



**Electronic Approvals of Financial Transactions  
Overview for Researchers**  
*May 31, 2012*

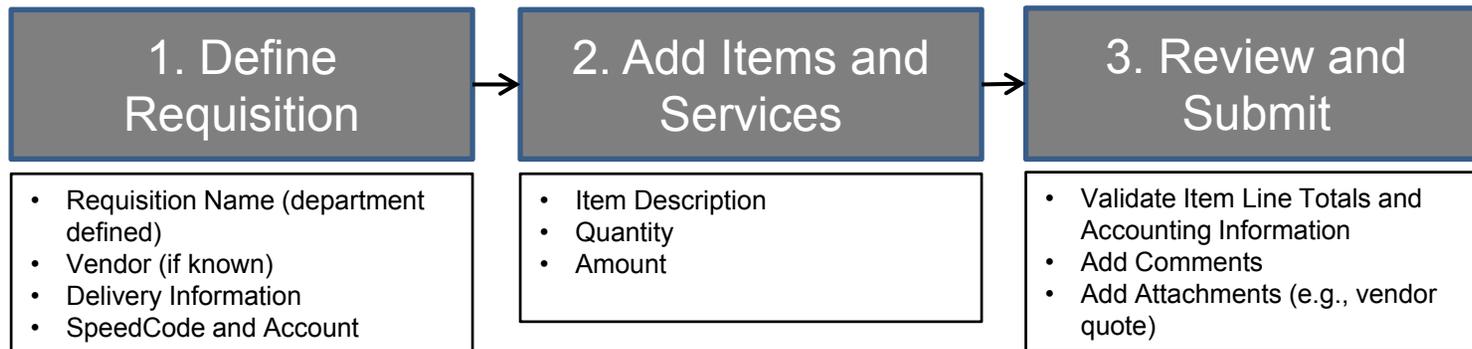
- Background and context for Electronic Approvals
- What is changing and what is not changing
- Three main changes explained in some detail
- Benefits to the University, to approvers, and to those entering claims and requisitions
- Next steps
- Contacts for further information

- As part of our plan to continuously improve our business processes and improve compliance with Tri-Agency requirements, the University is introducing electronic approvals, starting with these financial transactions:
  - Purchase Requisitions (on-line entry and electronic approvals)
  - Travel & Expense Claims (electronic approvals)
- All funds are included: operating, research, ancillary, capital, special purpose and endowment.
- Simple on-line approval process.
- Transactions routed based on approval framework setup in system (project budget owner, delegate (where applicable) and one-up department budget owner).

- Since Sept. 2011, several faculties and departments have been consulted to allow us to understand in detail their current processes, and receive input into the design of the routing and approval steps for these financial transactions.
- The first communication was sent to deans, directors and chairs regarding Electronic Approvals in Feb. 2012 and an update was sent on May 24, 2012.
- Implementation of Electronic Approvals will be done in conjunction with the project to upgrade our PeopleSoft Financials application to version 9.1 in Aug. 2012.
- This is the base on which many other efficiencies will be built; in the future other financial transactions (e.g., AP invoices) will be electronically approved.

1. Move from paper-based to on-line purchase requisition entry
2. Electronic approvals of purchase requisitions, travel advances, and travel & expense claims
3. Claim Entry:
  - Claimants must submit their own T & E claims or approve the claim on-line if administrative staff has prepared and submitted on their behalf

- Requesters will create purchase requisitions on-line by navigating to the Self-Service Center in PeopleSoft Financials
- Requesters can create purchase requisitions on behalf of other requesters
- Requesters will create purchase requisitions in 3 steps:



- Upon clicking submit, the purchase requisition will be routed for electronic approval based on the Operational Funds or Research/Special Purpose Funds

Electronic approval routing is determined based on:

- Type of Transaction:
  - eProcurement - Purchase Requisitions
  - Travel & Expenses - Travel & Expense Reimbursement and Travel Advance
- Type of Fund:
  - Research Funds (e.g., 330, 530, 531, 535)
- Approval Routing ChartField Value:
  - Research Funds will be routed for electronic approval to the project holder (project budget owner) based to the Project ID on the **transaction line**

## Research Funds

- Travel & Expense Reimbursement:
  - Upon submission by claimant, the claim will be routed to an independent reviewer (focused on compliance and eligibility of expenditures).
  - Following an approved review, the claim will be routed to project budget owner for approval.
  - If the claimant is the project budget owner, the claim will be routed to the department budget owner on the **transaction line**.
  - A project budget owner may assign an acting proxy to approve claims during a brief absence (e.g. vacation).

**All travel and expense reimbursements will be subject to central compliance monitoring procedures.**

## Research Funds (continued)

- Purchase Requisitions

- Project budget owners may assign one or more permanent sub-delegates to approve purchase requisitions.
- Purchase requisitions raised by project budget owners and sub-delegates (see below) will be self-approved.
- Purchase requisitions raised by authorized requesters will be routed to the project budget owner or delegate(s) for approval.

**Escalation: For all funds, a process will be defined and implemented to monitor and report on pending approvals that have not been actioned within a specific period of time (to be determined).**

# Methods for Approving Transactions:

- Transaction Approval Page  
(Module/transaction-specific for users included in the electronic approval routing)

- User Email  
(User-specific and distributed to @ualberta.ca email addresses only)

From: <emailapproval@ualberta.ca>  
Date: Tue, Apr 10, 2012 at 2:41 PM  
Subject: Approval Request - Requisition "AIS-REQ1456", David Dittaro, Total: \$33500.00 CAD  
To: ssh2@ualberta.ca

**Requisition Approval**

Requisition ID: 0000300145  
Req Name: AIS-REQ1456  
Total: \$33500.00 CAD  
Requester: David Dittaro  
Entered on: 2012-04-10  
Status: Pending Approval  
Justification: As per last week's email request, vendor quote attached to requisition.

Action	Line	Item Description	Vendor Name	Qty	UOM	Line Total	Price
Approve	1	Digital Microscope AMG-EVOS 123	XYZ Canada Limited	1	EA	33000	33000
Approve	2	Blank Microscope Slides BS-500P	XYZ Canada Limited	10	EA	500	50

Enter Approver Comments:

To approve or deny a requisition, choose the appropriate action(s) and click 'Submit,' or navigate directly to the approval page by clicking the link below:  
[https://www.devps.ualberta.ca:4000/psp/uafspdev/EMPLOYEE/ERP/c/PV\\_MAIN\\_MENU\\_PV\\_REQ\\_APPROVAL.GBL?Action=U&BUSINESS\\_UNIT=UOFAB&REQ\\_ID=0000300145](https://www.devps.ualberta.ca:4000/psp/uafspdev/EMPLOYEE/ERP/c/PV_MAIN_MENU_PV_REQ_APPROVAL.GBL?Action=U&BUSINESS_UNIT=UOFAB&REQ_ID=0000300145)

Requisition\_Print.pdf  
4K View Download

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 Requisition\_Print.pdf  
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### An approver can:

- Review Requisition Header Information
- Deny or Approve Specific Lines
- Enter Approver Comments
- View a PDF version of the Requisition (including ChartField details)
- Submit the Approval Action

- Travel & Expense Reimbursement
  - Claim self-entry available to all T & E users
  - Claimant can select an authorized data entry user
  - Can enter expense lines in their foreign currency
- In conjunction, current travel and expense reimbursement practices are undergoing evaluation for business process efficiencies (e.g. visiting speaker reimbursements)

- How to enter travel and expense claims
- Who can approve travel and expense transactions
- Certain manual steps carried out by units and employees as part of processes (e.g. forwarding supporting documentation to Internal Control Reviewers claims)

The benefits of these changes for the University, for approvers and for those entering claims and requisitions include:

- *Efficiency*: eliminates duplication of data entry, which improves speed and accuracy, increases efficiency and reduces paper handling;
- *Accuracy*: ensures the University has captured the appropriate approvals for expenditures prior to releasing funds or committing to purchase goods and services; and,
- *Transparency*: provides a consistent, clear and transparent framework for financial approvals for all users.

- Workshops are underway with faculties and units to prepare them for the changes.
- People can refer to [www.e-approvals.ualberta.ca](http://www.e-approvals.ualberta.ca) for up-to-date information on the project.
- Two Town Hall sessions are planned to discuss these changes in advance and answer any questions which you have.
  - **Dates:** Thursday, June 7 and Monday, June 11
  - **Time:** 1:15PM to 2:30PM
  - **Where:** Council Chambers, University Hall
- Overview sessions on these changes will be provided before “go-live”.
- On-line training on these changes will be available prior to “go-live”.

For questions on impacts of these changes to the research community, contact [michael.walesiak@ualberta.ca](mailto:michael.walesiak@ualberta.ca) or [david.dittaro@ualberta.ca](mailto:david.dittaro@ualberta.ca)

This presentation as well as responses to Frequently Asked Questions regarding Electronic Approvals and other information are located on the following website.

[www.e-approvals.ualberta.ca](http://www.e-approvals.ualberta.ca)