



501 NAV210

Introduction to Approvals

Web Based Training



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(s) to approve items in Cardinal
- Delegate Human Capital Management (HCM) application worklist items to a proxy
- Assign Financials (FIN) application worklist items to an alternate approver
- Approve and denying items
- Push back and send back items



Course Objectives (continued)



Adding an additional approver or reviewer



Agenda

1

Approvals Overview

2

Managing The Worklist



Lesson 1: Introduction

1

Approvals Overview

This lesson covers the following topics:

- Functional Areas Overview
- Approvals Overview
- Overview of Approval Processing
- Methods of Approval



Functional Areas Overview

Cardinal contains two applications: a Financial Application and a Human Capital Management Application (HCM). The diagram shows the functional areas of both Cardinal applications.

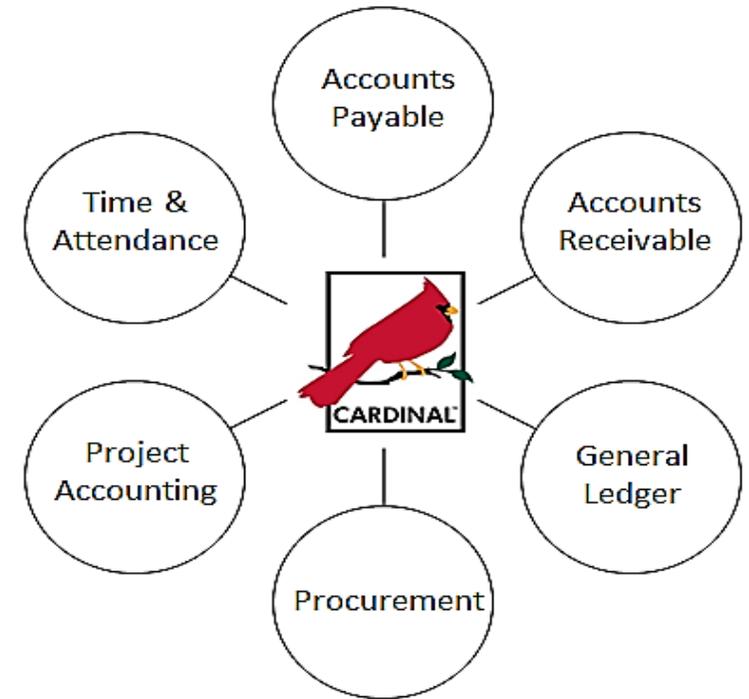
Cardinal Financial Application (FIN):

- **Accounts Payable** - Vouchers, Travel Authorizations, Expense Reports, Cash Advances
- **Accounts Receivable** - Creating and Maintaining Deposits, Billing Adjustments, and Item Adjustments
- **General Ledger** - Journals
- **Procurement** - Requisitions (including Web IMS restock), Purchase Orders, Change Orders (including Close Short Change Orders), Procurement Card (PCard), Integrated Supply Services Program (ISSP), Procurement Contracts, and Strategic Sourcing Events
- **Project Accounting** - Projects, Project Distributions, and Billing Worksheets

Cardinal Human Capital Management (HCM) Application:

- **Time & Attendance** - Reported Time (including Absences), Payable Time, and Extended Leave Requests

Cardinal Functional Areas



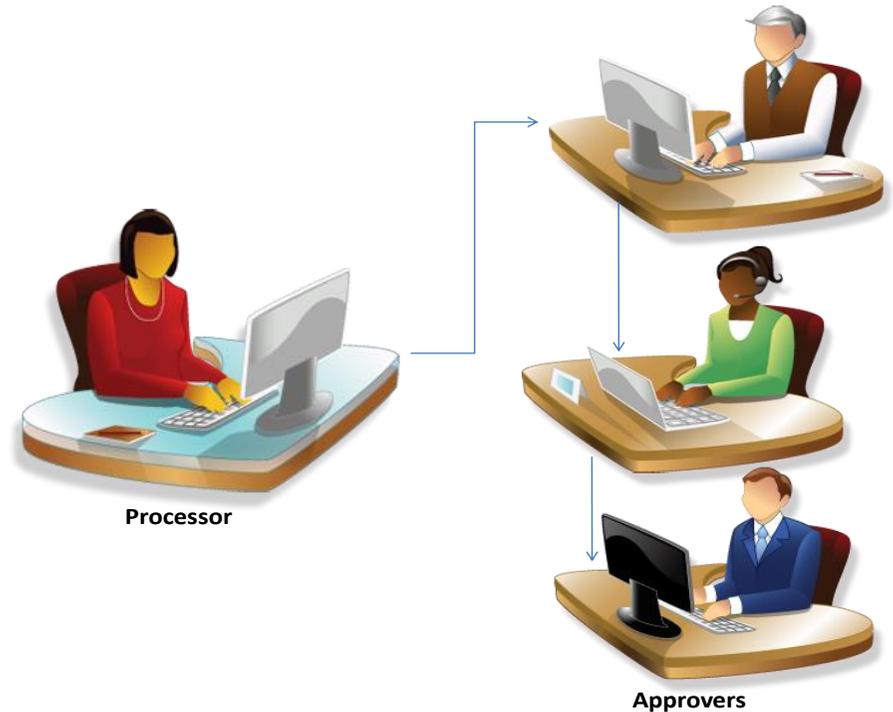


Overview of the Approval Process

Approving an item in Cardinal allows it to be processed further.

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

Some items require just one approval; others require multiple approvals by different individuals. In Cardinal, the user who enters or processes the item is usually different from the user or users who approve it. In most cases, Cardinal Security prevents the same user from both entering and approving a transaction.





Approval Actions

Depending on the type of item being reviewed, there are various actions that can be taken.

Options include:

- **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.
- **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 allows the user to prevent other approvers from taking action on the item.



Notifications in Cardinal

There are two separate worklists in Cardinal: one for Financials (FIN) and one for Human Capital Management (HCM). Access to FIN items needing approval in the Financials application and HCM items needing approval in the Human Capital Management application.

Cardinal uses various methods to notify the user that an item needs approval. Some notifications also occur outside of Cardinal (e.g., a user sends an email). The type of item determines which specific notification methods are available.

Cardinal may notify the user (e.g., via worklist) when an item has been denied or pushed back.

In some cases, reports or queries also identify items that are ready for approval.



Methods of Approval: Accessing Approval Items

There are various methods to access items needing approval. The type of item determines which specific access methods are available.

Examples include:

- **Page** - Navigate directly to the related page in the Cardinal module to approve an item.
- **Worklist** - Navigate to the worklist and click on the link to an item.
- **Pagelet** - Access the item from an added menu item. For more detailed information about using a pagelet for approval, see the course entitled **501 PR343: Procurement Approvals** located on the Cardinal website in **Course Materials** under **Training**.
- **Email notification** - Access the item from a link in an email notification. For more detailed information about email notifications for approval, see the course entitled **501 PR343: Procurement Approvals** located on the Cardinal website in **Course Materials** under **Training**.



Methods of Approval: Worklist

A worklist is an organized list of items in Cardinal that need to be reviewed and/or approved. A worklist allows:

- View additional details about each worklist item
- Navigate to pages where the user can access work (i.e., approve, deny, etc.) the item

Items remain on the worklist(s) until they are worked (i.e., approved or other action is entered).

The screenshot shows the 'Cardinal' application interface. At the top, there is a navigation bar with 'Home', 'Worklist' (highlighted with a red box), 'Add to Favorites', and 'Sign Out'. Below this is a search bar with 'All' and 'Advanced Search' options. The main content area is titled 'Worklist' and shows 'Worklist for WALLACE.ROBERTS: Roberts, Wallace 'Rob' (VDOT)'. There are 'Worklist Filters' and 'Feed' options. A table titled 'Worklist Items' contains two rows of work items. Each row has columns for 'From', 'Date From', 'Work Item', 'Worked By Activity', 'Priority', and 'Link'. The 'Link' column contains a URL for 'GLJournalApproval'. To the right of each row are 'Mark Worked' and 'Reassign' buttons. A 'Refresh' button is located at the bottom left of the table area.

From	Date From	Work Item	Worked By Activity	Priority	Link		
Easter-Webster, Gloria (VDOT)	08/06/2019	Approval Routing	Approval Workflow	1-High	GLJournalApproval. 592059. STATE. 1910-01-02. N. 0. BUSINESS UNIT: 50100. JOURNAL_ID: 0001286433. JOURNAL_DATE: 2019-08-06. BUSINESS UNIT LN: 50100. RDC: RA. 0. A.	Mark Worked	Reassign
Easter-Webster, Gloria (VDOT)	08/07/2019	Approval Routing	Approval Workflow	1-High	GLJournalApproval. 592251. STATE. 1910-01-02. N. 0. BUSINESS UNIT: 50100. JOURNAL_ID: 0001287878. JOURNAL_DATE: 2019-08-07. BUSINESS UNIT LN: 50100. RDC: RA. 0. A.	Mark Worked	Reassign



Lesson 1: Summary

1

Approvals Overview

In this lesson, you learned:

- Cardinal has two applications: FIN and HCM. To approve FIN items, go to the Financial application. To approve HCM items, go to the Human Capital Management application.
- Cardinal uses various methods to notify you of an item that needs your approval.
- Some notifications occur outside Cardinal (e.g., via email from the person who entered the transaction).
- You can access an item using various paths. Examples include:
 - Accessing your 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.



Lesson 2: Introduction

2

Managing Your Worklist

This lesson covers the following topics:

- Approving Items from a Worklist
- Assigning Cardinal Financials (FIN) Application Worklist to an Alternate Approver
- Delegating Cardinal Human Capital Management (HCM) Application Worklist to a Proxy
- Using The Worklist
- Reassigning Specific Worklist Items
- Adding Approvers and Reviewers to Workflow



Lesson 2: Introduction (continued)

2

Managing Your Worklist

This lesson covers the following topics:

- Pooled Worklists
- Error Worklist Items



Cardinal Worklists

To access Financials application worklist items on the Cardinal Financials (FIN) **Home** page navigate to:

Main Menu > Worklist, or

Click on **Worklist** on the Header of the Financials application page.

To access the Cardinal Human Capital Management (HCM) worklist items, click the **Cardinal HCM** link in the portlet.

Then use either of the options above to access the HCM worklist.

The screenshot displays the Cardinal Financials application interface. At the top right, a navigation bar contains links for Home, Worklist, Add to Favorites, and Sign Out. Below this is a search bar with 'All' selected and an 'Advanced Search' button. The main content area is divided into a left-hand 'Main Menu' sidebar and a central 'Menu' section. The 'Main Menu' sidebar lists various application areas, with 'Worklist' highlighted in yellow. A red box highlights the 'Worklist' and 'Worklist Details' options in the sidebar. The 'Menu' section contains three portlets: 'myCardinal Financials' (with sub-items like AP Reports, AR Reports, GL Reports, PA Reports, PR Reports, and Financials Query-based Reports), 'myCardinal Messages' (with a 'Begin Date' field and a 'Message' field), and 'Financials Links' (with links for 'Cardinal HCM' and 'Cardinal Portal').



Cardinal Worklists (continued)

Both the **FIN** and **HCM Worklist** pages provide summary information about all items on the personal worklist.

From these pages, the user can:

- 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



Cardinal Worklists (continued)

Access these approval items via **FIN Application** worklist:

- Cash advances
- Change Orders
- Employee Expense Reports
- Journals
- Purchase Orders
- Requisitions (including Restock Requisitions)
- Strategic Sourcing Events
- Travel Authorizations
- Vouchers

Access these items via **HCM Application** worklist:

- Reported Time (i.e., Absences)
- Payable Time (i.e., Timesheets)



Using The Worklist

Both Cardinal worklists (FIN and HCM) provide a **Summary View** and **Detail View**.

To Open FIN or HCM worklist, a list of items that require review and/or approval appears. Click on any of the column heading to sort items in ascending or descending order. Click on a link to view and/or work the item.

Cardinal

Home | Worklist | Add to Favorites | Sign Out

All Search >> Advanced Search

Favorites Main Menu > Worklist > Worklist

Worklist

Worklist for WALLACE.ROBERTS: Roberts, Wallace 'Rob' (VDOT)

Detail View Worklist Filters Feed

Worklist Items Personalize Find View All First 1-2 of 2 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Easter-Webster, Gloria (VDOT)	08/06/2019	Approval Routing	Approval Workflow	1-High	GLJournalApproval_592059.STATE.1910-01-02.N.0.BUSINESS_UNIT:50100.JOURNAL_ID:0001286433.JOURNAL_DATE:2019-08-06.BUSINESS_UNIT_LN:50100.RDC:RA,0,A.	Mark Worked	Reassign
Easter-Webster, Gloria (VDOT)	08/07/2019	Approval Routing	Approval Workflow	1-High	GLJournalApproval_592251.STATE.1910-01-02.N.0.BUSINESS_UNIT:50100.JOURNAL_ID:0001287878.JOURNAL_DATE:2019-08-07.BUSINESS_UNIT_LN:50100.RDC:RA,0,A.	Mark Worked	Reassign

Refresh



Using The 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 (e.g., Approval Routing, Transaction Approved, etc.)
- **Worked By Activity** - Provides additional information on the type of item

Cardinal Home | Worklist | Add to Favorites | S

All Search >> Advanced Search

Worklist

Worklist for WALLACE.ROBERTS: Roberts, Wallace 'Rob' (VDOT)

Detail View Worklist Filters Feed

Worklist Items						Personalize Find View All [?] []	First 1-2 of 2 Last
From	Date From	Work Item	Worked By Activity	Priority	Link		
Easter-Webster, Gloria (VDOT)	08/06/2019	Approval Routing	Approval Workflow	1-High	GLJournalApproval, 592059, STATE, 1910-01-02, N, 0, BUSINESS UNIT:50100, JOURNAL ID:0001286433, JOURNAL DATE:2019-08-06, BUSINESS UNIT LN:50100, RDC:RA.0.A.	Mark Worked	Reassign
Easter-Webster, Gloria (VDOT)	08/07/2019	Approval Routing	Approval Workflow	1-High	GLJournalApproval, 592251, STATE, 1910-01-02, N, 0, BUSINESS UNIT:50100, JOURNAL ID:0001287878, JOURNAL DATE:2019-08-07, BUSINESS UNIT LN:50100, RDC:RA.0.A.	Mark Worked	Reassign



Using The Worklist (continued)

- **Priority** - Provides the ability to assign a priority to items in the worklist. Items are automatically assigned a priority level based on the type of transaction:
 - **Blank** - No priority
 - **1-High**
 - **2-Medium**
 - **3-Low**
- **Link** - The worklist is displayed. Review the item in more detail and process the approval. The link description contains transaction type and number, e.g., Voucher Approval and Voucher ID 00000008.

The screenshot shows the Cardinal Worklist interface. At the top, there is a search bar with 'All' selected and a search input field. Below the search bar, there are navigation links: Home, Worklist, Add to Favorites, and Sign Out. The main content area is titled 'Worklist' and shows 'Worklist for WALLACE.ROBERTS: Roberts, Wallace 'Rob' (VDOT)'. There are 'Worklist Filters' and a 'Feed' icon. A table titled 'Worklist Items' is displayed with the following columns: From, Date From, Work Item, Worked By Activity, Priority, and Link. The table contains two rows of data. The first row is for 'Easter-Webster, Gloria (VDOT)' with a date of '08/06/2019', work item 'Approval Routing', and activity 'Approval Workflow'. The second row is for 'Easter-Webster, Gloria (VDOT)' with a date of '08/07/2019', work item 'Approval Routing', and activity 'Approval Workflow'. Both rows have a priority of '1-High'. The Link column contains detailed transaction information. To the right of the table, there are 'Mark Worked' and 'Reassign' buttons for each row. At the bottom of the table, there is a 'Refresh' button.

From	Date From	Work Item	Worked By Activity	Priority	Link
Easter-Webster, Gloria (VDOT)	08/06/2019	Approval Routing	Approval Workflow	1-High	GL JournalApproval_592059.STATE.1910-01-02.N.0.BUSINESS_UNIT:50100.JOURNAL_ID:0001286433.JOURNAL_DATE:2019-08-06.BUSINESS_UNIT_LN:50100.RDC.RA.0.A.
Easter-Webster, Gloria (VDOT)	08/07/2019	Approval Routing	Approval Workflow	1-High	GL JournalApproval_592251.STATE.1910-01-02.N.0.BUSINESS_UNIT:50100.JOURNAL_ID:0001287879.JOURNAL_DATE:2019-08-07.BUSINESS_UNIT_LN:50100.RDC.RA.0.A.



Using The Worklist (continued)

- **Marked worked** - Is not used on the worklist
- **Reassigned** - Is not used on the worklist

Cardinal Home | Worklist | Add to Favorites | Sign Out

All Search >> Advanced Search

Favorites > Main Menu > Worklist > Worklist

Worklist New Window | Personalize Page

Worklist for WALLACE.ROBERTS: Roberts, Wallace 'Rob' (VDOT)

[Detail View](#) Worklist Filters [] Feed []

From	Date From	Work Item	Worked By Activity	Priority	Link		
Easter-Webster, Gloria (VDOT)	08/06/2019	Approval Routing	Approval Workflow	1-High	GLJournalApproval_592059.STATE.1910-01-02.N.0.BUSINESS_UNIT:50100.JOURNAL_ID:0001286433.JOURNAL_DATE:2019-08-06.BUSINESS_UNIT_LN:50100.RDC:RA.0.A.	Mark Worked	Reassign
Easter-Webster, Gloria (VDOT)	08/07/2019	Approval Routing	Approval Workflow	1-High	GLJournalApproval_592251.STATE.1910-01-02.N.0.BUSINESS_UNIT:50100.JOURNAL_ID:0001287878.JOURNAL_DATE:2019-08-07.BUSINESS_UNIT_LN:50100.RDC:RA.0.A.	Mark Worked	Reassign

Refresh



Using The Worklist (continued)

Click the **Detail View** link to expand the item detail to include the following:

- **Date From** - Includes timestamp information which may be useful in locating specific items in the worklist

The screenshot shows the 'Cardinal' application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign Out'. Below this is a search bar with 'All' and 'Advanced Search' options. The main content area is titled 'Worklist' and shows 'Worklist for WALLACE.ROBERTS: Roberts, Wallace 'Rob' (VDOT)'. There is a 'Detail View' link and 'Worklist Filters' and 'Feed' options. A table of worklist items is displayed with columns: From, Date From, Work Item, Worked By Activity, Priority, and Link. The 'Date From' column is highlighted with a red box. Below the table is a 'Refresh' button.

From	Date From	Work Item	Worked By Activity	Priority	Link
Easter-Webster, Gloria (VDOT)	08/06/2019	Approval Routing	Approval Workflow	1-High	GLJournalApproval.592059.STATE.1910-01-02.N.0.BUSINESS_UNIT:50100.JOURNAL_ID:0001286433.JOURNAL_DATE:2019-08-06.BUSINESS_UNIT_LN:50100.RDC:RA.0.A.
Easter-Webster, Gloria (VDOT)	08/07/2019	Approval Routing	Approval Workflow	1-High	GLJournalApproval.592251.STATE.1910-01-02.N.0.BUSINESS_UNIT:50100.JOURNAL_ID:0001287878.JOURNAL_DATE:2019-08-07.BUSINESS_UNIT_LN:50100.RDC:RA.0.A.



Worklist Filters

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

Worklist

Worklist for WALLACE.ROBERTS: Roberts, Wallace 'Rob' (VDOT)

Detail View

Worklist Filters Feed

Personalize | Find | View All | | First 1-2 of 2 Last

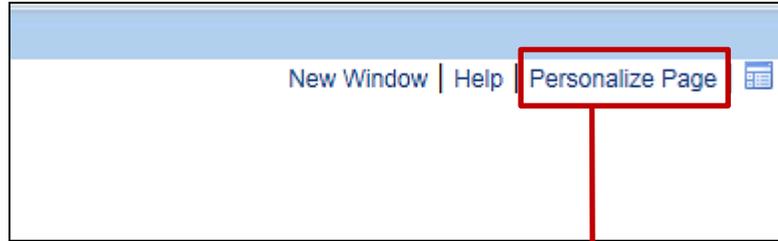
From	Date From	Work Item	Worked By Activity	Priority	Link		
Easter-Webster, Gloria (VDOT)	08/06/2019	Approval Routing	Approval Workflow	1-High	GLJournalApproval, 592059, STATE, 1910-01-02, N, 0, BUSINESS_UNIT:50100, JOURNAL_ID:0001286433, JOURNAL_DATE:2019-08-06, BUSINESS_UNIT_LN:50100, RDC:RA,0,A.	Mark Worked	Reassign
Easter-Webster, Gloria (VDOT)	08/07/2019	Approval Routing	Approval Workflow	1-High	GLJournalApproval, 592251, STATE, 1910-01-02, N, 0, BUSINESS_UNIT:50100, JOURNAL_ID:0001287878, JOURNAL_DATE:2019-08-07, BUSINESS_UNIT_LN:50100, RDC:RA,0,A.	Mark Worked	Reassign

Refresh



Worklist: Personalize Page

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



Page Personalization

Save the state of the View All settings on this page.
 Save tabbing order personalized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence. This new Tab order setting may be overridden by the people code command SetCursorpos().
To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

Rearrange tab order action

Include In Tabbing Order Remove From Order Move Up In Order Move Down In Order

Worklist

Worklist for WALLACE.ROBERTS: Roberts, Wallace 'Rob' (VDOT)

Summary View Worklist Filters

38 From	39 Date From	40 Work Item	41 Priority	43 Worked By Activity	44 Business Process Name
Easter-Webster, Gloria (VDOT)	08/06/2019 1:53:14PM	Approval Routing	1-High	Approval Workflow	EOAW_APPROVALS



Worklist: Approving Items

The **Approval** page is displayed when an item on the worklist is accessed.

This example displays an **Approval** page for a voucher.

Approve, Deny, Add Comments, or Hold transactions can be completed.

In addition an item's approval path and the status of its approvals can be viewed.

Favorites ▾ Main Menu ▾ > Worklist ▾ > Worklist

GL Journal Approval

Business Unit	50100	Return to Worklist
Journal ID	0001286433	Attachments (0)
Journal Date	08/06/2019	Go to Journal Entry Page
Line Unit	50100	Status Pending
Ledger Group	ACTUALS	Debits \$1,950.00
Adjusting Entry	N	Credits \$1,950.00
Fiscal Year	2020	Description Charged to wrong charge code.
Period	2	Requester GLORIA.EASTERWEBSTER

Jrnl Approval

▼ Unit 50100, ID 0001286433, Date 2019-08-06, Line Unit 50100:Pending Start New Path

Jrnl Approval

Pending Multiple Approvers +

⌚ GL Journal Approver +

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

Approve Deny Hold Pushback Add Comments



Worklist: Approving Items (continued)

Click on the **Multiple Approver** link in the workflow box to see all the approvers the transaction was routed to for that specific level of approval. Not all transactions require multiple approvers, e.g., HCM Approving Payable Time.

The image shows a workflow box on the left and a pop-up window on the right. The workflow box is titled "BUSINESS_UNIT=15100, VOUCHER_ID=00001632:Pending" and contains a "Pending" section with a "Multiple Approvers" link. A red arrow points from this link to a pop-up window titled "http://fn92trnweb.cov.virginia.gov/psc/fn92trn_ne...". The pop-up window lists two approvers: "Approver #1" (Name: Harriet Tubman, Description: Harriet Tubman) and "Approver #2" (Name: Bob Barker, Description: Bob Barker).

Below the main screenshot is a diagram titled "Voucher Approval" showing a workflow for "BUSINESS_UNIT=50100, VOUCHER_ID=00106982:Pending". The workflow consists of three steps: "Skipped" (No Approvers Found, Voucher Processor Supervisor), "Pending" (Multiple Approvers, HR Representative), and "Not Routed" (Multiple Approvers, Final Approver). A "Return" button is located at the bottom left of the diagram.

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** box show whose worklist the item is currently on. The **Not Routed** box shows future approver(s) the item will be routed to.



Reassigning Items on The Worklist

Because Cardinal uses two separate applications (FIN and HCM), an approver must be designated in each application when reassigning approvals. Because there are two applications, FIN and HCM worklists can be assigned to different approvers.

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**.



Delegating Worklist Items in Cardinal's HCM Application

HCM worklist items include **Reported Time** and **Payable Time**. Users typically delegate their HCM worklist items to a proxy when they know they will be unavailable to approve Time & Attendance items. Time reporting is generally deadline driven, so delegation can be critical.

When delegating a worklist item in Cardinal HCM, the user or proxy named must accept the worklist delegation. Existing worklist items only move to the proxy's worklist when the proxy accepts the worklist delegation.



Delegating Worklist Items in Cardinal's HCM Application (continued)

To **Delegate** a worklist item in the Cardinal HCM application, go to the **Manage Delegation** page using the following path:

Main Menu > Self Service > Manage Delegation

The screenshot displays the main menu of the Cardinal HCM application. The navigation path is highlighted with red boxes: **Main Menu** > **Self Service** > **Manage Delegation**. The **Self Service** folder is highlighted in yellow, and the **Manage Delegation** option is highlighted in red. The background shows the application interface with sections for **Cardinal Messages** and **Cardinal HCM**.



Delegating Worklist Items in Cardinal's HCM Application (continued)

From the **Manage Delegation** page:

- **Create Delegation Request** - Choose transactions to delegate and proxies to review/approve HCM transactions on the user's behalf
- **Review My Proxies** - Look at transactions that have delegated and see the proxy for each one
- **Review My Delegated Authorities** - Look at transactions that have been delegated by other users, and accept or reject those requests

For more detailed information about approving employee time, including absences, see the course entitled **501 TA365: Time and Attendance Approvals** located on the Cardinal website in **Course Materials** under **Training**.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Manage Delegation

Manage Delegation

WALLACE ROBERTS

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

Select *Review My Delegated Authorities* to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

[Review My Delegated Authorities](#)



Assigning Alternate Approvers in Cardinal's FIN Application

Cardinal's FIN application also allows approvers to reassign a worklist item to another user. This allows the ability to reassign approvals for a specified period of time when the original approver has planned to be out of the office.

Only future items will route to the alternate approver designated. Only a workflow administrator can reassign the worklist items once routed to an approver. The user will either need to work the existing worklist items or request that the workflow administrator reassign them. All worklist items routed to an alternate approver stay on the worklist. The outstanding worklist items do not route back to the original approver's worklist at the end of the reassignment period. Alternate approvers must have the appropriate security roles for approval process in order to access those items.

Once items are routed to the alternate approver, the worklist items will not route back to the originator 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 back to the originator.



Assigning Alternate Approvers in Cardinal's FIN Application (continued)

To assign an **Alternate User** as an approver in the Cardinal Financials application, go to the **My System Profile** page.

Navigate to this page through the following path:

Main Menu > My System Profile

The screenshot shows the Cardinal application interface. The top navigation bar includes 'Home', 'Worklist' (highlighted with a red box), 'Add to Favorites', and 'Sign Out'. The left-hand menu is expanded to show 'My System Profile' at the bottom, which is also highlighted with a red box. The main content area displays a table of worklist items with columns for 'Worked By Activity', 'Priority', and 'Link'. The table contains two rows of 'Approval Workflow' items, each with a '1-High' priority and a 'Mark Worked' button. The 'Link' column contains detailed information for each item, including 'GL Journal Approval' numbers and dates.



Assigning Alternate Approvers in Cardinal's FIN Application (continued)

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** button if the User ID is unknown.)
- Use the **From Date** and **To Date** fields to specify the date range that the items should route to an 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.

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date (example:12/31/2000)

To Date (example:12/31/2000)

Favorites ▾ Main Menu ▾ > My System Profile

General Profile Information

Jones, Tom

Password

Change password
Change or set up forgotten password help

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English
Currency Code: USD

Default Mobile Page

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date (example:12/31/2000)

To Date (example:12/31/2000)

Email User Worklist User

Miscellaneous User Links

Email Personalize | Find | | First 1-2 of 2 Last

Primary Email Account	Email Type	
<input checked="" type="checkbox"/>	Business	xxxTom.Jones@dcd.virginia.gov
<input type="checkbox"/>	Other	xxxTom.Jones@dcd.virginia.gov

E-mail Address: xxxerin.sprouse@doa.virginia.gov

IM Information Personalize | Find | | First 1 of 1 Last

Protocol	XMPP Domain	UserID	Password
XMPP			



Adding Approvers/Reviewers to Workflow in Cardinal's FIN Application

Depending on the work item and the user's security, there is an option to insert additional approvers or reviewers to a FIN item's workflow.

If an approver is inserted, the item does not continue through workflow until the inserted approver takes action. (accept or deny)

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

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

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



Adding Approvers/Reviewers to Workflow in Cardinal's FIN Application (continued)

In Cardinal's FIN application, the steps to insert an additional approver or reviewer are:

- Access the **Approval** page 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 **Insert additional approver or reviewer Look Up** icon.)
- Click the **Insert** button.
- Specify whether this person should be an approver or a reviewer, then click the **Insert** button.
- Click the **Save** button.

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



Pooled Worklist in Cardinal's FIN Application

Some worklists in the Cardinal Financials application are shared among multiple approvers in Cardinal. These worklists are called **Pooled Worklists**.

With a pooled worklist, all worklist approvers receive copies of shared work items. For example, vouchers may have multiple levels of approval. At one approval level, vouchers may be routed to a pooled worklist where they are available to multiple users. When a user selects and works an item on a pooled worklist, it is removed from the pooled worklist.

With a non-pooled worklist, an item routes to only one user at a time.



Worklist: Error Items/Reassignment of Items

In Cardinal, the **Monitor Approvals** page is used to reassign specific worklist items and to process workflow items with routing errors.

Workflow administrators use the **Monitor Approvals** page to:

- Process workflow items with routing errors
- Reassign specific worklist items to an alternate approver's worklist

Contact the workflow administrator with any issues related to routing errors or reassignment of items currently on the worklist.

Exception: Travel and Employee Expense worklist items are reassigned on the **Reassign Approval Work** page, rather than the **Monitor Approvals** page. An 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 travel and expense items, see the job aid entitled **SW AP317: Reassign Employee Expense Approvals** located on the Cardinal website in **Job Aids** under **Training**.



Approvals By Functional Area

Detailed instructions for approving specific items in Cardinal are included in these 300 level courses available through the VDOT University.



Accounts Payable

- 501 AP318:
Accounts Payable
Approvals



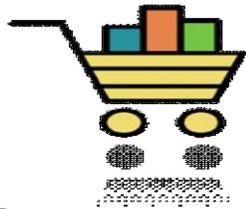
Accounts Receivable

- 501 AR325: Accounts
Receivable Approvals



General Ledger

- 501 GL333:
Approving
Journals



Procurement

- 501 PR343:
Procurement
Approvals



Time & Attendance

- 501 TA365: Time and
Attendance Approvals



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.
- Both the FIN application and the HCM application have their own worklist.
- You can delegate your HCM worklist items to a proxy.
- You can assign your FIN Cardinal worklist to an alternate approver.
- Not all users can reassign worklist items. Access to reassign worklist items is restricted to users with certain roles in Cardinal.



Course Summary

NAV210

Introduction to Approvals

In this course, you learned:

- Using the different methods of approval in Cardinal
- Using your worklist(s) to approve items in Cardinal
- Delegating Human Capital Management (HCM) application worklist items to a proxy
- Assigning Financials (FIN) application worklist items to an alternate approver
- Approving and denying items
- Pushing back and sending back items
- Adding an additional approver or reviewer



Course Summary (continued)

NAV210

Introduction to Approvals

In this course, you learned:

- You can use various paths to access an item.
 - Access your Cardinal worklist and click on the link to the item
 - Navigate directly to the related page to approve the item
- You can add additional approvers or reviewers on an item you have not yet approved. Once you approve an item you cannot add approvers or reviewers.
- If you add additional approvers, they must approve the item before it can be processed. Reviewers only offer comments, so processing is not affected.
- Access to reassign worklist items is limited to users with certain roles.
- Approvers may delegate their HCM approval worklist and assign an alternate approver to their FIN worklist. A user's HCM and FIN worklists may be assigned to two different users.



Course Evaluation

Congratulations! You successfully completed the **501 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

- Key Terms
- Flowchart Key



Key Terms

Approval: Approving an item in Cardinal allows it to be processed further.

Approval Methods: Methods and tools that facilitate the approval process include:

- Workflow and worklist functionality
- Items located on a page, worklist, or pagelet
- Item approval notification can include email, executed reports, and queries.

Assign: Designate alternate approvers and reviewers. Reviewers can only add comments; they cannot approve or deny item.

Deny: Action taken by an approver to disapprove a transaction. Some modules do not allow a denied transaction to be updated and resubmitted by the originator. The originator must create a new transaction and submit it for approval, if appropriate.



Key Terms (continued)

Monitor Approvals: Items assigned to an alternate approver's worklist or have routing errors are reassigned to a specific worklist via the **Monitor Approvals** page.

Navigation: Various paths to access an item such as:

- Access Cardinal worklist and click on the link to the item
- Navigate directly to the related page to approve the item

Non-pooled Worklists: Items route to only one approver at a time

Pooled Worklists: Shared among multiple approvers who receive copies of shared work items in Cardinal

Proxy: Qualified approver temporarily designated as a proxy, accepting the worklist delegation

Push Back: Action that allows an approver to send some types of transactions back to the prior approver for an update or change



Key Terms (continued)

Functional Area Worklist: Using worklist functionality in Cardinal, an approver can approve, deny, or pushback worklist items for both FIN (Financial Application) and HCM (Human Capital Management) applications.

FIN worklist items include:

- Cash Advances
- Change Orders
- Employee Expense Reports
- Journals
- Purchase Orders
- Requisitions (including Restock Requisitions)
- Strategic Sourcing Events
- Travel Authorizations
- Vouchers

HCM worklist items include:

- Reported Time (i.e., Absences)
- Payable Time (i.e., Timesheets)



Key Terms (continued)

Workflow: Means of routing transactions through Cardinal to an appropriate worklist for review and/or approval.

Describes the path of approval(s) required for an item to continue being processed.

Path may include more than one approval, depending on the type of transaction or other specified criteria.

- Not all approvals use workflow.
- Some are triggered by email notification.
- Some approval processes are manual.

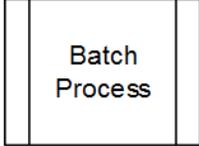
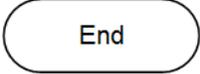
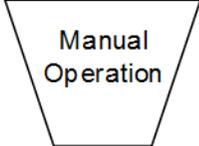
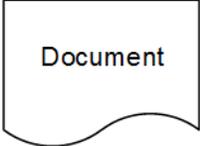
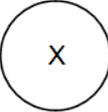
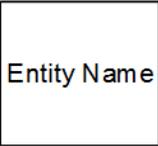
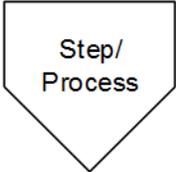
Worklist Items:

Remain on the worklist(s) until they are worked (i.e., approved or other action is entered) or marked as worked.

After clicking the **Worklist Item** link, the **Approval** page for that item opens and the item can be worked.



Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.



End Of Appendix

Congratulations! You successfully completed the appendix section of **501 NAV210: Cardinal Introduction to Approvals** course.

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