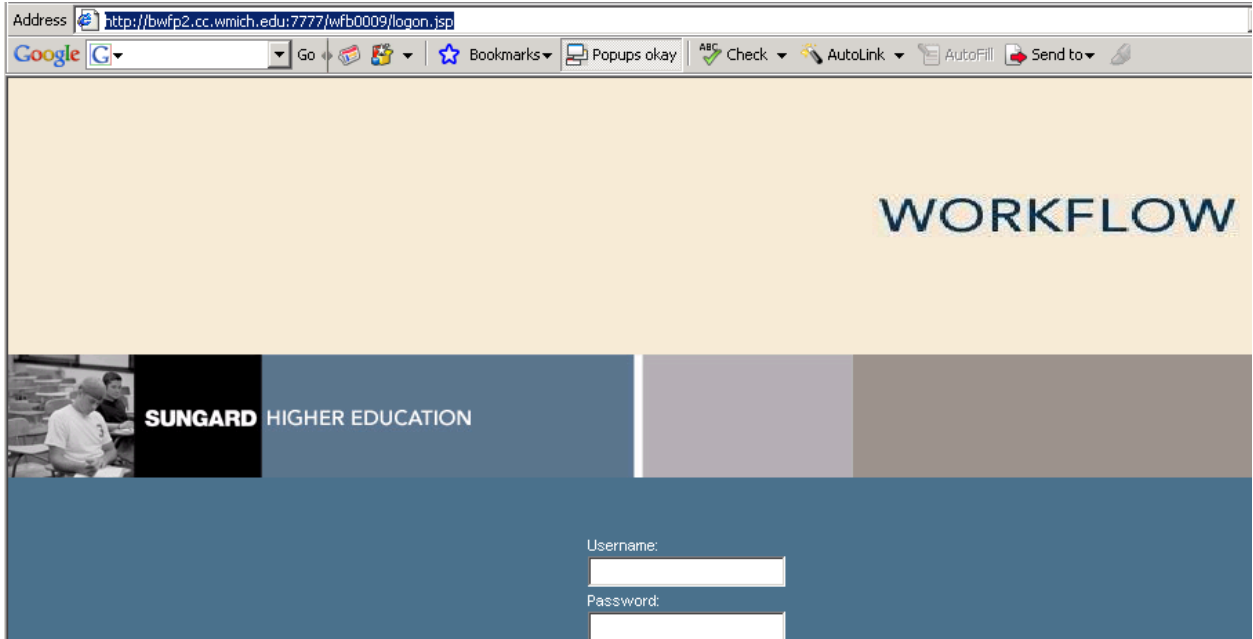


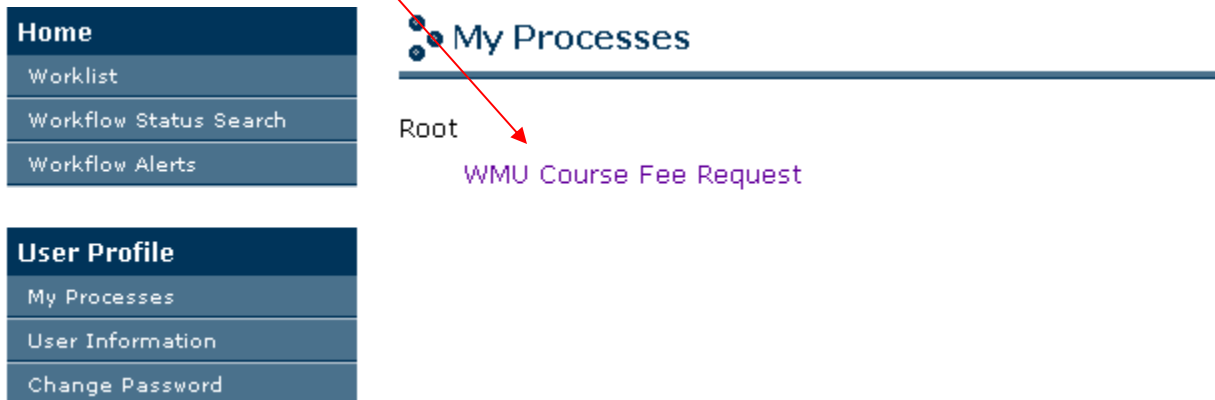
1. To start Fee Course Request login at: <https://bwfp.cc.wmich.edu:9020/wfbprod/logon.jsp>



2. On the Worklist page, click on **My Processes** under User Profile tab.



3. Click on **WMU Course Fee Request** (note: will have dept specific name ie: WMU Course Fee Math Request).



4. At **Workflow Specifics Name** enter course subject and number (ie. ENGR 1230) and click **Start Workflow**. It will return a message that workflow started successfully, and click **OK**.

Workflow Status Search
Workflow Alerts

User Profile
My Processes
User Information
Change Password

Organization: Root
Workflow Name: WMU_Course_Fee_Approval:0
Workflow Specifics Name: ENGR 1230
Priority: Normal
Workflow Note:

Start Workflow Reset Cancel

5. You will be brought back to your Worklist page where the workflow will be ready to be processed. Click on the workflow you would like to process to open the **Fee Request** form.

Home
Worklist
Workflow Status Search
Workflow Alerts

User Profile
My Processes
User Information

Worklist

Organization	Workflow	Activity	Priority	Created
Root	ENGR 1230 Ready	Course Fee Approval Request	Normal	28-May-2008 01:34:18 PM

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

Show Reserved

6. Fill in the fields. Data fields with **asterisk** denote a required entry, and you will get an error message if you try to complete the step without data in the field. At the bottom are three options – click **Complete** when you have finished the form; click **Save & Close** to save changes you have made but are not ready to complete; click **Cancel** to empty and start over.

Workflow Alerts

User Profile
My Processes
User Information
Change Password

* Department:
Enter date as MM-DD-YYYY (ex. 01-01-2010)
* Date:
* Course Subject and No.:
Example: ABC 1230
* Course Title:
If multi-topic course, please list course title(s) below:
Course Title:

Complete Save & Close Cancel

7. Once completed, the workflow will be removed from your worklist and show up on the Chair/Director role worklist for processing – either an approval or denial of the fee request. The department will be notified by e-mail of an approval or denial.

8. On the Chair/Director worklist the workflow will appear. A notification e-mail is sent to remind the Chair/Director to login to process the request. Notice the Activity step name.

The screenshot shows a 'Worklist' page with a navigation menu on the left containing 'Home', 'Worklist', 'Workflow Status Search', and 'Workflow Alerts'. The main table has columns for Organization, Workflow, Activity, Priority, and Created. A red arrow points to the 'Activity' column, which contains the text 'Chair Approval Fee Request'. Other data in the row includes 'Root' for Organization, 'ENGR 1230 Ready' for Workflow, 'Normal' for Priority, and '28-May-2008 01:49:00' for Created. A 'Logoff' button is visible in the top right corner.

9. Chair/Director will preview all data passed from Course Fee initiator and then will approve or deny the request. Approval sends on to Dean's Office, a denial sends e-mail to the originating department. Click **Complete** when finished.

The form is titled '* Chair Approval'. It contains two radio buttons: 'Approve' and 'Deny'. Below the radio buttons is a text input field labeled 'Reason for Denial:'. Further down are three more text input fields labeled '* Director / Chair:', '* Date:', and a blank field. At the bottom of the form are three buttons: 'Complete', 'Save & Close', and 'Cancel'. A red arrow points from the text above to the 'Deny' radio button.

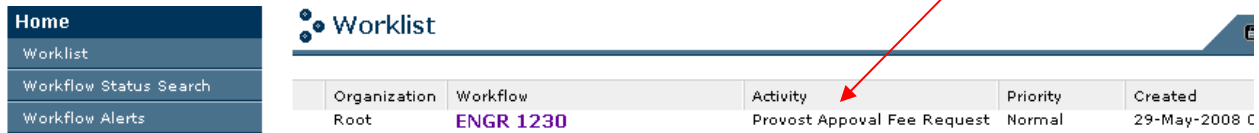
10. On the Dean worklist the workflow will appear. A notification e-mail is sent to remind the Chair/Director to login to process the request. Notice the Activity step name.

The screenshot shows a 'Worklist' page similar to the previous one. The 'Activity' column now contains the text 'Dean Approval Fee Request'. A red arrow points to this text. The rest of the table data and navigation elements are the same as in the previous screenshot.

11. Dean will preview all data passed from Chair/Director and then will approve or deny the request. Approval sends on to the Provost's Office, a denial sends e-mail to Chair/Director.

The form is titled '* Dean's Office Approval'. It contains two radio buttons: 'Approve' and 'Deny'. Below the radio buttons is a text input field labeled 'Reason for Denial:'. Further down are three more text input fields labeled '* Dean:', '* Date:', and a blank field. At the bottom of the form are three buttons: 'Complete', 'Save & Close', and 'Cancel'.

12. On the Provost worklist the workflow will appear. A notification e-mail is sent to remind the Provost representative to login to process the request. Notice the Activity step name.



13. Provost will preview all data passed from Dean and then will approve or deny the request. Approval may complete workflow or send on to Accounts Receivable depending on request type (see note below), a denial sends e-mail to Dean. Click **Complete** when finished.

* Provost/VPAA Approval

Approve Deny

Reason for Denial:

* Provost / VPAA:

* Date:

Complete **Save & Close** **Cancel**

NOTE: For **Cancellation** requests, workflow would be complete, and a final e-mail with all the data and approvals would be sent to Department, Chair/Director, Dean, Provost, Registration.

For **Renewals**, Accounts Receivable reviews the Fund/Dept and Account and enters a Fee Code, then completes the workflow and the final e-mail with all the data and approvals would be sent to Department, Chair/Director, Dean, Provost, Registration. These two steps are shown below.

On the AR worklist the workflow will appear. A notification e-mail is sent to remind the AR representative to login to process the request. Notice the Activity step name



AR verifies the Fund/Dept and Account and enters a Fee Code, then clicks **Complete**.

Fund/Dept: 297008890

Account: 4101

Provost / VPAA: Dr. Provost

Date of Approval: 5-29-2008

* Fee Code:

Complete **Save & Close** **Cancel**

For **New Fee** requests, Accounts Receivable reviews the Fund/Dept and Account and enters a Fee Code, then completes the workflow. Accounting reviews Fund/Dept, Account Fee Code, then must determine if valid or invalid. The steps for both scenarios are below, and when completed the final e-mail with all the data and approvals would be sent to Department, Chair/Director, Dean, Provost, Registration, and Accounts Receivable.

On the AR worklist the workflow will appear. A notification e-mail is sent to remind the AR representative to login to process the request. Notice the Activity step name

Organization	Workflow	Activity	Priority	Created
Root	ENGR 1230 Ready	AR Approval Fee Request	Normal	29-May-2008 08

AR verifies the Fund/Dept and Account and enters a Fee Code, then clicks **Complete**.

Fund/Dept: 12345678
 Account: 4321
 Provost / VPAA: Dr. Provost
 Date of Approval: 5-29-2008
 * Fee Code:

On the Accounting worklist the workflow will appear. A notification e-mail is sent to remind the Accounting representative to login to process the request. Notice the Activity step name

Organization	Workflow	Activity	Priority	Created
Root	ENGR 1230 Ready	ACT Approval Fee Request	Normal	29-May-2008

Accounting verifies the Fee Code. If it is **valid**, then clicks **Complete** and a final e-mail with all the data and approvals would be sent to Department, Chair/Director, Dean, Provost, Registration, and Accounts Receivable. If checked **invalid**, the next two steps would have to be completed.

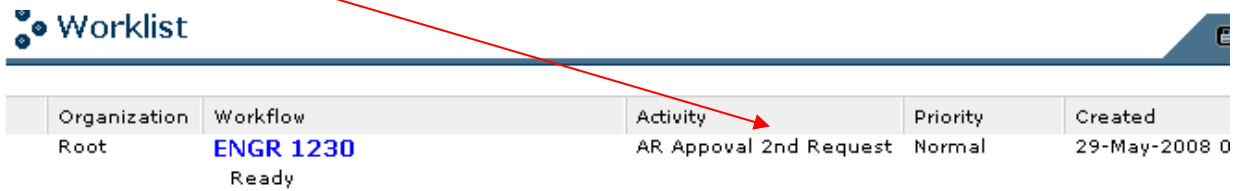
Fee Code: SPP1

* Fee Code

Valid Invalid

Reason Fund/Dept and/or Account Invalid:

Workflow will appear on AR worklist and another notification e-mail is sent to AR.



The screenshot shows a 'Worklist' header with a blue bar. Below it is a table with the following data:

Organization	Workflow	Activity	Priority	Created
Root	ENGR 1230 Ready	AR Approval 2nd Request	Normal	29-May-2008 0

A red arrow points from the text above to the 'Activity' column of the table.

AR enters new Fund/Dept and Account for the Fee Code, then clicks **Complete**.

Fee Code: SPP1
Reason Fund/Dept and/or Account Invalid: Fund/Dept no longer exist.

* New Fund/Dept:
* New Account:

Workflow will appear on Accounting worklist and another notification e-mail is sent.



The screenshot shows a 'Worklist' header with a blue bar and a 'Log' button. Below it is a table with the following data:

Organization	Workflow	Activity	Priority	Created
Root	ENGR 1230 Ready	ACT Approval Fee Request	Normal	29-May-2008 09:50

Accounting verifies new Fund/Dept and Account, hen clicks **Complete** and a final e-mail with all the data and approvals would be sent to Department, Chair/Director, Dean, Provost, Registration, and Accounts Receivable.

Fee Code: SPP1
New Fund/Dept: 12345678
New Account: 4321