

# Advantage 801

## Security and Workflow



**Help Desk**  
Advantage Training  
Phone: (207) 624-7700

Please refer to the Amendments book on the OSC Accounting website to see if any modifications have been made to this training book since this version was published.

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# 1 – Orientation

This course provides Advantage users with a working knowledge of the Security and Workflow rules and processes.

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## Prerequisites

You should have completed the Advantage 101 Intro to Advantage course before proceeding.

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## Learning Objectives

At the conclusion of this lesson, you will be able to:

- Acquire the ability to prepare the Security Application
- Understand security and workflow roles
- Acquire a working knowledge of Security and Workflow
- Understand the worklist functionalities

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## Resolving Issues

1. When seeking help with Advantage, first look through the training documentation to see if your issue can be resolved by following steps in the course book or quick reference guide. All materials are posted on the OSC website.
2. Contact a peer in your office to resolve the issue. This quick reference will result in the fastest problem resolution.
3. Your Agency Training Lead is also a great resource. Please see Appendix A to view the departments with which each Agency Training Lead is associated.
4. The State Help Desk is always an option. To contact, call 207.624.7700. Their hours of operation are 7:00am – 5:00pm Monday through Friday.

For more information on policies and procedures of the Advantage Help Desk, please go to the Office of the State Controller (OSC) website.

## 2 – Security in Advantage

### Advantage Security Application Form

The Security Application form must be completed to request the set up of new users, as well as, the updated information of existing users in the Advantage system.

At the top of the form, indicate whether the information submitted is a request for a new user, an update for an existing user's access or a name change for an existing user. A user is considered new if he/she is new to your department.

Complete the Application:

See [Appendix B](#) for Advantage Security Application.

Directory information section is required for all users. Provide User Name, Email Address, Phone, and Locality (Department/Division). If the request is for a name change, enter the new and old name in the appropriate fields.

#### Organization Access

Enter the user's home department. Only Service Center A will be allowed to enter department 18K. All other Service Centers should enter 18K as a foreign department (org) in the Financial or Procurement Security sections.

Users that do not have approval rights will still use the worklist to manage documents that have been rejected back to them for editing.

#### Financial Security and Workflow

If the user will process financial transactions, complete this section by entering all foreign department access or the name of the Service Center for data entry and approval of documents. Select the functional areas that are necessary for the user along with the access rights (Data Enter, Approve or View only).

**NOTE:** A user can have both data entry and approval rights in a functional area. This is allowed because self approval of documents is restricted. If the user should have access to the Manager Worklist to reassign tasks, select the **Mgr Approve** checkbox. Be aware that any user that edits a document will not be allowed to approve it.

**Accounts Payable** - Process ABSJ, CEC, GAE, GAEC, GASA (Education only), GAX, IN, PRC documents. Access: CHREC, DISBDQ, DISBQ, DISRQ, DISBM, DISBMD.PDCHK & VTH tables. Copy forward from a BPO, CT, DO, PO, etc. Approvers have the rights to update CNTAC table.

**Accounts Receivable** – Process RE & CL Documents. Update access to the AR Tables BPRO, BILLR, COLL, CUSTA, DNGM, FCEG, INVQ, RESTA, RCHT, STMTQ, etc. Approvers have the rights to update CNTAC table.

**Cost Accounting** – Process BGPDR, BDPHR, CAS, JVC, CH. Approvers have the rights to update tables: PROG, MJPRG, PHASE, PHPRG, etc.

**Cash Receipts** – Process CR, CRAJ, CRCC, CREF, CRNG, CRRT, BAC, TRF documents. Access BNKTR, CRSRCH, & DPRF tables.

**Fixed Asset** – Process FA, FC, FD, FE, FI, FM, FP, & FX documents. Access FARHDR, FARCOMP, FARACTG, FAHIST, FATP, FAPR, FACPA, etc.

**JV & IET** – Process JV & IET documents. This includes the IET to pay an intergovernmental RE.

**Batch Interface (BIE User)** – Enter data on the BIE table for interface documents.

**Vendor/Customer** – Data Enter VCC and VCM document for Vendors. ANY role provides access to process for Customer and view VCUST table.

**ANY Role** - Viewing Amendment HIST, Alerts, Broadcasts, Budget Documents, BQ39, BQ40, BQ90, CACT, Cited Authority, Commodities, COA Tables (ACTV, OBJ, BSA, RSRC, etc), CNTAC, BBAL, CBAL, LINQ, ITEM, PLOC, UOM, Terms & Cond, URSRCH, VCC & VCM for Customer, & Worklist

#### Procurement Security Access

If the user will process procurement transactions, complete this section by entering all foreign department access or the name of the Service Center for data entry and approval of documents. Select the appropriate access rights (Data Enter, CT Data Enter, Approver, Dept Designee)

**NOTE:** A user can have both data entry and approval rights. This is allowed because self approval of documents is restricted. If the user should have access to the Manager Worklist to reassign tasks, select the **Mgr Approve** checkbox. Be aware that any user that edits a document will not be allowed to approve it.

**Data Enter** – Process DO, PO, RQN, RQS, & UR Documents. Access to procurement tables such as EXPRT, CORSPD, DCMTM, & MALDO. This role can also view CT, MA, and RQM documents.

**CT Data Enter** – Process CT documents. Process the same documents and view the same tables as the Data Enter role as well as process post award documents, EV, RFP, and UR Search. View solicitation tables (SOQA, OPSR).

**Approval** – Approve all procurement documents (DO, PO, RQN, RQS, UR, CT, EV, MA, & RFP's).

**Dept Designee** – Approve all procurement documents (DO, PO, RQN, RQS, UR, CT, EV, MA, & RFP's). Commodity purchases require the Dept. Designee approval.

### Reporting Access

Select SQL Data Warehouse if the user needs access to run queries in the SQL Data Cube reporting tool.

Select FORTIS if the user needs access to print and view system generated reports in FORTIS.

This access can take 3-5 days to activate after the user is setup in Advantage.

### Other Security Access

This section is for users who need specific access, such as the Office of the State Controller, Division of Purchases, Department of Audit, Office of the State Treasurer, Warehouse, Surplus and the Help Desk.

If users need to process Receiving Documents, select the Prepare Receiving Documents box.

### Replacing an Incumbent

This section is to provide the name of the user being replaced with a new user so that the old user's access can be inactivated.

### Procurement Workflow Access.

If the user will need to approve procurement transactions, complete this section. If you select that they are a Dept Designee, they will receive the Dept Designee approval role (DESIGNEEAP). Provide the Home and Foreign Departments along with the necessary workflow units. See [Appendix E](#) for a list of Workflow Units.

The application must be signed by the User, Supervisor and Agency Security Coordinator and forwarded to the Office of the State Controller for processing.

New Users that have not had access to the system previously will receive an email from the system. The email subject line will read: ADVMAIL: Welcome to Advantage!

Users that have had their access changed will receive an email from the Controller's Office. (This includes users that transferred to another department because they already have a user id).

Security Coordinators have access to the Security Listing by Agency report (SC01) in FORTIS. This report provides a list of users by department, first name, last name, user id, security roles, workflow roles, and last password change date.

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## Security Roles

Advantage Security provides a high level of control and flexibility for granting access to only those application resources that are authorized. Control is available from groups of tables/documents to the row and field level of a specific table/document. Each user will be assigned one or more security roles, defining their access to Advantage. The ability to perform certain actions, such as approving documents, is tied directly to a user's security and workflow roles. Any given user may be granted a single or combination of user roles that grant varied security rights to both application resources and organizational codes. Assigning or reassigning of one or many security roles is initiated through the Advantage Security Application. Security access is defined at the user level, based on his/her home and foreign departments (orgs).

Security Coordinators will have rights to view the Security/Workflow Report, which includes users' security roles, in FORTIS. The Security/Workflow report will be generated on a weekly basis. The report will contain each user's first name, last name, User ID, Security Role, Workflow Role, and Last Password Change Date. The following is an example of the Security/Workflow Report:

State Of Maine					
REPORT ID: SC01		SECURITY LISTING BY AGENCY		PAGE: 165	
RUN DATE: 11-29-2006		11/29/2006			
RUN TIME: 09:06:15					
DEPT: 10A DEPT OF HUMAN SERVICES					
LAST NAME	FIRST NAME	USER ID	SECURITY ROLE	WORKFLOW ROLE	LAST PASSWORD CHANGE DATE
Tunks					
User	Test	tuser	ANY	10AWF01AP	11-29-2006
User	Test	tuser	INFOADV	10AWF02AP	11-29-2006
User	Test	tuser	ORG14A	10AWF03AP	11-29-2006
User	Test	tuser	ORG14B	10AWF04AP	11-29-2006
User	Test	tuser	ORG14C	10AWF05AP	11-29-2006
User	Test	tuser	ORG14E	10AWF06AP	11-29-2006
User	Test	tuser	ORG14G	10AWF07AP	11-29-2006
User	Test	tuser	ORG18K	10AWF08AP	11-29-2006
User	Test	tuser	ORG90E	10AWF09AP	11-29-2006
User	Test	tuser	ORGSCHHS	10AWF10AP	11-29-2006
User	Test	tuser	PC14AAP	10AWF11AP	11-29-2006
User	Test	tuser	PC14ADE	10AWF12AP	11-29-2006
User	Test	tuser	PC14BAP	10AWF13AP	11-29-2006
User	Test	tuser	PC14BDE	10AWF14AP	11-29-2006
User	Test	tuser	PC14CAP	10AWF15AP	11-29-2006
User	Test	tuser	PC14CDE	10AWF16AP	11-29-2006
User	Test	tuser	PC14EAP	10AWF17AP	11-29-2006
User	Test	tuser	PC14EDE	10AWF18AP	11-29-2006
User	Test	tuser	PC14GAP	10AWF19AP	11-29-2006
User	Test	tuser	PC14GDE	10AWF20AP	11-29-2006
User	Test	tuser	PC18KAP	10AWF21AP	11-29-2006

### Assigning a User to a Security Role

To assign users the security roles they need in order to gain authorization and access to perform their tasks, complete and submit the Advantage Security Application.

Please see [Appendix C](#) for a list of Security Roles and their descriptions.

## Workflow Roles

Users who have access to approve documents will be assigned one or more workflow roles, defining their access to Advantage. The ability to perform certain actions, such as approving documents, is tied directly to a user's security and workflow roles. Any given user may be granted a single or combination of roles that grant varied workflow rights to specific documents and workflow units. Assigning or reassigning of one or many workflow roles is initiated through the Advantage Security Application and then reported weekly on the Security/Workflow report.

Please see [Appendix D](#) for a list of Workflow Roles and their descriptions.

Please see [Appendix E](#) for a list of Workflow Units and their descriptions.

Please see [Appendix F](#) for the Procurement Workflow Matrix.

Please see [Appendix G](#) for the Financial Workflow Matrix

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## 3—Overview of Workflow

Workflow is the automated routing and handling of pending documents that require approval. It describes the path a document takes between its draft and final approval stages. Once a document is ready to be approved, it is workflowed to the appropriate worklists where it waits for action from the appropriate user. Users will have individual workflow roles assigned, which dictate the type of documents they are given access to approve. This list can be found in [Appendix D](#).

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### Worklist

A worklist is a listing of all documents assigned to a workflow/approval role. Users are assigned workflow/approval roles for approving documents in Advantage. Documents requiring approval from either you or your team can be accessed from the “Worklist” menu.

You have a personal worklist, and you may be assigned to one or more approval worklists. These worklists contain a listing of all documents assigned to your team to complete or approve.

Documents requiring your approval are routed to the appropriate approval worklist. There, you can move the document to your personal worklist for applying approvals. You will be able to view the worklists for each approval role granted to you, but you might not have security to approve all documents in the approval worklists.

Documents that are rejected by an approver will be returned to the previous approver or back to draft phase and the data enterer’s worklist.

There are three locations where you can take a workflow action. Each of the following will be discussed further in this chapter.

- From the Worklist—you have the capability to assign yourself an approval task (*Take Task*) and perform other actions, such as *Approve*, *Reject*, *Return Task and Recall*.
- From the Action Menu—you have the ability to perform most of those actions mentioned above, in addition to *Unapprove*, *Reassign (a task)*, *Reject All*, *Manual Route (a task)*, *Bypass Approvals* (limited to OSC & Purchases), and *Track Work in Progress*. These actions will be discussed in more detail throughout this book.
- From the Workflow Menu—these features are found within a document. In order to perform any action using the menu, you must first *Take Task* from the Worklist.

Additionally, if you are a manager of an approval role, you will have access to the Manager Worklist page. The Manager Worklist facilitates the administration of workflow roles. As a role manager, you can administer work items assigned to the role, regardless of whether or not the task has been taken by a user. You can also reassign items to an approver if the originally assigned approver is not able to work on the item. This will also be discussed later in this book.

## Accessing the Worklist

The worklist page, by default, will open displaying the documents specifically assigned to you. Your full name will be displayed in the **Select Worklist** selection box. If you are a member of any workflow/approval roles, they will be displayed in the dropdown selection box. Selecting a workflow/approval role in the selection box will display a role's worklist, which then displays all the documents that have been assigned to the role.

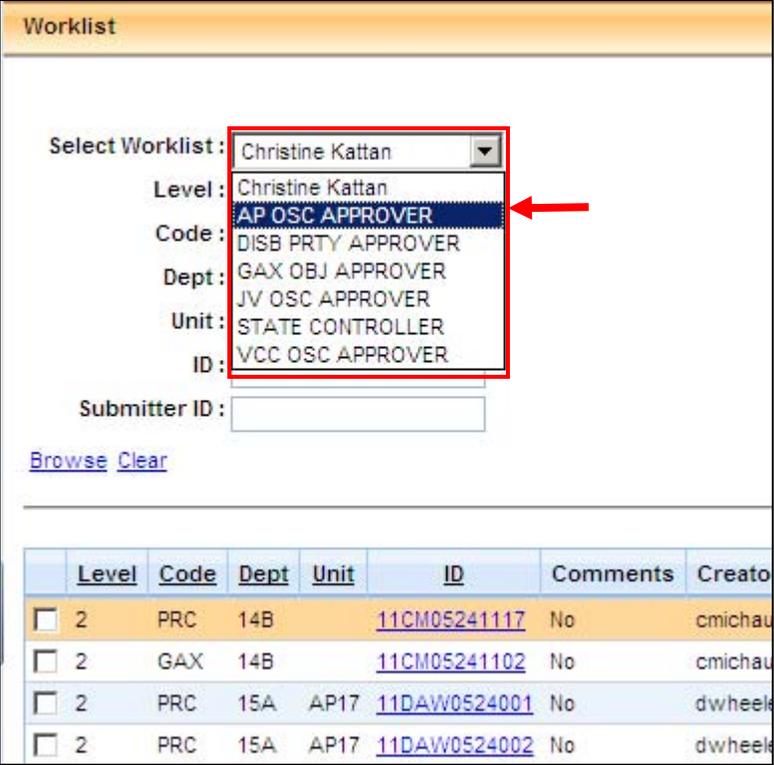
### Step-by-Step: Accessing your Worklist

Action	Detail																																																																													
<ol style="list-style-type: none"> <li>1. Click <b>Message Center</b> in the Secondary Navigation Panel</li> <li>2. In the list that extends below, click <b>Worklist</b></li> <li>3. The worklist page displays. If the listing of documents is too long to be displayed in its entirety, use the navigational links (<b>First</b>, <b>Prev</b>, <b>Next</b>, <b>Last</b>) to move through the listing</li> </ol>	<p>The screenshot shows the 'Worklist' page in a web application. The left sidebar contains a navigation menu with the following items: Message Center, Inbox, Alerts, Broadcasts, Worklist (highlighted), Forms, Search, History, Favorites, and Administration. The main content area is titled 'Worklist' and includes a 'Select Worklist' dropdown menu set to 'Christine Kattan'. Below this are input fields for Level, Code, Dept, Unit, and ID, along with a 'Submitter ID' field. There are 'Browse' and 'Clear' links. A table of document entries is displayed with the following columns: Level, Code, Dept, Unit, ID, Comments, and Creator. The table contains several rows of data, with the last row highlighted. At the bottom of the table are navigation links: 'First', 'Prev', 'Next', 'Last', 'Approve', 'Reject', 'Take Task', 'Return Task', 'Refresh', and 'Menu Recall'.</p> <table border="1"> <thead> <tr> <th>Level</th> <th>Code</th> <th>Dept</th> <th>Unit</th> <th>ID</th> <th>Comments</th> <th>Creator</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>14B</td> <td><a href="#">11CM05241117</a></td> <td>No</td> <td>cmichau</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>GAX</td> <td>14B</td> <td><a href="#">11CM05241102</a></td> <td>No</td> <td>cmichau</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>15A AP17</td> <td><a href="#">11DAW0524001</a></td> <td>No</td> <td>dwheel</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>15A AP17</td> <td><a href="#">11DAW0524002</a></td> <td>No</td> <td>dwheel</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>CRNG</td> <td>08C</td> <td><a href="#">11052603403</a></td> <td>No</td> <td>kgodfre</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>95F</td> <td><a href="#">0523001</a></td> <td>No</td> <td>lnash</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>14A</td> <td><a href="#">8111NBA05980</a></td> <td>No</td> <td>narnold</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>14A</td> <td><a href="#">8111NBA05981</a></td> <td>No</td> <td>narnold</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td><a href="#">8111BC5332</a></td> <td>No</td> <td>bcampb</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td><a href="#">8111BC5351</a></td> <td>No</td> <td>bcampb</td> </tr> </tbody> </table>	Level	Code	Dept	Unit	ID	Comments	Creator	<input type="checkbox"/>	2	PRC	14B	<a href="#">11CM05241117</a>	No	cmichau	<input type="checkbox"/>	2	GAX	14B	<a href="#">11CM05241102</a>	No	cmichau	<input type="checkbox"/>	2	PRC	15A AP17	<a href="#">11DAW0524001</a>	No	dwheel	<input type="checkbox"/>	2	PRC	15A AP17	<a href="#">11DAW0524002</a>	No	dwheel	<input type="checkbox"/>	1	CRNG	08C	<a href="#">11052603403</a>	No	kgodfre	<input type="checkbox"/>	2	PRC	95F	<a href="#">0523001</a>	No	lnash	<input type="checkbox"/>	2	PRC	14A	<a href="#">8111NBA05980</a>	No	narnold	<input type="checkbox"/>	2	PRC	14A	<a href="#">8111NBA05981</a>	No	narnold	<input type="checkbox"/>	2	PRC	10A	<a href="#">8111BC5332</a>	No	bcampb	<input type="checkbox"/>	2	PRC	10A	<a href="#">8111BC5351</a>	No	bcampb
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### Searching the Worklist

Documents pending approval will not be assigned directly to an individual. Instead, they will be assigned to a particular workflow/approval role. You can view the documents that have been routed both to you and to your workflow/approval roles from the Worklist page.

#### Step-by-Step: Searching for Documents from the Worklist

Action	Detail																																								
<ol style="list-style-type: none"> <li>1. Click the down arrow next to your name in the <b>Select Worklist</b> field.</li> <li>2. All of your approval roles will appear.</li> <li>3. Select an approval role by clicking on the name of the security role.</li> </ol>	 <p>The screenshot shows the 'Worklist' page. At the top, there is a 'Select Worklist' dropdown menu currently showing 'Christine Kattan'. A red box highlights the dropdown, and a red arrow points to the 'AP OSC APPROVER' option which is highlighted in blue. Below the dropdown are fields for 'Level', 'Code', 'Dept', 'Unit', and 'ID', each with a corresponding value from the selected role. There is also a 'Submitter ID' field. Below these fields are 'Browse' and 'Clear' links. At the bottom of the screenshot is a table with columns: Level, Code, Dept, Unit, ID, Comments, and Creator. The table contains four rows of data, each with a checkbox in the first column.</p> <table border="1" data-bbox="526 1066 1279 1285"> <thead> <tr> <th></th> <th>Level</th> <th>Code</th> <th>Dept</th> <th>Unit</th> <th>ID</th> <th>Comments</th> <th>Creator</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>14B</td> <td></td> <td><a href="#">11CM05241117</a></td> <td>No</td> <td>cmichau</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>GAX</td> <td>14B</td> <td></td> <td><a href="#">11CM05241102</a></td> <td>No</td> <td>cmichau</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>15A</td> <td>AP17</td> <td><a href="#">11DAW0524001</a></td> <td>No</td> <td>dwheel</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>15A</td> <td>AP17</td> <td><a href="#">11DAW0524002</a></td> <td>No</td> <td>dwheel</td> </tr> </tbody> </table>		Level	Code	Dept	Unit	ID	Comments	Creator	<input type="checkbox"/>	2	PRC	14B		<a href="#">11CM05241117</a>	No	cmichau	<input type="checkbox"/>	2	GAX	14B		<a href="#">11CM05241102</a>	No	cmichau	<input type="checkbox"/>	2	PRC	15A	AP17	<a href="#">11DAW0524001</a>	No	dwheel	<input type="checkbox"/>	2	PRC	15A	AP17	<a href="#">11DAW0524002</a>	No	dwheel
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<p>4. Insert information into <b>Level, Code, Dept, Unit, ID</b> (document) and/or <b>Submitter ID</b> fields, if applicable. Using these fields can help narrow your search for a particular document.</p> <p>5. Click <u>Browse</u> or hit enter.</p>	<div data-bbox="505 243 1377 1352"> <p><b>Worklist</b></p> <p>Select Worklist: AP OSC APPROVER</p> <div style="border: 1px solid red; padding: 5px;"> <p>Level: <input type="text"/></p> <p>Code: PRC <input type="button" value="📁"/></p> <p>Dept: 10A <input type="text"/></p> <p>Unit: <input type="text"/></p> <p>ID: 8111RM* <input type="text"/></p> <p>Submitter ID: <input type="text"/></p> </div> <p><a href="#">Browse</a> <a href="#">Clear</a></p> <table border="1"> <thead> <tr> <th></th> <th>Level</th> <th>Code</th> <th>Dept</th> <th>Unit</th> <th>ID</th> <th>Comments</th> <th>Creator ID</th> <th>Submi</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111BC5333</a></td> <td>No</td> <td>bcampbell</td> <td>bcampb</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111BC5334</a></td> <td>No</td> <td>bcampbell</td> <td>bcampb</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111BC5335</a></td> <td>No</td> <td>bcampbell</td> <td>bcampb</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111BC5336</a></td> <td>No</td> <td>bcampbell</td> <td>bcampb</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111BC5339</a></td> <td>Yes</td> <td>bcampbell</td> <td>bcampb</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111BC5344</a></td> <td>No</td> <td>bcampbell</td> <td>bcampb</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111BC5349</a></td> <td>No</td> <td>bcampbell</td> <td>bcampb</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111BC5350</a></td> <td>No</td> <td>bcampbell</td> <td>bcampb</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111BC5352</a></td> <td>Yes</td> <td>bcampbell</td> <td>bcampb</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111BC5354</a></td> <td>Yes</td> <td>bcampbell</td> <td>bcampb</td> </tr> </tbody> </table> <p>First Prev <a href="#">Next</a> <a href="#">Last</a> Approve Reject <a href="#">Take Task</a> Return Task <a href="#">Refresh</a></p> <p><a href="#">Menu</a> <a href="#">Recall</a></p> </div>		Level	Code	Dept	Unit	ID	Comments	Creator ID	Submi	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111BC5333</a>	No	bcampbell	bcampb	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111BC5334</a>	No	bcampbell	bcampb	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111BC5335</a>	No	bcampbell	bcampb	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111BC5336</a>	No	bcampbell	bcampb	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111BC5339</a>	Yes	bcampbell	bcampb	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111BC5344</a>	No	bcampbell	bcampb	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111BC5349</a>	No	bcampbell	bcampb	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111BC5350</a>	No	bcampbell	bcampb	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111BC5352</a>	Yes	bcampbell	bcampb	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111BC5354</a>	Yes	bcampbell	bcampb
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<p>Result: the filtered worklist displays.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Worklist</b></p> <p>Select Worklist: <input type="text" value="AP OSC APPROVER"/> ▾</p> <p>Level: <input type="text" value=""/> ▾</p> <p>Code: <input type="text" value="PRC"/> </p> <p>Dept: <input type="text" value="10A"/></p> <p>Unit: <input type="text" value=""/></p> <p>ID: <input type="text" value="8111RM*"/></p> <p>Submitter ID: <input type="text" value=""/></p> <p><a href="#">Browse</a> <a href="#">Clear</a></p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Level</th> <th>Code</th> <th>Dept</th> <th>Unit</th> <th>ID</th> <th>Comments</th> <th>Creator ID</th> <th>Submitter ID</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111RM04831</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111RM05156</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111RM05161</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111RM05162</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111RM05163</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111RM05164</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111RM05165</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111RM05167</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111RM05168</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td><a href="#">8111RM05187</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> </tbody> </table> <p>First Prev Next Last Approve Reject <a href="#">Take Task</a> Return Task <a href="#">Refresh</a></p> <p><a href="#">Menu Recall</a></p> </div>		Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM04831</a>	No	rmansir	rmansir	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM05156</a>	No	rmansir	rmansir	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM05161</a>	No	rmansir	rmansir	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM05162</a>	No	rmansir	rmansir	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM05163</a>	No	rmansir	rmansir	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM05164</a>	No	rmansir	rmansir	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM05165</a>	No	rmansir	rmansir	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM05167</a>	No	rmansir	rmansir	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM05168</a>	No	rmansir	rmansir	<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM05187</a>	No	rmansir	rmansir
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In the approval role worklist, you can perform the following actions:

- *Take Task* – Enables you to “take” a work unit from an approval worklist to your worklist in order to perform an action.
- *Refresh* – You may refresh the worklist at any time by selecting Refresh. Any new documents waiting approval will be added.
- *Recall* -Allows you to retract a document which you have previously approved as long as the document is pending approval from the next approver in the routing sequence. Recalled documents will be removed from the next approval role’s worklist and returned to your worklist. Documents in final status cannot be recalled (demonstrated later in this training guide).

**Worklist**

Select Worklist:  ▼

Level:  ▼

Code:

Dept:

Unit:

ID:

Submitter ID:

[Browse](#) [Clear](#)

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	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID
<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM04831</a>	No	rmansir	rmansir
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<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM05187</a>	No	rmansir	rmansir

First Prev Next Last Approve Reject Take Task Return Task Refresh

[Menu](#) Recall

Please follow the instructions below to take a task, open, view and approve documents.

### Taking and Approving a Task

Document approval processing is a system of routing documents through Advantage Workflow to one or more users for review/approval prior to finalizing the document. In order to approve the document, you must first take the task, which moves it to your own specific worklist. Any task (for which you have approval authority), shown in your approval roles' worklist, can be moved to your personal worklist.

**NOTE:** Due to Service Center structure, some departments will have the ability to view other department's worklists, but will not have the ability to perform actions on tasks for which they do not have security access. Filtering a search will minimize the amount of documents in the worklist.

#### Step-by-Step: Taking a Task

Action	Detail
<p>1. To take the task, click the check box to the left of the task [document(s)] pending approval.</p> <p>2. Click <u>Take Task</u>. The task (document) will then be moved to your personal worklist.</p>	<p>The screenshot shows a 'Worklist' interface with a search form and a table of tasks. The search form includes fields for 'Select Worklist' (set to 'AP OSC APPROVER'), 'Level', 'Code', 'Dept', 'Unit', 'ID', and 'Submitter ID'. Below the form is a table with columns: Level, Code, Dept, Unit, ID, Comments, Creator ID, and Submitter ID. The table contains 10 rows of tasks, all with 'Level' 2 and 'Code' PRC. The first, second, and fifth rows have their 'Level' cells checked with a red box. At the bottom of the table, there are navigation buttons: 'First', 'Prev', 'Next', 'Last', 'Approve', 'Reject', 'Take Task' (highlighted with a red box), 'Return Task', and 'Refresh'. There are also 'Menu' and 'Recall' links at the bottom left.</p>

Once the document is in your personal worklist, you have the ability to perform the additional actions from the Document task bar:

- *Approve* – Applies your approval to the selected document at the currently assigned approval level. Once you have approved the document, it is removed from your worklist and routed to the next level for approval, if any.
- *Reject* – Indicates you do not approve the selected document at the current approval level. The document is routed back to the approver who previously approved the document. A Reject action can be applied at any approval level by any approver, as opposed to Unapprove, which can only be applied on a document on which a Reject action has been applied. In both cases, the document will be routed back to the prior approvers’ personal worklist.
- *Return Task* – Enables you to “return” a work unit from your worklist to the approval role worklist where it may be taken by another user(demonstrated later in this training guide).

**Worklist**

Select Worklist:

Level:

Code:

Dept:

Unit:

ID:

Submitter ID:

[Browse](#) [Clear](#)

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	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID
<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM04831</a>	No	rmansir	rmansir
<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM05156</a>	No	rmansir	rmansir
<input type="checkbox"/>	2	PRC	10A		<a href="#">8111RM05163</a>	No	rmansir	rmansir

First Prev Next Last [Approve](#) [Reject](#) [Take Task](#) [Return Task](#) [Refresh](#)

[Menu](#) [Recall](#)

**NOTE:** While the ability to approve and reject a document can be found here, the document should be opened first in order to verify the information included in the document.

*Step-by-Step: Opening, Viewing and Approving Documents*

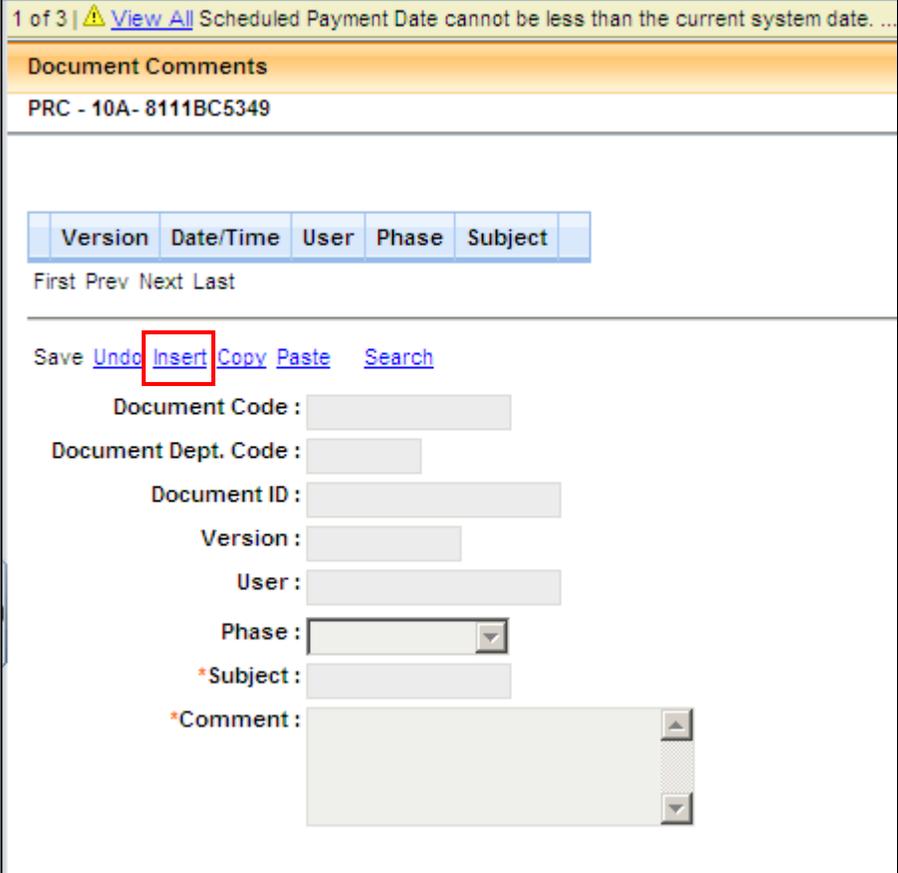
Action	Detail																																
<ol style="list-style-type: none"> <li>Select your personal worklist to view the documents assigned to you.</li> <li>Use the <b>Level, Code, Dept, Unit, ID</b> and/or <b>Submitter ID</b> fields to narrow your document search.</li> <li>Click on the Document ID link of the document you wish to approve. This will open the document for viewing, at which point you will be able to approve the task.</li> </ol>	<div data-bbox="527 325 1469 1165"> <p><b>Worklist</b></p> <p>Select Worklist: <span>Christine Kattan</span></p> <p>Level: <span></span></p> <p>Code: <span>PRC</span></p> <p>Dept: <span>10A</span></p> <p>Unit: <span></span></p> <p>ID: <span>8111RM*</span></p> <p>Submitter ID: <span></span></p> <p><a href="#">Browse</a> <a href="#">Clear</a></p> <table border="1"> <thead> <tr> <th>Level</th> <th>Code</th> <th>Dept</th> <th>Unit</th> <th>ID</th> <th>Comments</th> <th>Creator ID</th> <th>Submitter ID</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td><a href="#">8111RM04831</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td><a href="#">8111RM05156</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td><a href="#">8111RM05163</a></td> <td>No</td> <td>rmansir</td> <td>rmansir</td> </tr> </tbody> </table> <p>First Prev Next Last <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Take Task</a> <a href="#">Return Task</a> <a href="#">Refresh</a></p> <p><a href="#">Menu</a> <a href="#">Recall</a></p> </div>	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	<input type="checkbox"/>	2	PRC	10A	<a href="#">8111RM04831</a>	No	rmansir	rmansir	<input type="checkbox"/>	2	PRC	10A	<a href="#">8111RM05156</a>	No	rmansir	rmansir	<input type="checkbox"/>	2	PRC	10A	<a href="#">8111RM05163</a>	No	rmansir	rmansir
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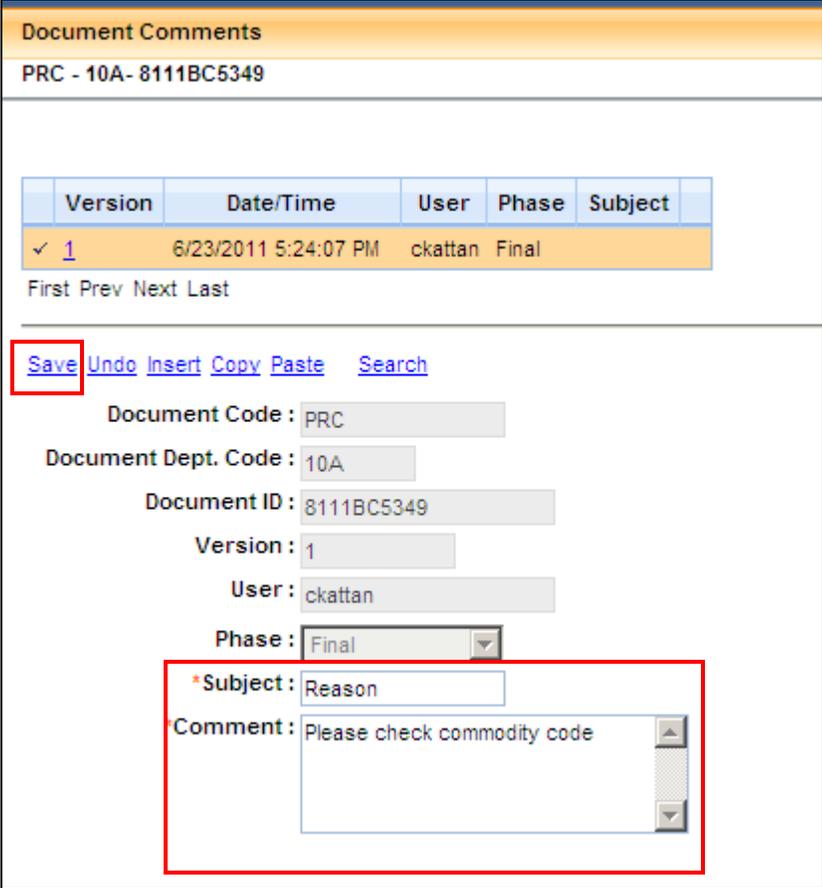
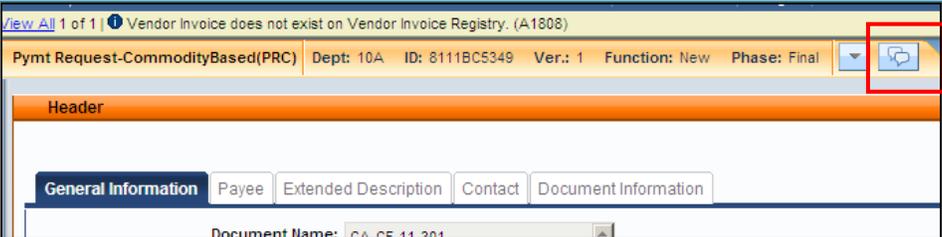
Action	Detail
<p>4. After reviewing the document, click on the appropriate action (<b>Approve</b> or <b>Reject</b>) in the Document task bar at the bottom of the page.</p>	<p>The screenshot displays a document review page. At the top, it says 'View All 1 of 2' and 'Apply approval for level 2'. Below that, the document title is 'Pymt Request-CommodityBased(PRC)' with details: Dept: 10A, ID: 8111RM04831, Ver.: 1, Function: New. The main section is titled 'Header' and contains a 'General Information' tab. Fields include Document Name (CA-CF-11-100A), Record Date, Budget FY, Fiscal Year, Period, Bank Account, Accounting Profile, Replacement, and Cited Authority. A summary table at the bottom shows: Accounting Distribution (0 lines), Vendor (1 line), Commodity (1 line), Accounting (2 lines), and Posting (2 lines). At the very bottom, a task bar contains buttons for Copy, Discard, Approve, and Reject. The Approve and Reject buttons are enclosed in a red rectangular box.</p>

If a document is successfully rejected, the following message will display “*Reject action completed*”, showing that the reject action has been completed. Similarly, if a document is successfully approved an “Approve action completed” message will display.

From the Document Comments page, whether the document has been rejected or approved, comments can be added (e.g. clarifying why the document was rejected). While completing this page is helpful to other users, it is not required.

*Step-by-Step: Adding Comments to an Approved/Rejected Document*

Action	Detail
<p>1. After approving or rejecting a document, the Document Comments page is displayed. Click <u>Insert</u>. The document identifier information auto-populates.</p>	 <p>The screenshot shows a web interface for document comments. At the top, there is a navigation bar with '1 of 3   View All' and a warning message: 'Scheduled Payment Date cannot be less than the current system date. ...'. Below this is a section titled 'Document Comments' with the identifier 'PRC - 10A- 8111BC5349'. A table with columns 'Version', 'Date/Time', 'User', 'Phase', and 'Subject' is visible, with 'First Prev Next Last' navigation links below it. A toolbar contains 'Save', 'Undo', 'Insert', 'Copy', 'Paste', and 'Search' buttons. The 'Insert' button is highlighted with a red box. Below the toolbar are several form fields: 'Document Code', 'Document Dept. Code', 'Document ID', 'Version', 'User', 'Phase' (a dropdown menu), '*Subject', and '*Comment' (a text area with scrollbars).</p>

Action	Detail
<p>2. Enter a <b>Subject</b> and <b>Comment</b> fields.</p> <p>3. To save the comment, click <u>Save</u>.</p> <p>4. To return to the document, click the Back link , in the upper right-hand corner of the screen (step not shown).</p>	
<p>5. The comment icon  appears next to the Action Menu on the document to indicate that comments are associated with this document.</p>	

## Worklist Action Menu

Previously, it was demonstrated how to approve or reject a document by opening the document. It was also noted that you can approve or reject a document from the Document task bar within your personal Worklist (although this method is not recommended, as the document should be reviewed prior to approving or rejecting).

It also should be mentioned that the Approve and Reject actions, in addition to others, can be performed (depending on your security authorization) from the Action Menu, which is located in your personal Worklist. (Some of these additional actions are also available from within a document, which will be reviewed later).

The entire list of Action Menu actions is as follows:

- *Approve*—Applies your approval to the selected document at the currently assigned approval level. Once you have approved the document, it is removed from your worklist and routed to the next level for approval, if any.
- *Unapprove*—Removes a previously applied approval from the document. Unapprove can only be applied to a document when the routing **Reason** is “Confirm” or “Remove Approval”. Unapprove allows you to “take back” your applied approvals.
- *Reject*—Indicates you do not approve the selected document at the current approval level. The document is routed back to the approver who previously approved the document. A Reject action can be applied at any approval level by any approver, as opposed to Unapprove, which can only be applied on a document on which a Reject action has been applied. In both cases, the document will be routed back to the prior approvers’ personal worklist.
- *\_Reject All*—Indicates that you do not want to approve the selected document at the current approval level and want to remove the document from the approval process. This action will reject all approval levels, including yours, and will route the document back to the owner for corrections. The document will be routed back to the owners’ worklist.
- *Reassign*—Allows you to assign the work to another user. Reassign will display the User Information page where you can select a user from the grid and confirm by clicking Select. This will remove the work from your worklist and add it to the selected user’s worklists (discussed further in the “Returning & Reassigning a Task” section).
- *Take Task*—Enables you to “take” a work unit from an approval worklist to your worklist in order to perform an action.
- *Return Task*—Enables you to “return” a work unit from your worklist to the approval role worklist where it may be taken by another user (discussed further in the “Returning & Reassigning a Task” section).
- *Manual Route*—Enables you to route the work unit to another user’s worklist. The work unit will be added to the routed user’s worklist. However, the routed work unit will continue to exist in your worklist. Either user can approve the document; the document will not require approval from both users. (discussed further in the “Returning & Reassigning a Task” section).
- *Bypass Approvals*—Allows the document to be processed completely without needing to go through the approval process. The ability to perform this action is based on your security settings; few users will have this capability. Only the Office of the State Controller (OSC) and the Division of Purchases (DOP) have the ability to bypass approvals.
- *Track Work in Progress (TWIP)* —Enables you to view the workflow status of a document. The TWIP page displays all past, current and future routings for the selected document. You will also be able to view the approval log for the selected document from the TWIP page.

**Worklist**

Select Worklist:

Level:

Code:

Dept:

Unit:

ID:

Submitter ID:

[Browse](#) [Clear](#)

Approve

Unapprove

Reject

Reject All

Reassign

Take Task

Return Task

Manual Route

Bypass Approvals

Track Work In Progress

	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date	Reason	Me
<input type="checkbox"/>	1	PRC	10A		<a href="#">20110823000000005630</a>	No	kziemer	kziemer	6/23/2011 9:32:24 PM	Confirm or remove approval	PRC Document requires agency appr
<input type="checkbox"/>	2	PRC	14B		<a href="#">11CM05241117</a>	No	cmichaud	cmichaud	5/25/2011 11:40:34 AM	Apply approval	PRC Document requires OSC approva

### Workflow Menu features

As mentioned above, some of the Action Menu features can also be performed (depending on your security authorization) from within the Workflow Menu located within a document Note that some of these actions listed here are not available from the Worklist Action Menu. The entire list of Workflow Menu actions from within a document include:

- **Reject All** – Indicates that you do not want to approve the selected document at the current approval level and want to remove the document from the approval process. This action will reject all approval levels, including yours, and will route the document back to the owner for corrections. The document will be routed back to the owners' worklist.
- **Unapprove** – Removes a previously applied approval from the document. Unapprove can only be applied to a document when the routing **Reason** is "Confirm" or "Remove Approval". Unapprove allows you to "take back" your applied approvals.
- **Bypass Approvals** – Allows the document to be processed completely without needing to go through the approval process. The ability to perform this action is based on your security settings; few users will have this capability. Only the Office of the State Controller (OSC) and the Division of Purchases (DOP) have the ability to bypass approvals.
- **Override** – Allows authorized users to finalize (override) documents that contain errors. Users can be granted override levels between 1 and 15. A user that has an override level of 2 can override only 1 and 2 level errors. The override action is only available on Draft versions of documents. The action can be invoked from the Document Catalog, workflow list or an open document.
- **Remove Override** – Allows authorized users to remove override approvals from documents with errors that have been previously approved. This action is only available on document drafts with overrides applied. The action can be invoked from the Document Catalog, workflow list or an open document.
- **Track Work in Progress (TWIP)** – Enables you to view the workflow status of a document. The TWIP page displays all past, current and future routings for the selected document. You will also be able to view the approval log for the selected document from the TWIP page.

The screenshot displays a software window with a list of financial amounts and a workflow menu. The amounts are:

- Actual Amount: \$9,477.00
- Retainage Amount (-): \$0.00
- Discount Amount (-): \$0.00
- Penalty/Interest Amount (+): \$0.00
- Withheld Amount (-): \$0.00
- Intercept Amount (-): \$0.00
- Use Tax Withheld (-): \$0.00
- Default Intercept Fee Amount (-): \$0.00
- Supplementary Intercept Fee Amount(-): \$0.00
- Payment Amount (=): \$9,477.00
- Outstanding Amount: \$

The workflow menu, highlighted with a red box, contains the following options:

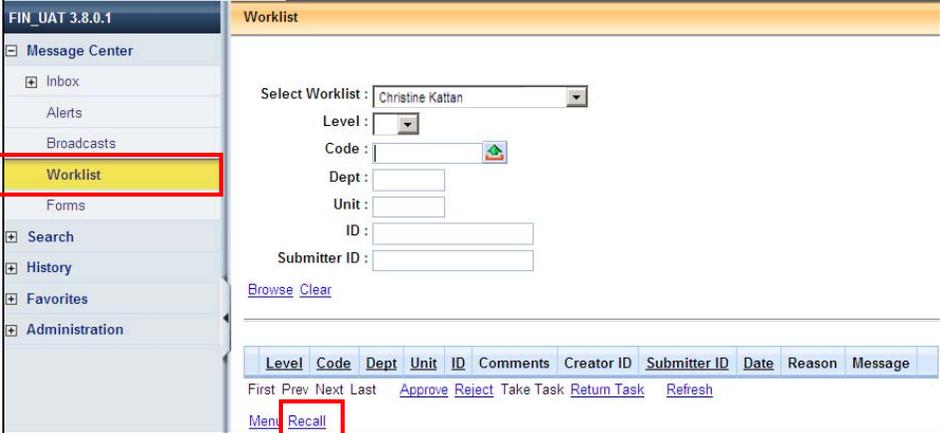
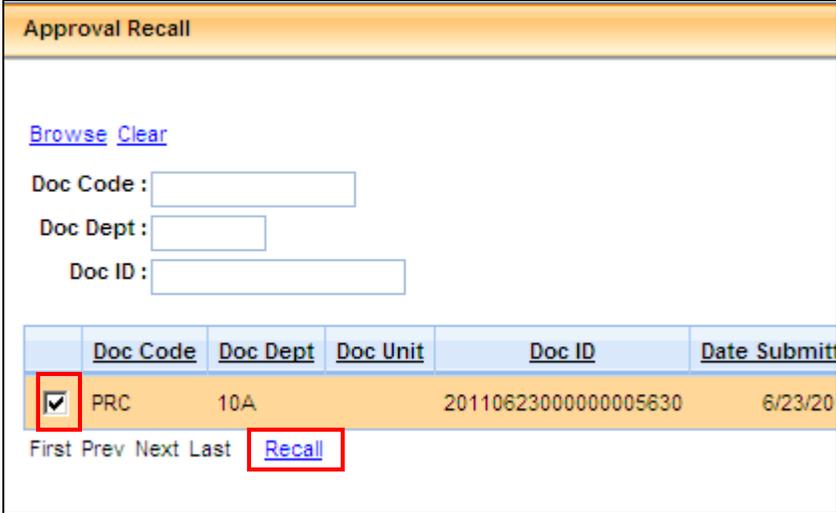
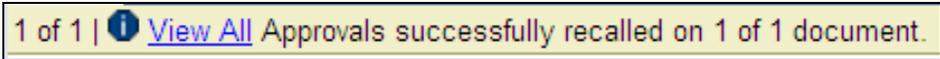
- Reject All
- Unapprove
- Bypass Approvals
- Override
- Remove Override
- Track Work In Progress

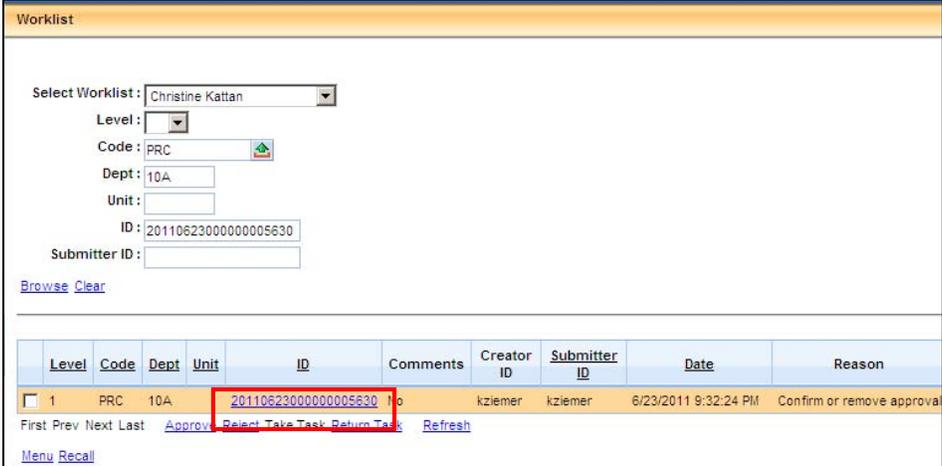
At the bottom of the window, there are buttons for Print, Processing, Workflow, File, and Close.

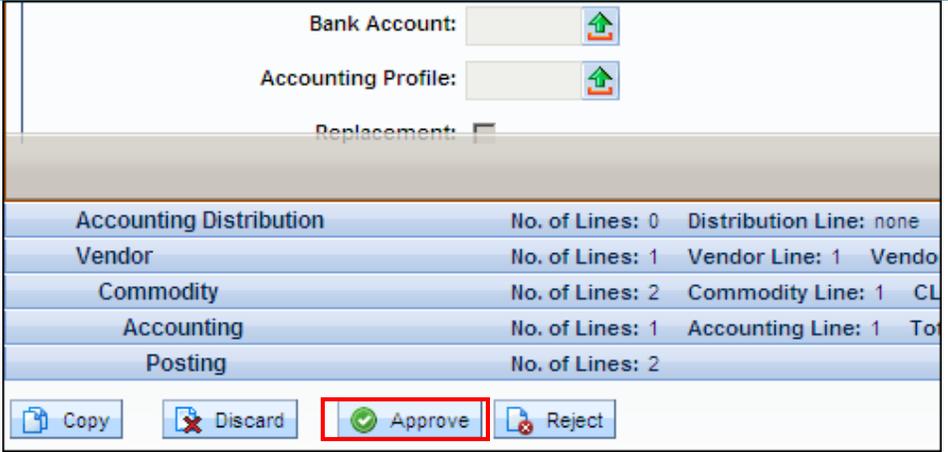
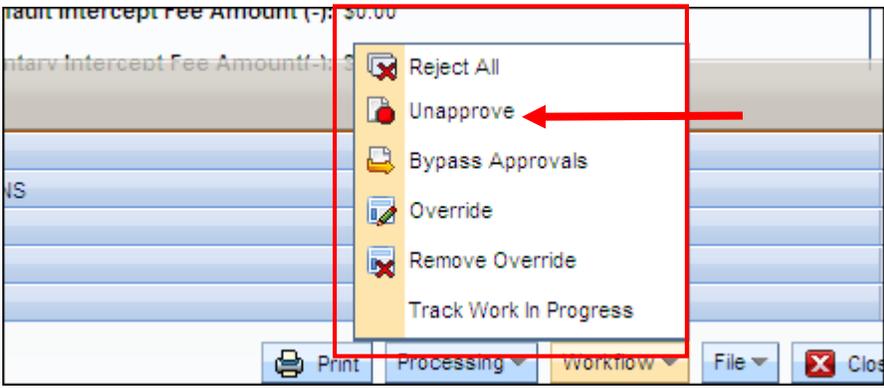
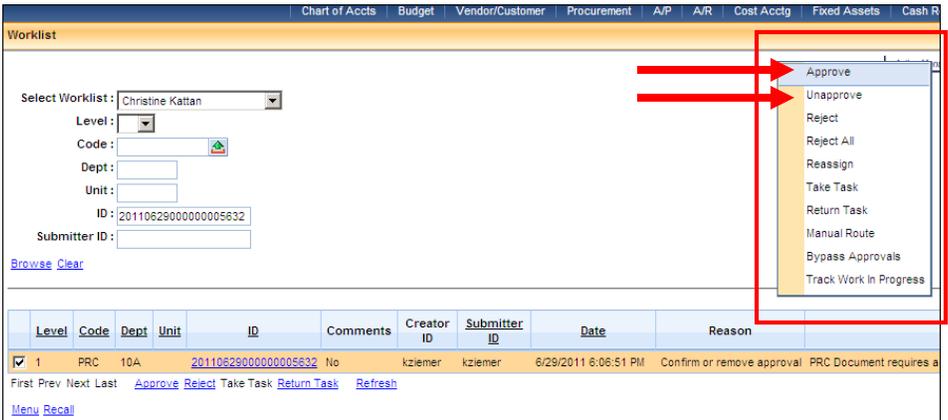
## Recalling a Document

Recalling a document allows you to retract a document which you have previously approved as long as the document is pending approval from the next approver in the routing sequence. Recalled documents will be removed from the next approval role's worklist and returned to your worklist. If a user has moved the document to his/her personal worklist, the document is no longer available for recall. Documents in final status cannot be recalled.

### Step-by-Step: Recalling a Document

Action	Detail
<ol style="list-style-type: none"> <li>1. Click <b>Message Center</b>.</li> <li>2. Click <b>Worklist</b>.</li> <li>3. Your personal worklist opens. Click <b>Recall</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Document that you have approved and are pending approval in a worklist role are displayed. Select the check box next to the document you would like to recall, and click <b>Recall</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>5. A message appears confirming that the recall was successful.</li> </ol>	

Action	Detail																				
<p>6. Once the document has been recalled, it is returned to your worklist and is again in pending action.</p> <p>7. Click the document ID from the <b>ID</b> column to open the document.</p>	 <p>The screenshot shows a 'Worklist' interface. At the top, there's a header 'Worklist'. Below it, a form allows filtering by 'Select Worklist' (Christine Kattan), 'Level', 'Code' (PRC), 'Dept' (10A), 'Unit', 'ID' (20110623000000005630), and 'Submitter ID'. There are 'Browse' and 'Clear' links. Below the form is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Level</th> <th>Code</th> <th>Dept</th> <th>Unit</th> <th>ID</th> <th>Comments</th> <th>Creator ID</th> <th>Submitter ID</th> <th>Date</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PRC</td> <td>10A</td> <td></td> <td>20110623000000005630</td> <td>No</td> <td>kziemer</td> <td>kziemer</td> <td>6/23/2011 9:32:24 PM</td> <td>Confirm or remove approval</td> </tr> </tbody> </table> <p>Below the table are navigation links: First, Prev, Next, Last, Approve, Select, Take Task, Return Task, Refresh, and Menu Recall.</p>	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date	Reason	1	PRC	10A		20110623000000005630	No	kziemer	kziemer	6/23/2011 9:32:24 PM	Confirm or remove approval
Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date	Reason												
1	PRC	10A		20110623000000005630	No	kziemer	kziemer	6/23/2011 9:32:24 PM	Confirm or remove approval												

Action	Detail																																			
<p>8. The document can be either approved by clicking <b>Approve</b> in document, or <i>Unapproved</i> in the Workflow Menu. The first screen shows the document being approved from the document.</p> <p>The second screen shot demonstrates the document being unapproved from the Workflow Menu.</p> <p>The third screen shot shows how an approver could either approve or unapprove the recalled document from the Worklist</p> <p><b>NOTE:</b> Approved documents will move through the approval routing while unapproved documents will be returned to the previous approval role's worklist as if it were rejected.</p>	 <p>Bank Account: <input type="text"/> </p> <p>Accounting Profile: <input type="text"/> </p> <p>Replacement: <input type="checkbox"/></p> <table border="1"> <thead> <tr> <th>Accounting Distribution</th> <th>No. of Lines: 0</th> <th>Distribution Line: none</th> </tr> </thead> <tbody> <tr> <td>Vendor</td> <td>No. of Lines: 1</td> <td>Vendor Line: 1 Vendo</td> </tr> <tr> <td>Commodity</td> <td>No. of Lines: 2</td> <td>Commodity Line: 1 CL</td> </tr> <tr> <td>Accounting</td> <td>No. of Lines: 1</td> <td>Accounting Line: 1 To</td> </tr> <tr> <td>Posting</td> <td>No. of Lines: 2</td> <td></td> </tr> </tbody> </table> <p>Copy Discard <b>Approve</b> Reject</p>  <p>Reject All Unapprove Bypass Approvals Override Remove Override Track Work In Progress</p>  <p>Worklist</p> <p>Select Worklist: Christine Kattan</p> <p>Level: <input type="text"/></p> <p>Code: <input type="text"/></p> <p>Dept: <input type="text"/></p> <p>Unit: <input type="text"/></p> <p>ID: 2011062900000005632</p> <p>Submitter ID: <input type="text"/></p> <p><a href="#">Browse</a> <a href="#">Clear</a></p> <table border="1"> <thead> <tr> <th>Level</th> <th>Code</th> <th>Dept</th> <th>Unit</th> <th>ID</th> <th>Comments</th> <th>Creator ID</th> <th>Submitter ID</th> <th>Date</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PRC</td> <td>10A</td> <td></td> <td>2011062900000005632</td> <td>No</td> <td>kziemer</td> <td>kziemer</td> <td>6/29/2011 6:06:51 PM</td> <td>Confirm or remove approval PRC Document requires a</td> </tr> </tbody> </table> <p>First Prev Next Last <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Take Task</a> <a href="#">Return Task</a> <a href="#">Refresh</a></p> <p><a href="#">Menu</a> <a href="#">Recall</a></p>	Accounting Distribution	No. of Lines: 0	Distribution Line: none	Vendor	No. of Lines: 1	Vendor Line: 1 Vendo	Commodity	No. of Lines: 2	Commodity Line: 1 CL	Accounting	No. of Lines: 1	Accounting Line: 1 To	Posting	No. of Lines: 2		Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date	Reason	1	PRC	10A		2011062900000005632	No	kziemer	kziemer	6/29/2011 6:06:51 PM	Confirm or remove approval PRC Document requires a
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### Returning & Reassigning a Task

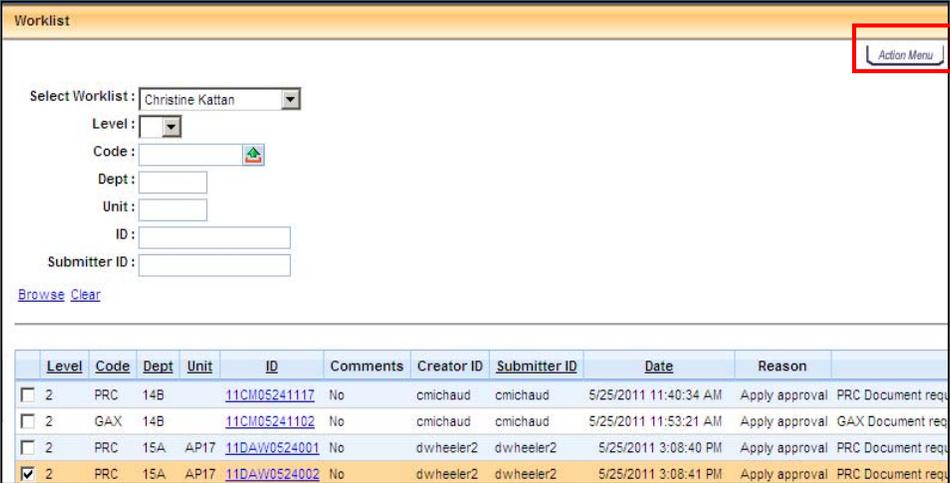
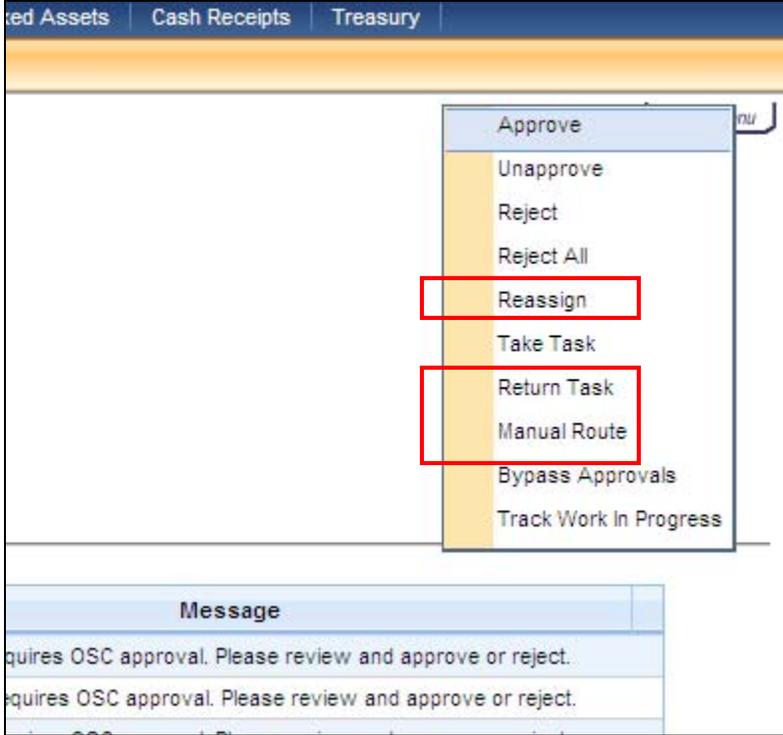
After a task has been taken, it can be moved from your personal worklist back into the workflow/approval role from which it came, or into another user’s personal worklist.

The following actions are available through the Action Menu or either reassignment or returning a task:

- Return Task – Enables you to return the task to the workflow/approval role worklist from which it came without approval. It will not be assigned to another user.
- Reassign – Allows you to assign the work to another user. Reassign will display the User Information page where you can select a user from the grid and confirm by clicking Select. This will remove the work from your worklist and add it to the selected user’s worklists.
- Manual Route – Enables you to route the work unit to another user’s worklist. The work unit will be added to the routed user’s worklist. However, the routed work unit will continue to exist in your worklist. Either user can approve the document; the document will not require approval from both users.

#### Step-by-Step: Returning and Reassigning a Task

Action	Detail																																																																						
1. Select the document you want to reassign.	<div style="border: 1px solid black; padding: 5px;"> <p><b>Worklist</b></p> <p>Select Worklist: <input type="text" value="Christine Kattan"/> ▼</p> <p>Level: <input type="text" value="▼"/></p> <p>Code: <input type="text"/> </p> <p>Dept: <input type="text"/></p> <p>Unit: <input type="text"/></p> <p>ID: <input type="text"/></p> <p>Submitter ID: <input type="text"/></p> <p><a href="#">Browse</a> <a href="#">Clear</a></p> <hr/> <table border="1"> <thead> <tr> <th></th> <th>Level</th> <th>Code</th> <th>Dept</th> <th>Unit</th> <th>ID</th> <th>Comments</th> <th>Creator ID</th> <th>Submitter ID</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>14B</td> <td></td> <td><a href="#">11CM05241117</a></td> <td>No</td> <td>cmichaud</td> <td>cmichaud</td> <td>5/2</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>GAX</td> <td>14B</td> <td></td> <td><a href="#">11CM05241102</a></td> <td>No</td> <td>cmichaud</td> <td>cmichaud</td> <td>5/2</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>15A</td> <td>AP17</td> <td><a href="#">11DAW0524001</a></td> <td>No</td> <td>dwheeler2</td> <td>dwheeler2</td> <td>5</td> </tr> <tr style="background-color: #ffffcc;"> <td><input checked="" type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>15A</td> <td>AP17</td> <td><a href="#">11DAW0524002</a></td> <td>No</td> <td>dwheeler2</td> <td>dwheeler2</td> <td>5</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>CRNG</td> <td>08C</td> <td></td> <td><a href="#">11052603403</a></td> <td>No</td> <td>kgodfrey</td> <td>kgodfrey</td> <td>5/2</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>95F</td> <td></td> <td><a href="#">0523001</a></td> <td>No</td> <td>lnash</td> <td>lnash</td> <td>5/2</td> </tr> </tbody> </table> </div>		Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID		<input type="checkbox"/>	2	PRC	14B		<a href="#">11CM05241117</a>	No	cmichaud	cmichaud	5/2	<input type="checkbox"/>	2	GAX	14B		<a href="#">11CM05241102</a>	No	cmichaud	cmichaud	5/2	<input type="checkbox"/>	2	PRC	15A	AP17	<a href="#">11DAW0524001</a>	No	dwheeler2	dwheeler2	5	<input checked="" type="checkbox"/>	2	PRC	15A	AP17	<a href="#">11DAW0524002</a>	No	dwheeler2	dwheeler2	5	<input type="checkbox"/>	1	CRNG	08C		<a href="#">11052603403</a>	No	kgodfrey	kgodfrey	5/2	<input type="checkbox"/>	2	PRC	95F		<a href="#">0523001</a>	No	lnash	lnash	5/2
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Action	Detail																																																				
<p>2. Click <b>Action Menu</b></p>	 <p>Worklist</p> <p>Select Worklist: Christine Kattan</p> <p>Level: [dropdown]</p> <p>Code: [input]</p> <p>Dept: [input]</p> <p>Unit: [input]</p> <p>ID: [input]</p> <p>Submitter ID: [input]</p> <p><a href="#">Browse</a> <a href="#">Clear</a></p> <table border="1"> <thead> <tr> <th>Level</th> <th>Code</th> <th>Dept</th> <th>Unit</th> <th>ID</th> <th>Comments</th> <th>Creator ID</th> <th>Submitter ID</th> <th>Date</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>14B</td> <td>11CM05241117</td> <td>No</td> <td>cmichaud</td> <td>cmichaud</td> <td>5/25/2011 11:40:34 AM</td> <td>Apply approval PRC Document req</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>GAX</td> <td>14B</td> <td>11CM05241102</td> <td>No</td> <td>cmichaud</td> <td>cmichaud</td> <td>5/25/2011 11:53:21 AM</td> <td>Apply approval GAX Document req</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>15A</td> <td>AP17</td> <td>11DAW0524001</td> <td>No</td> <td>dwheeler2</td> <td>dwheeler2</td> <td>5/25/2011 3:08:40 PM</td> <td>Apply approval PRC Document req</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>15A</td> <td>AP17</td> <td>11DAW0524002</td> <td>No</td> <td>dwheeler2</td> <td>dwheeler2</td> <td>5/25/2011 3:08:41 PM</td> <td>Apply approval PRC Document req</td> </tr> </tbody> </table>	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date	Reason	<input type="checkbox"/>	2	PRC	14B	11CM05241117	No	cmichaud	cmichaud	5/25/2011 11:40:34 AM	Apply approval PRC Document req	<input type="checkbox"/>	2	GAX	14B	11CM05241102	No	cmichaud	cmichaud	5/25/2011 11:53:21 AM	Apply approval GAX Document req	<input type="checkbox"/>	2	PRC	15A	AP17	11DAW0524001	No	dwheeler2	dwheeler2	5/25/2011 3:08:40 PM	Apply approval PRC Document req	<input checked="" type="checkbox"/>	2	PRC	15A	AP17	11DAW0524002	No	dwheeler2	dwheeler2	5/25/2011 3:08:41 PM	Apply approval PRC Document req
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<p>3. Click <b>Reassign, Manual Route or Return Task</b>, depending on the action you want to take.</p> <p>If you select Reassign or Manual route, you will be taken to the next screen.</p> <p>If you select Return Task, the document will return to the worklist of the approval role from which it came from.</p>	 <p>ed Assets   Cash Receipts   Treasury</p> <ul style="list-style-type: none"> <li>Approve</li> <li>Unapprove</li> <li>Reject</li> <li>Reject All</li> <li><b>Reassign</b></li> <li>Take Task</li> <li><b>Return Task</b></li> <li><b>Manual Route</b></li> <li>Bypass Approvals</li> <li>Track Work In Progress</li> </ul> <p><b>Message</b></p> <p>requires OSC approval. Please review and approve or reject.</p> <p>requires OSC approval. Please review and approve or reject.</p>																																																				

Action	Detail																																																															
<p>When reassigning or manually routing:</p> <ol style="list-style-type: none"> <li>Use the following fields to narrow down your search: <b>User ID</b>, <b>Dept</b> and /or <b>Unit</b>.</li> <li>Click <u>Browse</u>.</li> <li>Click the name of the user with which you wish to reassign or route the document.</li> <li>Click <u>Select</u>.</li> </ol> <p>The document will be routed to the chosen user's personal worklist.</p>	<div data-bbox="781 239 1232 1505"> <p><b>User Information</b></p> <p><a href="#">Browse</a> <a href="#">Clear</a></p> <p>User ID: <input type="text"/></p> <p>Department: <input type="text" value="18P"/></p> <p>Unit: <input type="text"/></p> <table border="1"> <thead> <tr> <th>User ID</th> <th>Department</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>✓ bobie</td> <td>18P</td> <td></td> </tr> <tr> <td>mlutte</td> <td>18P</td> <td></td> </tr> <tr> <td>djacques</td> <td>18P</td> <td></td> </tr> <tr> <td>ajones</td> <td>18P</td> <td></td> </tr> <tr> <td>bladner</td> <td>18P</td> <td></td> </tr> <tr> <td>ldesanctis</td> <td>18P</td> <td></td> </tr> <tr> <td>snichols</td> <td>18P</td> <td></td> </tr> <tr> <td>jcouture</td> <td>18P</td> <td></td> </tr> <tr> <td>mwenzel</td> <td>18P</td> <td></td> </tr> <tr> <td>tdemerchant</td> <td>18P</td> <td></td> </tr> <tr> <td>avellani</td> <td>18P</td> <td></td> </tr> <tr> <td>pmunt</td> <td>18P</td> <td></td> </tr> <tr> <td>sgarcia</td> <td>18P</td> <td></td> </tr> <tr> <td>bdevoe</td> <td>18P</td> <td></td> </tr> <tr> <td>blamoreau</td> <td>18P</td> <td></td> </tr> <tr> <td>btefft</td> <td>18P</td> <td></td> </tr> <tr> <td>kpaquette</td> <td>18P</td> <td></td> </tr> <tr> <td>kscheirer</td> <td>18P</td> <td></td> </tr> <tr> <td>adoucette</td> <td>18P</td> <td></td> </tr> <tr> <td>mkirk</td> <td>18P</td> <td></td> </tr> </tbody> </table> <p><a href="#">First</a> <a href="#">Prev</a> <a href="#">Next</a> <a href="#">Last</a> <a href="#">Select</a> <a href="#">Cancel</a></p> </div>	User ID	Department	Unit	✓ bobie	18P		mlutte	18P		djacques	18P		ajones	18P		bladner	18P		ldesanctis	18P		snichols	18P		jcouture	18P		mwenzel	18P		tdemerchant	18P		avellani	18P		pmunt	18P		sgarcia	18P		bdevoe	18P		blamoreau	18P		btefft	18P		kpaquette	18P		kscheirer	18P		adoucette	18P		mkirk	18P	
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## Workflow Role Manager Worklist

The workflow role manager worklist page serves a similar purpose to that of any user's worklist page. Like the worklist page, all approval actions are supported on the Workflow Role Manager's Worklist page. If you are a manager of a role, you will see a **Manager Worklist** link at the bottom of the worklist page for that role. Users may not have manager access to all assigned roles. The role manager worklist page displays all work items for a single role only. If you are a workflow role manager, you can use the workflow role manager worklist page to manage work items assigned to your approval role. In addition, the Manager Worklist allows you to view all work items currently assigned to the role, even those that have been taken by role members. All users who are currently working on any work item are visible and searchable. You can search for work items locked by a specific user by entering appropriate values in the searchable fields.

### Step-by-Step: Viewing Manager Worklist

Action	Detail																																																																																																			
<p>If you are a manager, follow these steps to view the Manager Worklist:</p> <ol style="list-style-type: none"> <li>Expand the drop down menu of the <b>Select Worklist</b> field and select an approval role for which you are a manager.</li> <li>Select <u>Browse</u>. Result: The worklist page for the selected approval role displays.</li> <li>The <b>Manager Worklist</b> link will appear on the worklist page. Select <u>Manager Worklist</u>.</li> </ol>	<p>The screenshot shows the 'Worklist' page interface. At the top, there is a 'Select Worklist' dropdown menu with 'AP OSC APPROVER' selected. Below this are several input fields: 'Level', 'Code', 'Dept', 'Unit', 'ID', and 'Submitter ID'. A 'Browse' button is highlighted with a red box. Below the form is a table of work items with the following columns: Level, Code, Dept, Unit, ID, Comments, Creator ID, Submitter ID, Date. The table contains several rows of data. At the bottom of the page, there are navigation links: 'First', 'Prev', 'Next', 'Last', 'Approve', 'Reject', 'Take Task', 'Return Task', 'Refresh', and a 'Manager Worklist' link which is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Level</th> <th>Code</th> <th>Dept</th> <th>Unit</th> <th>ID</th> <th>Comments</th> <th>Creator ID</th> <th>Submitter ID</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>GAX</td> <td>06A</td> <td><a href="#">810526022</a></td> <td>No</td> <td>fzady</td> <td>fzady</td> <td>5/26/2011 3:33:36 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>GAX</td> <td>14B</td> <td><a href="#">11CM05241101</a></td> <td>No</td> <td>cmichaud</td> <td>cmichaud</td> <td>5/25/2011 11:54:21 AM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>14B</td> <td><a href="#">11CM05251110</a></td> <td>No</td> <td>cmichaud</td> <td>cmichaud</td> <td>5/25/2011 11:56:49 AM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>14A</td> <td><a href="#">8111NBA05982</a></td> <td>No</td> <td>namold</td> <td>namold</td> <td>5/26/2011 11:45:12 AM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>14A</td> <td><a href="#">8111NBA05983</a></td> <td>No</td> <td>namold</td> <td>namold</td> <td>5/26/2011 11:47:10 AM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>14A</td> <td><a href="#">8111NBA05986</a></td> <td>No</td> <td>namold</td> <td>namold</td> <td>5/26/2011 11:48:35 AM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td><a href="#">8111JMN3685</a></td> <td>No</td> <td>jnorwood</td> <td>jnorwood</td> <td>5/26/2011 12:57:58 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td><a href="#">8111JMN3680</a></td> <td>No</td> <td>jnorwood</td> <td>jnorwood</td> <td>5/26/2011 12:54:34 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td><a href="#">8111JMN3683</a></td> <td>No</td> <td>jnorwood</td> <td>jnorwood</td> <td>5/26/2011 12:56:19 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td><a href="#">8111BC5334</a></td> <td>No</td> <td>bcampbell</td> <td>bcampbell</td> <td>5/26/2011 1:42:12 PM</td> </tr> </tbody> </table>	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date	<input type="checkbox"/>	2	GAX	06A	<a href="#">810526022</a>	No	fzady	fzady	5/26/2011 3:33:36 PM	<input type="checkbox"/>	2	GAX	14B	<a href="#">11CM05241101</a>	No	cmichaud	cmichaud	5/25/2011 11:54:21 AM	<input type="checkbox"/>	2	PRC	14B	<a href="#">11CM05251110</a>	No	cmichaud	cmichaud	5/25/2011 11:56:49 AM	<input type="checkbox"/>	2	PRC	14A	<a href="#">8111NBA05982</a>	No	namold	namold	5/26/2011 11:45:12 AM	<input type="checkbox"/>	2	PRC	14A	<a href="#">8111NBA05983</a>	No	namold	namold	5/26/2011 11:47:10 AM	<input type="checkbox"/>	2	PRC	14A	<a href="#">8111NBA05986</a>	No	namold	namold	5/26/2011 11:48:35 AM	<input type="checkbox"/>	2	PRC	10A	<a href="#">8111JMN3685</a>	No	jnorwood	jnorwood	5/26/2011 12:57:58 PM	<input type="checkbox"/>	2	PRC	10A	<a href="#">8111JMN3680</a>	No	jnorwood	jnorwood	5/26/2011 12:54:34 PM	<input type="checkbox"/>	2	PRC	10A	<a href="#">8111JMN3683</a>	No	jnorwood	jnorwood	5/26/2011 12:56:19 PM	<input type="checkbox"/>	2	PRC	10A	<a href="#">8111BC5334</a>	No	bcampbell	bcampbell	5/26/2011 1:42:12 PM
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Action	Detail																																																																																																														
<p>Result: Manager Worklist page is displayed.</p> <p>The fields on this page will be discussed in the next section.</p>	<div data-bbox="565 247 1468 281" style="background-color: #f4a460; padding: 2px;">Manager Worklist</div> <div data-bbox="565 344 1468 533" style="border: 1px solid #ccc; padding: 5px;"> <p>▼ Approval Information</p> <p>Lock User ID : <input type="text"/></p> <p>Level : <input type="text"/></p> <p>Date : <input type="text"/></p> </div> <div data-bbox="565 554 1468 588" style="border: 1px solid #ccc; padding: 5px;"> <p>▶ Document Information</p> </div> <div data-bbox="565 625 688 655" style="margin-top: 10px;"> <p><a href="#">Browse</a> <a href="#">Clear</a></p> </div> <div data-bbox="565 709 1468 1100" style="border: 1px solid #ccc; margin-top: 10px;"> <table border="1"> <thead> <tr> <th></th> <th>Level</th> <th>Code</th> <th>Dept</th> <th>Unit</th> <th>ID</th> <th>Comments</th> <th>Lock User ID</th> <th>Creator ID</th> <th>Submitter ID</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>06A</td> <td></td> <td>810526023</td> <td>No</td> <td>ckattan</td> <td>fzady</td> <td>fzady</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td>8111JMN3629</td> <td>No</td> <td>kpelotte</td> <td>jnorwood</td> <td>jnorwood</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td>8111JMN3630</td> <td>No</td> <td>kpelotte</td> <td>jnorwood</td> <td>jnorwood</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td>8111JMN3635</td> <td>No</td> <td>kpelotte</td> <td>jnorwood</td> <td>jnorwood</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>GAX</td> <td>06A</td> <td></td> <td>810526022</td> <td>No</td> <td></td> <td>fzady</td> <td>fzady</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>10A</td> <td></td> <td>8111JMN3648</td> <td>No</td> <td>kpelotte</td> <td>jnorwood</td> <td>jnorwood</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>14B</td> <td></td> <td>11CM05241117</td> <td>No</td> <td>ckattan</td> <td>cmichaud</td> <td>cmichaud</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>GAX</td> <td>14B</td> <td></td> <td>11CM05241102</td> <td>No</td> <td>ckattan</td> <td>cmichaud</td> <td>cmichaud</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>GAX</td> <td>14B</td> <td></td> <td>11CM05241101</td> <td>No</td> <td></td> <td>cmichaud</td> <td>cmichaud</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>PRC</td> <td>14B</td> <td></td> <td>11CM05251110</td> <td>No</td> <td></td> <td>cmichaud</td> <td>cmichaud</td> </tr> </tbody> </table> </div> <div data-bbox="565 1104 1182 1134" style="margin-top: 5px;"> <p>First Prev <a href="#">Next</a> <a href="#">Last</a> <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Take Task</a> <a href="#">Return Task</a> <a href="#">Refresh</a></p> </div> <div data-bbox="565 1146 792 1176" style="margin-top: 5px;"> <p><a href="#">Menu</a> <a href="#">Back to Role Worklist</a></p> </div>		Level	Code	Dept	Unit	ID	Comments	Lock User ID	Creator ID	Submitter ID	<input type="checkbox"/>	2	PRC	06A		810526023	No	ckattan	fzady	fzady	<input type="checkbox"/>	2	PRC	10A		8111JMN3629	No	kpelotte	jnorwood	jnorwood	<input type="checkbox"/>	2	PRC	10A		8111JMN3630	No	kpelotte	jnorwood	jnorwood	<input type="checkbox"/>	2	PRC	10A		8111JMN3635	No	kpelotte	jnorwood	jnorwood	<input type="checkbox"/>	2	GAX	06A		810526022	No		fzady	fzady	<input type="checkbox"/>	2	PRC	10A		8111JMN3648	No	kpelotte	jnorwood	jnorwood	<input type="checkbox"/>	2	PRC	14B		11CM05241117	No	ckattan	cmichaud	cmichaud	<input type="checkbox"/>	2	GAX	14B		11CM05241102	No	ckattan	cmichaud	cmichaud	<input type="checkbox"/>	2	GAX	14B		11CM05241101	No		cmichaud	cmichaud	<input type="checkbox"/>	2	PRC	14B		11CM05251110	No		cmichaud	cmichaud
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### Searching the Manager Worklist

The Manager Worklist allows you to view all work items currently assigned to the role, even those that have been taken by role members. All users who are currently working on any work item are visible and searchable. You can narrow your search for work items by entering appropriate values in the searchable fields and clicking [Browse](#).

**Lock User ID** – Signifies that the user has taken the task, and the document is in their personal worklist. Search for documents taken by a particular user

**Level** – Search for documents with a specific approval level

**Code** – Search for documents by Document Code

**Dept** – Search for documents by Department Code

**Unit** - Search for documents by Department Unit

**ID** - Search for documents by Document ID

**Manager Worklist**

▼ **Approval Information**

Lock User ID :

Level :

Date :

▼ **Document Information**

Code :

Dept :

Unit :

ID :

Browse
Clear

	Level	Code	Dept	Unit	ID	Comments	Lock User ID	Creator ID	Submitter ID
<input type="checkbox"/>	2	PRC	10A		8111BC5333	No		bcampbell	bcampbell
<input type="checkbox"/>	2	PRC	10A		8111BC5334	No		bcampbell	bcampbell
<input type="checkbox"/>	2	PRC	10A		8111BC5335	No		bcampbell	bcampbell
<input type="checkbox"/>	2	PRC	10A		8111BC5336	No		bcampbell	bcampbell
<input type="checkbox"/>	2	PRC	10A		8111BC5339	Yes		bcampbell	bcampbell
<input type="checkbox"/>	2	PRC	10A		8111BC5344	No		bcampbell	bcampbell
<input type="checkbox"/>	2	PRC	10A		8111BC5350	No	ckattan	bcampbell	bcampbell
<input type="checkbox"/>	2	PRC	10A		8111BC5352	Yes		bcampbell	bcampbell
<input type="checkbox"/>	2	PRC	10A		8111BC5354	Yes		bcampbell	bcampbell

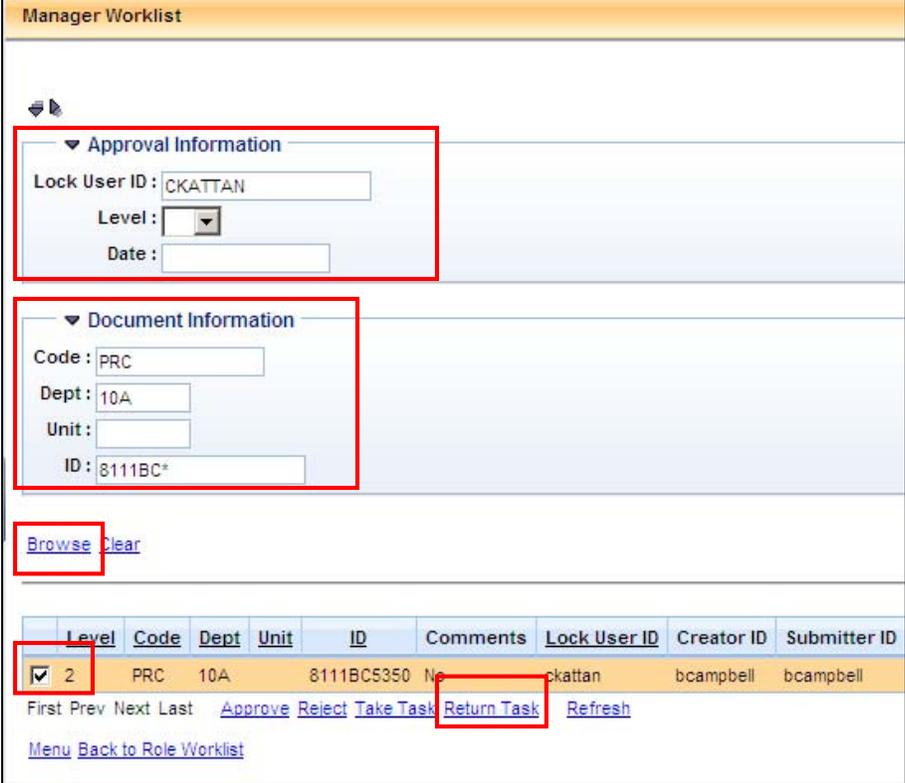
First Prev Next Last
[Approve](#)
[Reject](#)
[Take Task](#)
[Return Task](#)
[Refresh](#)

## Releasing Work Items

Work items originally assigned to a workflow role and then taken by a user may become dormant in that user's worklist.

For example, if a user takes a task but does not complete it before going on vacation, then that work item though assigned to a user is not being worked on. No other users can work on it as it has been taken by the absent user to work on.

### Step-by-Step: Releasing Work Items from Manager Worklist

Action	Detail
<p>You can search for work items locked by a specific user by entering appropriate values in the searchable fields.</p> <p>Click <u>Browse</u>.</p> <p>Select work item (document) to take or return.</p> <p>4. Clicking <u>Return Task</u>. The task will be returned to the approval role worklist for reassignment.</p>	 <p>The screenshot shows the 'Manager Worklist' interface. It features two search filter sections: 'Approval Information' and 'Document Information'. The 'Approval Information' section includes fields for 'Lock User ID' (set to CKATTAN), 'Level' (a dropdown menu), and 'Date'. The 'Document Information' section includes fields for 'Code' (set to PRC), 'Dept' (set to 10A), 'Unit', and 'ID' (set to 8111BC*). Below these filters are 'Browse' and 'Clear' buttons. At the bottom, there is a table with columns: Level, Code, Dept, Unit, ID, Comments, Lock User ID, Creator ID, and Submitter ID. A single row is visible with a checked checkbox in the first column, Level '2', Code 'PRC', Dept '10A', ID '8111BC5350', and Lock User ID 'ckattan'. Below the table are navigation links: 'First', 'Prev', 'Next', 'Last', 'Approve', 'Reject', 'Take Task', 'Return Task', and 'Refresh'. A 'Menu' link and 'Back to Role Worklist' link are also present.</p>

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# Appendix A: Agency Training Leads

Agency Training Leads are your point of contact for questions you have regarding Advantage or registering for training classes. The complete list of Leads by Service Center can be found on the OSC website.

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# Appendix B: Advantage Security Application

The application is posted at this link: <http://inet.state.me.us/osc/accounting/security.html>

<b>Advantage Security Application</b>		<input type="button" value="Print Form"/>																																														
Type of Request <input style="width: 150px;" type="text"/>	Please send completed form to Kim Hall at the Office of the State Controller, 14 SHS.																																															
<b>Directory Information:</b>																																																
Last Name <input style="width: 200px;" type="text"/>	First Name <input style="width: 150px;" type="text"/>																																															
Old Name (if changed) <input style="width: 350px;" type="text"/>	Phone # <input style="width: 100px;" type="text"/>																																															
Email Address <input style="width: 300px;" type="text"/>	Locality/Division <input style="width: 100px;" type="text"/>																																															
<b>Organization Access:</b> Home Department: <input style="width: 50px;" type="text"/>																																																
<b>Financial Security &amp; Workflow Access:</b> For data enter & approval rights, check all applicable boxes.																																																
Foreign Dept Data Enter <input style="width: 150px; height: 40px;" type="text"/>	Foreign Dept Approval <input style="width: 150px; height: 40px;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Functional Area</th> <th>Data Enter</th> <th>Approve</th> <th>Mgr Approve</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Accounts Payable (Inc. ABSJ)</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Accounts Receivable</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Cost Accounting</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Cash Receipt</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Fixed Asset</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>JV's &amp; Internal Payments (IET)</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Batch Interface (BIE User)</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Vendor/Customer</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </tbody> </table>	Functional Area	Data Enter	Approve	Mgr Approve	View	Accounts Payable (Inc. ABSJ)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accounts Receivable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cost Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cash Receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fixed Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JV's & Internal Payments (IET)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Batch Interface (BIE User)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vendor/Customer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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<b>Procurement Security Access:</b> (for data enter & approval rights, check all applicable boxes)																																																
Foreign Dept Data Enter <input style="width: 150px; height: 40px;" type="text"/>	Foreign Dept Approval <input style="width: 150px; height: 40px;" type="text"/>	See page 2 for Procurement Workflow access.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Procurement User</th> </tr> </thead> <tbody> <tr> <td>Data Enter</td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>CT Data Enter</td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Approver</td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Mgr Approver</td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Dept Designee</td> <td align="center"><input type="checkbox"/></td> </tr> </tbody> </table>	Procurement User		Data Enter	<input type="checkbox"/>	CT Data Enter	<input type="checkbox"/>	Approver	<input type="checkbox"/>	Mgr Approver	<input type="checkbox"/>	Dept Designee	<input type="checkbox"/>																																	
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<b>Reporting Access:</b>																																																
SQL Data Warehouse <input type="checkbox"/>		Fortis Reporting (View & Print System Reports) <input type="checkbox"/>																																														
<b>Other Security Access:</b> Select specific access required.																																																
Help Desk Users (Password Reset) <input type="checkbox"/>	OSC - Financial Rpt or Internal Ctrl <input type="checkbox"/>	OSC - General Accounting <input type="checkbox"/>	Procurement Special Approval (Budget, Gov, OIT, OSC) <input type="checkbox"/>																																													
OIT Access <input type="checkbox"/>	Prepare Receiving Documents <input type="checkbox"/>	Procurement (Buyer/Admin/Audit) <input type="checkbox"/>	Treasury (Admin/Approver/User) <input type="checkbox"/>																																													
Dept of Audit or Bureau of Budget <input type="checkbox"/>			Surplus <input type="checkbox"/>																																													
			Warehouse <input type="checkbox"/>																																													
<b>Incumbent Replacement:</b>																																																
Is the above user replacing an incumbent? <input style="width: 50px;" type="text"/>		This person will be removed from access to systems.																																														
If "Yes" provide name: <input style="width: 300px;" type="text"/>																																																
Advantage Security Ap V4 - 05/24/11																																																

<b>Procurement Workflow Access:</b>	Dept: (Home & Foreign)	Workflow Units (ex: WFXX, SCXX) List all applicable units for each department.
	<input type="text"/>	<input type="text"/>

**Procurement Shipping Location:**

Address:

**Procurement Billing Location:**

Address:

**I understand that the User ID and password that will be assigned to me is not to be reassigned, transferred or loaned to another individual. I understand that, should I knowingly provide my ID to another individual, my security may be revoked.**

User Signature:       DATE:

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I have reviewed this application for security access, and certify that the above named user is authorized to receive the requested access for the completion of the responsibilities of his or her position.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor Signature	Date:	Agency Security Coordinator Signature	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office of the State Controller Signature	Date:	Division of Purchases Signature	Date:

**Administrative Use Only:**

OSC:     DOP:     Treasury:     UDOC:

Workspaces:     InfoAdv:     Fortis:     Other:

Advantage Security Ap V4 - 05/24/11

# Appendix C: Security Roles

Security Role ID	Security Role Description
ANY	Viewing Amendment HIST, Alerts, Broadcasts, Budget Documents, BQ39, BQ90, CACT, Cited Authority, Commodities, COA Tables (ACTV, OBJ, BSA, RSRC, etc), CNTAC, BBAL, CBAL, LINQ, ITEM, PLOC, UOM, Terms & Cond, URSRCH, VCC & VCM for Customer, & Worklist
ORGXXX	Needed for all <u>foreign</u> Department access (example 10A: ORG10A or ORGSCDHHS for Srv Ctr)
INFOADV	Access to the InfoAdvantage Warehouse
VCDE	Enter VCC and VCM documents for Vendors to workflow to OSC for Approval
<b>Individual functional area access for specific functional areas - One or Two Depts Only - see Service Center</b>	
<b>Groupings for multiple Dept Access</b>	
<b><i>Accounts Payable - Data Entry</i></b>	
APDE	This provides the user Home Access - (Data Enter Docs: ABSJ, CEC, GAE, GAEC, GAX, IN, PRC) Copy forward from a BPO, CT, DO, PO. View CHREC, DISBDQ, DISBQ, PDCHK
APXXXDE	Select the appropriate foreign orgs (example for 14A: AP14ADE)
<b><i>Accounts Payable - Approval</i></b>	
APAP	This provides the user Home Access - (Data Enter and Approve: ABSJ, CEC, GAE, GAEC, GAX, IN, PRC) Update CNTAC table and view CHREC, DISBDQ, DISBQ, PDCHK
APXXXAP	Select the appropriate foreign orgs (example for 14A: AP14AAP)
<b><i>Accounts Payable - View</i></b>	
APVW	This provides the user Home Access - (View Docs: ABSJ, CEC, GAE, GAEC, GAX, IN, PRC) View CHREC, DISBDQ, DISBQ, PDCHK
APXXXVW	Select the appropriate foreign orgs (example for 14A: AP14AAP)
<b><i>Accounts Receivable - Data Entry</i></b>	
ARDE	This provides the user Home Access - (Data Enter Docs: RE & CL) Update access to the AR Tables (BPRO, BILLR, COLL, CUSTA, DNGM, FCEG, INVQ, RESTA, RCHT, STMTQ, etc)
ARXXXDE	Select the appropriate foreign orgs (example for 14A: AR14ADE)
<b><i>Accounts Receivable - Approval</i></b>	

Security Role ID	Security Role Description
ARAP	This provides the user Home Access - (Data Enter & Approve Docs: RE & CL) Update access to the AR Tables (BPRO, BILLR, COLL, CUSTA, DNGM, FCEG, INVQ, RESTA, RCHT, STMTQ, etc) Also update rights to CNTAC
ARXXXAP	Select the appropriate foreign orgs (example for 14A: AR14AAP)
<b>Accounts Receivable - View</b>	
ARVW	This provides the user Home Access - (View Docs: RE & CL) View access to the AR Tables (BPRO, BILLR, COLL, CUSTA, DNGM, FCEG, INVQ, RESTA, RCHT, STMTQ, etc) Also update rights to CNTAC
ARXXXVW	Select the appropriate foreign orgs (example for 14A: AR14AAP)
<b>BIE (Batch Interface Event) - Data Entry</b>	
BIEUSER	This provides the user Home Access - (Data Enter into the Batch Interface Event table)
BIEXXXUSER	Select the appropriate foreign orgs (example for 14A: BIE14AUSER)
<b>BIE (Batch Interface Event) - View only</b>	
BIEVIEW	This provides the user View the Batch Interface Event table - no org restrictions
<b>Department of Audit &amp; Bureau of the Budget</b>	
AUDIT	This provides view rights across the system no org restrictions
	If audit needs to data entry documents, then they need to be grant the appropriate roles (AP, AR, CA, JV, etc)
<b>Cost Accounting - Data Entry</b>	
CADE	This provides the user Home Access. Data Enter BGPDR, BDPHR, JVC, CH. View tables: PROG, MJPRG, PHASE, PHPRG, etc.
CAXXDE	Select the appropriate foreign orgs (example for 14A: CA14ADE)
<b>Cost Accounting - Approval</b>	

Security Role ID	Security Role Description
CAAP	This provides the user Home Access. Approve BGPDR, BDPHR, JVC, CH. Update tables: PROG, MJPRG, PHASE, PHPRG, etc.
CAXXXAP	Select the appropriate foreign orgs (example for 14A: CA14AAP)
<b>Cost Accounting - View</b>	
CAVW	This provides the user Home Access. View BGPDR, BDPHR, JVC, CH. View tables: PROG, MJPRG, PHASE, PHPRG, etc.
CAXXXVW	Select the appropriate foreign orgs (example for 14A: CA14AAP)
<b>Cash Receipt - Data Entry</b>	
CRDE	This provides the user Home Access
CRXXXDE	Select the appropriate foreign orgs (example for 14A: CR14ADE)
<b>Cash Receipt - Approval</b>	
CRAP	This provides the user Home Access. Data Enter CR, CRAJ, CRCC, CREF, CRNG, CRRT, BAC, TRF documents. Access BNKTR, CRSRCH, & DPRF tables.
CRXXXAP	Select the appropriate foreign orgs (example for 14A: CR14AAP)
<b>Cash Receipt - View</b>	
CRVW	This provides the user Home Access. Approve CR, CRAJ, CRCC, CREF, CRNG, CRRT, BAC, TRF documents. Access BNKTR, CRSRCH, & DPRF tables.
CRXXXVW	Select the appropriate foreign orgs (example for 14A: CR14AAP)
<b>Fixed Asset - Data Entry</b>	
FADE	This provides the user Home Access. Data Enter FA, FC, FD, FE, FI, FM, FP, & FX documents. Access FARHDR, FARCOMP, FARACTG, FAHIST, FATP, FAPR, FACPA, etc.
FAXXXDE	Select the appropriate foreign orgs (example for 14A: FA14ADE)
<b>Fixed Asset - Approval</b>	
FAAP	This provides the user Home Access. Approve FA, FC, FD, FE, FI, FM, FP, & FX documents. Access FARHDR, FARCOMP, FARACTG, FAHIST, FATP, FAPR, FACPA, etc.
FAXXXAP	Select the appropriate foreign orgs (example for 14A: FA14AAP)

Security Role ID	Security Role Description
<b>Fixed Asset - View</b>	
FAVW	This provides the user Home Access. View FA, FC, FD, FE, FI, FM, FP, & FX documents. Access FARHDR, FARCOMP, FARACTG, FAHIST, FATP, FAPR, FACPA, etc.
FAXXXVW	Select the appropriate foreign orgs (example for 14A: FA14AAP)
<b>Journal Voucher &amp; Internal Exchange Transactions (IET) for PV9 or JV like transactions - Data Entry</b>	
JVDE	This provides the user Home Access. Data Enter JV & IET documents. This includes the IET to pay an intergovernmental RE.
JVXXXDE	Select the appropriate foreign orgs (example for 14A: JV14ADE)
<b>Journal Voucher &amp; Internal Exchange Transactions (IET) for PV9 or JV like transactions - Approval</b>	
JVAP	This provides the user Home Access. Approve JV & IET documents. This includes the IET to pay an intergovernmental RE.
JVXXXAP	Select the appropriate foreign orgs (example for 14A: JV14AAP)
<b>Journal Voucher &amp; Internal Exchange Transactions (IET) for PV9 or JV like transactions - View</b>	
JVWV	This provides the user Home Access. View JV & IET documents. This includes the IET to pay an intergovernmental RE.
JVXXXVW	Select the appropriate foreign orgs (example for 14A: JV14AAP)
<b>Procurement Document - Data Entry</b>	
PCDE	Data Enter/Home Org - Request for a desired good (commodities) RQS, RQN or RQA (surplus only)
PCXXXDE	Data Enter/Foreign Org - Request for a desired good (commodities) RQS, RQN or RQA (surplus only)
PC_SCXXXDE	Service Center Data Entry

Security Role ID	Security Role Description
<b>Procurement Document - Approval</b>	
PCAP	Agency Approver/ Home Org - Approves all Procurement Docs. Also update rights to CNTAC
PCXXXAP	Agency Approver/ Foreign Org - Approves all Procurement Docs
PC_SCXXXAP	Service Center Data Entry
<b>Procurement RFP data entry</b>	
PCRFPE	Data Enter/Home Org - Request for a desired service (services) - CT
PCRFXXXDE	Data Enter/Foreign Org - Request for a desired service (services) - CT
PCRFPE_SCXXXDE	Service Center RFP Data Entry
<b>Procurement Department Designee data entry</b>	
PCDDAP	Dept. Designee for all Procurement Documents. Also update rights to CNTAC. On October 1st once the 5000.00 threshold is established we will not longer be requiring a Dept. Designee for Service Contracts (CT's) only. Commodity purchases will still require the Dept. Designee approval.
<b>Surplus User</b>	
SURPLUS	Surplus users for RQA document and processing Fixed Asset documents and tables queries
ORGALL	They also need the orgall role to be able to process FD documents for all agency codes
<b>Process all Documents Types for specific departments - One or Two Departments</b>	
DOCXXXAP	Approver for all Document Codes - Foreign Org
DOCXXXDE	Data Entry for all Document Codes - Foreign Org
DOCXXXVW	Viewer for all Document Codes - Foreign Org

Security Role ID	Security Role Description
DOCAP	Approver for all Document Codes - Home Org
DOCDE	Data Entry for all Document Codes - Home Org
DOCVW	Viewer for all Document Codes - Home Org
<b>Service Center Access to process all Financial Document Codes (AP, AR, CA, CR, FA, JV/IET)</b>	
<b>Service Center A</b>	
SCAAP	Service Center A Approver
SCADE	Service Center A Data Entry
SCAVW	Service Center A Viewer
ORGSCA	Service Ctr A Reference Table For. Org.
JVAP	JV approvers - don't need foreign Org access - <b>Must have these roles for JV/IET transaction for multiple departments</b>
JVDE	JV data entry - don't need foreign Org access - <b>Must have these roles for JV/IET transaction for multiple departments</b>
WAREBUYR	Warehouse Payment Request - Need to give this to a data entry user and approver
<b>Service Center B</b>	<b>SESC</b>
SCBAP	Service Center B Approver
SCBDE	Service Center B Data Entry
SCBVW	Service Center B Viewer
ORGSCB	Service Ctr B Reference Table For. Org.
JVAP	JV approvers - don't need foreign Org access
JVDE	JV data entry - don't need foreign Org access
<b>Corrections Service Center</b>	
SCCORRAP	Service Center Corrections Approver
SCCORRDE	Service Center Corrections Data Entry
SCCORRVW	Service Center Corrections Viewer
ORGSCCORR	Service Ctr Corrections Reference Table For. Org.
JVAP	JV approvers - don't need foreign Org access
JVDE	JV data entry - don't need foreign Org access

Security Role ID	Security Role Description
<b>DHHS Service Center</b>	
SCDHHSAP	Service Center DHHS Approver (10A, 14A-G, 90E, & 18K)
SCDHHSDE	Service Center DHHS Data Entry (10A, 14A-G, 90E, & 18K)
SCDHHSVW	Service Center DHHS Viewer (10A, 14A-G, 90E, & 18K)
DHHSAP	Service Center DHHS Approver (10A, 14A-G, 90E) - <b>DOES NOT INCLUDE 18K</b>
DHHSDE	Service Center DHHS Data Entry (10A, 14A-G, 90E)
DHHSVW	Service Center DHHS Viewer (10A, 14A-G, 90E)
ORGSCDHHS	Service Ctr DHHS Reference Table For. Org. (10A, 14A-G, 90E, & 18K)
ORGDHHS	Service Ctr DHHS Reference Table For. Org. (10A, 14A-G, 90E)
JVAP	JV approvers - don't need foreign Org access
JVDE	JV data entry - don't need foreign Org access
<b>DOT Service Center</b>	
SCDOTAP	Service Center DOT Approver
SCDOTDE	Service Center DOT Data Entry
SCDOTVW	Service Center DOT Viewer
ORGSCDOT	Service Ctr DOT Reference Table For. Org.
JVAP	JV approvers - don't need foreign Org access
JVDE	JV data entry - don't need foreign Org access
<b>Legislature Service Center</b>	
SCLEGAP	Service Center Legislature Approver
SCLEGDE	Service Center Legislature Data Entry
SCLEGVW	Service Center Legislature Viewer
ORGSCLEG	Service Ctr Legislature Reference Table For. Org.
JVAP	JV approvers - don't need foreign Org access
JVDE	JV data entry - don't need foreign Org access
<b>Natural Resource Service Center</b>	
SCNRAP	Service Center NRSC Approver
SCNRDE	Service Center NRSC Data Entry
SCNRVW	Service Center NRSC Viewer
ORGSCNR	Service Ctr NRSC Reference Table For. Org.

Security Role ID	Security Role Description
JVAP	JV approvers - don't need foreign Org access
JVDE	JV data entry - don't need foreign Org access
<b>Secretary of State Service Center</b>	
SCSOSAP	Service Center Sec of State Approver
SCSOSDE	Service Center Sec of State Data Entry
SCSOSVW	Service Center Sec of State Viewer
ORGSCSOS	Service Ctr Sec of State Reference Table For. Org.
JVAP	JV approvers - don't need foreign Org access
JVDE	JV data entry - don't need foreign Org access
<b>Service Center Access to process specific document types</b>	
<b>Use the above SCXXAP roles for approval of all document types or the individual APXXXAP approval roles for specific document types (AP, AR, CA, CR, FA, JV)</b>	
<b>Accounts Payable</b>	
<b>Service Center A</b>	
AP_SCAAP	Service Center A Approver
AP_SCADE	Service Center A Data Entry
AP_SCAVW	Service Center A View Only
ORGSCA	Service Ctr A Reference Table For. Org.
<b>Accounts Payable</b>	
<b>Service Center B</b>	
AP_SCBAP	Service Center B Approver
AP_SCBDE	Service Center B Data Entry
AP_SCBVW	Service Center B View Only
ORGSCB	Service Ctr B Reference Table For. Org.
<b>Accounts Payable</b>	
<b>Service Center Corrections</b>	
AP_SCCORRAP	Service Center Corrections Approver
AP_SCCORRDE	Service Center Corrections Data Entry
AP_SCCORRVW	Service Center Corrections View Only
ORGSCCORR	Service Ctr Corrections Reference Table For. Org.

Security Role ID	Security Role Description
<b>Accounts Payable</b>	
<b>Service Center DHHS</b>	
AP_SCDHHSAP	Service Center DHHS Approver (10A, 14A-G, 90E, & 18K)
AP_SCDHHSDE	Service Center DHHS Data Entry (10A, 14A-G, 90E, & 18K)
AP_SCDHHSVW	Service Center DHHS View Only (10A, 14A-G, 90E, & 18K)
AP_DHHSAP	DHHS Approver (10A, 14A-G, 90E)
AP_DHHSDE	DHHS Data Entry (10A, 14A-G, 90E)
AP_DHHSVW	DHHS Data Entry (10A, 14A-G, 90E)
ORGSCDHHS	Service Ctr DHHS Reference Table For. Org.
ORGDHHS	Service Ctr DHHS Reference Table For. Org. - <b>DOES NOT INCLUDE 18K</b>
<b>Accounts Payable</b>	
<b>Service Center DOT</b>	
AP_SCDOTAP	Service Center DOT Approver
AP_SCDOTDE	Service Center DOT Data Entry
AP_SCDOTVW	Service Center DOT View Only
ORGSCDOT	Service Ctr DOT Reference Table For. Org.
<b>Accounts Payable</b>	
<b>Service Center Legislature</b>	
AP_SCLEGAP	Service Center Legislature Approver
AP_SCLEGDE	Service Center Legislature Data Entry
AP_SCLEGVW	Service Center Legislature View Only
ORGSCLEG	Service Ctr Legislature Reference Table For. Org.
<b>Accounts Payable</b>	
<b>Service Center Natural Resources</b>	
AP_SCNRAP	Service Center NRSC Approver
AP_SCNRDE	Service Center NRSC Data Entry
AP_SCNRVW	Service Center NRSC View Only
ORGSCNR	Service Ctr NRSC Reference Table For. Org.
<b>Accounts Payable</b>	
<b>Secretary of State</b>	
AP_SCSOSAP	Service Center Sec of State Approver
AP_SCSOSDE	Service Center Sec of State Data Entry
AP_SCSOSVW	Service Center Sec of State View Only
ORGSCSOS	Service Ctr Sec of State Reference Table For. Org.

<b>Security Role ID</b>	<b>Security Role Description</b>
<b>Accounts Receivable</b>	Same as above except use AR_XXXXXX instead of AP
<b>BIE Table</b>	Same as above except use BIEUSER_XXXXXX instead of AP
<b>Cash Receipts</b>	Same as above except use CR_XXXXXX instead of AP
<b>Cost Accounting</b>	Same as above except use CA_XXXXXX instead of AP
<b>Fixed Asset</b>	Same as above except use FA_XXXXXX instead of AP
<b>JV's &amp; IET's</b>	Same as above except use JV_XXXXXX instead of AP
<b>PC Document</b>	Same as above except use PC_XXXXXX instead of AP
<b>PCRFP Documents</b>	Same as above except use PCRFP_XXXXXX instead of AP
<b>OSC - Financial Reporting and Internal Control</b>	
OSC_FR	This provides view rights across the system. No Org restrictions
<b>Procurement Administrator</b>	
PCADMIN	Enter and approve all Procurement documents and data entry in Procurement tables
<b>Procurement Audit</b>	
PCAUDIT	View rights to procurement tables and documents
<b>Treasury Administrator</b>	
TRADMN	View rights to AP docs & tables, Update Bank/DeptUser/Merchant ID tables, BQ90, CR docs, CR Search, DC docs, ZBA & TRF (Approval), view VCUST data including TIN
<b>Treasury Approver</b>	
TRAPPR	Process AP docs & tables, Bank table, BQ90, Process CR docs & DC docs, ZBA & TRF (Approval), view VCUST data including TIN

Security Role ID	Security Role Description
<i>Treasury User</i>	
TRUSER	Process AP docs & tables, Bank table, BQ90, Process CR docs & DC docs, ZBA & TRF, view VCUST data including TIN
TRAPDOCDE	AP Document Data Entry - Reissue payments
TRAPDOCAP	AP Document Approval - Reissue payments

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# Appendix D: Workflow Roles

Workflow Role	Workflow Role Name	Workflow Role Description
XXXDESIGNEEAP	Dept. Designee App	Dept. Designee Approver
XXXWF01AP	Procurement Workflow units	Procurement Workflow units
18KSC01AP	Service Center - DAFS	Service Center - DAFS
18KSC02AP	Service Center - NRSC	Service Center - NRSC
18KSC03AP	Service Center - Corrections	Service Center - Corrections
18KSC04AP	DHHS Service Center	DHHS Service Center
18KSC05AP	Labor/PFR/DVEM/PS	Labor/PFR/DVEM/PS
18KSC06AP	DOT Service Center Approver	DOT Service Center Approver
18KSCDESCNRSC	SC - NRSC Dept Designee	SC - NRSC Dept Designee
18KSCDESCOR	SC - Corrections Designee	SC - Corrections Designee
18KSCDESDAFS	SC- DAFS Dept Designee	SC- DAFS Dept Designee
18KSCDESDHHS	SC DHHS Dept. Designee	SC DHHS Dept. Designee
18KSCDESDOT	SC - DOT Dept. Designee Approv	SC - DOT Dept. Designee Approver
18KSCDESSCB	SC B Labor/PFR/DVEM/PS DD	SC B Labor/PFR/DVEM/PS DD
ALLWF99AP	WF 99 Approver	Purchases Unique WF 99 Approver
AP_OSC	AP OSC APPROVER	Accounts Payable OSC Approver
APRVXXX	AGCY APPROVER Department Code	XXX Agency Approver - All Financial Documents except JV & IET
BGSWF03AP	BGS Property Management	BGS Property Management Approver DEPT. 18A UNIT WF03
CORRAPRV	CORR APPROVER	Corrections Service Center Approver - All Financial Documents except JV & IET
CREF	EF APPROVER	Treasury EFT Approver
DHHSAPRV	DHHS APPROVER	DHHS Service Center Approver - All Financial Documents except JV & IET
DOTAPRV	DOT APPROVER	DOT Service Center Approver - All Financial Documents except JV & IET
DOWAREAP	DO WAREHOUSE APPROVER	Central Warehouse Approver
DPRTY_OSC	Disbursement Priority Approver	Approval of payables document where the Disbursement priority is not = 99
GAX_OBJ_CD	GAX OBJECT APPROVER	Approval of GAX documents where Object Code = 4965,4966,4968
JV_OSC	JV OSC APPROVER	Journal Voucher OSC Approver (IET, ABSJ, & JV)
LEGAPRV	LEG APPROVER	Legislature Service Center Approver - All Financial Documents except JV & IET
NRSCAPRV	NRSC APPROVER	Natural Resource Service Center Approver - All Financial Documents except JV & IET
OSC	STATE CONTROLLER	Miscellaneous Financial Documents - OSC Approver
Other AP	Other AP Approver	ALL DEPT Other AP Approver

<b>Workflow Role</b>	<b>Workflow Role Name</b>	<b>Workflow Role Description</b>
PCBUDGETAP	PC BUDGET APPROVER	BUREAU OF BUDGET CONTRACT APPROVER
PCBUYRAP	PC BUYER APPROVER	UP TO \$60,000
PCBUYRMANAP	PC BUYER MANAGER APPROVER	UP TO \$250,000
PCCONTAP	PC CONTRACT ADMIN APPROVER	SERVICE CONTRACTS APPROVER
PCDIRAP	PC DIR. OF PURCHASES APPROVER	OVER \$250,000
PCGOVAP	PC GOVERNOR APPROVER	OFFICE OF THE GOVERNOR CONTRACT APPROVER
PCOITAP	PC OIT APPROVER	IT COMMODITIES
PCOSCAP	PC OSC APPROVER	OFFICE OF STATE CONTROLLER CONTRACT APPROVER
PCPRINTAP	PC PRINT APPROVER	Printing Buyer
PCRQAAP	PC RQA APPROVER	Surplus Requisitions
PCRQMAP	PC RQM APPROVER	Procurement Buyers
PCSBUYRAP	PC SENIOR BUYER APPROVER	UP TO \$125,000
RECON	RECON APPROVER	Treasury Reconciliation Approver
SCAAPRV	Service Center A APPROVER	Service Center A Approver - All Financial Documents except JV & IET
SCBAPRV	Service Center B APPROVER	Service Center B Approver - All Financial Documents except JV & IET
SOSAPRV	SOS APPROVER	Secretary of State Service Center Approver - All Financial Documents except JV & IET
SUR+	SURPLUS	Surplus Fixed Asset Approver
TRF	TRF APPROVER	Treasury Transfer Approver
VCC	VCC OSC APPROVER	OSC Vendor/Customer Approver

# Appendix E: Workflow Units

AgcNo	Unit No.		Approval Role	Name	User ID's
ALL			ALLWF99AP		
ALL			OtherAP		
18A	WF01	AP	18AWF01AP	DAFS/DFPS/Comm Office	Heather Perreault
18A	WF02	AP	18AWF02AP	BGS - Professional Services	
18A	WF03	AP	18AWF03AP	BGS Property Management	
18A	WF04	AP	18AWF04AP	BGS Leased Space	
18B	WF01	AP	18BWF01AP	OIT	
18E	WF01	AP	18EWF01AP	Employee Relations	Ken Walo
18F	WF01	AP	18FWF01AP	MRS - Admin/Criminal Unit	Chris Batson
18F	WF02	AP	18FWF02AP	Income Tax Div	Debbie Dube
18F	WF03	AP	18FWF03AP	Sales Tax Div/Audit	Debbie Dube
18F	WF04	AP	18FWF04AP	Compliance Div/Houlton	Claudette Jewell
18F	WF05	AP	18FWF05AP	IT - Systems	Debbie Dube
18F	WF06	AP	18FWF06AP	MATS Install	Debbie Dube
18F	WF07	AP	18FWF07AP	Office of the State Controller	Dawna Lopatowsky
18F	WF08	AP	18FWF08AP	Bureau of Budget	Terry Brann
18F	WF09	AP	18FWF09AP	DAFS/Commissioner's Office	Heather
18F	WF10	AP	18FWF10AP	DAFS/Financial & Personnel	
08C	WF01	AP	08CWF01AP	Office of the State Controller	Terry Brann
18H	WF01	AP	18HWF01AP	Bureau of Human Resources	
18H	WF02	AP	18HWF02AP	Office of State Training	
18S	WF01	AP	18SWF01AP	Employee Health & Benefits	
18W	WF01	AP	18WWF01AP	Workers Compensation Div	

AgcNo	Unit No.		Approval Role	Name	User ID's
18P	WF01	AP	18PWF01AP	Central Warehouse	Andy Vellani
18P	WF02	AP	18PWF02AP	Maine Audio Visual	Randy Tunks
18P	WF03	AP	18PWF03AP	State Postal Center	Dan Ouellette
18P	WF04	AP	18PWF04AP	Central Printing/Copy Center	Bruce Trask
18P	WF05	AP	18PWF05AP	Surplus Property	Andy Vellani
18P	WF06	AP	18PWF06AP	Central Fleet Management	Tom Pelkey
18P	WF07	AP	18PWF07AP	Division of Purchases	Kathy Paquette
18R	WF01	AP	18RWF01AP	Risk Management	Dave Fitts
18K	SC01	AP	18KSC01AP	Service Center - DAFS	Heather Perreault
18K	SC02	AP	18KSC02AP	Service Center - NRSC	Gilbert Bilodeau
18K	SC03	AP	18KSC03AP	Service Center - Corrections	Jodi Breton
18K	SC04	AP	18KSC04AP	DHHS Service Center	Liz Hanley
18K	SC05	AP	18KSC05AP	Labor/PFR/DVEM/PS	Dennis Corliss
18K	SC06	AP	18KSC06AP	DOT Service Center	
18L	WF01	AP	18LWF01AP	BABLO - Lottery	Pam Coutts
01A	WF01	AP	01AWF01AP	Animal Health & Ind	
01A	WF02	AP	01AWF02AP	Quality Assurance & Regulation	
01A	WF03	AP	01AWF03AP	Marketing & Production Dev	
01A	WF04	AP	01AWF04AP	Plant Industry	
01A	WF05	AP	01AWF05AP	Commissioner's Office	
27A	WF01	AP	27AWF01AP	Dept. of Audit	
04A	WF01	AP	04AWF01AP	Conservation - Me Forest Serv	
04A	WF02	AP	04AWF02AP	Conservation - Parks & Lands	
04A	WF03	AP	04AWF03AP	Conservation-Geology & Nat Areas	
04A	WF04	AP	04AWF04AP	Land Use Regulation Comm	
03A	WF01	AP	03AWF01AP	Corrections - Business Office	

AgcNo	Unit No.		Approval Role	Name	User ID's
03B	WF01	AP	03BWF01AP	Maine State Prison	
03D	WF01	AP	03DWF01AP	Downeast Correctional Facility	
03E	WF01	AP	03EWF01AP	MVYD Correctional Facility	
03F	WF01	AP	03FWF01AP	LCYDC Correctional Facility	
03C	WF01	AP	03CWF01AP	Maine Correctional Facility	
19A	WF01	AP	19AWF01AP	DECD - Administration	Donna Folsom
19A	WF02	AP	19AWF02AP	Maine Film Office (D.E.C.D.)	
19A	WF03	AP	19AWF03AP	Office of Tourism	
19A	WF04	AP	19AWF04AP	Office of Business Development	
19A	WF05	AP	19AWF05AP	Office of Community Development	
19A	WF06	AP	19AWF06AP	Office of Innovation	
05A	WF01	AP	05AWF01AP	EDU Leadership Team	Darlene Tarr
05A	WF02	AP	05AWF02AP	EDU - MIS Team	Darlene Tarr
05A	WF03	AP	05AWF03AP	EDU - Leader School Sup Team	Darlene Tarr
05A	WF04	AP	05AWF04AP	EDU - Learning Systems Team	Loretta Baker, Jane Horton
05A	WF05	AP	05AWF05AP	EDU - Education Services Team	Darlene Tarr
05A	WF06	AP	05AWF06AP	EDU -Career & Tech Ed Team	Loretta Baker, Darlene Tarr
05C	WF01	AP	05CWF01AP	Unorganized Territories	
90A	WF01	AP	90AWF01AP	State Board of Education	
90A			90AOtherAP	90A Other AP	
06A	WF01	AP	06AWF01AP	DEP - Office of the Commissioner	
06A	WF02	AP	06AWF02AP	DEP Computer Services	
06A	WF03	AP	06AWF03AP	Bureau of Land & Water	
06A	WF04	AP	06AWF04AP	Bureau of Air Quality	
06A	WF05	AP	06AWF05AP	Remediation & Waste Mgmt	
06A	WF06	AP	06AWF06AP	Eastern Maine Regional Office	
06A	WF07	AP	06AWF07AP	Southern Me Regional Office	
06A	WF08	AP	06AWF08AP	Northern Me Regional Office	
06A			06AOtherAP	06A Other AP	

AgcNo	Unit No.		Approval Role	Name	User ID's
10A	WF01	AP	10AWF01AP	Office of Mgmt & Budget	Sam Bailey, Mark Toulouse
10A	WF02	AP	10AWF02AP	Bur of Elder & Adult Serv	Sam Bailey, Colin Lindley
10A	WF03	AP	10AWF03AP	Bur of Medical Serv	Sam Bailey, Colin Lindley
10A	WF04	AP	10AWF04AP	Child & Family Serv	Sam Bailey, Charles Woodman
10A	WF05	AP	10AWF05AP	Ctr of Disease Control & Prev	Sam Bailey, Charles Woodman
10A	WF06	AP	10AWF06AP	Off of Int Access & Support	Sam Bailey, Aimee Carlton
10A	WF07	AP	10AWF07AP	DROMBO	Sam Bailey, Charles Woodman
10A	WF08	AP	10AWF08AP	DHHS - Warehouse	Vincent Boucher, Dave Boucher
10A	WF10	AP	10AWF10AP	PSM Cognitive & Physical Dis	Rob Jones, Marie Hodgdon, Geoff Green
10A	WF11	AP	10AWF11AP	PSM Child and Family Srv - Comm Srv	Rob Jones, Marie Hodgdon, Geoff Green
10A	WF12	AP	10AWF12AP	PSM Immigrant & Multi Serv	Rob Jones, Marie Hodgdon, Geoff Green
10A	WF13	AP	10AWF13AP	PSM OCFS C/B/H/Child Care	Jeff Toothaker, Marie Hodgdon, Geoff Green
10A	WF13	AP	10AWF13AP	PSM Off of Int Access & Support	Mike Wenzel, Marie Hodgdon, Geoff Green
10A	WF14	AP	10AWF14AP	PSM Technology (OIT)	Mike Wenzel, Marie Hodgdon, Geoff Green
10A	WF15	AP	10AWF15AP	PSM Ctl Office and Ad Hoc	Mike Wenzel, Marie Hodgdon, Geoff Green
10A	WF16	AP	10AWF16AP	PSM Maine CDC	Melody Foster, Marie Hodgdon, Geoff Green
10A	WF17	AP	10AWF17AP	PSM Off of Elder Services	Marie Hodgdon, Geoff Green
10A	WF18	AP	10AWF18AP	PSM Maine Care	Marie Hodgdon, Geoff Green
10A	WF19	AP	10AWF19AP	PSM State Forensics	Marie Hodgdon, Geoff Green
10A	WF20	AP	10AWF20AP	PSM 50,001 to 100,000.	Marie Hodgdon, Geoff Green
10A	WF21	AP	10AWF21AP	PSM over 100,000.00	Geoff Green
09A	WF01	AP	09AWF01AP	IF & W Commissioner's Office	
09A	WF02	AP	09AWF02AP	IF & W Licensing Services	
09A	WF03	AP	09AWF03AP	IF & W Warden Services	
09A	WF04	AP	09AWF04AP	IF & W Resource Management	
09A	WF05	AP	09AWF05AP	IF & W Information & Education	
12A	WF01	AP	12AWF01AP	Labor - Bur of Rehab Services - Central Office - Augusta	
12A	WF02	AP	12AWF02AP	Div of Voc Rehab/DBVI Augusta	
12A	WF03	AP	12AWF03AP	Div of Voc Rehab/DBVI Bangor	
12A	WF04	AP	12AWF04AP	Div of Voc Rehab/DBVI Houlton	
12A	WF05	AP	12AWF05AP	Div of Voc Rehab/DBVI Ellsworth	

AgcNo	Unit No.		Approval Role	Name	User ID's
12A	WF06	AP	12AWF06AP	Div of Voc Rehab/DBVI Lewiston	
12A	WF07	AP	12AWF07AP	Div of Voc Rehab/DBVI Machais	
12A	WF08	AP	12AWF08AP	Div of Voc Rehab/DBVI Portland	
12A	WF09	AP	12AWF09AP	Div of Voc Rehab/DBVI Presque	
12A	WF10	AP	12AWF10AP	Div of Voc Rehab/DBVI RockInd	
12A	WF11	AP	12AWF11AP	Div of Voc Rehab/DBVI Saco	
12A	WF12	AP	12AWF12AP	Div of Voc Rehab/DBVI Skowhegan	
12A	WF13	AP	12AWF13AP	Div of Voc Rehab/DBVI Wilton	
12A	WF14	AP	12AWF14AP	Office of Facility Services	
12A	WF15	AP	12AWF15AP	Bur of Unemployment Compensation	
12A	WF16	AP	12AWF16AP	Bur of Unemployment Compensation - BAM - Lewiston	
12A	WF17	AP	12AWF17AP	Bur of Unemployment Compensation - Benefits - Augusta	
12A	WF18	AP	12AWF18AP	Bur of Unemployment Compensation - PI Call Ctr	
12A	WF19	AP	12AWF19AP	Bur of Unemployment Compensation - Orono - Call Ctr	
12A	WF20	AP	12AWF20AP	Bur of Unemployment Compensation - Tax Offices	
12A	WF21	AP	12AWF21AP	Bur of Unemployment Compensation-Lewiston Call Ctr.	
12A	WF22	AP	12AWF22AP	Bur of Unemployment Compensation-Yarmouth Call Ctr	
12A	WF23	AP	12AWF23AP	Dept of Labor - OAS	
12A	WF24	AP	12AWF24AP	Dept of Labor - OHR	
12A	WF25	AP	12AWF25AP	Dept of Labor - Commissioners Office	
12A	WF26	AP	12AWF26AP	Dept of Labor - LMIS	
12A	WF27	AP	12AWF27AP	Dept of Labor - OIP	
12A	WF28	AP	12AWF28AP	Dept. of Labor - Publications	
12A	WF29	AP	12AWF29AP	Dept. of Labor - Admin. Hearings	
12A	WF30	AP	12AWF30AP	Bur of Employment Services - Central Admin Hallowell	
12A	WF31	AP	12AWF31AP	Bur of Employment Services - Augusta	
12A	WF32	AP	12AWF32AP	Bur of Employment Services - Bangor	
12A	WF33	AP	12AWF33AP	Bur of Employment Services - Bath	
12A	WF34	AP	12AWF34AP	Bur of Employment Services - Calais	

AgcNo	Unit No.		Approval Role	Name	User ID's
12A	WF35	AP	12AWF35AP	Bur of Employment Services - Ellsworth	
12A	WF36	AP	12AWF36AP	Bur of Employment Services - Machias	
12A	WF37	AP	12AWF37AP	Bur of Employment Services - Portland	
12A	WF38	AP	12AWF38AP	Bur of Employment Services - Lewiston	
12A	WF39	AP	12AWF39AP	Bur of Employment Services - Dover-Foxcroft	
12A	WF40	AP	12AWF40AP	Bur of Employment Services - Presque Isle	
12A	WF41	AP	12AWF41AP	Bur of Employment Services - Rockland	
12A	WF42	AP	12AWF42AP	Bur of Employment Services - Rumford	
12A	WF43	AP	12AWF43AP	Bur of Employment Services - Saco	
12A	WF44	AP	12AWF44AP	Bur of Employment Services - Springvale	
12A	WF45	AP	12AWF45AP	Bur of Employment Services - Skowhegan	
12A	WF46	AP	12AWF46AP	Bur of Employment Services - Wilton	
12A	WF47	AP	12AWF47AP	Maine Labor Relations Board	
12A	WF48	AP	12AWF48AP	Dept. of Labor - Maine Conversation Corps	
12B	WF01	AP	12BWF01AP	Bureau of Labor Standards	
13A	WF01	AP	13AWF01AP	Dept. of Marine Resources	
13A	WF02	AP	13AWF02AP	Admin & Computer Services	
13A	WF03	AP	13AWF03AP	Marine Patrol	
13A	WF04	AP	13AWF04AP	Resource Mgmt	
02A	WF01	AP	02AWF01AP	PFR - Commissioner's Office	Rachel Hendsbee, Fredrick Winterberg
02A	WF02	AP	02AWF02AP	PFR - ISS	Rachel Hendsbee, Fredrick Winterberg
02A	WF03	AP	02AWF03AP	PFR - CCR	Rachel Hendsbee, Fredrick Winterberg
02A	WF04	AP	02AWF04AP	PFR - BFI	Rachel Hendsbee, Fredrick Winterberg
02A	WF05	AP	02AWF05AP	PFR - Insurance	Rachel Hendsbee, Fredrick Winterberg
02A	WF06	AP	02AWF06AP	PFR - OLR	Rachel Hendsbee, Fredrick

AgcNo	Unit No.		Approval Role	Name	User ID's
					Winterberg
02A	WF07	AP	02AWF07AP	PFR - Securities	Rachel Hendsbee, Fredrick Winterberg
02B	WF01	AP	02BWF01AP	Optometry	Rachel Hendsbee, Fredrick Winterberg
02C	WF01	AP	02CWF01AP	Osteopathic	Rachel Hendsbee
02D	WF01	AP	02DWF01AP	Dental	Rachel Hendsbee, Anita Merrow
02E	WF01	AP	02EWF01AP	Engineers	Rachel Hendsbee
02M	WF01	AP	02MWF01AP	Medicine	Dan Sprague, Randall Manning
02N	WF01	AP	02NWF01AP	Nursing	Myra Broadway, Virginia deLorimier
16A	WF01	AP	16AWF01AP	Dept. of Public Safety	
16A	WF02	AP	16AWF02AP	Gambling Control Unit	
16A	WF03	AP	16AWF03AP	Maine Drug Enforcement Agency	
16A	WF04	AP	16AWF04AP	Capitol Security	
16A	WF05	AP	16AWF05AP	EMS	
16A	WF06	AP	16AWF06AP	Administrative Services	
16A	WF07	AP	16AWF07AP	Fire Marshal	
16A	WF08	AP	16AWF08AP	Highway Safety	
16A	WF09	AP	16AWF09AP	Maine Criminal Justice Academy	
16A	WF10	AP	16AWF10AP	State Police, Internal Affairs	
16A	WF11	AP	16AWF11AP	Maine State Police Support Services Division	Robert Williams
16A	WF12	AP	16AWF12AP	Maine State Police Operations	Timothy Doyle
17A	WF01	AP	17AWF01AP	Dept. of Transportation	
17A	WF02	AP	17AWF02AP	Admin Services	
17A	WF03	AP	17AWF03AP	Stockroom	
17A	WF04	AP	17AWF04AP	Contract Procurement Office	
17A	WF05	AP	17AWF05AP	Financial Processing	
17A	WF06	AP	17AWF06AP	Executive	
17A	WF07	AP	17AWF07AP	Communications Office	
17A	WF08	AP	17AWF08AP	Human Resources (not S.C.)	
17A	WF09	AP	17AWF09AP	Legal	

AgcNo	Unit No.		Approval Role	Name	User ID's
17A	WF10	AP	17AWF10AP	Planning	
17A	WF11	AP	17AWF11AP	OPT	
17A	WF12	AP	17AWF12AP	OFT	
17A	WF13	AP	17AWF13AP	Dept. of Transportation - OIT	
17A	WF14	AP	17AWF14AP	M & O Main Office - Augusta	
17A	WF15	AP	17AWF15AP	M & O Region 1	
17A	WF16	AP	17AWF16AP	M & O Region 2	
17A	WF17	AP	17AWF17AP	M & O Region 3	
17A	WF18	AP	17AWF18AP	M & O Region 4	
17A	WF19	AP	17AWF19AP	M & O Region 5	
17A	WF20	AP	17AWF20AP	Environmental Office	
17A	WF21	AP	17AWF21AP	Project Development Multimodal	
17A	WF22	AP	17AWF22AP	Project Development Bridge	
17A	WF23	AP	17AWF23AP	Project Development Highway	
17A	WF24	AP	17AWF24AP	Project Dev - Property Office	
17A	WF25	AP	17AWF25AP	MDOT STAR	
17A	WF26	AP	17AWF26AP	Facilities Unit	
17D	WF01	AP	17DWF01AP	MDOT Fleet Services	
17C	WF01	AP	17CWF01AP	MDOT Ferry Service	
17E	WF01	AP	17EWF01AP	MDOT - Rail and Van Pool	
14A	WF01	AP	14AWF01AP	DHHS Ctrl Office	Aimee Carlton
14A	WF02	AP	14AWF02AP	OIS	Aimee Carlton
14A	WF03	AP	14AWF03AP	Region I	Aimee Carlton
14A	WF04	AP	14AWF04AP	Region II Augusta	Aimee Carlton
14A	WF05	AP	14AWF05AP	Region II Lewiston	Aimee Carlton
14A	WF06	AP	14AWF06AP	Region II Thomaston	Aimee Carlton
14A	WF07	AP	14AWF07AP	Region III Bangor	Aimee Carlton
14A	WF08	AP	14AWF08AP	Region III Presque Isle	Aimee Carlton
14A	WF09	AP	14AWF09AP	Homestead Project	Aimee Carlton
14A	WF10	AP	14AWF10AP	PSM Off of Adult Mental Health	Kathy Murray Marie Hodgdon Geoff Green
14A	WF11	AP	14AWF11AP	PSM Cognitive & Physical Dis	Rob Jones Marie Hodgdon Geoff Green
14A	WF12	AP	14AWF12AP	PSM Child and Family Srv - Comm Srv	Rob Jones Marie Hodgdon Geoff Green
14A	WF13	AP	14AWF13AP	PSM Immigrant & Multi Serv	Rob Jones Marie Hodgdon Geoff Green
14A	WF14	AP	14AWF14AP	PSM OCFS C/B/H/Child Care	Jeff Toothaker Marie Hodgdon Geoff Green
14A	WF15	AP	14AWF15AP	PSM Office of Substance Abuse	Mike Wenzel Marie Hodgdon Geoff Green
14A	WF16	AP	14AWF16AP	PSM Off of Int Access & Support	Mike Wenzel Marie Hodgdon

AgcNo	Unit No.		Approval Role	Name	User ID's
					Geoff Green
14A	WF17	AP	14AWF17AP	PSM Technology (OIT)	Mike Wenzel Marie Hodgdon Geoff Green
14A	WF18	AP	14AWF18AP	PSM Ctl Office and Ad Hoc	Mike Wenzel Marie Hodgdon Geoff Green
14A	WF19	AP	14AWF19AP	PSM Maine CDC	Melody Foster Marie Hodgdon Geoff Green
14A	WF20	AP	14AWF20AP	PSM Off of Elder Services	Marie Hodgdon Geoff Green
14A	WF21	AP	14AWF21AP	PSM Maine Care	Marie Hodgdon Geoff Green
14A	WF22	AP	14AWF22AP	PSM State Forensics	Marie Hodgdon Geoff Green
14A	WF23	AP	14AWF23AP	PSM 50,001 to 100,000.	Marie Hodgdon Geoff Green
14A	WF24	AP	14AWF24AP	PSM over 100,000.00	Geoff Green
14B	WF01	AP	14BWF01AP	Riverview Psychiatric Center	Aimee Carlton
14B	WF02	AP	14BWF02AP	PSM Off of Adult Mental Health	Kathy Murray Marie Hodgdon Geoff Green
14C	WF01	AP	14CWF01AP	Dorothea Dix Psychiatric Center	Aimee Carlton
14C	WF02	AP	14CWF02AP	PSM Off of Adult Mental Health	Kathy Murray Marie Hodgdon Geoff Green
14E	WF01	AP	14EWF01AP	Elizabeth Levinson Ctr	Aimee Carlton
14E	WF02	AP	14EWF02AP	PSM OCFS C/B/H/Child Care	Jeff Toothaker Marie Hodgdon Geoff Green
14G	WF01	AP	14GWF01AP	Office of Substance Abuse	Aimee Carlton
14G	WF02	AP	14GWF02AP	PSM Off of Substance Abuse	Mike Wenzel Marie Hodgdon Geoff Green
07A	WF01	AP	07AWF01AP	Governor's Office	
95D	WF01	AP	95DWF01AP	Dirigo Health	
07B	WF01	AP	07BWF01AP	Maine State Planning Office	
07H	WF01	AP	07HWF01AP	Public Advocate	
28A	WF01	AP	28AWF01AP	Office of the State Treasurer	
30A	WF01	AP	30AWF01AP	State Legislature	
30A	WF02	AP	30AWF02AP	Legislative Information Services	
30A	WF03	AP	30AWF03AP	House of Representatives	
30A	WF04	AP	30AWF04AP	Secretary of the Senate Office	

AgcNo	Unit No.		Approval Role	Name	User ID's
30A	WF05	AP	30AWF05AP	Legislature - Executive Director	
30A	WF06	AP	30AWF06AP	Policy & Legal Analysis	
30A	WF07	AP	30AWF07AP	Law & Legislative Library	
30A	WF08	AP	30AWF08AP	OPEGA	
30A	WF09	AP	30AWF09AP	Reviser of Statutes	
26A	WF01	AP	26AWF01AP	Attorney General Office	
29A	WF01	AP	29AWF01AP	SOS - Central Office	Barbara Redmond
29A	WF02	AP	29AWF02AP	SOS - Corporations	tim poulin or andrea sparrow
29B	WF01	AP	29BWF01AP	Bureau of Motor Vehicle	
29B	WF02	AP	29BWF02AP	Information Services	
29B	WF03	AP	29BWF03AP	Admin. Services/Stockroom	
29B	WF04	AP	29BWF04AP	Field Operations - Northern	
29B	WF05	AP	29BWF05AP	Field Operations - Southern	
29B	WF06	AP	29BWF06AP	Field Operations - Central	
29B	WF07	AP	29BWF07AP	SOS Nash School	
29C	WF01	AP	29CWF01AP	Archives	
94Q	WF01	AP	94QWF01AP	Library	
94M	WF01	AP	94MWF01AP	Museum	
94W	WF01	AP	94WWF01AP	Arts Commission	
94P	WF01	AP	94PWF01AP	Me Historic Preservation	
94O	WF01	AP	94OWF01AP	Cultural Affairs Council	
65A	WF01	AP	65AWF01AP	Public Utilities Commission	
65A	WF02	AP	65AWF02AP	E 911	
90C	WF01	AP	90CWF01AP	Worker's Compensation Board	
90H	WF01	AP	90HWF01AP	Maine Health Data Organization	
15A	WF01	AP	15AWF01AP	DVEM	
15A	WF02	AP	15AWF02AP	Military Bureau	Buyers/Approver

AgcNo	Unit No.		Approval Role	Name	User ID's
15A	WF03	AP	15AWF03AP	Bureau of Veteran's Services	
15A	WF04	AP	15AWF04AP	Emergency Management	
15A	WF05	AP	15AWF05AP	Air Guard - Star Base Program	
15A	WF06	AP	15AWF06AP	Military Authority - Limestone	Users different spreadsheet
94E	WF01	AP	94EWF01AP	Ethics	
94V	WF01	AP	94VWF01AP	Atlantic Salmon Commission	
40A	WF01	AP	40AWF01AP	Judicial Branch - AOOC	Debbie Carson Moe Fournier

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# Appendix F: Procurement Workflow Matrix

Procurement Workflow Matrix								
Updated: 09/25/07								
	Department of Purchases							
	Agency MGR	Dept. Designee	Buyer Printing	OtherAP	Buyer by NIGP	Contract Admin	Buyer MGR	Director Purchases
Document Type	PCAP, PCAPI	DESIGNEEAP	PCPRINTAP		PCBUYRAP	PCCONTAP		PCDIRAP
DO (Contract Release Order) <= \$5000	A							
DO with no WFXX Unit				A				
DO > \$5000.00	A	B			C			
DO Warehouse (Automated 3rd level approval) - Vendor Code = 18P18PWare	A							
RQA (All \$ Values 18P ONLY)	A							
RQM (All \$ Values)								
RQS/RQN <= \$5000	A							
RQS/RQN > \$5000.01	A	B						
Printing RQS/N (All \$ amounts) (Commodity Codes 90660 - 90699)	A	B (if > \$5000.00)						
P.O. Printing (All \$ Amounts) (Commodity Codes 90660 - 90699)			A					
B.P.O. (Inside DOP) \$0.01 - \$125,000					A			
B.P.O. (Inside DOP) \$125,001 - \$250,000							A	
B.P.O. (Inside DOP) > \$250,000								A
MA/MAW (Master Agreements)								
BP18 Contracts (< \$5000)	A					B		
BP54 Contracts (> \$5000)	A					B		
BP54 Contracts (> \$250,000)	A					B		C
PRC (Referencing MA's) NO WORKFLOW REQ.								
TM (Terminations) - TERM_TYP = 1	A				B			C

<b>Procurement Workflow Matrix</b>	
Updated: 09/25/07	
	External (Special) Approval
	Warehouse
Document Type	WAREBYRAP
DO (Contract Release Order) <= \$5000	
DO with no WFXX Unit	
DO > \$5000.00	
DO Warehouse (Automated 3rd level approval) - Vendor Code = 18P18PWare	E
RQA (All \$ Values 18P ONLY)	
RQM (All \$ Values)	
RQS/RQN <= \$5000	
RQS/RQN > \$5000.01	
Printing RQS/N (All \$ amounts) (Commodity Codes 90660 - 90699)	
P.O. Printing (All \$ Amounts) (Commodity Codes 90660 - 90699)	
B.P.O. (Inside DOP) \$0.01 - \$125,000	
B.P.O. (Inside DOP) \$125,001 - \$250,000	
B.P.O. (Inside DOP) > \$250,000	
MA/MAW (Master Agreements)	
BP18 Contracts (< \$5000)	
BP54 Contracts (> \$5000)	
BP54 Contracts (> \$250,000)	
PRC (Referencing MA's) NO WORKFLOW REQ.	
TM (Terminations) - TERM_TYP = 1	

# Appendix G: Financial Workflow Matrix

Financial Workflow Matrix							
Updated: 05/01/11							
Document Code	Agency	OSC					
	Agency Approver	OSC AP Approver	VCC Approver	OSC JV Approver	OSC DISB PRY	OSC GAX OBJ	OSC (Misc) Approver
ABSJ - Accounting Based Spending Adjustment	A			B			
BAC - Bank Account Correction	A						
BAC - Invalid Vendor or Accounting line	A						
BGPDR - Program Period Budget Document	A						
BGPDR - Violation action rejected and CNST ID <-> 42,43	A						B
BGPHR - Program Phase Budget Document	A						
BGPHR - Violation action rejected and CNST ID <-> 42,43	A						B
CR - Cash or Check Deposit	A						
CR - If payment type not Cash or Check	A						
CRAJ - Debit/Credit Adjustment	A						
CRCC - Credit Card Deposit	A						
CRCC where Bank Acct # 0351 & Pmt Type = Credit Card	A						
CREF Bank Account = 0327(ACH/Wire Transfer)	A						
CRNG - Negative Cash Receipt	A						
CRRT - Returned Item	A						
FA where Event Type = FA02, FA10, FAM2	A						
FA where Event Type = FA14	A						B
FC - Cancellation	A						B
FD - Disposition all Event Types except FAM1							A
FD - Event Type FAM1 (Internal Sale)							
FE - Manual Depreciatoin	A						
FI - Change in Value	A						
FM - Change location to 0000 or 9999 (Surplus Pickup)							
FP - Change in Selling Price	A						B
FX - Change in Status (C to B)	A						
GAE - Gen Acct Encumbrance (Non-Commodity)	A						
GAEC - Gen Acct Encumbrance Correction (Non-	A	B					

Financial Workflow Matrix		OSC					
Updated: 05/01/11		Agency	OSC AP	VCC	OSC JV	OSC	OSC (Misc)
	Agency Approver	Agency Approver	Approver	Approver	Approver	DISB PRTY	GAX OBJ Approver
Document Code							
GASA & GASE - Department of Education ONLY	A						
GAX <= \$2500, change to <= \$5000 on October 1, 08	A						
GAX > \$2500, change to > \$5000 on October 1, 08	A	B					
GAX Disbursement Category = TR	A	B					
GAX Disbursement Priority not = 99, 98 for interfaces and 18W do not workflow to OSC	A				B		
GAX Settlement Object Code = 4965,4966,4968	A					B	
IET as JV	A			B			
IET to pay RE	A						
IET with event type INML should be posted to object, not BSA on Exchange Details	A						B
JV - Standard Journal Voucher	A			B			
JVA - Advanced Journal Voucher (OSC Only)				A			
JVC - Cost Accounting Journal Voucher	A			B			
PRC <= \$2500, changed to <= \$5000 on October 1, 08	A						
PRC > \$2500, changed to > \$5000 on October 1, 08	A	B					
PRC Disbursement Category = TR	A	B					
PRC Vendor Payee on Header is populated.	A	B					
PRC Disbursement Priority not = 99	A				B		
PRW > \$2500 changed to >\$5000 on October 1, 2008	A	B					
RE Cancellation	A						
RE posted to BSA 0390 for 10A							A
RE modification to zero	A						B
RE zero dollar on header							A
TRF- Bank Transfer	A						
VCC where Vendor Active Status is Completed			A				
VCM - Vendor/Customer Modification			A				

Financial Workflow Matrix				
Updated: 05/01/11				
	Treasury			Surplus
	TRF	RECON	CREF	
	Approver	Approver	Approver	
Document Code				
ABSJ - Accounting Based Spending Adjustment				
BAC - Bank Account Correction				
BAC - Invalid Vendor or Accounting line		B		
BGPDR - Program Period Budget Document				
BGPDR - Violation action rejected and CNST ID <> 42,43				
BGPHR - Program Phase Budget Document				
BGPHR - Violation action rejected and CNST ID <> 42,43				
CR - Cash or Check Deposit				
CR - If payment type not Cash or Check		B		
CRAJ - Debit/Credit Adjustment				
CRCC - Credit Card Deposit				
CRCC where Bank Acct ≠ 0351 & Pmt Type = Credit Card		B		
CREF Bank Account = 0327(ACH/Wire Transfer)			B	
CRNG - Negative Cash Receipt				
CRRT - Returned Item				
FA where Event Type = FA02, FA10, FAM2				
FA where Event Type = FA14				
FC - Cancellation				
FD - Disposition all Event Types except FAM1				
FD - Event Type FAM1 (Internal Sale)				A
FE - Manual Depreciatoin				
FI - Change in Value				
FM - Change location to 0000 or 9999 (Surplus Pickup)				A
FP - Change in Selling Price				
FX - Change in Status (C to B)				
GAE - Gen Acct Encumbrance (Non-Commodity)				
GAEC - Gen Acct Encumbrance Correction (Non-				

Financial Workflow Matrix				
Updated: 05/01/11				
	Treasury			Surplus
	TRF	RECON	CREF	
	Approver	Approver	Approver	
Document Code				
GASA & GASE - Department of Education ONLY				
GAX <= \$2500, change to <= \$5000 on October 1, 08				
GAX > \$2500, change to > \$5000 on October 1, 08				
GAX Disbursement Category = TR				
GAX Disbursement Priority not = 99, 98 for interfaces and 18W do not workflow to OSC				
GAX Settlement Object Code = 4965,4966,4968				
IET as JV				
IET to pay RE				
IET with event type INML should be posted to object, not BSA on Exchange Details				
JV - Standard Journal Voucher				
JVA - Advanced Journal Voucher (OSC Only)				
JVC - Cost Accounting Journal Voucher				
PRC <= \$2500, changed to <= \$5000 on October 1,				
PRC > \$2500, changed to > \$5000 on October 1, 08				
PRC Disbursement Category = TR				
PRC Vendor Payee on Header is populated.				
PRC Disbursement Priority not = 99				
PRW > \$2500 changed to >\$5000 on October 1, 2008				
RE Cancellation				
RE posted to BSA 0390 for 10A				
RE modification to zero				
RE zero dollar on header				
TRF- Bank Transfer	B			
VCC where Vendor Active Status is Completed				
VCM - Vendor/Customer Modification				