Workflow Status Report

Overview of the Workflow Status Report

The Workflow Status Report is available for those involved in the approval and workflow process of financial transactions at Duke. The report is selected by BFR Code (10 digit financial organizational unit) and allows you to view the status of certain transactions that are in the workflow process at a given point in time. The results may be filtered to view one type of transaction.

The workflow transactions that are included in this report are:
- Accounts Payable Check Requests (APCR)
- Accounts Receivable (AR)
- Online Expense Reports (denoted as Travel and includes all online travel, out-of-pocket, and corporate card non-travel reports)
- Electronic Research Administration (ERA)
- Journal entries / vouchers (JVs)
- Accounts Payable vendor invoices with problems (APInv)
- Buy@Duke transactions (B@D)
- Security Administration requests (SECURITY)

The workflow transactions NOT included in this report are:
- Any workflow transactions for iForms (iForms) or the Faculty System (dFac) – those transactions are included in the .iForms Workflow Status reports.

This report is updated on a thirty minute cycle and should not be used to manage deadlines, such as those associated with the month-end closing process.

Please note that there are equivalent reports in other Duke@Work folders as outlined below:
- **Workflow Status Report by Cost Object** – generated for selected Cost Objects and available under both the Finance tab and Grants Management tab in the Sponsored Research Reporting (includes MyResearch Reports) link. Since this report is selected by Cost Object, only workflow transactions associated with a cost object are included, so SECURITY and iForms are excluded.
- **iForms Workflow Status Report** – generated for the workflow status of transactions for iForms and dFac (Faculty system), as those transactions are restricted by Organizational Unit (OAM) access. This report is only available under the iForms page (Reporting tab).
- **Grants Manager iForms Workflow Status by Cost Object** – generated for selected cost object(s) and available under the Grants Management tab in the Effort and Payroll Tools and Reports link, and also under the iForms tab in the Reporting link (titled as iForms Workflow Status by Cost Object).
Accessing the Workflow Status Report

1. Open a supported web browser, go to the Duke@WORK web site (http://work.duke.edu), and log into the site with your net id and password.

   Note: If needed, review the list of supported web browsers on the Home tab of Duke@Work and contact your computer support person for help.

2. Under Finance, click on Financial Reports.

3. Click on Workflow Status Report link.

   Click on Finance

   Click on Financial Reports

   Click on Workflow Status Report link

1. On the Duke@Work web page, click on the Finance tab.

2. Click on the Financial Reports tab (at top on blue bar under Finance).

3. Click on the Workflow Status Report hyperlink (directly on the underlined text) to display another page with reporting options.
4. Click on the **Workflow Status Report** link (directly on the underlined text) to display the report's selection prompts.
Selecting Criteria and Running the Workflow Status Report

**Note:** Once the report link has been selected, the following occurs:
- The report opens in a new window or tab depending on your browser settings (ensure popup blockers are off).
- A dialog box will appear to indicate “refreshing data” and will transition to the “Prompts” window shown in the example below.

**On the Workflow Status Report page:**

1. **Option 1:** Click **Refresh Values** to load the entire organization.

2. **Option 2:** Use the **search field** to enter a value, press **Enter** and load a specific level of BFR (University) or Cost Center / Cost Center Group (Health System).

**Note:** The selection for Submitter Org. Unit is by **BFR Code** for University company codes and by a **Cost Center or Cost Center Group** for the **Hospital / Health System** company codes.

1. Use one of the options below to load an organizational level (BFR code for the University or Cost Center / Cost Center Group for the Health System):

   - **Option 1** – Use the **Refresh Values** button to load the entire Duke organizational hierarchy, then choose the level desired.
   - **Option 2** – Use the search field to enter the entire value or a portion of the value with an asterisk (example BFR 686* or Cost Center Group 3021*) and click **Enter** on the keyboard to load the desired organizational level.
2. Whether using Option 1 or 2 in the previous step to populate the organizational level(s), use the general tips below to select the organizational level:

- If needed, open the levels with the Expand button and find the desired level of BFR Code (University) or Cost Center / Cost Center Group (Health System).
- Use the mouse or cursor to hover over a level and view the corresponding HR/PR Organizational Unit in a pop-up window as needed.
- To view scroll bars if needed, click on a level and the scroll bars will appear; then continue to scroll through and expand the hierarchy as needed.
- Click on the desired organizational level and highlight in blue.
- To complete the selection, click on the Add button to select and display the organizational level on the right side of the window and under Prompt Summary.

3. Once all prompt selections are made, click on Run Query.
2. Whether using Option 1 or 2 in the previous step to populate the organizational level(s), use the general tips below to select the organizational level:

   - If needed, open the levels with the Expand button and find the desired level of BFR Code (University) or Cost Center / Cost Center Group (Health System).
   - Use the mouse or cursor to hover over a level and view the corresponding HR/PR Organizational Unit in a pop-up window as needed.
   - To view scroll bars if needed, click on a level and the scroll bars will appear; then continue to scroll through and expand the hierarchy as needed.
   - Click on the desired organizational level and highlight in blue.
   - To complete the selection, click on the Add button to select and display the organizational level on the right side of the window.

3. Once all prompt selections are made, click on Run Query.
Using the Workflow Status Report

1. Review the columns displayed, as outlined below:

<table>
<thead>
<tr>
<th>Field/Column</th>
<th>Description</th>
</tr>
</thead>
</table>
| Type | Type of transaction:  
• JV = Journal Entry / Journal Voucher  
• AR = Accounts Receivable  
• Travel = Online Expense Reports (including travel, out-of-pocket, and corporate card no-travel expense)  
• ERA = Electronic Research Administration  
• APInv = Accounts Payable vendor invoices with problems  
• APCR = Online AP Check Request Form  
• B@D = Buy@Duke transactions  
• SECURITY = Security Administration requests  
(See next step to filter by the type of transaction as needed) |
| ID | Document identifier |
| Org | 8 digit Organizational Unit (HR/PR org. unit) associated with the person who submitted the transaction |
| BFR Cost Center | 10 digit BFR Code (University) or 9 digit Cost Center (Health System) associated with the organization unit in the previous column |
| Created by | Duke Net ID of the person who created the transaction |
| Created | Date transaction was created |
| Received | Date the transaction was received in this step of the workflow |
| Days | Number of days between when the transaction was created and when it was received in this step (Created – Received = number of days in workflow process to this step) |

Continued on Next Page
### Field/Column Description

**Status**
- Current workflow status of the transaction work item per below:
  - Ready = item has been released for execution and appears in the work lists of all applicable recipients
  - Selected = item has been selected / received by ONE of the recipients and the item is no longer visible to the other recipients
  - Started = item is being processed at a level like the Processor level (central office / functional owner)
  - Committed = transaction work item is awaiting some type of confirmation of completion – not commonly seen

**Level**
- Current workflow approval level of the transaction to provide an idea of where the workflow resides in the process such as Draft or Send Back, Employee Review, Processor (central office / functional owner) - examples may also be more specific workflow levels for a transaction, like JV-DEPT / SCHL to indicate a journal voucher is at the department or school level of approval

**Description**
- Business description of the transaction, such as document header text for some documents, a trip description if travel related, why an invoice was blocked for an APInv transaction, or the business purpose on the APCR transaction

**Ref ID**
- ID related to the transaction depending on the type of document

**Reference Description**
- Reference information depending on the type of transaction, such as:
  - **JV** = Assigned JV Number
  - **AR** = Customer (the Sponsor or organization billed)
  - **Travel** = the Employee or student name who traveled or was reimbursed
  - **ERA** = reference information like the associated Project
  - **APCR** = the vendor paid or name of payee associated with the check request
  - **APInv** = name of the vendor for the problem invoice
  - **SECURITY** = the position description for security requests for employees or a name if the security request is for a non-Duke employee, like Duke Temporary Services or students for Buy@Duke, etc.

**Who**
- Duke Net ID of the person(s) currently able to approve the transaction with a link to generate an email if needed (see steps below for how to use this feature) - a blank in this column along with “Processor” in the Level column indicates there is no specified contact since the transaction is an area that processes the transaction, such as Accounts Payable or Employee Travel and Reimbursement
Workflow Status Report (cont.)

To Filter the Report by Type of Transaction:

Note: The left navigation pane is displayed by default and may be closed and opened as needed by simply using one of the four buttons on the left.

1. Click on **Input Controls** (third button down on left – recommended way to filter).

2. In the resulting Input Controls display (left pane), use the scroll arrows to move up and down the list and choose the type of transaction to use as the filter for the report (such as Travel, APCR, etc.).

   Note: Only the workflow types that are displayed in the report will be listed as options. For example, if you don't have any SECURITY transactions for the time frame selected, you won't see that option available as a filter.

3. Click **OK** to filter the report (repeat steps to delete filter by selecting **All Values** or to set a new filter).

   Note: This is the recommended way to filter the report. The **Filter Bar** icon is also available as a way to filter and provides a drop-down field in the upper left corner of the report, if preferred.
Workflow Status Report (cont.)

To Send an Email to the Person Who Is Currently Able to Approve the Transaction:

1. Click on the net id link displayed in the Who column for the transaction to open a window in your designated email program.

   *Note:* The email address will default to the alias email address based on the net id displayed in the column. The subject line will reference the workflow item.

2. Comprise the email and send as needed.

To Use Other Features of the Tool Bar

1. Export (Export as PDF to print)
2. Refresh

1. To export or print, use Export (recommended method for a printed copy is to export as PDF file and then print).

2. To refresh the report (choose another organizational level), click on Refresh.