactions online in Cardinal.

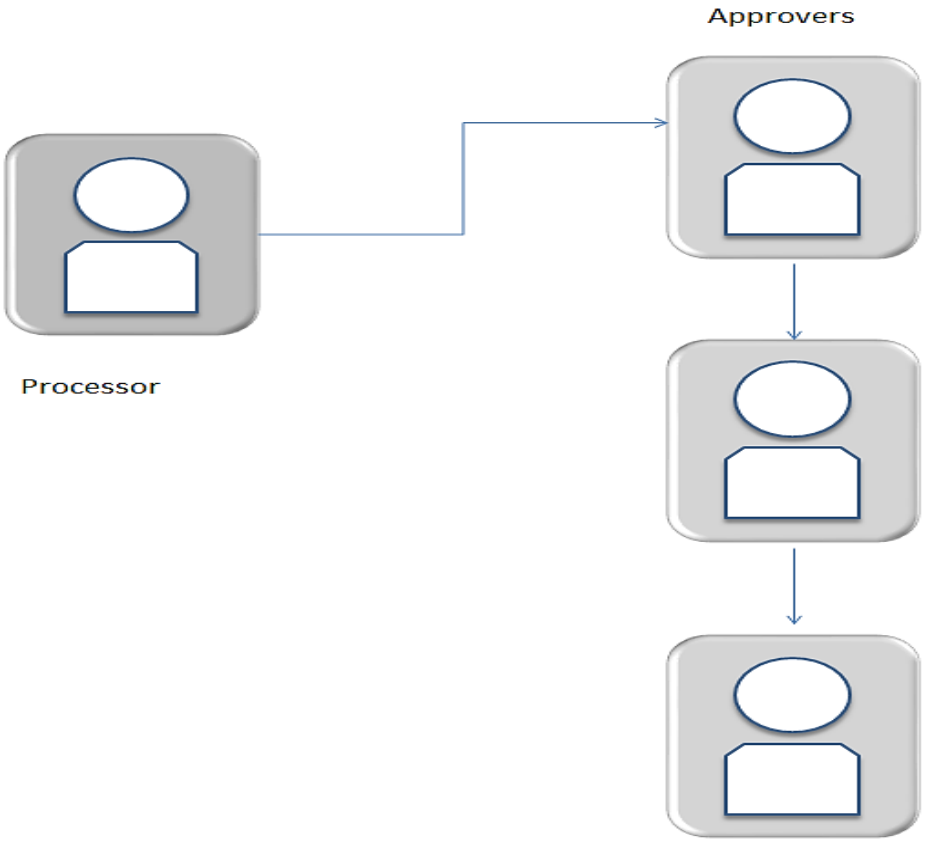
Interfaced transactions receive agency approval prior to being uploaded into Cardinal. However, if an interfaced transaction is later modified or corrected online in Cardinal, it must also be approved online in Cardinal.

Transactions entered and/or modified online in Cardinal must also be approved online in Cardinal.

Online Approvals Overview

Some transactions entered or modified online require just one approval; others require multiple approvals by different individuals. The user entering the transaction must generally be someone other than the user(s) approving it.

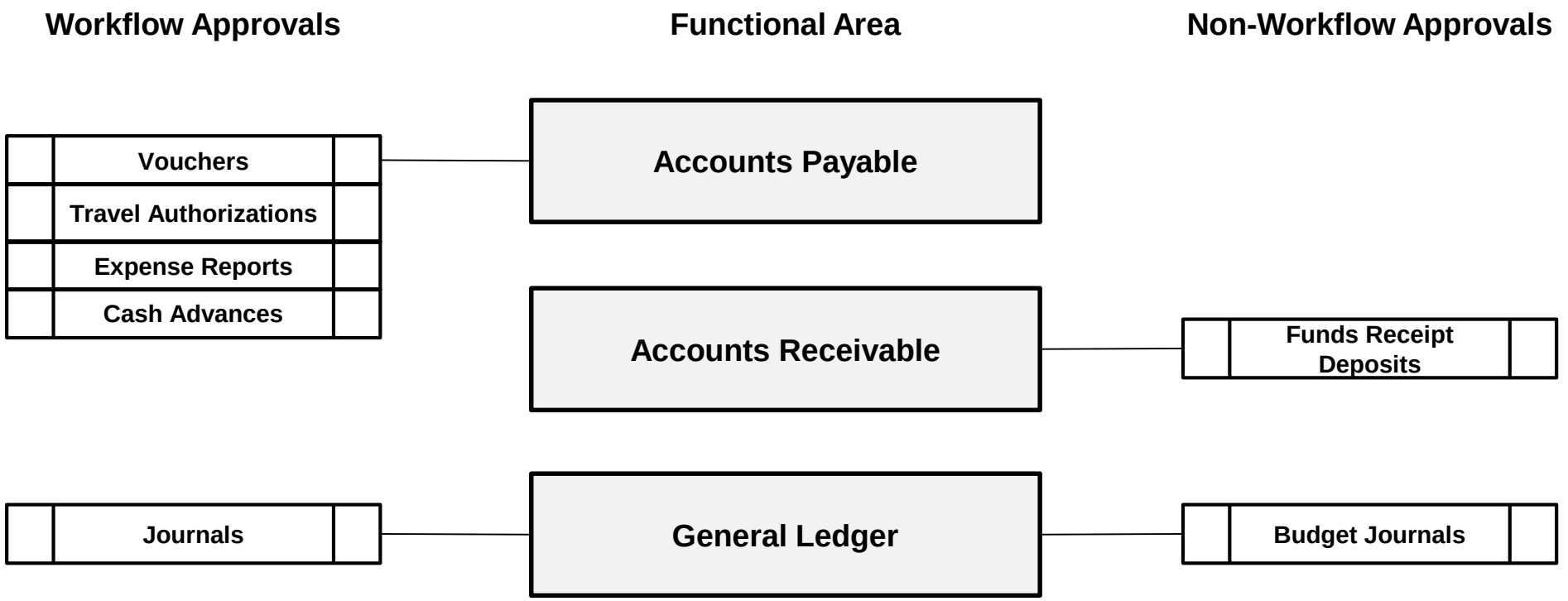
Cardinal uses **Workflow** to route items through the approval process. Workflow describes the path of approval(s) required for an item to continue being processed.



Online Approvals in Cardinal

Most online approvals in Cardinal are routed through workflow. The diagram below displays each of the transactions that require approval in Cardinal.

Budget Journals and Fund Receipts transactions are not routed through workflow. Approvers may use queries to identify transactions awaiting approval, or receive emails from the users who entered the transactions.

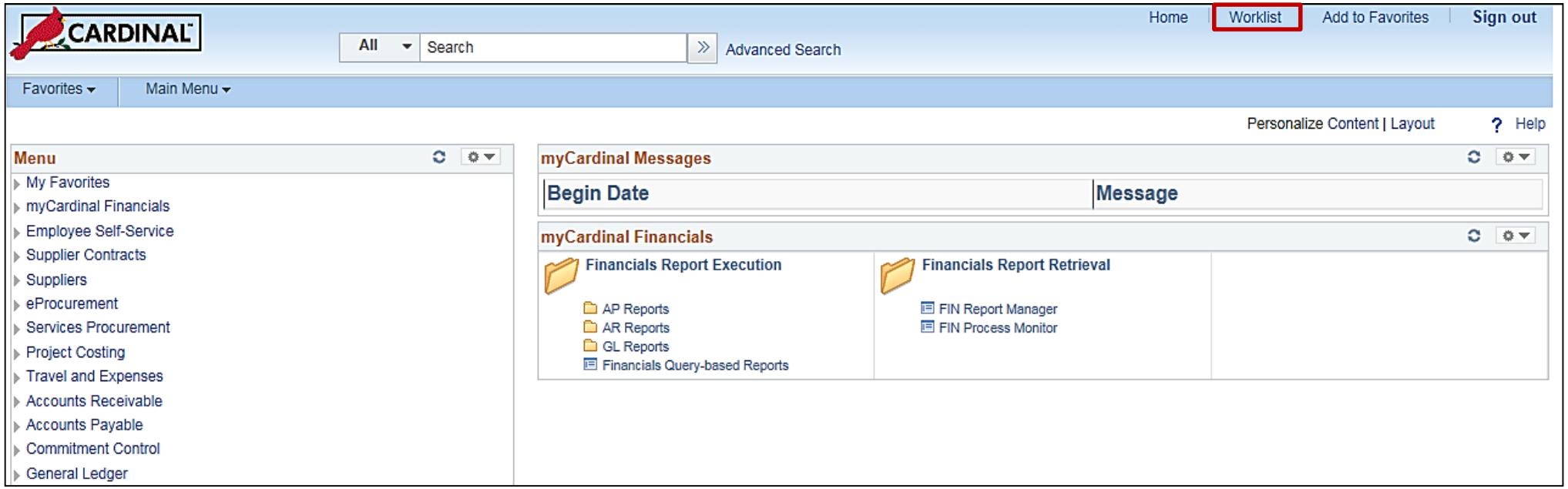


Methods of Online Approval

There are two different methods of approval in Cardinal:

- **Page:** All items, including workflow and non-workflow items, can be approved by navigating directly to the related page in the Cardinal module.

- **Worklist:** Workflow routes items awaiting review and/or approval to **Worklist**. Access the worklist by clicking on the **Worklist** link in the upper right corner of the page.

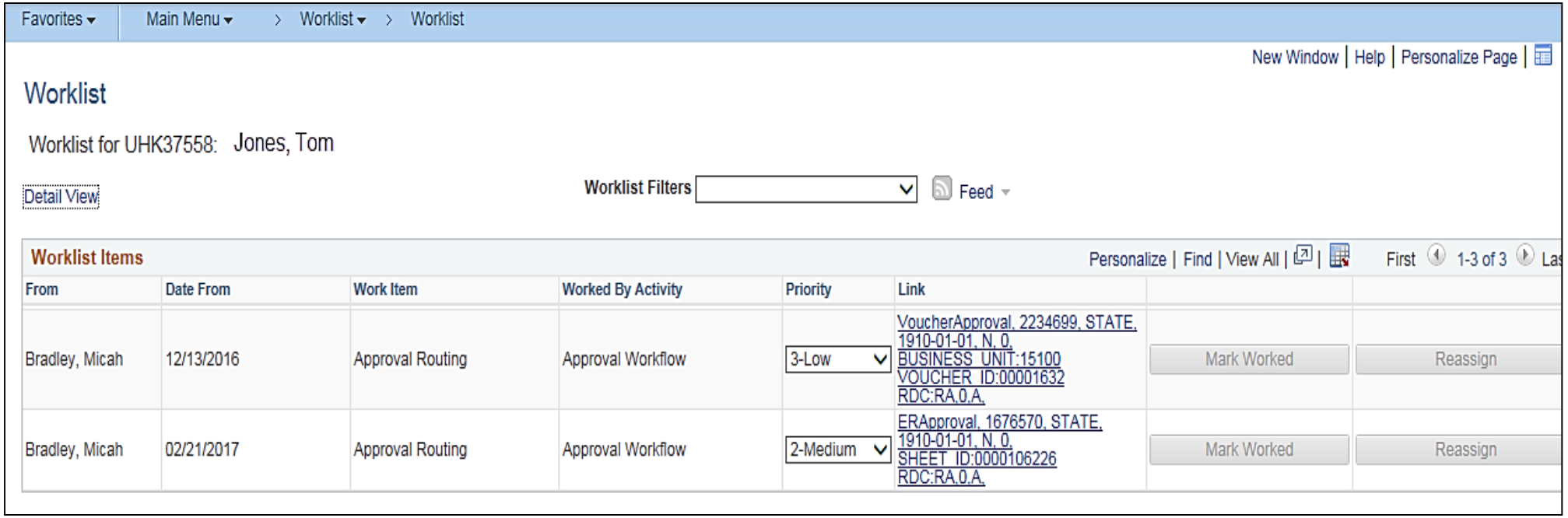


Methods of Online Approval: Worklist

From **Worklist** a user can:

- View information about each worklist item
- Navigate to pages to view details about the transaction
- Take the appropriate action

Items remain on the Worklist until action is taken on them (approve, deny, etc.).



Workflow Approval Actions

The following approval actions can be taken on transactions:

- **Approve -** Approve the item for further processing.
- **Push Back** - Send the item back to the prior level of approval for further review and a redetermination of approval. The push back option is only available when there are multiple levels of approval for an item.
- **Send Back -** Send the transaction to the creator for updates or deletion.
- **Deny -** Deny the item.
- **Hold -** Place a transaction on hold and reserve it for later action related to approval. The hold feature also prevents other approvers from taking action on the item.
- **Assign/reassign -** Assign or reassign the worklist, or specific worklist items, to an alternate approver.

Notifications in Cardinal

Cardinal uses various tools to indicate a transaction is ready for review:

- Vouchers, Expenses, and Journals are listed on the **Worklist**.
- The **Deposits Not Approved Query** lists Funds Receipts Deposits needing approval.
- The **Enter Budget Journals** search page can be used to search for budget journals by status (including error).

Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.

What types of transactions require online approval in Cardinal? Select all that apply.

- ☐ All interfaced transactions
- ☐ All online transactions

PROPERTIES

- ☐ Interfaced transactions that are corrected online in Cardinal

On passing, 'Finish' button: Goes to Next Slide

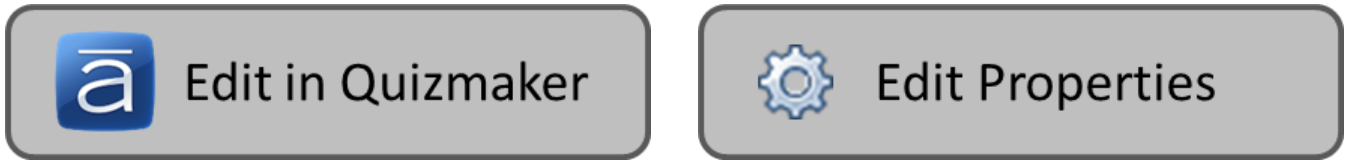
- ☐ All transactions

On failing, 'Finish' button: Goes to Next Slide

Allow user to leave quiz: After user has completed quiz

User may view slides after quiz: At any time

Show in menu as: Single item



How do you access items needing approval in Cardinal?

- Click on my Worklist
- Navigate directly to the page for the transaction
- All of the above

Lesson 1: Summary

1 Approvals Overview

In this lesson, you learned:

- Cardinal uses various methods to indicate of a transaction needing approval.
- Most transactions are routed through workflow for approval. Others (Budget Journals and Funds Receipts) are not.
- You can access an item using various paths. Examples include:
  - Accessing Cardinal Worklist and clicking on the link to the item
  - Navigating directly to the related page to approve the item
- Cardinal security generally does not allow users to approve a transaction that they entered.
- Interfaced transactions only require online approval in Cardinal when they are modified or corrected online in Cardinal.

Lesson 2: Introduction

2 Managing Your Worklist

This lesson covers the following topics:

- Approving Items from the Worklist
- Adding Approvers and Reviewers to Workflow
- Assigning Your Worklist to an Alternate Approver
- Error Worklist Items
- Reassigning Specific Worklist Items
- Pooled Worklists

Cardinal Worklist

When logging into Cardinal, the Cardinal Financials **Home** page appears. From the **Home** page, the following items can be accessed via the Worklist:

- Vouchers
- Travel authorizations
- Employee expense reports
- Cash advances
- Journals

Cardinal Worklist (continued)

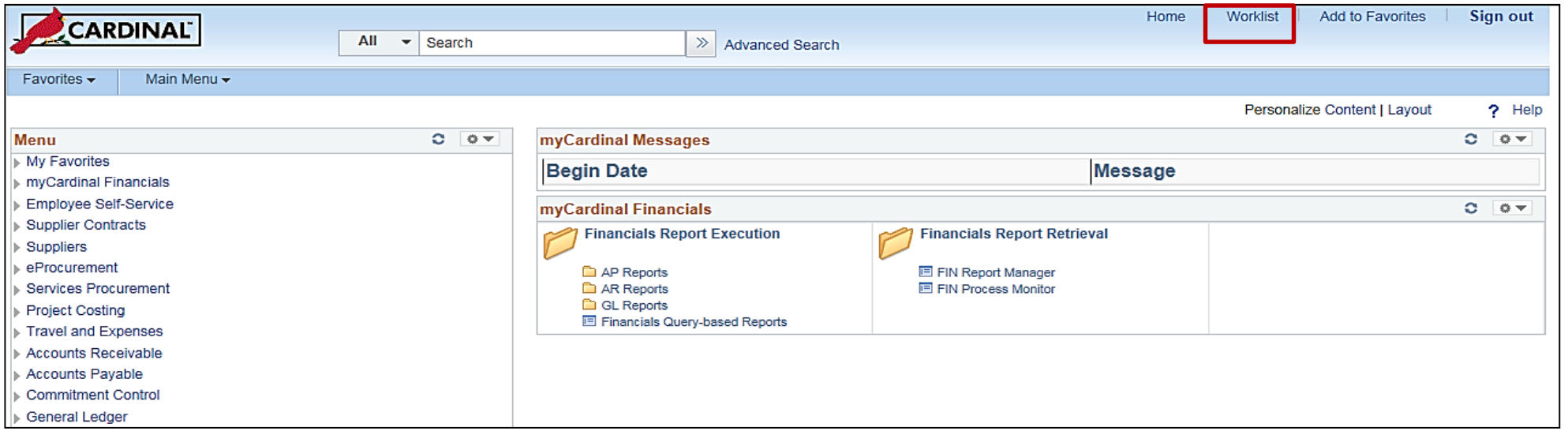
The **Worklist** page provides summary information about all items on the personal worklist. From this page, options are:

- View additional details about each work item
- Click on a link to work the item
- Sort work items according to the data in that column

Navigate to this page using the following path:

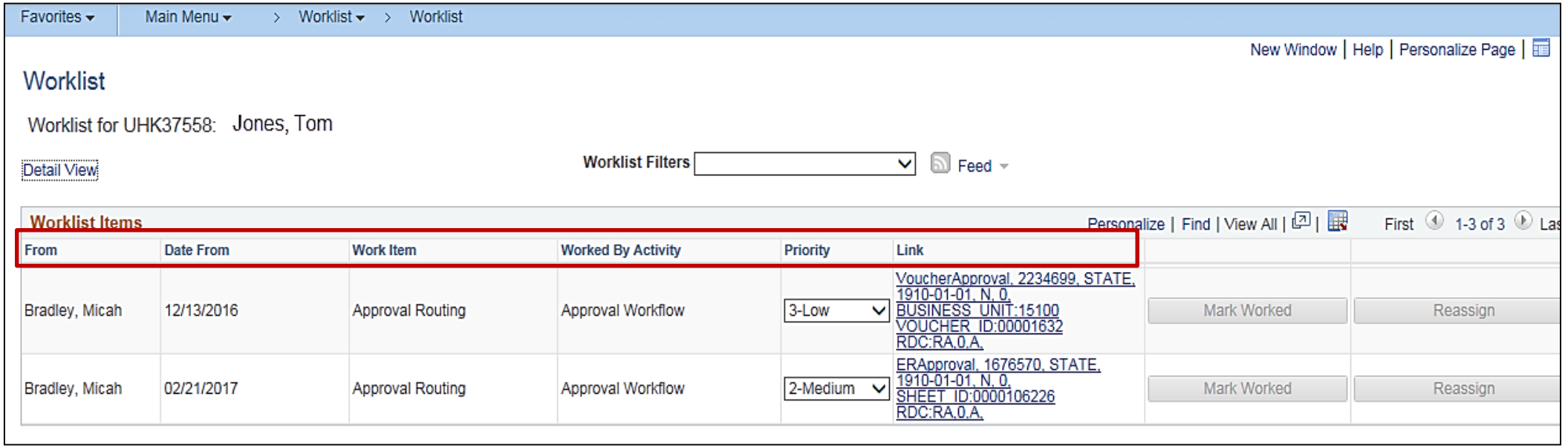
Home Page > Worklist > Worklist

Or Use the **Worklist** link in the top right corner of the **Home** page to access the worklist.



Using Your Worklist

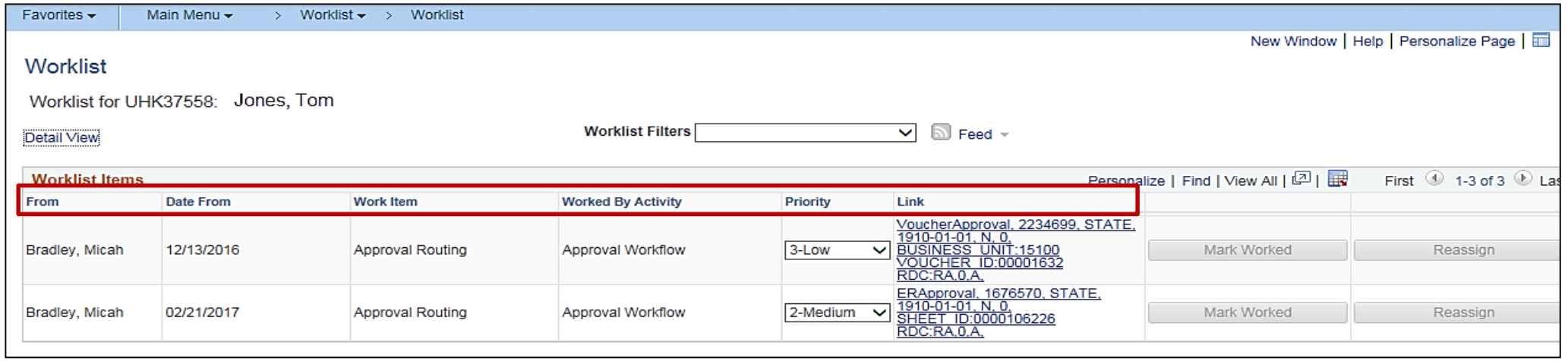
When opening the worklist, a list of items that require review and/or approval appears. Click on the respective column headings to sort items on the list.



Using Your Worklist (continued)

Each column of the **Worklist** provides details about an item:

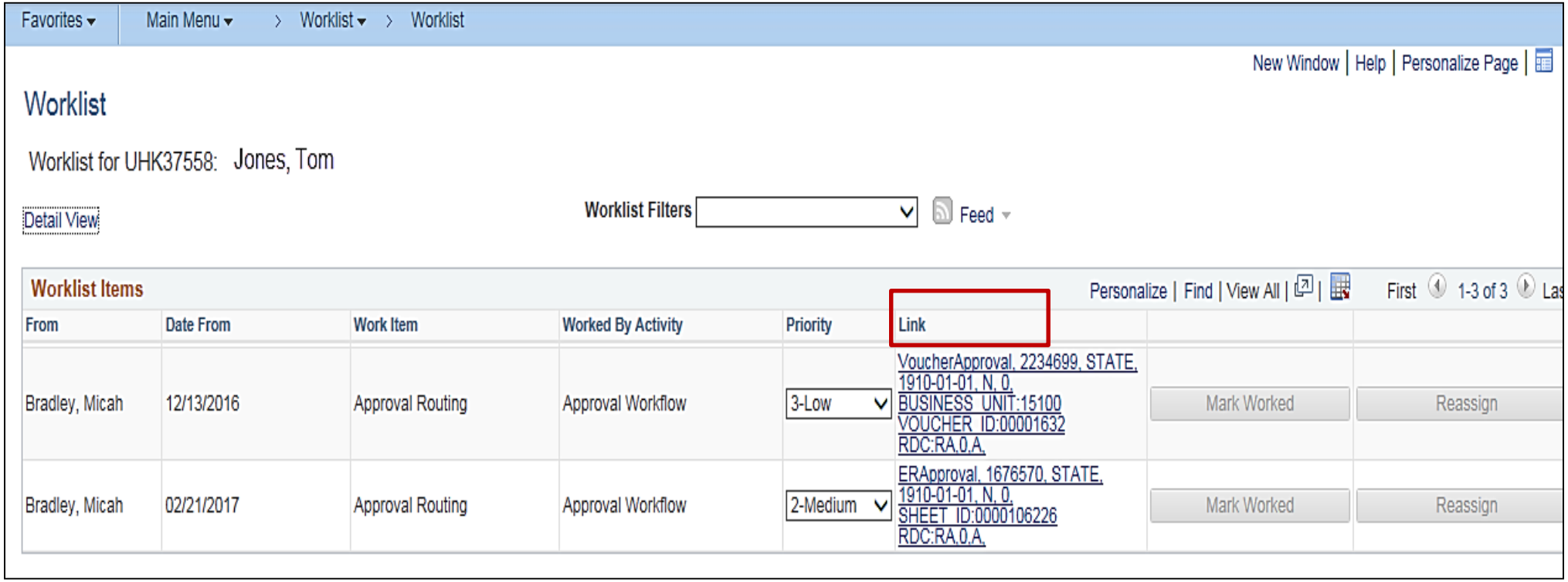
- **From:** Identifies the user or functional area that processed and submitted the item.
- **Date From**: Displays when the item was submitted.
- **Work Item**: Displays the type of item (i.e., Approval Routing, Transaction Approved, Transaction Denied, etc.).
- **Worked By Activity**: Provides additional information on the type of item.
- **Priority**: Allows you to assign a priority to items in your worklist. Items are automatically assigned a priority level based on the type of transaction. You may change these priorities as needed.
  - **Blank**: No priority
  - **1**: High priority
  - **2**: Medium priority
  - **3**: Low priority



Using Your Worklist (continued)

- **Link**: Displays the page where the item can be reviewed in detail and approval can be processed. The link description contains transaction type and number, e.g., **Voucher Approval** and **Voucher ID 0000106226.**

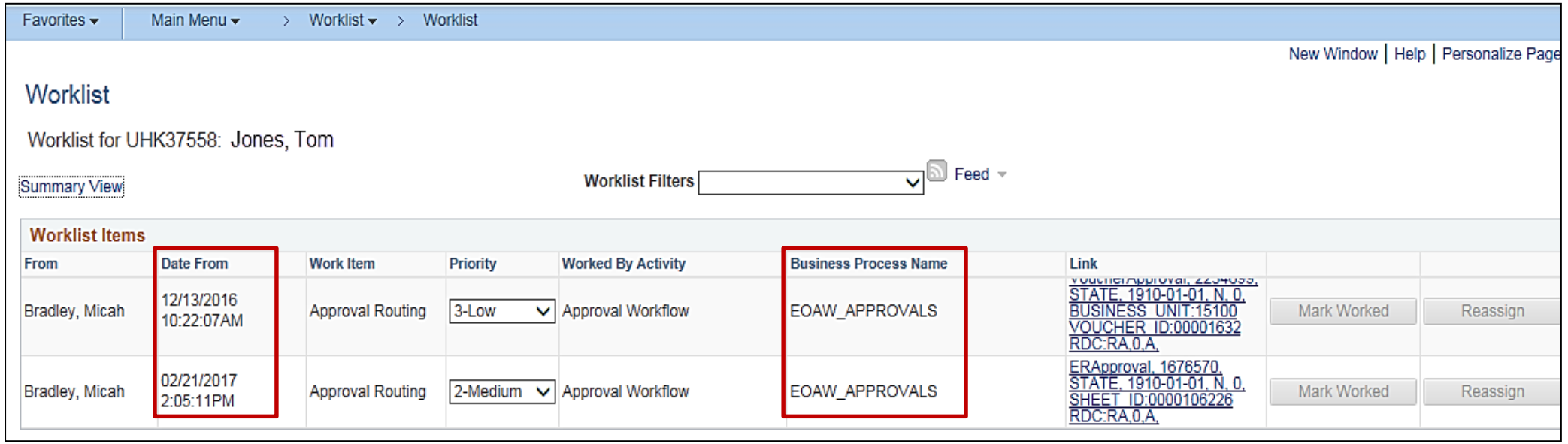
- Click the **Detail View** link.



Using Your Worklist (continued)

The **Detail View** link expands the item detail to include the following:

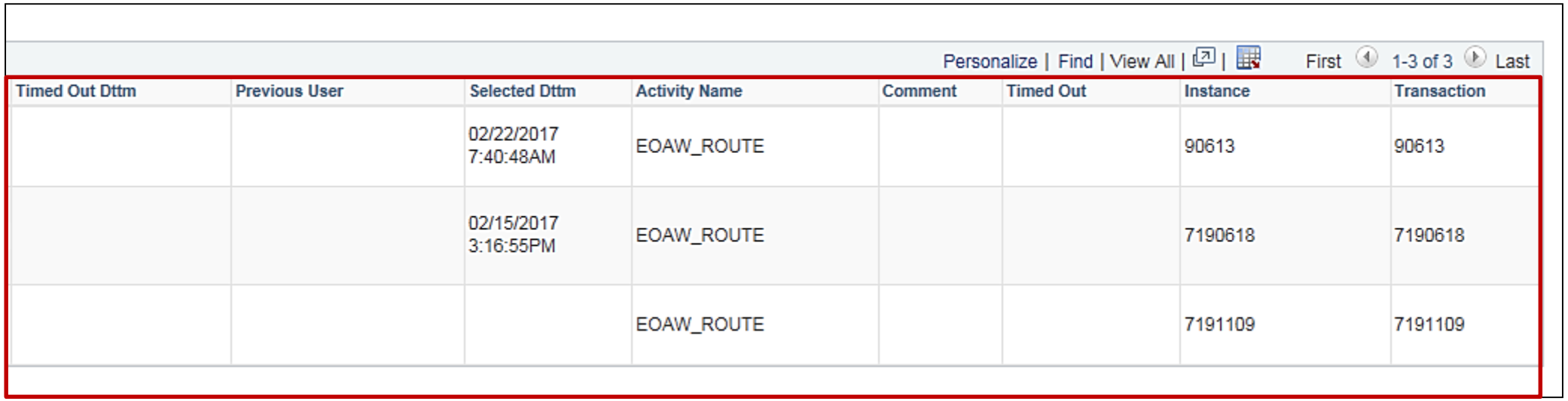
- **Date From** - Includes timestamp information which may be useful in locating specific items in the worklist.
- **Business Process Name** - Provides the name of the associated workflow process in Cardinal.



Using Your Worklist (continued)

- **Timed Out Dttm**: Not used in Cardinal.
- **Previous User**: Displays the user whose worklist previously listed the item, if reassigned.
- **Selected Dttm**: Displays the date and time the item was first selected for action.
- **Activity Name:** Provides the name of the associated workflow activity in Cardinal.
- **Comment:** Displays information about why an item has been reassigned.
- **Timed Out:** Not used in Cardinal.
- **Instance** and **Transaction**: Uniquely identifies each item automatically assigned by Cardinal.

Click the scroll bar at the bottom of the page to move to the left and click the **Summary View** to return.


Personalize | Find | View All | First 1-3 of 3 Last

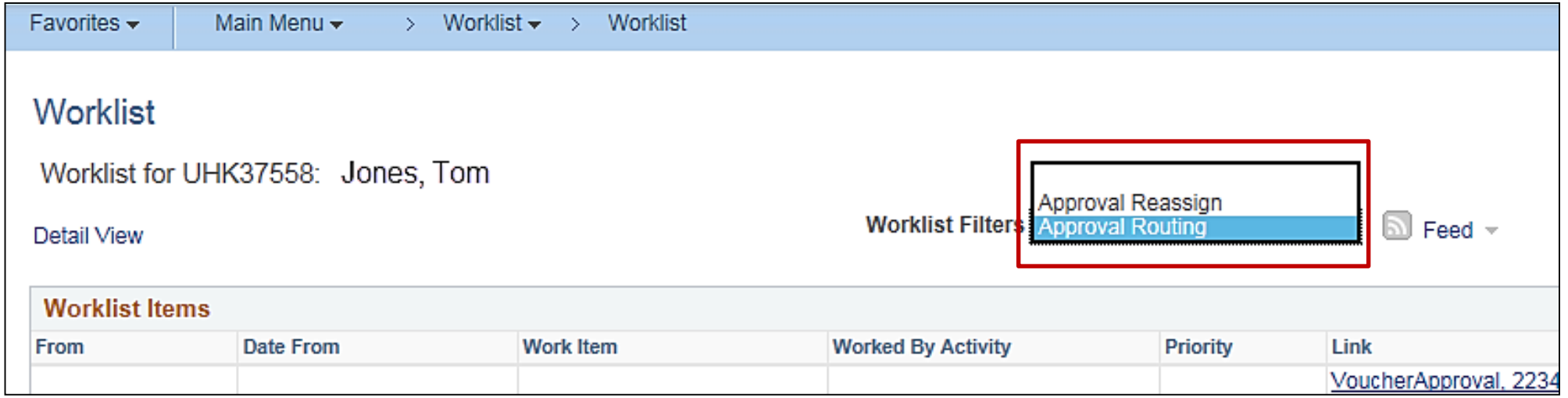
Timed Out Dttm	Previous User	Selected Dttm	Activity Name	Comment	Timed Out	Instance	Transaction
		02/22/2017 7:40:48AM	EOAW_ROUTE			90613	90613
		02/15/2017 3:16:55PM	EOAW_ROUTE			7190618	7190618
			EOAW_ROUTE			7191109	7191109

Worklist Filters

To filter the **Worklist**, select an approval work item from the **Work List Filters** drop-down menu.

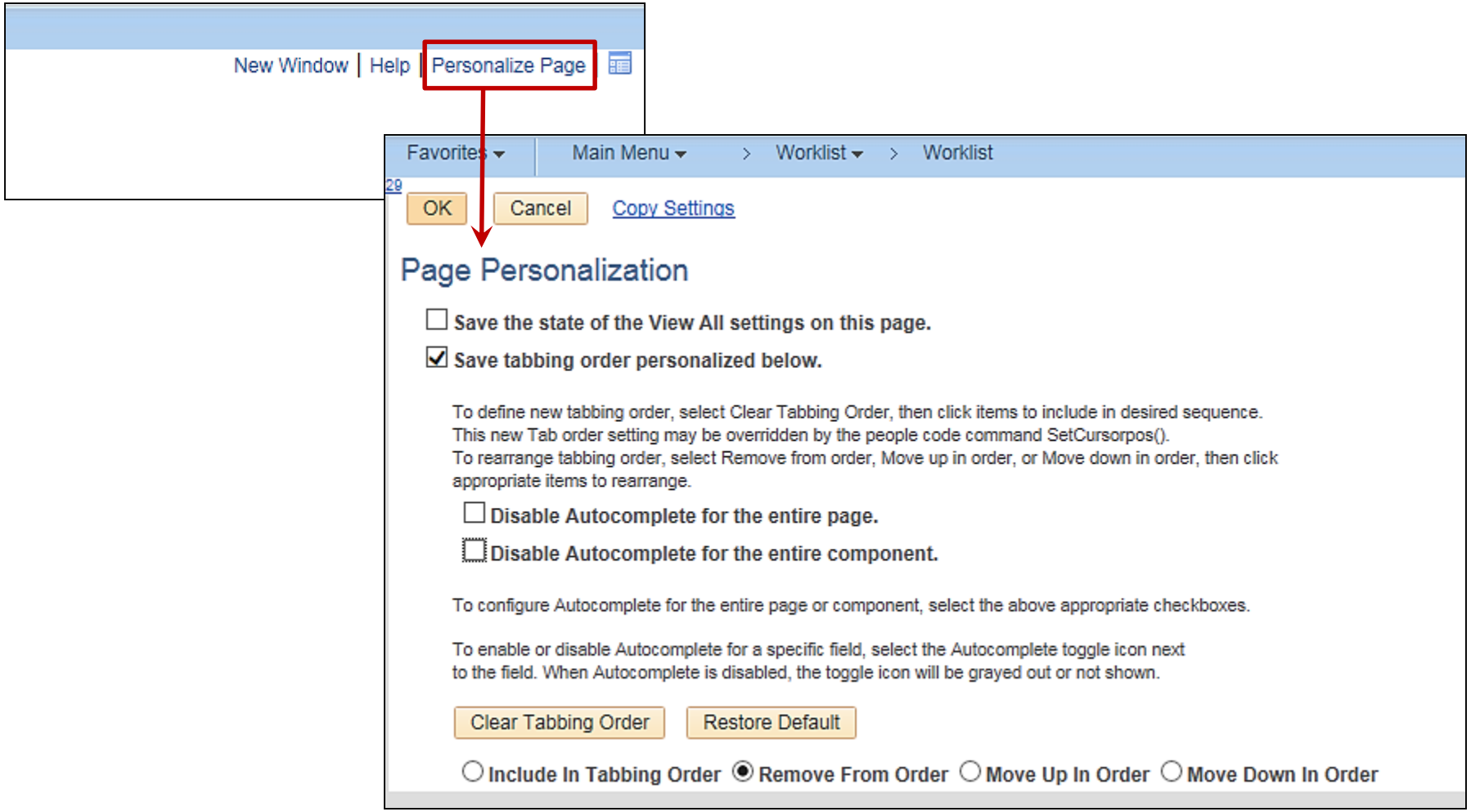
For this scenario, there are two options:

- **Approval Routing** – items that routed through the regular approval workflow
- **Approval Reassign** – items that were reassigned from another approver's worklist. If no items have been routed, this option does not display.



Worklist: Personalize Page

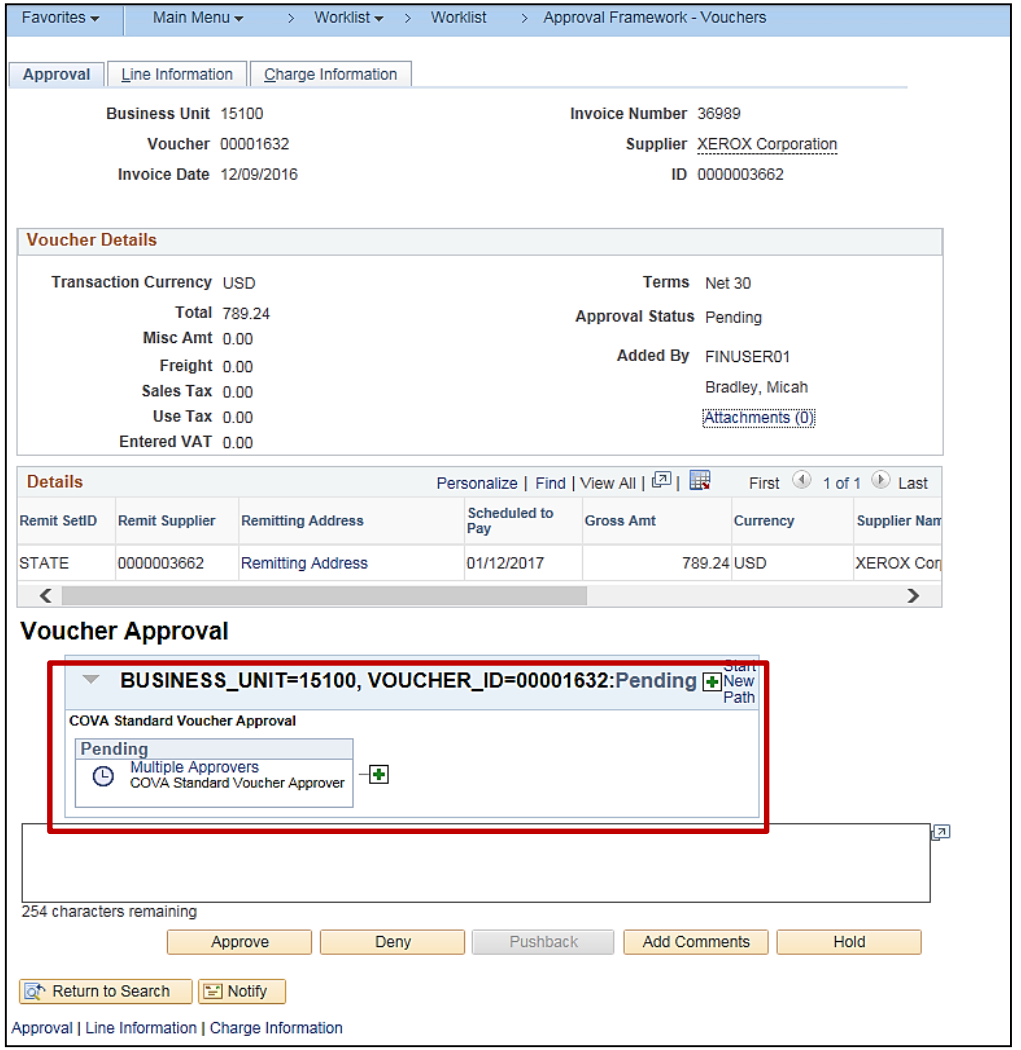
To customize the tab order/view, click on the **Personalize Page** link.



Worklist: Approving Items

When a worklist item is checked, the approval page for that item opens so the item can be worked.

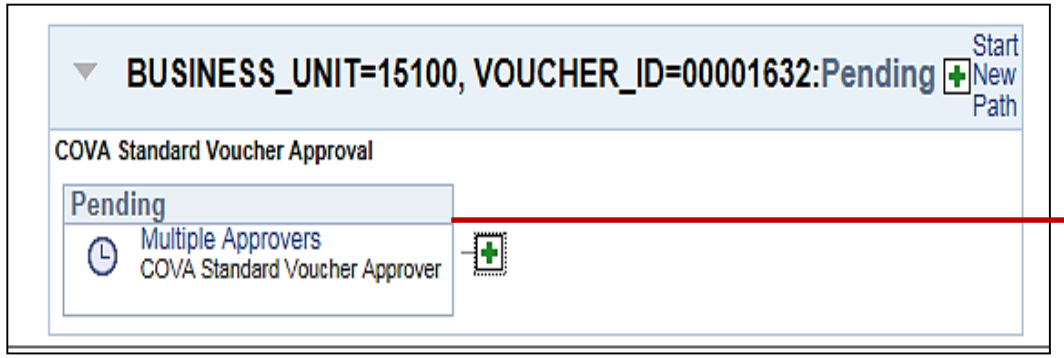
This screenshot shows an approval page for a voucher. On the approval page, the item's approval path and the status of approvals can be reviewed, as well as approval of the work item.

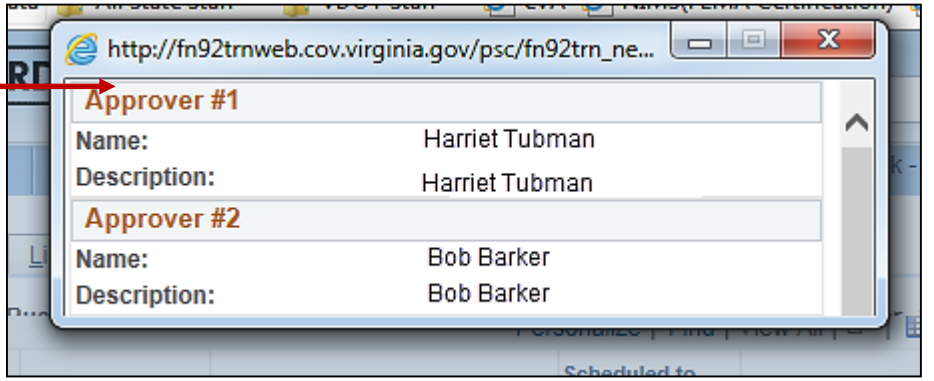


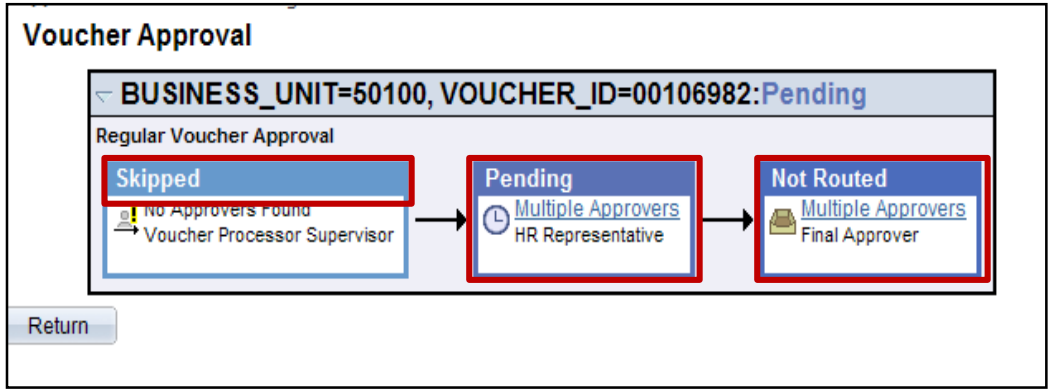
Worklist: Approving Items (continued)

If the word Skipped appears in the box, the transaction has a workflow routing error and has been sent to the appropriate Workflow Administrator. Links in the **Pending** and the **Not Routed** boxes show the approver(s) it is being routed to.

Click on the link in the workflow box to see all the approvers the transaction was routed to for that specific level of approval.







Adding Approvers/Reviewers to Workflow

Depending on the work item and user security level, it may be possible to insert additional approvers or reviewers to an item's workflow.

If an approver is inserted, the item does not continue through workflow until the inserted approver approves the item.

If a reviewer is inserted, the item continues through workflow. A reviewer can add comments but cannot approve or deny an item, so their input does not affect workflow. The item routes to the next level regardless of the reviewer's comments.

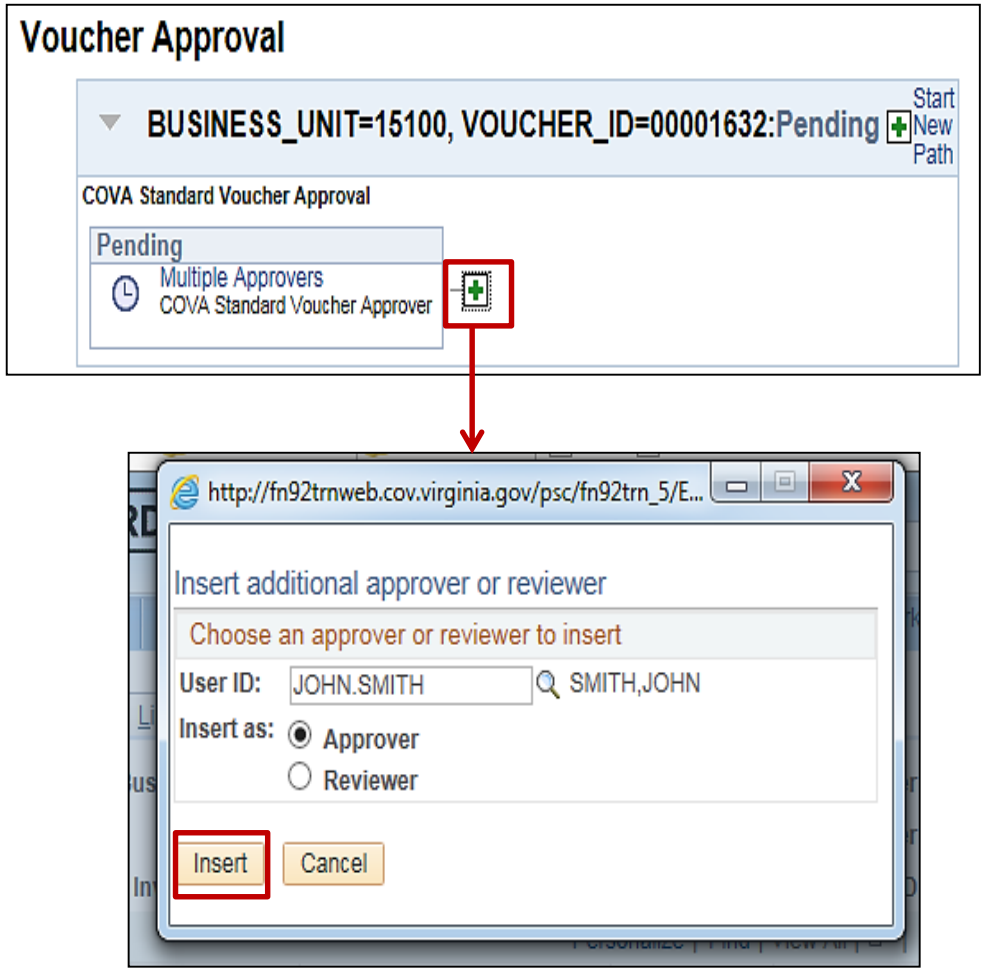
Additional approvers or reviewers can only be added to workflow at specific points in time:

- The work item creator, can only add approvers/reviewers before submitting the item for approval.
- The work item, can only add approvers/reviewers **before** clicking the **Approve** button.

Adding Approvers/Reviewers to Workflow (continued)

To insert an additional approver or reviewer:

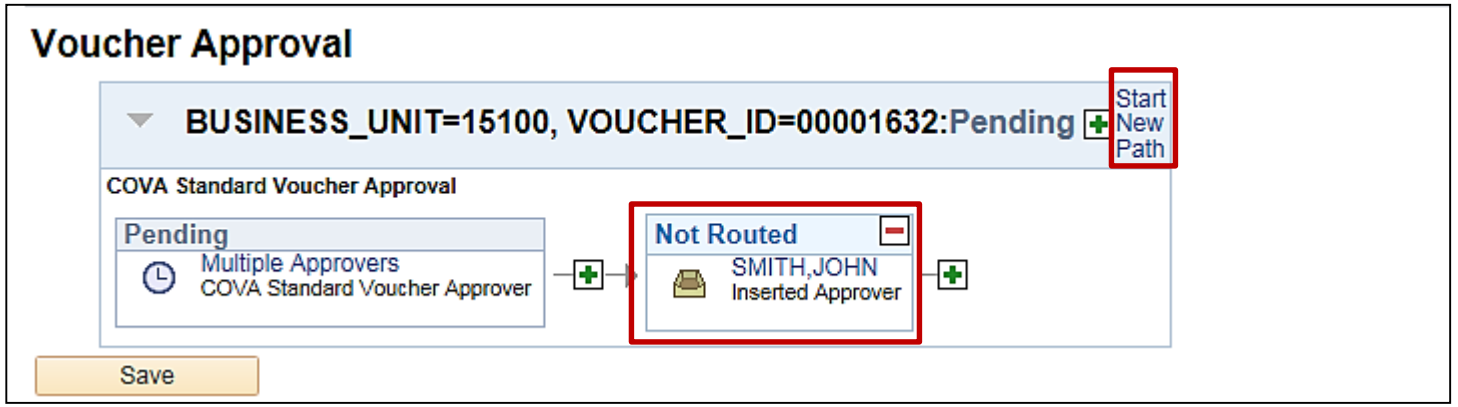
- Click on the **Approval** tab for the item that requires an additional approver or reviewer.
- Click the **+** button (Insert Approvers).
- In the window that opens, enter the approver/reviewer's **User ID** (Use the **lookup** icon if the **User ID** is not known.)
- Specify whether this person should be an approver or a reviewer, and click the **Insert** button.



Adding Approvers/Reviewers to Workflow (continued)

- The added approver displays in the workflow path.
- Click the **Save** button.

The **Start New Path** links are not used. Do not click on these links.



Worklist: Alternate Approvers

An alternate approver to work items on the worklist can be assigned for a specified period of time. This ensures approvals continue when planning to be out of the office.

In Cardinal, only future items will route to the alternate approver you designate. Work the existing items on the worklist, or have a Workflow Administrator reassign them to the alternate approver.

Once items are routed to the alternate approver, they will not route back to you at the end of the reassignment period. The alternate approver must work all worklist items during the reassignment period or have a Workflow Administrator reassign them to you.

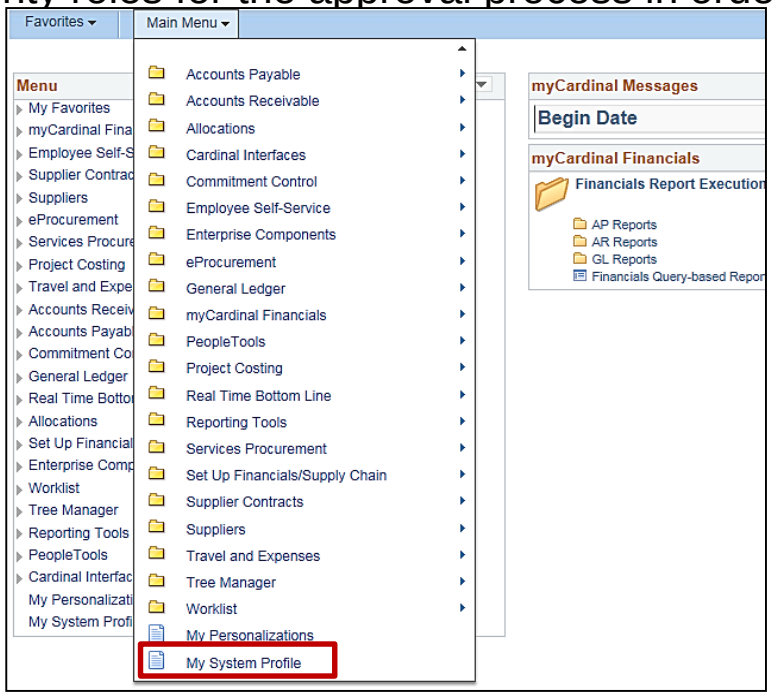
Your alternate approver must have the appropriate security roles for the approval process in order to access those items.

To assign an **Alternate User** as an approver,

go to the **My System Profile** page.

You can navigate to this page using the following path:

Main Menu > My System Profile

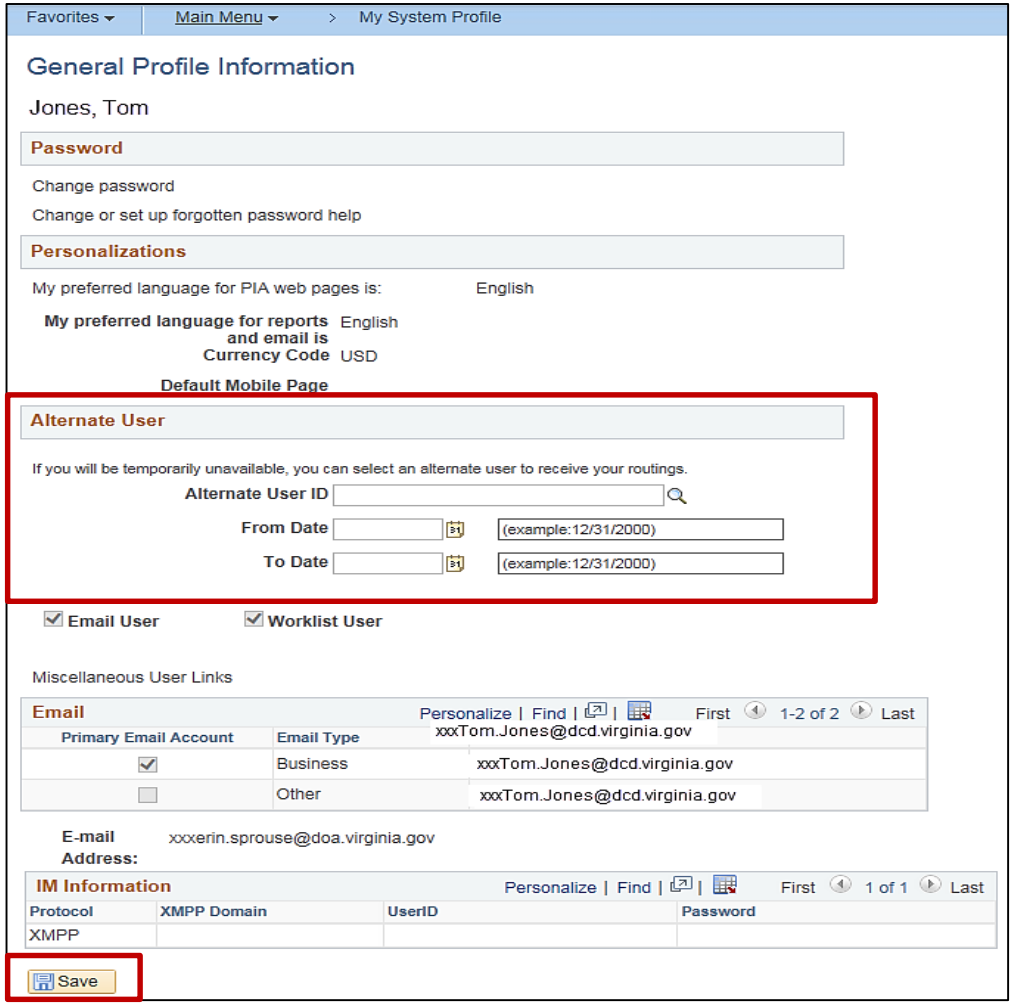


Alternate User Setup

The steps to assign an alternate worklist approver are:

- In the **Alternate User ID** field, enter the **User ID** of the alternate approver (use the **lookup** icon **the User ID** is not known).
- Use the **From Date** and **To Date** fields to specify the date range items should be routed to the alternate approver.
- Click the **Save** button to make the changes active.

Always follow up with the alternate approver at the end of the reassignment period to determine the status of outstanding worklist items.



Click on image to enlarge

Worklist: Error Items/Reassignment of Items

In Cardinal, the **Monitor Approvals** page is used by the Workflow Administrator to reassign specific Journal and Voucher worklist items to an alternate approver and to process workflow items with routing errors.

Contact the Workflow Administrator with any issues related to routing errors or reassignment of Journal or Voucher items currently on the worklist.

Travel and Employee Expense worklist items are reassigned on the **Reassign Approval Work** page, rather than the **Monitor Approvals** page.

The Expense Coordinator or Expense Administrator can reassign Travel and Employee Expense worklist items to an alternate approver, using the following path:

Main Menu > Travel and Expenses > Manage Expenses Security > Reassign Approval Work.

For more detailed information about reassigning approvals, see the job aid entitled **SW AP317: Reassign Employee Expense Approvals** located on the Cardinal website in **Job Aids** under **Training**.

Pooled Worklist

Some worklists are shared among multiple approvers in Cardinal. These worklists are called **pooled worklists**.

With a pooled worklist, all worklist approvers share work items at each approval level. When a user selects and works an item, it is dropped for everyone who shares that pooled worklist.

Pooled worklists are available for vouchers and journals at all approval levels.

With a non-pooled worklist, an item routes to only one user at a time. Expense reports, cash advances, and travel authorizations are approved using non-pooled worklists.

Approvals by Functional Area

Detailed instructions for approving specific items in Cardinal are included in the following 300-level Cardinal courses, available through the Commonwealth's Learning Center (COVLC).

Accounts Payable Approvals:
- SW AP313: Approving Vouchers
- SW AP317: Approving Employee Expenses

General Ledger Approvals:
- SW GL333: Approving Journals

Accounts Receivable Approvals:
- SW AR326: Accounts Receivable – Funds Receipts (finalizing funds receipts and deposits)

General Ledger
- SW GL334: Processing Budget Journals (posting budget journals)

Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.

Which of the following items can be accessed through a worklist? (check all that apply)

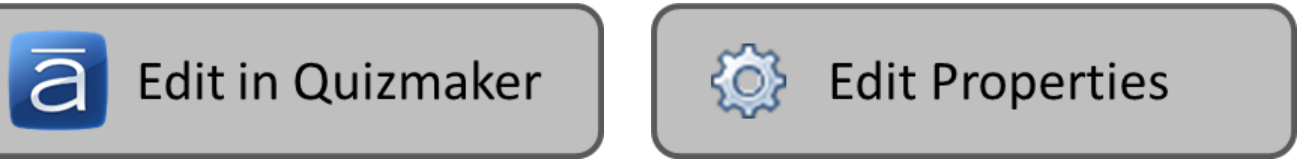
- ☐ Vouchers
- ☐ Travel Authorizations
- ☐ Employee Expense Reports
- ☐ Funds Receipts
- ☐ Cash Advances
- ☐ Journals
- ☐ Budget Journals

With a pooled worklist, all worklist approvers within the pooled group must approve the item before it moves on to the next step for processing.

- ○ True
- ○ False

PROPERTIES

On passing, 'Finish' button:	Goes to Next Slide
On failing, 'Finish' button:	Goes to Next Slide
Allow user to leave quiz:	After user has completed quiz
User may view slides after quiz:	At any time
Show in menu as:	Single item



Lesson 2: Summary

2 Managing Your Worklist

In this lesson, you learned:

- A worklist contains information about each item that requires review or action, including a link to the page where it can be approved.
- An alternate approver can be assigned for a period of time, on the My System Profile page.
- Not all users can reassign worklist items. Access to reassign worklist items is restricted to users with certain security in Cardinal.

Course Summary

NAV210 Introduction to Approvals

In this course, you learned:

- Using the different methods of approval in Cardinal
- Using the worklist to approve items in Cardinal
- Assigning your worklist or specific worklist items to an alternate approver
- Approving items in Cardinal
- Denying items in Cardinal
- Pushing back items in Cardinal
- Sending back items in Cardinal
- Holding items for later action in Cardinal
- Adding an additional approver or reviewer

Course Evaluation

Congratulations! You successfully completed the **SW NAV210: Introduction to Approvals** course.

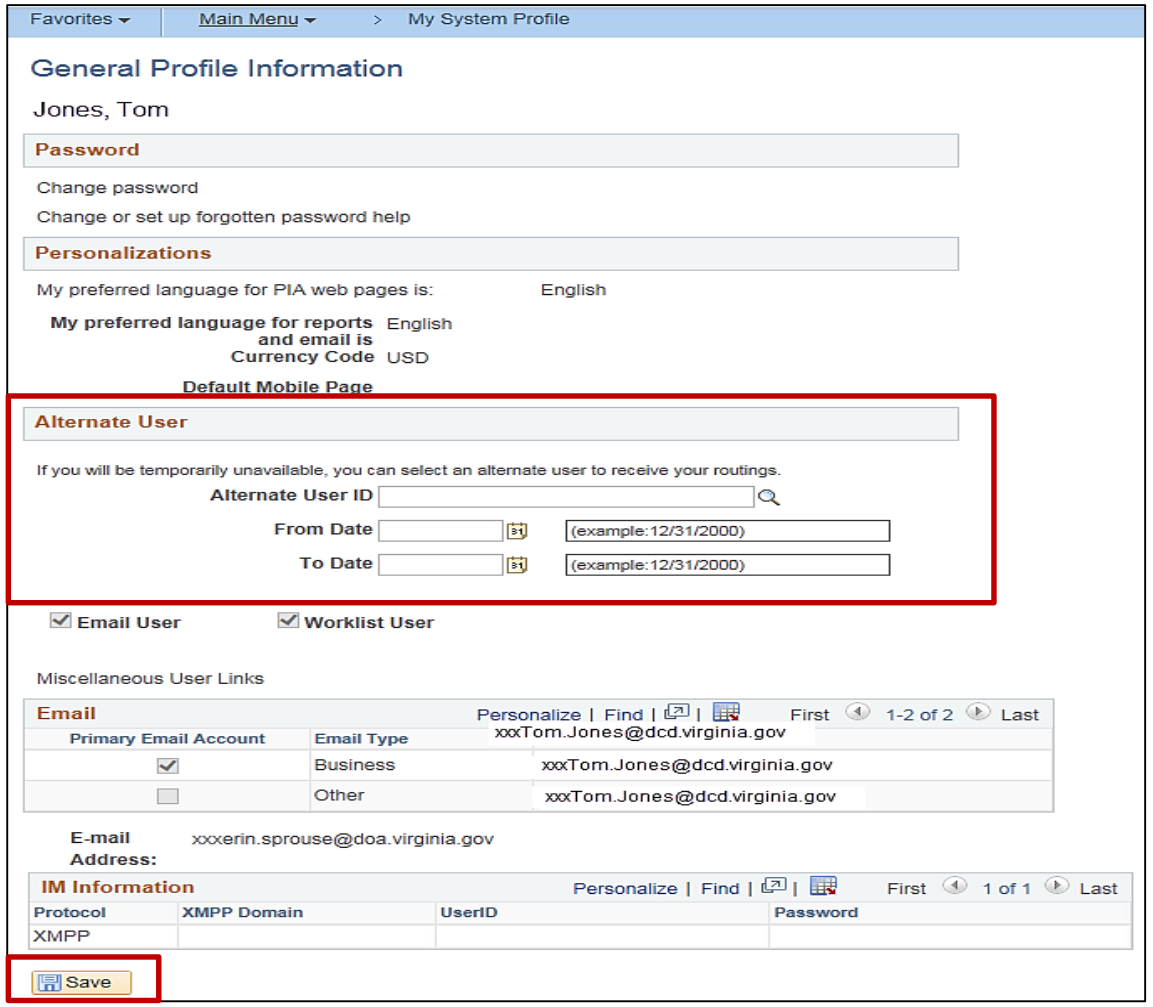
Click here to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the [**X**] button in the upper right corner.

Appendix

- Diagrams and Screenshots

Alternate User Setup



Click on image to return

End Of Appendix

Congratulations! You successfully completed the appendix section of **SW NAV210: Cardinal Introduction to Approvals** course.

To close the web based training course, click the '**X'** button in the upper right corner.