Electronic Approval Paths

The **Electronic Approval Paths** documentation will explain the need for approval tables and how they are used in the IBIS system.

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Introduction to Approval Paths

What is an Approval Path and How Forms Flow

An approval path needs to be put in place so that electronic forms will route through the required approvers. The Financial Officer sets up the approval path as specified in Appendix 23 in the General Forms Usage Guide and FN18 in the Policy Manual. All of the required approvers must be in the approval path and the Financial Officer is usually the last approver.

When a form is added, the unit or mnemonic associated with the budget number will be entered on the form. This unit has an approval path on which the form will route for approval. When the form is submitted it will route to the first level or step of approvers. If a path is not in place for a unit or mnemonic for that particular form, the message "No Path Record Found" will appear at the top of the form.

If an approval path is not set up for a mnemonic or unit, the system will automatically check the higher mnemonics to see if there is an approval path. If a higher level path exists, the form will route on that approval path.

Example: Mnemonics

<table>
<thead>
<tr>
<th>HIGHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>0202435 UP</td>
</tr>
<tr>
<td>0202436 UP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HIGH</th>
</tr>
</thead>
<tbody>
<tr>
<td>0203501 UP</td>
</tr>
<tr>
<td>0203512 UP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>0104222 UP</td>
</tr>
<tr>
<td>0104225 UP</td>
</tr>
</tbody>
</table>

If a form was added and submitted on a budget in the LOWER mnemonic but there is no approval path for the LOWER mnemonic, the system will automatically move up the mnemonic structure to find an approval path. The system will check the HIGH mnemonic. If the HIGH mnemonic does not have an approval path for that particular form, the system will then check the HIGHER mnemonic for a path. If the HIGHER mnemonic has an approval path, the form will route on that path for approval.

> Note:
A WAGC form will not check for an approval path on a higher level mnemonic. When you use the WAGC form, an approval path must be in place for that mnemonic or unit, or enter the budget of the mnemonic you want the form to route on for approval.
1. The **Organizational Unit** is the mnemonic or department associated with a budget or budgets which are entered in the form. Once the form is added, the organizational unit associated with the budget number entered will appear on the form.

2. The **Path** is the name the Financial Officer has entered for a particular approval table.

   **Example:**
   If the Financial Officer has all financial forms on one path and all personnel forms on another, the Financial Officer might name one path FIN and the other PER respectively.

3. The **Steps** indicate the number of levels or approvals that must be obtained.

4. **Phase 1** is optional; the approvers in this path are not required by University policy to approve a specific form. Departments may use this Phase 1 path to include additional approvers.

   > **Note:**
   The Financial Officer can set the approvers on the Phase 1 path separate from the required approvers on Phase 2 or include them on the Phase 2 path. If a Phase 1 path is set up, the form will flow through the Phase 1 approvers and then automatically flow through the Phase 2 approvers.
See the Phase 1 Functions section for more information.

5. Every approval path must have Phase 2 approvers. This indicates the number of required approvers on the form.

6. Encumbrance indicates the approval level at which the form will post to the IBIS Financial System.

7. Forms indicates which forms will flow through this approval path.

8. Comments can be entered by the Financial Officer when creating the path.

9. The Approval Designation Table indicates which Phase of the approval table you are currently viewing.

10. The Step numbers indicate the number of levels in the approval path and who the approvers are at each level. The number of steps should be the same as the number entered for that phase.

   **Example:**
   If the number entered at Phase 2 is two, the total number of steps or approval levels entered should be two.

   > Note:
   Do not include the Level 9 as a step. Level 9s are not approvers and therefore should not be considered as an approval step.

11. If a form is added, submitted and/or approved without any variations, the form will automatically go to the userID that is on the left side of the approval table. These users are called default approvers because the form automatically "defaults" to them.

12. The delegator authorizes having a proxy. The proxy can approve forms that are awaiting the delegator's action. The delegator is the userID on the left side of the "/".

13. The Level 9 person does not approve forms. Usually the people who add and submit forms, but do not approve the forms, are entered on the path as a Level 9. Level 9s are placed on the path so they can view the form after it has been added.

   > Note:
   Confidential forms can only be viewed by people listed on the approval path.

14. Anytime a "/" is present on the approval path, it means the person on the right side of the "/" can
approve forms for the delegator (userID) on the left side of the"/". This person is called a proxy. If a form is awaiting the delegator, the proxy can Perform a PRoxy Role (PPRR) and approve the form.

> Note:
Once the proxy has approved the forms waiting the delegator, the proxy must use EPRR to End PRoxy Role.

15. Any userID that is placed to the right of the default approver and that does not have a "/" is an optional or non-default approver. A form can be sent directly to the optional approver instead of the default by placing the optional userID at Next Approver on the form. The form can also be RERouted to the optional approver if it was sent to the default by mistake.

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Create Functions

When to Create an Approval Path

- When an electronic form is going to be submitted and an approval path is not set up for that form, a path will need to be created. If an approval path already exists with the required approvers, the form simply needs to be added to the existing path. See How to Update an Approval Path for more information on adding forms to an existing approval path.

How to Create an Approval Path (CAPA)

- Select CCOM from the Net-Pass Activity Table to go into the production environment.

- Select IBIS Admin Menus at the Com-Pass screen.

- At Next Function, type M2AS. Press Enter to get into the EASY Electronic Approval System.

- At Next Function, type M3P2. Press Enter to get into the Path Maintenance Phase 2 function.

- At Next Function, type CAPA. Press Enter. A blank Create Approval Path screen will appear, ready to be completed.
1. At **Approval for Organizational Unit**, enter the organizational unit or mnemonic associated with the budget used on the electronic form.

   **Example:**
   UTRAVEL is the organizational unit for budget 0104248 UP

2. At **Path ID**, enter a name to identify the approval path.

   **Example:**
   FIN is used for financial forms.

3. Enter the **Forms** that will go through this particular path for approval.

   **Example:**
   GREQ, VRES, PURC.

4. At **Phase 2**, enter the number of levels or approvers that are going to be on the path. Refer to **Appendix 23** in the **General Forms Usage Guide** for additional information on the authorized approvers for all EASY forms.

   **Note:**
   Do **not** include Level 9.
Example:
2 means two levels or steps of approvers.

5. At What Step of Phase 2 Should Encumbrance Occur, indicate at which approval level these forms should be encumbered. After the approver on the encumbrance step approves the form, the form will be encumbered unless there is an overdraft control and insufficient funds to cover the expense.

> Notes:
If the encumbrance is successful, it will post to IBIS Financial.
  o If the encumbrance is unsuccessful, the form will return to the encumbrance step approver to make the necessary adjustments (take the controls off or put more money in the controlled line) so that the form can encumber successfully.

Example:
2 means the encumbrance will occur after the 2nd approval.

6. Enter a brief Description of the approval table you are setting up.

Example:
Financial Forms Path.

Press Enter and the shell of your approval table is done. The message, "Record Has Been Created" will appear at the top of the screen.

When to Add Default and Optional Approvers

- If a path is being created.
- If a path already exists but a new approver needs to be added.

How to Add Default and Optional Approvers (AAP2)

- At Next Function, type AAP2. Press Enter.

This will bring up the Add Approvers Phase 2 screen.
1. At **Approval For Organizational Unit**, enter the name of the organizational unit on the approval path that you want to modify.

   **Example:**
   UTRAVEL

2. At **Path ID**, enter the name of the approval path that you want to modify.

   **Example:**
   FIN

3. Indicate the **Step** or level at which this individual will approve the form.

   **Example:**
   1

4. At **Approver ID**, enter the approver's userID.

   **Example:**
   AXJ2

5. At **Default Approver For This Step**, enter a D if this individual is going to be a default approver for this step or level. If the individual is going to be an optional or non-default approver, enter N.
Example:
D for default

6. If the approver is only authorized to approve forms within a certain dollar amount, enter that amount at **Dollar Limit**.

> Note:
Do **not** enter commas or cents. The dollar limit field is optional and does not need to be completed.

Example:
5000 (the approver can approve up to $5000)

7. Enter a **Description** for this approver.

Example:
Budget Executive

> Note:
There can only be 9 approvers on each level, including proxies.

Press **Enter** and the message, "**Record Has Been Created**" will appear at the top of the screen.

> Note:
This process can be repeated to add as many approvers as needed.

**When to Delegate Proxy All**

- If you want someone to approve forms as a proxy on every approval table that the approver is on, use the **Delegate Proxy All** function.

**How to Delegate Proxy All (DPA2)**

- At **Next Function**, type **DPA2**. Press **Enter**.

This will bring up the **Delegate Proxy All Phase 2** screen.
1. Enter the **userID** of the person **delegating proxy** (the person who will be proxied).

   **Example:**
   AXJ2

2. Enter the **userID** of the person that **will act as proxy**.

   **Example:**
   ABC3

Press **Enter**. The system will delegate the proxy for every occurrence of the approver across all approval paths.

This screen indicates that the delegation was performed.

> **Note:**
Some proxies may be denied if 9 approvers and/or proxies already appear on one level. You must delete one of the approvers and/or proxies listed before this proxy can be delegated.

**When to Delegate Proxy Selected**

* If you want to selectively choose the approval paths the proxy will appear on, use **Delegate Proxy**
Selected Phase 2 function.

### How to Delegate Proxy Selected (DPS2)

- At Next Function, type Press **DPS2**. Press **Enter**.

This will bring up the **Delegate Proxy Selected Phase 2** screen.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Screen Description</th>
<th>UserID 1</th>
<th>UserID 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/07/98</td>
<td>13:22:43</td>
<td>Delegate Proxy Selected Phase 2 screen</td>
<td>SJJ2</td>
<td>SDR1</td>
</tr>
</tbody>
</table>

1. Enter the **userID** of the approver **delegating proxy** (the person granting proxy).

   **Example:**
   
   SJJ2

2. Enter the **userID** of the person who **will act as proxy**.

   **Example:**
   
   SDR1

   Press **Enter**.
3. Enter a D for each approval path where you would like the proxy to appear.

   **Example:**
   
   D

4. If there is a **dollar limit for the proxy**, enter the amount at $ LIMIT. This means that the proxy may only approve forms up to that dollar limit. If a form is more than the indicated dollar limit, the proxy will **not** be able to approve the form.

   **> Note:**
   Do **not** enter commas or cents. The dollar limit field is optional and does not need to be completed.

   **Example:**
   
   5000

Once all paths are selected for the proxy, press **Enter**. The message, "**Selected authorization delegated to SJJ2**" (proxy userID entered) will appear at the bottom of the screen.

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**Update Functions**
When to Update an Approval Path

- If you are going to add forms to an existing approval path.
- If you need to delete a form from an existing approval path.
- If you are going to add a level or step of approvers.
- If you are going to delete a level or step of approvers.
- If you are going to change the step at which encumbrance occurs.

How to Update an Approval Path (UPA2)

- At Next Function, type UPA2. Press Enter.

This will bring up the Update Path Phase 2 screen.

1. At Next Key, enter the organizational unit of the approval path you want to update.

> Note:
The organizational unit must be 7 characters long. It may be necessary to add spaces at the end of
the unit name to make it 7 characters.

2. Immediately after the organizational unit, enter the path ID. Do not put any spaces or commas after the unit.

   **Example:**
   UTRAVELTRG

   Press **Enter** and approval path information will appear.

   **> Notes:**

3. Forms may now be added or deleted.

4. The number of steps for approval for Phase 2 can be changed.

5. The step that encumbrance occurs can be changed.

6. The description of the approval path can be changed.

Press **Enter** after the changes have been made. The message, "**Record Has Been Updated**" will appear at the top of the screen.

**When to Update Default and Optional Approvers**

- If an approver changes from default to non-default or vice versa

- If an approver's dollar limit changes.

- If the description of the approver needs to be changed.

**How to Update Default and Optional Approvers (UAP2)**

- At **Next Function**, type **UAP2**. Press **Enter**.

This will bring up the **Update Approvers Phase 2** screen.
1. At **Next Key**, enter the **organizational unit**.

   > **Notes:**
   
   o Do **not** put spaces or commas between each item.

   o The organizational unit must be 7 characters long. If it is not, enter enough spaces after the unit name to total 7 spaces.

   **Example:**
   
   UTRAVEL

2. Immediately after the organizational unit, enter the **path ID**.

   **Example:**
   
   UTRAVELTRG

3. Enter a 2 for **Phase**.

   **Example:**
   
   UTRAVELTRG2

4. Enter the **number of the approval path step** on which the approver appears.
5. Enter the approver's userID.

   Example:
   UTRAVELTRG21AXJ2

   Press Enter and the approver's information will be displayed.

> Notes:

6. The approver can be changed to a default or non-default approver.

7. The approver's dollar limit can be changed.

8. The approver's description can be changed.

Press Enter to process the updated information. The message, *Record Has Been Updated* will appear at the top of the screen.

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**Cancel Functions**

**When to Cancel Default and Optional Approvers**

- If a person will no longer approve the forms listed on the approval path.

- If a person terminates or moves to another job and no longer approves forms for an area.

**How to Cancel Default and Optional Approvers (CAP2)**

- At Next Function, type CAP2. Press Enter.

This will bring up the Cancel Approvers Phase 2 function.
1. At Next Key, enter the organizational unit.

   > Notes:
   - Do not put spaces or commas between each item.
   - The organizational unit must be 7 characters long. If it is not, enter spaces after the unit to total 7 spaces.

   **Example:**
   UTRAVEL

2. After the organizational unit enter the path ID of the approval table.

   **Example:**
   UTRAVELTRG

3. Enter a 2 for Phase.

   **Example:**
   UTRAVELTRG2

4. Enter the number of the approval path step on which the approver appears.

   **Example:**
5. Enter the approver's userID.

Example:
UTRAVELTRG21SDR1

Press Enter and the approver's information will display.

6. At Next Key, type CAN (over the information you just entered) and press Enter.

A message will appear at the top of the screen indicating "You Have Just Deleted the Default Approver."

When to Revoke Proxy All

- If you want to revoke a proxy from all approval paths, use the Revoke Proxy All Phase 2 function.

How to Revoke Proxy All (RPA2)

- At Next Function, type RPA2. Press Enter.
This will bring up the **Revoke Proxy All Phase 2** screen.

1. Enter the **userID** of the **approver revoking proxy** (person who is being proxied).

   **Example:**
   
   AXJ2

2. Enter the **userID** of the person or proxy **that is going to be revoked**.

   **Example:**
   
   DEE2

   Press **Enter**. Proxy will be revoked for every occurrence of the approver across all approval paths.

   The screen indicates that the proxy delegation has been revoked for these paths.

   Press **Enter** to continue.

**When to Revoke Proxy Selected**

- If you want to selectively choose the approval paths from which a proxy will be revoked, use **Revoke Proxy Selected Phase 2** function.
How to Revoke Proxy Selected (RPS2)

- At Next Function, type RPS2. Press Enter.

This will bring up the Revoke Proxy Selected Phase 2 screen.

1. Enter the **userID** of the approver revoking proxy (the person who granted proxy).

   **Example:**
   SDR1

2. Enter the **userID** of the person who is acting as proxy.

   **Example:**
   SJJ2

   Press **Enter**.
3. Enter an **R** at each approval path where you would like the proxy revoked.

**Example:**

R

Once all paths are selected to revoke proxy, press **Enter**. The message, "**Selected authority revoked for SJJ2**" (proxy userID entered) will appear at the bottom of the screen.

**When to Cancel an Approval Path**

- If you are not going to use that approval path again.

**How to Cancel an Approval Path (CPAT)**

- At **Next Function**, type **CPAT**. Press **Enter**.

This will bring up the **Cancel Path** screen.
1. At Next Function, enter the organizational unit and path ID of the approval path you wish to cancel.

> Notes:
- Do not put spaces or commas between each item.
- The organizational unit must be 7 characters long. If it is not, enter spaces after the unit name to equal 7 spaces.

**Example:**
UTRAVEL

2. Immediately after the organizational unit, enter the path ID of the approval path to be cancelled.

**Example:**
UTRAVELTRG

Press Enter and the approval path will appear.
3. At **Next Key**, type **CAN** (cancel) over the information you just entered and press **Enter**.

A message will appear at the top of the screen informing you that the approval path has been cancelled.

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**How to View an Approval Path (ILDP)**

**Inquiry List Department Paths — ILDP**

If you want to see the approval path that you have created or updated, use the **Inquiry List Department Path (ILDP)** function.

- At **Next Function**, type **ILDP**. Press **Enter**.
1. Enter the **Organizational Unit**. The organizational unit is the "mnemonic" associated with the budget used in the form.

   **Example:**
   OTC (Office of Telecommunications)

2. The **Path ID** of the approval path may be entered.

   Press **Enter** to view the approval path(s).

   **Note:**
   If a **Path ID** is not entered, all of the approval paths associated with that organizational unit will appear sequentially when **Enter** is pressed.

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**Phase 1 Functions**

Listed below is a list of **Phase 1** functions. All of these functions are performed exactly the same as the Phase 2 functions. Follow the steps for the Phase 2 functions but use a 1 in place of 2 when entering the Phase number.
PC Approval Path Maintenance System

- The **PC Approval Path Maintenance System** was initially developed by the College of Engineering, but is now maintained by Administrative Information Services. The purpose of this program is to allow the user to create and edit IBIS approval paths locally on a PC and upload them via TSO to the mainframe. This program allows you to add a new path, change a current path and delete a path, as well as add, change and delete approvers and proxies.

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