

# Work Order Authorization

## Document Overview:

The Work Order Authorization (WOA) is a document that is used between campus departments and Facilities Management when requesting construction related services. This document replaced a paper process when requesting departments required internal services from Facilities Management. The document is a request for service and does encumber money on the department's account until work is completed. The document was created by copying the Internal Billing Document to allow departments (buyers) to order services from CSU Facilities Management. The Work Order Authorization document differs from the Internal Billing document because there is a pre-built Internal Supplier field which allows the user to select from a drop down menu. Collector feeds are utilized by supplier to handle debit and credits. Collector Feed is used to disencumber WOA when services are rendered.

When creating the Work Order Authorization document, the buying department completes the Expense section only. Once the supplier is selected and the expense section filled out by the area paying for services the document is submitted and sent through workflow. The document will route to the Fiscal Officer on the expense account, organization reviewer (if required), division approver (if required), and then to the Work Order Authorization Supplier (i.e. Facilities Management). The Work Order Authorization supplier is the last approver in the document. When the document is approved and final, an encumbrance will be put on the buyer's account for the document total.

The WOA document is used by the supplier to initiate and complete the services. Once the work is completed by the supplier, the supplier (i.e. Facilities Management) sends the actual debit and credit entry via a collector feed to KFS. Collector feeds are nightly processes that create entries in KFS. The supplier will also send a dis-encumbrance entry through the collector feed to disencumber the Work Order Authorization document.

## How to Complete the Document:

In the below Work Order Authorization the Buyer only inputs the entry to the expense side of the document and selects Facilities-Projects from the drop down menu. Buyer completes the document with a departmental account and submits the document.

The screenshot displays the 'Document Overview' section of a Work Order Authorization system. It includes fields for Description (TEST), Organization Document Number, and Explanations. The Financial Document Detail shows a Total Amount of 500.00. The WOA Supplier is set to FACILITIES-PROJECTS/WORK ORDER. The Buyer Accounting Lines section shows a table with one active line (Line 1) for Procurement Services with an amount of 500.00. A second line is added but has a 0.00 amount.

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
CO							0.00	add
add: Colorado State University								
Line Description								
CO	135/020		6001				500.00	add inquiry refresh delete
1 Colorado State University Procurement Services General Services								
Line Description								
							Total: 500.00	

The document is received by the WOA supplier as the last step in the workflow. WOA supplier complete final approval. The entry is posted as an encumbrance on the department's account.

Work Order Authorization Boddoer Id kimpears@colostate.edu is in use Doc Nbr: 14329439 Status: ENROUTE  
Initiator: suaroi@colostate.edu Created: 10:44 AM 01/08/20

[expand all](#) [collapse all](#)  
\* required field

Document Overview ▼ hide

**Document Overview**

\* Description: TEST Explanation:

Organization Document Number: \_\_\_\_\_

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**Financial Document Detail**

Total Amount: 500.00

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WOA Details ▼ hide

**WOA Supplier**

\* WOA Supplier: FACILITIES-PROJECTS/WORK\_ORDER

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Buyer Accounting Lines ▼ hide

**Accounting Lines** hide detail

Expense

* Chart	* Account Number	Sub Account	* Object	Sub Object	Project	Org Ref Id	* Amount	Actions
CO Colorado State University	1357020 Procurement Services		5601 General Services				500.00	
Line Description								
							Total: 500.00	

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Items ▶ show

General Ledger Pending Entries ▶ show

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

send ad hoc request save reload approve disapprove close copy

### Document Routing:

Once the document has been submitted, it will route to needed individuals. For a normal routing process, the document will route to the fiscal officer on each account. Account departmental approvals (ORG-xxxx) are also required if the document is greater than or equal to \$1,000. Division approvals (DIV-xx) will be required on any documents that are greater than or equal to \$10,000. The WOA supplier approves at all dollar amounts.

### Document Exceptions/Restrictions:

Below are the list of disallowed parameters related on the WOA document.

One item retrieved.

Actions	Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint Code
<a href="#">edit</a> <a href="#">copy</a>	KFS-FP	Work Order Authorization	KFS	OBJECT_SUB_TYPES	Object Sub-Type(s) restricted from use o...	AP;AR;BU;CP;ET;FR;GI;MT;NM;NT;SA;SL;TF	D

The WOA does not allow the use of object codes that report to the following Object Sub-Type Codes:

- AP – Accounts Payable
- AR - Accounts Receivable

- BU - Budget
- CP – Capital Assets
- ET – Employee Travel
- FR - Fringe
- GI - Gifts
- MT – Mandatory Transfers
- NM – Non-Mandatory Transfers
- NT- Non-Employee Travel
- SA- State Appropriations
- SL-Salary
- TF-Tuition+Fees