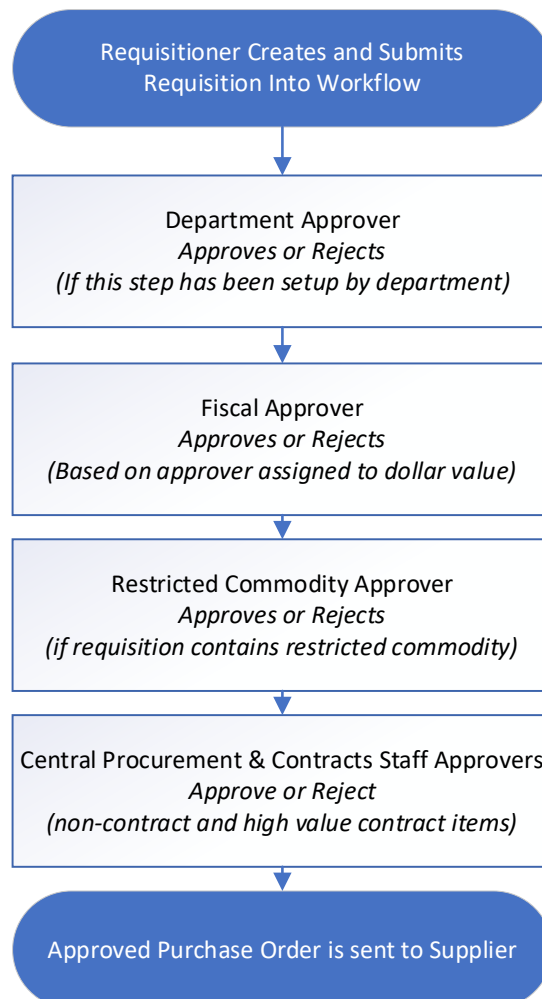# BobcatBuy

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Quick Reference Guide Workflow

What is workflow?

"Workflow" refers to the automatic and manual approvals which happen in Oracle after a requisition is submitted in order to ensure appropriate authorization of purchases by designated department staff, restricted commodity approvers and central procurement staff. This guide focusses on providing information on department level approval responsibilities and options to aid departments in making decisions on how they manage department level approval structures.

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┌─────────────────────────────────────────┐
│  Requisitioner Creates and Submits       │
│  Requisition Into Workflow               │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  Department Approver                     │
│  Approves or Rejects                     │
│  (If this step has been setup by department) │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  Fiscal Approver                         │
│  Approves or Rejects                     │
│  (Based on approver assigned to dollar value) │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  Restricted Commodity Approver           │
│  Approves or Rejects                     │
│  (if requisition contains restricted commodity) │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  Central Procurement & Contracts Staff Approvers │
│  Approve or Reject                       │
│  (non-contract and high value contract items) │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  Approved Purchase Order is sent to Supplier │
└─────────────────────────────────────────┘
```

*Adhoc approvers can also be manually added be any approver in which case the adhoc approver is added as the

next approver once added.

Who manages workflow assignments?

Chief Administrative Officers (CAO) are responsible for coordinating assignment of approvers for their departments per the existing delegations and business processes determined by their Dean or Division Head. Certain roles also require Division head approval to be documented on the workflow update request.

Changes to Department and Fiscal Approver assignments in workflow are requested by submitting the "User Access Provisioning" request form located on the DFA website at https://dfa.ucmerced.edu/servicenow in the Financial Systems Support tile. The "Oracle Procurement Access Request Form" located here https://dfa.ucmerced.edu/content/fss-user-access-provisioning-request must be signed and attached to the User Provisioning Form when submitted. Once the form is submitted it is routed to the proper approval workflow and then updated in Oracle.

Helpful Tips

- When possible, approver roles should be assigned directly to the department head or CAO who has responsibility and authority to approve purchases. This streamlines the process and reduces manual work performed outside of the system.
- It is recommended that only one Approver be assigned to any step or dollar level at any given time. If more than one Fiscal Approver is set up within any given workflow step, all approvers will have to approve the requisition prior to it moving to the next approval step.
- When removing a fiscal approver, a separate form assigning the replacement approver should be submitted at the same time to avoid requisitions being delayed because no approver is assigned to a required approval step. If no approver is assigned to a step, the requisition will remain in pending approval status until a new approver is assigned. Once assigned, the requisition needs to be withdrawn and resubmitted by the requester.
- For departments who must manage complex procurement requirements, the department CAO can work with CBS2 leadership to assign a CBS2 staff member to the department approval step to assist in ensuring other approvals and necessary documentation are attached to each purchase prior to review by the fiscal approver.

Visibility into workflow

Oracle gives the Requisitioner and Approvers full visibility into which workflow steps will be triggered for each requisition depending on what item(s) are being purchased, the level of authority of the individual submitting the requisition and dollar value of the order and other relevant factors.

Example: If the item(s) you are purchasing contain a hazardous material, you might see that this order will route to an Environmental Health & Safety (EH&S) representative for approval prior to purchase. This occurs in order to ensure appropriate licenses are in place for the items being purchased as well as to ensure EH&S is aware of what is being purchased/shipped to our Campus and which item(s) may need special handling, storage planning, or disposal tracking.

Approval timing

Seconds after a Requisitioner places an order, workflow begins. Automated validation steps occur within seconds and staff and faculty assigned as approvers can approve from their desktop or email; if they need to drill into the requisition for detailed information approvers can log into the Oracle platform to see all relevant details of the order and approve.

Who is required to approve?

Multiple approvals may be required, depending on the characteristics of the order being placed. Examples of Approver types and review reasons are listed below.

Department Approval (Optional)

Department Approvers are an optional step which departments may choose to utilize if an additional approver is required in their workflow within their department. If a Department Approver is not assigned, requisitions for that department will skip to the next approval step. Once assigned, a Department Approver must approve all orders within their department, there is no possibility to assign Department Approvers by dollar threshold or commodity.

Examples of when a department may need to use a Department Approver in order to have an additional individual approve orders include:

- Review of requisitions for requirements the department has put in place unique to that department.
- Assigning an individual to verify accounting and any other necessary information prior to the Fiscal Approver approving the order for complex departments.
- Review for specific departmental budgets and related criteria, etc.

Fiscal Approval (Required for all Requisitions)

- The Fiscal Approver is ultimately responsible for determining whether the order should be approved or not and then approves or rejects the order as appropriate. The fiscal approver authorizes the use of the requested funds for the requested purchase and ensures they are being used in a fiscally responsible manner and within budget and in compliance with all applicable policy requirements.

- Fiscal Approvers are assigned at the department level and can be assigned by predetermined dollar thresholds for each department.

- Fiscal Approvers can be assigned by dollar threshold to help expedite lower dollar purchases while ensuring higher level review of high value orders. Available approval thresholds per department:
  - $0 - $499.99
  - $500 - $4999.99
  - $5,000 - $9,999.99
  - $10,000 - $49,999.99
  - $50,000 +

- If the same individual is assigned as both the Department Approver and any of the Fiscal Approver Levels they will need to approve the same requisition twice, once at the Department Approval stage and then again for the Fiscal Approval stage. While this is allowed, it is not recommended as it causes the same approver to be required to approve the same order twice.

Restricted Commodity Approval Steps

A number of steps exist to ensure review by appropriate offices responsible for ensuring requirements

related to the procurement of hazardous material, chemicals, live animals and other restricted commodities. These steps are automatically triggered based on commodity and pertinent similar factors.

Ad Hoc Approver

Any Approver listed within workflow on a specific requisition may add up to one additional Ad Hoc Approver on an order that they are reviewing.

- The Approver will still need to approve but the order will then route to the additional Approver before continuing with workflow steps triggered by the system.
- Adding an Ad Hoc Approver will not replace any other Approvers. This step simply adds an additional Approver, if and as needed on an individual order basis. This may be useful in rare cases when a specific order has a unique attribute that requires another individual to review.
- Any active Oracle user can be added as an additional Approver.