## Workflow: For Award Processing

- 1. Complete and save the Workflow Departmental Award Form or the Student Tuition Payment Form (use the Workflow International Departmental Award Form or International Student Tuition Payment Form for International Students) through MS Excel.
- 2. Go to https://workflow.unm.edu:4443/wfbanp/logon.jsp
- 3. Login using your UNM NetID and Password



4. Click on "My Processes"

🕞 🕞 🗢 🙋 https://workflow.unm.edu:4443/wfbanp/home/worklist.do					
🚖 Favorites 🛛 👍 🔁 Suggested Sites 👻 🔊 Upgrade Your Browser 💌					
🖉 Workflow 4.4.2 (wfbanp) - beti2626					
Home	🖕 Worklist				
Worklist	-				
Workflow Status Search	Organization Workflow				
Workflow Alerts	organization worknow				
	1				
User Profile	Select: My Processes				
My Processes	Select. Wy Processes				
User Information					
Change Password					

5. Click on "SFAO Dept. Award Request"



6. Click on "Attach File".....(this is to be done once the departmental award or student tuition payment form has been completed)

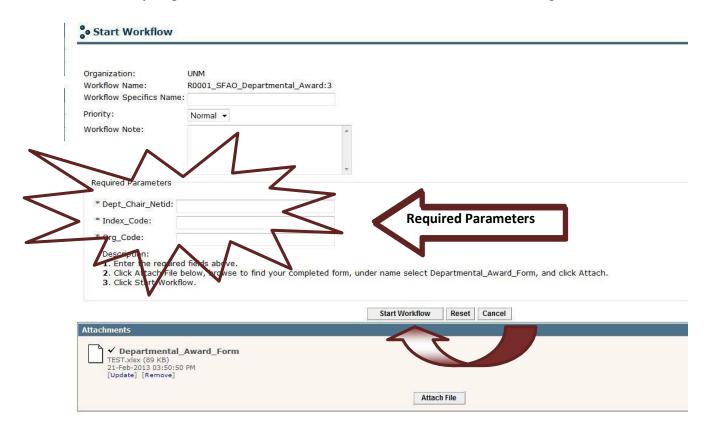
2	UNM R0001_SFAO_Departmental_Award:3	
orkflow Specifics Name:		
	Normal -	
(orkflow Note:		
Required Parameters		×
* Dept_Chair_Netid:		
* Index_Code:		
* Org_Code:		
Description: 1. Enter the required 2. Click Attach File be 3. Click Start Workflor	elow, browse to find your completed f	rm, under name select Departmental_Award_Form, and click Attach.
		Start Workflow Reset Cancel

- 7. Click on "Browse" and locate the Departmental Award or Student Tuition Payment form you completed in Step 1.
- 8. Check "Dept. Award Form"
- 9. Then Click: "Attach"

• Attach File	
File to attach:	Browse
Name:	Departmental _Award_Form
Comments:	
	Click to Attach file Attach Cancel

10. Enter the Required Parameters: Dept\_Chair\_Netid, Index\_Code, Org\_Code.

11. Click on "Start Workflow". Once you start the process, Workflow will ask originator to verify Department Chair contact information. An email is sent to originator.



12. Click "Worklist" to refresh (Originator will receive an email when process to identify "Dept. Chair" is complete. You can click "Worklist" or just wait for the email)



13. Click on Workflow Link

• Worklist	
Organization	
UNM	SFAO Administration_SFAO_DeptAwrdRequest Ready
	1 - 1 of 1 First & Previous Next 💠

- 14. Verify the information provided is correct. If it is Select "Yes" and click complete. If it is not, Select "No", click "Complete". Workflow will be returned to originator, asking him/her to assign a department chair.
- 15. After confirmation is complete, second level approver will receive an email indicating there is a process pending review in Workflow.

## Second Level Approver Process

1. Click on the link that is provided in the email you received.

From: <workflow@unm.edu></workflow@unm.edu>	12/20/2011	11:41:06 AN
To: Elizabeth Jacquez Amador		
Subject: SFAO Departmental Award Request		
Please logon to workflow at <u>https://workflow.unm.edu:4443/wfbanp</u> to eview a new SFAC (workflow id: 32233545) from Elizabeth Jacquez Amador. Please do not reply to this email. Thank You.	D Departmental Award Req	luest
2. Login using your UNM NetID and Password		
3. Click on Workflow link		
• Worklist		
Organization Workflow	Activity	Priority
UNM SFAO Administration_SFAO_DeptAwrdRequest	Department Chair Action	Normal

1 - 1 of 1 | First | & Previous | Next | Last | Go to page: 1 -

4. Open the attachment and verify the information. If it is correct, select "Approved" and Click "Complete". If it is not correct, select "Denied" and provide "Reason for Denial". If necessary insert comments for denial. Click "Complete"

	Greetings to Elizabet	th Jacquez Amador.	
	Click on the attachm	ment below to review the SFAO Departmental Award Request.	
	Submitted: 20-Dec- Workflow ID: 32233 By: Elizabeth Jacque Email: beti2626@unr Phone: 277-2041 Department: SFAO A Comments(if any):	9545 Jez Amador Jm.edu	
	If the form requires	rmation** ust not be updated or removed. adjustments, deny the request and enter comments. An email will h Jacquez Amador in SFAO Administration with this information.	
	* Action		
	Approved Denied		
	request advances to	on the <b>'Complete'</b> button at the bottom of the page and this to General Accounting. mpany the request are also welcome. <b>ments'</b> box below.	
If <b>Denied</b> , select the reason and include required additional information <b>'Comments'</b> section below. Then click on the <b>'Complete'</b> button at the bottom of the page and the be notified by email with your comments.			
If you deny, provide reason	Reason for Denial:	None	
	Comments:		
	1	Complete Save & Close Cancel	
Attoshments			
Departmental _Award Workflow Departmental Award KB)		Open and verify info	
ZyDec-2011 11:20:02 AM [/redate: VRemove]	$\checkmark$		
V			

- 5. If it is approved, process will go to General Accounting, appropriate Accounting Office, Funds Management, and finally Scholarships Office.
- 6. If it is denied, process will stop and originator will be notified via email about denial.
- 7. An email with the progress and status of the award request will be sent to the originator after the process is complete.