


Workflows


How is workflow determined?

- ▶ Current workflow is driven by the account code on the invoice/requisition:
 - Causes issues when multiple account codes are used
 - Has to be constantly updated when account codes are added/changed
- ▶ New workflow method will be driven by the 5-digit department code on the Invoice, Requisition, or Contract Entry screen:
 - Departments can control which approvers will receive the invoice/requisition based on the department code
 - Can easily add or update workflows to fit each department's needs/preferences

How does the new workflow work?

- ▶ Each user who enters items in Tyler will have a “default” department code for their most used workflow. We have set these in the system already but can easily update these if needed.
 - ▶ The user’s default department code will automatically populate when entering a new invoice, requisition or contract.
 - ▶ The department code can also be overridden and updated to a different code if a different workflow needs to be used.
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Requisition Example

 **Requisitions**


Back | Add | Delete | Excel | Mass Allocate | Duplicate | Custom Interface | Notes | Actions/ Approvers | Release | Activate | My Approvals | Attach


Requisition: 2023/12300631

Created, Weihe, Kristan, 04/05/2023


▼ Requisition


Vendor Quotes (0) General Notes (0)

Fiscal Year* 2023 Requisition Number* 12300631 Created Date* 04/05/2023 


Department* (20300) ACCOUNTING  View

Description

Buyer 

Type (N) NORMAL 

Purchase order

PO Expiration 06/30/2023 

Invoice Entry Example



Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29]

- Back
- Accept
- Cancel
- View Address
- Journal Info
- Previous PO
- Credit PO
- Credit Contract

Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] > Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] >

Invoice

Year	<input type="text" value="2023"/>				
PO	<input type="text" value=""/> ...	<input type="button" value="Receiving"/>		DBA	<input type="text"/>
Contract	<input type="text" value=""/> ...				<input type="text"/>
Vendor *	<input type="text" value="0"/> ...				<input type="text"/>
Address	<input type="text" value=""/> ...				<input type="text"/>
Terms	<input type="text"/>				<input type="text"/>
Document *	<input type="text" value=""/> +1				<input type="text"/>
Invoice *	<input type="text" value=""/> +1		Description	<input type="text"/>	
Gross *	<input type="text" value=".00"/>		Status	<input type="text" value="On Hold"/>	Department <input type="text" value="20300"/>
Discount date	<input type="text" value=""/> <input type="button" value="Calendar"/>	Disc basis	CHECK RUN	<input type="text"/>	Work order <input type="text" value=""/>
Discount %	<input type="text" value=".000"/>	Disc amt	Invoice date *	<input type="text" value=""/> <input type="button" value="Calendar"/>	Work order task <input type="text" value="0"/>
Net amount	<input type="text"/>		Received date *	<input type="text" value="04/05/2023"/> <input type="button" value="Calendar"/>	Allocation <input type="text" value="0"/>
Payment method	<input type="text" value="Normal"/>		Due date *	<input type="text" value="04/05/2023"/> <input type="button" value="Calendar"/>	Requisition <input type="text"/>
Check/Wire	<input type="text" value=""/> +1	<input type="text" value=""/> <input type="button" value="Calendar"/>			Liq method <input type="text" value="Line"/>
					Special handling <input type="text"/>

Contract Entry Example

Contract Entry [City of Fairfield ~CA | TRAIN | 03/29] >

Contract **Standing**

Contract *	<input type="text" value="323000476"/>	<input checked="" type="checkbox"/> To Be Rolled	Status	<input type="text" value="CREATED"/>
Method *	<input type="text" value="Limitless"/>	<input type="checkbox"/> Hold Payments	>> <input checked="" type="radio"/> Original	<input type="text" value="NONE"/>
Line Items *	<input type="text" value="None"/>	<input type="checkbox"/> Require PO for Payment	<input type="radio"/> Change Order	
Customer *	<input type="text" value="--"/>			
Vendor *	<input type="text" value="0 --"/>			
Address	<input type="text" value="0 --"/>			

Main Retainage Accounts Items Charge Amounts Discounts Subcontractors Insurance Bonds

Main Information **Dates**

Dept/Loc *	<input type="text" value="20300"/>		Estimated start	<input type="text"/>
Bid/RFP	<input type="text"/>		Estimated completion	<input type="text"/>
Requisition Year/Number	<input type="text"/>	/	Bid awarded	<input type="text"/>
Project	<input type="text" value="--"/>		Approved	<input type="text"/>
Description	<input type="text"/>		Initial expiration	<input type="text"/>
Year *	<input type="text" value="2023"/>	Period	Renewal action	<input type="text"/>
Type *	<input type="text" value="CONTRACT SERVICES"/>		Extended through	<input type="text"/>

What are the different Workflows?

- ▶ A spreadsheet is being sent out with ALL workflows city-wide and can be filtered for just your department/division.
- ▶ There are 4 different types of workflows for each department code:
 - ▶ Invoices with no PO/Contract
 - ▶ Invoices with a PO/Contract
 - ▶ Requisitions
 - ▶ Purchase Order Change Orders
- ▶ The spreadsheet shows the order of approvers at each step and each person's approval limits/role in the workflow.

Invoice Example: No PO/Contract

Invoice Entry [City of Fairfield ~CA | TRAIN | 12/30]

Back Search Browse Add Update Delete Email Schedule Attach
Discrepancies Change Lines Quick Entry Group Entry PO Inquiry View Address Journal Info Sub Payments Credit Contract Additional Info

Invoice Entry [City of Fairfield ~CA | TRAIN | 12/30] > Invoice Entry [City of Fairfield ~CA | TRAIN | 12/30]

Invoice

Year: 2023

PO: Receiving

Contract:

Vendor *: 128 GREEN VALLEY TRACTOR INC

Address: 0

Terms:

Document *: 22533

Invoice *: 60201 NO PO/SC

Gross *: 50,000.00

Description: 60201 NO PO/SC EXAMPLE

Status: Pending Approval

Department: 60201

Work order:

Work order task: 0

Allocation: 0

Requisition:

Liq method: Line

Special handling:

Discount date: Disc basis: .00

Discount %: .000 Disc amt: .00

Net amount: 50,000.00

Payment method: EFT

Check/Wire:

CHECK RUN:

Invoice date *: 02/27/2023

Received date *: 02/27/2023

Due date *: 02/27/2023

4135 ABERNATHY ROAD

FAIRFIELD CA 94534-9709

Department Code:
60201
*PW-Operations-
Traffic

Accounts Line Items

Line	Org	Object	Proj	PO	Inv amount	1099	A	Bud	Work order	WO task
1	10120300	9028			50,000.00		N	1		

Workflow:

Step	Status
▼ 30	In Progress
▼ Any approver from this group c Group Current	
Camara, Daniel	
▼ 35	Not started
▼ Any approver from this group c	
Gray, Mike	
▼ 40	Not started
▼ Any approver from this group c	
Kaushal, Paul	
▼ 45	Not started
▼ Any approver from this group c	
Ballard, Kelly	
▼ 50	Not started
▼ Any approver from this group c	
Gassaway, David	
▼ 60	Not started
▼ By source business rule - Any	
de Guzman, Julie	
Weihe, Kristan	
Dixon, Myles	
Gangnay, Tenzin	
▼ 80	Not started
▼ Any approver from this group c	
Rendon, Ruth	
Nuval, Jesadelle	
Garcia, Kelly	

- Step 30: Manager
- Step 35: Deputy Dept Head
- Step 40: Dept Head
- Step 45: CMO Assistant
- Step 50: City Manager
- Step 60: Accounting
- Step 80: Account Payable

*Per the City's Admin Policy, invoices over \$25K that do not have a PO or contract must be approved by the City Manager. This will trigger automatically in Tyler when there is no PO or contract entered in Invoice Entry.

Invoice Example: With PO/Contract

Invoice Entry [City of Fairfield ~CA | TRAIN | 12/30]

Back Search Browse Add Update Delete Email Schedule Attach Discrepancies Re-Liquidate Change Lines Quick Entry Group Entry PO Inquiry View Address Journal info Subc. Payments

Invoice Entry [City of Fairfield ~CA | TRAIN | 12/30] > Invoice Entry [City of Fairfield ~CA | TRAIN | 12/30]

Invoice

Year: 2023

PO: 22300492 Receiving Open amount: 94,251,991.00

Contract: _____

Vendor*: 128 GREEN VALLEY TRACTOR INC

Address: 0 _____

Terms: _____

Document*: 22535

Invoice*: 60201 WITH PO/SC

Gross*: 50,000.00

Description: 60201 WITH PO/SC EXAMPLE

Status: On Hold Department: 60201

Work order: _____

Work order task: 0

Allocation: 0

Requisition: _____

Liq method: Line

Special handling: _____

Discount date: _____ Disc basis: _____ CHECK RUN: _____

Discount %: .000 Disc amt: .00

Net amount: 50,000.00

Invoice date*: 02/27/2023

Received date*: 02/27/2023

Due date*: 02/27/2023

Payment method: EFT

Check/Wire: _____

4135 ABERNATHY ROAD

FAIRFIELD CA 94534

Accounts | Line Items

Line	Org	Object	Proj	PO	Inv amount	1099	A	Bud	Work order	WO tas
1	10120300	9028		22300492	50,000.00		N	1		

Workflow:

Steps	
Step	Status
▼ 30	In Progress
▼ Any approver from this group c Group Current	
Camara, Daniel	
▼ 35	Not started
▼ Any approver from this group c	
Gray, Mike	
▼ 60	Not started
▼ By source business rule - Any	
Weihe, Kristan	
Dixon, Myles	
de Guzman, Julie	
Gangnay, Tenzin	
▼ 80	Not started
▼ Any approver from this group c	
Nuval, Jesadelle	
Garcia, Kelly	
Guitron-Castro, Karen	
Rendon, Ruth	

Step 30: Manager

Step 35: Deputy Dept Head

Step 60: Accounting

Step 80: Account Payable

*Since Mike Gray has a \$500,000 approval limit as the deputy department head for invoices with a PO, it does not go to the Department Head or City Manager for approval.

Invoices with a PO/Contract

- ▶ If a PO or Contract is added in Invoice Entry, the Department Code will automatically update to the Department code on that PO or Contract.
- ▶ This can be overridden if it is not the desired Department Code/Workflow for the invoice.
- ▶ The Department codes on the Contracts have been updated to either the department that originally initiated the contract, or the department that uses it the most.
- ▶ For Contracts used widely throughout the City (For example, Alkar for temporary staffing services), the department code has been set as 01000-City All. This department code does not have a Workflow and will need to be updated before an invoice is released. If it is not updated, it will come to accounting and the invoice will be rejected.

Requisition Example:

Requisitions

Back | Add | Delete | Excel | Mass Allocate | Duplicate | Custom Interface | Notes | Actions/ Approvers | Release | Activate | My Approvals | Attach

Requisition: 2023/871
Allocated, Weihe, Kristan, 03/22/2023

Requisition
Vendor Quotes (0) General Notes (0)

Fiscal Year* 2023 | Requisition Number* 871 | Created Date* 03/22/2023 | Type (N) NORMAL

Department* (60201) TRAFFIC O&M SIGNLS - ST LIGHTS | Purchase order

Description 60201 EXAMPLE | PO Expiration 06/30/2023

Buyer

Items (1)
Add Item

Delete	Line	Description	Qty	UOM	Unit Price	Line Total	Project String
X	1	60201 TEST	1.00	EACH	\$50,000.00000	\$50,000.00	

Workflow:

Workflow Approval

Steps

- Step 10 - Approvers (4)
 - Nuval, Jesadelle
 - Garcia, Kelly
 - Guitron-Castro, Karen
 - Rendon, Ruth
- Step 30 - Approvers (1)
 - Camara, Daniel
- Step 35 - Approvers (1)
 - Gray, Mike
- Step 40 - Approvers (1)
 - Kaushal, Paul
- Step 45 - Approvers (1)
 - Ballard, Kelly
- Step 50 - Approvers (1)
 - Gassaway, David
- Step 60 - Approvers (4)
 - Gangnay, Tenzin
 - de Guzman, Julie
 - Weihe, Kristan
 - Dixon, Myles
- Step 70 - Approvers (1)
 - Uprety, Pratikshya

- Step 10: Accounts Payable
- Step 30: Manager
- Step 35: Deputy Dept Head
- Step 40: Dept Head
- Step 45: CMO Assistant
- Step 50: City Manager
- Step 60: Accounting
- Step 70: Purchasing

*Purchase Order Change Orders workflow would follow the same steps except Step 10 would be excluded since the vendor was already verified on the original Requisition.

Purchase Order Change Orders:

Purchase Order Change Orders [City of Fairfield ~CA | TRAIN | 12/30]

Close Accept Search Browse Update Output Print Display PDF Save Exce

Purchase Order Change Orders [City of Fairfield ~CA | TRAIN | 12/30]

Main Terms/Miscellaneous User Defined

Purchase Order Details

Dept/Loc 20300 ACCOUNTING

Fiscal year 2023 Current Next Period 07

PO number 22300492

General commodity

General description TEST PO

General Notes Receiving Invoices

Vendor Details

Vendor 128 Committed

Name GREEN VALLEY TRACTOR INC

The existing Purchase Order will have the department code that was originally used on the Requisition. If the department code is incorrect when beginning a Purchase Order Change Order, click the Update button, type in the correct department code, and click Accept before proceeding with the rest of the Change Order.

Questions?

- ▶ Contact Tyler Help (tylerhelp@fairfield.ca.gov) if you need workflows updated or additional workflows created for your department.
- ▶ While the department codes were updated on Contracts, the department codes on existing PO's were not updated. We can assist in updating these on an as-needed basis (email Tyler Help).
- ▶ These slides and Department Code Workflow spreadsheet will be available on the ERP page on OTIS.