

JV WORKFLOW & BUSINESS EDITS

HAND IN HAND WE LEARN

JV WORKFLOW

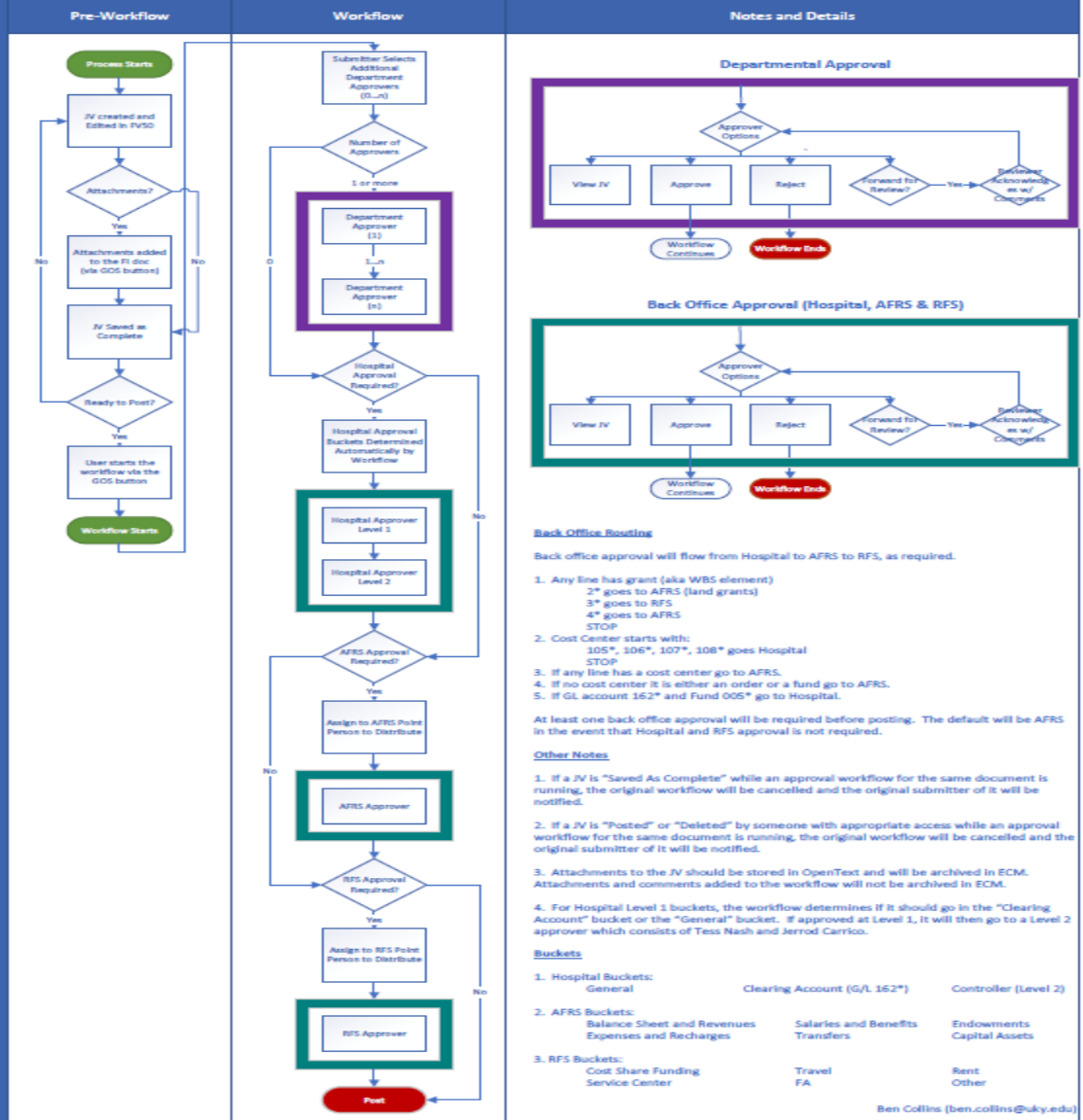
JV workflow will allow for a paperless JV routing process for SA and Z4 document types

Go Live Date = March 19!

BENEFITS:

- Paperless system
- Easy tracking of JV status
- No more papers getting lost in the mail or misplaced on someone's desk
- No more timing issues due to obtaining signatures or sending through the mail
- Business edits will allow for errors to be identified and corrected before submitting JV
- All documentation will be stored in ECM for easy access

JV Workflow Process — February 20th, 2020

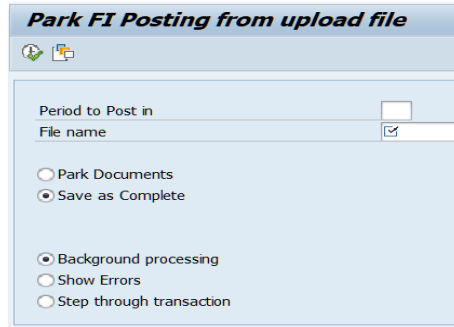


JV WORKFLOW

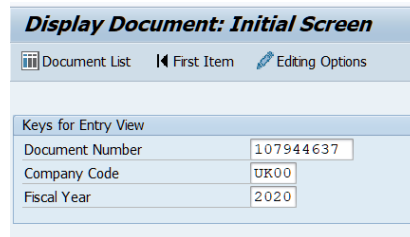
- Create JV in FV50
 - New edits are in place to assist users with the processing of JV documents. There are rules that pertain to all JVs, and some specific rules that are just for the Z4 document type and JVs including sponsored projects grants, WBS starting with 3*.
 - A crosswalk will be provided to users to assist in interpreting warning or error messages.
 - Warning messages will provide users with reminders regarding backup documentation or other requirements for the JV to be approved and posted.
 - Hard stop errors prevent the document from being saved as complete. This will occur due to formatting errors, invalid entries, or other circumstances that make the entry unallowable.
 - The text field must have the correct information and formatting for Z4 documents, SA documents with 3* WBS grants and other SA documents in some cases.
 - Document must be saved as complete for creator to initiate the workflow.

JV WORKFLOW

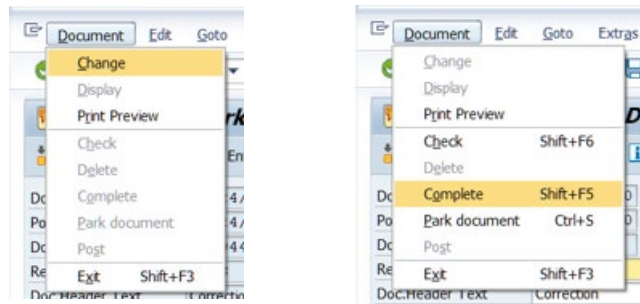
- When uploading a JV to SAP using ZFI_PARK_FROM_FILE, remember to choose Save as Complete in the upload screen



- Query the JV using FB03 after uploading to attach documents and initiate the JV workflow

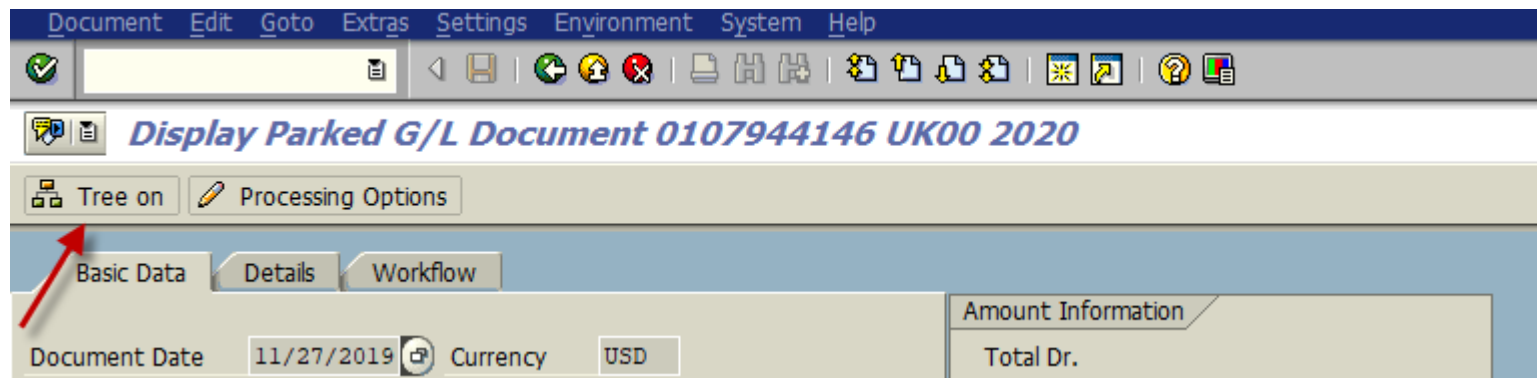


- Make changes to the JV by choosing Document/Change and save it as complete if it was accidentally parked by choosing Document/Complete



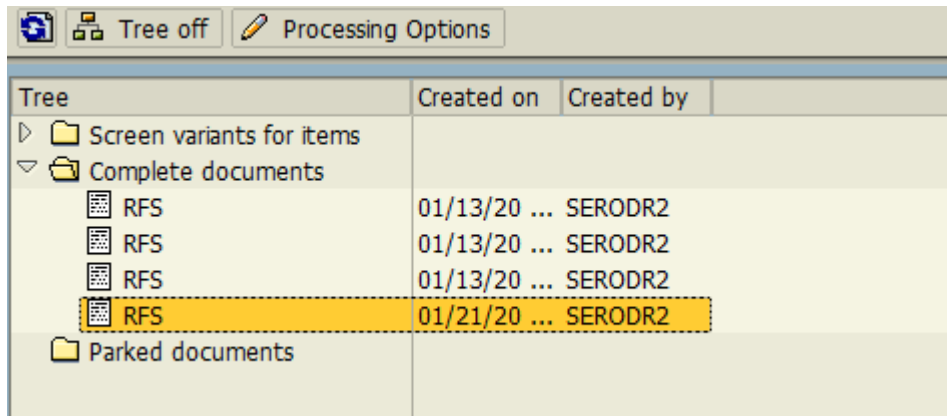
JV WORKFLOW

- Next step is to initiate Workflow
- Turn Tree On



JV WORKFLOW

- Click on Complete documents and double click on the JV

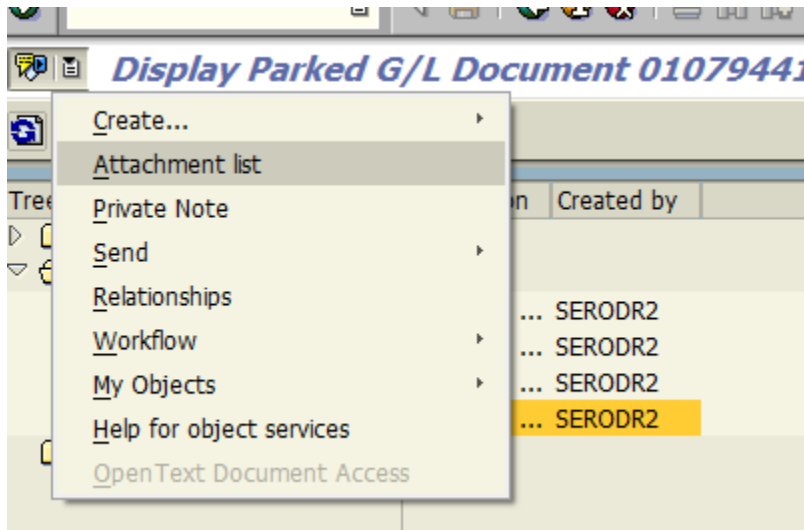


- For JVs that were uploaded, query and display the document using FB03
- Select the GOS – “Generic Object Services”
 - Clicking the left symbol will display the toolbox with icons. The right symbol will display the text version

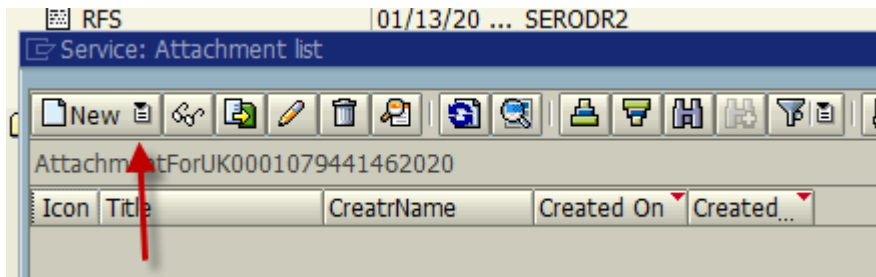


JV WORKFLOW

- Select Attachment list

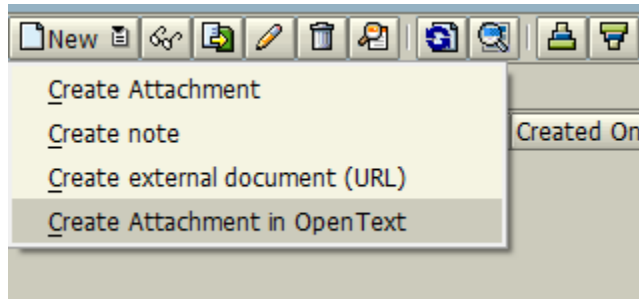


- Select New

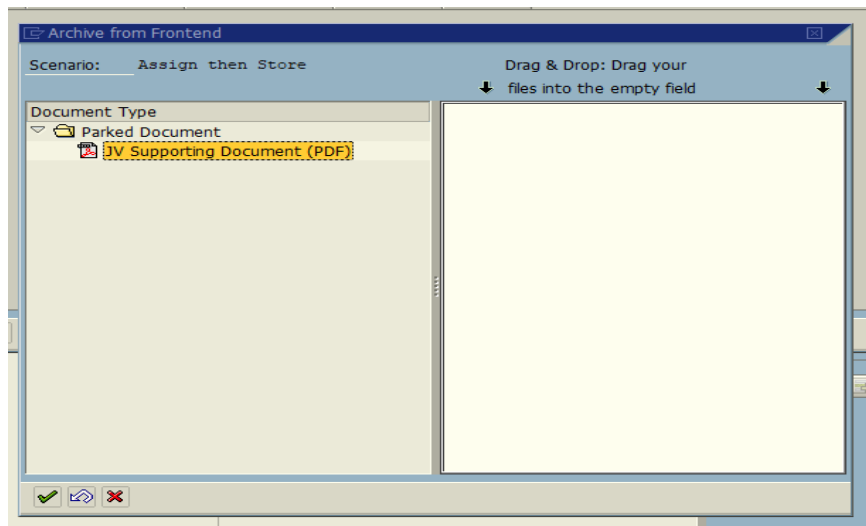


JV WORKFLOW

- Select Create Attachment in Open Text

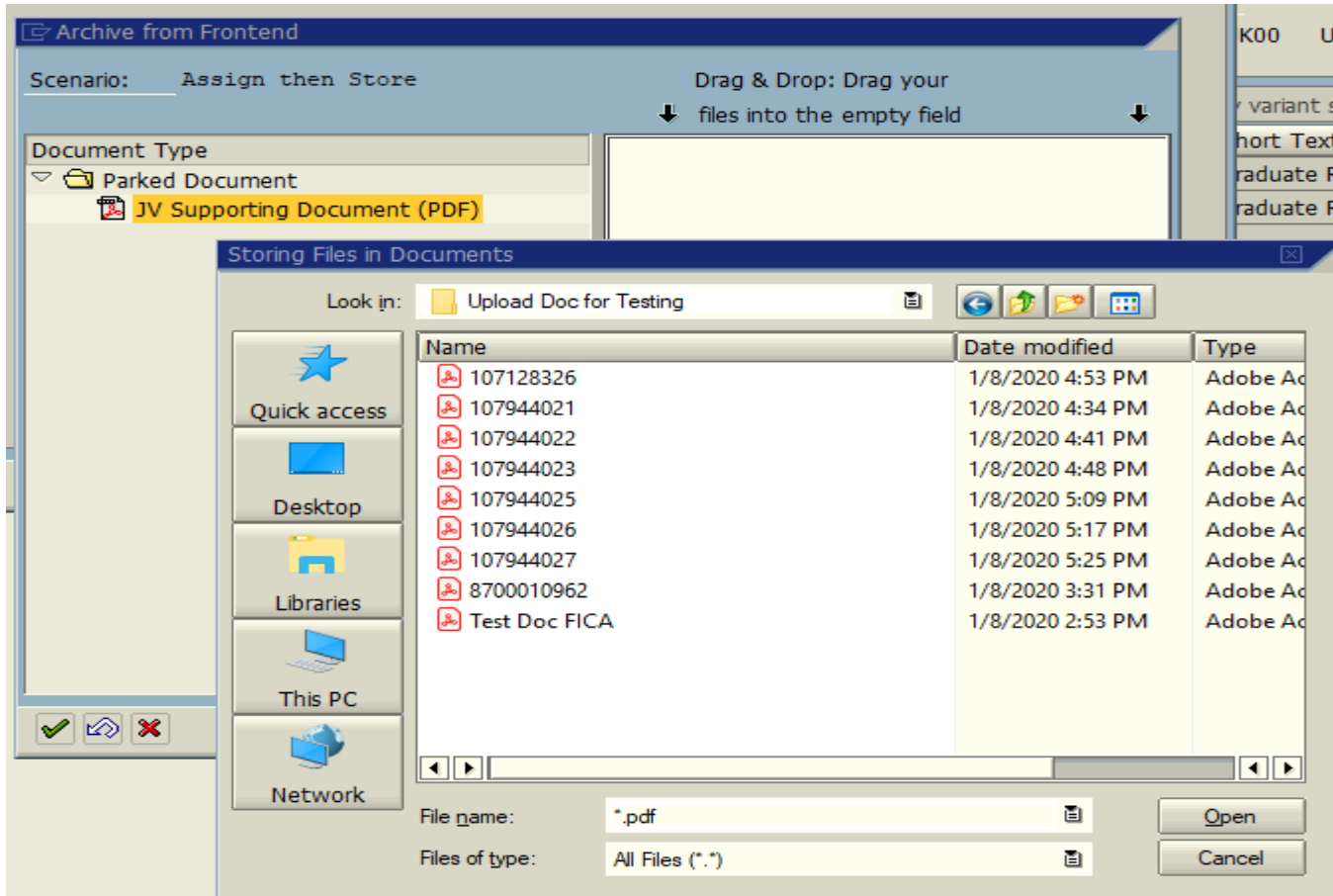


- You can drag and drop the files into white box



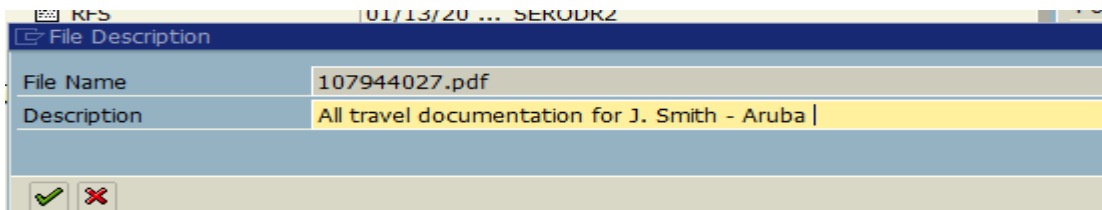
JV WORKFLOW

- Or you can double click JV Supporting Document (PDF) and select the files to upload

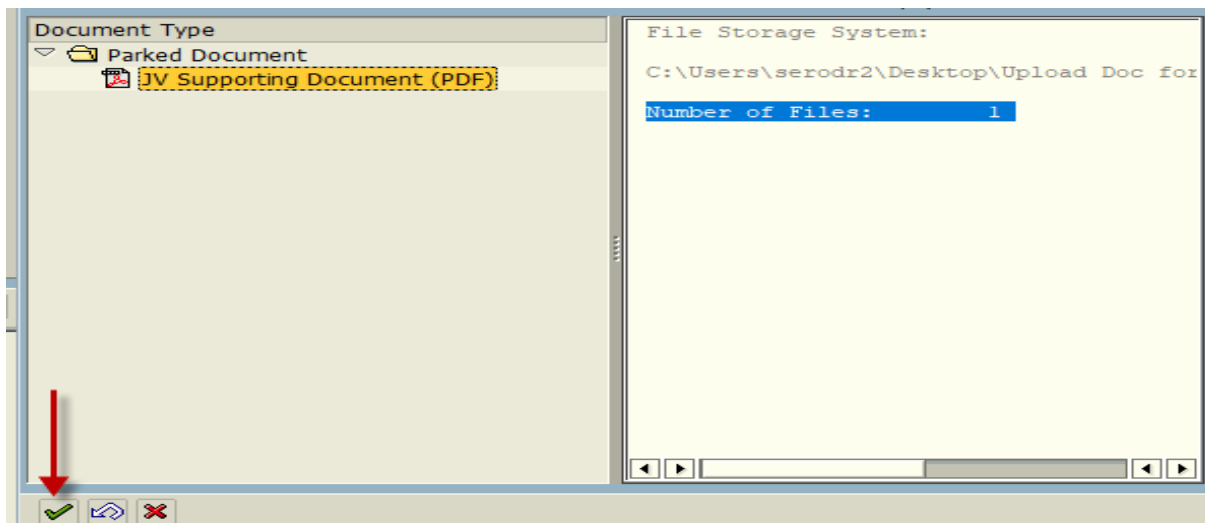


JV WORKFLOW

- The file name will generate as the saved file name – add description of the supporting document (i.e. PADR#1). You can add as many documents as needed or you can create one PDF file that includes all documentation.

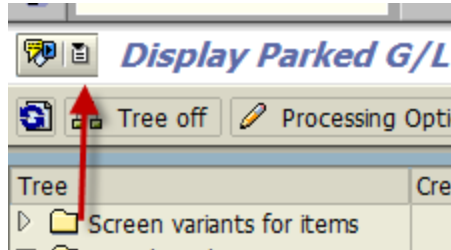


- Select Green Check to add documents. Then click green check box

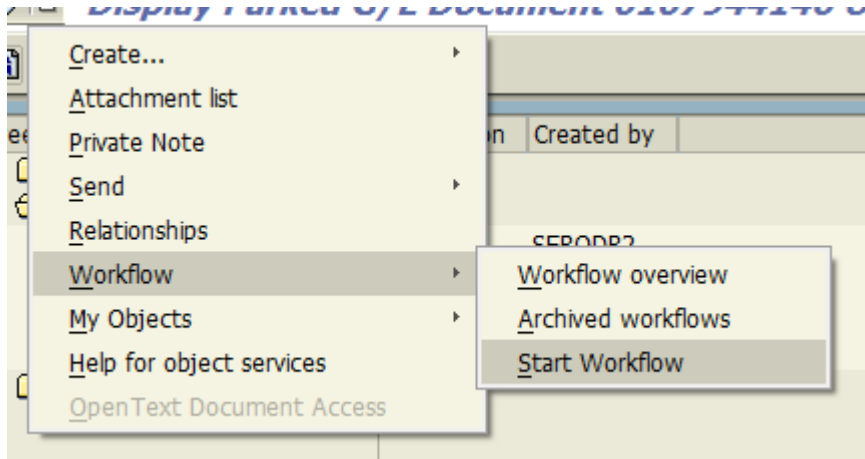


JV WORKFLOW

- To initiate workflow – GO to the GOS

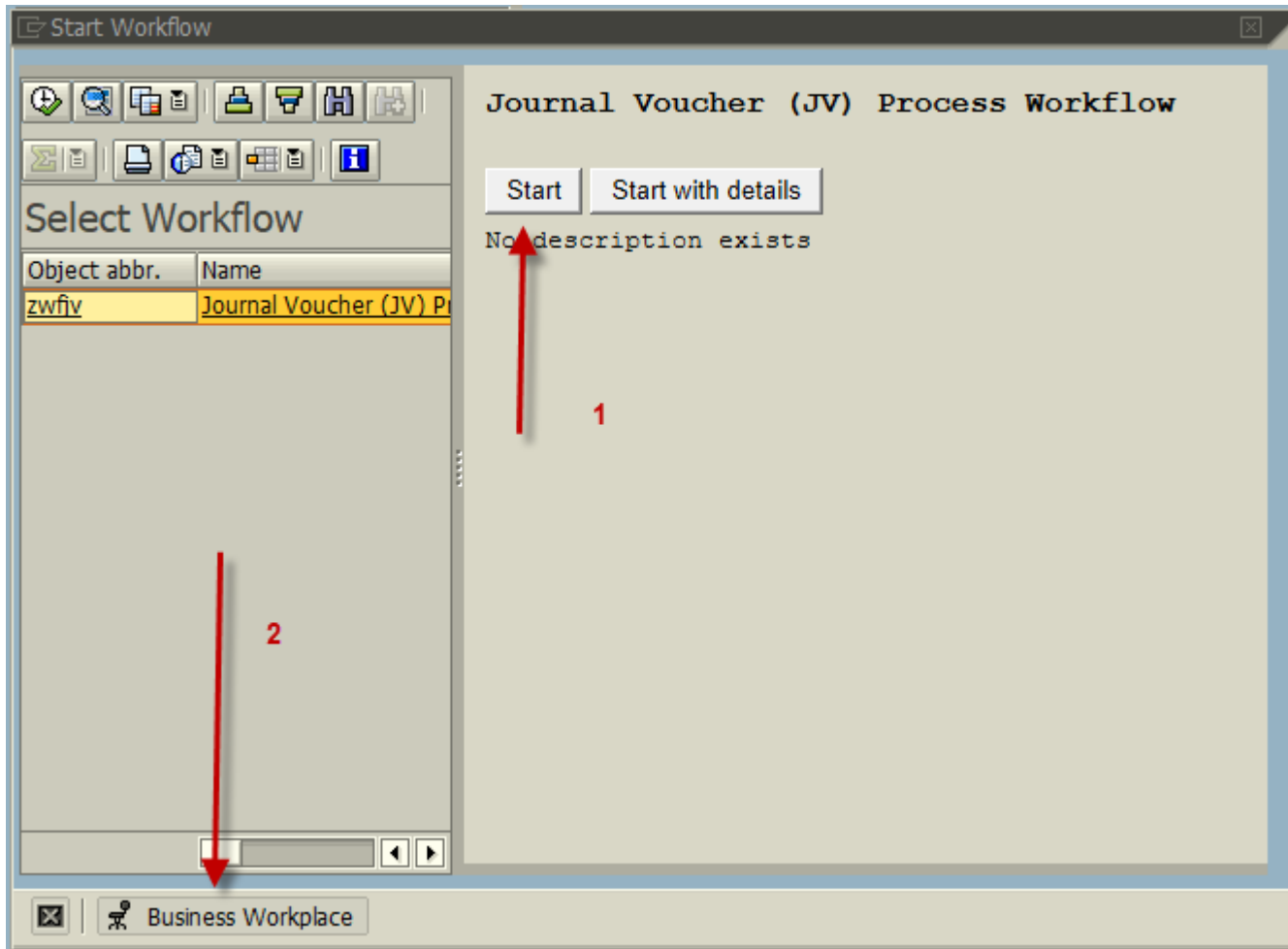


- Select Workflow – Start Workflow



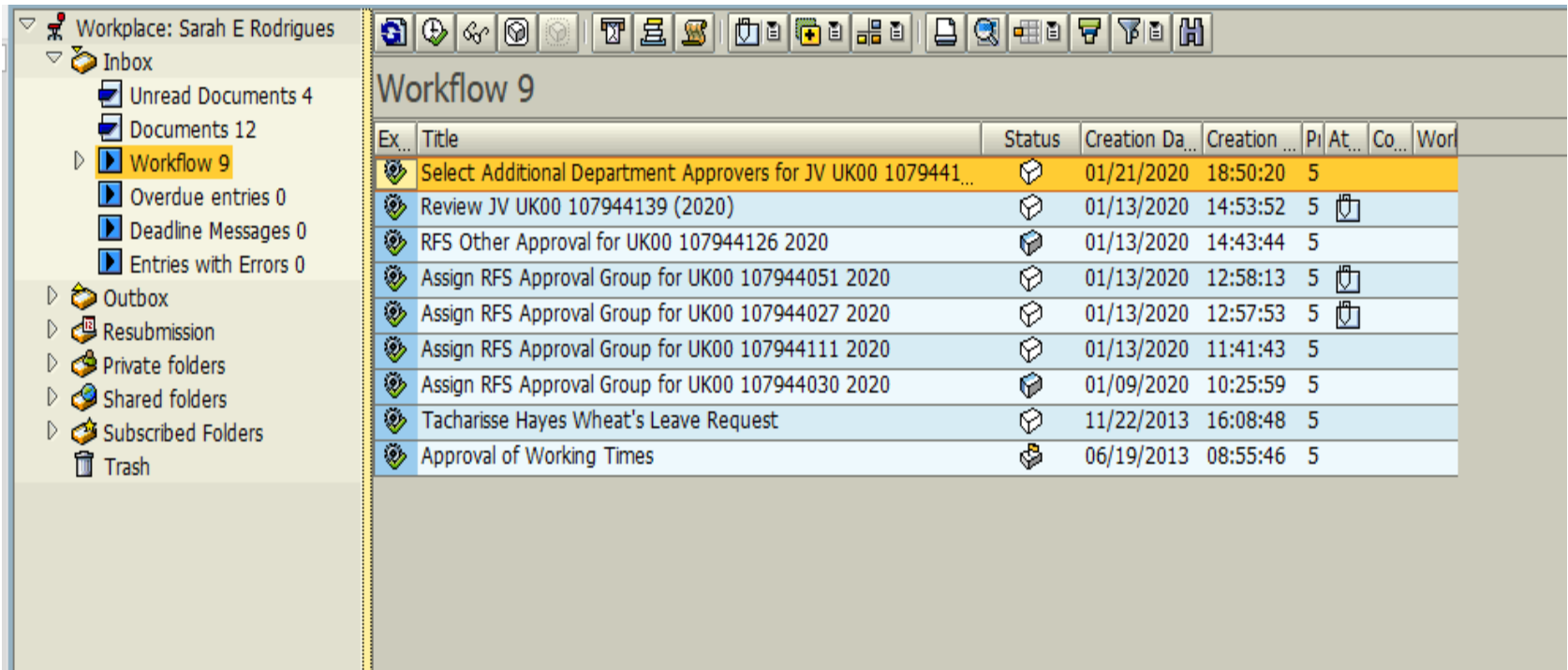
JV WORKFLOW

- Select Start then Business Workplace



JV WORKFLOW

- In the Business Workplace go to Inbox. Find the workflow document and double click it



The screenshot shows a software interface for a user named Sarah E. Rodrigues. On the left is a navigation pane with folders like 'Inbox', 'Outbox', and 'Resubmission'. The 'Inbox' folder is expanded, and 'Workflow 9' is selected. The main area displays a table of workflow items. The first item is highlighted in yellow.

Ex...	Title	Status	Creation Da...	Creation ...	Pr At...	Co...	Wor
	Select Additional Department Approvers for JV UK00 1079441...		01/21/2020	18:50:20	5		
	Review JV UK00 107944139 (2020)		01/13/2020	14:53:52	5		
	RFS Other Approval for UK00 107944126 2020		01/13/2020	14:43:44	5		
	Assign RFS Approval Group for UK00 107944051 2020		01/13/2020	12:58:13	5		
	Assign RFS Approval Group for UK00 107944027 2020		01/13/2020	12:57:53	5		
	Assign RFS Approval Group for UK00 107944111 2020		01/13/2020	11:41:43	5		
	Assign RFS Approval Group for UK00 107944030 2020		01/09/2020	10:25:59	5		
	Tacharisse Hayes Wheat's Leave Request		11/22/2013	16:08:48	5		
	Approval of Working Times		06/19/2013	08:55:46	5		

JV WORKFLOW

- Choose Send to Department for Additional Approval

Select Additional Department Approvers for JV UK00 107944146 (2020)

Choose one of the following alternatives

Send to Department for Additional Approval

No Department Approval Required

Withdraw

Cancel and keep work item in inbox

Description

You have submitted journal voucher document UK00 107944146 (2020) for approval via this workflow. Before this workflow can proceed forward for approval and posting, you should provide any additional department approvers in your department or organizational unit, if necessary. If no additional department approvers are necessary, you must acknowledge that in this work item in order for it to move forward in the approval and posting process.

Click **SEND TO DEPARTMENT FOR ADDITIONAL APPROVAL** to select one or more approvers to send this JV to for their review and approval. This additional departmental approvers will have the option at that time to forward the JV to other parties for review before they have to approve or reject it.

Click **NO DEPARTMENTAL APPROVAL REQUIRED** to bypass additional departmental approval and move it forward to the necessary approvers for the Hospital, AFRS, and/or RFS offices.

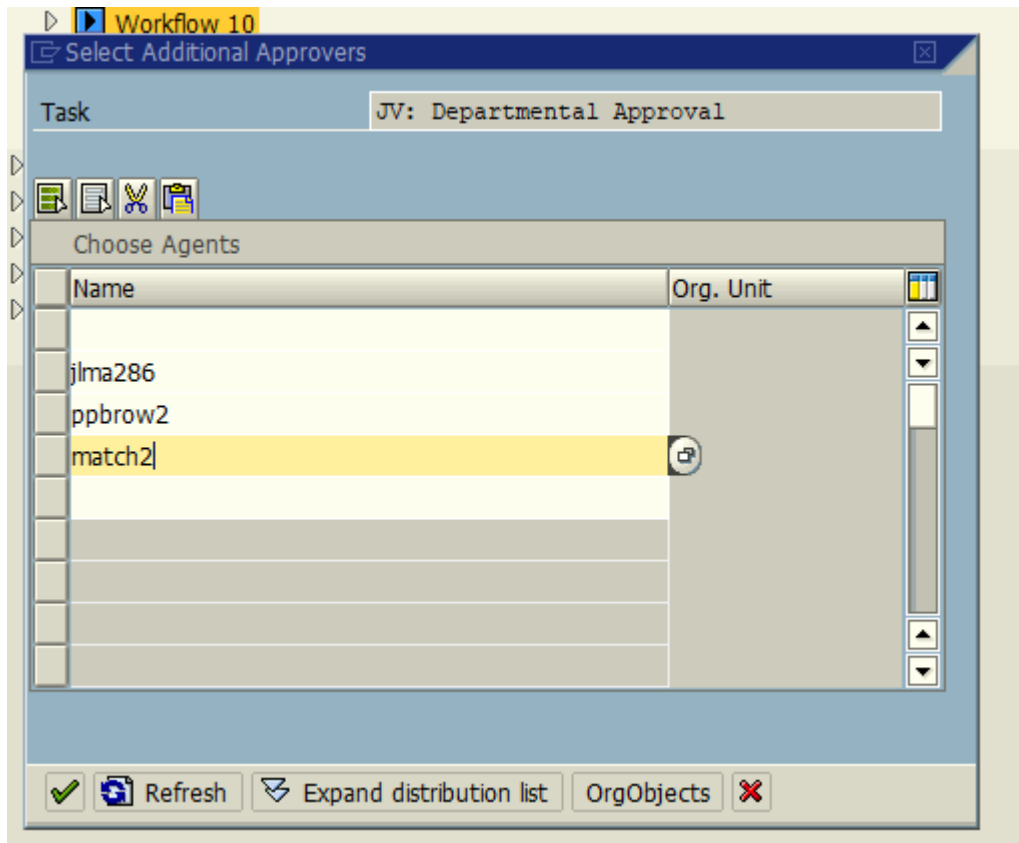
Click **WITHDRAW** to stop this workflow. Your JV will remain in a saved status but will not be posted by this workflow.

Objects and attachments

- [Parked Document: UK0001079441462020](#)

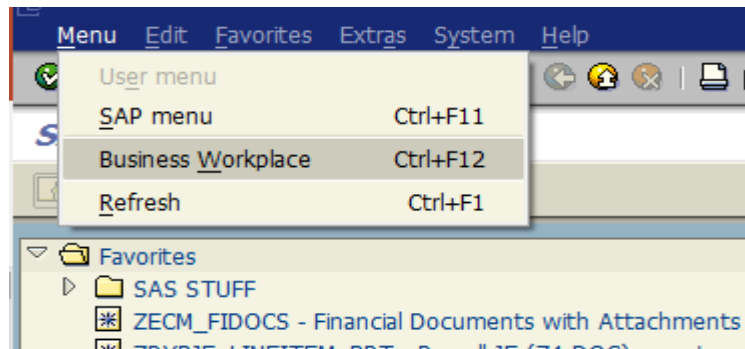
JV WORKFLOW

- Enter user id(s) of the people you need to approve and sign the document. Once you select the green check box, the workflow item will be removed from your inbox and sent to the individuals for approval in the same order as the user id(s) are entered and approved in that order.



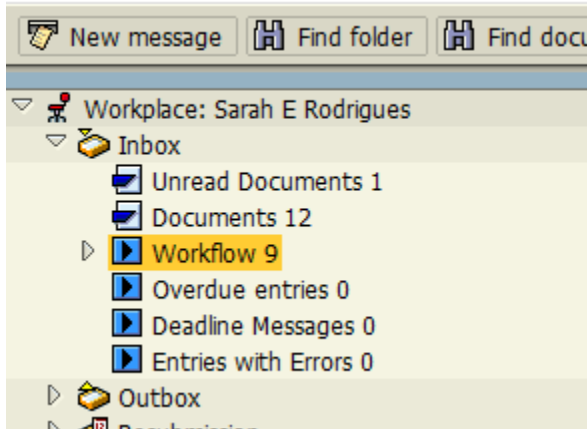
JV WORKFLOW

- The approver will receive an email to alert them there are items in the workflow that needs to be reviewed and approved.
 - A journal voucher entry for document UK00 (JV number listed) has been submitted for approval via workflow and requires your action in order to proceed. This action can be completed in one of two ways.
 1. Via the MYUK Portal and the Universal Work List (UWL) by visiting the Enterprise Services tab and selecting the Workflow sub-tab.
 - This should only be used by someone who does NOT have access to SAP GUI
 2. Or via the SAP GUI by launching the SAP Business Workplace (t-code SBWP or Menu – Business Workplace)
 - Recommended method of approval



JV WORKFLOW

- Open SAP and go to Business Workplace
- Select Inbox then Workflow



- Double click on the workflow item and choose what you want to do.

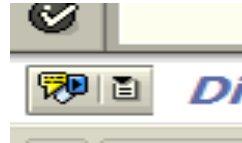
A screenshot of the SAP Workflow 9 task list. The table has columns for 'Ex...', 'Title', 'Status', 'Creation Da...', 'Creation ...', 'Pi At...', 'Co...', and 'Wor...'. The first row is highlighted in yellow.

Ex...	Title	Status	Creation Da...	Creation ...	Pi At...	Co...	Wor...
	Departmental Approval for JV UK00 107944146 (2020)	📦	01/22/2020	09:51:58	5		
	Specify agents for task " JV: Departmental Approval "	📦	01/21/2020	18:59:27	5		
	RFS Other Approval for UK00 107944126 2020	📦	01/13/2020	14:43:44	5		
	Assign RFS Approval Group for UK00 107944051 2020	📦	01/13/2020	12:58:13	5	📦	
	Assign RFS Approval Group for UK00 107944027 2020	📦	01/13/2020	12:57:53	5	📦	
	Assign RFS Approval Group for UK00 107944111 2020	📦	01/13/2020	11:41:43	5		
	Assign RFS Approval Group for UK00 107944030 2020	📦	01/09/2020	10:25:59	5		
	Tacharisse Hayes Wheat's Leave Request	📦	11/22/2013	16:08:48	5		
	Approval of Working Times	📦	06/19/2013	08:55:46	5		

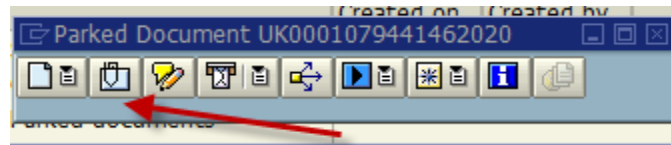
JV WORKFLOW

- To review the JV and supporting documentation – select Display JV.

- This will open FV50
- To view the attachments, select



- You can click either side of the box to access the attachment list. By clicking the left side – select



and double click the attachment(s)

- If you click the right side, select Attachment list from the drop down and double click the attachment (s).
- Once everything has been reviewed, select the back arrow to go back to the workflow.
- If a departmental approver wants someone else to review, they can select Forward for Review and enter the user id(s) of the reviewers. The reviewer's comments after their review will come back to the departmental approver, who can then proceed with approval or rejection.
- If the document is incorrect or is not approved at the department review stage, select Reject JV. This will remove the JV from the workflow process to allow for corrections by the creator. The JV will remain in SAP until workflow is restarted or the JV is deleted.

JV WORKFLOW

- If the JV is correct and ready to be submitted for processing – Select Approve JV. The workflow item will be removed from the inbox and sent to the next departmental approver, or if no more departmental approvers, to the central offices for final approval and posting.

Choose one of the following alternatives

Display JV

Forward for Review

Approve JV

Reject JV

Cancel and keep work item in inbox

Description

Journal voucher document UK00 107944126 (2020) has been submitted by T-FI0016 for approval via this workflow and requires your action in order to proceed.

Click **DISPLAY JV** to open the journal voucher in transaction FV50 to view the header and detailed information, including any attachments.

Click **FORWARD FOR REVIEW** to send the journal voucher to another user for their input. This user will be able to view the JV via FV50 and add comments before returning it to you for your approval.

Click **APPROVE JV** to acknowledge your approval of the journal voucher's contents and move it forward to the next approver.

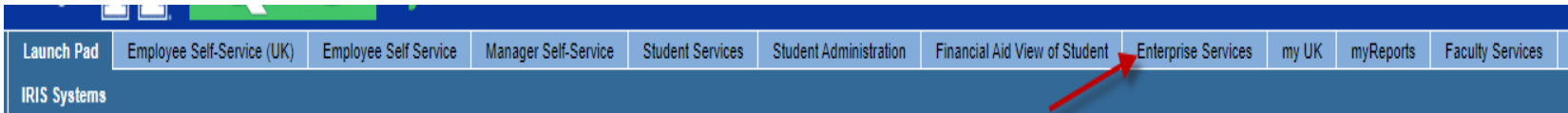
Click **REJECT JV** to stop this workflow. You will be required to add comments explaining the rejection and those comments will be emailed to the original submitter. The JV will remain in a saved status but will not be posted by this workflow.

Objects and attachments

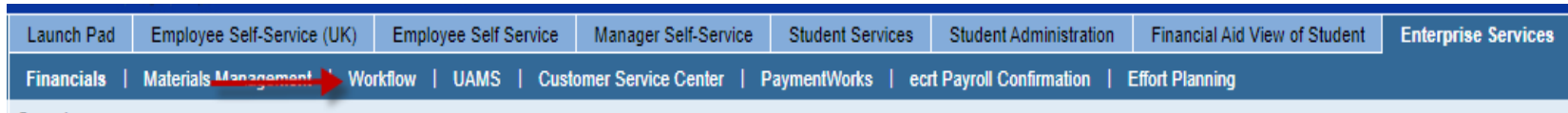
- [Parked Document: UK0001079441262020](#)

JV WORKFLOW

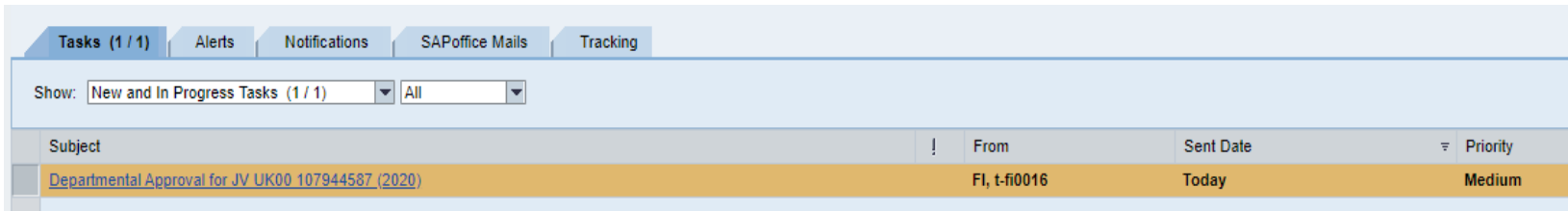
- Approve JV as departmental approver using Enterprise Services
- Select Enterprise Services



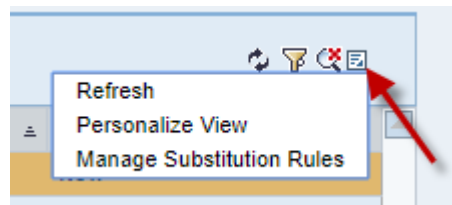
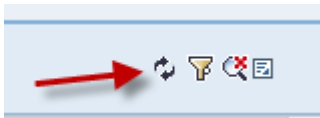
- Select Workflow



- Items will show as Tasks



- Use Refresh if items are not listed



JV WORKFLOW

- Select the JV to review by double clicking on item

Tasks (1 / 1)	Alerts	Notifications	SAPoffice Mails	Tracking
Show: <input type="text" value="New and In Progress Tasks (1 / 1)"/> <input type="text" value="All"/>				
Subject	!	From	Sent Date	
Departmental Approval for JV UK00 107944587 (2020)		FI, t-fi0016	Today	

- Choose action

Departmental Approval for JV UK00 107944587 (2020)

Choose one of the following alternatives

Display JV

Forward for Review

Approve JV

Reject JV

Cancel and keep work item in inbox

Description

Journal voucher document **UK00 107944587 (2020)** has been submitted by T-FI0016 for approval via this workflow and requires your action in order to proceed.

Click **DISPLAY JV** to open the journal voucher in transaction FV50 to view the header and detailed information, including any attachments.

Click **FORWARD FOR REVIEW** to send the journal voucher to another user for their input. This user will be able to view the JV via FV50 and add comments before returning it to you for your approval.

Click **APPROVE JV** to acknowledge your approval of the journal voucher's contents and move it forward to the next approver.

Click **REJECT JV** to stop this workflow. You will be required to add comments explaining the rejection and those comments will be emailed to the original submitter. The JV will remain in a saved status but will not be posted by this workflow.

List of Prior Approvers:

Objects and attachments

- [Parked Document: UK0001079445872020](#)

JV WORKFLOW

Departmental Approval for JV UK00 107944587 (2020)

Choose one of the following alternatives

Display JV

Forward for Review

Approve JV

Reject JV

Cancel and keep work item in inbox

Description

Journal voucher document **UK00 107944587 (2020)** has been submitted by T-FI0016 for approval via this workflow and requires your action in order to proceed.

Click **DISPLAY JV** to open the journal voucher in transaction FV50 to view the header and detailed information, including any attachments.

Click **FORWARD FOR REVIEW** to send the journal voucher to another user for their input. This user will be able to view the JV via FV50 and add comments before returning it to you for your approval.

Click **APPROVE JV** to acknowledge your approval of the journal voucher's contents and move it forward to the next approver.

Click **REJECT JV** to stop this workflow. You will be required to add comments explaining the rejection and those comments will be emailed to the original submitter. The JV will remain in a saved status but will not be posted by this workflow.

List of Prior Approvers:

Objects and attachments

- [Parked Document: UK0001079445872020](#)

- Display JV to view – Review entries and documentation
- Forward for Review if need others to review document; can add comments before returning to you for approval
- Approve JV - will continue workflow
- Reject JV – will cancel workflow. JV will remain in SAP
- Cancel and keep work item in inbox

JV WORKFLOW

- Once action has been taken, the item will drop off the approvers task list.
 - Unless choose to Cancel and keep item in inbox, the JV will stay in the task list until approved, rejected, or forward for additional review.

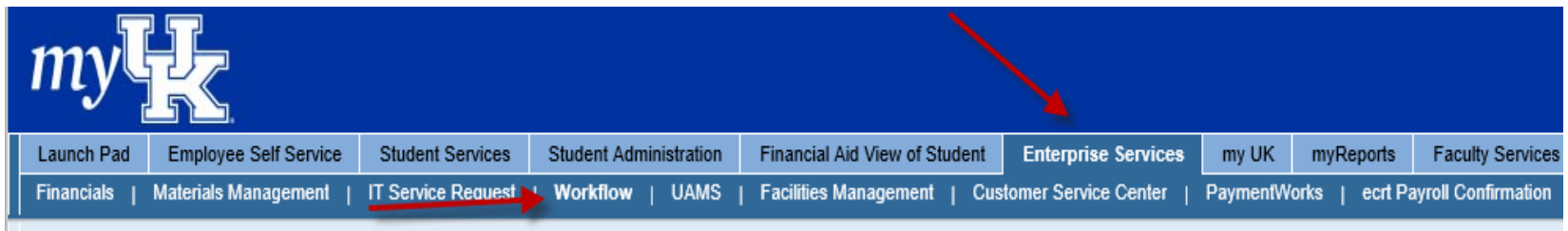
No entries found to display

Show:

Subject	!	From	Sent Date	≡	Priority

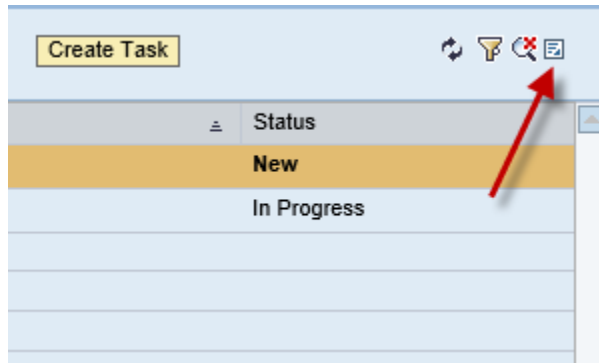
JV WORKFLOW

- In instances of extended or unexpected absence a delegate can be entered to receive workflow items for approval.
- The delegate can either use the GUI (SAP) or Portal (Enterprise Service Tab) to review and approve JVs.
- To assign a delegate – Enterprise Service tab and select Workflow

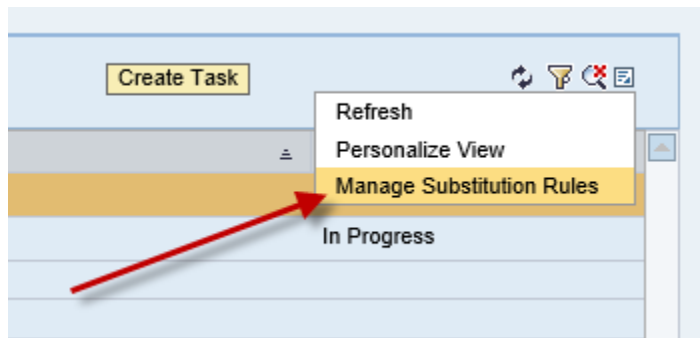


JV WORKFLOW

- Upper right corner – select the icon that looks like a piece of notebook paper



- Select Manage Substitution Rules from the drop down menu



JV WORKFLOW

- Manage Substitution Rules box will pop up – Select Create Rule

Manage Substitution Rules

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

My Substitution Rules

Tasks	Nominee	What To Do	Status	Rule Activation	Turn On/Off
All	Taylor, Nancy	Receives my tasks			<input type="button" value="Turn On"/>

Other Users' Substitution Rules

Task Owner	Tasks	What To Do	Status	Take Over

JV WORKFLOW

- Enter the Nominee (person who will receive tasks) then Select

Create a Substitution Rule

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).



Nominee:

Assign These Tasks:

The nominee is the substitute for all tasks

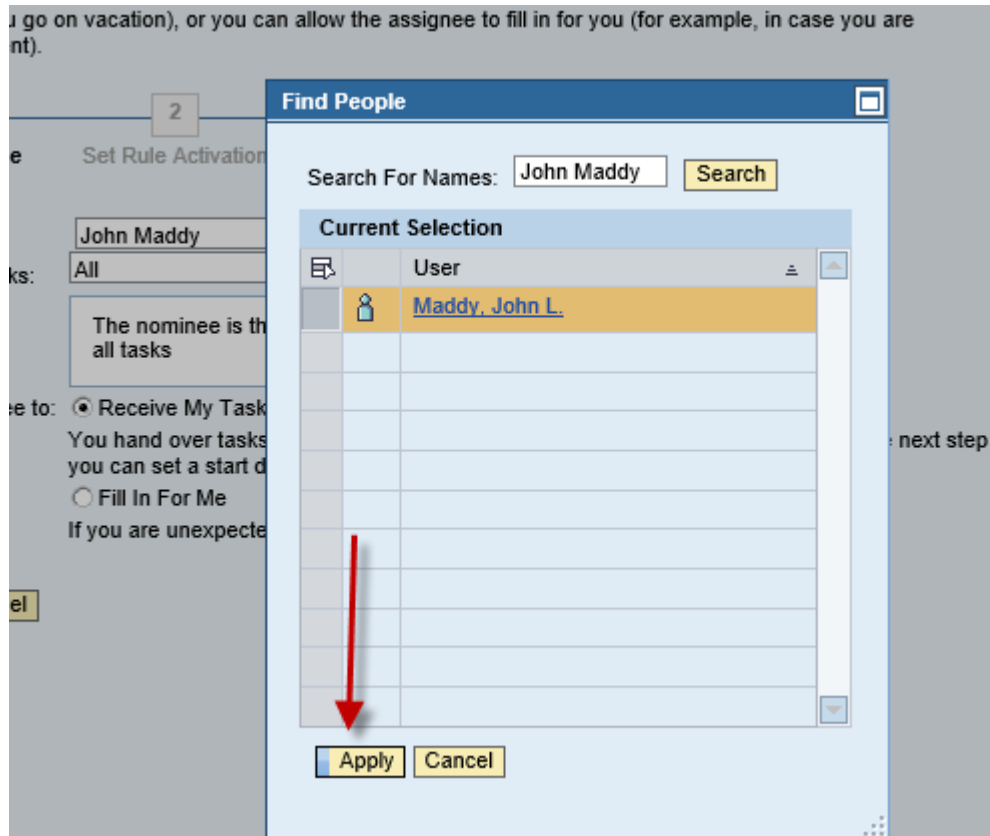
I Want the Nominee to:

Receive My Tasks
 You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule

Fill In For Me
 If you are unexpectedly absent, the assignee can take over your tasks completely.

JV WORKFLOW

- Pop up box will list the user – Select Apply



JV WORKFLOW

- You can assign certain tasks for this approver

Create a Substitution Rule

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

Nominee:

Assign These Tasks:

I Want the Nominee to:

- You can assign multiple delegates for each task as well must set up each substitution individually

JV WORKFLOW

- Select Receive My Tasks to set a specific start date for this rule i.e. Planned vacations, FML, etc...

The nominee is the substitute for all tasks

I Want the Nominee to:

Receive My Tasks
You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule

Fill In For Me
If you are unexpectedly absent, the assignee can take over your tasks completely.

Next ► Cancel

- This can start immediately or with a specific start date. You will have to manually turn off this rule. You can change this anytime on the Substitution Management Screen.

Create a Substitution Rule

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule 2 Set Rule Activation

On saving, turn on the following rule::

On - The rule will be enabled

At Once

On 04/01/2020

Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.


◀ Previous Save Cancel

JV WORKFLOW

- Select Save

Create a Substitution Rule

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).



On saving, turn on the following rule::

- On - The rule will be enabled
 - At Once
 - On
 - Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.

- Substitution Rules will update

My Substitution Rules

Tasks	Nominee	What To Do	Status	Rule Activation	Turn On/Off
All	Taylor, Nancy	Receives my tasks			<input type="button" value="Turn On"/>
All	Maddy, John	Receives my tasks	Starts 4/1/20	Successful	<input type="button" value="Turn Off"/>

JV WORKFLOW

- Select Fill In For Me – this is used for unexpected absences and the nominee will take over all tasks.

Create a Substitution Rule

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

1

2

Define Rule
Set Rule Activation

Nominee: Select...

Assign These Tasks: ▼

The nominee is the substitute for all tasks

I Want the Nominee to:

Receive My Tasks
 You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule

Fill In For Me
 If you are unexpectedly absent, the assignee can take over your tasks completely.

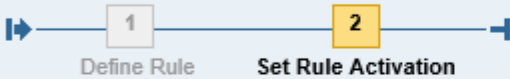
Next ▶
Cancel

JV WORKFLOW

- Set the time frame for the substitution rule then Save

Create a Substitution Rule

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).



On saving, turn on the following rule::

- On - The rule will be enabled
 - At Once
 - On
- Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.

JV WORKFLOW

- Review Substitution Rules

Manage Substitution Rules

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

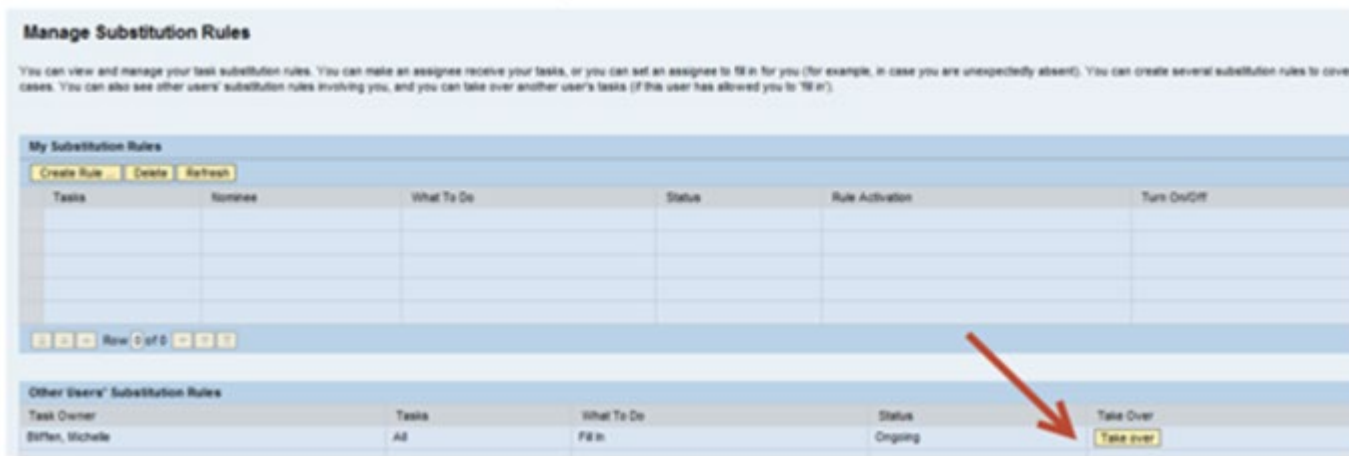
My Substitution Rules						
<div style="display: flex; gap: 10px;"> Create Rule ... Delete Refresh </div>						
Tasks	Nominee	What To Do	Status	Rule Activation	Turn On/Off	
All	Taylor, Nancy	Receives my tasks			Turn On	
All	Maddy, John	Receives my tasks	Starts 4/1/20	Successful	Turn Off	
All	Atchison, Misty	Fills In For Me	Ongoing	Successful	Turn Off	

Other Users' Substitution Rules					
Task Owner	Tasks	What To Do	Status	Take Over	

- The appropriate nominee will receive the workflow items in the task list however they will NOT receive an email notification that items are ready. It is recommended the nominee check the task list at least daily during this period for any items that may need attention.

JV WORKFLOW

- If you have been assigned as a delegate you will need to accept the assignment.
- Select the Take Over button



- Once accepted, you will have the option of working on your own tasks, items on behalf of the approver, or all items.
- Selecting Items on Behalf or All Items, the newly assigned tasks will show in the universal worklist.

JV WORKFLOW

- When the substitution rule is no longer needed, end the rule by clicking the Turn Off button. This will allow the designee to remain in the rule set for future use.
- The substitution rule can also be deleted by selecting the Delete button

Manage Substitution Rules

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to "fill in").

My Substitution Rules

Tasks	Nominee	What To Do	Status	Rule Activation	Turn On/Off
All	Baker, Leigh	Receives my tasks	Ongoing	Problems reported (unsolvable)	<input type="button" value="Turn Off"/>

Row 1 of 1

Other Users' Substitution Rules

Task Owner	Tasks	What To Do	Status	Take Over
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Row 0 of 0

JV WORKFLOW

- Check workflow status using FB03 Display Posted Document:

Display Parked G/L Document 0107944479

Tree on Processing Options

Basic Data Details Workflow

Document Date	02/17/2020	Currency	USD
Posting Date	02/17/2020	Period	8
Document Number	107944479		
Reference	AFRS		
Doc.Header Text	test		
Document type	SA	G/L account document	
<input type="checkbox"/> Doc.currency			
Company Code	UK00	University of Kentucky Lexington	

Display Parked G/L Document 0107944400

- Create...
- Attachment list
- Private Note
- Send
- Relationships
- Workflow**
 - Workflow overview
 - Archived workflows
 - Start Workflow
- My Objects
- Help for object services
- OpenText Document Access

Workflows for Current Context

Title	Creation Date	Creation Ti.	Status	Task
JV Workflow for UK00-107944479-2020	02/17/2020	13:50:09	In Process	Journal Voucher

Current data for started workflow: JV Workflow for UK00-107944479-2020

Step name	Status	Result	Creation
JV Workflow Create Class Instance	Completed		02/17/20
JV: Cancel all other active workflows	Completed		02/17/20
JV: Write entry to status log	Completed		02/17/20
Select Additional Department Approvers for JV UK00 107944479 (2020)	Completed	Dept Approvers	02/17/20
Get email address from userid UST-FI0016	Completed		02/17/20
ACTION REQUIRED - JV UK00 107944479 (2020)	Completed	Mail sent	02/17/20
Specify agents for task " "	Completed	Step completed	02/17/20
JV: Write entry to status log	Completed		02/17/20
Departmental Approval for JV UK00 107944479 (2020)	Completed	Display JV	02/17/20
FIPP Display UK00 . 107944479 . 2020	Completed		02/17/20
Departmental Approval for JV UK00 107944479 (2020)	Completed	Approved	02/17/20
JV: Write entry to status log	Completed		02/17/20
JV: Write entry to status log	Completed		02/17/20
Assign AFRS Approval Group for UK00 107944479 2020	Ready		02/17/20

JV WORKFLOW

- Check workflow status as creator, use Business Workplace or FV50:

Business Workplace of t-fi0016 FI

New message Find folder Find document Appointment calendar Distribution lists

Workplace: t-fi0016 FI

- Inbox
- Outbox
 - Documents
 - Started workflows**
 - Work items executed by me
 - Forwarded work items
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash

Started workflows (Since 01/18/2020)

Wor...	Work item type	Title	Status	Creation Date	Creation T
	(Sub)workflow	JV Workflow for UK00-107944479-2020		02/17/2020	13:50:09
	(Sub)workflow	JV Workflow for UK00-8700010989-2020		02/14/2020	16:38:13
	(Sub)workflow	JV Workflow for UK00-8700010988-2020		02/14/2020	15:26:22
	(Sub)workflow	JV Workflow for UK00-8700010982-2020		02/14/2020	13:57:38
	(Sub)workflow	JV Workflow for UK00-8700010982-2020		02/14/2020	13:50:12

(2020)					
FIPP Display UK00 - 107944479 - 2020	Completed		02/17/2020 - 13:51:37	02/17/2020 - 13:52:15	t-fi0019 FI
Departmental Approval for JV UK00 107944479 (2020)	Completed	Approved	02/17/2020 - 13:52:15	02/17/2020 - 13:52:18	t-fi0019 FI
JV: Write entry to status log	Completed		02/17/2020 - 13:52:18	02/17/2020 - 13:52:18	Batch User
JV: Write entry to status log	Completed		02/17/2020 - 13:52:19	02/17/2020 - 13:52:19	Batch User
Assign AFRS Approval Group for UK00 107944479 2020	Ready		02/17/2020 - 13:52:19		Information...

JV WORKFLOW

- The workflow routes the JV to the appropriate area for review - Hospital Accounting, AFRS, or RFS. Each applicable area will review the JV as normal and will have the ability to approve or reject the JV.
- If the document is rejected, it will be removed from workflow and the creator will receive an email notification. The appropriate action can be taken, and the workflow started again. The JV will need to repeat the same review and approval process as requested by the creator.
- When the document is approved by the central offices, it will post immediately. The SAP ID of “Posted by” will be WF-BATCH. (There could be a slight delay due to the JV being locked by an individual user. The system will continue to try to post until the document unlocked and available for posting.)
- The document and attachments will be saved to ZECM_FIDOCS – Financial Documents with attachments.

JV BUSINESS EDITS

- Entry of JV Documents SA and Z4
- Header Information
 - Document date = originating date
 - Posting date = today's date
 - Reference = HOSP, AFRS, or RFS
 - ❖ HOSP for cost centers 105*, 106*, 107*, 108* or business areas 0111, 0112, 0114, 0115 only on JV
 - ❖ AFRS for all other cost centers and WBS that start with 4* or 2*
 - ❖ RFS for JVs with at least one 3* WBS element
 - Doc Header Text = information helpful to the department
 - Document Type
 - ❖ Non-payroll documents are SA document type
 - ❖ Payroll documents will continue to be the Z4 type (51* and 52* GLs)

JV BUSINESS EDITS

- Save as Complete – MANDATORY
- This function will run the JV business edits on the document.
- If any warnings or errors occur, note the message at the bottom of the transaction.
- Once necessary corrections are made, again try to save as complete.
- For warnings, ensure all requirements are met and documentation is included with submission of JV paperwork.
- Be aware if the document has more than one issue, the system will only display one warning or error message at a time.

JV BUSINESS EDITS

- JV business edits for cost objects
- EXAMPLES OF HARD STOP ERRORS:
 - GLs 480010 (Prior year fund balance) and 480020 (Appropriations of Fund Balances) are only allowed to be used by AFRS staff, error message (Postings to GLs 480010 and 480020 are not allowed)
 - GLs 510000 – 699999 are not allowed on 1011XXXXXX cost centers, error message (Revenue GLs are only allowed on income cost centers)
 - Transfer GLs 74XXXX – 75XXXX should be one-to-one, error message (Xfer GLs must offset with other Xfer GLs and contain no compound entries)
- WARNINGS:
 - GLs 400000 – 499999 are usually not allowed on 1012XXXXXX cost centers, warning message (Revenue GLs are not generally allowed on expense cost centers)
 - GL 420100 (Operating Gifts) generally should only post to 121XXXXXXXX gift cost centers, warning message (GL 420100 should only be used on gift cost centers)
 - GL 162000 with blank fund defaults to Student Account Services fund, warning message (Postings to 0211373200 only allowed w/approval from Student Acct Svcs)
 - Recharge GLs (639XXX) must offset to the same recharge GL (639XXX), exceptions apply for grants and PPD, warning message (Generally recharge GLs must offset to the same recharge GL)

JV BUSINESS EDITS

- Example of JV business edits with cost centers
 - Incorrectly using GL account 480010, hard stop

2 Items (Screen Variant : Standard 1)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Bus...	Cost center	O
✓	480010	Prior Year Fun...	H Cr...	500.00		Correction	0101	1011653830	
✓	480010	Prior Year Fun...	S De...	500.00		Correction	0101	1012013020	

- Incorrectly using expense GL account on revenue cost center, hard stop

2 Items (Screen Variant : Standard 1)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Bus...	Cost center	O
✓	534044	R&L Pt Care E...	H Cr...	500.00		Correction	0101	1011653830	
✓	540334	Office Supplies	S De...	500.00		Correction	0101	1012013020	

- Using revenue GL account on expense cost center, warning

2 Items (Screen Variant : Standard 1)

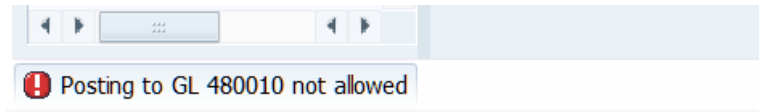
St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Bus...	Cost center	O
✓	449050	Reimbursed Co...	H Cr...	500.00		Correction	0101	1012013010	
✓	540334	Office Supplies	S De...	500.00		Correction	0101	1012013020	

JV BUSINESS EDITS

EXAMPLES

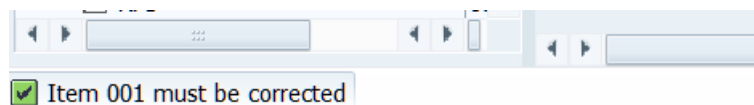
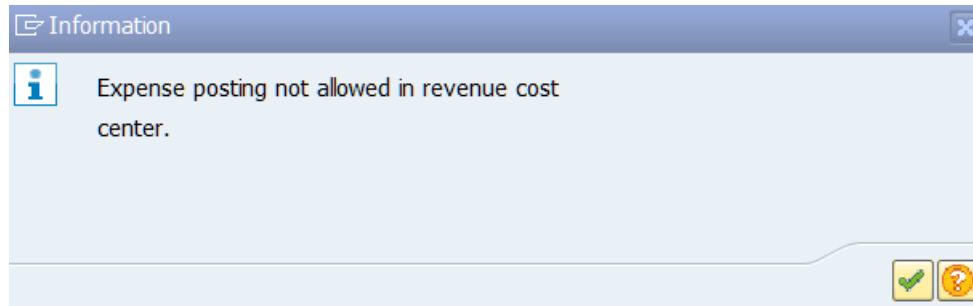
Hard stop error message – document will not save as complete

Type 1



Correct document and then save as complete

Type 2

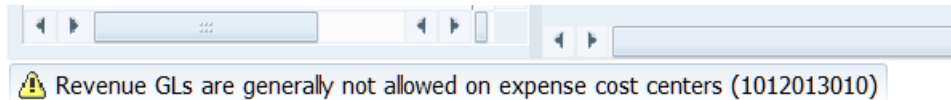


Correct, park, go back into document and save as complete

JV BUSINESS EDITS

EXAMPLES

Warning message – document will continue to save as complete if the enter key is pressed



Either correct document or continue through this error and upload documentation or add text to JV explaining why the error does not apply (in this case, the reason for using the revenue GL on the expense cost center)

JV BUSINESS EDITS

- Special edits for Sponsored Project 3* WBS Elements

- Entry of JV documents have not changed other than new formatting requirements.

- Header Information:
 - Document Date = Originating date
 - Posting Date = Today's date
 - Reference = HOSP, AFRS, or RFS
 - HOSP for cost centers 105*, 106*, 107*, 108* or business area 0111, 0112, 0114, 0115
 - AFRS for all other cost centers and 4* or 2* WBS Element
 - RFS for JVs with at least one 3* WBS Element
 - Document Header Text = Information helpful to the department (for example, correcting GL or moving Thomas travel, etc...)
 - Document Type –
 - SA non payroll JVs
 - Z4 payroll JVs

JV BUSINESS EDITS

Basic Data		Details	
Document Date	01/27/2020	Currency	USD
Posting Date	03/03/2020	Period	9
Reference	RFS		
Doc.Header Text	Correct GL 320001787		
Document type	SA	G/L account document	
<input type="checkbox"/> Doc.currency			
Company Code	UK00	University of Kentucky Lexington	

Amount Information	
Total Dr.	50.00 USD
Total Cr.	50.00 USD
	000

JV BUSINESS EDITS

JV Line Entry

- GL Account
- Debit or Credit indicator
- Amount associated with GL
- Text = Must begin with date of service in MM/DD/YY format
 - System will check Budget From/Budget To and Pre-award Dates
- Payroll, Graduate RA Tuition and Travel documents
 - Assignment = Must begin with employee number (must be a valid 8 digit number)
 - Additional text is allowed in assignment and text fields following the required information.
- System will perform an effort check – pay attention to warnings Enter information on remaining lines of JV

4 Items (Screen Variant : Standard 1)

☰	S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Cost center	WBS element	Bu
	✓	530023	Travel-OS Ai...H Cr...	▼	652.40	00045728	08/14/17 NSFTTravel	1215378510		01
	✓	530023	Travel-OS Ai...S De...	▼	652.40	00045728	08/14/17 NSFTTravel		3200000416	02
	✓	530028	Travel-OS Mi...H Cr...	▼	6.00	00045728	08/14/17 NSFTTravel	1215378510		01
	✓	530028	Travel-OS Mi...S De...	▼	6.00	00045728	08/14/17 NSFTTravel		3200000416	02
				▼						

JV BUSINESS EDITS

- Save as complete – will perform business edits on the document

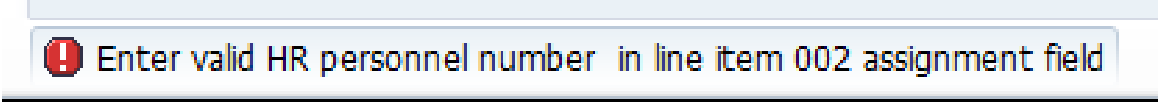
- **HARD STOP ERRORS:**
 - If a grant has an ROE mailed date on GMGRANT, the JV will not be allowed
 - Revenue GLs will not be allowed on 3* WBS
 - For income billing (3* WBS on debit side & 4* or 16* GL used on credit side), a 5* GL must be used on the grant/debit side of the JV
 - Unallowable GLs will not save as complete or post
 - Text must begin with date of service in MM/DD/YY format

- **WARNINGS:**
 - Force-posted procard expenses require RFS management approval
 - Moving expenses between federally funded grants will be considered high risk. Detailed documentation is required
 - Foreign airfare GL requires documentation of compliance with Fly America Act BPM E-5-1
 - Certain GLs require prior approval from the sponsor or be approved in the budget

JV BUSINESS EDITS

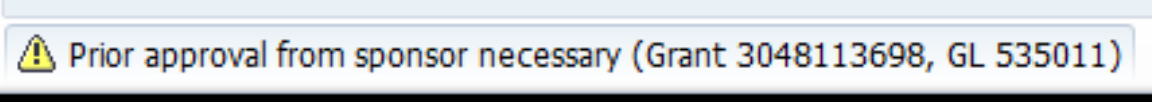
EXAMPLES

Hard stop error message – document will not save as complete



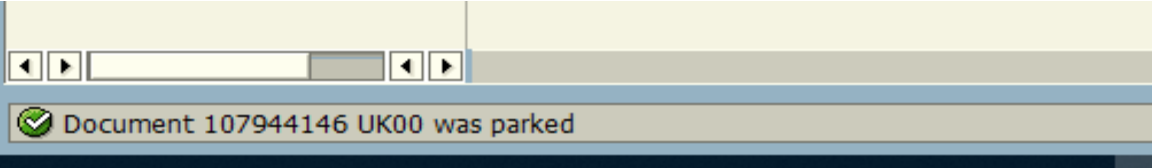
! Enter valid HR personnel number in line item 002 assignment field

Warning message – document will continue to save as complete



! Prior approval from sponsor necessary (Grant 3048113698, GL 535011)

Document successfully saved as complete



✓ Document 107944146 UK00 was parked

JV BUSINESS EDITS

- If any warnings or errors occur, note the message at the bottom of the transaction.
- Reference the provided crosswalk for further explanation
<https://www.uky.edu/ufs/research-financial-services>
- For issues with a particular grant, you should contact your Financial Administrator.
- Once necessary corrections are made, again try to save as complete.
- Be aware – if the document has more than one issue, the system will only display one warning or error message at a time.
- Please note that SA (non payroll JVs) document numbers will begin with 10*. All Z4 (payroll JVs) document numbers will begin with 87*.
- Ensure appropriate documentation is attached in workflow.
- If these steps are followed, the new business edits along with workflow will drastically reduce the return of JVs and allow for JVs to be reviewed and posted more timely!

JV WORKFLOW & BUSINESS EDITS

Things to Remember –

- Document Date = originating date (i.e posting date or PADR date, etc...)
- Reference = the department that will post the document
 - AFRS, RFS or HOSP
- Must Save as Complete
- Must start workflow to route JVs

Links:

- QRC AFRS <https://www.uky.edu/ufs/online-jv-process>
- QRC RFS <https://www.uky.edu/ufs/online-jv-process>
- JV Business Edits Crosswalk <https://www.uky.edu/ufs/online-jv-process>
- Cost Transfer BPM <https://www.uky.edu/ufs/online-jv-process>
- Cost Transfer Policy Sponsored Projects BPM
<https://www.uky.edu/ufs/online-jv-process>

JV WORKFLOW & BUSINESS EDITS

Contact the following individuals with questions:

- RFS 3* WBS grant JVs
 - Tina Reynolds 859-257-6267 tina.johnson@uky.edu
 - Travel, Rent, and cost share funding JVs
 - Sarah Rodrigues 859-257-1748 sarah.rodrigues@uky.edu
 - All other JVs
 - John Maddy 859-323-0687 john.maddy@uky.edu
- Hospital – JVs with Hospital business areas only, 0111, 0112, 0114, 0115
 - Mark Fedewa 859-323-5934 UKHCAccounting@uky.edu
 - Caroline Gann 859-323-5711 UKHCAccounting@uky.edu
 - Da Norm 859-218-5263 UKHCAccounting@uky.edu

JV WORKFLOW & BUSINESS EDITS

- AFRS - All other JVs

Annetta Carter 859-257-6245 acarter@uky.edu

- JV Workflow questions and issues

Robbie Dials 859-257-6244 robbie.dials2@uky.edu

- General JV and Business Edit questions

Cindy Brown clbr294@uky.edu

- Business areas 0103 and 0500

Will Carpenter 859-257-6244 william.carpenter2@uky.edu

- Boone Center, GL accounts 5xxxxx (Operating Expense), 6xxxxx (Recharges)

Bill Coleman 859-257-1111 william.coleman@uky.edu

- Plant Fund WBS Elements (4xxxxxxxxx), GL accounts 56xxxx Capital

Lora Dials 859-257-6604 lora.dials@uky.edu

- G/L Accounts 1xxxxx (Other Assets) G/L Accounts 2xxxxx (Liabilities) G/L Accounts 4xxxxx (Revenue) *Except UK Athletics, Boone Center, Housing and Dining*

Derek Hitt 859-257-6290 djhitt3@uky.edu

- G/L Accounts 7xxxxx (Transfers)

Alex Lee 859-257-6022 alexander.lee@uky.edu

- G/L Accounts 51xxxx (Salaries) G/L Accounts 52xxxx (Benefits) G/L Accounts 5xxxxx (Operating Expense) G/L Accounts 6xxxxx (Recharges)

Laura Lenviel 859-257-5856 laura.lenviel@uky.edu

- G/L Accounts 51xxxx (Salaries) G/L Accounts 52xxxx (Benefits) G/L Accounts 5xxxxx (Operating Expense) G/L Accounts 6xxxxx (Recharges)

HaoXin Zhang 859-257-8638 hxzhan00@uky.edu

- G/L Accounts 55xxxx (Capital Equipment) G/L Accounts 5xxxxx (Operating Expense) G/L Accounts 6xxxxx (Recharges)

QUESTIONS?

THANK YOU FOR ATTENDING