Finance Program Meeting Notes – Automated Workflow

Finance Program Phase Two - May 8th

**Automated Workflow Working Group**

**Room:** Strand Hall - 3171  
**Date:** 8 May 2017  
**Start:** 1:00pm  
**End:** 2:15pm

**In Attendance**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Janet Back</td>
<td>Susanne Stockdill</td>
<td>Jimmy Wong</td>
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<tr>
<td>Luciana Rad</td>
<td>Eugene Ko</td>
<td>Kari Sampson</td>
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<tr>
<td>Kamal Dhiman</td>
<td>Sabina Diaconescu</td>
<td>Lesley Dougans</td>
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<tr>
<td>Lisa Rein</td>
<td>Cal Smith</td>
<td>Wendy Unger</td>
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<tr>
<td>Sandra Price</td>
<td>Monique Ataei</td>
<td>Lulu Bersamira</td>
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<td>Stephanie Sauro</td>
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**Agenda**

1. Welcome
2. Report from members on their department consultation
3. Updates from project team to members
4. New business/ question discussion with members
5. Meeting Recap

**Discussion**

**Member Consultation Updates**

**Roles:**

- For Fund 11, reviewer may be the initiator.
- Managers, reviewers and Faculty Assistants need to see purchase requisitions regardless of who initiated.
- Financial Assistants need to see the transaction. Currently, they only will they be able to see if they have financial authority.
- Overall, they need to see requisitions but do not need to review/approve.
- Users should not receive an email for each attachment. Prefer to get email to approve the transaction.
- Emails should have headings and subject lines which distinguish it from spam mail.
- Security is required so others can see transaction they did not submit/review or approve.
## Discussion

- Row level security is required so others can see transactions they did not submit/review or approve.

### Email Approvals:
- Delegate is restricted by Fund and project.
- Structure SAM and Database: Project team needs to consider 31, 32, 36, 35, 12, 21, and 25.

### Attachments:
- Users should click a link of their email to navigate to a page which requires users to sign in.

## Project Update

### Provisional Delegates:
- All expenses must have reviewers
- Review has to approve each coding (each split line). Each line has to be sent to its reviewer (each expense claim line).
- For Fund 11 (not research 31) it is recommended to pool account holder and when they are unavailable for the reviewer/delegate approvers.

## The Approval Big Picture

- Project team: Let us know if you have any suggestions or improvements to make the diagram understandable to the community.
- Group: expressed interest in getting more training to understand the allocation of approvals and how they work with dollar limits.

## Workflow Approval Roles

- Project team asked group if they have any suggestions or change of language for the diagram.

## Implementation Approach

- Project team expressed we heard going live in September is not favorable.
## Discussion

<table>
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<th>Todays discussions</th>
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<td>Reviewers: Are department reviews optional or mandatory?</td>
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**Depends on Funs and Type of transaction**

- Reviewers: What is the process to nominate and maintain reviewers for each portfolio?

**SAM does not hold viewers**

- Approvals: Should users be able to approve workflow using their phone or tablets?
- Tablets are not critical. Approvals need to align to policy (in terms of security).
- It doesn’t matter: shouldn’t be done through a button on email.
- Training for deans every 3 years is needed.

**Escalations**

- Suzanne expressed it is a fine line- Susanne to go to group and get back to workgroup with feedback.
- Need to clarify why something has been sent back with comments.
- Out of office? Delegating is still to be investigated.

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<th>Action</th>
<th>Who</th>
<th>When</th>
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<tr>
<td>Review the “Approval Big Picture” diagram and let us know of any suggestions.</td>
<td>Working group</td>
<td>Before or by next meeting</td>
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<tr>
<td>Review the “Workflow Approval Roles” diagram and let us know if it is unclear or of any suggestions.</td>
<td>Working group</td>
<td>Before or by next meeting</td>
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