

**Work Instruction**

**ZAPPS - Display Approver/Reviewer Responsibilities (Document)**

**ZAPPS**

**Purpose**

Use this procedure to list the approver or reviewer responsibilities for an area of the university or for a specific user ID.



Approvers and reviewers are both types of workflow agents. The term agent will appear in this document to generically refer to both approvers and reviewers.

**Trigger**

Perform this procedure when you want to know:

- The approver or reviewer for a specific fund or funds center. All funds centers must have a departmental approver assigned. The assignment of a departmental reviewer is optional.
- All of the workflow responsibilities for a specific user ID. For example, if an agent is terminating from the university, you will need to check their workflow responsibilities so new agent(s) may be assigned to those responsibilities.

**Prerequisites**

Anyone who is set up as a departmental approver must meet the requirements set forth in policy FI0150.



For more information on policy FI 0150, see the university's policy website, <http://www.tennessee.edu/policy> and select the link for "Fiscal Policies".

**Menu Path**

Use the following menu path to begin this transaction:

- Select **IRIS Reporting** → **Workflow** → **ZAPPS - Display Approver/Reviewer Responsibilities** to go to the *Display Approver/Reviewer Responsibilities* screen.

**Transaction Code**


**ZAPPS**

**Helpful Hints**

- Approval/review responsibilities are established at the funds center level. Because many people are more familiar with fund values (e.g., the departmental cost center), the **ZAPPS** transaction allows selection by fund. The transaction uses the specified fund to identify the appropriate funds center in order to report workflow responsibilities by funds center.



If you know the fund, **ZAPPS** is a quick way to find the funds center value.

Type the fund value in the *Fund* field. Press  **(Enter)**. The funds center value will then be displayed in the *Funds Center* field.

- It is recommended that you always select the option  **Show Substitutes** to see all persons who may be able to act upon work items for the funds centers listed in the report.
- After displaying the workflow assignments for a particular funds center or user, you may find that you need to request a new approver or reviewer. Use the **ZSEDEPTAUTH000 – Departmental User Request** transaction in IRIS to submit a request for a new agent.

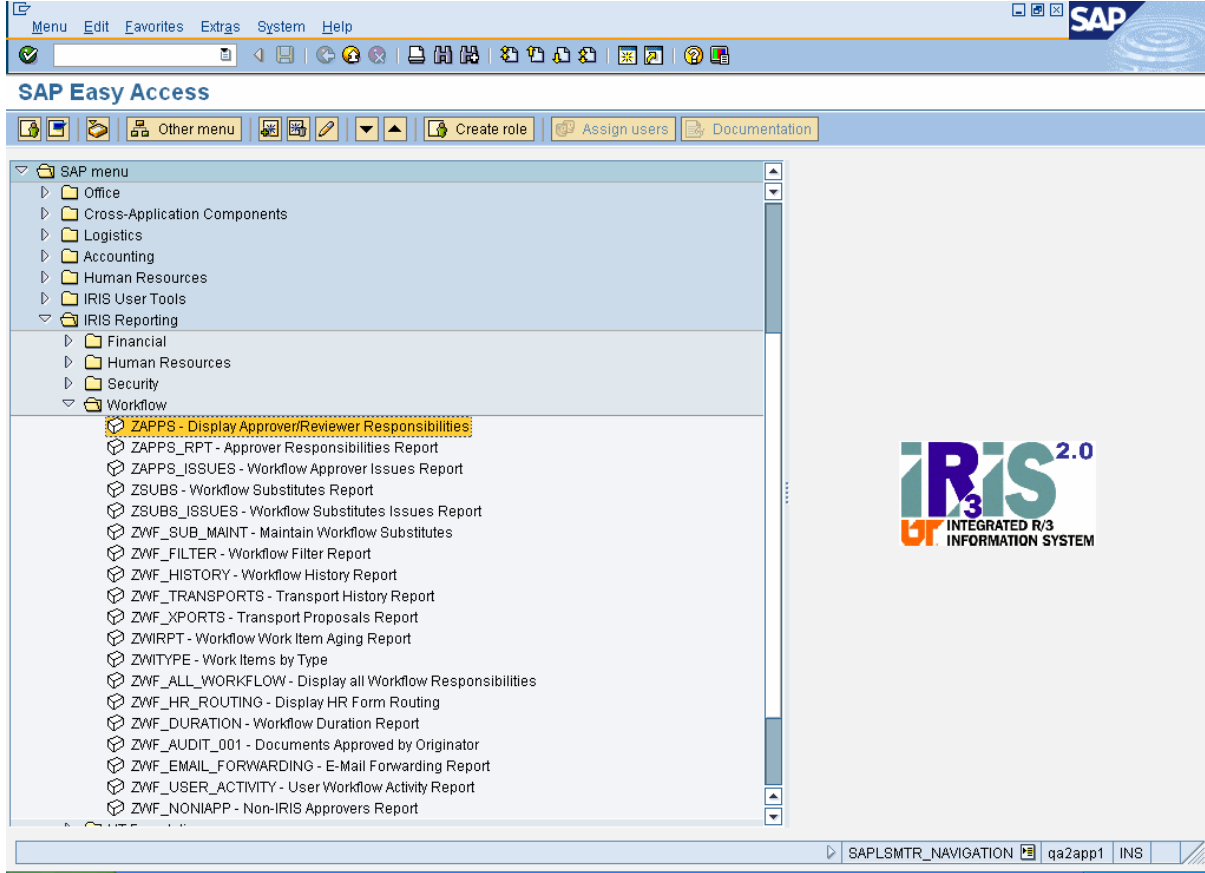


See the “ZSEDEPTAUTH000 – Requesting IRIS Access” lesson for details on requesting departmental access for a user.

## Procedure

1. Start the transaction using the menu path or transaction code.

### SAP Easy Access



2. Double-click **ZAPPS - Display Approver/Reviewer Responsibilities**. The *Display Approver/Reviewer Responsibilities* screen will be displayed as shown below.

## Display Approver/Reviewer Responsibilities

**3.** Perform one of the following:



If you wish to display	Go To
Agents for a specific area of the university	<a href="#">Step 4</a>
Responsibilities for a particular user	<a href="#">Step 5</a>

4. This step provides the instructions for listing workflow agents for a particular area of the university.

4.1 Complete either of the following fields:



All departmental workflow assignments are by funds center. However, if you don't know the funds center, you may instead enter a fund and the report will determine the funds center. You do NOT need to enter both a funds center and a fund.

Field Name	R/O/C	Description
Funds Center	C	Organizational unit above fund, arranged in a hierarchical structure of department, college, vice chancellor, budget entity, and university levels. A funds center is an organizational division that is responsible for preparing and monitoring budgets for one or more funds. <b>Example:</b> U020001015
Fund	C	A separately budgetable source of money. Can be either a cost center or a WBS element.  If you do not know the fund, click  ( <b>Matchcode</b> ) to search for it. <b>Example:</b> E020115

4.2 Perform one of the following:

If you wish to see a list of persons who	Then
Can approve items for the department	Select <input checked="" type="radio"/> Department Head Approvers
Review work items before they route to the departmental approver	Select <input checked="" type="radio"/> Department Reviewers



Approvers and reviewers are both types of workflow agents. The term agent will appear in this document to generically refer to both approvers and reviewers.

**4.3** Click  Show Substitutes to show personal substitutes set up by the agent.

Afterwards, the box will appear checked:  Show Substitutes .



It is recommended that you always select  Show Substitutes to display any substitutes for the agent. This will indicate who may be able to act upon work items in the absence of the regular agent.

The completed selection screen shown below will produce a listing of the approver(s) for the funds center containing fund E020115, and it will list the substitute(s) for the approver(s).

### Display Approver/Reviewer Responsibilities

The screenshot shows the SAP selection screen for 'Display Approver/Reviewer Responsibilities'. The window title is 'Display Approver/Reviewer Responsibilities'. The 'Parameters' section contains: Funds Center (empty), Fund (E020115), User ID (empty), and As of Date (10/29/2008). The 'Responsibilities' section contains: Department Head Approvers (selected), Department Reviewers (unselected), Show Substitutes (checked), Show Non-IRIS Approvers (unchecked), ABAP List Output Format (selected), and ALV Grid Output Format (unselected). The SAP logo is visible in the top right corner of the window.

**4.4** Click  (**Execute**). The *Display Approver/Reviewer* results screen will be displayed as shown below.

## Display Approver/Reviewer Responsibilities

The screenshot shows the SAP interface for the 'Display Approver/Reviewer Responsibilities' report. The title bar includes 'List Edit Goto System Help' and the SAP logo. The report header displays the following information:

Report: ZWF_APPROVER_RESP	The University of Tennessee	Page: 1
User: SMCNEIL	Approver Responsibility Report	Date: 07/02/2008
Sys/CInt: QA2/300	Approvers for a Funds Center	Time: 11:48:40


The report content shows the Funds Center: U020001015 Research administration. A table lists the approver and their substitutes:

ID	Name
MICKEY	Mickey Mouse
	Substitute: BBUNNY      Bugs Bunny
	Substitute: EFUDD      Elmer Fudd

3 entries found

The status bar at the bottom shows 'ZAPPS qa2app1 INS'.

In this example, Mickey Mouse is the only approver for the *Research Administration* funds center. However, Mickey has two personal substitutes. Bugs Bunny and Elmer Fudd can both act upon work items on Mickey Mouse's behalf.

- 4.5** Click  **(Back)** to return to the *Display Approver/Reviewer Responsibilities* selection screen. At this point, you can enter requirements to run another listing.

## Display Approver/Reviewer Responsibilities

The screenshot shows the SAP ZAPPS - Display Approver/Reviewer Responsibilities interface. The window title is "ZAPPS - Display Approver/Reviewer Responsibilities". The menu bar includes "Program", "Edit", "Goto", "System", and "Help". The toolbar contains various icons for navigation and actions. The main content area is divided into two sections: "Parameters" and "Responsibilities".

**Parameters**

Funds Center	<input type="text" value=""/>
Fund	<input type="text" value=""/>
User ID	<input type="text" value=""/>
As of Date	<input type="text" value="10/29/2008"/>

**Responsibilities**

Department Head Approvers  
 Department Reviewers

Show Substitutes  
 Show Non-IRIS Approvers

ABAP List Output Format     ALV Grid Output Format

The status bar at the bottom right shows "ZAPPS", "dv2app1", and "INS".


5. This step will provide instructions to produce a listing of all responsibilities for a particular user.



In the previous example, a choice was made to select either “Approver” or “Reviewer” responsibilities. When running the report based on *User ID*, it is not necessary to choose a particular type of agent. All of the user’s workflow responsibilities will be displayed regardless of the type chosen. If the agent has workflow responsibilities other than departmental approver or reviewer, those responsibilities will be shown as well. An example of another type of responsibility that might be shown is a college level reviewer or approver for processing HR e-forms.

- 5.1 Complete the following field:

Field Name	R/O/C	Description
User ID	R	The unique identifier for an IRIS user. <b>Example:</b> MICKEY

- 5.2 Click  Show Substitutes to show personal substitutes set up by the agent. Afterwards, the box will appear checked:  Show Substitutes .
- 5.3 Click  (**Execute**). The *Display Approver/Reviewer* results screen will be displayed as shown below.

## Display Approver/Reviewer Responsibilities

The screenshot shows the SAP interface for the report 'Display Approver/Reviewer Responsibilities'. The report header includes the following information:

- Report: ZWF\_APPROVER\_RESP
- User: SMCNEIL
- Sys/CInt: QA2/300
- The University of Tennessee
- Approver Responsibility Report
- Responsibilities for a User
- Page: 1
- Date: 06/20/2008
- Time: 10:18:39

Below the header, the user information is displayed:

User ID: MICKEY      Mickey Mouse  
 Substitute: BBUNNY      Bugs Bunny  
 Substitute: EFUDD      Elmer Fudd

Value	Description	Role	Description	Validity Period	Responsibility
U020001015	Research administration	AC90100009	Department Head	08/09/07-12/31/9999	<a href="#">RY50000469</a>
U020043095	Research Lab Support	AC90100009	Department Head	07/30/01-12/31/9999	<a href="#">RY50001890</a>

4 entries found

The bottom status bar shows: SAPMSSY0    qa2app1    INS

This example shows that Mickey Mouse has department head approver responsibilities for two funds centers: *Research Administration* and *Research Lab Support*.

Mickey's two personal substitutes are displayed in the header area of the report. Both Bugs Bunny and Elmer Fudd can act upon work items on Mickey's behalf.

- 5.4**      Click  (**Back**) to return to the *Display Approver/Reviewer Responsibilities* selection screen.

## Display Approver/Reviewer Responsibilities

Parameters

Funds Center

Fund

User ID

As of Date


Responsibilities

Department Head Approvers  
 Department Reviewers

Show Substitutes  
 Show Non-IRIS Approvers

ABAP List Output Format  ALV Grid Output Format

ZAPPS dv2app1 INS

6. Click  (**Back**) to return to the *SAP Easy Access* screen.
7. You have completed this transaction.

### Result

You have produced (1) a list of the workflow agents for a funds center which includes the personal substitutes for the agents and/or (2) a list of all workflow responsibilities for a particular agent/user.

### Comments



For assistance, please contact the IRIS Helpdesk at [irishelpdesk@tennessee.edu](mailto:irishelpdesk@tennessee.edu).