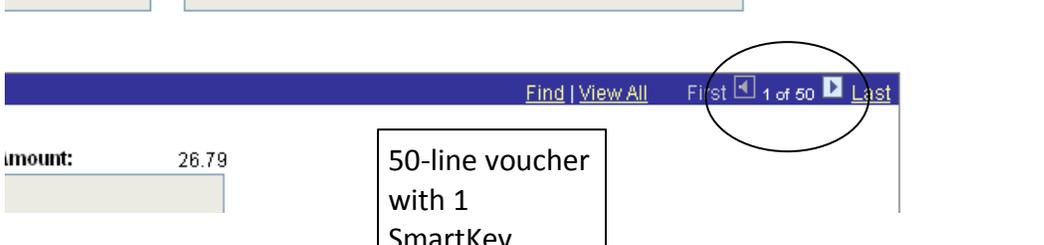# WFS Wesleyan Financial System

Enhanced Workflow

The workflow process has been improved as of January 26, 2011 by showing approvers only the lines on a voucher needing their approval. This workflow enhancement applies **only to vouchers** and is applicable only to vouchers with more than one invoice/distribution line.

This change enhances workflow in the following ways:

1. Approvers will see only the invoice lines for which they are responsible. The invoice lines that display are controlled by a "Show My Lines" checkbox on the voucher where the default shows only the invoice lines for the approver. Un-checking the box allows approvers to see all invoice lines. (This checkbox does not affect the workflow paths that are seen.)
2. Only one workflow line is generated for each different SmartKey on the voucher. If a voucher has 50 lines, but they all use the same SmartKey, there will be only one workflow line.
3. All invoice lines for the approver will display by default. The approver will no longer have to click "View All" to see all the lines.

Another user can be added as an Ad Hoc approver, but the Ad Hoc approver will be approving _all lines_ for a specific SmartKey. If there are 3 lines with the same SmartKey, the Ad Hoc approver cannot be added for just 1 of the lines. An Ad Hoc approver is added in the same way as in the past.

Some examples of how Enhanced Workflow works and looks on the screen:

A 50 line P-Card voucher, but all lines have the same SmartKey . . .	50-line voucher with 1 SmartKey generates just 1 workflow path.
Generates workflow with just one path. The bar at the top of the path identifies the Department, Fund and SmartKey for that workflow path	
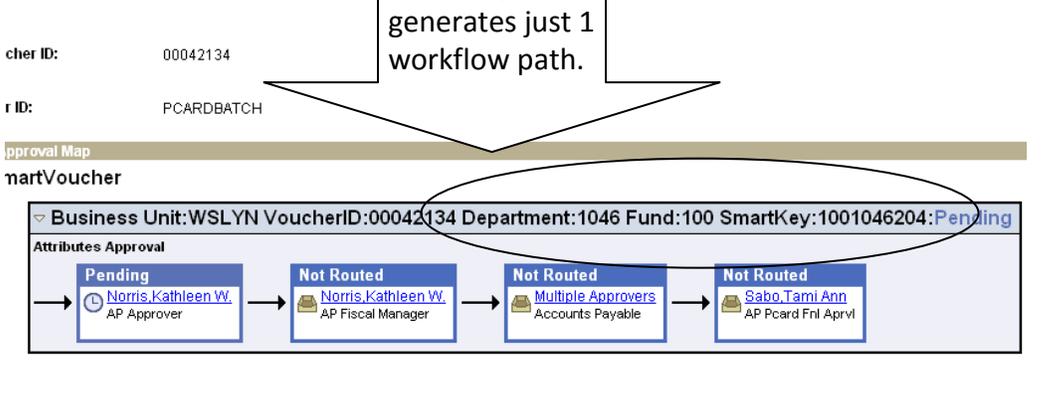
A 23-line P-Card voucher has 2 SmartKeys. 22 invoice lines are for one SmartKey and 1 invoice line is for a second SmartKey	Find	View All First ◄ 1 of 23 ► Last _ING **Amount:** 114.95 ING SERV
The 23-line voucher generates 2 workflow paths for the 2 SmartKeys on the voucher. Each path shows the SmartKey on the bar above the path	Approval Map martVoucher ▽ Business Unit:WSLYN VoucherID:00041930 Department:1044 Fund:100 SmartKey:1001044114:Pending Attributes Approval Pending — Machuga,Steven B AP Approver → Not Routed — Meerts,John C. AP Fiscal Manager → Not Routed — Multiple Approvers Accounts Payable → Not Routed — Sabo,Tami Ann AP Pcard Fnl Aprvl ▽ Business Unit:WSLYN VoucherID:00041930 Department:1190 Fund:100 SmartKey:1001190100:Pending Attributes Approval Pending — Alonzo,Allen David → Not Routed — Meerts,John C. → Not Routed — Multiple Approvers → Not Routed — Sabo,Tami Ann
On the voucher only 1 Invoice line appears; it is the only line the approver needs to approve. The "Show My Lines" box is checked by default.	**Total Invoice Amount:** 4,782.11 ☑ Show My Lines **Invoice Lines** Find	View All First ◄ 1 of 1 Line 16 Description: MIMOMONITORS.COM mount: 409.82 QPS More MIMOMONITORS.COM G Info(254):
	IMPORTANT NOTE: The "Show My Lines" checkbox only collapses/expands the Invoice Lines, it does not change the total "Invoice Amount." A user who only sees some of the lines to approve will find that the sum of the lines he/she sees will not add up to the Total Invoice Amount.
If the "Show My Lines" box is un-checked all 23 Invoice lines can be seen. Re-checking the box will collapse down to just the 1 line for this approver.	ʋoice Amount: 4,782.11 ☐ Show My Lines .ines Find	View All First ◄ 1 of 23 ► Last ne 1 ɛscription: CORPORATE MAILING **Amount:** 114.95 SERV ʋre CORPORATE MAILING SERV fo(254): Distribution Lines Customize	Find	View All	First ◄ 1 of 1 ► Last **Approve** **Amount** **Smartkey** **Description** **Account** **Description**
However, the workflow map shows ALL the workflow paths. The "Show My Line" checkbox does not change the workflow path display.	▽ Business Unit:WSLYN VoucherID:00041930 Department:1044 Fund:100 SmartKey:1001044114:Pendi Attributes Approval Pending — Machuga,Steven B AP Approver → Not Routed — Meerts,John C. AP Fiscal Manager → Not Routed — Multiple Approvers Accounts Payable → Not Routed — Sabo,Tami Ann AP Pcard Fnl Aprvl ▽ Business Unit:WSLYN VoucherID:00041930 Department:1190 Fund:100 SmartKey:1001190100:Pendi Attributes Approval Pending — Alonzo,Allen David AP Approver → Not Routed — Meerts,John C. AP Fiscal Manager → Not Routed — Multiple Approvers Accounts Payable → Not Routed — Sabo,Tami Ann AP Pcard Fnl Aprvl