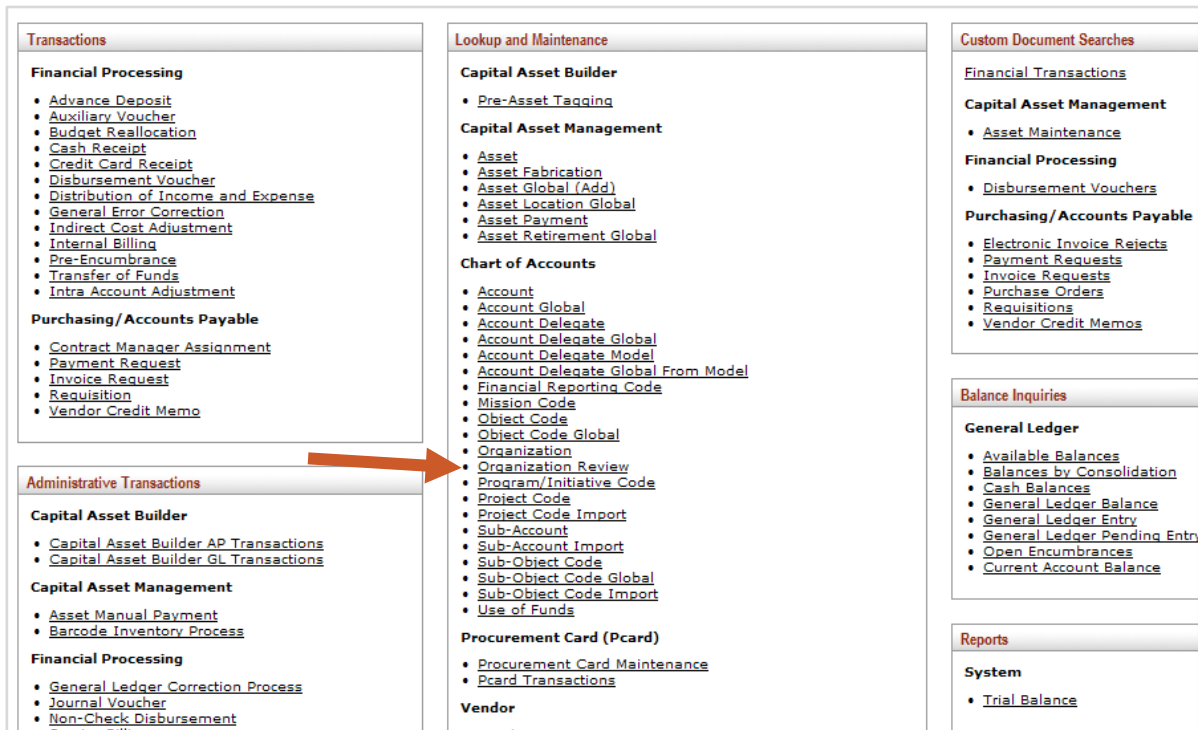




Implementing Organization Review for PCard Transactions

Overview: Fiscal officers or those with a financial document preparer role in KFS may set up an approval workflow via Organization Review as part of a PCard compliance plan. Organization review occurs after FO approval of PCard transaction eDocs (PCDO). Per PCard policy, PCDO eDocs need to be fully routed and approved—including Organization Review steps—within 45 days of the eDoc’s created date.

1. Log in to ebs.msu.edu and click the **Financial System** tab.
2. In the Lookup and Maintenance column, click the **Organization Review** link under the section titled Chart of Accounts.



3. In the Organization Review Lookup screen, select **Create new**.



The screenshot shows the 'Organization Review Lookup' form. Fields include: Document Type (with a search icon), Chart Code (MS - MICHIGAN STATE UNIVERSITY), Organization Code, Responsibility Center Code, Reports to Organization, Principal Name, Namespace, Role Name, Group Namespace, Group Name, Delegate (radio buttons for Yes, No, Both), and Active Indicator (radio buttons for Yes, No, Both). At the bottom are 'search', 'clear', and 'cancel' buttons.

4. In the Document Overview tab, enter the eDoc description and explanation.

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5. In the Organization Review tab:

- a. Enter the unit's Organization Code.
- b. Select the Document Type search icon.
 - i. In the Document Type Lookup screen, enter "pcdo" into the Name line and click **Search**.
 - ii. Select **Return Value** on the search result line.
 - iii. **Note:** The Review Type line of this tab will automatically update to **Organization Accounting Only** once the PCDO document type is entered.

Document Type Lookup * required field

Parent Name:	<input type="text"/>
Name:	<input type="text" value="pcdo"/>
Label:	<input type="text"/>
Id:	<input type="text"/>
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

Return Value	Id	Name	Parent Name	Label	Active Indicator	Application ID
return value	3624524	PCDO	FP	Procurement Card	Yes	KFS (Inherited from Parent)

c. Under the Assignee/Delegation tab update the following fields as needed:

- i. **From Amount and To Amount:** Add a "minimum" eDoc dollar amount in the From Amount field and/or a "maximum" eDoc dollar amount in the To Amount field. If left blank, PCDO eDocs will always route to the assignee(s) following FO approval, regardless of eDoc dollar amount.
 1. **Note:** These amounts are for the entire amount of an eDoc, and one eDoc may contain multiple PCard transactions.
- ii. **Accounting Line Override Code:** Limit the types of routed transactions to those with the selected override code, including:
 1. Expired account (EXP_ACCT)
 2. Non-budgeted object code (NON_BDG_OBJ)
 3. Transaction exceeded remaining budget (TRAN_EXCD_REM_BDG)
 4. Non-fringe account (NON_FR_ACCT)
- iii. **Principal Name:** Individual person the Organization Review step would be assigned to.
- iv. **Role Name:** Role type the Organization Review step would be assigned to.
- v. **Group Name:** Group of employees the Organization Review step would be assigned to.
 1. **Note:** Either the principal name, role name, or group name field must be completed.
- vi. **Action Type Code:** The action the assignee will need to take on PCDO eDocs routed as part of the Organization Review. Can be either: approve (the eDoc will not proceed from this step until the assignee has approved), FYI, or acknowledge.
- vii. **Priority Number:** The order of Organization Review assignees eDocs will route through following the fiscal officer. If left blank, all assignees will receive the eDoc at once following FO approval.



- viii. **Force Action:** If the assignee is the initial router of the eDoc, the Organization Review will still route to them. Must be checked in order for an entire assigned group to receive the Organization Review if one member of the group initiated the eDoc or took action as the FO.
- ix. **Active From Date and Active To Date:** The start date (Active From Date) or end date (Active To Date) of this workflow. Active From Dates cannot be retroactive, but can be either today's date or a future date. Active To Dates can be set to a future date, left blank, or set as 12/31/9999.
- d. Add Notes and Attachments or Ad Hoc Routing to the Organization Review eDoc as appropriate.