FI Requests:
Create Foundation Account
Create University Cost Center
Interdepartmental Bill and Recode

NORTHERN KENTUCKY UNIVERSITY

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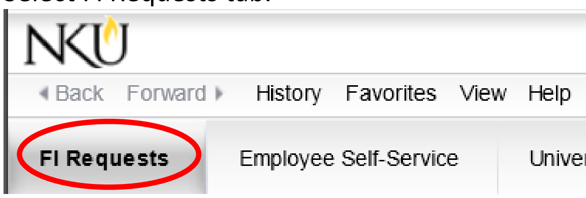
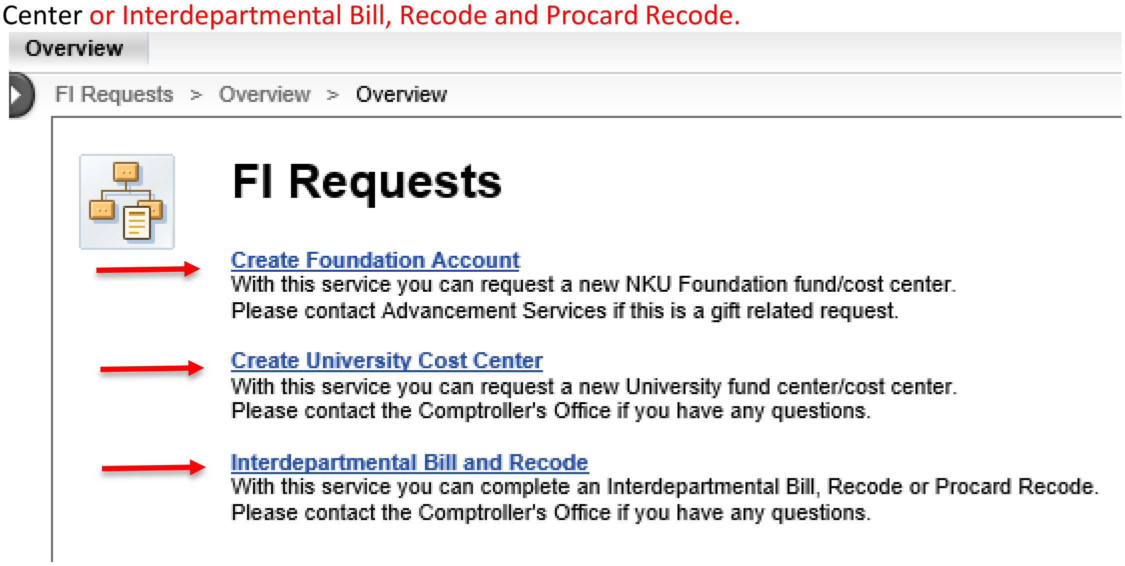
FI Requests Tab

The FI Request Tab is delivering processes for users to request a Foundation Account, University Cost Center and process an Interdepartmental Bill, Recode and Procard Recode. The processes will create a workflow for approval through UWL and a notification process to those in the workflow once the workflow is completed or rejected.

1. Log into myNKU.
2. Select FI Requests tab.



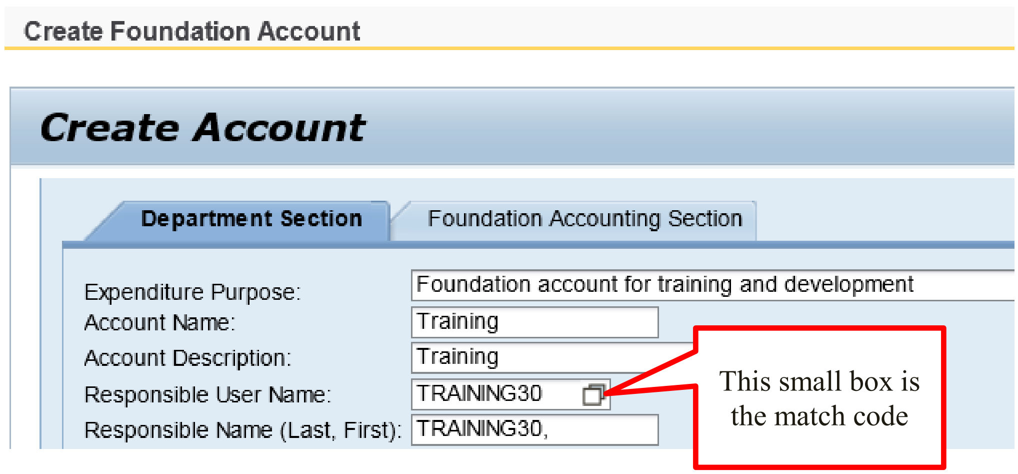
3. Select the process you wish to initiate; Create Foundation Account; Create University Cost Center or Interdepartmental Bill, Recode and Procard Recode.



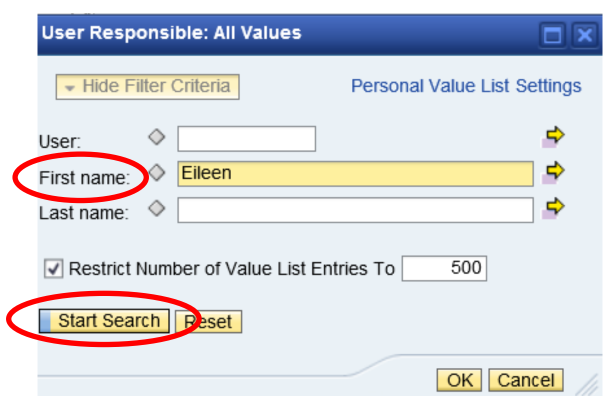
Create Foundation Account

When initiating a request for a Foundation Account, information will only be entered on the Department tab. Please note that all fields on the Department tab are required fields. The initiator has the ability to Check, Send, Save, Change, or Create with Reference.

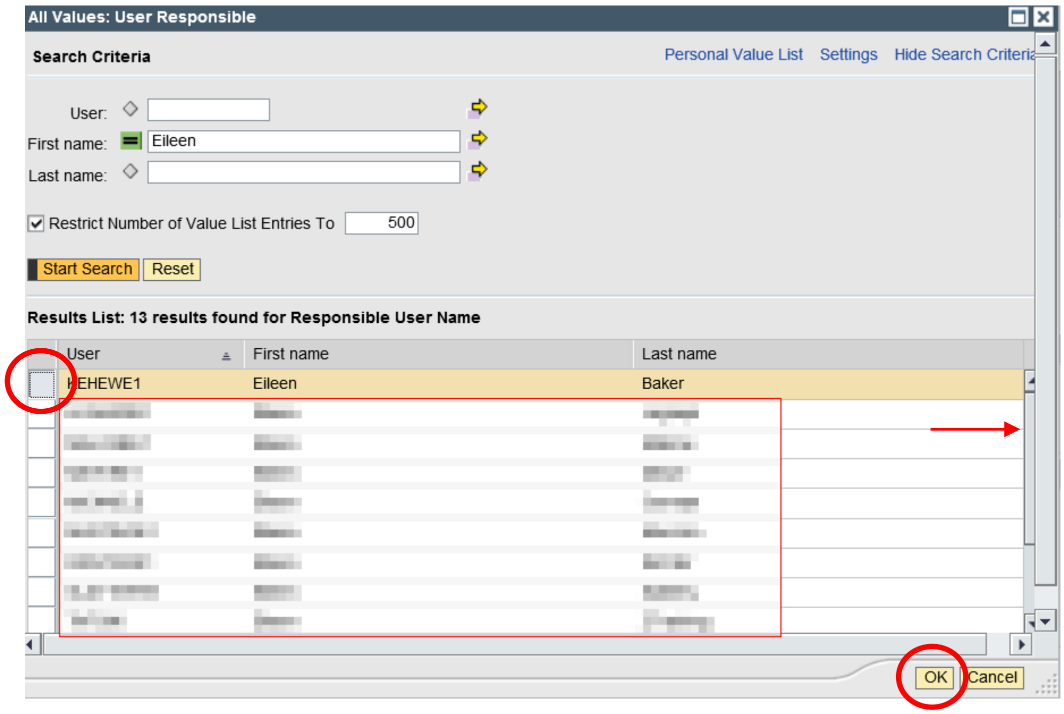
1. Enter the Expenditure Purpose.
2. Enter the Account Name.
3. Enter the Account Description.
4. Enter the Responsible User Name.
5. Hit Enter on the keyboard for the Responsible Name to be populated.



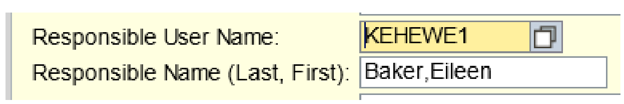
- If the username is unknown, click the match code at the end of the User Name field to search by name.
  - Enter either the first name or last name.
    - The first letter of the name needs to be capitalized for the search feature to work properly.
  - Click Start Search.



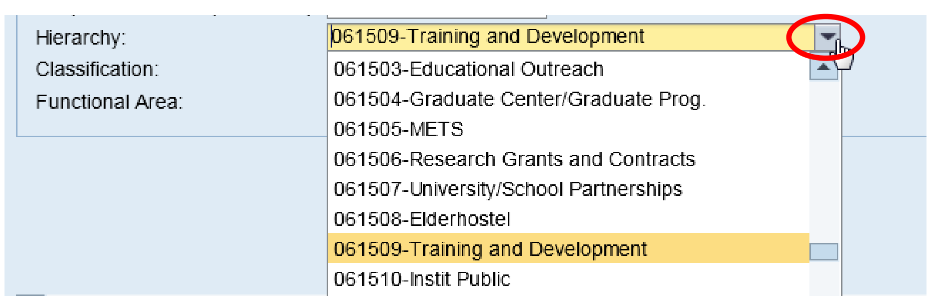
- Use the scrollbar on the right to locate the correct username.
- Select the small box to the left to highlight the row.
- Click OK.



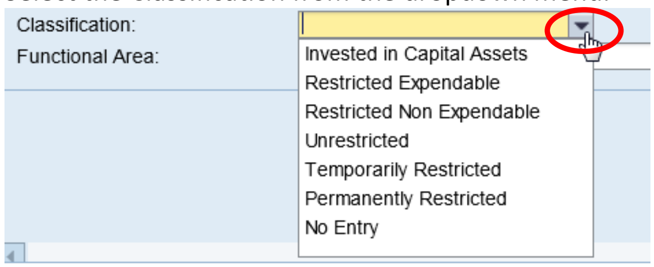
- Hit Enter on the keyboard for the Responsible Name to be populated.



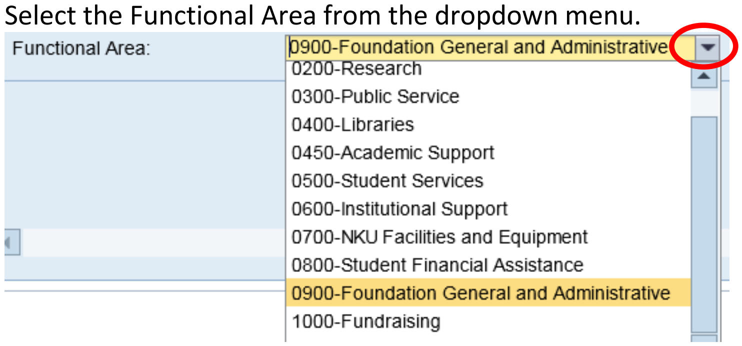
6. Select the Hierarchy from the dropdown menu. This hierarchy (6-digit fund center node) represents the location within the organization structure in finance that the Account will be located. This node controls who will have security to spend from the Account and the workflow path of financial transactions.



7. Select the Classification from the dropdown menu.

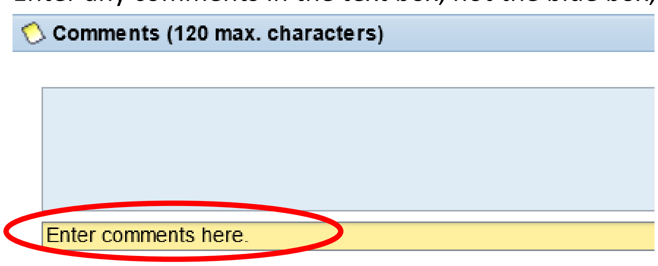


8. Select the Functional Area from the dropdown menu.



9. Create attachments as needed. Please attach the signed gift agreement as part of the documentation for requiring the new Account.
   - You may attach as many documents as needed as justification for the request.

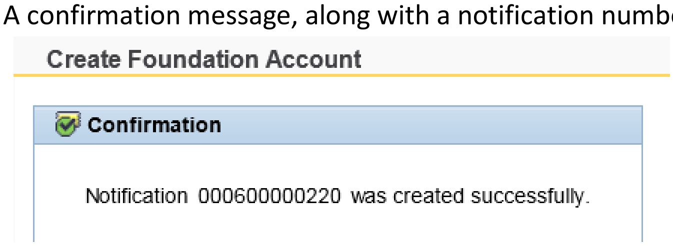
10. Enter any comments in the text box, not the blue box, under Comments.



   - Click Check at the bottom of the screen to ensure that there are no errors after completing all fields on the Department tab. If there is an error, a message will appear with the error message.

11. Click Send to submit the request and begin the Workflow.

A confirmation message, along with a notification number, will be displayed.



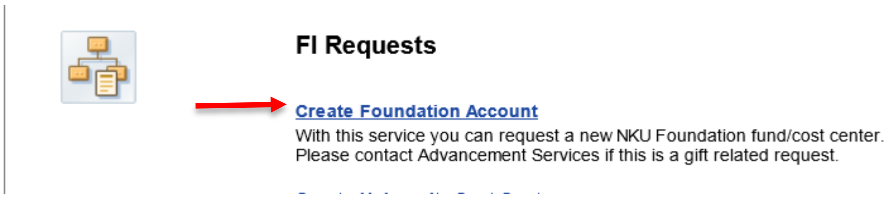
Save a Request

Initiators may save what is entered on the Department tab and return to it at a later date before beginning the Workflow.

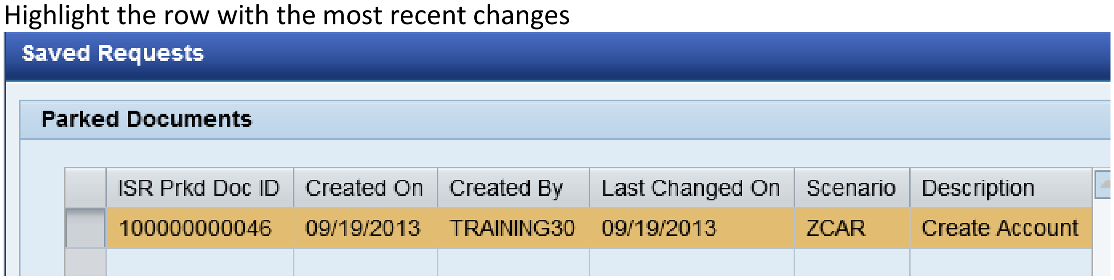
- After entering information on the Department tab, click Save at the bottom of the screen to save the form but not begin the Workflow

To retrieve a saved request:

- Select Create Foundation Account



- Highlight the row with the most recent changes



- Click OK located at the bottom right corner

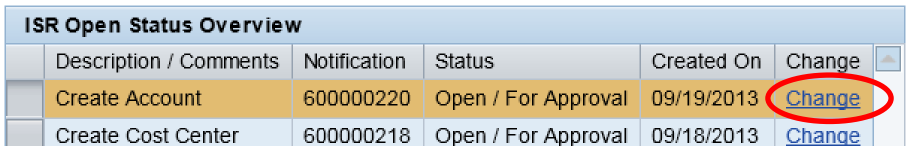
The saved request will launch, allowing for more edits and/or attachments to added to the request.

Change a Submitted Request

Once the initiator creates the Department section, clicks Send and the Workflow begins, the initiator can retrieve the workflow and make a change.

1. Select Create Foundation Account
2. Click Change at the bottom of the blank request screen

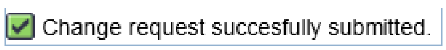
3. Click Change in the Open Status Overview window for the appropriate request



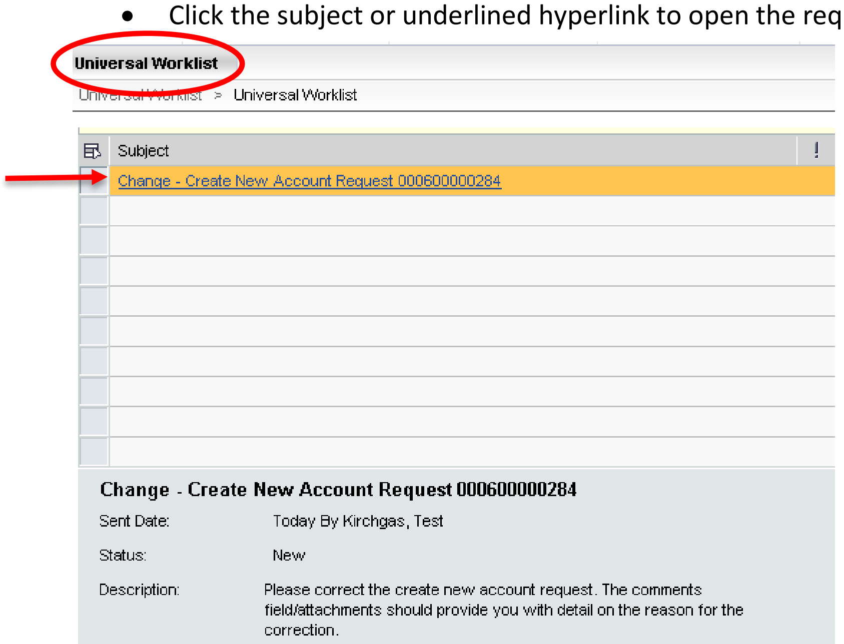
ISR Open Status Overview

Description / Comments	Notification	Status	Created On	Change
Create Account	600000220	Open / For Approval	09/19/2013	Change
Create Cost Center	600000218	Open / For Approval	09/18/2013	Change

4. A confirmation message will display

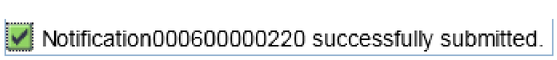


5. Close the pop-up window to return to myNKU
6. Select the Universal Worklist (UWL) tab
7. Retrieve the request from the Tasks tab within UWL
   - Click the subject or underlined hyperlink to open the request



8. The request will launch and you may enter any updates and/or changes
9. Click Submit Form Again to restart the Workflow process

10. A confirmation message will display

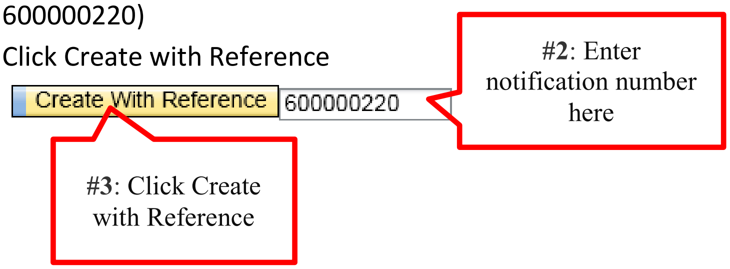


Note: The Close button should never be used. If the initiator clicks Close in error, this will end the Workflow.

Create with Reference

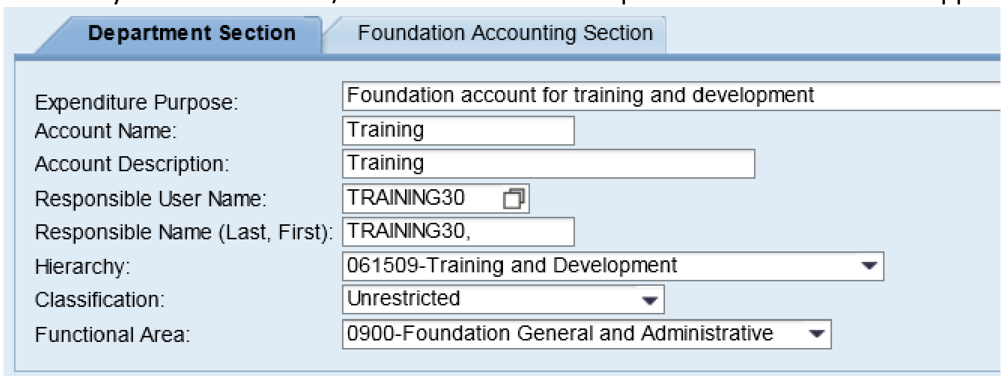
Users are able to create another account from an account previously created.

1. Select Create Foundation Account
2. In the Create with Reference field, enter the previously created notification number (e.g. 600000220)
3. Click Create with Reference

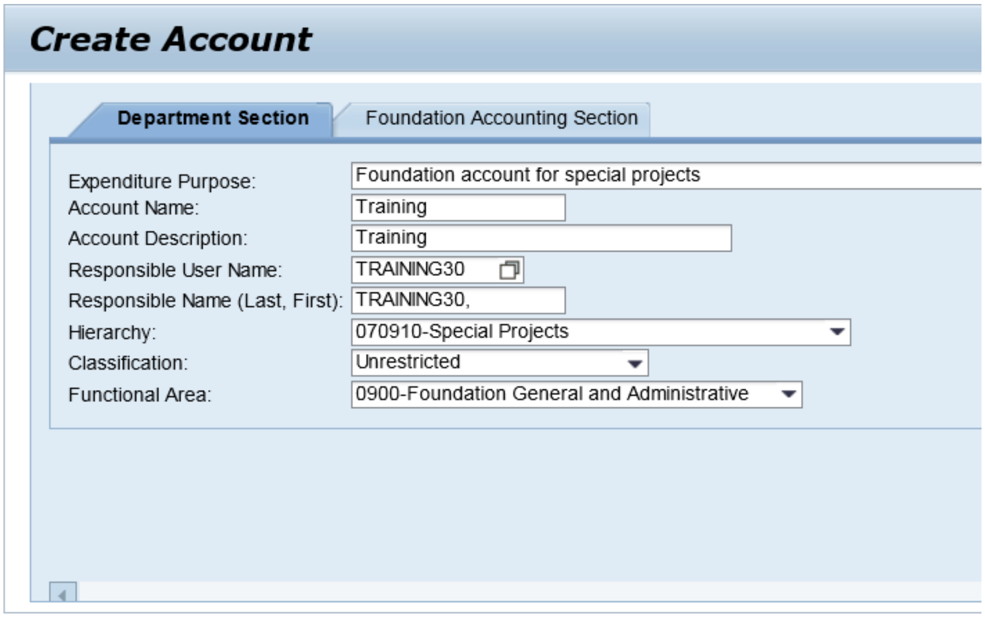


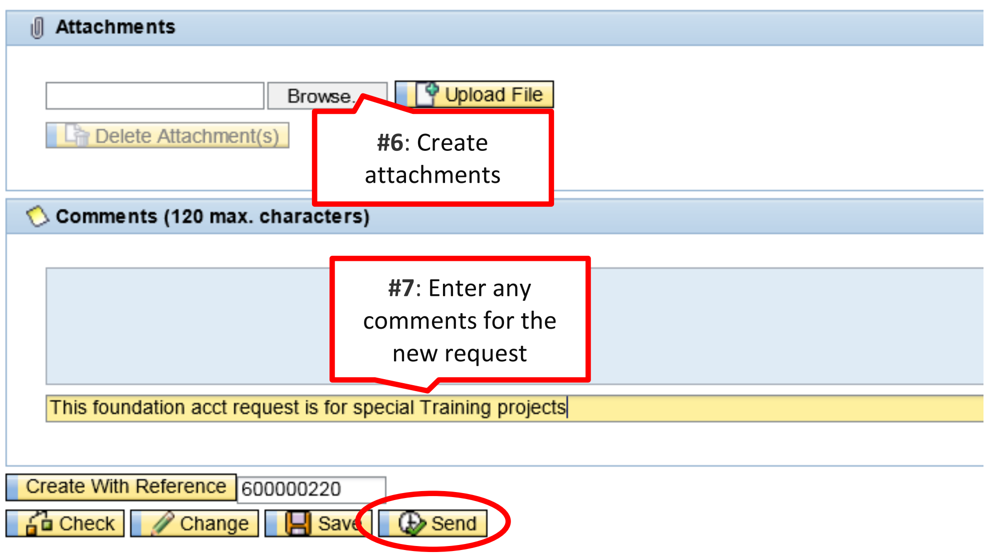
4. Information from the top portion on the Department Section screen from the previous account will be populated.

   Note: Any attachments and/or comments from the previous account will not appear.

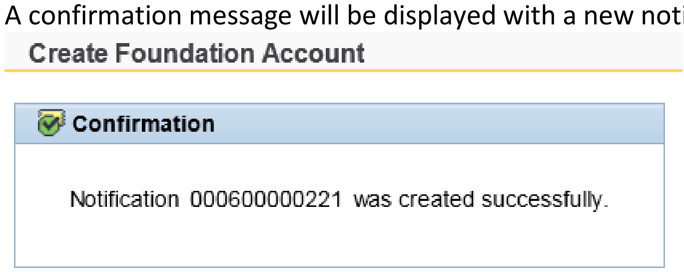


5. Make any edits to the information on the Department Section screen
6. Create attachments as needed
7. Enter any comments in the text box, not the blue box, under Comments
8. Click Send to begin Workflow





9. A confirmation message will be displayed with a new notification number

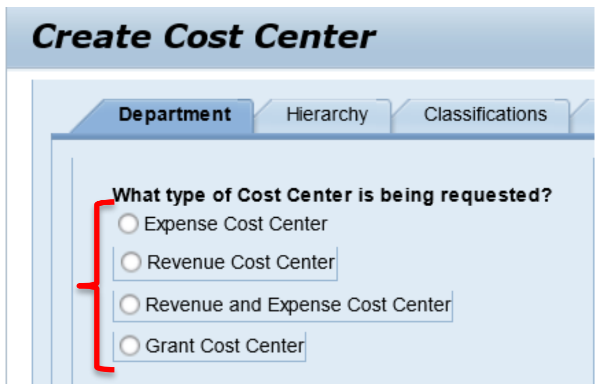


Create University Cost Center

When initiating a request for a new University cost center, information will only be entered on the Department tab. Please note that all fields on the Department tab are required fields. The initiator has the ability to Check, Send, Save, Change, or Create with Reference.

1. Select the type of Cost Center being requested. If you do not know which type of account to choose please see Appendix 1 for a glossary of terms.

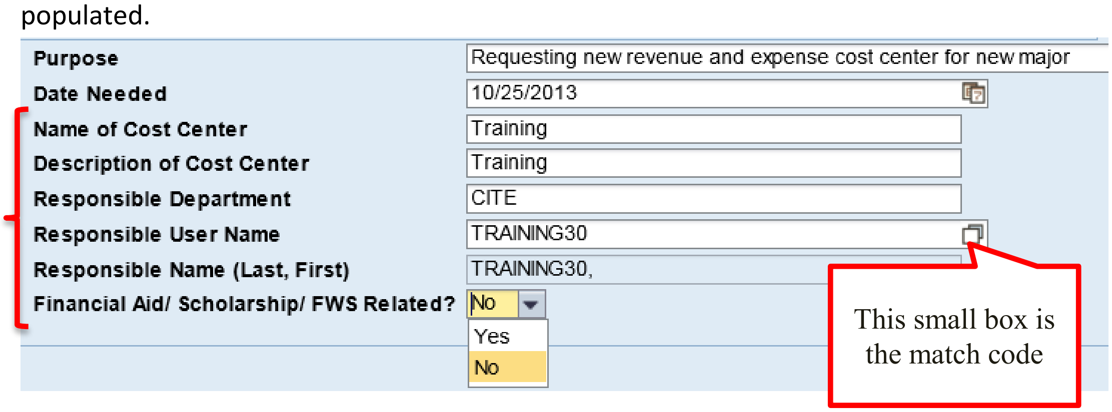
   Note: If you would like to request a Revenue Cost Center or Revenue and Expense Cost Center, the approved Budget Office form must be attached before you may continue. If you would like to request a Grant Cost Center, you will need to include the grant name/number before you may continue. Please see the Appendix A for cost center definitions.



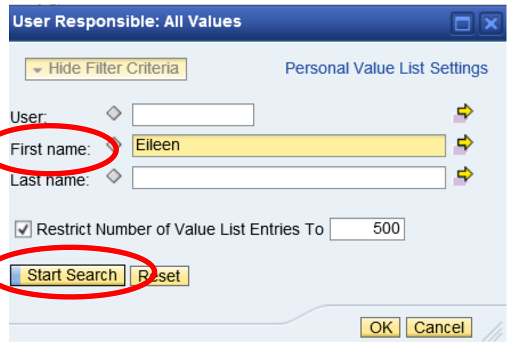
2. Enter the Purpose of the Cost Center.
3. Enter the Date Needed.

   Note: Requests should be submitted at least two-weeks before the needed date. If the date is not at least two-weeks out, an error message will be displayed.

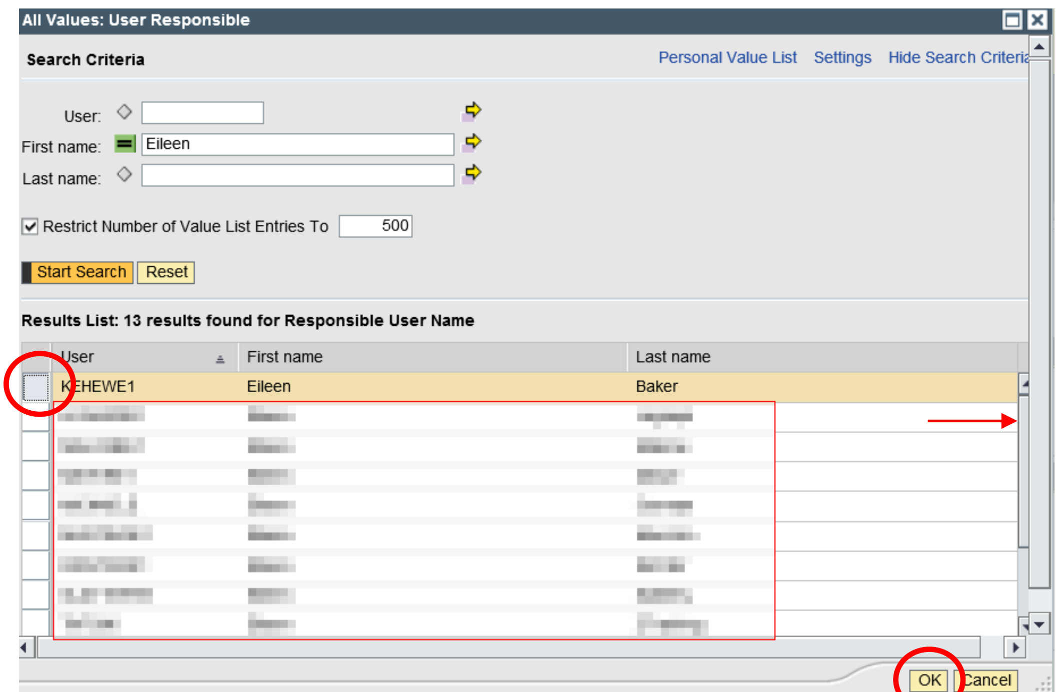
4. Complete the remaining fields.
5. After entering the User Name, hit Enter on the keyboard for the Responsible Name to be populated.



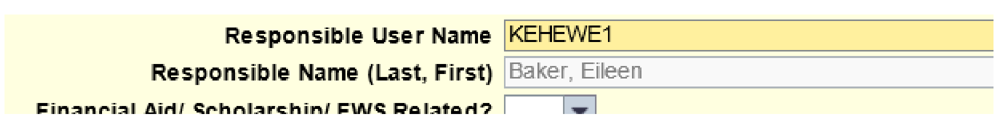
- If the username is unknown, click the match code to search by name.
  - Enter either the first name or last name.
    - The first letter of the name needs to be capitalized for the search feature to work properly.
  - Click Start Search.



- Use the scrollbar on the right to locate the correct username.
- Select the small box to the left to highlight the row.
- Click OK.

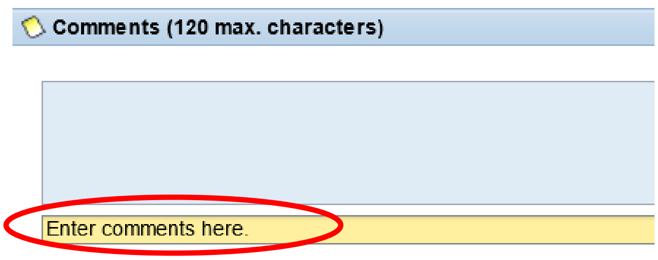


- Hit Enter on the keyboard for the Responsible Name to be populated.



6. Create attachments as needed
   - You may attach as many documents as needed as justification for the request. If the request is for a Revenue Cost Center or Revenue and Expense Cost Center, the Budget Office Fee and Service Charge Request form is a required attachment (http://adminfinance.nku.edu/divisionlinks/budgetoffice/Forms). If this is part of a reorganization process please see Appendix B on how to handle the request of a Cost Center for this process.

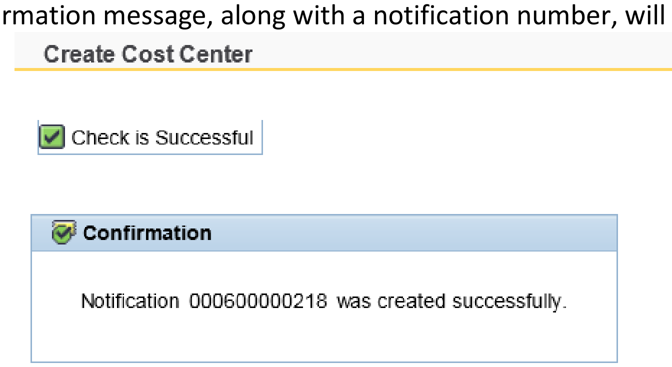
7. Enter any comments in the text box, not the blue box, under Comments.



   - Click Check at the bottom of the screen to ensure that there are no errors after completing all fields on the Department tab. If there is an error, a message will appear with the error message.

8. Click Send to submit the request and begin the Workflow.

A confirmation message, along with a notification number, will be displayed.



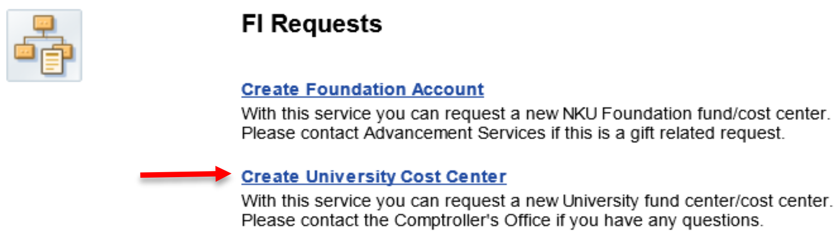
Save a Request

Initiators may save what is entered on the Department tab and return to it at a later date before beginning the Workflow.

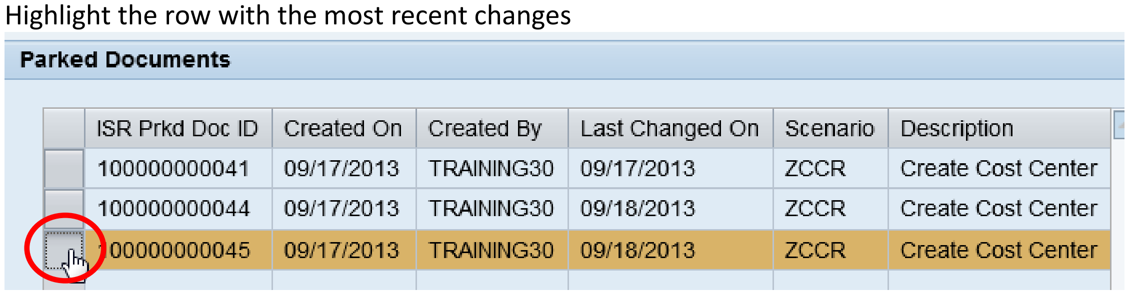
- After entering information on the Department tab, click Save at the bottom of the screen to save the form but not begin the Workflow.

To Retrieve a Saved Request:

- Select University Cost Center



- Highlight the row with the most recent changes



Parked Documents

ISR Prkd Doc ID	Created On	Created By	Last Changed On	Scenario	Description
100000000041	09/17/2013	TRAINING30	09/17/2013	ZCCR	Create Cost Center
100000000044	09/17/2013	TRAINING30	09/18/2013	ZCCR	Create Cost Center
100000000045	09/17/2013	TRAINING30	09/18/2013	ZCCR	Create Cost Center

- Click OK located at the bottom right corner

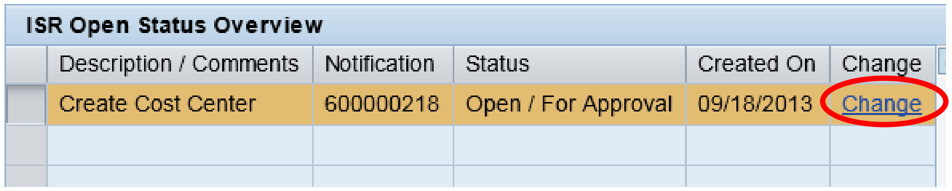
The saved request will launch, allowing for more edits and/or attachments to added to the request.

<u>Change a Submitted Request</u>

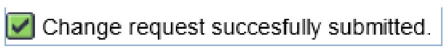
Once the initiator submits the request and the Workflow begins, the initiator can retrieve the Workflow to make changes.

1. Select Create University Cost Center.
2. Click Change at the bottom of the blank request screen.

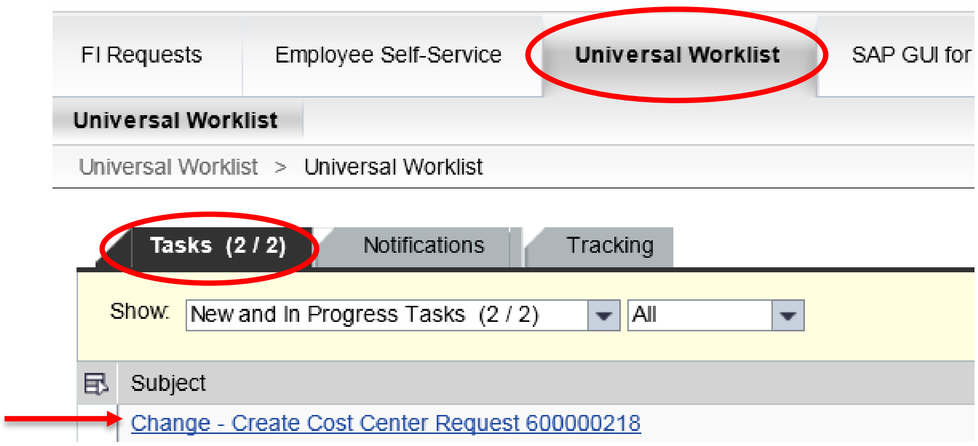
3. Click Change in the Open Status Overview window for the request you wish to edit.



4. A confirmation message will display.

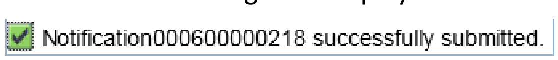


5. Close the pop-up window to return to myNKU.
6. Select the Universal Worklist (UWL) tab.
7. Retrieve the request from the Tasks tab within UWL.
   - Click the subject or underlined hyperlink to open the request.



8. The request will launch and you may enter any updates and/or changes.
9. Click Submit Form Again to restart the Workflow process.

10. A confirmation message will display.



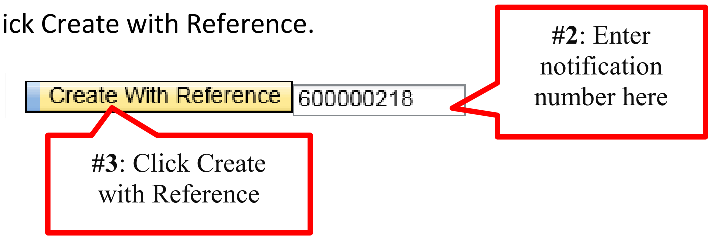
Note: The Close button should never be used. If the initiator clicks Close in error, this will end the Workflow.

Create with Reference

Users are able to create a University Cost Center request from a previously submitted cost center request.

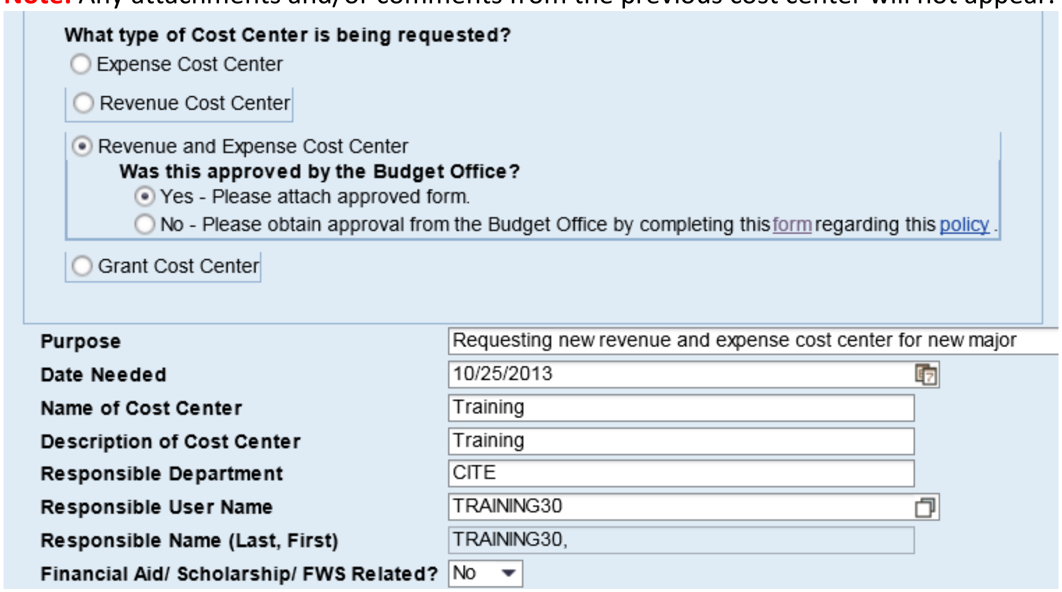
1. Select Create University Cost Center.
2. In the Create with Reference field, enter the previously created notification number (e.g. 600000218).

3. Click Create with Reference.

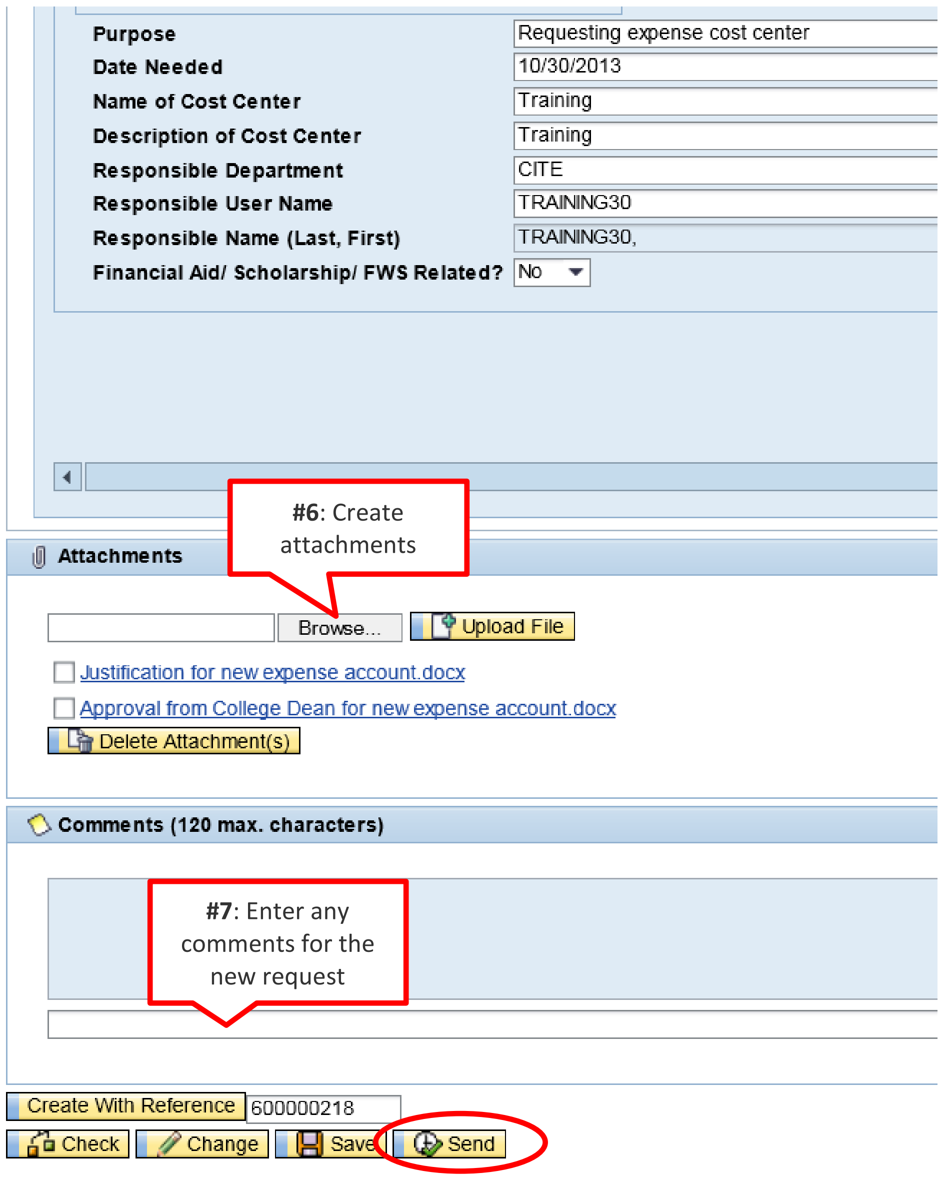


4. Information from the top portion on the Department Section screen from the previous cost center request will be populated.

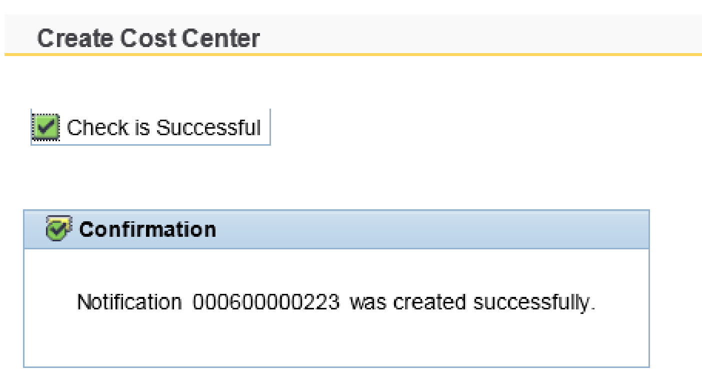
   Note: Any attachments and/or comments from the previous cost center will not appear.



5. Make any edits to the information on the Department Section screen.
6. Create attachments as needed.
7. Enter any comments in the text box, not the blue box, under Comments.
8. Click Send to begin Workflow.



9. A confirmation message will be displayed with a new notification number.

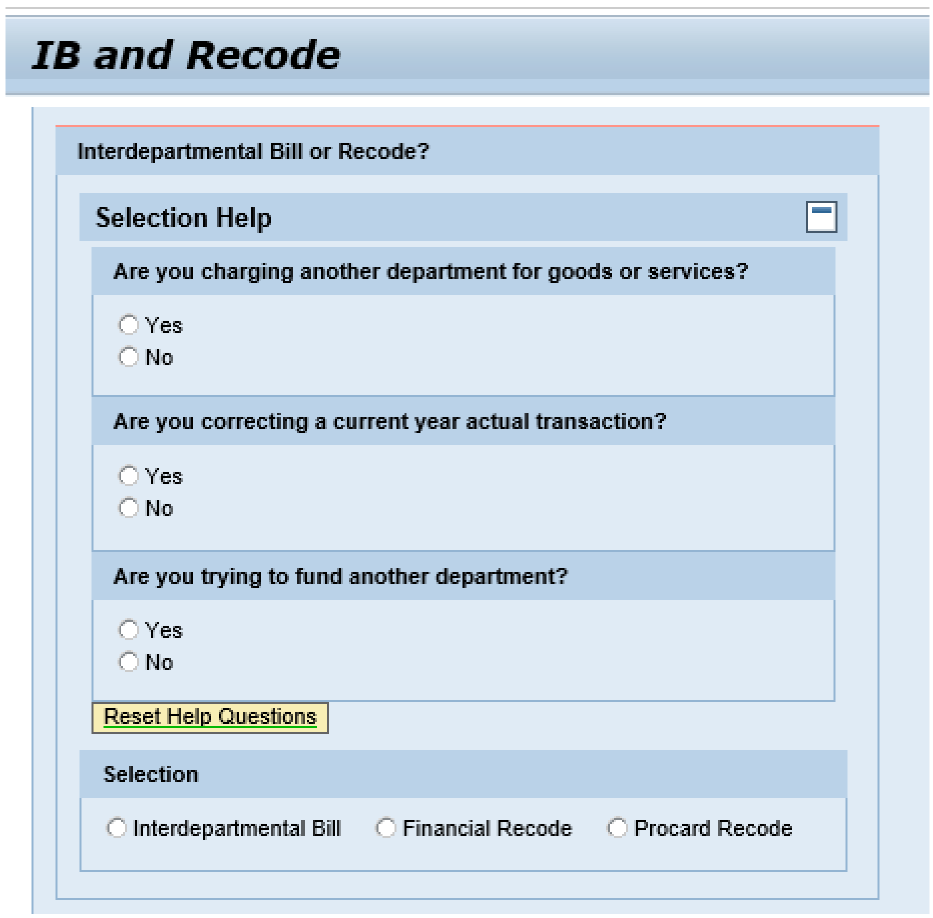


Interdepartmental Bill or Recode

Purpose of interdepartmental bill: The purpose of an interdepartmental bill is for one NKU department to pay another NKU department for goods or services. The interdepartmental bill process also includes transactions where one department is sponsoring an event for another. Please note that shared expenses are considered a recode of an expense; an interdepartmental bill should not be used for this type of transaction.

Purpose of recodes: The purpose of a recode is to correct a financial transaction. The electronic recode process can be used to move an expense from the wrong cost center,GL, grant and/or internal order to the correct one. Please note this process excludes recodes of payroll or financial aid expense.

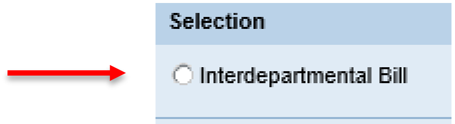
After clicking, Interdepartmental Bill and Recode from the initial screen, the following screen appears. To help determine the process needed, click the Yes or No radio buttons from the **Selection Help** screen.



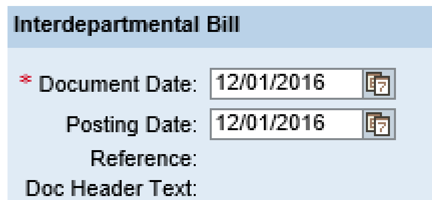
Select the type of process by clicking on the radio button for the following – **Interdepartmental Bill, Financial Recode or Procard Recode**.

Interdepartmental Bill - This process is used to charge another department for goods and services.

a. Click on the Radio Button next to Interdepartmental Bill.



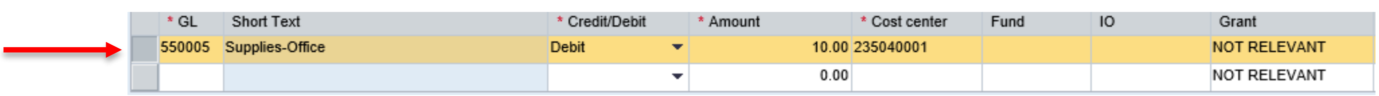
b. Enter the Document Date, which is the date of input or select it from the dropdown . This is a required field.



c. Once the date is populated in the Document Date field, **keep the cursor in that field and click Enter.** 

This populates the Posting Date and two lines to complete a journal entry. For this entry, at least one debit and one credit line is needed. **Note: During the year-end closing (typically first week or two in July), use a 6/30 document date for prior year interdepartmental bills.**

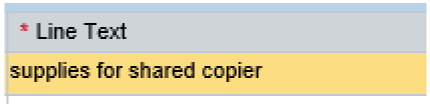
d. Debit Line: The debit account is the department that is being charged for the service. The debit amount will reduce the available budget of that department.



* GL	Short Text	* Credit/Debit	* Amount	* Cost center	Fund	IO	Grant
550005	Supplies-Office	Debit	10.00	235040001			NOT RELEVANT
			0.00				NOT RELEVANT

- GL column - enter the GL or hover over the field to click on the match code to choose a GL from the search field. This is a required field.
- Short Text column - once the GL is populated, **keep the cursor in that field and click enter** to populate the short text of the GL.
- Credit/Debit column - click on the dropdown to choose Debit. Once chosen, Debit is populated in the field. This is a required field.
- Amount column - enter the dollar amount of the transaction. This is a required field. **The total amount of the transaction must be greater than or equal to $5. However, if a grant is used on at least one line of your entry, there is no $ dollar amount requirement.**
- Cost Center column - enter the Cost center to be debited or hover over the field to click on the match code to choose a Cost Center from the search help.
  Note: Based on the transaction being created, enter **Fund, Internal Order (IO) or Grant** as needed. A Grant number must be entered with a Grant Cost Center.

- Line text field - enter the line text which is a description of the transaction. This is a required field.
  Note: The line text will be displayed in reports, run from SAP or BW.



e. Credit Line: The credit account is the department receiving the revenue.

* GL	Short Text	* Credit/Debit	* Amount	* Cost center	Fund	IO	Grant
550005	Supplies-Office	Debit	10.00	235040001			NOT RELEVANT
550005	Supplies-Office	Credit	10.00	235090001			NOT RELEVANT

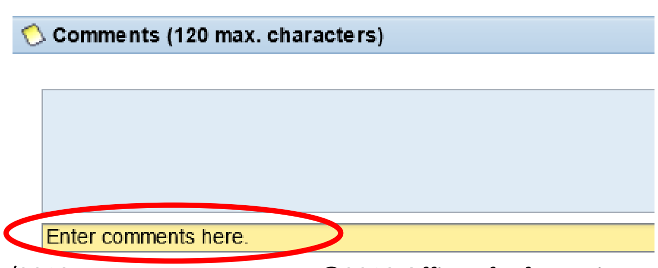
- GL column - enter the GL or hover over the field to click on the match code to choose a GL from the search field. This is a required field.
- Short Text column - once the GL is populated, **keep the cursor in that field and click enter** to populate the short text of the GL.
- Credit/Debit column - click on the dropdown to choose Credit. Once chosen, Credit is populated in the field. This is a required field.
- Amount column - enter the dollar amount of the transaction. This is a required field.
- Cost Center column - enter the Cost center to be credited or hover over the field to click on the match code to choose a Cost Center from the search help.
  Note: Based on the transaction being created, enter **Fund, Internal Order (IO) or Grant** as needed. A Grant number must be entered with a Grant Cost Center.
- Line text field - enter the line text which is a description of the transaction. This is a required field.
  Note: The line text will be displayed in reports, run from SAP or BW.

Note: Multiple Debit and Credit lines can be added by clicking on the symbol at the end of entry line . Also lines can be deleted by clicking on the symbol.

f. Create attachments as needed

Attach as many documents as needed as justification for the interdepartmental bill. At least one attachment is required.

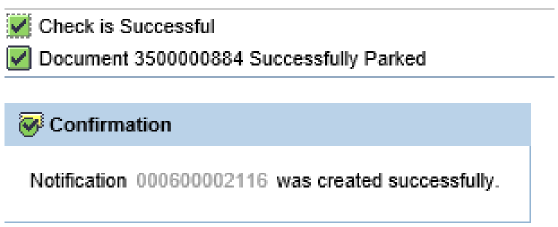
g. Enter any comments in the text box, not the blue box, under Comments.



a. Click Check at the bottom of the screen to ensure that there are no errors after completing all fields on the Interdepartmental Bill screen. If there is an error, a message will appear with the error message.

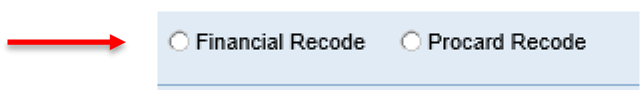
Click Send to park and begin the workflow. 

A confirmation message, along with a notification number and parked document number, will be displayed. The Interdepartmental bill document number starts with 35.

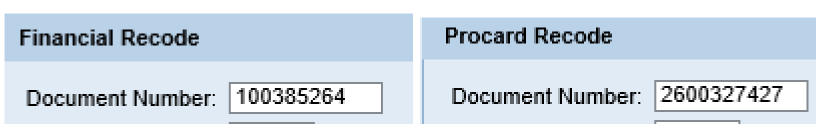


<u>Recode and Procard Recode</u> - These processes are used to correct current year, non-payroll/non-cash related actual transactions. To complete these processes, an original document number is needed. Click on the radio button to choose either Financial Recode or Procard Recode.

a. Click on the Radio Button next to either Financial Recode or Procard Recode.



b. Enter the document number to be recoded. The recode document number could start with 1, 32 (travel) or 51 (invoices). The procard recode number starts with 26.



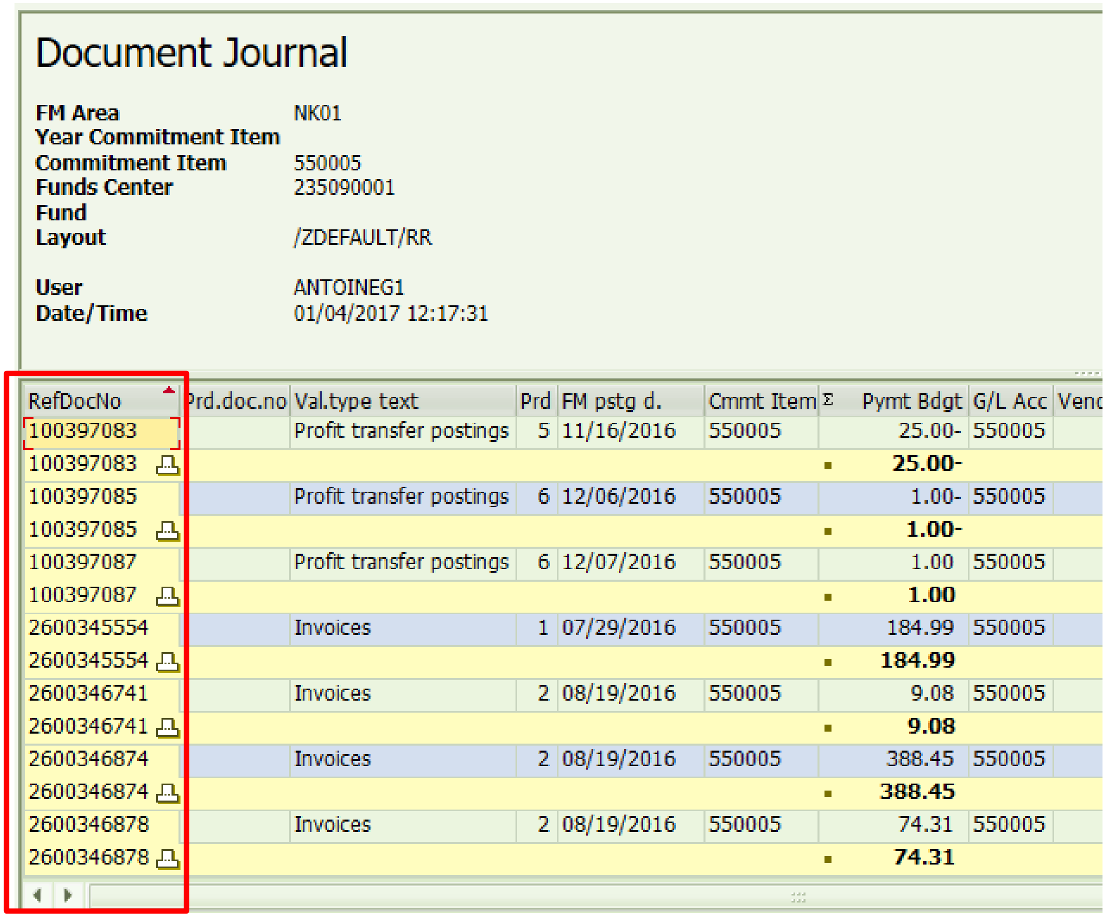
NOTE: To find the document number to be recoded, complete the following steps:

* On the SAPGUI easy access screen, enter t-code ZFBC or ZFD1 and enter the cost center used on the document to be recoded.

* Drilldown on the YTD column, next to the GL used on the document to be recoded.

* The next screen will be the Document Journal screen

* Locate the document number on the RefDocNo column.



Document Journal

FM Area	NK01
Year Commitment Item	
Commitment Item	550005
Funds Center	235090001
Fund	
Layout	/ZDEFAULT/RR
User	ANTOINEG1
Date/Time	01/04/2017 12:17:31

RefDocNo	Prd.doc.no	Val.type text	Prd	FM pstg d.	Cmmt Item	Σ	Pymt Bdgt	G/L Acc	Vend
100397083		Profit transfer postings	5	11/16/2016	550005		25.00-	550005	
100397083						▪	**25.00-**		
100397085		Profit transfer postings	6	12/06/2016	550005		1.00-	550005	
100397085						▪	**1.00-**		
100397087		Profit transfer postings	6	12/07/2016	550005		1.00	550005	
100397087						▪	**1.00**		
2600345554		Invoices	1	07/29/2016	550005		184.99	550005	
2600345554						▪	**184.99**		
2600346741		Invoices	2	08/19/2016	550005		9.08	550005	
2600346741						▪	**9.08**		
2600346874		Invoices	2	08/19/2016	550005		388.45	550005	
2600346874						▪	**388.45**		
2600346878		Invoices	2	08/19/2016	550005		74.31	550005	
2600346878						▪	**74.31**		

* To see the entire entry of the document number to be recoded, drilldown on the specific document number. For example: 2600346878 (see below)

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

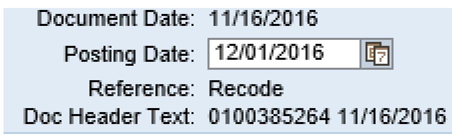
Document Number	2600346878	Company Code	NK01	Fiscal Year	2017
Document Date	08/04/2016	Posting Date	08/19/2016	Period	2
Reference	9900000000062670	Cross-Comp.No.			
Currency	USD	Texts exist	☐	Ledger Group	

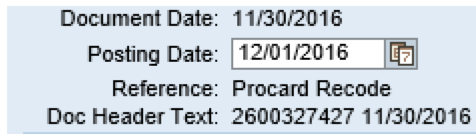
Co	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Fund	BusA	Grant	Cost Center	Purch.Doc.	Functional A
NK01	1	40		550005	Supplies-Office	74.31	USD		0111000100	100	NOT RELEVANT	235090001		0100
	2	50		201205	A/P Procard Clrg	74.31-	USD		0111000100	100	NOT RELEVANT			

c. Enter the Document Line No. to be recoded. For example, to recode line 1, enter 001.

Document Line No.: 001

d. Once the document line number is entered, keep cursor in the field and click enter. This populates the **Document Date, Posting Date, Reference and Doc Header Text**.
The Document Date is the original date of the document to be recoded.
Note: The posting date of the original document number entered, must be within 60 days of initiation of the recode request.
The Posting Date is the date of input.
The Reference is the type of Recode.
The Doc Header text displays the original document number and date.





Note: During the year-end closing period (typically first week or two in July), override the posting date field to 6/30 for prior year recodes.

e. Once the document line number is entered, it also populates two lines. The first line populates the information to be recoded. The second line will be blank to enter the new information.

*GL	Short Text	Credit/Debit	*Amount	*Cost center	Fund	IO	Grant
550927	Emp Trav-Foreign	Credit	10.00	272010010	0111000100		NOT RELEVANT
		Debit	0.00				NOT RELEVANT

Second line entry:

- GL column - enter the GL or hover over the field to click on the match code to choose a GL from the search field. This is a required field.
- Short Text column - once the GL is populated, **keep the cursor in that field and click enter to populate the short text of the GL.**
- Credit/Debit column – This field automatically defaults to Debit or Credit. If the line to be recoded is a Credit line, then Credit will default on the entry line. If the line to be recoded is a Debit line, then Debit will default on the entry line.
- Amount column - enter the dollar amount of the transaction. The total of the entry lines must equal the first line. This is a required field.
- Cost Center column - enter the Cost center to be debited or credited or hover over the field to click on the match code to choose a Cost Center from the search help. This is a required field.
  Note: Based on the transaction being created, enter **Fund, Internal Order (IO) or Grant** as needed. A Grant number must be entered with a Cost Center.
- Line text field - enter the line text which is a description of the transaction. This is a required field. Note: The line text will be displayed in reports, run from SAP or BW.

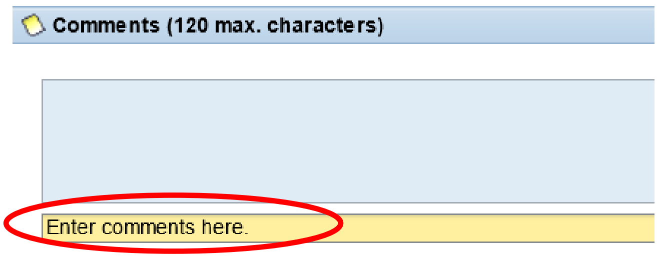
Note: Multiple Debit and Credit lines can be added by clicking on the symbol at the end of entry line . Also lines can be deleted by clicking on the symbol.

f. Create attachments as needed

Attach as many documents as needed as justification for the recode or procard recode. At least one attachment is required.

Note: Please attach explanation for Procard Recode, the cardholder's name and original itemized receipt. If the expense is related to meals, the meals & entertainment form is also required.

Enter any comments in the text box, not the blue box, under Comments.



a. Click Check at the bottom of the screen to ensure that there are no errors after completing all fields on the recode or procard recode screen. If there is an error, a message will appear with the error message.

Click Send to park and begin the workflow. 

A confirmation message, along with a notification number and parked document number, will be displayed.

Change a Submitted Request

Once the initiator submits the request and the Workflow begins, the initiator can retrieve the Workflow to make changes.

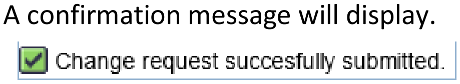
1. Select the Radio Button for Interdepartmental Bill, Recode or Procard.
2. Click the Change icon  at the bottom of the blank request screen.

3. Click Change in the Open Status Overview window for the request you wish to edit.

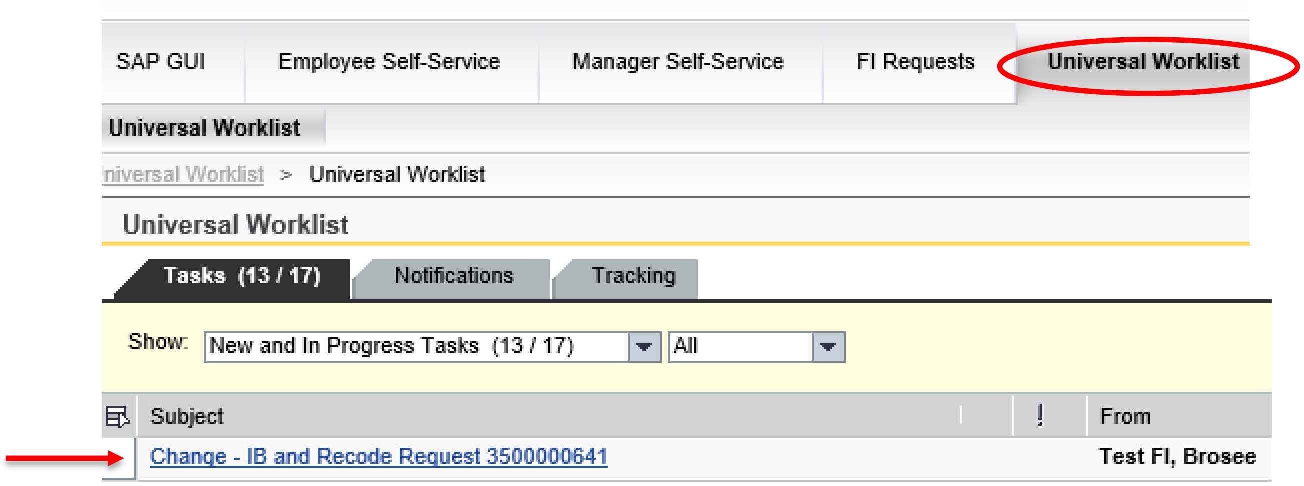
ISR Open Status Overview

Description / Comments	Notification	Status	Created On	Change
INTERDEPARTMENTAL BILL AND RECODE	600001742	Open / For Approval	08/26/2016	Change

4. A confirmation message will display.

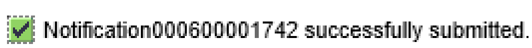


5. Close the pop-up window to return to myNKU.
6. Select the Universal Worklist (UWL) tab.
7. Retrieve the request from the Tasks tab within UWL.
   a. Click the subject or underlined hyperlink to open the request.



8. The request will launch and you may enter any updates and/or changes.
9. Click Submit Form Again to restart the Workflow process.

10. A confirmation message will display.

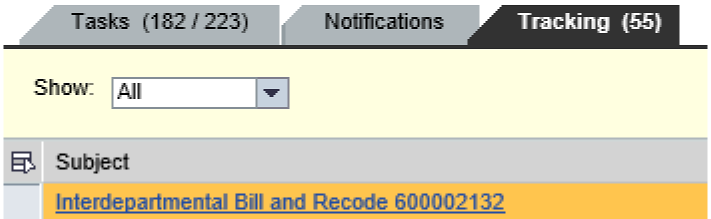


Note: The Close button should never be used. If the initiator clicks Close in error, this will end the Workflow.

Create with Reference

Users are able to create an Interdepartmental Bill, Recode or Procard Recode from a previously submitted Interdepartmental Bill, Recode or Procard Recode.

1. Select the Radio Button for Interdepartmental Bill, Recode or Procard.
   At the bottom of the blank screen in the Create with Reference field, enter the previously created notification number (e.g. 600001742).
   The notification number can be accessed from the initiator's tracking tab in UWL. Return to the UWL screen and click on the Tracking Tab.



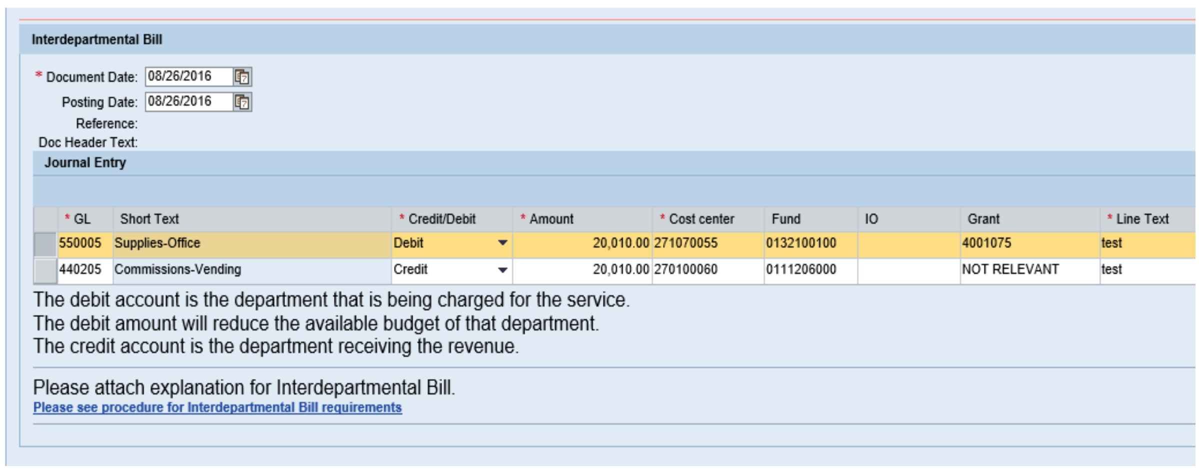
2. Click Create with Reference.

Enter notification number here

Information from Interdepartmental Bill, Recode or Procard Recode screens from the entry will be populated.

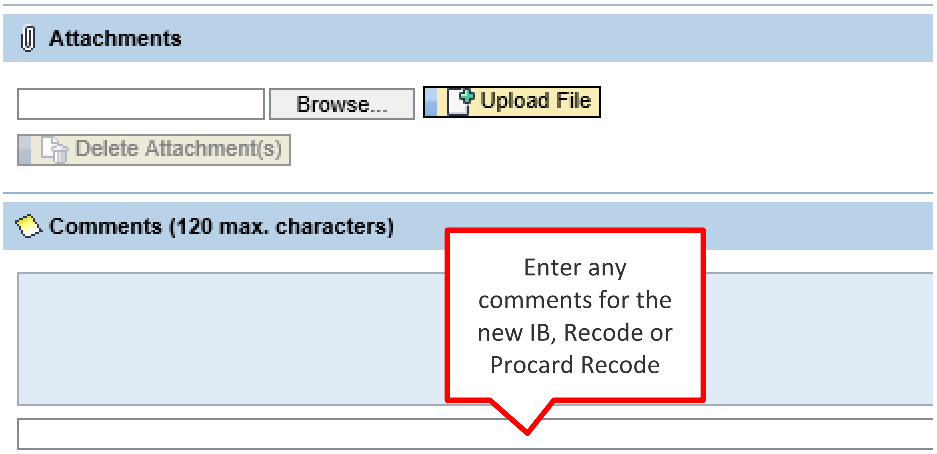
Click Create with Reference

Note: Any attachments and/or comments from the previous entry will not appear.

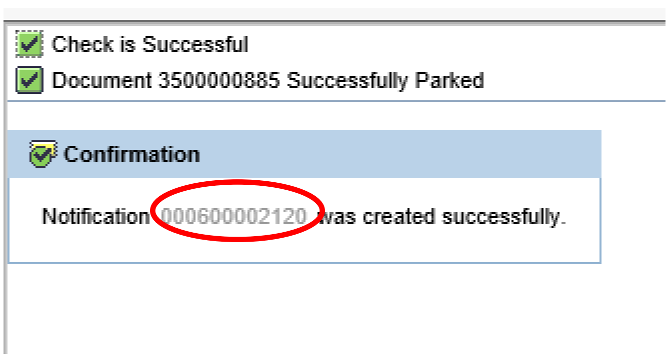


3. Make any edits to the information on the screen.
4. Create attachments as needed. At least one attachment is required.
5. Enter any comments in the text box, not the blue box, under Comments.
6. Click Send to begin Workflow.

Create attachments



7. A confirmation message will be displayed with a new parked document number and notification number.

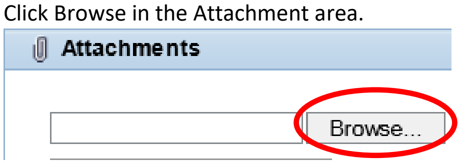


Attachments

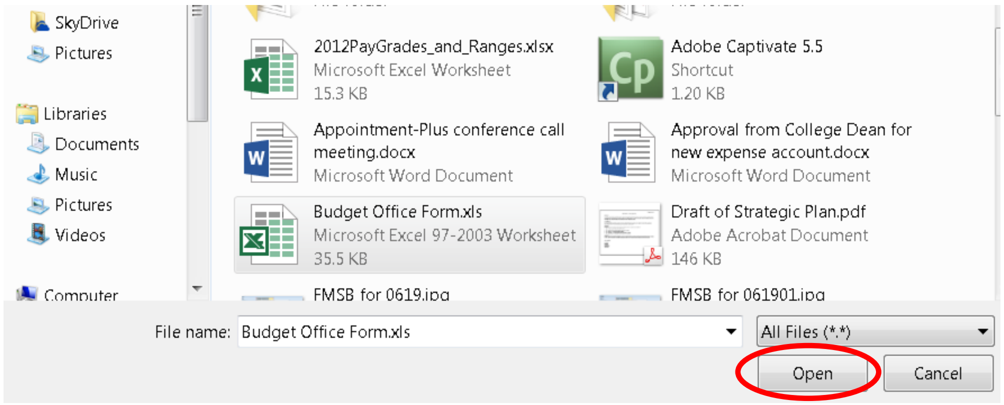
Complete the following steps to create attachments that may be viewed by anyone in the Workflow and will feed into SAP GUI. Attachments may be created at any level of the Workflow process but only may be deleted by the initiator of the attachment. For New Foundation Account and Create Cost Center, attachments may be viewed through Services for Objects on the fund center using transaction code FMSC. For Interdepartmental Bill, Recode and Procard Recode, attachments may be viewed through Services for Objects on the drilldown of the document through SAPGUI budget reports such as ZFBC or ZFD1.

To create:

1. Click Browse in the Attachment area.

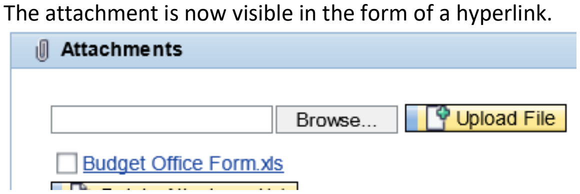


2. Locate the file on the computer, click Open.



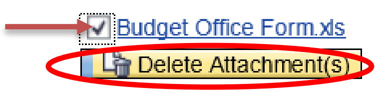
3. Click Upload File.

- The attachment is now visible in the form of a hyperlink.

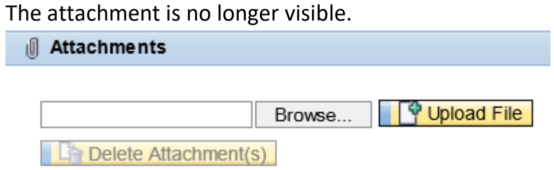


To delete:
Only the initiator of the attachment is able to delete the attachment.

1. Checkmark the attachment you wish to remove.
2. Click Delete Attachment.



- The attachment is no longer visible.



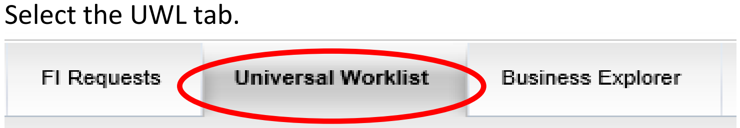
Universal Worklist (UWL)

All new Create Cost Center/ New Foundation Account Requests and Interdepartmental Bill, Recode and Procard Recode Workflow will be accessed through myNKU on the UWL, under the Tasks tab. Users in Workflow can Approve, Send Back to Requestor (Initiator), or Reject the request. The process to Approve, Send Back to Requestor, and Reject is the same for both type of accounts.

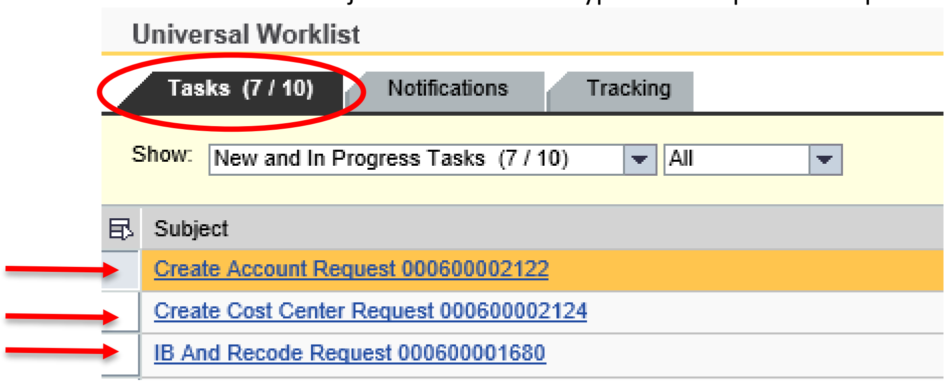
Approve

Approvers may attach any documents or write comments.

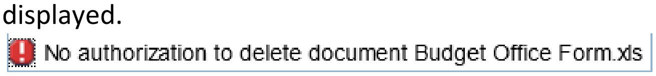
1. Select the UWL tab.



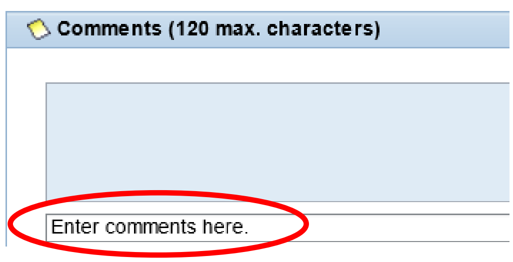
2. Retrieve the request from the Tasks tab within UWL.
   - Click the subject or underlined hyperlink to open the request.



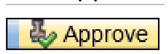
3. Review information on the screens and attachments.
4. Create attachments as needed.
   - Attachments may be deleted only by the user who created the attachment. If someone other than the creator attempts to delete the attachment, an error message will be displayed.



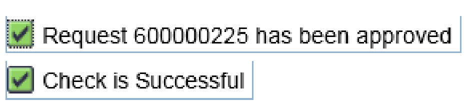
5. Enter any comments in the text box, not the blue box, under Comments.



6. Click Approve.



7. A confirmation message will display.

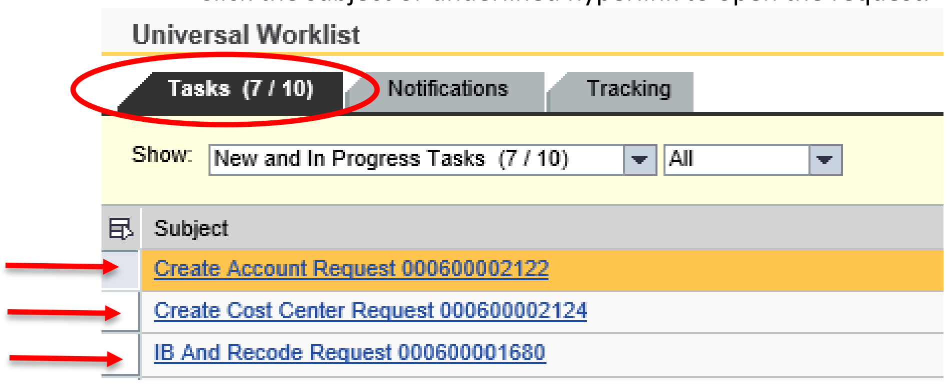


Back to Requestor

The approver may send the item back to the initiator for corrections, without deleting the request.

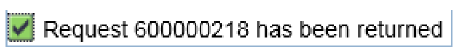
1. Select the UWL tab.

2. Retrieve the request from the Tasks tab within UWL.
    - Click the subject or underlined hyperlink to open the request.



3. Review information on the screen and attachments.
4. Click Back to Requestor if changes to the screen or attachments are needed.

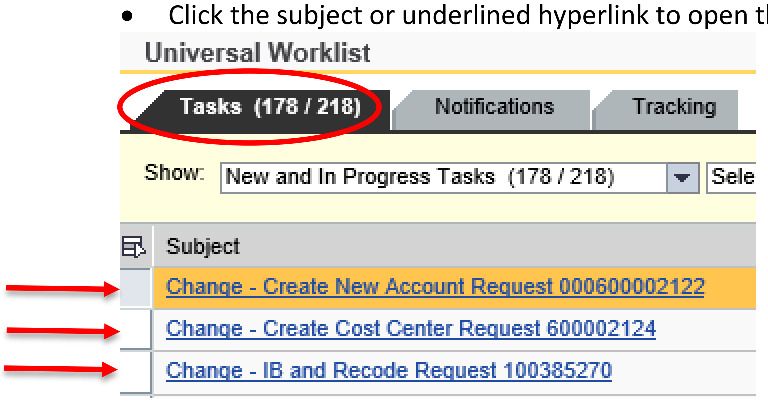
5. A confirmation message will display.



Retrieve an Item sent Back to Requestor

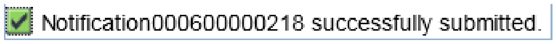
The initiator will need to follow these steps to retrieve the item sent back.

1. Select the UWL tab.
2. Retrieve the request from the Tasks tab within UWL.
    - Click the subject or underlined hyperlink to open the request.



3. The request will launch with all information and attachments being displayed.
4. Edit the information and/or attachments as needed.
5. Click Submit Form Again.

6. A confirmation message will display.

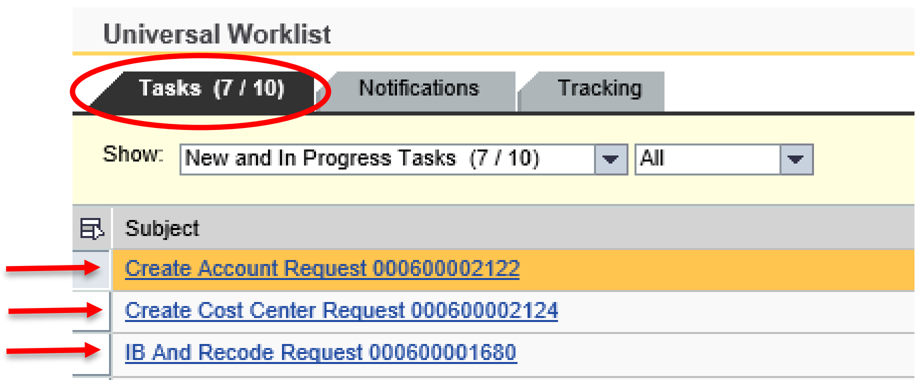

Notification000600000218 successfully submitted.

Reject

The approver may reject the New Account/Cost Center request or Interdepartmental Bill, Recode or Procard Recode, stopping the workflow entirely.

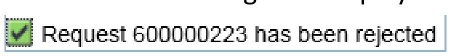
1. Select the UWL tab.

2. Retrieve the request from the Tasks tab within UWL.
   - Click the subject or underlined hyperlink to open the request.



3. Review information on the screens and attachments.
4. Click Reject if the request should not be completed and to stop the workflow.

5. A confirmation message will display.



New Account and Cost Center Notifications

Approval and Rejection Notifications appear in the UWL under the Notifications Tab. All users in workflow, FIBA and Financial Aid workgroups (where applicable) will receive the approval notification once the Account or Cost Center has been created. The rejection notification goes to the initiator and all previous approvers in the workflow. If the person rejecting the request includes the reason for rejection, this also appears in the rejection notice. On final approval notifications, the last comment by the approver in workflow will appear in the final notification. Rejection and Approval Notifications can be forwarded to anyone, even outside of the workflow or workgroups.

Approval Notification

Fundcenter 271050500 Fund 070003502 created

Sent Date: Oct 28, 2013 8:59 AM By Northern Kentucky University

Status: Read

Description:

A new NKU Foundation account has been established per request 600000280 as follows:

Responsible: ANTOINEG1 - Antoine,Genelle

Fund: 070003502 - testing 1

Fund Center/Cost Center: 271050500 - testing 1

Hierarchy node: 061804 - Chaulk, Elizabeth

Functional Area: 0800 - Student Financial Aid

Purpose:
testing 1 more time

Comments:
10/28/2013 08:58:03 TEST BAILEY JO (TESTBAILEYJO)

Rejection Notification

Account Request Rejected

Sent Date: Oct 22, 2013 8:40 AM By Workflow System

Status: Read

Description: Your account reject account request notification number: 600000446 was rejected by USTESTLEIBACH

The account request and associated workflow have been terminated.

Comments:
22.10.2013 08:40:05 TEST Elizabeth Leibach (TESTLEIBACH)
reject at 6 digit node

Interdepartmental Bill, Recode and Procard Recode Notifications

Approval and Rejection Notifications appear in the UWL under the Notifications Tab. All users in workflow will receive the approval notification once the Interdepartmental Bill, Recode and Procard Recode has been created. The rejection and approval notifications go to the initiator and all previous approvers in the workflow. All comments in the workflow also appear on both the rejection and approval notifications. Rejection and Approval Notifications can be forwarded to anyone, even outside of the workflow or workgroups.

Approval Notification

IB and Recode Request 3500000870 created

Sent Date: Nov 29, 2016 12:37 PM by Workflow System Priority: Medium

Status: Read

Description: The IB and Recode Document 3500000870
per request 600002075 has been posted.

Comments:
* 11/29/2016 12:29:18 EST Genelle Antoine (ANTOINEG1) initiator send
* --
* 11/29/2016 12:32:07 EST Genelle Antoine (ANTOINEG1) test
* --
* 11/29/2016 12:34:30 EST TFIMILLER (TFIMILLER) test
* --
* 11/29/2016 12:37:24 EST Genelle Antoine (ANTOINEG1)
test

Rejection Notification

IB And Recode Request 3500000866 rejected

Sent Date: Nov 29, 2016 9:12 AM by Workflow System Priority: Medium

Status: Read

Description: Your IB and Recode request notification number:600002067
was rejected by USTFIMILLER.

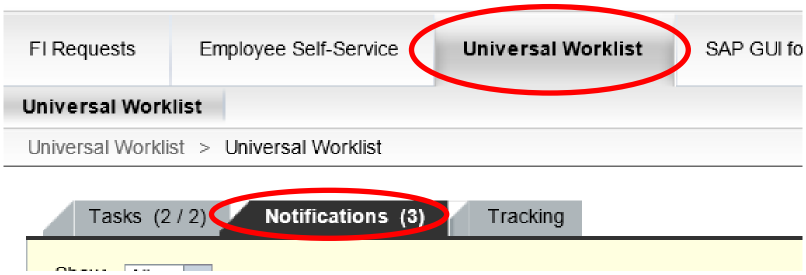
The IB and Recode request and associated workflow have been terminated.

Comments:
* 11/29/2016 08:42:20 EST Genelle Antoine (ANTOINEG1) test
* --
* 11/29/2016 09:10:30 EST Genelle Antoine (ANTOINEG1) test
* --
* 11/29/2016 09:12:00 EST TFIMILLER (TFIMILLER)
send it back

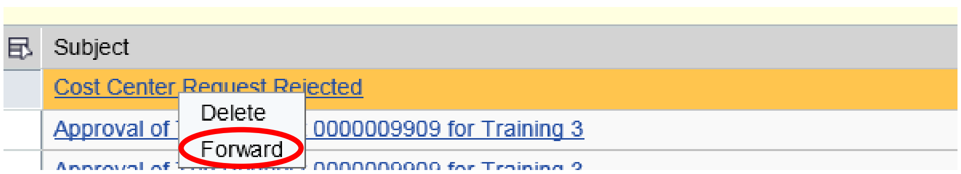
Forward the Notification

Complete the following steps to forward the notification:

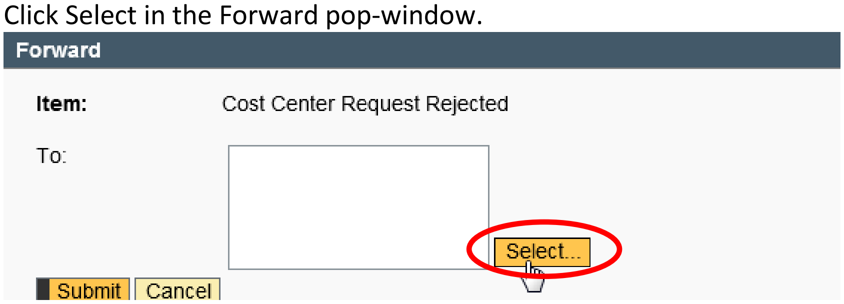
1. Select the UWL tab.
2. Select the Notifications tab.



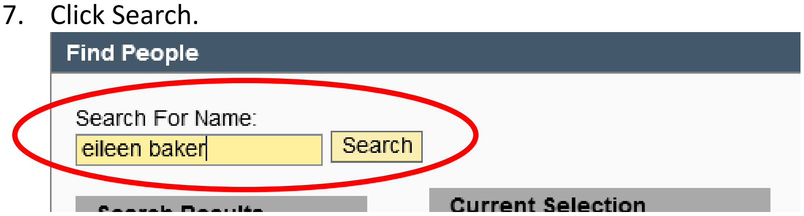
3. Right click on the Account/Cost Center and IB, Recode and Procard notification.
4. Select forward.



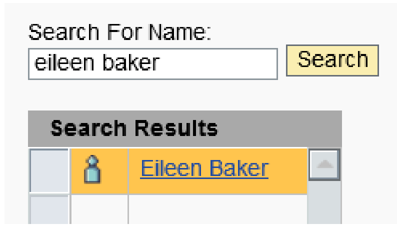
5. Click Select in the Forward pop-window.



6. Enter the name of the person you wish to send the notification in the Find People pop-up window.
7. Click Search.

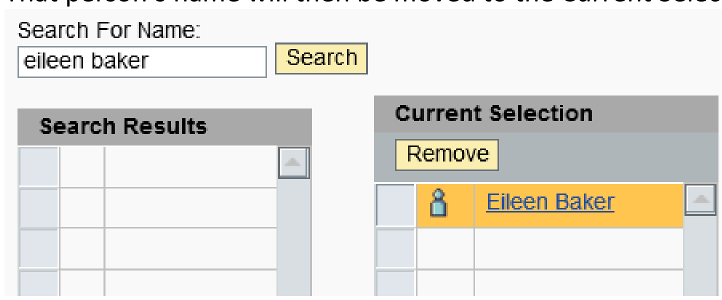


- That person's name will then be populated under the Search Results column.

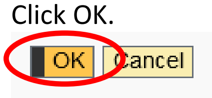


8. Click the small arrow between the Search Results and Current Selection columns.

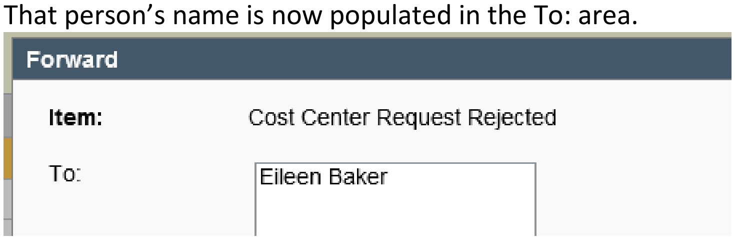
- That person's name will then be moved to the Current Selection column.



9. Click OK.

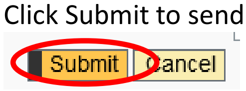


10. That person's name is now populated in the To: area.



- Repeat as needed to forward the notification to multiple people.

11. Click Submit to send the notification.



12. A confirmation message will then be displayed.

Appendix A: Types of Cost Centers

- Expense: A type of cost center in which expenses are charged. This type of cost center does not have revenues. Only commitment items starting with 5 will be reported to this type of cost center.

- Revenue: A type of cost center in which fees or service charges are collected. This type of cost center does not have expenses. This cost center needs approval from the Budget Office before submitted through the Create Cost Center process. This approved form should be attached to the Create Cost Center request in the attachment area. Only commitment items starting with 4 will be reported to this type of cost center.

- Expense/Revenue: A type of cost center in which both expenses are charged and fees or service charges are collected. This type of cost center needs approval from the Budget Office before submitted through the Create Cost Center process. This approved form should be attached to the Create Cost Center request in the attachment area. Commitment items starting with 4 and 5 will be reported to this type of cost center.

- Grant: A type of cost center in which a grant number is required for posting of revenue or expense. This type of cost center is requested by the Research, Grants and Contracts Area only.

Appendix B: Definition of Organizational Unit and Cost Center

What do I need?	Explanation	Procedure
New Org Unit	An organizational unit is an eight-digit number that represents the hierarchical organizational structure with regards to HR in the SAP system. An organizational unit is tied to a default cost center. This is needed when an organizational structure change occurs that results in a reporting structure.	Follow the documentation on the budget office website: http://ppb.nku.edu/budgetoffice/management/change.html
New Cost Center	A cost center is a master data element representing an organizational structure within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. Linked to fund centers for budgetary purposes. This is needed when an organizational structure is changed or created that does not involve positions or a new revenue is created and does not have a cost center associated with it.	myNKU—FI Requests Tab—Create University Cost Center

Note: There are situations that you may need both a new organizational unit and new cost center.

Appendix C: New Account and Create University Cost Center Workflow Process

CREATE FOUNDATION ACCOUNT
The scope of this application is to deliver a new way for users to request a new account for foundation use. Workflow is used to obtain approval for the request. Notifications will be sent to those in workflow when the fund and fund/cost center is rejected or completed. Information from the request will feed into SAP, including attachments.

Workflow Matrix:

	Department Tab	6 digit RP on Fund Center	4 digit RP on Fund Center	5 digit RP on Fund Center, *where applicable*	AVP for Development	Exec. Dir. of NKU Foundation	VP of Advancement	Foundation Accounting Office
Foundation Fund & Fund/Cost Center	Initiator	X	X	X	X	X	X	X

*In the future, the approval from the responsible person on the 2-digit node will be part of the workflow.

CREATE UNIVERSITY COST CENTER
The scope of this application is to deliver a new way for users to request a cost center/fund center. Workflow is used to obtain approval for the request. Notifications will be sent to those in workflow when the cost center/fund center request is rejected or completed. Information from the request will feed into SAP, including attachments.

Workflow Matrix:

	Depart ment Tab	Acct Office 1	6 digit RP on Fund Center	5 digit RP on Fund Center, *where applicable*	4 digit RP on Fund Center	2 digit RP on Fund Center	Responsible Person on Agency node	Budget Office	Grant Office	Acct Office 2
Expense Cost Center	Initiator	X	X	X	X	X		X		X
Revenue Cost Center	Initiator	X	X	X	X	X		X		X
Revenue and Expense Cost Center	Initiator	X	X	X	X	X		X		X
Grant Cost Center	Initiator	X	X	X	X	X			X	X
Agency Cost Center	Initiator	X					X			X

Appendix D: Interdepartmental Bill, Recode and Procard Recode Workflow Process

IB, Recode and Procard transactions workflow to the Comptroller's office for approval and responsible persons on the fund center hierarchy, based on the dollar amount of the debited entry.

		Approval levels					
Type	**Dollar Value**	**1st**	**2nd**	**3rd**	**4th**	**5th**	**6th**
Grant	**<20000**	**PI**	**Users in Grants Accounting Work Center**				
	>=20000	**PI**	**Users in Grants Accounting Work Center**	**Responsible person on 6 digit node**	**Responsible person on 5 digit node**	**Responsible person on 4 digit node**	**Responsible person on 2 digit node**
Project with funded program (fund center starts with 296)	**<20000**	Responsible person on funded program	Responsible person on fund center				
	>=20000	Responsible person on funded program	Responsible person on fund center	Responsible person on 6 digit node	Responsible person on 5 digit node	Responsible person on 4 digit node	Responsible person on 2 digit node
Project, no funded program (fund center starts with 296)	**<20000**	Responsible person on fund center					
	>=20000	Responsible person on fund center	Responsible person on 6 digit node	Responsible person on 5 digit node	Responsible person on 4 digit node	Responsible person on 2 digit node	
Funded Program/internal order	**<5000**	Responsible person on funded program					
	5000-19999	Responsible person on funded program	Responsible person on fund center				
	>= 20000	Responsible person on funded program	Responsible person on fund center	Responsible person on 6 digit node	Responsible person on 5 digit node	Responsible person on 4 digit node	Responsible person on 2 digit node
Fund Center	**<5000**	Responsible person on fund center	Responsible person on 6 digit node				
	5000-19999	Responsible person on fund center	Responsible person on 6 digit node	Responsible person on 5 digit node	Responsible person on 4 digit node		
	>= 20000	Responsible person on fund center	Responsible person on 6 digit node	Responsible person on 5 digit node	Responsible person on 4 digit node	Responsible person on 2 digit node	

Grants:
- Grant Workgroup
- Responsible persons on grant and fund center hierarchy based on debited dollar amount
- Final Grant Workgroup

Projects with Funded Program/No Funded Program, Internal Orders and Fund Centers:
- Comptroller's Office Workgroup
- Responsible persons on fund center hierarchy based on debited dollar amount
- Final Comptroller's Workgroup

Foundation:
- Foundation Accounting Workgroup
- Responsible persons on foundation fund center hierarchy based on debited dollar amount
- Final Foundation Workgroup

Note: Any procard recode transactions will also workflow to the Procurement Services Workgroup