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.

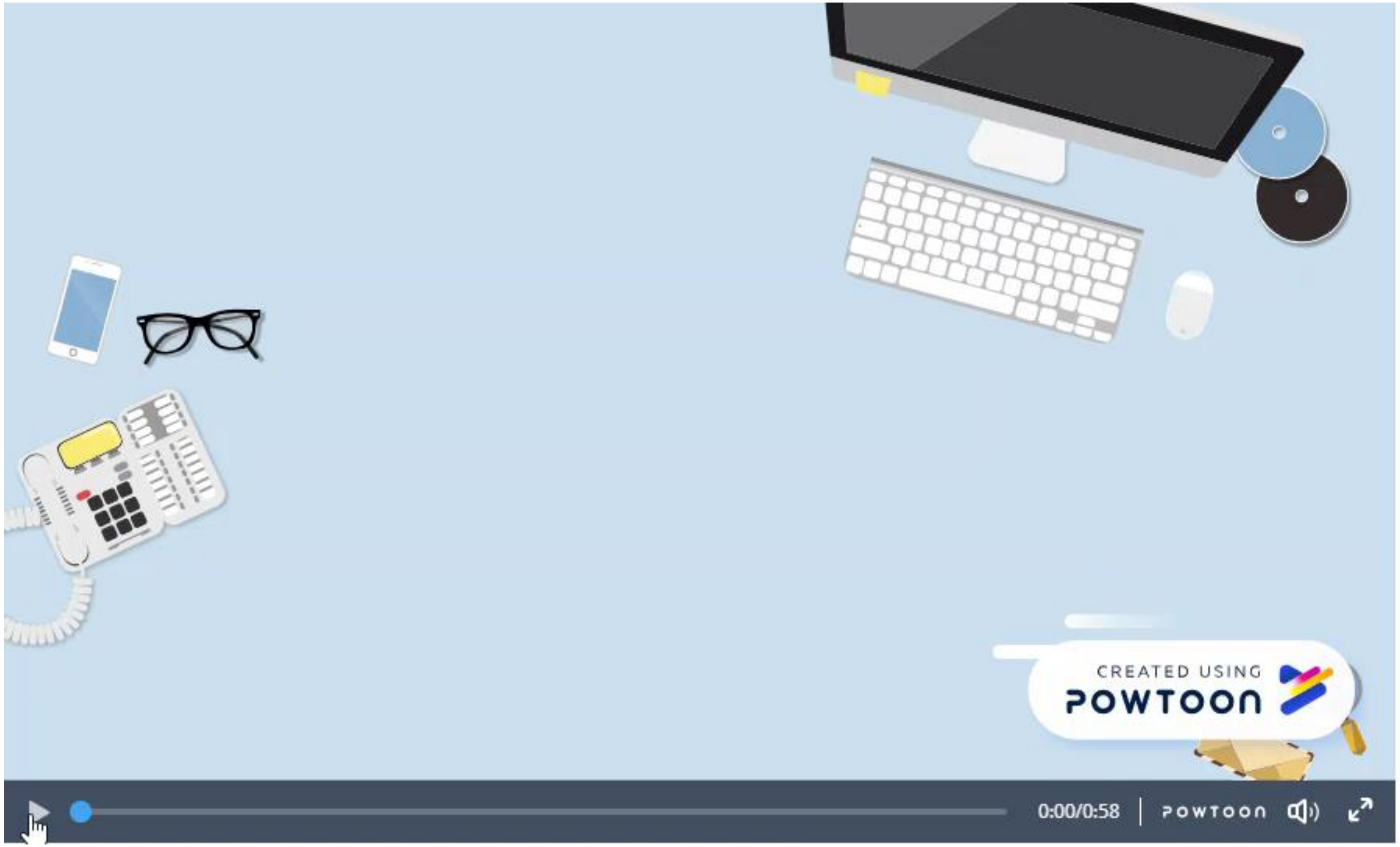
Approval Workflows & CMI

- 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

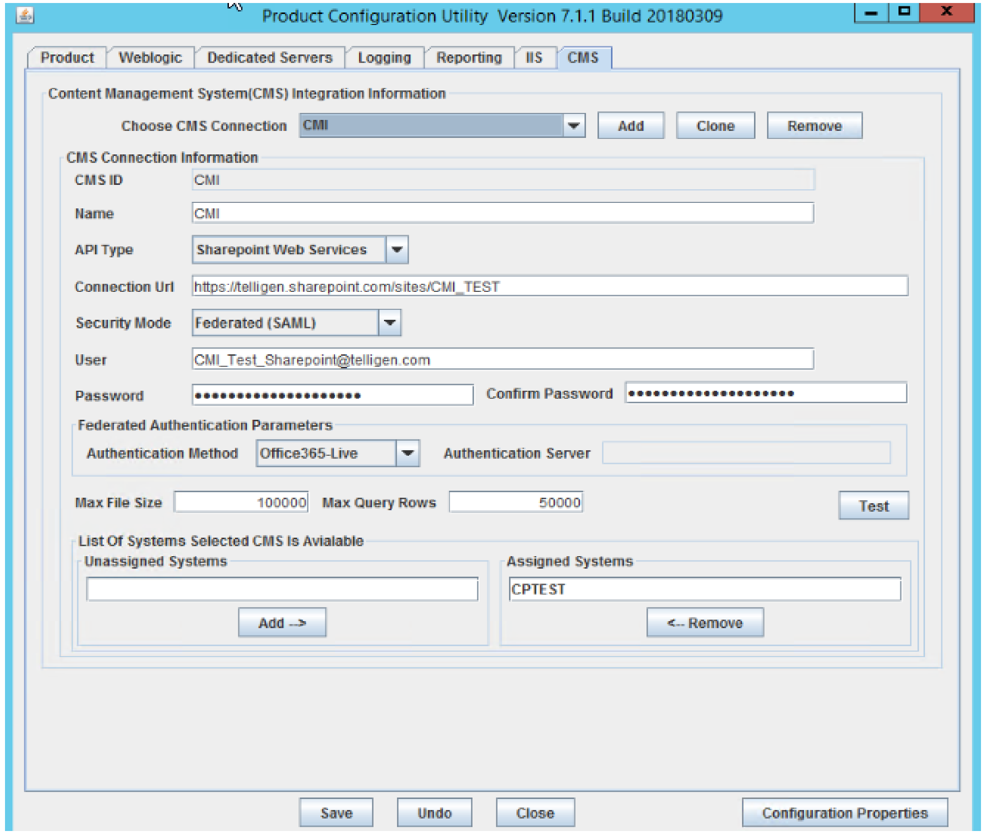
- AP Initiator receives an invoice and enters the invoice into CP
- AP initiator prints the voucher and attaches it to the invoice
- AP initiator puts both into pink folder & walks it to the GL team for review
- GL team reviews, initials, and walks it back to AP initiator
- AP initiator then walks the 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

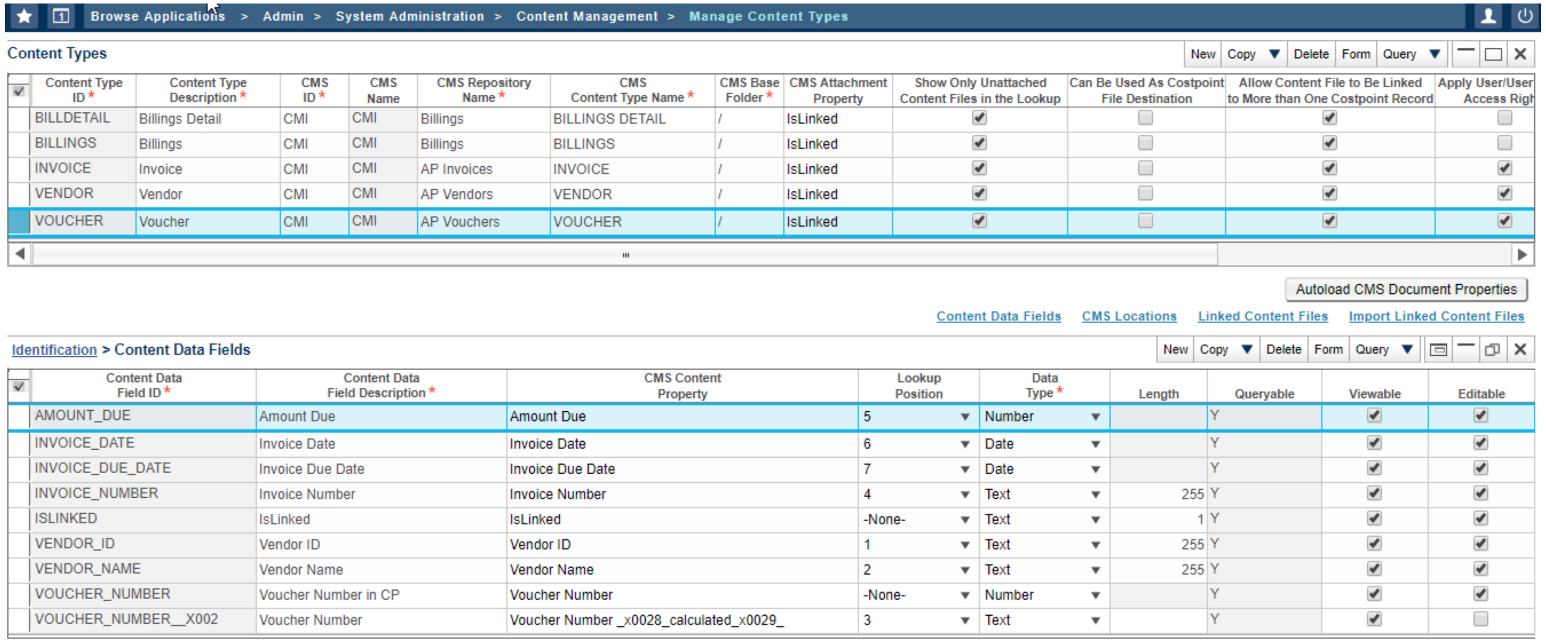
Content Management Integration (CMI)

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).



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

New | Copy | Delete | Form | Query

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/User Access Righ
BILLDETAIL	Billings Detail	CMI	CMI	Billings	BILLINGS DETAIL	/	IsLinked	✔	☐	✔	☐
BILLINGS	Billings	CMI	CMI	Billings	BILLINGS	/	IsLinked	✔	☐	✔	☐
INVOICE	Invoice	CMI	CMI	AP Invoices	INVOICE	/	IsLinked	✔	☐	✔	✔
VENDOR	Vendor	CMI	CMI	AP Vendors	VENDOR	/	IsLinked	✔	☐	✔	✔
VOUCHER	Voucher	CMI	CMI	AP Vouchers	VOUCHER	/	IsLinked	✔	☐	✔	✔

Autoload CMS Document Properties

Content Data Fields CMS Locations Linked Content Files Import Linked Content Files

Identification > Content Data Fields

New | Copy | Delete | Form | Query

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	✔	✔
INVOICE_DATE	Invoice Date	Invoice Date	6	Date		Y	✔	✔
INVOICE_DUE_DATE	Invoice Due Date	Invoice Due Date	7	Date		Y	✔	✔
INVOICE_NUMBER	Invoice Number	Invoice Number	4	Text	255	Y	✔	✔
ISLINKED	IsLinked	IsLinked	-None-	Text	1	Y	✔	✔
VENDOR_ID	Vendor ID	Vendor ID	1	Text	255	Y	✔	✔
VENDOR_NAME	Vendor Name	Vendor Name	2	Text	255	Y	✔	✔
VOUCHER_NUMBER	Voucher Number in CP	Voucher Number	-None-	Number		Y	✔	✔
VOUCHER_NUMBER__X002	Voucher Number	Voucher Number _x0028_calculated_x0029_	3	Text		Y	✔	☐

Content Management Locations and User Groups

Identification > CMS Locations

New Copy Delete Form Query

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

New Copy Delete Form Query

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

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
APMVCHR	Manage Accounts Payable Vouchers	APMVCHR_VCHRHDR	Enter A/P Vouchers	INVOICE	Invoice	✔	✔
APMVCHR	Manage Accounts Payable Vouchers	APMVCHR_VCHRHDR	Enter A/P Vouchers	VOUCHER	Voucher	✔	✔
APMVCHRA	Approve Vouchers	APMVCHRA_VCHR_DTL	Approve Vouchers Details	INVOICE	Invoice	☐	☐
APMVCHRA	Approve Vouchers	APMVCHRA_VCHR_DTL	Approve Vouchers Details	VOUCHER	Voucher	☐	☐
APMVEND	Manage Vendors	CPMVEND_VEND	Basic Info	VENDOR	Vendor	✔	✔

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
INVOICE_DUE_DATE	Invoice Due Date	✔	✔	DUE_DT	Invoice Due Date	Date		Y	Y	Due Date	DUE_DT
AMOUNT_DUE	Amount Due	✔	✔	INVC_AMT	Amount Due	Number		Y	Y	INVC_AMT	INVC_AMT
INVOICE_DATE	Invoice Date	✔	✔	INVC_DT	Invoice Date	Date		Y	Y	Invoice Date	INVC_DT
INVOICE_NUMBER	Invoice Number	✔	✔	INVC_ID	Invoice Number	Text	255	Y	Y	Invoice	INVC_ID
VOUCHER_NUMBER	Voucher Number in CP	✔	✔	VCHR_NO	Voucher Number	Number		Y	Y	Voucher	VCHR_NO
VENDOR_ID	Vendor ID	✔	✔	VEND_ID	Vendor ID	Text	255	Y	Y	&CPT.VEND&	VEND_ID
VENDOR_NAME	Vendor Name	✔	✔	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

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
APMVCHR	Manage Accounts Payable Vouchers	APMVCHR_VCHRHDR	Enter A/P Vouchers	INVOICE	Invoice	✓	✓
APMVCHR	Manage Accounts Payable Vouchers	APMVCHR_VCHRHDR	Enter A/P Vouchers	VOUCHER	Voucher	✓	✓
APMVCHRA	Approve Vouchers	APMVCHRA_VCHR_DTL	Approve Vouchers Details	INVOICE	Invoice		
APMVCHRA	Approve Vouchers	APMVCHRA_VCHR_DTL	Approve Vouchers Details	VOUCHER	Voucher		
APMVEND	Manage Vendors	CPMVEND_VEND	Basic Info	VENDOR	Vendor	✓	✓

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
INVOICE_NUMBER	Invoice Number	✓	✓	INVC_ID	Invoice Number	Text	255	Y	Y	Invoice	INVC_ID
AMOUNT_DUE	Amount Due	✓	✓	TRN_DUE_AMT	Amount Due	Number		Y	Y	Trans Due Amt	TRN_DUE_AMT
VOUCHER_NUMBER	Voucher Number in CP	✓	✓	VCHR_NO	Voucher Number	Number		Y	Y	Voucher	VCHR_NO
VENDOR_ID	Vendor ID	✓	✓	VEND_ID	Vendor ID	Text	255	Y	Y	&CPT.VEND&	VEND_ID
VENDOR_NAME	Vendor Name	✓	✓	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 De in this Application/Re
APQVCHRH	View Voucher History Inquiry	APQVCHRH_VCHRHDRHS_CHILD	Voucher History Table	INVOICE	Invoice		
APQVCHRH	View Voucher History Inquiry	APQVCHRH_VCHRHDRHS_CHILD	Voucher History Table	VOUCHER	Voucher		
APQVENDH	View Vendor History Inquiry	APQVENDH_VCHRHDRHS_VENDVCHR	Vendor Voucher table	INVOICE	Invoice		
APQVENDH	View Vendor History Inquiry	APQVENDH_VCHRHDRHS_VENDVCHR	Vendor Voucher table	VOUCHER	Voucher		
BLMGBILL	Manage Standard Bills	BLMGBILL_BILLEDITINVCHDR	Edit Standard Bills	BILLINGS	Billings	✓	✓

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	✓	✓	INVC_AMT	Amount Due	Number		Y	Y	Func Invoice Amount	INVC_AMT
INVOICE_NUMBER	Invoice Number	✓	✓	INVC_ID	Invoice Number	Text	255	Y	Y	Inv No	INVC_ID
VOUCHER_NUMBER	Voucher Number in CP	✓	✓	VCHR_NO	Voucher Number	Number		Y	Y	Vchr	VCHR_NO
VENDOR_NAME	Vendor Name	✓	✓	VEND_NAME	Vendor Name	Text	255	Y	Y	&CPT.VEND& Name	VEND_NAME

Content Slide Title

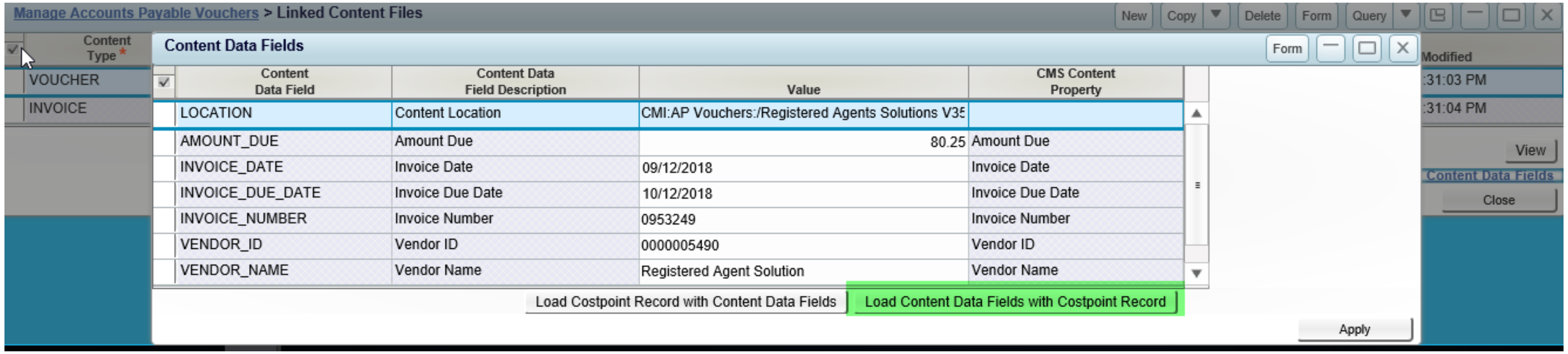
- After you have set up the integration between a Costpoint application/screen and SharePoint, you can begin attaching documents from SharePoint to Costpoint records. The Attach button will now display on the toolbar of any application screen that is configured to work with SharePoint.

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.



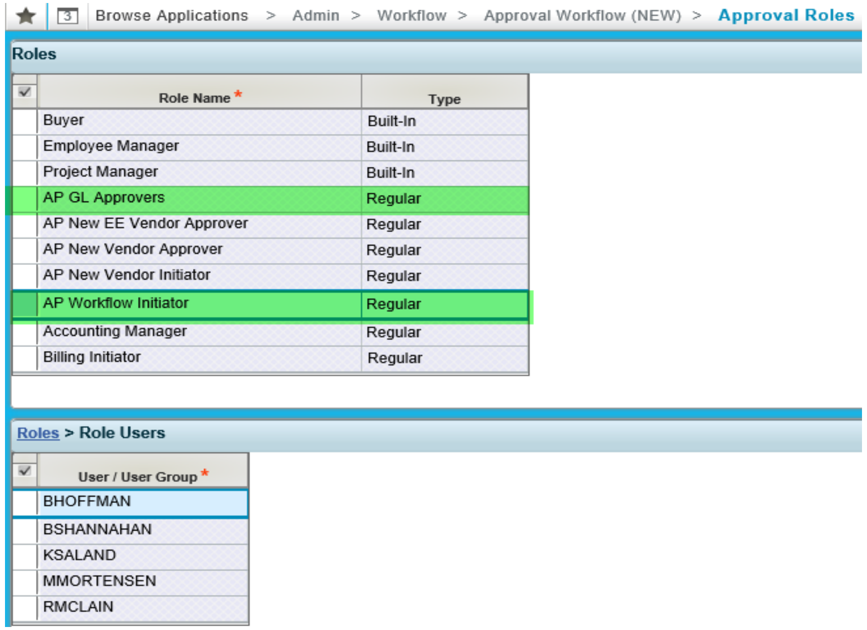
Overview of the Workflow Approval (WFA) Functionality

- 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.



Reject Codes

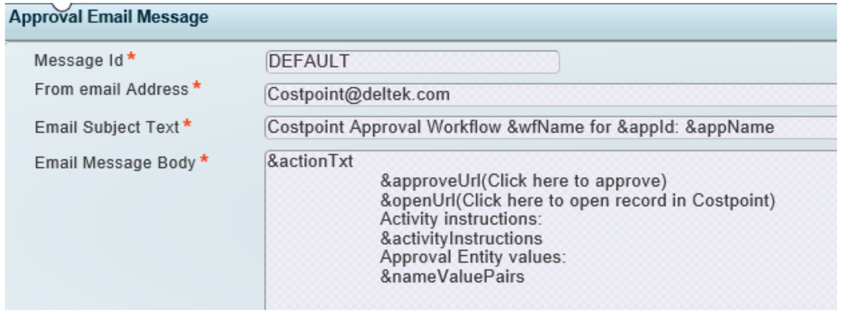
- Use the Reject Codes application screen to add codes for rejecting approval workflows
- Existing codes display when you open this screen
- You can delete existing lines, modify existing lines, or create new codes for all possible reject reasons
- Codes on this screen can be selected on the Approval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

Reject Codes

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

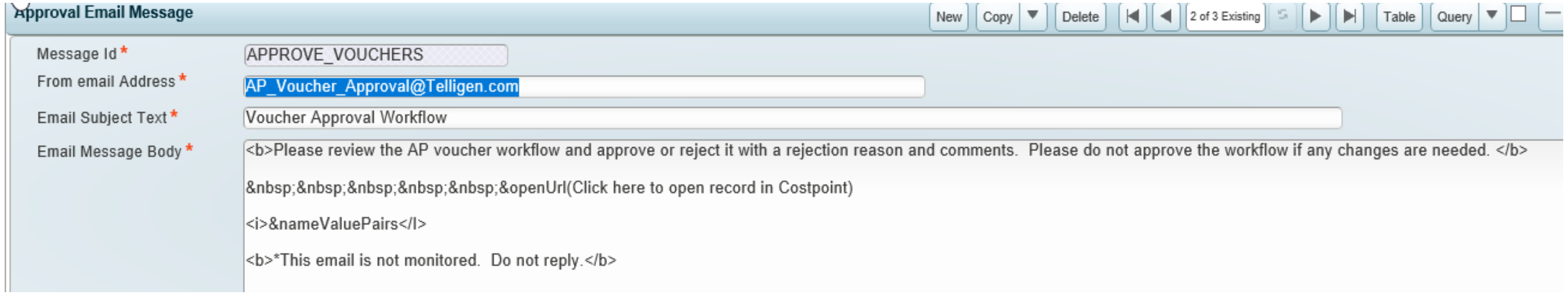
Approval Email Message

Use the Approval Email Message application screen to define the template for email notifications. Below is the default email.



We created a custom email and removed the “Click here to approve” link

to ensure Approvers are viewing the documents before approving.



Custom Email

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

Wed 10/3/2018 1:07 PM

A

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

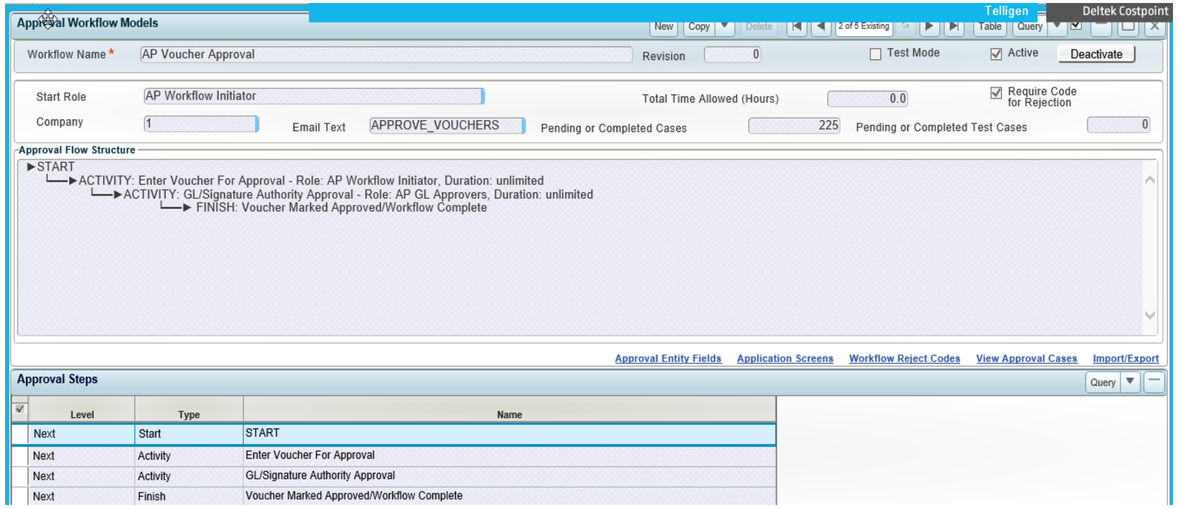
Invoice # = 56665B
Invoice Amount = 126.08
Invoice Date = 09/28/2018 12:00:00
Vendor ID = 0000003860
Voucher # = 352506
Vendor Name = Universal Printing Servic

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.

<u>**The logical order for creating a new approval workflow model is:**</u>

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*



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.

Approval Workflow Models > Approval Entity Fields

New | Copy | Delete | Query

Entity Field Name *	Data Type *	Include in Email
Approved Flag	Text	☐
Approver User ID	Text	☐
Entered By	Text	☑
Entry Date	Date	☑
Fiscal Year	Text	☑
Invoice #	Text	☑
Invoice Amount	Number	☑
Invoice Date	Date	☑
IsLinked	Text	☐
Period	Number	☑
Terms	Text	☑
Vendor ID	Text	☑
Vendor Name	Text	☑
Voucher #	Number	☑

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

New Copy Delete 1 of 2 Existing Table Query

Application * APMVCHR Manage Accounts Payable Vouchers

Result Set (Screen) * APMVCHR_VCHRHDR Enter A/P Vouchers

☑ Workflow Start Screen ☑ Lock Actions and Subtasks

Approval Screen Fields Conditions

Close

Approval Workflow Models > Application Screens > Approval Screen Fields

New Copy Delete Query

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

New Copy Delete 2 of 2 Existing Table Query

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

New Copy Delete Query

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

	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

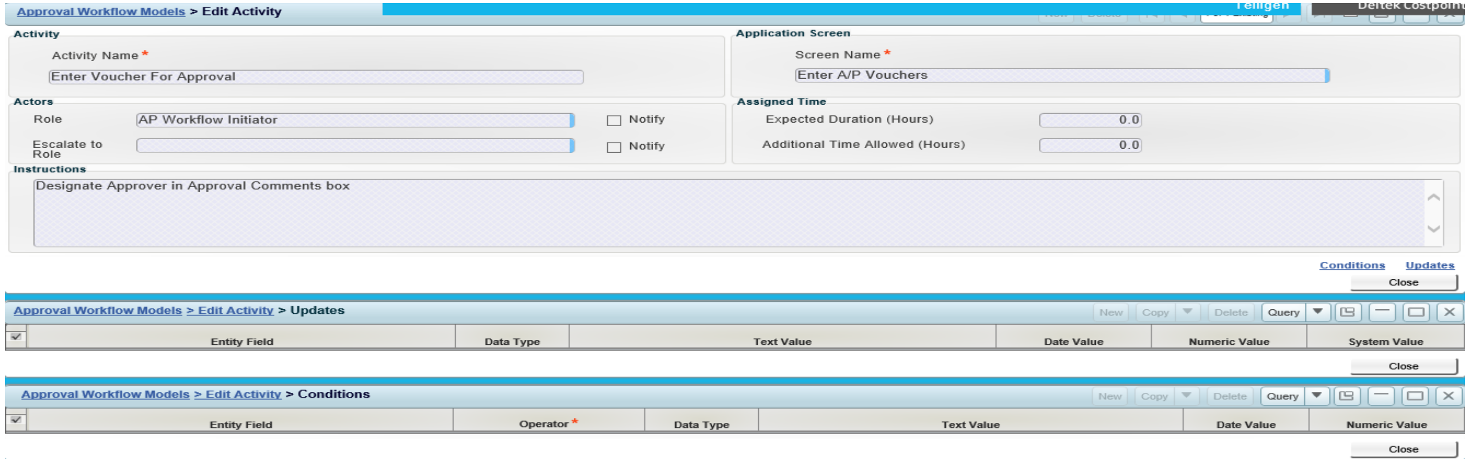
Configure Approval Steps

Configure the Approval Steps of the workflow

Approval Steps

Level	Type	Name
Next	Start	START
Next	Activity	Enter Voucher For Approval
Next	Activity	GL/Signature Authority Approval
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.



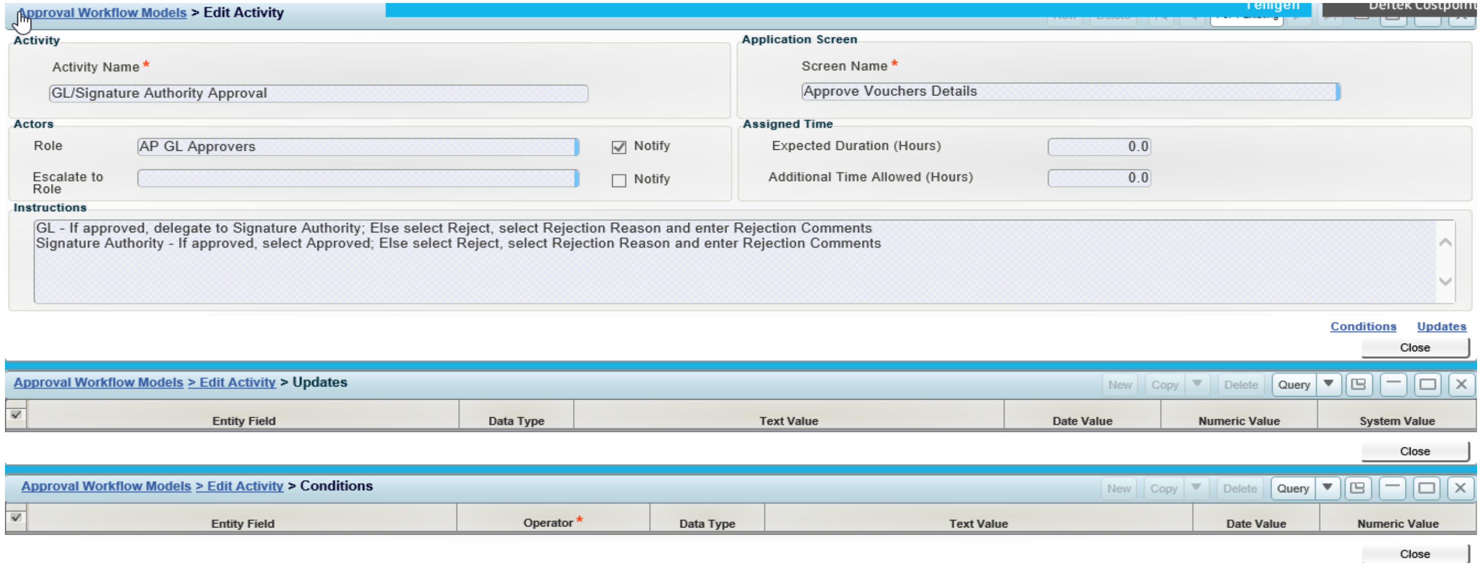
Next Steps in the AP Workflow

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

Approval Steps

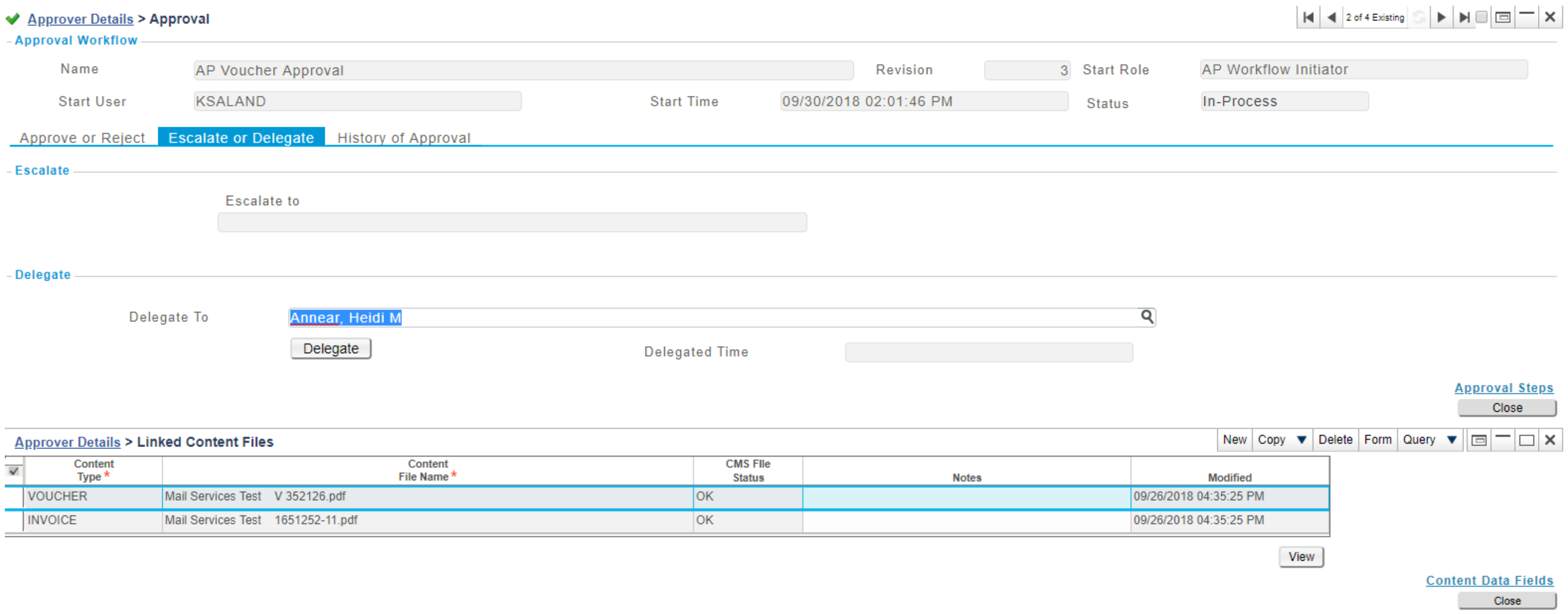
Level	Type	Name
Next	Start	START
Next	Activity	Enter Voucher For Approval
Next	Activity	GL/Signature Authority Approval
Next	Finish	Voucher Marked Approved/Workflow Complete

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.



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.



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

New Delete 1 of 1 Existing

Name: Voucher Marked Approved/Workflow Complete

Type: Finish

Updates

Close

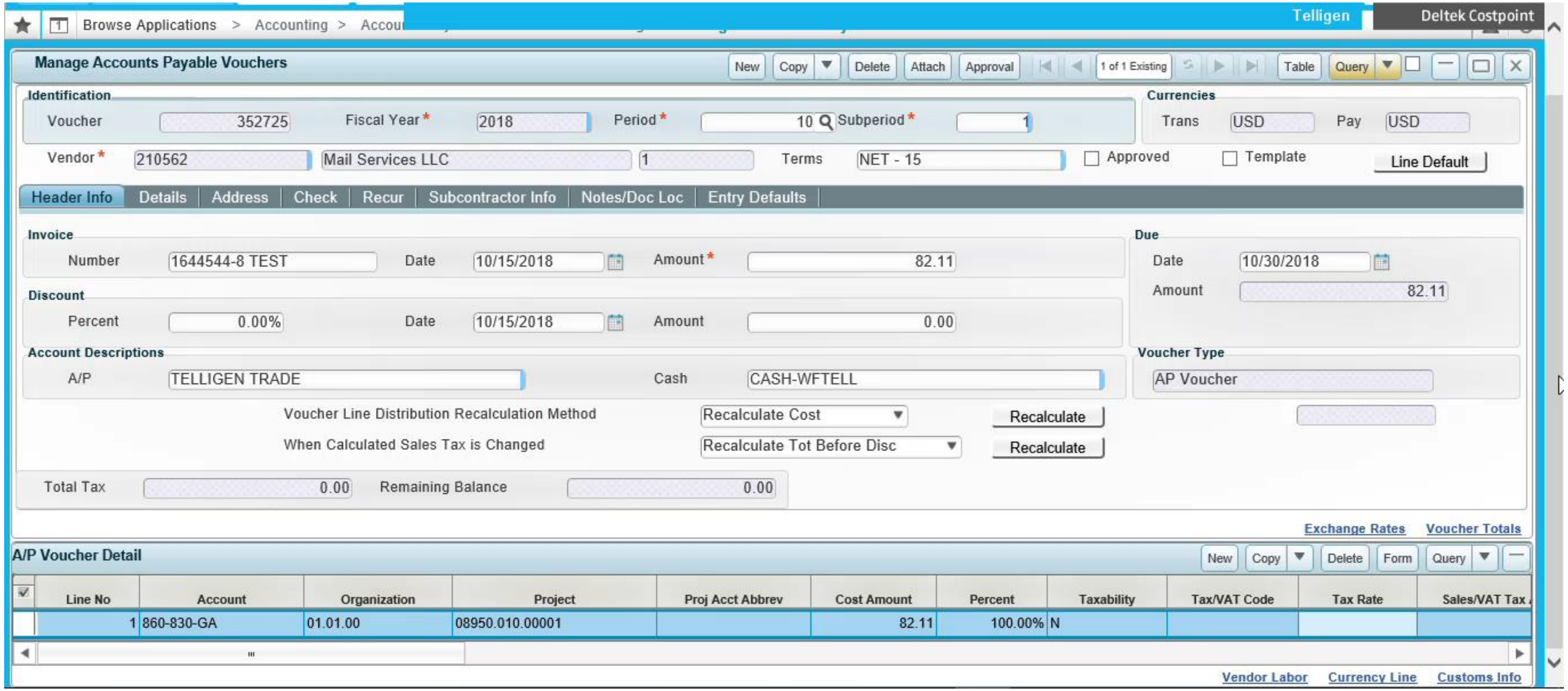
Approval Workflow Models > Edit Node > Updates

New Copy Delete Query

Entity Field	Data Type	Text Value	Date Value	Numeric Value	System Value
Approved Flag	Text	Y			

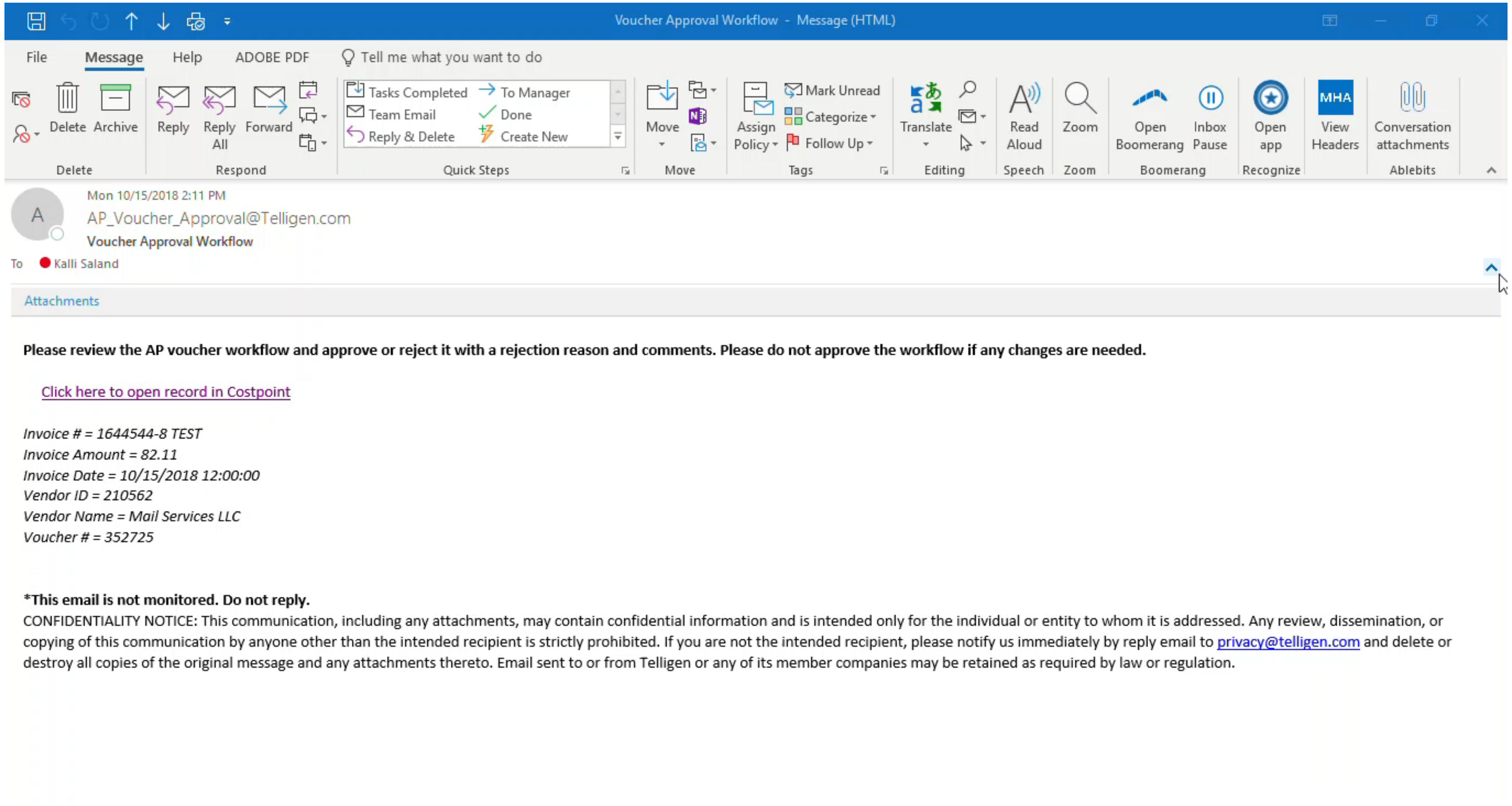
The AP Workflow in Action: Step 1

Accounts Payable Initiator Starts the Workflow !!



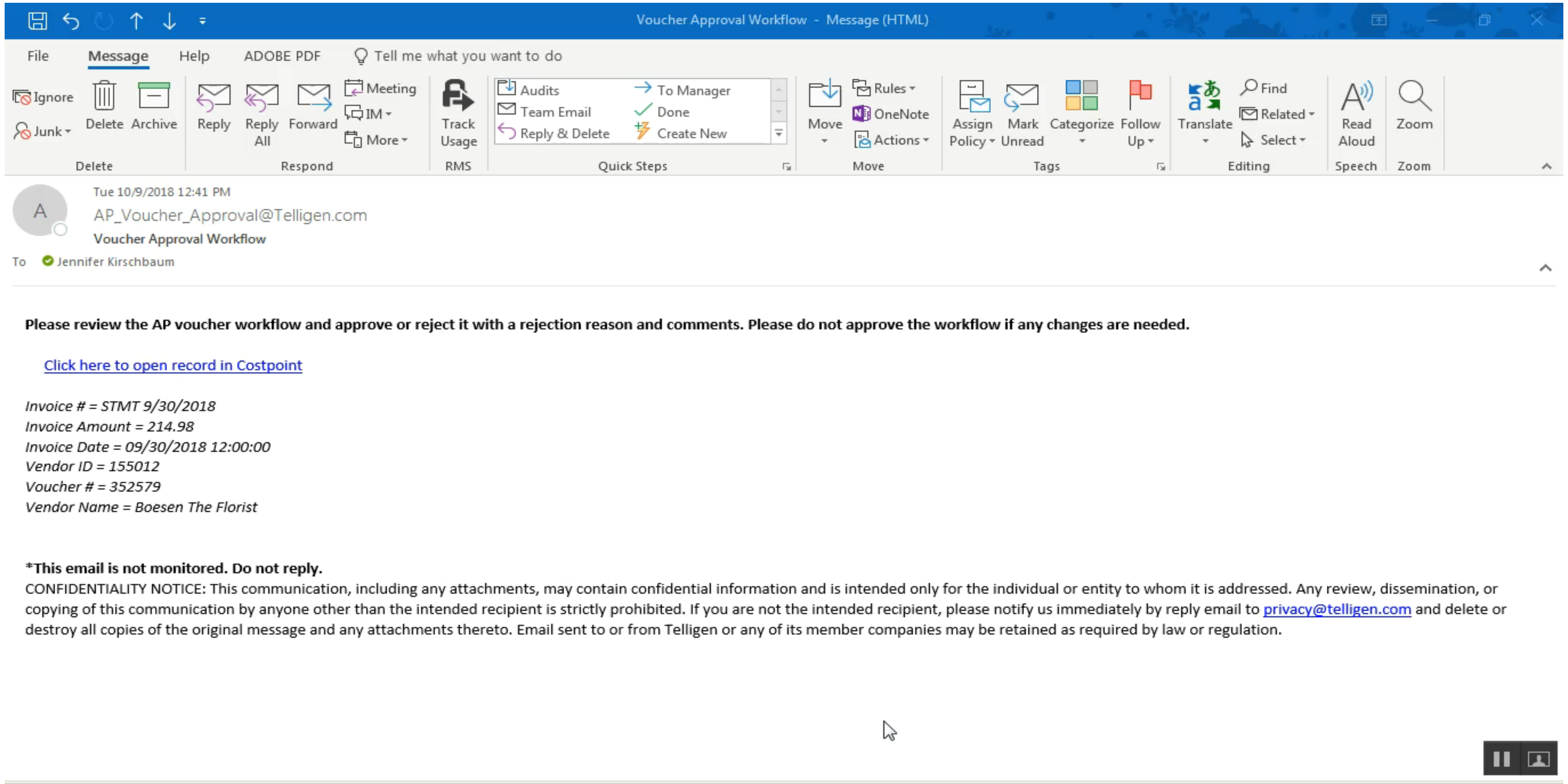
Step 2 of the AP Workflow, the GL Team

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



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.



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.**

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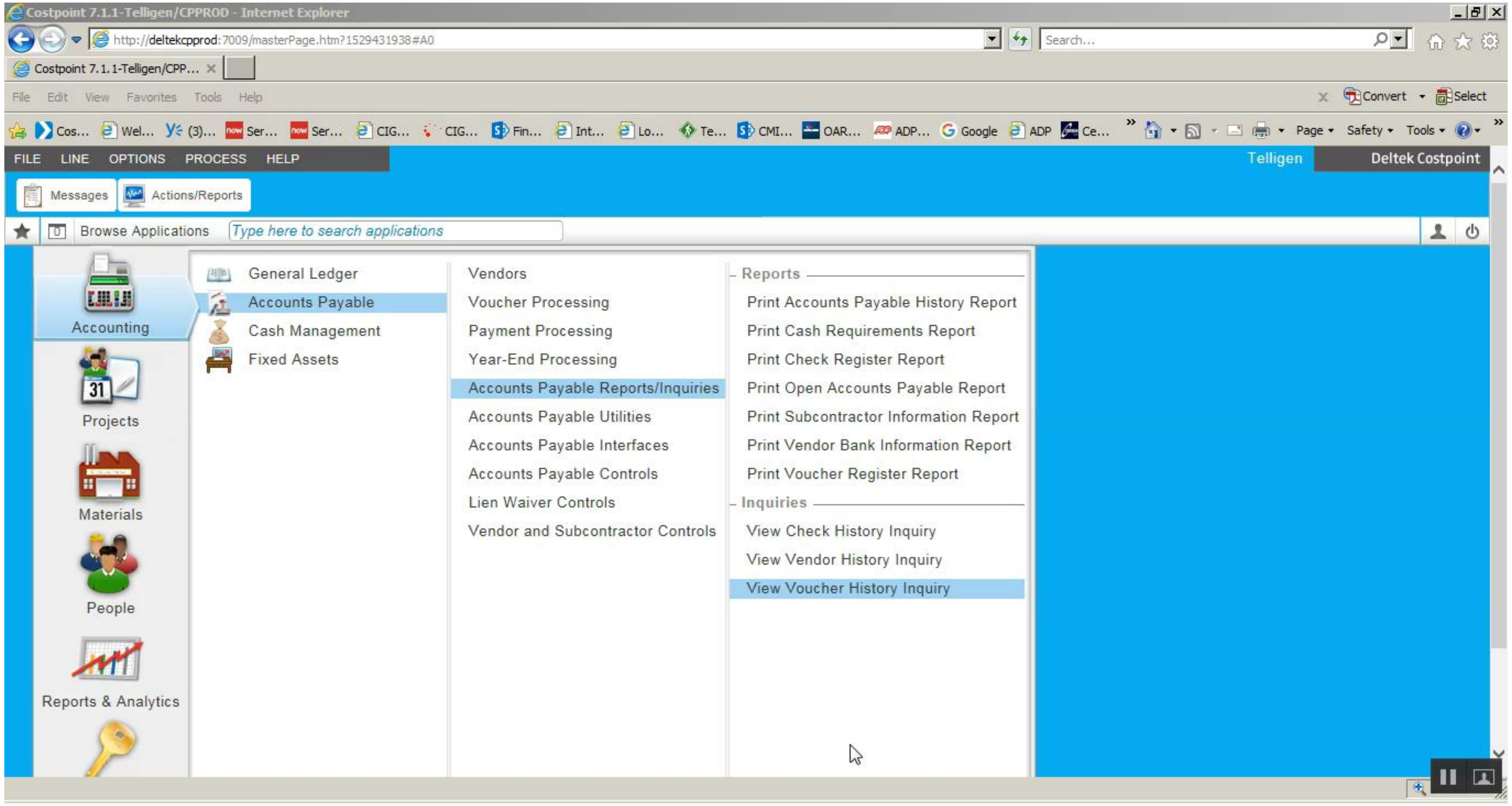
See Content Files Linked to a Record

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.

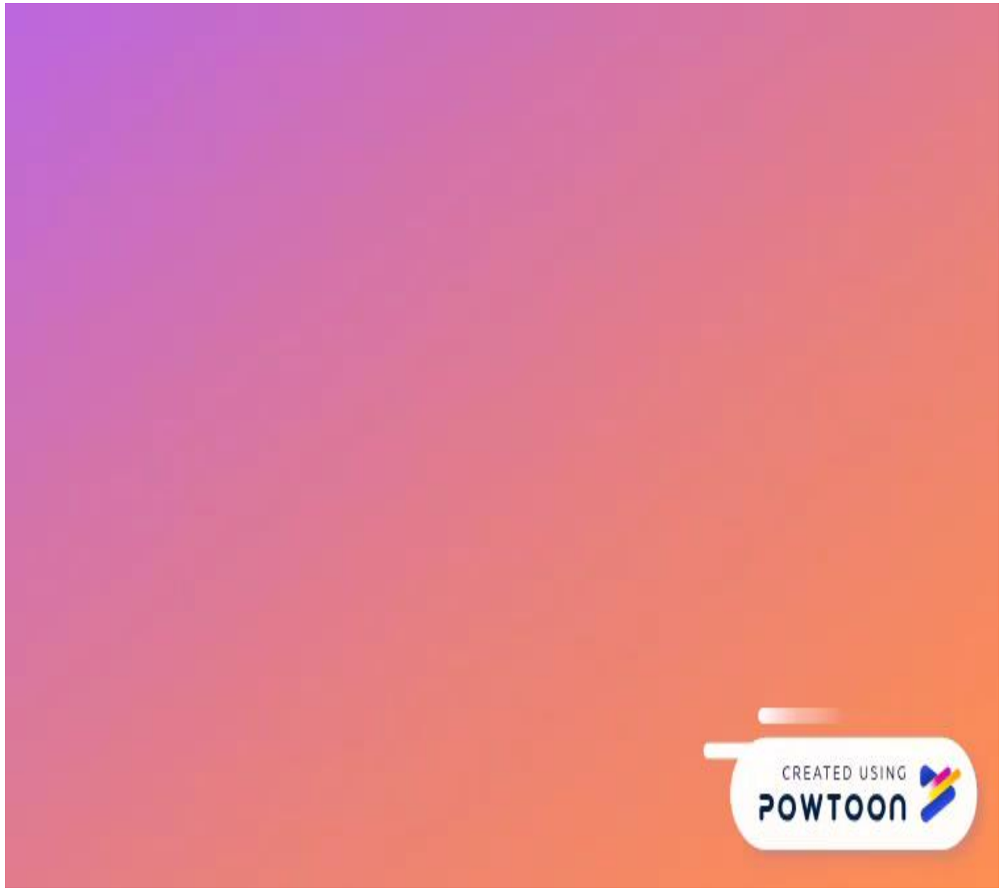
How to View Attached Files Outside a Workflow



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.
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- Online and mobile app access to this year's presentations expires on March 1, 2020.

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