**Work and Asset Management, V2.1.1**

**5.8.1.3 WAM.v2.1.Manage Approvals**

Creation Date: November 23, 2015

Last Updated:

1. **Title, Subject, Last Updated Date, Reference Number**, **and** **Version** are marked by a Word Bookmark so that they can be easily reproduced in the header and footer of documents. When you change any of these values, be careful not to accidentally delete the bookmark. **You can make bookmarks visible by selecting Tools->Options…View and checking the Bookmarks option in the Show region.**
2. To add additional approval lines, press [Tab] from the last cell in the table above.

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## Brief Description

**Business Process: 5.8.1.3 WAM.v2.1.Manage Approvals**

**Process Type: Sub-Process**

**Parent Process: 5.8.1 WAM.v2.1.Manage Work and Work Orders**

**Sibling Processes: 5.8.1.5 WAM.v2.1.Report Time and Manage Timesheets, 5.8.1.6 WAM.v2.1.Report and Manage Equipment Usage and Other Direct Charges (ODC), 5.8.1.2 Manage Work Orders**

This process gets initiated when a WAM Authorized user sends a request for approval, as a part of Work Order process, Time Sheets entry process, Report and manage equipment usage and other direct charges process, etc. The WAM system determines approvers and sends request for approval. Approver(s) evaluates request and approves or rejects it.

## Business Process Model Page 1



## Business Process Model Page 2



## Detail Business Process Model Description

[**1.0**](#_Business_Process_Model_2) **Create Approval Request and Determine Approvers**

A**ctor/Role: WAM**

**Description:** WAM creates approval request and determines approvers to approve the request.

|  |
| --- |
| W1-APVRQINFO (Approval Request Information) |
| W1-DFLTMO (Default Maintenance Object) |
| W1-DFAPVOWAG (Default Approval Owning Access Group) |
| W1-DETAPPRVR (Determine Approvers) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**1.1**](#_Business_Process_Model_2) **Update Approval Request to “No Approval Necessary”**

A**ctor/Role: WAM**

**Description:** WAM updates approval request to ‘No Approval Necessary’ state.

|  |
| --- |
| W1-DETAPPRVR (Determine Approvers) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**1.2**](#_Business_Process_Model_2) **Add Approval Request Log Entry**

A**ctor/Role: WAM**

**Description:** WAM adds approval request status to the log.

|  |
| --- |
| W1-DETAPPRVR (Determine Approvers) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**1.3**](#_Business_Process_Model_2) **Update Approval Request to “Approved”**

A**ctor/Role: WAM**

**Description:** WAM updates request to ‘Approved’ state.

|  |
| --- |
| W1-DETAPPRVR (Determine Approvers) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**1.4**](#_Business_Process_Model_2) **Update Approval Request to “Approval In Progress”**

A**ctor/Role: WAM**

**Description:** WAM updates approval request to ‘Approval in Progress’ state. It further checks for approvers.

|  |
| --- |
| W1-DETAPPRVR (Determine Approvers) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**1.5**](#_Business_Process_Model_2) **Create To Do Entry for Approver**

A**ctor/Role: WAM**

**Description:** WAM creates To Do entry for approvers.

|  |
| --- |
| W1-CHCKAPVR (Check Approvers) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**1.6**](#_Business_Process_Model_2) **Send Email**

A**ctor/Role: WAM**

**Description:** WAM sends Email to identified approval for approval.

|  |
| --- |
| W1-CHCKAPVR (Check Approvers) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**1.7**](#_Business_Process_Model_2) **Review Pending Approval Document(s)**

A**ctor/Role: WAM Authorized User**

**Description:** WAM authorized user reviews pending approval request documents.

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**1.8**](#_Business_Process_Model_2) **Agree and Initiate Approval**

A**ctor/Role: WAM Authorized User**

**Description:** WAM authorized user agrees and initiates approval.

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**1.9**](#_Business_Process_Model_2) **Complete To Do Entry**

A**ctor/Role: WAM**

**Description:** WAM completes any To Do entry.

|  |
| --- |
| W1-CHCKAPVR (Check Approvers) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**2.0**](#_Business_Process_Model_2) **Update Approval Request to “Approved”**

A**ctor/Role: WAM**

**Description:** WAM updates approval request to ‘Approved’ state.

|  |
| --- |
| W1-APVINPROG (Approval In Progress) |
| W1-APVRAPVD (Approver Approved) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**2.1**](#_Business_Process_Model_2) **Update Approval Request to “Final Approval”**

A**ctor/Role: WAM**

**Description:** WAM updates approval request to ‘Final Approval’ state.

|  |
| --- |
| W1-COMAPVREQ (Complete Approval Request) |
| W1-APVEMAIL (Approval Send Email) |
| W1-APVTRNS (Approval Transition) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**2.2**](#_Business_Process_Model_2) **Populate Reject Reason**

A**ctor/Role: WAM Authorized User**

**Description:** WAM authorized user populates reason for rejecting the approval request.

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**2.3**](#_Business_Process_Model_2) **Request Reject Approval**

A**ctor/Role: WAM Authorized User**

**Description:** WAM authorized user makes a request to reject approval.

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**2.4**](#_Business_Process_Model_2) **Update Approval Request to “Rejected”**

A**ctor/Role: WAM**

**Description:** WAM updates approval request to ‘Rejected’ state

|  |
| --- |
| W1-APVRRJCT (Approver Rejected) |
| W1-COMAPVREQ (Complete Approval Request) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**2.5**](#_Business_Process_Model_2) **Send Email**

A**ctor/Role: WAM**

**Description:** WAM sends Email to indicate rejection of request.

|  |
| --- |
| W1-APVEMAIL (Approval Send Email) |
| W1-APVTRNS (Approval Transition) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**2.6**](#_Business_Process_Model_4) **Evaluate Waiting Approval Period and Number of Reminders**

A**ctor/Role: WAM**

**Description:** WAM monitors if there has been any response or expiry of number of email reminders within the wait time.

|  |
| --- |
| W1-APVINPROG (Approval In Progress) |

**Process Plug-in enabled (Y)**  **Available Algorithm(s):**

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

[**2.7**](#_Business_Process_Model_4) **Complete To Do Entry**

A**ctor/Role: WAM**

**Description:** WAM completes To Do entry.

|  |
| --- |
| W1-ApprovalRequest |

**Business Object (Y) Business Object**

## Test Documentation related to the Current Process

| ID | Document Name | Test Type |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Document Control

**Change Record**

| Date | Author | Version | Change Reference |
| --- | --- | --- | --- |
|  |  |  |  |
| 12/09/2015 | Barry DeMartini,  Galina Polonsky | 1.0 | Initial Version |
| 07/25/2016 | Srinivas Kanteti |  | Apply formatting, minor updates |
| 08/10/2016 | Galina Polonsky | 1.0 | Reviewed, Approved |
|  |  |  |  |

## Attachments

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