

# BUDGET JOURNAL WORKFLOW TRAINING

## General Profile Set Up for email notifications

### Testing Environment

- Userids and password
- Database – FSRPT (<http://my.uh.edu/fsrpt>)

### Testing Scenarios

- Dept User – Budget Office
  - Recycle
  - Deny
  - Approve & post
- Dept User – Coll/Div User – Budget Office
  - Recycle
  - Deny
  - Approve & post
- Dept User – Coll/Div User – Provost – Budget Office
  - Recycle
  - Deny
  - Approve & post
- Budget Journal with posting error
  - Dept User – Budget Office
  - Dept User – Coll/Div User – Budget Office

### Workflow Queries

- UHS\_BUDGET\_WKFLW\_APPR\_HIST – Lists the approval history for a budget journal including approval status, approval userids and date/time stamp.
- UHS\_BUDGET\_WORKFLOW – Lists budget journals by approval status and date.
- UHS\_BUDGET\_WORKFLOW\_LIST – Provides a list of user roles for budget journal workflow.