

## Approvals and Workflow

### Course Guide

This is an introductory course.

### Intended Audience

Financial and business administrators and assistants or anyone with the security access role of Approver.

### Course Format

This course is online only, but access to learning is continuous and on demand. You may start learning at any time and review the learning materials at any time. However, course registration is strongly encouraged.

### Course Registration and Enrollment

Register for FSM804 Approvals and Workflow in FASIS Self-Service (also called eDev). Doing so signals an instructor that you are using the online learning. It also enables you to receive support from an instructor and peers while you learn.

### Course Sessions

Course sessions exist to provide a timeframe for your learning and for instructor/student interaction. Sessions start the first day of each month and end on the last day of each month. Registration for each coming month is open until the last day of the current month. For example, January 31st is the cut-off date for enrollment in the session starting February 1st. New registrations after the cut-off date fall into the subsequent month. For example, registrations on or after February 1st fall into March.

### Course Communications

On the first business day of each month, the instructor contacts all registrants via e-mail to kickoff communication. You may pose questions to the instructor via the Café Training e-mail address and to the group.

### Course Completion

The instructor marks all current registrants complete at the end of each month.

The month timeframe is intended to give you time to:

- Complete the learning experiences at your own pace and convenience.
- Ask questions when they arise.
- Bridge the time between first learning experiences and first job experiences.

#	Part	Medium	Special Instructions
1	Approvals and Workflow Overview	Online	Watch this overview to get answers to basic questions, such as, "What are your responsibilities as an Approver?" and "What is workflow?"
2	Review and Approve a Financial Transaction Exercise	Exercise	Review a sample transaction to ensure it is compliant, complete, correct, and reasonable.
Library			
NA	Approving Financial Transactions	Manual	The manual provides guidelines to the approval process for financial transactions. Many of these guidelines are duplicated in the jobs aids below.

NA	Approval Process: Requisition	Job Aid	
NA	Approval Process: Expenses	Job Aid	
NA	Approval Process: Budget Journals	Job Aid	
NA	Approval Process: Online Vouchers	Job Aid	
NA	Approval Process: PO Change Request	Job Aid	
NA	Actual Journals Approval Tip	Job Aid	
NA	Viewing REQ Comments & Attachments for Approvers	Job Aid	
NA	Budget Checking as an Approver	Job Aid	
NA	Notification of New Transactions	Job Aid	
NA	Reviewing the Approval Path of a Transaction	Job Aid	
NA	Notification of New Transactions	Job Aid	
NA	Item Categories for Assets and Account Codes for Capital Equipment	Job Aid	
NA	Reassigning Workflow	Job Aid	

## Related Resources

These are links to related business processes and policy.

### Helpful Policy Links

Refer to the Financial Operations website for guidance about the policies and procedures governing financial transactions.

<http://www.northwestern.edu/financial-operations/policies-procedures/policies/index.html>

### Helpful Contacts

- Purchasing Resource Services (PRS) for requisitions and payments (online vouchers). Use PRS as your definitive guide to purchasing policy.
- Accounts Payable (AP) for expense reports and payments (online vouchers)
- Accounting Services for Sponsored Research Programs (ASRSP) for financial and policy issues related to transactions using grant related chart strings.

### Helpful Reports

- GE007 Security Access Profile: You can verify that your Approver's security access has come through by running this report and checking for the Approver role.
- GE008 Approvals: This report shows the Approvers for the department you specify.

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