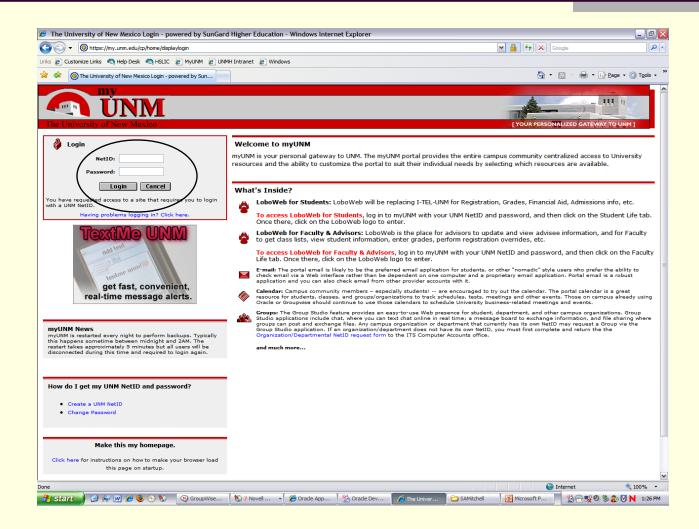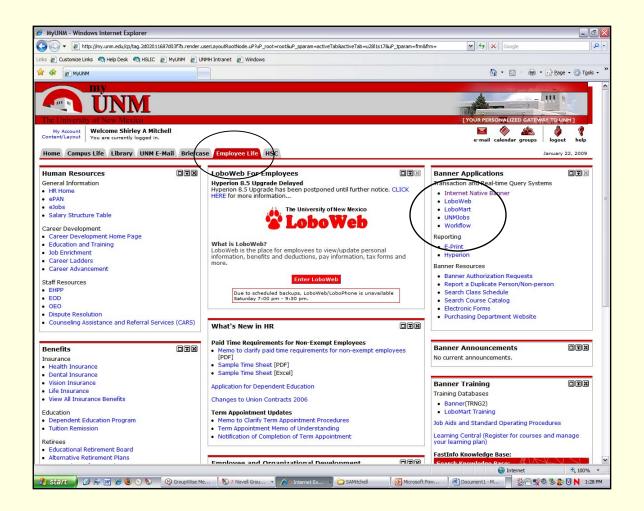# Workflow

Overview and Update

Presented by Shirley Mitchell
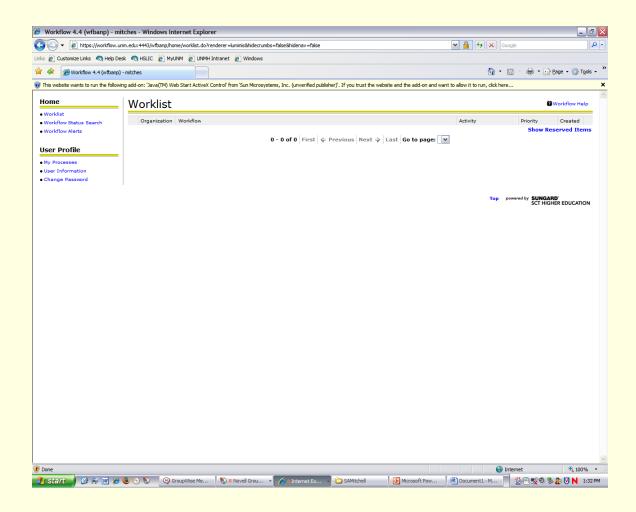
January 23, 2009

System sign-on

System sign-on, cont'd

Worklist in Workflow

Training Class

- Next 90-Day Notification Workflow class:
  - Wednesday, February 11
    - Room 125 (HSSB first floor)
    - 9:00 – 10:00 am
    - RSVP: hscar@salud.unm.edu

- Other training classes by appointment
  - Contact your Fiscal Monitor
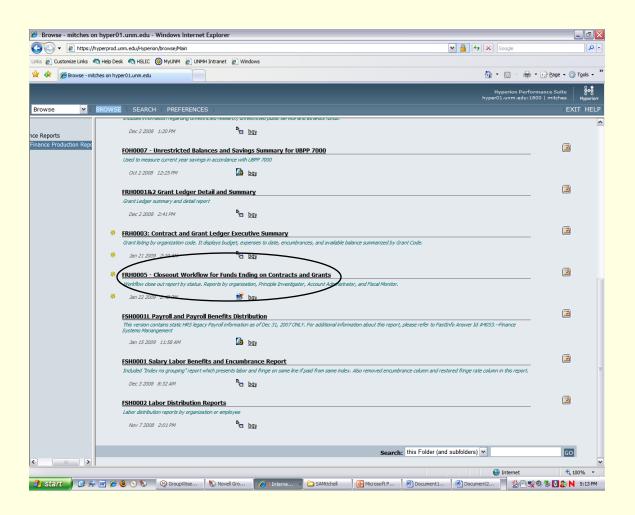   - Day, time, location to fit your needs

Workflow Reports

- Hot off the presses!

- Hyperion report FRH0005
  - *"Closeout Workflow for Funds Ending on Contracts and Grants"*

- Query by:
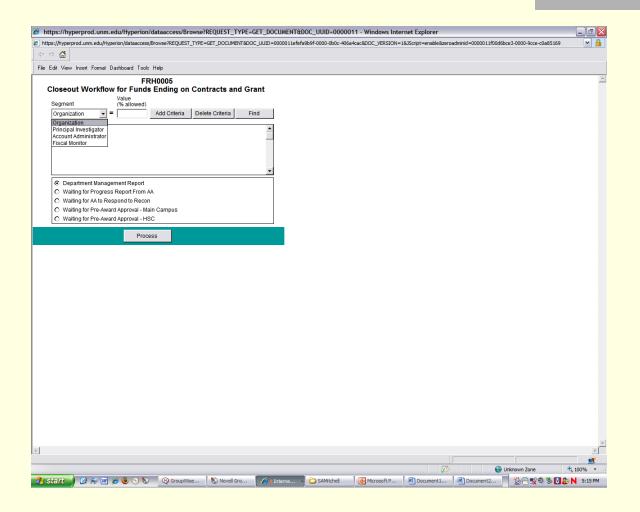 - Org, PI, Acct Administrator, Fiscal Monitor

Workflow Reports, Cont'd

- Types of reports:
    - Department Management Report
    - Waiting for Progress Report from AA
    - Waiting for AA to respond to Recon
    - Waiting for Pre-award Approval, Main Campus
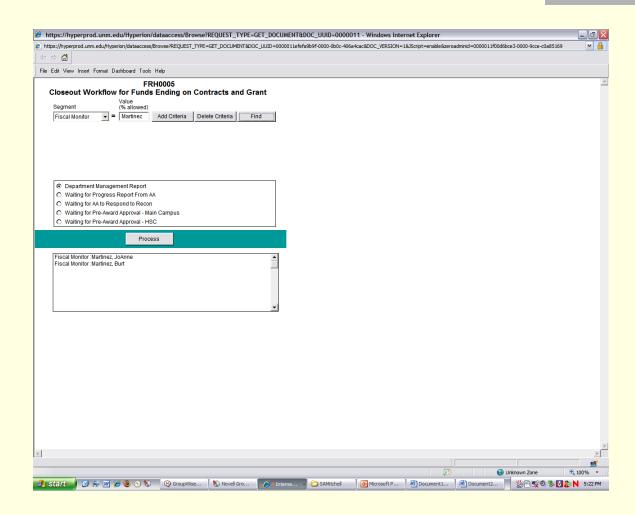   - Waiting for Pre-award Approval, HSC

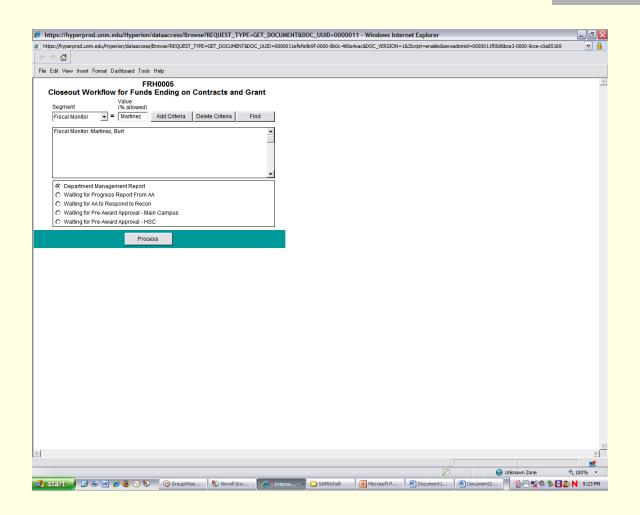- Print or Export to Excel
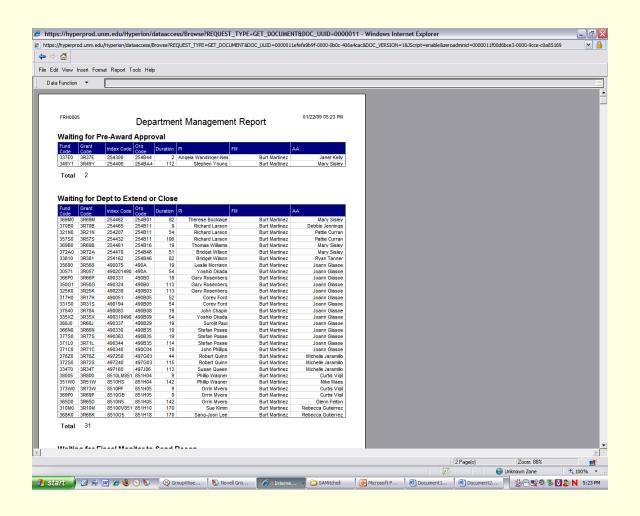
Hyperion Report

FRH0005

Report Example

Report Example, cont'd

Report Example, cont'd

Report Example, cont'd