

A close-up photograph of several ripe, orange-colored oranges hanging from a branch with green leaves. The oranges are in various stages of ripeness, with some showing more yellow than orange. The background is a soft-focus green.

Deltek INSIGHT > 2019

CP-61:

Content Manage Integration (CMI)
& Approval Workflows Set Up

Kalli Saland, AFSC/Magellan Federal
Jennifer Kirschbaum, Telligen

Agenda

- About AFSC/Magellan Federal
- About Telligen
- Previous Accounts Payable (AP) Voucher Approval Workflow
- Functional Overview of Content Management Integration (CMI) and Costpoint (CP) Approval Workflow
- CMI Setup Details
- Costpoint Approval Workflow Setup Details
- Approver Setup/Access
- Train in TEST environment and Go-Live
- Video of CMI/Workflows
- New Accounts Payable Voucher Approval Workflow
- Questions

Your Presenters

Kalli Saland

- Sr Deltek Business Analyst - AFSC/Magellan Federal - 5 months
- Lead Financial Data Analyst - Telligen - 6 years
- System administrator for Deltek Products
- CER/Cognos Business Intelligence report writer

Jennifer Kirschbaum

Accounting Manager - Telligen 3 years

- Manages Accounts Payable
- Manages Payroll
- Manages Expense Reporting
- Manages Retirement Plans (ESOP & 401K)



AFSC/Magellan Federal

AFSC/Magellan Federal

A long tradition of support – 140-year service legacy

Unmatched commitment, knowledge and passion from our workforce

The leading provider of training that keeps our warfighters resilient and strong in battle...and at home

Unparalleled services and support to the military community and beyond

AFSC/Magellan Federal is a market leader providing high-impact, innovative, and cost-effective solutions to the nation's most demanding human needs. With headquarters in Arlington, VA, we have over 1400 workers in 52 states and territories and 14 countries. We are known for their deep commitment, extra effort, and constant innovation every day working to provide management consulting and program delivery to many of the most vital government programs serving the military and civilian communities. AFSC/Magellan Federal is a subsidiary of Magellan Health.



About Telligen

HELPING PEOPLE LIVE THEIR HEALTHIEST LIVES

Telligen is a trusted partner for U.S. government health agencies, state Medicaid agencies, self-funded employer and Taft-Hartley health plans, and managed care organizations, improving health outcomes for millions of people nationwide through proven health management solutions and healthcare expertise.

TRUSTED TO DELIVER RESULTS

Whether helping an employer improve the health and well-being of its employees, a state Medicaid director with cost containment or managing federal programs that are advancing innovation in healthcare delivery, the depth and breadth of our healthcare expertise is what sets us apart. For more than 45 years, Telligen solutions have been delivering true results for health plan sponsors and federal and state programs.



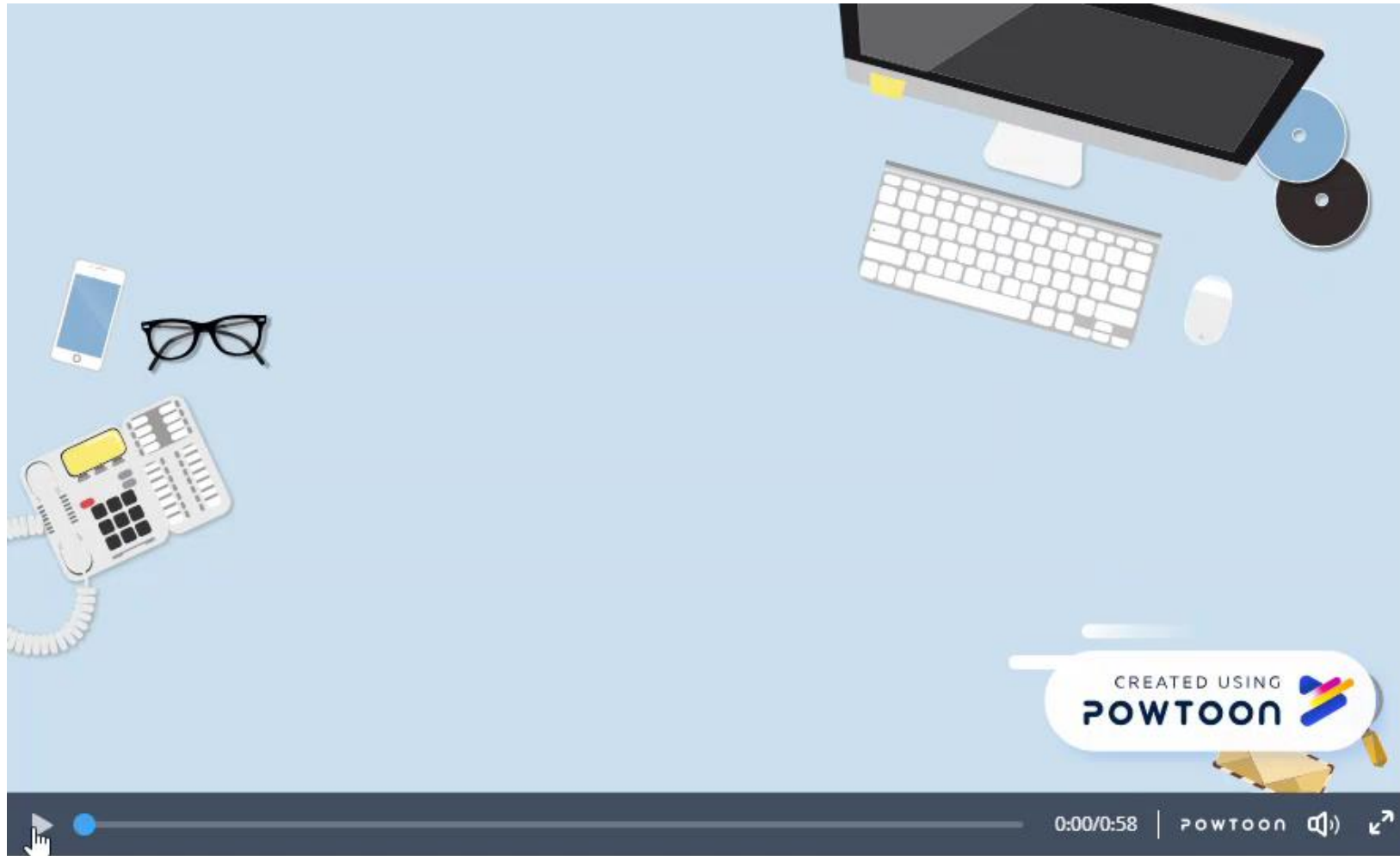
Approval Workflows & CMI

- CMI can be used as a stand alone product
- Costpoint workflows can be used without CMI
- Our intent is to show you how we used CMI in conjunction with the AP Workflow with a high level overview of what it takes to set up a workflow

CMI Functional Overview

- Link a document in Costpoint with a document in SharePoint
- Synchronize SharePoint metadata with Costpoint fields
- View linked SharePoint documents from within Costpoint
- Linked SharePoint document stays attached to a Costpoint record as it is processed through the various applications; (For example, you can see the attached documents in Manage Accounts Payable Vouchers, Approve Vouchers and in View Voucher History after the voucher is posted)
- Use the Content Management System(CMS) as a replacement for shared network folders
- Print directly to the Content Management System from Costpoint

Why Did We Decide to Implement Both?



Previous AP Process

- AP Initiator receives an invoice and enters the invoice into CP
- AP initiator prints the voucher and attaches it to the invoice
- AP initiator puts both into pink folder & walks it to the GL team for review
- GL team reviews, initials, and walks it back to AP initiator
- AP initiator then walks the pink folder to the Signature Authority and leaves it with them or on their desk
- Signature Authority reviews the documents and signs indicating approval
- Signature Authority then walks it back to AP initiator
- AP initiator marks it approved in CP and then posts it
- Invoice is ready to be paid

CP Approval Workflow Functional Overview

- Ability to configure multi-level work flow approval process with sequential and concurrent approvals
- Ability to set conditions before workflow can begin or thresholds on approval process
- Approval Roles
- Utilize built-in roles: Project Manager, Employee Manager
- Build groups or associate users/user groups to roles
- Ability of approvers to delegate approval on demand or for a period of time
- Escalation capabilities
- Ability of approver to escalate to another person or role within the approval process
- Ability to set time limits and escalation role
- Rejection capabilities
- Ability to define whether rejection reasons are required
- Ability to set up user-defined rejection codes/reasons for use in workflow
- Email notification with link to approval screen
- Approval workflow history visible

Content Management Integration (CMI)

After SharePoint is set up, you then can complete the set up on the CMS tab in the Product Configuration Utility. This is what links Costpoint to the CMS repository (SharePoint).

Product Configuration Utility Version 7.1.1 Build 20180309

Product Weblogic Dedicated Servers Logging Reporting IIS CMS

Content Management System(CMS) Integration Information

Choose CMS Connection **CMI** Add Clone Remove

CMS Connection Information

CMS ID CMI

Name CMI

API Type Sharepoint Web Services

Connection Url https://telligen.sharepoint.com/sites/CMI_TEST

Security Mode Federated (SAML)

User CMI_Test_Sharepoint@telligen.com

Password Confirm Password

Federated Authentication Parameters

Authentication Method Office365-Live Authentication Server

Max File Size 100000 Max Query Rows 50000 Test

List Of Systems Selected CMS Is Available

Unassigned Systems

Assigned Systems CPTEST

Add -> <- Remove

Save Undo Close Configuration Properties

Manage Content Types and Content Data Fields

- Costpoint content type defines the mapping to a specific SharePoint content type at a specific SharePoint repository
- Costpoint content type contains properties that can, but do not have to be, mapped to SharePoint content type properties
- Costpoint and SharePoint content type properties do not have to match each other exactly

Browse Applications > Admin > System Administration > Content Management > Manage Content Types

Content Types

Content Type ID *	Content Type Description *	CMS ID *	CMS Name	CMS Repository Name *	CMS Content Type Name *	CMS Base Folder *	CMS Attachment Property	Show Only Unattached Content Files in the Lookup	Can Be Used As Costpoint File Destination	Allow Content File to Be Linked to More than One Costpoint Record	Apply User/Access Right
BILDETAIL	Billings Detail	CMI	CMI	Billings	BILLINGS DETAIL	/	IsLinked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BILLINGS	Billings	CMI	CMI	Billings	BILLINGS	/	IsLinked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INVOICE	Invoice	CMI	CMI	AP Invoices	INVOICE	/	IsLinked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VENDOR	Vendor	CMI	CMI	AP Vendors	VENDOR	/	IsLinked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VOUCHER	Voucher	CMI	CMI	AP Vouchers	VOUCHER	/	IsLinked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Autoload CMS Document Properties

[Content Data Fields](#) [CMS Locations](#) [Linked Content Files](#) [Import Linked Content Files](#)

Identification > Content Data Fields

Content Data Field ID *	Content Data Field Description *	CMS Content Property	Lookup Position	Data Type *	Length	Queryable	Viewable	Editable
AMOUNT_DUE	Amount Due	Amount Due	5	Number		Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
INVOICE_DATE	Invoice Date	Invoice Date	6	Date		Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
INVOICE_DUE_DATE	Invoice Due Date	Invoice Due Date	7	Date		Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
INVOICE_NUMBER	Invoice Number	Invoice Number	4	Text	255	Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ISLINKED	IsLinked	IsLinked	-None-	Text	1	Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VENDOR_ID	Vendor ID	Vendor ID	1	Text	255	Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VENDOR_NAME	Vendor Name	Vendor Name	2	Text	255	Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VOUCHER_NUMBER	Voucher Number in CP	Voucher Number	-None-	Number		Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VOUCHER_NUMBER__X002	Voucher Number	Voucher Number_x0028_calculated_x0029_	3	Text		Y	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Content Management Locations and User Groups

Identification > CMS Locations

<input checked="" type="checkbox"/>	CMS Location ID *	CMS ID *	CMS Name	CMS Repository Name *	CMS Content Type Name *	CMS Base Folder
	CMI	CMI	CMI	AP Vouchers	VOUCHER	/

[Assigned Users/User Groups](#) Close

Identification > CMS Locations > Assigned Users/User Groups

<input checked="" type="checkbox"/>	User / User Group *	Name	Type	Rights *	Company *
	APPROVE_VOUCHERS	AP Approve Vouchers	User Group	View Links ▼	ALL ▲
	BGASKINS	Rebecca Gaskins	User	View Links ▼	ALL =
	BHOFFMAN	Brian Hoffmann	User	Modify Links ▼	ALL
	BSHANNAHAN	Elizabeth Shannahan	User	Modify Links ▼	ALL
	GNIELSEN	Gretchen Nielsen	User	View Links ▼	ALL
	JJOST	Jill Jost	User	View Links ▼	ALL ▼

Close

- We used one CMS location defined in Costpoint called CMI
- Each location needs to have assigned users or user groups to be able to access the CMS location from within Costpoint
- Only those who need the ability to “add” documents from within Costpoint should have Modify Links rights; otherwise View Links is the appropriate rights for those who just need to view documents from within Costpoint.

Application/Content Links for Content Types and Application Name/Result Sets

- Each application you want to be able to attach or view a document from needs an application/content link; for example, Manage Accounts Payable Vouchers and Approve Vouchers.
- Each content type you want to be able to attach or view a document from needs an application/content link; for example, INVOICE and VOUCHER.

Application/Content Links								New	Copy	Delete	Form	Query			X	
<input checked="" type="checkbox"/>	Application *	Application Name	Result Set *	Result Set Name	Content Type *	Content Type Description	Allow New Content Links in this Application/Result Set	Allow Content Link D in this Application/Re								
<input checked="" type="checkbox"/>	APMVCHR	Manage Accounts Payable Vouchers	APMVCHR_VCHRHDR	Enter A/P Vouchers	INVOICE	Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
	APMVCHR	Manage Accounts Payable Vouchers	APMVCHR_VCHRHDR	Enter A/P Vouchers	VOUCHER	Voucher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
	APMVCHRA	Approve Vouchers	APMVCHRA_VCHR_DTL	Approve Vouchers Details	INVOICE	Invoice	<input type="checkbox"/>	<input type="checkbox"/>								
	APMVCHRA	Approve Vouchers	APMVCHRA_VCHR_DTL	Approve Vouchers Details	VOUCHER	Voucher	<input type="checkbox"/>	<input type="checkbox"/>								
	APMVEND	Manage Vendors	CPMVEND_VEND	Basic Info	VENDOR	Vendor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								

Autoload Content Type Data Fields Autoload Costpoint Screen Objects

Content Data Fields												New	Copy	Delete	Form	Query	
<input checked="" type="checkbox"/>	Content Data Field	Content Type Field Description	Content Data Field Editable	Use to Link Content to Costpoint Records	Costpoint Screen Object *	CMS Content Property	Content Data Field Type	Content Data Field Length	Content Data Field Viewable	Queryable	Costpoint Screen Label	Costpoint Column					
	INVOICE_DUE_DATE	Invoice Due Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DUE_DT	Invoice Due Date	Date		Y	Y	Due Date	DUE_DT					
	AMOUNT_DUE	Amount Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INVC_AMT	Amount Due	Number		Y	Y	INVC_AMT	INVC_AMT					
	INVOICE_DATE	Invoice Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INVC_DT	Invoice Date	Date		Y	Y	Invoice Date	INVC_DT					
	INVOICE_NUMBER	Invoice Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INVC_ID	Invoice Number	Text	255	Y	Y	Invoice	INVC_ID					
	VOUCHER_NUMBER	Voucher Number in CP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VCHR_NO	Voucher Number	Number		Y	Y	Voucher	VCHR_NO					
	VENDOR_ID	Vendor ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VEND_ID	Vendor ID	Text	255	Y	Y	&CPT.VEND&	VEND_ID					
	VENDOR_NAME	Vendor Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VEND_NAME	Vendor Name	Text	255	Y	Y	&CPT.VEND& Name	VEND_NAME					



Application/Content Links for Content Types and Application Name/Result Sets (continued)

- Same principle applies here for the Approve Voucher application and INVOICE and VOUCHER content types.

Application/Content Links								New	Copy	Delete	Form	Query	[-]	[+]	[X]	
<input checked="" type="checkbox"/>	Application *	Application Name	Result Set *	Result Set Name	Content Type *	Content Type Description	Allow New Content Links in this Application/Result Set	Allow Content Link D								
<input checked="" type="checkbox"/>	APMVCHR	Manage Accounts Payable Vouchers	APMVCHR_VCHRHDR	Enter A/P Vouchers	INVOICE	Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	APMVCHR	Manage Accounts Payable Vouchers	APMVCHR_VCHRHDR	Enter A/P Vouchers	VOUCHER	Voucher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	APMVCHRA	Approve Vouchers	APMVCHRA_VCHR_DTL	Approve Vouchers Details	INVOICE	Invoice	<input type="checkbox"/>	<input type="checkbox"/>								
<input checked="" type="checkbox"/>	APMVCHRA	Approve Vouchers	APMVCHRA_VCHR_DTL	Approve Vouchers Details	VOUCHER	Voucher	<input type="checkbox"/>	<input type="checkbox"/>								
<input checked="" type="checkbox"/>	APMVEND	Manage Vendors	CPMVEND_VEND	Basic Info	VENDOR	Vendor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								

Autoload Content Type Data Fields Autoload Costpoint Screen Objects

Content Data Fields													New	Copy	Delete	Form	Query	[-]
<input checked="" type="checkbox"/>	Content Data Field	Content Type Field Description	Content Data Field Editable	Use to Link Content to Costpoint Records	Costpoint Screen Object *	CMS Content Property	Content Data Field Type	Content Data Field Length	Content Data Field Viewable	Queryable	Costpoint Screen Label	Costpoint Column						
<input checked="" type="checkbox"/>	INVOICE_NUMBER	Invoice Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INVC_ID	Invoice Number	Text	255	Y	Y	Invoice	INVC_ID						
<input checked="" type="checkbox"/>	AMOUNT_DUE	Amount Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TRN_DUE_AMT	Amount Due	Number		Y	Y	Trans Due Amt	TRN_DUE_AMT						
<input checked="" type="checkbox"/>	VOUCHER_NUMBER	Voucher Number in CP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VCHR_NO	Voucher Number	Number		Y	Y	Voucher	VCHR_NO						
<input checked="" type="checkbox"/>	VENDOR_ID	Vendor ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VEND_ID	Vendor ID	Text	255	Y	Y	&CPT.VEND&	VEND_ID						
<input checked="" type="checkbox"/>	VENDOR_NAME	Vendor Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VEND_NAME	Vendor Name	Text	255	Y	Y	&CPT.VEND& Name	VEND_NAME						

Application/Content Links for Content Types and Application Name/Result Sets (continued)

- Documents can be seen (but not added) in Inquiry Screens; for example, View Voucher History Inquiry and View Vendor History Inquiry

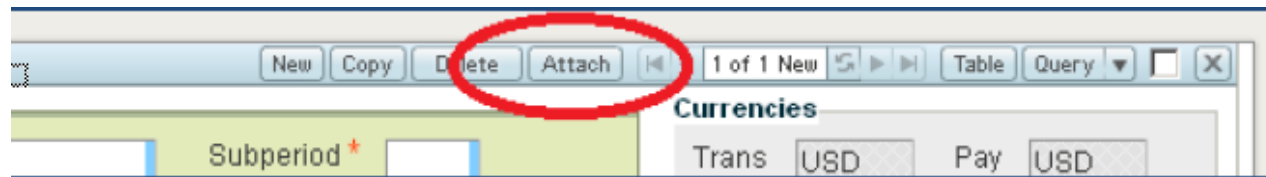
Application/Content Links									New	Copy ▼	Delete	Form	Query ▼	—	□	×	
Application *	Application Name	Result Set *	Result Set Name	Content Type *	Content Type Description	Allow New Content Links in this Application/Result Set	Allow Content Link D in this Application/Re										
APQVCHRH	View Voucher History Inquiry	APQVCHRH_VCHRHRDRHS_CHILD	Voucher History Table	INVOICE	Invoice	<input type="checkbox"/>	<input type="checkbox"/>										
APQVCHRH	View Voucher History Inquiry	APQVCHRH_VCHRHRDRHS_CHILD	Voucher History Table	VOUCHER	Voucher	<input type="checkbox"/>	<input type="checkbox"/>										
APQVENDH	View Vendor History Inquiry	APQVENDH_VCHRHRDRHS_VENDVCHR	Vendor Voucher table	INVOICE	Invoice	<input type="checkbox"/>	<input type="checkbox"/>										
APQVENDH	View Vendor History Inquiry	APQVENDH_VCHRHRDRHS_VENDVCHR	Vendor Voucher table	VOUCHER	Voucher	<input type="checkbox"/>	<input type="checkbox"/>										
BLMGBILL	Manage Standard Bills	BLMGBILL_BILLEDITINVCHDR	Edit Standard Bills	BILLINGS	Billings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										

Autoload Content Type Data Fields Autoload Costpoint Screen Objects

Content Data Fields												New	Copy ▼	Delete	Form	Query ▼	—
Content Data Field	Content Type Field Description	Content Data Field Editable	Use to Link Content to Costpoint Records	Costpoint Screen Object *	CMS Content Property	Content Data Field Type	Content Data Field Length	Content Data Field Viewable	Queryable	Costpoint Screen Label	Costpoint Column						
AMOUNT_DUE	Amount Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INVC_AMT	Amount Due	Number		Y	Y	Func Invoice Amount	INVC_AMT						
INVOICE_NUMBER	Invoice Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INVC_ID	Invoice Number	Text	255	Y	Y	Inv No	INVC_ID						
VOUCHER_NUMBER	Voucher Number in CP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VCHR_NO	Voucher Number	Number		Y	Y	Vchr	VCHR_NO						
VENDOR_NAME	Vendor Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VEND_NAME	Vendor Name	Text	255	Y	Y	&CPT.VEND& Name	VEND_NAME						

Content Slide Title

- After you have set up the integration between a Costpoint application/screen and SharePoint, you can begin attaching documents from SharePoint to Costpoint records. The Attach button will now display on the toolbar of any application screen that is configured to work with SharePoint.



Synchronize Content Data Fields & Application Screen Fields

The Content Data Fields screen contains two buttons for synchronizing content fields with application screen fields:

- Load Costpoint Record with Content Data Fields – Click this button to update the Costpoint application screen with the values from the SharePoint content file properties and click Save to save these values
- Load Content Data Fields with Costpoint Record – Click this button to update the Content Data Fields screen with values from the Costpoint application screen and click Save to save these values.

Synchronizing content metadata with the application screen data is an optional feature configurable in the Manage Application/Content Links application. You can choose to ignore discrepancies, show warnings but continue, or disable saving if values do not match.

The screenshot shows a web application window titled "Manage Accounts Payable Vouchers > Linked Content Files". The main area is a table titled "Content Data Fields" with the following columns: Content Type, Content Data Field, Content Data Field Description, Value, and CMS Content Property. The table lists several fields for an "INVOICE" content type, including LOCATION, AMOUNT_DUE, INVOICE_DATE, INVOICE_DUE_DATE, INVOICE_NUMBER, VENDOR_ID, and VENDOR_NAME. At the bottom of the window, there are two buttons: "Load Costpoint Record with Content Data Fields" and "Load Content Data Fields with Costpoint Record". The second button is highlighted in green. There is also an "Apply" button at the bottom right.

Content Type	Content Data Field	Content Data Field Description	Value	CMS Content Property
VOUCHER				
INVOICE	LOCATION	Content Location	CMI:AP Vouchers:/Registered Agents Solutions V35	
	AMOUNT_DUE	Amount Due	80.25	Amount Due
	INVOICE_DATE	Invoice Date	09/12/2018	Invoice Date
	INVOICE_DUE_DATE	Invoice Due Date	10/12/2018	Invoice Due Date
	INVOICE_NUMBER	Invoice Number	0953249	Invoice Number
	VENDOR_ID	Vendor ID	0000005490	Vendor ID
	VENDOR_NAME	Vendor Name	Registered Agent Solution	Vendor Name

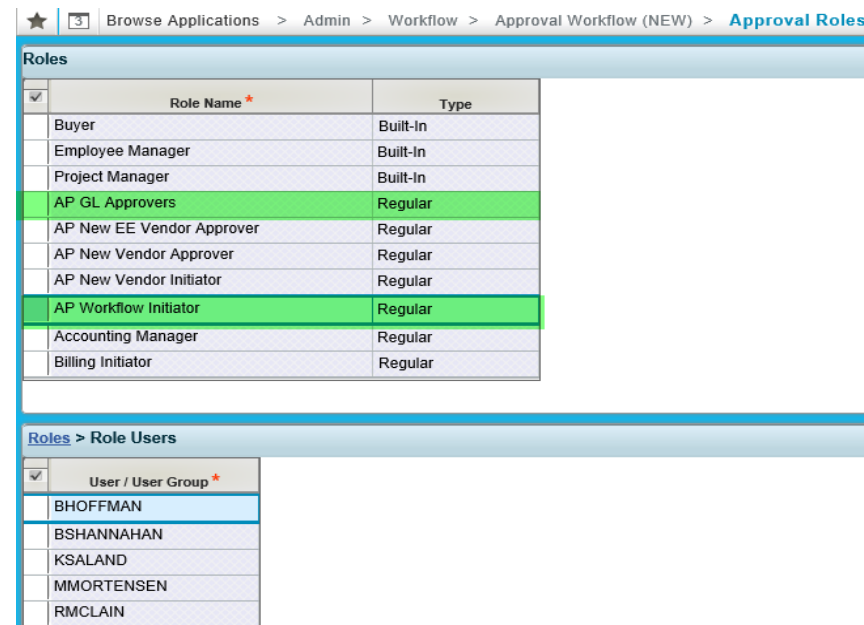
Overview of the Workflow Approval (WFA) Functionality

- When Workflow Approval is configured for a particular Costpoint application screen, the Approval button on the toolbar becomes enabled.
- Click this button to display the Approve system subtask. This form displays current action that is assigned to you. If no actions are assigned, or if the approval is completed, only the History tab is visible.
- If approvals is not yet started, you can start it, but you must be in the Start Role for the given approval.
- Click on Approval steps to see a list of previously completed steps, or click on History tab to view detailed graph of Approval Case flow.

Approval Roles

- Use the Approval Roles application screen to enter roles and associated users for your approval workflows.
- Role represents the qualification of the participants who perform specific approval steps or activities.
- Only roles that exist on this screen can be assigned to execute approval steps.
- Telligen uses AP Workflow Initiator and AP GL Approvers for Approval Roles in the AP Voucher Approval Workflow.

***It is important that users associated with the roles are correctly set up in Manage Users with a valid email address and employee ID. These users must be configured to receive messages through email so that they get notified once activities are routed to them.



The screenshot displays the 'Approval Roles' application screen. The breadcrumb navigation at the top reads: 'Browse Applications > Admin > Workflow > Approval Workflow (NEW) > Approval Roles'. Below the navigation, there is a section titled 'Roles' containing a table with the following data:

Role Name *	Type
Buyer	Built-In
Employee Manager	Built-In
Project Manager	Built-In
AP GL Approvers	Regular
AP New EE Vendor Approver	Regular
AP New Vendor Approver	Regular
AP New Vendor Initiator	Regular
AP Workflow Initiator	Regular
Accounting Manager	Regular
Billing Initiator	Regular

Below the 'Roles' section, there is a section titled 'Roles > Role Users' containing a table with the following data:

User / User Group *
BHOFFMAN
BSHANNAHAN
KSALAND
MMORTENSEN
RMCLAIN


Reject Codes



- Use the Reject Codes application screen to add codes for rejecting approval workflows
- Existing codes display when you open this screen
- You can delete existing lines, modify existing lines, or create new codes for all possible reject reasons
- Codes on this screen can be selected on the Approval Workflow Models screen for a specific approval workflow

Reject Codes	
<input checked="" type="checkbox"/>	Reject Code *
	Documentation Missing
	Incorrect Amount
	Incorrect Approver
	Incorrect G/L Account
	Incorrect Org
	Incorrect Period/Fiscal Year
	Incorrect Project
	Incorrect Vendor
	No Contract/Over Contract Funding
	No Signed Contract
	Other - Please Explain
	Over Approval Limit

Custom Email

This is an example of a custom email set up in CP

 Wed 10/3/2018 1:07 PM
AP_Voucher_Approval@Telligen.com
Voucher Approval Workflow

To  Jennifer Kirschbaum 

Please review the AP voucher workflow and approve or reject it with a rejection reason and comments. Please do not approve the workflow if any changes are needed.

[Click here to open record in Costpoint](#)

*Invoice # = 56665B
Invoice Amount = 126.08
Invoice Date = 09/28/2018 12:00:00
Vendor ID = 0000003860
Voucher # = 352506
Vendor Name = Universal Printing Servic*

Approval Workflow Models

Use this application to design approval workflow models. The topmost screen section below defines the master information about the workflow. The middle section displays the graphical presentation of the approval flow structure, while the bottom table is used to edit the approval steps. There are also several subtasks.

The logical order for creating a new

approval workflow model is:

1. *Parameters in the header section*
2. *Approval Entity Fields subtask*
3. *Workflow Reject Codes subtask (optional)*
4. *Approval Application Screens subtask (with Fields)*
5. *Save*
6. *Assign Entity Fields to Application Screen Fields*
7. *Save*
8. *Add Approval Steps (Nodes and Activities)*
9. *Edit Approval Nodes and Activities*
10. *Activate the Model*

Level	Type	Name
Next	Start	START
Next	Activity	Enter Voucher For Approval
Next	Activity	GL/Signature Authority Approval
Next	Finish	Voucher Marked Approved/Workflow Complete

Approval Entity Fields

An Approval Entity is defined by its fields. This table outlines an abstract definition of the entity with field names, data types, and check box values that defines the inclusion of the property/value pair in the approval email message. Write descriptive names because it will be easier to approvers to understand its meaning when they see it in the notification email. The actual matching of Approval Entity fields is done in the Approval Application Screens > Approval Screen Fields subtask.

Entity Field Name *	Data Type *	Include in Email
Approved Flag	Text	<input type="checkbox"/>
Approver User ID	Text	<input type="checkbox"/>
Entered By	Text	<input checked="" type="checkbox"/>
Entry Date	Date	<input checked="" type="checkbox"/>
Fiscal Year	Text	<input checked="" type="checkbox"/>
Invoice #	Text	<input checked="" type="checkbox"/>
Invoice Amount	Number	<input checked="" type="checkbox"/>
Invoice Date	Date	<input checked="" type="checkbox"/>
IsLinked	Text	<input type="checkbox"/>
Period	Number	<input checked="" type="checkbox"/>
Terms	Text	<input checked="" type="checkbox"/>
Vendor ID	Text	<input checked="" type="checkbox"/>
Vendor Name	Text	<input checked="" type="checkbox"/>
Voucher #	Number	<input checked="" type="checkbox"/>

Approval Application Screens

This subtask defines the application screens associated with approval. Multiple screens can be associated with the workflow model, but only one can be the start screen, the screen where users can start the execution of the workflow.

Approval Workflow Models > Application Screens

Application *

Result Set (Screen) *

Workflow Start Screen Lock Actions and Subtasks

[Approval Screen Fields](#) [Conditions](#)

Close

Approval Workflow Models > Application Screens > Approval Screen Fields

Key	Locked	Screen Label	Entity Key Field Name	Field Id *	Primary Key	Data Type	Screen Name	Result Set (Screen) Id
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Voucher	Voucher #	VCHR_NO	<input checked="" type="checkbox"/>	Number	Enter A/P Vouchers	APMVCHR_VCHRHDR
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor	Vendor ID	VEND_ID	<input type="checkbox"/>	Text	Enter A/P Vouchers	APMVCHR_VCHRHDR
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor Name	Vendor Name	VEND_NAME	<input type="checkbox"/>	Text	Enter A/P Vouchers	APMVCHR_VCHRHDR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice Date	Invoice Date	INVC_DT	<input type="checkbox"/>	Date	Enter A/P Vouchers	APMVCHR_VCHRHDR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DUE_AMT	Invoice Amount	DUE_AMT	<input type="checkbox"/>	Number	Enter A/P Vouchers	APMVCHR_VCHRHDR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice	Invoice #	INVC_ID	<input type="checkbox"/>	Text	Enter A/P Vouchers	APMVCHR_VCHRHDR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver	Approver User ID	APPRVR_USER_ID	<input type="checkbox"/>	Text	Enter A/P Vouchers	APMVCHR_VCHRHDR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Approved Flag	APPRVD_FL	<input type="checkbox"/>	Text	Enter A/P Vouchers	APMVCHR_VCHRHDR

Load All Screen Fields

Close



Application Screens

End the Approval workflow in the Approve Vouchers Screen. Select more than one field as a “Key” field to ensure the document in the workflow is distinct. For Accounts Payable, the Vendor ID and Voucher # make it distinct.

Approval Workflow Models > Application Screens

Application * APMVCHRA Approve Vouchers

Result Set (Screen) * APMVCHRA_VCHR_DTL Approve Vouchers Details

Workflow Start Screen Lock Actions and Subtasks

[Approval Screen Fields](#)

Close

Approval Workflow Models > Application Screens > Approval Screen Fields

Key	Locked	Screen Label	Entity Key Field Name	Field Id *	Primary Key	Data Type	Screen Name	Result Set (Screen) Id
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Voucher	Voucher #	VCHR_NO	<input type="checkbox"/>	Number	Approve Vouchers Details	APMVCHRA_VCHR_DTL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor	Vendor ID	VEND_ID	<input type="checkbox"/>	Text	Approve Vouchers Details	APMVCHRA_VCHR_DTL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor Name	Vendor Name	VEND_NAME	<input type="checkbox"/>	Text	Approve Vouchers Details	APMVCHRA_VCHR_DTL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice Date	Invoice Date	INVC_DT	<input type="checkbox"/>	Date	Approve Vouchers Details	APMVCHRA_VCHR_DTL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Func Inv Amt	Invoice Amount	INVC_AMT	<input type="checkbox"/>	Number	Approve Vouchers Details	APMVCHRA_VCHR_DTL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice	Invoice #	INVC_ID	<input type="checkbox"/>	Text	Approve Vouchers Details	APMVCHRA_VCHR_DTL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver	Approver User ID	USER_ID	<input checked="" type="checkbox"/>	Text	Approve Vouchers	APMVCHRA_VCHRAPPRVR_HDR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Appr	Approved Flag	APPRVD_FL	<input type="checkbox"/>	Text	Approve Vouchers Details	APMVCHRA_VCHR_DTL

Load All Screen Fields

Close

Add Reject Code to the Workflow

Add Workflow Reject Codes that are applicable to this workflow; You get to define what is here.

Approval Workflow Models > Workflow Reject Codes	
<input checked="" type="checkbox"/>	Reject Code *
	Documentation Missing
	Incorrect Amount
	Incorrect Approver
	Incorrect G/L Account
	Incorrect Org
	Incorrect Period/Fiscal Year
	Incorrect Project
	Incorrect Vendor
	No Contract/Over Contract Funding
	Over Approval Limit

Configure Approval Steps

Configure the Approval Steps of the workflow

Approval Steps			
	Level	Type	Name
<input checked="" type="checkbox"/>	Next	Start	START
<input checked="" type="checkbox"/>	Next	Activity	Enter Voucher For Approval
<input checked="" type="checkbox"/>	Next	Activity	GL/Signature Authority Approval
<input checked="" type="checkbox"/>	Next	Finish	Voucher Marked Approved/Workflow Complete

Example: The AP team starts the workflow by designating in the “instructions” area who the final approver is. The General Ledger (GL) Team then delegates the workflow approval to the person designated. We have used no Updates or Conditions in this step.

Approval Workflow Models > Edit Activity

Activity Name *
Enter Voucher For Approval

Actors
Role: AP Workflow Initiator Notify
Escalate to Role: Notify

Application Screen
Screen Name *
Enter A/P Vouchers

Assigned Time
Expected Duration (Hours): 0.0
Additional Time Allowed (Hours): 0.0

Instructions
Designate Approver in Approval Comments box

Conditions Updates
Close

Approval Workflow Models > Edit Activity > Updates

Entity Field	Data Type	Text Value	Date Value	Numeric Value	System Value
<input checked="" type="checkbox"/>					

Close

Approval Workflow Models > Edit Activity > Conditions

Entity Field	Operator *	Data Type	Text Value	Date Value	Numeric Value
<input checked="" type="checkbox"/>					

Close



Next Steps in the AP Workflow

Add Level Next > Type Activity > General Ledger/Signature Authority Approval

Level	Type	Name
Next	Start	START
Next	Activity	Enter Voucher For Approval
Next	Activity	GL/Signature Authority Approval
Next	Finish	Voucher Marked Approved/Workflow Complete

This will result in the Workflow being routed to the GL Team for their review for accuracy. They will receive an email notification automatically from “Notify” being selected.

Approval Workflow Models > Edit Activity

Activity Name *
GL/Signature Authority Approval

Actors
Role: AP GL Approvers Notify
Escalate to Role: Notify

Application Screen
Screen Name *
Approve Vouchers Details

Assigned Time
Expected Duration (Hours): 0.0
Additional Time Allowed (Hours): 0.0

Instructions
GL - If approved, delegate to Signature Authority; Else select Reject, select Rejection Reason and enter Rejection Comments
Signature Authority - If approved, select Approved; Else select Reject, select Rejection Reason and enter Rejection Comments

Conditions Updates

Close

Approval Workflow Models > Edit Activity > Updates

Entity Field	Data Type	Text Value	Date Value	Numeric Value	System Value
--------------	-----------	------------	------------	---------------	--------------

Close

Approval Workflow Models > Edit Activity > Conditions

Entity Field	Operator *	Data Type	Text Value	Date Value	Numeric Value
--------------	------------	-----------	------------	------------	---------------

Close



GL Team Delegation

After the GL team reviews and confirms accuracy, they delegate the voucher to the Approver that the AP Initiator designated in the instructions area on the first screen of the Approval Workflow. If the GL team finds any mistakes, the voucher is rejected and returned to the AP Initiator. It is then corrected and sent back through the workflow process again.

Approval Workflow

Name: AP Voucher Approval Revision: 3 Start Role: AP Workflow Initiator
Start User: KSALAND Start Time: 09/30/2018 02:01:46 PM Status: In-Process

Approve or Reject **Escalate or Delegate** History of Approval

Escalate

Escalate to: _____

Delegate

Delegate To: **Annear, Heidi M** Delegate Delegated Time: _____

Approval Steps
Close

Approver Details > Linked Content Files

Content Type *	Content File Name *	CMS File Status	Notes	Modified
VOUCHER	Mail Services Test V 352126.pdf	OK		09/26/2018 04:35:25 PM
INVOICE	Mail Services Test 1651252-11.pdf	OK		09/26/2018 04:35:25 PM

View

Content Data Fields
Close



Final Approval Step

Add Level "Next" > Type "Finish" - the last approval step as Voucher Marked Approved/Workflow Complete

Approval Steps			
Level	Type	Name	
Next	Start	START	
Next	Activity	Enter Voucher For Approval	
Next	Activity	GL/Signature Authority Approval	
Next	Finish	Voucher Marked Approved/Workflow Complete	

Once the Final Approver approves the voucher, the update below occurs where the Approved Flag is automatically checked and the voucher exits the workflow.

Approval Workflow Models > Edit Node						
Entity Field	Data Type	Text Value	Date Value	Numeric Value	System Value	
Approved Flag	Text	Y				

The AP Workflow in Action: Step 1

Accounts Payable Initiator Starts the Workflow !!

Manage Accounts Payable Vouchers

Identification
Voucher: 352725 Fiscal Year: 2018 Period: 10 Subperiod: 1
Vendor: 210562 Mail Services LLC Terms: NET - 15

Invoice
Number: 1644544-8 TEST Date: 10/15/2018 Amount: 82.11

Discount
Percent: 0.00% Date: 10/15/2018 Amount: 0.00

Account Descriptions
A/P: TELLIGEN TRADE Cash: CASH-WFTELL

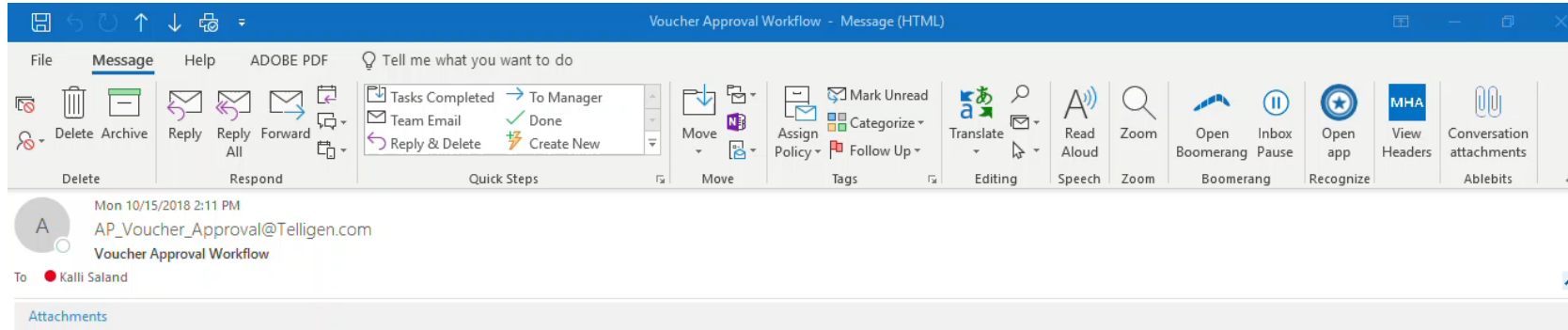
Due
Date: 10/30/2018 Amount: 82.11

Line No	Account	Organization	Project	Proj Acct Abbrev	Cost Amount	Percent	Taxability	Tax/VAT Code	Tax Rate	Sales/VAT Tax
1	860-830-GA	01.01.00	08950.010.00001		82.11	100.00%	N			



Step 2 of the AP Workflow, the GL Team

The GL team receives the Voucher Approval Workflow and takes action from the email.....



Please review the AP voucher workflow and approve or reject it with a rejection reason and comments. Please do not approve the workflow if any changes are needed.

[Click here to open record in Costpoint](#)

Invoice # = 1644544-8 TEST
Invoice Amount = 82.11
Invoice Date = 10/15/2018 12:00:00
Vendor ID = 210562
Vendor Name = Mail Services LLC
Voucher # = 352725

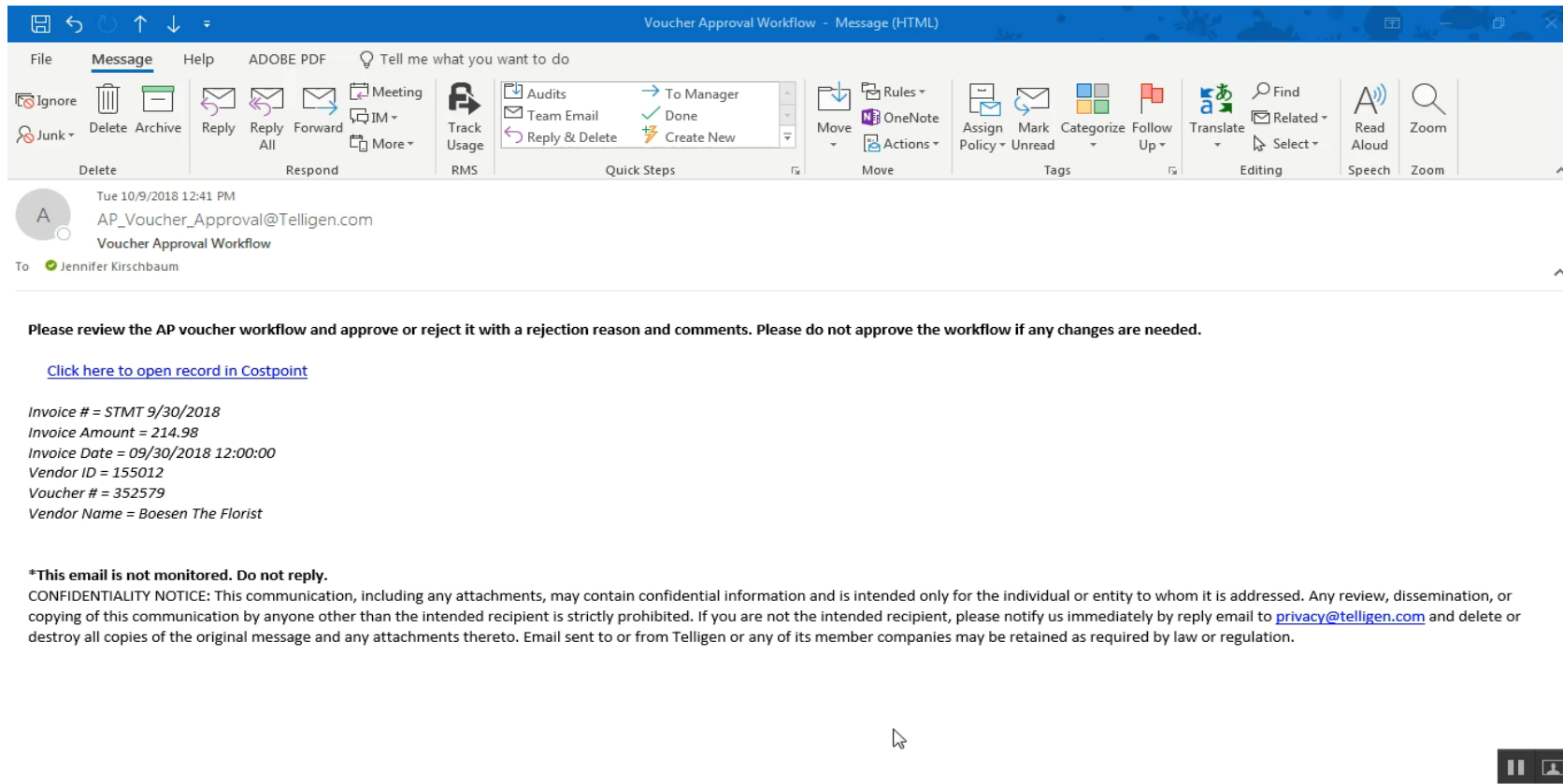
***This email is not monitored. Do not reply.**

CONFIDENTIALITY NOTICE: This communication, including any attachments, may contain confidential information and is intended only for the individual or entity to whom it is addressed. Any review, dissemination, or copying of this communication by anyone other than the intended recipient is strictly prohibited. If you are not the intended recipient, please notify us immediately by reply email to privacy@telligen.com and delete or destroy all copies of the original message and any attachments thereto. Email sent to or from Telligen or any of its member companies may be retained as required by law or regulation.



Final Step of the AP Workflow

The Final Approver receives the Voucher Approval Workflow and also takes action from the email to approve the Accounts Payable voucher/invoice for payment.



The screenshot shows an email client interface with a blue header bar. The title bar reads "Voucher Approval Workflow - Message (HTML)". The ribbon includes "File", "Message", "Help", "ADOBE PDF", and "Tell me what you want to do". The "Message" ribbon has sections for "Delete" (Ignore, Delete, Archive), "Respond" (Reply, Reply All, Forward, Meeting, IM, More), "RMS" (Track Usage), "Quick Steps" (Audits, Team Email, Reply & Delete, To Manager, Done, Create New), "Move" (Move, Rules, OneNote, Actions), "Tags" (Assign Policy, Mark Unread, Categorize, Follow Up), "Editing" (Translate, Find, Related, Select), "Speech" (Read Aloud), and "Zoom" (Zoom). The email content shows a sender profile for "A" (AP_Voucher_Approval@Telligen.com) and a recipient "Jennifer Kirschbaum". The body text includes instructions to review and approve/reject the AP voucher workflow, a link to "Click here to open record in Costpoint", and invoice details: Invoice # = STMT 9/30/2018, Invoice Amount = 214.98, Invoice Date = 09/30/2018 12:00:00, Vendor ID = 155012, Voucher # = 352579, and Vendor Name = Boesen The Florist. A confidentiality notice is at the bottom.

Please review the AP voucher workflow and approve or reject it with a rejection reason and comments. Please do not approve the workflow if any changes are needed.

[Click here to open record in Costpoint](#)

Invoice # = STMT 9/30/2018
Invoice Amount = 214.98
Invoice Date = 09/30/2018 12:00:00
Vendor ID = 155012
Voucher # = 352579
Vendor Name = Boesen The Florist

***This email is not monitored. Do not reply.**

CONFIDENTIALITY NOTICE: This communication, including any attachments, may contain confidential information and is intended only for the individual or entity to whom it is addressed. Any review, dissemination, or copying of this communication by anyone other than the intended recipient is strictly prohibited. If you are not the intended recipient, please notify us immediately by reply email to privacy@telligen.com and delete or destroy all copies of the original message and any attachments thereto. Email sent to or from Telligen or any of its member companies may be retained as required by law or regulation.



See Content Files Linked to a Record

To see all CMS content files attached to the current CP record, complete the following steps:

1. Select a record from the CP application screen (View Voucher History Inquiry for this example)
2. Click Attach

The linked content files table displays, listing all the content files attached to the record. If you select the voucher line and click Attach, you will see the voucher document attached. When you click on the Invoice line, you will see the invoice document attached.

How to View Attached Files Outside a Workflow

The screenshot displays the Costpoint 7.1.1-Telligen/CPPROD web application interface. The browser window shows the URL <http://deltekcpprod:7009/masterPage.htm?1529431938#A0>. The application has a blue header with the text "Telligen" and "Deltek Costpoint". Below the header, there is a navigation bar with "Messages" and "Actions/Reports" tabs. A search bar for applications is present with the placeholder text "Type here to search applications".

The main content area is divided into several sections:

- Accounting:** Includes General Ledger, Accounts Payable (highlighted), Cash Management, and Fixed Assets.
- Projects:** Represented by a calendar icon with the number 31.
- Materials:** Represented by a factory icon.
- People:** Represented by an icon of three people.
- Reports & Analytics:** Represented by a bar chart icon.

On the right side, there are two main categories of options:

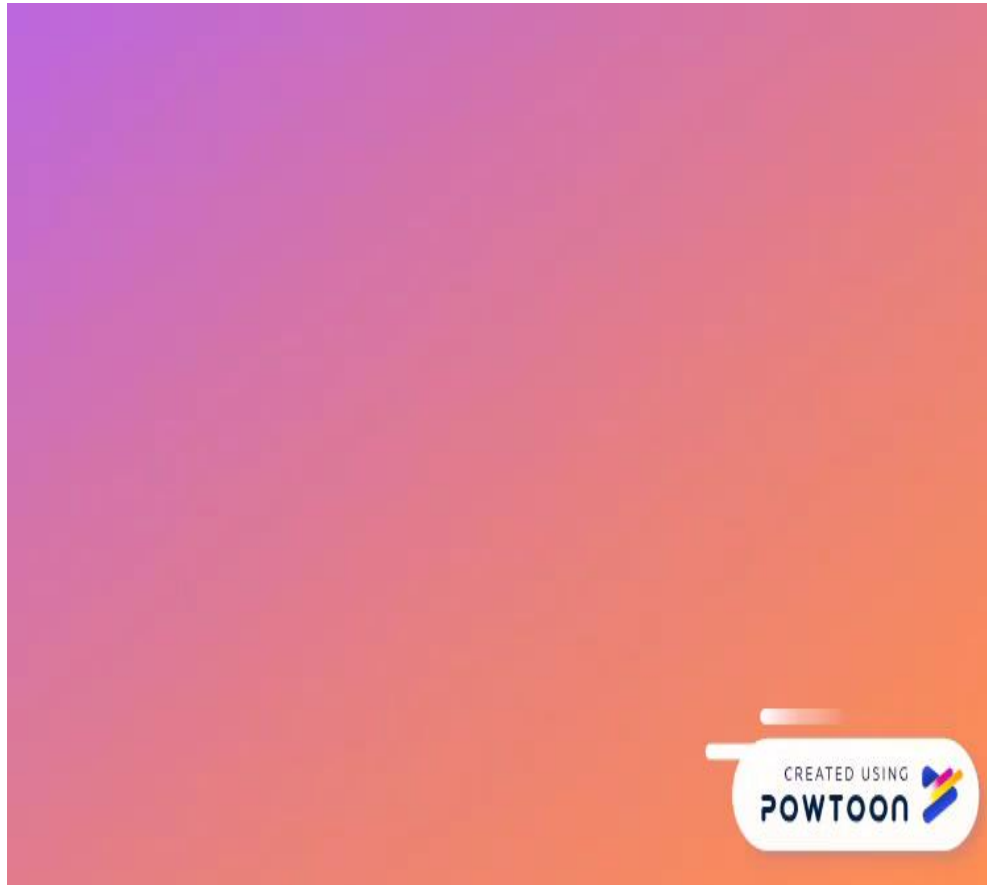
- Reports:** Includes Print Accounts Payable History Report, Print Cash Requirements Report, Print Check Register Report, Print Open Accounts Payable Report, Print Subcontractor Information Report, Print Vendor Bank Information Report, and Print Voucher Register Report.
- Inquiries:** Includes View Check History Inquiry, View Vendor History Inquiry, and View Voucher History Inquiry (highlighted).

The interface also features a top menu with "FILE", "LINE", "OPTIONS", "PROCESS", and "HELP". The bottom right corner contains a small control panel with a play/pause button and a user profile icon.

Overview of the Session

- The purpose of this presentation wasn't to get too technical on how to build/set-up CMI and Workflows but more of an overview of what that process looks like
- We also recommend that if you don't have a test environment, that you utilize Deltek for consultation and assistance with setting up CMI and/or Approval Workflows as the process is a bit complex and we don't recommend experimenting in your production environment
- For us, implementing CMI and Workflows has increased productivity, efficiency and has reduced the need for off-site storage to save records attached in CP via SharePoint

Beth is happier because.....



- She doesn't have to walk around to deliver pink folders
- She doesn't have to wait for Approvers to walk them back to her desk
- The approvals are being done faster since they are automated, quick & easy for the Approver
- She can retrieve the documents in CP instead of a file room in the basement
- She has more time to get other tasks done



QUESTIONS???

For additional questions after the Deltek Insight Conference, feel free to reach out to Kalli Saland at salandk@magellanfederal.com



Deltek INSIGHT > 2019



Next Steps

1. Complete the session survey in the mobile app.
2. Utilize the Post-Event Toolkit to share what you've learned.
3. You can download Continuing Education credit information from your certificate hub link. The link is in the mobile app and will be emailed to you after the conference.

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- Available presentation PDFs are in the Insight Attendee Portal (Schedule Builder) and in the mobile app.
- Online and mobile app access to this year's presentations expires on March 1, 2020.

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