

Approver's Guide

November 2022

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Introduction

Fiscal Services welcomes you to the Approver's Guide, a manual containing instructions on how to review and approve Procurement items, Payment Requests and Budget Transfers.

PeopleSoft Financials

Financials is the System of Record for all Procurement, Budget and Financial Reporting. Access requires a User Profile within that system and must be accessed via a device connected to the Palomar College network; this can be an on-campus computer or VMware Virtual Desktop.

User Profile

In order to access Financials, an employee must have a User Profile created by the Information Services Help Desk; this requires an [Access Request](#) form be submitted. If the employee will be approving items, be sure to specify the need for approval access. The employee's Financials Username will match the Network Username.

For example, an employee with an email address of jsmith4@palomar.edu will have a Username of JSMITH4 in PeopleSoft Financials.

Approving Items Remotely

To review a pending item from off-campus, you must first connect to a VMware Virtual Desktop or Remote Office computer and launch a web browser from there. For assistance with connecting to a VMware Virtual Desktop or Remote Desktop, contact helpdesk@palomar.edu, or dial 760-744-1150 ext. 2140.

Approval Workflow Engine (AWE)

AWE routes items based on the Department ID listed in an Account String (**Account**-Fund-**Department**-Program-Class-**Project/Grant**). There are some special cases where a Project/Grant, or Expense Account number will trigger a special approval as well as the standard Department workflow.

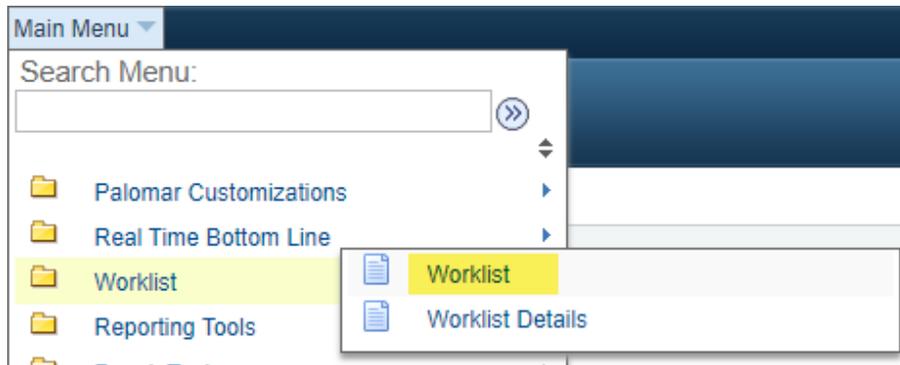
Review Pending Items

While AWE sends email notifications containing clickable URLs that will take you to the pending item, those URLs must be accessed from a Palomar College networked device. Pending items are also accessible directly from

the Worklist screen in PeopleSoft Financials.

Accessing your Worklist

1. Navigate to the Palomar College Single Sign-On Portal and logon using your network credentials. Once signed-in, find and click the Oracle PeopleSoft Financials (PALF9PRD) tile.
2. Navigate to Main Menu > Worklist > Worklist.



Worklist

The worklist will contain any Payment Requests, Requisitions or Budget Transfers using an Account String containing the Department ID you are approving for.

Worklist Overview

The worklist can be sorted by clicking the column headers. Please note, the FROM column is the last person to have approved the item, not necessarily the item's requester. To see

who requested the item, click the corresponding URL in the Link column to see the details of that item, and to approve or deny.

Worklist

Worklist for [User]

Detail View

Worklist Filters Approval Routing Feed

Worklist Items						Personalize
From	Date From	Work Item	Worked By Activity	Priority	Link	
[User]	09/08/2022	Approval Routing	Approval Workflow	2-Medium	Requisition_191036_PALMR_2021-03-21_N_0_BUSINESS_UNIT:PALMR_REQ_ID:0000025517.	
[User]	09/08/2022	Approval Routing	Approval Workflow		PaymentRequestApproval_22161.PALMR_2019-02-26_N_0_REQUEST_ID:0000003592.RDC:RA 0 A.	
[User]	09/08/2022	Approval Routing	Approval Workflow		PaymentRequestApproval_22162.PALMR_2019-02-26_N_0_REQUEST_ID:0000003594.RDC:RA 0 A.	
[User]	09/08/2022	Approval Routing	Approval Workflow	1-High	GLJournalApproval_12171.GLJournalApproval_2022-07-21_N_0_BUSINESS_UNIT:PALMR_JOURNAL_ID:0000348328.JOURNAL_DATE:2022-08-31_BUSINESS_UNIT_LN:PALMR_RDC:RA 0 A.	

Mark Worked

There may be a time when an item you approved is later changed, denied or approved, and will remain in your worklist for informational purposes; these can be removed by clicking the "Mark Worked" button.

Transaction Approved	Approval Workflow	2-Medium	GLJournalApproval_12131.GLJournalApproval_2022-07-21_N_0_BUSINESS_UNIT:PALMR_JOURNAL_ID:0000348252.JOURNAL_DATE:2022-06-30_BUSINESS_UNIT_LN:PALMR_RDC:A 0 R.	Mark Worked
Transaction Denied	Approval Workflow	2-Medium	Requisition_46818_PALMR_1901-01-01_N_0_BUSINESS_UNIT:PALMR_REQ_ID:0000012485.	Mark Worked

Review a Requisition

1. Select the Requisition from your worklist, or click the URL in the notification email.

Worklist:

[User]	08/29/2022	Approval Routing	Approval Workflow	2-Medium	Requisition_190584_PALMR_2021-03-21_N_0_BUSINESS_UNIT:PALMR_REQ_ID:0000025480.
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Email:



Mon 10/31/2022 1:51 PM

noreply@palomar.edu

Approval is Requested for Requisition ID "0000025480" Business Unit "Palomar Community College Dist"

To: Almaraz, Sergio

A requisition has been entered which requires your attention.

Requester: [Redacted]
Business Unit: Palomar Community College Dist
Requisition ID: 0000025480
Requisition Name: GEIL INDUSTRIES FY23
Date: 2022-08-29

You can navigate directly to the approval page by clicking the link below.

https://financials.palomar.edu/psp/pal9prd/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL.GBL?Action=U&BUSINESS_UNIT=PALMR&REQ_ID=0000025480

2. Select a line item by clicking the checkbox next to that line item followed by the View Line Details button to review comments entered by the requester, and the details for that line item.

Requisition Approval

Business Unit PALMR
Requisition ID 0000025517
Requisition Name FLUSH VALVE PARTS
Requester [Redacted]
Entered on 09/07/2022
Status Pending
Priority Medium
Budget Status Valid

Total Amount 1,102.65 USD

Requester's Name

Requester's Justification
No justification entered by requester.

[View printable version](#)

▼ Line Information ?

Line Information Personalize | Find | First 1 of 1 Last

Line	Item Description	Supplier Name	Quantity	UOM	Price	
<input type="checkbox"/>	1 PARTS FOR CAMPUS WIDE FLUSH	PLUMBMASTE-001	1.0000	LOT	1102.65000	USD

Select All / Deselect All

2

► Review/Edit Approvers 3

Enter Approver Comments

Approve Deny Hold

3. Enter any comments you wish to make and approve, deny or place the item on hold.

Requisition Attachments

Attachments on a requisition can only be accessed by opening the Requisition itself. Examples of an attachment include a quote, estimate, or confirmation from a vendor. **NOTE: Receiving an invoice prior to submitting a Requisition and subsequent Purchase Order is a policy violation. Contact Purchasing for assistance with the procurement process.**

To access the attachments on a requisition:

1. Navigate to Main Menu > Purchasing > Requisitions > Review Requisitions > Requisitions.
2. Enter PALMR for the Business Unit.
3. Enter the Requisition ID.
4. Click OK.

Requisition Inquiry

Business Unit

Requisition ID

Requisition Name

Req Status

Requester

Requester Name

Requisition Date

Supplier SetID [Supplier Lookup](#)

Supplier ID [Supplier Details](#)

Item SetID

Item Description

254 characters remaining

Department

To Req

Origin

Card Number

To

Supplier Name

Item ID

Direct Ship

5. Select the Status tab.
6. Select the Header Comments Icon.

Requisitions

Req Inquiry

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

Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Supplier	Received	On MSR	On Voucher	Use Procurement Card			
PALMR	0000025517	FLUSH VALVE PARTS	<input checked="" type="checkbox"/>								<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Comments"/>

7. Click View.

Header Comments

Business Unit PALMR Req ID 0000025517

Retrieve Active Comments Only

*Sort Method *Sort Sequence

Comments Find | View All First 1 of 1 Last

Comment Status Active

PURPOSE OF PURCHASE: PARTS FOR CAMPUS WIDE FLUSH VALVES

FISCAL YEAR: 2023
REQUESTER NAME AND EXTENSION: [REDACTED] FOR [REDACTED] EXT [REDACTED]
END USER NAME AND EXTENSION: [REDACTED] EXT [REDACTED]
ACCOUNTABLE DEPT (funds being used): SSM

Send to Supplier Shown at Receipt
 Shown at Voucher Approval Justification

Associated Document

Attachment Flush_Valve_Parts_-_quote.pdf Email

From -> REQ PALMR-0000025517

Review a Payment Request (PRQ)

A Payment Request (PRQ) is used to make one-time payments that are less than \$1,000.

1. Select the PRQ from your worklist, or click the URL from the notification email.

Worklist:

[REDACTED]	08/29/2022	Approval Routing	Approval Workflow	2-Medium	Requisition: 190584 PALMR 2021-03-21 N 0 BUSINESS UNIT: PALMR REQ ID: 0000025480
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Email:

Wed 11/2/2022 3:40 PM

noreply@palomar.edu

Approval is requested for Payment Request ID "0000003499"

To: Almaraz, Sergio

A Payment Request has been entered that requires your attention.

Request ID: 0000003499
Business Unit: PALMR
Invoice ID: 7/27/22 Cohort 58
Invoice Date: 2022-08-04
Gross Amount: 360
Supplier:
Entered By: [REDACTED]
Updated By: [REDACTED]

You can navigate to the Payment Request Approval page by clicking the link below.

https://financials.palomar.edu/psp/palf9prd/EMPLOYEE/ERP/c/PAYMENT_REQUEST.PR_APPROVAL_GBL?Page=PR_APPROVAL&Action=U&REQUEST_ID=0000003499

2. Click Attachments to view the backup documents.
3. Click Details to view the account string(s).
4. Expand approval levels to view comments from previous approval levels.
5. Enter any comments you may have and approve, deny or place the PRQ on hold.

Payment Request

Business Unit PALMR
 Request ID 000003499

Invoice Number 7/27/22 Cohort 58
 Invoice Date 08/04/2022

Entered By Yesenia Zermeno-Gamble
 Entered Datetime 08/04/2022 2:55PM

Payment Request Details

Transaction Currency USD	Supplier ID	Comments For Cohort 58 Paramedic Graduation.
Total Amount 360.00	Description Cohort 58 Paramedic Graduation for Performing Arts	Attachments (1) 2 Edit Payment Request Payment Message

Line Details Personalize | Find | First 1 of 1 Last

Line	Quantity	Unit Price	Item ID	Amount	Description	SpeedChart Key	Details
1				360.00	Cohort 58 Graduation		Details 3

1st Approval

▶ REQUEST_ID=000003499:Approved [Start New Path](#)

2nd Approval

▶ REQUEST_ID: New Path 4

Final Approval

▶ REQUEST_ID: New Path

AP Manager Approval

REQUEST_ID=000003499:Pending [Start New Path](#)

AP Manager Approval

Pending

Nancy Lane
AP Manager [+](#)

254 characters remaining

Approve
Deny
Pushback
Add Comments
Hold

5

Click to expand and view any comments made at previous approval levels

Review a Budget Transfer (KK Journal)

1. Select the Budget Transfer (KKJournal) from your worklist, or click the URL from the notification email.

Worklist:

	09/15/2022	Approval Routing	Approval Workflow	3-Low	KKJournalApproval_15883 KKTransferByDept_2020-02-06_N. 0_BUSINESS_UNITPALMR JOURNAL_ID:0000348351 JOURNAL_DATE:2022-09-01 RDC.RA.0.A.
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Email:



Wed 11/2/2022 4:04 PM

noreply@palomar.edu

Approval is Requested for Journal ID "0000348351" Business Unit "PALMR"

To Almaraz, Sergio

A Budget Transfer has been entered that requires your attention.

Business Unit: PALMR
Journal ID: 0000348351
Journal Date: 2022-09-01

You can navigate directly to the Control Budget Journal Approval page by clicking the link below.

https://financials.palomar.edu/psp/palf9prd/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.KK_AF_JRNL_APPR.GBL?Page=KK_AF_JRNL_APPR&Action=U&BUSINESS_UNIT=PALMR&JOURNAL_ID=0000348351&JOURNAL_DATE=2022-09-01

2. Click Attachments to view the backup documents.
3. Expand to view the Approval Workflow and previous comments, if desired.
4. Expand Journal Lines to view the account strings.
5. Enter any comments you may have and approve, deny or place the Budget Transfer on hold.

Control Budget Journal Approval

Business Unit PALMR
Journal ID 0000348351
Journal Date 09/01/2022
Ledger Group PROJ_GRT
Fiscal Year 2023
Period 3
Budget Entry Type Transfer Adjustment

Return to Worklist **2**
Attachments (0)
Control Budget Transfer Page

Status Pending
Debits \$5.00
Credits \$5.00
Description test
Requester

3 **5**

Approval Flow

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

254 characters remaining

Approve Deny Hold Pushback Add Comments

4

Control Budget Journal Lines Personalize | Find | View All | First 1-2 of 2 Last

Line	Approval Line Status	Unit	Ledger	Budget Period	Entry Event	Account	Fund	Dept	Program	Class	Project
1	Pending	PALMR	PROJ_GR_BD	2023		500010	11	551100	67200	10	0000000
2	Pending	PALMR	PROJ_GR_BD	2023		400010	11	551100	67200	10	0000000